



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

***Monday, May 9, 2016 @ 7:00 PM***

55 Victoria Street  
Kensington, PEI  
C0B 1M0

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

**Town of Kensington  
Regular Meeting of Town Council  
May 9, 2016 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1. April 11, 2016 Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 April 11, 2016 Regular Meeting
- 7. Reports**
  - 7.1 CAO's Report
  - 7.2 Fire Department Statistical Report
  - 7.3 Police Department Statistical Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List – February 2016
  - 7.6 Summary Income Statement
  - 7.7 Community Gardens Complex Report
  - 7.8 Mayor's Report
  - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
  - 8.1 Request for Decisions
    - 8.1.1 RFD2016 – 22 – A&R Development Permit
    - 8.1.2 RFD2016 – 23 – Emergency Measures Plan
    - 8.1.3 RFD2016 – 24 – CGC Ice Rental Rates
    - 8.1.4 RFD2016 – 25 – QEES Land Transfer
  - 8.2 Other Matters
- 9. Correspondence**
- 10. In-Camera (Closed Session)**
  - One item of a Property Nature
- 11. Adjournment**

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

**Council Members Present:** Mayor Rowan Caseley; Councillors: Deputy Mayor Mann, Mill, MacLean, Pickering, Spencer 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  
Shelley Tamtom, Kensington Heritage Library Librarian  
Gordon Coffin, Former Mayor

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Mill, seconded by Councillor Spencer to approve the tentative agenda for the April 11, 2016 regular meeting of Town Council with the additions of Item #4 - a presentation to Gordon Coffin, Item # 8.3 RFD – Pot Hole Patching and Item #8.4 – Growth Management Study. Unanimously carried.*

**3. Declaration of Conflict of Interest**

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

**3.2** Mayor Caseley declared a conflict with agenda item 8.1.3 - 2 North Street Property Disposal

**4. Delegations / Presentations**

**4.1** Mayor Caseley presented former Mayor Gordon Coffin with a completed copy of the commemorative photographic album from the 2014 Centennial Celebrations. CAO, Geoff Baker then presented Mayor Caseley, the 2014 Celebrations Committee Chair, with a copy of the photographic album.

**4.2** Librarian, Shelley Tamtom from the Kensington Heritage Library made presentation to Town Council on the successful 2015 year at the library and gave

updates on operational changes. Town Council were asked to consider a capital request to purchase slat wall display panels and accessories for the Kensington Heritage Library.

**5. Approval of Minutes of Previous Meeting**

- 5.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the minutes from the March 14, 2016 regular meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

- 6.1** Councillor Spencer commented on item 9.5 regarding the letter from PEI Transportation, Infrastructure and Energy regarding their concern of potential Asbestos-Containing Materials (ACM) within the Town Hall building. He suggested that staff contact Brian Chappell of DesignTech Services Ltd. to inquire about work which was completed during the Town Hall renovation in 2003.

**7. Reports**

**7.1 CAO's Report**

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

**7.1.1.1** CAO reported that insurance terms were received today from Aviva for the wind turbine policy.

**7.1.1.2** Mayor Caseley informed Council that a presentation will be given at the April Committee of Council meeting with details regarding the upcoming Collective Bargaining Negotiations.

**7.2 Fire Department Statistical Report**

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

**7.3 Police Department Statistical Report**

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

**7.3.1.1** Mayor Caseley inquired on the number of false alarms our police department responds to. He requested that false alarm calls be broken out separately on the Police department statistical report. He further requested that the issue of a False Alarm Policy be added to the April Committee of Council agenda for discussion.

#### **7.4 Development Permit Summary Report**

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

**7.4.1.1** *Moved by Councillor Doucette, seconded by Councillor Pickering to approve the building permit application from Webster Enterprise Ltd (WEL) to construct a new residential 4-plex on Lot #12-4 part of PID No. 79855, 9 Imperial Street development known as Station View Estates. Unanimously carried.*

#### **7.5 Bills List**

**7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the February 2016 Bills in the amount of \$ \$252,975.57. Unanimously carried.*

#### **7.6 Summary Income Statement**

**7.6.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the Summary Income Statement for the month of February 2016. Unanimously carried.*

#### **7.7 Community Gardens Complex Report**

**7.7.1** *Moved by Councillor Pickering, seconded by Councillor Doucette to approve the Community Gardens Complex report for the month of February 2016. Unanimously carried.*

#### **7.8 Mayor's Report**

**7.8.1** *Moved by Councillor Pickering seconded by Councillor Mill to approve the Mayors report for the month of April 2016 as presented by Mayor Caseley. Unanimously carried.*

**7.8.2** Mayor Caseley encouraged Councillors to attend the Kensington Welcome Centre fundraiser and auction on Friday, May 13, 2016.

#### **7.9 FPEIM and KACC Report**

**7.9.1** The FPEIM AGM is scheduled for April 25, 2016 in St. Peter's Bay.

**7.9.2** The KACC Presidents dinner is scheduled for April 14, 2016 at the Loyalist Hotel in Summerside.

## **8. New Business**

### **8.1 Request for Decisions**

#### **8.1.1 Pleasant Street Lift Station Driveway Access**

**8.1.1.1** *Moved by Councillor Spencer, seconded by Councillor Doucette, BE IT RESOLVED THAT a change order be approved for Duffy Construction for the placement of an asphalt driveway access into the Pleasant Street Lift Station per their quote in the amount of \$7,927.70 plus HST dated February 19, 2016. Unanimously carried.*

#### **8.1.2 Ramsay Fish Holdings Subdivision**

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

*WHEREAS a request has been received from Key Murray Law, on behalf of Ramsay Fish Holdings, to subdivide PID No. 934372 into two separate parcels, being Parcel A and Lot 2004-A, and to subdivide PID No. 878744 into two separate parcels, being Parcel B and the remaining portion of PID No. 878744, as per Subdivision Plan No. 151-13763-S01;*

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

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

*THEREFORE BE IT RESOLVED that approval be granted to Ramsay Fish Holdings to subdivide PID No. 934372 into two separate parcels, being Parcel A and Parcel 2004-A, and to subdivide PID No. 878744 into two separate parcels, being Parcel B and the remaining portion of PID No. 878744 as per Subdivision Plan No. 151-13763-S01 drawn by WSP;*

*BE IT FURTHER RESOLVED that approval be granted to Ramsay Fish Holdings to consolidate Parcel A and Parcel B to form Lot 15-1, and to consolidate Lot 2004-A and the remaining portion of PID No. 878744, as per Subdivision Plan No. 151-13763-S01 drawn by WSP.*

*Unanimously carried.*

### **8.1.3 2 North Street Property Disposal**

*Mayor Caseley declared a conflict and excused himself from the Council Chambers at 7:48 pm. Deputy Mayor Mann assumed his seat as Chair.*

#### **8.1.3.1 Moved by Councillor Pickering, seconded by Councillor Spencer**

*WHEREAS the Town of Kensington is the owner of a parcel of property located at 2 North Street (PID No. 80051);*

*AND WHEREAS Town Council, at a meeting held in December of 2015, considered and approved the disposal of the property at a price of \$12,000;*

*AND WHEREAS a report dated March 8, 2016 has been submitted by DV8 Consulting and considered by Town Council;*

*AND WHEREAS the prospective purchasers have agreed to consolidate the 2 North Street Property to their property located at 61 Broadway Street North;*

*BE IT RESOLVED THAT Town Council approve the disposal of the 2 North Street Property to Rowan Caseley, Melissa Caseley, Tara Caseley and Stephen Osmond at a purchase price of \$12,000 for the purpose of developing an accessory parking lot.*

*BE IT FURTHER RESOLVED that the Chief Administrative Officer and the Deputy Mayor be authorized to execute on behalf of the Town of Kensington the disposal of 2 North Street.*

*3 for, 1 opposed (Doucette), 1 abstention (MacLean). Motion carried.*

*Mayor Caseley resumed his seat as Chair at 8:07 pm.*

### **8.1.4 Draft Development Control Bylaw Amendments – Public Meeting**

#### **8.1.4.1 Moved by Councillor Doucette, seconded by Councillor Pickering**

*WHEREAS DV8 Consulting were requested and undertook a review of the Town of Kensington Development Control Bylaw for potential textual conflicts and issues and provided recommendations on proposed amendments to Town Council;*

*AND WHEREAS Town Council reviewed the proposed text amendments and are prepared to move forward with a bylaw amendment process as per the legislative requirements of the Province of PEI Planning Act;*

*BE IT RESOLVED that Town Council direct the Chief Administrative Officer to schedule a public meeting to solicit*

*comments and opinions from the community on the proposed 'draft' text amendments to the Town's Development Control Bylaw as per the report from DV8 consulting dated February 25, 2016 and subsequent correspondence from DV8 consulting dated March 29, 2016.*

*Unanimously carried.*

#### **8.1.5 Draft Emergency Measures Plan**

**8.1.5.1** Council received a copy of the revised Emergency Measures Plan for review and consideration at the April Committee of Council Meeting.

#### **8.2 Other Matters**

##### **8.2.1 *Moved by Councillor Mill, seconded by Councillor Doucette***

*BE IT RESOLVED THAT the contract for the 2016 Town of Kensington Pothole Patching Program be awarded to Curran Briggs as per their quote dated April 7, 2016 in the amount of \$8,375.00.*

*Unanimously carried.*

##### **8.3.2 *Moved by Councillor Spencer, seconded by Councillor Mill***

*BE IT RESOLVED THAT Kensington Town Council authorize the CAO to develop and submit a funding application to the Gas Tax funding program (Municipal Strategic Component) for funding of a Municipal Growth Management Study. Town Council understands that their financial contribution to the study may equal up to 10% of the total cost of the study initially estimated at \$50,000.*

*Unanimously carried.*

#### **9. Correspondence**

- 9.1** A letter from Bowl for Kids Sake 2016 requesting financial donations. *Declined*
- 9.2** A letter from the Department Transportation, Infrastructure and Energy outlining the action which will be taken towards the he two fuel tanks located at the Kensington Intermediate Senior High School.
- 9.3** A Thank You from the PEI Special Olympics for supporting the Team PEI 2016 Booster Club.
- 9.4** A Thank You note from the family of the late Roscoe Pendleton.

#### **10. In-Camera**

- 10.1** *Nil*



**11. Adjournment**

***Moved by Councillor Pickering, seconded by Councillor Spencer to adjourn the meeting at 8:21 PM. Unanimously carried.***

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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor



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

May 2016

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

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

## **Capital Project Updates:**

### **Water and Sewer**

#### **Pleasant Street Lift Station Replacement**

Driveway construction to begin in May 2016. Staff are currently evaluating the possibility for the provision of water service to the station.

### **Streets and Sidewalks**

#### **Kensington Storm Water Project**

The design of the storm water project is complete and the tender officially closed on Wednesday, April 13<sup>th</sup> with four bids being received.

Duffy Construction - \$1,385,054.40

AJL Limited - \$1,488,691.80

Island Coastal - \$1,535,865.00

Birt and MacKay - \$1,557,638.59

As Duffy Construction submitted a fully compliant bid and the lowest bid it was recommended by WSP that the contract be awarded to them for their bid amount \$1,385,054.40.

Staff are currently in the process of evaluating the cash flow requirements of the project and are recommending at this time that the project not be awarded. Further to this, the Federal Government recently announced a new Building Canada Fund with a potential federal government contribution of up to 50% (current project approval at 33%). Given, the potential of additional dollars being contributed to the project from other orders of government it appears to be most prudent that the Town delay the awarding of the project until other funds can be

solidified. Based on the tendered price and associated engineering fees, the Town's current contribution towards the project sits at an estimated \$565,000.

## **Operational and Ongoing Items**

### Fire Department Policy Development

A draft Fire Bylaw has been provided by W.G. Hogan Fire Safety Specialties. The Bylaw has been reviewed by staff and comments have been provided back to the consultant. As of the writing of this report staff have not heard back from the consultant in regards to the comments provided. Once the draft is finalized it will be provided to Committee for consideration.

### Annexation of 149 Kelvin Grove Road

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

### Wellfield Protection Plan

Several meetings have been held with the Kensington North Watershed Association (KNWSA) to discuss ways in which the Town and the KNWSA can work collaboratively to develop a formal wellfield protection plan for the Town. As some Councillors may be aware, the Town purchased property in the vicinity of the wellfield in 2007 to provide a development buffer to further protect the Town's water system. Staff of the Town and the KNWSA continue to discuss the plan's development and potential funding sources to see the plan through completion.

### Collective Bargaining Negotiations

The current Collective Bargaining Agreement (CBA) between the Town of Kensington and the Canadian Union of Public Employees is set to expire in April of 2016. Attempts have been made to set a negotiating schedule prior to the agreements expiry however no dates that worked for everyone could be found. Negotiating dates have currently been set from May 9<sup>th</sup> to the 13<sup>th</sup> and May 23<sup>rd</sup> to the 25<sup>th</sup> (if required). It is anticipated that the agreement will be negotiated by Town staff with legal assistance, if required, provided by Ian Pickard of McInnis Cooper. Information on specific Town (employer) proposals were provided to Councillors during an in-camera session at the April 25<sup>th</sup> Committee of Council meeting.

### Development Control Bylaw Amendments

Several text amendments are required to be made to the Town's Development Control Bylaw. A report from Hope Parnham of DV8 Consulting was circulated at the April Town Council meeting. Direction was provided to the CAO to move forward with the scheduling of a public meeting as per the requirements of the Planning Act. Staff are proposing June 9, 2016 at 6:30 pm as a potential date for the public meeting.

### Unsightly Premises

Several complaints have been received from neighbouring property owners in regards to an unsightly property located at 105 Victoria Street West. A letter was sent to the owner of the property by registered mail as per the terms of the Town's Unsightly Premises Bylaw. A period of 20 days was given to bring the property up to an acceptable community standard. At the expiry of the 20 days no action had been taken on the property. Public Works staff were directed to go on the property and remove unsightly items, including detached eavestroughing, a mattress and box spring, and other items. An invoice will be generated and forwarded to the property owner to cover this cost.

Information was provided to Town Council previously in regards to an unsightly property located at 6 Russell Street. A letter was sent to the current managers of the property (RAS) on April 1, 2016 requesting that the property be brought to a reasonable community standard within 20 days. RAS subsequently requested a 10 day extension and committed to have the property cleaned up by April 30, 2016. From an external review of the property, it has been cleaned to a reasonable standard and while staff continue to monitor the property, no further action is required at this time.

### 5 Year Capital Plans

Staff are in the process of developing 5 year capital plans for the town, the Fire Department and the Water and Pollution Control Corporation. Once the plans are developed in draft form they will be presented to Town Council for their consideration. To date, two departments (Police department and Community Gardens Complex) have provided draft plans to the CAO. The Deputy Administrator will continue to compile capital information.

### Preparations for the Summer Season

Public works staff are busy preparing items for the summer season. Picnic tables and benches will be placed throughout the town. Street sweeping began on May 2<sup>nd</sup> and will continue as weather permits. Consideration is being given to creating a 7 day per week schedule throughout the summer months as well as a 9 am to 6 pm shift.

### Water Detailed Chemical Analysis

Public works staff recently completed the required (every three years) detailed chemical analysis samples of the Town's well system. The samples were submitted to AGAT Laboratories, out of Fredericton, NB. In total, 56 samples were taken from the town's 4 well systems. The analytical results have been reviewed and everything appears to be in order. The results will be provided to the PEI department of Communities, Land and Environment.

### Pothole Patching

The 2016 pothole patching program is expected to be undertaken in late May. It is hoped that work will be completed by the end of May, early June. Staff have not yet contacted Curran and

Briggs in regards to the badly deteriorated areas behind the liquor store/freight shed area. As Councillors are aware, the original quote to complete an asphalt overlay of the entire area came in at approximately \$13,000. Staff are attempting to reduce this cost to align with the budget approved by Town Council for 2016.

#### FPEIM Municipal Toolkit

The FPEIM are in the process of developing a Municipal Toolkit to help Municipalities meet their development needs. I have been invited to sit on an advisory committee to help provide insight on the toolkit's development. I hosted a meeting of the advisory committee at the Kensington Town Hall on Monday, May 2<sup>nd</sup>.

#### Police Department False Alarm Policy

Staff have begun preliminary research in an effort to develop a False Alarm Policy for the Kensington Police Service. Work will continue in this regard as time permits. Police statistical reports going forward (i.e. May 23<sup>rd</sup> Committee of Council forward) will break alarm calls into two categories; actual and false alarms

#### Sidewalk Maintenance/Replacement

The Public Works Supervisor is in the process of developing a list of badly deteriorated sidewalk areas. Once the list has been compiled staff will solicit quotes to complete any required work. Further information will be provided to Town Council as this project progresses.

#### Tender for Ice Painting Equipment – City of Summerside

The City of Summerside recently issued a tender for the disposal of a surplus Arena Spray Paint Package including: mixing tanks, applicator, a hose, pump and mixer. Kensington has typically borrowed this equipment from the City in the past to paint the lines at the Community Gardens Complex. The tender was presented at the April Committee of Council meeting where the Committee directed staff to submit a tender of \$500.00. The tender was submitted and accepted by the City. The Town is now in possession of the equipment.

#### Musical Nights at the Kensington Railyards

At a meeting with the Minister of Tourism and Economic Development, the Hon. Heath Macdonald and his staff on February 24, 2016, it was recommended that the Town consider offering live music at the Kensington Railyards in 2016 as opposed to running the one day Arts and Cultural Festival as we typically have. The Arts and Cultural Festival began in Kensington in 2009 as a joint effort between the Town of Kensington, the former Kensington and Area Recreation Association and the Kensington Area Tourist Association. The festival was developed to showcase the local arts community, including performing arts, culinary arts and visual arts. Attendance at the festival has dwindled in recent years and as such the department of Tourism and Economic Development are encouraging the Town to look at a different initiative.

Staff are currently in the process of developing a funding application under Tourism PEI's Innovation Fund to offset costs associated with a new tourism related program called "Musical Nights at the Kensington Railyards". The program would involve the presentation of live, local music on Wednesday evenings from 6:30 to 8:30 (?) throughout July and August at the Railyards Gazebo. Plans are still being developed; further information will be provided to Town Council as the project progresses.

#### Mural Relocation

As most are probably aware, the murals have now been relocated from the Kensington Railyards and the Town Hall to the Masonic Hall Building located on Victoria Street East. The Murals are now clearly visible from the main intersection. All comments received to date on the relocation have been positive.

#### Library Slat Wall Capital Request

A request was made by Kensington Librarian, Shelly Tamtom, to Town Council at their April meeting to consider purchasing a new slat wall for the Kensington Library. I have requested Ms. Tamtom to provide a minimum of two quotes for the slat wall. Once the quotes are received a recommendation will be provided to Town Council for their consideration.

*Respectfully Submitted,*

*Geoff Baker, CAO*

[illegible]



[illegible]

[illegible]

Year to Date Approved Building Permit Summary Report

Building Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total Building		Total Building		Total Estimated
														Permit Count		Permit Fees \$		Construction Value \$
Single family dwelling (new)														0				
Semi detached dwelling (new) - permits, not units														0				
Multi unit residential (new)				1										1		\$200		\$375,000
Modular/Mobile (new)														0				
Residential additions/alterations														0				
Modular/mobile renovations														0				
Accessory Buildings		1			1									2		\$150		\$4,800
Other - signs, fence etc.														0				
Institutional (new)														0				
Institutional renovations/additions				1										1		\$150		\$350,000
Commercial (new)														0				
Commercial renovations/additions					1									1		\$150		\$85,000
Industrial (new)														0				
Industrial renovations/additions														0				
Agriculture														0				
Demolition														0				
Totals	0	1	0	2	2	0	0	0	0	0	0	0		5		\$650		\$814,800

BUILDING PERMITS SUMMARY  
May 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
04-16	April 26, 2016	78790	Don MacEachern 4 Russell Street, Kensington	902-303-5800	Approved			x	R	\$800	Start: May 2016 Finish: August 2016
					DESCRIPTION:	Replace existing shed and construct fence					
N/A		77859	A&R Adventures Inc 49 Broadway Street, Kensington	902-439-6480	Pending Approval		X		I-C	\$85,000	Start: May 2016 Finish: June 2016
					DESCRIPTION:	Replace windows, signage, relocate deck, construction of seafood market					
										\$	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 DON MAC EACHERN  
4 RUSSELL ST - Kensington Telephone 902-303-5800

② Property Address 4 RUSSELL ST Property Number 78790

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 \_\_\_\_\_ side of \_\_\_\_\_ Street

Between the property of \_\_\_\_\_ and the property of \_\_\_\_\_

6. Size of Property:

Road frontage 70' Property depth 130' Area \_\_\_\_\_ sq. ft.

