



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

***Monday, February 25, 2019 @ 6:30 PM***

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Kensington, PEI  
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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 25, 2019 – 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 – January 28, 2019**
- 6. Business Arising from Minutes – January 28, 2019**
- 7. Staff Reports**
  - a. CAO's Report
  - b. Fire Department Statistical Report
  - c. Police Department Statistical Report
  - d. Development Permit Summary Report - *Nil*
  - e. Bills List – Town
  - f. Bills List – Water and Pollution Control Corporation
  - g. Summary Income Statement
  - h. Credit Union Centre Report
- 8. New Business**
  - a. COC Memo - Tangible Capital Asset Capitalization and Amortization Policy – Draft
  - b. COC Memo - 20 Stewart Street
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - *Nil***
- 12. Adjournment**

**Town of Kensington  
Committee of Council Meeting  
Monday, January 28, 2019  
6:30 PM**

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

**Staff Members Present:** Chief Administrative Officer, Geoff Baker; Deputy  
Administrator, Wendy MacKinnon; Administrative  
Assistant, 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 Council members and staff

**2. Adoption of Agenda**

**2.1** *Moved by Councillor Toombs, seconded by Councillor Bernard to approve the agenda for the January 2019 Committee of Council meeting. Unanimously carried.*

**3. Declaration of Conflict of Interest**

**3.1** Mayor Caseley discussed that Members of 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 Spencer, seconded by Deputy Mayor Pickering to approve the Committee of Council meeting minutes from October 22, 2018. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1** *Nil.*

*Councillor Gallant joined the Council Chamber at 6:34 pm.*

**7. Staff Reports**

## **7.1 CAO's Report**

**7.1.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to receive the January 2019 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

## **7.2 Fire Department Statistical Report**

**7.2.1** *Moved by Councillor Bernard, seconded by Councillor Toombs to recommend to Town Council the adoption of the December 2018 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

## **7.3 Police Department Statistical Report**

**7.3.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to recommend to Town Council the adoption of the December 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

## **7.4 Development Permit Summary Report**

**7.4.1** *Nil*

## **7.5 Financial Report (Summary Income Statement & Bills List)**

**7.5.1** *Moved by Councillor Mann seconded by Councillor Toombs to recommend to Town Council the approval of the General Bills List for December 2018 in the amount of \$202,280.47. Unanimously carried.*

**7.5.2** *Moved by Councillor Mann, seconded by Councillor Gallant to recommend to Town Council the approval of the Water & Pollution Control Corporation Bills List for December 2018 in the amount of \$5,964.87. Unanimously carried.*

## **7.6 Summary Income Statement**

**7.6.1** *Moved by Councillor Spencer, seconded by Councillor Mann to recommend to Town Council the adoption of the Summary Income Statements for December 2018, 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 Bernard to recommend to Town Council the adoption of the Credit Union Centre Report for December 2018, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

## **8. New Business**

### **8.1 Dangerous and Unsightly Property Bylaw - Draft**

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

*THAT Committee of Council recommend that Town Council give first reading to the Dangerous and Unsightly Property Bylaw at the regular February 11, 2019 meeting with clarification to section 6.3 regarding appropriate zoning and the addition of rodent control.*

*Unanimously carried.*

### **8.2 Indian River Festival MOU Extension**

#### **8.2.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Bernard***

*THAT Committee of Council recommend that Town Council give approval to the Indian River Festival MOU Extension at the regular February 2019 Council meeting.*

*Unanimously carried.*

**8.2.2** Councillor Mann inquired if the pavilion rental can be donated to another non-profit organization. CAO Baker will confirm and report to Council.

### **8.3 Fire Department Capital Purchases**

#### **8.3.1 *Moved by Councillor Spencer, seconded by Councillor Toombs***

*THAT Committee of Council recommend that Town Council approve the Kensington Fire Department Capital purchases for five (5) sets of Innotex Energy Bunker Gear from T&K Fire Equipment Ltd and Various electronic equipment to facilitate training exercises and use of the 'I Am Responding' software program from Combat Computer.*

*Unanimously carried.*

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

**9.1** Councillor Bernard brought forward a recommendation from a Town resident that the Lion's Club playground be more visibly advertised to increase its usage. This recommendation was previously discussed and determined that additional signage would be installed prior to the summer months.

**9.2** Councillor Bernard had recommendations that the Town promote more fall activities/events and inquired about the usage of the John A Hogg trail during the winter months for skiing and snowshoeing. It was discussed that the trail is owned and maintained by the Province of PEI, the Town assists with grass cutting during

the summer months. Trails for snowshoeing and skiing can be created by volunteers and users of the area.

