



Tentative Agenda for Town Council Meeting

January 12, 2015

Commencing at 7:00 PM

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

Town of Kensington
Regular Meeting of Town Council
January 12, 2015

Commencing at 7:00 PM

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Mayor Rowan Caseley

ITEM 2: APPROVAL OF TENTATIVE AGENDA

Action: Additional agenda items requiring discussion, if known, should be identified at this time.

ITEM 3: DECLARATION OF CONFLICT OF INTEREST

Action: Members of Town Council 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.

ITEM 4: APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Background: The draft minutes of the December 8, 2014 regular meeting, December 17, 2014 special meeting and the January 6, 2015 special meeting of Town Council are included in the tentative agenda package for review.

Action: Motion or motions to approve the minutes, with or without amendment.

ITEM 5: BUSINESS ARISING FROM MINUTES

Action: Questions or clarifications.

ITEM 6: COMMITTEE REPORTS

Background: The Public Safety Committee, Community Services Committee, Culture and Wellness Committee, Finance and Administration Committee and the Mayor's reports are provided to Council members in advance of the regular monthly Council meeting. Periodic updates by email or other correspondence on specific activities are provided throughout the month to Council by Administration; additional information/reports may be given at Council meetings. Any reports provided and any building permit applications constitute part of the Tentative Agenda package.

Chairpersons present for each of the listed Council Committees are normally called upon for reports and/or updates as may be considered appropriate.

6.1 Public Safety Committee – Councillor David Doucette

6.2 Community Services Committee – Councillor Jeff Spencer

6.3 Culture and Wellness Committee – Councillor Coreen Pickering

6.4 Finance and Administration Committee – Deputy Mayor Rodney Mann

6.5 Mayor's Report – Mayor Caseley will report on the past month's activities, matters concerned with development and/or on other matters that may be considered relevant.

Action: Reports and follow-up questions or discussion.

ITEM 7: COUNCIL REPRESENTATIVE REPORTS

Background: Town Council's representative on the FPEIM Board of Directors, Chamber of Commerce Board of Directors, Heritage Library Board of Directors and any other relevant Boards or Commissions may be called upon by the Mayor to deliver a verbal report.

Action: Comments/Questions

ITEM 8: 2015 WELCOME PEI HANDBOOK

Background: See Attached RFD

Action: Consideration and Approval by Town Council is requested.

ITEM 9: CORRESPONDENCE

ITEM 10: COMMITTEE OF THE WHOLE (IN – CAMERA)

- One Item of a Human Resources Nature
- One Item of a Property Nature

ITEM 11: OTHER MATTERS AND/OR ADJOURNMENT

Town of Kensington
Minutes of Regular Council Meeting
Monday, December 8, 2014
7:00 PM

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

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

Visitors Present: Mike Carson, Journal Pioneer
Peggy Miles, Tourism Development Manager at Central Coastal Tourism Partnership PEI

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members, staff and visitors.

2. Approval of Tentative Agenda

2.1 *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the tentative agenda for the December 8, 2014 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 Mayor Caseley discussed that Members of Town Council 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

4.1 Peggy Miles, Tourism Development Manager with the Central Coastal Tourism Partnership (CCTP) made a presentation to Town Council, as requested by Mayor Caseley, on activities/initiatives of the CCTP and ways in which the Town of Kensington can participate and benefit.

Town Council and Staff were invited to participate in a roundtable discussion on Monday, December 15th at 1:00pm at the Kensington Welcome Centre.

5. Approval of Minutes of Previous Meeting

- 5.1** *Moved by Councillor Spencer, seconded by Councillor Mill to approve the minutes from the November 10, 2014 regular meeting of Town Council with the correction of Councillor MacLean presenting the Fire Report. Unanimously carried.*

6. Business Arising from Minutes

- 6.1** No information has been received regarding the application to the Municipal Strategic Component of the New Gas Tax Fund to fund the Pleasant Street Sewage Lift Station Replacement Project.
- 6.2** The time capsule display case will be completed prior to January 1, 2015 and installed inside of the Community Gardens Complex canteen.

7. Committee Reports

7.1 Public Safety Committee

- 7.1.1** *Moved by Councillor Doucette, seconded by Councillor MacLean to adopt the November 2014 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*
- 7.1.2** *Moved by Councillor Doucette, seconded by Councillor Spencer to adopt the November 2014 Fire Report as prepared by Acting fire Chief Hickey. Unanimously carried.*

7.2 Community Services Committee

- 7.2.1** *Moved by Councillor Spencer, seconded by Councillor Mill to approve the report and building permit summary for the month of November 2014. Unanimously carried.*
- 7.2.2** *Moved by Councillor Spencer, seconded by Councillor MacLean to approve a subdivision of PID # 1061332, being lands of Robert Moffatt located along Brookins Drive, into 2 separate parcels, being lots 9A and 9B, as per drawing no. 1480, drawn by Derek A. French Professional Services Inc. Unanimously carried.*
- 7.2.3** *Moved by Councillor Spencer, seconded by Councillor Mill THAT Town Council approve staff to move forward with undertaking accessibility assessments of the Town Hall, the Library, the Community Gardens Complex, the Seniors Centre, the Train Station (Including public washrooms), the Fun Early Childhood Learning Centre and the Fire Department and further that the contract for undertaking the assessments be awarded to Access Advisor as per their quote in the amount of \$1,140.03 dated November 21, 2014. Unanimously carried.*

7.3 Culture and Wellness Committee

- 7.3.1** *Moved by Councillor Pickering, seconded by Councillor Doucette to adopt the Culture and Wellness report for the month of November 2014. Unanimously carried.*

7.4 Finance and Administration Committee Report

- 7.4.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to adopt the Finance and Administration Committee report for the month of November 2014, as presented by Deputy Mayor Mann. Unanimously carried.*
- 7.4.2** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve Option C from MBS Radio for the Season's Greetings from the Mayor which includes 90 spots on three stations for \$499.00. Unanimously carried.*
- 7.4.3** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the payment of bills in the amount of \$272,833.75 for the month of November 2014. Unanimously carried*
- 7.4.3** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the November 2014 Summary Income Statement as presented by Deputy Mayor Mann. Unanimously carried.*

7.5 Mayor's Report

- 7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the Mayors report for the month of November 2014 as presented by Mayor Caseley. Unanimously carried.*

8. Council Representative Reports

- 8.1** Deputy Mayor Mann reported on the recent FPEIM Meeting.
- 8.2** Kensington and Area Chamber of Commerce Gala Dinner was a great event. The Chamber is hosting a mixer at the Island Stone Pub on Thursday, December 11 from 4:30 – 6:30pm for those able to attend.
- 8.3** The Kensington Heritage Library's 80th Birthday Celebration will be rescheduled at a later date due to weather.
- 8.4** Councillor MacLean thanked staff and everyone who participated in the annual Santa Claus Parade. It was suggested that Councillors should have a uniform/dress code to identify themselves at functions.

9. Correspondence

- 9.1** A Thank You card from the family of the late Fern Caseley.
- 9.2** A Thank You card from the family of the late Archibald Johnstone.
- 9.3** A note of thanks from the East Prince County MADD Chapter for attending the Red Ribbon Campaign.
- 9.4** A letter from the Kensington/Bedford Hockey Exchange requesting financial support to assist with the welcoming reception upon the Bedford teams arrival on January 30, 2015.

Moved by Councillor MacLean, seconded by Councillor Doucette to approve a \$500.00 sponsorship for the Kensington/Bedford Hockey Exchange welcome reception. Unanimously carried.

- 9.5** KISH Newsletter

10. Other Matters

- 10.1** Councillor MacLean thanked Councillor Mill for his involvement in the Kensington/Bedford Annual Pee wee Hockey Tournament.

11. Adjournment

Moved by Councillor MacLean, seconded by Councillor Spencer to adjourn the meeting at 7:58 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington
Minutes of Special Council Meeting
Wednesday, December 17, 2014
7:27 PM

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

Staff Members Present: CAO, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kimberley Caseley

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:27 PM.

2. Agenda

2.1 *Moved by Councillor Doucette, seconded by Councillor Spencer to approve the tentative agenda for the Special Meeting of Town Council on Wednesday, December 17, 2014. Unanimously carried.*

3. 2015 Annual Budget Presentation

3.1 CAO, Geoff Baker presented Town Council with the 2015 Preliminary Budget.

3.2 *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to give approval to the 2015 Preliminary Budget with revenues estimated at \$2,601,638.00 and expenditures estimated at \$2,601,638.00, pending any further adjustments required following the 2014 Year End Audit. Unanimously carried.*

4. Adjournment

4.1 *Motion by Councillor Doucette, seconded by Councillor MacLean to adjourn meeting at 8:37 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington
Minutes of Special Council Meeting
Tuesday, January 6, 2015
7:30 PM

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

Staff Members Present: CAO, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kimberley Caseley

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:30 PM.

2. Kensington Storm Drainage Project

2.1 *Moved by Councillor Spencer, seconded by Councillor MacLean THAT the Town of Kensington submit an application to the New Building Canada Fund – Small Project Component to fund the Kensington Storm Drainage System project. The Council understands that all future Operation and Maintenance costs associated with and resulting from the project will be the responsibility of the Town of Kensington. Unanimously carried.*

2.2 *Moved by Deputy Mayor Mann, seconded by Councillor Mill*

WHEREAS S. 43 of the Municipalities Act, R.S.P.E.I., Cap. M-13, Prince Edward Island authorizes a Council to borrow money for certain purposes;

AND WHEREAS the Town of Kensington is making a funding application to the Building Canada Fund – Small Communities Fund to fund the Kensington Storm Drainage Project;

AND WHEREAS the total project cost is estimated to be \$1,401,555.00 broken down as follows: \$934,370.00 from the NBCF – Small Communities Fund (Federal and Provincial Share) and \$467,185.00 from the Town of Kensington;

BE IT RESOLVED that the Town of Kensington be empowered to borrow up to \$467,185.00 from the Scotiabank repayable in full by Town council over an amortization period not to exceed 25 years at a floating rate of interest.

Unanimously carried.

3. Adjournment

3.1 *Motion by Councillor Spencer, seconded by Councillor MacLean to adjourn meeting at 7:45 PM. Unanimously carried.*

TOWN OF KENSINGTON
Public Safety Committee Report
Tuesday, January 6, 2015
6:30 PM

Committee Members Present: Chair, Councillor David Doucette, Councillor Jeff Spencer, Councillor Coreen Pickering

Staff Members Present: Chief Administrative Officer, Geoff Baker, Police Chief Lewis Sutherland, A/Fire Chief Rodney Hickey

Visitors: Nil

1. Call of Meeting to Order and Welcome

- 1.1 Chair Doucette called the meeting to order at 6:30 PM and welcomed committee members and staff.

2. Declaration of Conflict of Interest

- 2.1 No declarations of conflict of interest were made.

3. Delegations/Presentations

- 3.1 Nil

4. Fire Services

- 4.1 The monthly fire statistical report was reviewed by the committee. The statistical report will be motioned for approval following the delivery of this report.
- 4.2 A request for decision (RFD) is being circulated with this report to award a contract to WG Hogan Fire Safety Specialties to undertake essential policy development and a Fire Services Master Plan for the Kensington Fire Department.
- 4.3 Acting Fire Chief Hickey expressed concern on the quality of snow clearing, sanding and salting of the Fire Hall Apron. The CAO will speak to the Public Works Supervisor and look into the matter to ensure this service is improved.
- 4.4 Discussion was held on a meeting to be held with the Fire department, Mayor Caseley, Councillor and Public Safety Chair Doucette and the CAO.
- 4.5 The Kensington Fire department will be hosting other area departments, New London, Kinkora, etc., for a symposium on effectively dealing with gas fires. A professional in the field has agreed to provide a presentation in this regard. The symposium is scheduled for January 19, 2015.

