



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

Monday, February 27, 2017 @ 6:30 PM

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Kensington, PEI
COB 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 – February 27, 2017 – 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**
- 5. Adoption of Previous Meeting Minutes – November 28, 2016**
- 6. Business Arising from Minutes – November 28, 2016**
- 7. Staff Reports**
 - a. CAO's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Bills List
 - f. Summary Income Statement
 - g. Community Gardens Complex Report
- 8. New Business**
 - a. Memo – Logo Usage Request
 - b. Memo – Blue Shank Trucking Subdivision and Re-Zoning Request
 - c. Kensington Fire Department Policy and Standard Operating Guidelines Manual – Discussion
- 9. Councillor Issues/Inquiries**
- 10. Correspondence - NIL**
- 11. In-Camera (Closed Session) - NIL**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, November 28, 2016
6:30 PM**

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

Staff Members Present: Deputy Administrator, Wendy MacKinnon; Administrative
Assistant, Kim Caseley

Regrets: Councillor Pickering, CAO Geoff Baker

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 6:30 PM and welcomed Council members and staff.

2. Adoption of Agenda

2.1 *Moved by Councillor Doucette, seconded by Councillor Mill to approve the agenda for the November 2016 Committee of Council meeting. 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, Special Speakers and Public Input

4.1 Nil

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the Committee of Council meeting minutes from October 24, 2016. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired if Mr. Baker had further information regarding the abandoned utility poles throughout Town. There are no further updates available at this time and staff will contact the utility companies to determine a time line for their removal.

- 6.2** Mayor Caseley inquired if Mr. Baker was in contact with David Elliott regarding the remaining positions within the Town of Kensington Emergency Measures Plan being filled. Mr. Baker will follow up and report back to Council.

7. Staff Reports

7.1 CAO's Report

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

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Doucette, seconded by Councillor Mill to recommend to Town Council the adoption of the October 2016 Fire Chiefs Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

- 7.3.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to recommend to Town Council the adoption of the October 2016 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*
- 7.3.2** Councillor Spencer inquired if the September Statistical report was missing the data for foot patrols. Mr. Baker will confirm and revise the report.

7.4 Development Permit Summary Report

- 7.4.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to recommend to Town Council the adoption of the Development Permit Summary Report for November 2016 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

- 7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor Mill to recommend to Town Council the approval of the General Bills List for October 2016 in the amount of \$150,119.97. Unanimously carried.*
- 7.5.2** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to recommend to Town Council the approval of the Water and Pollution Control Bills List in the amount of \$5,580.15 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*
- 7.5.3** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to recommend to Town Council the adoption of the Summary Income*

Statements for October 2016, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.

7.6 Community Gardens Complex Report

7.6.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to recommend to Town Council the adoption of the October 2016 Community Gardens Complex Report as prepared by CGC Manager, Robert Wood. Unanimously carried.*

7.6.2 Councillor Spencer suggested that quotes be requested for the replacement of the ball field dugouts prior to spring when contractors are busier.

7.6.3 Councillor Mill inquired about the cost to have the Community Gardens Complex sign repaired. Staff will request a quote for the repair.

8. New Business

8.1 Home Base Business Request

8.1.1 *Moved by Councillor Spencer, seconded by Councillor Mill*

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the request from Destiny Getson to operate an esthetics business out of a property located at 72 Broadway Street North be approved subject to full compliance with the Development Control Bylaw. Unanimously carried.

8.1.2 Councillor Spencer requested that the No Parking signs be replaced on the lower end of Pleasant Street by 72 Broadway Street.

9. Councillor Issues/Inquiries

9.1 Councillor Mill inquired if the Town was still doing the Wild and Viper ticket giveaway. Mayor Caseley confirmed the contests will continue.

9.2 Councillor MacLean inquired about the Adopt a Fire Hydrant campaign. Staff will continue to promote the initiative on social media.

9.3 Councillor MacLean raised concern regarding a tractor trailer which has been parking in a residential area on Pleasant Street. Mr. Baker will look into the matter and report to Town Council.

9.4 Councillor Doucette inquired if there is a current policy which states the parameters for the Kensington Police Service emergency vehicles to be outside of the Town of Kensington boundary. Mayor Caseley confirmed there is no written policy, but there is a verbal understanding that they are to remain within the Town boundary unless conducting police business or requested for assistance by other police services.

9.5 Mayor Caseley confirmed that the December 26, 2016 Committee of Council meeting would be cancelled due to the Christmas Holiday.

10. Correspondence

10.1 *Nil*

11. In-Camera (Closed Session)

11.1 *Nil*

12. Adjournment

12.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to adjourn the meeting at 7:25 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor



Chief Administrative Officer's Report

February 2017

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.

*****Please Note that March's Committee of Council CAO's report will follow an alternate report format. The report will be in the form of a project/task list. I've attached the template for the report for Committee member's information.*****

Capital Project Updates:

Streets and Sidewalks

Kensington Storm Water Project

NO UPDATE

The design of the project has been completed by WSP. Some minor revisions may be required to the design prior to it proceeding to construction. The construction of the project was deferred in 2016. It is recommended that the project be deferred again through 2017 pending the development of a Capital Plan and pending the outcome of discussions with the Department of Transportation on the potential for the transfer of ownership of Town streets to the Province. To date those discussions have not taken place. The Mayor has been in contact with the Minister of Transportation to try and schedule a meeting in this regard.

To date \$33,500 has been claimed against the Building Canada Fund (BCF) to complete the design of the project. If the Town were to cancel the project any funds (\$33,500) provided through the BCF would have to be repaid in full to the Provincial and Federal Governments.

Kensington Sidewalk Replacement Plan Project

****NO UPDATE****

The funding application for the Kensington Sidewalk Replacement Plan Project was submitted in September 2016. The application was originally submitted to replace the section of sidewalk from the Bells Irving corner to Francis Street, along Victoria Street South. The estimated cost was approximately \$70,000. The Town received approval for a \$35,000 project therefore the scope of the project was reduced to account for that approval. The revised scope would see the replacement of approximately 80 deteriorated concrete sidewalk pads in various areas throughout the Town.

Approval of the revised scope was received on September 23rd, 2016. A Request for Quotations (RFQ) will be drafted to allow the project to proceed as soon as reasonably possible in the spring of 2017. As of the writing of this report the RFQ has not been issued.

