



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

Monday, February 28, 2022 @ 6:30 PM

*55 Victoria Street
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 28, 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**
- 5. Adoption of Previous Meeting Minutes – January 24, 2022**
- 6. Business Arising from Minutes – January 24, 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 - *Nil*
 - e. Bills List – Town
 - f. Bills List – Water and Sewer Utility
 - g. Summary Income Statement – Town and Water & Sewer Utility
 - h. Credit Union Centre Report
- 8. New Business**
 - a. 2021-2022 Preliminary DRAFT Budget for Review
 - b. COC Memo - Surplus 1997 Water Tanker Vehicle
 - c. COC Memo - Mandatory Vaccination Policy

9. Councillor Issues/Inquiries

10. Correspondence

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

12. Adjournment

**Town of Kensington
Committee of Council Meeting
Monday, January 24, 2022
6:30 PM**

Council Members Present: Mayor, Rowan Caseley;
Councillors: MacRae, Toombs, Gallant, and Mann

Staff Members Present: Chief Administrative Officer, Geoff Baker

Attending Virtually: Deputy Mayor Pickering
Councillor Spencer
Deputy Administrator, Wendy MacKinnon
Municipal Clerk, Kim Caseley

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 January 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 Councillor Toombs, seconded by Councillor Gallant to approve the agenda for January 24, 2022, Committee of Council meeting. Unanimously carried.*

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.

3.2 Mayor Caseley and Municipal Clerk, Kim Caseley declared a conflict of interest with Item # 9D.

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 Toombs to approve the Committee of Council meeting minutes from November 22, 2021. Unanimously carried.*

6. Business Arising from Minutes

6.1 *Nil.*

7. Staff Reports

7.1 CAO's Report

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

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to receive and recommend Town Council's approval to adopt the December 2021 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 MacRae to receive and recommend Town Council's approval to adopt the December 2021 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 Toombs to receive and recommend Town Council's approval to adopt the General Bills List for December 2021 in the amount of \$1,528,727.54. Unanimously carried.*

7.5.2 *Moved by Councillor Mann, seconded by Councillor Gallant to receive, and recommend Town Council's approval to adopt the Water & Sewer Utility Bills List for December 2021 in the amount of \$41,735.18. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Spencer, seconded by Councillor Mann to receive and recommend Town Council's approval to adopt the Summary Income Statements for December 2021, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to receive and recommend Town Council's approval to adopt the Credit Union Centre Report for December 2021, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

7.7.2 Councillor Gallant expressed his appreciation to Council & Staff for developing and supporting the outdoor rink initiative. He has received many positive comments from members of the community.

7.7.3 Councillor MacRae requested that additional lights be installed in the outdoor rink area. Mr. Baker will speak with Mr. Wood regarding available options.

7.7.4 Councillor Toombs noted that the sledding hill located near the ballfields is ready. He suggested that lights be added next year to encourage evening use.

8. New Business

8.1 Anti Racism Strategy Development

8.1.1 *Moved by Councillor Gallant, seconded by Councillor MacRae,*

BE IT RESOLVED THAT Committee of Council recommend that Town Council approve a budget of a minimum of \$5,000 to be allocated towards anti-racism initiatives for the 2022/23 fiscal year.

Unanimously carried.

8.2 Electric Vehicle Chargers

8.2.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer,*

BE IT RESOLVED THAT Committee of Council recommended that Town Council approve a budget of \$30,000 in their 2022/23 Capital Budget for the purchase and installation of 6 Electric Vehicle Chargers.

5 for – 1 opposed (Toombs)

8.3 Wage Increase

8.3.1 *Moved by Councillor Spencer, seconded by Councillor Gallant,*

BE IT RESOLVED THAT Committee of Council recommend that Town Council authorize the Chief Administrative Officer to provide a wage increase, effective January 1, 2022, to exempt staff including the Deputy Administrator, Municipal Clerk, Administrative Assistant, Police Chief, Deputy Police Chief, Public Works Supervisor, Credit Union Centre Manager, and Credit Union Centre Assistant Manager in an amount up to 6.7%

Unanimously carried.

Mayor Caseley and Municipal Clerk, Kim Caseley excused themselves from the Council Chamber at 7:17 pm.

8.4 Business Park Street Naming

8.4.1 Moved by Councillor Gallant, seconded by Councillor Toombs

BE IT RESOLVED THAT Committee of Council recommend that Town Council approve Ingham Drive as one of the street names within the new Kensington Business Park.

4 for – 1 opposed (Spencer). Motion carried.

8.4.2 Moved by Councillor Spencer, seconded by Councillor Mann

BE IT RESOLVED THAT Committee of Council recommend that Town Council approve Ganata as one of the street names within the new Kensington Business Park.

2 for – 3 opposed (Gallant, Toombs, MacRae). Motion defeated.

8.4.3 Moved by Councillor MacRae, seconded by Councillor Gallant

BE IT RESOLVED THAT Committee of Council recommend that Town Council approve Five Lanes as one of the street names within the new Kensington Business Park.

Unanimously carried.

8.4.4 Moved by Councillor Gallant, seconded by Councillor Toombs

BE IT RESOLVED THAT Committee of Council recommend that Town Council approve Darrach as one of the street names within the new Kensington Business Park.

4 for – 1 opposed (Spencer). Motion carried.

Mayor Caseley and Municipal Clerk, Kim Caseley returned to the Council Chamber at 7:54 pm.

9. Councillor Issues/Inquiries

- 9.1** Councillor Toombs thanked the Public Works department for the great work this year with the winter snow removal.

10. Correspondence

- 10.1** A Thank You letter from the Kensington Food Bank for the Town's support.

10.2 A Thank You card from the family of the late Brian Lewis.

11. In-Camera (Closed Session)

11.1 *Nil.*

12. Adjournment

12.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 7:58 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report - February 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 and, more recently, the Truckers Convoy which shut down some border crossings.
2	Property Taxation Issues	Staff will continue to review property taxation and assessment information as time permits and correct any errors/issues as they arise.
3	Official Plan and Zoning Bylaw 5 Year Review	With the relaxation of some COVID-19 restrictions and the public meeting requirements around this project, it is hoped that the project can be re-commenced shortly. Staff have reached out to the planning consultant to secure a schedule that will see the project brought to completion in 2022.
4	Asset Management	NO UPDATE All asset management files have been received. I am trying to set up a meeting with the consultant to ensure a proper interpretation of the asset class forecasts and next steps in the development of the asset management plan.
5	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). Interest has been expressed by others. Staff continue to work with developers to secure lots and development plans.
6	Wastewater Treatment Plant Mechanical Upgrades	The tender for the project was awarded to Hansen Electric, as approved by Town Council. No physical work has been completed on the project at this point. There have been some delays in getting the required materials. One of the VFD's have been received and we are waiting on another. It is anticipated now that the project will begin in the month of May, depending on material delivery. The Lagoon roof and eavestrough replacement project was awarded to Tyler Caseley, of Clyde River, in the amount of \$9,788.00, which is approximately 30% of the price that was originally tendered as part of the overall project.
7	Anti-Racism, Inclusion and Diversity Strategy	Two staff are in the midst (week 4) of a 6 week training session on Inclusion, Diversity, and Anti-Racism. Staff and the Mayor also attended a Black History Symposium during the month of February, hosted by the FPEIM. We continue to gain knowledge and education on how to proceed with the formal drafting of a strategy.
8	Police Study/Service Model Review	NO UPDATE Other project work and requirements have consumed the greater majority of my time in recent months. I have begun working on the implementation plan for Town Council's consideration, however at this point I have not found an opportunity to complete it. I will continue to dedicate time and resources to this project as other priority items are completed.
9	Active Transportation Fund	The Victoria Street East portion of the project was awarded to Curran and Briggs. This work will proceed in the spring of 2022. The remaining portions of the project (Broadway Street South and Barrett Street) are planned to proceed in 2022 following the installation of the Broadway Street South Water and Sewer Extension project and the Province's Barrett Street Storm Sewer Installation project. Engineering contracts have been secured to complete the required design work, etc. A meeting is scheduled with the Department of Transportation on Thursday, March 3rd to discuss the projects.
10	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.
11	Commercial Street/Broadway Street Intersection	A meeting is scheduled with the Department of Transportation on March 3, 2022 to discuss this issue. A further update will be provided following this meeting.
12	Confederation Trail Road Crossings	A meeting is scheduled with the Department of Transportation on March 3, 2022 to discuss this issue. A further update will be provided following this meeting.
13	Kensington Business Park	No further construction has been completed since the previous update. All life station materials are now on site with some mechanical work left to be completed. Road A - Sewer main, manholes and services completed including pressure testing, vacuum testing and video inspection. Watermain, Hydrants and services completed including pressure testing. Disinfection to be completed by December 24th. Sewer Force main has been installed and pressure tested. Storm main and catch basins are completed to Sta. 0+240 (CB 4). Road constructed to base asphalt to Sta. 0+285. Remaining road construction and seal placement to be completed in the spring of 2022. Curb placement completed to Sta. 0+290. Remaining curb to be placed in the spring of 2022. ROW through Brown property has been stripped and foundations removed. Landscaping to be completed. Road B - Sewer main, manholes and services completed including pressure testing, vacuum testing and video inspection. Watermain, Hydrants and services competed including pressure testing. Disinfection to be completed by December 24th. Storm main and catch basins completed. Curb placement has been completed. Road construction has been completed to Sta. 0+050. Asphalt seal to be placed from Sta. 0+050 to Road A intersection in the spring of 2022. Landscaping to be completed. Road C - Sewer main, manholes and services completed including pressure testing, vacuum testing and video inspection. Watermain, Hydrants and services competed including pressure testing. Disinfection to be completed by December 24th. Storm man and catch basins completed. Curb has been completed. Road construction has been completed. New Driveways to Trailside Plaza/Bottle Exchange have been constructed. Landscaping to be completed. Lift Station - Chamber has been installed, leakage testing to be completed. Building has been placed and electrical work is ongoing. Generator pad has been constructed, generator expected delivery is May 2022. Mechanical pipe work is ongoing, pumps have been delivered to site. Additional to the above progress MECL have been to site to lay out power pole locations and have began placing poles. Project is approximately 75% complete.
14	Invest in Canada Infrastructure Fund - Broadway Street South Water and Sewer Main Extension Project	Funding approval has been received and the engineering contracts have been secured. We are hopeful that the required topographical survey will be completed in late March early April and that the project can be tendered as quickly as possible to facilitate the timely completion of the project.
15	Collective Bargaining Agreement Negotiations	The final agreement has been ratified by Town Council and Local 4893. We await the final draft version for formal signing.
16	Relocation of Town of Kensington Signs and Speed Radar signs	This will be completed in the Spring of 2022, to allow the signage to be placed to reflect the Town's boundary restructuring.
17	Rural Growth Initiative Funding Application	Information around this project will be brought to the March regular meeting of Town Council to facilitate the signing of formal funding agreements.
18	Water Meter Upgrades Project	This project is now completed. All new water meter readers have been installed and are fully functional. This has reduced staff time associated with reading meters by approximately 75%.
19	Electric Vehicle (EV) Chargers	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.