5. Emergency Measures

- 5.1 Staff continue to progress on updating the Town's Emergency Measures Plan and Bylaw. It was discussed that the plan is outdated and items such as contact lists etc. require immediate updating. Once the updates are complete the Town will move forward with appointing an Emergency Measures Committee to administer the Plan.

6. Police Services

- 6.1 The monthly police statistical report was reviewed by the committee. The statistical report will be motioned for approval following the delivery of this report.
- 6.2 Staff are in the process of collecting quotations for the provision of electronic radar speed signs for key areas of the town. The areas being considered at this time for speed radar signs are: Victoria Street East School Zone, Broadway Street South and Victoria Street West.

7. Other Matters

- 7.1 Nil

- 8. The meeting was adjourned at 7:24 PM.

MEMO

DECEMBER 2014

THE KENSINGTON FIRE DEPARTMENT RESPONDED TO 8 CALLS IN THE MONTH OF DECEMBER. THE AVERAGE ATTENDANCE TO THE CALLS WAS 16 FIREFIGHTERS. OUR MONTHLY TRAINING SESSION HAD 22 FIREFIGHTERS IN ATTENDANCE.

HERE IS THE BREAKDOWN OF CALLS:

1. **DECEMBER 6TH** – RESIDENTIAL FIRE ALARM ON COUNTY LINE RD., MARGATE: STAND DOWN ON WAY TO FIREHALL.
2. **DECEMBER 13TH** – MVC ON SCHURMAN'S POINT RD.: 2 TRUCKS AND 14 FIREFIGHTERS, STAND DOWN EN ROUTE.
3. **DECEMBER 15TH** – FIRE ALARM IN NORTH BEDEQUE – 2 TRUCKS AND 12 FIREFIGHTERS, STAND DOWN EN ROUTE.
4. **DECEMBER 16TH** – MVC IN KENSINGTON – 2 TRUCKS AND 14 FIREFIGHTERS.
5. **DECEMBER 19TH** – MVC IN TRAVELLER'S REST – 2 TRUCKS AND 14 FIREFIGHTERS.
6. **DECEMBER 19TH** – MVC IN NORTH FREETOWN – 2 TRUCKS AND 20 FIREFIGHTERS.
7. **DECEMBER 29TH** – FLUE FIRE IN KENSINGTON – 2 TRUCKS AND 14 FIREFIGHTERS.
8. **DECEMBER 29TH** – FLUE FIRE IN SPRINGFIELD – 4 TRUCKS AND 24 FIREFIGHTERS.

THE YEAR-END REPORT WILL BE SUBMITTED IN FEBRUARY.

Rodney
Deputy Chief

Town of Kensington - Request for Decision

Topic: 2015 Fire Department Policy/Fire Services Master Plan	Date: December 17, 2014
<p>Proposal Summary:</p> <p>A meeting was held on November 4, 2014 with the CAO Geoff Baker, Acting Fire Chief, Rodney Hickey, Deputy Fire Chief Allan MacLeod and Bill Hogan of W.G. Hogan Fire Safety Specialties to discuss policy issues within the Kensington Fire Department. Policy gaps within the department have been identified, particularly as it relates to a Fire Services Bylaw, a Fire Services Policy, a Honourarium Policy and Standard Operating Procedures.</p> <p>A proposal was requested from Bill Hogan to address these policy issues as well as to draft a medium to long term Fire Services Master Plan. Mr. Hogan is proposing to complete the required work in two phases as follows:</p> <p>The first phase of the project would include:</p> <ul style="list-style-type: none">• An analysis of the Legislation, Codes and Standards effecting Fire Protection and Fire Safety for the Town of Kensington. (Provincial & National)• An analysis of the current Bylaws, Policies and Standard Operating Procedures used by the Town of Kensington Fire Department.• An analysis of the operations, chain of command and general state of affairs of the Town of Kensington Fire Department.• Development of a Fire Protection and Emergency Services Bylaw for the Town of Kensington.• Development of a Policy Manual for the Town of Kensington Fire Department.• Development of a Standard Operating Procedures Manual for the Town of Kensington Fire Department. <p>The Policy and Standard Operating Procedure Manuals would meet the requirements of NFPA 1720 “Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.”</p> <p>Methodology for the first phase of the project would include:</p> <ol style="list-style-type: none">1. Stakeholders Meetings (Town officials, Town staff, Fire Department senior officers and firefighters.2. Document review.3. Facilities, apparatus and equipment Assessments.4. Staffing, organizational and chain of command Assessments.5. Document development and drafting.6. Presentation to Stakeholders.	

The second phase of the contract would include:

Conducting a study for the purpose of developing a comprehensive Fire Services Master Plan (FSMP). The FSMP will guide the Town of Kensington and its Fire Department in providing effective fire protection and emergency services for the next 10 to 20 years.

- The FSMP would serve as the strategic planning framework to guide policy, organizational, capital and operational decisions and ensure that current and future needs are met in a fiscally feasible and responsible manner.
- The FSMP will provide recommendations for: the Town of Kensington to guide it over the next ten years, with considerations for the twenty year horizon.
- The FSMP would include a community risk assessment as well as a review of the overall operations of the Fire Department.
- The FSMP will assess the current resources levels against existing and future needs.
- The FSMP would outline the results of a departmental review, considering fire service best practices, guidelines and standards as well as current legislation.
- The FSMP will review and make recommendations regarding the following Fire Department components and operations:
 - Governance and administration;
 - Department management and staffing;
 - Facilities, apparatus and equipment;
 - Training and education;
 - Mutual and automatic aid;
 - Hazardous materials and special risks;
 - Town and fire service district water supply and resources;
 - Fire prevention & public education;
 - Emergency planning.

The Fire Services Master Plan will provide flexibility in order to adapt to the future community needs and circumstances.

Methodology for the second phase of the project would include:

1. Stakeholders Meetings (Town officials, Town staff, Fire Department senior officers and firefighters;
2. Governance, administration assessment;
3. Department management and staffing assessment;
4. Community risk assessment;
5. Water supply assessment;
6. Mutual aid assessment;
7. Facilities, apparatus and equipment assessments;
8. Staffing, organizational and chain of command assessments.
9. Document development and drafting.
10. Presentation to Stakeholders.

It is estimated that the first phase of the project would take approximately 80 hours to complete at a cost of \$4,000.00. It is estimated that the second phase of the project would take approximately 160 hours to complete at an estimated cost of \$8,000.00. Disbursements have been estimated at \$600.00 resulting in a total project cost of \$12,600.00.

The Public Safety Committee reviewed the proposal at their meeting held on December 16, 2014 and are recommending that Town Council award a contract to Bill Hogan.

Benefits:

- Will provide adequate policies to guide the operation of the fire department.
- Will provide clearly defined roles within the administration, governance and operation of the fire department.
- Will provide strategic direction to guide policy, organizational, capital and operational decisions in the medium to long term.
- Will ensure the current and future needs of the fire department are met in a fiscally feasible and responsible manner.
- Will provide the town with an overall community risk assessment.

Disadvantages:

- None noted.

Policy Implications

It is being proposed that the project be sole source awarded to W.G. Hogan Fire Safety Specialties. When the project was first conceptualized by staff, a request was made to the Provincial Fire Marshalls Office to provide a list of PEI consultants capable of completing the required work. The Fire Marshalls Office provided two firms, W.G. Hogan Fire Safety Specialties out of Charlottetown, PEI and Doug Hamer, out of Riverview, NB. Mr. Hogan recently completed a Fire Service Gap analysis on behalf of the Federation of Prince Edward Island Municipalities therefore it was felt that he brought the required knowledge to ensure the project was completed effectively and in a PEI context. The Town's procurement policy states the following as it relates to sole source contracting:

Purchases may be made from a single source without quotations or tenders where,

- 1. The compatibility of a purchase with existing equipment and/or facilities is of paramount consideration and that purchase must be made from a single source;*
- 2. The item is being purchased for testing or trial use;*
- 3. A product is leased or rented by the Town with a credit purchase option and such purchase is deemed beneficial to the Town;*
- 4. To undertake a public competitive bidding process would be injurious to the confidentiality of a supplier/contractor, i.e. security issues, policing matters or other confidential matters.*
- 5. Notwithstanding any provision of this policy, Town Council determines that such a procurement method is fair and reasonable.*

The Town's Official Plan states the following as it relates to Fire Protection Services:

Policy PS-6. Fire Protection Services

Council acknowledges that regional cooperation can enhance provision of services. It shall be the policy of Council to continue to provide municipal (and regional) fire services through the Kensington volunteer fire department and to continue to provide the department with the resources to provide cost effective fire services.

Plan Action:

- *Council shall continue to support the efforts of the Kensington Fire Department to maintain equipment, facilities and training at adequate levels to provide cost effective fire services.*
- *All new development will support fire rated service.*

Options:

1. Award the contract to W.G. Hogan Fire Safety Specialties as proposed.
2. Request a quote from Doug Hamer, of Riverview, NB.
3. Not award the contract.

Bids Received:

W.G. Hogan Fire Safety Specialties - \$12,600 plus HST

Costs:

\$12,600.00 plus HST

Source of Funding:

2015 Fire Budget

Recommendation/Comments:

The Public Safety Committee recommends that Town Council consider and adopt the following motion:

That the contract for the 2015 Policy Development and Fire Services Master Plan project be awarded to W.G. Hogan Fire Safety Specialties as per their proposal dated November 17, 2014 in the amount of \$12,600 plus HST.

Proposal

Please find below an outline of a body of work(s) to be carried out by W.G. Hogan Fire Safety Specialties for the purposes of supplying documents to address Fire Protection and Emergency Services for the Town of Kensington.

I propose to approach this project in two bodies of work.

The first body of work would include:

- An analysis of the Legislation, Codes and Standards effecting Fire Protection and Fire Safety for the Town of Kensington. (Provincial & National)
- An analysis of the current Bylaws, Policies and Standard Operating Procedures used by the Town of Kensington Fire Department.
- An analysis of the operations, chain of command and general state of affairs of the Town of Kensington Fire Department.
- Development of a Fire Protection and Emergency Services Bylaw for the Town of Kensington.
- Development of a Policy Manual for the Town of Kensington Fire Department.
- Development of a Standard Operating Procedures Manual for the Town of Kensington Fire Department.

The Policy and Standard Operating Procedure Manuals would meet the requirements of NFPA 1720 “Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.”

Methodology for the first body of work would include:

1. Stakeholders Meetings (Town officials, Town staff, Fire Department senior officers and firefighters.
2. Document review.
3. Facilities, apparatus and equipment Assessments.
4. Staffing, organizational and chain of command Assessments.
5. Document development and drafting.
6. Presentation to Stakeholders.

The second body of work would include:

Conducting a study for the purpose of developing a comprehensive Fire Services Master Plan (FSMP). The FSMP will guide the Town of Kensington and its Fire Department in providing effective fire protection and emergency services for the next 10 to 20 years.

