



Tentative Agenda for Town Council Meeting

February 8, 2016

Commencing at 7:00 PM

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

Town of Kensington
Regular Meeting of Town Council
February 8, 2016

Commencing at 7:00 PM

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Mayor Rowan Caseley

ITEM 2: APPROVAL OF TENTATIVE AGENDA

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

ITEM 3: DECLARATION OF CONFLICT OF INTEREST

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

ITEM 4: DELEGATIONS/PRESENTATIONS

Action: Presentation and Questions.

ITEM 5: APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Background: The draft minutes of the January 11, 2016 regular meeting of Town Council are included in the tentative agenda package for review.

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

ITEM 6: BUSINESS ARISING FROM MINUTES

Action: Questions or clarifications.

ITEM 7: COMMITTEE REPORTS

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

- 7.1 Public Safety Committee – Councillor David Doucette
- 7.2 Community Services Committee – Councillor Jeff Spencer
- 7.3 Wellness and Culture Committee – Councillor Coreen Pickering
- 7.4 Finance and Administration Committee – Deputy Mayor Rodney Mann
- 7.5 Mayor’s Report – Mayor Caseley will report on the past month’s activities, matters concerned with development and/or on other matters that may be considered relevant.

Action: Reports and follow-up questions or discussion.

ITEM 8: COUNCIL REPRESENTATIVE REPORTS/CAO REPORTS

Background: Town Council’s representative on the FPEIM Board of Directors, Chamber of Commerce Board of Directors, Kensington North Watershed Association Board of Directors and any other relevant Boards or Commissions may be called upon by the Mayor to deliver a verbal report. The CAO may also be called upon to provide information/reports to Town Councillors as may be required.

Action: Comments/Questions

ITEM 9: PROCEDURAL BYLAW – FIRST READING AND APPROVAL

Background: See Attached Request for Decision.

Action: Consideration and Approval by Town Council is requested.

ITEM 10: MOBILE VENDORS BYLAW – SECOND READING, APPROVAL & FORMAL ADOPTION

Background: See Attached Request for Decision.

Action: Consideration and Approval by Town Council is requested.

ITEM 11: KENSINGTON FITPLEX – STAFF AND COUNCIL FAMILY RATE

Background: See Attached Request for Decision.

Action: Consideration and Approval by Town Council is requested.

ITEM 12: CORRESPONDENCE

ITEM 13: OTHER MATTERS AND/OR ADJOURNMENT

**Town of Kensington
Minutes of Regular Council Meeting
Monday, January 11, 2016
7:00 PM**

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

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

Visitors: Ancelene MacKinnon, Journal Pioneer
Donald and Betty Pickering

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 guests.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor MacLean, seconded by Councillor Doucette to approve the tentative agenda for the January 11, 2016 regular meeting of Town Council with the amendment that one In-Camera item will be presented during the Public Safety report instead. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations / Presentations

4.1 Nil

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Spencer, seconded by Councillor Mill to approve the minutes from the December 14, 2015 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 The new sidewalk tractor is scheduled to arrive on January 12, 2016.

7. Committee Reports

7.1 Public Safety Committee

7.1.1 *Moved by Councillor Doucette, seconded by Councillor Pickering to adopt the December 2015 Public Safety Committee Report as presented by Councillor Doucette. Unanimously carried.*

7.1.2 *Moved by Councillor Doucette, seconded by Councillor Spencer to adopt the December 2015 Fire Chiefs Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

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

BE IT RESOLVED that Kensington Town Council approve the Fire department's purchase of dress uniforms from Carleton Uniforms Inc. as per their quote dated November 23, 2015 in the amount of \$13,697.50 plus HST. Unanimously carried.

7.1.4 *Moved by Councillor Doucette, seconded by Councillor Mill,*

BE IT RESOLVED that Kensington Town Council approve the Fire department's purchase of a Blitzfire Combination Nozzle from MICMAC fire Safety Ltd. as per their quote dated December 4, 2015 in the amount of \$5,710.00 plus HST. Unanimously carried.

7.1.5 *Moved by Councillor Doucette, seconded by Councillor MacLean to approve the December 2015 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.1.6 *Moved by Councillor Doucette, seconded by Councillor Spencer,*

THAT the Town Council authorize the CAO to sign a Memorandum of Understanding with the RCMP for the provision of dispatch services to the Kensington Police Service for a one year period, at an annual rate of \$24,000.00. Unanimously carried.

7.2 Community Services Committee

7.2.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the December 2015 Community Services Committee report as presented by Councillor Spencer. Unanimously carried.*

7.2.2 Councillor Spencer reported that the Adopt-a-Hydrant program has been going well and encouraged Council and residents to drop off or send in their forms to the Town Hall.

7.3 Wellness and Culture Committee

- 7.3.1** *Moved by Councillor Pickering, seconded by Councillor Mill to approve the December 2015 Wellness and Culture Committee report as prepared by Councillor Pickering. Unanimously carried.*

7.4 Finance and Administration Committee Report

- 7.4.1** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to adopt the Finance and Administration Committee report for the month of December 2015, as presented by Deputy Mayor Mann. Unanimously carried.*

- 7.4.2** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the payment of bills in the amount of \$235,386.49 for the month of December 2015. Unanimously carried*

- 7.4.3** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the December 2015 Summary Income Statement as presented by Deputy Mayor Mann. Unanimously carried.*

- 7.4.4** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to give first reading to the Town of Kensington Mobile Vendor's Bylaw:*

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

BE IT RESOLVED THAT the Town of Kensington Mobile Vendors Bylaw be hereby read a first time.

- 7.4.5** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean*

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

AND WHEREAS the Town of Kensington Mobile Vendors Bylaw was read a first time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Mobile Vendors Bylaw be hereby approved.

Unanimously carried.

7.4.6 *Moved by Deputy Mayor Mann, seconded by Councillor Spencer,*

BE IT RESOLVED that Town Council authorize the CAO to sign a 5 year Service and Monitoring Agreement with Northern Power Systems at an annual cost of \$5,300 USD per year paid in a lump sum amount of \$26,500 USD. Such agreement being effective upon re-commissioning of the turbine. Unanimously carried.

7.4.7 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette,*

BE IT RESOLVED THAT Town Council approve an increase to the Town of Kensington's Corporate Credit Card from \$10,000 to \$100,000. Unanimously carried.

7.4.8 *Moved by Deputy Mayor Mann, seconded by Councillor Pickering to authorize staff to setup additional banks to receive online payments for water and sewer customers. Unanimously carried.*

7.5 Mayor's Report

7.5.1 *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the Mayors report for the month of December 2015 as presented by Mayor Caseley. Unanimously carried.*

8. Council Representative Reports

8.1 Deputy Mayor Mann reported that the Kensington Area Chamber of Commerce will be hosting their AGM on Wednesday, January 20 at the Kensington Lions Club building.

8.2 The Chamber of Commerce continues to put considerable effort into increasing their membership.

9. Correspondence

9.1 An email to Mayor Caseley from Trans Canada Trails providing an update on Trans Canada Trail initiatives.

9.2 A letter from Hon. Robert Mitchell, Minister of Communities, Land and Environment, informing the Town that the request to annex PID #465708 will be forwarded to Island Regulatory and Appeals Commission for consideration.

- 9.3** An invitation to the 2016 Annual General Meeting and Luncheon of the Kensington and Area Chamber of Commerce on Wednesday, January 20, 2016. *Those wishing to attend are requested to RSVP with the Deputy Administrator, Wendy MacKinnon.*
- 9.4** A letter from Dale Dunn, informing Town Council of his plans to operate two businesses, BM Conner Bookkeeping Services and Cause 4 Paws (non-profit), out of a Commercial building located at 67 Woodleigh Drive.
- 9.5** A letter from the 48th Annual Kensington/Bedford Peewee Hockey Exchange requesting financial support in hosting the Welcome Dinner upon their arrival.

Moved by Councillor MacLean, seconded by Councillor Doucette to approve a \$750 donation to the 48th Annual Kensington/Bedford Peewee Hockey Exchange. Unanimously carried.

- 9.6** An email from Jackie Baird with Maritime Electric, responding to a letter written by Mayor Caseley, in regards to certain street lights not working and the level of service provided by Maritime Electric. The affected lights have been repaired. Ms. Baird indicated that a software issue deleted certain service requests from Maritime Electric's computer system. The software issue has since been resolved and there should be no further issues moving forward.

10. Adjournment

Moved by Councillor Spencer, seconded by Councillor Doucette to adjourn the meeting at 7:51 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor



Agenda

**Public Safety Committee
Regular Meeting – February 2, 2016 – 6:30 pm
Council Chambers – Kensington Town Hall**

Chair: Councillor David Doucette
Vice Chair: Councillor Jeff Spencer

Committee Members: Councillor Coreen Pickering
Mayor Rowan Caseley

Staff Members: CAO, Geoff Baker
Police Chief Lewis Sutherland

1. Call of Meeting to Order and Welcome

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

2. Declaration of Conflict of Interest

- 2.1 No declarations of conflict of interest were made.

3. Delegations/Presentations

- 3.1 Nil

4. Fire Services

- 4.1 The monthly fire statistical report was reviewed by the committee. The statistical report will be motioned for approval following the delivery of this report

5. Emergency Measures

- 5.1 The CAO reported that one of the offices in the upper level of Town Hall has been let out to the Red Cross organization to store emergency supplies, i.e. cots, blankets, etc. The initiative is being spear headed by Jamie MacKay. This will ensure that emergency supplies are available in a local emergency situation.

6. Police Services

- 6.1 The monthly police statistical report was reviewed by the committee. The statistical report will be motioned for approval following the delivery of this report
- 6.2 The Memorandum of Understanding with the RCMP for the provision of Dispatch Services to the Kensington Police Service is set to begin on March 1, 2016.
- 6.3 A letter from Town resident Rudy Croken outlining concerns with Francis Street was discussed. The letter was forwarded to all Town Councillors on January 25, 2016 by email. The primary concern put forward was that drivers continuously use Francis Street as a two way street when it is clearly marked as one-way. Mr. Croken requested that the Town either increase police patrols in the area and enforce the one way requirement or convert the street back to a two-way street. The Committee directed staff to increase traffic enforcement in the area. The Police Chief acknowledged that enforcement has already been stepped up in the area and he would continue to monitor accordingly.
- 6.4 A discussion was held on traffic safety concerns around the Commercial Street area, more specifically, the Commercial Street/Broadway Street intersection. A number of motor vehicle incidents have occurred at this intersection in the past. It was discussed that the Town may look at the development of a transportation study to develop solutions around transportation safety issues in this area and others throughout the Town. Further information will be brought before Town Council as discussions progress.

7. Other Matters

- 7.1 Nil
- 8.** The meeting was adjourned at 7.55



Agenda

**Public Safety Committee
Regular Meeting – February 2, 2016 – 6:30 pm
Council Chambers – Kensington Town Hall**

Chair: Councillor David Doucette
Vice Chair: Councillor Jeff Spencer

Committee Members: Councillor Coreen Pickering
Mayor Rowan Caseley

Staff Members: CAO, Geoff Baker
Police Chief Lewis Sutherland
A/Fire Chief Rodney Hickey

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

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Councillor David Doucette

ITEM 2: DECLARATION OF CONFLICT OF INTEREST

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

ITEM 3: DELEGATIONS/PRESENTATIONS

ITEM 4: FIRE SERVICES

- 4.1 Monthly Fire Report
- 4.2 Other Matters

ITEM 5: EMERGENCY MEASURES

- 5.1 Town of Kensington Emergency Measures Plan (including the Emergency Measures Bylaw)
- 5.2 Other Matters

Agenda
Town of Kensington – Public Safety Committee

ITEM 6: POLICE SERVICES

- 6.1 Monthly Police Report
- 6.2 Dispatch Services – Update
- 6.3 Rudy Croken Letter Re: Francis Street Concerns
- 6.4 Commercial Street Transportation Issues
- 6.5 Other Matters

ITEM 7: OTHER MATTERS

ITEM 8: ADJOURNMENT

Kensington Fire Department Occurrence Report 2015

[illegible]

[illegible]

[illegible]

[illegible]

Correspondence

90 Broadway St. N.
Kensington, PE
January 12, 2016

Mr. Jeff Baker
Manager
Town Of Kensington

Dear Jeff:

I would like to bring to your attention what I consider to be a very dangerous situation in Kensington. That is the one-way street, Francis Street, and in particular, the intersection going on to Broadway St. N. I have had several near accidents at this corner with cars coming out the wrong way from Francis Street. Although it is a one-way street, cars routinely drive the wrong way on it and illegally come out onto Broadway Street. I have never seen a car ticketed for coming through the wrong way but I have witnessed hundreds of cars coming through the wrong way. Also recently a parking space has been taken away from in front of the Scotia Bank so as to enable cars coming the wrong way on Francis Street to more easily turn right onto Broadway St N. Does this make sense when it is supposedly illegal to make that turn?

I feel one of two things should happen. The Town Police should be instructed to more closely monitor that corner and ticket offenders. This may in time convince offenders to respect the law and drive the right way on this street. I wonder how many cars have been ticketed for driving the wrong way on this street over the last year.

Second, if the Town is not going to see that the law is enforced then Francis Street should revert to being a two-way street legally. As it stands now for many it is a two-way street already and if it was made a legal two-way street at least people would be looking and expecting cars to be turning onto Broadway St. N.

Thanks for your time and consideration in this matter.

Yours truly


Rudy Croken

TOWN OF KENSINGTON
Community Services Committee Report
Thursday, January 20, 2015
6:00 PM

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

Staff Members Present: Chief Administrative Officer, Geoff Baker

Visitors: Nil

1. Call of Meeting to Order and Welcome

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

2. Declaration of Conflict of Interest

- 2.1 No declarations of conflict of interest were made.

3. Delegations/Presentations

- 3.1 Nil

4. Property Matters

- 4.1 A Building Permit summary report for January is attached to this report and will be motioned for approval following the adoption of this report. .
- 4.2 There were no building permit applications requiring Council's approval
- 4.3 A draft Civic Numbering Policy is being circulated with this report. Councillors are requested to review the Policy prior to the February Committee of Council meeting and to provide any comments, questions or concerns through the CAO. It is anticipated that the Policy will be brought forward to the March meeting of Town Council for approval.

5. Public Works

- 5.1 Public Works operations are running smoothly. We have been approved for a 6 month 50% funded position. We have brought back our employee from this past summer, Duane MacEachern to fill this. The speed sign on Victoria Street East heading East will be relocated to improve sight lines. Discussion was held on the need for a formal Parking Bylaw.

- 5.2 The bathroom floor in the Train Station has been repaired. The Boardwalk around the Aritsan Co-op needs to be repaired and/or replaced.
- 5.3 Discussion was held on a draft Snow and Ice Control policy. It is anticipated that a final draft of the policy will be provided for Councillor's review at the February Committee of Council meeting. The Policy will outline snow clearing procedures and priorities in which areas of the town will be cleared.

6. Infrastructure

- 6.1 Water and Sewer – The turbine generator replacement is slated to begin on February 16th. Sansom Equipment will be servicing the sewage lagoon pumps.
- 6.2 The West side of the library sign will need replacing in the spring.

7. Heritage Library

- 7.1 Nothing to report

8. The meeting was adjourned at 7:26 PM.



Agenda

**Community Services
Regular Meeting – Wednesday January 20, 2016 6:00 pm
Council Chambers – Kensington Town Hall**

Chair: Councillor Jeff Spencer
Vice Chair: Councillor Mack MacLean

Committee Members: Councillor Marvin Mill
Mayor Rowan Caseley

Staff Members: CAO, Geoff Baker

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

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Councillor Jeff Spencer

ITEM 2: DECLARATION OF CONFLICT OF INTEREST

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

ITEM 3: DELEGATIONS/PRESENTATIONS

ITEM 4: PROPERTY MATTERS

- 4.1 Building Permit Summary
- 4.2 Building Permits Requiring Approval
- 4.3 Civic Numbering Policy
- 4.4 Other Matters

Agenda
Town of Kensington – Community Services Committee

ITEM 5: PUBLIC WORKS

- 5.1 Monthly Report
- 5.2 Building Maintenance
- 5.3 Snow and Ice Control Policy
- 5.3 Other Matters

ITEM 6: INFRASTRUCTURE

- 6.1 Water and Sewer
- 6.2 Other Matters

ITEM 7: KENSINGTON HERITAGE LIBRARY

ITEM 8: OTHER MATTERS

ITEM 9: ADJOURNMENT

BUILDING PERMITS SUMMARY
January 2016

PERMIT NUMBER	DATE PERMIT ISSUED	PROPERTY NUMBER	APPLICANT'S NAME AND ADDRESS	TELEPHONE NUMBER	PERMIT STATUS	N E W	R E N	O T H	TYPE	ESTIMATED COST	ESTIMATED START AND COMPLETION DATE
01-16	N/A		Stephanie Shred Steeves 58 3 rd Street	902-439-0707	Pending Approval			X	R	\$4,000	Start: February 2016 Finish: February 2016
					DESCRIPTION:	Construct storage shed 12x16					
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						

TYPE OF CONSTRUCTION

- R

Residential Single
- D

Residential Duplex
- M

Residential Multi-Family
- A

Agricultural
- I-C

Industrial (commercial)
- INST

Institutional
- ED

Educational
- O

Other

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

① Name and Address of Applicant Stephanie Shrod Steeves
Telephone 439-0707

② Property Address 58 3rd Street K'ton Property Number _____

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

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

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

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

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

Describe Project: Storage Shed 12x16

Ground floor: Length 16 Feet. Width 12 Feet.

