



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

Tuesday, March 29, 2016 @ 6:30 PM

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off or placed on non-audible mode during the meeting.***

**Town of Kensington
Committee of Council Meeting
Tuesday - March 29, 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 – February 22, 2016**
- 6. Business Arising from Minutes – February 22, 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. Encouraging 2016 Census participation
 - b. Question for Cabinet Minister's Forum
 - c. Emergency Measures Procedure Draft
 - d. Historic Plaque Unveiling at Train Station
 - e. 5 year Capital Plan for Fire Department
 - f. 5 year Capital Plan for Town of Kensington
 - g. 5 year Capital Plan for Community Gardens Complex
 - h. Kensington and Area Chamber of Commerce Request for Financial Support – Website Development
 - i. Subdivision/Consolidation Request – Ramsay Fish Holdings Ltd.
 - j. 2 North Street Property Disposal
 - k. Development Control Bylaw - Proposed Text Amendments
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - Nil**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, February 22, 2016
6:30 PM**

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

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

Regrets: Councillor Doucette

Visitors: Ancelene MacKinnon, 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. As this was the inaugural meeting of the Committee of Council, Mayor Caseley briefed all those present on the new meeting structure and requested everyone's patience as the transition moves forward.

2. Adoption of Agenda (Additions/Deletions)

2.1 *Moved by Councillor MacLean, seconded by Councillor Pickering to approve the agenda for the February 22, 2016 Committee of Council meeting. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations, Special Speakers and Public Input

4.1 Nil

5. Adoption of Previous Meeting Minutes

5.1 Nil

6. Business Arising from Minutes

6.1 Nil

7. Staff Reports

7.1 CAO's Report

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

7.1.3 Mayor Caseley noted that the 2015 Audited Financial Statements are near completion and a deficit of approximately \$87,000 will need to be addressed through the current budget. He intends on having the 2016 budget completed for Council's consideration and approval at the March 2016 Regular Council Meeting. The auditor's presentation of the Financial Statements is scheduled for Monday, March 14 at 6:00 pm.

7.1.4 Councillor Spencer inquired if it would be in the best interest of the Town to have legal counsel from McInnis Cooper represent the Town at the upcoming Collective Bargaining Negotiations scheduled for May 2016. He noted that the process will take considerable time from the CAO and senior management. The CAO expressed concern around the increased cost associated with utilizing legal counsel. In that light, the CAO recommended that Town management complete the negotiations, as in previous years.

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to adopt the January 2016 Fire Chiefs Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

7.2.2 It was noted that the year indicated on the report should be amended from 2015 to 2016.

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Pickering, seconded by Councillor Spencer to approve the January 2016 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Spencer, seconded by Councillor Pickering to approve the Building Permit Summary Report for February 2016. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Deputy Mayor Mann, seconded by Councillor Mill to approve the Summary Income Statement for January 2016 subject to amendments which will be distributed to Council. Unanimously carried.*

7.5.2 *Moved by Councillor MacLean, seconded by Deputy Mayor Mann to approve the Bills List for January 2016 in the amount of \$333,616.72. Unanimously carried.*

7.5.3 Councillor Spencer inquired about the high cost of the Right On Board Locksmith invoice. The CAO will review the associated invoices and report back to Council through email.

7.5.4 *Moved by Councillor Pickering, seconded by Councillor Mill to approve the Water & Pollution Control Corporation Bills List for the month of January 2016 in the amount of \$340,422.54. Unanimously carried.*

7.6 Community Gardens Complex Report

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

7.3.1 It was noted that Kensington Cash (50/50) monthly updates will be included in the monthly reports going forward. Mayor Caseley requested that a year to date column be included to reflect Fitplex statistics.

8. New Business

8.1 Kensington Storm Water Project

8.1.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to proceed with the Kensington Storm Drainage project as it was approved in November of 2015 and to defer any curb and gutter work until further funding becomes available. Unanimously carried.*

8.2 Civic Numbering Policy

8.2.1 *Moved by Councillor Spencer, seconded by Councillor Pickering to recommend the approval of the Civic Numbering Policy to Town Council at the March 2016 Regular Meeting. Unanimously carried.*

8.2.2 Councillor Spencer noted that section 6.1.2 which states:

“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.”

should be modified as not all houses are built to accept the requirement of the number being placed on the right hand side of the door. The CAO will review the issue and bring a recommendation forward at the March Regular Meeting of Council.

8.3 Snow and Ice Control Policy

8.3.1 *Moved by Councillor MacLean, seconded by Councillor Mill to recommend the approval of the Snow and Ice Control Policy to Town Council at the March 2016 Regular Meeting. Unanimously carried.*

8.3.2 Councillor Spencer expressed a concern that the United Church appears to be at a lower snow and ice control priority than other churches in Town. The CAO explained that the snow and ice control routes, and associated priorities, are set for typical snow events and that circumstances may arise such that the route and priorities are temporarily altered to respond to specific needs. Wording to this effect will be added to the policy prior to Council's consideration.

8.4 CCTP Request for Financial Assistance – Kensington Welcome Centre

8.4.1 *Moved by Councillor Spencer, seconded by Councillor Pickering to recommend the approval of a \$5,000 financial contribution to CCTP to help cover 2016 operational costs at the Kensington Welcome Centre to Town Council at the March 2016 Regular Meeting. Unanimously carried.*

8.4.2 Councillor MacLean inquired as to whether or not the financial contribution could potentially include a full page ad in the CCTP annual tourism booklet. The CAO will discuss with CCTP.

8.4.3 The Kensington Welcome Centre will host their Auction/Silent Auction at the Welcome Centre on Friday, May 13, 2016 from 5:00-7:00pm. Councillors are encouraged to attend.

8.5 2016 Budget Preparation

8.5.1 Mayor Caseley presented Town Council with an accounting of the approximate \$87,000 deficit from the 2015 financial statements. The Community Gardens Complex incurred an approximate \$47,000 deficit, the Water and Pollution Control Corporation carried an approximate \$33,000 deficit and the Town departments carried a deficit of approximately \$7,000. The CAO and Mayor Caseley will adjust the 2016 Annual Budget Estimates which will see an approximate \$87,000 reduction in expenditures to reflect the deficit. The updated budget will be presented to Council for their consideration at the February 2016 Regular Council Meeting.

9. Councillor Issues/Inquiries

9.1 Nil

10. Correspondence

10.1 Nil

11. In-Camera (Closed Session)

11.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to commence into a Committee of the Whole meeting at 8:27 PM. Unanimously carried.*

11.2 *Moved by Councillor Mann, seconded by Councillor Mill to come out of the Committee of the Whole meeting at 9:16 PM. Unanimously carried.*

12. Adjournment

12.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to adjourn the meeting at 9:17 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor



Chief Administrative Officer's Report

March 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 is for the most part substantially complete. There are still a few minor deficiencies outstanding which will be addressed in the spring.

Staff requested quotes on the installation of a formal access driveway to the station. A quote was requested for an asphalt driveway with an alternate quote to be provided for a gravel driveway. Staff are currently evaluating the project budget to ensure that the driveway access can be completed without taking the project over budget. The cost to complete the asphalt driveway came in at \$7,927.70 plus HST. The alternate price provided for the gravel option came in at \$4,207.50 plus HST.

Wind Turbine Generator Replacement and Insurance Coverage

The turbine was re-commissioned on February 20th, 2016 and has worked without issue since that time.

As was reported earlier, we have been advised that Royal Sun Alliance no longer offers insurance coverage for small wind turbines and as such staff have begun the process of collecting insurance quotes from other insurers. No quotes have been received at this point in time however it is anticipated they will be provided shortly.

Inflow and Infiltration Study (I & I)

A meeting was held with Morley Foy, Approvals and Compliance Engineer with the Department of Communities, Land and Environment, on February 23, 2016. The purpose of the meeting was

to discuss issues around the town's water and sewer systems. It was discussed that I & I is a significant concern to the Town, as it is estimated that up to 70 percent of the Town's sewer collection piping is old concrete piping and in some instances in very poor condition. It was recommended that the Town hire a consultant to complete an I & I study. The resultant study would, at minimum, assess the condition of the collection piping and recommend a capital replacement program with associated budget projections.

Inflow and infiltration are terms used to describe ways that groundwater and storm water enter a dedicated wastewater system. "Inflow" is storm water that enters into a sanitary sewer system at points of direct connection to the system, i.e. manhole openings, sump pumps, garage drains, etc. "Infiltration" is groundwater that enters sanitary sewer systems through cracks and/or leaks in the sanitary sewer pipes. Cracks or leaks in sanitary sewer pipes or manholes may be caused by age related deterioration, loose joints, damage or root infiltration, etc.

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 the I & I study on the Town's sewer system. The deadline for application is April 18, 2016.

Streets and Sidewalks

Kensington Storm Water Project

The design of the storm water project is complete and tender documents will be advertised in the Journal Pioneer on March 30, 2016. The project will see a storm sewer system placed along a portion of Linwood Drive, a portion of Maple Lane, the West end of Pleasant Street and improvements along Broadway Street North. The initial project budget has been set at \$1,540,000, with approximately \$934,000 being contributed from the Provincial and Federal governments.

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. 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 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. A report from Hope Parnham of DV8 Consulting has been circulated with the tentative agenda package outlining the proposed amendments, discussion and rationale for the amendments and recommendations. It is hoped that Councillors can review the proposed amendments and provide any feedback prior to the April regular meeting of Town Council to facilitate the scheduling of a Public meeting as per the requirements of the Planning Act.

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. DV8 Consulting reviewed the proposed use of the property and any potential implications under the Town's Development Control Bylaw. The full report, as well as a memo from the staff has been circulated with the tentative agenda package.

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 Unightly Premises Bylaw. A period

of 20 days was given to bring the property up to an acceptable community standard. Further information will be provided to Town Council as the situation progresses.

Digital Speed Limit Signage

The signs were installed in late 2015 and have been noticeably effective in reducing the number of speeding violations in specific areas where the signs are located. We have however, been encountering some operational issues with the signs. The signs seem to shut down sporadically and they have to be reset to maintain proper operation. This involves someone attending and opening the sign, shutting it down and turning it back on. The signs then appear to work properly for a period of time before shutting down again.

We have made contact with the supplier of the signs and they continue to work towards a solution, in consultation with Jeff Thompson, the electrician who installed the signs for the Town. In total, and between all four signs, the signs have had to be reset approximately 20 times since their original installation.

Sewage Treatment Plant Pumps

Both pumps at the sewage treatment plant have been rebuilt and are currently in excellent working condition. Both units have new rotating assemblies installed, motor bearings replaced, new wear plates and flap valves, belt realignment, O-Ring replacement, new check valves, etc. This is the first time the pumps had been maintained in a number of years. It is anticipated that a service contract will be put in place with Sansom Equipment out of New Brunswick to undertake regular annual preventative maintenance going forward. A quote has been requested in this regard.