- The FSMP would serve as the strategic planning framework to guide policy, organizational, capital and operational decisions and ensure that current and future needs are met in a fiscally feasible and responsible manner.
- The FSMP will provide recommendations for: the Town of Kensington to guide it over the next ten years, with considerations for the twenty year horizon.
- The FSMP would include a community risk assessment as well as a review of the overall operations of the Fire Department.
- The FSMP will assess the current resources levels against existing and future needs.
- The FSMP would outline the results of a departmental review, considering fire service best practices, guidelines and standards as well as current legislation.
- The FSMP will review and make recommendations regarding the following Fire Department components and operations:
 - Governance and administration;
 - Department management and staffing;
 - Facilities, apparatus and equipment;
 - Training and education;
 - Mutual and automatic aid;
 - Hazardous materials and special risks;
 - Town and fire service district water supply and resources;
 - Fire prevention & public education;
 - Emergency planning.

The Fire Services Master Plan will provide flexibility in order to adapt to the future community needs and circumstances.

W.G. Hogan Fire Safety Specialties

Methodology for the second body of work would include:

1. Stakeholders Meetings (Town officials, Town staff, Fire Department senior officers and firefighters;
2. Governance, administration assessment;
3. Department management and staffing assessment;
4. Community risk assessment;
5. Water supply assessment;
6. Mutual aid assessment;
7. Facilities, apparatus and equipment assessments;
8. Staffing, organizational and chain of command assessments.
9. Document development and drafting.
10. Presentation to Stakeholders.

Project Costing

1. Hourly rate: \$50.00
2. Estimated time requirement:
 - a.) 1st body of work estimated at 80 hours.
 - b.) 2nd body of work estimated at 160 hours
3. Plus mileage and incidentals Approx. for both \$600.00
4. Total estimate:
 - a.) \$ 4000.00
 - b.) \$ 8000.00
 - c.) \$ 600.00

\$ 12,600.00

A detail breakdown of hours of work, mileage and incidentals will be provided.

Trust this meets your needs.

Bill Hogan

WG Hogan

Fire Safety Specialties

6 Shell Court

Charlottetown, PEI, C1A 2Z8

Home: 902-566-1778 Cell: 902-394-3070 E-mail wghogan@hotmail.com

[illegible]

Police Department Occurrence Report Summary 2014														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fire Prevention Act	1								2		1	1	5	0.58%
Firearm Act													0	0.00%
Forcible confinement													0	0.00%
Fraud	1				1		1		2		1	2	8	0.92%
Harrassing Phone Calls	2			1	2				1				6	0.69%
Impaired Driver	1	1	4	1	3		1	3		1	1	2	18	2.07%
Information Files	2	1			3	3					1	2	12	1.38%
Injury Accidents													0	0.00%
Liquor Offences			3		3		1	3	1	1			12	1.38%
Litter Act													0	0.00%
Lost and Found	5	2	1	1	1	1	5	2	1	1	1		21	2.42%
Luring Minors													0	0.00%
Mental Health Act		3			2	1	1			1	1		9	1.04%
Mischief		1		3		3	4	4	4	5	9	1	34	3.91%
Motor Vehicle Accidents	4	4	2	2	3	2	7	2	1	1	4	3	35	4.03%
Motor Vehicle Act	8	4	9	3	11	6	5	4	9	8	4	4	75	8.63%
Municipal Bylaws	1				2	2	2		2	1			10	1.15%
Off Road Vehicle Act		1		1				1	2				5	0.58%
Other Criminal Code							1	1					2	0.23%
Person Reported Missing				1	3							1	5	0.58%
Possession of restricted weapon													0	0.00%
Property Check	3		6	5	2	1	1	1	4	2		3	28	3.22%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference	1					1			1		1		4	0.46%
STEP (Integrated Traffic Enforcement)					1				4			4	9	1.04%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	2	1	1	1	2	3	1	7	2	3		1	24	2.76%
Theft Of Motor Vehicle													0	0.00%
Theft Over \$5000												1	1	0.12%
Theft Under \$5000	5	1				3	1			2			12	1.38%

[illegible]

TOWN OF KENSINGTON
Community Services Committee Report
Wednesday, December 17, 2014
6:30 PM

Committee Members Present: Chair, Councillor Jeff Spencer, Councillor Marvin Mill, Councillor Mack MacLean, Mayor Rowan Caseley

Staff Members Present: Chief Administrative Officer, Geoff Baker

Visitors: Nil

1. Call of Meeting to Order and Welcome

- 1.1 Councillor Spencer called the meeting to order at 6:30 PM and welcomed committee members and staff.

2. Declaration of Conflict of Interest

- 2.1 No declarations of conflict of interest were made.

3. Delegations/Presentations

- 3.1 Nil

4. Property Matters

- 4.1 No building permit summary report was reviewed by the committee this month as there were no building permits received prior to the meeting. However, one building permit has been received since the committee meeting therefore a summary report is being circulated with and is attached to this report.
- 4.2 There were no building permit applications requiring Council's approval at the time of the committee meeting however one building permit requiring Council's approval has been received since the Committee meeting. A motion to approve the building permit application will be made following the acceptance of this report.
- 4.3 There were no re-zoning applications this month.
- 4.4 Concern was noted with respect to the level of signage located on the property of James Schurman at 24 Victoria Street East. Staff will investigate and take appropriate action.

5. Public Works

- 5.1** The Committee discussed the level of reporting which will be required in the future as it relates to Public Works operations. It was agreed that normal operational issues will not be reported each month. Any items falling outside normal operations will continue to be reported.

6. Infrastructure

- 6.1** Water and Sewer – It was noted by Councillor MacLean that a water valve along Pleasant Street has risen and the snow plow appears to have lifted it further. Staff will look into the issue and rectify accordingly.
- 6.2** Buildings – Staff were directed to complete a tender for the re-shingling of the swimming pool roof, the freight shed and the blacksmith shop to allow work to proceed in a timely manner in the spring of 2015.
- 6.3** Staff were requested to develop and complete an inventory of the Town's current suite of sidewalks, including repairs required, safety issues, etc.
- 6.4** Mayor Caseley indicated that along Broadway Street the street lights are on the opposite side of the road from the sidewalks. No action to be taken at this time and any issues or anticipated remedy will be identified through the inventorying of sidewalks.

7. Other Matters

- 7.1** Nil

8. The meeting was adjourned at 7:24 PM.

BUILDING PERMITS SUMMARY
January 2015

PERMIT NUMBER	DATE PERMIT ISSUED	PROPERTY NUMBER	APPLICANT’S NAME AND ADDRESS	TELEPHONE NUMBER	PERMIT STATUS	N E W	R E N	O T H	TYPE	ESTIMATED COST	ESTIMATED START AND COMPLETION DATE
16-14	Nov. 6, 2014		LeRoy Young 57 Third Street, Kensington	902-954-0981	Pending Approval	X			O	\$3,000	Start: October 2014 Finish: November 2014
						Construct garden shed.					
01-15		662734	Sharpe Construction 31 Stewart Street	902-836-5025	Pending Approval	X			I-C	\$140,000	Start: January 2015 Finish: TBD
					DESCRIPTION:	Reconstruct building after fire					
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						

TYPE OF CONSTRUCTION

- R

Residential Single
- D

Residential Duplex
- M

Residential Multi-Family
- A

Agricultural
- I-C

Industrial (commercial)
- INST

Institutional
- ED

Educational
- O

Other

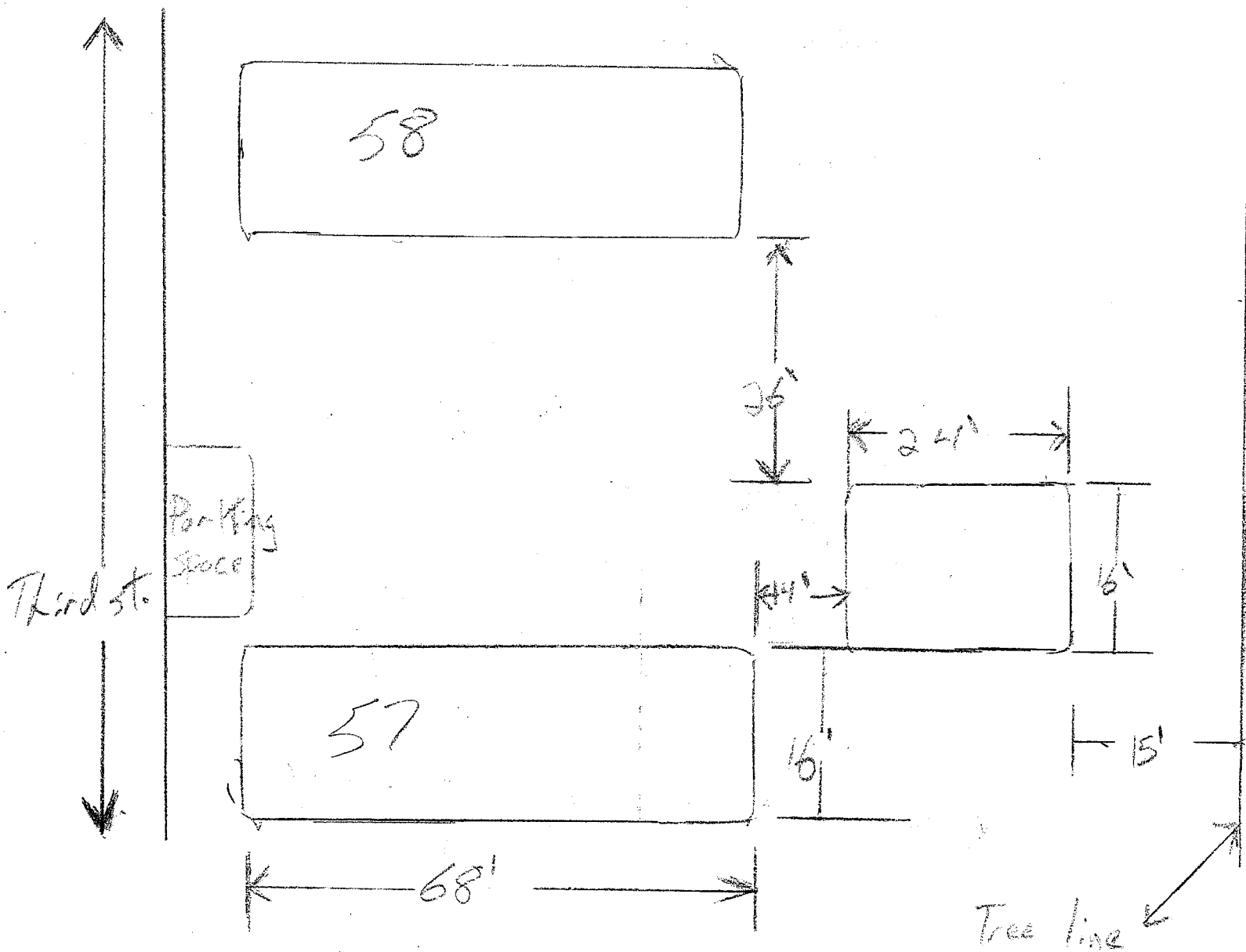
**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant LeRoy Yang 57 third st.
Telephone 902-954-0981
2. Property Address 57 third st Property Number 57
3. Property Status:
Land purchased from _____ Year Purchased _____
If lot is located in an approved sub-division, please give
Name of Sub-Division: Jenny Ln trailer park Lot No. 57
4. Proposed Use:
Building or addition to be used for: Single Family Dwelling _____ Duplex _____ Store _____
Private Garage _____ Commercial Garage _____ Private Storage Building _____
Other (describe) Hobby Barn
5. Location of property to be developed:
Located on North _____ South _____ East _____ West _____ side of _____ Street
Between the property of 57 and the property of 58
6. Size of Property:
Road frontage _____ Property depth _____ Area _____ sq. ft.
7. Description of project and details of structure:
Works proposed consists of: New Construction _____ Addition to existing _____
Repairing _____ Remodelling _____
Describe Project: Replacing shed with larger one
- Ground floor: Length 24 Feet. Width 16 Feet.
Number of Stories 1 Number of Bedrooms 0
- | | | | |
|----------------------------------|------------------------------|------------------------------|-----------------|
| Type of Foundation | External Wall Finish | Roof Material | Chimney |
| Poured Concrete _____ | Siding _____ | Asphalt _____ | Brick _____ |
| Concrete block _____ | Wood shingles _____ | Steel <u>✓ to be painted</u> | Prefab <u>✓</u> |
| Pier _____ | Steel <u>✓ to be painted</u> | Other _____ | Other _____ |
| Other <u>Concrete pads 24x24</u> | Other _____ | | |
8. Water Supply: Private _____ Municipal _____
9. Sewerage System: Private _____ Municipal _____
10. Estimated cost of Project: 2500 to 3000
11. Name and Address of Contractor or Chief Contractor Doing work myself
12. Dates of expected start and finish of project: another two weeks to finish mostly already completed
13. Moving a building (Describe) _____
14. Demolishing a building (Describe) _____
15. Please provide a diagram of proposed construction _____