- 9.3** Councillor Spencer inquired about the status of the storage container located at the Kensington Legion. Mr. Baker will follow up with the property owners.
- 9.4** Councillor Spencer inquired if the Town would consider designating a few parking spaces in the Credit Union Centre parking lot for users of the Fitplex. Council discussed and determined that it is not something they would implement at this time.
- 9.5** Councillor Gallant spoke regarding the Public Forest property, adjacent to the Town's well field along Woodleigh Drive. He suggested that trails could be cleared for public use. Mr. Baker noted that the land was donated to the Town of Kensington under the Government of Canada Ecological Gifts Program and will need to ensure that any development/modification to this area are done in compliance with the Program.
- 9.6** Mayor Caseley announced that Town Council would meet for a Strategic Planning session on Thursday, January 31.

## **10. Correspondence**

- 10.1** A donation request from PEI Crime Stoppers

*Moved by Councillor Spencer, seconded by Deputy Mayor Pickering to recommend to Town Council that they approve a \$100.00 donation to PEI Crime Stoppers. Unanimously carried.*

- 10.2** A letter of appreciation from Nick Martin, regarding the recent Dave Martin Memorial Hockey Tournament.
- 10.3** An email from the PEI Humane Society with information on the 2019 PEI Humane Society Cupcake and Bake Day on March 11, 2019.
- 10.4** The Kensington & Area Chamber of Commerce will host their AGM on Thursday, February 21, 2019. Council members wishing to attend please RSVP with Mrs. MacKinnon.

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

- 11.1** *Nil*

## **12. Adjournment**

- 12.1** *Moved by Councillor Toombs, seconded by Councillor Bernard to adjourn the meeting at 8:24 PM. Unanimously carried.*

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Geoff Baker,  
CAO

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Rowan Caseley,  
Mayor

Town of Kensington		
CAO Monthly Report for Committee of Council - February 2019		
Item #	Project/Task	Status
1	Emergency Measures Organization	An electrician has been contacted regarding costing a generator and any other electrical requirements around creating a warming centre at the Murray Christian Centre. Councillors have been requesting to consider and submit names of individuals who may be interested in taking on the Emergency Measures Coordinator. Two names have been brought forward to date of which no action has been taken.
2	Exempt Staffing Policy	Deferred to the 2019/20 fiscal year.
3	Unsightly Premises Bylaw	The Bylaw was given first reading at February's regular meeting of Town Council. It is anticipated that second reading and formal adoption will be given at March's regular meeting of Town Council.
4	Financial Policy Development	A Tangible Capital Asset Capitalization and Amortization Policy has been circulated with the COC tentative agenda package. Consideration by committee members and a recommendation of approval to Town Council is requested.
5	Access to Information and Protection of Privacy Bylaw	NO ACTION The deadline for the adoption of this Bylaw has been extended to June 23, 2019. Staff will complete the work required to ensure the Bylaw is completed prior to the legislated deadline. There was a great presentation provided at the recent semi-annual meeting of the FPEIM that will help guide staff through the process.
6	Records Retention and Disposition Bylaw	NO ACTION The deadline for the adoption of this Bylaw has been extended to June 23, 2019. Staff will complete the work required to ensure the Bylaw is completed prior to the legislated deadline.
7	Procurement Bylaw	NO ACTION The Bylaw is required under the new Municipal Government Act. The Bylaw will be drafted by staff and presented to Town Council upon completion. In the interim staff will continue to work according to the Procurement Policy approved by Council.
8	Signage	Both map stop signs have now been installed at the rail yards. The 'slats' for the main roadside sign have all been manufactured and are currently being stored at the freight shed. The new signs will be installed and modifications made as soon as weather permits.
9	Wellfield Protection Plan	A draft of the Wellfield Protection Plan has been submitted by the Kensington North Watersheds Association and is currently being reviewed by staff. Once the document is in final draft form it will be circulated to Town Council for review and approval. It is hoped that the draft can be presented at March's Committee of Council meeting.
10	Strategic Plan Development	The Implementation Plan session is scheduled for February 28th. Information, including the draft Strategic Plan, was circulated to Council and senior staff on February 21st.
11	Victoria Street West Sidewalk Replacement	The project has been deferred to 2020.
12	Official Plan and Zoning Bylaw 5 Year Review	The project has been awarded to DV8 Consulting. A project kick-off meeting was held on Tuesday, January 29th. Staff are in the process of pulling information together to support the project. Further information will be provided as the project progresses.
13	Asset Management	Work continues on the development of an Asset Management Plan for the Town. Staff have collected and tabulated most of the Town's capital assets into a database. Town staff and the Mayor continue with the Provincial Cohort program. The Mayor and CAO met with an asset management consultant recently who may be able to complete a funded project (through FCM) for the town to complete the Asset Management Plan. We are aware that at least one other Island municipality has been working with this consultant. Further information will be brought forward for consideration as discussions progress.
14	Indian River Festival MOU for Office Space	The MOU has been signed by representatives from the Town and the Indian River Festival.
15	Ballfield Batting Cages	The ball field batting cages were destroyed as a result of a winter storm in November of 2018. The cages were built by volunteers at some point in the past. Discussions have been held with the local minor ball association and further information will be brought forward for Council's consideration as discussions progress. It is apparent that the minor ball association do use the cages.

