



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

Monday, November 14, 2016 @ 7:00 PM

55 Victoria Street
Kensington, PEI
C0B 1M0

Phone: (902) 836-3781

Fax: (902) 836-3741

Email: mail@townofkensington.com

Web Site: www.kensington.ca

***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
November 14, 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 October 11, 2016 Regular Meeting
 - 5.2 October 24, 2016 Special Meeting
- 6. Business Arising from Minutes**
 - 6.1 October 11, 2016 Regular Meeting
 - 6.2 October 24, 2016 Special Meeting
- 7. Reports**
 - 7.1 CAO Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List
 - 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 RFD2016-40 – Fire Protection and Emergency Services Bylaw – Second Reading and Formal Adoption
 - 8.1.2 RFD2016-41 – Kubota Tractor Lease Buy-Out
 - 8.1.3 RFD2016-42 – 2016-17 Winter Services Agreement
 - 8.1.4 RFD2016-43 – 2016 Exempt Staff Christmas Bonus
 - 8.1.5 RFD2016-44 – Jordan Webster Development Permit Application – Accessory Apartment
 - 8.1.6 RFD2016-45 – Sale of Gorman and Walker Property
 - 8.2 Other Matters
- 9. Correspondence**
- 10. In-Camera (Closed Session) – One item of a Land Nature**
- 11. Adjournment**

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

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

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

1. Calling of Meeting to Order

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

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Mill, seconded by Councillor Doucette to approve the tentative agenda for the October 11, 2016 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations / Presentations

4.1 Nil

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Doucette, seconded by Councillor Pickering to approve the minutes from the September 12, 2016 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 September 12, 2016 Regular Council Meeting

6.1.1 Mayor Caseley inquired about the relocation of the 'Welcome to Kensington' sign located on Hwy 2 by the Castle Building Centre across the road. Mr. Baker commented that there was no alternative recommendation at this time; it will be further reviewed in the spring of 2017.

7. Reports

7.1 CAO's Report

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

7.1.1.1 Councillor Spencer inquired if the Winter Services Agreement had been received; Mr. Baker confirmed it had not arrived to date.

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Pickering, seconded by Councillor Spencer to approve the August 2016 Fire Statistical report as prepared by Deputy Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

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

7.3.2 An update on the National Teen Driver Safety Week initiatives was provided to Councillors.

7.4 Development Permit Summary Report

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

7.5 Bills List

7.5.1 *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the August 2016 Bills in the amount of \$213,739.55. 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 August 2016. Unanimously carried.*

7.7 Community Gardens Complex Report

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

- 7.7.2** Councillor Spencer inquired if the Community Gardens Complex planned to continue with the Summer Camp program in 2017 due to the possible regulatory changes forthcoming. No further information is available at this time and will be discussed further once the Town is made aware of the changes.

7.8 Mayor's Report

- 7.8.1** *Moved by Councillor Mill, seconded by Councillor Spencer to approve the Mayors report for the month of October 2016 as presented by Mayor Caseley. Unanimously carried.*

7.9 Federation of PEI Municipalities and Kensington Area Chamber of Commerce (KACC) Report

- 7.9.1** Deputy Mayor Mann reminded Councillors that the Federation will host their Semi-Annual meeting in Summerside on October 22, 2016. There are no proposed changes in membership dues for 2017.
- 7.9.2** October 16-22 is Small Business Week on PEI; the KACC will be hosting two separate events to focus on small business. The KACC September mixer will be hosted by Gallery 18 on October 18, 2016 at 5:00 pm. The Business Awards Dinner will be held on November 24, 2016 at the New London Community Complex, those wishing to attend are requested to RSVP to Wendy MacKinnon.

8. New Business

8.1 Request for Decisions

8.1.1 Revolution Media Map Proposal

- 8.1.1.1** *Moved by Councillor Spencer, seconded by Councillor Mill*

BE IT RESOLVED that Town Council proceed with the development of a tourist information map in partnership with Revolution Media and the Kensington Area Chamber of Commerce. Town Council understands that they may be responsible for any potential shortfall in year one of the project.

Unanimously carried.

8.1.2 Fire Protection and Emergency Services Bylaw (First Reading)

- 8.1.2.1** *Moved by Deputy Mayor Mann, seconded by Councillor Pickering,*

First Reading

WHEREAS Section 64 (b) of the Municipalities Act, Chapter M-13, R.S.P.E.I. 1988, authorizes a Town Council to regulate the delivery of fire services by Bylaw;

AND WHEREAS Town Council wishes to set, by Bylaw, the control, command and operation of the Town of Kensington Fire Department;

AND WHEREAS the Town Council wishes to ensure the safety of the public and protection of property;

AND WHEREAS the Town of Kensington is committed to providing municipal and regional fire and emergency services through the Town of Kensington Fire Department;

BE IT RESOLVED THAT the “Fire Protection and Emergency Services Bylaw” be hereby read a first time.

Unanimously carried.

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

Approval of First Reading

WHEREAS Section 64 (b) of the Municipalities Act, Chapter M-13, R.S.P.E.I. 1988, authorizes a Town Council to regulate the delivery of fire services by Bylaw;

AND WHEREAS the Town Council wishes to set, by Bylaw, the control, command and operation of the Town of Kensington Fire Department;

AND WHEREAS the Town Council wishes to ensure the safety of the public and protection of property;

AND WHEREAS the Town of Kensington is committed to providing municipal and regional fire and emergency services through the Town of Kensington Fire Department;

AND WHEREAS the “Fire Protection and Emergency Services Bylaw” was read a first time at this Council meeting;

BE IT RESOLVED THAT the “Fire Protection and Emergency Services Bylaw” be hereby approved.

Unanimously carried.

8.2 Other Matters

- 8.2.1** Councillor MacLean inquired if the 2016 Annual Christmas Party had been scheduled. Staff were directed to organize the event and to advise Council and staff accordingly.

9. Correspondence

- 9.1** A letter from the Nichola Goddard Foundation requesting the Towns sponsorship. – *Request Declined.*
- 9.2** A letter from the Rotary Club of Summerside requesting a financial donation toward the Inspire Learning Centre. – *Request Declined.*
- 9.3** A note of appreciation for the Town of Kensington, Kensington Police Service and the Kensington Fire Department for their role in responding in the recent evacuation of the students at KISH and QEES.
- 9.4** KISH September Newsletter
- 9.5** A thank you letter from the Rural Beautification Society for the Town's continued support. Enclosed were two complimentary tickets to their Annual Awards Dinner on October 26, 2016.
- 9.6** An invite from the Kensington and Area Chamber of Commerce to the business mixer on October 13 at Gallery 18.
- 9.7** A letter from Canadian Union of Postal Workers with information regarding the Canada Post Review and requesting that the Town and residents fill out a survey. *Council was encouraged to complete the survey individually.*

10. In-Camera

- 10.1** *Nil.*

11. Adjournment

Moved by Councillor Doucette, seconded by Councillor Pickering to adjourn the meeting at 8:03 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

**Town of Kensington
Minutes of Special Council Meeting
Monday, October 24, 2016
8:16 PM**

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

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

Visitors: Colin MacLean – Journal Pioneer

Absent: Councillor MacLean

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 8:16 PM.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the tentative agenda for the October 24, 2016 Special Meeting of Town Council. Unanimously carried.*

3. New Business

3.1 2016 Loan Consolidation

3.1.1 *Moved by Councillor Pickering, seconded by Councillor Spencer,*

BE IT RESOLVED THAT Town Council approve the consolidation of the following Scotiabank Water and Pollution Control Corporation loans with an amortization period of 20 years at a floating rate of interest, identified as follows:

<u>Credit #</u>	<u>Loan Name</u>	<u>Outstanding Balance</u>
17	Sewage Lagoon	\$130,260.64
7	Generators	\$29,914.76
8	Wind Turbine	\$185,015.18
9	Sewer Broadway and Water Infilling	\$118,320.44

<i>11</i>	<i>NCI Water Extension</i>	<i>\$267,196.00</i>
<i>13</i>	<i>Water Infilling (consolidation)</i>	<i>\$72,443.52</i>
<i>14</i>	<i>Water and Sewer Extension</i>	<i>\$482,079.32</i>
<i>15</i>	<i>Due to/from consolidation</i>	<i>\$246,423.40</i>
<i>23</i>	<i>2013 Capital Loan</i>	<i>\$29,432.00</i>
<i>LOC</i>	<i>Operating Line</i>	<i>\$160,000.00</i>
<i>Total</i>		<i>\$1,721,085.26</i>

Unanimously carried.

3.1.2 Moved by Councillor Spencer, seconded by Councillor Pickering,

BE IT RESOLVED THAT Town Council approve the consolidation of the following Scotiabank Town of Kensington (General) loans with an amortization period of 12 years at a floating rate of interest, identified as follows:

<u><i>Credit #</i></u>	<u><i>Loan Name</i></u>	<u><i>Outstanding Balance</i></u>
<i>26</i>	<i>2016 Dodge Charger</i>	<i>\$30,997.80</i>
<i>27</i>	<i>2016 Trackless</i>	<i>\$117,511.97</i>
<i>6</i>	<i>Train Station</i>	<i>\$25,764.14</i>
<i>3</i>	<i>Town Hall Consolidation</i>	<i>\$282,678.44</i>
<i>19</i>	<i>Property Consolidation</i>	<i>\$180,044.90</i>
<i>20</i>	<i>12 School Street</i>	<i>\$32,083.25</i>
<i>18</i>	<i>Dehumidifier System</i>	<i>\$13,976.00</i>
<i>4</i>	<i>2012 Street Upgrades</i>	<i>\$99,469.58</i>
<i>21</i>	<i>Storm Sewer Design</i>	<i>\$29,166.75</i>
<i>22</i>	<i>2013/14 Capital Loan</i>	<i>\$120,722.00</i>
<i>12</i>	<i>2013 Ford Taurus</i>	<i>\$3,685.00</i>
<i>24</i>	<i>2015 Gas Tax Loan</i>	<i>\$436,084.00</i>
<i>LOC</i>	<i>Operating Line</i>	<i>\$325,000.00</i>
<i>Total</i>		<i>\$1,697,183.83</i>

Unanimously carried.

3.1.3 Moved by Councillor Doucette, seconded by Councillor Mill,

BE IT RESOLVED THAT Town Council approve the consolidation of the following Scotiabank Kensington Fire Department loans with an amortization period of 12 years at a floating rate of interest, identified as follows:

<u>Credit #</u>	<u>Loan Name</u>	<u>Outstanding Balance</u>
2	Fire Hall	\$146,909.26
10	Fire Truck	\$178,107.33
<i>Total</i>		<i>\$325,016.59</i>

Unanimously carried.

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

BE IT RESOLVED THAT Town Council approve an operating line of credit of \$150,000.00 for the Scotiabank General Account #XXXXXXXXXX. Any two of the Mayor, Town Manager and Deputy Administrator are authorized for signing authority. Unanimously carried.

3.1.5 *Moved by Deputy Mayor Mann, seconded by Councillor Pickering,*

BE IT RESOLVED THAT Town Council approve an operating line of credit of \$75,000.00 for the Scotiabank Water and Pollution Control Corporation Account #XXXXXXXXXX. Any two of the Mayor, Town Manager and Deputy Administrator are authorized for signing authority. Unanimously carried.

4. Adjournment

4.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to adjourn the meeting at 8:25 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor



Chief Administrative Officer's Report

November 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:

Streets and Sidewalks

Kensington Storm Water Project

The construction of this project has been deferred. Further consideration will be given and a recommendation provided as to whether or not it is feasible for the Town to move forward with the project in 2017.

Kensington Sidewalk Replacement Plan Project

The funding application for the Kensington Sidewalk Replacement Plan Project was submitted on Monday, September 19, 2016, as directed by Town Council. The application was submitted recognizing the \$35,000 approved contribution from the Provincial Infrastructure Fund. Approval of the revised scope was received on September 23rd. Staff will work as quickly as possible to complete the work during the Fall of 2016. A Request for Quotations is being developed, as per the terms of the Town's Procurement Policy, for the project and will be issued as soon as it is complete. If the project cannot be completed in 2016, all preparations and contract negotiations will be completed to allow the project to proceed as early as possible in 2017.

Operational and Ongoing Items

Disposal of 2 North Street

Staff have begun to move forward with the disposal of 2 North Street. The Town's solicitor has been directed to complete the necessary paper work and to finalize the transaction. It is expected, although no closing date has been set, that the transaction will be finalized prior to the end of the year.

Duplicate Power Poles

I have spoken to Maritime Electric (ME) again in regards to duplicate utility poles throughout the Town. They have requested an updated list of poles. Staff have completed the updated

inventory and will provide to ME shortly. ME will review the poles and respond to the Town accordingly. If any of the infrastructure on the poles belong to other utilities it will be upon the Town to contact the utilities to arrange for their removal.

Municipal Government Act and Revenue Sharing

A considerable amount of time has been spent over the past month or so in regards to the new Municipal Government Act and a new revenue sharing agreement for municipalities. I have attended at least six meetings over the past month with more planned for the near future. The meetings are attended by CAO's from PEI's six largest municipalities as well as staff and Deputy Minister's from the Province of PEI. We continue to participate in positive conversations that will hopefully provide for an Act that meets PEI's unique circumstances and a revenue sharing agreement which provides sufficient revenues (long term and predictable) to enable us to continue to deliver a high quality of local services.

Fire Department Policy Development

The draft Fire Protection and Emergency Services Bylaw was presented at the September 26th Committee of Council meeting. There were no concerns brought forward by Councillors, therefore the Bylaw was recommended for first reading. A final copy of the Bylaw is circulated with the October 11th regular meeting of Town Council along with a recommendation that first reading and approval be given.

Staff continue to work with W.G. Hogan Fire Safety Specialties on specific policy development for the Fire Department. It is anticipated that the Policy Manual and Standard Operating Procedures will be in final draft form by the end of November. Meetings have been planned with Mr. Hogan and representatives from the Fire department to review the policies developed thus far. The work required to complete the Master Plan is scheduled to be undertaken throughout October and November with a draft to be provided to the Town prior to the end of February, 2017. The Master Plan will require the following:

1. Fire Department governance and administration assessment;
2. Department management and staffing assessment;
3. Organizational and chain of command assessment;
4. Community risk assessment;
5. Water supply assessment;
6. Mutual Aid assessment;
7. Facilities, apparatus and equipment assessments;
8. Document development and drafting.

Wellfield Protection Plan

Staff continue to work with the Kensington North Watershed Association on the development of a formal wellfield protection plan for the Town. It was recommended by the Province of PEI that the Town apply to an applicable Infrastructure Fund for the development of the Wellfield Protection Plan. This may or may not be an appropriate way to approach funding the project. I met with Barry Murray on November 8, 2016 to discuss alternative funding strategies. An

external funding opportunity is currently being investigated that would allow the project to proceed.

5 Year Capital Plans

Staff continue to work on the completion of a five year capital plan as time permits. Once the plans are developed in draft form they will be presented to Town Council for their consideration.

Community Gardens Complex Naming Rights Contract

A draft of the naming rights contract has been approved by management of the Malpeque Bay Credit Union. The contracts have been finalized and are awaiting signatures.

Police Department False Alarm Bylaw

A copy of the 'draft' Kensington Police Service False Alarm Bylaw has been prepared and provided to the business community for comments/concerns. The bylaw was sent to approximately 24 local businesses and was circulated through the local Chamber of Commerce. The response deadline was set for December 14, 2016. Further, the Bylaw will be placed on the Town's website and Facebook.

Musical Nights at the Kensington Railyards (Tourist Activities)

We have received approval (via email) that the town's funding application to the Tourism PEI Innovation Fund. The Town has been approved for \$4,000 in funding. We have received 60% of the approved funds and are currently evaluating how to best utilize the funds. Further information will be provided as plans are finalized.

Antique Hearses

As per Town Council's direction, the two antique horse drawn hearses were lent to John Davison of the Haunted Mansion on a temporary basis. The hearses were displayed during the annual Haunted Mansion Halloween celebrations. I have heard nothing but positive comments on the manner in which they were displayed. A letter of understanding has been signed between the Town and John Davison to provide for the lending of the hearses. Plaques will be made and installed on the hearses recognizing them as the property of the Town of Kensington.

Mural Lights – Masonic Lodge Building

Capital 'T' Electric has installed one of the three required lights to light the murals that have been placed on the west facing wall of the Masonic Lodge building. Due to the construction on the adjacent property the installation of the lights has been delayed.

Electronic Speed Radar Signs

We have been encountering some issues with the speed radar signs losing power and shutting down periodically. All of the signs, at one point or another have lost power. We have spoken to

the supplier and it has been recommended that we increase the voltage to the lights to 14V. Capital 'T' Electric have been contracted to complete the required work under the guidance of the manufacturer. While no schedule has been firmed at this point it is hoped that the work will be completed throughout November.

Kubota Tractor Lease Agreement

A Request for Decision has been circulated with the tentative agenda package recommending that Town Council consider buying out the residual cost of the current Kubota Tractor.

Teen Driver Safety Week

Teen Driver Safety Week was proclaimed and held the week of October 17th. A large banner was placed at the Post Office property for the week and a social media campaign was developed. Unfortunately, the 'go-cart' activity which was planned for that week had to be rescheduled to November 5, 2016 because of weather. The event was held on November 5th and was by all accounts a success. Thanks to Kim Caseley and Cst. Rob Hatlen for organizing and ensuring the event was a success. Several positive tickets were handed out over the course of the event.