7. Description of project and details of structure:

Works proposed consists of: New Construction \_\_\_\_\_ Addition to existing \_\_\_\_\_  
Repairing \_\_\_\_\_ Remodelling \_\_\_\_\_

\* Describe Project: Removal of old existing shed  
& Replacing with - Newer shed, 16' x 8'  
plus construction of 8' fence

Ground floor: Length \_\_\_\_\_ Feet. Width \_\_\_\_\_ Feet.

Number of Stories \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Type of Foundation

Poured Concrete \_\_\_\_\_

Concrete block \_\_\_\_\_

Pier \_\_\_\_\_

Other \_\_\_\_\_

External Wall Finish

Siding WOOD

Wood shingles \_\_\_\_\_

Steel \_\_\_\_\_

Other \_\_\_\_\_

Roof Material

Asphalt ☒

Steel \_\_\_\_\_

Other \_\_\_\_\_

Chimney

Brick ☒

Prefab \_\_\_\_\_

Other \_\_\_\_\_

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

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

⑩ Estimated cost of Project: \$80000

⑪ Name and Address of Contractor or Chief Contractor SELF

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

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

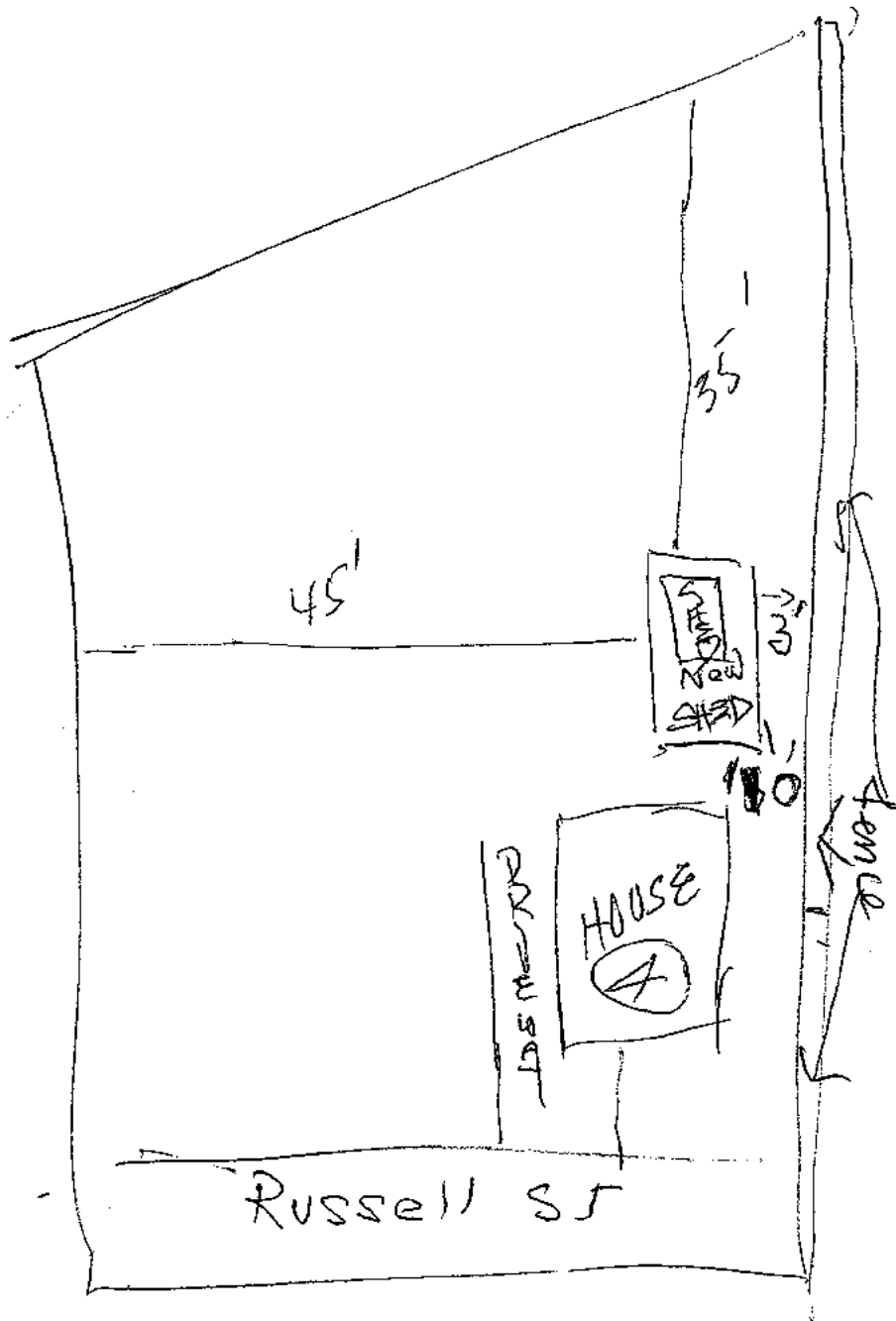
14. Demolishing a building (Describe) \_\_\_\_\_

15. Please provide a diagram of proposed construction

RECEIVED  
APR 26 2016

PL

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



Signature of Applicant

Date:

*Paul J. Eichen*  
*April 26/2016*

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

**TOWN OF KENSINGTON  
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant A + R Adventures Inc  
Telephone 902-439-6480
2. Property Address 49 Broadway St. Property Number \_\_\_\_\_
3. Property Status:  
Land purchased from Dana Coulson Year Purchased 2016  
If lot is located in an approved sub-division, please give  
Name of Sub-Division: \_\_\_\_\_ Lot No. 77867/77859
4. Proposed Use:  
Building or addition to be used for: Single Family Dwelling \_\_\_\_\_ Duplex \_\_\_\_\_ Store \_\_\_\_\_  
Private Garage \_\_\_\_\_ Commercial Garage \_\_\_\_\_ Private Storage Building \_\_\_\_\_  
Other (describe) office space and fish market deck
5. Location of property to be developed:  
Located on North \_\_\_\_\_ South \_\_\_\_\_ East ☒ West \_\_\_\_\_ side of Broadway Street  
Between the property of 45 Broadway Green and the property of Kingsley Food Basket
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: see attached.
- Ground floor: Length \_\_\_\_\_ Feet. Width \_\_\_\_\_ Feet.  
Number of Stories 2 Number of Bedrooms 0
- |                       |                      |               |              |
|-----------------------|----------------------|---------------|--------------|
| Type of Foundation    | External Wall Finish | Roof Material | Chimney      |
| Poured Concrete _____ | Siding _____         | Asphalt _____ | Brick _____  |
| Concrete block _____  | Wood shingles _____  | Steel _____   | Prefab _____ |
| Pier _____            | Steel _____          | Other _____   | Other _____  |
| Other _____           | Other _____          |               |              |
8. Water Supply: Private \_\_\_\_\_ Municipal ☒
9. Sewerage System: Private \_\_\_\_\_ Municipal ☒
10. Estimated cost of Project: \$85,000.00
11. Name and Address of Contractor or Chief Contractor Segman Des Roches  
Construction 6446 Anderson Road, Hwy 225, Kinkora.
12. Dates of expected start and finish of project: ASAP to continue for  
four weeks.
13. Moving a building (Describe) N/A
14. Demolishing a building (Describe) N/A
15. Please provide a diagram of proposed construction

RECEIVED  
APR 25 2016

Pd

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

See attached sketches.

Signature of Applicant

Harmona Robey

Date:

April 25, 2016

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



## Projected Changes to 49 Broadway Street, Kensington "Coulson Realty Buiding"

The following changes are proposed to this property:

- A **deck** is to be added to the rear of the property (East). Size 30 x 24 feet.
- On the South side there will be **interior** changes to accommodate a seafood market. The **exterior** will have changes to the facia including some new signage and the addition of a decorative anchor.
- This signage will be a 5'4" x 9'5" electronic board similar to the one at Quality Inn in Summerside to advertise local events and our businesses located on this property and the adjacent one.
- The Anchor will be eye catching and draw people into the town center. It will not be of garish construction but rather a focal point where tourists may like a photo.
- The upper level of the property will receive cosmetic changes only along with some new **windows** on the North side.

This building shall be **fully occupied** upon completion. The upper level will be corporate office space for the owners. The lower level will be occupied by the seafood market at the back half and Mr. Dana Coulson shall maintain his offices as they are, at the street entrance.

We would be happy to answer any questions you may have or provide further information. Please direct inquiries to Ramona at 902-439-6480 or Austin at 902-439-7227 at your convenience.

Thank you,

Ramona Roberts

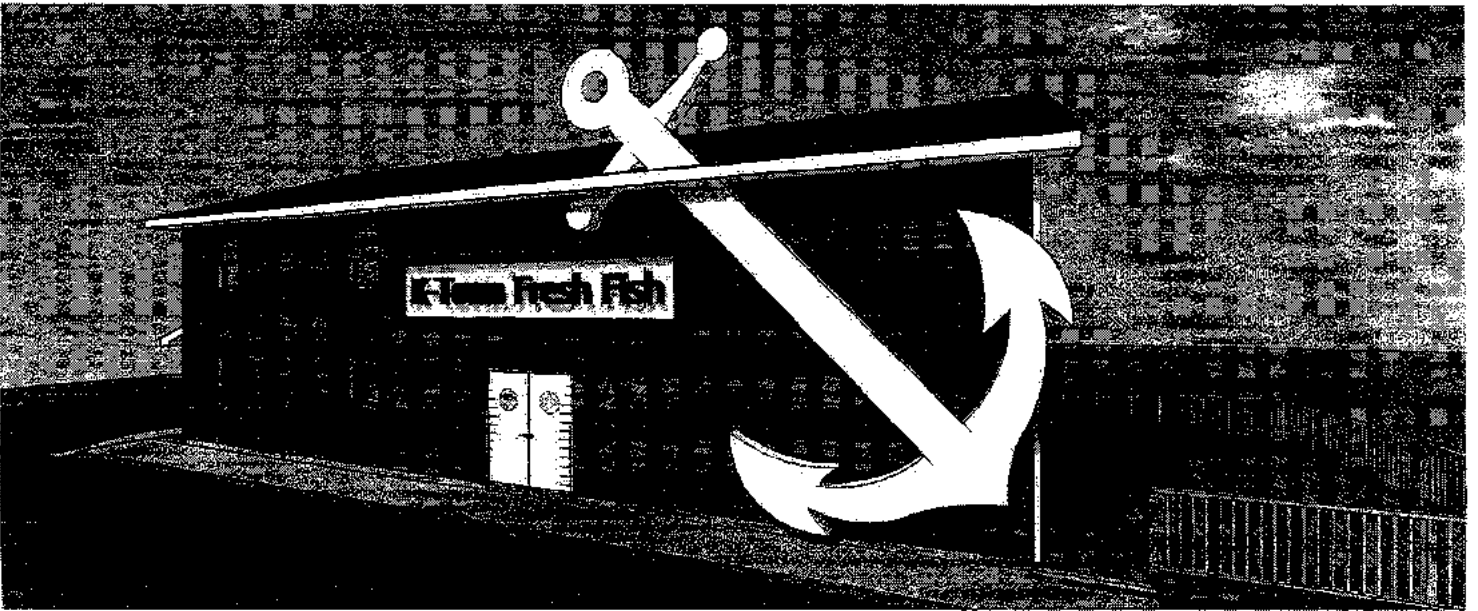
A&R Adventures Inc.



West View from Street.



North Side View - new windows



South Side View . Deck to be added (dict Eastside)  
• changes to exterior signage

## Town of Kensington Bills List March 2016

A1 - Vacuums	306883	\$365.79
Amalgamated Dairies Limited	3916067013	\$31.94
Amalgamated Dairies Limited	3916065005	\$40.42
Amalgamated Dairies Limited	3916071011	\$38.67
Amalgamated Dairies Limited	3916084014	\$37.99
Amalgamated Dairies Limited	3916078013	\$29.23
Amalgamated Dairies Limited	3916091013	\$45.26
ADL Foods	2232662	\$987.14
ADL Foods	2233611	\$22.30
ADL Foods	2230221	\$230.41
ADL Foods	2230625	\$554.52
ADL Foods	2231919	\$52.46
ADL Foods	2231669	\$699.02
ADL Foods	2232341	\$110.00
Aliant	4191159	\$203.52
Aliant	4194972	\$30.21
Andrew Griffin	MARCH 2016 RRSP	\$866.80
Bell Mobility	365182	\$205.49
Brenda MacIsaac	MARCH 2016 RRSP	\$409.50
Campbell's Plumbing and Heating	7439	\$91.20
Campbell's Plumbing and Heating	7492	\$285.00
Capital Foodservice	2000188	\$306.63
Capital "T" Electric	224	\$156.54
Canadian Union of Public Employees	MARCH 2016 UNION DU	\$704.70
D Alex MacDonald	95603	\$670.05
DC Tire Sales & Service	77678	\$304.38
Eastlink	780402	\$105.91
Eastlink	795530	\$55.47
Eastlink	804660	\$52.38
Eastlink	LIBRARY MAR 2016	\$122.22
Eastlink	MAR 24, 2016	\$598.81
Eastlink	FIRE HALL MARCH 2016	\$52.38

Elizabeth Hubley	MARCH RENT 2016	\$798.00
Frito Lay Canada	43759095	\$117.12
Frito Lay Canada	43758866	\$106.81
Frontline Outfitters	25166	\$417.24
Geo Net Technologies Inc	11-2297	\$12,540.00
Geoff Baker	MARCH 2016 MILEAGE	\$327.12
Green Diamond	991255	\$849.30
Hewitt Rentals Inc	5159774 001	\$105.46
Hewitt Rentals Inc	5159223 001	\$70.30
Hewitt Rentals Inc	5161383 001	\$70.30
Hewitt Rentals Inc	5163060001	\$140.61
Holland College	539060	\$225.00
Irving Oil	123674	\$132.26
Irving Oil	235428	\$299.29
Irving Oil	219462	\$243.73
Irving Oil	28987	\$321.30
Irving Oil	824064	\$31.42
Irving Oil	730529	\$348.01
Irving Oil	530174	\$294.64
Irving Oil	528768	\$426.65
Irving Oil	953258	\$152.17
Irving Oil	627645	\$140.42
Irving Oil	631343	\$231.12
Irving Oil	526178	\$10.70
Irving Oil	832027	\$313.91
Irving Oil	832790	\$412.13
Irving Oil	621894	\$228.82
Irving Oil	656801	\$273.61
Irving Oil	620792	\$486.40
Irving Oil	31273362	\$131.62
Irving Oil	31250632	\$551.93
Irving Oil	567506	\$132.42
Irving Oil	31284379	\$185.22
Irving Oil	124628	\$221.65

Irving Oil	31289637	\$91.37
Irving Oil	837650	\$79.87
Irving Oil	31278706	\$48.05
Island Petroleum	7940	\$295.28
Island Petroleum	9341	\$171.22
Island Petroleum	9340	\$209.73
Island Petroleum	1739	\$187.48
Island Petroleum	3300	\$322.94
Island Petroleum	6889	\$400.88
Island Petroleum	6888	\$441.78
Island Technology Professionals	521	\$140.00
Island Towing	11994	\$171.00
KD Construction Inc.	441513	\$855.00
Kensington Figure Skating Association	790228	\$500.00
Kensington Metal Products Inc.	33554	\$81.80
Kensington Metal Products Inc.	33555	\$32.55
Kensington Minor Hockey	790227	\$500.00
Kent Building Supplies	836426	\$14.40
Kent Building Supplies	837006	\$124.48
Kent Building Supplies	839802	\$11.16
Kent Building Supplies	839913	\$23.45
K'Town Auto Parts	20S164813	\$86.94
K'Town Auto Parts	20S165181	\$63.30
K'Town Auto Parts	20S165215	\$16.36
Kensington & Area Chamber of Commerce	73841	\$256.50
Kubota Canada Ltd	MARCH 2016	\$262.21
Langille Sharpening Service Inc	2613	\$102.60
Langille Sharpening Service Inc	54798	\$68.40
Lee Pidgeon Electrical Ltd	002897	\$95.76
Lewis Sutherland	LSEXP0316	\$125.96
Lewis Sutherland	MARCH 2016 RRSP	\$938.34
MacInnis Express (1983) Ltd	173112	\$153.00
Maritime Electric	20STEWART0316	\$77.53
Maritime Electric	28STEWKSP0316	\$190.96

Maritime Electric	25BALLCAN0316	\$28.01
Maritime Electric	25GARRINK0316	\$7,730.39
Maritime Electric	25GARSIGN0316	\$36.17
Maritime Electric	25GARKINDER0316	\$56.46
Maritime Electric	LIBRARY0316	\$342.15
Maritime Electric	CNSTN0316	\$788.69
Maritime Electric	FARMMARK0316	\$233.07
Maritime Electric	25SCHOOLSWRM0316	\$65.76
Maritime Electric	CARCRG0316	\$28.58
Maritime Electric	55VICTEAST0316	\$1,150.45
Maritime Electric	FIREHALL0316	\$441.74
Maritime Electric	100WHPSLITE0316	\$3,150.91
Maritime Electric	4SPRADAR0316	\$99.60
Malpeque Bay Credit Union	MARCH 2016 RRSP	\$2,534.10
Minister of Finance	284328	\$92.83
Minister of Finance	MARCH 1, 2016 LOAN	\$5,868.89
MJS Marketing & Promotions	2554061	\$51.30
MJS Marketing & Promotions	2554010	\$182.40
Moase Plumbing & Heating	24669	\$484.50
Mount Zion Lodge No 12	MARCH 4, 2016	\$75.00
Murphy's Kensington	161761	\$21.58
Orkin Canada	6796387	\$57.00
Orkin Canada	6833456	\$28.50
PEI Womens Institute	GALA DINNER	\$75.00
Pepsico	07075205	\$785.75
Pitney Bowes	3200161596	\$192.85
Robert Wood	RWEXP0316	\$150.40
Rowan Caseley	RCEXP0316	\$58.75
Mikes Independent	03 8856	\$10.26
Mikes Independent	01 5803	\$19.76
Mikes Independent	03 0106	\$41.10
Scotia Securities	DOUG K MAR 2016 RRS	\$524.88
Scotiabank Visa	00000000000014040	\$2,023.85
Sherry's Heating Service	2006	\$295.20



SSQ Insurance Company Inc	6011021	\$1,470.00
Staples	890317	\$228.84
Stephen Manning	TRAINING EXPENSE	\$10.69
Summerside Chrysler Dodge (1984) Ltd	90627	\$56.95
Superior Sanitation	578511	\$182.40
Superior Sanitation	578508	\$79.80
Superior Sanitation	578509	\$182.40
Superior Sanitation	578510	\$228.00
T & K Fire Safety Equipment Ltd	218956	\$234.56
T & K Fire Safety Equipment Ltd	219696	\$461.93
Telus	MARCH 31, 2016	\$530.91
Traci Campbell	790231	\$286.00
Transcontinental	171754	\$181.26
Vail's Fabric Services Ltd	253863	\$103.51
Water & Pollution Control Corporation	54060	\$213.64
Workers Compensation Board of PEI	WCB 1ST INSTALLMENT	\$715.93
WEL Holdings Ltd	TAX INCENTIVE MAR 16	\$3,256.54
Yellow Pages Group	16-2644507	\$20.86
Subtotal		<hr/> \$73,113.42
March Payroll		\$122,651.84
<b>Total March Bills</b>		<hr/> <b>\$195,765.26</b> <hr/>
 <b>CIP Project</b>		
WSP Canada Inc	0542974	\$21,614.40
<b>Total March Bills &amp; CIP Project</b>		<hr/> <b>\$217,379.66</b> <hr/>

