



***Tentative Agenda for Committee of  
Council***

***Monday, April 25, 2022 @ 6:30 PM***

55 Victoria Street  
Kensington, PEI  
C0B 1M0

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

**Town of Kensington  
Committee of Council Meeting  
Monday – April 25, 2022 – 6:30 PM**

**1. Call to Order**

**2. Adoption of Agenda (Additions/Deletions)**

**3. Declaration of Conflict of Interest**

**4. Delegations, Special Speakers and Public Input**

- a. Kensington Librarian, Shelley Tamtom, will provide Committee members with the annual library report for 2021.

**5. Adoption of Previous Meeting Minutes – March 28, 2022**

**6. Business Arising from Minutes – March 28, 2022**

**7. Staff Reports**

- a. Chief Administrative Officer's Report
- b. Fire Department Statistical Report
- c. Police Department Statistical Report
- d. Development Permit Summary Report
- e. Bills List – Town
- f. Bills List – Water and Sewer Utility
- g. Consolidated Summary Income Statement
- h. Credit Union Centre Report

**8. New Business**

- a. COC Memo - Postage Meter Lease - 5 Years

**9. Councillor Issues/Inquiries**

**10. Correspondence - *Nil***

**11. In-Camera (Closed Session) – *Nil***

**12. Adjournment**

**Town of Kensington  
Committee of Council Meeting  
Monday, March 28, 2022  
6:30 PM**

**Council Members Present:** Mayor, Rowan Caseley; Deputy Mayor Pickering  
Councillors: MacRae, Toombs, Gallant, Spencer and  
Mann

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

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**1. Calling of Meeting to Order**

**1.1** Mayor Caseley called the meeting to order at 6:30 pm and welcomed the Committee of Council members and staff to the March Committee of Council meeting. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

**2. Adoption of Agenda**

**2.1** *Moved by Deputy Mayor Pickering, seconded by Councillor MacRae to approve the agenda for March 28, 2022, Committee of Council meeting with the addition of item 8.2 – Development Permit Application for 28 Pleasant Street. Unanimously carried.*

*Councillor Gallant joined the Council Chamber at 6:32 pm.*

**3. Declaration of Conflict of Interest**

**3.1** Mayor Caseley discussed that Members of the Committee of 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, Special Speakers, and Public Input**

**4.1** *Nil.*

**5. Adoption of Previous Meeting Minutes**

**5.1** *Moved by Councillor MacRae, seconded by Councillor Spencer to approve the Committee of Council meeting minutes from February 28, 2022. Unanimously carried.*



**6. Business Arising from Minutes**

**6.1** *Nil.*

**7. Staff Reports**

**7.1 CAO's Report**

**7.1.1** *Moved by Councillor Spencer, seconded by Councillor Toombs to receive and recommend Town Council's approval to adopt the March 2022 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

**7.2 Fire Department Statistical Report**

**7.2.1** *Moved by Councillor Toombs, seconded by Councillor MacRae to receive and recommend Town Council's approval to adopt the February 2022 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

**7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor Spencer, seconded by Councillor Toombs to receive and recommend Town Council's approval to adopt the February 2022 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

**7.4 Development Permit Summary Report**

**7.4.1** *Nil.*

**7.5 Financial Report - Bills List**

**7.5.1** *Moved by Councillor Mann, seconded by Councillor Spencer to receive and recommend Town Council's approval to adopt the General Bills for February 2022 in the amount of \$202,624.29. Unanimously carried.*

**7.5.2** *Moved by Councillor Mann, seconded by Councillor Gallant to receive and recommend Town Council's approval to adopt the Capital Expenditures for February 2022 in the amount of \$378,423.61. Unanimously carried.*

**7.5.3** *Moved by Councillor Toombs, seconded by Councillor Mann to receive, and recommend Town Council's approval to adopt the Water & Sewer Utility Bills for February 2022 in the amount of \$20,714.14. Unanimously carried.*

## **7.6 Summary Income Statement**

**7.6.1** *Moved by Councillor Gallant, seconded by Councillor Toombs to receive and recommend Town Council's approval to adopt the Summary Income Statements for February 2022, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

## **7.7 Credit Union Centre Report**

**7.7.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to receive and recommend Town Council's approval to adopt the Credit Union Centre Report for February 2022, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

## **8. New Business**

### **8.1 Procurement Policy – Proposed Amendments**

**8.1.1** Committee of Council reviewed the amended Procurement Policy.

*Moved by Deputy Mayor Pickering, seconded by Councillor Gallant,*

***BE IT RESOLVED THAT** Committee of Council recommend that Town Council approve the amended version of the Town of Kensington Procurement Policy.*

*Unanimously carried.*

### **8.2 Development Permit Application – 28 Pleasant Street**

**8.2.1** *Moved by Councillor Toombs, seconded by Councillor MacRae,*

***BE IT RESOLVED THAT** Committee of Council recommend that Town Council approve a development permit application for Sheldon Stewart and Mike James for the construction of a 12-unit row style multi-unit dwelling at 28 Pleasant Street (PID 80119), subject to full compliance with the Town's Development Control Bylaw and all other applicable municipal, provincial, and federal legislation and regulations.*

*Unanimously carried.*

## **9. Councillor Issues/Inquiries**

**9.1** Mayor Caseley announced that Jamie Thomas, Cultural Director for Lennox Island First Nation will join Council at their Regular Meeting of Town Council in April.

**9.2** May 12, 2022, the Kensington Police Service will host the Annual Walk in Silence in support of Victims of Family Violence.

- 9.3** The Kensington Police Service successfully completed its Annual Policing Audit recently.
- 9.4** Councillor MacRae addressed the dangerous road conditions of Barrett Street. Mr. Baker confirmed that the Department of Transportation have added additional signage to the area. Construction for the sidewalk, storm water system, and road work is anticipated to be completed in May.
- 9.5** Councillor Gallant requested that the owner of 40 Woodleigh Drive be contacted regarding the uncontained garbage receptacles. Mayor Caseley noted the owner has previously committed to the construction of a container system this summer to improve the area.

**10. Correspondence**

- 10.1** A letter from Marilee Reeves on behalf of the KISH Graduation Prom Committee requesting the donation of gift cards in support of their prom fundraiser.

*Moved by Councillor Gallant, seconded by Councillor Toombs to approve a financial donation of two \$50.00 local gift cards to the KISH Graduation Prom Committee fundraiser.*

*Unanimously carried.*

- 10.2** 2022 FPEIM Finance and Audit Committee Report.
- 10.3** Information on the FPEIM AGM on April 25, 2022. Council and staff wishing to attend are requested to contact Deputy Administrator MacKinnon to register.