Map Development

The project is moving forward in partnership with Revolution Media and the Kensington Area Chamber of Commerce (KACC). The KACC have agreed to take on responsibility for the sale of advertisements to facilitate the creation of the map, printing and distribution. The goal is to have the map available for distribution in March/April 2017. The ad prices have been set as follows:

- Small ads: Regular cost is \$175
- Medium ads: Regular cost is \$275
- Large ads: Regular cost is \$350

Respectfully Submitted,

Geoff Baker, CAO

Fire Department Occurrence Report 2016

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	2			1			4	2					9	16.36%
Motor Vehicle Accident	2	1	2	1	3	3	1	2					15	27.27%
Emergency Response - Fuel Spill, etc													0	0.00%
Fire Related														
Smoke Investigation	1					1							2	4%
Outside Fire - Brush, Grass, Utility Pole, etc.	1			5	1	3	1		1				12	22%
Structure Fire - House, Building, Vehicle, etc.		1		1	1								3	5%
Alarms	2		1		1	1		4	3				12	22%
Total Fire Related	4	1	1	6	3	5	1	4	4	0	0	0	29	55%
Total Incidents	8	2	3	8	6	8	6	8	4	0	0	0	53	
Mutual Aid Call Out						1		1					2	4%
Total Incidents (Inclcluding Mutual Aid Provided by KFD)	8	2	3	8	6	9	6	9	4	0	0		55	100%
Mutual Aid Call in													0	
Average Firefighter Attendance	12	15	16	22	15	15	13	14	12					
Regular Monthly Training - No. of Firefighters	24	22	22	18	18	20	18		15					
Training School - Level 1, etc. - No. of Firefighters	3	1	1											
Call Area														
Kensington	3		1	4	1	3	1	2	1				16	29.09%
Malpeque CIC	2		1	2	1	1	1	2	1				11	20.00%
Zone's 1 to 5	3	2	1	2	4	4	4	4	2				26	47.27%
Other						1							1	1.82%

[illegible]

Police Department Occurrence Report Summary 2016														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act	1				1	1	1	1					5	0.73%
Forcible confinement													0	0.00%
Fraud					1	3		2	1				7	1.03%
Harrassing Phone Calls						3		2					5	0.73%
Impaired Driver			2	1		1	1	4	3				12	1.76%
Information Files		1	2	3	2	5		4	1				18	2.64%
Injury Accidents													0	0.00%
Liquor Offences	2		1	1	1	1	1		1				8	1.17%
Litter Act	2												2	0.29%
Lost and Found	1		2	2	4	6	3	3	3				24	3.52%
Luring Minors													0	0.00%
Mental Health Act		1		2	2		2						7	1.03%
Mischief		3	3			3		5	4				18	2.64%
Motor Vehicle Accidents	4	3	1	3	2	2	1	4	1				21	3.08%
Motor Vehicle Act	4	5	6	2	2	5	10	11	3				48	7.05%
Municipal Bylaws	1			1	2	1	3	2	1				11	1.62%
Off Road Vehicle Act	1			1	1								3	0.44%
Other Criminal Code													0	0.00%
Person Reported Missing / wellbeing					2				2				4	0.59%
Possession of restricted weapon													0	0.00%
Property Check	2		1	2	2	2	5	2					16	2.35%
Resist Arrest													0	0.00%
Roadside Suspensions	1		1										2	0.29%
Robbery													0	0.00%
Sexual Assaults / Interference	1												1	0.15%
STEP (Integrated Traffic Enforcement)	1							1	1				3	0.44%
Sudden Death								1					1	0.15%
Suspicious Persons / Vehicle	1		2	3	4	1	1	2	4				18	2.64%
Theft Of Motor Vehicle							1						1	0.15%
Theft Over \$5000													0	0.00%
Theft Under \$5000	3	3	3	3	3	2	6	1	4				28	4.11%
Traffic Offences													0	0.00%
Trespass Act	1		1					1	1				4	0.59%

[illegible]

Year To Date Approved Development Permits Summary Report
2016

Building Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total Building Permits		Total Building Permit Fees		Total Estimated Construction Value
Addition Institutional					1									1		\$150.00		\$350,000.00
New Commercial							1							1		\$300.00		\$450,000.00
New Multi-unit Family Dwelling				1		1								2		\$400.00		\$1,125,000.00
New Residential Accessory Structure		1			1	1								3		\$250.00		\$11,800.00
New Residential Deck/Fence/Pools										1				1		\$50.00		\$2,500.00
New Semi Detached Dwelling											1			1		\$200.00		\$255,000.00
New Single Family Dwelling						1								1		\$200.00		\$97,500.00
Other Demolition						1			1					2		\$100.00		
Renovation Commercial					1									1		\$150.00		\$85,000.00
Renovation Single Family Dwelling							1							1		\$100.00		\$100,000.00
Total:		1		1	3	4	2		1	1	1			14		\$1,900.00		\$2,476,800.00

DEVELOPMENT PERMIT REPORT

For the period November 01, 2016 to November 10, 2016

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction	Value	Estimated Start	Estimated Finish
---------------	--------------------	-----	----------------------------	------------------	---------------	-----------	----------------------	-------	-----------------	------------------

Semi Detached Dwelling

14-16	11/03/2016	777271	Grant Paynter	902-439-3886	Approved	New	Semi Detached Dwelling	\$255,000.00	11/01/2016	03/15/2017
							Description:	Construct a new semi detached residential unit		

Sub Total: \$255,000.00

Single Family Dwelling

TBD		77115	Jordan Webster	902-954-0024	Pending Approval	Renovation	Single Family Dwelling		\$40,000.00	11/01/2016	03/01/2016
			23508 RT 2 Norboro PE				Description:	Convert basement to 2 bedroom apartment			

Sub Total: \$40,000.00

Total: \$295,000.00

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant David Bayton
Telephone 902-439-3886

2. Property Address Lot #4 Brookline Drive Property Number _____

3. Property Status:
Land purchased from Mike & Pam Jones Year Purchased 2016
If lot is located in an approved sub-division, please give
Name of Sub-Division: Brookline Drive Lot No. 4

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

5. Location of property to be developed:
Located on North _____ South _____ East _____ West _____ side of _____ Street
Between the property of #5 lot and the property of lot #6

6. Size of Property:
Road frontage 91' Property depth 119 Area 9800 ^{approx} sq. ft.

7. Description of project and details of structure:
Works proposed consists of: New Construction ☒ Addition to existing _____
Repairing _____ Remodelling _____
Describe Project: Build New Duplex 1222 Sq' per side
on concrete foundation, center driveway,

Ground floor: Length 65 ^{wide} Feet. depth 48' ^{Width} Feet. 65' wide x 48'
Number of Stories 1 Number of Bedrooms 2 2- side long

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

8. Water Supply: Private _____ Municipal ☒

9. Sewerage System: Private _____ Municipal ☒

10. Estimated cost of Project: 255,000

11. Name and Address of Contractor or Chief Contractor David Bayton Construction
5 Damp Lane Rottenburg Rd

12. Dates of expected start and finish of project: Oct - November 2016 - Feb March 2017

13. Moving a building (Describe) _____

14. Demolishing a building (Describe) _____

15. Please provide a diagram of proposed construction

RECEIVED
OCT 24 2016

Pd

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

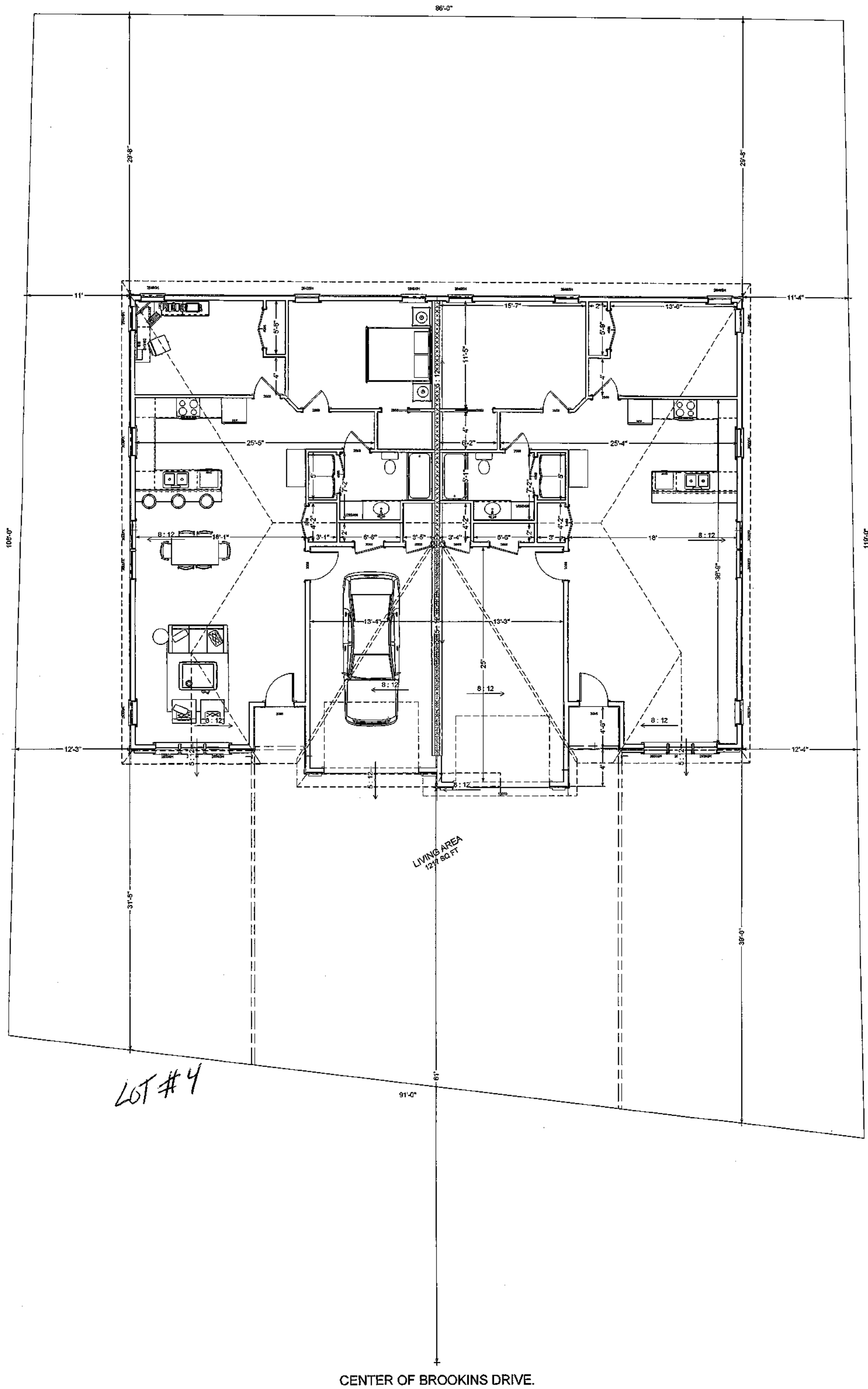
Signature of Applicant

Date:

02/24/2016

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 Jordan Webster
23508 RT. 2 Norboro PE Telephone 902 954 0024
 2. Property Address 29 Victoria St E Property Number 77115
 3. Property Status: Land purchased from Marjorie Howard Year Purchased 2016
 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) 2 Bedroom Basement Apartment

5. Location of property to be developed:
 Located on North ☒ South _____ East _____ West _____ side of Victoria Street
 Between the property of Davidson St and the property of 77123

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: - 2 Bedroom Basement Apartment
- Replace Basement windows to Egress Requirements
- Lower Back door and Deck to suit
- Replace Garage Window with Door, Walkway to Door
- Add Front Deck (26' x 22')
 Ground floor: Length _____ Feet. Width _____ Feet. - Additional Park on Davidson St.

Number of Stories _____ Number of Bedrooms _____

Type of Foundation	External Wall Finish	Roof Material	Chimney
Poured Concrete _____	Siding _____	Asphalt _____	Brick _____
Concrete block _____	Wood shingles _____	Steel _____	Prefab _____
Pier _____	Steel _____	Other _____	Other _____
Other _____	Other _____		

8. Water Supply: Private _____ Municipal ☒

9. Sewerage System: Private _____ Municipal ☒

10. Estimated cost of Project: 40,000 \$

11. Name and Address of Contractor or Chief Contractor Webster Enterprises
23508 RT 2 Norboro PE (David 954-0827)

12. Dates of expected start and finish of project: Nov 2016 - March 2017

13. Moving a building (Describe) _____

14. Demolishing a building (Describe) _____

15. Please provide a diagram of proposed construction

RECEIVED

OCT 24 2016

Rel.

- 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 attachments

Signature of Applicant Jordan Westfall

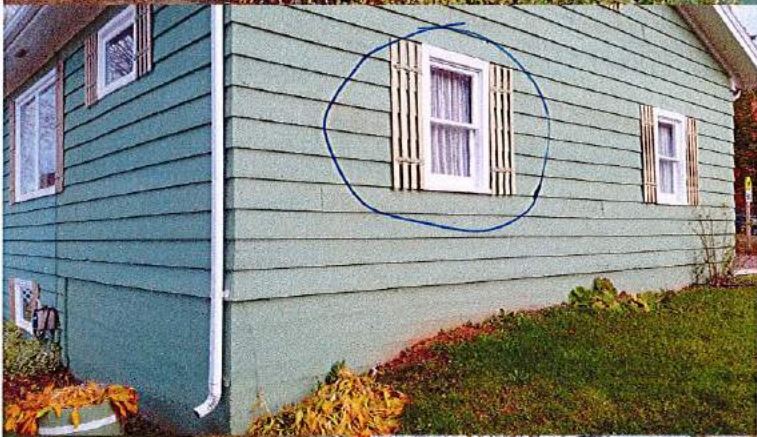
Date: Oct 24/16

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



Back door lowered to foundation and deck modified to suit.
Basement windows replaced.

One Basement window on East end of House replaced.



Window replaced with mon door into Garage and walkway added to rear driveway/parking

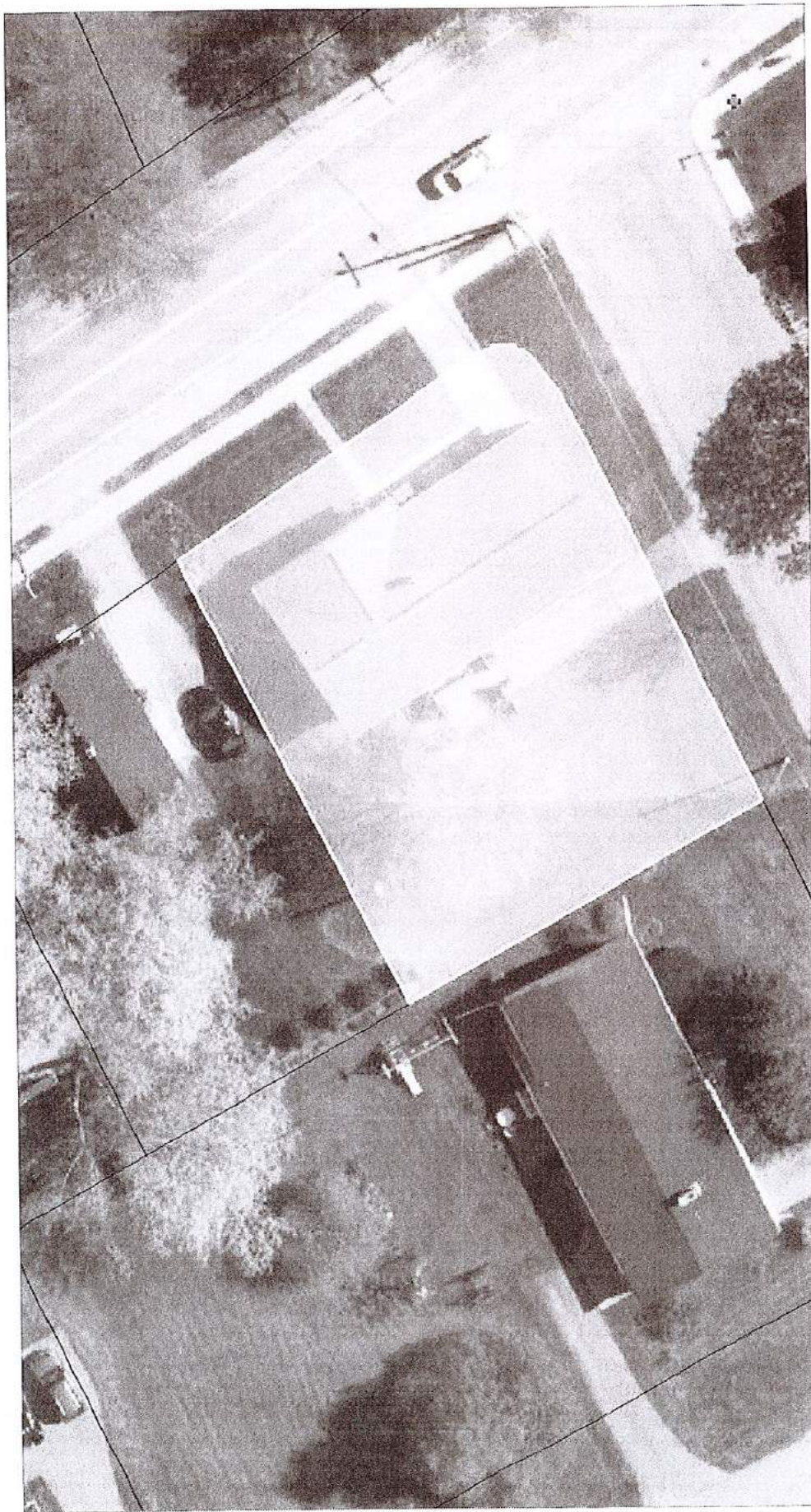


Front deck added



Tree removed and additional 2 parking spaces added off Davidson street (additional 20' x 25')





29 Victoria Street

108020

North
East
South
West

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

① Name and Address of Applicant Matthew Ramsay 95 Riverview Dr, O'Leary COB1UG
902-853-7866 Telephone _____

② Property Address 27 Victoria St. Property Number 77123

③ Property Status:
Land purchased from MGM Investments Year Purchased 2016
If lot is located in an approved sub-division, please give
Name of Sub-Division: N/A 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 Victoria Street
Between the property of Bruce Howard and the property of Raegan Morrison

⑥ Size of Property:
Road frontage 60 Property depth 100 Area 6000 sq. ft.