Item #	Project/Task	Status
20	Fire Department Tanker Truck	The contract for the provision of the Tanker Truck was awarded to Hélie Fire Trucks in December, 2021. There have been some delays in getting the required components for the truck and as such it's delivery date has been moved back to early to mid March. A memo has been circulated with the tentative agenda package regarding the disposal of the old tanker truck that is being replaced.
21	Senior Center Renovation	During the severe rainfall event on Friday, February 18th, the basement of the Seniors Centre saw some flooding. Staff are working with the tenant to assess the level of damage and to repair/replace as required.
22	Website	Staff have begun the process of drafting a Request for Proposals for the creation of a new website. It is hoped that the RFP will be issued throughout the first quarter of 2022.
23	Dog Bylaw	Staff continue to work on a new "Animal Control Bylaw" for the Town to replace the current "Dog Bylaw".
24	Flag Repair and Replacement	NO UPDATE Staff have started to research and put together pricing on repairing and replacing flag poles in the town, as was indicated in Mayor Caseley's January report.

Kensington Fire Department Occurrence Report 2022

[illegible]

JANUARY 2022

The Kensington Fire Department responded to **15** calls during the month of January and the average attendance for the fire calls was **13**. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Jan. 3 - 16:22 pm	MVC	Indian River	22	2
Jan. 4 15:08 pm	MVC	Indian River	16	2
Jan. 8 - 12:20 pm	Sight of smoke	Rte 2 Kensington	15	1
Jan. 9 - 18:46 pm	Flue fire	Springfield	15	3
Jan. 15 04:55 am	House filled with smoke	Stavert Shore Rd.	3 (in a blizzard)	1
Jan. 15 - 18:23 pm	Active child labour - called by dispatch as EMS was in Charlottetown; called chief to see if someone could walk there	Kensington	5 (in a blizzard)	1
Jan. 16 - 17:05 pm	MFR (EMS delayed)	Burlington	13	2
Jan. 16 - 23:10 pm	Commercial fire alarm	Kensington	10	1
Jan. 17 - 16:03pm	MVC	Indian River	17	2
Jan. 10 - 16:37 pm	MVC	Irishtown RD.	20	3
Jan. 18 - 12:22 pm	MVC	Irishtown Rd.	12	2

Jan. 18 - 13:05pm	MFR - (EMS delayed)	Margate	13	2
Jan. 19 - 04:19 am	MVC	Blue Shank Rd.	14	2
Jan. 24 - 16:54 pm	Request for carbon monoxide check; paramedics on scene with 2 patients	Baltic	10	1
Jan. 25- 16:33 pm	MVC - head-on	Blue Shank Rd.	18	2

There was no training or Association meeting held in January due to COVID-19 restrictions.

The fire department was called upon to flood the outdoor rink at Credit Union Centre.

Rodney Hickey
Chief

[illegible]

[illegible]

[illegible]

Police Report January 2022

There are zero alarm calls to report for this month.

The assistance calls for this month consist of:

4 covid related files

1 vehicle driver stranded in a snowstorm

1 woman in labour during a snowstorm

1 assist EMS with a violent patient

January 13 Assist SSIDE locate MHA person

January 13 RCMP assist KPS with MHA person

Town of Kensington Bills List January 2022

A1 - Vacuums	406745	\$149.96
Amalgamated Dairies Limited	4921324003	\$24.01
ADL Foods	2477653 P TOWN HALL JANITOR SUPPLIES	\$1,333.63
Aliant	INV8833669	\$248.19
Aliant	INV8835436	\$30.48
Andrew Griffin	JAN 2022 RRSP	\$519.54
Bell Mobility	2-402978	\$201.25
AL Bell Ltd	3664	\$72.91
Big Boot Shooting Club	538318	\$586.50
The Branch Manager	4760 REMOVE TREE ON PLEASANT ST	\$1,552.50
Brenda MacIsaac	JAN 2022 RRSP	\$304.52
CAMA	CAMAMEM / GEOFF MEMBERSHIP	\$345.00
CAMA	CAMAMEM / WENDY MEMBERSHIP	\$345.00
Capital "T" Electric	934 POL WASHROOM FAN	\$222.77
Capital "T" Electric	942 TRAIN STATION - RELOCATE HEAT PUMP	\$2,202.89
Capital "T" Electric	944 TRAIN STATION WASHROOM LIGHTS	\$230.00
CFCY 95.1	CFCY 95.1	\$501.67
CIBC Securities Inc	JAN 2022 RRSP	\$395.28
Combat Computer Inc	1000082826 / COPY CHARGE	\$185.21
Commercial Construction	JAN 22 SNOW REMOVAL	\$13,655.68
Copper Shore Electric	1350 / TRAIN STN CHANGE OUTSIDE LIGHTS	\$813.05
Credit Union Financial Management	JAN 2022 RRSP	\$851.36
Canadian Union of Public Employees	JAN 2022 UNION DUES	\$626.36
Eastlink	17673734	\$114.94
Eastlink	17754983	\$23.00
Eastlink	17754736	\$109.19
Eastlink	17792828	\$162.16
Eastlink	17754210	\$832.07
Firstonsite Restoration Ltd	ATSU-BA21164D TOWN HALL WATER DAMAGE	\$3,946.33
Firstonsite Restoration Ltd	ATSU-BA21164E TOWN HALL WATER DAMAGE	\$3,244.87
Flag Emporium	26910 MI'KMAQ FLAG	\$182.85
Gemini Screen Print Embroidery	11950 / FIRE FACE MASKS	\$724.50

Geoff Baker	JAN 2022 MILEAGE	\$300.33
Holland College	542604 POL UNIFORM	\$169.04
Hummingbird Creative	2705 / TRAIN STATION SIGNAGE DECALS	\$322.00
Irving Oil	448059	\$1,025.29
Irving Oil	53527	\$82.39
Irving Oil	242209	\$391.97
Irving Oil	350770	\$535.13
Irving Oil	478753	\$273.53
Irving Oil	34291786	\$340.52
Irving Oil	744990	\$80.04
Irving Oil	771713	\$165.80
Irving Oil	123911	\$741.69
Irving Oil	124813	\$1,014.55
Irving Oil	34312147	\$357.30
Irving Oil	248635	\$333.44
Irving Oil	223970	\$440.04
Irving Oil	340146	\$230.68
Irving Oil	26192	\$46.00
Irving Oil	751207	\$1,101.40
Irving Oil	724898	\$441.63
Irving Oil	34317840	\$172.90
Irving Oil	919740	\$294.46
Irving Oil	920567	\$878.16
Irving Oil	147628	\$50.93
Irving Oil	117088	\$329.27
Irving Oil	424506	\$283.02
Irving Oil	34324724 FIRE TRUCKS REPAIRED	\$4,024.14
Irving Oil	641917	\$506.32
Irving Oil	649653	\$653.48
Irving Oil	619793	\$730.83
Irving Oil	34332605	\$377.31
Irving Oil	46163	\$843.78
Irving Oil	11706	\$318.09
Island First Aid Service	SI-16141 / SO-05905	\$22.99