**11. In-Camera (Closed Session)**

- 11.1** *Nil.*

**12. Adjournment**

- 12.1** *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to adjourn the meeting at 7:20 pm. Unanimously carried.*

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Geoff Baker,  
CAO

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Rowan Caseley,  
Mayor

Town of Kensington		
CAO's Report - April 2022		
Item #	Project/Task	Status
1	Xplornet Internet Antenna	We have been informed that the antenna installation will begin in the Spring of 2022. There have been delays in securing required materials due to the COVID pandemic.
2	Official Plan and Zoning Bylaw 5 Year Review	This project has been re-commenced following the relaxation of COVID restrictions (which allows us to hold public consultations). An online survey will be used to kick-off the public engagement strategy and should be released prior to the end of April. A town hall style meeting is planned for Wednesday, May 25, 2022 at the Murray Christian Centre. More details on the town hall meeting will be provided as we move closer to the date. The Official Plan review will take place over the months of June/July and the Bylaw review portion will take place through August/September. The current schedule sees the project being completed in the September/October, 2022 timeframe.
3	Business Park Lot Sales	To date, we have completed the sale of one Business Park lot (21-6) and a portion of another (Lot 21-26). We are currently working with two more developers who have submitted formal expressions of interest.
4	Wastewater Treatment Plant Mechanical Upgrades	The tender for the project was awarded to Hansen Electric, as approved by Town Council. The Lagoon roof and eavestrough replacement has been completed. The new SCADA panel has been completed and tested. All equipment has been delivered to the site except for the dissolved oxygen sensor (note that in my previous report I had erroneously indicated that the DO sensor had arrived). While we have not been provided with a new schedule from Hansen's, it is expected that installation will begin in the next few weeks.
5	Anti-Racism, Inclusion and Diversity Strategy	Staff recently completed a six-week professional development opportunity on Inclusion and Diversity in the workplace. We continue to research potential policy and strategy development for the town. Staff recently completed a 'psychological safety in the work place' course offered through WCB. Mayor Caseley and I recently met with the Canadian Congress on Inclusiveness, Diversity & Workplace Equity around future professional development opportunities.
6	Police Study/Service Model Review	I have begun to put together the formal implementation plan around the Policing Study that was completed in 2020. It is noted that a lot of the recommendations provided in the report have already been implemented, however no formal strategy was put in place at the time to inform Council on the implementation of specific items. I hope to have it completed over the next month or so, as time permits.
7	Barrett Street Sidewalk	The construction of the Barrett Street sidewalk project commenced on Tuesday, April 19th and should take approximately 4 weeks to complete. The project involves the installation of a storm sewer system and sidewalk. I am informed that Barrett Street will be re-surfaced as part of the overall project.
8	Town Hall Chair Lift	NO UPDATE A request was received from one of the tenants on the lower floor of the Town Hall requesting the Town's consideration of installing a chair lift at the Town Hall, to facilitate easier access for those with mobility issues. While no commitment was provided, staff have begun to research potential solutions, pricing, funding eligibility, etc. Thus far, I have met with the Provincial Elevator Inspector, the Provincial Fire Marshal's Office and a contractor. I expect to receive a contractor quote shortly for the installation of a lift appropriate for the Town Hall. I have also reached out to a structural engineer to discuss how a lift can be installed at the Town Hall.
9	Commercial Street/Broadway Street Intersection	NO UPDATE A meeting was held with the Department of Transportation on March 3rd. They continue to investigate potential solutions around this intersection.
10	Confederation Trail Road Crossings	NO UPDATE We are informed by the Department of Transportation that the requested Confederation Trail crossings will be installed in June, 2022 and may not be located at the exact points where the trail crosses the road. Users will however be directed to the crosswalk locations at the trail termination points. The Broadway Street North crossing may result in the removal of a parking space, which may have a positive impact on the Commercial Street/Broadway Street intersection safety issues. The Province committed to installing the lighted beacons as requested. The Province also agreed to the installation of lighted beacons at the school crosswalk which is also scheduled to be installed in June, 2022.
11	Kensington Business Park	The contractor will be back on site next week (April 25/26) to clean up the stripped area on the Brown property and to complete the placement of the storm sewer system. Road construction is expected to be completed as soon as asphalt is available. There has been little progression on the lift station, however it is expected to be completed before the end of May. The generator for the lift station is expected to be delivered sometime in May.
12	Broadway Street South Water and Sewer Main Extension Project	Funding approval has been received and the engineering contracts have been secured. The design drawings are currently being worked on and should be able to be tendered by the second or third week of May.
13	Broadway Street South Sidewalk Extension	The design drawings are being worked on in conjunction with the Broadway Street South Water and Sewer Extension. No timeline for tendering the project has been provided at this point in time.
14	Collective Bargaining Agreement Negotiations	The new collective agreement was signed on April 6, 2022.
15	Relocation of Town of Kensington Signs and Speed Radar signs	The public works supervisor is meeting with the provincial department of transportation to find a suitable location for the Welcome to Kensington signs that require relocation as a part of the town's recent boundary restructuring. He has also met with a contractor to arrange completion of the installations.
16	Kensington Wellfield Upgrades	The project has been substantially completed however we are still incurring issues with the new chlorine analyzer. Sansom Equipment will have a representative on site the week of May 9th which will hopefully resolve the issue once and for all.
17	Victoria Street East Sidewalk Extension	Contracts have been sent to the contractor (Curran and Briggs). It is expected that construction will begin on June 3, 2022.
18	Electric Vehicle (EV) Chargers	NO UPDATE Staff continue to seek out appropriate funding sources to allow this project to proceed in 2022. The NRCAN Funding is expected to open for application in the month of March. We have also received information on a potential funding opportunity through the Province of PEI which we continue to investigate.
19	Fire Department Tanker Truck	The Tanker Truck was delivered on Sunday. An official handing over of the keys from the Mayor to the fire chief was held on Tuesday, April 12. the Fire department has received the initial training on the operation of the truck .
20	QUAD Trax ATV Club	NO UPDATE I met with representatives from the QUAD Trax ATV Club on Tuesday, March 22, along with representatives from the Central Coastal Tourism Partnership and the Kensington Area Chamber of Commerce. The ATV Club are seeking ways to provide access to Kensington's core area. Further information will be provided as discussions progress.
21	Website	An RFP has been drafted and provided to me for review. It is hoped that the RFP will be issued prior to the end of May.
22	Dog Bylaw	Staff continue to work on a new "Animal Control Bylaw" for the Town to replace the current "Dog Bylaw". Changes are currently being proposed for the Provincial <i>Dog Act</i> which may impact the timeline around the Town's proposed Bylaw.

Item #	Project/Task	Status
23	Flag Repair and Replacement	Staff have met with Sign Craft to put together pricing on repairing and replacing flag poles in the town, as was indicated in Mayor Caseley's January report.
24	Broadway Street South Sidewalk Replacement	We are awaiting survey information to enable the design drawings to be completed.
25	Parking Area Re-Surfacing	Quotes have been requested to complete a re-surfacing of the town hall parking area. Once the quotes are received and evaluated, a recommendation will be brought forward for Council's consideration.
26	Old Ice Surface - Asphalt Resurfacing	Quotes have been requested to complete a re-surfacing of the old rink surface on the Credit Union Centre property. Once the quotes are received and evaluated, a recommendation will be brought forward for Council's consideration.
27	KISH Tennis Court Upgrades	The wind breaks will be installed on the fencing over the next two weeks. Th accessory structure is being constructed by students at KISH. The Fire Department recently sprayed down the courts to clear off rocks and other debris.
28	Unsightly Property - 1 School Street	Staff have received several complaints over the past week in regards to the unsightly state of a property located at 1 School Street. Staff will be moving forward with enforcement action on the property, according to the town's Unsightly Property Bylaw.
29	Lawn Repairs	Public Works staff have begun repairing areas throughout the town that have been damaged due to winter snow clearing operations.