Fire Department Occurrence Report 2016

[illegible]

Kensington Police Service - Cumulative Monthly Occurance Summary - 2016

[illegible]

Kensington Police Service - Cumulative Monthly Occurance Summary - 2016

[illegible]

Kensington Police Service - Cumulative Monthly Occurance Summary - 2016

[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 Count		Building Permit Fees \$		Estimated Construction 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

Town of Kensington Bills List February 2016

A1 - Vacuums	305614	\$6.84
Amalgamated Dairies Limited	3916039012	\$56.11
Amalgamated Dairies Limited	3916032013	\$55.11
Amalgamated Dairies Limited	3916018012	\$13.04
Amalgamated Dairies Limited	3916053012	\$67.21
Amalgamated Dairies Limited	3916046007	\$78.02
Amalgamated Dairies Limited	3916049010	\$34.36
Amalgamated Dairies Limited	3916060012	\$41.61
ADL Foods	2227603	\$285.80
ADL Foods	2228218	\$218.23
ADL Foods	2229199	\$502.71
ADL Foods	2226463	\$375.31
ADL Foods	2227358	\$983.64
Aliant	4121537	\$30.21
Aliant	4117707	\$191.43
Andrew Griffin	FEB 2016 RRSP	\$463.08
Bell Mobility	364565	\$205.49
Brenda MacIsaac	FEB 2016 RRSP	\$273.00
Building Blocks Home Improvements	103	\$3,940.95
Capital Foodservice	1929445	\$275.48
Capital Foodservice	1927373	\$252.66
Capital "T" Electric	217	\$1,218.42
City of Summerside	1234579	\$1,368.00
City of Summerside	1241513	\$1,368.00
Combat Computer Inc	17523	\$138.94
Commercial Construction	FEB 2016	\$3,032.40
Commercial Construction	TOWN HALL FEB 2016	\$1,225.50
Commercial Construction	FIRE HALL FEB 2016	\$416.11
Commercial Construction	CGC FEB 2016	\$723.90
Cooke Insurance Agency Ltd.	430712	\$11,710.00
Cooke Insurance Agency Ltd.	430713	\$37,073.00
Canadian Union of Public Employees	FEB 2016 UNION DUES	\$449.74
D.W Mechanical	1515	\$136.80
D.W Mechanical	1516	\$410.40
Davis & Henderson Ltd	FEB 24, 2016	\$277.71
DC Tire Sales & Service	77167	\$148.19
DC Tire Sales & Service	77173	\$308.92
Desjardins Card Services FCDQ	5500232929	\$299.42
Desjardins Card Services FCDQ	5500232929-A	\$40.54
Eastlink	663720	\$55.47
Eastlink	672422	\$52.38
Eastlink	648661	\$105.91
Eastlink	729496	\$54.12
Eastlink	FEB 24, 2016	\$631.84

Elizabeth Hubley	RENT02/2016	\$798.00
Environmental Health	2016 FOOD PREM APP	\$55.00
Friends & Flowers	423251	\$61.56
Friends & Flowers	423260	\$107.16
Friends & Flowers	423259	\$370.41
Frito Lay Canada	43758586	\$219.69
Frito Lay Canada	43758665	\$103.82
Frito Lay Canada	43758771	\$101.63
G. LeBlanc Fire Truck Repair Ltd	9528	\$427.33
G. LeBlanc Fire Truck Repair Ltd	9527	\$427.33
GBS Mobility	CSEPEIN846	\$15.98
Generation XX	FEB 12, 2016	\$100.00
Geoff Baker	FEB 2016 MILEAGE	\$300.75
Green Diamond	972286	\$68.40
Green Diamond	972161	\$198.13
Hewitt Rentals Inc	5155018001	\$101.63
Hewitt Rentals Inc	5155609001	\$67.76
Hewitt Rentals Inc	5156554 001	\$169.39
Hewitt Rentals Inc	5157484001	\$67.76
Hi Time Shooters	12022013	\$425.00
Irving Oil	31239577	\$123.05
Irving Oil	31234154	\$182.18
Irving Oil	731274	\$189.34
Irving Oil	803473	\$142.41
Irving Oil	31211204	\$284.36
Irving Oil	58884	\$222.89
Irving Oil	35580	\$77.70
Irving Oil	955412	\$622.60
Irving Oil	823311	\$337.00
Irving Oil	801599	\$130.54
Irving Oil	427822	\$401.52
Irving Oil	479786	\$172.54
Irving Oil	427094	\$122.41
Irving Oil	479888	\$380.06
Irving Oil	532088	\$323.21
Irving Oil	701150	\$311.84
Irving Oil	700411	\$374.05
Irving Oil	644509	\$257.51
Irving Oil	854013	\$111.27
Irving Oil	207462	\$145.20
Irving Oil	324196	\$10.89
Irving Oil	531769	\$345.60
Irving Oil	31245258	\$168.71
Island Petroleum	205221551962	\$166.68
Island Petroleum	205221539342	\$199.89
Island Petroleum	1913440754	\$174.48
Island Petroleum	205221477168	\$236.10

Island Petroleum	1798	\$197.61
Island Petroleum	6451	\$186.28
Island Petroleum	9339	\$159.96
Island Petroleum	205221005757	\$174.48
Island Petroleum	2052213508252	\$143.65
Island Petroleum	205221518337	\$177.35
Island Petroleum	205221518336	\$308.95
Jason Paynter	226207	\$75.00
JJ's Towing and Recovery	5240	\$68.40
Joe Arsenaault	JOE02/8/16	\$229.84
Kensington Agricultural Services	66687	\$1.57
Kensington Country Store	559067	\$59.27
Kensington Metal Products Inc.	32977	\$76.02
Kent Building Supplies	833451	\$91.12
Kent Building Supplies	833945	\$59.17
Kent Building Supplies	834222	\$22.32
K'Town Auto Parts	20S163549	\$43.19
K'Town Auto Parts	20S163929	\$53.81
K'Town Auto Parts	20S163483	\$13.63
Kubota Canada Ltd	FEB LEASE PAYMENT	\$262.21
Langille Sharpening Service Inc	54424	\$102.60
Lee Pidgeon Electrical Ltd	4259	\$95.76
Lt. Col. E. W Johnstone Branch 9	811580	\$275.00
Lewis Sutherland	LSFEB16	\$110.45
Lewis Sutherland	FEB 2016 RRSP	\$604.40
MacInnes Express(1983) Ltd	172056	\$86.60
MacInnes Express(1983) Ltd	172605	\$86.60
Maritime Electric	101079	\$85.59
Maritime Electric	ME101080	\$85.59
Maritime Electric	ME071761	\$133.97
Maritime Electric	ME071760	\$85.59
Maritime Electric	033198FE16	\$1,188.64
Maritime Electric	088058FE16	\$28.39
Maritime Electric	036784FE16	\$61.73
Maritime Electric	036658FE16	\$245.86
Maritime Electric	036652FE16	\$694.35
Maritime Electric	033306FE16	\$241.98
Maritime Electric	033156FE16	\$58.03
Maritime Electric	033155FE16	\$38.94
Maritime Electric	0331154FE16	\$8,043.37
Maritime Electric	033151FE16	\$28.01
Maritime Electric	033134FE16	\$185.28
Maritime Electric	067151	\$3,091.18
Maritime Electric	033133FE16	\$64.30
Maritime Electric	FIRE HALL FEB 2016	\$380.91
Maritime Electric	SPEED RADAR FEB 2016	\$292.14
Mary's Bake Shoppe	FEB 19, 2016	\$12.00

Malpeque Bay Credit Union	FEB 2016 RRSP	\$1,625.98
MD Charleton Co Ltd	16168	\$52.16
MJS Marketing & Promotions	2545029	\$51.30
Murphy's Kensington	158678	\$6.80
Orkin Canada	6740542	\$57.00
Orkin Canada	6754477	\$28.50
Pepsico	05651763	\$1,649.90
Pitney Bowes	PITNEYFE16	\$2,000.00
The Public Sector Digest Inc.	6857	\$336.30
Purolator Courier Ltd	430347233	\$64.07
Right on Board Locksmith	4543	\$129.96
Robert Wood	ROBFE16	\$150.40
Rowan Caseley	RCFEB16	\$164.50
Rowan Caseley	RC01/02/16	\$114.21
Saunders Equipment Ltd	61206	\$360.66
Saunders Equipment Ltd	61218	\$68.83
Saunders Equipment Ltd	61261	\$8,436.00
Mikes Independent	01 7961	\$50.31
Mikes Independent	022916	\$29.95
Mikes Independent	22716	\$16.56
Mikes Independent	22516	\$18.26
Mikes Independent	01 3627	\$28.86
Mikes Independent	03 5318	\$20.48
Mikes Independent	03 6269	\$22.17
Mikes Independent	03 9417	\$15.70
Scotia Securities	DOUG FEB 2016 RRSP	\$421.80
Scotiabank Visa	Feb-16	\$2,023.85
Stephen Manning	FEB 2016 TRAINING	\$106.32
Suncor Energy Products Partnership	FEB 16, 2016	\$366.06
Superior Sanitation	576678	\$79.80
Superior Sanitation	576679	\$182.40
Superior Sanitation	576680	\$228.00
Superior Sanitation	576681	\$182.40
Telus	FEB 2016	\$557.08
Toshiba Finance	14935650	\$525.76
Traci Campbell	JAN 2016 AEROBICS	\$312.00
Transcontinental	171037	\$90.06
Vail's Fabric Services Ltd	251892	\$103.51
Vicki Sutherland	VSFEB16	\$47.00
Volleyball PEI	FEB 2016 DONATION	\$100.00
Water & Pollution Control Corporation	FEB 2016 W&S	\$209.87
Wayne Wright	601841	\$70.00
Yellow Pages Group	16-2524489	\$20.86
Subtotal		<hr/> \$119,933.48
February Payroll		\$82,163.89

Total February Bills	\$202,097.37
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CIP Project

WSP Canada Inc	0530650	\$8,481.60
WSP Canada Inc	0538976	\$30,267.00
WSP Canada Inc	0529631	\$11,787.60
WSP Canada Inc	535607	\$342.00
Subtotal		\$50,878.20

Total February Bills & CIP Project	\$252,975.57
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Water and Pollution Control Corporation Bills List February 2016

Aliant	W&S MAR 1, 2016	\$120.79
Aliant	120765	\$99.80
Campbell's Concrete Ltd	218613	\$939.54
Linkletter's Welding Ltd	359695	\$209.46
Kensington Country Store	559006	\$85.06
Kensington Septic Service	1426	\$1,767.00
Kensington Septic Service	1432	\$1,596.00
MacInnes Express(1983) Ltd	172171	\$30.03
Maritime Electric	SEWER PUMP FEB 2016	\$68.58
Maritime Electric	WATER TOWER FEB 2016	\$184.54
Maritime Electric	093260FE16	\$288.66
Maritime Electric	033381FE16	\$196.03
Maritime Electric	033371FE16	\$190.11
Maritime Electric	075402FE16	\$588.02
Maritime Electric	033373FE16	\$433.90
Maritime Electric	068825FE16	\$2,468.41
Minister of Finance	160130053	\$319.20
Moase Plumbing & Heating	24593	\$114.00
Northern Power Systems	007156	\$38,170.60
Northern Power Systems	007155	\$79,222.00
Sansom Equipment Ltd	585365	\$1,097.71
TnT... Marketing Inc	2091	\$251.66
Toombs Plumbing & Heating Ltd	50628	\$4,107.15
Total W&S Bills		<u><u>\$132,548.25</u></u>