Number of Stories 1 Number of Bedrooms 0

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

8. Water Supply: Private _____ Municipal _____

9. Sewerage System: Private _____ Municipal _____

⑩ Estimated cost of Project: \$4000.00

⑪ Name and Address of Contractor or Chief Contractor ME

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

13. Moving a building (Describe) _____

14. Demolishing a building (Describe) _____

15. Please provide a diagram of proposed construction

RECEIVED
FEB 12 2016

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

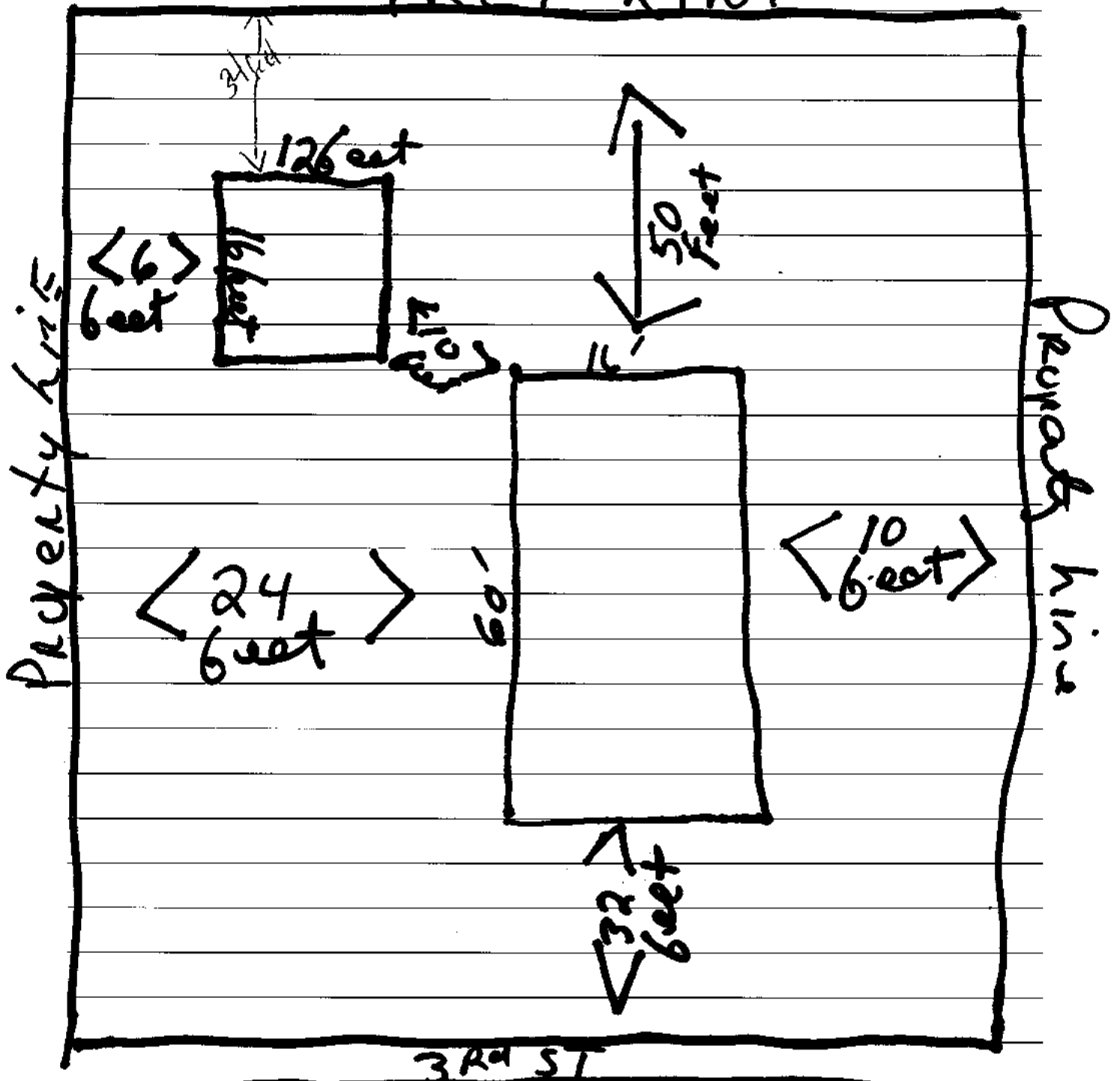
As attached.

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

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

&

TREE LINE



#58 3RD ST

coxandpalmerlaw.com | @coxandpalmer
New Brunswick | Newfoundland & Labrador | Nova Scotia | Prince Edward Island

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The difference is a great relationship



Town of Kensington Policy

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

1. **PURPOSE**

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

2. **PROPERTY NUMBERING PRINCIPLES**

Interval Method

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

Measuring Points

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

Boundary Roads

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

Multiple Dwellings

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

Mobile Home Parks

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

Multiple Commercial/Industrial

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

Corner Lots

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

Coordination with Existing Numbering in Built Up Areas

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

Cul-de-Sac

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

Private Roads

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

3. DETERMINING NEW CIVIC NUMBERS

General

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

Checking

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

4. ISSUING NEW CIVIC NUMBERS

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

5. INSTALLING CIVIC NUMBER SIGNS

Fees

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

Responsibility for Installation

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

6. GUIDELINES FOR POSTING CIVIC NUMBER SIGNS

- 6.1 *Applies where the main building to which the civic number applies is within 15.2 metres (50 feet) of the edge of the road surface.*
- 6.1.1 Where the main building to which the civic number applies is within 15.2 metres (50 feet) of the edge of the road surface, and is clearly visible from the road, the number shall be placed on the main building.
 - 6.1.2 The civic number shall be displayed on the right hand side of the door at a height not less than 1.2 metres (4 feet) and not greater than 1.8 metres (6 feet) above the door threshold. The civic number shall not be displayed on the door.
 - 6.1.3 Where the door does not face the road or street to which the civic address applies, the property number shall be displayed on the right-hand side of the wall facing the travelled road at 1.5 metres (5 feet) to 2.1 metres (7 feet) above grade.
 - 6.1.4 The numbers shall be a minimum of 10.2 centimetres (4 inches) in height and shall face towards and be clearly visible from the road or street to which the civic address applies.
 - 6.1.5 Civic numbers shall read horizontally.
 - 6.1.6 The civic number shall be displayed in numeral form (eg. 116) and not in written form (eg. *one hundred and sixteen*).
 - 6.1.7 Where there are two units or more at a single address, the number or letter representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such a unit. The civic number shall be displayed as per 6.1.1).
- 6.2 *Applies where the main building to which the civic number applies is not within 15.2 metres (50 feet) of the edge of the road surface.*
- 6.2.1 Where the main building is not within 15.2 metres (50 feet) of the edge of the road surface, the civic number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies.
 - 6.2.2 The first priority for sign post placement will be clear visibility from the travelled portion of the road. Secondly, the post should be as far back as possible from the travelled portion of the road so as to minimize vandalism while maintaining clear visibility.
 - 6.2.3 The civic number shall be displayed on a post approximately 1.7 metres (5.5 feet) above grade but in no case less than 1.2 metres (4 feet) above grade.

6.3 *Other guidelines for civic number sign installations*

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

7. **NEW ROAD NAMES**

General

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

Road Name Registry

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

8. **NOTIFICATION OF ASSIGNED ADDRESS**

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

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

Wellness and Culture Committee
Wednesday January 27th, 2015
6:30 PM

Committee Members Present: Chair, Councillor Coreen Pickering, Mayor Rowan Caseley

Staff Members Present: Chief Administrative Officer, Geoff Baker, Community Gardens Complex Manager, Robert Wood

Regrets: Councillor David Doucette, and Councillor Marvin Mill

1. Call of Meeting to Order and Welcome

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

2. Declaration of Conflict of Interest

- 2.1 No declarations of conflict of interest were made.

3. Delegations/Presentations

- 3.1 Nil

4. Community Gardens Complex

- 4.1 The Community Gardens Complex Manager indicated that he has been receiving requests from Councillors and staff on membership rates for immediate family members. Councillors and staff currently receive a complimentary annual membership to the Fitplex. A discussion was held and the Committee is recommending that immediate family members of Councillors and staff be offered a 50% discount on Fitplex membership rates. It was felt by the Committee that such an initiative helps to promote healthy lifestyles for our staff and Councillors and their immediate family members. A request for decision will be presented at the February Council Meeting putting forth this recommendation for Council's consideration.

The Community Gardens Complex Manager reported that the response to the key card swipe system is remaining strong. The Fitplex has seen an increase in membership and the use of the gym during the newly extended hours.

The Community Gardens Complex will be hosting the Annual Festivals of PEI meeting at the Kensington Legion on Feb 20, 2016.

- 4.2 Nil

5. Events / Celebrations

- 5.1 The Winter Carnival agenda has been printed and handed out to several businesses in Kensington to distribute. A few changes to the agenda from previous years; one being the Igloo building being moved to Friday night. Added to the event is Thursday night, "Sledding

Under the Stars”, organized by the Relay for Life Team. A sincere thank you to all volunteers and sponsor who have taken in part to make this annual event such a success.

- 5.2 The committee acknowledged that the 50 year anniversary of the Harvest Festival is in 2017 and as such would like to see a major event associated with it.

6. Parks

- 6.1 Councillor Pickering brought forward a discussion on a concept that would see the Town of Kensington offer a green space to a group of individuals who can mentor another generation teaching them the importance of growing a flower/vegetable garden. Councillor Pickering will be drafting a proposal for Town Council to consider in the coming months.

7. Other Matters

- 7.1 Nil

8. The meeting was adjourned at 8:30pm



January Meeting

**Wellness and Culture Committee
Regular Meeting – Fourth Wednesday of the Month – 6:30 pm
Council Chambers – Kensington Town Hall**

Chair: Councillor Coreen Pickering
Vice Chair: Councillor Marvin Mill

Committee Members: Councillor David Doucette
Mayor Rowan Caseley

Staff Members: CAO, Geoff Baker
CGC Manager, Robert Wood

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

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Councillor Coreen Pickering

ITEM 2: DECLARATION OF CONFLICT OF INTEREST

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

ITEM 3: DELEGATIONS/PRESENTATIONS

ITEM 4: COMMUNITY GARDENS COMPLEX

4.1 Updates from Community Gardens Complex Manager
4.2 Other Matters

ITEM 5: EVENTS / CELEBRATIONS

5.1 Winter Carnival
5.2 Other

ITEM 6: PARKS

6.1 Potential uses for vacant land

ITEM 7: OTHER MATTERS

7.1 Other

ITEM 8: ADJOURNMENT

TOWN OF KENSINGTON
Finance and Administration Committee Report
Wednesday, February 03, 2016
6:00 PM

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

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

Visitors: Nil

1. Call of Meeting to Order and Welcome

- 1.1 Deputy Mayor Mann called the meeting to order at 6:05 PM and welcomed committee members and staff.

2. Declaration of Conflict of Interest

- 2.1 Deputy Mayor Mann and Councillor MacLean declared a conflict of interest on agenda item 5.1 Volleyball PEI request.

3. Delegations/Presentations

- 3.1 Nil

4. Financial Statement Review

- 4.1 The committee was presented with the financials for the Town and the Water and Pollution Control Corporation for review at their present state of the audit. These statements are still a work in progress as the audit has not been completed. When the statements are completed by the auditors, they will be presented to Council at that time. It is hoped that final year end statement as well as the January bills list will be ready for presentation at the February Committee of Council meeting.

5. Other Business

- 5.1 Volleyball PEI Request – The Town received a request for sponsorship for local girls to attend the 2016 Eastern Elite Championships in Newfoundland this July. In Deputy Mayor Mann's and Councillor MacLean's absence the remaining members made a recommendation to donate \$100.00. A motion will come after the acceptance of this report.
- 5.2 Welcome PEI Handbook – The Town received a request to advertise again in the Welcome PEI handbook. An RFD is circulated with this report.

5.3 Trackless Blower – An RFD is circulated with this report to trade the new unused sidewalk sweeper for a new blower attachment for the 2002 trackless.

5.4 CCTP Request – The Town received a request from the CCTP to advertise in their seasonal book for \$950.00 plus HST. At this time the committee recommends to decline the advertising in this publication.

6. The In-Camera session did not take place as more information was needed.

7. ADJOURNMENT

7.1 The meeting was adjourned at 8:00 pm.



Agenda

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

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

Committee Members: Councillor Mack Maclean
Mayor Rowan Caseley

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

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

ITEM 1: CALL OF MEETING TO ORDER AND WELCOME

Presiding: Deputy Mayor Rodney Mann

ITEM 2: DECLARATION OF CONFLICT OF INTEREST

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

ITEM 3: DELEGATIONS/PRESENTATIONS

ITEM 4: FINANCIAL STATEMENT REVIEW

4.1 2015 Financial Review Update

ITEM 5: OTHER BUSINESS

- 5.1 Donation request from Volleyball PEI
- 5.2 RFD for advertising in 2016 Welcome Magazine
- 5.3 Trackless Snow Blower

Agenda

Town of Kensington – Finance and Administration Committee

ITEM 6: IN-CAMERA SESSION

- One Item of a human resource nature

ITEM 7: ADJOURNMENT

February 1, 2016


Dear Local PEI Business:

Locally we have been fortunate enough to have 5 girls from our community to represent Prince Edward Island in the 2016 Eastern Elite Indoor Championship in Newfoundland this July & the Canada Games Winter Training Team.

There hard working commitment has gotten them this far, we are now looking for emotional & financial support from the community, see attached letter.

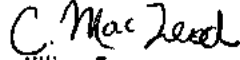
Yours in Sport,

Madelynn Rogers
Indian River

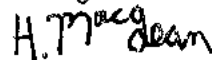

Emily MacDonald
Darnley

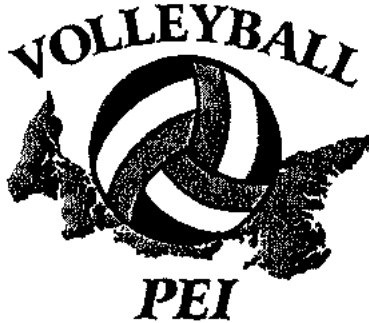


Cassandra MacLeod
Park Corner


Jillian Ferguson
Spring Valley

Hilary Maclean
Kensington





February 1, 2016

Dear Local PEI Business:

Volleyball PEI promotes and governs the development of volleyball for athletes, coaches, officials and volunteers on PEI. Our 2017 Women's Canada Games Training Team is now in place and athletes and coaches are busy preparing for the Eastern Elite Indoor Championships which are being held in St. John's, Newfoundland in July 2016.

Approximately 40 Prince Edward Island athletes, coaches, and officials will take part in these Atlantic championships in U15 and U17 age categories. As you know, there are many costs associated with taking part in such an event and fundraising is an occurrence that regularly takes place with teams chosen to represent the province. As a result, we are actively pursuing sponsorship with members of the Prince Edward Island community.

Our 2017 Canada Games Training Team is comprised of athletes from across PEI and as a provincial team has been training since November, 2015. Therefore, our team members are participating in a variety of fundraising initiatives to help raise funds to assist their travel and participation in this tournament.

At this time, our athletes are requesting sponsorship financial support from your organization to help assist with their costs of attending the above mentioned tournament. Any and all support you can manage is greatly appreciated. As a thank-you and recognition of being a major sponsor, our Team will be purchasing advertising space in The Guardian Newspaper in July to recognize Business sponsorship of \$100.00.