14-14

RECEIVED
NOV 03 2014

- Draw boundaries of your lot.
- Show existing and proposed buildings.
- Indicate the distance between buildings.
- Show location of driveway.
- Indicate distance to property lines and center of road.



Signature of Applicant

[Signature]

Date: 02/11/2014

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

[Handwritten mark]

TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT

1. Name and Address of Applicant Sharpe Construction
Telephone 836-5025

2. Property Address 31 STEWART ST Property Number 662734

3. Property Status:
Land purchased from GARTH TOOMBS Year Purchased 1994
If lot is located in an approved sub-division, please give
Name of Sub-Division: _____ Lot No. _____

4. Proposed Use:
Building or addition to be used for: Single Family Dwelling _____ Duplex _____ Store _____
Private Garage _____ Commercial Garage _____ Private Storage Building _____
Other (describe) WORK SHOP

5. Location of property to be developed:
Located on North _____ South _____ East _____ West ☒ side of STEWART Street
Between the property of _____ and the property of _____

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

7. Description of project and details of structure:
Works proposed consists of: New Construction ☒ Addition to existing _____
Repairing _____ Remodelling _____
Describe Project: REBUILD WORK SHOP THAT WAS DESTROYED FROM
FIRE ON NOV. 25/14 ON EXISTING FOUNDATION.
ALL SETBACK DIMENSIONS TO REMAIN THE
SAME.

Ground floor: Length 60 Feet. Width 30 Feet.
Number of Stories 1 Number of Bedrooms _____
Type of Foundation External Wall Finish Roof Material Chimney
Poured Concrete ☒ Siding _____ Asphalt _____ Brick ☒
Concrete block _____ Wood shingles _____ Steel ☒ Prefab _____
Pier _____ Steel ☒ Other _____ Other _____
Other _____ Other _____

8. Water Supply: Private _____ Municipal ☒

9. Sewerage System: Private _____ Municipal ☒

10. Estimated cost of Project: \$140,000.00

11. Name and Address of Contractor or Chief Contractor SHARPE CONSTRUCTION LTD.
31 STEWART ST.

12. Dates of expected start and finish of project: JAN 5/15

13. Moving a building (Describe) _____

14. Demolishing a building (Describe) _____

15. Please provide a diagram of proposed construction

RECEIVED
DEC 29 2014
Pd.

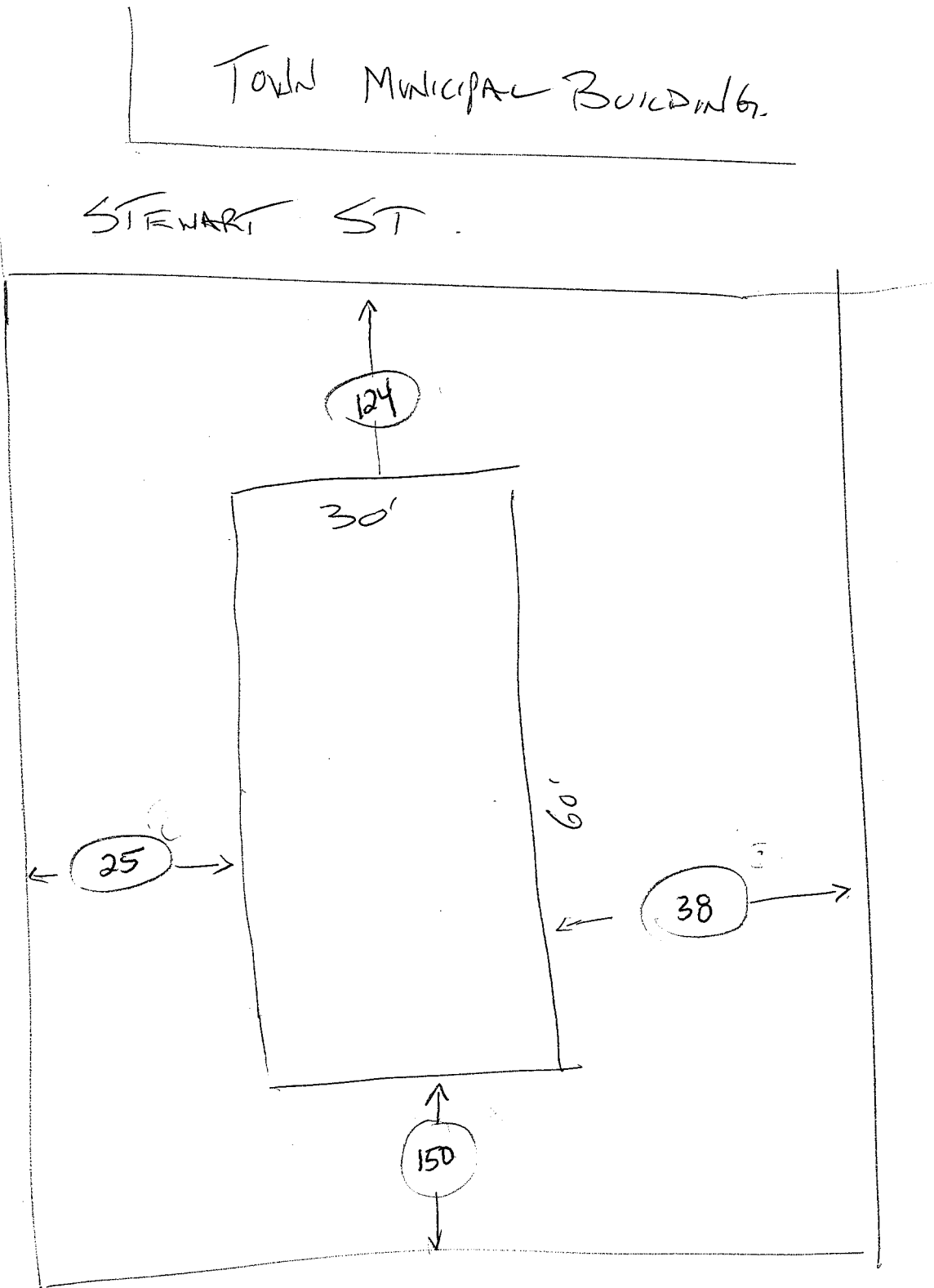
- a) Draw boundaries of your lot.

b) Show existing and proposed buildings.

c) Indicate the distance between buildings.

d) Show location of driveway.

e) Indicate distance to property lines and center of road.



Signature of Applicant *Per S*

Date: Dec 23/14

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



Agenda

**Community Services
Regular Meeting – Third Wednesday of the Month – 6:00 pm
Council Chambers – Kensington Town Hall**

Chair: Councillor Jeff Spencer
Vice Chair: Councillor Mack MacLean

Committee Members: Councillor Marvin Mill
Mayor Rowan Caseley

Staff Members: CAO, Geoff Baker

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

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Councillor Jeff Spencer

ITEM 2: DECLARATION OF CONFLICT OF INTEREST

Action: Members of the Committee 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.

ITEM 3: DELEGATIONS/PRESENTATIONS

ITEM 4: PROPERTY MATTERS

- 4.1 Building Permit Summary
- 4.2 Building Permits Requiring Approval
- 4.3 Other Matters

ITEM 5: PUBLIC WORKS

- 5.1 Monthly Report
- 5.2 Other Matters

Agenda
Town of Kensington – Community Services Committee

ITEM 6: INFRASTRUCTURE

- 6.1 Water and Sewer
- 6.2 Buildings
- 6.2 Other Matters

ITEM 7: OTHER MATTERS

ITEM 8: ADJOURNMENT

TOWN OF KENSINGTON
Finance and Administration Committee Report
Wednesday, January 7, 2015
6:00 PM

Committee Members Present: Chair, Deputy Mayor Rodney Mann, Councillor Jeff Spencer, Councillor Mack MacLean, Mayor Rowan Caseley

Staff Members Present: Chief Administrative Officer, Geoff Baker, Deputy Administrator Wendy MacKinnon

Visitors: Nil

1. Call of Meeting to Order and Welcome

- 1.1 Chair Mann called the meeting to order at 6:00 PM and welcomed committee members and staff.

2. Declaration of Conflict of Interest

- 2.1 No declarations of conflict of interest were made.

3. Delegations/Presentations

- 3.1 Nil

4. Financial Statement Review

- 4.1 Income Statement - The summary of our financial position is below and reflects our financial position for the month and year to date as shown in the summarized financial statements to be received following the acceptance of this report.

Category	Month		YTD	
	Actual (\$)	Budget (\$)	Actual (\$)	Budget (\$)
Town	-8,555.92	-12,114.50	-70,153.44	0.00
CGC	-9,371.34	-2,635.00	-15,381.14	0.00
Fire	-1466.34	2,455.00	13,815.30	0.00
Consolidated	-19,393.60	-12,294.50	-71,719.28	0.00

The statements were reviewed by Finance and Administration Committee and staff. Detailed discussion took place on the current financial position and specific department over expenditures.

Our Town revenues statement shows us below budget by \$51,227.09 year to date. As mentioned from previous months, the majority of this is the over \$30,000 budgeted for Kensington 2014 celebrations from our 2012 surplus which did not get set up during the audit as a prepaid. Police revenue was significantly lower during the 2014 year than budgeted. Town expenditures are over budget by \$18,926.35. The majority of this is from Public Works with the harsh winter and snow removal. There will also be some year-end accruals for payroll and prepaid expenses so these numbers will change for the final audit. All signs are pointing to a deficit for the 2014 year.

Community Gardens Complex is showing a \$15,381.14 shortfall year to date. Revenues are up. However expenses are up as well.

The fire department revenue and expenses are better than budgeted (\$13,815.30). There was discussion regarding the capitalization of items. There were no issues noted.