Item #	Project/Task	Status
16	Snow and Ice Control Policy	It was originally intended to bring a revised Snow and Ice Control Policy to this Committee of Council meeting however all efforts were placed in other higher priority areas. Effort will be made to get the revised policy ready for March's Committee of Council meeting.
17	Additional Signage for Lion's Playground	Staff will procure signage for the playground.
18	Island Stone Pub Lease Extension - 10 Years	No action has been taken on this to date. The current lease is set to expire on March 30, 2020, however it is anticipated that a 10 year lease extension will be developed and signed over the next month or two.
19	Councillor Mann Nomination to FPEIM Board of Directors	Nomination forms were completed and submitted to the FPEIM Executive Director.
20	Rural Lot Development Support Resolution to FPEIM AGM	A copy of the resolution and supporting documentation has been submitted to the FPEIM Executive Director.
21	Fire Department Capital Purchases	Direction was given to the fire chief to proceed with the capital purchases approved by Town Council at their February meeting. Orders were placed for the bunker gear and the various electronic equipment.
22	Re-profiling of Gas Tax Funds	Two funding applications were submitted to the Municipal Strategic Component of the Gas Tax Program and through the Town's direct allocation under the Gas Tax Program to support the Kensington Train Station/Boardwalk Renovation and Replacement project and the Wellfield Backup Power project (four applications total). No feedback has been received on the applications to date. It is hoped that decisions will be made to allow both projects to proceed in the Spring of 2019.
23	Crime Stoppers Donation	A \$100.00 donation has been made to Crime Stoppers as directed by Town Council, to support their App development for crime tips.
24	Shane Cormier Memorial Hockey Tournament Donation	a \$100.00 donation has been made to support the tournament as directed by Town Council.

# Kensington Fire Department

## Occurrence Report 2019

[illegible]

## **JANUARY 2019**

The Kensington Fire Department responded to 11 calls during the month of January and the average attendance for the fire calls was 15 men. Following is the breakdown of calls:

1. JANUARY 3 – VEHICLE FIRE ON WALKER DR., KENSINGTON; 3 TRUCKS & 16 FIREFIGHTERS
2. JANUARY 6 – MVC IN NORTH FREETOWN; 2 TRUCKS & 14 FIREFIGHTERS
3. JANUARY 18 – MFR ON WALKER DR., KENSINGTON; 1 TRUCK & 9 FIREFIGHTERS
4. JANUARY 19 – SNOWMOBILE ACCIDENT IN SPRING VALLEY; 2 TRUCKS & 19 FIREFIGHTERS; PERSONAL VEHICLE USED TO TRANSPORT RESCUE SLED
5. JANUARY 21 – FLUE FIRE ON FREETOWN RD.; 3 TRUCKS & 17 FIREFIGHTERS
6. JANUARY 23 – MVC ON BLUE SHANK RD.; 2 TRUCKS & 14 FIREFIGHTERS
7. JANUARY 23 – MVC ON RTE 2 IN KENSINGTON; 1 TRUCK & 14 FIREFIGHTERS
8. JANUARY 25 – FIRE ALARM ON MACINTYRE RD; 1 TRUCK & 11 FIREFIGHTERS
9. JANUARY 28 – MFR ON COUNTY LINE RD.; 1 TRUCK & 21 FIREFIGHTERS
10. JANUARY 31 – MVC ON IRISHTOWN RD; 1 TRUCK & 12 FIREFIGHTERS
11. JANUARY 31 – FIRE ALARM IN NEW ANNAN; 2 TRUCKS & 12 FIREFIGHTERS

Training was held with 13 firefighters present (1 firefighter working and 11 firefighters in school taking Level 1 training, held on Tuesday and Thursday nights).

An Association meeting was also held with 26 firefighters present.

The 'new truck committee' met 4 times in the month of January.

Rodney Hickey  
Chief

[illegible]

[illegible]

[illegible]

## **Police Report January 2019**

KPS received 2 false alarms during the month.

January 1 @ 1040 hrs – Subway, member attended.

January 22 @ 2312 hrs – Subway, member attended.

