



***Tentative Agenda for Regular
Meeting of Town Council***

Monday, April 11, 2016 @ 7:00 PM

55 Victoria Street
Kensington, PEI
C0B 1M0

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

**Town of Kensington
Regular Meeting of Town Council
April 11, 2016 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
 - 4.1 Kensington Librarian, Shelley Tamtom has requested to provide a presentation to Town Council on 2015 Library operations.
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 March 14, 2016 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 March 14, 2016 Regular Meeting
- 7. Reports**
 - 7.1 CAO's Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List – February 2016
 - 7.6 Summary Income Statement
 - 7.7 Community Gardens Complex Report
 - 7.8 Mayor's Report
 - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2016-16 – Pleasant Street Lift Station Driveway Access
 - 8.1.2 RFD2016-17 – Ramsay Fish Holdings Subdivision
 - 8.1.3 RFD2016-18 – 2 North Street Property Disposal
 - 8.1.4 RFD2016-19 – Draft Development Control Bylaw Amendments – Public Meeting
 - 8.1.5 RFD2016-20 – Draft Emergency Measures Plan
 - 8.3 Other Matters
- 9. Correspondence**
- 10. In-Camera (Closed Session)**
- 11. Adjournment**

**Town of Kensington
Minutes of Regular Council Meeting
Monday, March 14, 2016
7:00 PM**

Council Members Present: Mayor Rowan Caseley; Councillors: Deputy Mayor Mann, 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

Regrets: Councillor Spencer

Visitors: Ancelene MacKinnon, Journal Pioneer

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 Councillor Mill, seconded by Councillor Pickering to approve the tentative agenda for the March 14, 2016 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

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

3.2 Councillor Pickering declared a conflict with an item included in the in-camera session.

4. Delegations / Presentations

4.1 Nil

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor MacLean, seconded by Councillor Pickering to approve the minutes from the February 8, 2016 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 Nil

7. Reports

7.1 CAO's Report

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

7.1.2 *Moved by Councillor Mill, seconded by Councillor Doucette to adopt the January 2016 Fire Statistical Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

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

7.1.4 *Moved by Councillor Pickering, seconded by Councillor MacLean to approve the Building Permit Summary Report for March 2016. Unanimously carried.*

7.1.5 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the Summary Income Statement for the month of January 2016. Unanimously carried.*

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

7.1.7 *Moved by Councillor Mill, seconded by Councillor Pickering to approve the Community Gardens Complex report for the month of January 2016. Unanimously carried.*

7.2 Mayor's Report

7.2.1 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the Mayors report for the month of March 2016 as presented by Mayor Caseley. Unanimously carried.*

7.2.2 Mayor Caseley presented Council with the Designated Heritage Place of Prince Edward Island plaque for the Kensington Train Station. A formal unveiling will be held in the spring with further details to be announced.

8. New Business

8.1 Request for Decisions

8.1.1 Procedural Bylaw

8.1.1.1 Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor Doucette,

WHEREAS The Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and others attending Council and Committee of Council meetings in the Town of Kensington;

AND WHEREAS it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;*
- b) The procedures of Council;*
- c) The calling of public meetings of Council;*
- d) The behaviour of Council members and members of the public present at Meetings of Council and its Committees; and*
- e) The establishment of a Committee of Council;*

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved a first time at a meeting held on February 8, 2016;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby read a second time.

Unanimously carried.

8.1.1.2 Approval of Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor Mill,

WHEREAS The Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and others attending Council and Committee of Council meetings, in the Town of Kensington;

AND WHEREAS it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;*
- b) The procedures of Council;*
- c) The calling of public meetings of Council;*
- d) The behaviour of Council members and members of the public present at Meetings of Council and its Committees; and*
- e) The establishment of a Committee of Council;*

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved a first time at a meeting held on February 8, 2016;

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read a second time at this Council meeting;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby approved.

Unanimously carried.

8.1.1.3 Formal Adoption

Moved by Deputy Mayor Mann, seconded by Councillor Pickering

WHEREAS The Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and

others attending Council and Committee of Council meetings, in the Town of Kensington;

AND WHEREAS it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;*
- b) The procedures of Council;*
- c) The calling of public meetings of Council;*
- d) The behaviour of Council members and members of the public present at Meetings of Council and its Committees; and*
- e) The establishment of a Committee of Council;*

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved at two separate meetings of Council held on different days;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby formally adopted.

Unanimously carried.

8.1.2 Civic Numbering Policy

8.1.2.1 *Moved by Councillor Mill, seconded by Councillor Doucette BE IT RESOLVED THAT the Town of Kensington Civic Numbering Policy be hereby adopted and formally approved. Unanimously carried.*

8.1.3 Snow and Ice Control Policy

8.1.3.1 *Moved by Councillor Doucette, seconded by Councillor Pickering BE IT RESOLVED THAT the Town of Kensington Snow and Ice Control Policy be hereby adopted and formally approved. Unanimously carried.*

8.1.4 2016 Budget Estimates

8.1.4.1 *Moved by Councillor MacLean, seconded by Deputy Mayor Mann BE IT RESOLVED THAT Town Council approve the*

Town of Kensington 2016 Budget Estimates with revenue estimates projected at \$2,125,932 and expenditure estimates projected at \$2,125,932. Unanimously carried.

8.1.5 2016 Municipal Property Tax Rates

8.1.5.1 *Moved by Councillor Pickering, seconded by Councillor MacLean BE IT RESOLVED THAT the municipal tax rates for the Town of Kensington for the 2016 fiscal year of \$0.55 / \$100 of assessment for Non-Commercial properties and \$1.30/ \$100 of assessment for Commercial properties be hereby adopted and approved. Unanimously carried.*

8.1.6 2016 Operating Lines of Credit

8.1.6.1 *Moved by Deputy Mayor Mann, seconded by Councillor Pickering BE IT RESOLVED THAT Kensington Town Council approve an operating line of credit of \$325,000 from the Scotiabank for the General Account # 10793 00034 17. Any two of the Mayor, Chief Administrative Officer and Deputy Administrator are authorized as legal signing officers. Unanimously carried.*

8.1.6.2 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette THAT Kensington Town Council approve an operating line of credit of \$160,000 from the Scotiabank for the Water and Pollution Control Corporation Account #10793 00625 10. Any two of the Mayor, Chief Administrative Officer and Deputy Administrator are authorized as legal signing officers. Unanimously carried.*

8.2 2015 Audited Financial Statements

8.2.1 *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the 2015 Audited Financial Statements as prepared by Arsenault Best Cameron Ellis Chartered Accountants. Unanimously carried.*

8.3 Other Matters

8.3.1 Deputy Mayor Mann reported that the FPEIM has recently issued an RFP for the development of a Regionalization Toolkit and subsequently awarded a contract. At the last Board meeting FPEIM budget discussions were held and a presentation was received from Robert Hughes, CAO of the Town of Stratford, on governance and sustainability.

8.3.2 *Moved by Councillor Doucette, seconded by Councillor Pickering to nominate Deputy Mayor Rodney Mann as a member of the FPEIM Board. 4 for – 1 abstention (Mann). Motion carried.*

8.3.3 Deputy Mayor Mann reported that the Kensington & Area Chamber of Commerce is looking into the development of a new website which will focus on economic development for the Town of Kensington and Area.

8.3.4 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve a wage increase to exempt staff up to a 1.5%. Unanimously carried.*

9. Correspondence

9.1 A memorandum from the Federation of Prince Edward Island Municipalities regarding the following:

1. call for nominations for election to the FPEIM Board
2. call for resolutions
3. call for nominations for the FPEIM Bruce H. Yeo Memorial Award
4. call for nominations for the FPEIM Municipal Achievement Award

9.2 A letter from the PEI Nurses Union offering advertising space in their annual The Nurses' Planner. – *Declined*

9.3 A request for sponsorship from the Law Enforcement Torch Run 2016 Polar Plunge in aid of the Special Olympics - *Declined*

9.4 A letter from the Infrastructure Secretariat to inform the Town that the Municipal Strategic Component (MSC) of the Gas Tax program is now accepting applications.

Moved by Councillor Doucette, seconded by Councillor Mill to submit an application to the Municipal Strategic Component of the Gas Tax program to assist with costs associated with the completion an inflow & infiltration study. Unanimously carried.

9.5 A letter from PEI Transportation, Infrastructure and Energy regarding their concern of potential Asbestos-Containing Materials (ACM) within the Town Hall building. Should there be any future renovations or development, the Town would be required to have the building assessed by an independent testing agency.

9.6 A letter from CUPE advising the Town they would like to enter into contract negotiations as per Article 30 of the Collective Agreement.

9.7 A letter from Mayor Caseley, to Honourable Paula Bigger, Minister of Transportation, Infrastructure and Energy, regarding the storage of two fuel tanks located on the Kensington Intermediate Senior High School property. The tanks are believed to be unmonitored and cause concern as they are directly uphill from the Town's municipal central water supply.

9.8 A letter from the Department Transportation, Infrastructure and Energy in response to the letter sent by Mayor Caseley in regards to the two fuel tanks located at the Kensington Intermediate Senior High School. The letter has been forwarded to the Director Corporate Services at the English Language School Board.

9.9 A letter from John Davison, Kensington Area Tourist Association Vice President offering the Town ownership of the map board located between the Welcome Centre and the Island Stone Pub.

Moved by Councillor Pickering, seconded by Councillor Doucette

WHEREAS John Davison of the Kensington and Area Tourist Association, in an email to the Chief Administrative Officer dated February 26, 2016, offered the Town of Kensington the map board sign located at the Kensington Railyards between the Welcome Centre and the Train Station;

AND WEHREAS Town Council has considered the request and have expressed their intent on taking ownership and responsibility of the sign;

BE IT RESOLVED THAT the Town of Kensington formally accept the offer of the Kensington Area Tourist Association to transfer ownership of the map board sign to the Town. Town Council recognizes that they will be responsible for all operations and maintenance of the sign upon completion of the transfer.

Unanimously carried.

9.10 A letter from the Department of Justice and Public Safety regarding a RFP seeking a consulting firm with expertise in crime prevention and policing services to conduct a review of policing services across Prince Edward Island.

9.11 An email from the Kensington & Area Chamber of Commerce regarding their initiative to create a website which will promote doing business in Kensington and focus on economic development. Town Council will review similar sites which were provided.

Moved by Councillor Pickering, seconded by Councillor Mill to conceptually support an initiative of the Kensington & Area Chamber of Commerce to develop an economic development related website to promote, retain and attract business to Kensington and Area. It is understood that a request for a financial contribution to the project may come forward as the development of the Project progresses. Unanimously carried.

9.12 A letter of thanks from Health PEI including an official tax receipt for the ticket purchased for the 15th Annual “Spring is in the Air” Gala Dinner.