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

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$77,200.11	\$76,525.00	\$675.11	\$230,393.43	\$242,465.00	-\$12,071.57	\$957,760.00	24%
Police Service	\$2,084.85	\$1,700.00	\$384.85	\$8,537.95	\$5,100.00	\$3,437.95	\$20,400.00	42%
Town Hall Rent	\$7,796.40	\$7,793.00	\$3.40	\$31,165.20	\$31,379.00	-\$213.80	\$101,516.00	31%
Recreation			\$0.00				\$5,200.00	0%
Sales of Service	\$26,903.20	\$32,300.00	-\$5,396.80	\$72,484.90	\$96,900.00	-\$24,415.10	\$387,600.00	19%
Subtotal Revenue	\$113,984.56	\$118,318.00	-\$4,333.44	\$342,581.48	\$375,844.00	-\$33,262.52	\$1,472,476.00	23%
GENERAL EXPENSES								
Town Hall	\$11,147.84	\$13,770.00	\$2,622.16	\$34,490.38	\$38,860.00	\$4,369.62	\$153,095.00	23%
General Town	\$34,753.35	\$41,351.00	\$6,597.65	\$112,128.16	\$140,642.00	\$28,513.84	\$374,091.00	30%
Police Department	\$43,674.11	\$41,641.00	-\$2,033.11	\$97,135.90	\$106,383.00	\$9,247.10	\$421,992.00	23%
Public Works	\$31,279.10	\$35,890.00	\$4,610.90	\$84,005.18	\$86,170.00	\$2,164.82	\$239,895.00	35%
Train Station	\$2,417.48	\$2,604.00	\$186.52	\$7,892.65	\$7,662.00	-\$230.65	\$26,823.00	29%
Recreation & Park	\$6,537.88	\$7,025.00	\$487.12	\$8,197.64	\$9,075.00	\$877.36	\$72,250.00	11%
Sales of Service	\$19,037.04	\$20,050.00	\$1,012.96	\$41,445.27	\$48,330.00	\$6,884.73	\$184,330.00	22%
Subtotal Expenses	\$148,846.80	\$162,331.00	\$13,484.20	\$385,295.18	\$437,122.00	\$51,826.82	\$1,472,476.00	25%
Net Income (Deficit)	-\$34,862.24	-\$44,013.00	-\$9,150.76	-\$42,713.70	-\$61,278.00	-\$18,564.30		
Community Gardens Complex								
Community Gardens Revenue	\$40,840.79	\$42,600.00	-\$1,759.21	\$115,988.56	\$107,600.00	\$8,388.56	\$411,200.00	28%
Community Gardens Expenses	\$43,659.42	\$48,235.00	\$4,575.58	\$118,470.66	\$118,685.00	\$214.34	\$411,200.00	29%
Net Income (Deficit)	-\$2,818.63	-\$5,635.00	-\$2,816.37	-\$2,482.10	-\$11,085.00	-\$8,602.90		
Fire Department								
Fire Revenues	\$20,586.16	\$20,188.00	\$398.16	\$61,758.56	\$60,564.00	\$1,194.56	\$242,256.00	25%
Fire Department Expenses	\$17,040.21	\$18,851.00	\$1,810.79	\$51,623.48	\$57,903.00	\$6,279.52	\$242,256.00	21%
Net Income (Deficit)	\$3,545.95	\$1,337.00	-\$2,208.95	\$10,135.08	\$2,661.00	-\$7,474.08		
Consolidated Net Income (Deficit)	-\$34,134.92	-\$48,311.00	-\$14,176.08	-\$35,060.72	-\$69,702.00	-\$34,641.28		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$46,533.00	\$45,408.00	-\$1,125.00	\$137,084.45	\$136,224.00	-\$860.45	\$544,896.00	25%
Water & Sewer Expenses	\$52,689.07	\$42,835.00	-\$9,854.07	\$168,541.59	\$128,505.00	-\$40,036.59	\$544,896.00	31%
Water & Sewer Net Income (Deficit)	-\$6,156.07	\$2,573.00	\$8,729.07	-\$31,457.14	\$7,719.00	\$39,176.14		

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** GEOFF BAKER, CAO  
**FROM:** ROBERT WOOD, COMMUNITY GARDENS COMPLEX  
MANAGER  
**SUBJECT:** MARCH COMMUNITY GARDENS COMPLEX REPORT  
**DATE:** 22/04/2016  
**ATTACHMENT:** STATISTICAL REPORT

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**March 2016**

**Fitplex**

Statistical Report Attached.

**Programming:**

Monday	Arthritis aerobics- Aerobics- Multi-Fit-	Arthritis Society Krista Shields	1.00pm-2.00pm 7.00-8.00 pm
Tuesday	Seniors Aerobics- Boot Camp-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Wednesday	Arthritis aerobics-	Arthritis Society	1.00pm-2.00pm
Thursday	Seniors Aerobics- Hi-Lo-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Saturday	Boxer-fit	Traci Campbell	8.00am-9.00am

**Hours**

Key FOB Entry	5.45am-12 Midnight Daily
Staffed	4pm-8pm Mon-Thursday

## **Arena**

Statistical Report Attached.

**Note: James Rogers is retiring after 18 years of service to the Community Gardens Complex**

### **Kensington Cash**

March, 2016	330.00	
	330.00	
	332.00	
	300.00	
	300.00	Total 1562.00
No Winners Drawn		

### **Programming\Special Events**

- Hosted Figure Skating Ice Show
- Hosted Novice A tournament
- Hosted 3 Kensington Viper Games and 1 Kensington Wild game.

### **Upcoming Events**

- Kensington Vipers Playoffs continue

### **Items for Council's Consideration:**

#### **Modified Arena Opening Date:**

##### Previous 3 years

- Opened on Sept 1, (Ice Plant turned on Aug 23)
- Rentals for the First Week of Sept Averaged 10 hours
- Rentals for Second Week of Sept Averaged 20 hours
- Rentals for Third and Fourth weeks Average 35 hours
- Kensington Wild rent 4.5 hours\week for the first two weeks of Sept.

Original Agreement with Kensington Wild included opening the rink by Sept 15 and training camp would be held in arena that had summer ice-S'side, Cornwall, Evangeline, Ch'Town

-Wild are having an identification camp in S'side in August (They did this last year as well) where they have ice-times and attract players.

-Minor Sports-Soccer -Baseball hold provincials the first two weekends of Sept and affects rentals

-Extremely hard on Ice Plant and cement floor in hot weather

-Electric Bill of 10,000.00 (75 hours of rentals to pay for it)

**Suggested Opening Date: September 12 (Ice Plant turned on Sept 4 to make ice)**

-Minor Hockey plan on booking ice for a school starting this week (up to 15-20 hours per week)

-Matrix Hockey will hold conditioning and tryouts starting this week (12-15 hours per week)

-Wild are in Hockey tournament Sept 9-11 in Moncton (where they pick their team from) and Ice would be ready for them (3 practice hours and 2.5 game per week)

-Starting this date would allow the rink more time to prepare surface after Harvest Festival is Over (Aug 20-24)

-Less wear and tear on Ice Plant –evenings get cooler

-Crapaud - Rustico are not opening until Mid – late October allows for additional rentals

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Tender for Arena Spray Paint Package from Summerside Credit Union Place:

Includes-Mixing tanks-spray applicator-225 foot hose-gas powered pump-110 volt mixer.

-Equipment new - \$5500.00.

-CGC borrows this equipment each year to paint the ice from Summerside and they purchased new equipment and will not lend out the new.

-Recommend putting in a tender for up to \$500.00.

If we do not get this then we will have to rent (if possible).

*Respectfully Submitted,*

*Robert Wood, Community Gardens Complex Manager*

# Town of Kenisngton

## Community Gardens Complex Monthly Statistical Data

### 2016

[illegible]

## **Mayor's Report to Town Council**

**May 9, 2016**

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

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

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

**Kensington Tourist Welcome Center Sub-Committee** – Everything is proceeding nicely to have the Kensington Tourist Welcome Center open by May 16, 2016. Staffing support from the province is not confirmed pending the budget approval, but we are optimistic we will have staff in place as needed. The fundraising auction is still moving forward for Friday, May 13 at 5 pm at the Welcome Center.

**Kensington and Area Chamber of Commerce Presidents Dinner** – It was a pleasure to attend this function and bring greeting from the Town Council. This event was well attended and it was great to see the some Councillors in attendance as well as CAO Baker.

**Spring is in the Air Women's Institute** – I attended this annual event which is a fundraiser for the Women's Institute and also an opportunity to provide information on what the Women's Institute do to make our community a great place to live and work.

**Central Coastal Tourism Partnership AGM** – I attended the AGM of CCTP and had an opportunity to tell a bit about what is going on in Kensington and also inform those in attendance of the progress being made to open the Tourism Welcome Center by Mid May.

**Summerside Chamber Post Provincial Budget Breakfast** – Mr. Baker and I attended this function to hear from Honourable Allan Roach, Minister of Finance. We did not receive any good news for the Municipalities as the HST is going up 1%, the Municipal Infrastructure fund set up to compensate Municipalities for the HST is being eliminated, and the financial position of the province, while



improving is still vulnerable.

**Heritage Plaque Unveiling** – The Heritage plaque presented to the Town of Kensington by the Province for the Train Station was officially unveiled on Saturday April 30. We had a great turnout for the unveiling. We were honoured to have in attendance to assist in the unveiling His Honour, Lieutenant Governor H. Frank Lewis and Honourable Richard Brown, Minister of Workforce and Advanced Learning. Also attending were former Mayor's – Douglas Doncaster, Gerry McCarville and Gordon Coffin. It was great to see President Patricia Bennett of the Kensington and Area Chamber of Commerce and Chairman of Central Coastal Tourism Partnership, Derrick Hoare along with many other guests. Geoff Baker and Kim Caseley attended on behalf of Town staff and Councillors Spencer, Pickering and Deputy Mayor Mann were in attendance. Following the unveiling, Jaime Zehr and Eric Neal, restaurateurs of the Island Stone Pub provided a great reception. Many thanks to Jaime and Eric for their support and for hosting the reception.

**Community Care Mother's Day Tea** – As I write this report I have been invited to attend a Mother's Day Tea on Monday May 9 at the Kensington Community Care and enjoy a time of fellowship with the residents. I look forward to meeting with the residents and enjoying a cup of Tea.

Rowan Caseley  
Mayor – Town of Kensington



## Town of Kensington - Request for Decision

<b>Date:</b> May 3, 2016	<b>Request for Decision No:</b> 2016-22
<b>Topic:</b> A&R Developments Inc. – Development Permit Application	
<p><b>Proposal Summary/Background:</b></p> <p>A development permit application has been submitted by A &amp; R Adventures Inc. for renovations/addition to a building located at 49 Broadway Street North (Former Coulson Realty building). The property is zoned Commercial (C1) and contains a 2 story commercial structure which houses several offices.</p> <p>The building permit application indicates that the structure will see cosmetic work on its façade, and a deck will be added to the east side (rear) of the property. As is typical in developments on properties core areas (downtown areas), adherence to setback requirements can be a challenge. The setback requirements for the rear yard (east) and the north side yard of the property are in compliance with the Bylaw. The front yard and south side yard do not conform to the setback requirements of the Bylaw. As such the property in question would be considered an existing non-conforming lot under section 4.8 of the Development Control Bylaw.</p> <p>Section 4.8 (excerpt) states:</p> <p><b>4.8. Existing Non-conforming Lots</b></p> <p><i>1) Notwithstanding any other provisions of this Bylaw:</i></p> <p><i>b) a lot containing a structure and held in separate ownership from adjoining parcels on the effective date of this Bylaw, having less than the minimum frontage, depth or area required by this Bylaw, may be used for a purpose permitted in the zone in which the lot is located, and a development permit may be issued provided that all other applicable provisions in this Bylaw are satisfied; and</i></p>	
<b>Benefits:</b>	
<b>Disadvantages:</b>	
<p><b>Discussion/Comments:</b></p> <p>The property in question is considered a legal non-conforming lot under the Town's Development Control Bylaw. As indicated in this Request for Decision the property does not conform to the Bylaw and as such is considered a legal non-confirming property. Section 4.8 of the Bylaw allows for a non-conforming lot to continue to exist and to be used for a purpose permitted in the zone. A development permit may be issued on the property provided that any non-confirming parts of the property are not driven further into non-compliance.</p> <p>The footprint of the structure on the property is proposed to be expanded through the addition of a deck at the east side of the property (rear yard). The rear yard setback requirement in the Bylaw is set at 15 feet. The rear yard of the property currently measures at approximately 44'. It is understood that the deck addition will sit at approximately 24' in length leaving a residual rear yard of approximately</p>	

20'.

Based on the estimated square footage of the building at 3600 square feet (25% retail, 75% office) the building would require 15 parking spaces. It is proposed that the adjacent lot (to the north) would be utilized for parking as the property is owned by the same owner and has been traditionally utilized as a parking area. The southern adjacent lot is also owned by the same owner and can be utilized for additional parking if required.

It is proposed that an electronic sign will be installed on the property. Signage is regulated by the Provincial Department of Economic Development and Tourism therefore the applicants will be required to submit an application to the Province.

**Options:**

1. Approve the Development Permit Application as recommended.
2. Not approve the Development Permit Application.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

That Town Council consider and adopt the following resolution:

***BE IT RESOLVED THAT the development permit application for A&R Adventures Inc. dated April 25, 2016, for renovations to a property located at 49 Broadway Street North be hereby approved.***

**TOWN OF KENSINGTON  
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant A + R Adventures Inc  
Telephone 902-439-6480
2. Property Address 49 Broadway St. Property Number \_\_\_\_\_
3. Property Status:  
Land purchased from Dana Coulson Year Purchased 2016  
If lot is located in an approved sub-division, please give  
Name of Sub-Division: \_\_\_\_\_ Lot No. 77867/77859
4. Proposed Use:  
Building or addition to be used for: Single Family Dwelling \_\_\_\_\_ Duplex \_\_\_\_\_ Store \_\_\_\_\_  
Private Garage \_\_\_\_\_ Commercial Garage \_\_\_\_\_ Private Storage Building \_\_\_\_\_  
Other (describe) office space and fish market deck
5. Location of property to be developed:  
Located on North \_\_\_\_\_ South \_\_\_\_\_ East ☒ West \_\_\_\_\_ side of Broadway Street  
Between the property of 45 Broadway Green and the property of Kingsley Food Basket
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: see attached.
- Ground floor: Length \_\_\_\_\_ Feet. Width \_\_\_\_\_ Feet.  
Number of Stories 2 Number of Bedrooms 0
- |                       |                      |               |              |
|-----------------------|----------------------|---------------|--------------|
| Type of Foundation    | External Wall Finish | Roof Material | Chimney      |
| Poured Concrete _____ | Siding _____         | Asphalt _____ | Brick _____  |
| Concrete block _____  | Wood shingles _____  | Steel _____   | Prefab _____ |
| Pier _____            | Steel _____          | Other _____   | Other _____  |
| Other _____           | Other _____          |               |              |
8. Water Supply: Private \_\_\_\_\_ Municipal ☒
9. Sewerage System: Private \_\_\_\_\_ Municipal ☒
10. Estimated cost of Project: \$85,000.00
11. Name and Address of Contractor or Chief Contractor Segman Des Roches  
Construction 6446 Anderson Road, Hwy 225, Kinkora.
12. Dates of expected start and finish of project: ASAP to continue for  
four weeks.
13. Moving a building (Describe) N/A
14. Demolishing a building (Describe) N/A
15. Please provide a diagram of proposed construction

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APR 25 2016

Pd

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

See attached sketches.

Signature of Applicant

Harmona Robey

Date:

April 25, 2016

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

## Projected Changes to 49 Broadway Street, Kensington "Coulson Realty Buiding"

The following changes are proposed to this property:

- A **deck** is to be added to the rear of the property (East). Size 30 x 24 feet.
- On the South side there will be **interior** changes to accommodate a seafood market. The **exterior** will have changes to the facia including some new signage and the addition of a decorative anchor.
- This signage will be a 5'4" x 9'5" electronic board similar to the one at Quality Inn in Summerside to advertise local events and our businesses located on this property and the adjacent one.
- The Anchor will be eye catching and draw people into the town center. It will not be of garish construction but rather a focal point where tourists may like a photo.
- The upper level of the property will receive cosmetic changes only along with some new **windows** on the North side.

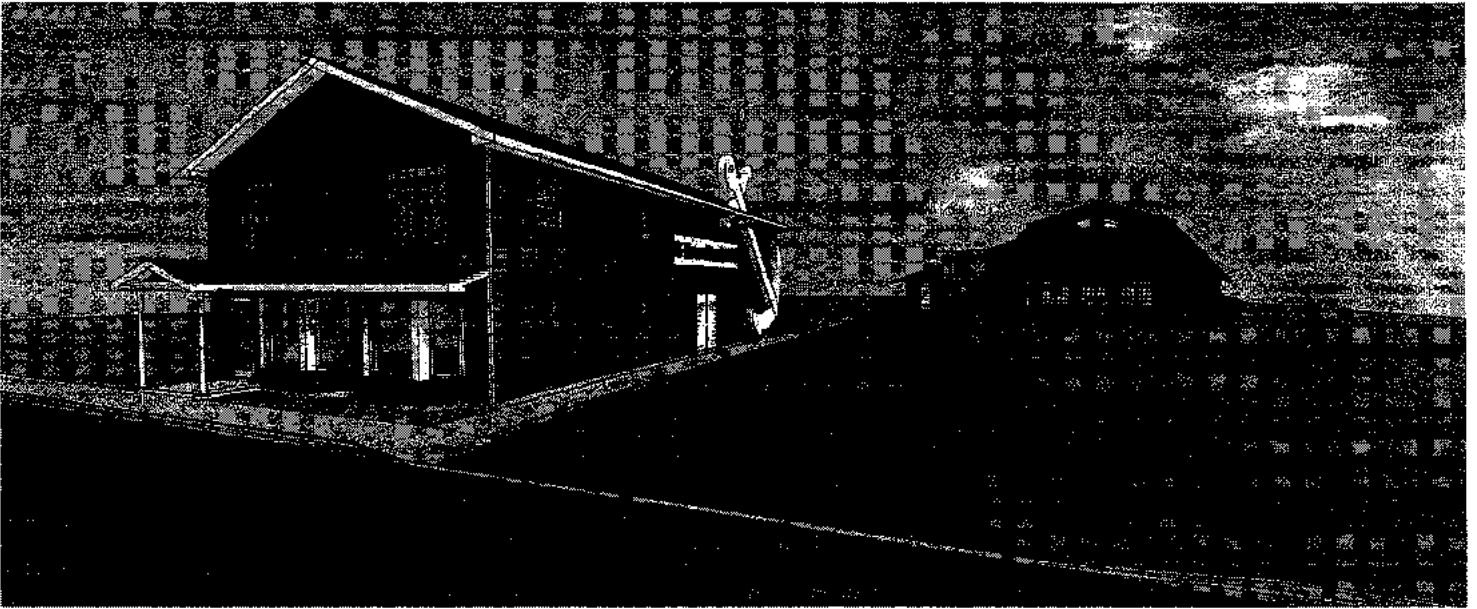
This building shall be **fully occupied** upon completion. The upper level will be corporate office space for the owners. The lower level will be occupied by the seafood market at the back half and Mr. Dana Coulson shall maintain his offices as they are, at the street entrance.

We would be happy to answer any questions you may have or provide further information. Please direct inquiries to Ramona at 902-439-6480 or Austin at 902-439-7227 at your convenience.

Thank you,

Ramona Roberts

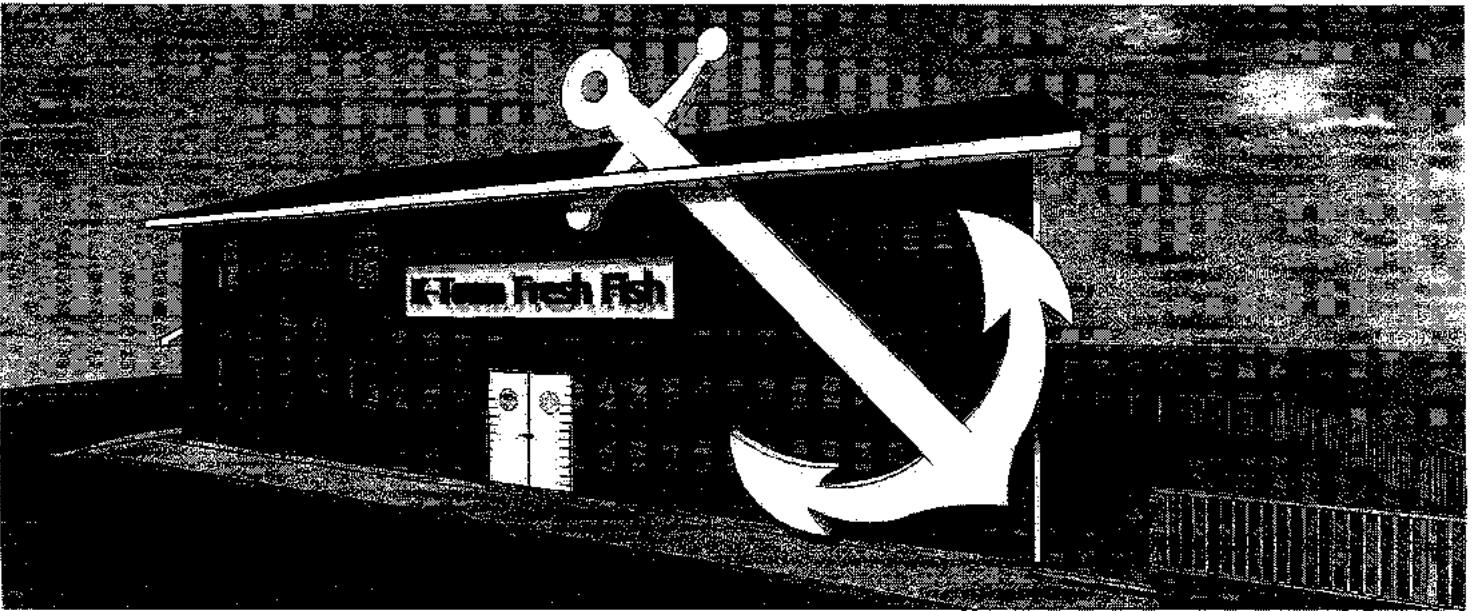
A&R Adventures Inc.