To help us recognize your business, please provide our athletes with contact information so we can follow-up with the appropriate person for recognition of your business.

In the interim if you have any questions or comments, please do not hesitate to contact me at your convenience at (902) 393.7425

Yours in Sport,

Brenda Millar

Manager
2017 Women's Indoor Volleyball
(902) 393.7425

Cheryl J. Craig

Executive Director
Volleyball PEI
(902) 569.0583



SUBJECT: FACEBOOK ONLINE AUCTION

Greetings,

The PEI Canada Games Indoor Volleyball team will proudly represent PEI at the 2017 Canada Games. The Canada Games brings together this country's most outstanding young athletes. We would like your support to allow PEI's athletes to participate in the country's largest multi-sport event being held in Winnipeg, Manitoba.

Through your donation of product or services, you can help the PEI team realize their goal by offsetting the training and travel costs associated with preparing for this event.

In gratitude of your support we will advertise your product and/or services by including the donation in an online auction shared to thousands of friends on Facebook.

Our Facebook site would like to include a description, an image, and the value of the product or service that you are donating to the team. To ensure your product or service can be advertised in the exact manner you would like, we ask you to please create the above advertisement and send an electronic copy of this information to Jana McCarron at jana644@hotmail.com.

Should you have any questions about the Facebook page, please don't hesitate to contact Jana.

Thank you for your support!

2017 PEI Women's Canada Games Indoor Volleyball Team

Town of Kensington - Request for Decision

Date: January 25, 2016	RFD No: 2016-04
Topic: Welcome PEI Handbook – Advertising Opportunity	
Proposal Summary: <p>The Town of Kensington has procured a full page ad in the Welcome PEI Handbook since 2009. The handbook is available at the top 50 visitor locations in PEI with more than a half million of the print guides circulated on an annual basis. The handbook has proven to be the travel tool of choice for visitors to the Island over the past several years.</p> <p>The town has been requested to consider another ad in the 2016 edition of the handbook as well as to remain as a featured advertiser on welcomepei.com. In addition, for 2016 it has been proposed that the Town consider being a featured festival advertiser. This would give added exposure for the Kensington Harvest Festival with a sponsored listing on the Welcome PEI Festivals Page. The quoted cost for the Festivals page is \$765.00. At this point in time it is not being recommended that we move forward with advertising on the Festival’s page. More benefit may be gained from re-considering this request in 2017 as it will be the 50th Anniversary of the Harvest Festival at that time.</p> <p>Imageworks (Publisher) launched welcomepei.com and other social media (Facebook, Twitter) in May of 2013. Attached to this RFD is statistical data accumulated by Welcome PEI as it relates to their website overall and more specifically as it relates to the Town of Kensington’s featured advertiser content within their website, Facebook page and Twitter content for 2015.</p> <p>The total cost to maintain advertising in the Welcome PEI Travel Guide and welcomepei.com is as follows:</p> <ul style="list-style-type: none">• Welcome PEI Handbook – Full page ad - \$2,555.00• Featured advertiser on welcomepei.com – minimum of 8 Facebook and Twitter mentions - \$1,490.00• Total package price - \$4,045.00 <p>It is recommended that the Town proceed with the procurement of the 2016 Welcome PEI Handbook advertisement and further that the town proceed with advertising on welcomepei.com as a featured advertiser.</p>	
Benefits: <ul style="list-style-type: none">• Will provide the Town with significant exposure to tourists.• Will reach the vast majority of tourists coming to the Island in 2016.• Will open the Town to additional exposure through the provision of electronic advertising which is becoming more common through the use of smartphones, etc.	

Disadvantages:

- None noted

Policy Implications

The Town's Procurement Policy provides regulation of the procurement of goods by the Town. The Policy provides certain exemptions where a formal procurement process may not be beneficial. The following is an excerpt from the Policy:

Exemptions to this Policy

While the provision of most goods and services may provide for competitive bidding or quotations, there are some goods and services which are exempt from this policy:

7. Advertising Services required by the Town on or in, but not limited to radio, television, newspaper and magazines.

Options:

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

Bids Received:**Costs:**

Handbook Ad - \$2555.00
Web - \$1,490.00
Total - \$4,045.00

HST Additional

Source of Funding:

2016 Advertising Budget – General Government

Committee/CAO Recommendation:

It is recommended that the Finance and Administration Committee recommend that Town Council consider and adopt the following resolutions:

THAT Town Council approve the procurement of a full page advertisement in the 2016 edition of the Welcome PEI Handbook and to remain as a featured advertiser on welcomepei.com for 2016 at a total cost of \$4,045.00 plus HST.

welcome

Prince Edward Island

Travel Guides for PEI Visitors

Prepared for:

Town of Kensington

Date:

December 21, 2015

Proposal Expiry Date:

January 15, 2016

- ✓ Mission: to help PEI visitors have an amazing trip, experiencing PEI like the locals do
 - ✓ Welcome PEI is a team of Travel information experts producing leading print and digital travel guides
 - ✓ (Print Guides) **more than a half million** easy-to-use, guides, brochures, and maps, produced and delivered in the hands of visitors at the Island's highest traffic and busiest visitor sites
 - ✓ (Digital) over **10 million** annual digital impressions and growing. Award winning, beautiful, easy to use, high traffic website and the most engaging travel social media in Atlantic Canada
-

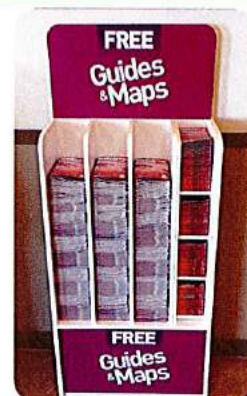
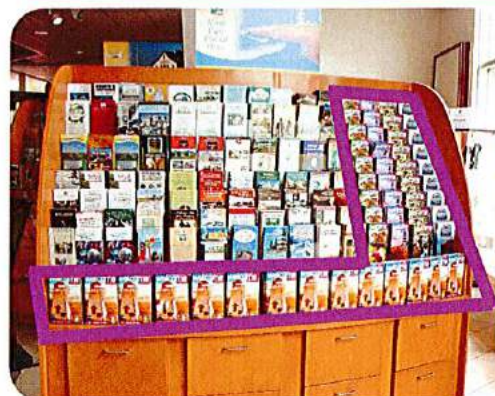
Welcome PEI Print Distribution Advantage

Welcome PEI has **exclusive or dominant distribution** agreements with the top 50 visitor locations in PEI, including:

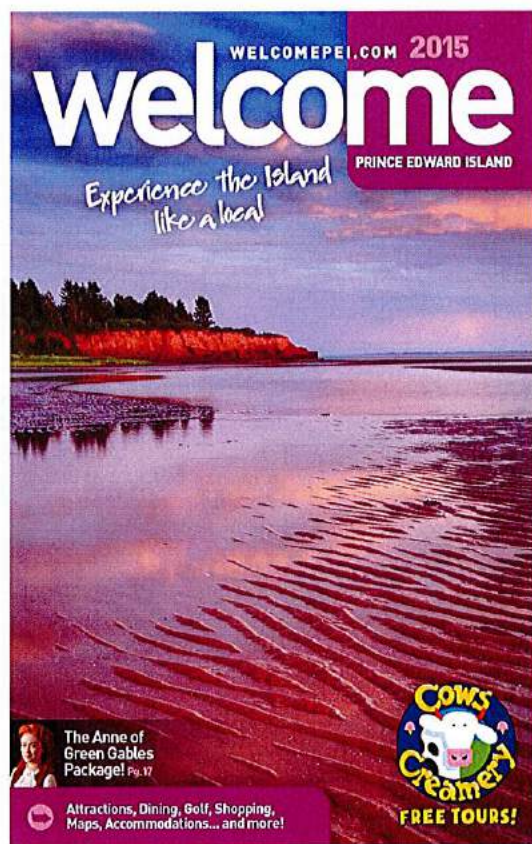
- Gateway Village Visitor Information Centre
- Northumberland Ferries Ltd.
- Charlottetown Airport
- Charlottetown Cruise Ship Terminal
- Community Visitor Information Centres
- The Hotel Association of PEI
- Tourism PEI Distribution
- PEI Liquor Stores
- Cavendish Attractions
- Sobeys

Welcome PEI has **dedicated, professional delivery staff** that monitor, stock, and replenish sites on a daily basis from May to October.

Distribution Team



The official Welcome PEI Travel Guide



- The ultimate PEI traveler's tool
- Provides useful information quickly and easily...attractions, shopping, dining...and more!
- Interesting content and extensive maps on where to go and what to see in every region

Advertising Options

- Display Advertising
- Listings & Coupons

Welcomepei.com

- Award winning, visually pleasing, PEI travel website
- Over **50,000** page views per month during peak season
- Top quality visual content – photos, videos and interesting stories
- Smart phone and tablet adaptable/responsive design
- Links from **100+** related high traffic websites
- Regular posts from professional bloggers



Welcomepei.com Social Media



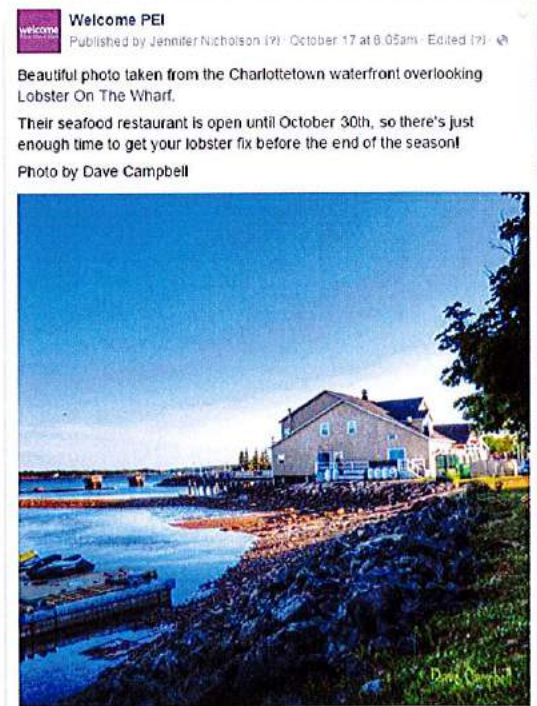
- Over **32,000** engaged Facebook followers and growing
- More than **870,000** impressions per month from daily posts; **1.2 million** during peak summer months
- The fastest growing PEI tourism travel media
- Highest engagement of any travel social media in Atlantic Canada



- Over **1,700** and growing engaged Twitter followers



- Over **2,200** and growing engaged Instagram followers



Welcomepei.com



Featured Advertiser **\$1,990**

- Large top of page feature with highlighted video or photo and 250 to 300 word professionally written editorial
- Available on attractions, accommodations, dining, shops & services, festivals, getting here & coastal drives pages
- Five planned, high engagement, Facebook & Twitter posts

Limited inventory



Welcomepei.com

welcome
Prince Edward Island
Experience the Island like a local

ATTRACTIONS | SHOPS & SERVICES | DINING | ACCOMMODATIONS | FESTIVALS
GETTING HERE | BEACHES | LIGHTHOUSES | COASTAL DRIVES | 10 GREAT EXPERIENCES

FESTIVALS

HEART OF THE ISLAND
Town of Kensington

Fall in love this 2015 with a Town nestled in the heart of Prince Edward Island - Kensington. This charming close knit community was once a bustling railway hub in Prince County. Now a heritage destination noted for its charm and character, Kensington is hosting a variety of notable events this year for everyone. Join the community and fight against cancer by participating in the Relay For Life fundraising event, held at the Community Gardens Complex on May 23. Walk or run along a track and pass the baton to your teammate while... More

+ Listings Search (Click here to filter results)

30 More Days of Awesome
Central Coast PEI
Celebrate 30 More Days of Awesome in Central Coast PEI all September long! Extend your summer fun with an awesome vacation package...
www.30moreDays.com

The Ross Family Ceilidh
Stanley Bridge Hall, corner Rte. 4 and Rte. 244, near Cavendish...
June 20 - September 23, Every Monday & Wednesday 7:30 pm
"One of the best ceilidhs this island has to offer" - The Guardian...
www.rossfamily.ca

Courtney Hogan Ceilidh
Bischoff Community Centre
June 20-September 15, Every Friday at 7:30 pm Join PEI's red headed fiddler for one of the island's best known parties...
www.courtneyhogan.com

Dunes n' Tunes - A Seaside Ceilidh
Brackley Beach Community Centre, 3130 Brackley Point Rd...
June 10 - September 15, Every Tuesday 7:30 pm Host Johnny Ross and some of PEI's top musicians perform lively Maritime songs, fiddle...
www.dunesntunes.com

Sponsored Listing \$765

- Highlighted listing with photo on top of listing page
- Rotates in one of four highlighted listings locations available
- Two planned, high engagement, Facebook & Twitter posts

Limited inventory



Town of Kensington

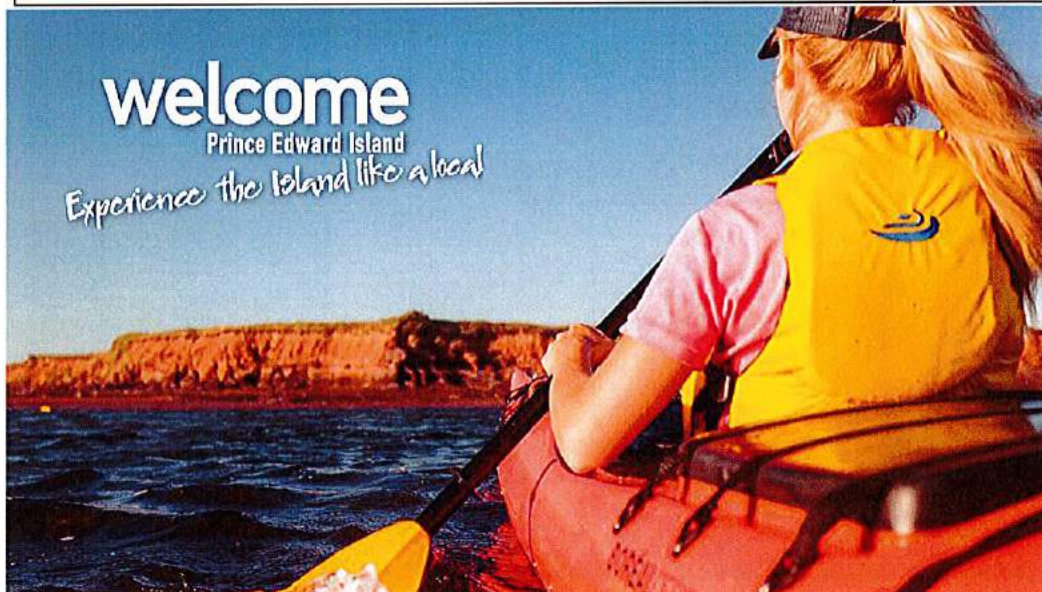
2016 recommended advertising:

(Prices held until Jan. 15, 2016)

2016 Advertising (based on 2015):	
Welcome PEI Travel Guide – Full Page (Discounted)	\$2,555
Welcomepei.com – Featured Advertiser (Discounted)	\$1,490

\$4045.00

NEW Advertising Options:	
Sponsored Listing (Festivals) – Kensington Harvest Festival	\$765

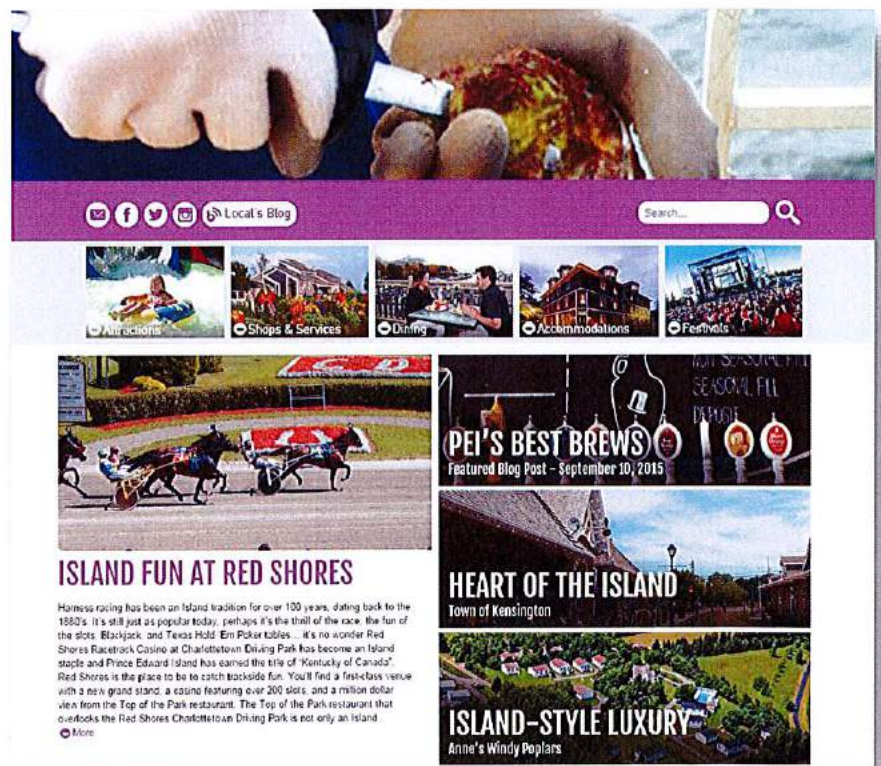


*Prices subject to change without notice

December 2015*

Welcomepei.com

- In 2015, Welcomepei.com received an average of **29,000** page views/month; increasing to **55,000** during summer months
- Professional writers created stories for operators that often went **viral** on social media
- Reached over **32,000** engaged Facebook followers and growing daily
- Received more than **870,000** Facebook impressions per month; increasing to **1.2 million** during summer months
- Reached over **1,700** engaged Twitter followers and growing
- Reached over **2,200** engaged Instagram followers and growing



Welcomepei.com

Town of Kensington

There were 5 Welcome PEI Facebook posts from January 1, 2015 to October 30, 2015 which generated a total of:

- ✓ **43,513** impressions
- ✓ **24,196** people reached
- ✓ **1,649** people engaged with posts

Welcome PEI
Published by Jennifer Nicholson [?] · July 3 · Edited [?] ·

The town of Kensington is worth a visit on your travels through PEI. Stop in to see this heritage destination noted for its charm and character and take in one of their many events planned throughout the season!