Island Petroleum	00205221999655	\$159.52
Island Petroleum	00205221999654	\$424.86
Island Petroleum	00205221999658	\$775.25
Island Petroleum	205221999657	\$86.52
Island Petroleum	205221999658	\$565.07
Island Petroleum	00205221999659	\$307.31
Island Petroleum	205221999660	\$491.75
Island Petroleum	205221999661	\$415.16
Island Petroleum	205221999662	\$508.81
Island Petroleum	00205221999663	\$398.88
Island Respiratory Specialists Inc	42397 / FIRE OXYGEN CYLINDER LEASE	\$160.00
Jonah MacDougall	JAN 14, 2022 / MILEAGE	\$54.04
Kensington Agricultural Services	80154 97 TRACKLESS	\$11.48
Kensington Metal Products Inc.	58235 TRACKLESS	\$20.34
Kensington Metal Products Inc.	58354 TRACKLESS PLOW	\$337.92
Kent Building Supplies	3000874760	\$47.12
K'Town Auto Parts	43887/5 SHOP SUPPLY	\$194.64
K'Town Auto Parts	44024/5 97 TRACKLESS	\$9.45
K'Town Auto Parts	44106 TRACKLESS BULB	\$6.72
Landon Yuill	01-05-2022 MILEAGE	\$46.00
Lewis Sutherland	JAN 2022 RRSP	\$668.60
Long & McQuade Limited	127902	\$97.74
Maritime Electric	0474 TOWN HALL	\$1,285.49
Maritime Electric	0452 WORKSHOP	\$480.13
Maritime Electric	0471 SPEED RADAR	\$108.27
Maritime Electric	0455 CUC SIGN	\$96.27
Maritime Electric	0456 SENIOR CENTER	\$291.04
Maritime Electric	0457 LIBRARY	\$295.25
Maritime Electric	0461 TRAIN STATION	\$1,023.59
Maritime Electric	0463 EVK POOL	\$62.58
Maritime Electric	0464 FIRE HALL	\$460.76
Maritime Electric	0462 FREIGHT SHED	\$299.46
Maritime Electric	0470 CAR CHARGER	\$82.16
Maritime Electric	0473 POLICE CAMERAS	\$13.42

Maritime Electric	0454 RINK	\$9,012.32
Maritime Electric	0453 CANTEEN	\$28.26
Maritime Electric	0466 ST LIGHTS	\$2,838.23
Marvin Mill	50/50 JAN 27, 22	\$3,560.00
Malpeque Bay Credit Union	JAN 2022 RRSP	\$812.38
McInnes Cooper	2022000020 CONSULT	\$143.75
Medacom Atlantic Inc	INV013175	\$251.16
Minister of Finance	332469 / POLICE ID CARDS	\$34.50
Minister of Finance	332218 / LOCK UP SERVICE	\$25.00
Minister of Finance	332362 ROYAL GAZETTE	\$86.25
MJS Marketing & Promotions	2775013 / COUNTY LINE COURIER	\$759.00
Moase Plumbing & Heating	34057 / CUC RINK	\$539.47
Murphy's Kensington	JAN 7, 21 MASKS	\$114.89
Orkin Canada	C-3192020 PUBLIC WORKS	\$96.03
Orkin Canada	C-3192014 / FIRE DEPT	\$29.90
Orkin Canada	C-3152810 28 STEWART	\$96.03
Orkin Canada	C-3152045 FIRE STATION	\$29.90
Orkin Canada	C-3153162 TOWNHALL	\$48.30
Pitney Works	JAN 2022	\$2,300.00
Police Vision CPA/ACP	18014026 / POLICE LISTING	\$250.70
Princetown United Church Malpeque	MEMORIAL DONATION	\$50.00
Purolator Courier Ltd	449660380 / LANDON'S UNIFORM RETURN	\$96.90
Revolution Media	3743-2022 / WEBSITE	\$172.50
Right on Board Locksmith	6881 / POLICE OFFICE LOCK	\$349.60
Robert Wood	MILEAGE	\$141.00
Rogers Plumbing & Heating	14614 POL EYESTATION REPLACEMENT	\$91.02
Rowan Caseley	MILEAGE	\$54.05
Saunders Equipment Ltd	86560	\$29.38
Mikes Independent	0258 / CUC CLEANING SUPPLY	\$136.11
Scotia Securities	JAN 2022 RRSP	\$919.26
Scotiabank Visa	1575-3395 INCLUSION & ALLYSHIP TRAINING	\$997.00
Scotiabank Visa	1653-3884 INCLUSION & ALLYSHIP TRAINING	\$997.00
Scotiabank Visa	KIDS HELP PHONE JAN	\$50.00
Scotiabank Visa	GUARDIAN RENEWAL	\$331.20

Scotiabank Visa	JOURNAL RENEWAL	\$151.66
Scotiabank Visa	POL GUARDIAN RENEWAL	\$331.20
Scotiabank Visa	POL JOURNAL RENEWAL	\$151.66
Scotiabank Visa	ZOOM JAN 22	\$23.00
Scotiabank Visa	CPKN - JAN 12, 22	\$17.25
Sherry's Heating Service	2919 / SHOP BURNER	\$184.00
Spartan Fitness	347218	\$45.99
Spartan Fitness	346958	\$172.50
Spartan Fitness	347869	\$1,269.65
Spring Valley Building Centre Ltd	228446	\$87.29
Spring Valley Building Centre Ltd	228620	\$87.29
Spring Valley Building Centre Ltd	K55237	\$43.64
Spring Valley Building Centre Ltd	228711	\$58.64
Staples	5506537730	\$645.42
Staples	5506585061	\$354.63
Staples	JANUARY 26 2022	\$54.04
Suncor Energy Products Partnership	9930971529	\$1,757.78
Superior Sanitation	0000769452 / TOWN HALL	\$221.24
Superior Sanitation	0000769451 / CUC RINK	\$230.00
Superior Sanitation	0000769450 / PW SHOP	\$184.00
Superior Sanitation	0000769449 / FIRE HALL	\$80.50
Tanya Beairsto	0431	\$60.00
Toshiba Finance	JAN 9, 2022	\$607.20
Town of Kensington	JAN 2022 W&S	\$821.15
Vail's Fabric Services Ltd	391900	\$215.46
Vail's Fabric Services Ltd	385856	\$215.46
Wet n' Wild Car Wash	0985 POLICE CAR WASH	\$100.00
Yellow Pages Group	INV02502808	\$19.09
Yellow Pages Group	INV02525993	\$24.90
Subtotal		<hr/> \$96,587.45 <hr/>
Payroll		\$106,030.73
Aerus Electrolux	410609 AIR PURIFIERS	\$7,015.00
AJL General Contractors Ltd	WELLFIELD CLAIM #3	\$22,375.38

Black & McDonald Limited	80-1240717 CUC CONDENSER	\$37,007.00
Camions Helie (2003) Inc - Helie Fire Trucks	499 FIRE TRUCK DEPOSIT	\$125,000.00
Capital "T" Electric	933 / PUBLIC WORKS HEAT PUMP	\$4,651.75
Scotia Tech Fluid Service	15726 WATER METER RADIO TRANSMITTERS	\$31,023.55
T & K Fire Safety Equipment Ltd	268841 SCBA	\$12,363.44
WSP Canada Inc	1076699 BUSINESS PARK	\$18,103.58
WSP Canada Inc	1076188 LAGOON	\$966.00
Subtotal Capital		\$258,505.70
Total Bills		\$461,123.88

Water and Sewer Utility Bills List January 2022

Aliant	INV8835121	\$190.16
Aliant	INV8804884	\$142.96
Capital "T" Electric	943 LAGOON PUMPS	\$115.00
Corrosion Service Company Limited	105153 / WATER STORAGE TANK REPAIR	\$1,121.25
Curran & Briggs Ltd	00048747 / MANHOLE REPAIR	\$1,246.23
Kensington Country Store	2810163144 WATER CHLORINATION	\$392.89
Kent Building Supplies	3000836669 / WATER SHED R&M	\$36.31
Maritime Electric	0472 LIFT STATION	\$293.35
Maritime Electric	0468 WELL #3	\$737.64
Maritime Electric	0467 SEWAGE TREATMENT	\$2,744.84
Maritime Electric	0458 PUMP CONTROL	\$310.20
Maritime Electric	0459 PUMP #1	\$630.68
Maritime Electric	0460 PUMP #2	\$217.34
Maritime Electric	0465 WATER TOWER	\$159.02
Maritime Electric	0469 SEWAGE PUMP	\$166.38
Minister of Finance	332370 / RALPH CERTIFICATION	\$50.00
Minister of Finance	220104068 WATER ANALYSIS	\$447.35
Scotiabank Visa	2022-0017 POWERGRID - WIND TURBINE	\$29.67
Scotiabank Visa	2022 0017 POWERGRID -WIND TURBINE	\$97.00
Total W&S Bills		\$9,128.27

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO

FROM: ROBERT WOOD, CUC MANAGER

DATE: JANUARY 2022

SUBJECT: JANUARY 2022 - CREDIT UNION CENTRE REPORT

ATTACHMENT: STATISTICAL REPORT

January 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
- No day passes allowed at this time, members only -to keep numbers approx. at the 15 person range.
- CPHO closed down the gym on January 18th and staff did a deep clean of facility as well as touch up painting, servicing of equipment, better spacing of equipment and some minor repairs.
- Re-opened on Jan 31,2022

Arena

- CPHO shut down arenas from January 18th – 30th with re-opening on January 31st. Repairs and maintenance were done inside the arena as well as a deep clean of all areas.
- January 1st – 8th Town of Kensington Ice rental special had 68 hours of ice-time booked and 46 of the hours were Kensington residents.