West View from Street.



North Side View • new windows



South Side View . Deck to be added (dict East side)  
• changes to exterior signage



## Town of Kensington - Request for Decision

<b>Date:</b> May 5, 2016	<b>Request for Decision No:</b> 2016-23
<b>Topic:</b> Town of Kensington Emergency Measures Plan	
<p><b>Proposal Summary/Background:</b></p> <p>A draft revised Emergency Measures Plan was circulated to Committee of Council at their regular March meeting. Committee members were requested to review the Plan and to provide any comments or concerns to the CAO prior to the April meeting of Town Council. It was identified by the CAO at the April meeting of Town Council that several revisions were required to the document prior to Town Councillors giving it formal approval. The required revisions were made to the Plan and it was again provided to Committee of Council at their April meeting. The Plan (including its revisions) have been vetted through the PEI Department of Public Safety and the Kensington Emergency Measures Coordinator, David Elliott. Councillors will note specific additions to the Plan as follows:</p> <ol style="list-style-type: none"> <li>1. Addition of emergency Fan-Out Procedures</li> <li>2. Addition of typical Hazard Analysis Questions</li> <li>3. Addition of Evacuation Procedures</li> <li>4. Addition of Reception Procedures</li> <li>5. Addition of Post Emergency Report Requirements</li> <li>6. Minor wording changes to improve readability</li> <li>7. Updated emergency contact number.</li> </ol>	
<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Will provide the Town with an updated Emergency Measures Plan.</li> <li>• Will provide the Town with the ability to provide a coordinated response to emergency situations.</li> <li>• Will allow the Town, through its Emergency Measures Committee, to begin effective planning for potential emergency situations.</li> </ul>	
<b>Disadvantages:</b>	
<p><b>Discussion/Comments:</b></p> <p>The Plan is recommended for approval. Once approved, Staff and the Emergency Measures Planning Committee will move forward with the full implementation of the Plan, including the development of a hazard risk analysis for the Town, and the development of table top exercises and scenarios to prepare for potential emergency situations.</p>	
<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Approve the Kensington Emergency Measures Plan as recommended.</li> <li>2. Not approve the Plan.</li> </ol>	

<p><b>Costs/Required Resources:</b></p> <p>At this point in time there are not specific expenditure requests.</p>	<p><b>Source of Funding:</b></p> <p>N/A</p>
<p><b>Recommendation:</b></p> <p>That Town Council consider and adopt the following resolution:</p> <p><b><i>BE IT RESOLVED THAT the Town of Kensington Emergency Measures Plan be hereby approved as updated.</i></b></p>	



**TOWN OF KENSINGTON  
EMERGENCY MEASURES PLAN**

Approved and adopted by Council resolution on:

Date: \_\_\_\_\_

Mayor: \_\_\_\_\_

Chief Administrative Officer: \_\_\_\_\_

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## **TOWN OF KENSINGTON**

### **EMERGENCY MEASURES PLAN**

#### **INTRODUCTION**

1. Responsibility for the management of municipal emergency operations rests with the local authority (Mayor and Council). The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from other Mutual Aid areas or the Provincial Government through the PEI Emergency Measures Organization.

2. There are certain fundamental principles concerning emergency planning in Canada which are recognized as being essential to effective operations. These include:
  - a. Responsibilities for meeting most emergencies normally rests with those directly affected. Where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the provincial government and finally to the federal government if necessary;
  - b. Operational responsibility for managing emergencies should remain at the local government at which it is possible to effectively manage the emergency situation; and
  - c. Responsibility to respond to emergencies carries a parallel responsibility to plan and prepare for them.
3. By extension of these principles it is logical that municipal governments should cooperate and provide emergency assistance to one another in emergency situations, before calling on the province for assistance.

## **Purpose**

4. The purpose of this plan is to outline the procedures to be followed by the Town of Kensington in order to provide a prompt and coordinated response to an emergency situation or disaster.
5. This plan sets out the basic arrangements applicable to any emergency
6. This plan is designed to provide direction and guidelines, from a single agency response to a fully coordinated, collective response by many agencies and local government, to an emergency or disaster. It may be implemented in part or in whole, depending on the magnitude of the situation. This plan also provides guidance to the Town of Kensington for emergency planning and action.

## **AUTHORITY**

7. This plan is issued by Council of the Town of Kensington, under the authority of:
  - a. The Emergency Measures Act; R.S. PEI 1990
  - b. The Town of Kensington Emergency Measures By-Law dated the 23<sup>rd</sup> day of March, 2006. (See Annex A)

## **DEFINITIONS**

8. In this plan:
  - a. **Disaster** means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, accident, attack or sabotage which endangers property, the environment or the health, safety or welfare of the civil population;
  - b. **Emergency** means a present or imminent event in respect of which the Minister or the municipality believes prompt coordination of action or special regulation of persons or property must be undertaken to protect the health, safety or welfare of people or to limit damage to property.
  - c. **Minister** means the Minister responsible for administering the PEI Emergency Measures Act
  - d. **Emergency Measures Coordinator** is the individual designated by Council to develop an emergency management program for the municipality of Kensington. This position receives direction from and reports to the Mayor and Council and directs the EMC team.
  - e. **Emergency Measures Committee (EMC)** means representatives from the various Town Departments and otherwise that have been designated the task of producing a realistic assessment of the risks the Town may face and developing a program and plan for emergency response.

- f. **Emergency Organization Centre (EOC)** is the operations centre where the Emergency Measures Coordinator and EMC team assemble and from where they will coordinate the response to an emergency.
- g. **PEI Emergency Measures Organization (EMO)** means the PEI Emergency Measures Organization established under the section 3 of the Emergency Measures Act which has been mandated to provide the Province with an emergency management system for the protection of persons, property and the environment in response to all emergencies and disasters.

## **ACCOUNTING**

- 9. The Town CAO will be responsible for the accounting of all funds expended or committed in controlling the emergency and for keeping records of the equipment used in operation.

## **REVIEW AND AMENDMENT**

- 10. This guide will be reviewed annually by the Emergency Measures Coordinator, who will be responsible for the preparation of amendments, as required, and their submission to the mayor and Council for review. Once accepted by Council it will be forwarded to the EMO for review.

## **IMPLEMENTATION**

- 11. This plan shall be implemented:
  - a. on the declaration of a State of Emergency by the mayor or in his or her absence the Deputy Mayor or in his or her absence any three members of Council, plus the CAO and Police Chief;
  - b. on a declaration by the Lieutenant Governor in Council, of a state of Provincial State of Emergency.
- 12. This plan may be implemented in part or in full when no state of emergency exists:
  - a. By the Mayor and Council
  - b. By Majority of Council Members
  - c. By the Emergency Measures Coordinator subject to an immediate report to members of Council and prompt ratification of Council.

## **DIRECTION AND CONTROL OF TOWN EMERGENCY OPERATIONS**



13. **The Mayor and Council** - Responsibility for the management of municipal emergency operations rest with the local authority. They are responsible to exercise control over emergency operations. The Mayor and Council have the decision making authority in the event of an emergency involving the Town of Kensington.
14. **The Emergency Measures Coordinator** is responsible for coordinating the efficient emergency response operations in the community on behalf of the Mayor and Council. He/she acts as liaison between municipal council, the emergency site and the Emergency Measures Organization.
15. **The Emergency Site Manager (ESM)** the emergency site will be under the direct control of the senior police officer present, senior fire chief or as an Emergency Site Manager duly appointed by the Mayor and Council.
16. **The Emergency Measures Organization** - The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated Town/provincial response. Should Town resources be insufficient to deal with the emergency, assistance may be requested from the Provincial Government through the PEI Emergency Measures Organization. The Emergency Measures Organization is responsible for coordinating the interface with the municipalities. The provincial government provides assistance when requested. When the emergency clearly impacts on areas of provincial jurisdiction (e.g. any emergency not in a municipality, emergencies on provincial lands) or in a provincially declared emergency the province may assume responsibility for direction and coordination of the emergency.
17. **Municipal Office** - There will be a requirement for a meeting place for municipal officials and decision makers in a potential emergency situation. Meetings will take place in the Municipal Office. If this is not feasible then officials will meet at the Municipal Fire Station. (See Appendix B for list of emergency locations and contacts)

### **REQUESTS FOR ASSISTANCE**

18. Requests for provincial assistance will be made to the PEI Emergency Measures Organization, and should be approved by an elected representative of the Town authority. Requests may be verbal initially but must be confirmed in writing.

### **FAN OUT**

19. In the event of an impending or actual emergency the arrangements for dissemination of information (fan out) are outlined in Appendix C – Proclamation of Emergency.

### **PUBLIC INFORMATION**

20. The Public Information Officer or person so designated for public relations will be responsible for the preparation and release of factual news reports to the media. The spokesperson shall be the Mayor (or other designated person if the Mayor's absence) for all communication with the media.

## **IDENTIFICATION**

21. The Town Emergency Measures Coordinator will issue suitable identification to all personnel and for all vehicles engaged in emergency operations.

## **COMMUNICATIONS**

22. Communications will be by telephone and Town Police Radio System or other means deemed suitable. Additional equipment if required may be obtained from other sources as may be necessary.

## **MUNICIPAL RESPONSIBILITIES**

23. The responsibilities of the various elements and key personnel are outlined below:

## **MAYOR AND COUNCILORS**

24. The Mayor and Council have the final decision making authority in the event of an emergency in the Town. The Mayor and Council may:
- a. declare a state of local emergency;
  - b. maintain continuity of elected government under emergency conditions;
  - c. exercise control over emergency operations;
  - d. decide on the commitment of resources outside the Town boundaries;
  - e. request assistance from Mutual Aid areas and the Government of Prince Edward Island through written agreements, if the situation cannot be controlled by local resources.

## **EMERGENCY MEASURES COORDINATOR**

**Reports to: Mayor and Council**

25. The Emergency Measures Coordinator is responsible to the Mayor and Council and is responsible for the Emergency Measures Operation Centre Team. Duties include:
- a. initiating the Emergency Operations Centre (EOC) fan out plan when so directed;
  - b. ensuring key personnel are in place as required;
  - c. assuming overall command and control of the Emergency Operations Centre;
  - d. ensuring shift schedules are established;
  - e. ensuring communications are established;
  - f. responding to the requirements of the Emergency Site Manager.
  - g. reporting unusual situations or major events to Emergency Measures Organization;
  - h. ensuring managers take prompt and effective action in response to problems;

- i. ensuring action logs are maintained by all managers;
- j. ensuring that a master log is maintained and safeguarded;
- k. establishing priority of resources in concert with Emergency Operations Centre Managers when conflicts arise;
- l. requesting expert assistance as required;
- m. recommending to the Mayor and Council the need for provincial assistance;
- n. recommending to the Mayor and Council the need to evacuate a specific area;
- o. ensuring evacuation is carried out in accordance with the evacuation;
- p. advising the Mayor and Council when an evacuated area may be re-entered by individuals and when a general re-entry may be initiated;
- q. ensuring re-entry is carried out in accordance with the re-entry guidelines in the Provincial Emergency Measures Plan;
- r. monitoring the capacity of the area resources and if overextended, request assistance through mutual aid and Emergency Measures Organization;
- s. preparing and delivering briefings as the situation dictates;
- t. ensuring that a thorough situation briefing is conducted during shift changes;
- u. informing all managers of major events as they arise;
- v. performing other duties as assigned by the Mayor and Council.

### **ADMINISTRATIVE SERVICES MANAGER**

**Reports to:      Emergency Measures Coordinator**

- 26.** Responsible for administering secretarial, switchboard, security, receptionist, telephone switchboard services resources and financial administration.

Duties include:

- a. assist in setting up the Emergency Operations Centre;
- b. ensuring that only qualified personnel enter the Emergency Operations Centre;
- c. ensuring that (if applicable) the telephone switchboard is manned;
- d. ensuring security is provided for the Emergency Operations Centre area;
- e. ensuring that a reception area is established and staffed to direct visitors and media;
- f. providing secretarial services to the Emergency Operations Centre staff and executive;
- g. ensuring that replacement is thoroughly briefed during shift changes;
- h. maintaining a log of all actions taken;
- i. providing Emergency Measures Organization with amending and updating information pertaining to the Municipal Emergency Plan;
- j. maintaining an up to date list of administrative resources and services;
- k. providing specific services as requested by Emergency Operations Centre managers and arranging janitorial services for the Emergency Operations Centre;
- l. arranging food services for Emergency Operations Centre staff;
- m. maintaining records of all purchases and expenditures;
- n. ensuring staff members are called out when Emergency Operations Centre is activated; and
- o. perform other duties as assigned by the Emergency Measures Coordinator.

### **TRANSPORTATION SERVICES MANAGER**

**Reports To:   Emergency Measures Coordinator**

27.   Responsible for coordinating of area emergency transportation services. Duties include:
- a.     maintaining an up to date list of all transportation resources in the area;
  - b.     determining where specialized vehicles and operators may be obtained depending on the nature of the emergency, and providing them to the Emergency Site Manager when requested;
  - c.     providing transportation services when requested by the Emergency Site Manager;
  - d.     establishing priorities for the use of resources in concert with other Managers and the Emergency Measures Coordinator;
  - e.     selecting evacuation routes and pick-up points as necessary, in concert with the Police Services Manager;
  - f.     informing transportation drivers of the locations of the Reception Centers, or other places where evacuees may be housed;
  - g.     providing transportation as requested by other Managers;
  - b.     providing advice to the Emergency Measures Coordinator when evacuation appears likely;
  - i.     updating maps and notice boards as necessary;
  - j.     ensuring that replacements are thoroughly briefed during shift changes;
  - k.     maintaining a log of all actions taken and performing other duties as assigned by the Emergency Measures Coordinator.

**COMMUNICATIONS MANAGER**

**Reports To:   Emergency Measures Coordinator**

28.   Responsible for the Radio Operators and Message Control Centre. Duties include:
- a.     maintaining a list of all communications resources in the area;
  - b.     providing communications in support of emergency operations;
  - c.     establishing a message control center;
  - d.     providing operators for the radio networks and the message center;
  - e.     establishing a back-up network using Amateur Radio systems and assigning frequencies;
  - f.     responding to the communications needs of the Emergency Site;
  - g.     informing the Emergency Measures Coordinator of major problems;
  - h.     ensuring that replacement is thoroughly briefed during shift changes;
  - i.     maintaining a log of all actions taken; and
  - j.     performing other duties as assigned by the Emergency Measures Coordinator.

**PUBLIC INFORMATION MANAGER**

**Reports To:   Emergency Measures Coordinator**

29.   Responsible for coordinating the release of all information (through the Mayor) related to the emergency to the media and the public. Duties include:
- a.     maintaining an up to date list of all media services in the area;
  - b.     assisting in setting up the Emergency Operations Centre;
  - c.     establishing a media briefing center;

- d. keeping the public informed of significant developments occurring during the emergency through the selected spokesperson;
- e. briefing the media periodically through selected spokespersons;
- f. gathering, processing and disseminating information from other managers;
- g. maintaining a log of all actions taken;
- h. ensuring that replacement is thoroughly briefed during shift changes; and
- i. performing other duties as assigned by the Emergency Measures Coordinator.

### **HEALTH SERVICES MANAGER**

**Reports To:   Emergency Measures Coordinator**

- 30.**     Responsible for coordinating all area emergency health services. Duties include:
- a. maintaining an up to date list of all health related resources in the area;
  - b. alerting area hospitals of the emergency;
  - c. coordinating the continuation of public health measures including supervision of water supply, waste disposal operations, pest control, and control of communicable diseases;
  - d. selecting emergency morgue facilities and informing all concerned of the location;
  - e. ensuring security is provided at emergency morgues;
  - f. acquiring additional trained medical personnel as required;
  - g. establishing priorities of resources with other Managers, and the Emergency Measures Coordinator;
  - h. informing Emergency Measures Coordinator of significant events;
  - i. updating maps and notice boards as necessary;
  - j. ensuring that replacements are thoroughly briefed during shift changes;
  - k. ensuring Reception Centers are periodically inspected;
  - L maintaining a log of all actions taken; and
  - m. performing other duties as assigned by the Emergency Measures Coordinator.

### **FIRE SERVICES MANAGER**

**Reports To:   Emergency Measures Coordinator**

- 31.**     Responsible for coordinating all area emergency fire and rescue services. Duties include:
- a maintaining an up to date list of all fire and rescue resources in the area;
  - b. determining where specialized equipment and operators may be obtained depending on the nature of the emergency;
  - c. providing specialized equipment and operators when requested by the Emergency Site Manager;
  - d. coordinating requests from the Emergency Site Manager for mutual aid;
  - e. providing advice to the Emergency Measures Coordinator when evacuation appears likely;
  - f. ensuring that dangerous goods support agencies are contacted if necessary;
  - g. updating maps and notice boards as necessary;
  - h. ensuring that replacements are thoroughly briefed during shift changes;
  - i. maintaining a log of all actions taken; and

- j. performing other duties as assigned by the Emergency Measures Coordinator.

### **PUBLIC WORKS MANAGER**

**Reports To: Emergency Measures Coordinator**

32. Responsible for coordinating all area emergency engineering services. Duties include:
- a. maintaining an up to date list of all engineering resources in the area;
  - b. determining where specialized equipment and operators (Generators, Portable Lighting, Heavy Equipment, etc.) may be obtained depending on the nature of the emergency and providing these to the Emergency Site when requested;
  - c. responding to other engineering needs of the Emergency Site Manager;
  - d. coordinating the repair, construction and erection of emergency services;
  - e. establishing priorities for the use of resources in concert with other Managers and the Emergency Measures Coordinator;
  - f. informing the Emergency Measures Coordinator of major events or requirements;
  - g. determining where and how portable water may be obtained and distributed during an emergency;
  - h. updating maps and notice boards as necessary;
  - i. ensuring that replacements are thoroughly briefed during shift changes;
  - j. maintaining a log of all actions taken; and
  - k. performing other duties as assigned by the Emergency Measures Coordinator.

### **POLICE SERVICES MANAGER**

**Reports To: Emergency Measures Coordinator**

33. Responsible for coordinating all area emergency police and security services. Duties include:
- a. maintaining an up to date list of all police and security resources in the area;
  - b. providing police and security resources when requested by the Emergency Site Manager;
  - c. establishing priorities for the use of resources in concert with the Emergency Measures Coordinator;
  - d. determining where specialized equipment and operators may be obtained depending on the nature of the emergency and providing these resources to the Emergency Site Manager when requested;
  - e. determining evacuation routes in concert with the Transportation Services Manager and the Emergency Site Team;
  - f. providing advice to the Emergency Measures Coordinator when evacuation appears likely;
  - g. providing security for specific facilities as requested;
  - h. updating maps and notice boards as necessary;
  - i. ensuring that replacements are thoroughly briefed during shift changes;
  - j. maintaining a log of all actions taken; and
  - k. performing other duties as assigned by the Emergency Measures Coordinator.