## Town of Kensington Bills List Jan 2019

Amalgamated Dairies Limited	4919004021	\$10.34
Amalgamated Dairies Limited	4919011020	\$56.21
Amalgamated Dairies Limited	4919025022	\$26.44
Amalgamated Dairies Limited	4919018023	\$31.31
ADL Foods	2372866	\$354.52
ADL Foods	2372644	\$457.34
ADL Foods	2372153	\$872.07
ADL Foods	2370911	\$512.98
ADL Foods	2371622	\$348.83
Aliant	6660359	\$30.48
Aliant	6657527	\$237.21
Andrew Griffin	USE OF FORCE JAN 19	\$30.00
Andrew Griffin	CISPEI MEETING JAN19	\$47.00
Andrew Griffin	JAN 2019 RRSP	\$812.24
Bell Mobility	2-1010848	\$575.55
Bell Mobility	2-383763	\$201.25
Bev Semple	NOV & JAN CROSSWALK	\$200.00
Brenda MacIsaac	JAN 2019 RRSP	\$429.56
Broadway 45 Catering	221	\$587.65
Caitlyn Pocock	NOV & JAN CROSSWALK	\$170.00
CAMA	2019-2020 MEMBERSHIP	\$644.00
Canadian Tire	33	\$197.17
Capital "T" Electric	636	\$558.88
CE Plumbing and Heating	455	\$602.53
Central Coastal Tourism Partnership Inc.	2019 MEMBERSHIP	\$143.75
Combat Computer Inc	47817	\$129.38
Combat Computer Inc	49079	\$301.88
Combat Computer Inc	49081	\$362.24
Commercial Construction	JAN 2019	\$10,603.00
Controls & Equipment	39201	\$307.05
Canadian Union of Public Employees	JAN 2019 UNION DUES	\$829.05
D.W Mechanical	1699	\$161.00

Davtech Analytical Services (Canada) Inc	SI-111000	\$90.26
Diversified Divers Inc	33058	\$549.70
DV8 Consulting	DV8-19-K01	\$273.13
Eastlink	07634049	\$135.59
Eastlink	JAN 2019	\$647.51
Eastlink	07561356	\$89.64
Eastlink	07349241	\$135.59
Eastlink	07402822	\$99.99
Eastlink	07460575	\$66.07
Federation of PEI Municipalities	2019 SEMI ANNUAL	\$517.50
Frito Lay Canada	43753308	\$117.98
Frito Lay Canada	43753108	\$164.92
Frontline Outfitters	40257	\$354.44
Geoff Baker	JAN 2019 MILEAGE	\$309.73
Irving Oil	823482	\$391.76
Irving Oil	630930	\$550.56
Irving Oil	32751773	\$242.24
Irving Oil	939794	\$291.34
Irving Oil	45482	\$520.31
Irving Oil	32757960	\$270.02
Irving Oil	25556	\$46.00
Irving Oil	718992	\$290.81
Irving Oil	820804	\$205.09
Irving Oil	747024	\$468.53
Irving Oil	855297	\$452.60
Irving Oil	823899	\$718.01
Irving Oil	503792	\$218.75
Irving Oil	324088	\$248.73
Irving Oil	645114	\$663.58
Irving Oil	424054	\$612.88
Irving Oil	456226	\$456.27
Irving Oil	438189	\$630.66
Irving Oil	447150	\$380.75
Irving Oil	32745308	\$156.85

Irving Oil	32739439	\$191.95
Irving Oil	JAN 8, 2019	\$10.01
Irving Oil	640511	\$364.30
Irving Oil	32718154	\$79.02
Irving Oil	451386	\$637.40
Irving Oil	129922	\$290.57
Irving Oil	221120	\$591.86
Irving Oil	221989	\$164.76
Island First Aid Service	10013	\$63.48
Island First Aid Service	8807	\$86.25
Island Petroleum	9507	\$373.74
Island Petroleum	9506	\$312.90
Island Petroleum	9504	\$414.47
Island Petroleum	9503	\$504.84
Island Petroleum	9505	\$325.86
Island Petroleum	9511	\$387.81
Island Petroleum	9510	\$166.95
Island Petroleum	9509	\$370.27
Island Petroleum	9508	\$366.73
Island Mobile Communciations	6634	\$934.95
Jack Spencer	NOV & JAN CROSSWALK	\$140.00
JJ's Towing and Recovery	0300	\$57.50
Kays Wholesale	Z02561	\$476.51
Kays Wholesale	329454	\$42.60
Kays Wholesale	Z02527	\$295.90
Kent Building Supplies	1122715	\$88.39
Kent Building Supplies	1124602	\$24.21
Kent Building Supplies	2618843	\$55.02
Kent Building Supplies	1125774	\$220.67
Kent Building Supplies	1121963	\$20.26
Ketchum Manufacturing Inc	411894	\$86.77
Kim Mullett	JAN 10, 19 TRAINING	\$61.96
Kensington Metal Products Inc	45235	\$65.84
Kensington Metal Products Inc	45451	\$26.34