- The outdoor arenas were able to get worked on and 3 separate sheets have been established with high usage to date. Arena staff have been flooding the areas and benches and garbage cans placed outside for users. The Town maintenance department has been providing snow removal for these areas.
- A snow sledding hill has been made by the ballfields with snow hauled from areas around Town and Garth Toombs has donated his time to sculpt the hill with his bulldozer. The Town maintenance department has blowing the snow to create the hill.

Kensington Cash Draw

Jan 6	202.00
Jan 13	207.00
Jan 20	205.00
Jan 27	201.00
Total	815.00

Ball Fields

- Nothing to Report

Senior Center

- The wall and doorway for the senior center has been painted by staff during the covid break and a lock placed on the doorway for seniors only access.

Outdoor Ice Surface

- A small outdoor ice surface was planned this winter but with the covid break and high demand the Arena staff has made 3 surfaces. The surfaces are by lit streetlights that were installed 6 years ago by the Town when a outdoor rink was first used in the area. Future lighting for the area will be looked at as well this spring.

Central Community PEI Navigator

- Nothing to report

Upcoming Events

- Waiting on CPHO guidelines for future events. Currently booked for February are the Islander U 7 Jamboree and the ADL Ice Show.

Town of Kensington

Credit Union Centre Monthly Statistical Data

2022

[illegible]

2021

[illegible]

**Town of Kensington
Summary
Budget 2022/23**

2022 Annual Budget	2021 Annual Budget	2021 Annual as of Dec 31, 2021	2020 Actual
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Revenue

General Government	\$ 1,331,996	\$ 1,006,644	\$ 922,012.31	\$ 1,399,239.70
Police	\$ 310,614	\$ 217,996	\$ 205,306.08	\$ 47,426.87
Rental Income	\$ 105,800	\$ 99,508	\$ 76,863.32	\$ 100,064.38
Recreation and EVK Pool	\$ 4,500	\$ 4,500	\$ 4,802.19	\$ 6,660.00
Sale of Services	\$ 412,700	\$ 411,200	\$ 268,453.60	\$ 273,598
			\$ -	
Total Town Revenue	\$ 2,165,610	\$ 1,739,848	\$ 1,477,437.50	\$ 1,826,989.38
Fire Revenue	\$ 282,684	\$ 282,684	\$ 212,013.00	\$ 283,184.00
Water & Pollution	\$ 687,180	\$ 669,510	\$ 485,886.59	\$ 625,598.88
Credit Union Centre	\$ 395,000	\$ 329,300	\$ 231,772.54	\$ 316,681.25
Total Revenue all Sources	\$ 3,530,474	\$ 3,021,342	\$ 2,407,109.63	\$ 3,052,453.51

Town Hall	\$ 158,486	\$ 162,041	\$ 118,574.81	\$ 155,316.27
General Government	\$ 588,452	\$ 422,085	\$ 331,404.48	\$ 489,961.97
Police	\$ 601,737	\$ 522,689	\$ 456,380.66	\$ 548,359.74
Public Works	\$ 404,689	\$ 202,561	\$ 162,423.18	\$ 156,770.03
Train Station	\$ 60,530	\$ 51,795	\$ 43,394.79	\$ 39,224.05
Parks and Recreation	\$ 106,905	\$ 95,785	\$ 91,339.34	\$ 54,427.55
Sale of Services	\$ 207,619	\$ 196,340	\$ 127,852.07	\$ 94,764.89
Total Town Expenses	\$ 2,128,417	\$ 1,653,296	\$ 1,331,369.33	\$ 1,538,824.50

Total Fire Expenses	\$ 310,422	\$ 280,844	\$ 215,117.08	\$ 215,117.08
Total Water & Pollution Exp	\$ 704,380	\$ 669,120	\$ 537,874.77	\$ 723,920.44
Total CUC Expenses	\$ 387,078	\$ 367,536	\$ 254,702.04	\$ 349,798.47

Total Expenses All Sources	\$ 3,530,297	\$ 2,970,796	\$ 2,339,063	\$ 2,827,660.49
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			\$ -	
Variance Water & Sewer	\$ (17,200)	\$ 390	\$ (51,988.18)	\$ 98,321.56
Variance Town	\$ 37,193	\$ 86,552	\$ 146,068.17	\$ 288,164.88
Variance Fire Department	\$ (27,738)	\$ 1,840	\$ (3,104.08)	\$ 68,066.92
Variance CUC	\$ 7,922	\$ (38,236)	\$ (22,929.50)	\$ 33,117.22

Surplus (Deficit)	\$ 177	\$ 50,546	\$ 68,046.41	\$ 224,793.02
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**Town of Kensington
Town Hall
Budget 2022/23**

	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
			as of Dec 31/21	
Depreciation	\$ 49,020	\$ 49,020	\$ 36,765.00	\$ 49,020
Property Taxes	\$ 10,500	\$ 10,800	\$ 10,293.00	\$ 10,242
Electricity	\$ 17,600	\$ 17,600	\$ 12,895.05	\$ 16,809
Heating Oil	\$ 16,600	\$ 19,150	\$ 8,047.34	\$ 13,291
Wages - Custodian	\$ 38,210	\$ 36,815	\$ 28,153.03	\$ 34,771
Repair and Main. - Building	\$ 20,400	\$ 20,400	\$ 18,393.29	\$ 22,670
Janitor Supplies - Town Hall	\$ 3,600	\$ 4,800	\$ 1,816.08	\$ 4,922
Town Hall Consolidation Loan Interest	\$ 2,400	\$ 3,300	\$ 2,094.41	\$ 3,423
Generator Interest Loan #5	\$ 156	\$ 156	\$ 117.61	\$ 168
Expenditures	\$ 158,486	\$ 162,041	\$ 118,574.81	\$ 155,316

**Town of Kensington
Fire Department
Budget 2022/23**

	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
Revenue			as of Dec 31/21	
Fire Dues District 1910	\$ 147,804	\$ 147,804	\$ 110,853.00	\$ 147,804.00
Fire Dues Malpeque	\$ 87,360	\$ 87,360	\$ 65,520.00	\$ 87,360.00
Fire Dues Kensington (see a44)	\$ 47,520	\$ 47,520	\$ 35,640.00	\$ 47,520.00
Donations Fire	\$ -	\$ -		\$ 500.00
Revenue	\$ 282,684	\$ 282,684	\$ 212,013.00	\$ 283,184.00
Depreciation	\$ 142,800	\$ 120,000	\$ 90,000.00	\$ 103,020.00
Reserve Fund	\$ -	\$ -		\$ 5,976.00
Water & Sewer	\$ 1,692	\$ 1,644	\$ 1,263.50	\$ 1,731.26
Property Taxes	\$ 2,250	\$ 2,100	\$ 2,247.85	\$ 2,242.35
Electricity	\$ 5,640	\$ 4,920	\$ 4,108.87	\$ 4,846.32
Heating Oil	\$ 10,500	\$ 9,000	\$ 5,981.27	\$ 7,667.96
Telephone	\$ 4,200	\$ 3,960	\$ 3,112.04	\$ 4,166.55
Cellular	\$ 2,640	\$ 2,400	\$ 1,977.58	\$ 2,348.23
Advertising	\$ 1,050	\$ 1,450	\$ 302.50	\$ 264.00
Honorariums	\$ 30,300	\$ 30,700	\$ 30,300.00	\$ 30,700.00
Fire Equipment, Uniforms & Supplies	\$ 12,000	\$ 12,000	\$ 11,480.38	\$ 46,082.37
Repair and Main. - Equip	\$ 1,200	\$ 1,200	\$ 32.94	\$ 1,656.05
Repair and Main. - Vehicle	\$ 6,000	\$ 6,000	\$ 3,660.88	\$ 13,510.01
Repair and Main. - Building	\$ 4,800	\$ 4,800	\$ 4,612.52	\$ 16,813.35
Vehicle - Gas & Oil	\$ 5,400	\$ 4,800	\$ 4,293.20	\$ 4,710.50
Snow and Ice Control	\$ 3,250	\$ 3,250	\$ 231.00	\$ 1,620.28
Conventions and Meetings/Proff Dev	\$ 1,200	\$ 1,200		\$ 1,234.72
Insurance	\$ 2,000	\$ 2,000		\$ 1,315.00
Answering Service - Fire	\$ 2,880	\$ 2,880	\$ 2,162.16	\$ 2,882.88
2010 Truck Loan # 21	\$ 1,740	\$ 2,100	\$ 1,412.04	\$ 2,160.85
Fire Hall Loan Int. Loan #10	\$ 2,100	\$ 2,520	\$ 1,692.70	\$ 2,590.34
2019 F1/2 ton Truck Interest	\$ 540	\$ 900	\$ 542.69	\$ 943.03
2020 Rescue Command Vehicle	\$ 780	\$ 960	\$ 657.96	\$ 743.10
Administration and operating costs	\$ 60,060	\$ 60,060	\$ 45,045.00	\$ 60,060.00
2022 Pumper Truck Interest	\$ 5,400			
Expenditures	\$ 310,422	\$ 280,844	\$ 215,117.08	\$ 234,467.32
Variance	\$ (27,738)	\$ 1,840.00	\$ (3,104.08)	\$ 15,557.68