## MARCH 2022

The Kensington Fire Department responded to **16** calls during the month of March and the average attendance for the fire calls was **13**. Following is the breakdown of calls:

<b>Date</b>	<b>Call Details</b>	<b>Location</b>	<b># Firefighters</b>	<b># Trucks</b>
<b>Mar. 5 03:50 am</b>	<b>MVC - single vehicle</b>	<b>Rte. 6 Margate</b>	<b>15</b>	<b>1</b>
<b>Mar. 5 18:14 pm</b>	<b>MFR</b>	<b>Kensington</b>	<b>7</b>	<b>1</b>
<b>Mar. 7 11:22 am</b>	<b>MVC - multiple vehicles</b>	<b>New Annan</b>	<b>14</b>	<b>1</b>
<b>Mar. 7 17:48 pm</b>	<b>Flue Fire</b>	<b>Pleasant Valley</b>	<b>17</b>	<b>4</b>
<b>Mar. 8 21:30 pm</b>	<b>MFR</b>	<b>Kensington</b>	<b>8</b>	<b>1</b>
<b>Mar. 10 2:57 am</b>	<b>Structure Fire</b>	<b>Kensington</b>	<b>20</b>	<b>5</b>
<b>Mar. 10 15:38 pm</b>	<b>MFR</b>	<b>Spring Valley</b>	<b>13</b>	<b>1</b>
<b>Mar. 13 01:19 am</b>	<b>Sight of Smoke</b>	<b>Spring Valley</b>	<b>15</b>	<b>stand down at hall</b>
<b>Mar. 13 13:02 pm</b>	<b>Residential Fire Alarm</b>	<b>Rte. 20 Kensington</b>	<b>15</b>	<b>2</b>
<b>Mar. 18 08:30 am</b>	<b>MFR</b>	<b>Kensington</b>	<b>10</b>	<b>1</b>
<b>Mar. 29 04:11 am</b>	<b>MVC</b>	<b>Springfield</b>	<b>11</b>	<b>2</b>
<b>Mar. 29</b>	<b>MVC</b>	<b>Freetown</b>	<b>17</b>	<b>2</b>

<b>10:36 am</b>				
<b>Mar. 29 21:50 pm</b>	<b>MFR</b>	<b>Burlington</b>	<b>14</b>	<b>1</b>
<b>Mar. 30 08:11 am</b>	<b>MVC</b>	<b>Traveller's Rest</b>	<b>12</b>	<b>2</b>
<b>Mar. 30 12:16 pm</b>	<b>Commercial Fire Alarm</b>	<b>Kensington</b>	<b>8</b>	<b>stand down at hall</b>
<b>Mar. 31 20:44 pm</b>	<b>Vehicle Fire</b>	<b>Freetown</b>	<b>13</b>	<b>2</b>

**March 1** - Association meeting with 19 present.

**March 15** - Training held with 18 present

**March 20** - A de-brief was held at the fire hall for all those in attendance at the March 18 sudden death.

Rodney Hickey  
Chief

## Kensington Fire Department Occurrence Report 2022

[illegible]



[illegible]

[illegible]

Police Department Occurrence Report Summary 2022														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Trespass Act													0	0.00%
Trespass at Night													0	0.00%
Uttering Threats													0	0.00%
Wellbeing Check	3		1										4	2.05%
SOTS Issued	19	18	19										56	29%
Total Incidents	70	54	71										195	100%
HTA Warnings		4											4	
Fine Revenue	\$3,520.50	\$3,220.00	\$1,925.00										8,665.50	
Foot Patrols in hours	2	4	3										9	
Community policing school		8	7											
Record Checks A ( BC )	11,564	9,221	14,662										35,447	
Record Checks C ( KPS )	3	4	9										16	
KPS assisting other agencies	2	1											3	
Other agencies assisting KPS													0	

## **Police Report March 2022**

There were 6 alarm calls to report for this month.

Mar 6 @ 0931hrs – Clarks Insurance, member attended.

Mar 10 @ 2220hrs – Frosty Treat, member did not attend.

Mar 18 @ 1108hrs – 7 Davison, member attended.

Mar 22 @ 1130hrs – 6 Francis, member attended.

Mar 23 @ 0600hrs – K'town Auto, member did not attend.

Mar 24 @ 0800hrs – Credit Union, member attended.

The assistance calls for this month consist of:

1 assisting child who fell off bike and got injured.

2 Health COVID related.

Year To Date Approved Development Permits Summary Report  
2022

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Multi-unit Family Dwelling				1										1	
New Residential Accessory Structure				1										1	
New Residential Deck/Fence/Pools				1										1	
Renovation Residential additions/alterations				3										3	
Residential Deck/Fence/Pools				1										1	
Total:				1										7	

Total Estimated Construction Value
\$1,236,600.00
\$9,000.00
\$23,000.00
\$175,000.00
\$1,443,600.00

DEVELOPMENT PERMITS REPORT

For the period April 08, 2022 to April 21, 2022

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

Multi-unit Family Dwelling

01-22	04/11/2022	80119	Sheldon Stewart & Mike James - [REDACTED]	[REDACTED]	Approved	New	Multi-unit Family Dwelling		\$1,236,600.00	05/23/2022	10/31/2022
			28 Pleasant Street				Description:	Construct a new 12-unit residential building.			

Sub Total: \$1,236,600.00

Residential additions/alterations

05-22	04/12/2022	76992	Coreen Pickering - [REDACTED]	[REDACTED]	Approved	Renovation	Residential additions/alterations		\$30,000.00	04/13/2022	07/31/2022
			39 Victoria Street E				Description:	Removal/relocation of windows and doors. Addition of 2 decks. Privacy fence/gate. Construct 1/2 bath. Replace siding.			

Sub Total: \$30,000.00

Residential Deck/Fence/Pool

06-22	04/21/2022	77081	Paula Pickering - [REDACTED]	[REDACTED]	Approved		Residential Deck/Fence/Pool		\$0.00	04/25/2022	07/31/2022
			28 Victoria Street E				Description:	Construction of fence. Addition to deck and installation of pool.			
07-22	04/21/2022	76653	Nick & Amanda Andrews - [REDACTED]	[REDACTED]	Approved	New	Residential Deck/Fence/Pool		\$23,000.00	05/01/2022	06/01/2022
			67 Victoria Street W				Description:	Installation of pool with 6' attached fencing and extension of existing deck with locking gate.			

Sub Total: \$23,000.00

Total: \$1,289,600.00



Mailing Address:  
55 Victoria Street E  
PO Box 418  
Kensington, PE  
C0B 1M0  
Tel: 902-836-3781  
Fax: 902-836-3741  
Email: [CAO@kensington.ca](mailto:CAO@kensington.ca)  
Website: [www.kensington.ca](http://www.kensington.ca)

For Office Use Only	
Permit #:	05-22
Date Received:	April 11/22
Date Approved:	April 12/22
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 39 Victoria St Property Tax Number (PID): 76992  
Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: R1  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:  
House and shed

Land Purchased from \_\_\_\_\_ Year Purchased 2010

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____	Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

### 2. Contact Information

APPLICANT Name: Coreen Pickering Address: [REDACTED]  
Phone: [REDACTED] Cell: \_\_\_\_\_  
Email: [REDACTED] Postal Code: [REDACTED]

Same as Above: ☒

OWNER Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

CONTRACTOR, ARCHITECT OR ENGINEER Name: Self/Family Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Infrastructure Components

Water Supply ☒ Municipal ☐ Private Sewage System ☒ Municipal ☐ Private

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

### 4. Development Description

☐ New Building ☒ Renovate Existing ☐ Addition ☐ Demolition ☐ Other \_\_\_\_\_

<input checked="" type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input checked="" type="checkbox"/> Decks/Fence/Pools	

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1.5</u>	<u>3</u>	<u>2.5</u>	Width _____ Length _____



**Detailed Project Description:** New 18'10' deck on West side of house, insert new door on North side of house,  
New 5'x10' deck on North side of house, 6' x 6' fence with door on East side of house, Replace siding, Construct 1/2 bath  
Removal of 2 windows and 1 door on west side, Remove bay window and replace with patio door on West side.