K'Town Auto Parts	15837/5	\$56.24
K'Town Auto Parts	15876/5	\$11.79
K'Town Auto Parts	15877/5	\$39.64
K'Town Auto Parts	15604/5	\$31.94
Kensington & Area Chamber of Commerce	74696	\$138.00
Langille Sharpening Service Inc	62137	\$172.50
Lewis Sutherland	JAN 2019 RRSP	\$942.30
Lewis Sutherland	JAN 2019	\$133.95
MacInnis Express (1983) Ltd	197573	\$188.73
MacKay's Automotive Ltd	72299	\$2,395.24
Maritime Electric	TOWN HALL JAN 19	\$1,668.27
Maritime Electric	RADAR SIGNS JAN 19	\$105.13
Maritime Electric	CAR CHARGER JAN 19	\$32.32
Maritime Electric	TRAIN STN JAN 19	\$635.43
Maritime Electric	LIBRARY JAN 19	\$283.89
Maritime Electric	SENIOR CO-OP JAN 19	\$59.14
Maritime Electric	CUC SIGN JAN 19	\$110.55
Maritime Electric	CUC RINK JAN 19	\$8,085.39
Maritime Electric	CUC BALLFIELD JAN 19	\$28.26
Maritime Electric	PW SHOP JAN 19	\$316.40
Maritime Electric	20 STEWART ST JAN 19	\$59.47
Maritime Electric	ART CO-OP JAN 19	\$318.63
Maritime Electric	EVK POOL JAN 19	\$72.96
Maritime Electric	FIRE HALL JAN 19	\$418.61
Maritime Electric	STREET LIGHTS JAN 19	\$2,912.82
Mary's Bake Shoppe	MARY'S BAKE SHOPPE	\$19.25
Malpeque Bay Credit Union	JAN 2019 RRSP	\$2,482.90
Medacom Atlantic Inc	010459	\$251.16
Mid Isle Electric	7669	\$336.26
Minister of Finance	305888	\$952.55
Minister of Finance	306050	\$25.00
Minister of Finance	306615	\$13,800.00
Minister of Finance	306467	\$952.55
MJS Marketing & Promotions	2657052	\$207.00

MJS Marketing & Promotions	2657059	\$51.75
Murphy's Kensington	885306	\$16.02
Orkin Canada	9051253	\$28.75
Orkin Canada	9044812	\$67.28
P&G Fire & Safety Inc	6771	\$239.83
Paula Pickering	REFUND GYM MEMBERSHIP	\$257.50
PEI Firefighters Association	DUES 2019-12	\$1,105.00
Pepsico	69858556	\$1,135.84
Petrina Mellish	JAN 10, 19 50/50	\$1,560.00
Right on Board Locksmith	5850	\$394.45
Rogers Electrical Wholesale Ltd	254844	\$476.47
Rowan Caseley	JAN 2019 MILEAGE	\$159.80
Mikes Independent	03 6226	\$34.14
Mikes Independent	01 4359	\$69.31
Mikes Independent	01 7066	\$9.98
Mikes Independent	03 3086	\$39.83
Mikes Independent	03 3361	\$67.97
Mikes Independent	01 2940	\$10.78
Scotia Securities	JAN 2019 RRSP	\$615.32
Scotiabank Visa	SUBWAY JAN 31, 19	\$118.53
Sherry's Heating Service	2499	\$753.83
Sherry's Heating Service	2498	\$170.78
Spartan Fitness	304366	\$287.50
Spring Valley Building Centre Ltd	200320	\$83.49
Spring Valley Building Centre Ltd	200472	\$83.49
Spring Valley Building Centre Ltd	200639	\$83.49
Spring Valley Building Centre Ltd	200807	\$41.75
Standard Auto Glass	8821-428981	\$80.50
Suncor Energy Products Partnership	JAN 10, 2019	\$743.82
Superior Sanitation	665665	\$80.50
Superior Sanitation	665666	\$184.00
Superior Sanitation	665667	\$230.00
Superior Sanitation	665668	\$207.00
T & K Fire Safety Equipment Ltd	243385	\$718.75

T & K Fire Safety Equipment Ltd	243384	\$807.30
Telus	JAN 2019	\$718.20
Traci Campbell	JAN AEROBIC CLASSES	\$338.00
Vail's Fabric Services Ltd	320893	\$104.42
Vicki Sutherland	JAN 28, 2019	\$65.00
Water & Pollution Control Corporation	JAN 2019	\$233.31
Yellow Pages Group	19-6849228	\$22.08
Subtotal		<u>\$91,238.82</u>

Jan Payroll		\$131,294.60
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#### Capital Purchases