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

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$75,824.92	\$76,525.00	-\$700.08	\$153,193.32	\$165,940.00	-\$12,746.68	\$957,760.00	16%
Police Service	\$1,903.40	\$1,700.00	\$203.40	\$6,453.10	\$3,400.00	\$3,053.10	\$20,400.00	32%
Town Hall Rent	\$7,796.40	\$7,793.00	\$3.40	\$23,368.80	\$23,586.00	-\$217.20	\$101,516.00	23%
Recreation			\$0.00				\$5,200.00	0%
Sales of Service	\$24,689.70	\$32,300.00	-\$7,610.30	\$45,581.70	\$64,600.00	-\$19,018.30	\$387,600.00	12%
Subtotal Revenue	\$110,214.42	\$118,318.00	-\$8,103.58	\$228,596.92	\$257,526.00	-\$28,929.08	\$1,472,476.00	16%
GENERAL EXPENSES								
Town Hall	\$12,405.69	\$12,540.00	\$134.31	\$23,342.54	\$25,090.00	\$1,747.46	\$153,095.00	15%
General Town	\$59,811.88	\$69,690.00	\$9,878.12	\$77,374.81	\$99,291.00	\$21,916.19	\$374,091.00	21%
Police Department	\$31,792.04	\$32,371.00	\$578.96	\$53,461.79	\$64,742.00	\$11,280.21	\$421,992.00	13%
Public Works	\$41,412.81	\$25,140.00	-\$16,272.81	\$52,726.08	\$50,280.00	-\$2,446.08	\$239,895.00	22%
Train Station	\$3,465.39	\$2,604.00	-\$861.39	\$5,475.17	\$5,058.00	-\$417.17	\$26,823.00	20%
Recreation & Park	\$1,032.65	\$1,025.00	-\$7.65	\$1,659.76	\$2,050.00	\$390.24	\$72,250.00	2%
Sales of Service	\$13,632.84	\$14,140.00	\$507.16	\$22,408.23	\$28,280.00	\$5,871.77	\$184,330.00	12%
Subtotal Expenses	\$163,553.30	\$157,510.00	-\$6,043.30	\$236,448.38	\$274,791.00	\$38,342.62	\$1,472,476.00	15%
Net Income (Deficit)	-\$53,338.88	-\$39,192.00	\$14,146.88	-\$7,851.46	-\$17,265.00	-\$9,413.54		
Community Gardens Complex								
Community Gardens Revenue	\$36,651.32	\$30,900.00	\$5,751.32	\$75,147.77	\$65,000.00	\$10,147.77	\$411,200.00	18%
Community Gardens Expenses	\$48,522.07	\$34,850.00	-\$13,672.07	\$74,811.24	\$70,450.00	-\$4,361.24	\$411,200.00	18%
Net Income (Deficit)	-\$11,870.75	-\$3,950.00	\$7,920.75	\$336.53	-\$5,450.00	-\$5,786.53		
Fire Department								
Fire Revenues	\$24,076.16	\$20,188.00	\$3,888.16	\$41,172.40	\$40,376.00	\$796.40	\$242,256.00	17%
Fire Department Expenses	\$18,741.80	\$20,401.00	\$1,659.20	\$34,583.27	\$39,052.00	\$4,468.73	\$242,256.00	14%
Net Income (Deficit)	\$5,334.36	-\$213.00	-\$5,547.36	\$6,589.13	\$1,324.00	-\$5,265.13		
Consolidated Net Income (Deficit)	-\$59,875.27	-\$43,355.00	\$16,520.27	-\$925.80	-\$21,391.00	-\$20,465.20		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$45,745.57	\$45,408.00	-\$337.57	\$90,551.45	\$90,816.00	\$264.55	\$544,896.00	17%
Water & Sewer Expenses	\$60,497.94	\$42,835.00	-\$17,662.94	\$115,852.52	\$85,670.00	-\$30,182.52	\$544,896.00	21%
Water & Sewer Net Income (Deficit)	-\$14,752.37	\$2,573.00	\$17,325.37	-\$25,301.07	\$5,146.00	\$30,447.07		

TOWN OF KENSINGTON – MEMORANDUM

TO: GEOFF BAKER, CAO

FROM: ROBERT WOOD, COMMUNITY GARDENS COMPLEX
MANAGER

SUBJECT: FEBRUARY COMMUNITY GARDENS COMPLEX REPORT

DATE: 24/03/2016

ATTACHMENT: NONE

Fitplex

Category	January	February	YTD
Total Members	214	235	235
Attendance	1250	1066	2316
Day Passes Sold	57	70	127
Memberships Sold	38	31	69
Monthly Payment Memberships	20	31	51

Programming:

Monday's	Arthritis aerobics- Aerobics- Dance-Fit-	Arthritis Society Krista Shields	1.00pm-2.00pm 715-815 pm
Tuesday's	Seniors Aerobics- Boot Camp-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Wednesday's	Arthritis aerobics-	Arthritis Society	1.00pm-2.00pm
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

Category	January	February	YTD
Hours Rented	176	155	331
Preschool (Free)	4	4	8
Adult Skate	8	8	16
Initiation Tournament Donated		10	10
Total Hours Rented	188	177	365
Storm Days (no rentals)	3	2	5

Kensington Cash

February 2016

Week 1 - 290.00

Week 2 - 290.00

Week 3 - 350.00

Week 4 - 338.00

February Total -\$1268.00

No Winners Drawn

Programming\Special Events

- Hosted ADL Figure Skating Competition
- Hosted Initiation Tournament – Ice Time Donated
- Hosted 2 Kensington Viper Games and 2 Kensington Wild games.

Upcoming Events

- Kensington Wild Playoffs and Kensington Vipers Playoffs
- Kensington Figure Skating Ice Show March 12,2016
- Kensington Novice A tournament March 23-27,2016



Statistics
Canada

Statistique
Canada



2016

CENSUS • RECENSEMENT

COMMUNITY SUPPORTER
TOOLKIT FOR THE 2016
CENSUS OF POPULATION

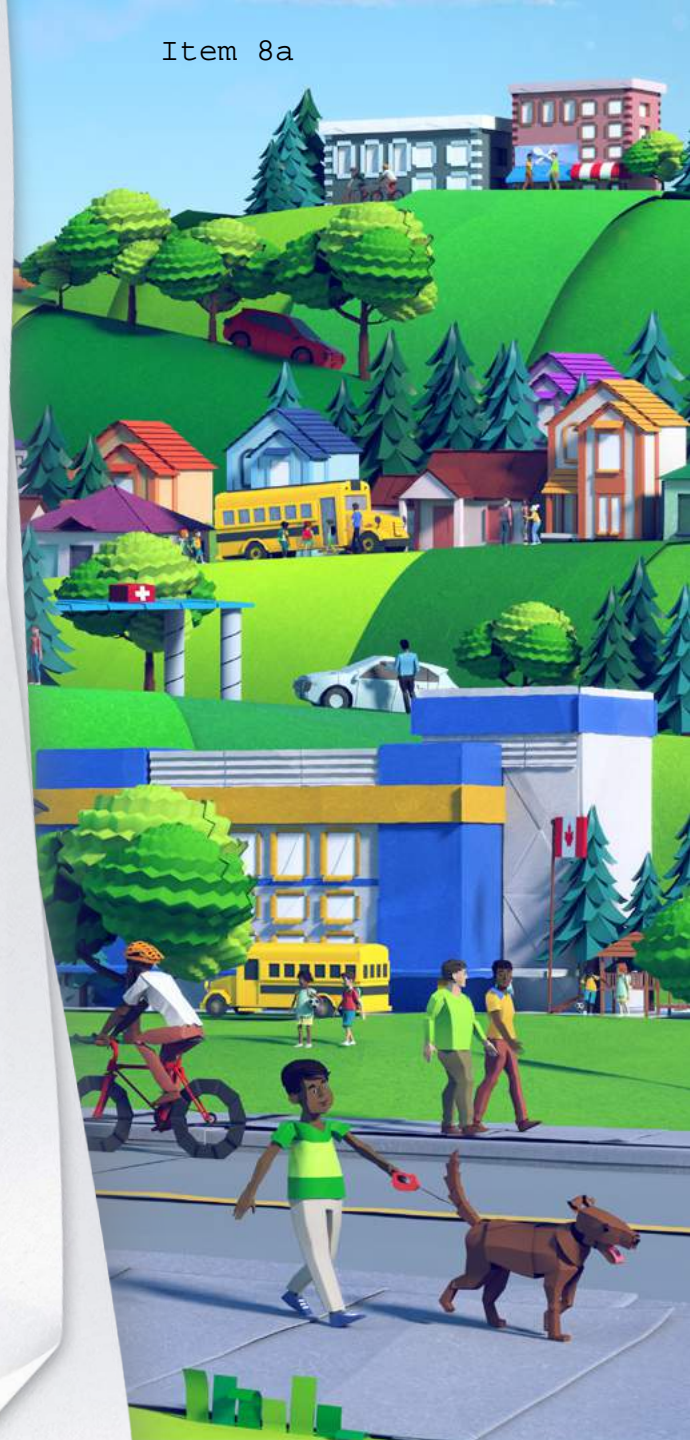
ENGLISH

TROUSSE DE SOUTIEN À
LA COLLECTIVITÉ POUR
LE RECENSEMENT DE LA
POPULATION DE 2016

FRANÇAIS

Canada

Item 8a





START HERE

Why is supporting your community during the 2016 Census so important?

The census is one of the most important sources of statistics for our country. Census information is important for all communities and is vital for planning services such as schools, daycare, housing, police services, fire protection, roads, public transit, and skills training for employment.

Your efforts to help us promote the benefits of the census will increase the reach of key messages channeled through a variety of media outlets, including television, radio, print, social media and the Internet.

In the Community Supporter Toolkit, we have brought together products and resources to help you and your organization spread the word about the benefits and positive impact of the census on your community.

By partnering with us, you will increase the participation of your community in the 2016 Census.



2016

CENSUS • RECENSEMENT

Useful Links

[About the 2016 Census](#)

[Census jobs](#)

[Resources for teachers](#)

ABOUT THE TOOLKIT

The Community Supporter Toolkit provides you with the tools you need to reach out to the members of your community and encourage them to apply for census jobs, complete their questionnaire, and play an active role in transforming their community.

What is the Community Supporter Toolkit?

The toolkit includes a variety of products, tools, and resources made available to your organization by Statistics Canada at no cost. It provides you with detailed information that you can use to easily and effectively promote census jobs and the benefits of the census in your community.

You will need an Internet connection in order to access links and promotional materials included in this toolkit.

If you need help, [email](#) the census outreach team and we will contact you to assist your organization with access to products and resources.

What's in the Toolkit?

Materials included in the toolkit for free download:

- Web buttons and banners
- Printable posters and postcards
- Messaging for emails and newsletters
- A social media calendar for Facebook and Twitter
- Videos
- YouTube Links



GET INVOLVED

How to get involved

1. Explore

Go to the [JOB OPPORTUNITIES](#) and [THE CENSUS](#) tabs and click on any of the available products and resources for download. If you have any questions, [email](#) the census outreach team and we will contact you to assist your organization with access to products and resources. Consult the [TERMS OF USE](#) tab for details on approved use.

2. Keep coming back!

The toolkit will be updated regularly.

3. Spread the word

Do you know of other organizations or associations who could use the Community Supporter Toolkit? Please [email](#) the census outreach team.

4. Follow us on social media



Proud Community
Supporter 
2016
CENSUS

JOB OPPORTUNITIES

There are 35,000 census job opportunities across Canada. Promote them to members of your community.

Tools and Resources

Web buttons and banners

Web images

Content for articles and newsletters

Content

Statistics Canada social media

Social media
calendar

Posters and postcards

Print materials

Videos and YouTube links

Videos

What do I do?

Click on a tab to view and download products from the toolkit.

Terms of Use

For information on appropriate usage, please consult the **TERMS OF USE** tab.

THE CENSUS

Planning services for your community requires an accurate count of all of its members. The benefits to your community increase with every completed questionnaire.



CENSUS • RECENSEMENT

What do I do?

Click on a tab to view and download products from the toolkit.

Terms of Use

For information on appropriate usage, please consult the **TERMS OF USE** tab.

Tools and Resources

Web buttons and banners

[Web images](#)

Content for articles and newsletters

[Content](#)

Statistics Canada social media

[Social media
calendar](#)

Posters and postcards

[Print materials](#)

Videos and YouTube links

[Videos](#)



TERMS OF USE

Government of Canada wordmark



The Canada wordmark is displayed on materials. It cannot be cropped, modified, or removed.

Statistics Canada identifier

Statistics
CanadaStatistique
Canada

The Statistics Canada identifier is displayed on materials. It cannot be cropped, modified, or removed.

The 2016 Census visual identifier



The 2016 Census visual identifier is displayed on some materials. It cannot be cropped, modified, or removed.

Community Supporter Badge

The Community Supporter Badge is made available to organizations that would like to create some of their own materials to promote census job opportunities and the benefits of completing the questionnaire.



The Community Supporter badge may not be used on materials or products for sale, or to imply any endorsement on the part of Statistics Canada for services and/or messaging.

Modification to materials

Materials downloaded from the 2016 Census Community Supporter Toolkit web repository are to be used as provided.

They may not be modified in any way.

Custom sizes for web banners

Some materials, such as web banners, may be made available in other sizes.