**Estimated Value of Construction (not including land cost):** 30,000

**Projected Start Date:** April 2022 **Projected Date of Completion:** July 2022

**Please provide a diagram of proposed construction:**

- |   |  |
|---|--|
| 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.     |  |

See attached

**I DO SOLEMNLY DECLARE & CERTIFY:**

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

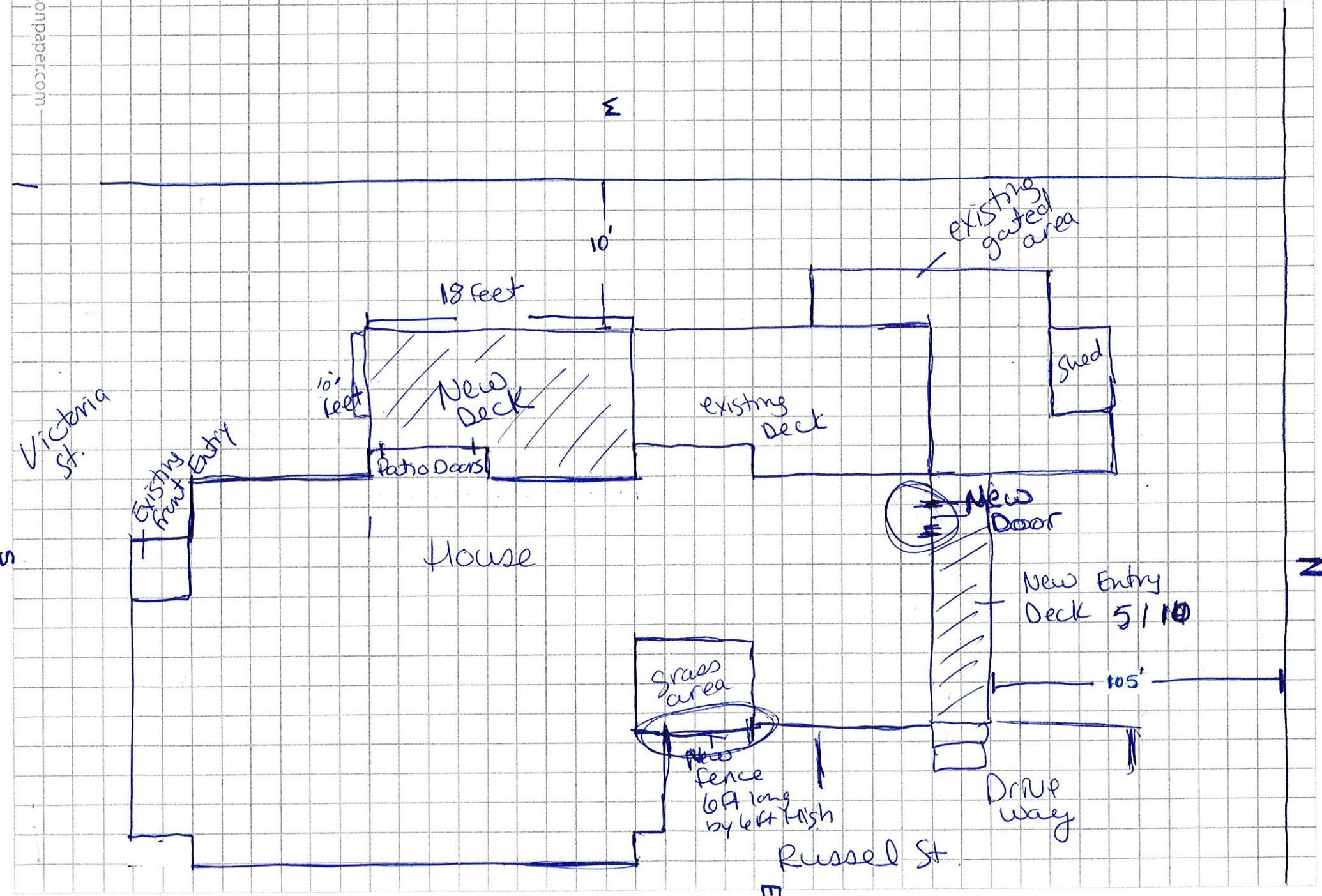
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

[Redacted Signature]

Date: April 11, 2022









Mailing Address:  
55 Victoria Street E  
PO Box 418  
Kensington, PE  
C0B 1M0  
Tel: 902-836-3781  
Fax: 902-836-3741  
Email: [CAO@kensington.ca](mailto:CAO@kensington.ca)  
Website: [www.kensington.ca](http://www.kensington.ca)

For Office Use Only	
Permit #:	
Date Received:	April 11/22.
Date Approved:	
PEI Planning:	
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 28 Victoria Street East Property Tax Number (PID): 77081-000  
Lot No.: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Current Zoning: R1  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:  
deck/ detached garage

Land Purchased from Spiteri Year Purchased 2019

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage <u>86</u>	Acreage <u>.31</u>
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth <u>149</u>	Area sq. ft. _____

### 2. Contact Information

APPLICANT Name: Paula Pickering Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Same as Above: ☒  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
OWNER Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

CONTRACTOR, ARCHITECT OR ENGINEER Name: Island Hot Tubs and Pools Address: Highway #2  
Phone: 9028882734 Cell: \_\_\_\_\_ Travellers Rest  
Email: info@islandhottubsandpools.com Postal Code: C1A 4J8

### 3. Infrastructure Components

Water Supply ☒ Municipal ☐ Private Sewage System ☒ Municipal ☐ Private

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

### 4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☒ Other Pool/Fence

<input checked="" type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input checked="" type="checkbox"/> Decks/Fence/Pools	

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1.5</u>	<u>3</u>	<u>2</u>	Width _____ Length _____