Bill Hogan	JAN 29, 2019	\$665.00
Combat Computer Inc	47815	\$3,528.42
DV8 Consulting	DV8-19-K02	\$3,762.14
Subtotal Capital		<u>\$7,955.56</u>

<b>Total Jan Bills</b>		<u><b>\$230,488.98</b></u>
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## Water and Pollution Control Corporation Bills List Jan 2019

Aliant	6659776	\$123.28
Campbell's Concrete Ltd	245770	\$132.23
Combat Computer Inc	47816	\$107.81
Federal Express Canada Corporation	2-376-65982	\$47.54
Kensington Country Store	02810057789	\$103.40
Kensington Country Store	02810058291	\$3.79
Maritime Electric	LIFT STN JAN 19	\$318.02
Maritime Electric	SEWER PUMP JAN 19	\$96.13
Maritime Electric	WELL #3 JAN 19	\$661.85
Maritime Electric	SEWER TREAT JAN 19	\$358.77
Maritime Electric	WATER TOWER JAN 19	\$192.65
Maritime Electric	PUMP EAST #2 JAN 19	\$448.07
Maritime Electric	PUMP CNT BLDG JAN 19	\$288.36
Maritime Electric	PUMP WEST #1 JAN 19	\$84.13
Minister of Finance	190102045	\$447.35
MPWWA	2019011114375	\$322.35
Sandra Paynter & First On Site Restoration	JAN 2019 SETTLEMENT	\$5,000.00
Scotiabank Visa	OMNISITE	\$542.67
<b>Total W&amp;S Bills</b>		<b>\$9,278.40</b>

### Income Statement Comparison of Actual to Budget for Jan 2019

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$92,960.88	\$89,323.00	\$3,637.88	\$1,197,891.90	\$1,144,936.00	\$52,955.90	\$1,316,202.00	91%
Police Service	\$3,209.60	\$4,000.00	-\$790.40	\$30,759.65	\$52,000.00	-\$21,240.35	\$60,000.00	51%
Town Hall Rent	\$7,762.15	\$7,842.00	-\$79.85	\$106,279.74	\$101,946.00	\$4,333.74	\$117,630.00	90%
Recreation	\$0.00	\$0.00	\$0.00	\$3,885.00	\$2,250.00	\$1,635.00	\$2,250.00	173%
Sales of Service	\$30,492.40	\$36,000.00	-\$5,507.60	\$458,965.80	\$474,900.00	-\$15,934.20	\$548,900.00	84%
Subtotal Revenue	\$134,425.03	\$137,165.00	-\$2,739.97	\$1,797,782.09	\$1,776,032.00	\$21,750.09	\$2,044,982.00	88%
GENERAL EXPENSES								
Town Hall	\$16,486.13	\$12,585.00	\$3,901.13	\$183,989.18	\$158,402.00	\$25,587.18	\$181,802.00	101%
General Town	\$35,038.15	\$43,191.00	-\$8,152.85	\$520,561.46	\$519,891.00	\$670.46	\$642,995.00	81%
Police Department	\$62,596.49	\$42,945.00	\$19,651.49	\$558,854.89	\$487,162.00	\$71,692.89	\$553,994.00	101%
Public Works	\$27,135.35	\$19,712.00	\$7,423.35	\$189,005.62	\$218,119.00	-\$29,113.38	\$246,897.00	77%
Train Station	\$2,263.62	\$2,535.00	-\$271.38	\$35,019.03	\$30,330.00	\$4,689.03	\$35,700.00	98%
Recreation & Park	\$1,116.87	\$1,025.00	\$91.87	\$75,989.02	\$73,775.00	\$2,214.02	\$81,825.00	93%
Sales of Service	\$20,931.20	\$19,424.00	\$1,507.20	\$217,468.48	\$206,117.00	\$11,351.48	\$233,563.00	93%
Subtotal Expenses	\$165,567.81	\$141,417.00	\$24,150.81	\$1,780,887.68	\$1,693,796.00	\$87,091.68	\$1,976,776.00	92%
Net Income (Deficit)	-\$31,142.78	-\$4,252.00	-\$26,890.78	\$16,894.41	\$82,236.00	-\$65,341.59		
Credit Union Centre								
Credit Union Centre Revenue	\$38,544.13	\$36,100.00	\$2,444.13	\$423,881.21	\$428,000.00	-\$4,118.79	\$510,700.00	83%
Credit Union Centre Expenses	\$43,557.59	\$37,263.00	\$6,294.59	\$398,074.99	\$408,916.00	-\$10,841.01	\$479,186.00	83%
Net Income (Deficit)	-\$5,013.46	-\$1,163.00	-\$3,850.46	\$25,806.22	\$19,084.00	\$6,722.22		
Fire Department								
Fire Revenues	\$20,770.33	\$20,613.00	\$157.33	\$270,014.34	\$267,969.00	\$2,045.34	\$309,195.00	87%
Fire Department Expenses	\$21,972.51	\$20,629.00	\$1,343.51	\$261,315.80	\$267,985.00	-\$6,669.20	\$309,195.00	85%
Net Income (Deficit)	-\$1,202.18	-\$16.00	-\$1,186.18	\$8,698.54	-\$16.00	\$8,714.54		
Consolidated Net Income (Deficit)	-\$37,358.42	-\$5,431.00	-\$31,927.42	\$51,399.17	\$101,304.00	-\$49,904.83		
							\$99,720.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$49,460.12	\$47,835.00	\$1,625.12	\$627,998.76	\$620,979.00	\$7,019.76	\$716,503.00	88%
Water & Sewer Expenses	\$57,265.85	\$46,440.00	\$10,825.85	\$642,255.97	\$619,657.00	\$22,598.97	\$712,537.00	90%
Water & Sewer Net Income (Deficit)	-\$7,805.73	\$1,395.00	-\$9,200.73	-\$14,257.21	\$1,322.00	-\$15,579.21		
							\$3,966.00	