### **SOCIAL SERVICES MANAGER**

**Reports To: Emergency Measures Coordinator**

34. Responsible for coordinating all aspects of Emergency Social Services. The Social Services Manager is responsible for ensuring that the five components of Emergency Social Services are met in an emergency: feeding, clothing, personal services, lodging and registration and inquiry. Duties include:

- a. ensuring that an up to date list of social services resources are maintained;
- b. providing overall supervision of all social services activities;
- c. predetermining resources that may be required depending on the situation;
- d. informing the Emergency Measures Coordinator of major events as they occur;
- e. responding to the needs of the Emergency Site Manager;
- f. ensuring that replacements are thoroughly briefed during shift changes;
- g. monitoring the capacity of area resources and if overextended requesting assistance through the Emergency Measures Coordinator;
- h. maintaining a log of all actions taken; and
- i. performing other duties as assigned by the Emergency Measures Coordinator.

#### **FEEDING SERVICES MANAGER**

**Reports To: Social Services Manager**

35. Responsible for all feeding services and distribution: Duties include:

- a. maintaining an up to date list of feeding resources in the area;
- b. determining the feeding requirements of persons displaced by the emergency situation;
- c. acquiring, transporting and ensuring the distribution of food supplies;
- d. selecting cooks, food service helpers and others to cater to the feeding of persons at the reception centers or other places;
- e. monitoring the need for food over an extended period of time;
- f. maintaining a log of all actions taken;
- g. updating the Social Services Manager on an ongoing basis; and
- h. performing other duties as assigned by the Social Services Manager.

#### **CLOTHING SERVICES MANAGER**

**Reports To: Social Services Manager**

36. Responsible for all identified clothing needs. Duties include:

- a. maintaining an up to date list of all clothing resources in the area;
- b. determining the clothing requirements of persons displaced by the emergency situation;
- c. acquiring, transporting and ensuring the distribution of clothing at reception centers or other places;
- d. selecting persons to assist with the distribution of clothing at reception centers or other places;
- e. monitoring the need for clothing over a prolonged period.
- f. maintaining a log of all actions taken;
- g. updating the Social Services Manager on an ongoing basis; and
- h. performing other duties as assigned by the Social Services Manager.

#### **PERSONAL SERVICES MANAGER**

**Reports To: Social Services Manager**

37. Responsible for coordinating all personal services to help any in need of social services, counsellors or other personal needs. Duties include:
- a. maintaining an up to date list of all Personal Services resources in the area such as - Social Workers, Counsellors, Mental Health Personnel, Clergy, etc.;
  - b. ensuring the personal needs of evacuees are assessed as they arrive at the Reception Centre;
  - c. ensuring qualified people are assigned and available to assess the needs of evacuees;
  - d. contacting and assigning the best qualified person (considering the situation) to ease the fears of the persons affected;
  - e. monitoring the long term need for special care.
  - r. maintaining a log of all actions taken;
  - g. updating the Social Services Manager on an ongoing basis; and
  - h. performing other duties as assigned by the Social Services Manager.

**LODGING SERVICES MANAGER**

**Reports To: Social Services Manager**

38. Responsible for dealing with the needs for temporary lodging. Duties include:
- a. maintaining an up to date list of all lodging resources in the area;
  - b. in consultation with the Social Services Manager selecting emergency reception centers or other emergency facilities-as required and confirming availability;
  - c. informing all Emergency Operations Centre staff of the selected sites;
  - d. informing Reception Centre Managers of selected facilities and ensuring that they proceed to the facilities;
  - e. determining if overcrowding of any facility has occurred and initiating remedial action;
  - f. monitoring periodically, the situation at the facilities;
  - g. selecting people to assist the Reception Centre Managers;
  - h. maintaining a log of all actions taken;
  - i. updating the Social Services Manager on an ongoing basis; and
  - j. performing other duties as assigned by the Social Services Manager.



## **Appendix A**

### **EMERGENCY MEASURES BY-LAW TOWN OF KENSINGTON**

A By-Law to establish and maintain a Municipal Emergency Measures Plan for the Town of Kensington and to authorize the Town of Kensington to participate to the full extent of its capabilities in the said plan.

WHEREAS Chapter E-6.1 of the Emergency Measures Act 1990 provides that municipalities may establish a Municipal Emergency Measures Organization, and indicates the actions which may be taken by municipalities to further emergency planning;

AND WHEREAS it is deemed expedient to establish an Municipal Emergency Measures Organization to serve the Town of Kensington to plan for the possibility of emergency situations arising in the Town and to respond effectively to such unforeseen emergencies;

THEREFORE the Council of the Town of Kensington enacts as follows:

1. A Municipal Emergency Measures Organization is hereby established, hereinafter referred to as the Town of Kensington Municipal Emergency Measures Organization.
2. The purpose and objective of the Town of Kensington Municipal Emergency Measures Organization, with the cooperation of the Provincial Emergency Measures Organization, are as follows:
  - a. to maintain a comprehensive program that will enable the Town of Kensington to respond effectively to emergency situations that may occur and to provide for the emergency operation of municipal government;
  - b. to establish plans for the cooperation and mutual assistance between municipal governments in the event of a disaster or emergency;
  - c. to prepare plans for public survival;
  - d. to coordinate the emergency plans of the municipal departments and services having immediate responsibilities in the event of a disaster or emergency;
  - e. to cooperate with authorities of the municipality, neighbouring municipalities and provincial authorities who have been assigned comparable duties;
  - f. to conduct emergency measures courses for the training of personnel who have an emergency role;
  - g. to conduct a public self-help education program related to emergencies; and
  - h. to carry out other similar work within the geographical area encompassed by the municipality.
3. The Mayor and Council shall have the following duties, powers and responsibilities:
  - a. to establish policy for the Town of Kensington Municipal Emergency Measures Organization;

- b. by resolution of the Council, appointment of a Municipal Emergency Measures Coordinator, the Emergency Measures Planning Committee members and such other employees/individuals as may be required to assist the Municipal Emergency Measures Coordinator from wherever possible, within or outside of the municipal administration; and
  - c. name or assign such persons, as it may deem advisable, to perform duties related to continuity of Town government and public survival in the case of an emergency or disaster.
4. The Municipal Emergency Measures Coordinator shall be Chairman of the Planning Committee and be responsible for:
  - a. implementation of the policy as formulated by the Mayor and Council;
  - b. fulfilment of the "Purposes and Objects" as more particularly set out in Section 2 of this By-Law; and
  - c. the performance of other related duties as directed by the Mayor and Council.
5. Until such time as Council decides otherwise, the Town Manager shall be the Municipal Measures Emergency Coordinator.
6. The Emergency Measures Planning Committee may be comprised of the following within the Town of Kensington:
  - Town Manager
  - Town Administrator
  - Director of Police Services
  - Second I/C Police Services or Designate
  - Fire Chief
  - Deputy Fire Chief or Designate
  - Public Works Superintendent
  - Public Works Assistant
  - A representative of the Town medical community
  - Others as the emergency standing committee deems necessary;
7. The Emergency Measures Planning Committee shall:
  - a. be responsible for coordinating or integrating plans for the continued functioning of municipal services which would be required in the event of an emergency; and
  - b. when policy decisions are required, submit the matter to the Mayor and Council in the form of recommendations.
8. The Town Council, when satisfied that an emergency exists or the likelihood that an emergency exists in the Town of Kensington, may declare a State of Local Emergency in respect of the Town. Where the Council of the Town is unable to act promptly in declaring a state of local emergency in the Town pursuant to subsection (2) of the

Emergency Measures Act, the Mayor of the Town may, after consulting a majority of the members of the Council when practicable, declare a state of local emergency in the Town.

I, Frances Salsman, Administrator of the Town of Kensington, do hereby certify that the forgoing is a true and correct copy of a By- Law, duly passed by Council, at a duly called and regularly constituted meeting held on the 23<sup>rd</sup> day March, 2006.

Town Administrator    Frances Salsman

**Appendix B**  
**PROCLAMATION**  
**STATE OF EMERGENCY**  
(Refer to Emergency Measures Act)

Whereas, \_\_\_\_\_  
(Describe cause, eg Fire, Accident)

At, \_\_\_\_\_  
(Location)

Resulting in \_\_\_\_\_  
(Describe the type of danger, fire, explosion)

I \_\_\_\_\_  
(Name and position of authority)

do herein declare that a state of local emergency exists as of \_\_\_\_\_  
(Date, time)

within the area bordered by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Exact location)

This proclamation is in effect until further notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date/Time

**Appendix C**  
**Community Emergency Numbers**

**EMERGENCY**

**Fire** **911**

**Police** **911**

**Ambulance** **911**

**Hospital**

**Medical Clinic**

**P.E.I. Emergency Measures Organization** 894-0385

Access PEI

120 Water Street

Summerside, PEI

C1N 5L2

Joint Emergency Operation Center

Suite 600, National Tower Bldg.

134 Kent Street

P.O. 2000

Charlottetown, P.E.I. C1A 7N8

**Appendix D**  
**Mayor, Council and Staff Contact Numbers**

<b>TITLE</b>	<b>NAME</b>	<b>RESIDENCE</b>
<b>TOWN OFFICE</b>		902-836-3781
<b>ELECTED OFFICIALS</b>		
Mayor	Rowan Caseley	902-836-5445 902-432-4492
Deputy Mayor	Rodney Mann	902-836-3550 902-439-206+5
Council	David Doucette	902-836-3011
Council	Mack MacLean	902-836-4690 902-439-5536
Council	Marvin Mill	902-836-3507 902-439-4566
Council	Coreen Pickering	902-629-0170 902-439-8264
Council	Jeff Spencer	902-836-3991 902-888-7066
<b>TOWN STAFF</b>		
CAO	Geoff Baker	902-836-4248 902-439-8849
Deputy Admin	Wendy MacKinnon	902-836-4545 902-439-1059
Admin Assistant	Kimberly Caseley	902-954-0846

Police Chief	Lewie Sutherland	902-836-1046 902-888-7120
Police 2 IC	Andrew Griffin	902-436-7177 902-439-6070
Fire Chief	Allan Sudsbury	902-836-3407 902-888-7379
Deputy Fire Chief	Rodney Hickey  Allan MacLeod	902-836-7229 902-439-1083 902-439-5629
Fire Association		902-836-3088
Public Works Supervisor	Ralph Wadman	902-836-3961 902-439-2212
Public Works Assistant	Doug Killam	902-836-3881 902-439-5202
Community Gardens Manager	Robert Wood	902-836-3509 902-439-9726
Emergency Measures Coordinator	David Elliott	902-432-2109
Alternate EMO	Geoff Baker, CAO	902-439-8849

## Appendix E

### Other Community Contacts

<b>MEDICAL CLINIC</b>	<b>Location</b>	<b>Ph. Number</b>
Dr. C MacNearney	Kensington	902-836-0180
Dr. Reish	Kensington	902-836-0180
Dr. MacKean	Kensington	902-836-0180
Public Health Office	Cathy White	902-836-3863
Summerside Medical Center	Summerside	902-432-8181
<b>HOSPITALS – Health and Safety</b>		
Prince County Hospital	Summerside	902-432-2547
Queen Elizabeth Hospital	Charlottetown	902-894-2111 Emerg. 902-894-2200
VG Hospital	Halifax	902-473-2700
Poison Control Centre (IWK)	Halifax	902-470-8161 800565-8161
Medacom Atlantic (911 Dispatch Center)		902-892-1204
PEI Telecom (RCMP)		902-566-7112
<b>FIRST AID</b>		
St. John's Ambulance	Dartmouth	800-565-5056
Island EMS		902-892-9995
<b>COMMUNITY SERVICES</b>		
Child and Family Services / Child Protection Services	Summerside Charlottetown Toll Free	902-888-8100 902-368-5330 877-341-3101



	After Hours	800-341-6868
Social Assistance Program		902-888-8397
Victims Services	Charlottetown	902-368-4582
	Summerside	902-888-8218
<b>FIRE DEPARTMENTS</b>		
New London Fire Department	Dale Parsons	902-886-2118
Kinkora Fire Department		
New Glasgow Fire Department		
Summerside Fire Department		902-432-1299
Cavendish Farms Fire Department		902-836-7141
Kensington Fire Department		902-836-4831
<b>VETERINIARIANS</b>		
Kensington Vet Clinic	Kensington	902-836-3410
<b>SHELTERS - c/w kitchen facilities</b>		
Kensington Fire Department	Allan Sudsbury	902-836-3407
		902-888-7379
	Rodney Hickey	902-836-7229
		902-439-1549
Kensington Legion	Lester Davison	902-836-3229
KISH School	Donald Mulligan	902-836-8901
QEES School	Rodney MacArthur	902-836-8900
Community Gardens Complex	Robert Wood	902-836-3509
		902-439-9726
Murray Christian Centre	Jamie Mackay	902-888-8868
	or	
	Rev. Robert McCarthy	902-836-4819
		902-439-4267

<b>RESTAURANTS</b>		
The Home Place		902-836-5686
Island Stone Pub		902-836-3063
Lotus Gardens		902-836-5055
Bakin Donuts		902-836-4524
Frosty Treat		902-836-3000
Johnny's Dairy bar		902-836-4144
Greco		902-836-4444
Friends and Family Restaurant		
<b>HOTELS</b>		
Loyalist Country Inn	Water Street	902-436-3333
Causeway Bay Linkletter Motel	Central Street	902-436-2157
Econo Lodge	All Weather Hwy	902-436-9100
Mulberry Motel	Water Street	902-436-2520
Baker's Lighthouse Motel	Summerside	902-436-2992
Quality Inn	Water Street	902-436-2295
Slemon Park Hotel	Summerside	902-432-1780
Clarks Sunny Isle Motel	Water Street	902-436-5665
The Home Place	Kensington	902-836-5686
Victoria Inn	Kensington	902-836-3010
<b>ENVIRONMENTAL</b>		
Department of Environment		800-565-1633
Transportation of Dangerous Goods		613-992-4624 613-996-6666
Occupation Health and Safety		902-628-7513
PEI EMO		902-888-8050 902-892-9365
Jeff Barrett		902-368-6629

Spill Report (Coast Guard)		1-800-565-1633 (24 hours)
<b>CLERGY</b>		
Kensington Presbyterian Church (Victoria St)	Rev. Alan Stewart	902-836-3266
Kensington United Church ( School St)	Rev. Robert McCarthy	w 902-836-3347 h 902-836-4819 c 902-439-4267
Kensington Anglican Church (Victoria St )	Rev. Cathy Fagan	w 902-836-3303
Kensington Catholic Church ( Broadway St North)	Father	w 902-836-3609
Church of Nazarene (Victoria St E)	Rev. Raymond Hinchey	902-439-1951
Salvation Army	Willis Drover	902-436-6044
Rev. Al Meloche	Police Chaplain	902-836-4666
<b>VOLUNTEER AGENCIES</b>		
Red Cross	Charlottetown	902-628-6262
Red Cross – Local	Peter MacLellan	902-626-5082
Red Oak Shrine Club	Richard Rankin	902-436-6452
Kensington Lions Club		902-836-5060
PEI Snowmobile Association		902-894-7669
<b>SCHOOL BUS OPERATORS</b>		
Erskin Ashley	Kensington	902-836-3152
Dale Johnston		
Todd Moase		
<b>COAST GUARD</b>	Lois Drummond	h 902-887-2996 c 902-439-1390
<b>2 Way Radio Operators</b>		

Rodney Mann		h 902-836-3550 w 902-566-5411 c 902-439-2065
Lloyd Banks		902-836-3612
<b>TAXI CAB</b>		
Team Taxi		902-436-4555
Courtesy Cab		902-436-4232
<b>SNOW PLOUGH DISPATCHER</b>		
Government Garage Dispatcher	Garth Gallant	902-888-8275
District Supervisor	Mike Berrigan	(902) 888-8282
Island Coastal		902-886-2000
Island Coastal	Elmer Parsons	902-940-7543
<b>Police Services</b>		
Policing Services Manager	Gordon Garrison	902-368-4823 902-314-9152
Atlantic Police Academy	Chief Edgar MacLeod  Or Deputy Chief Eric Fiander	902-888-6700
Director of Public Safety	Aaron Campbell	902-894-0385
Enforcement Manager – Environment , labour and Justice	Chief Wade MacKinnon	902-368-4808 902-314-0736
<b>TOW TRUCKS</b>		
Johnsons Towing (Island Towing)		902-436-9734
JJ's Towing (Prince Towing)		902-303-4086 902-303-4087
<b>HEAVY EQUIPMENT</b>		
Waugh's Construction	Kenny Waugh	902-436-3880

Commercial Construction	Garth Toombs	902-836-3652
Thompson Backhoe	Garth Thompson	902-888-3358
Island Coastal	Keith Brown	902-886-2000
<b>GENERATORS</b>		
Terry Curley		902-888-7179 902-886-2046
MacEwen Farms		902-886-3020 902-439-0753
Cavendish Farms		902-836-5515
<b>GENERAL CONTRACTORS</b>		
Toombs Plumbing and heating		902-963-2301
Andrew Building Company	Shane Andrew	902-439-3471
Building Blocs Home Improvement	Clark Waite	902-836-5193
<b>SNOW REMOVAL SERVICES</b>		
Commercial Construction	Garth Toombs	902-836-3652
Wade Caseley		w 902-836-3212 c 902-439-1014
Clark Waite		902-836-5193
<b>UTILITIES</b>		
Maritime Electric		800-670-1012 902-368-3468
Bell Aliant		611
East Link		
Irving		
Island Petroleum		
Feasible Fuels		
Noonan Petroleum		

<b>ENGINEERING</b>		
WSP	Luc Van Hul Larry MacQuaid	902-436-2669

**Appendix F**  
**Appointed Managers for EMO**

<b>Position</b>	<b>Name</b>	<b>Phone</b>
<b>Emergency Measures Coordinator</b>	<b>David Elliott</b>  <b>Alternate – Geoff Baker</b>	<b>902-836-9554</b> <b>902-432-2109</b> <b>902-432-4772</b> <b>902-439-8849</b>
<b>Administrative Services Manager</b>	<b>Wendy MacKinnon</b> <b>Alternate Kim Caseley</b>	<b>902-439-1059</b> <b>902-954-0846</b>
<b>Transportation Services Manager</b>		
<b>Communications Services Manager</b>	<b>Rodney Mann</b>	<b>902-439-2065</b>
<b>Public Information Manager</b>	<b>Geoff Baker, CAO</b>	<b>902-439-8849</b>
<b>Health Services Manager</b>	<b>Dr. Helga Reish</b>	<b>Home 902-836-4893</b> <b>Work 902-836-0180</b>
<b>Fire Services Manager</b>	<b>Rodney Hickey</b> <b>Alternate – Allan MacLeod</b>	<b>902-439-1083</b> <b>902-439-5629</b>
<b>Public Works Manager</b>	<b>Geoff Baker, CAO</b> <b>Alternate – Ralph Wadman</b>	<b>902-439-8849</b> <b>902-439-2212</b>
<b>Police Services Manager</b>	<b>Lewie Sutherland</b> <b>Alternate – Andrew Griffin</b>	<b>902-888-7120</b> <b>902-439-6070</b>
<b>Social Services Manager</b>	<b>Rev. Jack Spencer</b>	
<b>Feeding Services Manager</b>		
<b>Clothing Services Manager</b>		
<b>Personal Services Manager</b>		

<b>Lodging Services Manager</b>		
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## **Appendix G**

### **Emergency Fan-Out**

#### **Emergency Fan-Out Arrangements**

1. When an emergency occurs or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the Emergency Measures Coordinator who will then in turn alert the Mayor and Council. The Municipal Emergency Measures Coordinator will instruct the Administrative Services Manager to institute the fan-out.
2. The Municipal Emergency Measures Coordinator will maintain a telephone fan-out chart and will ensure all individuals on the chart are advised of changes in personnel and/or telephone numbers, as they occur.
3. The Emergency fan-out shall include notification to the Mayor and Council (Appendix D) and all Emergency Measures Managers and Committee Members (Appendix F)

## **Appendix H**

### **Hazard Analysis Questionnaire**

#### **Hazard Analysis Questionnaire**

The following are some questions that will help in identifying situations that may be appropriate for effective emergency planning in the Town. Additional questions should be identified.

1. Do any industries in the town make, use or store hazardous materials?
2. Are hazardous chemical or radioactive material dump sites located within ten miles of the town?
3. Are hazardous goods transported through the streets of the town?
4. Is the town subject to possible flooding?
5. Do any individuals store chemicals or hazardous materials on their property in or around town?
6. Does the town have only one source of electrical power?
7. Does the town have industry and agriculture which depends heavily on petroleum fuels or products?
8. What is the risk of a fire in the business area of the town and what could be the outcome?
9. Is the town prepared in the event of a forest fire in the surrounding area?
10. What emergency situation may arise from: heavy snowfalls, blizzards, hurricanes, flooding and ice storms.
11. What other possible emergency situations require identification?