✓ **Town of Kensington** | **Welcome PEI**

This alluring close knit community was once a bustling railway hub in Prince County. Now a heritage destination noted for its charm and character, Kensington is hosting a variety of notable events this year...

WELCOMEPEI.COM

Welcome PEI
Published by Brigid Milway [?] · May 23 ·

The town of Kensington will be abuzz with events this summer! Make sure to book some time to visit the "heart of the Island"!



✓ **Town of Kensington**

Fall in love this 2015 with – a Town nestled in the heart of Prince Edward Island – Kensington. This alluring close knit community was once a bustling railway hub in Prince County. Now a heritage destination noted for its charm and character...

WELCOMEPEI.COM

Tammy Lloyd- Illingworth Love Kensington!! A lot of great little shops and places to see!!
Unlike · Reply · Message · 2 · May 23 at 7:50pm

Karen Martin Love it!!
Unlike · Reply · Message · 2 · May 23 at 8:45pm

Joanandsam Smith Great place to visit.
Unlike · Reply · Message · 1 · May 24 at 3:24am

Jean King Nice bike trail behind. Will visit this summer.
Unlike · Reply · Message · 1 · May 24 at 7:38am

Norma Daley Proud to call it HOME
Unlike · Reply · Message · 1 · May 23 at 10:48pm

Kim McGinn Best place on the Island..
Unlike · Reply · Message · 2 · May 23 at 10:00pm

Joyce Pollard Clark We spend Saturdays in Kensington in the summer! So pretty and such heritage here.
Like · Reply · Message · June 4 at 10:32pm

Town of Kensington - Request for Decision

Date: February 1, 2016	Request for Decision No: 2016-05 (Office Use Only)						
Topic: Trackless Blower Unit							
Proposal Summary/Background: <p>In November of 2015, Town Council agreed to the purchase of a new trackless sidewalk tractor. Included in the purchase was a new ribbon style snow blower, a salt and sand spreader and a 60” sidewalk sweeper. The new trackless and attachments arrived the second week of January and have been in use since that time. The blower that came with the new trackless is significantly improved over previous models. The new blowers come equipped with a cutting edge that allows the trackless to cut through heavy snow as opposed to forcing its way through. This makes sidewalk clearing much easier, safer, and puts much less stress on the machine which in the long term should reduce associated maintenance costs.</p> <p>It is being proposed that the town consider trading the new 60” sidewalk sweeper in exchange for a second blower unit. This second blower unit would be attached to, and be used exclusively on the 2002 trackless. This should improve the quality of sidewalk clearing by this machine and should reduce maintenance costs accordingly.</p> <p>A quote was requested from Saunders Equipment to facilitate the trading of the sweeper. The quote (attached) came in as follows:</p> <table style="width: 100%; margin-top: 10px;"><tr><td style="width: 60%;">New 51” Ribbon Blower</td><td style="text-align: right;">\$14,900</td></tr><tr><td>Less: Trade of 60” Sweeper</td><td style="text-align: right;">\$ 7,500</td></tr><tr><td>Total</td><td style="text-align: right;">\$7,400 plus HST</td></tr></table>		New 51” Ribbon Blower	\$14,900	Less: Trade of 60” Sweeper	\$ 7,500	Total	\$7,400 plus HST
New 51” Ribbon Blower	\$14,900						
Less: Trade of 60” Sweeper	\$ 7,500						
Total	\$7,400 plus HST						
Benefits: <ul style="list-style-type: none">• Should increase the useful life of the 2002 trackless.• Should provide for more effective sidewalk snow clearing.• Should reduce maintenance requirements on the 2002 trackless.• Should provide a safer environment for public works staff, especially in tighter areas such as Broadway Street South, and other areas where the sidewalk is not a regulation width.							
Disadvantages: <ul style="list-style-type: none">• None Noted							
Discussion/Comments: <p>It is recommended that Town Council consider and approve a recommendation to move forward with trading the sidewalk sweeper for a new ribbon style blower unit as per the quote provided.</p>							

Options: <ol style="list-style-type: none"> 1. Trade the sidewalk sweeper for a new ribbon style snow blower. 2. Not trade the sidewalk sweeper and purchase a new ribbon style snow blower, 3. Reject the proposal and not move forward with a new ribbon style snow blower. 	
Costs/Required Resources: \$7,400 plus HST. = \$8,436.00	Source of Funding: 2016 Capital Fund
Recommendation: It is recommended that Town Council consider and adopt the following resolution: <i>THAT the CAO be authorized to move forward with the purchase of a new 51” ribbon style snow blower for the 2002 Trackless Sidewalk Tractor at a total net cost of \$7,400.00 plus HST as per a quote provided by Saunders Equipment Ltd. dated January 29, 2016.</i>	



57 Pepin Rd
Vanier Ind. Park
Fredericton, N.B., E3B 8J9
Ph. (902)499-7256 Fax (506) 458-0186
Email: esmith@saunders.nb.ca
Website: www.saunders.nb.ca

Date: Feb.3, 2016

To: **Town of Kensington**
Geoff Baker

From: Saunders Equipment Ltd.
Ed Smith

Phone:

Phone: 506-470-1026

Email: townmanager@townofkensington.com

Fax: 506-458-0186

Pages: 1 **Subject:** Trackless Blower pricing

New Trackless 51" Ribbon Blower – \$14,900.00

Less Trade Of New Trackless 60" Angle Sweeper - <\$7,500.00>

Total - \$7,400.00 + HST

We will deliver the new blower and pick up the sweeper at no charge.

If you have any questions, please do not hesitate to call.

Thanks
Ed Smith
Saunders Equipment Ltd.
506-470-1026

Explore Everything to "Love" about Prince Edward Island



Central Coastal Region

Guidebook Specifications 2016

MEMBERSHIP AND ADVERTISING OPPORTUNITIES!

The Central Coastal Tourism Partnership Inc. (CCTP) is the member-based Regional Tourism Association representing tourism operators from all over central Prince Edward Island.

In its fifth year of publication, this book will be a comprehensive insider's guide to the very best things to see and do, places to stay, and places to eat in central PEI. With the cooperation of operators region-wide, 40,000 copies of the 52 page, full-colour guidebook will be found in every location possible - from cottages to hotel rooms; gas stations to Visitor Information Centres - always at the fingertips of visitors and Islanders alike. This will be the regional fulfillment piece sent from Tourism PEI's provincial distribution.

Advertising space is limited, so book early and don't be disappointed!

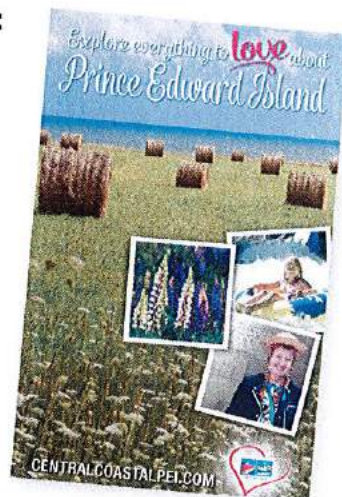
Please contact Donna MacKinnon at donna@technomediapei.com or call 902.368.3043 for more information. Ad space will be confirmed with a signed advertising contract (please see page 3).

All specifications, ad sizes and rates can be found on the next page.

Booking deadline: February 19, 2016

Materials deadline: March 9, 2016

Last year's publication:



Contact Donna at donna@technomediapei.com or 902.368.3043

Explore Everything to "Love" about Prince Edward Island



Central Coastal Region

Artwork Specifications 2016

All advertisements are to be supplied electronically on CD/DVD in EPS format, print quality PDF or Adobe Illustrator. All fonts must be converted to paths or curves. Embedded images are to be supplied as CMYK EPS. Advertisers will be contacted for missing files or ads supplied in the wrong formats. A PDF file to be supplied for visual reference is to accompany all advertisements. It is the advertisers responsibility to ensure that all information supplied is accurate.

The Central Coastal Tourism Partnership Inc. (CCTP) is not responsible for the colour of ads printed within acceptable printer standards.

Artwork may be supplied electronically by email (8 MB capacity). Files should be stuffed or zipped to prevent file corruption. Please email all ads to donna@technomediapei.com. FTP download address is also available by email for files larger than 8 MB or Dropbox. Please email donna@technomediapei.com for FTP address information.

All production and graphics costs are the responsibility of the advertiser.

TechnoMedia and the CCTP are not liable for advertising not placed because ads or revised ads were received after provided deadlines.

Booking deadline: February 19, 2016
Materials deadline: March 9, 2016

SPECIAL OFFER: Book a full page or cover ad and receive 50% off a full year web ad.

Rates:

	Member	Non-Member
Inside Front Cover	\$1,475.00	\$1,750.00
Inside Back Cover	\$1,475.00	\$1,750.00
Outside Back Cover.....	\$1,900.00	\$2,250.00
Full Page	\$950.00	\$1,125.00
Half Page.....	\$550.00	\$625.00
Quarter Page.....	\$325.00	\$375.00
Eighth Page.....	\$250.00	\$300.00

Dimensions:

5.25"w x 8.25"h + 1/4" bleed
5.25"w x 8.25"h + 1/4" bleed
5.25"w x 8.25"h + 1/4" bleed
5.25"w x 8.25"h + 1/4" bleed
4.5"w x 3.6"h
2.15"w x 3.6"h
2.15"w x 1.75"h

It's not too late to become a member and take advantage of the discounted rates. Please contact Peggy Miles, Tourism Development Manager, CCTP at (902) 963-3613 or peggy@centralcoastalpei.com.

February 12th is the deadline for the membership EARLY BIRD RATE!

Prices do not include HST. Advertiser will be invoiced at booking and payment is expected to confirm booking.

Please inquire for more information.

Contact Donna at donna@technomediapei.com or 902.368.3043



Central Coastal Region

2016 Central Coastal Tourism Partnership Inc. Advertising Contract

Advertiser: _____

Address: _____

Contact: _____

Phone: _____ Email: _____

Order Date: _____ Signature: _____

	Member	Non-Member	
<input type="checkbox"/> Inside Front Cover	\$1,475.00	\$1,825.00	_____
<input type="checkbox"/> Inside Back Cover	\$1,475.00	\$1,825.00	_____
<input type="checkbox"/> Outside Back Cover	\$1,900.00	\$2,350.00	_____
<input type="checkbox"/> Full Page	\$950.00	\$1,175.00	_____
<input type="checkbox"/> Half Page	\$550.00	\$675.00	_____
<input type="checkbox"/> Quarter Page	\$325.00	\$400.00	_____
<input type="checkbox"/> Eighth Page	\$250.00	\$300.00	_____

** 2015 advertisers have the first-right-of-refusal
for the Inside Covers and Back Page.*

Subtotal \$ _____

☐ Payment by cheque to Central Coastal Tourism

HST (14%) \$ _____

Partnership Inc., Unit 1, 7591 Cawnpore Lane

Total \$ _____

RR#2, Hunter River, PE C0A 1N0

☐ Pay with secure credit card via Paypal.

Will appear as "paypal TechnoMedia" on your statement.

☐ Payment by e-Transfer to donna@technomediapi.com

- Contract to be emailed to donna@technomediapi.com or faxed to (902) 566-5447
- Invoice will be emailed upon receipt of contract and payment is required to confirm the booking

This order will be confirmed upon receipt of a signed copy of this Advertising Contract and arrangements made for payment. A signed copy is accepted on the understanding that the advertiser assumes full liability for the advertising space. Cancellations or changes requested after the order deadline cannot be guaranteed. Unless specifically stated, graphic and production costs are not included in the advertising rates and final material is the responsibility of the advertiser. All orders must be accompanied by a signed contract. The acceptance or execution of an order is subject to the approval of the Central Coastal Tourism Partnership Inc. (The Publisher) and advertising copy subject to the approval of the Publisher. The Publisher reserves the right to refuse any material deemed by the Publisher to be unsuitable. All contracts are accepted on the understanding that the Advertiser assumes full liability for all advertising submitted and printed. Publisher is not liable for delays in delivery and/or non-delivery event of Acts of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes, whether legal or illegal, labour or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the Publisher, affecting production or delivery in any manner. The liability of the Publisher for any error which it may be held legally responsible will not exceed the cost of the advertising space. The Publisher specifically assumes no responsibility for any error caused as a result of orders or final material received after published deadlines. All rates quoted as net, non-commissionable. Cancellations will not be accepted after March 9, 2016. The Publisher does not guarantee placement unless purchased above (outside back cover, inside front cover, or inside back cover).

Explore Everything to "Love" about Prince Edward Island



Central Coastal Region

Website Advertising Opportunities 2016

ADVERTISING OPPORTUNITIES ON OUR WEBSITE!

The Central Coastal Tourism Partnership Inc. (CCTP) is a member-based Regional Tourism Association representing tourism operators from all over central Prince Edward Island.

Website Ads

As an added benefit we are offering advertising space on both our English and French websites. It is a cost-effective way to reach a targeted audience. Operators can use the site as an advertising medium and place promotional messages for one year on the centralcoastalpei.com or circuitcotierducentre.ca sites using web ads.

Priority Listings

Want your listing highlighted and at the top of the category page? Then purchase a cost-effective priority listing on the category pages. They are available for one year on the centralcoastalpei.com or circuitcotierducentre.ca sites.

Advertising space is limited, so book early and don't be disappointed!

Please contact Donna MacKinnon at donna@technomediapei.com or call 902.368.3043 for more information. Ad space and/or priority listing will be confirmed with a signed advertising contract and payment.

All advertisements are to be supplied electronically as a .jpg saved for web. Advertisers will be contacted for missing files or ads supplied in the wrong formats. It is the advertisers responsibility to ensure that all information supplied is accurate. All production, graphics and translation costs are the responsibility of the advertiser.

Artwork may be supplied electronically by email to donna@technomediapei.com.

TechnoMedia and the CCTP are not liable for advertising not placed because ads or revised ads were received after provided deadlines.

All specifications, ad sizes and rates can be found on the next page.

Booking deadline: January 29, 2016

Material deadline: February 19, 2016



Contact Donna at donna@technomediapei.com or 902.368.3043

Explore Everything to "Love" about Prince Edward Island



Central Coastal Region Website Artwork Specifications 2016

Rates:

Web Ad: (300 pixels wide x 340 pixels high)	Home Page	Category Page	Home & Category Page
Rotating ads in the right hand column for one year starting March 1, 2016	\$450.00	\$400.00	\$725.00 Savings of 15%

- English ad must be purchased to receive placement on the French website
- Add \$100 to above rates to appear on both English and French website
- **Non-Members rate** ~ please add 25% to above rates quoted
- Prices do not include HST

Priority Listing: (Under Things to Do, Stay, Dine, Anne)	English Priority Listing	French Priority Listing	English & French Priority Listing
Highlight your name at the top of category page for one year	\$200.00	\$50.00	\$225.00 Savings of 12%

- English priority listing must be purchased to receive a priority listing on the French website
- **Non-Members rate** ~ please add 25% to above rates quoted
- Prices do not include HST

It's not too late to become a CCTP member and take advantage of the discounted advertising rates. Please contact Peggy Miles, Tourism Development Manager, CCTP at (902) 963-3613 or peggy@centralcoastalpei.com to discuss membership options.