Operational and Ongoing Items

Duplicate Power Poles

Correspondence was drafted and forwarded to Maritime Electric in regards to duplicate power poles within the Town. The correspondence was sent on December 20, 2016. Duplicate power poles are poles which have been replaced with new ones but not yet removed. In many locations a new pole is installed adjacent to an existing pole with the existing pole not being removed at the time of the new pole being installed.

Maritime Electric has advised that they continue to work on the removal of duplicate poles as time and resources permit. Public Works staff are confirming what poles have been removed according to our letter of December 20, 2016 and further information will be provided, if available, at the February 27th meeting.

Municipal Funding Negotiations

I continue to meet on a regular basis with the Province of PEI and CAO's from Montague, Stratford, Cornwall, Summerside and Charlottetown in the development of a new Revenue Sharing Agreement (Tax Credit) for Municipalities on the Island. Discussions are continuing and it is apparent that a new funding agreement will be reached prior to the approval of the Town's final budget for 2017. A meeting was held on February 15, 2017 with the Deputy Minister of Finance and a final version of the proposed tax credit formula was put forward. A meeting has been scheduled for March 1, 2017 where the Mayor's (& Finance Chairs where applicable) of Kensington, Montague, Cornwall, Stratford, Charlottetown and Summerside will be provided with a formal presentation on the new tax credit formula.

Fire Department Policy Development

A copy of the first draft (portion) of the Policy and Standard Operating Guidelines Manual for the Kensington Fire Department was circulated to Councillors by email on February 10, 2017. It is hoped that Councillors will bring any issues/comments/concerns forward to the February 27, 2017 Committee of Council meeting for discussion.

Wellfield Protection Plan

NO UPDATE

We will continue to seek out adequate funding sources.

5 Year Capital Plans

NO UPDATE

I continue to dedicate resources to the 5 year capital plan development as time allows.

Community Gardens Complex Naming Rights Contract

NO UPDATE

The Community Gardens Complex Naming Rights contract has been signed with the Malpeque Bay Credit Union (MBCU). A meeting was held between Town Officials and MBCU representatives on January 17, 2017. The Town was represented by Councillor's Pickering and Mill, Mayor Caseley and CGC Manager Robert Wood.

Musical Nights at the Kensington Railyards (Tourist Activities)

NO UPDATE

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. The funds will be used to purchase a proper sound system for the Train Station Gazebo. The funds are required to be expended by the Province's Fiscal Year end (March 31, 2017). The Community Gardens Complex Manager is in the process of soliciting quotations for the sound system.

Electronic Speed Radar Signs

As earlier reported, the electronic speed sign located beyond the high school heading east on Victoria Street East has been removed by Capital 'T' Electric and taken to their shop for analysis and repair. I have been informed by Jeff Thompson that he expects any required repairs to the sign to be completed the weekend of February 24th.

Further information will be provided as it becomes available.

Map Development

The project is moving forward in partnership with Revolution Media and the Kensington Area Chamber of Commerce (KACC). I understand that the Chamber of Commerce has sold all advertisements and Revolution Media has begun developing the map.

Emergency Measures Plan

NO UPDATE

I have spoken with the Emergency Measures Coordinator, David Elliott to set up a meeting in regards to the implementation of the Town's Emergency Measures Plan. It was agreed that a meeting will be set up for early January (This meeting has not been held). Further information will be provided following that meeting.

Ballfield Dugouts

NO UPDATE

A quote has been requested and received from Eastern Fencing to replace the ballfield dugouts. The quote came in at \$10,000 to replace both dugouts. Additional quotes will be requested. Staff have discussed the dugout replacement with our insurance company and we continue to develop plans to enable the replacement to take place as soon as possible in 2017. The deductible on the Town's insurance policy is \$2,500.

Crime Prevention and Policing Services Model Review

NO UPDATE

The Province of PEI recently completed a review of crime prevention and policing services models across the Island for the first time in approximately 40 years. The review, completed by the consulting firm Perivale and Taylor out of British Columbia, put forward 17 recommendations of which I understand 10 of the recommendations will be implemented over the next 12 to 18 months. Councillors are encouraged to review the report and provide any concerns/comments to the Mayor or I. The report and other information relevant to the review can be viewed at <https://www.princeedwardisland.ca/en/information/crime-prevention-and-policing-services-model-review?=undefined&wbdisable=true>.

Use of Town Logo

A request has been received from a local printing business for use of the town's logo. It is understood that the logo would be used for screen printing on different types of merchandise, i.e. shirts, mugs, etc. A COC memo and a draft "Logo Usage Agreement" has been circulated with the tentative agenda package.

Unightly Property

NO UPDATE

Staff has tried for several years to have a property located at 21 Barrett Street brought to a reasonable community standard. The property has been vacant for an undetermined amount of time. Currently housed on the property is an abandoned mobile home and accessory structure. In a recent wind storm, roof cladding on the mobile home had become detached posing a safety hazard for residents in the area. I have requested a quote from a local contractor to demolish and clear the structures from the property. The estimated cost to complete the clean-up is \$4,250.00. The police department are attempting to contact the owner to determine whether or not they are willing to affect the clean-up on their own accord. If the property owner is unwilling to complete the required work, Town Council will have to deliberate on how they would like to go forward. An option for consideration would be to apply for a court order to have the property cleaned up within a certain time period. It is hoped that should the Town be successful in obtaining the court order, that it would enable us to go on to the property to affect the clean-up and provide recourse for the recovery of any expended funds, should the property owner not comply.

As Councillors are likely aware, the Town's current Unsightly Premises Bylaw does not provide the Town with the legal ability to access the property.

Exempt Staffing Policy

****NO UPDATE****

I continue to work, as time permits, on the development of an exempt staffing policy for all exempt employees of the Town. The policy is approximately 50% completed at this time. I had hoped to have the policy completed for the February Committee of Council meeting however I anticipate this will be delayed in favour of other priorities.

Fire Department Radio Antenna

****NO UPDATE****

The Fire departments radio antenna was damaged in a wind storm in late December/Early January. A temporary system was set up by Deputy Mayor Rodney Mann to allow the Department to maintain radio contact in emergency situations. While the radio coverage is less, it has been effective and we thank the Deputy Mayor for keeping it up and running. We are currently waiting on a part to arrive from Europe at which time the radio antenna will be installed atop the Fire Hall. This will also be a temporary setup however the radio coverage should be improved. A long term solution will be developed over the next couple of months. Options being considered are: re-installation of the antenna on the water tower, installation of a tower on fire department property, or the installation in another area to maximize the coverage area. There are a number of "dead spots" in the Malpeque area which we would like to address in a longer term solution. More information will be provided as things progress.