9.13 A letter of thanks to Mayor Caseley & Geoff Baker from the PEI Crime Stoppers for attending their recent Annual General Meeting.

9.14 A letter from the PCH Foundation Board for the Town’s continued support.

9.15 A letter from Hickey & Hyndman Insurance Ltd. to request an appointment to provide a quote for the Town’s insurance. ***Deferred to staff for follow-up.***

9.16 An email from FPEIM as a reminder that any questions which the Town Council have for the Cabinet Ministers at the FPEIM annual meeting needs to be submitted by April 1, 2016.

9.17 An invitation to the Annual President’s Dinner & Silent Auction on April 14th, 2016. Council members wishing to attend should contact Wendy MacKinnon to RSVP.

- 9.18** An email from Statistics Canada requesting the Town's support to increase awareness of the 2016 Census among residents. *Deferred to Committee of Council for Consideration.*
- 9.19** KISH Newsletter
- 9.20** An information package on the 150th Year of Communities in Bloom.
- 9.21** An invitation from the Happy Group Seniors Club to join them at their open house to view their Rug Hooking Exhibits on March 22, 2016.

Moved by Councillor Pickering, seconded by Councillor Doucette to recess at 8:12 pm. Unanimously carried.

Mayor Caseley resumed the meeting at 8:17 pm

10. In-Camera

Councillor Pickering declared a conflict and excused herself from the Council Chamber at 8:17pm.

10.1 *Moved by Councillor Mill, seconded by Councillor Doucette to commence into an In-Camera session at 8:18 pm. Unanimously carried*

10.2 *Moved by Councillor Doucette, seconded by Councillor Mill to return to the Regular Meeting of Town Council at 8:31 pm. Unanimously carried.*

Councillor Pickering returned to the Council Chambers at 8:32 pm

11. Adjournment

Moved by Councillor MacLean, seconded by Councillor Mill to adjourn the meeting at 8:32 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor



Chief Administrative Officer's Report

April 2016

Each monthly CAO's report provides an opportunity to provide a snapshot to Town Council, our residents and other key stakeholders of some of the key work of staff. The report shall also serve as a reporting mechanism to Town Council on specific directions given to staff through the CAO.

Very generally, the CAO is responsible for the overall operation and administration of the Town including providing leadership to senior staff and providing business, policy guidance and technical advice to Town Council, and implementing Council decisions and directives, ensuring the timely delivery of programs and services, and a fiscally responsible budget while championing the programs and policies of Council.

Capital Project Updates:

Water and Sewer

Pleasant Street Lift Station Replacement

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. A Request for Decision requesting council's consideration is circulated with the tentative agenda package.

Wind Turbine Generator Replacement and Insurance Coverage

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)

At the March meeting of Town Council, Councillors authorized the CAO to make application to the Municipal Servicing Component (MSC) of the Gas Tax Program to undertake an I & I study for the Town's sewer system. The deadline for application is April 18, 2016. To date, the application has not yet been prepared. The application will be completed and submitted prior to the aforementioned deadline.

Streets and Sidewalks

Kensington Storm Water Project

Tender documents have been issued. The tender is scheduled to close on Wednesday, April 13, 2016. It is anticipated that recommendation from staff for the award of a construction contract will be presented at the April Committee of Council Meeting.

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 of Council for consideration.

Annexation of 149 Kelvin Grove Road

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

Wellfield Protection Plan

No update at this time.

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 a detailed report outlining the town's proposed position will be provided during at the April Committee of Council meeting (Closed Session).

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 direction will be provided to staff to schedule a Public meeting as per the requirements of the Planning Act.

Transfer of 2 North Street Property

A Request for Decision has been circulated with the tentative agenda package.

Unsightly Premises

Several complaints have been received from neighbouring property owners in regards to an unsightly property located at 6 Russell Street. A letter was sent to the owner of the property by registered mail as per the terms of the Town's Unsightly Premises Bylaw. A period of 20 days was given to bring the property up to an acceptable community standard. Further information will be provided to Town Council as the situation progresses.

Digital Speed Limit Signage

Technical issues with the signs shutting down periodically seem to have been addressed. All signs have been operating correctly for the past month.

Pothole Patching

Approximately 50 bags of cold patch has been placed throughout the Town to fill potholes by Public Works staff. The Industrial Park streets consumed the majority of cold patch placed. Public Works staff have met with Curran and Briggs and it is anticipated that a quote will be forthcoming regarding the 2016 annual pothole patching program.

5 Year Capital Plan

Staff continue to work on the development of 5 year capital plans for the Town, Community Gardens Complex, Fire Department and the Water and Pollution Control Corporation. When the plan is developed in draft form it will be presented to Committee of Council for review and consideration.

March 14, 2016 Town Council Meeting

At the March regular meeting of Town Council several action items were provided to staff from Council, through the CAO.

1. Implement up to 1.5% wage increase for exempt staff – Complete
2. Complete application to the Municipal Strategic Component Fund for the completion of an Inflow and Infiltration Study – Ongoing
3. Liquor License letters of support – Complete
4. Process budget and financial statements for submittal to Province – Complete
5. Implement and Process Procedural Bylaw (Province) – Complete
6. Organize Heritage Place Designation Plaque Ceremony – Date has been set for April 30th – Ongoing

7. Provide notice to the Kensington Area Tourist Association that Town accepts ownership of Map Board Sign - Complete

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		Building Permit		Estimated Construction
														Count		Fees \$		Value \$
Single family dwelling (new)														0				
Semi detached dwelling (new) - permits, not units														0				
Multi unit residential (new)				1										1		\$200		\$375,000
Modular/Mobile (new)														0				
Residential additions/alterations														0				
Modular/mobile renovations														0				
Accessory Buildings		1												1		\$100		\$4,000
Other - signs, etc.														0				
Institutional (new)														0				
Institutional renovations/additions														0				
Commercial (new)														0				
Commercial renovations/additions														0				
Industrial (new)														0				
Industrial renovations/additions														0				
Agriculture														0				
Demolition														0				
Totals	0	1	0	1	0	0	0	0	0	0	0	0		2		\$300		\$379,000

BUILDING PERMITS SUMMARY
April 2016

PERMIT NUMBER	DATE PERMIT ISSUED	PROPERTY NUMBER	APPLICANT’S NAME AND ADDRESS	TELEPHONE NUMBER	PERMIT STATUS	N E W	R E N	O T H	TYPE	ESTIMATED COST	ESTIMATED START AND COMPLETION DATE
02-16	April 5, 2016	P/O 79855	Webster Enterprise Ltd.	902-954-0827	Pending Formal Approval	x			M	\$375,000	Start: April 2016 Finish: July 2016
					DESCRIPTION:	Construct a new residential 4-plex					
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						

TYPE OF CONSTRUCTION

- R

Residential Single
- D

Residential Duplex
- M

Residential Multi-Family
- A

Agricultural
- I-C

Industrial (commercial)
- INST

Institutional
- ED

Educational
- O

Other

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant Webster Ent. Ltd
(David Webster) Telephone 902-954-0827
2. Property Address 9 Imperial St Property Number Part of PID 79855
3. Property Status:
 Land purchased from Gary Brander Year Purchased 2011
 If lot is located in an approved sub-division, please give
 Name of Sub-Division: Station View Estates Lot No. 12-4
4. Proposed Use:
 Building or addition to be used for: Single Family Dwelling ☐ Duplex ☐ Store ☐
 Private Garage ☐ Commercial Garage ☐ Private Storage Building ☐
 Other (describe) 4 Unit Apt. Building
5. Location of property to be developed:
 Located on North ☒ South ☐ East ☐ West ☐ side of Private Street
 Between the property of WKL Holdings and the property of Kensington Heights
6. Size of Property:
 Road frontage NA Property depth See Attached Area ~ 5000 sq. ft.
7. Description of project and details of structure:
 Works proposed consists of: New Construction ☒ Addition to existing ☐
 Repairing ☐ Remodelling ☐
 Describe Project: 4 unit Apartment Building
~ 1250 sq ft/unit including Garage.
- Ground floor: Length 112' Feet. Width 50' Feet.
 Number of Stories 1 Number of Bedrooms 2 x (4 units)
- | | | | |
|---|--|---|---------------------------------|
| Type of Foundation | External Wall Finish | Roof Material | Chimney |
| Poured Concrete <input checked="" type="checkbox"/> | Siding <input checked="" type="checkbox"/> | Asphalt <input checked="" type="checkbox"/> | Brick <input type="checkbox"/> |
| Concrete block <input type="checkbox"/> | Wood shingles <input type="checkbox"/> | Steel <input type="checkbox"/> | Prefab <input type="checkbox"/> |
| Pier <input type="checkbox"/> | Steel <input type="checkbox"/> | Other <input type="checkbox"/> | Other <input type="checkbox"/> |
| Other <input type="checkbox"/> | Other <input type="checkbox"/> | | |
8. Water Supply: Private ☐ Municipal ☒
9. Sewerage System: Private ☐ Municipal ☒
10. Estimated cost of Project: \$ 375,000. -
11. Name and Address of Contractor or Chief Contractor Webster Ent Ltd
P.O. Box 501 Kensington COB 1K20
12. Dates of expected start and finish of project: Start April 11
Complete July 30
13. Moving a building (Describe) NA
14. Demolishing a building (Describe) NA
15. Please provide a diagram of proposed construction
Attached

RECEIVED
 MAR 30 2016
 Pd.