Official languages

All materials are available in both English and French.

We invite you to publish and distribute all materials in both official languages.

For more information on Statistics Canada's terms of use, please [EMAIL US](#).

CONTACT US

Your organization will play a very important role in delivering census messaging to members of your community.

The support and advice of organizations like yours will help make the 2016 Census a success.

We look forward to your comments and suggestions on how to best promote the benefits of the census to your community.

Thank you for your support.



2016

CENSUS • RECENSEMENT

For more information or help with this toolkit, email the 2016 Census Communications Team:
statcan.2016censusoutreach-rayonnementdurec2016.statcan@canada.ca

Geoff Baker

From: Julie McMurrer <jmcmurrer@fpeim.ca>
Sent: Monday, March 07, 2016 9:07 AM
To: Julie McMurrer
Subject: FW: FPEIM Annual Meeting - Cabinet Ministers' Forum

Good morning,

I am forwarding you this email we sent back in February as a reminder to send any questions that you may have for Cabinet Ministers at the FPEIM annual meeting in to the FPEIM office by April 1, 2016.

Thank you,

Julie

Julie McMurrer
Administrative Assistant
Federation of PEI Municipalities



1 Kirkdale Road
Charlottetown PE C1E 1R3
Tel: (902) 566-1493
Fax: (902) 566-2880



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From: Julie McMurrer [<mailto:jmcmurrer@fpeim.ca>]
Sent: February-10-16 10:56 AM
Subject: FPEIM Annual Meeting - Cabinet Ministers' Forum

Good morning,

The 59th Annual Meeting of the Federation of PEI Municipalities is scheduled for Monday April 25, 2016 at the St. Peter's Bay Complex. The agenda will once again include a "Cabinet Ministers' Forum" and all members of the Provincial Cabinet have been invited to participate.

In an attempt to engage members and make the forum more focussed and productive, FPEIM's Board of Directors has decided to put out a call to all member municipalities to submit questions, in advance, to be put to the Ministers during the Forum.

The Executive would select questions to be asked from those submitted, giving consideration to factors such as:

- whether or not the subject of the question relates directly to municipal governments;

- the importance to municipalities of the matter that is the subject of the question;
- the urgency of the matter; and
- whether the subject has the potential to unite or divide municipalities.

The selected questions would then be submitted in advance to the appropriate Minister(s) to enable them to prepare responses to be given during the Forum.

At the Forum, Ministers will be given an opportunity to speak for two to three minutes to highlight the work of their department, especially as it relates to municipal government.

A member of council of the municipality that submitted each selected question will be invited to come to the microphone to ask their question. Once the selected questions have all been asked, the floor will be opened for additional questions, including any submitted, but not selected.

It is hoped that this approach will:

- increase the number of questions asked;
- ensure the questions that are most important to municipal governments are asked;
- enable the ministers to prepare a response in advance;
- engage members and make the forum more focussed and productive.

We ask that your municipality submit any questions that you would like to be considered to jmcmurrer@fpeim.ca by Friday April 1, 2016.

Thank you,

Julie

Julie McMurrer
Administrative Assistant
Federation of PEI Municipalities



1 Kirkdale Road
Charlottetown PE C1E 1R3
Tel: (902) 566-1493
Fax: (902) 566-2880



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TOWN OF KENSINGTON EMERGENCY MEASURES PLAN

Approved and adopted by Council resolution on

Date: _____

Administrator: _____

Mayor

Date of Approval

RECORD OF AMENDMENTS

Amendment No.	Date	Inserted By	Remarks

DISTRIBUTION LIST

NAME AND POSITION	NO. OF COPIES
Rowan Caseley – Mayor	2
Geoff Baker – CAO	2
Lewie Sutherland – Police Chief	2
David Elliott - Emergency Measures Coordinator	1

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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 center 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;
- b. 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 Manager 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.
 - 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.

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.

Annex 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.

-X .. - _____

Town Administrator Frances Salsman

**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

COMMUNITY EMERGENCY NUMBERS

	<u>EMERGENCY</u>	
Fire		911
Police		911
Ambulance		911
Hospital		
Medical Clinic		
P.E.I. Emergency Measures Organization	888-8050	892-9365
Access PEI		
120 Water Street		
Summerside, PEI		
C1N 5L2		
Joint Emergency Operation Center	368-6361	
Suite 600, National Tower Bldg.		
134 Kent Street		
P.O. 2000		
Charlottetown, P.E.I. C1A 7N8		

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		
• Alternate EMO		

OTHER COMMUNITY NUMBERS AND CONTACTS

ANNEX E

MEDICAL CLINIC		
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 Center (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 After Hours	902-888-8100 902-368-5330 877-341-3101 800-341-6868
Social Assistance Program		902-888-8397
Victims Services	Charlottetown Summerside	902-368-4582 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 Rodney Hickey	902-836-3407 902-888-7379 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 or Rev. Robert McCarthy	902-888-8868 902-836-4819 902-439-4267
RESTAURANTS		
The Home Place		902-836-5686
Island Stone Pub		
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
Barry Folland		902-315-2973
Spill Report (Coast Guard)		
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 Berrington	
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		
Waughs 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 Vanhol Larry MacQuaid	

Annex F

Appointed Managers for EMO

Position	Name	Phone
Emergency Measures Coordinator	David Elliott	902-836-9554 902-432-2109 902-432-4772
	Alternate – Geoff Baker	902-439-8849
Administrative Services Manager	Wendy MacKinnon Alternate Kim Caseley	
Transportation Services Manager		

Communications Services Manager	Rodney Mann	
Public Information Manager	Geoff Baker, CAO	
Health Services Manager	Dr Reish	Home 902-836-4893 Work 902-836-0180
Fire Services Manager	Rodney Hickey Alternate – Allan MacLeod	
Public Works Manager	Geoff Baker, CAO Alternate – Ralph Wadman	
Police Services Manager	Lewie Sutherland Alternate – Andrew Griffin	
Social Services Manager	Rev. Jack Spencer	
Feeding Services Manager		
Clothing Services Manager		
Personal Services Manager		
Lodging Services Manager		

Geoff Baker

From: info@kensingtonchamber.ca
Sent: Tuesday, February 23, 2016 11:58 AM
To: townmanager@townofkensington.com; Rowan Caseley
Cc: 'Rodney Mann'
Subject: Doing Business in Kensington

Hi Geoff and Rowan,

The Chamber is exploring options around creating a website that promotes doing business in Kensington. It would serve as a tool for new businesses and the Business Development officers with the province researching potential locations. It also falls in line with the survey results, one of the top three items the Chamber membership wants us to focus on: attracting businesses to Kensington.

These businesses are dealing with the province's Business Development Officers and it might aid them if they can get a complete picture of Kensington, what is available here and why we are worthy of investment. I mentioned the concept in a breakout session at Matt's Economic Development Meeting, and it seemed to be positively received by both Nicole Warren, the Economic Development officer with CDC, and Steve Reaman with Innovation PEI.

The kind of information I see on the site would be:

- Available Locations for Rent
- Available Real Estate
- Tax Rates
- Incentives (if the Town were to undertake something like this again for businesses)
- Permits Required
- Demographics (of Kensington and surrounding communities, indicating potential size of workforce)
- Business Directory
- Benefits of Kensington
 - Location, proximity to harbours, airports, etc

For reference, take a look at:

City of Charlottetown Economic Development Office website: <http://charlottetowneconomic.ca/>

Summerside ED website: <http://www.bigpossibilities.ca/home--2/>

Holman Centre (project of SRDC): <http://holmancentre.com>

The Chamber is prepared to build something like this in-house, as we lack the funds to pay for a new website outright. In our last board meeting, it was suggested that perhaps the Town would be interested in partnering on the project, since the municipality would see financial gain from more businesses setting up shop in Kensington.

There is some funding available from Innovation, (I think 40% of the project), and I think we could get it done for \$2000-3000 if we use a company like Revolution Media or Higher Design.

We were wondering if the Town would like to partner on the project, and if yes, if you would be willing to take on the cost, while the Chamber manages the project. We could be partners on the project, and have equal ownership of the finished product. It could be a great opportunity to help build the brand, and let the rest of the world know that Kensington is open for business.

Let me know your thoughts, and if you wanted to chat.

Thanks,
Jessica

Jessica Caseley
Membership and Events Coordinator
Kensington and Area Chamber of Commerce
902-836-3209
www.kensingtonchamber.ca
Find us on [Facebook](#) and [Twitter](#)!

TOWN OF KENSINGTON – MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: RAMSAY FISH HOLDINGS LOT
SUBDIVISION/CONSOLIDATION - PID NO'S 878744 &
934372
DATE: 21/03/2016
ATTACHMENT: PLAN OF SURVEY BY WSP, PROPERTY MAPPING
(INCLUDING ZONING DESIGNATIONS)

Recommendation

THAT Committee of Council recommend to Town Council that Subdivision Plan No. 151-13763-S01 be considered for approval through the following resolution:

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

the remaining portion of PID No. 878744, as per Subdivision Plan No. 151-13763-S01 drawn by WSP.

Background

The attached survey Plan No. 151-13763-S01, dated December 10, 2015 drawn by WSP was submitted by Key Murray Law on behalf of Debbie Ramsay of Ramsay Fish Holdings Ltd. The plan was submitted along with a request to subdivide Parcel A from PID No. 934372, to subdivide Parcel B from the PID No. 878744, to consolidate Parcel A and Parcel B and to consolidate the remaining portion of 934372 (Lot 2004-A) to the remaining portion of PID No. 778744.

PID No. 878744 fronts on to Victoria Street West (approximately 265 feet) and currently houses the Wet and Wild Car Wash. The property is zoned General Commercial (C1). Aside from the car wash business, a large portion of the property remains undeveloped.

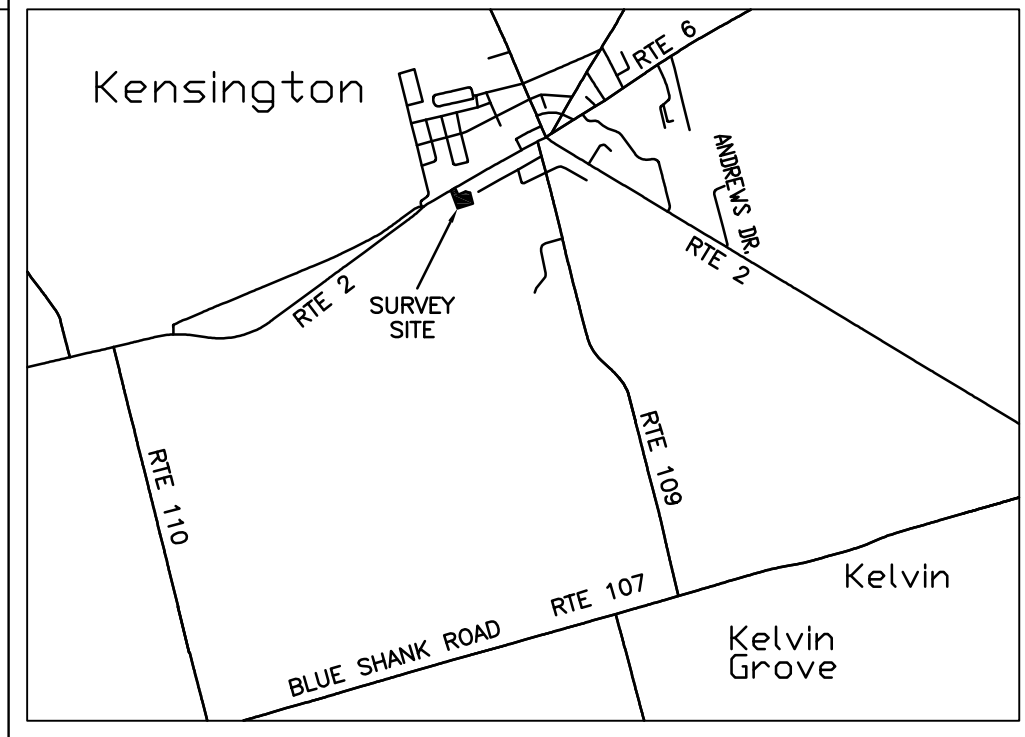
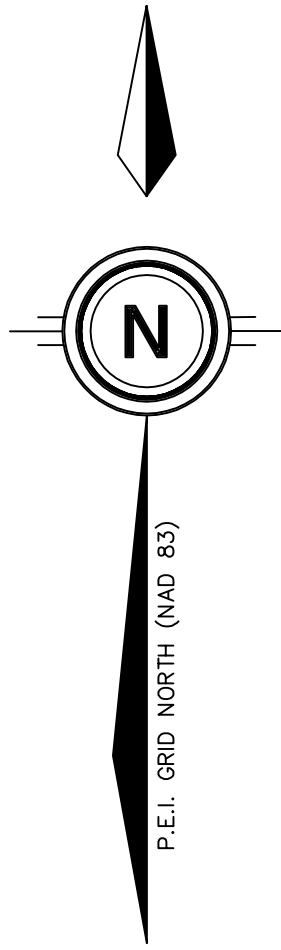
PID No. 934372 is essentially land locked and enjoys no frontage. The property currently carries multiple zoning designations; Recreation and Open Space (O1), Industrial (M1) and a small portion of the property (northern most portion) carries a single family residential zone (R1). The property lies directly adjacent to PID No. 878744.