4.2 Balance Sheet – Accounts Receivable as of December 31, 2014

Category	Receivable (\$)
Town of Kensington	114,670.48
Community Gardens Complex	2,083.82
Water and Pollution Control Corp.	51,243.24
Total	167,997.54

4.3 Bills Lists (Town and Water and Pollution Control Corporation) – Bills for the Town and the Water and Pollution Control Corporation were reviewed by the Committee and staff. A detailed list of the bills for the Town for the month of December in the amount of \$193,795.41 will be presented for payment following acceptance of this report. A detailed list of the bills for the Water and Pollution Control Corporation for the month of December in the amount of \$9,717.54 will be presented for payment during the Water and Pollution Control Corporation meeting.

4.4 Water and Pollution Control Corporation Income Statement –

Category	Month		YTD	
	Actual (\$)	Budget (\$)	Actual (\$)	Budget (\$)
Water and Pollution Control Corp.	502.23	702.50	26,807.11	0.00

There was discussion regarding the volume of overtime and additional hours that the Public Works department incurred as a result of the spring snow melt and the heavy rains in December. This additional wage expense, estimated at \$15,000 is currently reflected within the Public Works department. Staff were instructed to reallocate this amount against the Sewer department.

5. Other Business

5.1 Business/Vendor License – No update is provided at this time.

5.2 Exempt Staff Salary Review – Discussion was held on exempt staff salary increases for 2015. It is being recommended by the CAO that the CAO, Police Chief, Deputy Administrator and Public Works Supervisor be given a salary increase according to CPI and all other exempt staff receive an increase in line with the current CBA at 2.5% for 2015.

6. Adjournment

6.1 The meeting was adjourned at 8:25 pm.

Town of Kensington Bills List December 2014

Amalgamated Dairies Limited	3914346019	\$44.19
Amalgamated Dairies Limited	3914353011	\$50.31
Amalgamated Dairies Limited	3914363013	\$83.70
Amalgamated Dairies Limited	3914332017	\$82.79
ADL Foods	2159721	\$165.35
ADL Foods	2158601 P	\$159.49
ADL Foods	2158729 P	\$14.36
ADL Foods	2159241	\$438.88
ADL Foods	2159635	\$408.98
ADL Foods	2161359	\$161.47
ADL Foods	2160713	\$546.65
ADL Foods	2161821	\$735.09
ADL Foods	2162542 P	\$363.57
ADL Foods	2163132	\$463.67
ADL Foods	2163609	\$63.00
ADL Foods	2163795	\$514.26
Advance Rentals	H67663	\$3.35
Aliant	3050644	\$30.21
Aliant	3046429	\$349.37
Aliant	2968569	\$292.11
Aliant	2972876	\$30.21
Alleymar Enterprise Ltd	7224	\$39.90
Alleymar Enterprise Ltd	7008	\$39.90
Andrew Griffin	DEC 2014 RRSP	\$504.40
Armour Transportation Systems	050-7374620	\$36.26
Bell Mobility	961899	\$145.35
Bell Mobility	355534	\$199.50
Bell Mobility	961812	\$55.45
Brenda MacIsaac	DEC 2014 RRSP	\$260.44
Bruce Boutilier	CHRISTMAS PARADE 201	\$75.00
Building Blocks Home Improvements	1838499	\$995.69
Canada Post	DEC 15, 2014	\$96.78
Canadian Linen & Uniform Service	5800679823	\$101.79
Canadian Linen & Uniform Service	5800692713	\$207.45
Central Engine Services Inc	4568	\$377.34
City of Summerside	1116897-TCH	\$1,368.00
Combat Computer Inc	7141	\$12,702.88
Combat Computer Inc	7124	\$166.73
Canadian Union of Public Employees	DEC 2014 UNION DUES	\$429.96
D.W Mechanical	1425	\$2,257.20
Desjardins Card Services FCDQ	5494568240-A	\$264.75
Desjardins Card Services FCDQ	5494510324-A	\$155.25
Donna Sutton	26	\$100.11
Doug Killam	DEC 16, 2014	\$79.78

Doug Killam	DEC 2014 RRSP	\$356.32
Driveline Truck & Trailer Inc	5851	\$28.49
Driveline Truck & Trailer Inc	5822	\$659.08
Eastlink	FIRE HALL DEC 15, 14	\$52.38
Eastlink	DEC 24, 2014	\$52.38
Eastlink	TOWN HALL DEC 31. 14	\$97.93
Eastlink	4431928	\$574.03
Elizabeth Hubley	DEC RENT 2014	\$798.00
Frito Lay Canada	43754427	\$126.31
Frito Lay Canada	43754496	\$87.40
Frito Lay Canada	43754604	\$70.91
Frito Lay Canada	43754566	\$65.94
Fun Times Early Education Centre	BEST BUSINESS DECORA	\$40.00
Geoff Baker	NOV 2014 MILEAGE	\$150.82
Glen Paynter	BEST MOBILE HOME	\$40.00
Green Diamond	744016	\$142.27
Hewitt Rentals Inc	5065665 001	\$153.81
Hewitt Rentals Inc	5067064 001	\$92.28
Hewitt Rentals Inc	5068349 001	\$74.08
Hewitt Rentals Inc	5069131 001	\$111.12
Irving Oil	842558	\$512.01
Irving Oil	36775	\$916.86
Irving Oil	144153	\$298.20
Irving Oil	145103	\$540.08
Irving Oil	DEC 2, 2014	\$4.22
Irving Oil	30648492	\$256.21
Irving Oil	30642790	\$1,012.33
Irving Oil	729295	\$1,220.21
Irving Oil	139249	\$337.71
Irving Oil	142846	\$275.13
Irving Oil	135951	\$348.82
Irving Oil	223424	\$443.29
Irving Oil	478290	\$411.81
Irving Oil	476612	\$685.17
Irving Oil	474404	\$267.50
Irving Oil	474936	\$284.13
Irving Oil	224698	\$83.80
Irving Oil	817862	\$298.49
Irving Oil	817087	\$315.00
Irving Oil	818688	\$272.36
Irving Oil	818246	\$337.95
Irving Oil	30653265	\$165.58
Irving Oil	526754	\$334.54
Irving Oil	30612949	\$389.75
Irving Oil	30637423	\$30.92
Irving Oil	754520	\$235.67
Island Petroleum	8995	\$506.37

Island Petroleum	2624	\$494.71
Island Petroleum	5661	\$482.88
Island Petroleum	7204	\$256.32
Island Petroleum	7203	\$372.16
Island Petroleum	908	\$171.52
Island Petroleum	909	\$437.09
Island Petroleum	1105	\$343.78
Island Petroleum	965	\$399.63
Island Petroleum	1067	\$241.61
Island Petroleum	1197	\$129.74
Island Petroleum	1192	\$416.43
Island Petroleum	1105	\$343.78
Island Petroleum	7711	\$2,185.69
Jamie Caseley	04	\$200.00
Jennifer Davison	DEC 18, 2014	\$90.00
Jimmy Woodside	CHRISTMAS PARADE 201	\$75.00
Kensington Agricultural Services	10573A	\$325.05
Kensington Agricultural Services	10924A	\$68.50
Kensington Agricultural Services	44001	\$563.58
Kensington Agricultural Services	44002	\$44.47
Kensington Country Store	528512	\$13.66
Kensington Country Store	529468	\$96.87
Kensington Lions Club	60TH ANNIVERSARY	\$200.00
Kent Building Supplies	721020	\$17.48
Kim Caseley	CELL PHONE 2014	\$120.00
Kensington Metal Products Inc	28992	\$163.48
K'Town Auto Parts	20S141784	\$12.21
K'Town Auto Parts	20S141683	\$46.39
K'Town Auto Parts	20S142255	\$12.37
K'Town Auto Parts	20S142294	\$24.45
K'Town Auto Parts	20S142929	\$201.12
K'Town Auto Parts	20S142550	\$14.43
K'Town Auto Parts	20S142761	\$21.07
K'Town Auto Parts	20S142662	\$4.40
Kensington & Area Chamber of Commerce	73405	\$270.00
Kubota Canada Ltd	DEC 2014	\$262.21
Langille Sharpening Service Inc	51161	\$102.60
Langille Sharpening Service Inc	51493	\$102.60
Langille Sharpening Service Inc	51376	\$102.60
Lee Pidgeon Electrical Ltd	3499	\$209.76
Lee Pidgeon Electrical Ltd	3478	\$93.81
Lewis Sutherland	DEC 2014 RRSP	\$597.24
Lewis Sutherland	NOV 2014 MILEAGE	\$117.03
Liftow Limited	22P8230610	\$239.89
Linda Stavert	CHRISTMAS PARADE 201	\$50.00
Linkletter's Welding Ltd	342462	\$110.81
MacInnes Express(1983) Ltd	162508	\$88.80

Maritime Electric	CGC BALLFIELD DEC 14	\$28.01
Maritime Electric	20 STEWART DEC 2014	\$51.23
Maritime Electric	CGC SIGN DEC 2014	\$134.24
Maritime Electric	LIBRARY DEC 2014	\$250.31
Maritime Electric	TOWN HALL DEC 2014	\$1,242.02
Maritime Electric	ART CO-OP DEC 2014	\$191.73
Maritime Electric	EVK POOL DEC 2014	\$59.04
Maritime Electric	FIRE HALL DEC 2014	\$392.31
Maritime Electric	FUN TIMES DEC 2014	\$566.61
Maritime Electric	CAR CHARGER DEC 2014	\$30.38
Maritime Electric	PW SHOP	\$209.79
Maritime Electric	CGC RINK DECEMBER	\$8,914.65
Maritime Electric	LIBRARY DECEMBER	\$232.42
Maritime Electric	TRAIN STN DEC	\$564.05
Maritime Electric	ART CO-OP DEC	\$211.44
Maritime Electric	EVK POOL DEC	\$68.89
Maritime Electric	FUN TIMES DEC	\$609.32
Maritime Electric	TOWN HALL DEC	\$1,181.29
Maritime Electric	CAR CHARGER DEC	\$30.56
Maritime Electric	SENIOR CENT DEC	\$74.92
Mark Jones	3RD DECORATING CONT	\$30.00
Mary's Bake Shoppe	27	\$27.75
Mary's Bake Shoppe	29	\$21.00
Mary's Bake Shoppe	22 DEC 6, 2014	\$82.50
Malpeque Bay Credit Union	DEC 2014 RRSP	\$2,568.04
Medacom Atlantic Inc	6201	\$178.25
Mid Isle Electric	4113	\$342.00
Minister of Finance and Municipal Affairs	LOCK UP JUL-SEP 2014	\$150.00
Minister of Finance and Municipal Affairs	DEC 1, 2014 LOAN	\$5,868.89
Minister of Finance and Municipal Affairs	273184	\$897.29
Minister of Finance and Municipal Affairs	273908	\$205.20
Minister of Finance and Municipal Affairs	273952	\$1,026.01
Minister of Finance and Municipal Affairs	273331	\$84.10
Minister of Finance and Municipal Affairs	NOV 2013 - JUNE 2014	\$331.57
Minister of Finance and Municipal Affairs	273455	\$210.00
Minister of Finance and Municipal Affairs	LAW ENFORCEMENT	\$178.43
MJS Marketing & Promotions	2483039	\$1,026.00
MJS Marketing & Promotions	2483046	\$79.80
MJS Marketing & Promotions	2482020	\$45.60
Murphy's Kensington	DEC 3, 2014	\$90.97
Murphy's Kensington	DEC 7, 2014	\$34.14
Murphy's Kensington	544855	\$257.30
Orkin Canada	5856068	\$28.50
Orkin Canada	5880748	\$62.70
Palmer Parts & Equipment	4928	\$45.59
PEI Chiefs of Police	233	\$50.00
Pepsico	80293161	\$746.35