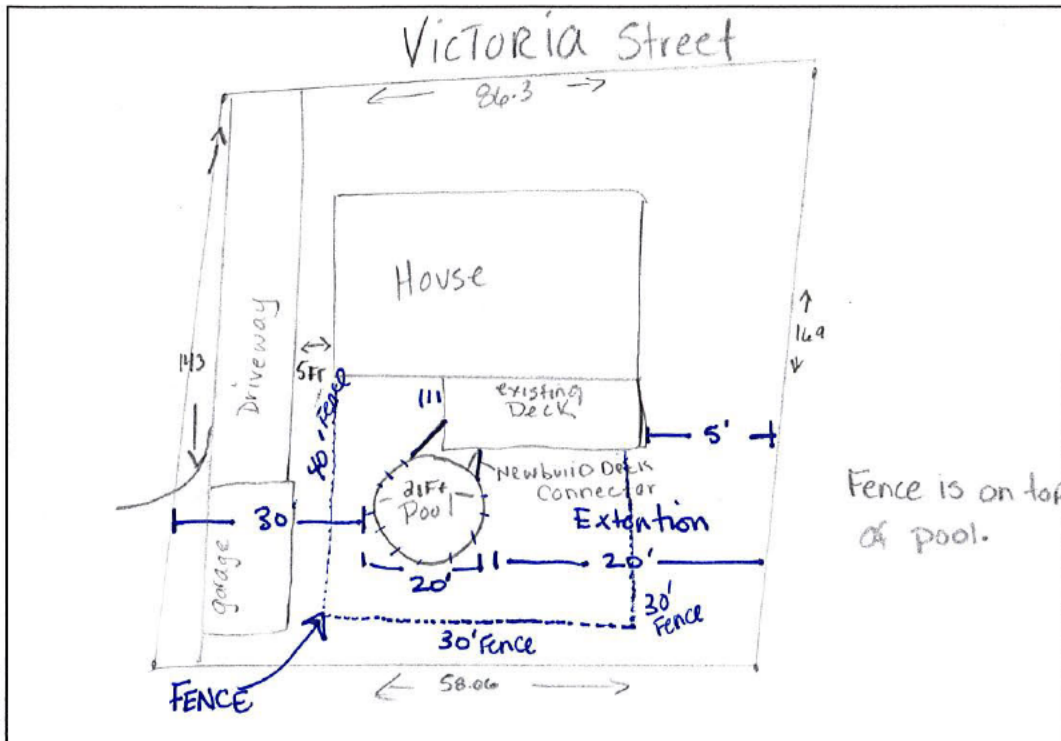
Detailed Project Description: Pool installation/Fence Build w locking door.

Estimated Value of Construction (not including land cost): 10,000 ? Wish through Make-A-Wish

Projected Start Date: April 2022 Projected Date of Completion: July 2022

Please provide a diagram of proposed construction:

- 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.



**I DO SOLEMNLY DECLARE & CERTIFY:**

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
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Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

Date:

March 2, 22





Mailing Address:  
55 Victoria Street E  
PO Box 418  
Kensington, PE  
C0B 1M0  
Tel: 902-836-3781  
Fax: 902-836-3741  
Email: CAO@kensington.ca  
Website: www.kensington.ca

For Office Use Only	
Permit #:	07-22
Date Received:	April 13/22
Date Approved:	April 21/22
PEI Planning:	
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 67 Victoria Street W Property Tax Number (PID): 76653  
Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: R1  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:  
House & Large Barn & Baby Barn

Land Purchased from \_\_\_\_\_ Year Purchased \_\_\_\_\_

Location of Development	Property Size	
<input checked="" type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____	Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

### 2. Contact Information

APPLICANT Name: Nick & Amanda Andrews Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Same as Above: ☒

OWNER Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

CONTRACTOR, ARCHITECT OR ENGINEER Name: Island Hot Tubs Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Infrastructure Components

Water Supply ☐ Municipal ☐ Private Sewage System ☐ Municipal ☐ Private

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

### 4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☒ Other \_\_\_\_\_

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Type of Foundation	External Wall Finish	Roof Material	Chimney
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<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____



Detailed Project Description: Installation of 24' pool with attached pool fence. Deck extension with locking gate / 6' sides. Relocate baby barn.

Estimated Value of Construction (not including land cost): 23,000

Projected Start Date: May 1, 2022 Projected Date of Completion: May 31, 2022

Please provide a diagram of proposed construction:

- |   |  |
|---|--|
| 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.     |  |

See attached

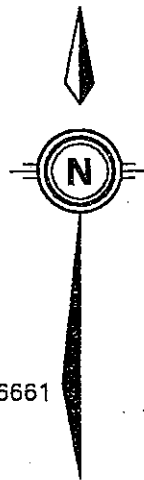
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Signature of Applicant

Date: April 13, 2022



PID No. 80838

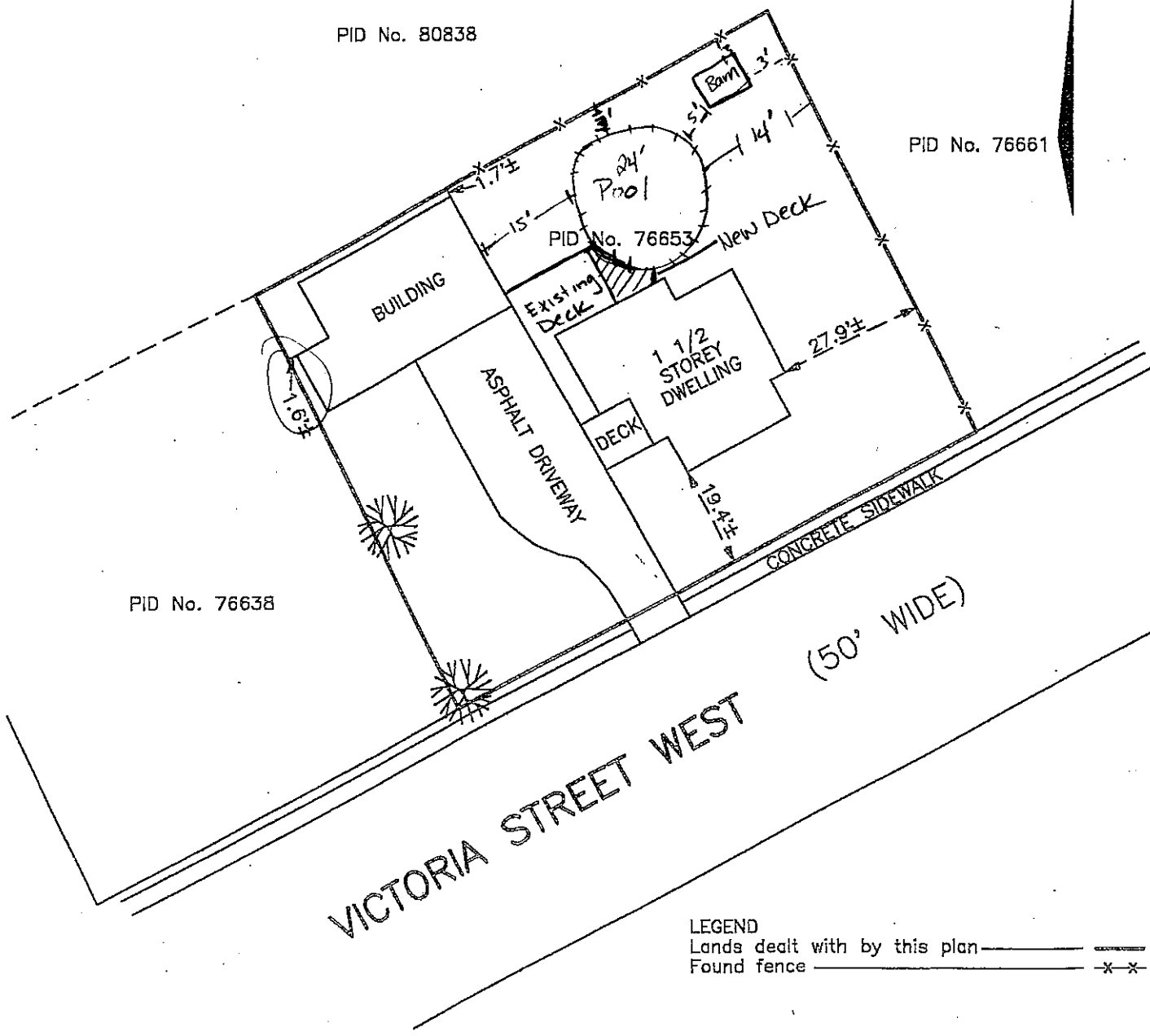
PID No. 76661

PID No. 76638

VICTORIA STREET WEST  
(50' WIDE)