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

Describe Project: Build a single family home

Ground floor: Length 38 Feet. Width 24 Feet.

Number of Stories 1 Number of Bedrooms 2

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

⑧ Water Supply: Private _____ Municipal ☒

⑨ Sewerage System: Private _____ Municipal ☒

⑩ Estimated cost of Project: \$97,500

⑪ Name and Address of Contractor or Chief Contractor Wade MacInnes

⑫ Dates of expected start and finish of project: July 15 / Oct 15

13. Moving a building (Describe) _____

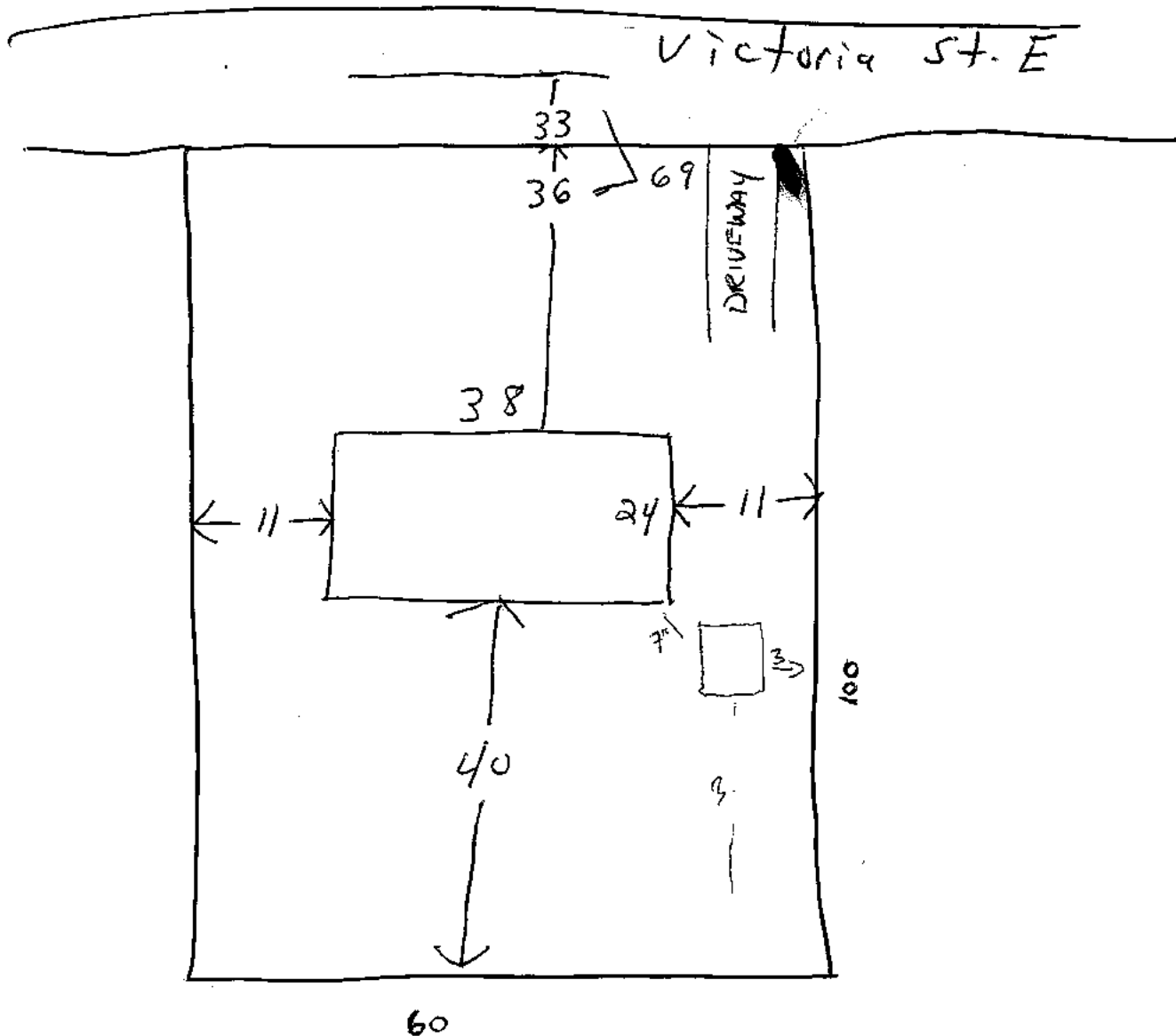
14. Demolishing a building (Describe) _____

15. Please provide a diagram of proposed construction

RECEIVED
JUN 06 2016
P8

09-16

- 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 Matthew Lourey

Date: June 6/16

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

6-16

Town of Kensington Bills List September 2016

Amalgamated Dairies Limited	4916273023	\$24.10
Amalgamated Dairies Limited	4916270024	\$24.17
Amalgamated Dairies Limited	4916267029	\$42.79
Amalgamated Dairies Limited	4916260021	\$32.17
ADL Foods	2265697	\$626.32
ADL Foods	2266787	\$652.31
ADL Foods	2263301	\$905.19
ADL Foods	2267272	\$624.37
ADL Foods	2263299	\$235.67
ADL Foods	2267879	\$497.44
Aliant	CGC 4650288	\$208.40
Aliant	POL 4654133	\$30.21
Andrew Griffin	SEPT 2016 RRSP	\$463.08
Bell Mobility	368644	\$205.49
AL Bell Ltd	2868	\$22.80
Black & McDonald Limited	80-721993	\$1,607.39
Brenda MacIsaac	SEPT 2016 RRSP	\$273.00
Campbell's Plumbing and Heating	7901	\$1,191.30
Capital Foodservice	2057563	\$517.00
Capital Foodservice	2052283	\$430.02
Capital Foodservice	2055495	\$331.49
Capital "T" Electric	297	\$531.55
Capital "T" Electric	300	\$131.29
Charles Kitts	MILEAGE	\$94.00
Combat Computer Inc	22668	\$279.29
Combat Computer Inc	22667	\$420.36
Combat Computer Inc	22928	\$429.46
Canadian Union of Public Employees	SEPT 2016	\$462.36
Eastlink	01180624	\$607.23
Elizabeth Hubley	SEPT 2016 RENT	\$798.00
Frito Lay Canada	43751813	\$153.71
Frito Lay Canada	43751706	\$132.67

Frito Lay Canada	43751609	\$117.53
Frito Lay Canada	43751264	\$136.32
Frontline Outfitters	27622	\$96.88
Geoff Baker	SEPT 2016 MILEAGE	\$314.33
Greg Beairsto	32	\$150.00
Hewitt Rentals Inc	5209734 001	\$102.86
Hewitt Rentals Inc	5209768 001	\$68.57
Hewitt Rentals Inc	5209950	\$102.86
Holland College	539333	\$40.99
Irving Oil	31537779	\$138.10
Irving Oil	31543640	\$375.37
Irving Oil	947957	\$190.72
Irving Oil	243987	\$118.83
Irving Oil	733138	\$473.11
Irving Oil	33627	\$184.83
Irving Oil	734891	\$478.71
Irving Oil	31531713	\$234.18
Irving Oil	31525925	\$388.24
Irving Oil	31501391	\$253.89
Island Hot Tubs & Pools	15054A	\$250.79
Island Petroleum	00205221174453	\$33.79
Island Petroleum	00205221149403	\$471.18
Island Petroleum	00205221160627	\$31.62
Kensington Agricultural Services	77860	\$34.63
Kensington Country Store	573600	\$159.59
Kensington Firemens Association	901841	\$47.97
Kensington Food Basket	43	\$31.14
Kent Building Supplies	904059	\$13.40
Kent Building Supplies	898052	\$15.63
K'Town Auto Parts	20S176221	\$11.02
Kubota Canada Ltd	SEPT 2016	\$262.21
Langille Sharpening Service Inc	55872	\$102.60
Lewis Sutherland	SEPT 2016 RRSP	\$613.48
MacInnis Express (1983) Ltd	177769	\$91.80

MacKay's Automotive Ltd	55028	\$34.20
Maritime Electric	STREET LIGHTS SEPT16	\$3,135.35
Maritime Electric	TOWN HALL SEPT 16	\$1,596.41
Maritime Electric	20 STEWART SEPT 16	\$70.57
Maritime Electric	PW SHOP SEPT 16	\$109.39
Maritime Electric	CANTEEN SEPT 16	\$28.01
Maritime Electric	CGC RINK SEPT 16	\$9,586.77
Maritime Electric	CGC SIGN SEPT 16	\$35.03
Maritime Electric	SENIOR CENTER SEP 16	\$69.37
Maritime Electric	LIBRARY SEPT 16	\$106.74
Maritime Electric	TRAIN STN SEPT 16	\$953.54
Maritime Electric	ART CO-OP SEPT 16	\$284.29
Maritime Electric	EVK POOL SEPT 16	\$769.34
Maritime Electric	FIRE HALL SEPT 16	\$419.35
Maritime Electric	CAR CHARGER SEPT 16	\$29.15
Maritime Electric	RADAR SIGNS SEPT 16	\$99.60
Mary's Bake Shoppe	09	\$62.38
Malpeque Bay Credit Union	SEPT 2016 RRSP	\$1,610.92
McInnes Cooper	2016025352	\$1,555.82
MD Charleton Co Ltd	34132	\$192.99
Micmac Fire & Safety Ltd	NS-00838060	\$57.00
Micmac Fire & Safety Ltd	NS-00837510	\$15,179.10
MJS Marketing & Promotions	2575011	\$51.30
Murphy's Kensington	721965	\$9.07
Orkin Canada	7200859	\$57.00
Orkin Canada	7199985	\$28.50
Pepsico	10441003	\$789.15
Pepsico	13009008	\$1,231.90
Prince County Trophy	37	\$164.16
Purolator Courier Ltd	432446935	\$34.69
Right on Board Locksmith	4839	\$140.22
Road Trax Sales and Service	161414	\$541.16
Road Trax Sales and Service	161415	\$555.41
Robert Wood	SEPT 29TH KTOWN CASI	\$1,785.00

Rowan Caseley	SEPT 2016 EXPENSE	\$314.20
Rowan Caseley	AUGUST 2016 MILEAGE	\$47.00
Mikes Independent	522172	\$24.45
Mikes Independent	03 6071	\$14.78
Mikes Independent	03 8053	\$9.90
Scotia Securities	SEPT 2016 RRSP DOUG	\$437.36
Scotiabank Visa	WALMART SC TOTES	\$37.94
Scotiabank Visa	118833 GARAGE OPENEI	\$39.89
Scotiabank Visa	LONG & MC QUAID HF	\$287.11
Scotiabank Visa	CONFED BRIDGE MAYOF	\$46.00
Scotiabank Visa	HOLIDAY INN MAYOR	\$240.00
Scotiabank Visa	5500776796 STAPLES	\$113.50
Scotiabank Visa	NTDSW SEPT 29, 2016	\$20.00
Scotiabank Visa	ANNUAL FEE SEPT 2016	\$65.00
Source for Sports	TB0008056	\$62.69
Spring Valley Building Centre Ltd	166439	\$88.81
Spring Valley Building Centre Ltd	166983	\$55.40
Standard Auto Glass	8821-374431	\$285.00
Suncor Energy Products Partnership	SEPT 2016	\$630.81
Superior Sanitation	592020	\$81.80
Superior Sanitation	592021	\$81.80
Superior Sanitation	592022	\$185.14
Superior Sanitation	592023	\$231.42
Superior Sanitation	592024	\$185.14
T & K Fire Safety Equipment Ltd	224042	\$543.78
Telus	SEPT 2016	\$809.34
Toombs Plumbing & Heating Ltd	52420	\$342.00
Toshiba Finance	15061341	\$525.76
Transcontinental	178110	\$119.70
Vail's Fabric Services Ltd	266153	\$103.51
Water & Pollution Control Corporation	SEPT 2016	\$304.12
Wet n' Wild Car Wash	721967	\$80.00
Yellow Pages Group	16-3385788	\$20.86
Subtotal		<hr/> \$66,928.89

September Payroll

\$79,337.88

Total September Bills

\$146,266.77

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

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$84,841.92	\$78,735.00	\$6,106.92	\$716,161.85	\$728,305.00	-\$12,143.15	\$957,760.00	75%
Police Service	\$8,404.75	\$1,700.00	\$6,704.75	\$37,257.50	\$15,300.00	\$21,957.50	\$20,400.00	183%
Town Hall Rent	\$8,626.40	\$7,793.00	\$833.40	\$79,073.60	\$78,137.00	\$936.60	\$101,516.00	78%
Recreation	\$0.00	\$0.00	\$0.00	\$4,080.00	\$4,200.00	-\$120.00	\$5,200.00	78%
Sales of Service	\$35,346.00	\$32,300.00	\$3,046.00	\$266,498.90	\$290,700.00	-\$24,201.10	\$387,600.00	69%
Subtotal Revenue	\$137,219.07	\$120,528.00	\$16,691.07	\$1,103,071.85	\$1,116,642.00	-\$13,570.15	\$1,472,476.00	75%
GENERAL EXPENSES								
Town Hall	\$11,745.17	\$11,840.00	\$94.83	\$107,712.28	\$116,160.00	\$8,447.72	\$153,095.00	70%
General Town	\$19,664.41	\$22,601.00	\$2,936.59	\$273,724.87	\$289,598.00	\$15,873.13	\$374,091.00	73%
Police Department	\$27,319.00	\$32,371.00	\$5,052.00	\$321,107.71	\$324,279.00	\$3,171.29	\$421,992.00	76%
Public Works	\$13,851.13	\$12,790.00	-\$1,061.13	\$194,065.25	\$192,970.00	-\$1,095.25	\$239,895.00	81%
Train Station	\$2,077.94	\$1,604.00	-\$473.94	\$21,765.09	\$19,686.00	-\$2,079.09	\$26,823.00	81%
Recreation & Park	\$2,830.76	\$3,325.00	\$494.24	\$69,243.23	\$66,725.00	-\$2,518.23	\$72,250.00	96%
Sales of Service	\$13,774.37	\$14,140.00	\$365.63	\$130,090.53	\$141,910.00	\$11,819.47	\$184,330.00	71%
Subtotal Expenses	\$91,262.78	\$98,671.00	\$7,408.22	\$1,117,708.96	\$1,151,328.00	\$33,619.04	\$1,472,476.00	78%
Net Income (Deficit)	\$45,956.29	\$21,857.00	-\$24,099.29	-\$14,637.11	-\$34,686.00	-\$20,048.89		
Community Gardens Complex								
Community Gardens Revenue	\$34,370.55	\$45,200.00	-\$10,829.45	\$269,335.44	\$302,400.00	-\$33,064.56	\$411,200.00	65%
Community Gardens Expenses	\$37,597.64	\$32,380.00	-\$5,217.64	\$280,011.00	\$304,095.00	\$24,084.00	\$411,200.00	68%
Net Income (Deficit)	-\$3,227.09	\$12,820.00	\$16,047.09	-\$10,675.56	-\$1,695.00	\$8,980.56		
Fire Department								
Fire Revenues	\$20,586.16	\$20,188.00	\$398.16	\$178,295.52	\$181,692.00	-\$3,396.48	\$242,256.00	74%
Fire Department Expenses	\$14,492.29	\$16,151.00	\$1,658.71	\$157,355.85	\$165,959.00	\$8,603.15	\$242,256.00	65%
Net Income (Deficit)	\$6,093.87	\$4,037.00	-\$2,056.87	\$20,939.67	\$15,733.00	-\$5,206.67		
Consolidated Net Income (Deficit)	\$48,823.07	\$38,714.00	-\$10,109.07	-\$4,373.00	-\$20,648.00	-\$16,275.00		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$46,808.79	\$45,408.00	-\$1,400.79	\$407,506.06	\$408,672.00	\$1,165.94	\$544,896.00	75%
Water & Sewer Expenses	\$44,194.62	\$49,335.00	\$5,140.38	\$444,881.11	\$396,515.00	-\$48,366.11	\$544,896.00	82%
Water & Sewer Net Income (Deficit)	\$2,614.17	-\$3,927.00	-\$6,541.17	-\$37,375.05	\$12,157.00	\$49,532.05		

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND COUNCIL
FROM: GEOFF BAKER, CAO
SUBJECT: SEPTEMBER COMMUNITY GARDENS COMPLEX REPORT
DATE: 10/11/2016
ATTACHMENT: STATISTICAL REPORT

September 2016

Fitplex

Programming: Aerobics Programming started in September

Monday **Krista Shields Multi Fit 7.15-8.15 pm**
Tuesday **Krista Shields Seniors Aerobics 9-10 am**
 Traci Campbell Hi-lo Aerobics 6.30-7.30pm
Thursday **Krista Shields Seniors Aerobics 9-10 am**
 Traci Campbell Boxer-fit Aerobics 6.30-7.30p

Hours

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

Arena

Rentals for the first two weeks were slow and then picked up for the last two weeks of the month. Weather continued to be an issue with high temperatures and humidity.