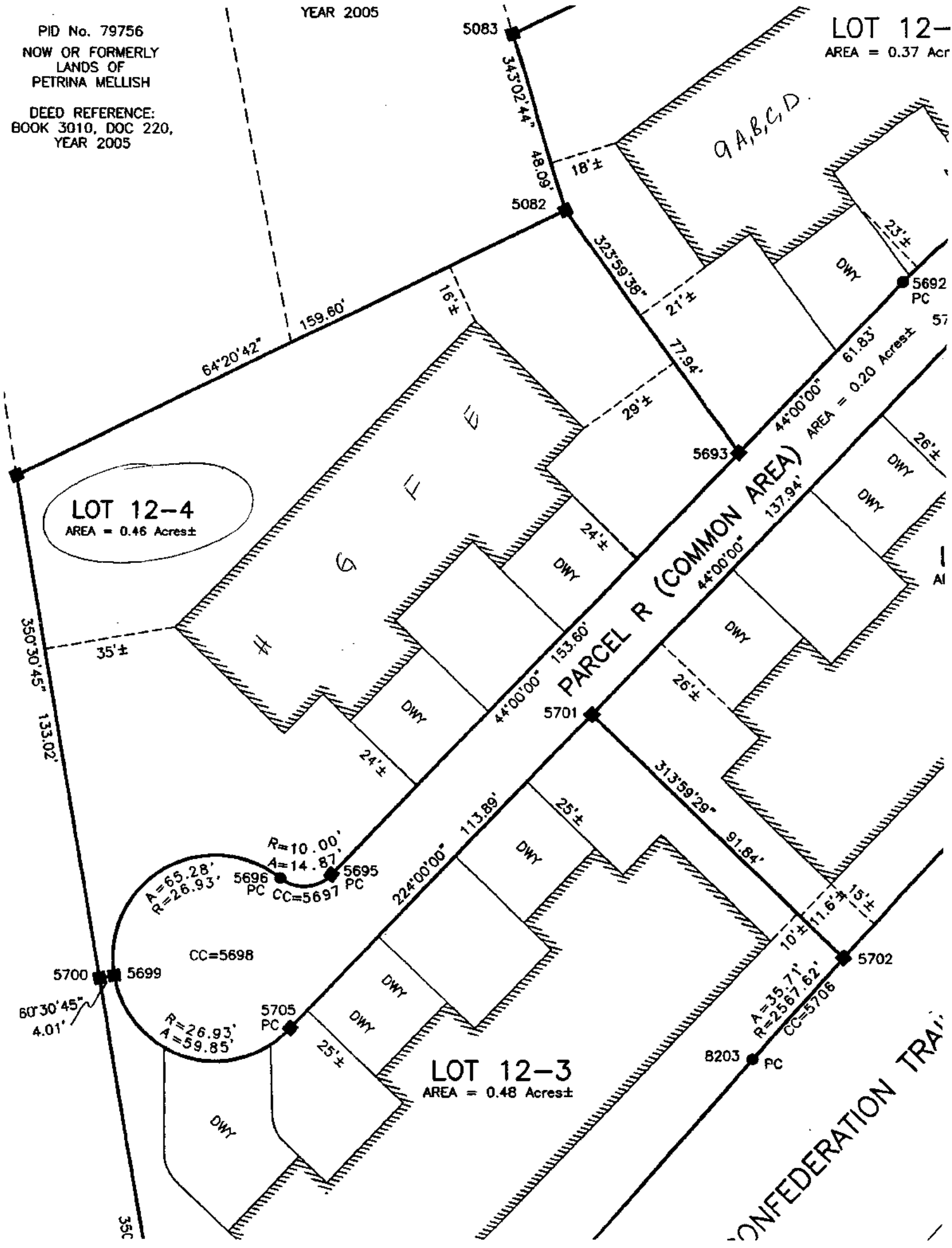
- a) Draw boundaries of your lot.
- b) Show existing and proposed buildings.
- c) Indicate the distance between buildings.
- d) Show location of driveway.
- e) Indicate distance to property lines and center of road.

Signature of Applicant David White

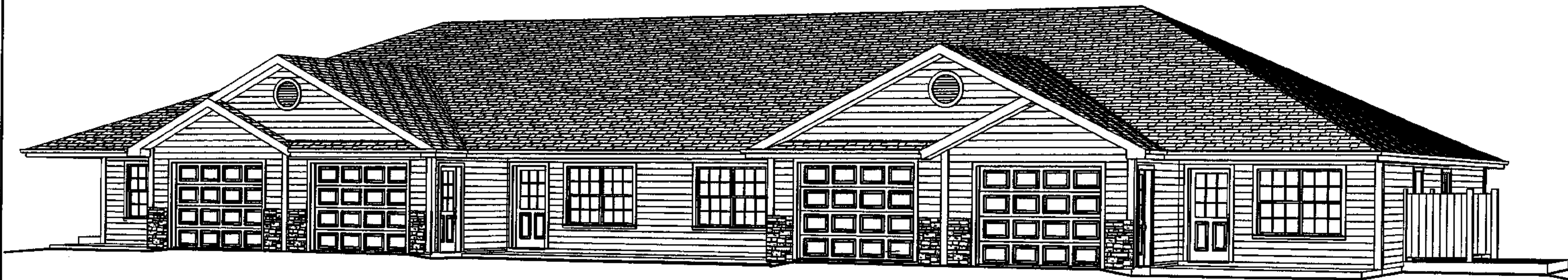
Date: March 30/2016

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

LOT 12-
AREA = 0.37 Acr



FINAL DRAWING
FOR CONSTRUCTION FEB 2, 2016



WEBSTER 4 UNIT KENSINGTON, PEI

THIS PLAN IS THE PROPERTY OF
KENT BUILDING SUPPLY
AND IS FOR ITS EXCLUSIVE USE

ALL CONSTRUCTION TO BE IN
ACCORDANCE WITH THE 2010
NATIONAL BUILDING CODE OF
CANADA AND ALL ASSOCIATED
DOCUMENTS.

THIS DRAWING IS INTENDED AS A
GUIDE ONLY. THE FINAL CHOICE
AND USE OF MATERIALS, METHODS
AND DETAILS OF CONSTRUCTION IS
THE RESPONSIBILITY OF THE
OWNER AND/OR CONTRACTOR.
THE KENT ORGANIZATION
ACCEPTS NO RESPONSIBILITY FOR
THE ACCURACY OF THESE
PRELIMINARY DRAWINGS.