## **Appendix I**

### **Evacuation Procedures**

#### **Warning**

1. The Police and Fire Departments are usually the first on the scene. If immediate evacuation is necessary, it will be initiated by the Police or Fire Department. The Senior Police and/or Fire Official at the scene will notify the EOC that an evacuation is necessary and they in turn will relay this information to the Mayor and Council.
2. The warning shall state:
  - a. The location;
  - b. Nature of emergency – i.e. fire, gas leak, explosion; and
  - c. If possible, the extent of the area to be evacuated.
3. The Mayor and Council receiving the warning will:
  - a. Notify other officials;
  - b. Declare a state of local emergency, if necessary;
  - c. Order evacuation as required;
  - d. Pass the warning to the citizens;
  - e. Determine number of evacuees and arrange for accommodations; and
  - f. Advise PEI Emergency Measures Organization of actions taken.

#### **Transportation**

4. It is anticipated that many will provide their own transportation. Radio and TV broadcasts should indicate that those requiring transport will make their request known to emergency headquarters.

#### **Schools**

5. In the event the schools need to be evacuated, the school authorities will transport the students to the nearest safe collection point by school buses and any other means of transportation available. After being evacuated from the danger area the situation will determine where the students will go next. Radio and TV broadcasts should keep parents informed.

#### **Institutions**

6. The Town Medical Centre, Dental Offices, Community Care Facility, Apartments, Senior Citizen residences, Schools, Community Gardens Complex and like facilities are expected to have their own evacuation procedures in place in case of an emergency.
7. In the event that circumstances from an external emergency requires the evacuation of any of those facilities mentioned in section 6 above:

- a. The Health Services Manager in conjunction with the facility will ascertain the number of those who require physical assistance; and
- b. The Transportation Services Manager will assist the facility in obtaining sufficient vehicles to carry out the evacuation (Ambulances, Public Works vehicles, School Buses, etc.)

### **Security**

8. Emergency response personnel will check the area involved to ensure that all persons are evacuated.
9. During the emergency period the RCMP or local police will maintain patrols of the evacuated area.

## **Appendix J**

### **Reception Procedures and Requirements**

#### **Reception Centre Requirement**

1. Local emergency conditions or conditions in neighbouring communities may necessitate evacuation and the establishment of a reception centre. Mutual aid agreements between municipalities will be part of the ongoing planning of the town to ensure the availability of a designated location.
2. It is not anticipated that evacuees would be assisted for a period of more than one or two days, however the possibility of a longer stay will not be discounted.
3. To receive and accommodate evacuees Reception Procedures will be enacted in whole or in part as required.

#### **Reception**

4. A Reception Centre will be selected and set up under the direction of the Social Services Manager.
5. The functions of the Centre may be lodging, feeding, clothing, personal services, registration and inquiry.

#### **Lodging**

6. Accommodations will be arranged on a congregate lodging basis in the first instance. Identified buildings will provide congregate accommodation for the numbers shown in Lodging Resources. If a prolonged stay is anticipated or develops, billeting in private homes or commercial accommodations will be considered. The Health Manager will be available for advice on issues of health and sanitation. He/She will also provide some services in the area of consultation and counselling, inspection and nursing.

#### **Feeding**

7. Feeding of evacuees will be arranged by the Social Services Manager using volunteer services as shown in Feeding Resources. Cooking facilities in buildings selected to accommodate the evacuees will be activated to provide coffee and a light snack for the evacuees upon arrival and to serve hot meals twice per day for the duration of the reception. If the selected building(s) do not have feeding capabilities, alternate arrangements will be made with local hotels, restaurants and catering groups.

#### **Clothing**

8. Clothing of evacuees will be arranged by the Social Services Manager using volunteer services as shown in clothing Resources.

**Personal Services**

9. Counselling services may be provided by local clergy and if required by referral to Social Services and Community Health Officials. Additional personal services may be arranged by the Emergency Social Services Manager using volunteers as required.

**Registration and Inquiry**

10. Contact Social Services Manager to establish a Registration and Inquiry Program.

## **Appendix K**

### **Sample Post Emergency Report**

#### **General**

1. The requirements for this report is to provide assistance in the compilation of the Municipal report after the emergency to provide a record of all actions taken by the EMC, and to make recommendations with a view to improving overall response to an emergency or disaster.

#### **Format**

2. The format for the report shall be as follows:
  - a. General – a brief description of the emergency.
  - b. Emergency Response Structure – describe the EMC response structure; indicate the extent of the involvement in terms of time, number of personnel involved and material resources used.
  - c. Sequence of Events – in chronological order, list significant actions or events.
  - d. Costs (if applicable and available) – outline the costs incurred during the emergency and the forecast post-emergency costs.
  - e. Comments – list comments; use any appropriate functional headings such as: plans and procedures, command and control, coordination, communications, evacuation, re-entry, supplies and equipment, purchasing and legislation.
  - f. Recommendations – list recommendations, use headings as per paragraph e above.

#### **Attachments**

3. Copies of all supporting documents shall be attached such as logs, maps, diagrams, data or statistics which may be useful in preparing the municipal report.

#### **Procedures**

4. Agencies involved in the emergency will submit their report to EMO within 30 days following the termination of the emergency. Reports will be collated by EMO who will submit a final report to the Minister within 60 days of termination of the emergency.

**Appendix L**  
**Record of Amendments**

**RECORD OF AMENDMENTS**

Amendment No. \_\_\_\_\_ Amendment Recorded by \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

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Amendment No. \_\_\_\_\_ Amendment Recorded by \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

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Amendment No. \_\_\_\_\_ Amendment Recorded by \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

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Amendment No. \_\_\_\_\_ Amendment Recorded by \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

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## Town of Kensington - Request for Decision

<b>Date:</b> May 5, 2016	<b>Request for Decision No:</b> 2016-24																				
<b>Topic:</b> Community Gardens Complex Ice Rental Rates																					
<p><b>Proposal Summary/Background:</b></p> <p>The following table presents the current hourly ice rental rates as well as proposed rates for 2016/17 and 2017/18. All rates presented include HST.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Category</th> <th style="width: 25%;">2015/16 Current Pricing</th> <th style="width: 25%;">2016-2017- Suggested</th> <th style="width: 25%;">2017-2018-Suggested</th> </tr> </thead> <tbody> <tr> <td>Primetime</td> <td style="text-align: center;">155.00</td> <td style="text-align: center;">162.00</td> <td style="text-align: center;">167.00</td> </tr> <tr> <td>Minor Sport</td> <td style="text-align: center;">150.00</td> <td style="text-align: center;">157.00</td> <td style="text-align: center;">162.00</td> </tr> <tr> <td>Non-Prime</td> <td style="text-align: center;">135.00</td> <td style="text-align: center;">137.00</td> <td style="text-align: center;">142.00</td> </tr> <tr> <td>Weekday\Birthday</td> <td style="text-align: center;">100.00</td> <td style="text-align: center;">102.00</td> <td style="text-align: center;">112.00</td> </tr> </tbody> </table> <p>In 2015/16, Town Council modified the ice rental rates as follows:</p> <p>Primetime ice rental rates were increased from \$150.00 to \$155.00 and the Weekday\Birthday rates were increased from \$92.00 to \$100.00.</p> <p>There has been no increase in Minor Sport ice rental rates in the previous 5 years except for the conversion from GST to HST by the Province of PEI.</p> <p>Factors for consideration in formulating new rates:</p> <ul style="list-style-type: none"> <li>Increases to electrical rates</li> <li>Increase in rental income (approx. increase of \$1,000.00 in annual revenue for every \$1.00 increase in ice rental rate)</li> <li>Future repairs and upgrades to arena\plant\zamboni</li> <li>We are currently operating for 8 months of the year compared to 6 months per year, 4 years ago</li> <li>4 years of previous operational deficits</li> <li>October 2016 - 1% HST Increase</li> </ul> <p>Potential impact of ice rental rate increase to minor sport user groups:</p> <ul style="list-style-type: none"> <li>Figure Skating - \$27,000.00 in Ice rentals in 2015-2016 (180 hours approx.) Approx. \$900.00 increase at a rate increase of \$5.00/hour.</li> <li>\$9.00 per member of 100 approx. children registered</li> <li>Minor Hockey - \$50,000.00 in Ice rentals in 2015-2016 (334 hours approx.) Approx. \$1,670.00 increase at a rate increase of \$5.00/hour.</li> <li>\$7.95 per member of approx. 210 children registered</li> </ul>		Category	2015/16 Current Pricing	2016-2017- Suggested	2017-2018-Suggested	Primetime	155.00	162.00	167.00	Minor Sport	150.00	157.00	162.00	Non-Prime	135.00	137.00	142.00	Weekday\Birthday	100.00	102.00	112.00
Category	2015/16 Current Pricing	2016-2017- Suggested	2017-2018-Suggested																		
Primetime	155.00	162.00	167.00																		
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Non-Prime	135.00	137.00	142.00																		
Weekday\Birthday	100.00	102.00	112.00																		

Comparative Arenas Rates (primetime only) for 2016-2017

- Tignish 178.00
- Cornwall 160.00
- Credit Union Place 192.00
- Cody Banks\Simmons 175.00
- Slemon Park 165.00
- Rustico TBA pricing not yet determined for upcoming season
- Crapaud TBA pricing not yet determined for upcoming season
- Evangeline TBA pricing not yet determined for upcoming season

**Benefits:**

- Will enhance the long term sustainability and viability of the Community Gardens Complex.
- Increasing the rates at this point in time will allow user groups to plan accordingly in preparation for the 2016/17 ice season.

**Disadvantages:**

- Will increase costs to users of the Community Gardens Complex.

**Discussion/Comments:**

The Community Gardens Complex has operated at a deficit for each of the previous 5 years. It is planned that with the proposed increase in rental revenue and the operational modifications made to the Fitplex that 2016 will be the first year the Complex will operate on an even basis or with a slight surplus.

It is recommended by the CAO that the ice rental rates be increased as per the recommendation from staff.

**Options:**

1. Approve the proposed ice rental rates as recommended.
2. Approve the proposed ice rental rates with modification.
3. Not approve the revised ice rental rates and provide staff with alternative direction.
4. Not approve the revised ice rental rates.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

That Town Council consider and adopt the following resolution:

***BE IT RESOLVED THAT Town Council approve the ice rental rates at the Community Gardens Complex for 2016/17 as follows: Primetime - \$162.00/hour, Non-Primetime - \$137.00 per hour (no increase), Birthday and Weekday - \$102.00 per hour (no increase), and Minor Hockey/Figure Skating - \$157.00 per hour. All rates inclusive of HST.***

***BE IT FURTHER RESOLVED THAT Town Council approve the ice rental rates at the Community Gardens Complex for 2017/18 as follows: Primetime - \$167.00/hour, Non-Primetime - \$142.00 per hour, Birthday and Weekday - \$112.00 per hour, and Minor Hockey/Figure Skating - \$162.00 per hour. All rates inclusive of HST.***

## Town of Kensington - Request for Decision

<b>Date:</b> May 5, 2016	<b>Request for Decision No:</b> 2016-25
<b>Topic:</b> Proposed Land Transfer – Town of Kensington, Kensington Area Soccer Association, Department of Education, Queen Elizabeth Elementary School	
<b>Proposal Summary/Background:</b>  <p>In April of 2014 the Kensington Area Soccer Club (KASC) made a request to Town Council to consider taking ownership of a portion of property owned by the English Language School Board (ELSB) located at the Queen Elizabeth Elementary School (QEES) property for the purpose of constructing a washroom facility.</p> <p>It was identified by the KASC that any players utilizing the soccer fields at the QEES fields are having to run to local businesses in the area for washroom facilities, as washroom facilities are not available adjacent to the fields. As a club, KASC are seeking to provide washroom facilities for both their players and opposing players.</p> <p>Town Council, at the time, agreed to take on ownership of the property and directed the CAO to draft a letter of support for the project as well as to make contact with the ELSB to indicate the Town's desire to take ownership of the property and the washroom facility including any associated operation and maintenance expenses. <i>A copy of the letter from the KASC and the letter of support from the Town is circulated with this RFD.</i> Responsibility for construction and operational costs of the facility were to be assumed by the KASC through a formal Memorandum of Understanding between the Town of Kensington and the KASC. <i>A copy of the draft MOU is being provided with this RFD.</i></p> <p>The washroom facility would consist of a wood framed structure housing two washrooms, an office and storage space. The building itself would be approximately 800 square feet in size with a total footprint of approximately 1600 square feet including decks, stairs and a ramp. <i>Conceptual drawings of the building, provided by KASC, are circulated with this RFD.</i></p> <p>The ELSB have agreed to the transfer of the property to the Town of Kensington. Currently they are awaiting <u>final</u> copies of the survey plan, showing the parcel to be transferred prior to drafting the appropriate transfer documents. Once a survey plan is provided by the KASC, a draft of the deed of conveyance will be provided to the Town for review. <i>A copy of the preliminary survey plan will be made available for Councilors at the May 9, 2016 regular meeting of Town Council.</i></p>	
<b>Benefits:</b> <ul style="list-style-type: none"> <li>• Will facilitate the construction of a washroom facility adjacent to soccer fields.</li> </ul>	
<b>Disadvantages:</b>	
<b>Discussion/Comments:</b>	

**Options:**

1. Approve the land transfer, MOU and preliminary subdivision as recommended.
2. Not approve

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

That Town Council consider and adopt the following resolution:

***WHEREAS the Kensington Area Soccer Association has requested that Town Council consider taking ownership of a parcel of property located on the Queen Elizabeth Elementary School property to facilitate the construction of a washroom facility;***

***WHEREAS Town Council previously agreed to take ownership of the property subject to the signing of a Memorandum of Understanding between the Town of Kensington and the Kensington Area Soccer Association providing for the long term ownership, operations and maintenance and capital construction of the property and building;***

***AND WHEREAS the English Language School Board, through the Department of Transportation, Infrastructure and Energy, have agreed to transfer a parcel of property including a right of way, as identified on survey plan No. G-15-44 drawn by GIS Innovations Ltd., to the Town of Kensington;***

***BE IT RESOLVED THAT Town Council agree to take ownership of a parcel of property including a right of way, as identified as Lot 2015-1 on survey plan No. G-15-44 drawn by GIS Innovations Ltd., including all associated operations and maintenance;***

***BE IT FURTHER RESOLVED THAT a Memorandum of Understanding (MOU) between the Kensington Area Soccer Association and the Town of Kensington be hereby approved, subject to amendments being made by the Chief Administrative Officer and/or Mayor and that the Chief Administrative Officer and the Mayor be hereby authorized to sign the MOU on Town Council's behalf.***

***BE IT FURTHER RESOLVED THAT preliminary approval be given to subdivide PID No 498220, being lands owned by the English Language School Board (Province of PEI), into two separate parcels, Lot 2015-1 and the remainder of PID No. 498220, as per survey plan No. G-15-44 dated July 29, 2015 drawn by GIS Innovations Ltd.***



Kensington & Area Soccer Club

PO Box 728

Kensington, PE

C0B 1M0

Town of Kensington

PO Box 418 Kensington, PE

C0B 1M0

Dear Mayor & Councillors,

I am writing this letter as President of the Kensington and Area Soccer Club requesting the assistance in acquiring land to potentially construct a washroom facility on the property of Queen Elizabeth Elementary School in Kensington. The Kensington and Area Soccer Club is a non-profit organization providing soccer programs for the community's youth from U-4 to the senior level. Annually we have nearly 300 registered members.

For years now we have seen players run to local establishments as washroom facilities are not available for the Soccer Club adjacent to the playing fields in Kensington. As a club we are looking to provide this to our members.

For this project to become reality we need lands to place the structure on. Through meetings with the English Language School Board KASC has requested lands to place the structure on. Attached map on the following page (fig. 1) there is a layout of the QEES grounds with field locations and preferred project sites as identified by X\_#1 and X\_#2. The ELSB has seemed receptive of this idea but expressed that they would prefer to give the land to the Town and requested a document stating such.

By this letter we are requesting that the Town of Kensington provide a letter, through KASC to the ELSB, supporting the land transfer to the Town of Kensington.

Our future vision is to construct a facility. Attached is a proposed sketch of what the new structure would consist of (fig. 2 and fig. 3). It is a wood framed structure consisting of two washrooms, an office and storage space. The building itself leaves a footprint of 800ft<sup>2</sup> including the decks, stairs and ramp the total footprint is 1600ft<sup>2</sup>. Without varying from the Building Bylaws in the Town of Kensington expected minimum lot size would be 6500 ft<sup>2</sup>. But before we move forward with building ideas the parcel of property needs to be secured for this project to become reality. If this is obtained KASC will work with the Town to proceed with any future development on the said parcel.

We look forward to any input or questions that the Town may have as without the land requirement the KASC will be unable to proceed.

Thank you,

*Blair Murphy*

Blair Murphy, President, KASC



Mayor: Gordon Coffin  
Chief Administrator Officer: Geoff Baker  
Deputy Administrator: Wendy MacKinnon  
*Incorporated 1914*

September 8, 2014

Attention: John Cummings  
English Language School Board  
234 Shakespeare Drive  
Stratford, PE  
C1B 2V8

Dear Mr. Cummings:

It is my understanding that representatives of the English Language School Board (ELSB) have met with Blair Murphy, President of the Kensington Area Soccer Club (KASC), and have identified a suitable area of land within the Queen Elizabeth Elementary School property to enable the KASC to move forward with plans to construct a washroom/change room facility.

The Town of Kensington is offering its support to the KASC in this endeavor. As such, the Town is prepared to take ownership of the property, building and provide long term maintenance to the facility. It is understood that maintenance would form part of a memorandum of understanding between the KASC and the Town, that would see the KASC complete any required maintenance of the facility.

I would be pleased to discuss this matter further with you and can be reached at (902) 836-3781.

Best Regards,

Geoff Baker  
Chief Administrative Officer  
Town of Kensington

C.c. Blair Murphy, President, Kensington Area Soccer Club.



**AGREEMENT REGARDING ACQUISITION & USE OF LAND**

**DRAFT**

BETWEEN:

**Kensington & Area Soccer Club Inc.**, a body corporate,  
duly incorporated in compliance with the terms  
of the *Companies Act, RSPEI*;

(Hereinafter called the "Club")

OF THE FIRST PART

AND:

**Town of Kensington**, a body corporate and politic

(Hereinafter called the "Town")

OF THE SECOND PART

**WHEREAS** the English Language School Board, successor to Regional School Board Administrative Unit 2, is the owner of a 0.92 acre parcel of land at Kensington, Prince County, Province of Prince Edward Island, with said parcel of land being on the westerly margin of the right of way leading southerly from Victoria Street to the Queen Elizabeth Elementary School and shown as Lot 2015-1 on a plan of survey entitled "Plan Showing Lot 2015-1 A Portion Of Property Of Regional Administrative Unit 2", prepared by G.I.S. Innovations Ltd. on July 29, 2015 as Drawing # G-15-44 ( hereinafter referred to as the "Land":

**WHEREAS** the Town intends to take title to the Land by means of a Deed of Conveyance from the English Language School Board, successor to Regional School Board Administrative Unit 2;

**WHEREAS** the Town and the Club have agreed that the said Land shall be used by the Club for the construction and use as a soccer clubhouse;

**AND WHEREAS** the Town and the Club have agreed to enter this agreement to set out the terms of usage of the said lands and the responsibilities and agreements of the Town and the Club;

**NOW THEREFOR THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants of the parties hereto, the sum of \$ 1.00 now paid by the Club to The Town (the receipt whereof is hereby acknowledged), and other good and valuable consideration, the parties hereto, agree as follows:

1. The Town shall move forward and make all efforts to have a Deed of Conveyance executed by the English Language School Board, successor to Regional School Board Administrative Unit 2 to the Town of the 0.92 acre parcel of land, together with right of way, at Kensington, Prince County, Province of Prince Edward Island, with said parcel of land being on the westerly margin of the right of way leading



southerly from Victoria Street to the Queen Elizabeth Elementary School and shown as Lot 2015-1 on a plan of survey entitled "Plan Showing Lot 2015-1 A Portion Of Property Of Regional Administrative Unit 2", prepared by G.I.S. Innovations Ltd. on July 29, 2015 as Drawing # G-15-44. The said Land, being outlined in red on the plan of survey hereto annexed as Schedule "A";

2. Upon receipt and registration of the Deed of Conveyance for the said land, with right of way, the Club and Town further agree as follows:

- a) The parties agrees that the subject lands shall be utilized for the Club's construction of a club house, to be used by the Club and its members in relation to and for the benefit of its members and youth playing soccer in the area and under the jurisdiction of the Club.
- b) The Town shall lease to subject the Club for a period of ten (10) years, renewable at the option of the Club. The lease rate shall be \_\_\_\_\_.
- c) The Town agrees that the Club shall not be responsible for paying any property taxes in relation to the subject property, nor shall any building permit fee be chargeable by the Town in relation to the building to be constructed upon the subject Land.
- d) The Club shall be responsible to have engineering approved drawings of the proposed water and sewer lines submitted to the Town for approval. The Club shall also be responsible to negotiate with the English Language School Board for connection of any Easements in relation to water and sewer hook-up.
- e) The Club shall be responsible for paying water dues to the Town during the months of the soccer season but not during the months when the club house on the property is not so utilized.
- f) The Club shall be responsible for all maintenance relating to the new building to be located on the subject Land, and all future capital upgrades. Grass cutting, cleaning, garbage removal, winterization, spring start-up costs shall be the responsibility of the Club. The Town shall be at liberty to inspect the subject property to ensure that it is in accordance with its standards. Should the Town determine that there are any legitimate shortfalls in that regard, the Club shall take actions to make corrections regarding same.
- g) The Club shall work with the local utility and negotiate Easements with the relevant land owners in order to provide electricity to the club house to be located on the said Land. The Club shall be responsible for all ongoing electrical charges and fees, relative to the subject property.
- h) The Club shall maintain all fire and liability insurance relative to the subject property and in this regard, the Club shall acquire and maintain liability

coverage at a minimum of \$2,000,000.00, showing the Town as the co-insured on such property.