LEGEND

Lands dealt with by this plan ————  
Found fence ———— x x



## Town of Kensington Bills List March 2022

Amalgamated Dairies Limited	4922088018	\$28.06
Amalgamated Dairies Limited	4922070017	\$35.08
Amalgamated Dairies Limited	4922084015	\$28.06
ADL Foods	2481973 P	\$627.81
ADL Foods	2482839 P	\$473.84
ADL Foods	2483058P	\$687.16
Aliant	INV8942212	\$30.48
Aliant	INV8940517	\$346.10
Andrew Griffin	MARCH 2022 RRSP	\$532.46
Bell Mobility	3-404059	\$201.25
Buffie Boily Photographic Arts	MS COMMUNITY GARDENS	\$181.70
Brenda MacIsaac	MARCH 2022 RRSP	\$316.48
Building Blocs Home Improvements	850865 MEDICAL CENTRE DOOR REPAIR	\$184.57
Building Blocs Home Improvements	850869 FIRE - REPAIR WALL	\$476.62
Capital "T" Electric	953 POL - REPLACE BALLAST	\$169.05
CIBC Securities Inc	MARCH 2022 RRSP	\$424.94
Combat Computer Inc	PHOTOCOPIES	\$91.10
Combat Computer Inc	FIRST DATA & SSL UPDATE	\$107.81
Combat Computer Inc	JASON GRIFFINS EMAIL SET UP	\$86.25
Combat Computer Inc	ANNUAL ANTI VIRUS SUBSCRIPTION	\$293.25
Combat Computer Inc	MS OFFICE 365 RENEWAL	\$184.00
Combat Computer Inc	MICROSOFT EXCHANGE	\$70.38
Combat Computer Inc	ANNUAL MICROSOFT 365 FEES	\$4,029.58
Commercial Construction	CUC MARCH 22	\$646.87
Commercial Construction	FIRE HALL MARCH 22	\$345.00
Commercial Construction	TOWN HALL MARCH 22	\$431.25
Commercial Construction	TRAIN STATION MAR 22	\$1,336.87
Commercial Construction	SNOW HAULING	\$15,079.36
Cooke Insurance Agency Ltd.	302577	\$11,666.00
Cooke Insurance Agency Ltd.	309440	\$73,279.00
Copper Shore Electric	TOWN HALL RECEPTACLE	\$204.21
Credit Union Financial Management	MARCH 2022 RRSP	\$1,021.28

PEI Crime Stoppers	DONATION	\$300.00
Canadian Union of Public Employees	MARCH 2022 RRSP	\$618.20
Curtis H Fudge	CONSTABLE'S EXAM	\$70.00
Davtech Analytical Services (Canada) Inc	ALCO SENSOR INSPECTION	\$212.54
Eastlink	18020029	\$23.00
Eastlink	18019784	\$112.46
Eastlink	18070874	\$114.94
Eastlink	18019259	\$832.69
Elizabeth Hubley	SEPT-MAR LIBRARY RENT	\$5,635.00
Frito Lay Canada	43542789	\$137.44
Frito Lay Canada	43542540	\$161.08
Frito Lay Canada	43542611	\$70.79
Geoff Baker	MARCH 2022 MILEAGE	\$301.27
GeoNet Technologies	2619 BUSINESS PARK MAP	\$203.20
H&S Auto Service Inc.	POL VEHICLE MUFFLER INSTALLATION	\$960.19
Irving Oil	925866	\$288.51
Irving Oil	34374269	\$1,657.08
Irving Oil	224249	\$657.55
Irving Oil	342808	\$965.40
Irving Oil	378437	\$468.76
Irving Oil	644747	\$549.65
Irving Oil	34394953	\$292.93
Irving Oil	924846	\$440.06
Irving Oil	39167	\$703.09
Irving Oil	21966	\$537.55
Irving Oil	38484	\$649.81
Irving Oil	339894	\$264.68
Irving Oil	34401742	\$425.38
Irving Oil	621893	\$58.20
Irving Oil	733335	\$245.45
Irving Oil	837150	\$196.47
Irving Oil	838165	\$662.16
Irving Oil	21267	\$225.96
Irving Oil	34408816	\$154.00



Irving Oil	528548	\$510.59
Irving Oil	528014	\$724.36
Irving Oil	717622	\$510.75
Irving Oil	34415333	\$152.50
Island Petroleum	00205221999674	\$465.28
Island Petroleum	00205221999675	\$742.42
Island Petroleum	00205221999676	\$527.38
Island Petroleum	00205221999677	\$668.04
Island Petroleum	00205221999678	\$476.87
Island Petroleum	00205221999679	\$564.55
Island Petroleum	00205221999680	\$152.18
Island Petroleum	00205221999681	\$450.80
Island Petroleum	00205221999682	\$1,022.09
Island Petroleum	00205221999683	\$410.38
Island Technology Professionals	CAO BAKER'S MEMBERSHIP	\$140.00
Jack Spencer	FEB 2022 CROSSWALK	\$130.00
Jack Spencer	MAR 2022 CROSSWALK	\$130.00
Jamie Perry	FEB 2022 CROSSWALK	\$210.00
Jamie Perry	MAR 2022 CROSSWALK	\$150.00
Jonah MacDougall	MILEAGE MARCH 22	\$378.83
K&D Pratt Group Inc	SCBA SERVICE TESTING	\$644.00
Kays Wholesale	Z10776	\$409.19
Kensington Skating Club	DONATION	\$500.00
Kent Building Supplies	3000979342	\$99.80
Kent Building Supplies	3000991894	\$9.41
Kent Building Supplies	3000994934	\$9.65
Kent Building Supplies	3000999634	\$40.30
Kent Building Supplies	3001000224	\$62.76
Kent Building Supplies	3001039983	\$19.11
Lewis Sutherland	MARCH 2022 RRSP	\$668.60
Maritime Electric	TOWN HALL MAR 22	\$1,309.98
Maritime Electric	RINK MARCH 22	\$8,935.51
Maritime Electric	TRAIN STATION MAR 22	\$1,073.53
Maritime Electric	WORKSHOP MARCH 22	\$347.99