**Town of Kensington
General Government
Budget 2022/23**

Revenue	2022 Annual Budget	2021 Annual Budget	2021 Actual as of Dec 31/21	2020 Actual
Animal Control	\$ -	\$ 208	\$ 104.00	\$ 352.00
Building Permits	\$ 4,800	\$ 4,800	\$ 4,000.00	\$ 7,800.00
Donations	\$ 2,500	\$ 2,500	\$ 3,625.00	\$ 100.00
Canada Day Grant	\$ 700	\$ 1,000	\$ 700.00	\$ 1,000.00
Employment Grant	\$ 24,000	\$ 24,000	\$ 36,428.90	\$ 57,544.79
Equalization Grants	\$ 285,756	\$ 285,756	\$ 214,317.00	\$ 272,798.04
Miscellaneous Revenue	\$ 3,000	\$ 3,000	\$ 23,598.32	\$ 128,633.93
PST Refund (MCEG)	\$ 18,000	\$ 18,000	\$ 119,305.67	\$ 98,471.51
Property Taxes and Tax Credit (Less Police Tax Credit)	\$ 693,240	\$ 667,380	\$ 519,933.42	\$ 829,107.00
Gain or Loss on Disposal of Assets	\$ 300,000	\$ -		\$ 10,077.71
Subtotal General Revenue	\$ 1,331,996	\$ 1,006,644	\$ 922,012.31	\$ 1,399,239.70
Kensington North Watersheds Association	\$ 6,540		\$ 1,350.00	
Kensington Family Medical Centre	\$ 49,440	\$ 49,440	\$ 37,080.00	\$ 49,440.00
Miscellaneous Rent	\$ 3,800	\$ 1,700	\$ 3,848.40	\$ 2,700.00
Kiddie Town Daycare	\$ 5,256	\$ 5,160	\$ 3,902.31	\$ 5,164.47
Chamber of Commerce	\$ 1,500	\$ 1,476	\$ 1,114.92	\$ 1,475.49
Blacksmith Shop	\$ -	\$ 2,900	\$ 404.00	\$ 3,082.18
Indian River Festival	\$ 1,104	\$ 1,080	\$ 825.48	\$ 1,092.45
Train Station	\$ 27,276	\$ 27,000	\$ 20,258.01	\$ 26,810.07
Kensington Physiotherapy	\$ 9,276	\$ 9,180	\$ 6,886.80	\$ 9,114.18
CBDC - Peggy Miles	\$ 1,608	\$ 1,572	\$ 1,193.40	\$ 1,185.54
Subtotal Rental Revenue	\$ 105,800	\$ 99,508	\$ 76,863.32	\$ 100,064.38
Recreation & Aqua Program	\$ 4,500	\$ 4,500	\$ 4,802.19	\$ 6,660.00
Subtotal Recreation Revenue	\$ 4,500	\$ 4,500	\$ 4,802.19	\$ 6,660.00
Total Revenue	\$ 1,442,296	\$ 1,110,652	\$ 1,003,677.82	\$ 1,563,577.35
Depreciation	\$ 10,980	\$ 10,980	\$ 8,235.00	\$ 10,980.00
Deficit Recovery	\$ -	\$ -		
Reserve Fund	\$ -	\$ -		\$ 95,700.00
Property Taxes(Gorman/Walker/Business Park)	\$ 1,236	\$ 2,721	\$ 1,739.20	\$ 1,194.85
Telephone	\$ 3,960	\$ 3,480	\$ 2,987.16	\$ 3,698.01
Cellular	\$ 4,260	\$ 3,900	\$ 3,197.65	\$ 3,990.65
Office Expenses	\$ 12,000	\$ 12,000	\$ 8,404.10	\$ 15,024.05
IT Services	\$ 8,500	\$ 3,600	\$ 8,327.49	\$ 7,394.39
Advertising	\$ 13,800	\$ 8,400	\$ 7,610.07	\$ 6,862.64
Wages - Administration	\$ 297,106	\$ 236,493	\$ 191,182.03	\$ 237,620.95
Workers Compensation	\$ 7,200	\$ 7,200	\$ 3,463.98	\$ 9,255.15
Honorariums	\$ 27,500	\$ 26,200	\$ 25,434.00	\$ 25,175.00
Conventions and Meetings	\$ 3,600	\$ 3,600	\$ 1,603.89	\$ 338.89
Dues & Memberships	\$ 6,850	\$ 6,850	\$ 4,295.83	\$ 5,703.02
Travel and Mileage	\$ 5,400	\$ 5,400	\$ 2,950.93	\$ 4,159.89
Proff Development	\$ 2,400	\$ 2,400	\$ 121.00	\$ 383.90
Donations and Grants	\$ 23,950	\$ 14,400	\$ 18,897.28	\$ 12,739.27
KISH Scholarship	\$ 1,000	\$ 1,000	\$ -	\$ 1,000.00
Miscellaneous	\$ 4,500	\$ 4,500	\$ 10,890.28	\$ 966.83
Crosswalk Duties	\$ 3,600	\$ 3,600	\$ 2,480.00	\$ 2,280.00
Emergency Shelter Expense	\$ 600	\$ 1,200	\$ -	\$ 2,171.90
Insurance - Other	\$ 66,694	\$ 66,694	\$ 50,492.92	\$ 43,746.66
Professional Fees - Accountant	\$ 17,000	\$ 13,000	\$ 16,005.23	\$ 12,155.00
Professional Fees - Other	\$ 96,000	\$ 96,000	\$ 51,499.23	\$ 71,594.70
ByLaw Enforcement	\$ 2,400	\$ 2,400	\$ 1,371.81	\$ 1,956.09
Fire Share of General Government	\$ (48,360)	\$ (48,360)	\$ (36,270.00)	\$ (48,360.00)
Animal Control	\$ 120	\$ 120	\$ 98.76	\$ 95.67
Photocopier	\$ 4,400	\$ 3,275	\$ 2,868.33	\$ 5,206.46
Web Page Expenses	\$ 1,450	\$ 1,450	\$ 143.00	\$ 435.38

ADP Payroll Expenses	\$ 4,806	\$ 4,806	\$ 3,491.77	\$ 4,596.83
Bank Charges	\$ 2,580	\$ 2,220	\$ 1,939.60	\$ 2,158.36
Promotional Materials & Flags	\$ 7,200	\$ 7,200	\$ 3,387.05	\$ 4,218.68
Operating Loan Interest	\$ 3,000	\$ 3,960	\$ 2,373.64	\$ 3,287.62
Fire Protection Charge	\$ 57,120	\$ 57,120	\$ 42,840.00	\$ 57,120.00
W&S Share of General Government	\$ (198,000)	\$ (198,000)	\$ (148,500.00)	
Kensington Fire Dues	\$ 47,520	\$ 47,520	\$ 35,640.00	\$ (198,000.00)
Fire Dept Reserve Loan Interest	\$ 4,800	\$ 5,160	\$ 3,670.64	\$ 47,520.00
Francis St & School St Loan Int.	\$ 1,680	\$ 2,040	\$ 1,322.53	\$ 1,737.62
Business Park Expense	\$ 2,400	\$ 2,400	\$ 2,129.74	\$ 1,416.53
2013/2014 Capital Loan Interest	\$ 1,080	\$ 1,440	\$ 900.89	\$ 2,162.16
Capital Loan 2020	\$ 2,880	\$ 3,600	\$ 2,307.89	\$ 2,063.42
2012 Street Upgrade Interest	\$ 900	\$ 1,200	\$ 726.48	\$ 1,195.59
12 School Street Loan Interest	\$ 300	\$ 360	\$ 234.32	\$ 1,187.15
Storm Sewer Linwood/Maple Lane Interest	\$ 240	\$ 336	\$ 213.04	\$ 382.91
Cogsdale Maintenance Fee	\$ 8,100	\$ 8,520	\$ 8,003.25	\$ 348.09
Business Park Loan Interest	\$ 79,200	\$ 19,872	\$ 8,091.03	\$ 10,732.00
COVID Expense	\$ 1,200	\$ 1,200	\$ 1,661.10	\$ 7,497.02
Library Expense	\$ 13,800	\$ 13,800	\$ 6,065.10	\$ 1,812.86
Vue Work	\$ 5,500	\$ 5,500	\$ 5,500.00	\$ 12,434.11
Allocation to Sales and Services	\$ (36,000)	\$ (36,000)	\$ 27,000.00	\$ 5,645.20
Expenditures	\$ 588,452	\$ 446,757	\$ 331,404.48	\$ 489,961.97