February 12th is the deadline for the membership EARLY BIRD RATE!

SPECIAL OFFER: Book a full page or cover ad in the Guidebook and receive 50% off a full year web ad.

Home Page Web Ads:

Priority Listings / Category Page Ads:



Central Coastal Region

Central Coastal Tourism Partnership Inc. Website Advertising Contract

Advertiser: _____

Address: _____

Contact: _____

Phone: _____ Email: _____

Order Date: _____ Signature: _____

Website Ads:

Member

Non-Member

<input type="checkbox"/> Home page	\$450	\$540	_____
<input type="checkbox"/> Category page	\$400	\$480	_____
<input type="checkbox"/> Dual Ad	\$725	\$870	_____
<input type="checkbox"/> French additional to above	\$100	\$100	_____

Category: _____

*Less 50% discount from
Guidebook Special Offer* _____

Name of member or listing to be highlighted:

Priority Listing:

<input type="checkbox"/> English site, one year starting March 1, 2016	\$200	\$240	_____
<input type="checkbox"/> French site, one year starting March 1, 2016 (additional to English site rates)	\$50	\$60	_____
<input type="checkbox"/> English & French site	\$225	\$270	_____

Category: _____

Subtotal \$ _____

HST (14%) \$ _____

Name of member or listing to be highlighted:

Total \$ _____

- ☐ Payment by cheque to Central Coastal Tourism Partnership Inc.
Unit 1 - 7591 Cawnpore Lane, RR#2, Hunter River, PE C0A 1N0
- ☐ Pay with secure credit card via Paypal. Will appear as "paypal TechnoMedia" on your statement.
- ☐ Payment by e-Transfer to donna@technomediapei.com

- Contract to be emailed to donna@technomediapei.com or faxed to (902) 566-5447.
- Invoice will be emailed upon receipt of contract and payment is required to confirm the booking and must be received prior to advertisements going on the website.

This order will be confirmed upon receipt of a signed copy of this Website Advertising Contract and arrangements made for payment. A signed copy is accepted on the understanding that the advertiser assumes full liability for the advertising space. Cancellations or changes requested after the order deadline cannot be guaranteed. Unless specifically stated, graphic and production costs are not included in the advertising rates and final material is the responsibility of the advertiser. All orders must be accompanied by a signed contract. The acceptance or execution of an order is subject to the approval of the Central Coastal Tourism Partnership Inc. (The Publisher) and advertising copy subject to the approval of the Publisher. The Publisher reserves the right to refuse any material deemed by the Publisher to be unsuitable. All contracts are accepted on the understanding that the Advertiser assumes full liability for all advertising submitted and published. Publisher is not liable for delays in delivery and/or non-delivery event of Acts of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes, whether legal or illegal, labour or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the Publisher, affecting production or delivery in any manner. The liability of the Publisher for any error which it may be held legally responsible will not exceed the cost of the advertising space. The Publisher specifically assumes no responsibility for any error caused as a result of orders or final material received after published deadlines. All rates quoted as net, non-commissionable. Ads to be invoiced upon booking and payment is expected before the ad will be placed on the website.



Mayors Report to Town Council

February 8, 2016

Councillors, Staff and Residents

I am pleased to report of the activities and discussions where I have represented the Town of Kensington since the last Council Meeting.

Economic Development – Attended the third session on Economic Development initiated by MLA Matt Mackay. The Town of Kensington will pick up the cost of the room rental for these meeting and MLA Mackay will look after other costs. Nicole Warren attended this session and led the discussion which became more formalized for moving forward. The two main topics addressed were tourism opportunities and how to bring more business to the area. Next meeting is scheduled for March 2. Location to be determined.

Central Coastal Tourism Partnership – The CCTP held another roundtable with interested tourist stakeholders. The Town of Kensington and the Chamber of Commerce were involved with this initiative. As a result of the meeting the stakeholders clearly identified the Kensington Tourist Welcome Center as an important area of concern for the area. The stakeholders emphasized the importance of CCTP (who are holders of the lease for the premises) to immediately identify what is planned for this summer and make sure the Welcome Center is up and running earlier than last year. President Derrick Horne committed to moving forward on this and a subcommittee was formed to deal with this issue.

Kensington Tourist Welcome Center Subcommittee – Three meetings have been held to date. Mr. Baker and I attended these subcommittee meetings with other tourism stakeholders. Plans are being reviewed to ensure the Welcome Center is operational this summer. The biggest issue is finding the necessary funds to pay for staff to fund the center. Provincial programs will be investigated as well as other alternatives including but not limited to a fund raising luncheon and auction. A public meeting is scheduled for February 10 at 7:00pm in the Lions Club Building for all stakeholders affected by the Tourism Industry. The Public will be advised on the progress for the Kensington Welcome Center in 2016.

Kensington and Area Chamber of Commerce – I had the opportunity to address the Annual General Meeting of the Chamber of Commerce and bring greetings on behalf of Council, Staff, Residents and Businesses. Additionally, I made a presentation to the newly elected Board of Directors outlining some history of Kensington, initiatives that have taken place in the past year and also plans for the coming year.

Crime Stoppers Awards Banquet – Mr. Baker, Chief Sutherland and myself attended the Annual Awards Banquet for PEI Crime Stoppers. This organization is very helpful in solving crimes and annually presents an award to an RCMP Officer of the year as well as a Municipal Officer of the year. Recognized for their outstanding service were Chief David Poirier from Summerside Municipal Police



and Staff Sergeant Kevin Baillie, Kings District RCMP.

Syrian Refugee Roundtable – A group of local people hosted by Patricia Bennet and Sally Blake Hooff came together to see if there was interest in the area of the possibility of adopting a Syrian refugee family. A house has been offered by Greg and Bonnie Woodside for a year. About 50 people were in attendance and a small subcommittee was formed to investigate the requirements and come back to the group with a concrete plan. At that time others can become more involved if the decision is to proceed. It was great to see such an outpouring of support from local area residents.

Kensington and Area North Watershed – Mr. Baker and I met with Barry Murray and Gordon Jenkins of the Kensington and Area North Watershed Association. Discussions have been evolving around how to proceed with developing a Well Field Protection Plan for our municipal water supply. We will be working with this group to advance this initiative further and trust we can have a formal protection plan developed in consultation with stakeholders. The well field protection strategy was started 10 years ago with the purchase of the farm land around the well field. It is hoped we can take this initiative to the next step and develop a formalized policy to protect the well field from contamination from other sources and also educate the public. Consideration is being given to terms of reference and possible sources of funding for the project. More information will come forward when we have something more specific to present and will require approval from Council.

Kensington / Bedford Hockey Exchange – The annual friendship hockey exchange took place over the weekend of Jan 29 to 31. Once again it was a success with 19 players from Bedford and 16 from Kensington and Area. I was able to attend the welcome dinner on Friday night sponsored by the Town of Kensington, the breakfast on Saturday morning, the opening ceremonies and official puck drop on Saturday night, attend the hockey game and the closing banquet and awards night on Sunday night. I must say the organizing committee was very appreciative of the support received from the Town of Kensington and Community Gardens Complex. In two years it will have been 50 years since this friendship exchange started. I do hope we see a big celebration that year and Kensington takes an appropriate role in the exchange.

Summerside Budget Address – I accepted an invitation from Mayor Bill Martin to attend the budget address and presentation for the City of Summerside which had not taken place at the time of writing this report but will take place prior to the February Council Meeting.

Committee of Council (COC) – In an effort to streamline the operations as well as reduce the number of nights for Councillors and Staff to attend Committee Meetings, we will be consolidating all committees into one meeting night. This will be referred to as a “Committee of Council” with all of Council present as well as Mr. Baker. As required, staff will be invited to attend to deal with specific items requiring their input at the discretion of the CAO. These meetings will be open to the public. Meeting will start on February 22, 2016 and will continue on the fourth Monday of every month starting at 6:30pm. In case of a holiday it will be held the next day on Tuesday. Benefits of this are: 1. Council will be fully aware of all issues and be part of the discussion and debate, 2. Staff will required



to present more formalized information to Council through the CAO, 3. Financial Statements will reflect a more accurate monthly financial position as all financial entries can be posted, 4. The CAO will have sufficient time to meet with respective department heads prior to the COC and present a CAO report of operations, 5. Staff will not be under pressure to present a financial statement a few days after the month ends (example Feb 2016 only 7 days to Council meeting and 2 days to committee meeting). Thank you to all committee chairs for their leadership over the past year. I look forward to your continued active participation in the future.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: February 4, 2016	Request for Decision No: 2016-07 (Office Use Only)
Topic: Town of Kensington Procedural Bylaw (Bylaw # 2016-02)	
Proposal Summary/Background: At a working committee meeting held on January 21, 2016, Town Councilors were presented with a draft Procedural Bylaw. The purpose of the Procedural Bylaw is to provide rules for the calling of meetings of Council and its Committees, the procedures of Council, the calling of public meetings of Council, the behaviour of Council members and members of the public present at Meetings of Council and its Committees, and the establishment of a Committee of Council. A copy of the Bylaw is being circulated with this Request for Decision. Councillors are requested to read and approve the Bylaw a first time.	
Benefits: <ul style="list-style-type: none">• Will provide the Town with specific and transparent procedures on meeting conduct and the calling of meetings.• Will establish a change in the governance structure for the Town, i.e. Committee of Council.• Should keep Councillors and the general public better informed.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments:	
Options: 1. Give first reading and approval to the Bylaw. 2. Not approve the Bylaw and direct staff to make any necessary amendments. 3. Not approve the Bylaw.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolutions to give first reading and approval to the Town of Kensington Procedural Bylaw: <u>First Reading</u> <i>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;</i>	

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;***

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

Approval of First Reading

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 a first time at this Council meeting;

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



**PROCEDURAL BYLAW
BYLAW 2016-02**

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COMMITTEE OF COUNCIL MEETINGS.

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;

THEREFORE the Council of the Town of Kensington, in the Province of Prince Edward Island, duly enacts this bylaw as follows:

Citation

- 1) This bylaw may be cited as "The Procedural Bylaw of the Town of Kensington".

Definitions

2) In this bylaw

- a) “Administration” means the employees of the town.
- b) “Business Day” means a day on which the town offices are regularly open for business.
- c) “CAO” means the Chief Administrative Officer of the Municipality.
- d) “Chairperson” means the person who is presiding at Council or Committee meetings.
- e) “Closed Meeting” means a Committee of Council meeting of the entire body of Council members present which is closed to the media and the public.
- f) “Committee of Council” means a meeting of the entire Council, for the purpose of discussing matters for Council’s consideration.
- g) “Council” means the duly elected Council of the Town of Kensington.
- h) “Council Chambers” means the assembly location of the Town of Kensington.
- i) “Council Member” means a member of Council.
- j) “Delegation” means any person wishing to appear before Council, Committee of Council, or a Council Committee to provide pertinent information and views about the subject before Council or Council Committee.
- k) “Deputy-Mayor” means the Deputy-Mayor of the Town of Kensington.
- l) “Ex-Officio” means the appointed members of Council and Committees that have exactly the same rights and privileges as do all other members excluding the right to vote.
- m) “Mayor” means the presiding Council member and the Chief Executive Officer of the Municipal Corporation of the Town of Kensington.
- n) “Meeting” means a duly constituted Regular, Special or Committee of Council meeting where municipal business is conducted or issues are discussed.

- o) “Member” means a Councillor or a person at large appointed by Council to a Council Committee.
- p) “Motion” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting. It must be seconded before discussion and voted on.
- q) “Municipality” means the Town of Kensington, a municipal corporation of the Province of Prince Edward Island and includes the area contained within the boundaries of the Municipality.
- r) “Municipalities Act” means the Municipalities Act R.S.P.E.I., Cap M-13, 1988 as amended from time to time, or legislation substituted thereof.
- s) “Public Hearing” means an open meeting of Council structured to garner public input on a particular subject(s).
- t) “Resolution” means a formal expression by a meeting, agreed to by a vote. A resolution typically provides preamble to the decision required such as “Whereas” certain condition exist, etc.
- u) “Standing Committee Working Session” means an informal meeting to discuss information or to update Committee members on work in progress.
- v) “Statutory Holiday” means a holiday away from work during the work week which is officially recognized.

Application

- 3) This bylaw applies to all members attending meetings of Council and Committees established by a majority of Council or the Mayor of the Town of Kensington

Severability

- 4) If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

Deputy Mayor

- 5) The position of Deputy Mayor shall be made by appointment of the Mayor.

Delegations

- 6) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their notification. Where the Mayor determines that additional time shall

be granted to a delegation, the length of the extension shall be specified and the Mayor may limit the time.

- 7) No item of business shall be considered by the Council if the item has not been placed on the agenda, unless members of Council present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Mayor, any Councillor, or the CAO shall be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

Meetings

- 8) The Regular Meetings of Council of the Town of Kensington shall be established as the second Monday of each month beginning at 7:00 p.m. and terminating by 10:00 p.m.
 - a) Council may, by motion, extend the time limit for any regular Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 10:00 p.m.
 - b) If a Statutory Holiday falls on a Monday, the regular Council meeting will be held the following day.
- 9) If Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours notice of the change:
 - a) Notice will be provided to any Member of Council not present at the meeting at which the change was made, and
 - b) Notice will be provided to the public by posting on the town's website and the use of social media.
- 10) Notice of regularly scheduled meetings need not necessarily be given.
- 11) Notices and/or agendas of all Regular, Special, and Committee of Council meetings may be posted on the Town's website 24 hours in advance of the meetings.
- 12) Special Meetings of Council shall be established as required by Council and the public shall be given notice.
 - a) All Special Meetings will be held in accordance with the provisions set forward in the Municipalities Act and, where practical, the public will be given a minimum 24 hours notice.
- 13) Meetings of Committee of Council shall be established as the fourth Monday of each month beginning at 6:30 p.m. and terminating by 9:30 p.m.

- a) Committee members may, by motion, extend the time limit for any Committee of Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 9:30 p.m.
 - b) If a Statutory Holiday falls on a Monday, the regular Council meeting will be held the following day.
- 14) Standing Committee working sessions may be called by the Mayor to discuss information or to update Committee members on work in progress. No minutes will be recorded at these sessions.
- 15) The times for the beginning of any other Council Committee meetings shall be set by the chairperson of each committee.
- 16) If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the Chair or CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

Delegations to Committee of Council

- 17) Delegations wishing to appear before Committee of Council will advise the CAO or his/her designate of their intention to do so, including the nature of their appearance by Friday noon prior to the meeting.
- 18) Delegations presenting themselves to Committee of Council or Council unannounced and without proper notice/documentation may not be heard. The delegation may be asked to present their concerns or issues at a subsequent Committee of Council meeting in the prescribed form. The decision to hear or not hear any delegation is at the discretion of the Mayor or Chairperson or his/her designate.
- 19) Council will listen to the delegations before it. Council will then take their concern(s), issue(s) or request(s) under advisement and may defer any decision on the matter to later on in the meeting or to a subsequent Council Meeting. This deferment will then allow Council time for thoughtful discussion and debate, or an opportunity to obtain input from Town administration prior to having to arrive at a decision. This deferment will avoid any situation where Council might feel pressured into making a hasty decision.
- 20) Matters for discussion before Committee of Council will only be sent to Council for decision by majority consensus of the Councillors present.
- 21) Members of the public may be allowed to ask questions of Council only on the topics being discussed at that meeting.

Conduct of Meetings

- 22) Each member or delegate, as the case may be, shall address the Mayor/Chair, but shall not speak until recognized by the Mayor/Chair.
- 23) The Mayor/Chair may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the Mayor/Chair.
- 24) A motion or resolution must be seconded to be discussed.
- 25) A motion may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
- 26) The following resolutions are not debatable by members:
- a) Adjournment
 - b) To take a recess
 - c) Question of privilege
 - d) Point of order
 - e) To limit debate on a matter before members
 - f) On division of a question
 - g) Postpone the matter to a certain time
 - h) To postpone the matter.
- 27) Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with “Roberts Rule of Order, Newly Revised, 10th Edition,” adopted by the Kensington Town Council as the official rules.
- 28) Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests.
- 29) In all cases not provided for in the proceedings of the Council, a simple majority of Council shall determine to uphold any ruling of the Mayor or not, as the case may be.
- 30) Should Council give consideration to repealing, amending or suspending this bylaw at any time, they shall do so in accordance with the Municipalities Act.