Wastewater Treatment Plant Wind Turbine

****NO UPDATE****

As Councillors are aware, the turbine was down for a brief period of time in early January. The turbine manufacturer attempted to diagnose the issue from Vermont and identified an issue with one of the IGBT Sensors. As such the parts required to affect a repair were shipped to Kensington. In parallel to this, we requested Andy Dibling, local Northern technician, to visit and inspect the turbine to determine what the issue was. Mr. Dibling reset the turbine at the time and it appears to have operated normally since that time.

The parts, determined to be required by Northern Technologies, have since arrived and we are still trying to determine whether or not they are required. Currently, the turbine continues to operate without any mechanical issues. Further information will be provided as it becomes available.

Respectfully Submitted,

Geoff Baker, CAO

Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	1												1	1.37%
Abandon Vehicle													0	0.00%
Abduction													0	0.00%
Alarms	4												4	5.48%
Animal Calls													0	0.00%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)													0	0.00%
Assistance Calls	12												12	16.44%
Breach of Peace													0	0.00%
Breach of Recognizance													0	0.00%
Break and Enter (business)	1												1	1.37%
Break and Enter (other)													0	0.00%
Break and Enter (residence)													0	0.00%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare													0	0.00%
Coroner's Act													0	0.00%
Crime Prevention													0	0.00%
Criminal Harassment	1												1	1.37%
Dangerous Driving													0	0.00%
Disturbing the Peace													0	0.00%
Dog Act													0	0.00%
Driving while disqualified													0	0.00%
Drug Charges													0	0.00%
Excise Act													0	0.00%
Fail to Comply Probation													0	0.00%
Fail to comply undertaking													0	0.00%
Fail to remain at scene of accident													0	0.00%
Family Relations Act	1												1	1.37%
Fingerprints taken													0	0.00%
Fire Prevention Act													0	0.00%

Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act													0	0.00%
Forcible confinement													0	0.00%
Fraud													0	0.00%
Harrassing Phone Calls	2												2	2.74%
Impaired Driver													0	0.00%
Information Files													0	0.00%
Injury Accidents													0	0.00%
Liquor Offences	1												1	1.37%
Litter Act													0	0.00%
Lost and Found													0	0.00%
Luring Minors													0	0.00%
Mental Health Act	3												3	4.11%
Mischief													0	0.00%
Motor Vehicle Accidents	3												3	4.11%
Motor Vehicle Act	8												8	10.96%
Municipal Bylaws													0	0.00%
Off Road Vehicle Act													0	0.00%
Other Criminal Code													0	0.00%
Person Reported Missing													0	0.00%
Possession of restricted weapon													0	0.00%
Property Check	1												1	1.37%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference													0	0.00%
STEP (Integrated Traffic Enforcement)													0	0.00%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1												1	1.37%
Theft Of Motor Vehicle													0	0.00%
Theft Over \$5000													0	0.00%
Theft Under \$5000													0	0.00%
Traffic Offences													0	0.00%
Trespass Act													0	0.00%

Year To Date Approved Development Permits Summary Report 2017

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December	Total Permits	Total Permit Fees	Total Estimated Construction Value
New Modular/Mobile Home		1											1	\$200.00	\$500,000.00
New Residential Accessory Structure	1												1		\$1,200.00
Total:	1	1											2	\$200.00	\$501,200.00

Town of Kensington Bills List January 2017

Amalgamated Dairies Limited	6682	\$12.19
Amalgamated Dairies Limited	6595	\$42.80
Amalgamated Dairies Limited	4917026018	\$51.20
Amalgamated Dairies Limited	4917030020	\$32.44
Amalgamated Dairies Limited	6406	\$53.53
Amalgamated Dairies Limited	6117	\$40.84
ADL Foods	2282632 P	\$519.76
ADL Foods	2283214 P	\$364.28
ADL Foods	2283603 P	\$29.13
ADL Foods	2284070 P	\$400.89
ADL Foods	2281358 P	\$421.98
ADL Foods	2282233 P	\$343.72
ADL Foods	2280778 P	\$274.09
ADL Foods	2284431 P	\$560.90
Aliant	INV4953562	\$30.48
Aliant	INV4950046	\$218.24
Andrew Griffin	JAN 2017 RRSP	\$463.08
Andrew Griffin	JAN EXPENSE CLAIM	\$94.00
Armour Transportation Systems	01382501	\$30.98
Kensington Bedford Hockey Exchange	2017 DONATION	\$750.00
Bell Mobility	2-370870	\$201.25
Big Boot Shooting Club	174112	\$874.66
Big Boot Shooting Club	721997	\$488.75
Brenda MacIsaac	JAN 2017 RRSP	\$274.96
Broadway 45 Catering	-104	\$506.00
Broadway 45 Catering	BACK CHECK MEETING	\$41.35
CAMA	CAMAMEM-5443	\$310.50
CAMA	CAMAMEM-5702	\$310.50
Campbell's Plumbing and Heating	8327	\$196.66
Campbell's Plumbing and Heating	8349	\$63.25
Capital Foodservice	2086111	\$336.28
Caseley's	75001	\$155.25

Central Coastal Tourism Partnership Inc.	511	\$143.75
Cogsdale	MN0002269	\$6,325.00
Combat Computer Inc	10000026297	\$23.68
Combat Computer Inc	1000026318	\$1,828.47
Commercial Construction	JANUARY 2017	\$3,726.00
Controls & Equipment	18121	\$307.05
Canadian Union of Public Employees	JAN 2017 UNION DUES	\$505.26
D Alex MacDonald	721994	\$220.86
D Alex MacDonald	102395	\$60.38
D.W Mechanical	1580	\$684.25
Darnley Development Ltd	035778	\$517.50
DC Tire Sales & Service	84362	\$136.85
Doug Killam	DOUG K RUBBER BOOTS	\$215.04
Eastlink	01483593	\$72.39
Eastlink	01458292	\$55.20
Eastlink	01444242	\$66.03
Eastlink	01428096	\$118.34
Eastlink	01505143A	\$121.29
Eastlink	01505143	\$239.63
Eastlink	01483182	\$606.65
Eastlink	01483975	\$23.60
Eastlink	01521570	\$67.68
Elizabeth Hubley	JAN RENT	\$770.00
FCM	43963	\$419.74
Frito Lay Canada	43753134	\$115.39
Frito Lay Canada	43753324	\$133.84
Frito Lay Canada	43753431	\$115.51
Frontline Outfitters	0000029443	\$258.31
G. LeBlanc Fire Truck Repair Ltd	10248	\$1,374.83
Geo Net Technologies Inc	11-2344	\$5,750.00
Generation XX	MAYOR'S DINNER	\$200.00
Geoff Baker	JAN 2017 MILEAGE	\$324.62
Hewitt Rentals Inc	5233104 001	\$36.39
Hewitt Rentals Inc	5236691 001	\$149.58