**Town of Kensington
Police Department
Budget 2022/23**

	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
Expense			as of Dec 31 / 21	
Depreciation	\$ 25,692	\$ 25,692	\$ 19,269.00	\$ 25,692.00
Telephone	\$ 6,500	\$ 6,500	\$ 4,512.14	\$ 6,351.67
Cellular	\$ 3,120	\$ 1,500	\$ 2,322.23	\$ 1,642.72
Office Expenses	\$ 2,400	\$ 5,160	\$ 1,695.00	\$ 4,403.64
IT Services & Cameras	\$ 3,000	\$ 3,000	\$ 1,951.01	\$ 5,936.15
Wages - Police Full Time	\$ 345,080	\$ 260,726	\$ 144,278.59	\$ 231,413.71
Wages - Training	\$ 12,000	\$ 12,000	\$ 12,620.65	\$ 9,351.71
Wages - Part Time/Casual	\$ 10,639	\$ 118,248	\$ 218,223.70	\$ 179,993.34
Wages - Police Recoverable	\$ 83,618			
Wages - Major Crime	\$ 12,000			
Workers Compensation	\$ 7,020	\$ 7,020	\$ 3,463.98	\$ 3,417.52
Repair and Main. - Equip	\$ 6,400	\$ 6,400	\$ 4,389.69	\$ 8,127.41
Repair and Main. - Vehicle	\$ 8,400	\$ 11,100	\$ 4,291.33	\$ 7,445.32
Vehicle - Gas & Oil	\$ 18,000	\$ 12,600	\$ 12,650.80	\$ 13,947.33
Travel and Mileage	\$ 9,200	\$ 1,800	\$ 7,475.87	
Proff Development	\$ 4,800	\$ 4,800	\$ 3,204.46	\$ 4,708.42
Uniforms - Clothing & Supplies	\$ 5,620	\$ 5,620	\$ 6,595.58	\$ 6,281.38
Insurance - Life	\$ 1,428	\$ 1,428	\$ 945.12	\$ 1,417.68
Answering Service - police	\$ 24,000	\$ 24,000	\$ -	\$ 23,546.00
Vehicle - Rental	\$ 300	\$ 300	\$ 142.68	\$ 508.24
Court Costs & Witness Fees	\$ 600	\$ 600	\$ 323.00	\$ 68.03
Crime Prevention Initiatives	\$ 300	\$ 300	\$ 205.49	
PROS	\$ 5,200	\$ 1,475	\$ 5,135.46	\$ 1,477.10
Police Vehicle Loan Interest	\$ 420	\$ 420	\$ 258.66	\$ 422.67
Administration from Sales of Services	\$ 6,000	\$ 12,000	\$ 2,426.22	\$ 12,027.70
Expenditures	\$ 601,737	\$ 522,689	\$ 456,380.66	\$ 548,359.74
Revenue				
Police Training Grant	\$ 36,000	\$ 36,000	\$ 40,627.10	\$ 18,434.05
Police Dept Revenue (Fines)	\$ 3,700	\$ 3,700		\$ 3,682.36
Police Miscellaneous Revenue	\$ 95,618	\$ 3,000	\$ 27,513.50	\$ 25,310.46
Policing Provincial Tax Credit	\$ 175,296	\$ 175,296	\$ 137,165.48	
Police Services Revenue	\$ 310,614	\$ 217,996	\$ 205,306.08	\$ 47,426.87
Net Cost of Policing	\$ 291,123	\$ 304,693	\$ 251,074.58	\$ 500,932.87

**Town of Kensington
Public Works
Budget 2022/23**

	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
Expense			as of Dec 31 / 21	
Depreciation	\$ 234,384	\$ 126,384	\$ 94,788.00	\$ 95,640.00
Property Taxes	\$ 489	\$ 480	\$ 486.00	\$ 478.50
Electricity	\$ 2,430	\$ 2,275	\$ 1,569.21	\$ 1,861.49
Heating Oil	\$ 2,450	\$ 2,450	\$ 1,674.47	\$ 3,345.00
Electricity - Street Lights	\$ 36,000	\$ 33,600	\$ 26,082.70	\$ 33,573.62
Cellular	\$ 3,600	\$ 2,400	\$ 2,646.75	\$ 2,432.26
Wages Public Works	\$ 234,336	\$ 161,992	\$ 122,677.32	\$ 142,831.79
Repair and Main. - Equip	\$ 12,000	\$ 9,600	\$ 9,287.05	\$ 9,970.99
Repair and Main. - Vehicle	\$ 1,800	\$ 600	\$ 1,524.54	\$ 1,695.23
Repair and Main. - Building	\$ 2,400	\$ 2,400	\$ 5,824.01	\$ 2,862.58
Vehicle - Gas & Oil	\$ 6,000	\$ 4,800	\$ 4,350.19	\$ 4,276.51
Snow and Ice Control	\$ 14,500	\$ 14,500	\$ 2,430.31	\$ 9,328.75
Uniforms - Clothing & Supplies	\$ 1,200	\$ 800	\$ 931.88	\$ 1,060.76
Gas & Oil - Equipment Public Works	\$ 3,300	\$ 7,200	\$ 2,492.37	\$ 4,078.20
Small Tools & Shop Supplies	\$ 1,800	\$ 1,800	\$ 1,244.35	\$ 1,769.57
Miscellaneous/ signge, fencing, trees	\$ 16,000	\$ 6,000	\$ 1,179.00	\$ 6,097.98
Garbage Disposal	\$ 2,400	\$ 4,500	\$ 1,870.92	\$ 2,780.40
Patching & Sidewalk Repairs	\$ 36,000	\$ 27,000	\$ 36,205.86	\$ 38,883.90
Water and Sewer Share	\$ (207,600)	\$ (207,600)	\$ (155,700.00)	\$ (207,600.00)
Public Works Interest on Loans	\$ 1,200	\$ 1,380	\$ 858.25	\$ 1,402.50
Expenditures	\$ 404,689	\$ 202,561	162,423.18	\$ 156,770.03

**Town of Kensington
Train Station
Budget 2022/23**

	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
Expense			as of Dec 31 / 21	
Depreciation	\$ 24,000	\$ 24,000	\$ 18,000.00	\$ 10,680.00
Water & Sewer	\$ 720	\$ 720	\$ 539.82	\$ 641.14
Property Taxes	\$ 2,100	\$ 2,100	\$ 2,032.50	\$ 2,009.00
Electricity	\$ 12,115	\$ 10,550	\$ 8,603.26	\$ 9,838.12
Heating Oil	\$ 6,400	\$ 6,900	\$ 3,685.20	\$ 3,715.30
Freight Shed Electricity	\$ 2,655	\$ 3,325	\$ 1,892.27	\$ 3,424.24
Repair and Main. - Equip	\$ 300	\$ 300	\$ -	\$ 173.60
Repair and Main. - Building	\$ 12,000	\$ 3,600	\$ 8,453.55	\$ 8,435.14
Train Station Int Infrast Loan #23	\$ 240	\$ 300	\$ 188.19	\$ 307.51
Expenditures	\$ 60,530	\$ 51,795	\$ 43,394.79	\$ 39,224.05

Draft

**Town of Kensington
Recreation & Parks
Budget 2022/23**

	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
Expense			as of Dec 31 / 21	
Depreciation	\$ 5,700	\$ 5,700	\$ 4,275.00	\$ 5,700.00
Property Taxes	\$ 3,390	\$ 3,390	\$ 3,174.25	\$ 2,013.00
Electricity	\$ 3,515	\$ 2,845	\$ 3,194.30	\$ 3,132.80
Wages - EVK Pool	\$ 20,200	\$ 19,000	\$ 19,745.53	\$ 17,601.61
Repair and Maint - Equip	\$ 1,250	\$ 1,000	\$ 627.83	\$ 594.47
Repair and Maint. - Building	\$ 5,450	\$ 5,450	\$ 4,480.47	\$ 3,913.04
Uniforms - Clothing & Supplies	\$ 500	\$ 500	\$ 230.64	\$ 402.05
Special Events Expense	\$ 15,200	\$ 15,200	\$ 11,474.47	\$ 5,912.91
Chemicals	\$ 3,500	\$ 3,500	\$ 3,014.62	\$ 3,001.25
Canada Day Expenses	\$ 3,000	\$ 3,000	\$ 2,600.98	\$ 410.00
CUC Operational Grant	\$ 25,200	\$ 25,200	\$ 18,900.00	\$ 6,000.00
Park Improvements	\$ 20,000	\$ 11,000	\$ 19,621.25	\$ 5,746.42
Expenditures	\$ 106,905	\$ 95,785	\$ 91,339.34	\$ 54,427.55

**Town of Kensington
Sales of Service
Budget 2022/23**

	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
Revenue			as of Dec 31 / 21	
Contract Revenue	\$ 411,200	\$ 411,200	\$ 267,206.10	\$ 273,598.43
Record Checks	\$ 1,500	\$ -	\$ 1,247.50	\$ -
Sales of Services Revenue	\$ 412,700	\$ 411,200	\$ 268,453.60	\$ 273,598.43

Expenses

Office Expenses	\$ 360	\$ 480	\$ -	\$ 372.35
IT Services	\$ 600	\$ 1,860	\$ 254.89	\$ 2,451.03
Allocation from General Government	\$ 36,000	\$ 36,000	\$ 27,000.00	\$ -
Administration to Police Department	-\$ 6,000	\$ 2,500	\$ (2,426.22)	\$ -
Wages - Police Tech's	\$ 176,179	\$ 166,000	\$ 103,023.40	\$ 101,015.01
Proff Development	\$ 480	\$ 480		\$ -
PROS	\$ -	\$ 2,500	\$ -	\$ 2,954.20
Expenditures	\$ 207,619	\$ 196,340	\$ 127,852.07	\$ 94,764.89

Net Revenue	\$ 205,081	\$ 214,860	\$ 140,601.53	\$ 214,860
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Town of Kensington Water & Sewer Utility Budget 2022/23	2022 Annual Budget	2021 Annual Budget	2021 Actual	2020 Actual
Revenue			as of Dec 31 / 21	
Water Revenue	\$ 246,300	\$ 237,450	\$ 170,092.06	\$ 217,766.74
Interest Water A/R	\$ 2,160	\$ 2,160	\$ 788.44	\$ 977.17
Water Rating Charge	\$ 68,820	\$ 68,820	\$ 51,615.00	\$ 68,820.00
Sewer Revenue	\$ 369,900	\$ 361,080	\$ 263,391.09	\$ 338,034.97
Total Revenue	\$ 687,180	\$ 669,510	\$ 485,886.59	\$ 625,598.88