Kensington Cash

Sept, 2016	220.00
	220.00
	350.00
	300.00
Total	1090.00

Ball Fields

Rec League playoffs were ongoing in Sept with Minor Ball finishing the second weekend of the month.

Upcoming Events

Mid Isle Matrix Jamboree 14 teams registered for the hockey tournament

Kensington Vipers Home Opener

Xmas Parade Planning

Town of Kenisngton
Community Gardens Complex Monthly Statistical Data
2016

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	214	235	230	211	218	210	198	192	210				1918
Attendance	1250	1066	1105	998	889	788	672	724	766				8258
Day Passes Sold	57	70	48	48	38	16	8	12	30				327
Memberships Sold	38	31	16	31	29	20	20	22	36				243
Monthly Payment Memberships	20	31	35	36	46	46	46	46	48				354
Arena													
Hours Rented	176	155	115	37	0	0	0	0	100				583
Preschool (Free)	4	4	4	2	0	0	0	0	0				14
Adult Skate	8	8	8	2	0	0	0	0	0				26
Donated Ice Time		10	12	5	0	0	0	0	0				27
Total Hours Rented	188	177	139	46	0	0	0	0	100				650
Storm Days (no rentals)	3	2	2	0	0	0	0	0	0				7



Mayor's Report to Town Council

November 14, 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)

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

60th Wedding Celebration – It was my pleasure attend the 60th wedding anniversary celebration of former Mayor Gerald McCarville and his wife Jenny and present them a certificate on behalf of Town Council.

FPEIM Semi Annual Meeting – Mrs. Mackinnon, Mr. Baker and Deputy Mayor Mann and I attended the Semi Annual Meeting of the Federation of PEI Municipalities. Many interesting items were presented and more information was presented on the new Municipalities Act. This Act is slowly moving forward and the Federation of Municipalities is continuing to lobby for improvement to the act.

Revenue Sharing Meeting – The Provincial Government called together the working group of Mayor's and CAO's to provide a proposed revenue sharing formula. This proposal is still being discussed. Unfortunately I do not think the current proposal provides enough clarity on what formula is used and how Cities, Towns and Municipalities can plan their future. It appears the provincial government is still willing to discuss the proposal, therefore I do hope something better does come from the discussions.

Summerside Chamber Breakfast – Mr. Baker, Councillor Pickering and myself attended a breakfast sponsored by the Summerside Chamber of Commerce. The guest speaker was Premier Wade MacLauchlin who gave an economic update on the province.

Rural Beautification Awards – It was an honor to attend the Rural Beautification Awards and present



two awards sponsored by the Town of Kensington. Additionally I was presented with a award for the Town of Kensington as we came in at second place for the Municipality improvement awards.

Kensington Chamber Mixer – The business mixer was held at the Malpeque Bay Credit Union and was well attended. The Credit Union as usual did a great job of hosting this event and it was rewarding to see the level of support from the commercial district.

Text and Drive – Many thanks to Kensington Police Service and all volunteers for setting up the Text and Drive event at KISH as a part of the National Safe Driving Week. Council will remember they supported the Town of Kensington issuing of a Proclamation for Teen Safe Driving Week. It appears that Kensington was the only municipality on Prince Edward Island who accepted the request from the organizers. This speaks well about the importance our community places on Teen safety.

Early Childhood Parade – I was invited to join with the children of the local Early Childhood Learning Center where the children parade through the streets to help celebrate and recognize National Childhood Learning and the importance early childhood learning.

Remembrance Day Ceremony – On behalf of the Town of Kensington I placed a wreath at the Cenotaph in Kensington. I then joined Veterans and their families at the annual banquet in the Legion where Veterans were remembered. I had the opportunity to express on behalf of the Town of Kensington our appreciation for Veterans past and present.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: November 9, 2016	Request for Decision No: 2016-40 (Office Use Only)
Topic: Town of Kensington Fire Protection and Emergency Services Bylaw (Bylaw # 2016-04) – Second Reading and Formal Adoption	
Proposal Summary/Background: At the October 11 th regular meeting of Town Council, Councilors gave first reading to the Town of Kensington Fire Protection and Emergency Measures Bylaw (Bylaw # 2016-04). The primary purpose of the Bylaw is to delineate and clarify roles and responsibilities within the governance and operation of the Fire Department. A copy of the Bylaw is being circulated with this Request for Decision. Councillors are requested to read and approve second reading and provide formal adoption of the Bylaw.	
Benefits: <ul style="list-style-type: none">• Will provide the Town with specific policy guidance on the governing and operation of the Kensington Fire Department.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments:	
Options: <ol style="list-style-type: none">1. Give second reading and formal adoption to the Bylaw.2. Not approve second reading of the Bylaw and direct staff to make any necessary amendments.3. Not approve the Bylaw.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolutions to give second reading and formal adoption to the Town of Kensington Fire Protection and Emergency Services Bylaw: <u>Second Reading</u> <i>WHEREAS Section 64 (b) of the Municipalities Act, Chapter M-13, R.S.P.E.I. 1988, authorizes a Town Council to regulate the delivery of fire services by Bylaw;</i> <i>AND WHEREAS Town Council wishes to set, by Bylaw, the control, command and operation of the Town of Kensington Fire Department;</i>	

AND WHEREAS the Town Council wishes to ensure the safety of the public and protection of property;

AND WHEREAS the Town of Kensington is committed to providing municipal and regional fire and emergency services through the Town of Kensington Fire Department;

AND WHEREAS the Bylaw was read and approved a first time at a regular meeting of Town Council held on October 11, 2016;

BE IT RESOLVED THAT the “Fire Protection and Emergency Services Bylaw” be hereby read a second time.

Approval of Second Reading

WHEREAS Section 64 (b) of the Municipalities Act, Chapter M-13, R.S.P.E.I. 1988, authorizes a Town Council to regulate the delivery of fire services by Bylaw;

AND WHEREAS the Town Council wishes to set, by Bylaw, the control, command and operation of the Town of Kensington Fire Department;

AND WHEREAS the Town Council wishes to ensure the safety of the public and protection of property;

AND WHEREAS the Town of Kensington is committed to providing municipal and regional fire and emergency services through the Town of Kensington Fire Department;

AND WHEREAS the Bylaw was read and approved a first time at a regular meeting of Town Council held on October 11, 2016;

AND WHEREAS the Bylaw was read a second time at this meeting;

BE IT RESOLVED THAT the “Fire Protection and Emergency Services Bylaw” be hereby approved.

Formal Adoption

WHEREAS Section 64 (b) of the Municipalities Act, Chapter M-13, R.S.P.E.I. 1988, authorizes a Town Council to regulate the delivery of fire services by Bylaw;

AND WHEREAS the Town Council wishes to set, by Bylaw, the control, command and operation of the Town of Kensington Fire Department;

AND WHEREAS the Town Council wishes to ensure the safety of the public and protection of property;

AND WHEREAS the Town of Kensington is committed to providing municipal and regional fire and emergency services through the Town of Kensington Fire Department;

AND WHEREAS the Bylaw was read and approved a first time at a regular meeting of Town

Council held on October 11, 2016;

AND WHEREAS the Bylaw was read and approved a second time at this meeting;

BE IT RESOLVED THAT the “Fire Protection and Emergency Services Bylaw” be hereby formally adopted.



Town of Kensington

Bylaw # 2016-04

The Fire Protection and Emergency Services Bylaw

This Bylaw is made under the authority of the *Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988, Part VIII, and Section 30, Municipal Powers.*

WHEREAS the Town Council wishes to set, by Bylaw, the control, command and operation of the Town of Kensington Fire Department;

AND WHEREAS the Town Council wishes to ensure the safety of the public and protection of property;

AND WHEREAS the Town of Kensington is committed to providing municipal and regional fire and emergency services through the Town of Kensington Fire Department;

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

1. Title:

This Bylaw is entitled Bylaw 2016-04, and may be cited as the “Fire Protection and Emergency Services By-Law.”

2. Definitions:

In this Bylaw, words used in the present tense include the future; words used in the masculine gender include the feminine and neuter; the singular number includes the plural, and the plural number includes the singular. Where terms are not defined in this bylaw, they are defined using their ordinarily accepted meanings within the context in which they are used.

- 2.1** “Assistant Deputy Chief” means an officer of the Fire Department who is an assistant to the Fire Chief and third in command as per the Department’s chain of command and operating procedures.

- 2.2 **“Captain”** means an officer of the Fire Department in charge of a company or group of firefighters as per the Department’s chain of command and operating procedures.
- 2.3 **“Chief Administrative Officer” (CAO)** means the Administrator and/or includes the Manager of the Town Of Kensington or his/her duly appointed representative;
- 2.4 **“Committee of Council”** means a meeting of the entire Council, for the purpose of discussing matters for Council’s consideration.
- 2.5 **“Council”** means the Town Council of the Town of Kensington.
- 2.6 **“Deputy Chief”** means an officer of the Fire Department who is an assistant to the Fire Chief and second in command of the Fire Department as per the Departments chain of command and operating procedures.
- 2.7 **“Emergency”** means an unexpected situation that requires prompt action to protect life and/or property.
- 2.8 **“Firefighter”** means an active member of the Fire Department as per the chain of command and operating procedures of the Fire Department.
- 2.9 **“Fire Chief”** means the person appointed by Council to act as the Fire Chief of the Town of Kensington Fire Department.
- 2.10 **“Fire Department”** means the Fire Department, of the Town of Kensington.
- 2.11 **“Fire Protection and Emergency Services Agreement”** means an agreement entered into between the Council of the Town of Kensington and a legal entity to authorize the provision of fire protection and emergency services by the Town of Kensington Fire Department subject to terms and conditions of such agreement.
- 2.12 **“Hazardous Material”** means a substance that when released is capable of creating harm to the public, the environment of property.
- 2.13 **“Lieutenant”** means an officer of the Fire Department who is appointed to assistant in the supervision of a company or group of firefighters as per the Department’s chain of command and operating procedures.
- 2.14 **“Mutual Aid”** means two-way assistance by Fire Departments of two or more communities giving aid to the other in emergencies, without monetary compensation.

2.15 “**Officer(s)**” means the Fire Chief, Deputy Fire Chief, Assistant Deputy Fire Chief, Captain(s) and Lieutenant(s) of the Fire Department.

2.16 “**Town**” means the Corporation of the Town of Kensington.

3. Town Council:

3.1 The Town Council shall be the governing body of the Fire Department and shall provide municipal and regional fire and emergency services through the Town of Kensington Fire Department.

3.2 Town Council shall be responsible for approving the annual estimates of the Fire Department and shall determine the types and level of service to be provided by the Fire Department as well as the number of personnel, stations, apparatus and equipment necessary to provide an adequate level of service for the protection of life and property.

3.3 The Fire Chief, Deputy Chief (s), and members of the Fire Department shall be appointed by Town Council, after considering the recommendation of the CAO and/or Fire Chief. The Council may accept or reject any recommendation and the decision of Town Council shall be final. Town Council may require a level of experience and certified training requirements for various positions of authority or persons directing work assignments within the Fire Department.

3.4 Town Council shall not control or interfere with the day-to-day operations of the Fire Department.

3.5 The Town Council may enter into Mutual Aid agreement or contracts with another municipality, community, fire district or private agency to provide fire protection and emergency services.

3.6 The Town Council may charge fees for services provided including but not limited to:

- a. Fire protection and rescue services,
- b. Fire safety services, and
- c. Fire watch duty.

4. Chief Administrative Officer (CAO).

- 4.1** All direction of Town Council to the Fire Department and Fire Chief shall be through the Chief Administrative Officer (CAO).
- 4.2** The CAO shall meet with the Fire Chief regularly to ensure the effective operation of the Department.
- 4.3** The CAO shall advise the Town Council on how the Fire Department is performing with a view to identifying any areas of improvement, service enhancement or resources that may be required so the Department may meet its mandate.

5. Fire Chief:

The Fire Chief shall be an official of the Town of Kensington and shall come under the direct supervision and control of the Chief Administrative Officer (CAO) subject to the provisions of the Municipal Government Act and the Bylaws, policies and procedures of the Town of Kensington.

5.1 Appointment:

The Council may appoint a qualified person as a Fire Chief to manage the affairs of the Town of Kensington Fire Department pursuant to the provisions of the Bylaws and policies of the Town of Kensington.

5.2 Selection Process:

At the time of a vacancy or indication thereof, in the position of the Fire Chief, the Council may direct the CAO to undertake such steps as are necessary in order to make a recommendation to Council for the purpose of filling any vacancy of the position.

5.3 Policies and Procedures:

The policies and procedures of the Town pertaining to hiring, dismissal and discipline of an employee or official generally within the Town shall apply to the Fire Chief with such necessary modifications and variations as may be required and as the CAO shall recommend and be approved by Council.

5.4 Duties of the Fire Chief:

The Fire Chief shall:

- a. Be appointed by Council and shall be the Fire Chief of the Town of Kensington Fire Department and shall perform the duties of the Fire Chief as defined in this Bylaw.

- b. The Fire Chief shall have full command and control of Fire Department operations subject to the provisions of this Bylaw and the policies and procedures of the Fire Department.
- c. Attend meetings of the “Committee of Council” as the Council or CAO may from time to time direct.
- d. Recruit, discharge, control and direct all members of the Fire Department in accordance with this Bylaw and the policies and procedures of the Fire Department.
- e. Control and direct all members of the Fire Department at the scene of a fire or other emergency in accordance with the Fire Department Standard Operating Guidelines (SOG’s).
- f. Report to the CAO any matter about which he/she should have knowledge in regard to the operation of the Fire Department and generally to report to Council as required.
- g. Report to the CAO, as necessary, any failure of any member of the Fire Department to act in accordance with the requirements of a public authority, the bylaws, policies and procedures of the Town and Fire Department.
- h. Ensure that the Fire Department complies with all applicable statutory and regulatory requirements of the Province of Prince Edward Island.
- i. Preside at all general meetings and executive meetings of the Fire Department and to act as an ex-officio member of all committees of the Fire Department.
- j. Represent the Fire Department or appoint a representative of the Fire Department to attend local, provincial and national meetings and official functions concerning the Fire Department.
- k. Generally supervise all of the activities of the Fire Department.
- l. Organize, manage and exercise control over all firefighting and emergency operations of the Fire Department.
- m. Maintain supervision and control over all buildings, apparatus, equipment and other property of the Town of Kensington assigned to the Fire Department.
- n. Submit in writing to the Council a monthly and an annual report detailing amongst other things the number of fire and emergency calls, the state of all

buildings, apparatus and equipment of the Fire Department, the overall efficiency and state of readiness of the Fire Department.

- o. Ensure that all orders, regulations, policies and operating procedures of the Town and Fire Department are enforced and that discipline is maintained within the Fire Department.
- p. Ensure that all fire vehicles, equipment and apparatus of the Fire Department are maintained in good working condition.
- q. Develop and manage a comprehensive training program to ensure that all members of the Fire Department are sufficiently and competently trained in all applicable firefighting and emergency operations to ensure and maintain the service level provided by the Town of Kensington Fire Department.
- r. Act as a “Local Assistant” to the Fire Marshal as per the provisions of Chapter F-11 of the Fire Prevention Act of the Province of Prince Edward Island.
- s. Undertake such other duties and responsibilities as the Council may from time to time direct on recommendation from the Public Safety Committee.

6. Fire Department Organization:

- 6.1** The Fire Chief shall assign the personnel, apparatus and equipment to each company or group. The Fire Chief shall determine how personnel, apparatus and equipment of the department should be organized into companies divisions and/or platoons together with the number and distribution of such units.
- 6.2** The Fire Chief shall establish an organizational strategy that determines the relationship of the individual operating divisions or companies of the department.
- 6.3** The organizational strategy shall include division or company assignments as well as a job description or list of responsibilities for each position and/or unit.
- 6.4** The Fire Chief shall assign qualified personnel to all the Fire Department’s operational positions and designate specific officers to command and control operations at fire scenes and other emergencies.
- 6.5** The Fire Chief shall establish and implement all Fire Department standard operating guidelines, general orders and departmental rules as necessary to ensure the mission of the Fire Department is achieved.