NOTES

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PROJECT NAME

WEBSTER 4 UNIT
IMPERIAL DRIVE, KENSINGTON, PEI



SHEET NAME

COVER SHEET

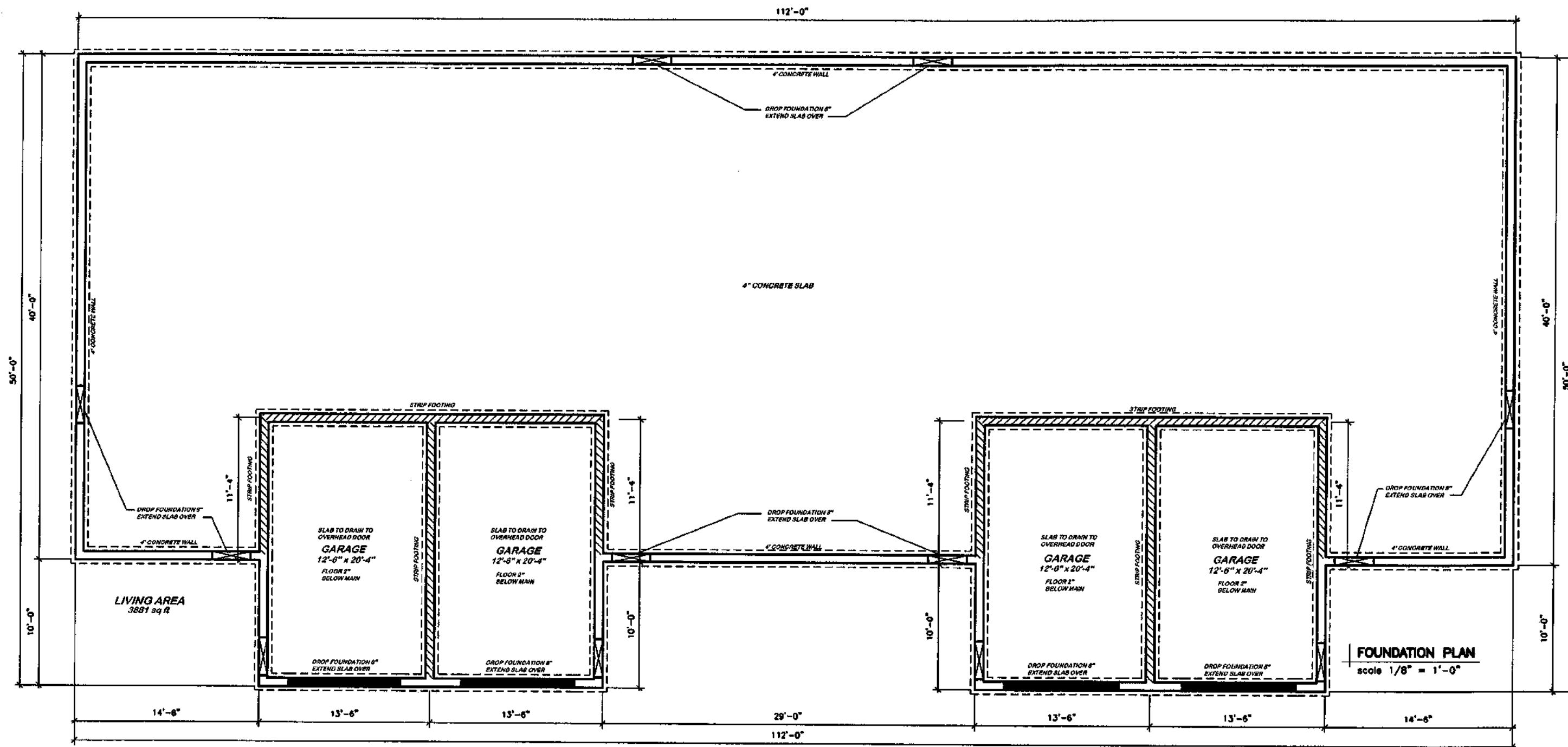
REVISIONS

J. BERRY DWG BY SHEET

FEB 2016 DATE

AS NOTED SCALE

1 OF 5



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SHEET NAME

MAIN FLOOR PLAN

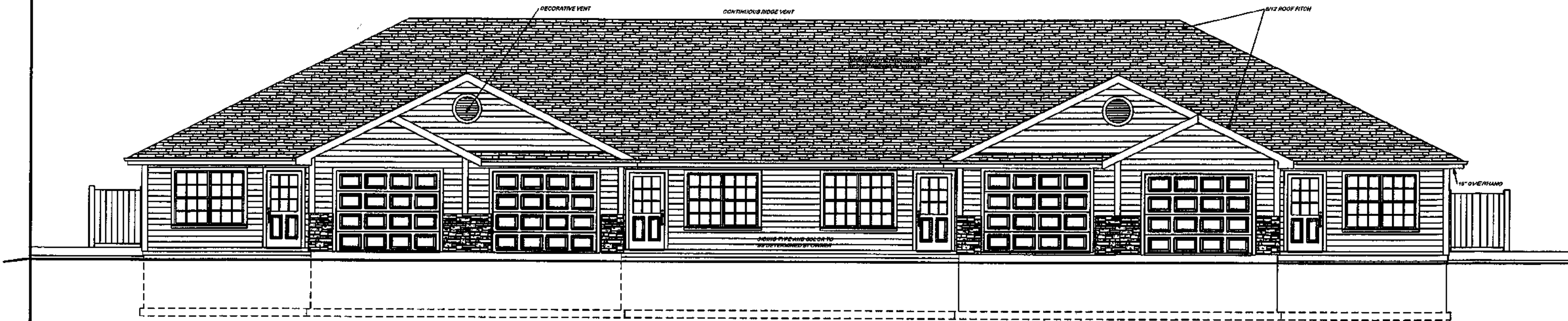
REVISIONS

DESIGNED BY SHEET

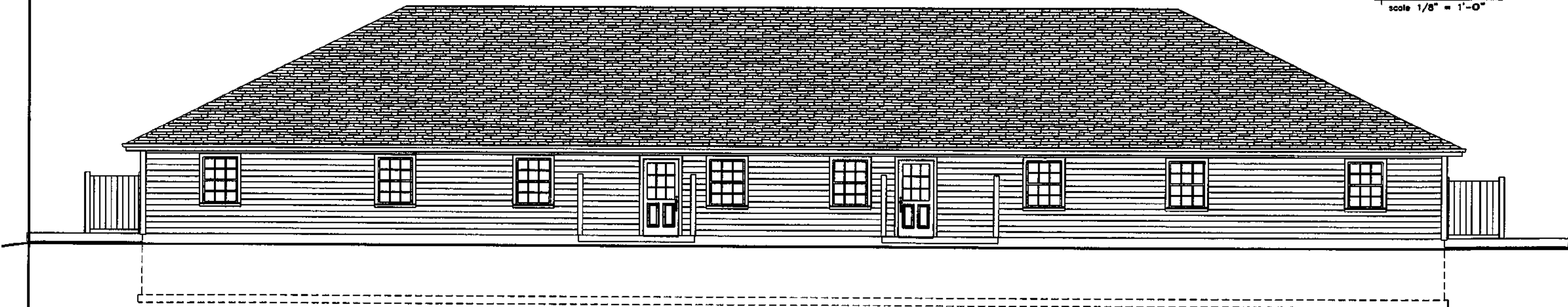
J. BERRY DATE 3 OF 5

OCT 2014

AS NOTED SCALE



FRONT ELEVATION
scale 1/8" = 1'-0"



BACK ELEVATION
scale 1/8" = 1'-0"

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PROJECT NAME

WEBSTER 4 UNIT
IMPERIAL DRIVE, KENSINGTON, PEI



SHEET NAME

MAIN FLOOR PLAN

REVISIONS

DATE

BY

SCALE

AS NOTED

J. BERRY

OCT 2014

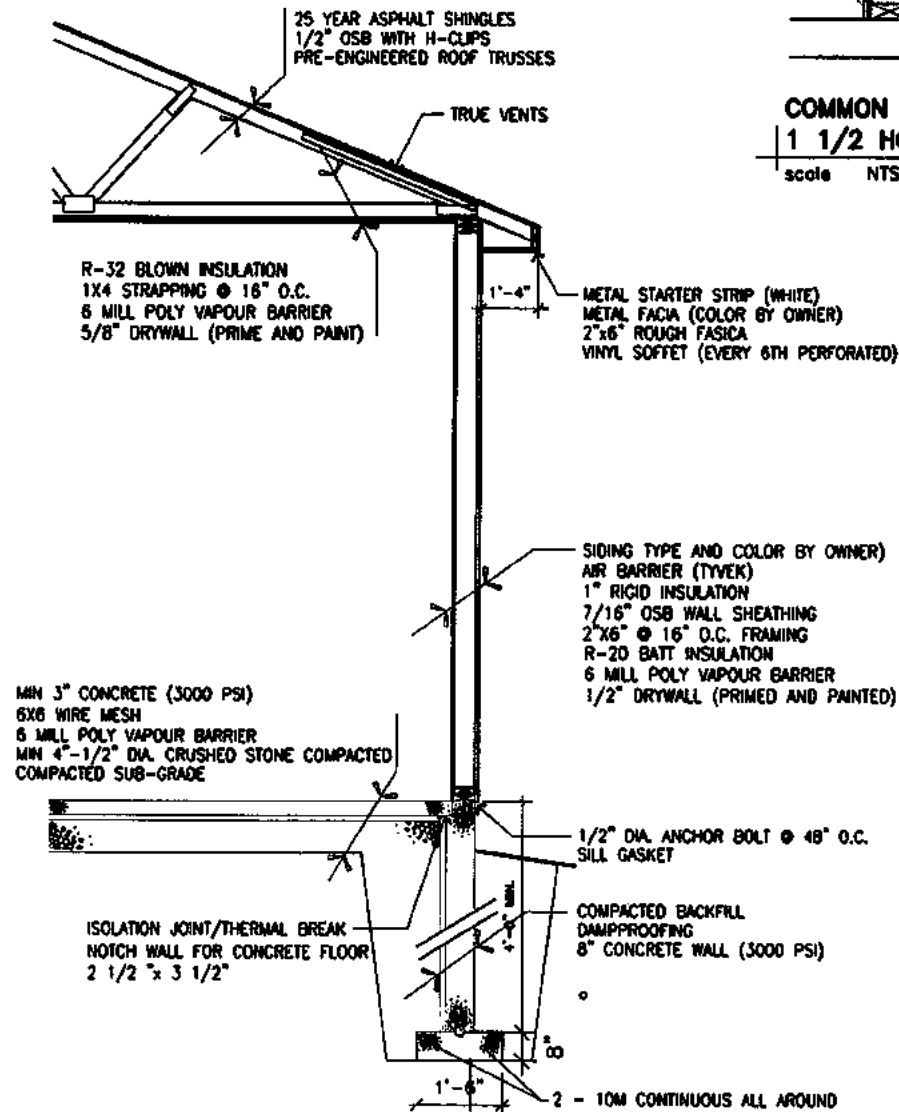
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SCALE

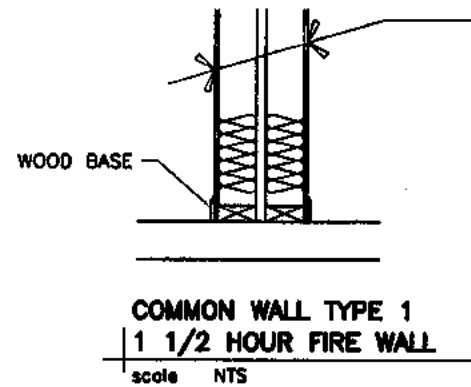
4 OF 5

NOTE:
ALL RIDGES TO HAVE RIDGE VENT



WALL SECTION 'A'