- i) The Town shall take all steps to have the property re-zoned, if necessary, in order to permit the establishment of a soccer club house on the subject Land.
- j) The Club shall be responsible to administrator, run and maintain the club house on the subject property and shall have all control over when the facility shall be utilized and have all power of who else may be able to utilize the subject premises.
- k) The Club shall be responsible for all costs in relation to the construction of the club house to be erected on the subject Land.
- l) In the event that the Club discontinues its operations for a period of one (1) year, the Club shall be entitled to sell the building from the subject property, to be moved, and the Town shall have the right of first refusal in order to purchase the subject building.

### **CONDITIONS PRECEDENT**

- 3. (a) The Town and Club's obligations under this Agreement are conditional upon a Deed of Conveyance being executed by the English Language School Board, successor to Regional School Board Administrative Unit 2 to the Town of the 0.92 acre parcel of land, together with right of way, at Kensington, Prince County, Province of Prince Edward Island, with said parcel of land being on the westerly margin of the right of way leading southerly from Victoria Street to the Queen Elizabeth Elementary School and shown as Lot 2025-1 on a plan of survey entitled "Plan Showing Lot 2015-1 A Portion Of Property Of Regional Administrative Unit 2", prepared by G.I.S. Innovations Ltd. on July 29, 2015 as Drawing # G-15-44;
  - (b) This Agreement is conditional upon the Club being able to acquire Easements for water, sewer and electrical utilities to service the subject property in order to maintain the subject property in accordance with the intentions hereof.
4. This Agreement should be construed in accordance with and governed by the Laws of the Province of Prince Edward Island and the parties hereto irrevocably attorn to the jurisdiction of the Courts of Prince Edward Island.

**EXECUTION**

5. In witness whereof the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

**SIGNED, SEALED AND DELIVERED** )  
**in the presence of:** )  
 )  
 )  
 )  
 )  
 )  
 )  
\_\_\_\_\_ )

**Kensington & Area Soccer Club Inc.**  
**per:**

\_\_\_\_\_  
\_\_\_\_\_

**SIGNED, SEALED AND DELIVERED** )  
**in the presence of:** )  
 )  
 )  
 )  
 )  
 )  
 )  
\_\_\_\_\_ )

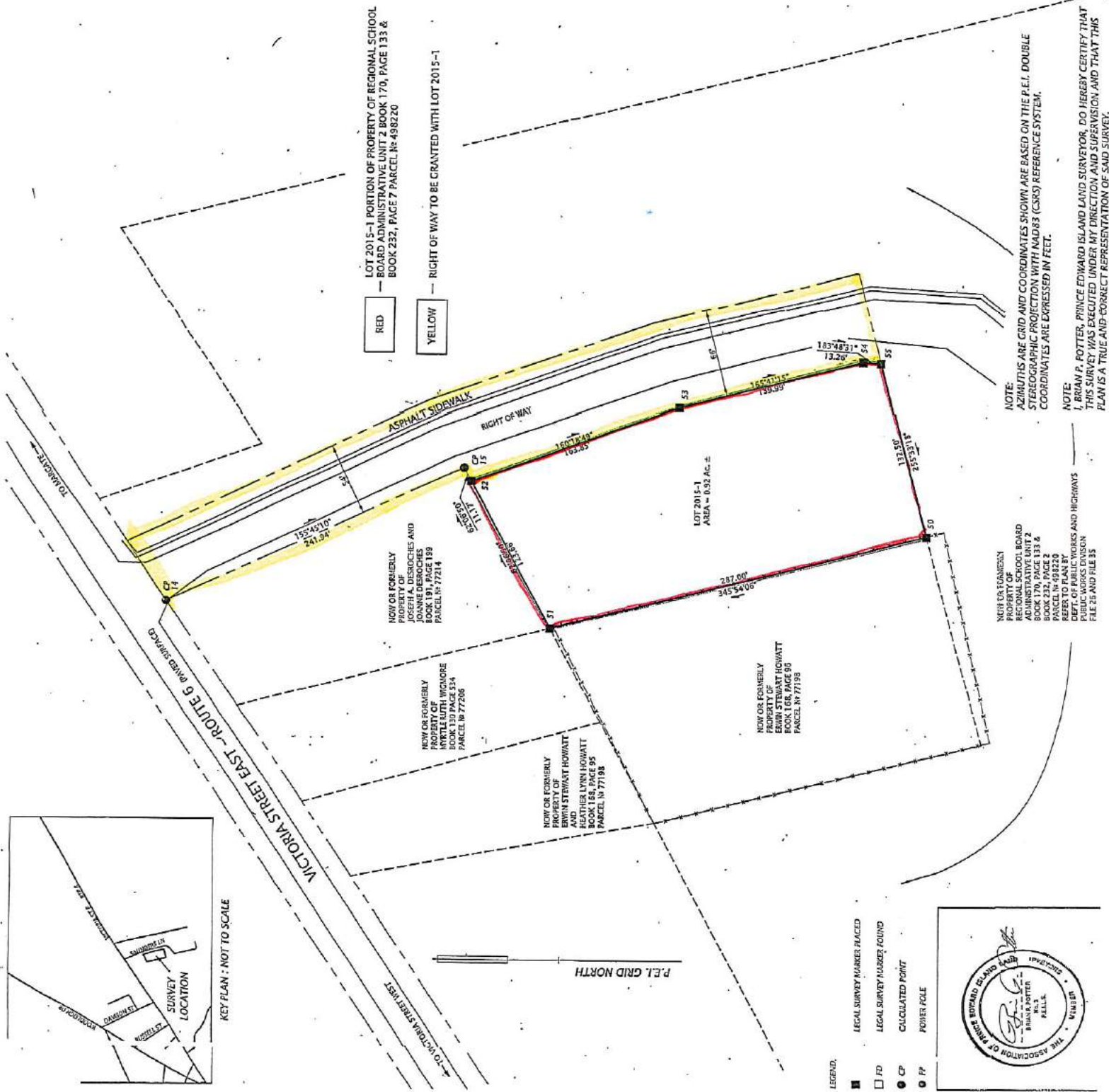
**Town of Kensington**  
**per:**

\_\_\_\_\_  
\_\_\_\_\_

SCHEDULE "A"

COORDINATES EXPRESSED IN FEET		
POINT	EASTING	NORTHING
14	341200.20	405315.33
15	341290.56	405094.23
50	341250.30	404753.31
51	341180.39	405031.67
52	341289.61	405089.51
53	341344.88	404935.24
54	341379.49	404799.59
55	341378.61	404786.36

**NOTE:**  
IT IS NECESSARY TO HAVE APPROVAL STAMPING ON THIS PLAN BEFORE  
DEEDS ARE PREPARED.



G.I.S. Innovations Ltd.

674 Water Street, Summerside, P.E.I. C1N 4J1  
Phone 902-435-0396

PLAN SHOWING LOT 2015-1 A PORTION OF PROPERTY  
OF REGIONAL SCHOOL BOARD ADMINISTRATIVE UNIT 2

LOCATION · KENSINGTON, LOT 19, PRINCE CO., P.E.I.

SCALE	1" = 50'	FILE	2015-K-2	SHEET	OF
DATE	JULY 29 2015	DRAWING	G-15-44		



Fig. 2





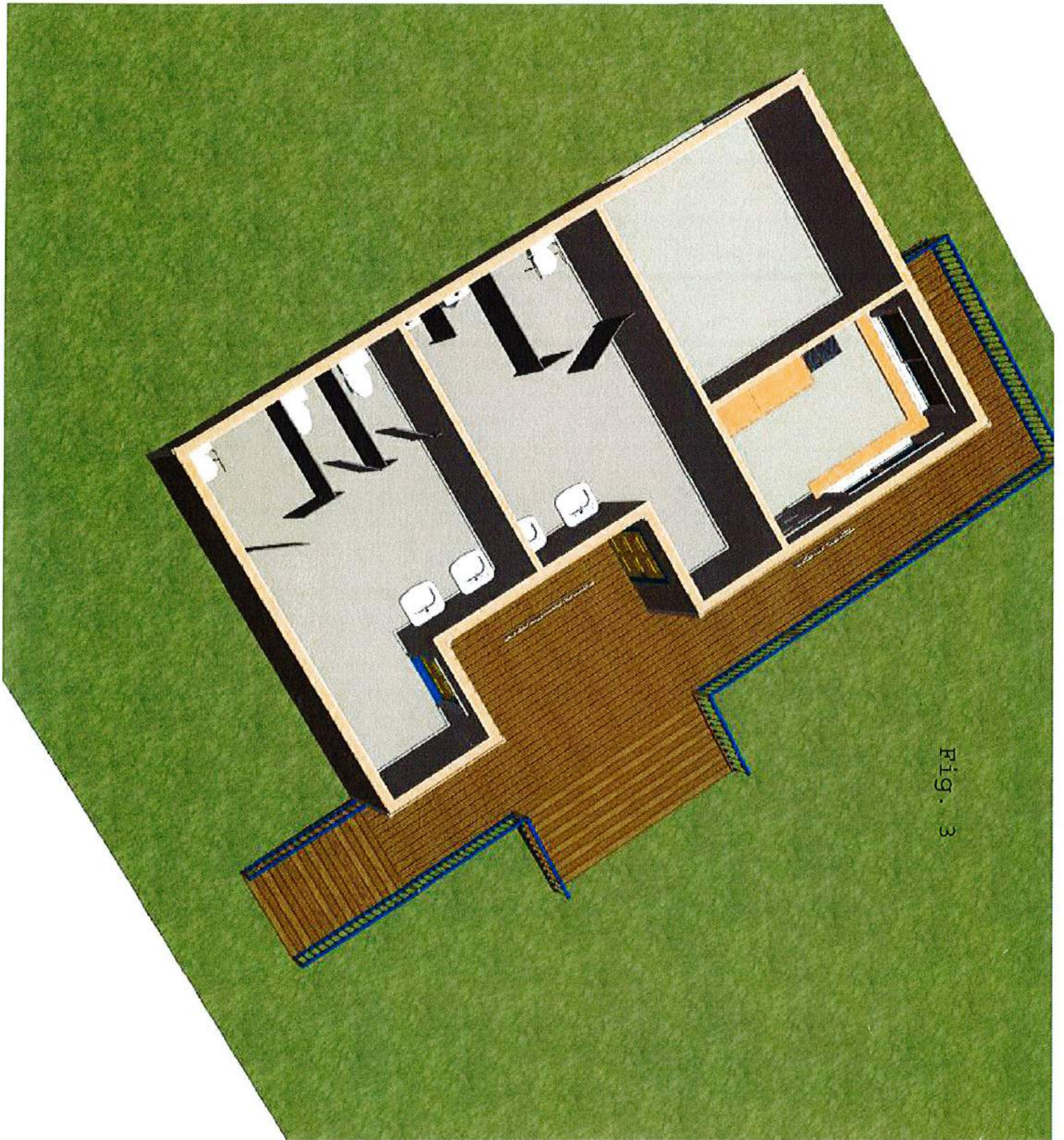
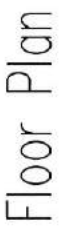
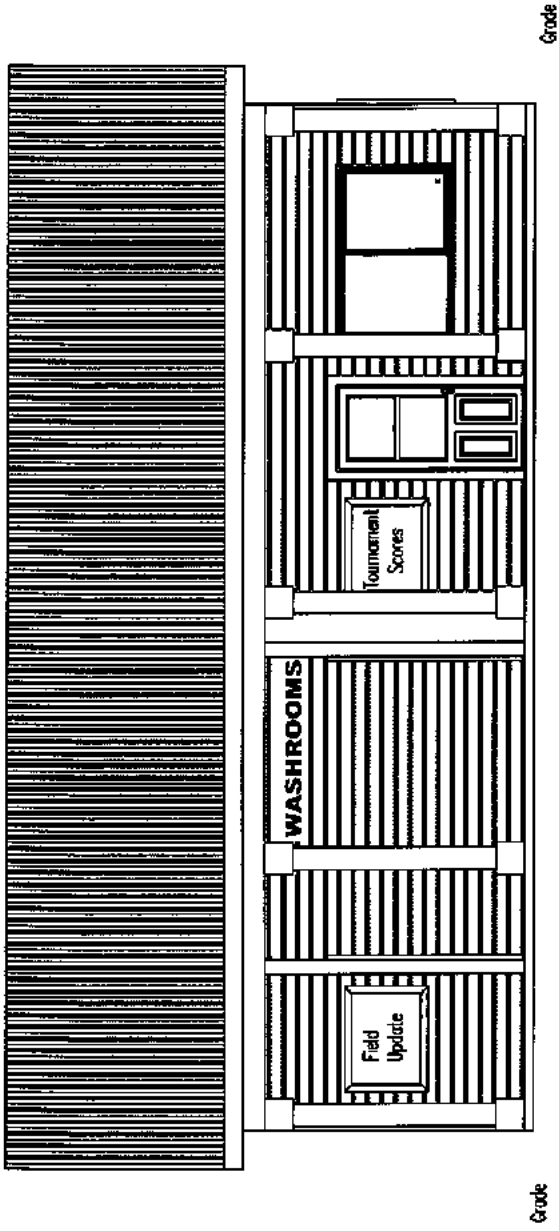