Hewitt Rentals Inc	5235375	\$112.18
Hewitt Rentals Inc	504849	\$74.78
Hewitt Rentals Inc	5233044 001	\$145.52
Irving Oil	25190	\$46.00
Irving Oil	31677200	\$88.68
Irving Oil	31699900	\$251.42
Irving Oil	443778	\$613.31
Irving Oil	475750	\$239.96
Irving Oil	436554	\$355.72
Irving Oil	227305	\$31.21
Irving Oil	256248	\$354.39
Irving Oil	79052	\$418.31
Irving Oil	851514	\$187.13
Irving Oil	31705296	\$181.89
Irving Oil	882899	\$258.54
Irving Oil	31269	\$311.56
Irving Oil	948689	\$388.97
Irving Oil	824946	\$180.92
Irving Oil	847763	\$534.12
Irving Oil	372434	\$183.35
Irving Oil	653651	\$327.72
Irving Oil	360868	\$369.65
Irving Oil	530590	\$492.54
Irving Oil	526458	\$379.20
Irving Oil	31711300	\$459.02
Island Petroleum	00205221496739	\$232.92
Island Petroleum	00205221496740	\$306.64
Island Petroleum	00205221485891	\$395.34
Island Petroleum	00205221467641	\$204.76
Island Petroleum	00205221438086	\$420.89
Island Petroleum	00205221513552	\$270.64
Island Petroleum	00205221454314	\$380.81
JJ's Towing and Recovery	437417	\$80.50
Kensington Country Store	437426	\$149.49

Kensington Metal Products Inc.	36644	\$120.75
Kent Building Supplies	932074	\$16.77
Kent Building Supplies	932181	\$10.13
Kent Building Supplies	929447	\$33.78
Kent Building Supplies	930075	\$21.52
Ketchum Manufacturing Inc	64418	\$64.48
Kim Mullett	JAN EXPENSE CLAIM	\$14.10
Kole Waite	FINAL TAX INCENTIVE	\$223.71
K'Town Auto Parts	20S181593	\$77.31
K'Town Auto Parts	437428	\$24.36
Langille Sharpening Service Inc	56682	\$103.50
Lewis Sutherland	JAN 2017 RRSP	\$613.48
Lewis Sutherland	JAN 2017 MILEAGE	\$141.47
Luminaires Paul Gregoire Inc.	430526	\$935.23
MacInnis Express (1983) Ltd	180266	\$185.20
Maritime Electric	SPEED RADAR SIGNS	\$100.48
Maritime Electric	STREET LIGHTS	\$3,115.96
Maritime Electric	TOWN HALL	\$1,253.89
Maritime Electric	FIRE HALL	\$420.92
Maritime Electric	CANTEEN BALLFIELD	\$28.26
Maritime Electric	CGC RINK	\$8,306.67
Maritime Electric	CGC SIGN	\$43.76
Maritime Electric	PW SHOP	\$155.89
Maritime Electric	EVK POOL	\$45.86
Maritime Electric	LIBRARY	\$347.06
Maritime Electric	CAR CHARGER	\$29.79
Maritime Electric	ART CO OP	\$303.82
Maritime Electric	20 STEWART ST	\$74.15
Maritime Electric	CGC SENIOR CENTRE	\$48.73
Maritime Electric	TRAIN STATION	\$544.93
Mary's Bake Shoppe	721993	\$115.00
Malpeque Bay Credit Union	JAN 2017 RRSP	\$1,665.58
McInnes Cooper	2017001004	\$248.17
Micmac Fire & Safety Ltd	NS-00840541	\$857.90

Micmac Fire & Safety Ltd	NS-00840641	\$440.45
Mid Isle Electric	5760	\$312.80
Minister of Finance	290397	\$82.80
Minister of Finance	289717	\$1,133.53
MJS Marketing & Promotions	2591058	\$51.75
MJS Marketing & Promotions	2590034	\$115.00
Moase Plumbing & Heating	26112	\$57.50
Orkin Canada	IN-7451385	\$57.50
Orkin Canada	IN-7456411	\$28.75
P&G Fire & Safety Inc	4071	\$203.15
PEI Association of Exhibitions	085	\$400.00
Pepsico	237428	\$1,068.56
Pitney Bowes	POSTAGE.	\$1,501.00
Princess Auto	44-5-155180	\$223.05
The Public Sector Digest Inc.	8250	\$339.25
Purolator Courier Ltd	433504516	\$88.88
Robert Wood	JAN EXPENSE CLAIM	\$152.75
Rowan Caseley	JAN EXPENSE REPORT	\$136.30
Saunders Equipment Ltd	0000065295	\$127.93
Saunders Equipment Ltd	0000065673	\$377.48
Saunders Equipment Ltd	65622	\$109.25
Saunders Equipment Ltd	0000065622	\$416.52
Mikes Independent	721999	\$48.22
Mikes Independent	237425	\$12.99
Mikes Independent	237435	\$19.16
Scotia Securities	D KILLAM JAN 17 RRSP	\$357.78
Scotiabank Visa	237426 Canteen Supplies	\$39.92
Scotiabank Visa	5501074947 A Staples	\$674.11
Scotiabank Visa	5501113410-A Staples	\$251.01
Scotiabank Visa	722000 2 Gun Cases	\$160.98
Scotiabank Visa	CPKN Course - Stephanie	\$57.50
Scotiabank Visa	CPKN Course - Brenda	\$28.75
Scotiabank Visa	237433 Zamboni	\$168.82
Scotiabank Visa	CPKN Course - Vicki	\$28.75