scale NTS

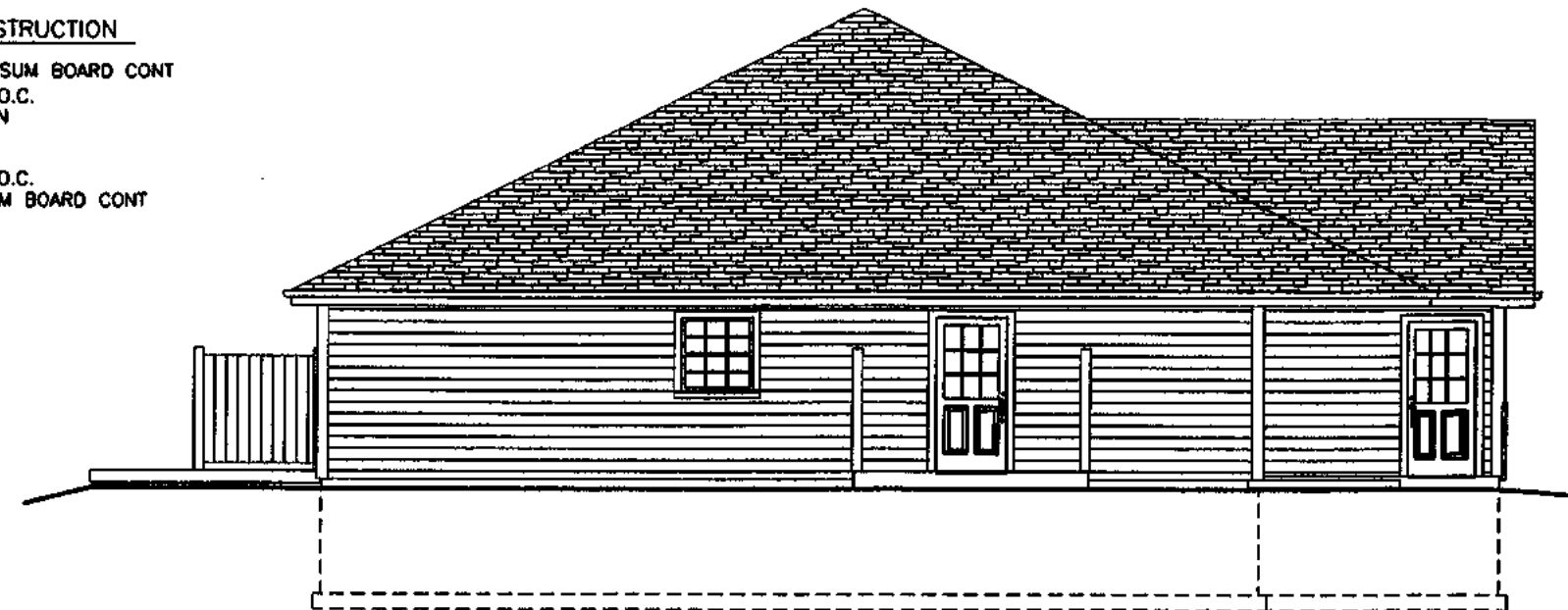


COMMON WALL TYPE 1
1 1/2 HOUR FIRE WALL

scale NTS

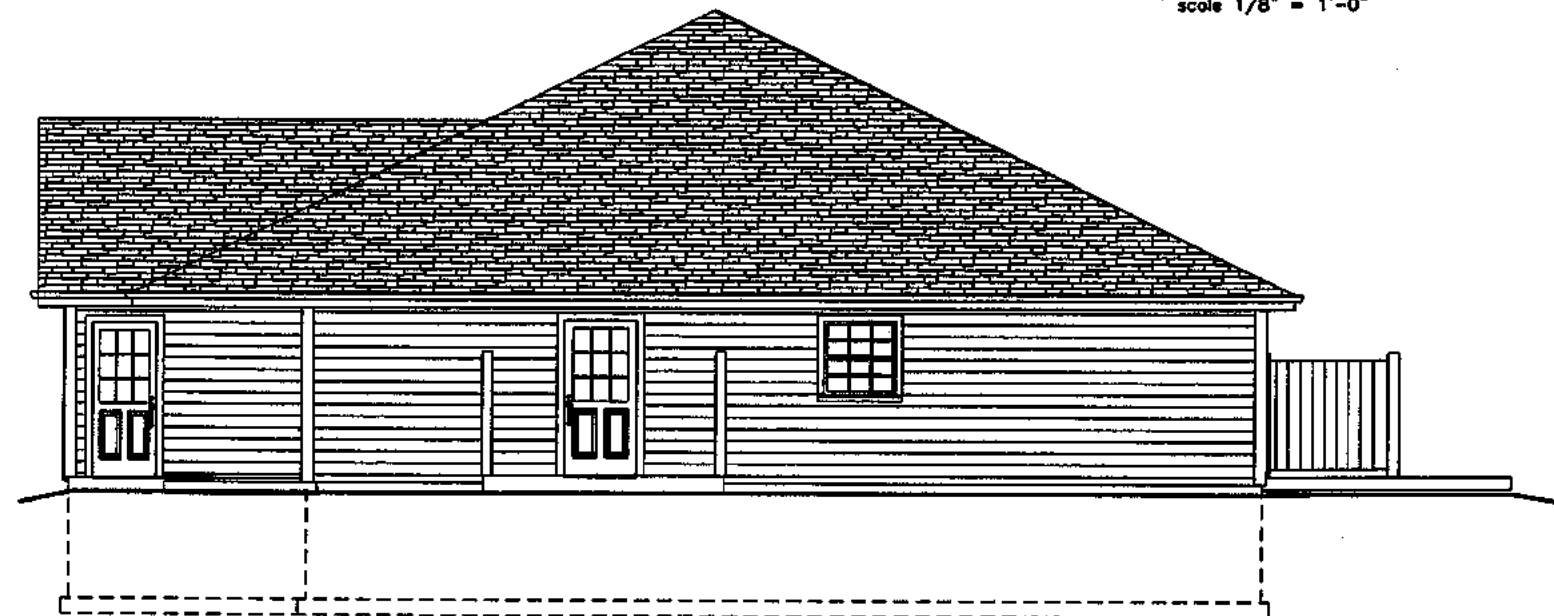
PARTY WALL CONSTRUCTION

2-5/8" TYPE 'X' GYPSUM BOARD CONT
2"x4" STUDS AT 16" O.C.
R-12 BATT INSULATION
1" AIR SPACE
4" BATT INSULATION
2"x4" STUDS AT 16" O.C.
5/8" TYPE 'X' GYPSUM BOARD CONT



RIGHT ELEVATION

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LEFT ELEVATION

scale 1/8" = 1'-0"

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PROJECT NAME

WEBSTER 4 UNIT
IMPERIAL DRIVE, KENSINGTON, PEI



SHEET NAME

LEFT / RIGHT
DETAILS

REVISIONS

J. BERRY DWO BY SHEET

OCT 2014 DATE 5 OF 5
AS NOTED SCALE

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

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
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

Mayor's Report to Town Council

April 11, 2016

The Mayor's Report to Town Council is an opportunity for the Mayor to provide feedback to Council, Staff, Residents and other interested Stakeholders of activities of the Mayor on their behalf since the last Council meeting. It will include as much as possible a summary of information from meetings and discussions on behalf of the Town of Kensington. Any decisions to be made on behalf of the Town will be brought forward to Council for decisions.

The Mayor is the designated spokespersons for the town and communicates decisions made by Town Council. The Mayor chairs the monthly Town Council Meetings and the monthly Committee of Council meetings. All efforts are made to keep discussions and decisions transparent as we represent the town on behalf of the residents. Agenda's (along with supporting information) for Committee of Council meetings and Town Council meetings are posted on the town website on the Friday afternoon prior to the meeting.

Committee of Council meetings are held on the 4th Monday of each month at 6:30pm and Town Council meetings are held on the 2nd Monday of each month at 7:00pm. The agenda's (along with supporting information) are emailed to the County Line Courier, Journal Pioneer and CBC on the Friday afternoon prior to the meetings.

Kensington Tourist Welcome Center Subcommittee – This subcommittee is meeting regularly either by conference call or face to face meeting to advance the Kensington Welcome Center. Mark your calendars for Friday May 13, 2016 from 5 to 7 pm for the fund raising auction. Many quality items have already been donated for the auction and this will be an informative and fun event. Food and Beverages will be provided. Let's make this fundraiser a great success so we can advance tourism in this area.

Summerside Chamber of Commerce – I attended a luncheon sponsored by the Summerside Chamber of Commerce to hear from Egmont MP Robert J. Morrissey give an update on the federal budget and the impact it would have on Prince Edward Island and more specifically on the district of Egmont.

Happy Group Seniors Open House – Attended the open house at the Seniors Co-op on Walker Drive where the Happy Group Seniors displayed the crafts they had made under the LEAP program.

Premiers Economic Update – I attended the Premiers Economic Update on the state of the province. At this meeting the premier also held a roundtable discussion of business leaders who spoke on their experience with growing their business in Prince Edward Island. It was informative to hear where we are as a province. Like everyone else the Provincial Government is waiting to hear the details of the Federal Government Budget and how to maximize benefits for the Island.



Kensington Lion Club Open House – I was invited to attend the Kensington Lions Club open house where they presented information of projects the local club have supported as well as international projects which they raise money for such as “Support Dogs”. The Lion Club are always looking for new members to enable them to carry on their work. If anyone is interested in supporting this service club I am sure they would appreciate a call.

Provincial Policing Review – Mr. Baker and I met with the consultants hired by the Province to review the level and service of policing on PEI. The province is completing a review of how policing services are delivered and reviewing whether there are opportunities for improvements in the delivery of policing across the province. As a municipality with a police service our views were solicited and will form part of the consultation process. Chief Sutherland was also interviewed following our interview.

Infrastructure Announcement – I attended the infrastructure announcement by Honourable Bill Morneau, Federal Minister of Finance and Honourable Paula Biggar, Provincial Minister of Transportation, Infrastructure and Energy. At this announcement the Town of Kensington was identified as being one of the recipients of the Federal Government Small Communities Fund. The Town of Kensington is receiving \$467,185 under this program. This is the Government of Canada contribution towards the Storm Drain System from Linwood Drive and Pleasant Street.

Provincial Throne Speech – I was invited to attend the Provincial Throne Speech and Speakers Reception during the opening of the second session of the 65th General Assembly of the Provincial Legislature on April 5, 2016. The Premier of Prince Edward Island, Honourable Wade Maclauchlan laid out his plans for the coming months. This was well attended by many other municipal leaders and afforded me the opportunity to converse with them as well as our elected Provincial Ministers.

Summerside Committee of Council – Mayor Bill Martin invited me to attend their meeting of Committee of Council, which I was able to do during their April meeting. I extended the invitation to Mayor Martin and Council to attend any of our Committee of Council or Regular Council meetings. It was interesting to see the process they go through since we are just getting started with Committee of Council in Kensington.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: April 5, 2016	Request for Decision No: 2016-16
Topic: Pleasant Street Lift Station Access Driveway	
Proposal Summary/Background: <p>The Pleasant Street Lift Station project is substantially complete. There are still a few minor deficiencies outstanding which will be addressed in the spring of 2016.</p> <p>Typically the Town used Pleasant Street or a private driveway for access to the station so driveway access was never contemplated on the original project. The need for formal access has recently been identified as a requirement to facilitate safe access to the station.</p> <p>Staff requested a quote from the lift station general contractor on the installation of a formal access driveway. A quote was requested for an asphalt driveway with an alternate quote to be provided for a gravel driveway. 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.</p> <p>It is anticipated that a paved driveway access can be completed within the original project budget approved by Town Council.</p> <p>It is recommended that the Town move forward with the installation of a paved driveway access to the Pleasant Street Lift Station at the quoted amount of \$7,927.70 plus HST as per the quote from Duffy Construction as an addition to the original project scope</p>	
Benefits: <ul style="list-style-type: none"> • Will provide formal access to the lift station. • Will provide safer and more reliable operation for Public Works staff 	
Disadvantages: <ul style="list-style-type: none"> • None noted. 	
Discussion/Comments: <p>It is anticipated that the driveway contract would form a Change Order within the existing Pleasant Street Lift Station project scope.</p>	
Options: <ul style="list-style-type: none"> • Approve the Change Order as requested. • Not approve the Change Order. 	
Costs/Required Resources: <p>\$7,927.70 + HST</p>	Source of Funding: <ul style="list-style-type: none"> • Pleasant Street Lift Station Capital Budget Previously Approved

Recommendation:

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

BE IT RESOLVED THAT a Change Order be approved for Duffy Construction for the placement of an asphalt driveway access into the Pleasant Street Lift Station per their quote in the amount of \$7,927.70 plus HST dated February 19, 2016.



195 MacEwen Road, Summerside, PEI C1N 5Y4
Tel: (902) 436-2669 Fax: (902) 436-8601

**CONTEMPLATED CHANGE ORDER
CCO #3**

TO: DUFFY CONSTRUCTION LTD.
P.O. BOX 16
KINKORA, PE C0B 1N0

Date: January 11, 2016
Tender #:
File #: 151-06367-00

PROJECT: Pleasant Street Lift Station Replacement

Please submit in detail, subject to the terms of your contract, the amount by which the contract price for this project would be altered if the following changes were to be made. No work shall be done by the contractor in connection with this request nor shall any costs be incurred which would be chargeable against the owner until a signed Change Order has been received by the contractor.

Description

The Town is considering installing a driveway to access the new Pleasant Street Lift Station and would like Duffy Construction to provide the cost of an asphalt driveway and an alternate cost for a gravel driveway, as per the attached sketch, SK-1.

Please provide a cost breakdown for each option, work to include: excavation and removal of native material, proof roll test of the subgrade, placement and compaction of select borrow, gravel and asphalt. All excavation, backfilling and reinstatement are to be completed in accordance to the contract specifications. The cost of the asphalt driveway must include blending the new driveway to Pleasant Street as per the contract specifications.