Expense

Capital Expense	\$ 132,000	\$ 108,000	\$ 81,000.00	\$ 109,920.00
Deficit Recovery	\$ -	\$ -	\$ -	
Reserve	\$ -	\$ -	\$ -	
Property Tax	\$ 2,700	\$ 2,700	\$ 2,766.50	\$ 2,720.50
Electricity	\$ 26,400	\$ 26,400	\$ 40,162.28	\$ 38,186.40
Telephone	\$ 3,720	\$ 3,720	\$ 3,428.95	\$ 4,413.24
Advertising	\$ 120	\$ 120	\$ -	\$ -
Professional Development	\$ 1,200	\$ 1,200	\$ 3,319.62	\$ 2,183.92
Professional fees Other	\$ -	\$ -	\$ -	\$ 7,130.85
Repairs & Maintenance water	\$ 18,000	\$ 21,600	\$ 14,066.37	\$ 34,706.75
Bank Charges water	\$ 3,900	\$ 3,540	\$ 2,940.85	\$ 3,379.93
Interest on LT Debt Water	\$ 22,800	\$ 24,000	\$ 15,545.37	\$ 19,707.07
Water Analysis	\$ 5,160	\$ 5,160	\$ 3,319.80	\$ 7,333.49
Water Chlorination	\$ 3,600	\$ 1,800	\$ 2,565.98	\$ 761.60
Bank Charges - Sewer	\$ 3,780	\$ 3,600	\$ 2,829.75	\$ 3,379.37
Interest on LT Debt Sewer	\$ 20,400	\$ 19,680	\$ 11,831.11	\$ 14,998.59
Repairs and Maintenance Sewer	\$ 55,000	\$ 42,000	\$ 49,898.19	\$ 69,498.73
Share of Gen Gov't	\$ 198,000	\$ 198,000	\$ 148,500.00	\$ 198,000.00
Share of Public Works	\$ 207,600	\$ 207,600	\$ 155,700.00	\$ 207,600.00
Expenditures	\$ 704,380	\$ 669,120	\$ 537,874.77	\$ 723,920.44
Variance	\$ (17,200)	\$ 390	\$ (51,988.18)	\$ (98,321.56)

**Town of Kensington
Credit Union Centre
Budget 2022/23**

Revenue	2022 Annual Budget	2021 Annual Budget	2021 Actual as of Dec 31 / 21	2020 Actual
Ice Rental	\$ 157,500	\$ 149,500	\$ 57,328.21	\$ 133,219.88
Canteen Sales	\$ 42,000	\$ 35,000	\$ 8,163.08	\$ 893.75
Fitplex Sales	\$ 48,000	\$ 42,000	\$ 36,173.76	\$ 34,752.55
Harvest Festival Sales	\$ 44,000	\$ -	\$ 45,889.10	\$ 5,716.00
Building Rentals	\$ 600	\$ 2,800	\$ 1,400.00	\$ 2,800.00
Ballfield Sales	\$ 4,000	\$ 3,500	\$ 3,844.36	\$ 3,485.88
Sign Rentals	\$ 11,000	\$ 14,600	\$ 9,016.40	\$ 15,709.56
Donations	\$ 10,000	\$ 10,000	\$ -	\$ 10,000.00
Fund Raising Events	\$ 24,000	\$ 18,000	\$ 18,891.88	\$ 23,444.87
Grants - Operational	\$ 33,700	\$ 33,700	\$ 27,400.00	\$ 14,500.00
Wage Grants	\$ 19,000	\$ 19,000	\$ 23,440.15	\$ 51,391.54
Miscellaneous Revenue	\$ 1,200	\$ 1,200	\$ 225.60	\$ 20,767.22
Total Revenue	\$ 395,000	\$ 329,300	\$ 231,772.54	\$ 316,681.25

Expenditures

Depreciation	\$ 26,196	\$ 26,196	\$ 19,647.00	\$ 26,196.00
Deficit Recovery	\$ -	\$ -	\$ -	
Water and Sewer	\$ 5,400	\$ 6,000	\$ 4,092.97	\$ 6,107.97
Property Taxes	\$ 540	\$ 540	\$ 532.50	\$ 531.00
Electricity Arena	\$ 71,600	\$ 73,155	\$ 39,156.71	\$ 64,811.67
Heating Oil	\$ 12,200	\$ 14,000	\$ 5,514.69	\$ 8,802.48
Electricity Sign	\$ 1,700	\$ 1,700	\$ 1,209.33	\$ 1,517.00
Electricity Ball Field / Canteen	\$ 360	\$ 360	\$ 255.91	\$ 301.20
Telephone	\$ 3,120	\$ 2,700	\$ 2,328.93	\$ 2,779.30
Cellular	\$ 780	\$ 780	\$ 650.00	\$ 780.00
Office Supplies	\$ 600	\$ 600	\$ 2,457.58	\$ 1,760.03
Advertising	\$ 1,200	\$ 1,200	\$ 680.00	\$ 1,190.00
Wages and Salaries	\$ 174,202	\$ 159,755	\$ 111,024.48	\$ 172,420.06
Workers Compensation	\$ 1,480	\$ 1,480	\$ 935.60	\$ 2,133.18
Repair and Main Equip	\$ 480	\$ 480	\$ 1,163.33	\$ 1,983.74
Repair and Main Vehicle (Zamoni)	\$ 1,600	\$ 1,600	\$ 208.78	\$ 1,497.52
Repair and Main Building	\$ 6,000	\$ 6,000	\$ 3,054.00	\$ 6,588.55
Repair and Main Ice Plant	\$ 4,050	\$ 4,050	\$ 8,474.83	\$ 2,253.51
Repair and Main Property	\$ 600	\$ 1,200	\$ -	\$ 2,692.98
Repair and Main Ice Surface	\$ 3,850	\$ 3,850	\$ 1,491.86	\$ 2,120.46
Zamoni Propane	\$ 2,400	\$ 2,400	\$ 807.94	\$ 1,908.06
Ballfield Expenses	\$ 600	\$ 600	\$ 718.39	\$ 907.40
Canteen Expenses	\$ 17,500	\$ 17,500	\$ 7,629.27	\$ 533.92
Harvest Festival Expenses	\$ 17,200	\$ -	\$ 16,718.39	\$ 2,100.00
Fitplex Expenses	\$ 2,400	\$ 4,800	\$ 699.75	\$ 6,894.84
Snow Removal	\$ 3,300	\$ 3,300	\$ 262.50	\$ 2,100.00
MBCU Loan Interest	\$ 1,200	\$ 1,980	\$ 881.38	\$ 1,797.27
Fund Raising Expenses	\$ 3,500	\$ 2,000	\$ 3,587.00	\$ 5,260.00
Dehumidifier Interest	\$ 120	\$ 180	\$ 102.08	\$ 166.80

Zamboni Loan Interest	\$ 1,000	\$ 2,230	\$ 951.68	\$ 780.89
Senior Center Oil	\$ 900	\$ 900	\$ 627.01	\$ 1,402.80
Senior Center Electricity	\$ 2,400	\$ 2,400	\$ 966.36	\$ 1,899.66
Senior Center Repair and Main	\$ 600	\$ 600	\$ 3,256.49	\$ 1,231.97
Travel and Mileage	\$ 1,800	\$ 1,800	\$ 1,226.07	\$ 1,575.43
Donations and Grants	\$ -	\$ -	\$ -	
Insurance	\$ 7,500	\$ 8,000	\$ 6,882.20	\$ 6,452.05
Janitorial Supplies	\$ 3,900	\$ 8,400	\$ 2,836.17	\$ 3,240.76
Bank Charges	\$ 2,400	\$ 2,400	\$ 1,870.86	\$ 2,479.97
Garbage Removal	\$ 2,400	\$ 2,400	\$ 1,800.00	\$ 2,600.00
Total Expenditures	\$ 387,078	\$ 367,536	\$ 254,702.04	\$ 349,798.47
Variance	\$ 7,922	-\$ 38,236	\$ (22,929.50)	\$ (33,117.22)