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CUC MANAGER  
**SUBJECT:** JANUARY 2019 CREDIT UNION CENTRE REPORT  
**DATE:**  
**ATTACHMENT:** STATISTICAL REPORT

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**January 2019**

**Fitplex**

Programming: Aerobics Programming

Tuesday	6.30pm	Hi Lo	Traci Campbell
Thursday	6.30pm	Boxer Fit	Traci Campbell
Saturday	8.30am	Multi Fit	Traci Campbell

Mondays and Wednesdays    Kensington Wild off Ice training    6.00-7.00pm

Hours

Key FOB Entry	5:45 AM – 12:00 Midnight Daily
Staffed	4:00 PM – 8:00 PM Monday – Thursday

- Emergency exit door with crash bar delivery date approx. March 15, 2019

**Arena**

- Two and half storm days in January that the arena was not opened.
- Kensington Wild played 4 home games in January
- Kensington Vipers played 3 home games in January
- Kensington\Bedford Peewee exchange was held in January to good crowds.

- Dave Martin Midget A tournament held in January and had 8 teams entered.
- Saunders Equipment replaced vertical auger in Zamboni in January (under warranty).
- Black and MacDonald inspected the ice plant and hot water reclamation system and will quote on any maintenance items required in the off season.
- Health and Food safety inspected canteen with no issues identified.
- P and G Fire and Safety serviced and inspected fire extinguishers and canteen hood system.

### **Kensington Cash**

January, 2019	\$200.00
	\$220.00
	\$220.00
	<u>\$220.00</u>
	<u>Total \$860.00</u>

### **Ball Fields**

- Minor Ball Pitching cage will be discussed at the next ball meeting and will inform Credit Union Centre manager on their plans for rebuilding or removal.

### **Senior Center**

Current activities at the senior center on a weekly basis:

- Exercise classes
- Story Board
- Leather working
- Meetings
- Painting
- Touch therapy

### **Upcoming Events**

- ADL Ice competition Feb 2019

- Over 55 Games Feb 2019
- Minor Hockey Provincials Tournament March 2019
- Novice A Tournament Booked for April 2019
- Atom A Tournament Booked for April, 2019
- Kensington Vipers Jr b Team will be hosting the Don Johnson Memorial Cup  
Atlantics in April 23-28, 2019.
- Canada Day
- Harvest Festival

# Town of Kensington Credit Union Centre Monthly Statistical Data 2019

[illegible]

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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** TOWN OF KENSINGTON TANGIBLE CAPITAL ASSET  
CAPITALIZATION AND AMORTIZATION POLICY  
**DATE:** 2019-02-22  
**ATTACHMENTS:** CAPITALIZATION POLICY - DRAFT

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**Background:**

It has been identified that when the Town moved from a cash basis of accounting to a full accrual method of accounting, no formal policy was put in place to determine which assets would be capitalized and how they would be amortized. Further, to qualify for the Provincial Government's *Municipal Capital Expenditure Grant* program, the Town is required to have a Capitalization Policy. A copy of the Town of Kensington Tangible Capital Asset Capitalization and Amortization Policy is circulated with this memo.

The purpose of the policy is to establish the minimum cost threshold (\$1,000.00) that will be used to determine which capital assets will be recorded in the Town's financial statements and at what rate capital assets will be depreciated. The policy will also determine what capital assets will be reported to the Province of PEI through the Municipal Capital Expenditure Grant program.

**Recommendation:**

It is recommended that committee members consider the attached policy and recommend its approval to Town Council. Alternatively, the policy can be referred back to staff for revision prior to coming forward to Council for approval.