Attachments: SK-1

APPROVALS:

Engineer - WSP

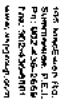
Date

Owner

Date

Contractor

Date



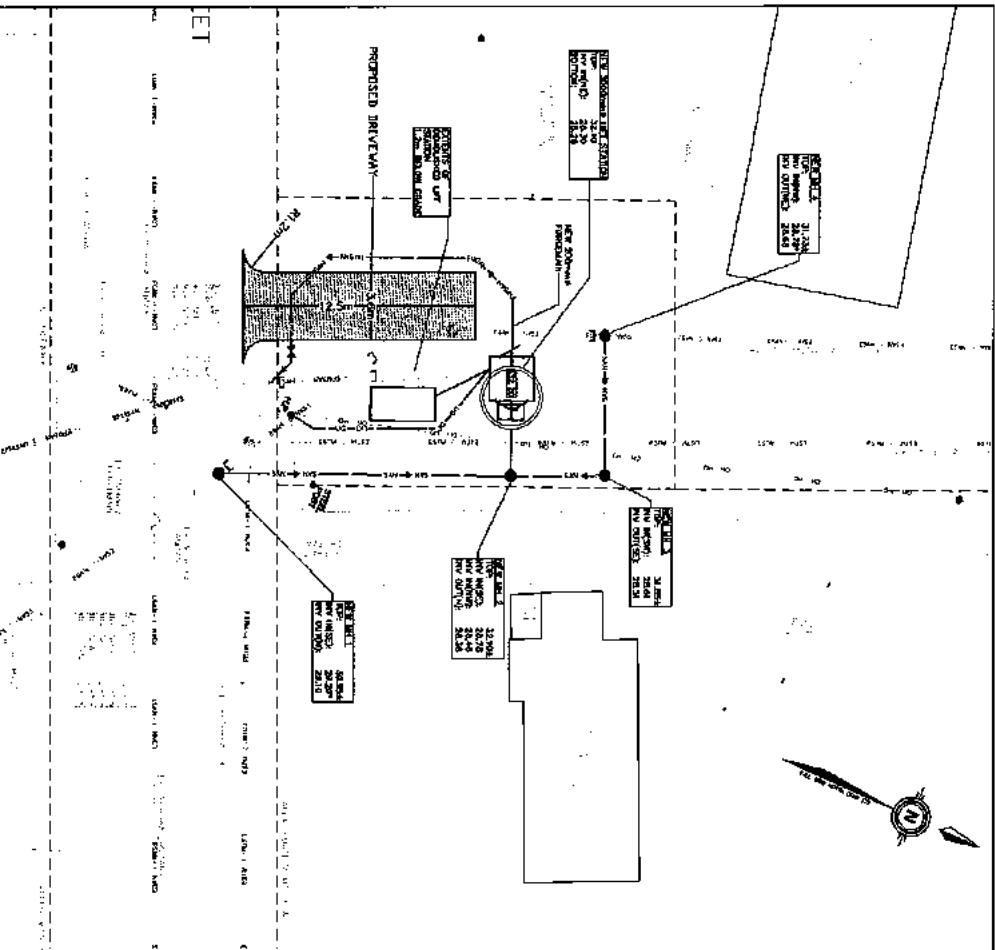
**KENSINGTON
PLEASANT STREET
LIFT STATION REPLACEMENT**

PLEASANT STREET LIFT STATION
DRIVEWAY ADDITION

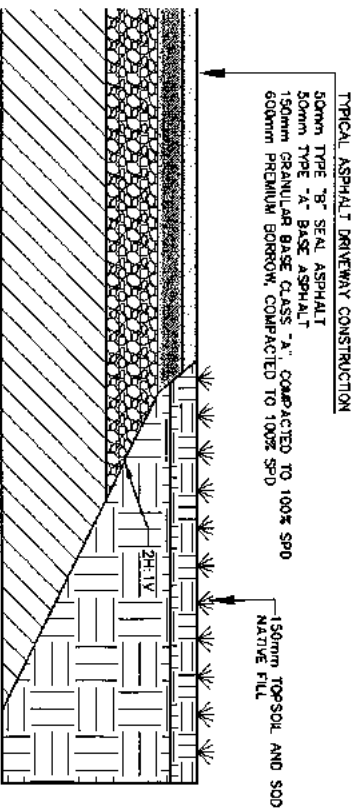
DATE:	JAN 11/2016
DRAWN BY:	T. LELACHEUR
APPROVED BY:	J. GALLANT
PROJECT NO.	151-06367
DRAWING NO.	SK-1

SITE PLAN

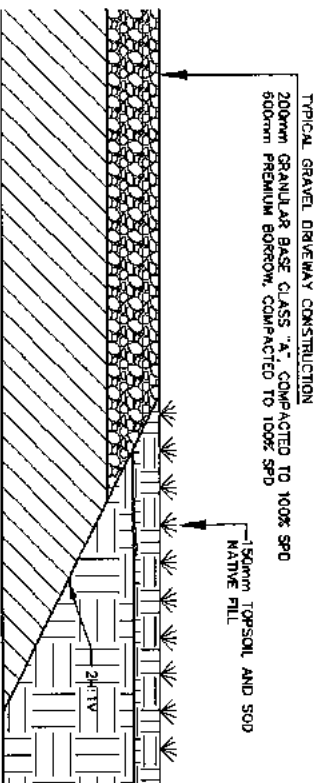
HORIZ SCALE: 1:250



ASPHALT DRIVEWAY SECTION



GRAVEL DRIVEWAY SECTION



Duffy Construction Ltd.

P.O. Box 16

Kinkora, PEI

COB1N0

Ph: 902-887-2303

Fax: 902-887-3307

duffy.construction@pei.sympatico.ca

Feb 19, 2016

WSP

Attention: Jeannie Gallant

Re: Kensington Pleasant St. Pumping Station CCO # 3

The following price includes equipment, labour & materials used to construct new driveway for new pumping station.

Option A:

Mobilize Equipment to site:	\$200.00 ✓
Excavate & remove unsuitable materials:	\$520.00 ✓
Geogrid under sandstone:	\$380.00 ✓
1 ft of Premium Borrow:	\$375.00 ✓
Equipment to spread & compact:	\$325.00 ✓
6" 8" of Class A to driveway:	\$657.00
Equipment to spread & compact:	\$300.00
4" of Asphalt for driveway:	\$3600.00 ✓
Tie into Pleasant St:	<u>\$850.00</u> ✓
	\$7207.00
10% Mark Up	<u>\$720.70</u>
	\$7927.70 Plus HST ← reasonable

Robert Duffy



Duffy Construction Ltd.

P.O. Box 16

Kinkora, PEI

COB1N0

Ph: 902-887-2303

Fax: 902-887-3307

duffy.construction@pei.sympatico.ca

Feb 19, 2016

WSP

Attention: Jeannie Gallant

Re: Kensington Pleasant St. Pumping Station CCO # 3

The following price includes equipment, labour & materials used to construct new driveway for new pumping station.

Option B:

Mobilize Equipment to site:	\$200.00 ✓
Excavate & remove unsuitable materials:	\$520.00 ✓
Geogrid under sandstone:	\$380.00 ✓
1 ft of Premium Borrow:	\$375.00 ✓
Equipment to spread & compact:	\$325.00 ✓
8" of Class A to driveway:	\$875.00
Equipment to spread & compact:	\$300.00
Tie into Pleasant St:	<u>\$850.00</u>
	\$3825.00
10% Mark Up	<u>\$382.50</u>
	\$4207.50 Plus HST ← reasonable

Robert Duffy



Town of Kensington - Request for Decision

Date: April 5, 2016	Request for Decision No: 2016-17
Topic: Ramsay Fish Holdings – Subdivision/Consolidation	
Proposal Summary/Background: <p>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. 878744.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Benefits: <ul style="list-style-type: none"> • N/A 	
Disadvantages: <ul style="list-style-type: none"> • N/A 	
Discussion/Comments: <p>The lot subdivisions and consolidations have been reviewed under the Town's Development Control Bylaw and the Official Plan. No issues are noted.</p>	
Options: <ul style="list-style-type: none"> • Approve the Subdivision/Consolidation as proposed. • Not approve the Subdivision/Consolidation. 	
Costs/Required Resources: N/A	Source of Funding: N/A

Recommendation:

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

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;

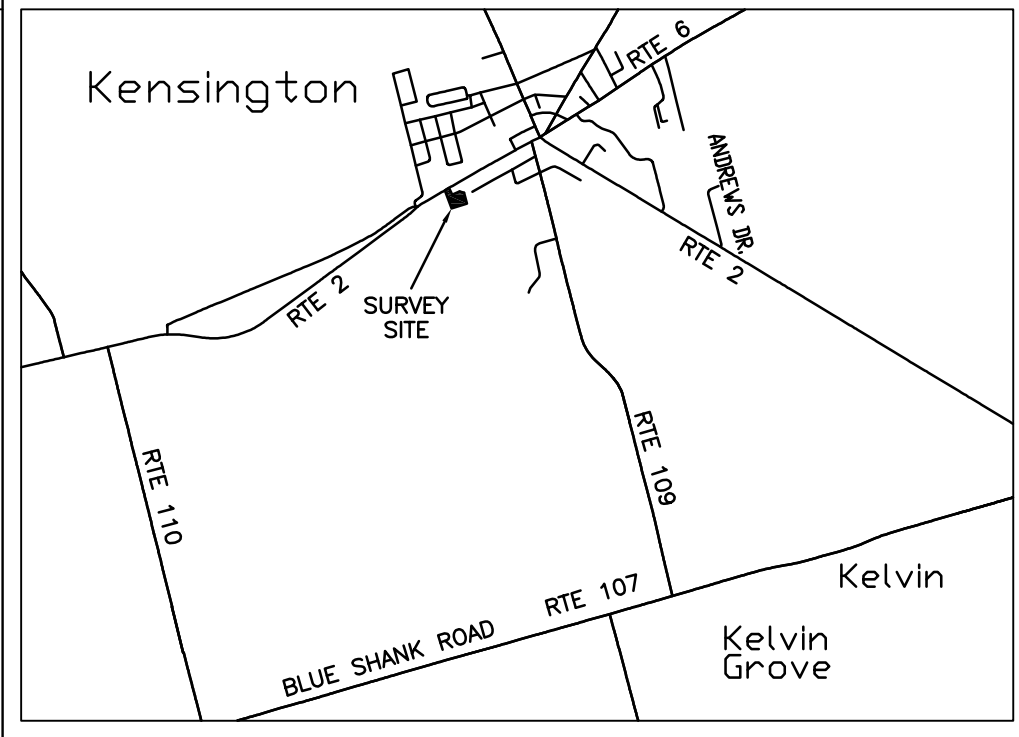
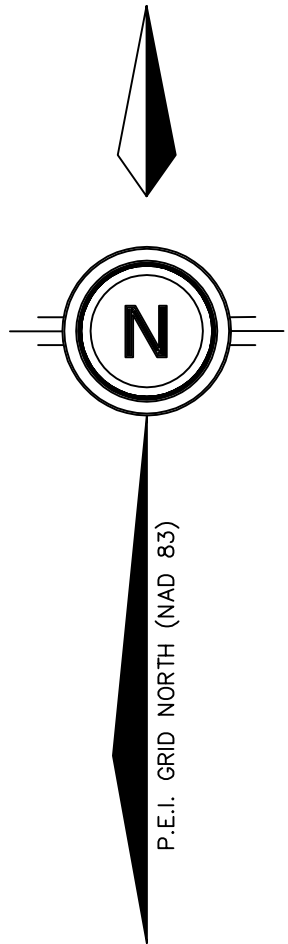
AND WHEREAS a request has been received from Key Murray Law, on behalf of Ramsay Fish Holdings, to consolidate Parcel A and Parcel B to form Lot 15-1, and to consolidate Lot 2004-A with the remaining portion of PID No. 878744, as per Subdivision Plan No. 151-13763-S01;

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

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 McEWEN 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