Scotiabank Visa	0831 Zamboni	\$267.95
Socan	8543570	\$212.83
Spring Valley Building Centre Ltd	820	\$96.53
Spring Valley Building Centre Ltd	418	\$55.18
Suncor Energy Products Partnership	SUPERPASS JAN	\$763.81
Superior Sanitation	0000602003	\$80.50
Superior Sanitation	0000602004	\$184.00
Superior Sanitation	0000602005	\$230.00
Superior Sanitation	0000602006	\$184.00
T & K Fire Safety Equipment Ltd	226605	\$391.00
T & K Fire Safety Equipment Ltd	226475	\$585.35
Telus	JAN CELL PHONE	\$789.11
Traci Campbell	237418	\$182.00
Vail's Fabric Services Ltd	273550	\$104.42
Visual Printing	5275	\$1,872.20
Water & Pollution Control Corporation	61393	\$230.38
Wet n' Wild Car Wash	721995	\$104.00
Subtotal		<hr/> \$79,533.19
January Payroll		\$87,230.13
Total January Bills		<hr/> \$166,763.32 <hr/>

Water and Pollution Control Corporation Bills List January 2017

Aliant	INV4910656	\$125.81
Aliant	INV4952846	\$111.78
Commercial Construction	W&S JAN 2017	\$322.00
Duffy Construction Ltd	6845	\$21,238.97
Kensington Country Store	437427	\$98.22
Kensington Septic Service	1967	\$517.50
Kensington Septic Service	1962	\$488.75
Maritime Electric	SEWAGE PUMP	\$125.84
Maritime Electric	WATER TOWER	\$171.01
Maritime Electric	ADD LIFT STAT	\$225.93
Maritime Electric	WELL 3	\$56.01
Maritime Electric	PUMP EAST 2	\$493.45
Maritime Electric	PUMP CONTROL BLD	\$194.17
Maritime Electric	PUMP WEST 1	\$1,043.35
Maritime Electric	SEWAGE TREATMENT	\$611.48
Minister of Finance	170110101	\$48.30
Minister of Finance	170110095	\$48.30
Minister of Finance	170110051	\$368.00
Les Gestions Techn'O Logic Inc.	840	\$755.55
Total W&S Bills		<u><u>\$27,044.42</u></u>

TOWN OF KENSINGTON
Income Statement Comparison of Actual to Budget for January 2017

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$78,879.14	\$79,326.00	-\$446.86	\$78,879.14	\$79,326.00	-\$446.86	\$941,092.00	8%
Police Service	\$4,414.85	\$4,000.00	\$414.85	\$4,414.85	\$4,000.00	\$414.85	\$48,000.00	9%
Town Hall Rent	\$7,852.96	\$7,830.00	\$22.96	\$7,852.96	\$7,830.00	\$22.96	\$93,960.00	8%
Recreation	\$0.00	\$0.00	\$0.00	\$4,080.00	\$4,200.00	-\$120.00	\$4,500.00	91%
Sales of Service	\$30,080.20	\$21,600.00	\$8,480.20	\$30,080.20	\$21,600.00	\$8,480.20	\$366,450.00	8%
Subtotal Revenue	\$121,227.15	\$112,756.00	\$8,471.15	\$125,307.15	\$116,956.00	\$8,351.15	\$1,454,002.00	9%
GENERAL EXPENSES								
Town Hall	\$10,511.17	\$11,902.00	\$1,390.83	\$10,511.17	\$11,902.00	\$1,390.83	\$154,384.00	7%
General Town	\$25,670.74	\$24,361.00	-\$1,309.74	\$25,670.74	\$24,361.00	-\$1,309.74	\$349,172.00	7%
Police Department	\$21,019.19	\$32,635.00	\$11,615.81	\$21,019.19	\$32,635.00	\$11,615.81	\$428,952.00	5%
Public Works	\$20,654.95	\$24,835.00	\$4,180.05	\$20,654.95	\$24,835.00	\$4,180.05	\$237,135.00	9%
Train Station	\$3,032.92	\$2,530.00	-\$502.92	\$3,032.92	\$2,530.00	-\$502.92	\$27,735.00	11%
Recreation & Park	\$1,137.86	\$1,025.00	-\$112.86	\$1,137.86	\$1,025.00	-\$112.86	\$72,250.00	2%
Sales of Service	\$9,318.46	\$14,145.00	\$4,826.54	\$9,318.46	\$14,145.00	\$4,826.54	\$184,374.00	5%
Subtotal Expenses	\$91,345.29	\$111,433.00	\$20,087.71	\$91,345.29	\$111,433.00	\$20,087.71	\$1,454,002.00	6%
Net Income (Deficit)	\$29,881.86	\$1,323.00	-\$28,558.86	\$33,961.86	\$5,523.00	-\$28,438.86		
Community Gardens Complex								
Community Gardens Revenue	\$43,151.11	\$36,100.00	-\$7,051.11	\$43,151.11	\$36,100.00	\$7,051.11	\$402,900.00	11%
Community Gardens Expenses	\$27,255.01	\$34,817.00	\$7,561.99	\$27,255.01	\$34,817.00	\$7,561.99	\$402,900.00	7%
Net Income (Deficit)	\$15,896.10	\$1,283.00	-\$14,613.10	\$15,896.10	\$1,283.00	-\$14,613.10		
Fire Department								
Fire Revenues	\$20,613.25	\$20,214.00	\$399.25	\$20,613.25	\$20,214.00	\$399.25	\$242,568.00	8%
Fire Department Expenses	\$19,041.94	\$19,179.00	\$137.06	\$19,041.94	\$19,179.00	\$137.06	\$242,568.00	8%
Net Income (Deficit)	\$1,571.31	\$1,035.00	-\$536.31	\$1,571.31	\$1,035.00	-\$536.31		
Consolidated Net Income (Deficit)	\$47,349.27	\$3,641.00	-\$43,708.27	\$51,429.27	\$7,841.00	-\$43,588.27		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$45,979.33	\$46,297.00	\$317.67	\$45,979.33	\$46,297.00	\$317.67	\$555,564.00	8%
Water & Sewer Expenses	\$51,176.10	\$43,699.00	-\$7,477.10	\$51,176.10	\$43,699.00	-\$7,477.10	\$555,564.00	9%
Water & Sewer Net Income (Deficit)	-\$5,196.77	\$2,598.00	\$7,794.77	-\$5,196.77	\$2,598.00	\$7,794.77		

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: USE OF THE TOWN OF KENSINGTON LOGO
DATE: 24/02/2017
ATTACHMENTS: 'DRAFT' LOGO USAGE AGREEMENT

A request has been received from Mike Smith of the Copy Shop to use the Town's logo on promotional products for his company. The logo would be printed on items such as mugs, t-shirts, hoodies and other such promotional items.