Lot subdivisions and consolidations are dealt with under section 20 of the Town's Development Control Bylaw. While section 20 deals primarily with larger scale subdivisions, i.e. multi-lot development, section 20.9 allows Council to approve applications for single lot subdivisions and consolidations at its discretion, having regard for only those provisions of the Bylaw which it deems applicable to each individual application, provided the application conforms with all other sections of the Bylaw.

Respectfully Submitted,

Geoff Baker
CAO

NAD83 (C.S.R.S.) COORDINATES P.E.I. DOUBLE STEREOGRAPHIC PROJECTION EXPRESSED IN METRES		
Point	Easting	Northing
7746	350478.349	709430.937
7747	350461.869	709466.750
10417	350516.836	709448.309
10418	350540.036	709440.639
11726	350444.343	709456.506
11727	350475.096	709360.669
11728	350534.590	709378.120
11729	350554.380	709383.925



KEY PLAN
1:50,000

LEGEND:

FOUND SURVEY MARKER	□ Fd.
PLACED SURVEY MARKER	■
LANDS DEALT WITH BY THIS PLAN	
RADIUS	R
CENTRE OF CURVATURE	C.C
LENGTH OF ARC	A
POINT OF CURVATURE	P.C.
WITNESS	WT.
HYDRO POLE	● H.P.
CALCULATED POINT	● C.P.
FENCE	-X-X-

NOTES:

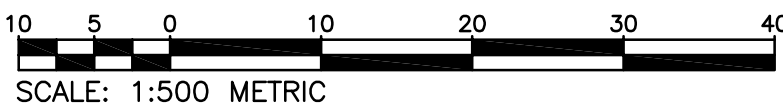
1. THE FIELD WORK FOR THIS SURVEY WAS EXECUTED ON DECEMBER 3, 2015.
2. FIELD MEASUREMENTS HAVE BEEN ADJUSTED BY THE COMPASS RULE AND SCALE FACTOR HAS NOT BEEN APPLIED.
3. AZIMUTHS ARE GRID.
4. AZIMUTHS AND COORDINATES SHOWN ARE BASED ON THE PEI DOUBLE STEREOGRAPHIC PROJECTION WITH NAD83 (CSRS) REFERENCE SYSTEM.
5. ALL DIMENSIONS ARE GIVEN IN METRES, UNLESS NOTED.
6. ADJOINING LAND OWNER INFORMATION HAS BEEN OBTAINED IN WHOLE OR IN PART FROM THE PROVINCE OF PRINCE EDWARD ISLAND GEOLINC PLUS WEBSITE AS PUBLISHED ON DECEMBER 3, 2015.

REVISION	DESCRIPTION	DATE
1	UPDATING OWNERSHIP OF PID 934372 AND REVISING PLAN TO SUIT	MARCH 21, 2016



410 MOUNT EDWARD ROAD, UNIT 1, CHARLOTTETOWN
PRINCE EDWARD ISLAND, CANADA C1E 2A1
PHONE: 902 566-9966 - FAX: 902 892-9444 - WWW.WSPGROUP.COM
195 McDOWEN ROAD, SUMMERSIDE
PRINCE EDWARD ISLAND, CANADA C1N 5Y4
PHONE: 902 436-2669 - FAX: 902 436-8601 - WWW.WSPGROUP.COM

PLAN OF SURVEY SHOWING
LOT 15-1,
BEING COMPRISED OF
PARCEL A,
AND
PARCEL B,
BEING A SUBDIVISION OF LANDS OF
RAMSAY FISH HOLDINGS INC.



KENSINGTON
PRINCE COUNTY

DRAWN BY: N.GALLANT, C.E.T.
DRAWING No.: 151-13763-S01

LOT 19
P.E.I.

P.I.D. No. 878744
934372

PRELIMINARY ONLY



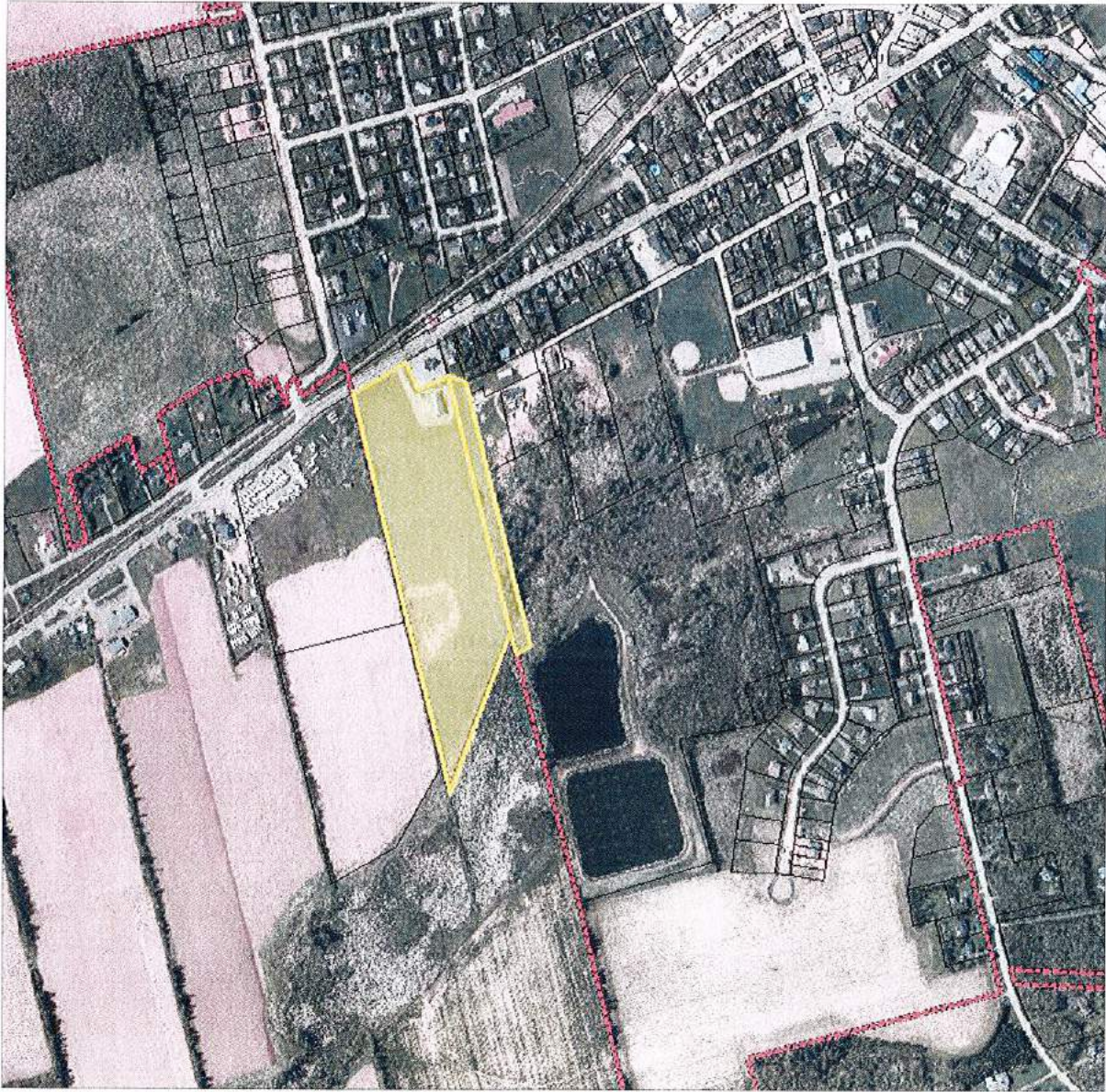
PID No. 878744



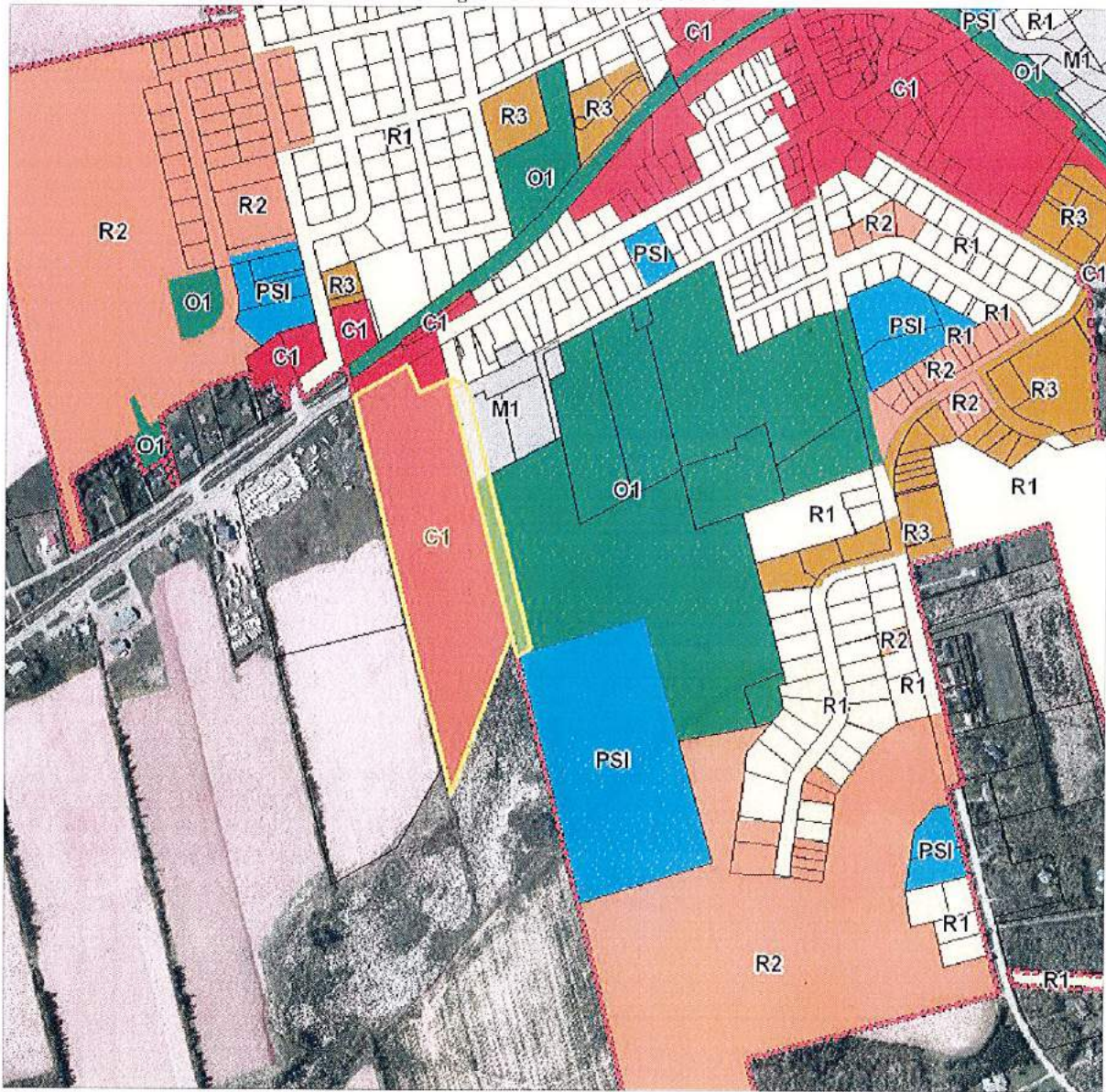
PID No. 934372



PID No's 934372 & 878744



Zoning - PID No's 934372 & 878744



TOWN OF KENSINGTON – MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: 2 NORTH STREET – DISPOSAL AND PRIVATE PARKING LOT DEVELOPMENT
DATE: 24/03/2016
ATTACHMENT: DV8 CONSULTING REPORT, NEIGHBOURING PROPERTY OWNER CORRESPONDENCE

Background

At the December meeting of Town Council, Councillors authorized the CAO to move forward with the disposal of a portion of PID No. 80051 (2 North Street) at a purchase price such that the selling price of the entire property is not less than \$12,000.00. Town Council passed the following motion unanimously:

“THAT Town Council authorize the CAO to move forward with the disposal of PID No. 80051 (2North Street), or a portion thereof such that the purchase price of the entire property equals not less than \$12,000.”