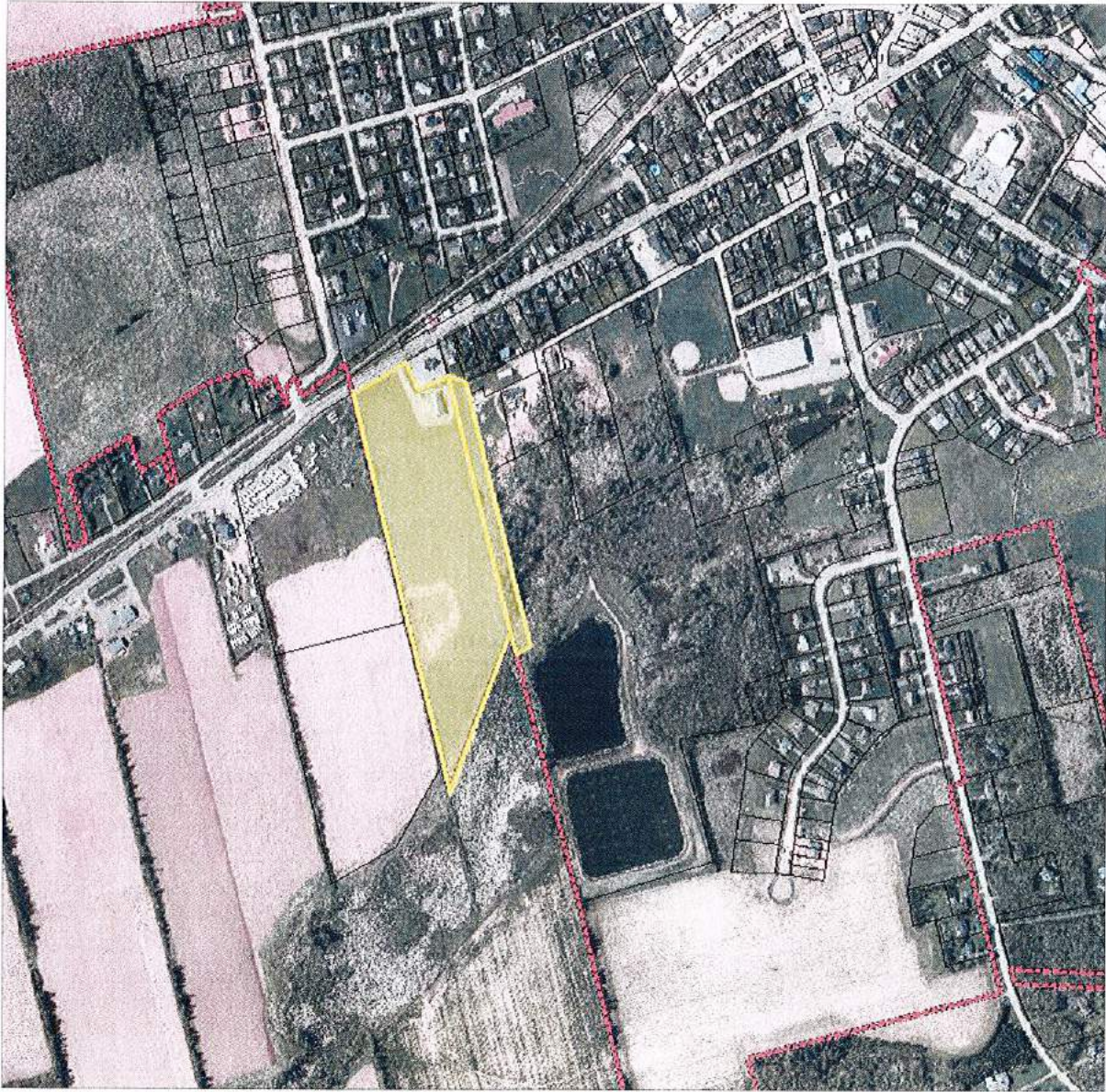
PID No. 878744



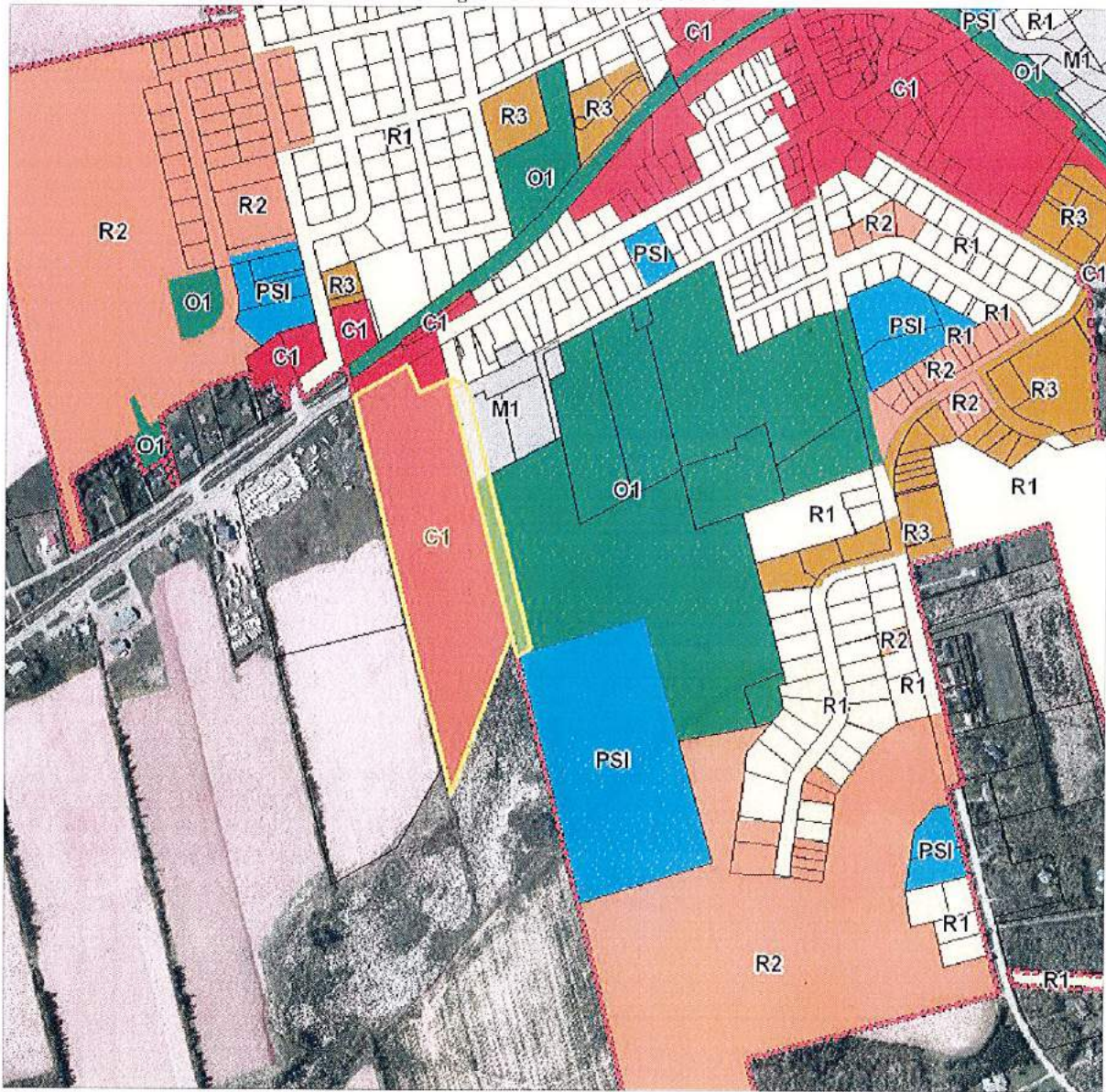
PID No. 934372



PID No's 934372 & 878744



Zoning - PID No's 934372 & 878744



Town of Kensington - Request for Decision

Date: April 6, 2016	Request for Decision No: 2016-18
Topic: Property Disposal – 2 North Street	
<p>Proposal Summary/Background:</p> <p>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:</p> <p><i>“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.”</i></p> <p>The prospective purchaser (Rowan Caseley et al) 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 their property along Broadway Street. The purchaser currently owns two parcels along Broadway Street North and the 2 North Street Property may provide sufficient parking to support both properties, therein removing vehicles from having to utilize public parking spaces in the town’s core area.</p> <p>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 and development 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”.</p> <p>A report from DV8 Consulting, dated March 8, 2016 is being circulated with this Request for Decision. The report states that <u>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.</u> 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.</p> <p>While the width of North Street, from a land use perspective, should not be considered a limiting factor in the development of lots which front on to North Street, the issue of safe and efficient access to the property should remain of primary importance. It is felt that this can be effectively achieved through the proper design of the parking area to allow the safe circulation of vehicles and further parking stalls should not be permitted direct access from North Street. The disposal and development of the property by a singular entity should facilitate the effective design of the parking area as the entire property can be developed as a single project as opposed to trying to develop two to three separate and independent smaller parcels. From a design perspective, an optimal parking plan (maximizing on the number of parking spaces, with a preferred circulation path) is more likely to</p>	

result from a single parking plan over the whole parcel, rather than through the development of 2 – 3 small, independent parking lots.

At the March Committee of Council meeting, the Committee recommended (based on a 3 to 2 vote for) that a resolution be brought before Town Council approving the disposal of the property to a single entity and to support, from a conceptual perspective, the development of the property as a private parking area.

Once the sale of the property (to a single entity) is approved by Town Council, the development application process can begin and requires two steps. First, the consolidation of the parcel with the adjacent parcel (King George Place); and secondly, the development application to develop the parking area. Both items will require consideration and approval from Town Council.

Benefits:

- Will provide off street parking for a property(s) which currently relies on public parking spaces in the core area of Town.

Disadvantages:

-

Discussion/Comments: The development of the subject property as a parking area is supported by the Town's Official Plan (Policy PC-4):

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.* “

Options:

- Approve the sale of the 2 North Street Property.
- Not approve the sale.