Maritime Electric	SPEED RADAR MARCH 22	\$110.70
Maritime Electric	POLICE CAMERA MAR 22	\$13.42
Maritime Electric	CAR CHARGER MARCH 22	\$119.27
Maritime Electric	LIBRARY MARCH 22	\$204.91
Maritime Electric	SENIOR CENTER MAR 22	\$255.90
Maritime Electric	CUC SIGN MARCH 22	\$56.87
Maritime Electric	BALLFIELD MARCH 22	\$28.47
Maritime Electric	FREIGHT SHED MAR 22	\$246.65
Maritime Electric	EVK POOL MARCH 22	\$62.89
Maritime Electric	FIRE HALL MARCH 22	\$440.08
Maritime Electric	ST LIGHTS MARCH 22	\$2,852.39
Mary's Bake Shoppe	BIRTHDAY PIE	\$26.00
Malpeque Bay Credit Union	MARCH 2022 RRSP	\$1,554.86
Medacom Atlantic Inc	INV013382	\$261.63
Minister of Finance	333888 SALT	\$738.23
Minister of Finance	333928 TOWN HALL BOILER INSPECTION	\$86.25
Minister of Finance	334256 POLICE DISPATCH	\$24,000.00
MJS Marketing & Promotions	2775013	\$189.75
Moase Plumbing & Heating	CUC BALL VALVE REPLACEMENT	\$97.69
Municipal World Inc	WC318486 DOG TAG RECEIPT BOOKS	\$75.93
Orkin Canada	C-3288970	\$48.30
Orkin Canada	C-3288942	\$29.90
Orkin Canada	C-3288946	\$96.03
PEI Firefighters Association	FIRE DUES	\$1,174.00
PEI Firefighters Association	ONE ICE RESCUE COURSE	\$215.20
PEI Firefighters Association	TWO ICE RESCUE COURSES	\$430.26
Pepsico	13998556	\$840.59
Petty Cash	MARCH 2022	\$209.23
Receiver General of Canada	20220041206 POL RADIO LICENCE	\$290.42
Receiver General of Canada	20220041752 FIRE RADIO LICENCE	\$510.92
Revolution Media	3538-2021	\$54.63
Robert Wood	FEBRUARY MILEAGE	\$150.40
Rona Burt	POLICE UNIFORM ATLERATIONS	\$60.00
Rona Burt	POLICE UNIFORM ATLERATIONS	\$20.00

Rona Burt	POLICE UNIFORM ALTERATIONS	\$122.00
Mikes Independent	KISH GRAD DONATION - GIFT CARDS	\$100.00
Mikes Independent	TOWN HALL KITCHEN SUPPLIES	\$12.66
Mikes Independent	JANITORIAL SUPPLIES	\$27.58
Mikes Independent	CUC CANTEEN SUPPLIES	\$17.84
Mikes Independent	CUC JANITORIAL SUPPLIES	\$136.11
Scotia Securities	MARCH 2022 RRSP	\$1,283.80
Scotiabank Visa	KIDS HELP PH MAR 22	\$50.00
Scotiabank Visa	ZOOM MARCH 2022	\$23.00
Sisters Cleaning	707066 MAR 23-25 JANITORIAL	\$983.25
Sisters Cleaning	MAR 28-MAR31 JANITORIAL	\$1,037.85
Spring Valley Building Centre Ltd	229414	\$130.93
Spring Valley Building Centre Ltd	229520	\$43.64
Spring Valley Building Centre Ltd	K29611	\$87.29
Spring Valley Building Centre Ltd	229714	\$91.84
Standard Auto Glass	03 TRACKLESS WINDOW	\$253.00
Suncor Energy Products Partnership	FEBRUARY FUEL	\$1,034.74
Superior Sanitation	0000774619	\$184.00
Superior Sanitation	0000774620	\$230.00
Superior Sanitation	0000774621	\$207.00
T & K Fire Safety Equipment Ltd	FIRE EQUIPMENT	\$480.82
T & K Fire Safety Equipment Ltd	FIRE ALARM INSPECTION	\$561.20
Telus	MARCH 2022	\$1,151.33
Vail's Fabric Services Ltd	396068	\$215.46
Vistaprint	0094144345 DEPUTY CHIEF BUSINESS CARDS	\$51.74
Water & Pollution Control Corporation	FEB 2022 W&S	\$803.19
Water & Pollution Control Corporation	MARCH 2022 W&S	\$987.28
Wendy MacKinnon	MILEAGE MAR 2022	\$98.23
Yellow Pages Group	INV02638051	\$13.28
Yellow Pages Group	INV02660733	\$24.90
Subtotal		<u>\$201,453.94</u>
Payroll		\$105,436.96
Subtotal Bills and Payroll		<u>\$306,890.90</u>

Johnson Health Technologies	FITPLEX ELLIPTICAL	\$6,410.10
MDC	POLICE TASER DEVICE	\$2,071.07
Spence Communications and Custom Lighting	REMOVING COMPUTER FROM PATROL CAR	\$523.25
T & K Fire Safety Equipment Ltd	INNOTEX SUITS	\$18,008.48
WSP Canada Inc	1086757 LAGOON UPGRADES	\$852.56
WSP Canada Inc	1092046 BUSINESS PARK	\$120.75
WSP Canada Inc	1093542 WELLFIELD	\$120.75
WSP Canada Inc	1093421 LAGOON MECHANICAL UPGRADES	\$190.30
Subtotal Capital		<hr/> \$28,297.26
<b>Total Bills</b>		<hr/> <b>\$335,188.16</b> <hr/>

## Water and Sewer Utility Bills List March 2022

Aliant	INV8912903	\$142.61
Aliant	INV8941917	\$190.16
Capital "T" Electric	952 WELL PUMP #2 OUTAGE	\$115.00
Kensington Country Store	CHLORINE	\$261.92
Maritime Electric	WELL 3 MARCH 22	\$272.18
Maritime Electric	SEWAGE TREATMENT MAR	\$4,177.61
Maritime Electric	PUMP 1 MARCH 22	\$1,056.75
Maritime Electric	LIFT STATION MAR 22	\$424.15
Maritime Electric	SEWAGE PUMP MARCH 22	\$123.36
Maritime Electric	WATER TOWER MARCH 22	\$140.58
Maritime Electric	PUMP EAST MARCH 22	\$331.42
Maritime Electric	PUMP CONTROL MAR 22	\$274.90
Maritime Electric	PUMP CNT BLDG MAR22	\$274.40
Minister of Finance	WATER ANALYSIS	\$1,162.65
Minister of Finance	WATER ANALYSIS	\$368.00
Receiver General of Canada	20220049602 WATER METER RADIO LICENCE	\$1,755.84
Right on Board Locksmith	WATER BUILDING - LOCK	\$103.50
<b>Total W&amp;S Bills</b>		<b>\$11,175.03</b>