7. Fire Department Authorities and Duties:

- 7.1** The Fire Chief and his designates shall wear a badge or uniform or display some device indicating their rank in the Fire Department at fires or other emergencies.
- 7.2** The Fire Chief and his designates shall command and control all operations in connection with the extinguishment and control of any fires or any other emergencies the Department may respond to and shall have authority to take all reasonable actions necessary to protect life and property.
- 7.3** The Fire Chief, his designates and the duly appointed members of the Fire Department are authorized to carry out the following duties:
 - a. (Command the assistance of persons and/or commandeer any vehicle, apparatus or equipment deemed necessary to extinguish and control any fire, explosion, hazardous materials incident, natural disaster, rescue operation, and other emergencies;
 - b. Remove any property, vehicle, combustible or hazardous materials from a building, property or area on fire or in danger thereof or at risk of a potential fire an explosion or threat from the spill of any hazardous materials;
 - c. Enter, break into or tear down any building on fire or in danger thereof or at risk of an explosion or threat from the spill of any hazardous materials;
 - d. Exclude persons and vehicles from the vicinity of a fire or area at risk of a potential fire, an explosion or threat from the spill of any hazardous materials or any area endangered by a disaster, or other emergency;
 - e. Evacuate buildings or an area of all occupants endanger by a fire or the threat of a potential fire or explosion or area at risk of an explosion or threat from the spill of any hazardous materials.
- 7.4** The Fire Chief, his designates and the duly appointed members of the Fire Department shall not be liable for any damage caused to any property as a result of carrying out the duties outlined in section 6.2 and 6.3.
- 7.5** The Fire Chief, his designates or the duly appointed members of the Fire Department charged with the control or extinguishment of any fire, explosion or the spill of any hazardous materials, rescue operation, or other emergency, acting in good faith and without malice in the discharge of their duties, shall not thereby be rendered personally libel for damages, or injury of any person caused by the person's act or omission in rendering the emergency services or aid unless that person is found grossly negligent.
- 7.6** Any suit brought against the Fire Chief, his designates or the duly appointed members of the Fire Department because of such act or omission performed in carrying out the duties outlined in this Bylaw shall be defended by the Town until

final termination of such proceedings, and any judgment resulting there from shall be assumed by the Town.

8. Severability

- 8.1** It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent from all other provisions of this Bylaw, such that, if any provision of this Bylaw is declared invalid, all other provisions of this Bylaw shall remain valid and enforceable.

9. Offences and Enforcement

9.1 Any person who:

- a. Remains inside an area designated by the Fire Chief, his designates or duly appointed members of the Fire Department pursuant to Section 6.3 when requested to vacate the area by the Fire Chief, his designates or a duly appointed member of the Fire Department is guilty of an offence;

Or any person who:

- b. Refuses to comply with a legal request made pursuant to Section 6.3 or any person who obstructs the Fire Chief, his designates or any member of Fire Department in the performance of their duties or;
- c. Interferes with, obstructs, damages or destroys any apparatus or equipment used, owned, possessed or controlled by the Fire Department; is guilty of an offence.

10. Penalty

- 10.1** Every person who contravenes any provision of this Bylaw is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Summary Proceedings Act, 1977, c.40, s.3.

11. Repeal

- 11.1** All previous Bylaws of the Town of Kensington pertaining to the provision of Fire Protection and/or items covered within this Bylaw are hereby repealed.

12. Adoption and Approval

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

READ A FIRST TIME THIS _____ DAY OF _____
2016.

READ A SECOND TIME THIS _____ DAY OF _____
2016.

PASSED BY RESOLUTION THIS _____ DAY OF _____
2016.

Rowan Caseley, Mayor

Geoff Baker, CAO

Town of Kensington - Request for Decision

Date: November 9, 2016	Request for Decision No: 2016-41 (Office Use Only)								
Topic: 2011 BX2660V Kubota Tractor Lease - Residual Buy Out									
<p>Proposal Summary/Background:</p> <p>The 60 month lease term on the 2011 Kubota Tractor expired on October 15, 2016. The purchase option on the residual value of the lease is \$4,499.86.</p> <p>Committee of Council deliberated and recommended to Town Council at their October 24th Committee of Council Meeting, that the residual on the tractor lease be bought out and further that a cab be purchased for the tractor as well as any necessary repairs required on the tractor.</p> <p>The total cost of the work as recommended by staff and Committee of Council is as follows:</p> <p><i>Buy-Out Residual of existing lease agreement</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Residual Value (buy-out) -</td> <td style="text-align: right;">4,499.86</td> </tr> <tr> <td>Windbreaker Cab -</td> <td style="text-align: right;">1,400.00</td> </tr> <tr> <td>Repairs (estimate) -</td> <td style="text-align: right;">1,705.92</td> </tr> <tr> <td> Total</td> <td style="text-align: right;"> <u>7,605.78 + HST</u></td> </tr> </table>		Residual Value (buy-out) -	4,499.86	Windbreaker Cab -	1,400.00	Repairs (estimate) -	1,705.92	 Total	 <u>7,605.78 + HST</u>
Residual Value (buy-out) -	4,499.86								
Windbreaker Cab -	1,400.00								
Repairs (estimate) -	1,705.92								
 Total	 <u>7,605.78 + HST</u>								
<p>Benefits:</p> <ul style="list-style-type: none"> Will provide the Town with a utility tractor capable of clearing snow from the boardwalk area. Provides Public Works staff with a modern, reliable, mechanically sound tractor. 									
<p>Disadvantages:</p> <ul style="list-style-type: none"> None noted. 									
<p>Discussion/Comments:</p> <p>The Kubota tractor is primarily utilized by the Town's summer staff in the core area during the warmer months for grass cutting, emptying garbage receptacles and general cleanliness. For grass cutting it is the only machine in our possession that is capable to safely mow areas of steep incline, i.e. water tower property, sewage lagoon perimeter. In the winter months it is used for snow-clearing the boardwalk and other key areas of the Town as required. It is the only machine in the Town's possession that has the ability to clear snow from the boardwalk and other smaller areas due to its size and weight.</p> <p>The Town's lease agreements with respect to the rail yards area were reviewed in relation to the Town's responsibility for snow clearing of the boardwalk and rail yards general area. The lease agreement with respect to the lease of the Liquor Store area indicates that the Lessor (The Town) will provide, at its own cost and expense, snow removal and related winter requirements. The lease for the train station indicates that the Landlord (the Town) agrees to maintain the parking area and boardwalk</p>									

in a state of good repair which shall include snow clearing and removal services. Responsibility for snow clearing and removal services for building access shall be the responsibility of the tenant. It appears the intent of these Articles would indicate that the Town would provide snow clearing and removal services in and around the boardwalk area and the tenants would be responsible for access to their buildings, save and except the loading dock for the liquor store. This is the traditional requirement which has been met by all parties to the lease agreements.

The Town currently possesses the following small equipment for snow clearing, lawn mowing and maintenance:

Cub Cadet MTD – Approx. 30 years old, used for lawn mowing smaller flat areas of the town.

Kubota Zero Turn is used for larger area around the waste water lagoons.

Kubota Lawnmower T1570 – Doesn't get used much, it's very old and subject to constant breakdowns and maintenance.

Bob Cat Tractor – used primarily for wellfield, shop and public forest property in addition to maintenance duties such as pothole patching, etc.

1996 Trackless – snow removal, salting, sanding, sidewalks.

2002 Trackless – snow removal, salting, sanding, sidewalks

2015 Trackless – used for snow clearing only.

The CAO concurs with the recommendation of Committee of Council to move forward with the buyout of the residual on the Kubota Tractor, in addition to the purchase of a wind breaker cab and completing required repairs.

Options:

1. Buy-out the residual value of the leased tractor.
2. Not buy-out the residual and lease a new Kubota Tractor
3. Pay out the overage hours on the Kubota Tractor and return with no further action.

Costs/Required Resources:

\$7,605.78 plus HST

Source of Funding:

2016 Capital Funds

Recommendation:

It is recommended that Town Council consider and adopt the following resolution:

THAT Town Council move forward with the buy-out option on the leased 2011 BX2660V Kubota Tractor from Kensington Agricultural Services along with the purchase of a wind breaker cab and completing required repairs at a total estimated cost of \$7,605.78 plus HST.

Windbreaker Cab



Kensington Agricultural Services Ltd.

11 Park Rd. Kensington Industrial Park
902-836-3212 or toll free 800-720-3212 www.kensingtonag.com



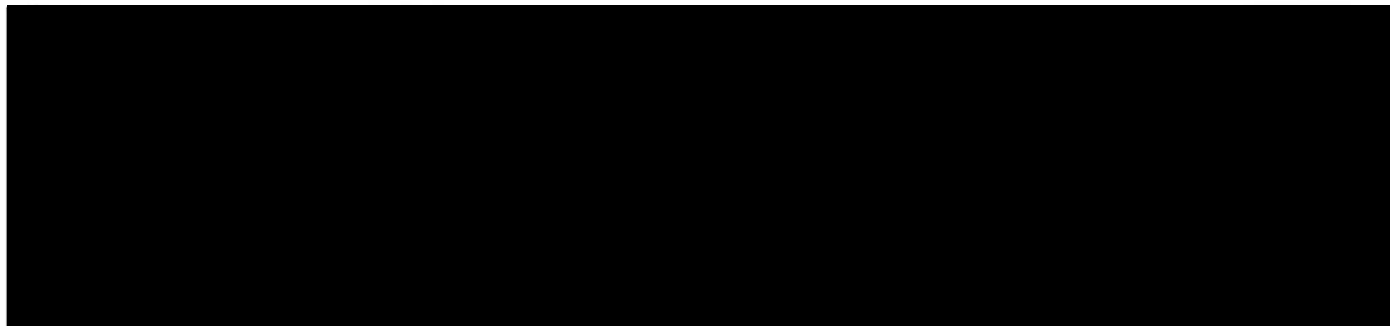
Quote # 40755 Reference:

Expires: 10/30/2016

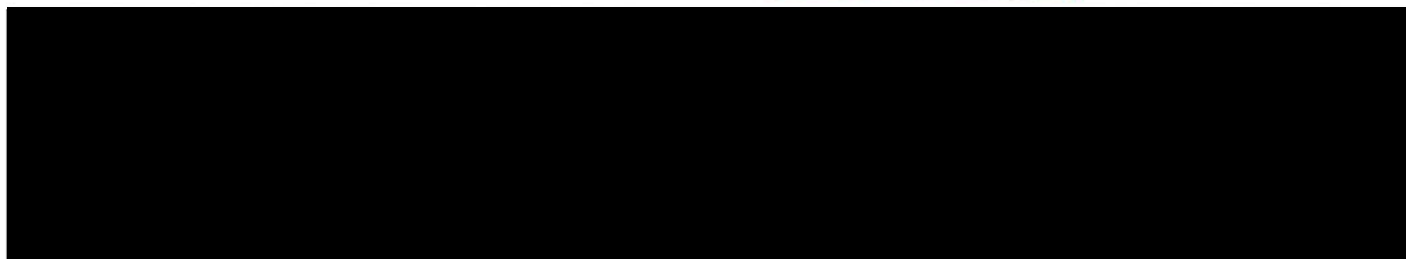
Prepared for: Town Of Kensington 902 8363731

By: Kent Croken

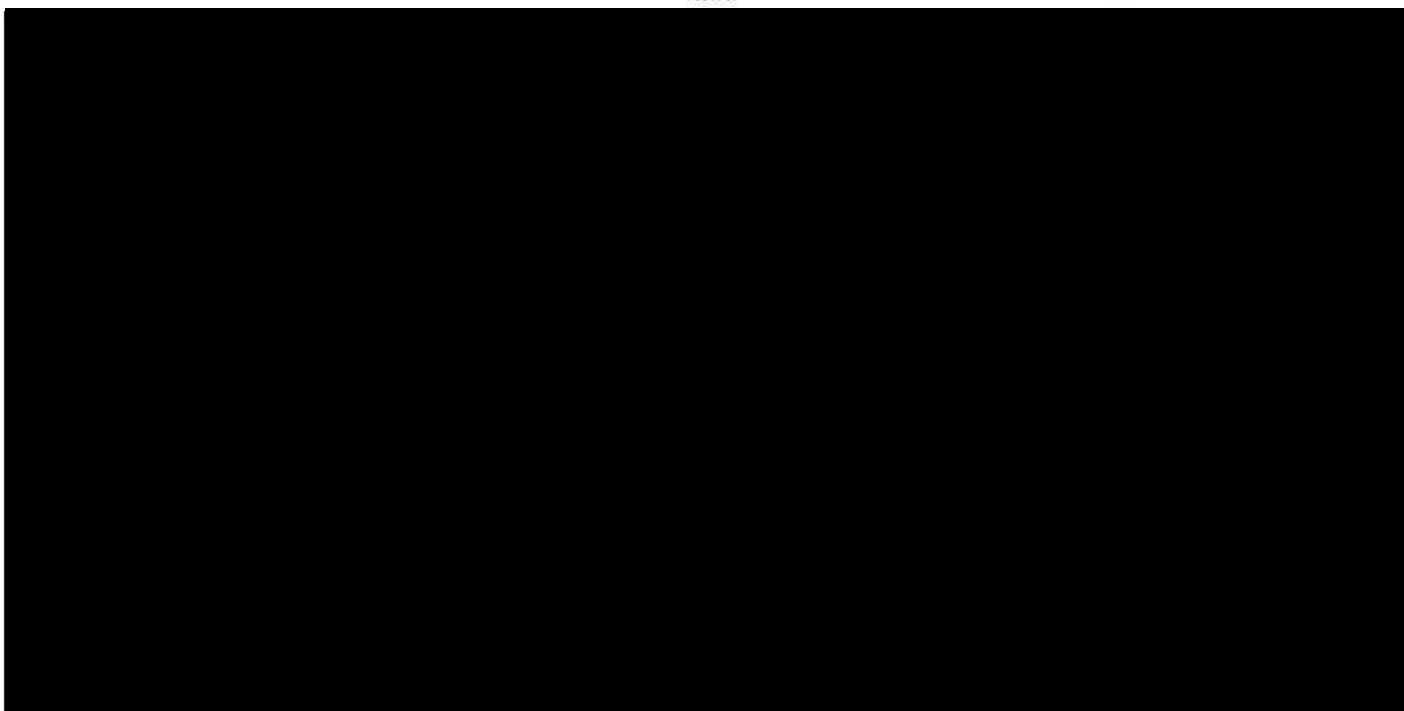
Equipment



Notes: Includes OT-11970 Windbreaker cab
(deduct \$400 from price if you install the cab).
Installed cab option \$1,800. inc. in price



Notes:



Notes:

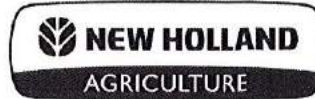
Quote Summary



15 PARK RD. PO BOX 307
KENSINGTON, PE, C0B 1M0
P: (902) 836.3212 F: (902) 836.3636

www.kensingtonag.com

Repair Estimate



Estimate: E47A

TOWN OF KENSINGTON
P. O. BOX 418

KENSINGTON, PE C0B 1M0

HST 102812021RT

Date: 10/24/2016

Year		Make/Model		Vehicle Identification		
		KUB BX2660		60334		
Stock No	PO	License	Tag	Customer	Telephone	
KEI01323	GEOFF			05295	902-836-3781	

Cond	OpCode	T	Description	Quantity	List	Net	Total
------	--------	---	-------------	----------	------	-----	-------

Type: TRACTOR4WD RO Open Date: 10/24/16 Sold: 10/31/11
War St: 10/31/11 Meter In: 1590

001

REPAIRS ESTIMATE
D ESTIMATE OF REPAIRS REQUIRED FOR BX2660

F REPLACE LIGHT SWITCH
REPLACE FLOOR
REPLACE FRONT TIRES
REPLACE BONNET
REPLACE BLADES
REPLACE GAUGE WHEELS
REPAIRING WIRING ISSUE WITH THE SAFETY SHUTOFF
OTHER HIDDEN ITEMS UNCOVERED DURING REPAIRS ARE NOT INCLUDED

LAB	L CUSTOMER M11				680.00
	LABOUR				
	P SWITCH,COM	1.00	81.20	81.20	81.20
	P STEP	1.00	248.22	248.22	248.22
	P BONNET, AS	1.00	428.75	428.75	428.75
	P BLADE,60C-	3.00	31.45	31.45	94.35
	P MARK SYMBO	1.00	13.40	13.40	13.40
	P ROLLER,ASS	4.00	29.80	29.80	119.20
	Subtotal charges this section				1665.12
	M SHOP SUPPLIES				40.80

TERMS:

I HEREBY ACKNOWLEDGE MY INDEBTEDNESS IN THE AMOUNT BEING THE TOTAL AMOUNT OWING OR BALANCE OWING AS SHOWN HERE.

It is agreed as part of the consideration for the sale that the price shown hereon for the goods shall be paid on or before the 10th day of the month following the month of purchase, any portion of the sale price not paid within said period shall bear interest at 1.5% per month (18% per year).

Signature: _____

DESC	TOTALS
LABOR	680.00
PARTS	985.12
SUBLET	
MISC	40.80
OTHER	
SUBTOTAL	1705.92
HST	255.89
TOTAL	1961.81



KUBOTA CANADA LTD.