<p>Costs/Required Resources:</p> <p>The net effect of the property disposal on the town's 2016 financial position is estimated at -\$42,000.00 (loss on disposal of assets) resulting from an approximate \$54,000 value currently showing on the town's Tangible Capital Asset schedule. The \$54,000 TCA value would include the original purchase price, demolition, surveying and legal costs.</p> <p>The Town had the property assessed by a real estate agent in 2013 based on interest shown from a different prospective purchaser at that time. The total property was valued by the real estate agent at approximately \$12,000.</p>	<p>Source of Funding:</p>
<p>Recommendation:</p> <p>It is recommended by the Chief Administrative Officer that Town Council consider and adopt the following resolution(s):</p> <p><i>WHEREAS the Town of Kensington is the owner of a parcel of property located at 2 North Street (PID No. 80051);</i></p> <p><i>AND WHEREAS Town Council, at a meeting held in December of 2015, considered and approved the disposal of the property at a price of \$12,000;</i></p> <p><i>AND WHEREAS a report dated March 8, 2016 has been submitted by DV8 Consulting and considered by Town Council;</i></p> <p><i>AND WHEREAS the prospective purchasers have agreed to consolidate the 2 North Street Property to their property located at 61 Broadway Street North;</i></p> <p><i>BE IT RESOLVED THAT Town Council approve the disposal of the 2 North Street Property to Rowan Caseley, Melissa Caseley, Tara Caseley and Stephen Osmond at a purchase price of \$12,000 for the purpose of developing an accessory parking lot.</i></p>	

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 other two properties were warehouses, which were primarily used for storage and were a constant source of complaint as they were 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) and the town is currently in the process of having 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 amendment to re-zone Property Nos. 80028, 80029 and 80030 from Commercial (C1) 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

Town of Kensington - Request for Decision

Date: April 8, 2016	Request for Decision No: 2016-19
Topic: Development Control Bylaw Proposed Text Amendments	
Proposal Summary/Background: <p>Draft proposed Development Control Bylaw text amendments were circulated to Committee of Council on March 28, 2016. Committee were requested to review the proposed bylaw amendments and to provide any comments or concerns back to the CAO or through the Town Council at their April 11th meeting.</p> <p>A copy of the original DV8 Consulting report and subsequent email correspondence from Hope Parnham of DV8 is being circulated with the tentative agenda package. Councillors are being requested to provide direction to staff to move forward with scheduling a public meeting to solicit comments from the community on the proposed draft amendments.</p>	
Benefits: <ul style="list-style-type: none"> • N/A 	
Disadvantages: <ul style="list-style-type: none"> • N/A 	
Discussion/Comments:	
Options: <ul style="list-style-type: none"> • Direct staff to schedule a public meeting. • Not direct staff to schedule a public meeting. • Not move forward with the text amendments as proposed. 	
Costs/Required Resources: N/A	Source of Funding: N/A
Recommendation: <p>It is recommended by the Chief Administrative Officer that Town Council consider and adopt the following resolution(s):</p> <p><i>WHEREAS DV8 Consulting were requested and undertook a review of the Town of Kensington Development Control Bylaw for potential textual conflicts and issues and provided recommendations on proposed amendments to Town Council;</i></p> <p><i>AND WHEREAS Town Council reviewed the proposed text amendments and are prepared to move forward with a bylaw amendment process as per the legislative requirements of the Province of PEI Planning Act;</i></p>	

BE IT RESOLVED that Town Council direct the Chief Administrative Officer to schedule a public meeting to solicit comments and opinions from the community on the proposed 'draft' text amendments to the Town's Development Control Bylaw as per the report from DV8 consulting dated February 25, 2016 and subsequent correspondence from DV8 consulting dated March 29, 2016.

February 25, 2016

Town of Kensington
PO Box 418 Kensington, PE
C0B 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
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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

Dv8 CONSULTING

CHARLOTTETOWN PE

E. HPARNHAM@OUTLOOK.COM

T. 902-393-1815

Geoff Baker

To: Hope Parnham
Subject: RE: Report on Bylaw Amendments

Good morning Geoff,

I will provide comments on the amendment questions below. If you would like these formally written into a report, please just let me know.

Best regards,

Hope

1. Definition of Parking Space: Would it be simpler to modify Section 2.59 to read ""Parking Space" – means an area of land which is suitable for the parking of a vehicle, not less than ten feet wide and twenty feet long....."?

Definitions generally shouldn't have regulatory measurements included within them. The definition of a parking space in bylaws for Charlottetown, Summerside and Kensington in theory should be the same, however the minimum size permitted within the different municipalities may be slightly different. The definition previously recommended was sourced from a Planner's Resource Guide.

"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.

Alternatively, the current definition could be simply amended by removing the minimum size reference.

"Parking Space" - means an area of land which is suitable for the parking of a vehicle, accessible to vehicles without the need to move other vehicles on adjacent areas.

2. Accessory Apartments and Garden Suites – Under section 4.26 (a) it requires that an accessory apartment shall not be larger than 25% of the gross floor area devoted to the main use. Is this a standard requirement? My only thought was if someone owns a 1000 square foot home with an unfinished basement, they would only be able to devote 250 square foot towards a basement apartment. I'm not sure this sounds reasonable to me. Is there another size that may be more appropriate?

Accessory Apartments are generally limited to 25% of the main use to ensure that the apartment is incidental and subordinate (as per the definition). Otherwise, the difference between a duplex/semi-detached and an accessory apartment may be difficult to regulate. You will want to avoid a situation where a property owner opts to develop an 'accessory apartment' by name, when in fact what they are building should be called a duplex or semi-detached. An accessory apartment will have a lower tax

rate than a full second unit (generally taxed at 1.25 units), and it is generally not considered to require a full additional level of service (lesser water usage, sewage disposal, etc.). The apartment tenant may however want their own 911 civic address if they have their own entrance; and their own waste and compost bins, which is why the 'unit' should be issued a permit and the property is taxed slightly higher than a single unit. If you are concerned about the strict enforcement of the 25% floor area, an alternate wording could be as follows:

- a. Accessory apartments are permitted within the main building or in an accessory building but in any case shall be incidental and subordinate to the main use;*

This wording will give you flexibility in issuing permits for accessory apartments without the need for measuring gross floor area on a floor plan, and if an application is received for an apartment that appears larger than normal or will be equal to the main use (which should then be considered a duplex/semi-detached), you would have grounds to deny the permit as it is not subordinate.

3. Removal of Section 4.44 – the intent of this article would be to restrict Mobile Homes (mini-homes) from being developed or placed in any place other than an appropriately zoned area. Would it make sense for us to keep Section 4.44 in place and to amend it to remove the term “mobile home” and insert the term “mini home”? My fear lies in the fact that an argument could be made that a mini-home could indeed be considered a single detached dwelling for the purposes of the bylaw, and developed in the single detached zone.

I understand your concern on this one and I have heard similarly from other communities. Residents generally do not want mini-homes to be used in place of single detached dwellings. Technically, removing the section or amending it results in the same regulations, however people will likely feel more comforted in seeing the section remain as you suggested and amended as follows:

4.44. Mini Homes

Mini Homes shall not be permitted to be located within the municipality, other than in a designated Mini Home Park.

Town of Kensington - Request for Decision

Date: April 8, 2016	Request for Decision No: 2016-19
Topic: Emergency Measures Plan	
Proposal Summary/Background: <p>A draft 'revised' Emergency Measures Plan was circulated to Committee of Council at their March meeting. It was requested that Councillors review the revised plan and bring forth any concerns at the April regular meeting of Town Council.</p> <p>In reviewing the draft plan staff have identified deficiencies in the plan which need to be addressed. As such, it is requested that Town Council refer the matter back to the April meeting of Committee of Council. Staff will correct any remaining deficiencies and provide a new draft copy at the meeting.</p>	
Benefits: <ul style="list-style-type: none"> • N/A 	
Disadvantages: <ul style="list-style-type: none"> • N/A 	
Discussion/Comments:	
Options: <ul style="list-style-type: none"> • Defer consideration and approval of the Plan to a subsequent meeting. • Not defer the plan and approve. 	
Costs/Required Resources: N/A	Source of Funding: N/A
Recommendation: <p>It is recommended by the Chief Administrative Officer that Town Council defer the adoption of the Kensington Emergency Measures Plan back to Committee of Council for consideration. It is anticipated that the Plan in its final draft form can be presented at the May meeting of Town Council.</p>	



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 .. - _____ C - 5

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		

Bowl for Kids Sake 2016

Celebrating 40 years of Fun & Friendship!

Dear *Gross,*

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

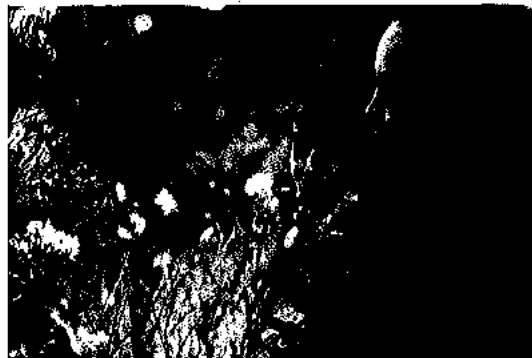
You can make a real difference in your community by supporting Bowl for Kids Sake. Your donation will have a transformative effect on young lives. Making a new Big/Little match costs roughly \$1200. By donating to our community fundraiser, you will help make a match which will provide a child in need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

start something



Communities,
Land and
Environment

Communautés,
Terres et
Environnement



Office of the Minister

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Bureau du ministre

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

March 8, 2016

His Worship
Mayor Rowan Caseley
Town of Kensington
PO Box 418
Kensington, PE C0B 1M0

Dear Mayor Caseley:

Re: Risks to Kensington's Central Water Supply

Thank you for copying me on your recent letter to the Minister of Transportation, Infrastructure and Energy (TIE). Your concerns about possible petroleum contamination to the municipal water supply from the two petroleum storage tanks located at the Kensington Intermediate Senior High School property are valid.

I have the following tank details to share with you and TIE:

- The 1996, 10,000 litre above-ground petroleum storage tank, used to fuel school buses, is of double wall construction with an interstitial space with vacuum monitoring. Presently, the greatest danger to this tank is accidental vehicle contact. It is my Department's recommendation to TIE that the vehicle protection for this tank be upgraded to meet the 2015 NFPA 30 Code.
- The 1987, 13,640 litre fiberglass underground petroleum storage tank, which provides heating fuel to the school boilers, does not have any leak detection capabilities and it is my Department's recommendation to TIE that this tank be upgraded to the current underground petroleum regulations that would include secondary containment with leak detection capabilities.

I appreciate your concerns for the environment and look forward to any input you may have that will enhance the protection of the Island's water supply.

Sincerely,

Robert Mitchell
Minister

cc Hon. Paula Biggar, Minister of Transportation, Infrastructure and Energy
R. Andrews, Acting Superintendent of English School Board

Special Olympics
Prince Edward Island



THANK YOU

Town of Kensington

for Supporting the

Team PEI 2016 Booster Club



Special Olympics Canada
Winter Games

CORNER BROOK

2016

Jeux d'hiver
d'Olympiques spéciaux Canada



On behalf of Team PEI's athletes,
coaches, and mission staff, thank you
for supporting Team PEI as they
prepare for the National Winter Games!

Let me win. But if I cannot win,
Let me be brave in the attempt." - Athletes Oath



Heartfelt thank you
for your donation to
the Kensington Presbyterian
Church in memory of
Roscoe

The Pendleton Family

During a time
like this
we realize how much
our friends and relatives
really mean
to us....

Your expression
of sympathy will always
be remembered