I am recommending that Committee of Council consider this request, and the attached draft Agreement outlining terms and conditions associated with the use of the logo.

Geoff Baker

From: Mike Smith <mjsmarketing@eastlink.ca>
Sent: Thursday, February 02, 2017 2:01 PM
To: Geoff Baker; Rowan Caseley
Subject: Use of the Town logo

Hi Geoff.

I am requesting permission to use the Town logo on a variety of promotional items for my company, The Copy Shop. Care will always be exercised in its use, such as mugs, hats, T-shirts, Hoodies and the like. I am very proud of the work that is produced by my company and will not tarnish its name nor the good name of our Town. It would be my intention to make these items available for sale in the Welcome Centre as well as a few selected outlets in the Kensington Area. These items would also be available for purchase by the Town to present to visitors or new residents etc. Even a set of 4 coffee mugs will make a nice gift to someone just moving into our Town. If this is acceptable, please let me know by email so we can both have a paper trail of the request and approval.

If prior approval is requested of each product, I will comply. Digital Proofs will be sent to you.

Thanks

Mike



**USE OF THE TOWN OF
KENSINGTON LOGO**



AGREEMENT

The attached Logo (as depicted in Schedule A to this agreement) is the property of the Town of Kensington but may be used by “The Copy Shop” in accordance with the terms and conditions set forth in this Agreement. Use of the logo shall constitute consideration for, agreement to, and acceptance of the following terms and conditions of this license by “The Copy Shop”:

1. The attached logo is the sole and exclusive property of the Town of Kensington. This logo may be used only by “The Copy Shop” subject to the terms and conditions of this limited and revocable Agreement. Any failure by “The Copy Shop” to comply with the terms and conditions contained herein may result in the immediate revocation of this Agreement. The interpretation and enforcement (or lack thereof) of these terms and conditions, and compliance therewith, shall be made by the Town of Kensington in its sole discretion.
2. The logo may not be revised or altered in any way, and must be displayed in the same form as produced by the Town of Kensington. The logo must be printed in its official colours.
3. The logo shall not be used in any manner that, in the sole discretion of the Town of Kensington, discredits the Town of Kensington or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation or other public policy; or mischaracterizes the relationship between the Town of Kensington and “The Copy Shop”, including but not limited to any use of the logo that might be reasonably construed as an endorsement, approval, sponsorship, or certification by the Town of Kensington of “The Copy Shop”, or its products or services.
4. Use of the logo by “The Copy Shop” shall create no rights in or to the logo or its use beyond the terms and conditions of this limited and revocable Agreement. The logo shall remain at all times the sole and exclusive intellectual property of the Town of Kensington. Without further notice, the Town of Kensington reserves the right to prohibit use of the logo if it

determines, in its sole discretion that the logo has been used, willful or negligent, in non-compliance with the terms and conditions of this license.

5. “The Copy Shop” shall provide the Town of Kensington with a digital proof prior to placing the logo on any product. The Town of Kensington will provide approval at its sole discretion. No products containing the logo are to be produced without the specific written approval of the specific product.
6. No fees shall be payable by either party to this Agreement. Should the Town of Kensington decide to purchase items and/or products containing the logo from “The Copy Shop”, such purchase shall be at a wholesale rate.
7. “The Copy Shop” hereby agrees that by granting permission to use the logo, the Town of Kensington assumes no liability whatsoever in respect of the sale, advertisement or use of the products which may be branded with or sold in association with the Town of Kensington logo. Furthermore, the user hereby agrees to assume full responsibility at law or otherwise, for the products offered and/or sold by “The Copy Shop” in association with the logo.
8. “The Copy Shop” agrees to clearly state where products are sold that they are sold as a product of “The Copy Shop” and not the Town of Kensington.
9. Any questions concerning use of the logo or the terms and conditions of this license should be directed to the Chief Administrative Officer of the Town of Kensington.

The Town of Kensington hereby consents to and authorizes “The Copy Shop” to use and reproduce the Town of Kensington Logo in accordance with the terms and conditions contained in this agreement.

Town of Kensington:

The Copy Shop:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

SCHEDULE A



TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: SUBDIVISION AND REZONING OF LANDS OF BLUE SHANK TRUCKING
DATE: 24/02/2017
ATTACHMENTS: PRELIMINARY SUBDIVISION PLAN

The attached Survey Plan # 17018-P02, dated February 23, 2017, drawn by Locus Surveys Ltd., was submitted by David Webster of Blue Shank Trucking Ltd along with a *request to subdivide PID # 792580 into three separate parcels, being Lot 17-1, Lot 17-2 and the remainder of PID # 792580.* The purpose of the Subdivision is to facilitate the construction of three (3) multi-unit residential dwellings on Lot 17-1.

Mr. Webster has also *requested that Lot 17-1, 17-2 and the remainder of PID # 792580 be re-zoned from its current Single Residential Zone (R1) to Multi-Unit Residential Zone (R3).*