The prospective purchaser of the property owns an adjacent property which fronts along Broadway Street North and would like to develop the 2 North Street property or a portion thereof as a parking area to the benefit of his property along Broadway Street.

At the January meeting of Town Council, Councillors were presented with a letter of concern from a neighbouring property owner. A copy of the letter is being circulated with this memo. Council agreed at that time that they would defer any further consideration on the disposal of 2 North Street until a land use report had been completed by DV8 Consulting. The concerns from the neighbouring property owner centred mainly on the fact that North Street is a single lane street and two cars cannot pass simultaneously. The correspondence further states that “We as residents on this street love that our street is quiet our back yard is private sometimes it has extra cars parked for step dancing competitions, meetings, choir and church suppers. But it isn’t all day everyday traffic”.

A report from DV8 Consulting, dated March 8, 2016 is being circulated with this memo. The report states that the subject property can be developed as a private parking area if the property is consolidated with the adjacent property (61 Broadway Street), therefore

becoming an accessory use to the existing use of the property. Note that the consultant states that the width of North Street is not a limiting factor to the development of lots fronting on to North Street, as it is a public, local road. To move forward with the development of 2 North Street as a private parking lot without consolidating the properties would require an amendment to the Town's Development Control Bylaw, as private parking lots are not currently a permitted use in the Commercial Zone.

The development of the subject property as a parking area is supported by the Town's Official Plan (Policy PC-4). The DV8 report states:

"The decision to sell the property for the development of a parking lot in the core area and adjacent to a number of properties that currently do not have adequate on-site parking, is supported by the Town's *Official Plan* (Policy PC-4).

Policy PC-4. Parking

It shall be the policy of Council to encourage an adequate supply of parking within the Town. Council shall consider implementing policies to optimally use existing parking areas. It shall be the policy of Council to encourage alternate forms of transportation to reduce the overall need for parking spaces.

Plan Action:

- *Council will continue to monitor the parking situation in the Town and any alternative solutions which may be available.*
- *Methods to improve parking availability may include some of the following:*
 - *Exploring opportunities for shared parking/ on street parking;*
 - *Exploring opportunities to minimize car use;*
 - *Encouraging the supply of bicycle parking;*
 - *Establishing unloading zones with enforced time limits;*
 - *Requiring businesses to provide adequate staff parking off-street;*
 - *Considering the location of utility poles;*
 - *Identification of available un-developed or under-developed land and consideration of its development for parking as appropriate.* "

Issue for Council's consideration:

1. Consideration should be given to disposing of the entire 2 North Street Property to the current prospective purchaser. Currently two properties (59 and 61 Broadway Street North) fronting onto Broadway Street North lie adjacent to the 2 North Street property. An offer was made to the owner of the 59 Broadway Street North property to purchase a portion of the 2 North Street property however she expressed no interest at this time. An issue arises if only a portion of the property is subdivided and sold at this time as the remaining portion of 2 North Street would not be a compliant commercial lot under the Town's Development Control

Bylaw. It would not be of sufficient size and would not carry sufficient frontage along North Street.

2. Given that North Street is not a limiting factor in the development of lots fronting on to North Street, it is of particular importance that sufficient land area be available for the development of the private parking lot, providing sufficient space for safe and efficient movement of vehicles. From a design perspective, an optimal parking plan (maximizing on the number of parking spaces, with a preferred circulation path) is more likely to result from a single parking plan over the whole parcel, rather than through the development of 2 – 3 small, independent parking lots.

March 8, 2016

Town of Kensington
PO Box 418 Kensington, PE
C0B 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: townmanager@kensington.com

Re: Private Parking Lots

Dear Mr. Baker,

I have reviewed the Town of Kensington's *Official Plan and Zoning and Subdivision Control (Development) By-law* with respect to the request to develop a parking lot on North Street on a parcel currently owned by the Town. Please find below a summary review of the application. Note that this summary incorporates comments previously provided on December 13, 2015 on the same inquiry.

The Town of Kensington owns the property located on the west side of North St (PID #80051) and a request has been received by an individual interested in purchasing an adjacent parcel and who would like to provide parking for the existing property. Although Public Parking Lots or Structures are a permitted use in the C1 – Commercial Zone, Private Parking Lots are not identified as a permitted use. As such the development of this parcel as a stand-alone private parking lot would require a bylaw amendment.

Alternatively, the proposed development would be permitted if the two parcels in question are first consolidated as suggested by the applicant (and as shown in the following map). If consolidated with 61 Broadway St (PID #77974), the development would not be considered a 'private parking lot' but rather an accessory use to the existing land use of the Broadway St parcel. Because the Broadway Street parcel and land use existed prior to the adoption of the Bylaw the existing absence of on-site parking is a legal non-conforming condition and the new parking spaces would not be considered "required parking spaces" for the property, but rather are considered a permitted use. The owner(s) would have the option to use the parking spaces to service the existing land use of the property, or to lease the parking spaces.

The decision to sell the property for the development of a parking lot in the core area and adjacent to a number of properties that currently do not have adequate on-site parking, is supported by the Town's *Official Plan* (Policy PC-4).

Policy PC-4. Parking

It shall be the policy of Council to encourage an adequate supply of parking within the Town. Council shall consider implementing policies to optimally use existing parking areas. It shall be the policy of Council to encourage alternate forms of transportation to reduce the overall need for parking spaces.

Plan Action:

- *Council will continue to monitor the parking situation in the Town and any alternative solutions which may be available.*
- *Methods to improve parking availability may include some of the following:*
 - *Exploring opportunities for shared parking/ on street parking;*
 - *Exploring opportunities to minimize car use;*

- Encouraging the supply of bicycle parking;
- Establishing unloading zones with enforced time limits;
- Requiring businesses to provide adequate staff parking off-street;
- Considering the location of utility poles;
- Identification of available un-developed or under-developed land and consideration of its development for parking as appropriate.



If the sale of the property is approved by Council, the development application would require two steps. First, the consolidation of the parcel with the adjacent parcel; and secondly, the development application to develop the parking area.

1. **Consolidation Application** - Section 20.9 of the *Bylaw* indicates that Council may approve a single lot consolidation having regard for only those provisions which it deems applicable to each individual application, provided the application conforms to all other Sections of this *Bylaw*.

One should note that by definition the term 'subdivision' includes consolidation, and as such Council *may* approve the application outright, or *may* require the applicant satisfy other provisions in Section 20 – including but not limited to parkland dedication and/or dedication fee, or a subdivision agreement.

2. **Development Application** - Once consolidated the parcel would be considered a 'through lot' which means it is a lot bounded on two opposite sides by streets. Through lots have the advantage of additional street frontage for access, however they should also be developed with care as an unintended 'short-cut' passage for vehicles and foot traffic can result (Section 4.14 of the *Bylaw* addresses this concern). Visually it does not appear that there is sufficient frontage on 61 Broadway St to allow for a drive access, and as such a short cut is not expected to become a problem. However if the survey of the property (as required for the consolidation) indicates that there is sufficient room for a Broadway St access, a future driveway

here should be limited to one-way traffic only and exiting traffic will be able to use North St. A Broadway St access would also likely impact the existing parallel on-street parking spaces.



More likely, the building and land use at 61 Broadway St, which currently has no on-site parking, will be serviced by a walkway to the rear of the property for access to the new parking area and vehicular traffic will access and exist the lot via North St.

The design of the parking area is subject to the regulations of section 5.4 of the *Bylaw* which address lighting, ground surface, parking space demarcation (if applicable), and entrances and exits from the parking area onto North Street. Note that North St is a public, local road and as such the width of North St is not a limiting factor with regards to development of lots fronting on North St. However, the parking lot should be adequately designed to circulate vehicles on-site and parking stalls should not be permitted to have direct access from the public right away. Also in consideration of the development permit application, Council may want to consider requesting a storm water management plan (Section 4.12b) if the proposed parking area is to be paved or the grade of the lot will be altered, which can result in changes to the existing storm water runoff or melting of snow drainage flow and may impact adjacent properties.

As always, please feel free to contact me with any further questions.

Best regards,

Hope Parnham, CSLA MCIP

Dv8 CONSULTING

CHARLOTTETOWN PE

E. HPARNHAM@OUTLOOK.COM

T. 902-393-1815

Correspondence

Town Manager Geoff Baker
Mayor Rowan Caseley
Town Councillors

This is a concern with the parking lot in behind in King George Place in which the Mayor Rowan Caseley is interested in purchasing.

- North St. is a single lane street.
- No two cars can meet at the same time.
- Ex: If a car is entering off School St. and a car is leaving the parking lot who is the car that is going to back up.
- If for private parking for King George Place for 8a-5pm. How will it be controlled for "after hours usage" controlled for Murray Center, Church, the Ceilidhs etc?
- Area was supposed to be rezoned for Recreational or Green Space had public meetings?
- How wide does our street have to be?
- How many parking spaces would there be?

We as residents on this street love that our street is quiet our back yard is private sometimes it has extra cars parked for step dancing competitions, meetings, choir and church suppers. But it isn't traffic all day everyday traffic.

Our children and 6-8 neighbors children play soccer, tag, street hockey and ride bikes to go to the trail. In which this green space has been put to great use Kensington children.

We realize that Kensington needs more parking spaces, but another street and access point would be a much better idea. What about using Don Reeves's old house for access point to the lots???

Joalyn Paynter
Gray Maxwell

**Town of Kensington
Minutes of Public Meeting
Thursday, July 18, 2013
6:00 PM**

Presiding: Deputy Mayor Rowan Caseley

Council Members Present: Councillors Spencer, MacLean and Mann.

Staff Members Present: Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon.

Absent: Mayor Gordon Coffin (Conflict of Interest Declaration)
Councillors Mill and Gallant

Visitors: Paul Chessman, Thelma Stewart, Heather Bernard, Branden Johnston, Ivan Gallant, Bernard Jay, Anne Gallant, Calvin and Mary Roberts and Mark McClair

Deputy Mayor Caseley called the meeting to order at 6:04 PM and explained the purpose of the meeting and provided details on the subject properties. Mayor Gordon Coffin declared a conflict and was not present at the meetings.