<b>Policy Title:</b>	Tangible Capital Asset Capitalization and Amortization Policy	<b>Policy Number:</b>	01-1-103-19
<b>Department:</b>	Administration	<b>Approval/Effective Date:</b>	March 11, 2019

### 1. **Purpose**

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in the Town of Kensington's financial statements.

### 2. **Tangible Capital Asset Definition**

A "Tangible Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; and (2) was acquired or produced for a cost of \$1000.00 or more. Tangible capital assets must be capitalized and depreciated for financial statement purposes.

Tangible capital assets include all amounts that are directly attributable to the acquisition, construction, development and betterment of the asset. All costs associated with placing an asset in service, including freight, installation costs, site preparation costs, alterations and professional fees are included in the capitalized value.

### 3. **Capitalization Thresholds**

Town of Kensington establishes \$1000.00 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in the Town of Kensington's financial statements.

### 4. **Capitalization Method and Procedure**

All tangible capital assets are recorded at historical cost as of the date acquired.

Tangible assets costing below the aforementioned threshold amount are recorded as an expense for Town of Kensington's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

### 5. **Amortization Method**

The cost of amortized tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost is amortized on a straight-line basis over the estimated useful life as follows:

Sewer system and lagoon                      1.2%

## Town of Kensington – Tangible Capital Asset Capitalization and Amortization Policy

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Water system	1.2%
Sewer equipment	20%
Water equipment	20%
Buildings	2.5%
Fire Vehicles	6.67%
Vehicles	20%
Electronic Equipment	25%
Equipment	10%
Sidewalks	6.67%
Wind turbine	5%

Full amount of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

### 6. **Record Keeping**

The Chief Administrative Officer will maintain records of the complete inventory of the Town's tangible capital assets and the related amortization based on historical tangible capital assets acquisitions and disposals.

**Date of Passage:** \_\_\_\_\_

**I certify that this policy was adopted by Town Council as indicated above.**

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** 20 STEWART STREET  
**DATE:** 2019-02-22  
**ATTACHMENTS:** AERIAL PHOTO  
STREET VIEW PHOTO

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**Background:**

The town owns a property located at 20 Stewart Street that houses a two-bedroom single residential dwelling (see attached aerial and street view photos). It was purchased in 2011 at a cost of \$56,320.25.

The primary purpose for acquiring the property was that the town owned all other property along the south side of Stewart street, i.e. ballfields, team penning (snow dump area), public works yards, etc., and it made sense that the Town should own and control it. It is a small sliver of property that is surrounded to the south, east and west by town owned property. Town Council agreed at the time of purchase to rent the home on the property until a decision was made on the end use of the property.

The tenant who resided in the home vacated it as of February 1, 2019. Therefore, consideration should be given to what Town Council desires to do with the property going forward. Options for consideration include:

1. Dispose of the property such that the town no longer retains its ownership.
2. Do nothing with the property and allow it to sit vacant.
3. Dispose of the major appliances within the home (fridge, stove, washer, dryer) and either remove or demolish the home (*staff recommendation*).

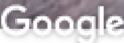
**Recommendation:**

Consideration and direction from committee members is requested.

20 Stewart Street



20 Stewart St  
Kensington, Prince Edward Island  
[View on Google Maps](#)



# Correspondence

**Geoff Baker**

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**From:** Amy B <awbeair@live.ca>  
**Sent:** February 19, 2019 11:21 AM  
**To:** Geoff Baker  
**Subject:** Special farming and fishing tribute issues

Hi Geoff,

Hope you are having a great day!

As discussed with Mike,  
We are very excited to be preparing a special featured Farming section for our 2nd issue of the County Line Courier in March. Deadline to reserve ad space will be Feb 28th as we anticipate a huge response and will need time to prepare! This issue will line up with Farm Safety week.

Our writer is busy gathering stories and information from our communities to make this an awesome Farming issue.

We will also be preparing a Fishing issue in time for setting this year!

We are contacting businesses and services in the industry to see if you would like to represent your business in this special issue for the Farming community and hope you may be interested in participating as well, representing our town of Kensington!

As you know our paper is distributed to 8200 homes and businesses through Canada Post priority mail.

Pricing begins

With a business card sized ad in black and white for \$60 plus hst  
2 card sized blocks for \$120  
3 for \$180  
4 for \$240 ... etc.

Colored pricing is as follows:

1/4 page \$250.  
1/2 page \$400  
And a full color page for \$600 plus hst

Please reserve your spot early as many are as excited about this issue as we are and we foresee this becoming an annual feature!

Amy Beairsto

County line courier  
[mjmarketing@eastlink.ca](mailto:mjmarketing@eastlink.ca)