Petty Cash	DEC 2014	\$460.73
Pitney Bowes	945130560315	\$206.32
Purolator Courier Ltd	426200580	\$623.15
R. Nicholls Distributors Inc	2516869	\$210.67
Road Trax Sales and Service	155206	\$443.36
Robert Wood	NOV 2014 MILEAGE	\$117.50
Robert Wood	DEC EXP 2014	\$192.70
Rolly's Wholesale	1790706	\$390.92
Rolly's Wholesale	1793764	\$327.67
Rolly's Wholesale	1784628	\$336.33
Rolly's Wholesale	1786877	\$312.15
Rowan Caseley	DEC EXP	\$232.65
Kensington Save Easy	03 3042	\$26.06
Kensington Save Easy	01 9590	\$50.00
Kensington Save Easy	01 5618	\$45.94
Kensington Save Easy	01 3554	\$21.07
Kensington Save Easy	01 8168	\$103.72
Kensington Save Easy	03 3950	\$27.82
Kensington Save Easy	03 5324	\$32.78
Scotia Securities	DOUG KILLAM RRSP DEC	\$356.32
Scotiabank Visa	DEC 15, 2014	\$249.09
Scotiabank Visa	DEC 6, 2014	\$405.52
Sheldon Stewart	2ND DECORATING CONT	\$40.00
Sign Station Inc	28717	\$160.17
Signatures Trophies & Engraving	2014-580	\$39.67
Spring Valley Building Centre Ltd	144025	\$17.09
Spring Valley Building Centre Ltd	548211	\$168.47
Steven Harding	1ST DECORATING CONTE	\$50.00
Suncor Energy Products Partnership	DEC 11, 2014	\$593.70
Superior Sanitation	547277	\$79.80
Superior Sanitation	547278	\$182.40
Superior Sanitation	547279	\$228.00
Superior Sanitation	547280	\$182.40
Superior Sanitation	547281	\$159.60
Superior Sanitation	549137	\$228.00
Superior Sanitation	549136	\$182.40
Superior Sanitation	549139	\$159.60
Superior Sanitation	549135	\$79.80
Superior Sanitation	549138	\$182.40
T & K Fire Safety Equipment Ltd	209372	\$62.42
T & K Fire Safety Equipment Ltd	209290	\$43.89
T & K Fire Safety Equipment Ltd	207929	\$9,525.61
T & K Fire Safety Equipment Ltd	209727	\$2,931.21
T & K Fire Safety Equipment Ltd	209577	\$560.64
Telus	DEC 9, 2014	\$588.31
Traci Campbell	NOV 2014 AEROBIC	\$104.00
Transcontinental	152058	\$171.00

Transcontinental	151898	\$60.42
Transcontinental	152141	\$153.90
Water & Pollution Control Corporation	DECEMBER 2014	\$267.41
Yellow Pages Group	14-9248996	\$19.89
Yellow Pages Group	14-9144362	\$19.89
Subtotal		\$103,281.55
Payroll		\$90,513.86
Total Bills		\$193,795.41

TOWN OF KENSINGTON

Year End Income Statement Comparison of Actual to Budget for December 2014

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$74,346.72	\$75,279.00	-\$932.28	\$969,169.98	\$1,014,199.00	-\$45,029.02	\$1,014,199.00	96%
Police Service	\$1,124.95	\$4,000.00	-\$2,875.05	\$28,168.60	\$48,000.00	-\$19,831.40	\$48,000.00	59%
Town Hall Rent	\$11,255.86	\$10,959.00	\$296.86	\$146,584.31	\$145,350.00	\$1,234.31	\$145,350.00	101%
Recreation	\$0.00	\$0.00	\$0.00	\$5,060.00	\$4,200.00	\$860.00	\$4,200.00	120%
Sales of Service	\$26,181.10	\$29,200.00	-\$3,018.90	\$379,661.02	\$368,122.00	\$11,539.02	\$368,122.00	103%
Subtotal Revenue	\$112,908.63	\$119,438.00	-\$6,529.37	\$1,528,643.91	\$1,579,871.00	-\$51,227.09	\$1,579,871.00	97%
GENERAL EXPENSES								
Town Hall	\$14,248.31	\$13,195.00	-\$1,053.31	\$164,608.42	\$164,590.00	-\$18.42	\$164,590.00	100%
General Town	\$31,176.90	\$38,731.50	\$7,554.60	\$412,676.53	\$431,216.00	\$18,539.47	\$431,216.00	96%
Police Department	\$28,401.39	\$37,906.00	\$9,504.61	\$387,670.61	\$383,050.00	-\$4,620.61	\$383,050.00	101%
Public Works	\$30,131.53	\$15,967.00	-\$14,164.53	\$261,302.41	\$216,066.00	-\$45,236.41	\$216,066.00	121%
Train Station	\$2,745.49	\$2,312.00	-\$433.49	\$28,178.37	\$27,569.00	-\$609.37	\$27,569.00	102%
Recreation & Park	\$2,625.45	\$10,450.00	\$7,824.55	\$150,091.06	\$170,850.00	\$20,758.94	\$170,850.00	88%
Sales of Service	\$12,135.48	\$12,991.00	\$855.52	\$194,269.95	\$186,530.00	-\$7,739.95	\$186,530.00	104%
Subtotal Expenses	\$121,464.55	\$131,552.50	\$10,087.95	\$1,598,797.35	\$1,579,871.00	-\$18,926.35	\$1,579,871.00	102%
Net Income (Deficit)	-\$8,555.92	-\$12,114.50	-\$3,558.58	-\$70,153.44	\$0.00	\$70,153.44		
Community Gardens Complex								
Community Gardens Revenue	\$40,822.35	\$33,600.00	\$7,222.35	\$406,572.51	\$379,800.00	\$26,772.51	\$379,800.00	107%
Community Gardens Expenses	\$50,193.69	\$36,235.00	-\$13,958.69	\$421,953.65	\$379,800.00	-\$42,153.65	\$379,800.00	111%
Net Income (Deficit)	-\$9,371.34	-\$2,635.00	\$6,736.34	-\$15,381.14	\$0.00	\$15,381.14		
Fire Department								
Fire Revenues	\$16,562.00	\$16,628.00	-\$66.00	\$198,645.00	\$199,536.00	-\$891.00	\$199,536.00	100%
Fire Department Expenses	\$18,028.34	\$14,173.00	-\$3,855.34	\$184,829.70	\$199,536.00	\$14,706.30	\$199,536.00	93%
Net Income (Deficit)	-\$1,466.34	\$2,455.00	\$3,921.34	\$13,815.30	\$0.00	-\$13,815.30		
Consolidated Net Income (Deficit)	-\$19,393.60	-\$12,294.50	\$7,099.10	-\$71,719.28	\$0.00	\$71,719.28		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$43,631.43	\$44,222.50	-\$591.07	\$529,732.52	\$530,670.00	-\$937.48	\$530,670.00	100%
Water & Sewer Expenses	\$43,129.20	\$43,520.00	\$390.80	\$502,925.41	\$530,670.00	\$27,744.59	\$530,670.00	95%
Water & Sewer Net Income (Deficit)	\$502.23	\$702.50	\$200.27	\$26,807.11	\$0.00	-\$26,807.11		



Agenda

**Finance and Administration
Regular Meeting – Wednesday before Regular Council Meeting – 6:00 pm
Council Chambers – Kensington Town Hall**

Chair: Deputy Mayor Rodney Mann
Vice Chair: Councillor Jeff Spencer

Committee Members: Councillor Mack Maclean
Mayor Rowan Caseley

Staff Members: CAO, Geoff Baker
Deputy Administrator, Wendy MacKinnon

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

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Deputy Mayor Rodney Mann

ITEM 2: DECLARATION OF CONFLICT OF INTEREST

Action: Members of the Committee 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.

ITEM 3: DELEGATIONS/PRESENTATIONS

ITEM 4: FINANCIAL STATEMENT REVIEW

- 4.1 Income Statement
- 4.2 Balance Sheet
- 4.3 Bills Lists (Town and Water and Pollution Control Corporation)
- 4.4 Water and Pollution Control Corporation Income Statement

ITEM 5: OTHER BUSINESS

- 5.1 Status of Business/Vendor Licensing Bylaw
- 5.2 Exempt Staff annual salary review

ITEM 6: ADJOURNMENT



Mayors Report to Town Council

January 12, 2015

Councillors, Staff and Residents

I am pleased to provide this report of the activities and discussions where I have represented the Town of Kensington over the past month.

Functions attended - I have had the pleasure to attend the following as Mayor: Prince County Hospital Foundation Donor and Volunteer Appreciation night; Kensington Heritage Library 80th Birthday Celebrations and the Lieutenant Governor of Prince Edward Island Levee

Office Hours – I have spent most week days in the office and it has been great to see the amount of work that gets done and the number of visitors, The workload of the staff is certainly affected by the number of drop ins but I have enjoyed chatting with many. I enjoy being able to interact with the staff and they keep me apprised of what is going on in town.

Time Capsule – As Council and Staff are aware, the Time Capsule has been loaded and located in the cabinet in Community Gardens Complex. An inventory list has been kept in Town Hall of the items in the Capsule. CBC came to Kensington and did a story on the loading of the Time Capsule, which was aired on CBC Compass. We were able to get a number of children from Town to join us and symbolically load the Time Capsule. All items were then removed and put back in with the proper storage packets to ensure the items survive 25 years. Thank You to Geoff Baker, Kim Caseley and Elaine Chessman for all the extra efforts to get this final project of 2014 completed.

Trophy Cabinet Community Gardens – Since the Time Capsule Cabinet was installed where the original trophy cabinet used to be, we needed to find another location for the memorabilia. The old cabinet could not be salvaged. However the trophy's, pictures and plaques have all been put back on display on shelving or are hanging on the wall in the cafeteria. All the pictures have been put in the same style frames and are now displayed for all to see. Thank you Robert Wood for getting these items back on display.

Family Skate (Dec 13, 2014) – The Town of Kensington sponsored a skate for Staff, Council and their families which was well attended and enjoyed by all. There was lots to eat and a great chance to get to know some of the family members. Thanks to Robert Wood and staff for making the hour a great time to slow down and enjoy the season.

Town Development - Mr. Baker and I met with two local businesses to hear what their plans were and provide feedback on the process needed should they wish to proceed. I anticipate something coming before Council in the near future for both these businesses. However, I am not at liberty to disclose any more information at this time.

Resident and Business Christmas Decorating – Two friends of mine in Charlottetown were invited to be our Judges for our annual Christmas decorating contest. The winners were announced on January 1, 2015 and awards presented. Those not in attendance have since had their awards delivered to them.

Provincial Council Orientation Day – At the time of writing this report I plan to attend the Municipal Orientation Session for 2015 in Stratford on January 10, which is sponsored by the Provincial Government and the Federal of PEI Municipalities. It is great to have three Councilors registered to attend with me – Councilor Pickering, Councilor Doucette and Councillor Spencer.