**TOWN OF KENSINGTON**

### Income Statement Comparison of Actual to Budget for March 2022

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$322,592.44	\$78,386.00	\$244,206.44	\$1,531,474.49	\$985,860.00	\$545,614.49	\$985,860.00	155%
Police Service	\$28,029.34	\$17,260.00	\$10,769.34	\$287,944.94	\$213,820.00	\$74,124.94	\$213,820.00	135%
Town Hall Rent	\$8,495.83	\$7,909.00	\$586.83	\$102,350.81	\$99,508.00	\$2,842.81	\$99,508.00	103%
Recreation	\$0.00	\$0.00	\$0.00	\$4,802.19	\$4,500.00	\$302.19	\$4,500.00	107%
Sales of Service	\$34,565.68	\$34,000.00	\$565.68	\$355,642.26	\$411,200.00	-\$55,557.74	\$411,200.00	86%
Subtotal Revenue	\$393,683.29	\$137,555.00	\$256,128.29	\$2,282,214.69	\$1,714,888.00	\$567,326.69	\$1,714,888.00	133%
GENERAL EXPENSES								
Town Hall	\$14,721.26	\$12,620.00	\$2,101.26	\$168,210.25	\$162,041.00	\$6,169.25	\$162,041.00	104%
General Town	\$39,189.05	\$23,664.00	\$15,525.05	\$411,690.18	\$422,085.00	-\$10,394.82	\$422,085.00	98%
Police Department	\$69,811.05	\$43,046.00	\$26,765.05	\$618,053.67	\$522,689.00	\$95,364.67	\$522,689.00	118%
Public Works	\$15,279.54	\$14,584.00	\$695.54	\$240,648.33	\$202,561.00	\$38,087.33	\$202,561.00	119%
Train Station	\$3,939.69	\$4,450.00	-\$510.31	\$71,913.54	\$51,795.00	\$20,118.54	\$51,795.00	139%
Recreation & Park	\$2,667.70	\$3,145.00	-\$477.30	\$101,108.91	\$95,785.00	\$5,323.91	\$95,785.00	106%
Sales of Service	\$14,585.49	\$16,530.00	-\$1,944.51	\$164,808.79	\$196,340.00	-\$31,531.21	\$196,340.00	84%
Business Park	-\$313.88	\$2,056.00	-\$2,369.88	\$16,381.13	\$24,672.00	-\$8,290.87	\$24,672.00	66%
Subtotal Expenses	\$159,879.90	\$120,095.00	\$39,784.90	\$1,792,814.80	\$1,677,968.00	\$114,846.80	\$1,677,968.00	110%
Net Income (Deficit)	\$233,803.39	\$17,460.00	\$216,343.39	\$489,399.89	\$36,920.00	\$452,479.89		
Credit Union Centre								
Credit Union Centre Revenue	\$48,594.22	\$43,200.00	\$5,394.22	\$346,736.30	\$329,300.00	\$17,436.30	\$329,300.00	105%
Credit Union Centre Expenses	\$38,650.99	\$32,368.00	\$6,282.99	\$365,496.29	\$367,536.00	-\$2,039.71	\$367,536.00	99%
Net Income (Deficit)	\$9,943.23	\$10,832.00	-\$888.77	-\$18,759.99	-\$38,236.00	\$19,476.01		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$282,684.00	\$282,684.00	\$0.00	\$282,684.00	100%
Fire Department Expenses	\$23,857.39	\$22,062.00	\$1,813.39	\$289,079.44	\$280,844.00	\$8,235.44	\$280,844.00	103%
Net Income (Deficit)	-\$300.39	\$1,495.00	-\$1,795.39	-\$6,395.44	\$1,840.00	-\$8,235.44		
Consolidated Net Income (Deficit)	\$243,446.23	\$29,787.00	\$213,659.23	\$464,244.46	\$524.00	\$463,720.46		
							\$524.00	
Water and Sewer Utility								
Water & Sewer Revenue	\$57,257.19	\$57,315.00	-\$57.81	\$653,520.55	\$669,510.00	-\$15,989.45	\$669,510.00	98%
Water & Sewer Expenses	\$60,817.02	\$55,535.00	\$5,282.02	\$720,243.92	\$669,120.00	\$51,123.92	\$669,120.00	108%
Water & Sewer Net Income (Deficit)	-\$3,559.83	\$1,780.00	-\$5,339.83	-\$66,723.37	\$390.00	-\$67,113.37		
							\$390.00	

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO: MAYOR AND TOWN COUNCIL, CAO**

**FROM: ROBERT WOOD, CUC MANAGER**

**DATE: MARCH 2022**

**SUBJECT: MARCH 2022 - CREDIT UNION CENTRE REPORT**

**ATTACHMENT: STATISTICAL REPORT**

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**March 2022**

**Fitplex**

- Hours of operation are 5:00 am – 10:00 pm daily.
- Staffed Hours are Monday to Friday 4:00 pm-8:00 pm
- Day passes are now allowed.
- No number restrictions will be applied in April by CPHO and currently allowed 75% of our capacity

**Arena**

- CPHO allowed 75 % capacity in the arena
- The Arena Hosted two Skate PEI events, U 9 Girls Jamboree, Hockey PEI Camps.
- Kensington Vipers and Kensington Wild played playoff games in March.
- Arena will be staying open until April 24,2022 Figure Skating plan on using it until April 8, Minor Hockey April 21, Kensington Wild end of March and Vipers playoffs in April.
- U13 AAA Matrix hosting provincials in April.

### **Kensington Cash Draw**

• March 7	190.00
• March 14	190.00
• March 21	192.00
• Feb 28	196.00
<b>Total</b>	<b>768.00</b>

### **Ball Fields**

- Nothing to Report

### **Senior Center**

- Nothing to Report

### **Central Community PEI Navigator**

- Nothing to report

### **Upcoming Events**

- April U13 Provincials
- Viper Playoffs in April
- April 22-24 Mardi Gras Rec Tournament



# Town of Kensington Credit Union Centre Monthly Statistical Data

2022

[illegible]

2021

[illegible]

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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** POSTAGE METRE LEASE – 5 YEARS  
**DATE:** 2022-04-22  
**ATTACHMENTS:**

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### Background

The Town's current 5-year postage meter lease expired in March of this year and is required to be renewed. It is proposed that the Town proceed with the establishment of a new 5-year lease.

Section 8 of the Town's Procurement Policy states:

*8. No person shall commit the Town of Kensington to any written agreement, license, lease, contract, or other obligation where it would result in an expenditure exceeding \$15,000 or would commit the Town to a period exceeding one year, without first receiving approval from Town Council.*

While the postage metre facilitates all of the town's mail requirements, its primary function is to support monthly water and sewer utility billing.

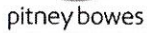
The expired lease rate was \$53.49 per month, billed quarterly. The proposed new lease rate is \$66.89 per month, billed quarterly.

The new postage meter can process up to 65 letters per minute and contains a 2.5kg scale. Using the postage meter automatically saves a minimum of 3 cents on every letter, and 8% on parcels. Online access is provided from any computer to allow shipping from anywhere at any time. The postage meter applies to Canada Post services only.

A second lease option was provided from Pitney Bowes however it is a more expensive option (\$48.00 additional per month) and contains extra options that we do not require. As such this option is not being proposed for consideration.

### **Recommendation**

It is requested that Committee of Council recommend to Town Council that the CAO be authorized to proceed with the establishment of a 5-year lease with Pitney Bowes for the provision of a new postage meter at a monthly cost of \$66.89 plus HST.



# Pitney Bowes

## SendPro C Auto

Options2

65 Letters Per Minute	120 Letters Per Minute
Weighs Small Parcels accurately	Self Calculates postage costs to pay the correct amount, weighs packages up to 7kg
Automatically save a minimum of 3 cents on every letter 8% on parcels Online access from any computer to ship from anywhere at anytime.	Minimizes Jams with reverse seperation  Automatic rate updates and 3 cents on every letter, plus get optional access to discounted incentive rates Online access from any computer to ship from anywhere at anytime.
7" Touchscreen for easy navigation	7" Touchscreen for easy navigation
Canada Post only	Option to compare rates from multiple carriers. Fedex, UPS
\$66.89 per month, billed quarterly + TAX	\$114.89 per month, billed quarterly + TAX
	Seems to be better for large batches, however most of the extra options aren't applicable to our needs
	\$48.00 EXTRA.