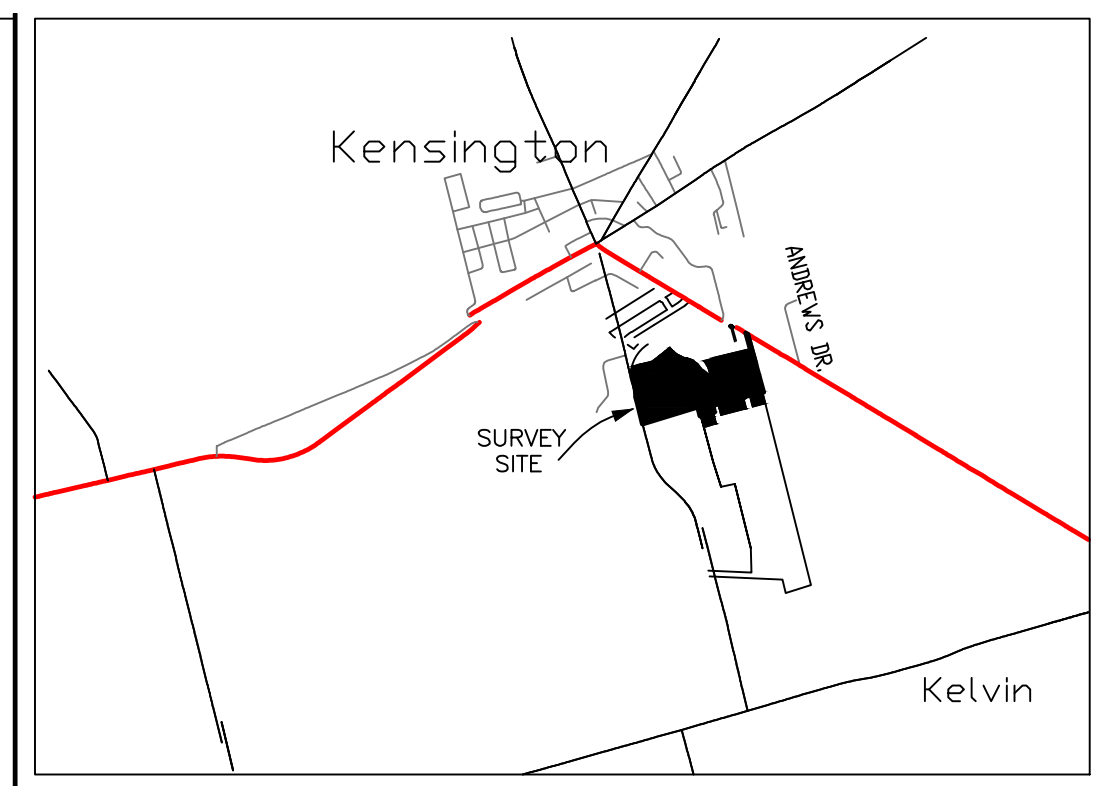
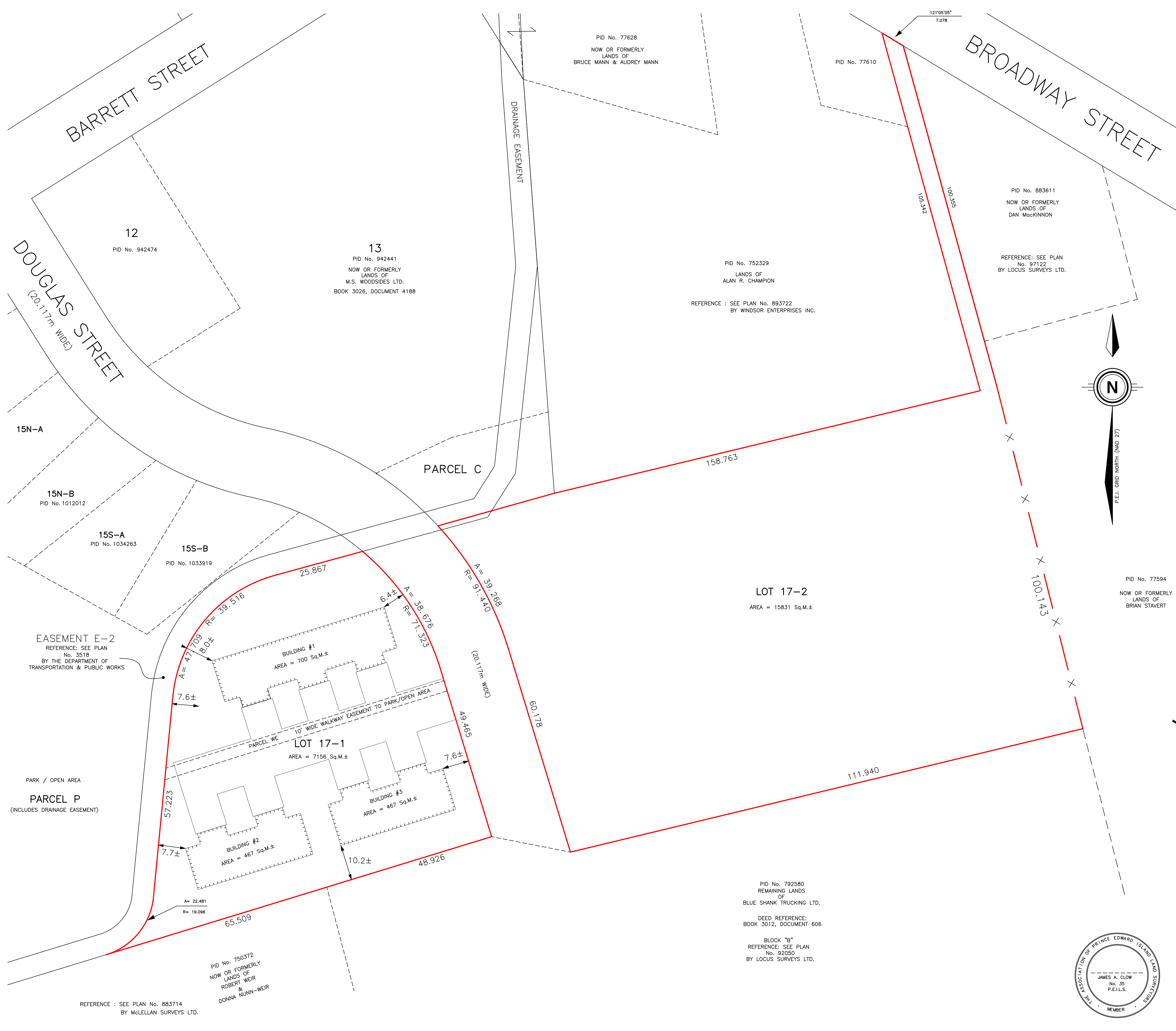
Subject to the approval of the subdivision and re-zoning application, a development permit application will be submitted to the Town to proceed with an extension to Douglas Street (approximately 85 metres) and to construct three (3) multi-unit dwellings, being two (2) four-plexes and one (1) six-plex. It is preliminarily proposed that the development would be structured similar to the Station View Estates Subdivision. It is anticipated that the extension to Douglas Street and the development of Lot 17-1 would be subject to a development agreement between the Town of Kensington and Blue Shank Trucking.