5900 14th Avenue, Markham, ON L3S 4K4

GST/HST #: 102890654

PST/QST #: 1006179149

Equipment Lease Agreement

Lease Date: 2011-11-04

Lease Version: 5

KCL Approval #: 587848

KCL Tracking #: 44594

6. LEASE END PURCHASE OPTION

If the Lessee is not in default under the Lease, the Lessee shall have an option to purchase all leased Equipment listed in section 3 above, at the end of the term on at least 60 days written notice prior to 2016-10-15

Purchase option at lease end	Residual Value	\$4,499.86
------------------------------	----------------	------------

Maximum usage hours allowed	1500
-----------------------------	------

Late return charge per day	\$20.00
----------------------------	---------

Cost per extra hour of usage	\$20.00
------------------------------	---------

7. Payment Schedule

Date	Seq #	Pmt	PST/QST	GST/HST	Total Pmt
2011-11-15	1	\$230.01	\$24.15	\$11.50	\$265.66
2011-12-15	2	\$230.01	\$24.15	\$11.50	\$265.66
2012-01-15	3	\$230.01	\$24.15	\$11.50	\$265.66
2012-02-15	4	\$230.01	\$24.15	\$11.50	\$265.66
2012-03-15	5	\$230.01	\$24.15	\$11.50	\$265.66
2012-04-15	6	\$230.01	\$24.15	\$11.50	\$265.66
2012-05-15	7	\$230.01	\$24.15	\$11.50	\$265.66
2012-06-15	8	\$230.01	\$24.15	\$11.50	\$265.66
2012-07-15	9	\$230.01	\$24.15	\$11.50	\$265.66
2012-08-15	10	\$230.01	\$24.15	\$11.50	\$265.66
2012-09-15	11	\$230.01	\$24.15	\$11.50	\$265.66
2012-10-15	12	\$230.01	\$24.15	\$11.50	\$265.66
2012-11-15	13	\$230.01	\$24.15	\$11.50	\$265.66
2012-12-15	14	\$230.01	\$24.15	\$11.50	\$265.66
2013-01-15	15	\$230.01	\$24.15	\$11.50	\$265.66
2013-02-15	16	\$230.01	\$24.15	\$11.50	\$265.66
2013-03-15	17	\$230.01	\$24.15	\$11.50	\$265.66
2013-04-15	18	\$230.01	\$24.15	\$11.50	\$265.66
2013-05-15	19	\$230.01	\$24.15	\$11.50	\$265.66
2013-06-15	20	\$230.01	\$24.15	\$11.50	\$265.66
2013-07-15	21	\$230.01	\$24.15	\$11.50	\$265.66
2013-08-15	22	\$230.01	\$24.15	\$11.50	\$265.66
2013-09-15	23	\$230.01	\$24.15	\$11.50	\$265.66
2013-10-15	24	\$230.01	\$24.15	\$11.50	\$265.66
2013-11-15	25	\$230.01	\$24.15	\$11.50	\$265.66
2013-12-15	26	\$230.01	\$24.15	\$11.50	\$265.66
2014-01-15	27	\$230.01	\$24.15	\$11.50	\$265.66
2014-02-15	28	\$230.01	\$24.15	\$11.50	\$265.66
2014-03-15	29	\$230.01	\$24.15	\$11.50	\$265.66
2014-04-15	30	\$230.01	\$24.15	\$11.50	\$265.66
2014-05-15	31	\$230.01	\$24.15	\$11.50	\$265.66
2014-06-15	32	\$230.01	\$24.15	\$11.50	\$265.66
2014-07-15	33	\$230.01	\$24.15	\$11.50	\$265.66
2014-08-15	34	\$230.01	\$24.15	\$11.50	\$265.66
2014-09-15	35	\$230.01	\$24.15	\$11.50	\$265.66
2014-10-15	36	\$230.01	\$24.15	\$11.50	\$265.66
2014-11-15	37	\$230.01	\$24.15	\$11.50	\$265.66
2014-12-15	38	\$230.01	\$24.15	\$11.50	\$265.66
2015-01-15	39	\$230.01	\$24.15	\$11.50	\$265.66
2015-02-15	40	\$230.01	\$24.15	\$11.50	\$265.66
2015-03-15	41	\$230.01	\$24.15	\$11.50	\$265.66

HST Rate: effective April 1, 2013
2019 22

Liquor Store Lease

Lease Agreement - Page 3

leased premises for the term hereby granted, without any interruption or disturbance from the Lessor, its successors or assigns, or any other persons, lawfully claiming by, from or under it, them or any of them.

4.2 The Lessor covenants and agrees to provide, at its own cost and expense:

- (a) snow removal and related winter maintenance,
- (b) street and parking lot lighting,
- (c) grass cutting, and
- (d) maintenance of any parking lot or roadway, excluding initial paving,

in relation to the Retail Liquor Outlet property as described in Schedule "B".

5.0 LESSEE'S COVENANTS

5.1 Condition of Leased Premises

The Lessee acknowledges that it has satisfied itself as to the condition of the leased premises and their fitness for the use intended. The Lessee acknowledges that it has inspected the leased premises and conducted an independent investigation of current and past uses of such leased premises and that the Lessee has not relied on any representations by the Lessor concerning any condition of the leased premises, environmental or otherwise. The Lessor makes no representations or warranties whatsoever regarding the fitness of the leased premises for any particular use or regarding the presence or absence upon or under the leased premises or any surrounding or neighbouring lands of, or the leakage or likely leakage or emission from or onto the leased premises of, any toxic, hazardous, dangerous or potentially dangerous substance or condition.

5.2 Compliance with Statutes

The Lessee shall comply with any and all applicable federal, provincial and municipal statutes, regulations, orders or by-laws now and hereinafter in force, affecting the leased premises, the goods and property placed or stored thereon, the business transacted thereon or the use of the leased premises, including but not limited to matters of public health, safety, fire and the environment.

5.3 Taxes

The Lessee shall pay all lawful rates, taxes and assessments that may, during the term of this lease, become payable in respect of the leased premises, including, but without limitation, any GST or other consumption tax that may be imposed or levied upon any rent or other payments made under this lease.

Train Station Lease

3 | TOWN OF KENSINGTON – KENSINGTON TRAIN STATION

- xi. **DAMAGES** - The Tenant agrees that the Tenant shall be solely responsible for any damage that may occur as a result of the Tenant's possession or business operations, including, but not limited to damage caused by patrons, customers, employees, unless the damage is related to a structural defect inherent in the structure, in which case, the responsibility for repair shall be the Landlord's.

3. THE LANDLORD AGREES:

- i. **MAINTENANCE** – The "Landlord" agrees to maintain the parking area and boardwalk in a state of good repair which shall include snow clearing and removal services. Responsibility for snow clearing and removal services for building access shall be the responsibility of the Tenant.
- ii. **INSURANCE** – The Landlord agrees to provide whatever building insurance it desires to protect its own interest, but without providing any protection to, or requiring contributions from, the Tenant.
- iii. **QUIET ENJOYMENT** – The Landlord agrees to, upon the Tenant paying the lease rate and observing the terms of this Lease, to allow the Tenant quiet possession of the Premises.

4. THE PARTIES ALSO AGREE

- i. Except in the case of an emergency, the Landlord shall not enter the premises without the consent of the Tenant unless the Landlord has served written notice stating the date and time of the entry to the Tenant at least twenty-four hours in advance of the entry and the time stated is between the hours of 9 a.m. and 5 p.m.
- ii. If the Tenant fails to comply with any term of this lease the Landlord may, in its sole discretion, terminate the Lease after giving the Tenant **THIRTY (30) DAYS** notice of their default and, at the expiry of the thirty day period, if the Tenant remains in default, the Landlord may forthwith terminate the Lease and the Tenant shall deliver up the premises to the Landlord for its sole use and occupation.
- iii. If the Premises are damaged or destroyed by fire or other cause so as to be materially unusable by the Tenant for its Pub/Eatery business, the rent and all other costs payable by the Tenant under this Lease shall remain payable and it shall be the responsibility of the Tenant to ensure that the Premises are adequately covered by insurance so as to allow for the Premises to be rebuilt to the same condition or state as existed prior to the damage or destruction.
- iv. The Landlord shall not be responsible to the Tenant or any of its customers, employees, servants or invites for any loss or damage, consequential or otherwise, except as specifically undertaken by this Lease.
- v. The Tenant, and any person admitted to the premises by the Tenant, shall conduct themselves in a reasonable manner so as not to interfere with the possession, occupancy or quiet enjoyment of other Tenants in the area.
- vi. Any alteration to this Agreement shall be in writing and signed by all parties.
- vii. Time shall be of the essence.

Town of Kensington - Request for Decision

Date: November 10, 2016	Request for Decision No: 2016-42 (Office Use Only)
Topic: 2016/2017 Winter Services Agreement – Province of PEI	
Proposal Summary/Background: <p>Staff are recommending that Town Council authorize the CAO to sign the Winter Services Agreement with the Provincial Department of Transportation and Infrastructure Renewal for the provision of 2016/2017 snow clearing services at a total cost of \$53,141.43 including HST, broken down as follows:</p> <p>$\\$4,990.93/\text{km} * 9.34 \text{ kms} = \\$46,615.29 + \text{HST} = \\$53,607.58$</p> <p>This is the same rate per kilometre as the 2013/2014, 2014/15 and 2015/2016 agreements. The overall contract cost has increased by \$466.15 due to the one percent increase in the HST. The Agreement covers the time period between November 15, 2016 through April 15, 2017. A copy of the Winter Services Agreement is attached to this RFD and is being circulated with the tentative agenda package..</p>	
Benefits: <ul style="list-style-type: none"> Will provide the town with effective snow clearing services for the 2016/17 winter season.. 	
Disadvantages: <ul style="list-style-type: none"> None noted. 	
Discussion/Comments: <ul style="list-style-type: none"> None 	
Options: <ol style="list-style-type: none"> Sign the Winter Services Agreement with the Department of Transportation and Infrastructure Renewal. Not sign the Agreement. 	
Costs/Required Resources: \$46,615.29 plus HST	Source of Funding: 2016/17 Public Works Operational Funds

Recommendation:

It is recommended that Town Council consider and adopt the following resolution:

THAT Town Council approve and authorize the CAO to sign the 2016-2017 Winter Services Agreement with the Department of Transportation and Infrastructure Renewal in the amount of \$46,615.29 plus HST.



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

Transportation and
Infrastructure
Renewal

Transports et
Renouvellement
de l'infrastructure



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

HIGHWAY MAINTENANCE DIVISION

October 20, 2016

Mr. Geoff Baker
Town of Kensington
P.O. Box 418
Kensington, PE C0A 1M0

Dear Mr. Baker:

Re: Winter Services Agreement 2016-17

The Department of Transportation, Infrastructure and Energy is currently planning for the upcoming winter season. We are prepared to re-offer winter services to you. You will note that the Department has updated this contract in accordance with rate changes that reflect the rate increase provided to contractors plowing roads for the Department in this year's negotiated snow removal operations contract.

I have included a Statement of Account for your information. If you feel that there is any discrepancy in the information, please let me know.

As in the past, I would like to remind you of the following:

1. Outstanding charges, if applicable, should be paid **immediately**;
2. **PAYMENT IN FULL** for the 2016-17 winter season must be submitted **prior to December 1, 2016**.
 - a) Correspondence will be directed to the designated contact person only.
 - b) We cannot accept postdated cheques, partial payments or multiple cheques from groups of residents.
3. If you wish to enter into this Agreement again this year, **please return the signed Agreement to the Office of the Director, 64 Park Street, Charlottetown** as soon as possible. Upon the Department's receipt of your agreement, an invoice in the amount indicated on your statement will be mailed to your attention.

If you have any questions, please call me at 902-368-5103.

Yours truly,

Darren Chaisson, P.Eng.
Director, Highway Maintenance

Enclosure:

Statement of Account

1 - Contract Information:

Contact Name: Geoff Baker
Mailing Address: PO Box 418, Kensington, PE C0A 1M0
Location: Town of Kensington
Contract Area Description: Area 2, SubDivision
Distance: 9.34 kms
Road Owner: Town of Kensington

2- Service Provided:

Rate per KM

Snow Removal & Ice Control: \$ 4,990.93
Snow Removal only: N/A
Ice Control only: N/A

3- Statement Breakdown:

2016-2017 Season:	\$ 46,615.29
H.S.T. for 2016-2017 account:	\$ 6,992.29
Total Due:	<div>\$ 53,607.58</div> Due December 1, 2016

THIS IS NOT AN INVOICE

Winter Services Agreement

This Agreement is made this 15th day of November, 2016 by and between:

The Town of Kensington
(Hereinafter called the "Town")

And:

Government of Prince Edward Island
As represented by the Minister of
Transportation, Infrastructure and Energy;
(Hereinafter referred to as "the Department")

Whereas the Town and the Department wish to enter into this Agreement to have the Department furnish labour, materials and equipment in connection with traditional snow plowing and winter de-icing (sanding) responsibilities.

ARTICLE 1 - DEFINITIONS AND NOMENCLATURE

1.1 Definitions

In this Agreement,

- a) "Street" shall mean all that portion of the right-of-way for which services are to be provided, extending from the outside lines of gutters or ditches including all paved surfaces, appertaining structures, and all slopes, ditches, channels, and waterways necessary for proper drainage.
- b) "Standard Level of Service" shall mean the typical methods, materials and level of effort traditionally provided by the Department in carrying out winter services on the existing streets within the agreement. The Snow and Ice Control services shall be consistent with the Department's own operating policies contained in Appendix "A": Snow Removal Service Levels. It is understood by both parties that this work will be carried out as a Class C Service Level.

ARTICLE 2 GENERAL TERMS AND CONDITIONS

2.1 Primary Services

The Department will supply all labour, tools, equipment, supervision and incidentals necessary to carry out snow plowing and winter de-icing on 9.34 km of streets to a Class "C" Roads Level of Service between November 15th, 2016 and April 15th, 2017.

Specific street listings can be found in Appendix "B".

This Agreement covers only these services as described above and does not include de-icing or snow plowing of sidewalks which may exist within the right-of-way.

2.2 Term of Agreement

This agreement shall be in effect from 12:01 AM November 15, 2016 to 11:59 PM April 15, 2017.

2.3 Additional Services

Services which are not described in article 2.1, or which are beyond the Standard Level of Service, are not part of this agreement.

2.4 Compensation

The Town agrees to pay the Department:

- 9.34 kilometres x \$4,990.93 = **\$46,615.29 plus HST for 2016/17.**

Payment shall be due on December 1, 2016.

2.5 Assignment

The Department reserves the right to enter into contractual arrangements with private contractors to fulfill its responsibilities as a result of this agreement.

2.6 Other Town Street Responsibilities

This agreement is not intended to transfer or otherwise alter any regulatory responsibility or jurisdictional authority that the Town may have with respect to streets in the agreement. (i.e., access control, traffic operation, etc.)

2.7 “Hold Harmless” Clause

The parties agree that as consideration for the Department and any employee, agent or contractor of the Department providing, from time to time, winter services upon the streets described herein and as provided for within this agreement, the Town, its agents, contractors, assignees, heirs, and legal representatives will not make a claim against, sue, or attach any property of the Department on account of or as a result of any damage to the streets, and the property immediately adjoining, described herein arising from the negligence or other acts howsoever caused by the Department, its employees, agents or contractors, as a result of any snowplowing or such other use of machinery or equipment in relation to the performance of the terms of this agreement. The Town hereby releases and holds the Department, its employees, agents and contractors, free and harmless from any damage to the streets, and the property immediately adjoining, arising through the performance of the terms of this agreement, including any claims of others, resulting therefrom.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written.

**SIGNED, SEALED AND DELIVERED
in the presence of:**

Town of Kensington

Date: _____

Date: _____

**SIGNED, SEALED AND DELIVERED
in the presence of:**

Government of Prince Edward Island

Date: _____

Date: _____

Appendix A

SNOW REMOVAL SERVICE LEVELS

LEVELS OF SERVICE FOR PEI HIGHWAYS

Class	Plowing Commences	Primary Objective*	Salting/Sanding
A	2.5 cm	Bare pavement	Salted to achieve bare pavement
B	2.5 cm	Bare travel lanes	Center 2.5 m of road surface sanded continuously when required
C	6 cm	Bare wheel tracks	Center 2.5 m of road surface sanded on all hills, steep grades, curves, intersections and slippery
D	8 cm	Snow packed	Center 2.5 m of road surface sanded on all hills, steep grades, curves, intersections and slippery

* To be achieved within 24 hrs (36 hrs for Class D roads) of the end of snowfall.