Summary:

The Town of Kensington acquired three properties in the core area of Town in 2011/2012. The properties were located along the Confederation Trail. One of the properties was a single family residential home, which was primarily used for storage and was a constant source of complaint as it was located along the Confederation Trail in the core area of Town. The warehouses were considered unsightly and were a constant source of complaint as they were located along the Confederation Trail in the core area of Town. The single family residential home was vacant for a number of years prior to the town acquiring it. Since their acquisition, the Town demolished and removed all buildings from the properties. The properties are currently zoned General Commercial (C1). The town is currently considering a rezoning application to have the zoning designation changed to Recreation and Open Space (O1).

Deputy Mayor Caseley opened the floor for any residents present at the meeting to make any comments on the proposed rezoning application. The town is currently considering a rezoning application to have the zoning designation changed to Recreation and Open Space (O1).

Ivan Gallant – Would like to see the properties remain as commercial for further development in the future. He indicated that the Town could keep the properties as green space in the short term and retain their commercial designation in the instance that someone may want to develop the properties in the future.

Anne Gallant – Confirmed the definition of Commercial Zoning. Ms. Gallant requested that the Town sell her a portion of the land alongside the East side of her property located at 59 Broadway Street N. Would like to see the space remain as commercial.

Calvin Roberts – Indicated that there are two vacant Commercial properties already in the immediate area and questioned if there was a need for more. He would like to see the property changed to recreation and open space.

Heather Bernard – Questioned if the only access was from North Street and if it was a Town Council initiative to rezone the land. She is concerned about noise should there be a park/skate park in that location.

Marc LeClair – Expressed that the Malpeque Bay Credit Union is in dire need of additional parking for staff and their customers. They had attempted several times to purchase the property from the previous owners with no success and would like the Town to consider the sale of a portion to fulfil the parking void. He pointed out that the Credit Union is Kensington's most valuable corporate citizen and expects the Town to work with them on their parking issue. *A formal written submission was made by Mr. LeClair. The submission shall form part of the public record.*

Mary Roberts – Would like to see the property converted to green space with a park and walking trail around it.

Brandon Johnston – Would like the Town to rezone the property as park space. Wants the town to promote a healthy lifestyle for the youth of the community and suggested the land be used for a skate park. *A formal written submission was made by Mr. Johnston. The submission shall form part of the public record.*

Ivan Gallant – Would like the land to be left Commercial and used as Recreational until there is further Commercial Development proposed. Feels that the appropriate location for a skate park would be the Community Gardens Complex property.

Councillor Jeff Spencer – The general consensus of the previous Public Meeting with residents was that they wanted to see the properties used as Recreational space for the community.

Anne Gallant – Is in favour of having skate park in Kensington, but doesn't feel that this location is best suited.

Deputy Mayor Caseley – Explained the next steps in the rezoning process and welcomed everyone to come back to the Council meeting when a decision will be made.

CAO Geoff Baker – Explained the rezoning process. Mr. Baker indicated that he will draft a report for Councillors consideration which will incorporate all comments from this public consultation session, an analysis of the Town's Official Plan as well as the relevant provisions of the Town's Development Control Bylaw.

Bernard Jay – Inquired about the access into the property.

CAO Geoff Baker – The access to the property is currently only on North Street. Depending on the use of the property will determine what dimension of an accessway is required, i.e. a more intense development on the property would require a more stringent access than a development which was less intense (commercial v. park/residential, etc.) The Town has previously met with Provincial Trail maintenance representatives and discussed potential opportunities to access the property over the trails. While the Province appeared to have little issue with pedestrian access over the trail, they were not in favour of allowing a vehicular crossing over the trail.

There being no further questions or comments to the proposed amendments to the Zoning and Subdivision Control (Development) Bylaw and General Land Use Map (Official Plan) the meeting adjourned at 6:25 PM.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Deputy Mayor

February 25, 2016

Town of Kensington
PO Box 418 Kensington, PE
C0B 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: townmanager@kensington.com

Re: Report on By-law amendments

Dear Mr. Baker,

I have reviewed the proposed amendments for the Town of Kensington's *Zoning and Subdivision Control (Development) By-law* as we have previously discussed. Please find below a summary of the rationale and proposed wording of the amendments for each. I have also included a few additional amendment suggestions with regards to language and terminology that you may want to consider in the future.

1. DEFINITION OF A PARKING SPACE

The By-law currently describes the dimensions of a parking space in two different sections. One is the minimum dimensions to satisfy the definition of a 'parking space' (9'x18'); the other describes the minimum size permitted in the Town of Kensington (10' x 20'). The difference is that a parking space is still considered a parking space if it is 9'x18', but at this size it would not meet the requirements for development to be counted towards the minimum parking numbers. In some cases, a property owner may opt to have additional non-required, smaller parking spaces on their property.

Section 2.59 currently reads as follows:

"Parking Space" – means an area of land which is suitable for the parking of a vehicle, not less than nine feet wide and eighteen feet long, accessible to vehicles without the need to move other vehicles on adjacent areas.

And, Section 5.4 reads:

Where parking facilities are required or permitted:..

(6) A parking space shall consist of an area of not less than two hundred (200) sq ft. (18.6 sq m) measuring ten (10) ft (3 m) by twenty (20) ft (6 m), exclusive of driveways and aisles, unless otherwise authorized by Council.

Although not contradictory of one another, the two sections could be easily misinterpreted. It is recommended that Section 2.59 be amended to the following:

"Parking Space" – means an area of land which is suitable for the parking of a vehicle with room for opening doors on both sides, together with properly related access to a public street and maneuvering room without the need to move other vehicles on adjacent areas.

The proposed definition allows for flexibility in the interpretation of the term Parking Space in the future, while still maintaining the existing minimum size requirements as currently stipulated in Section 5.4.

SUBDIVISION OF A SEMI-DETACHED/TOWNHOUSE DWELLING

The issue at hand is the current requirement for a masonry fire wall separation between two units of a semi-detached or townhouse dwelling if the owner intends to subdivide the units. Section 4.37 reads as follows:

Section 4.37 Special Requirements for Semi-detached, Row or Town House Dwellings

1. *No semi-detached, row or town house dwelling shall be erected in a manner which will not permit subdivision into individual units pursuant to subsection (2).*
2. *Semi-detached and row or townhouse dwellings may be divided independently for individual sale and ownership provided that:*
 - a. *(Not applicable)...*
 - b. *The units must be separated from the basement floor to the underside of the roof by a vertical **masonry** fire wall built in accordance with applicable National Building and Fire Code regulations.*
 - c. *...*

Unless it is the intent of the Town to 1) enforce the National Building Code and National Fire Code in the construction of semi-detached, row and town house dwellings; and, 2) to apply more stringent regulations than the Code with respect to fire wall separation requirements, than the inclusion of the word *masonry* in the above regulation does not have a specific planning-related merit.

Generally speaking, a Municipal By-law should not restate, or duplicate regulations from a different Code or source when the source of the regulations can be referenced instead; this can cause errors when amendments occur and the By-law is not amended accordingly.

With respect to Section 4.37, it is recommended that (b) be amended to read as follows:

- b. *The units must be separated from the basement floor to the underside of the roof in accordance with the National Building and Fire Code regulations.*

Based on the proposed wording an applicant will be required to submit a design certificate signed and sealed by a qualified architect and/or engineer to confirm that the construction satisfies the Code regulations. By requiring the submission of a stamped design certificate the Town is able to set regulations based on the NBC and NFC without the need for a building or fire inspector on staff.

ACCESSORY APARTMENTS AND GARDEN SUITES

With regards to regulations pertaining to secondary units on a residential property (otherwise known as accessory apartments or garden suites), there are a number of sections in the By-law that should be addressed to clarify the existing permitted uses and to ensure that the development of a secondary unit is held to a standard that ensures adequate services and the occupants' safety.

The Town's *Official Plan* Policy PR-4 states that *"It shall be the policy of Council to permit the establishment of one accessory apartment in any single family dwelling in any zone."* This policy is further supported by Policy PR-2 (to encourage infilling) and PR-7 (to promote Kensington as a residential development opportunity). More generally, from a good planning practices perspective secondary units are a positive thing for a number of reasons, such as:

- It promotes residential density and allows for infill development where space may otherwise be limited;
- It promotes an efficient use of municipal services, where adequate services are available;
- It promotes alternate forms of residential housing opportunities (See Goal 4.3.2(3) in the *Official Plan*, "To provide a range residential zoning to support housing opportunities to meet various socio – economic and physical needs.");
- It (may) provide a source of income which further supports property ownership for individuals who may otherwise not be able to afford to purchase a property; and
- It increases the tax base for the community, where a single detached dwelling with an accessory apartment is generally taxed at 1.5 dwelling units.

The following amendments to Section 2 of the By-law should be considered:

NEW "Accessory Apartment" means a dwelling unit either in or added to an existing single detached dwelling, or in an accessory building to a single detached dwelling, and is incidental and subordinate to the principal use of the main dwelling.

2.1 "Accessory Building" means a separate subordinate building, ~~not used for human habitation,~~ which is used or intended for the better or more convenient enjoyment of the main building to which it is accessory, and located upon the parcel of land upon which such building is or is intended to be erected, and is compatible in design to the main buildings and surrounding structures.

~~**2.43 "In-Law Suite"** means a self-contained suite constructed in an owner-occupied single family dwelling for the purpose of accommodating a relative or relatives of the owner(s) during a limited period of time in which the relative may be in need of such a facility.~~

Note that the current definition for In-Law Suite implies that there is a regulation for such a use that differs from that of an Accessory Apartment. It is a cleaner process if all secondary units are considered equal. The Town should not regulate who lives in the unit, whether or not compensation for is paid to the owner, or whether the unit is removed after the original resident is no longer in need of the dwelling.

Further it is recommended that you remove Section 4.25 Garden Suites from the By-law, and use the regulations in Sections 4.24 and 4.26 to determine when an accessory apartment is a permitted use within an accessory building.

~~4.25 Garden Suites~~

~~Garden Suites (accessory buildings for human habitation which are located in the rear yard of a single-detached dwelling) are not a permitted use in the Town.~~

Section 4.26 of the By-law, addresses the regulations for Accessory Apartments as permitted within the main building (of any existing single family dwelling) or in an Accessory Building. The following amendments are recommended:

4.26 Accessory Apartments

~~An~~ One (1) accessory apartment for habitation may be constructed within any existing single family dwelling OR in an accessory building to a single family dwelling, if the owner of the dwelling, upon written application to the Council, satisfies the Council that all applicable provisions of the By-law have been met.

a) Accessory apartments are permitted within the main building or in an accessory building but in any case shall not be larger than 25% of the gross floor area devoted to the main use;

b) Accessory apartments shall not contain more than 2 bedrooms;

c) that adequate off street parking will be provided in addition to the parking space requirements for the main building, in accordance with the parking regulations of this By-law and in the side or rear yard of the building. Parking will not be permitted in the front yard.

d) that all other provisions of this By-law remain applicable to the dwelling and Council may require such changes to the exterior of the dwelling as may be necessary to ensure compliance with this By-law, whether in connection with the construction of the accessory apartment.

e) that any water and sewer upgrades must be reviewed and approved by the Town prior to any construction.

f) where the accessory apartment is to be located in a detached building or within an accessory building to the single family dwelling, the following provisions shall apply:

i. the accessory apartment must be connected to the water supply and sewerage disposal system of the main building;

ii. In the case of connection with an on-site water supply and sewerage disposal system, the intensification of use and necessary upgrades to the system(s) must be approved by the responsible provincial government department;

iii. The accessory apartment meets the requirements of the provincial Fire Marshal's Office;

v. In addition to the development standards for an accessory building as outlined in Section 4.24, the side yard and rear yard setbacks for an accessory building containing an accessory apartment shall be at least as wide as the minimum side yard and rear yard setbacks as required for the main building.

g) A mini home is not permitted to be used as an accessory apartment unless otherwise permitted in this by-law.