Lot subdivisions and consolidations are dealt with under section 20 of the Town's Development Control Bylaw. While section 20 deals primarily with larger scale subdivisions, i.e. multi-lot development, section 20.9 allows Council to approve applications for single lot subdivisions and consolidations at its discretion, having regard for only those provisions of the Bylaw which it deems applicable to each individual application, provided the application conforms with all other sections of the Bylaw.

A copy of the preliminary subdivision plan is attached to this memo. Committee of Council's consideration of the following is requested:

1. A recommendation to Town Council to approve Drawing No. 17018-P02 (Preliminary) as the official plan of subdivision for PID No. 792580. If approval is given by Committee of Council, final subdivision plans will be prepared for the March 13, 2017 meeting of Town Council.

2. Direct staff to schedule a public meeting as per the requirements of the Planning Act, to hear public comments on re-zoning PID #972580 (Inclusive of Lot 17-1 and Lot 17-2) from R1 to R3.



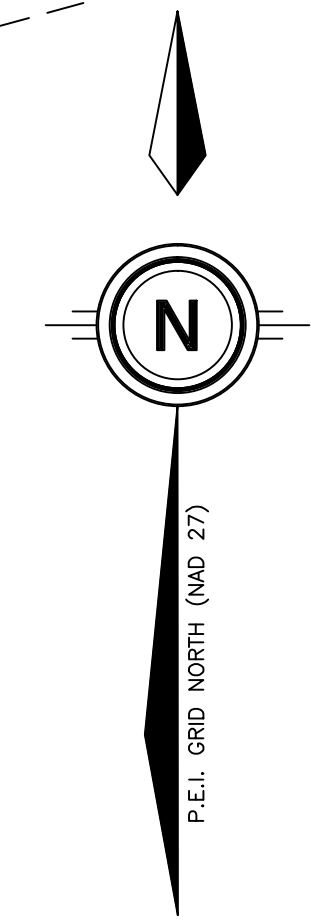
KEY PLAN
1:50,000

LEGEND

- FOUND SURVEY MARKER □
- PLACED SURVEY MARKER ■
- FOUND Fd.
- LANDS DEALT WITH BY THIS PLAN
- RADIUS R
- CENTRE OF CURVATURE CC
- LENGTH OF ARC A
- POINT OF CURVATURE P.C.
- CALCULATED POINT ●

NOTES

1. NO FIELD WORK WAS PERFORMED FOR THIS PRELIMINARY PLAN.
2. FIELD MEASUREMENTS HAVE BEEN ADJUSTED BY THE COMPASS RULE AND SCALE FACTOR HAS NOT BEEN APPLIED.
3. AZIMUTHS ARE GRID.
4. ALL GRID AZIMUTHS AND COORDINATES ARE REFERENCED TO THE PRINCE EDWARD ISLAND STEREOGRAPHIC PROJECTION, PRIOR TO JULY 1, 1979.
5. ALL DIMENSIONS ARE GIVEN IN METRES, UNLESS NOTED.



PID No. 77594
NOW OR FORMERLY
LANDS OF
BRIAN STAVERT

LOT 17-2
AREA = 15831 Sq.M.±

EASEMENT E-2
REFERENCE: SEE PLAN
No. 3518
BY THE DEPARTMENT OF
TRANSPORTATION & PUBLIC WORKS

PARK / OPEN AREA
PARCEL P
(INCLUDES DRAINAGE EASEMENT)

PID No. 750372
NOW OR FORMERLY
LANDS OF
ROBERT WEIR
&
DONNA NUNN-WEIR

REFERENCE : SEE PLAN No. 883714
BY McLELLAN SURVEYS LTD.

PID No. 77628
NOW OR FORMERLY
LANDS OF
BRUCE MANN & AUDREY MANN

PID No. 942441
NOW OR FORMERLY
LANDS OF
M.S. WOODSIDES LTD.
BOOK 3026, DOCUMENT 4188

PID No. 752329
LANDS OF
ALAN R. CHAMPION

REFERENCE : SEE PLAN No. 893722
BY WINDSOR ENTERPRISES INC.

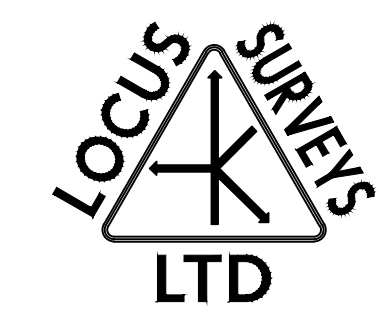
PID No. 883611
NOW OR FORMERLY
LANDS OF
DAN MacKINNON

REFERENCE: SEE PLAN
No. 97122
BY LOCUS SURVEYS LTD.

PID No. 792580
REMAINING LANDS
OF
BLUE SHANK TRUCKING LTD.

DEED REFERENCE:
BOOK 3012, DOCUMENT 606

BLOCK "B"
REFERENCE: SEE PLAN
No. 92050
BY LOCUS SURVEYS LTD.



LOCUS SURVEYS LTD.

16 PARK ROAD
P.O. BOX 35
KENSINGTON, P.E.I.
COB 1M0
PHONE 902-836-3823

PRELIMINARY PLAN OF SURVEY SHOWING
LOTS 17-1 AND 17-2
BEING A SUBDIVISION OF LANDS OF
BLUE SHANK TRUCKING LTD.

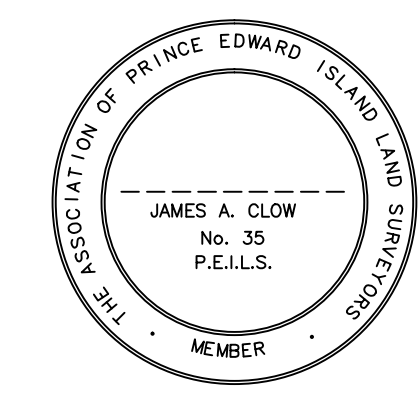
SCALE = 1 500 METRIC

KENSINGTON
PRINCE COUNTY

LOT 19
P.E.I.

DRAWN BY: J.C.
DRAWING No. 17018-P02

ORTHO No. 11L 05 6E2-1
P.I.D. No. 792580



PRELIMINARY PLAN FEBRUARY 23, 2017
JAMES A. CLOW P.E.I. LAND SURVEYOR DATE