Appendix B
Town of Kensington Road Inventory

Street Name	Length
School Street	0.93
Rec Centre Street	0.11
Pleasant Street	0.46
Pleasant Street (MacLean Ave.)	0.32
Imperial Street	0.4
Elizabeth Drive	0.08
Davidson Drive	0.25
Russell Street	0.18
Chestnut Street	0.08
Industrial Park	0.81
Commercial Street	0.3
Stewart Street	0.42
Lowther Street	0.21
Hillside Drive	0.31
MacLean Avenue	0.45
Centennial Drive	0.24
Walker Drive	0.28
Francis Drive	0.21
Sunset Drive	0.77
Street off Sunset Drive	0.09
Sunset Crescent	0.18
Linwood Drive	0.51
Maple Street	0.16
Gerald McCarville Drive	0.84
North Street	0.07
Rosewood Drive	0.42
Lion's Drive	0.26
Total Kilometers	9.34

Town of Kensington - Request for Decision

Date: November 10, 2016	Request for Decision No: 2016-43 (Office Use Only)
Topic: 2016 Christmas Bonus	
Proposal Summary/Background: Typically, Town Council has provided an annual Christmas Bonus to exempt staff in the amount of \$200.00 (net) in December of every year. It is being requested that Town Council consider a similar bonus in 2016.	
Benefits: <ul style="list-style-type: none">• None noted	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: <ul style="list-style-type: none">• None	
Options: <ol style="list-style-type: none">1. Provide a Christmas Bonus to exempt staff as in previous years.2. Not provide a Christmas bonus.	
Costs/Required Resources: Approx. \$2000.00	Source of Funding: 2016 Operational Funds
Recommendation: It is recommended that Town Council consider and adopt the following resolution: <i>THAT Town Council authorize the CAO to administer Christmas bonuses to all exempt staff in the amount of \$200.00 net to each employee.</i>	

Town of Kensington - Request for Decision

Date: November 10, 2016	Request for Decision No: 2016-44 (Office Use Only)
Topic: Jordan Webster Development Permit Application – Addition of Accessory Apartment, 29 Victoria Street East	
Proposal Summary/Background: <p>A development permit application has been received from Jordan Webster to request Council's consideration for the addition of a basement apartment (accessory) in a residence located at 29 Victoria Street East. The property is zoned R1 – Single Residential Zone.</p> <p>Accessory apartments are regulated under the Development Control Bylaw, Section 4.25. Section 4.25 states (with staff comments highlighted in bold):</p> <p>4.25 Accessory Apartments</p> <p>One (1) accessory apartment may be constructed within any existing single detached dwelling OR in an accessory building to a single detached dwelling, if the owner of the dwelling, upon written application to the Council, satisfies the Council that all applicable provisions of the By-law have been met.</p> <p>a) Accessory apartments are permitted within the main building or in an accessory building but in any case <u>shall be incidental and subordinate</u> to the main use; (<i>The proposed accessory structure is incidental and subordinate to the main use of the property (single family residential). The proposed accessory apartment is estimated at 900 square feet with the main use of the building estimated at approximately 2000 square feet. The accessory apartment contains two bedrooms whereas the main use contains three bedrooms. The accessory apartment could not exist without the main use of the structure being present</i>)</p> <p>b) Accessory apartments <u>shall not contain more than 2 bedrooms</u>; (<i>The accessory apartment is proposed to contain 2 bedrooms</i>)</p> <p>c) that <u>adequate off street parking</u> will be provided in addition to the parking space requirements for the main building, in accordance with the parking regulations of this By-law and in the side or rear yard of the building. Parking will not be permitted in the front yard. (<i>It is proposed that two additional parking spaces be added on the Davison Street side of the property. Total parking available to the main use and accessory apartment is a minimum of four. Four (2 per unit) parking spaces are required by the bylaw</i>)</p> <p>d) that <u>all other provisions of this By-law remain applicable</u> to the dwelling and Council may require such changes to the exterior of the dwelling as may be necessary to ensure compliance with this By-law, whether in connection with the construction of the accessory apartment. (<i>It is noted that the property is considered legal non- conforming under the Development Control Bylaw due to insufficient side yard on the west side of the structure. No renovations are proposed such that the side yard deficiency would be further reduce</i>)</p> <p>e) that <u>any water and sewer upgrades must be reviewed and approved</u> by the Town prior to any construction. (<i>N/A</i>)</p> <p>f) where the accessory apartment is to be located in a detached building or within an accessory</p>	

<p>building to the single detached dwelling, the following provisions shall apply:</p> <ul style="list-style-type: none"> i. the accessory apartment must be connected to the water supply and sewerage disposal system of the main building; ii. In the case of connection with an on-site water supply and sewerage disposal system, the intensification of use and necessary upgrades to the system(s) must be approved by the responsible provincial government department; iii. The accessory apartment meets the requirements of the provincial Fire Marshal's Office; <i>(N/A)</i> iv. In addition to the development standards for an accessory building as outlined in Section 4.24, the side yard and rear yard setbacks for an accessory building containing an accessory apartment shall be at least as wide as the minimum side yard and rear yard setbacks as required for the main building. <i>(N/A)</i> g) A mini home is not permitted to be used as an accessory apartment unless otherwise permitted in this by-law. <i>(N/A)</i> 	
<p>Benefits:</p> <ul style="list-style-type: none"> • None noted 	
<p>Disadvantages:</p> <ul style="list-style-type: none"> • None noted. 	
<p>Discussion/Comments:</p> <ul style="list-style-type: none"> • It is recommended that the accessory apartment be approved as recommended as it is in compliance with the Development Control Bylaw. The approval is supported by Policy PR-4 of the Official Plan. That is, to promote the Town as a residential location by providing a range of housing options and permitting an accessory apartment in any single detached dwelling, in any zone, subject to standards for development to be identified in the Bylaw. 	
<p>Options:</p> <ol style="list-style-type: none"> 1. Approve the Development Permit Application for an Accessory Apartment as recommended. 2. Not approve the Development Permit Application. 3. Refer the Application back to staff for additional information. 	
<p>Costs/Required Resources:</p> <p>N/A</p>	<p>Source of Funding:</p> <p>N/A</p>

Recommendation:

It is recommended that Town Council consider and adopt the following resolution:

THAT Town Council approve a development permit application for Jordan Webster for the installation of an accessory apartment in a residence located at 29 Victoria Street East, including renovations/improvements proposed, subject to full compliance with the Town of Kensington Development Control Bylaw.

TOWN OF KENSINGTON APPLICATION FOR BUILDING PERMIT

1. Name and Address of Applicant Jordan Webster
23508 RT 2 Norboro PE Telephone 902 954 0024
 2. Property Address 29 Victoria St E Property Number 77115
 3. Property Status: Land purchased from Marjorie Howard Year Purchased 2016
 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) 2 Bedroom Basement Apartment

5. Location of property to be developed:
 Located on North ☒ South ☒ East _____ West _____ side of Victoria Street
 Between the property of Davidson St and the property of 77123

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: - 2 Bedroom Basement Apartment
- Replace Basement windows to Egress Requirements
- Lower Back door and Deck to suit
- Replace Garage Window with Door, Walkway to Door
- Add Front Deck (26' x 22')
 Ground floor: Length _____ Feet. Width _____ Feet. - Additional Park on Davidson St.

Number of Stories _____ Number of Bedrooms _____

Type of Foundation	External Wall Finish	Roof Material	Chimney
Poured Concrete _____	Siding _____	Asphalt _____	Brick _____
Concrete block _____	Wood shingles _____	Steel _____	Prefab _____
Pier _____	Steel _____	Other _____	Other _____
Other _____	Other _____		

8. Water Supply: Private _____ Municipal ☒

9. Sewerage System: Private _____ Municipal ☒

10. Estimated cost of Project: 40,000 \$

11. Name and Address of Contractor or Chief Contractor Webster Enterprises
23508 RT 2 Norboro PE (David 954-0827)

12. Dates of expected start and finish of project: Nov 2016 - March 2017

13. Moving a building (Describe) _____

14. Demolishing a building (Describe) _____

15. Please provide a diagram of proposed construction

RECEIVED

OCT 24 2016

Rel.

- 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 attachments

Signature of Applicant Jordan Wetzel

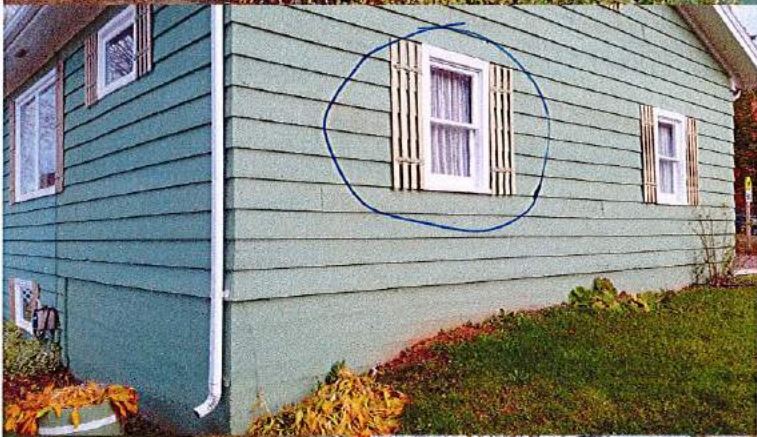
Date: Oct 24/16

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



Back door lowered to foundation and deck modified to suit.
Basement windows replaced.

One Basement window on East end of House replaced.



Window replaced with mon door into Garage and walkway added to rear driveway/parking

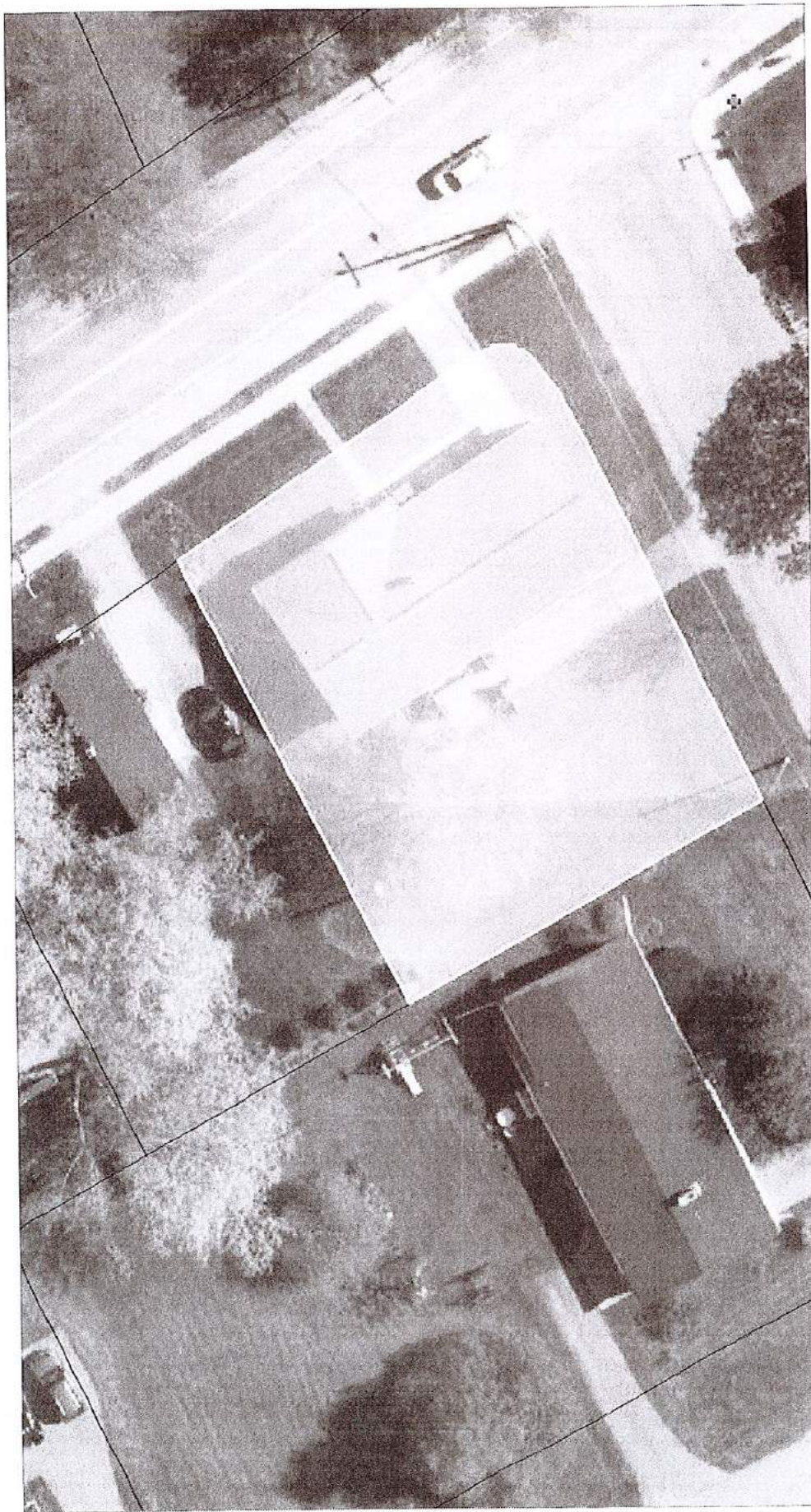


Front deck added



Tree removed and additional 2 parking spaces added off Davidson street (additional 20' x 25')





29 Victoria Street

108020

© 2000
Aerial
Photography
© 2000

September 26, 2016

Dear Friends:

Since 1985 Kensington Meals on Wheels has been an active volunteer program in the Kensington Area. Most customers get meals three days a week, while others may take them only one or two days. This past year the number of clients has increased significantly and we need your help.

Last year's response to the appeal was most helpful and encouraging, but to continue this service we are once again soliciting financial help from the community.

Here is an update on how Meals on Wheels operates:

The meals are prepared by the Ladies Auxiliary of the Kensington Royal Canadian Legion and assembled by the coordinator, who has them packed and ready for the volunteer drivers, by 11:00 am for delivery to our clients. The meals consist of soup, roll/biscuit, main course and dessert. Those who have special dietary needs are given consideration when necessary (i.e. diabetic and/or low sodium diets etc.).

Recipients pay the major portion of the meal and the organization is responsible for the balance. The other major expense incurred would be for the soup/meal and dessert containers including lids. The coordinator is the only person who receives remuneration. Please note that if there is a need beyond the Kensington town limits, meals are available if a family member or volunteer from the district, can pick it up.

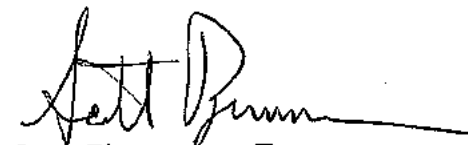
We thank everyone who has supported this community project in the past and hope you see fit to help this year. Any amount would be greatly appreciated as we rely on Community support to continue this service. It should be noted that a \$10.00 donation will help subsidize 6 meals and on average we deliver approximately 340 meals per month to seniors in our community.

Cheques can be made out to Kensington Meals on Wheels and forwarded to P.O. Box 870, Kensington, PE, C0B1M0 for which a tax receipt will be issued.

Please help us keep our database updated by providing your current mailing address and/or e-mail address if you prefer along with your donation.

Sincerely,


Paul Cousins, President


Scott Zimmerman, Treasurer
P.O. Box 870, Kensington, PE, C0B1M0

Summerside, PE Salvation Army
374 Pope Rd, CIN 0G1
P: (902) 724-5089
Email: dolores_abbott@can.salvationarmy.org
or
neil_abbott@can.salvationarmy.org



Giving Hope Today

2016 “Adopt a Kettle for a day” Program

The Salvation Army Summerside Corps needs your help.

The Salvation Army Summerside has been providing year round essential services of emergency groceries, transportation, shelter, clothing and counseling to thousands of clients throughout Summerside and surrounding communities, there by giving them hope in their time of need. We provide these services through programs such as our “Red Kettles,” during the Christmas season, placing them in businesses throughout Summerside, PE, starting on November 22 and continuing through to December 24, for up to 10 hours per day at each location.

These Kettles have to be manned which requires the support of volunteers from our community.

We are requesting your organization, business, Church or any other group, who wants to give back to the community, give your precious **TIME** and “**Adopt a Kettle for a Day.**” This involves recruiting volunteers from your organization to donate their time and stand by a Kettle for an entire day by dividing their time into ‘shifts’, typically 2-3 hours long each.

We would be happy to have a member of our ‘Christmas Kettle Support Team’ come to your organization and explain the details if necessary.

The Salvation Army would be so appreciative of your assistance. For further information contact,
Captains Neil & Dolores Abbott, Pastors by dolores_abbott@can.salvationarmy.org,
neil_abbott@can.salvationarmy.org or 902-724-5089

Respectfully

Captains Neil & Dolores Abbott, Pastors



William and Catherine Booth
Founders

General André Cox
General

Susan McMillan
Territorial Commander

Major Wade Budgell
Divisional Commander



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



Newsletter #3

October 2016

Upcoming

October 3-7.....Food drive
October 10.....Thanksgiving – no classes
October 11.....Picture retakes
October 14-26.....Pie fundraising
October 20.....CPF meeting, 6:30pm
October 26.....Band-sponsored ladies shopping night
October 27-28.....PEITF Convention – no classes

Notice to Parents and Students

All entrance doors to the school will be locked during school hours with the exception of the ramp door. Parents and students are to use this door to enter and exit the building while classes are in session. Thank you for your cooperation.

Student Accident Insurance

The Public Schools Branch carries accident insurance for students who are injured while on school property or participating in sports. More information regarding this is on the Board's website at www.gov.pe.ca/edu/psb. Click on 'Parents and Students' at the top and go to 'School Accident Insurance Program'. **Claims must be completed with 30 days of the incident.**

Pie Fundraiser

We are again holding a pie fundraiser this year from October 14-26. Students will be selling 8-inch frozen fruit pies for \$6 and frozen meat pies from The Home Place for \$12. Pie pick-up date is Monday, November 14 from 2:30-5:00 in the carpentry area.

Pies available to purchase include Cherry, Apple, Strawberry Rhubarb, Pumpkin, No Sugar Added Apple, Caramel Apple, Blueberry and Mixed Berry.

"Apple Valley Foods is a quality pie manufacturer in Nova Scotia's beautiful Annapolis Valley, an area well known for its harvest of the highest quality apples and fruits. All of our pies are made from scratch in a modern, state-of-the-art facility. Apple Valley is a family-owned and operated company, dedicated to providing its customers with outstanding pies and remarkable customer service."