Agenda and Order of Council Meetings

- 31) The agenda for each Regular, Committee of Council and Special Meetings shall be prepared by the CAO, or his/her designate, and shall be submitted together with copies of all pertinent correspondence, statements and reports, and be ready for Council to be sent by electronic means, to each member of Council on the **Friday immediately preceding** the meeting. Should the Friday be a statutory holiday then the information is supplied to Council on the Thursday immediately preceding the meeting. In order to do so, the CAO shall receive all documentation prior to 12:00 PM on the **Wednesday preceding** the meeting.

- 32) The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 33) The business intended to be dealt with at **Regular Council Meetings** shall be stated in the agenda in the following order where applicable:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes
 - f) Business Arising from Minutes
 - g) Reports
 - i) Mayor's Report
 - ii) CAO's Report
 - h) New Business
 - i) Correspondence
 - j) In-Camera (Closed Session)
 - k) Adjournment
- 34) The order of business established in section 33 shall apply unless altered by the Mayor with no objection from members of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

Committees

- 35) Council will establish by motion a Committee of Council that will be the main Committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision.
- 36) The business intended to be dealt with at **Committee of Council (COC) Meetings** shall be stated in the agenda in the following order where applicable:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes of Committee of Council Meeting
 - f) Business arising from the minutes
 - g) Staff Reports
 - h) New Business
 - i) Councillor Issues/Inquiries
 - j) Correspondence
 - k) In-Camera (Closed Session)

l) Adjournment

- 37) The Mayor may appoint a Special Committee chaired by a Council member, designate its mandate, term, composition and authorities, duties and responsibilities, and appoint its members to deal with any matter. Such a committee will cease to exist when the Mayor or Council deems the special mandate is completed. The Mayor may remove Committee members for just cause.
- 38) Special Committee meetings may be held at any time and place as determined by the Committee, providing that all Committee Members have been notified in advance of the time and place of the meeting.
- 39) The Committee of Council or a Special Committee have no powers to pass any by-law or policy but will make recommendations to Council on any matter within its mandate. Motions shall only be passed to facilitate the orderly conduct of the meeting.
- 40) Each Special Committee will consist of a minimum of three (3) members appointed by the Mayor or Council with the Chairperson of that committee being a Council member.
- 41) Where, in the opinion of the Committee, it is in the public interest to discuss matters in private, a committee may hold the meeting in private, conditional on the agreement of two thirds (2/3) of the members present.
- 42) The Committee of Council, Special Committee, or its appointed representatives have no authority or power to commit Council or the municipality to any course of action or to incur any expenditure on behalf of Council or the municipality.
- 43) Special Committees of Council shall be established and governed by this procedural bylaw.

Closed Sessions

- 44) Matters to be discussed which are within one of the categories of information referred to as dealing with “law, labor or land” or “sensitive in nature” may be considered at a Closed Meeting in keeping with section 22(4) of the Municipalities Act.
- 45) Council or any committee thereof has no power at a closed session to pass any Bylaw, Motion, or Resolution.
- 46) Council shall limit discussions in "Closed" meetings to the following items:
 - a) issues dealing with legal matters;

- b) issues dealing with the purchase, development, sale or disposal of land;
 - c) issues dealing with personnel;
 - d) Issues of a politically sensitive nature, where Council deems it appropriate and in the public interest for discussions to be held Closed.
- 47) Participants (i.e. Administration, Maintenance and Council members) in "Closed" meetings are morally and duty bound to treat all discussions, information, documentation or correspondence received and informal decisions reached in these meetings to be of a "Strictly Private and Confidential Nature".
- 48) All correspondence and documentation received as part of any "Closed" meeting will be returned to the CAO at the end of the "Closed" meeting in order that the correspondence or documentation may be shredded to avoid its circulation.
- 49) Minutes of "Closed" meetings may be recorded by the Mayor's request but will not be released to the public.

Conduct of Members of Council

- 50) Members of Council shall notify the Mayor or Chief Administrative Officer in the event that they are unable to attend a Regular, Committee of Council, or Special Council meeting.
- 51) Members of Council shall at all times conduct themselves in a manner and with decorum befitting their office. Members of Council shall not, during a public meeting, demean, be sarcastic towards, ridicule or threaten other Council members, Administration, the public, federal or provincial politicians or staff. Councillors shall be required to sign a Code of Conduct upon being sworn in as a member of Council.
- 52) Members of Council shall, when speaking, address the Chair and not individual members of the Council or the public.
- 53) Members of Council shall only speak after being recognized by the Chair.
- 54) The chairperson shall treat each question in a judicial spirit, but shall not take part in the debate of Council.
- 55) The chairperson must step down from the chair for the purpose of taking part in the debate, in which case the Deputy Mayor or other member may be called to take the chair.
- 56) Individual Councillors have no authority to give direction to Town Staff members. Any direction from Council will be by means of a Council motion or directive channelled through the Mayor or the CAO's office.

- 57) No Councillor may leave the room during discussion of a motion or resolution once moved and seconded, but must wait until the motion is voted on, unless the Councillor is in a conflict of interest.
- 58) When a Councillor or the Mayor wishes to declare a "Conflict of Interest" in a matter to be discussed, the following steps must be taken:
- a) the conflict of interest must be declared; and
 - b) The Councillor or Mayor must leave the room prior to discussion of the matter so that it is clear that the member has not participated in the discussion or attempted to influence the voting of the other members of Council.
- 59) Individual Council members are not authorized to commit Council to any course of action or to commit the municipality to any expenditure of monies other than collectively by Council motion, in Council duly assembled. Before Council makes a decision on a matter, it will typically be discussed and/or debated at a Committee of Council Meeting.

Prohibitions

- 60) Member of Council shall not:
- a) Use offensive words or unparliamentarily language in the meeting;
 - b) Disobey the rules of the meeting or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;
 - c) Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d) Interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;
 - e) Pass between a Member of Council who is speaking and the Mayor.
- 61) Members of Council who persist in a breach of the foregoing section, after having been called to order by the Mayor, or by interpretation of the rules as requested by Council, may, at the discretion of the Mayor, or by unanimous decision of Council in the case of an offence by the Mayor, be ordered to leave their seat for the duration of the meeting.
- 62) At the discretion of the Mayor, or with the unanimous consent of Council in regard to an offense committed by the Mayor, a Member of Council may resume their seat following an apology.

- 63) A Member of Council who wishes to leave the meeting prior to adjournment shall so advise the Chair, and the time of departure shall be noted in the minutes.

Voting – Pecuniary Interest (Conflict)

- 64) Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the *Municipalities Act*) in any matter before Council, any Committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

Public Hearings

- 65) Wherever possible, persons interested in speaking at a Public Hearing should register with the CAO prior to the Public Hearing.
- 66) The Mayor shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 67) The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose.
- 68) The Mayor shall request those who wish to make presentations to identify themselves. The Mayor shall then open the floor to public presentations.
- 69) The Mayor shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 70) Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the CAO and retained for information purposes.
- 71) Verbal presentations shall be limited to ten (10) minutes unless otherwise extended by the Mayor or Chairperson.
- 72) Following public presentations, the Mayor shall close the Public Hearing.

- 73) If no one is present to speak to a proposed matter which requires a Public Hearing, Council may hear an introduction of the matter from the CAO, ask relevant questions, and then must vote to close the Public Hearing.
- 74) After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the Regular Committee of Council meeting following the Public Hearing and may:
- a) Recommend action to Council as per the provisions of the *Municipalities Act*;
 - b) Make any necessary amendments to the bylaw or resolution before recommending action to Council as per the provisions of the *Municipalities Act*.
- 75) When a Public Hearing on a proposed Bylaw or resolution is held, a Member;
- a) Must abstain from voting on the Bylaw or resolution if the member was absent from all of the Public Hearing, and
 - b) May abstain from voting on the Bylaw or resolution if the member was only absent from a part of the Public Hearing.

Giving Effect to the Town of Kensington Procedural Bylaw

This bylaw shall be known as The Town of Kensington Procedural Bylaw, Bylaw # 2016-02

READ A FIRST TIME THIS _____ DAY OF _____ 2016.

READ A SECOND TIME THIS _____ DAY OF _____ 2016.

PASSED BY RESOLUTION THIS _____ DAY OF _____ 2016.

ADOPTION AND APPROVAL

This Bylaw was adopted and approved by a majority of the Councillors present at the Council meeting held on the _____ day of _____, 2016.

Rowan Caseley, Mayor

Geoff Baker, CAO

Schedule A

Town of Kensington - Request for Decision

Date:	Request for Decision No: (Office Use Only)
Topic:	
Proposal Summary/Background:	
Benefits:	
Disadvantages:	
Discussion/Comments:	
Options:	
Costs/Required Resources:	Source of Funding:
Recommendation:	

Town of Kensington - Request for Decision

Date: February 4, 2016	Request for Decision No: 2016-06 (Office Use Only)
Topic: Mobile Vendors Bylaw – Second Reading and Formal Adoption	
Proposal Summary/Background: At the January 2016 meeting of Town Council, Councillors read and approved first reading of the Mobile Vendors Bylaw (Bylaw # 2016-01). To enact the Bylaw, Councillors are required to read and approve it a second time and to formally adopt it on a different day then first reading. A copy of the Bylaw is attached to this Request for Decision.	
Benefits:	
Disadvantages:	
Discussion/Comments: As was discussed previously, Town Council expressed a desire to regulate the activities of Mobile Vendors within the Town of Kensington. A Mobile Vendors Bylaw was developed and vetted through the Finance and Administration Committee since approximately November, 2015. Town Councillors gave first reading and approval to the Bylaw at the January 2016 meeting of Town Council. To enact the Bylaw, second reading and formal adoption must be given.	
Options: <ol style="list-style-type: none">1. Give second reading and formal adoption to the Bylaw.2. Not approve the Bylaw and direct staff to make any necessary amendments.3. Not approve the Bylaw.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolutions to give second reading and formal approval to the Mobile Vendors Bylaw: <u>Second Reading</u> <i>WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;</i> <i>AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;</i>	

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

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

Approval of Second Reading

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

AND WHEREAS the Town of Kensington Mobile Vendors Bylaw was read a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Mobile Vendors Bylaw be hereby approved.

Formal Adoption

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

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

BE IT RESOLVED THAT the Town of Kensington Mobile Vendors Bylaw be hereby formally adopted.



**Town of Kensington
Mobile Vendors Bylaw
Bylaw # 2016 – 01**

This Bylaw is made under the authority of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988.

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

BE IT ENACTED by the Council of the Town of Kensington as follows:

1.0 Title

1.1 This Bylaw may be cited as the “**Mobile Vendors Bylaw**”.

2.0 Definitions

2.1 Mobile Vending Unit – A mobile motor vehicle, trailer, or similar structure designed for preparing or offering the sale of food which does not contain customer seating.

2.2 Town – the Town of Kensington.

2.3 Mobile Vendor – The name given to any person or persons conducting mobile vending in the Town.

2.4 Licensing Authority – the Town Council of the Town of Kensington.

3.0 License Requirements

3.1 All Mobile Vendors proposing a temporary business in the Town of Kensington from a mobile or stationary unit on a non-permanent basis are required to complete an application for a Mobile Vendor’s permit.

- 3.2 It is the responsibility of the Mobile Vendor to obtain and hold valid Provincial and Federal licenses, permits, approvals, clearances, and/or insurances and produce copies of the same to the Licensing Authority with the submission of the a application.
- 3.3 Submission of the completed application shall be accompanied by a \$100.00 application fee. Such fee may be waived for a Mobile Vending application by any group or organization registered as a non-profit body or charitable organization such as, but not limited to, school activities, girl guides, boy scouts, etc.
- 3.4 The fee is never pro-rated or refundable nor is the permit transferrable to another party for any reason.
- 3.5 The final approval of the application shall require that the Mobile Vendor enter into an agreement with the Town of Kensington (Schedule B to this Bylaw) that clearly releases the Town from any responsibility for the Mobile Vendor's conduct of business and shall keep the Town free from harm for any activity arising from or caused by or to the Mobile Vendor while conducting business.
- 3.6 All permits, licenses, etc. shall be posted at the business site and clearly visible at all times.
- 3.7 A permit shall only be valid in the year the permit has been approved; therefore a new application, documentation and payment of the fee for a Mobile Vendor's permit is required each and every year.
- 3.8 No person shall carry on the business of a Mobile Vendor without first obtaining a license from the Town of Kensington.

4.0 License Application Requirements

- 4.1 Every application for a Mobile Vendors license within the Town of Kensington shall be made in writing on the herein contained application form (Schedule A to this Bylaw) and submitted to the Chief Administrative Officer and shall contain the following information:
- i. The name, mailing address and telephone number of the applicant.
 - ii. A description of the merchandise to be sold as well as a photograph of the stand or vehicle from which merchandise will be sold.
 - iii. The location of the proposed site and, if not owned by the applicant, permission from the property owner.
 - iv. The period of time during which the applicant proposes to be in operation and the hours of operation.

- v. If applicable, all required provincial approvals/certificates/licenses concerning the handling, storing, if applicable, preparation of food, and the operation/registration of the Mobile Vending Unit.

5.0 Regulations

- 5.1 Within this Bylaw, a Mobile Vendor shall not be permitted to establish permanency or claim territory as their own at any one site for longer than one business day. Only one Mobile Vendor may conduct business at a given location at any one time.
- 5.2 Mobile Vendors shall not set up their business on private property without first obtaining permission from the property owner.
- 5.3 Mobile Vendors, operating on a for-profit basis, shall not be permitted to set up on public property.
- 5.4 The Mobile Vendor shall not impede traffic and/or pedestrians, endanger public safety or cause an unwelcome disturbance and must be cognitive of and compliant with all Town Bylaws.
- 5.5 The Mobile Vendor shall not engage in any illegal activity.
- 5.6 The unit and business equipment must be kept in clean and presentable condition at all times.
- 5.7 The Mobile Vendor is responsible for providing their own clean garbage and recycling receptacles at the vending unit site and this unit shall be used by patrons and/or the Vendor to ensure the site remains clean and tidy. These receptacles must be removed at the end of each day.
- 5.8 Generators shall not be permitted.
- 5.9 Mobile Vendors are not permitted in residential areas.
- 5.10 Mobile Vendors are not authorized to provide tables or chairs at a vending location unless approved by the Licensing Authority.
- 5.11 Approved Mobile Vendors shall be permitted to operate between the hours of 8:00 am and 9:00 pm.
- 5.12 The Licensing Authority reserves the right to revoke or change the approval of the Mobile Vendor's permit at any time due to the following:
 - 5.12.1 Conflict with existing business.

Town of Kensington Street Vendors Bylaw

- 5.12.2 Construction or other unforeseen events.
- 5.12.3 Non-compliance with Town Bylaw(s) or any condition of the permit approval.
- 5.12.4 Other reasons deemed appropriate by the Licensing authority.

6.0 General

- 6.1 Should any provision of this bylaw be found invalid, the invalid portion shall be severed and the remaining Bylaw shall be maintained.
- 6.2 All previous Bylaws of the Town of Kensington pertaining to the licensing or regulation of Mobile Vendors are hereby repealed.
- 6.3 The effective date of the bylaw is the date the bylaw is formally adopted by Town Council.

READ A FIRST TIME, THIS ____ DAY OF _____, 2015.

READ A SECOND TIME AND FORMALLY ADOPTED THIS ____ DAY OF _____, 2016.

Mayor

Chief Administrative Officer

Mobile Vendors Bylaw

Schedule 'A' - Application for Mobile Vendor License

Business Name:

Applicant:

Mailing Address & Postal Code:

Telephone No. (Day):

Telephone No. (Night):

Cell:

Fax:

Email Address:

Description of Goods to be sold:

Description of Mobile Vending Unit:

Photograph Attached?

Yes ☐

No ☐

Location of site where Mobile Vending Unit will be operated:

Has permission been granted by the property owner? Yes ☐ No ☐

Start Date:

End Date:

Operating Hours:

Open:

Close:

Is the operation in regulatory compliance with all Province of PEI and Government of Canada requirements? Yes ☐ No ☐

Applicant Signature:

Date:

Mobile Vendors Bylaw

Schedule 'B'

The applicant acknowledges that he/she has read the Town of Kensington Mobile Vendors Bylaw in its entirety, fully understands the terms and conditions as outlined and has fully disclosed all details and components related to an application for a Mobile Vending License.