Applications subject to the proposed regulations should be relatively straight forward assuming the applicant can satisfy Council that all of the applicable provisions of the By-law have been met. Please note that the proposed additional side and rear yard setbacks for accessory buildings containing accessory apartments is primarily to ensure adequate privacy for bedroom windows adjacent to property lines. Applicants will have the option to apply for a variance if the setbacks cannot be met (for instance, if the application is to convert an existing accessory building with a reduced setback).

Finally, a minor supporting amendment to the parking table in Section 5.2 is recommended as follows:

<i>Primary Type of Building</i>	Minimum Requirement
Single Family Dwelling, <u>Duplex, Semi-detached or Accessory Apartments</u>	2 parking spaces/ <u>unit</u>
Duplex Dwelling	2 parking spaces/unit
Multiple Family Dwelling (<u>with 3 or more units</u>)	1.5 parking spaces/unit

SECTION 9.5 – MAXIMUM/MINIMUM HEIGHT IN THE R3 ZONE

The development standards for an apartment, row or townhouse development in the Multiple Family Residential (R3) Zone currently include a ‘Maximum height of any building’ at 35 feet (10.5 m) and a ‘Minimum height’ of 2 storeys. As this is the only zone for which a minimum height regulation has been established, the intentions of the regulation are not clear. Minimum height regulations are commonly used to encourage densification in a core area and to ensure new development maximizes on the full potential of the property. It is also often used to establish a consistent and aesthetically pleasing street façade in a downtown core environment where side yard and front yard setbacks are at a minimum. If these were the intentions behind establishing the current regulations, I would have expected the same regulation to apply to development in the C1 Zone, which it does not.

Further, a minimum height requirement of 2 storeys could result in an unnecessary burden to a developer, who has a large property for development and intends to develop ‘senior friendly’ or ‘accessible’ multiple family dwellings, as are quite common in small communities. A minimum 2 storey building, requires stairs and/or elevator services which may not only be cost prohibitive but may also be contrary to the intentions of the development.

I recommend simply removing the 2 storey minimum from the table of development standards for the R3 Zone. And further consideration may be warranted on whether a 2 storey minimum would be desirable for the C1, core area of the Town.

TEXT AMENDMENT FOR SECTION 11.4

There is text amendment required for Section 11.4 due to an existing typo in the document, as follows:

Special Requirements – Commercial Zones Adjacent to Residential Zones

The special requirements as delineated in section 10.7 of this By-law also apply in the ~~C3 Zone~~ C2 Zone.

MINOR AMENDMENTS TO DEFINITIONS – FOR YOUR CONSIDERATION

Further to the requested amendments as outlined above, I have conducted a cursory review of Section 2 of the *Zoning and Subdivision Control (Development) By-law* for language and terminology consistency and their use in the By-law. I am simply bringing these forward for the sake of bringing them to your attention for consideration at this time or sometime in the future.

1. Section 2.3. The definition of the term ‘Administrator’ refers to the Chief Administrative Officer (CAO) and/or Town Manager. The CAO or Town Manager may act as the Development Officer, but the Development Officer for the Town is not necessarily the CAO/Town Manager. The term Administrator is used in Section 4.2 and 19.4(1) where the term Development Officer would be more appropriate.
2. Section 2.10. The term ‘Block’ is defined but not used within the by-law; the defined term is unnecessary and should be removed.
3. Section 2.14. The term ‘Building Setback’ is defined however the use of the term setback is not used in the By-law with the word ‘Building’ preceding it. This definition should be redefined for the term ‘Setback’.
4. Section 2.19. The term ‘Coastal Area’ is defined but not used within the By-law; the defined term is unnecessary and should be removed.
5. Section 2.21. The term ‘Condominium’ is associated with the *Condominium Act Cap. C-16* which the Town does not have jurisdiction on for regulating or issuing approvals. While it is understandable that multi-unit dwellings within the Town may become condominiums, the Town cannot restrict what can and cannot become a condominium, as well the Town cannot require it as a condition of a development permit. Condominiums are also not restricted to multi-unit dwelling buildings, as I have dealt with applications for condominium commercial and industrial buildings, as well as land parcels. This term should be removed from the By-law, as well as references to the term in Section 9.2.
6. Suggest adding a definition for the term ‘Commercial’, which corresponds to the existing definitions for Industrial Premises and Institutional Premises. Suggested definition as follows:
“Commercial” - means the use of a building or parcel for the purpose of buying and selling goods and supplying services.
7. The term ‘Erect’ should be identified with a Section number as it is not affiliated with the term “Dwelling” that precedes it in the alphabetized order of the definitions.
8. Section 2.32 – The term ‘family’ has been the subject of court cases in other jurisdictions (mainly, Ontario that I am aware of); although still common practice in PE today, the term should not be used in association with land use and development regulations - how one defines their family is not within the authority of the Town. As such, the definition should be removed from the By-law, as well as associated uses of the term, including the following:
 - a. Single Family Dwelling → Single Detached Dwelling
 - b. Multiple Family Dwelling → Multi-unit Dwelling

- c. Two Family Density Residential → Duplex and/or Semi-Detached Dwelling
 - d. Single Family Residential Zone (R1) → Single Residential Zone (R1)
 - e. Two Family Residential Zone (R2) → Low Density Residential Zone (R2)
 - f. Multiple Family Residential Zone (R3) → Multi-Unit Residential Zone (R3)
 - g. The definition of Bed and Breakfast (Section 2.9) to *read as follows*: Bed and Breakfast means an owner occupied single detached dwelling ~~a dwelling occupied by a family and~~ used incidentally to provide accommodation of up to three (3) separate rooms and meals to transient travelers and includes a tourist home but does not include a boarding house, rooming house, domiciliary hostel, group home, hotel, motel, restaurant or lounge.
9. The term 'Farming' is defined but not used within the By-law; the defined term is unnecessary and should be removed; furthermore the term 'Farm' as a land use is sufficient for referencing the act of farming.
10. Section 2.40. The term "Home Occupation" is defined however within the By-law the term is "In-home Occupation"; suggest changing the title of Section 4.41 to Home Occupations. In addition, suggest removing 'Business in Residential Zones' from the title which implies that businesses are a permitted use in the zone, regardless of whether or not they are within a dwelling.

Where in Section 4.41 it states that "Where a property is used for domestic and household arts, or business and professional offices in a residential zone, the following shall apply... "

Suggest changing this to read as follows:

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

- a) Commercial uses permitted as home occupations include:
 - i. Domestic and household arts (dressmaking and tailoring, hairdressing; instruction or tutoring, arts and crafts, weaving, painting, sculpture, and repair of garden or household ornaments, personal effects or toys);
 - ii. Business or professional offices
 - b) The dwelling shall... " (and continue with the existing points a through f; g is no longer necessary)
11. Section 2.42 and 2.44. Remove the word Premises from both definitions, the terms "Industrial" and "Institutional" can stand on their own as they are not used in conjunction with the term "Premises" in the text of the By-law.
12. Section 2.51, 2.52 and 2.53. It is uncertain as to the meaning and intent of the definition of 'Mobile Home' as a dwelling type that is to be differentiated from a 'Mini home', 'Modular Home' or 'Recreational Trailer or Vehicle'. The terms more commonly referred to today are mini-home (in reference to a pre-manufactured home up to 5m in width); a modular home is any pre-manufactured housing over 5m in width; and a recreational trailer or vehicle as is currently defined (aka. a camper trailer or RV).

Suggest removing the definition for 'Mobile Home' and removing Section 4.44 – unless you have a specific dwelling type in mind was intended by this definition.

13. Section 2.69 and 2.70. As with the term 'Family', the term 'Senior Citizen' should not be associated with land use and development regulations; it is unconstitutional for development related decisions to be made based on the age of the occupants the proposed development. I understand that the intent is to give special recognition to housing facilities financed by the Province or other levels of government, however if ownership or management of a building was to change, the Town would not be able to enforce regulations that restrict the occupants based on their age. From a development perspective, a senior citizen home should be handled as any residential dwelling type based on the number of units (ie. In most cases being a multi-unit dwelling). Note that this does not apply to Community Care Facilities or Nursing Homes which offer care and/or supervision to residents and which are regulated by the *Community Care Facilities and Nursing Home Act* R.S.P.E.I. 1988, Cap. C-13 – these uses can be defined by the services provided and should be considered as Institutional uses.

Suggest removing Section 2.69 and 2.70; and amending Section 2.44, Section 5.2 (Parking Requirements Table) and Section 9.2 by removing the reference to Senior Citizens Apartments/Homes.

14. Section 2.84 and 2.85 are terms regulated by the PE Environmental Protection Act, R.S.P.E.I. 1988, c. E-9 and although the definitions may be accurate to the current legislation, the Town's By-law would better reflect the regulations by referencing the Act, which may or may not change in the future. Suggested amendments as follows:

"Watercourse" has the same meaning as defined in the *Watercourse and Wetland Protection Regulations* prescribed under the *Environmental Protection Act*, as may be amended, and, in the case of any dispute, the final determination shall be made by the *provincial government* department having responsibility for enforcement of such regulations.

"Wetland" has the same meaning as defined in the *Watercourse and Wetland Protection Regulations* prescribed under the *Environmental Protection Act*, as may be amended, and, in the case of any dispute, the final determination shall be made by the *provincial government* department having responsibility for enforcement of such regulations.

My apologies once again for the delay in providing this response to your request. As always, please feel free to contact me with any further questions.

Best regards,



Hope Parnham, CSLA MCIP

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T. 902-393-1815

Bowl for Kids Sake 2016

Celebrating 40 years of Fun & Friendship!

Dear Geoff,

We would like to invite you to **help us celebrate our 40th anniversary** by making a **Bowl for Kids Sake** donation this year.

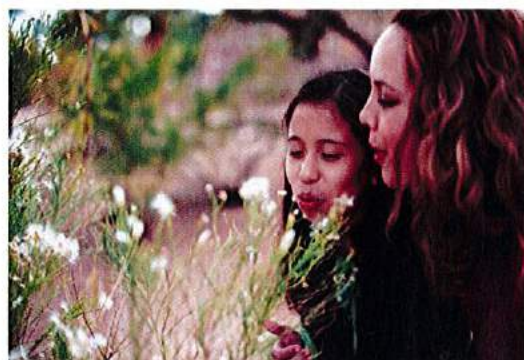
You can **make a real difference** in your community by **supporting Bowl for Kids Sake**. Your donation will have a **transformative effect** on young lives. Making a new **Big/Little match costs roughly \$1200**. By donating to our community fundraiser, you will **help make a match** which will **provide a child in need with one-to-one mentoring services**.

When you support Big Brothers Big Sisters of PEI, you **help local kids today** and **make our community stronger for tomorrow**. BBBS mentoring programs generate an **average social return on investment of \$18 for every dollar invested**, which means that the money you donate will have a **huge impact in our community**.

Any financial assistance you might be able to provide would be **greatly appreciated**. Tax receipts for donations of \$20.00 or more will be provided. **Thank you**, once again, for considering Big Brothers Big Sisters of PEI.

Sincerely,


Mary Carr-Chaisson
Fund Development Coordinator



Yes, I/we would like to make a donation!

My name is _____

Mailing Address _____

Phone _____ Email (for newsletter) _____

- ☐ To donate by **cheque** \$ _____
(payable to "Big Brothers Big Sisters of PEI")
- ☐ To donate by **Visa or MasterCard**. Please charge \$ _____ to
Visa or MasterCard # _____
Expiry Date _____ Signature _____
- ☐ To donate online go to www.pei.kintera.org/bfks and click on the General Donation link on the left side of the page. **It only takes a minute & you will get a tax receipt sent to your inbox instantly.**
- ☐ **Please send me information about being a Big Brother, Big Sister, Big Couple, or In-School Mentor.**

RETURN TO:

Big Brothers Big Sisters PEI
2 St. Peters Road
Charlottetown, PE C1A 5N2

Toll Free 1-877-411-3729 Fax 902-892-5593



Big Brothers Big Sisters
of Prince Edward Island

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