Proceeds from this fundraiser go to support student activities throughout the school.

Student Council Executive

Our new 2016-2017 executive is as follows:

Presidents	Mary Kate Picketts & Annie Tuplin
Senior VP	Maggie LeClair
Senior Secretary	Chloe Champion
Senior Activities	Shannan Hill & Bethany Spencer
Senior Public Relations	Abby Donald
Senior Spiritwear	Janette Kerry & Jaimie Wood
Grade 10 Rep	Caleb McKenna
Junior VPs	Lauren Ferguson & Lauren Johnstone
Junior Secretary	Megan MacDonald
Junior Activities	Lily Greenan & Reese Carmody
Junior Public Relations	Kaylee LeClair & Christine Augustine

Grad Class Executive

Elections were held recently for the 2016-2017 grad executive, with the following results:

President	Chloe Champion
Valedictorian	Jacob Blackett
Communications Officer	Abby Donald
Prophet	TBA

Yearbook Executive

The following students are responsible for this year's yearbook:

Editors	Jensen Mayne & Patrick Corcoran
Assistant Editors	Lauren LaFrance & Caleb McKenna

Congratulations!

Mark Ferrish, grade 11, had his logo selected as one of 5 finalists for the Public Schools Branch. Mark won a pizza party for his Physics 521 class courtesy of Domino's Pizza. His work has been sent to the Graphic Arts Department at Holland College to be standardized for voting purposes. The 5 logos will be posted on the PSB website from October 11-21. During these dates, everyone is encouraged to visit www.gov.pe.ca/edu/psb and vote for your favorite logo. After the votes are tabulated, the student with

the winning entry will be awarded a bicycle from Canadian Tire and that entry will be recognized as the PSB logo.

KISH Cards

Just in time for the fall sports season, the Student Council is introducing KISH Cards, a system that will reward students who are devoted to attending their peers' sports games. Every student who attends a sports event at KISH will get a card and a stamp. Get 5 stamps and get a free KISH bracelet, 10 stamps gets you a KISH lanyard, 15 stamps a KISH sports bottle and 20 stamps a t-shirt. To find upcoming games, look at the school website, the TV outside the office and calendar in the cafeteria.

Canadian Parents for French – KISH Chapter

The following students were named 'most improved' in Core French for the 2015-2016 school year and received gift baskets from our local chapter of CPF in recognition of their efforts:

Reigan Caseley
Krystof Wigmore
MacKenzie Mill

The KISH chapter also contributed prize money for the top 3 averages in grades 7-12 French Immersion. The winning students were published in the September newsletter. We certainly appreciate all of their contributions and wish to thank them, especially Grace Haslam for all her work with CPF.

The next meeting is Thursday, October 20 at 6:30pm in the KISH library. New members are always welcome. Come out and see what we're all about!

Senior High School Effectiveness News

Allen Iverson was a great basketball player. He was a 1st overall pick in his draft year, was rookie of the year in the NBA, was a 4-time NBA scoring leader, was an 11-time NBA all-star and was the NBA league MVP in 2001. By all accounts, he was a very good player. But Iverson might be best known for a famous rant that he had when asked about the importance of practice. To sum up, (and I encourage you to YouTube: Allen Iverson practice) he didn't see the value in practice. There was no point to it. He was who he was and he wasn't going to improve through practicing his skills. To Allen Iverson, the only thing that mattered was the game itself. Did he play well in the game? Did he win the game or lose the game?

Allen certainly did not understand or see the value in formative and summative assessment.

Formative assessments in class are the "practice" portion of students learning a new skill. Summative evaluation in a class is the "game" portion. I think most people feel that, through practice, you improve your skills and with enough practice, you will perform better when the actual game arrives.

At KISH, we are giving students formative and summative assessments. This is a summary of what formative assessment means according to the Eberly Center of Teaching Excellence:

The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

Help students identify their strengths and weaknesses and target areas that need work.

Help teachers recognize where students are struggling and address problems immediately.

Formative assessments are generally low stakes, which means that the mark is included in the student's SAS course but does not "count" in the student's actual SAS average. Students can make mistakes while trying something new but are not "punished" for making an attempt at learning a new skill. They see what they can do correctly / properly and also what areas they need to improve upon. Once they have had time to learn the new skill, they move on to the "game" or summative assessment, like a test, or project or assignment that is a summary or demonstration of the new skills they have acquired. It is these summative assessments that become the student's actual mark.

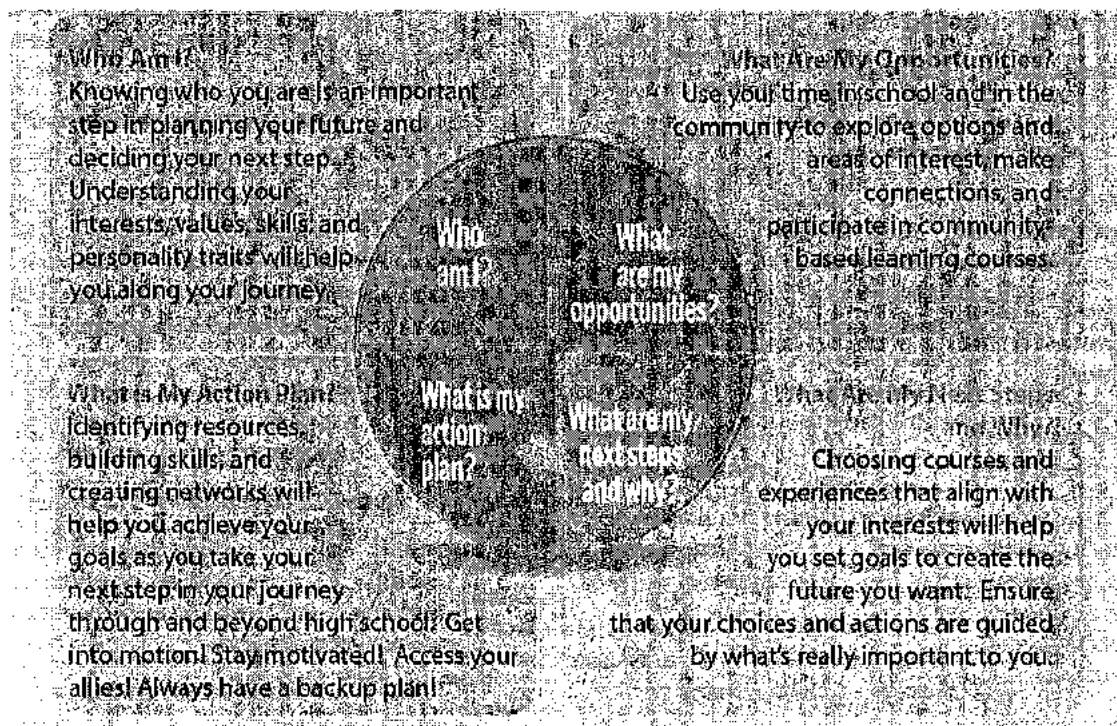
So homework, in class assignments, practice projects and quizzes etc. may be a practice run to see how well students are progressing. Teachers typically tell students beforehand if an assessment is formative or summative. So if a student says to you, "It doesn't matter, it's not important. It was formative. So I didn't need to do it or try to do it." Please tell them not to be an Allen Iverson. Practice leads to improvement, improvement leads to wins in the education game.

Student Graduation and Transition Planner – October Newsletter

Parents are the single greatest influence on their child's education and career decisions.

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

My Plan: A Guide for Prince Edward Island Secondary Students can be found at www.myplanpei.ca (password: myplan). My Plan is designed to support students in developing the knowledge and skills required to make informed choices. It helps student move through the career development process as they relate their interests and skills, support networks, and labour market information to post secondary education and training, financial planning, and career opportunities. The guide supports students in exploring these four questions:



myBlueprint, an online Education planner (www.myblueprint.ca/pei), accompanies *My Plan* and provides features which allow students to set goals, plan high school pathways, explore occupations and post secondary programs, and create financial plans. To link with your child's *myBlueprint* account, visit www.myblueprint.ca/pei.

1. Visit www.myblueprint.ca/pei
2. In the New User box, select your child's (future) high school from the list and click Create Account
3. Click **Not a Student?** Teachers, Counsellors, and Parents sign up here
4. Select **Parent/Guardian/Advisor**
5. Fill out the sign up form



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

Correspondence



Newsletter #3

November 2016

Upcoming

November 2.....	Take Our Kids to Work (grade 9)
November 2.....	KISH Band Ladies Shopping Event
November 9.....	PD Day – no classes
November 10.....	Remembrance Day assembly
November 11.....	Remembrance Day – no classes
November 17/18.....	Parent-Teacher Interviews
December 1.....	Report cards home
December 1.....	Jr. & Sr. High Christmas dances
December 2.....	PD Day – no classes
December 22.....	Last day of classes in 2016

Parent-Teacher Interviews

Interviews will be held on Thursday, November 17 from 3:00-5:00pm and 6:00-7:00pm and again on Friday, November 18 from 8:30-10:00am. In the afternoon, staff will be involved in professional development strategies so there are **NO CLASSES ON FRIDAY, NOVEMBER 18**. Parents are invited to schedule an appointment with the subject teacher if they have any concerns.

Interviews can be scheduled by using the online form at <http://kishwebsite.wordpress.com/interviews> or by calling the school office at 902-836-8901. To book online, click on the teacher's name, sign up by time (if you wish), click on submit & sign up at the bottom of the page. Under 'I do not have a Sign Up Genius Account' put your first and last name (or your child's) and finally, click on "sign up now". Please remember your interview time as no reminder will be sent home. We appreciate your cooperation in keeping the interview to 10 minutes. If you require more time, talk to the teacher about setting up a meeting at another time.

KISH Food Drive

We recently wrapped up our 'Drive Away Hunger' campaign in partnership with Farm Credit Canada. KISH students and staff beat last year's record and donated a whopping **4,154 pounds** of food to the

Summerside Food Bank. Mr. Andrews' homeroom collected **1,431.8 pounds**, while the combined efforts of Mr. Younker, Mr. Corcoran, Mrs. Gallant and Mrs. MacCormack collected **2,536.4 pounds**. Thanks to all who participated and helped with this event, especially Ms. Borden for all her organizing.

Take Our Kids to Work Day

Grade 9 students are participating in this national event on Wednesday, November 2, when they will be spending the day at the workplace of a parent, relative, family friend or volunteer. By participating, students get to experience the world of work, think about their career options and make informed educational decisions. **There are no regular classes for grade 9 students on this day.**

Pie Fundraising

We've wrapped up another successful pie fundraiser and placed the order with our suppliers. The delivery date will be Monday, November 14 when the student sellers will pick up their pies and deliver them to the buyers. The top 3 sellers get a gift card to a place of their choice and they are:

1st – Emma & MacKenzie Praught with 169 pies sold

2nd – Abby Douglas with 55 pies sold

3rd – Sheriden Wall with 50 pies sold

Congratulations and thank you everyone for your support!

Remembrance Day Assembly

Family and friends are invited to attend our annual Remembrance Day assembly on Thursday, November 10 at 9:00am when we honor those who fought for the freedoms we enjoy today. Representatives of the Kensington Legion, as well as local cadets and the KISH band will be in attendance.

KISH Student Achievements

September Students of the Month:

Grade 7 – Aidan Chappelle, Kalev DesRoches

Grade 8 – Ellen Murphy, Hillary Murray

Grade 9 – Hunter Hopping, Chloe Green

Grade 10 – Abby Christopher, Cassandra MacLeod

Grade 11 – Kyle MacGuigan, Cale MacKay

Grade 12 – Mary Kate Picketts, Annie Tuplin

Sr. Girls Soccer Team Wins GOLD!

Congratulations to the senior girls' soccer team on defeating Charlottetown Rural recently to win gold. Members of the team are from both KISH and Kinkora High and are as follows: Moira Dickieson, Victoria Bond, Jillian Marchbank, Anabelle Dumas, Alexis Mulligan, Abby Christopher, Rachel Green, Callie Champion, Shannan Hill, Lexi Murphy, Kelsey Weeks, Maggie LeClair, Tessa Murray, Madeline Hamill, Bethany Spencer and Jillian Stewart. Great job girls and a **HUGE** thank you to their coaches Donald

Mulligan & Doug LeClair on leading the team to victory! They had a perfect season – 8 wins, 0 losses, golden in the final!!

Public Schools Branch Logo Contest

Congratulations to grade 11 KISH student Mark Ferrish on having his design chosen as a finalist in the Public Schools Branch logo contest! At the end of regular voting on October 21, there was a virtual tie between 2 entries, with one of them being Mark's so voting was extended until November 1 to break the tie. Hopefully we can announce in the December newsletter that Mark's design was the winner.

Provincial Cross Country

Congratulations to the provincial intermediate x-country gold medalist Hannah LeClair and bronze medalist Heidi Lauwerijssen! Both girls performed very well in miserable, wet conditions!

Sr. Girls Volleyball

Our senior girls have been burning up the volleyball court at three recent weekend tournaments. First they reached the semi-finals of the tier 2 division at the very competitive Cobequid Educational Centre tournament in Nova Scotia. The team finished the tournament with 3 wins, 2 losses and 1 tie. Next up was the Wall of Fame tournament at Charlottetown Rural where they won gold, and finally a tournament at St. Mary's University where the girls finished with a 3-2 record, defeating Bridgewater, Avonview and Riverview.

PEI Rural Beautification Award

Thanks to the efforts of our junior high resource students and EA support with the front flower bed, KISH won a 2nd place award from the Rural Beautification Society. Great job everyone!

School Effectiveness News

A new initiative from the School Effectiveness Committee at KISH is to schedule monthly math team meetings with the hope that math teachers will share suggestions and strategies to better help students understand math concepts, complete homework and perform strongly on provincial assessments.

The following are some of the Internet-based resources that we suggest as helpful aids for parents to help their children:

- www.math-drills.com – worksheet source for basic math skills
- www.mathslibres.com/ - worksheet source for basic math skills (French)
- www.kutasoftware.com – worksheet source for more advanced math skills
- www.desmos.com – online graphing calculator
- www.khanacademy.org – video lessons for topics in math and science

- patrickjmt.com – math video lessons
- www.physicsclassroom.com – interactive physics website.

Parents can also inquire with their child's teacher about getting access to the textbook online. Many of the textbooks come with free online access. Also, many teachers keep a class website or Google Classroom page to post homework, videos and helpful links. Check out the KISH website to find class websites.

KISH Spiritwear

Order forms will be made available within the next couple of weeks; however, there will be a display set up at parent-teacher interviews for you to check out and order from.

Career Development Month

November is 'Career Development Month' and to mark this, Carolyn Black, our guidance counsellor, has organized several activities/events. Check out the calendar below. Thanks, Carolyn for all your work with this.

November 2016 Career Development Month

Mon	Tue	Wed	Thu	Fri	Sat
Career Quiz: Rm 230 @ lunch (10 mins) What career would you be in if you were a part of the Spirit world? Take a quiz & find out how you would match up in both the real world and the spirit world.	Guest Speaker: John Stevens will speak about apprenticeship. 12-1:15 Room 230	Take Our Kids to Work Day: Gr. 9 students go to a workplace for the day	Lunch & Learn 11:15: Bring your lunch to room 230 to listen to guest speaker Angela Carragher discussing Physiotherapy careers.	Lunch & Learn, 11:15: Bring your lunch to room 230 to listen to guest speaker Nicholas Krouglicof discussing Engineering careers.	Holland College Open College Day. Visit your Program of interest and apply today when the application fee is waived!
6	7	8	9	10	11
	Memorial University Recruiter, Candace Shams visits KISH 1:30-2:30. Mtg will be held at KISH Students Services	PD day - no classes for students	Lunch & Learn 11:15 10 Bring your lunch to room 230 to listen to guest speaker Dr. Phillip Smith discussing Psychology careers	REMEMBRANCE DAY	12
13	14	15	16	17	18
	Lunch & Learn, 11:15: Bring your lunch to room 230 to listen to guest speaker Alice Maund discussing a career as a Social Worker.	Lunch & Learn 11:15: Bring your lunch to room 230 to listen to guest speaker Wayne McKenna RTR, ACR, CAE UPEI Program Coordinator discussing Radiography Careers	Lunch & Learn 11:15 17 Bring your lunch to room 230 to listen to guest Speaker Dr. Peter MacKean, MD discussing medicine Careers and the post secondary pathway SMU Info. session with on sight admissions & application fee waived. Session will be held at Confed. Centre of the Arts, 7:00-8:30 pm	Parent Teacher Interviews - no classes for students	19
20	21	22	23	24	25
MacKenzie College: Tentative Date to visit KISH Art Class during period 2 recruiter: Faron Dawe	Lunch & Learn 11:15: Bring your lunch to room 230 to listen to guest speaker Dr. Christina Murray discussing UPEI school of Nursing & careers.	Lunch & Learn 11:15 23 Bring your lunch to room 230 Discover Surgery: what it is it like to do a surgery on an arm and practice how to do stitches on a "skin like" substance.		Lunch & Learn 11:15: Bring your lunch to room 230 to listen to guest speaker Dr. Bill Whelan discussing Physics & Medical Physics Careers.	26
27	28	29	30		
		Acadia University Recruiter, Danielle Poirier visits KISH 9:00 am. Mtg will be held at KISH Students Services. On Sight Admissions with application fee waived!			