Applicant Name: _____

Date: _____

Applicant Signature: _____

HOLD HARMLESS AGREEMENT

_____(Name of Applicant) shall indemnify and hold the Town of Kensington harmless from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above named, their officers, agents, employees, or others for whom they are responsible at law arising out of any cause whatsoever, either direct or indirect, through its operation under a Mobile Vendors License in connection with

_____(Mobile Vending Business).

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Town of Kensington - Request for Decision

Topic: Discounted Membership Rate for Town of Kensington Staff Immediate Family Members.		Date: Feb 4, 2016
Proposal Summary: <p>Currently, Town of Kensington staff and Councillors receive a free membership to the Kensington Fitplex. This benefit has been in place for a number of years and is seen as an effort by Town Council to promote a healthy lifestyle for it and its employees.</p> <p>Several requests have been received by staff members and Councillors recently to consider providing reduced membership rates for spouses and immediate family members (i.e. spouse and children under the age of 18).</p> <p>The request was considered at the January meeting of the Wellness and Culture Committee. The Committee is recommending that Town Council consider and approve a recommendation to provide a 50% discount on Fitplex memberships for immediate family members of staff and Town Council of the Town of Kensington.</p>		
Benefits: <ul style="list-style-type: none">• Will promote healthy living and healthy lifestyle choices in staff and Councillors.• Will provide an additional workplace benefit for staff and Councillors.• Will help in the promotion of Community Gardens Complex facilities.		
Disadvantages: <ul style="list-style-type: none">• None noted		
Policy Implications <ul style="list-style-type: none">• None noted.		
Options: <ul style="list-style-type: none">• Approve the recommendation as presented.• Not approve the recommendation.•		
Bids Received: <p>N/A</p>		
Costs: <p>N/A</p>	Source of Funding: <p>N/A</p>	

Committee/CAO Recommendation:

It is recommended by the Chief Administrative Officer, the Manager of the Community Gardens Complex and the Wellness and Culture Committee that Town Council; consider and adopt the following motion:

THAT Town Council authorize staff to move forward with the implementation of a 50% reduction in the cost of a membership to the Kensington Fitplex for immediate family members of staff and standing members of Town Council.



PEI CRIME STOPPERS
1-800-222-TIPS (8477)

P.O. Box 2708
Charlottetown, PE
C1A 8C3

January 20, 2016

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

Correspondence

Rowan

Support of PEI Crime Stoppers- 2015

Dear ~~Mayor Caseley~~,

It was great to see you, Geoff and Chief Sutherland at our recent Annual General Meeting. We hope you enjoyed the meeting and Police Officer of the Year presentations.

I want to thank the Town of Kensington on behalf of our volunteer board of directors for your recent financial support of PEI Crime Stoppers. The Crime Stoppers program has been successful on PEI due in large part to the strong ties and partnerships that have been developed over the years and the strong sense of community that exists in PEI. Your support emulates that spirit of community and partnership and is much appreciated. It will help to make PEI and the Town of Kensington a safer place to live, learn and conduct business.

Together we are making a difference!

Respectfully,

Don Reid
President
PEI Crime Stoppers

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 LeClair

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 are located directly behind the Malpeque Bay Credit Union. Two of the properties housed industrial type warehouses which were primarily used for storage. One of them housed a single family residential home. 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. Previous town council's placed great effort in trying to have the warehouses removed from the properties due to their unsightly appearance. 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). Town council has expressed the desire to have the zoning designation changed to Recreation and Open Space (O1).

Deputy Mayor Caseley opened the floor for any residents present at the meeting to make representation comments on the proposed bylaw amendment to re-zone Property No. s 80028, 80031 and 80036 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



IWK Foundation

January 14, 2016

Town of Kensington
PO Box 418
Kensington, PE COB 1M0

Dear Town of Kensington,

Your donation helps improve and save lives.

Without the generosity of caring donors like you, Zaccari Buell's parents, Jeff and Ashley, might not experience the joy of hearing their child laugh or holding him in their arms. Without your support, they might not see him grow to be the curious little boy he is today.

You're the reason sick children in the Maritimes have access to vital equipment, groundbreaking research and leading-edge technology. Funded by donors, these are the things our patients not only need to get better, but they deserve.

The IWK is a place the community helped build. That continues, with the support donors, like you, give to patients and families. Together, you help give families the hope they need, through your investment in medical excellence from a world-class team. Thank you for your commitment to the IWK.

With sincere thanks,

Jennifer Gillivan
President & CEO
IWK Foundation

KENSINGTON



30 GARDEN DRIVE ♦ P.O. BOX 278 KENSINGTON ♦ PE ♦ CANADA C0B 1M0

(902) 836-5060

January 2016

Dear Supporter:

On behalf of the members of the Kensington Lions Club and Malpeque Bay Credit Union Ltd., we wish to express our most sincere thanks for your contribution to our annual Christmas Hamper Program and Christmas Tree of Hope.

Through your generosity our Lions Club Members are able to assist those who are in need at this special time of the year.

Kensington Lions Club Members, along with Heather Bernard and Roxanne Campbell from (Malpeque Bay Credit Union-Tree of Hope) packed 67 Hampers, which were delivered or picked up by needy families in the Kensington and surrounding areas.

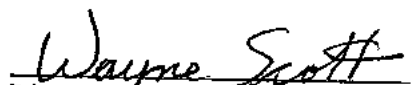
These boxes contained groceries, mittens, other knitted articles, books, coloring books and crayons, games, candy and toys which were given out according to the age of the children in each family.

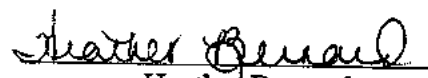
Malpeque Bay Credit Union-Tree of Hope, Churches, organizations and individuals supplied toys, money, clothing, turkeys, groceries etc.

The money was used to buy Gift Certificates and presents for older children and adults.

The Kensington Lions Club Members also held their annual Christmas party for the hearing, sight and disabled, where each one received lunch and a gift from santa.

Thanks again for you continued support, without your support this project would not be such a great success.


Lion Wayne Scott, Chairperson
Kensington Lions Club
Christmas Hamper Program


Heather Bernard
Malpeque Bay Credit Union Ltd.
Tree of Hope



KENSINGTON INT-SR HIGH SCHOOL
P.O. Box 340/19 Victoria St. E.
Kensington, PE C0B 1M0
Phone 902-836-8901/Fax 902-836-8903
<http://www.edu.pe.ca/kish>

Newsletter #5

January 2016

Upcoming

January 13.....Kensington Community School starts
January 21.....KISH CPF meeting
January 25.....Grade 11 math exam
January 26-29.....Senior high exams
February 2.....End of semester/PD day – no classes
February 4.....Late French Immersion info meeting, 7pm

KISH Student Achievements

November Students of the Month

Gr. 7 – Mallory Clark, Duncan Picketts
Gr. 8 – Maddy Rogers, Nicole Boucher
Gr. 9 – Damien Doucette, Jacob Mantie
Gr. 10 – Sheriden Wall, Shannan Hill
Gr. 11 – Zach Woodside, Holden Sheen
Gr. 12 – Claya Cole, Lindsay Ramsay

December Students of the Month

Gr. 7 – Wilbert Rammelaere, Zack Pendleton
Gr. 8 – Emma Praught, Emilie Reilly
Gr. 9 – Heather Gravina, Ben Dymont
Gr. 10 – Bethany Spencer, Cale MacKay
Gr. 11 – Chloe Champion, Abby Donald
Gr. 12 – Marya Wieggers, Tanner MacLellan

Remembrance Day Poster & Essay Contest Winners (sponsored by the Kensington Legion):

Jr. High Color Poster:

1st – Angel Court
2nd – Hillary Murray
3rd – Komalpreet Rakkar

Sr. High Color Poster:

1st – Kallie Costain

Jr. High Black & White Poster:

- 1st – Mallory Clark
- 2nd – Megan MacDonald
- 3rd – Lauren Ferguson

Sr. High Essay:

- 1st – Bailey Clark
- 2nd – Lindsay Ramsay

Jr. High Poem:

- 1st – Chloe Greenan
- 2nd – Elizabeth Burt
- 3rd – Skye Boutilier

Sr. High Black & White Poster:

- 1st – Joshua Burt
- 2nd – Becca Wieggers

Sr. High Poem:

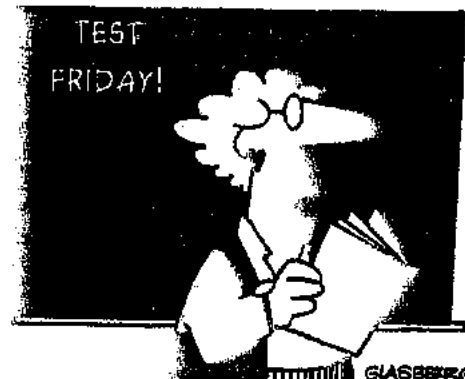
- 1st – Kaleigh Morrison
- 2nd – Hillary Bernard
- 3rd – Jillian Stewart

Congratulations to the senior women's basketball team on winning the Montague Regional High School Subway Viking Classic tournament in December. The girls defeated Montague 45-29 in the final to take home the championship banner. Great job!

Senior High Exams

Senior high students will write final exams in semestered courses starting Tuesday, January 26 until Friday, January 29. There are **no scheduled classes for gr. 10.11.12 students** on these days. Once students finish their morning exams, they are expected to leave the building or go to the cafeteria. In the afternoon, students will either attend an extra help session or study in the library if they choose to remain at the school. Please note that Mr. Sherren's math 521B students will write this exam on Monday, January 25...regular school day for other senior high students.

Junior high students will have regular classes during this time.



"Class, I've got a lot of material to cover, so to save time I won't be using vowels today. Nw lts bgn, pls trn t pg 122."

January 2016 Exam Schedule			
Block A-Tues Jan 26	Block B-Wed Jan 27	Block C - Thurs Jan 28	Block D - Fri Jan 29
<u>ENG421/431</u> – Mrs. Gallant, room 244	<u>FRE421F</u> – Mme. Duplain, room 266	<u>MAT421</u> – Mr. Younker, room 129	<u>FDS421A</u> – Ms. Waite, room 160
<u>PHY521A</u> – Mr. Younker, room 129	<u>ART401A</u> – Mrs. MacNeill, room 270 Portfolio presentations	<u>MAT521B</u> – Mr. Sherren (to be written Jan 25), room 241	<u>SCI421A</u> – Mr. Younker, room 129
<u>CMP521A</u> – Ms. Trace, room 256	<u>GEO421A</u> – Mr. Mulligan, room 244	<u>PHP501A/601A</u> – Ms. MacDonald (see interview schedule)	<u>CWS</u> – Interviews with Mr. Dymont 12:00-2:30 Tues-Fri
<u>WLD801</u> – East Prince Trades	<u>WLD801</u> East Prince Trades	<u>ENG531A</u> – Mr. Ramsay, room 257	<u>ENG521A</u> – Ms. Trace, room 272
<u>TRA602</u> – Holland College	<u>TRA602</u> – Holland College	<u>CUL801A</u> – Ms. Waite, room 160	<u>ENG621A</u> – Mrs. Gallant, room 244
<u>CHM621A</u> – Mr. Andrews, room 243	<u>MAT621B</u> – Mr. Sherren, room 241	<u>PED621A</u> – Mrs. Gallant (conferences throughout the week)	<u>MAT801A</u> – Mr. Sherren, room 241
<u>AGS621/801</u> – Mr. Ramsay, room 257	<u>HOS801A</u> – Mr. Ramsay, room 257		
	<u>BIO521A</u> – Mr. Andrews, room 243		
	<u>ECO621A</u> – Mr. Dymont, room 230		

Important notes for exam week:

1. 8:30 – First bell, students proceed to classes.
2. 8:40 – Exams begin.
3. 10:10 – Earliest the students may leave the exam room.
4. 11:10 – End of exam period.
5. 11:10-12:00 – Lunch break.
6. 12:00-2:30 – Extra help classes or study in the library.
7. All exams are written in their normal classroom unless indicated otherwise.
8. Individual teachers may offer afternoon help classes.
9. The expectation of all students is that once they finish their exam, they are expected to leave the building or go to the cafeteria.
10. In the afternoon, students will either a help class or study in the library if they choose to remain in the building.
11. In the event of a school cancellation, all remaining exams will be pushed back one day.

Yearbooks

Remember to purchase your copy of the yearbook. The cost is \$35 and payment can be made in the office. We will only be ordering the exact number of books that have been paid for in advance. There will be no extra to buy when the order arrives in June. A further announcement will go out regarding the ordering deadline.

Canadian Parents for French Notes

- Our next meeting is January 21 at 6:30 in the library. Everyone is welcome to attend and see what we're all about!
- Congratulations to **ABBY CHRISTOPHER**. She is a winner of the CPF French Student Excellence Award. Abby may now attend a week at the Encounters with Canada program in Ottawa, fully paid by CPF PEI, a \$675 value! Way to go, Abby!

From the Student Graduation and Transition Planner

High-Five Messages for Families

The High Five messages are a guide for managing the many changes in life and work that most people experience. Your education, work, and life path is not a straight line from A to B, but a work in progress. The High Five messages are signposts to guide you on the ongoing journey. Keep these in mind as you explore career/life paths with the child in your life.

Change is constant

Change is happening faster than ever before. People change too! Encourage the child in your life to know themselves, be open to change, and remain alert to new opportunities. Expect change and see the possibilities it provides! Continually be informed of opportunities around you. Consider a *News Analysis of a local paper, magazine, website, or news cast.

Follow your heart

Pursue your passion to find fulfillment. The pursuit of dreams provides motivation and direction and helps to clarify what is important. Encourage the child in your life to stay in touch with themselves and discover ways to combine their interests with career opportunities. Check out *10 Things You Love to Do!

Stay learning

Learning is life-long. It helps you keep up with new developments. Strive for continuous improvement. Encourage the child in your life to stay motivated by learning new skills and developing new talents. You'll keep learning if you stay open to people and experiences. Be informed of the skills and opportunities around you. Try *Information Interviewing.

Focus on the journey

Don't focus on one destination only. Remain aware and adaptable to changes and challenges that are happening right now. Recognize that your career journey will be throughout your lifetime. Appreciate and value each experience along the way. Be aware of the positive steps along the way! Practice resilience. Consider using *STAC.

Access your allies and be an ally

You are surrounded by people who can assist you in making career decisions and travelling the road of life. Stay connected with people, both on- and offline. Encourage the child in your life to rely on the support of family, friends, mentors, colleagues and peers. Career success can be a team effort. Surround yourself with people who can support you in achieving your dreams. Check out *My Board of Directors.

*Activities can be found at www.myplanpei.ca (password: myplan2015).



Communities, Land
and Environment

Municipal Affairs

Newsletter

Message from the Minister

As you may be aware, Municipal Affairs is now part of the Department of Communities, Land and Environment. This new department has been created to ensure that government functions are aligned to serve the public in a more effective and efficient way.

It is both an honour and a pleasure to serve as your Minister for Communities, Land and Environment. We are all fortunate to live in a great province. I have had the pleasure of meeting many of you personally and learning more about your councils, your initiatives, your issues and your needs.

Municipalities are the local foundation for democracy. Municipal leaders have the greatest responsibility and the greatest opportunity to improve the quality of life for our residents. It is the role of the provincial government to support you in your efforts.

In order to strengthen local government in PEI, we must address municipal capacity and viability, and we are making strides in this direction. We will work together with municipalities and will provide the right supports to ensure municipalities have the resources required to be sustainable.

As you can see from the following pages, we have a lot of ambitious work on the go and we look forward to partnering with municipal councils for a stronger future.

Please contact me or the Municipal Affairs staff for assistance,

Robert Mitchell, Minister

January 2016

Inside This Issue

- 1 Message from the Minister
- 2 Message from Municipal Affairs
- 2 Funding for Municipal Growth Management Studies
- 2 Water Act Consultations
- 2 Statistical Report
- 2 Government Priorities
- 3 Municipal Viability Criteria
- 3 New Municipal Government Act
- 3 Significant Dates
- 4 Financial Reporting
- 4 Provincial Land Use Policy
- 4 Provincial Municipal Financial Relationship



**Minister Robert Mitchell,
Department of Communities, Land
and Environment**

Minister: Hon. Robert Mitchell

Deputy Minister: Steve MacLean

Acting Director: Christine MacKinnon

Manager: Samantha Murphy

Administration: Natalie Doyle

Correspondence

Message from Municipal Affairs

There have been many changes with our division of Municipal Affairs and Provincial Planning over the past year; one thing remains the same, our staff continue to work towards providing municipalities with a range of resources.