Fig. 3

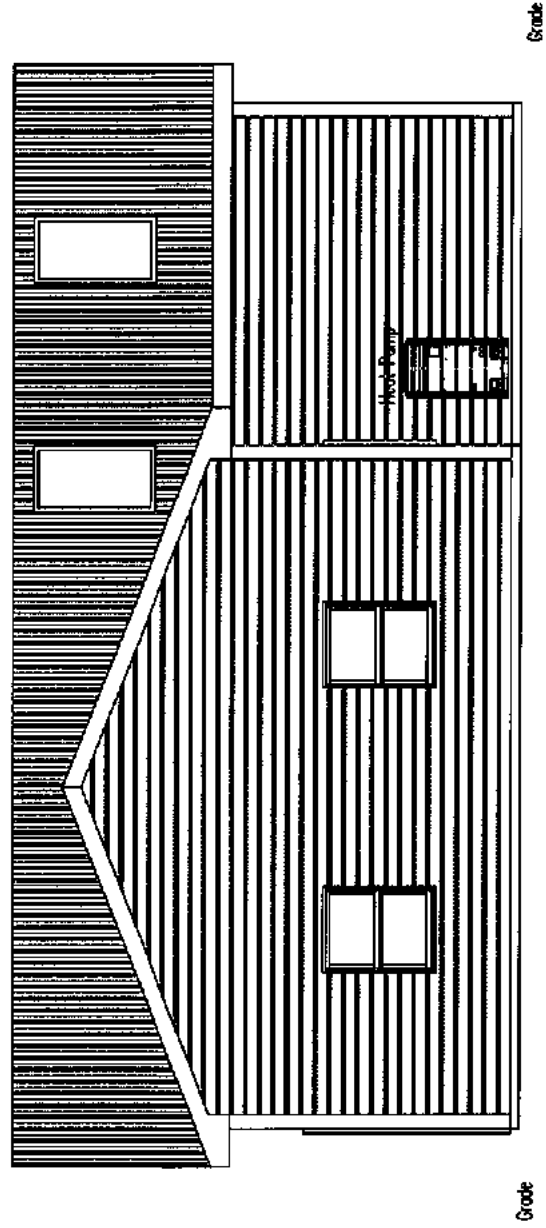




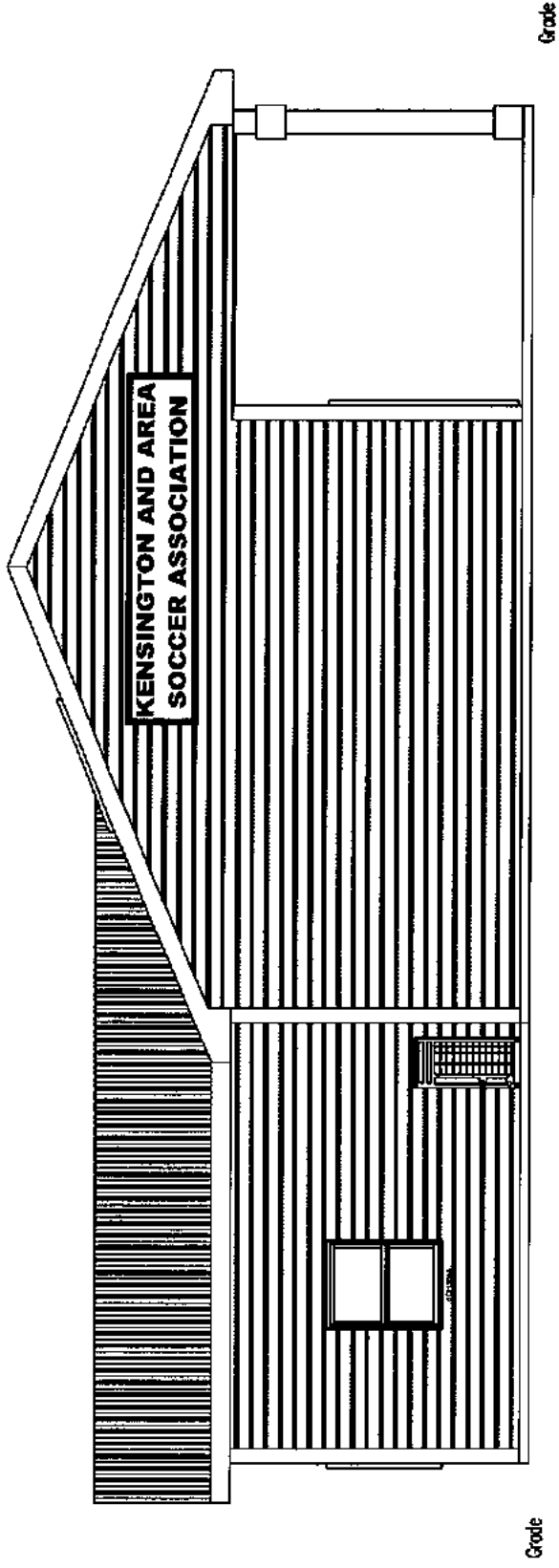




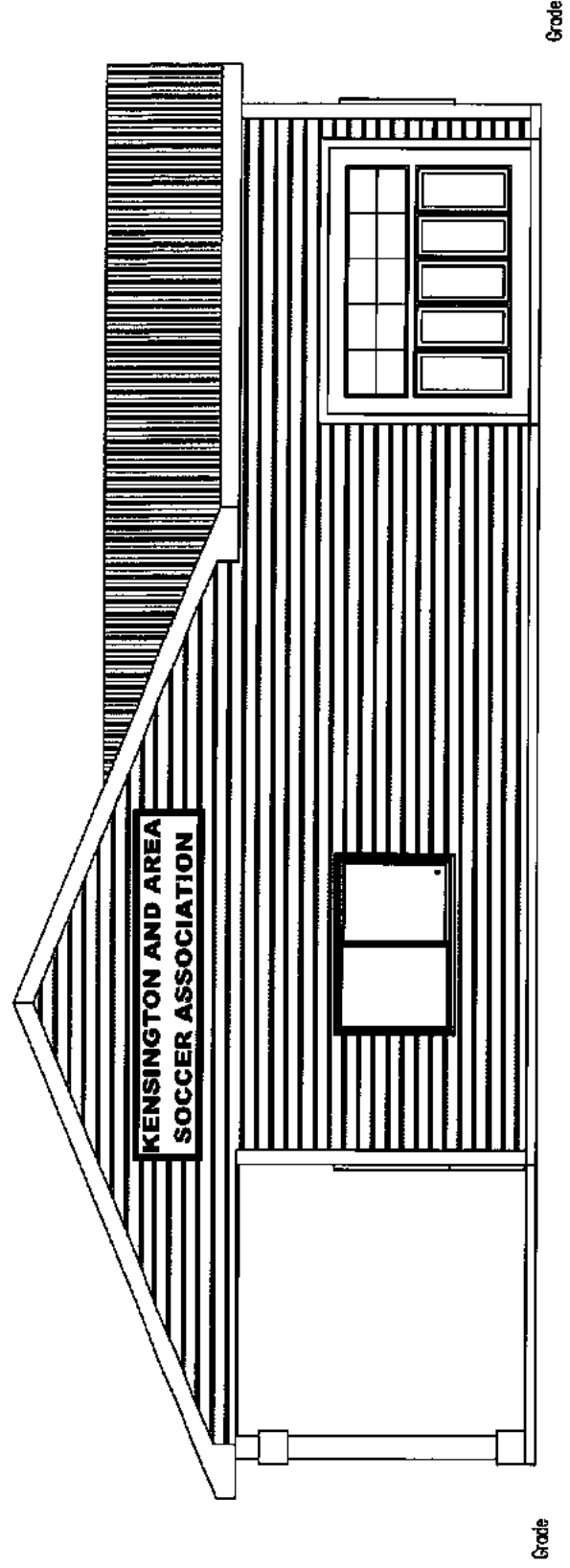
Front Elevation



Rear Elevation



Side A Elevation

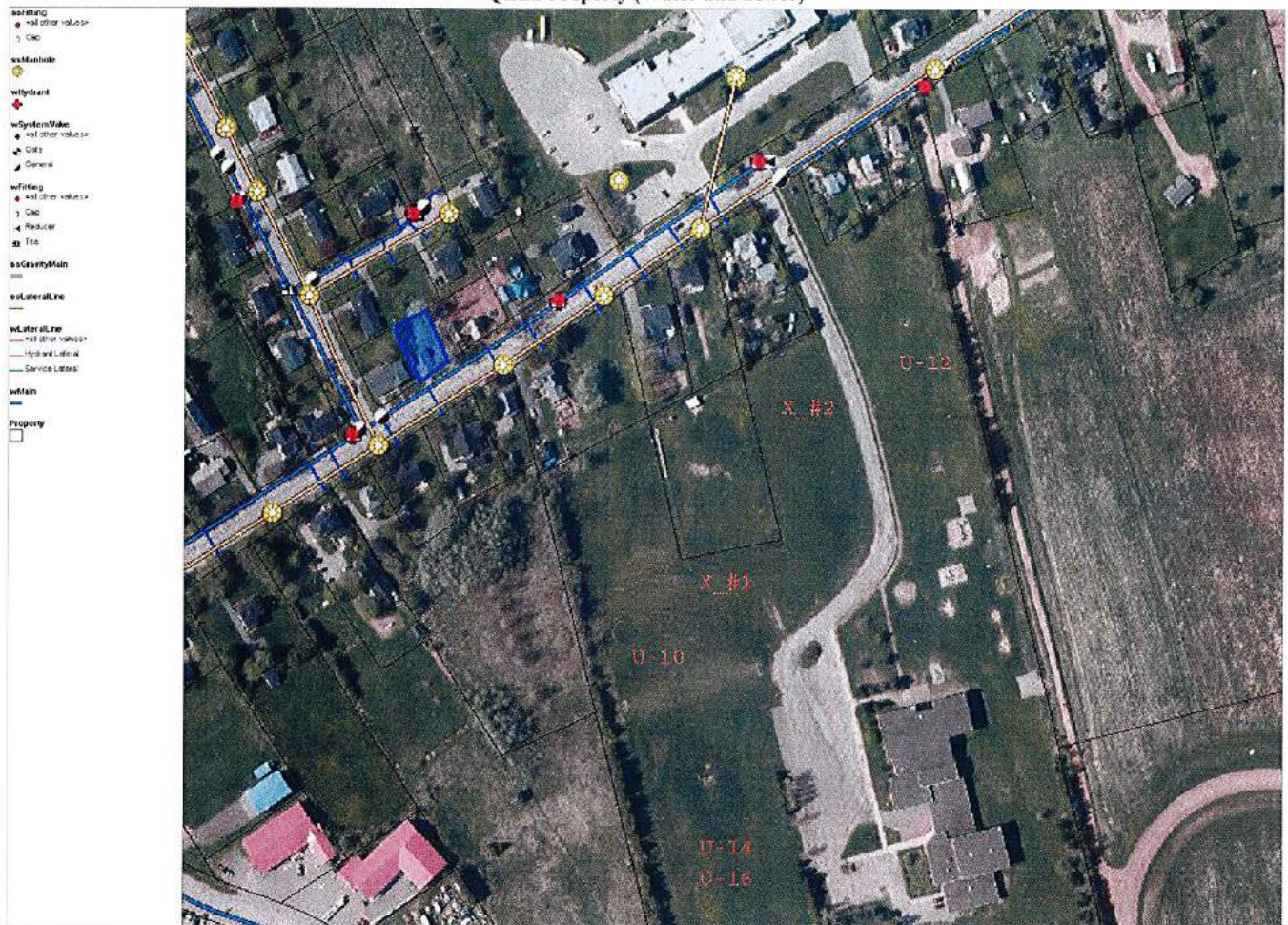


Side B Elevation

**Kensington and Area Soccer Association - Proposed Building Cost Estimate**

	Estimate
Survey	\$1,000.00
Design	\$5,000.00
Site Work	\$18,000.00
Utilities	\$7,000.00
Building Construction	\$85,000.00
 Total Building Construction	 \$116,000.00
Construction Contingency	\$11,600.00
Total Cost Estimate	\$127,600.00

Fig. 1





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

**Newsletter #8**

**April 2016**

**Upcoming**

April 4-9.....High School Hockey Tournament  
April 14.....Senior high parent-teacher interviews  
April 14.....KISH School Council meeting, 6pm  
April 15.....Sr. High P/T Interviews/Jr. High School Effectiveness - no classes  
April 20.....Green & White Revue  
April 21.....CPF (KISH Chapter) meeting  
April 28.....Sr. high report cards issued  
April 29.....Teacher Inservice - no classes

**KISH High School Hockey Tournament**

We're hosting the high school hockey tournament again this year (April 4-9), with games at Community Gardens in Kensington and the Pownell Rink. KISH players have joined with Kinkora High players to make a male and female team. The championship games will be played on Saturday, April 9 at Community Gardens, girls at 1:00 and boys at 2:45. 50/50 tickets will be on sale at all games and the winning number will be drawn for during the 3<sup>rd</sup> period of the boys' championship game on Saturday. After day one, the 50/50 pot has grown to \$758!!

**Senior High Parent-Teacher Interviews**

Interviews will be held on Thursday April 14 from 3:00-7:00pm and on Friday, April 15 from 8:30-10:00am. Parents can sign up online at <http://kishwebsite.wordpress.com/interviews/> or call the school at 902-836-8901. Report cards will be sent home on April 28.

### **Green & White Revue**

This year's show is scheduled for Wednesday, April 20. A matinee will be held in the morning for junior high students and in the afternoon for senior high students. The evening performance starts at 7:00 and we're hoping for a big turnout of parents, friends and family. Come out and see the many varied talents of our students!

### **Grade 9 'Signals of Suicide' Presentation**

The Canadian Mental Health Association (CMHA) will be presenting a youth suicide awareness and prevention program entitled 'Signals of Suicide' (SOS) to grade 9 students on April 27.

Using interactive discussions and a short video, this 80-minute program safely explores the topic of suicide with youth, outlining warning signs and ways to seek help for themselves or their peers if they are in distress or crisis. This program is presented to all grade 9 students across PEI and is part of the grade 8-9 Health Curriculum.

Pat Doyle, CMHA's Suicide Prevention Coordinator, is a trained facilitator and will present the program to students. If you have questions or would like more information about the SOS program, contact our school counsellor, Carolyn Black or Ms. Doyle at 902-628-3669.

To find out more about CMHA's programs and services, visit their website [www.cmha.pe.ca](http://www.cmha.pe.ca) or call 1-800-682-1648.

### **Canadian Parents for French and French Week**

We recently wrapped up a very successful French Week at KISH, with various contests, food with a French flavor in the cafeteria, French songs played over the P.A. system and posters throughout the school.

Thomas Haslam was the winner of the French poster contest and his winning entry is posted in the office. There were also 3 containers of candy in the office and you had to guess the amount in each and submit the number in French. The winners were Nicole Boucher, MacKenzie Praught and Lily Greenan. Congratulations to all the winners and thanks to our CPF group for their contributions.

The next meeting of the KISH CPF group is Thursday, April 21 in the library from 6:00-8:30pm. Hope to see you there...new members are always welcome!

### **Student Achievements**

#### **February Students of the Month**

Grade 7 - Carson Marchbank, Hillary Murray  
Grade 8 - Chloe Green, Sierra Rix  
Grade 9 - Cassandra MacLeod, Keanna Reid  
Grade 10 - Travis Gaudet, Timmy Yorke  
Grade 11 - Lauren Cassidy, Renata McKenna  
Grade 12 - Veronica Murray, Jonathan Thomas

#### **March Students of the Month**

Grade 7 - Gwen Morrison, Kaylee LeClair  
Grade 8 - Joel Newrick, Paxton Cole  
Grade 9 - Abby Christopher, Lauren LaFrance  
Grade 10 - Skye MacAusland, Jillian Stewart  
Grade 11 - Gary Paynter, Tyler MacAusland  
Grade 12 - Dharma MacKay, Noah Gallant

#### **Skills PEI**

Two of our students recently competed in Skills Canada PEI competitions with great results. Mathieu Joncourt won silver in the cooking competition and Justin Whitehead won bronze in the outdoor power equipment category. Great job guys!! Next time you're at the school, check out the banner in the office.

#### **KISH Science Fair**

The following are the winners of our Science Fair as selected by a group of judges:

1<sup>st</sup> - Julia Weir - "Can You Hear Me Now?"  
2<sup>nd</sup> - Carter Champion - "Winning Matters"  
3<sup>rd</sup> - Emilee Reeves & Meaghan Reynolds - "Bubbly Plants"  
4<sup>th</sup> - Lauren Ferguson - "La Physique et le Curling"

#### **Honorable Mention:**

Matthew Rogerson - "How Three Soils Affect the Growth of a Bean Plant"  
Sierra Rix & Paxton Cole - "Soil Erosion"

Senior Boys Basketball team won the A Division Provincial Championship recently in a thrilling, double overtime, 78-73 decision over François Buote. Team members included

Jordon Montgomery, Keegan Dymont, Noah Rogerson, Bailey Clark, Thomas Haslam, Jacob Blackett, Patrick Corcoran, Ben Christopher, Austin Gallant & Rylan MacLellan. Thanks to the coaches, Mitchell Bernard and David Montgomery.

Senior Girls Basketball team also won the Provincial Championship recently with a 55-46 win over Westisle. Team members are Sheriden Wall, Abby Donald, Chloe Champion, Annie Tuplin, Hannah Woodside, Hannah Harrington, Cassidy Champion, Jensen Mayne, Kelsey MacLean, Kristen Cash, Moira Dickieson, Claya Cole and Hillary Bernard. Thanks to the coaches Brooke Johnston, Ashley Harding and Brianna MacKay.

Mid-Isle Matrix Girls Hockey Team are Island champions! KISH students on the team are Kelsey Weeks, Heidi Lauwerijssen, Lexi Murphy and Hannah LeClair.

### Community Notes

1. Kensington and Area Baseball Association Registration for all teams takes place at Community Gardens on the following dates and times:

April 16<sup>th</sup> 9am-2pm

April 20<sup>th</sup> 6pm-9pm

April 23<sup>rd</sup> 9am-2pm

Registration fees are:

Rally Cap \$50 (players born 2008-09-10)

Minor Ball \$150 (players born 2007 and before)

Players must be registered prior to any practices/tryouts. Registration will be closed on April 23 and teams will be formed based on those registered at that time. Late registration will only be accepted to help form teams. Team numbers will not be expanded to accommodate players not registered by the April 23 deadline.

We're also looking for coaches for the upcoming season. Contact Carl Picketts at [Carlpicketts@gmail.com](mailto:Carlpicketts@gmail.com) or by phone at 902-315-0227.



"I can have school spirit, or I can learn fractions.  
The choice is yours."



## From the Student Graduation and Transition Planner



### What are my opportunities?

Support your child in using their time in school and in the community to explore options and areas of interests, make connections, and participate in community-based learning opportunities.

- Support your child while they are selecting their high school courses. Be curious. Ask them if their elective choices truly reflect their own interests.
- Encourage your child to get out and volunteer in their community.
- Connect them with resources and people from occupations they are interested in.
- Encourage your child to participate in a community-based learning opportunity.

The following activities can be found in My Plan ([www.myplanpei.ca](http://www.myplanpei.ca); password: myplan2015) and may encourage conversation at home about opportunities available to your child.

**Information Interview** – Your child is in the driver's seat when they are doing information interviewing. They are asking the questions to collect information about a field of interest, an occupation, or job they want to find out more about. Information interviewing allows your child to practice communication skills, build contact with people who may be helpful in their future, and get first-hand information and a realistic view of the field. [www.myplanpei.ca](http://www.myplanpei.ca)

**Newspaper Analysis**- Labour Market information (LMI) is all around us! This activity allows your child to become more aware about events happening in the world and to gain current and relevant LMI. [www.myplanpei.ca](http://www.myplanpei.ca)

**My Board of Directors** - Encourage your child to build their network, people who they can turn to for support, advice, or to help them keep balance in their life. [www.myplanpei.ca](http://www.myplanpei.ca)

### Dates to consider

#### Concours D'Art Oratoire - Deadline to enter is April 9, 2016

The *Concours d'art oratoire* is a public speaking event in held in French. Participating students choose a subject in which they are interested and prepare a presentation designed to inform, convince, or amuse the audience. For more information, visit <http://pei.cpf.ca/activities/youth-activities/concours-dart-oratoire/>

#### Summer 2016 - Student Employment Opportunities

<http://www.gov.pe.ca/jobspei/index.php?number=1051157>

<http://www.gov.pe.ca/tourism/summer-employment-opportunities>

#### April 20, 2016 - Talk With Our Kids About Money Day

The Canadian Federation for Economic Education (CFEE) has set April 20 as a day to "get conversations started" and bring attention to the importance of talking with our kids about money to help prepare them for the financial decisions and responsibilities ahead. Visit <http://talkwithourkidsaboutmoney.com/home-program/> for a range of ideas and suggestions.

#### April 30 - Cavendish Tourism Job Fair

Tourism Industry Association of Prince Edward Island (TIAPEI)

Stanley Bridge Resort; 10:00am - 3:00pm

For more information, visit: <http://www.tiapei.pe.ca/tiapei.cfm?id=481>



Communities,  
Land and  
Environment

Communautés,  
Terres et  
Environnement



Office of the Minister  
PO Box 2000, Charlottetown  
Prince Edward Island  
Canada C1A 7N8

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

April 1, 2016

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

Dear Mayor Caseley:

Re: Provincial Land Use Policy

I am pleased to let you know that a new Provincial Land Use Policy will be proposed for adoption this year. The Policy was developed as a result of the public consultation process led by the Task Force on Land Use Policy.

The Province recognizes and commends the municipalities who have undertaken the responsibility to provide land use planning in their community. The Provincial Land Use Policy will guide provincial and municipal planning efforts in areas of public importance that may go beyond community boundaries – such as protection of our water and land resources.

For municipalities with official plans and bylaws, the Policy provides minimum standards and establishes the baseline for land use and planning to ensure consistency with the overarching provincial vision and goals for land use planning and development for the entire province. More detailed information will follow.

Please feel free to contact my staff at Municipal Affairs and Provincial Planning Division (902-620-3459) with any questions or for more information. Additional resources and the Policy will soon be available on the website: [www.gov.pe.ca/mapp/](http://www.gov.pe.ca/mapp/).

The next step in moving towards a sustainable planning system is the implementation of this Policy at the provincial and municipal levels. Staff from the Department of Communities, Land and Environment will be in contact with the Federation of P.E.I. Municipalities and with municipalities to provide information about upcoming information sessions on the Policy and on the changes that will be required in the future.

Sincerely,

Robert Mitchell,  
Minister, Communities, Land and Environment

Greetings Town Council and Associates. Thought I would pass along to you this piece I wrote for the "County Line Courier" so that you get a short snapper sample of my continued interest in keeping our fireplugs maintained. Overall there was keen support from those that I talked to regarding "adopting a hydrant" and next year perhaps more outreach to schools and organizations could be implemented. Thank you for your continued support for this cause and onward upward ahead we go!

Cheers! Janice Mulligan  
902-836-3558  
April 2016

Late last fall I was stopped a bit in my tracks and forced to be held accountable for my thought and deed. I wrote a letter encouraging the town of Kensington to take a greater interest in cleaning around the fire-plugs in town. Well, they called me on my bluff and thus started the town initiative to "adopt a fire hydrant" in our community of Kensington.

Who knew that using the Weed Wacker around our fire hydrant last summer would spark such enthusiasm for preventative change both on the town Councils part and my own.

Our fire plug "Fred" became

my rather reluctant new best friend this last winter.

I shoveled him out a fair number of times and tuned up a couple of muscles I had forgotten about which was fantastic.

We have some way to plow forward to encourage our schools and institutions to blow and shovel out their adjacent fire plugs but all good change takes time.

Awareness is half our battle won.

So, if I learned anything from this whole partnered campaign with the Kensington Town Council it is:

One; they do listen to your concerns which was appreciated and the

-3-

second; I'd never play poker  
with them, because they're sure  
quick to call a bluff! You  
are never too old to learn I guess.  
All in good time.

Janice Mulligan  
April 2016.



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**For Immediate Release**  
**April 20, 2016**

PEI's 2016 Budget has slashed a \$1.8 million Provincial Infrastructure Fund and Island municipalities and their residents will bear the brunt of this unexpected action.

When the HST was implemented in 2013, the provincial government introduced a \$1.8 million Provincial Infrastructure Fund for municipalities. This fund was intended to help compensate for rebates and exemptions for municipalities that were lost in the transition from PST to HST. This prevented those increased costs from being passed on to citizens through increases to municipal taxes or fees, or cuts to local services.

In Budget 2016, the Province eliminated the \$1.8 million fund for municipalities. According to FPEIM President Bruce MacDougall, "this is another blow to municipal finances that we just can't afford. It's being done after our budgets have been adopted and without consultation."

"Other provinces that have the HST provide a rebate to municipalities, and that's what should be done here," said MacDougall. "The Government of Canada provides a 100 percent GST rebate to provinces and municipalities," he added.

"Strong municipalities are better positioned to create local conditions that grow the economy and contribute to a more prosperous province," continued MacDougall. "In the recent Speech from the Throne, the Province shared its desire to keep Islanders here and bring others back home." MacDougall explained that "ensuring our municipal governments are strong will help the Province achieve that objective, because municipal governments provide the local infrastructure, services and amenities that make the places we call home great places to live."

"Last year, the Province committed to having a new and long-awaited revenue framework in place for municipalities in 2017," he concluded. "We must meet that deadline, but this decision certainly sends the wrong message as we move into important discussions on the future of municipalities."

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For further information contact:

John Dewey, Executive Director  
Federation of PEI Municipalities  
jdewey@fpeim.ca  
Tel: (902) 566-1493

Mayor and Council,

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

Your expression  
of sympathy will always  
be remembered

God Bless,  
Boonbe Family

Thank you for your  
kindness in sending flowers  
for our mother's funeral.  
It was greatly appreciated



April 20, 2016

Love Cancel and stop

Thank you for giving me  
a copy of the 2014 photo  
album. It is great to have  
memories of that busy year

Thanks

Love, Corby

Labels

Just a note to say thanks for  
a very generous gift card and  
dinner. Jack's kindness and support  
in the year, was all the thanks  
needed.

all the Best.  
Jim