Mayor's Levee – Once again we had a great turnout at the Annual Mayor's Levee held on January 1, 2015 at the Lions Club. We had at least 90 registered guests. Thank you to all Councilors who were available to join with me as well and CAO Baker and Police Chief Sutherland. Distinguished guests in attendance were three former Mayors – Gerry McCarville, Ivan Gallant and Gordon Coffin, Senator Hubley, Minister Wesley Sheridan and Hon Wayne Easter, several



staff and members of the Kensington 2014 Committee. Assisting me to officially unveil the Time Capsule were Elaine Chessman and Geoff Baker. Thanks to all who helped make this a successful day and especially to Wendy MacKinnon and Kim Caseley who acted as hostess for the day.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Topic: Welcome PEI Handbook	Date: January 9, 2015
Proposal Summary: <p>The Town of Kensington has procured a full page ad in the Welcome PEI Handbook since 2009. The handbook is available at hundreds of locations across the Island and elsewhere. The handbook has proven to be the travel tool of choice for visitors to the Island over the past several years. Approximately 210,000 copies of the handbook are circulated in support of the Island tourism market every year.</p> <p>The town is being requested to consider another ad in this year's edition of the handbook. In addition, a request has been received to consider becoming a featured advertiser on welcomepei.com again in 2015.</p> <p>Imageworks (Publisher) launched welcomepei.com and other social media (Facebook, Twitter) in May of 2013. Attached to this RFD is statistical data accumulated by Welcome PEI as it relates to their website overall and more specifically as it relates to the Town of Kensington's featured advertiser content within their website, Facebook page and Twitter content for 2014.</p> <p>Based on maintaining the 2015 advertising purchase, Imageworks are prepared to offer a discounted price on becoming a featured advertiser on their website for 2014.</p> <ul style="list-style-type: none">• Welcome PEI Handbook – Full page ad - \$2,475.00 (Regular \$4,015.00)• Featured advertiser on welcomepei.com – minimum of 8 Facebook and Twitter mentions - \$1,450.00 (regular \$1,950.00)• Total package price - \$3,925.00 <p>It is recommended that the Town proceed with the procurement of the 2015 Welcome PEI Handbook advertisement and further that the town proceed with advertising on welcomepei.com as a featured advertiser.</p>	
Benefits: <ul style="list-style-type: none">• Will provide the Town with significant exposure to tourists.• Will reach the vast majority of tourists coming to the Island in 2015.• Will open the Town to additional exposure through the provision of electronic advertising which is becoming more common through the use of smartphones, etc.	
Disadvantages: <ul style="list-style-type: none">• None Noted	
Policy Implications <ul style="list-style-type: none">• None Noted	

Options:

1. Adopt the recommendation of staff and procure advertising in both the Welcome PEI Handbook and welcomepei.com.
2. Proceed with the procurement of Welcome PEI Handbook advertising only.
3. Do not proceed with either advertisement.

Bids Received:

N/A

Costs:

Handbook Ad - \$2,475.00
Web - \$1,450.00
Total - \$3,925.00

HST Additional

Source of Funding:

2015 Advertising Budget – General Government

Recommendation/Comments:

It is recommended by the Chief Administrative Officer that Town Council consider and adopt the following resolution:

THAT Town Council approve the procurement of a full page advertisement in the 2015 edition of the Welcome PEI Handbook and to become a featured advertiser on welcomepei.com for 2015 at a total cost of \$3,925.00 plus HST.

welcome

Prince Edward Island

2015 Welcome PEI Advertising Contract and Insertion Order

Address: PO Box 1531, Charlottetown, PE C1A 7N3 Tel: (902) 894-7071 Fax: (902) 894-4092 Email: info@welcomepei.com

Company:	Town of Kensington	Contact:	Geoff Baker
Address:	PO Box 418	Phone:	902-836-3781
	Kensington, PE C0B 1M0	Fax:	
Accounts Payable Contact:		Email:	townmanager@townofkensington.com
		Phone:	
		Email:	
Order Date:	December 17, 2014		

Code	Quantity	Product Description	Regular Rate	Discount	Total Cost (\$)
130	1	Welcome PEI Handbook - Full Page	\$4,015.00	1,540.00	2,475.00
505	1	welcomepei.com - Featured Advertiser (Festivals)	\$1,950.00	500.00	1,450.00
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
	Sub-Total				3,925.00
	14% HST				549.50
	Total	25% invoiced/payable on signing of contract; 75% invoiced/payable on fulfillment			4,474.50

Authorized Signature (Please Sign and return)	Date
Notes:	
<p>This insertion order is confirmed upon receipt. The Advertiser assumes full liability for the advertising space and/or the publishers inability to run an advertisement due to late arrival of artwork after artwork deadline. Unless specifically stated, all graphic and production costs for final material are the responsibility of the advertiser. The acceptance or execution of an order is subject to the approval of Imageworks (The Publisher) and approval of advertising copy is subject to the approval of the publisher. The Publisher reserves the right to refuse any material deemed by the Publisher unsuitable. Interest will be charged on all accounts past due at the rate of 2 % per month. Outstanding accounts for Welcome PEI purchases must be paid before new orders can be accepted. Advertisers will be charged 25% of orders upon receipt of contract. All contracts are accepted on the understanding that the Advertiser and the Advertising Agency assume full liability for all advertising submitted or published. Publisher is not liable for delays in delivery and/or non-delivery event of Acts of God, action by any governmental or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes, whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the Publisher, product or delivery in any manner. The liability of the Publisher for any error which it may be held legally responsible will not exceed the cost of the advertising space. The Publisher specifically assumes no responsibility for any error caused as a result of orders or final material received after published deadlines. The Publisher will not be responsible for any advertising material not requested returned within one (1) year of previous usage. Cancellations will not be accepted more than seven (7) days after receipt of signed contract.</p> <p>Except for cover and premium positions, the Publisher does not guarantee specific placement.</p>	

welcome

Prince Edward Island

Overview of Welcome PEI - January 1st – November 1st, 2014

In just one year, the Welcome PEI online brand, both our website and social platforms has experienced tremendous success. WelcomePEI.com features information travelers won't find anywhere else from a local's perspective.

- Average of 9,600 sessions (visits), 20,000 page views per month
- Fastest growing social media platform in PEI
- 50% more engagement than comparative platforms

On Facebook, in November we hit our 22,000 followers mark and the page continues to grow by 1,200 fans per month. We attribute much of our success to our engaged audience. On average, Welcome PEI exceeds 3,000 engaged fans per week, which is people sharing, commenting and liking content. This is on average 50% more engagement than other Island tourism pages.

Town of Kensington on WelcomePEI.com

Town of Kensington is a featured advertiser position on the home page and festivals page of WelcomePEI.com.

The homepage received **24,036** page views. The Festivals page received **3,634** page views.

welcome

Prince Edward Island

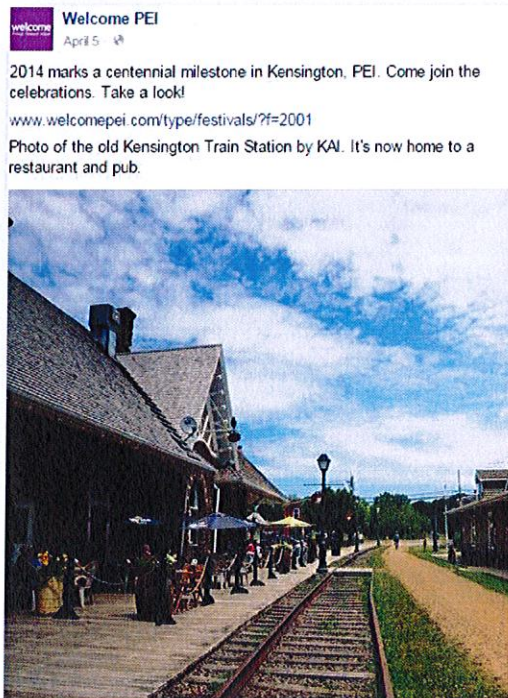
Facebook Mentions

Town of Kensington had 8 Facebook Mentions by Welcome PEI over the last 10 months, which generated a total of:

- **61,949 impressions** in newsfeed of fans and friends of fans
- **31,452 people reached** with Town of Kensington branding and messages
- **4,244 people engaged** with posts talking about their love of the Kensington

Top 2 Town of Kensington Facebook Mentions

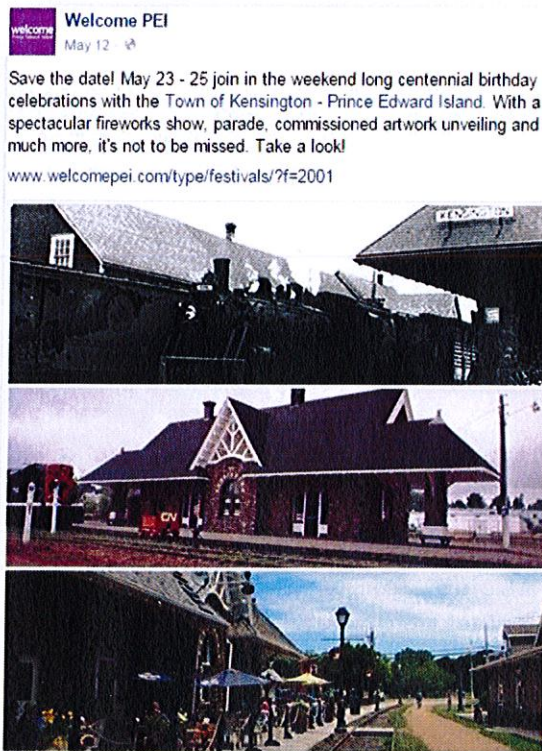
Following are examples of the top 2 Facebook mentions for Town of Kensington and the individual metrics on each post. We promoted Town of Kensington through beautiful photos and highlighting their Centennial Celebrations, historical photos, and exciting things to do in the area. Our fans interacted with information about Town of Kensington and shared their memories and positive experiences through the Facebook posts.


















- ✓ 10,283 Impressions
- ✓ 4,808 People Reached
- ✓ 637 Users Engaged

welcome

Prince Edward Island



- ✓ 11,474 Impressions
- ✓ 6,780 People Reached
- ✓ 618 Users Engaged

-  **Sonya MacDonald** Love it, a must see

- Unlike · Reply ·  4 · September 1 at 1:19am
-  **Ruth Cranston** That would be awesome to walk
 Unlike · Reply ·  1 · September 1 at 8:06pm
-  **Tyee Charlebois** Beautiful
 Unlike · Reply ·  1 · September 1 at 10:54am
-  **Heather A Deveau** Tracy Lynn I'm taking you here your next visit to PEI...
 Unlike · Reply ·  1 · September 1 at 8:18am
-  **Jean-Claude Minoue** Beautiful... wish I was there.
 Unlike · Reply ·  1 · September 1 at 12:06am
-  **Lorelei Waugh-Bowers** So beautiful...love this place
 Unlike · Reply ·  1 · August 31 at 10:44pm
-  **Elizabeth Jeanne le Roux** My favourite place on the island.
 Unlike · Reply ·  1 · August 31 at 10:24pm

The men and women of the



CHARLOTTETOWN
POLICE
OUR CITY • OUR COMMUNITY • OUR RESPONSIBILITY
SERVICES

proudly invite you to a

Gala Dinner

honoring

A. Paul Smith

on the **20th** Anniversary

of his appointment as

Chief of Police

Date:	Friday, February 13 th , 2015	Time:	7.00 pm
Location:	Rodd Charlottetown Hotel, Located at 75 Kent Street		
Cost:	Corporate Tables (10 Persons) = \$600.00		
	Half Table (5 Person) = \$300.00		
	Single Tickets – Please Call		
Contact:	Brad MacConnell – 902-629-5082 or bmacconnell@charlottetown.ca		

Brad MacConnell



Canada – Prince Edward Island
Infrastructure Secretariat

75 Fitzroy Street, 3rd floor, Suite 303
P.O. Box 2000
Charlottetown, PE C1A 7N8
Canada

Secrétariat de l'infrastructure
Canada – Île-du-Prince-Édouard

75, rue Fitzroy, 3^e étage, Suite 303
C.P. 2000
Charlottetown, (Î.-P.-É.) C1A 7N8
Canada



December 23, 2014

Mr. Geoff Baker, CAO
Town of Kensington
P.O. Box 418
Kensington, PE C0B 1M0

Dear Mr. Baker:

The Project Review Committee of the Gas Tax program met recently to consider Municipal Strategic Component (MSC) applications. We are writing to regretfully inform you that the MSC funding for the "Pleasant Street Lift Station Replacement" did not receive approval.