Our priorities over the next year are to complete work on the *Municipal Government Act*, to support municipalities in their efforts to increase their capacity, and to move forward on a provincial-municipal funding arrangement.

The staff at Municipal Affairs and Provincial Planning look forward to working with municipalities on these initiatives.

All the best in 2016,

Christine MacKinnon, Acting Director

Funding Available for Municipal Growth Management Studies

A Municipal Growth Management Study provides an opportunity to study the available resources in an area to increase capacity, optimize service delivery and promote economic opportunities. A Municipal Growth Management Study will help a municipality to determine the appropriate size and scope for restructuring initiatives.

The purpose of funding these studies is to support ongoing municipal efforts to build capacity. These studies can help municipalities to determine the appropriate size and scope for restructuring initiatives. Funding Guidelines are available - please contact Municipal Affairs for more information.

Highlights:

Water Act Consultations

The Government of Prince Edward Island invited all Islanders to participate in the creation of a *Water Act*. There will be a second round of consultations in the Spring.

To learn more about how you can contribute in the creation of Prince Edward Island's *Water Act*, please visit www.gov.pe.ca/wateract

Statistical Report

The 2012-2013 Statistical Report has been published to our website and we are currently working on the 2013-2014 Statistical Report.

www.gov.pe.ca/mapp

Government Priorities

The Province is committed to supporting municipalities in their efforts to enhance their capacity. We commend the ongoing work of municipalities who are having conversations and taking steps to become more sustainable. The Municipal Affairs and Provincial Planning Division is happy to provide support and resources for these endeavors.

PEI Coastal Property Guide

The Environment Division has developed a *PEI Coastal Property Guide*. This guide provides information about coastal risks, adapting to risks, and the rules for developing a coastal property. The guide will be available on the Environment Division website in the spring.

Significant Dates

January 2016

- 1 – Municipal Fiscal Year begins

February

- 9-11 – FCM Sustainable Communities Conference
- 1-28 – start scheduling AGM
- 1-28 – hire auditor
- 1-28 – prepare budget for 2016, determine tax rates

March

- 1-31 – Community Annual Meetings
- Annual meeting minus 9 days – 1st ad (timing is important!)
- Annual meeting minus X days – 2nd ad (timing is flexible)
- 31 – Deadline to submit municipal property tax rate to Provincial Tax Commissioner

April

- 1 – Financial documents due:
Financial statements
Municipal Financial Information Return
2016 budget
- 25 – FPEIM Annual Meeting

May

- 18 - 20 – Planning Beyond Zoning - conference (NSPDA, LPPANS, API)
- 30 - Jun 1 – Canadian Association of Municipal Administrators Annual Conference

June

- 3 - 5 – Federation of Canadian Municipalities Annual Conference
- 15 - 17 – Association of Municipal Administrators, Nova Scotia

Municipal Viability Criteria

In order to ensure municipal capacity, viability criteria have been established to help guide municipalities in their restructuring processes. The criteria will provide direction for the Province in assessing applications for annexations, amalgamations, and incorporations. The criteria include minimum population of 4,000 and minimum of \$200 million in assessed value of real property.

Municipalities should have established infrastructure; a range of existing economic and institutional activities; offer a range of services, including administration, land use planning, fire services and emergency planning; and most importantly, must reflect communities of interest.

Municipalities will also be encouraged to incorporate best practices such as differential tax rates and equitable population distribution into wards.

Viability criteria for municipal restructuring processes were announced in the Legislature last fall and at the Federation of PEI Municipalities meeting in November. To ensure the greatest degree of success in your restructuring proposals, please ensure you have taken these criteria into account.
www.gov.pe.ca/mapp/viability

New Municipal Government Act

The new Act will reflect a modern approach to local governance. It is less prescriptive and provides broad authority to municipalities. It will also establish minimum services to be provided to residents and added measures for accountability. There will be opportunities for consultation in the coming months so municipal input can be obtained before the draft Act is finalized.

Contact Municipal Affairs anytime to schedule a presentation to staff or Council on municipal processes.

Financial Reporting

Thank you to all the municipalities who provided their financial documentation for fiscal year 2014-2015.

As councils prepare their 2016 budgets, please keep the significant dates in mind.

Provincial Land Use Policy

Government is working to confirm a new Provincial Land Use Policy (the Policy). We will be communicating with municipalities to ensure provincial work aligns well with municipal official plans and processes. The Provincial Land Use Policy will be used to guide development decisions, providing greater guidance in areas where no municipal planning system exists. Municipal Affairs and Provincial Planning staff will be scheduling information sessions on the Policy and the changes that will be required to municipal planning documents in the future.

The Province is committed to moving towards a more sustainable planning system. The Task Force on Land Use Policy recommended that all planning documents be prepared and administered by professional/certified staff. As work continues on finalizing the Provincial Land Use Policy, municipalities with official plans should budget for professional planning services to review official plans.

Provincial-Municipal Financial Relationship

The Department of Finance has contracted Patsy MacLean to facilitate the development of a new financial relationship. Municipal representatives on the former revenue committee have been consulted and their contributions will help us move toward a stable and predictable funding system. Stay tuned for more information in the coming months.

How to find us:

1 Visit: 3 Brighton Road, Aubin Arsenault Building, Charlottetown

2 Mail: Municipal Affairs, Department of Communities, Land and Environment, PO Box 2000, Charlottetown PE, C1A 7N8

3 Email: sjmurphy@gov.pe.ca | ndovle@gov.pe.ca

4 Website: www.gov.pe.ca/municipalaffairs

5 Phone: 902-620-3558 or Fax: 902-569-7545

Geoff Baker

To: Rowan Caseley
Subject: RE: Mayor's Dinner For Youth

From: Bill Martin [<mailto:bill.martin@city.summerside.pe.ca>]
Sent: January 28, 2016 5:06 PM
To: 'Rowan Caseley' <mayor@townofkensington.com>
Cc: Councillor Gordie Whitlock <gordie.whitlock@city.summerside.pe.ca>
Subject: Mayor's Dinner For Youth

Hi Again Rowan,

As discussed, Generation XX started this evening event as a major fund raiser last year. It consists of an evening of fun, food, entertainment, silent auction items and poking fun at a few in attendance myself included.

The tickets are 100.00 each or a table of 8 for 750.00. If you could get back to either myself or Gordie who is cc'd above that would be much appreciated. It is being held at CUP here and is scheduled for the evening of February 15th, Islander Day.

Regards,

Bill

Bill Martin
Mayor, City of Summerside

275 Fitzroy Street
Summerside, PE C1N 1H9

Direct Line: 902-432-1244
Mobile: 902-786-8388
Facsimile: 902-436-9296
bill.martin@city.summerside.pe.ca
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PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Education,
Early Learning
and Culture

Éducation,
Développement
préscolaire et Culture



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

28 January 2016

His Worship Rowan Caseley
Mayor of the Town of Kensington
P.O. Box 418
Kensington, PE C0B 1M0

Dear Mayor Caseley:

In recognition of the recent heritage place designation of the Kensington Railway Station, you are invited to attend the PEI Museum and Heritage Foundation's Annual Heritage Awards Ceremony. As Mayor of the Town of Kensington, you will be presented with a heritage places designation plaque for the exterior of the Station building, and a framed certificate in recognition of the designation of the Kensington Railway Station as a provincially designated heritage place.

The Heritage Awards Ceremony will be held at the Eptek Art & Culture Centre in Summerside on Tuesday, February 16, 2016. The presentation begins at 7:00 p.m., to be followed by a reception and refreshments. In order to plan for the event, please advise Charlotte Stewart, Heritage Officer, 902-368-5940 or clstewart@gov.pe.ca by February 8, 2016 if you or a representative will be able to join us.

The Heritage Awards Ceremony is a highlight of Heritage Week. It is a celebration of our Island heritage and recognition of those who preserve it. We hope you will be able to join us.

Sincerely,

Charlotte Stewart,
Heritage Officer

*Yes
email sent
Feb 4/16*



KENSINGTON INT-SR HIGH SCHOOL
P.O. Box 340/19 Victoria St. E.
Kensington, PE C0B 1M0
Phone 902-836-8901/Fax 902-836-8903
<http://www.edu.pe.ca/kish>

Newsletter #6

February 2016

Upcoming

February 4.....Late French Immersion info meeting, 7pm
February 10.....Last day for course changes
February 13.....KISH Band Candlelight Dinner
February 15.....Islander Day – no classes
February 18-March 10.....Dental Clinic at KISH
February 23.....KISH School Council meeting
February 26.....Collaborative In-service – no classes
March 18-24.....March Break
March 25.....Good Friday
March 28.....Easter Monday



A huge thank you to **PEI MUTUAL INSURANCE COMPANY** for their generous sponsorship of a new scoreboard in the gym. They also sponsored our original scoreboard in 1985 and we hope to get 30 years out of the new one. It has been ordered and we hope to have it installed before basketball season is over.

Basketball Rims

New, state of the art, basketball rims have been purchased and installed in the gym on the two main backboards. Special thanks to all the teams for their commitment to fundraising to support this purchase!

ELSB Special Grant

Thanks to a special music grant from the English Language School Board, KISH has been able to purchase some much needed music equipment. Ms. Profit's music program will be receiving a digital piano, piano amplifier and a baritone. Thank you to the ELSB for helping to make this happen!

Report Cards

Senior high report cards will be sent home Friday, February 5 (hopefully!). As this report covers the final mark for semester 1 courses, no parent-teacher interviews for parents of senior high students will be held.

Junior high report cards will be sent home March 8, with parent-teacher interviews on March 11. More details will be in the March newsletter.

KISH Band Candlelight Dinner

This annual dinner takes place at New London Community Complex on Saturday, February 13. Pick up for take-out meals is 5:00-5:30pm and if you're staying, seating begins at 6:30, with the meal being served at 7:00pm. No reserved seating and cash bar available. Tickets are \$20 per person and may be purchased from any band student or by calling the school. The menu is as follows (please note that 3 out of the 4 courses have been changed this year):

- 1st Course - Panzanella Salad** (tomatoes, cucumber, red onion, fresh basil & croutons over Romaine lettuce with a honey-balsamic vinaigrette)
- 2nd Course - Carrot Ginger Soup & Roll**
- 3rd Course - Cranberry & Sage Stuffed Chicken, Sour Cream & Chive Whipped Potatoes, Medley of Garden Vegetables & Pan au Jus**
- 4th Course - Desserts à la Parents**

Congratulations!!

...to **Abby Christopher** on being selected by the Canadian Parents for French to attend Encounters With Canada at the Terry Fox Center in Ottawa!

...to **Hannah LeClair, Kelsey Weeks, Lexi Murphy, Heidi Lauwerijssen** on winning the Dairy Queen hockey tournament in Moncton recently.

Staffing Changes

Mme. d'Entremont is on deferred leave for the second half of the school year. Replacing her is Carrie MacKay. Welcome, Carrie, and enjoy your leave Veronica. We look forward to seeing you again in September.

Late French Immersion Parent Information Meeting

A grade 7 late French Immersion meeting will be held on Thursday, February 4 in our school library. This meeting is for parents from Kensington and Kinkora families of schools who are interested in registering their son or daughter for grade 7 French Immersion.

Bridge Building Contest

The 21st annual PEI Bridge Building Contest will take place on Friday, March 4 at the Charlottetown Mall. This contest is open to all students, with awesome prizes to be won! Contact Cindy Ramsay at the school for more information. One of our previous students, Matthew Crozier, holds the record for the strongest bridge!

Science Fair

The school Science Fair will be held the first part of March. Grade 8 students are currently working on projects that they may choose to enter into the fair. All students are welcome and encouraged to enter the fair. Speak to Ms. Ramsay for more information.

KISH Winter Carnival

Winter Carnival will take place the week of February 9. The following are some of the activities being held:

February 8 – Hat and Mitts Day

February 9 – Green & White Day

February 10 – Sledding at lunch or soccer baseball if there's no snow

February 12 – Bright Colors Day

Kindergarten Registration

Just a reminder for parents to register their children for kindergarten as soon as possible. It's important that schools have this information in order to contact parents regarding the upcoming *"Welcome to Kindergarten Program"* and to assign staff. Parents of eligible children (the child must be 5 years old by December 31, 2016), are to register at the local elementary

school that your child is zoned to attend. Please bring with you proof of child's age (birth certificate, PEI health card) and proof of home address (copy of utility bill, etc.).

Community Notices

1. **2016 Canada Day Challenge** is a great opportunity for Canadian youth between the ages of 8 and 18 to express their creativity in one of three categories:
 - Draw, paint and sketch a colorful poster depicting Canada's past and present.
 - Submit a photograph that captures Canada through their eyes.
 - Write a short story, poem or essay expressing what Canada means to them.Visit the website at www.challenge.pch.gc.ca for more contest details and to see last year's winning entries.
2. **Student Biz PEI** helps young entrepreneurs turn their idea into a summer business. Successful applicants may receive a \$1,000 non-repayable contribution for start-up costs, a \$1000 loan repayable by October 1 or \$500 towards post-secondary education. Apply at www.centraldevelopmentcorp.com/studentbiz before February 20.
3. **AVC Vet Camp** – This camp offers a behind-the-scenes experience into the world of veterinary medicine. AVC Vet Camp offers one-week camps for students entering grades 7 – 12 in the fall of 2016. The junior camps run from July 4-6 and senior camps from July 18-22 and 25-29. Visit the website at <http://avc.upei.ca/vetcamp> for details. Deadline to apply is March 11.
4. **Home & School –**
 - Teacher/Staff Appreciation Week is February 14-20.
 - Nominate a Home & School member for the 2016 Volunteer of the Year Award by March 4 and a school bus driver for the School Bus Driver of the Year Award by May 15. More information at <http://peihsf.ca/content/awards>.
 - The annual general meeting & convention is April 9 from 8:45am – 2:30pm at the Rodd Charlottetown Hotel.
 - Home & School Boards are asked to consider nominating persons to sit on the Provincial Home & School Federation Board.
5. **Canada Learning Bond** is offered through the Government of Canada and provides another great way to save for your child's post-secondary education. The bond is available to children who were born after December 31, 2003 and whose families receive the National Child Benefit Supplement. Eligible children receive \$500 and will

receive \$100 more for each year of eligibility (to age 15 or \$2000 maximum. For more information, go to <http://www.servicecanada.gc.ca/eng/goc/clb.shtml>.

6. **Adventures in Citizenship** – The Rotary Club of Summerside sponsors a student in this program, which provides an opportunity for a selected group of young Canadians to come together and gain a better understanding of our country. Usually there are 220 student participants from all across Canada, with sponsoring Rotary Clubs paying for registration (\$650) and transportation to and from Ottawa. Host families are provided and will ensure daily transportation to and from the program. The deadline to apply is February 19. A brochure with more details is available at www.rotaryottawa.com. Let our guidance counsellor, Carolyn Black, know if you are interested.

7. **An Introduction to the Career Development Process –**

When you think about helping your child along his or her career path, it might help to imagine you are planning a trip — after all, this will be a journey! Your child can explore the answers to the following questions to help them with their career journey!

Who am I?

- Your child will connect best to futures that align to their interests, skills, values, and personality. To help your child, consider: What do they enjoy doing in their free time? What do they spend their money on? Help your child reflect on their interests. What is it about their interests that they are most passionate about? Check out activities such as **10 Things I Love to Do** and **Personal Profile** at www.myplanpei.ca (password: myplan2015).

What are my opportunities?

- Students build on their self exploration and begin to identify opportunities that connect with who they are. Community-based Learning courses (CBL's) allow your child to learn about potential opportunities through real world experiences and on-the-job learning. Encourage your child to take advantage of some of the CBL's available to them such as Cooperative Education or an Independent Study. For more information on CBL opportunities, visit www.myplanpei.ca (password: myplan2015).

What are my next steps and why?

- Help your child ensure that their choices and actions are guided by what is important to them. Encourage them to choose courses and experiences that align with their interests. Support your child to set goals that will help them create the future they want. Check out the **Goal Setting** feature in myBlueprint (www.myblueprint.ca/pei).

What is my action plan?

- Students begin to plan the next step in their journey by identifying resources, building skills, and creating networks. Help your child gain access to their future by helping them develop a savings plan. Check out **Investing in My Plan** at www.myplanpei.ca (password: myplan2015) or have them use the **Financial Planner** feature in myBlueprint