As you are likely aware, there was a very limited amount of funding available for the MSC program. After reviewing and ranking all the applications it was the decision of the Project Selection Committee that the above project did not qualify highly enough under the MSC program, and, therefore, could not be offered funding.

If you have any questions, please feel free to call our office at 1-888-240-4411 toll free or at 620-3380 and staff will be pleased to discuss the matter with you.

Yours truly,

Paul Godfrey, Director
Infrastructure Secretariat



Tel / Tél : (902) 620-3380 Toll-free / Sans frais : 1-888-240-4411

Fax / Téléc : (902) 620-3383

E-mail / Courriel : cpei-infrastructure@gov.pe.ca

www.gov.pe.ca/go/infrastructure





*This note of thanks
just can't convey
the gratitude
that's sent your way,
but may these words
somehow express
warm thanks for
all your thoughtfulness.*

*Thank you for your
kindness
Buddy*

Geoff Baker

From: Ruby Cousins <rcousins@isnhighspeed.ca>
Sent: Friday, January 02, 2015 2:05 PM
To: Jeoff
Subject: Emailing: Schedule for January
Attachments: Schedule for January.docx

Hi Geoff,

I am sending this schedule of events for the month of January which will take place at 25 A Garden Drive to place on your web site if you wish to do so.

Robert said he will also get a schedule to pass along to the contractors who are responsible for keeping the walkway cleared of snow for us on the days when we have events at the Centre.

We are awaiting news from our New Horizons application for spring and fall but we can't count on that yet. It may be March before we hear the results of that application. As you see the Seniors' Federation of PEI are really great to us by sending along instructors for the programs which we can offer at the Centre.

Ruby

Your message is ready to be sent with the following file or link attachments:
Schedule for January.docx

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

What's happening at Seniors' Centre at 25 A Garden Drive, January 2015.

Mondays 1:00 p.m- Chair Exercises starting Jan.12

Monday, Jan.12- Monthly Club Meeting at 2:00 p.m. Fee to join is \$10 per year.

Tuesdays- January 20 and 27 Genealogy

Wednesdays- Jan.21 and 28 Ukulele classes

Thursdays- 22 and 29 Genealogy

- Chair exercises for seniors are 1 hour and fee for non members is \$1 per session.
- Ukulele classes are funded by L.E.A.P. (Government of PEI) and sponsored by Seniors' Federation of PEI. Classes are full but one can go on a waiting list.
- Genealogy (Shake Your Family Tree) This program is funded through the PEI Seniors Secretariat and our club is one of the ten clubs chosen by the Seniors' Federation of PEI to host this free program.

No School –no classes for seniors.



65 Grafton Street, P.O. Box 2140
Charlottetown PE C1A 8B9 Canada tel: 902.892.2485 fax: 902.566.5283
stewartmckelvey.com

File Reference: SM999178-2

December 12, 2014

Jonathan M. Coady
Direct Dial: 902.629.4520
Direct Fax: 902.566.5283
jcoady@stewartmckelvey.com

**URGENT
VIA ELECTRONIC MAIL**

Roy Main, CAO
City of Charlottetown
P.O. Box 98
199 Queen Street
Charlottetown, PE C1A 7K2

Dear Mr. Main:

**Re: Request for Proposals – Local and Long Distance Telephone Services
City of Charlottetown**

We are writing to advise that our office has been retained by Eastlink in response to the recent decision by the City of Charlottetown to contract with Bell Aliant for local and long distance telephone services. Eastlink has serious concerns regarding this decision and the transparency of the decision-making process used by the City of Charlottetown.

As you are aware, when a request for proposals is issued, the City of Charlottetown is under a legal obligation to accept only compliant bids. Also, when a compliant bid has been received, such as the one submitted by Eastlink, the City of Charlottetown forms a legal relationship with the bidder. That relationship gives rise to a number of implied terms, including the duty to be fair and consistent in the assessment of bids. Based on the information known to Eastlink and its employees, it does not appear that these legal obligations were satisfied by the City of Charlottetown.

As a proud corporate citizen of the City of Charlottetown, Eastlink is obviously disappointed to have been placed in this position and must now consider its legal options. In an effort to shed some light on this matter, Eastlink would appreciate receiving answers to the following questions:


- (1) The press release issued yesterday by the City of Charlottetown states that, after "subsequent discussions" with Bell Aliant, its bid price was reduced to \$63,000.00. Coincidentally, that is exactly the price bid by Eastlink. Was this confidential information, or any other confidential or proprietary information submitted in confidence to the City of Charlottetown by Eastlink, disclosed to our competitor in the course of these "subsequent discussions"?
- (2) Who, specifically, represented the City of Charlottetown in negotiations with Bell Aliant?

- (3) Was council told before the vote in relation to the request for proposals that, in fact, Eastlink had submitted a bid that was lower than the bid by Bell Aliant?
- (4) Given the low bid by Eastlink, what annual discount or credit will now be given or paid to the City of Charlottetown by Bell Aliant over the term of its contract?
- (5) In light of the request for a three-year proposal, and the historical policy of the City of Charlottetown in relation to three-year contracts, what is the term of the contract between the City of Charlottetown and Bell Aliant?
- (6) When did the City of Charlottetown receive information that Bell Aliant wished to buy naming rights to the facility operated by Capital Area Recreation Inc.?
- (7) Does the agreement with Bell Aliant to buy the naming rights to the facility operated by Capital Area Recreation Inc. require exclusivity for any other services procured by the City of Charlottetown or any other shareholders of Capital Area Recreation Inc.?
- (8) What is the term of the contract in relation to the naming rights to the facility operated by Capital Area Recreation Inc.?
- (9) Why was no request for proposals issued for naming rights to the facility operated by Capital Area Recreation Inc.?

On behalf of Eastlink, we thank you in advance for your response.

Yours sincerely,

STEWART McKELVEY



Jonathan M. Coady

DDJG/JMC/pdm

cc. Mayor Clifford Lea
Eddie Rice
Terry MacLeod
Mike Duffy
Mitchell Tweel
Kevin Ramsay
Bob Doiron
Greg Rivard
Jason Coady
Melissa Hilton
Terry Bernard

City of Charlottetown

REQUEST FOR PROPOSALS (RFP)

LOCAL AND LONG DISTANCE TELEPHONE SERVICES

Background on local telephone and LD RFP

- October 24, 2013 - Original RFP issued with a due date of November 6, 2013
- Oct 31, 2013 – City pulls RFP due to “unforeseen circumstances”.
- January 17, 2014 – Eastlink (Jeff Gillham & David D) met with Mayor Lee to give the City an Eastlink update. During meeting, Mayor Lee assured us that local telephone RFP would be an “open and fair” competitive process. No backroom deals.
- March 14th – New local telephone & LD RFP issued by the City with a March 27th deadline.
- March 20th – City extends deadline for RFP to April 10, 2014
- April 10, 2014 – Eastlink submits response to local telephone RFP
- City Council Monthly Meetings held on April 14th, May 12th & June 9th without resolution on local telephone RFP.
- June 26, 2014 – David D met with Roy Main, CAO, & Scott Ryan, Manager of Finance. City officials indicated that they received an “unsolicited” proposal from Bell for naming rights to the CARL Complex.
- July 2, 2014 – David D & Jeff Gillham met with Cecil Villard, Roy Main & Scott Ryan to discuss RFP process and Bell’s proposal.
- July 10th – Administrative Services Committee met – may be sent to COW or discussed at August Administrative Services Committee meeting.
- No updates since July 10th

Eastlink issues

1. RFP was issued – Eastlink responded with low bid - \$22,000 less than Bell’s
 - a. Nothing in RFP asking for additional components. In fact, requested brief response. Bell added the CARL naming rights component which the RFP specifically asked NOT to happen. Below is exact wording of the RFP.

2.4. Proposal Content

- a. ALL PROPOSALS MUST ADDRESS THE CONTENT OF THE RFP. Compliant proposals are those that clearly demonstrate a thorough understanding of the RFP, and its stated requirements and criteria. The City will disqualify proposals that do not demonstrate this understanding and do not specifically address requirements and criteria as specified throughout.
- b. Legal issues if low bid not accepted. To not award an RFP award to the best proposal, the City must have legitimate reason. Back-door deal may not be legitimate reason, legally.

2. Bell does not want to lower telephone rates on PEI
 - a. If Eastlink was not here, Bell's rates would be a lot higher.
 - b. If Bell gives the City a low rate, they would have to give that to other businesses and levels of Government on PEI.
3. Eastlink Centre – Eastlink contributes to this facility on a yearly basis. Although the money goes to the Islanders, this funding indirectly helps City of Charlottetown by lowering the costs/increasing revenues of this facility.
 - a. As part of this naming rights deal, Eastlink did not ask for exclusivity for City of Charlottetown telecommunication services.
4. Eastlink Employment – 200 in Charlottetown area.
5. City of Charlottetown telecom costs
 - a. Current costs - \$150,000
 - b. Eastlink bid \$ 63,000 (58% savings)
 - c. Bell's bid \$ 85,000
6. Naming rights – issue RFP – may get higher than what Bell is offering
7. City of Charlottetown RFP & naming rights should not be tied together.

Questions:

- a. What were the amounts of the bids received for this RFP from the various bidders?
- b. Did the RFP ask the bidders to respond only to the criteria indicated in the RFP?
- c. If Eastlink is the low bid on the RFP, by a wide margin, what will the optics be if the City does not select the low bid?
 - a. What message does this send to your business community if you don't award RFP to best bid?
- d. Naming rights for CARI should be a separate RFP for transparency purposes.
 - a. An open, competitive RFP process, like the one for the Metro Centre in Halifax, may generate a larger dollar figure for the naming rights.
 - b. Should the naming rights have any strings attached?
 - c. What happens when the City goes to RFP on data and internet services? Will this be "sole-sources" to Bell?
- e. City of Charlottetown should be encouraging competition for telecom services. With Eastlink as a telecom competitor in Charlottetown/PEI, an average family can save \$25/month on their telecom costs. This equates to \$300/year per family. If there are 10,000 households in Charlottetown, this is \$3,000,000 in yearly savings by Charlottetown families that gets spent in the local economy. This is a huge economic boost for the Charlottetown economy.
- f. Eastlink is growing in Charlottetown. Bell Aliant, now owned by Bell, is contracting. Eastlink now employs about 200 in the Charlottetown area (compared to about 30 employees 15 years ago).
- g. Eastlink has a track record of giving back to the Charlottetown & PEI community.
 - a. QEH telethon
 - b. Eastlink Centre
 - c. Eastlink TV (QMJHL, UPEI, etc.)

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