Draft

Town of Kensington
2022/23 Proposed Capital Plan

Project Category	Budget 2022/23	Municipal Funding	MBCU 50/50/Other	Federal/Gas Tax	Provincial/Federal Funding (RGI, MSC, ICIP, etc)	Long Term Borrowing
Credit Union Centre						
Lawn Equipment Replacement	\$16,700		\$8,350		\$8,350	
Facility Upgrades	\$1,635,000				\$1,135,000	\$500,000
Outdoor Ice Surface Upgrades	\$60,000			\$60,000		
Total Credit Union Centre	\$1,711,700	\$0.00	\$8,350	\$60,000	\$1,143,350	\$500,000
Police Department						
Office Equipment Replacement	\$1,500	\$1,500				
Live Scan Finger Print Computer	\$32,778	\$7,778			\$25,000	
Police Equipment Replacement	\$2,000	\$2,000				
Total Police Department	\$36,278	\$11,278	\$0.00	\$0.00	\$25,000	\$0.00
Fire Department						
Mechanical Floor Cleaner	\$5,000	\$5,000				
SCBA Replacement	\$60,000	\$60,000				
Jaws of Life	\$50,000	\$50,000				
Fire Hall Upgrades	\$35,000	\$35,000				
Total Fire Department	\$150,000	\$150,000	\$0.00	\$0.00	\$0.00	\$0.00
Town Hall/General Government						
Website Development	\$10,000	\$10,000				
Business Park Development	\$1,433,984				\$1,003,789	\$430,195
Official Plan/Development Control Bylaw Review	\$18,860	\$18,860				
Total Town Hall/General Government	\$1,462,844	\$28,860	\$0.00	\$0.00	\$1,003,789	\$430,195
Public Works						
Broadway Street S Sidewalk Replacement	\$351,145			\$351,145		
EV Charger Installation	\$60,000	\$30,000		\$15,000	\$15,000	
Total Public Works	\$411,145	\$30,000	\$0.00	\$366,145	\$15,000	\$0.00
Parks/Recreation/Railyards						
Playground Equipment	\$26,558				\$26,558	
Active Transportation Project	\$476,075	\$47,608		\$190,430	\$238,038	
<i>Broadway Street S Sidewalk Extension</i>						
<i>Barrett Street Sidewalk Extension</i>						
<i>Victoria Street E Sidewalk Extension</i>						
KISH Tennis Court Upgrades	\$5,000	\$5,000				
Total Parks/Recreation/Railyards	\$507,633	\$52,608	\$0.00	\$190,430	\$264,596	\$0.00
Water and Sewer Utility						
Broadway Street South W Extension	\$2,096,696				\$1,537,507	\$559,189
WWTP Mechanical System Upgrades	\$135,000				\$135,000	
WWTP Building - Roof and Eastrough Replacement	\$11,000				\$11,000	
Total Water and Wastewater	\$2,242,696	\$0.00	\$0.00	\$0.00	\$1,683,507	\$559,189
Total	\$6,522,295	\$272,746	\$8,350	\$616,575	\$4,135,241	\$1,489,384

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: KIM CASELEY, MUNICIPAL CLERK
SUBJECT: 1997 FREIGHTLINER – VEHICLE TENDER
DATE: 2022-02-24
ATTACHMENTS: 1997 FREIGHTLINER TENDER AD

In December 2021 Town Council approved the replacement and purchase of a new Water Tanker Vehicle for the Kensington Fire Department. The current 1997 Freightliner Water Tanker Vehicle has been identified as surplus and was advertised by staff for sale by tender. The sale of the vehicle is conditional on the delivery of the replacement vehicle, which is scheduled for mid-March 2022.

The surplus vehicle is fully depreciated (zero asset value) therefore the proceeds of the disposal will show as a gain on the disposal of capital assets on the Town's year-end financial statements.

The Towns Procurement Policy states the following as it pertains to the disposal of assets:

Disposal of Assets

Where any goods are surplus, obsolete or unrepairable, they shall be declared surplus. When no other use can be found for these items, they may be disposed of through a tender, quotation or trade in, whichever is in the best interest of the Town. Where an item has limited market value, the CAO may, to the benefit of the Town, dispose of the item in a manner other than the ones listed above. The CAO shall obtain the approval of Town Council prior to the disposal of any Town owned assets.

Staff issued the sale by tender on January 31, closing on February 17, 2022.
A total of seven tender bids were received:

<u>Holland Transport:</u>	\$19,972.00
<u>Big “T” Trucking Ltd.:</u>	\$17,626.00
<u>Tyne Valley Rural Community Fire Company:</u>	\$17,352.85
<u>Cover All Construction Ltd.:</u>	\$13,500.00
<u>Bellefleur Enterprise Inc.:</u>	\$11,755.00
<u>West Branch Feeds:</u>	\$7,778.00
<u>Allison Corcoran:</u>	\$6,760.00

Recommendation

It is recommended that Committee of Council approve the following resolution:

BE IT RESOLVED THAT Committee of Council recommend that Town Council authorize the CAO to dispose of the surplus 1997 Freightliner Water Tanker Vehicle to ‘Holland Transport’ as per their tender dated February 15, 2022, in the amount of \$19,972.00 + HST. Committee of Council understands that the surplus 1997 Freightliner will not be disposed of until the new tanker truck is commissioned.

FOR SALE BY TENDER VEHICLE:



1997 Freightliner FLD 120 Tank Pumper Vehicle, approximately 788,300 km.

**11.1 Litre 60 Series Detroit Engine | Rockwell 10 spd | 2,600 gal alum. tank | 12,000 lb. front axle
52,000 lb rear axle | Like new tires | Vehicle is newly inspected and will be sold in as-is condition.**

The vehicle may be viewed at the Kensington Fire Hall, 16 Gerald McCarville Drive, Kensington, PE between the hours of 8:30 AM to 4:30 PM from Monday, January 31, 2022, to Wednesday, February 16, 2022. To view the vehicle or to discuss the condition and/or utility of the vehicle please contact Kensington Fire Chief Rodney Hickey at (902) 439-1083. The disposal date is estimated for early March and is dependent on the delivery of its replacement vehicle.

Tenders are to be submitted in a sealed envelope clearly marked with "Tender for Sale of Tank Pumper Vehicle" no later than 3:00 PM on Thursday, February 17, 2022. For further information on the tendering process please contact Geoff Baker, Chief Administrative Officer, Town of Kensington, 55 Victoria Street East, Kensington, PE, Phone: (902) 836-3781, Fax: (902) 836-3741.

The highest or any bid will not necessarily be accepted.



TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: MANDATORY VACCINATION POLICY
DATE: 2022-02-25
ATTACHMENTS: MANDATORY VACCINATION POLICY

Background

The Prince Edward Island Chief Public Health Officer (CPHO), Dr. Heather Morrison, recently announced a relaxation of some COVID-19 restrictions, in particular the removal of the vaccination pass, effective Monday, February 28, 2022 at 12:01 am. Dr. Morrison announced the following regarding the vaccination pass (excerpt from Province of PEI website):

“The PEI Vax Pass Program has been effective in reducing transmission, however with Omicron, we are now seeing COVID-19 transmission occur among both vaccinated and unvaccinated individuals. The main difference has shown us that those who are unvaccinated have increased risk of severe illness and outcomes, including hospitalization,” said Dr. Morrison. “The Vax Pass was introduced as a time-limited additional measure and it has served its purpose well, however there are still many other layers of protection that remain in place, including masking.”

Effective Monday, February 28 at 12:01 am the PEI Vax Pass will be discontinued. Travelers entering PEI who are not fully vaccinated will no longer be required to isolate, but will still be screened and tested on entry and again on day 2 and 4 the same as all travelers.”

Considering the updated information from the CPHO, it is requested that Committee of Council consider rescinding Council’s Mandatory Vaccination Policy with the understanding that should CPHO guidelines change, with respect to vaccinations, that the policy can be reinstated by Town Council.

Recommendation

It is requested that Committee of Council make a recommendation to Town Council that the Town of Kensington's Mandatory Vaccination Policy be formally rescinded with the understanding that the Policy can be reinstated should CPHO vaccination guidelines change in the future.



Town of Kensington Policy

Policy Title:	COVID-19 Mandatory Vaccination Policy	Policy Number:	02-103-21
Department:	Administration	Approval/Effective Date:	November 8, 2021

1.0 Title

This policy is entitled the “COVID-19 Mandatory Vaccination Policy”.

2.0 Purpose

The purpose of this policy is to ensure that all employees, volunteer firefighters, students, and Council members of the Town of Kensington are provided with a workplace that is as safe as reasonably possible as it relates to the risks associated with COVID-19.

3.0 Policy Statement

The health and safety of Town of Kensington employees, volunteer firefighters, students and Council members is a priority. The Town of Kensington is committed to taking every precaution reasonable in the current circumstances for the protection of the health and safety of workers from COVID-19. Vaccination is a key element in the protection of Town employees against COVID-19.

This policy is designed to maximize the COVID-19 vaccination rates among Town employees, volunteer firefighters, and Council members, as one of the critical control measures for COVID-19. To this end, Town employees, volunteer firefighters, and Council members are required to be vaccinated against COVID-19.

3.0 Scope

This policy applies to all employees (full-time, part-time, permanent, temporary, casual), of the Town of Kensington. For the purpose of this policy only, reference to “employees” shall also be read to include all volunteer firefighters, students and Council and Committee members of the Town of Kensington.

The Town reserves the right to amend this policy (including the scope thereof) as required, with

minimal notice, to meet changing provincial or federal requirements.

4.0 Definitions

- 4.1 Chief Administrative Officer (CAO): means the Chief Administrative Officer of the Town of Kensington, as appointed under the Municipal Government Act, PEI.
- 4.2 Employee: For the purpose of this policy only, shall mean all employees of the Town of Kensington including full-time, part-time, permanent, temporary, casual, volunteer firefighters, students, and Council members of the Town of Kensington.
- 4.3 Fully Vaccinated: 14 days after receiving the second dose of a completed series of a vaccine authorized by Health Canada for use in relation to the COVID-19 pandemic.
- 4.4 Partially Vaccinated or Unvaccinated: An individual who is not 14 days past receiving the second dose of a completed series of a vaccine authorized by Health Canada for use in relation to the COVID-19 pandemic.
- 4.5 Polymerase Chain Reaction (PCR) Test: A highly sensitive molecular test used to diagnose people infected with the SARS-CoV-2 virus.
- 4.6 Presumptive Positive: A positive result on a rapid antigen test is considered a presumptive positive. A presumptive positive must be confirmed with a diagnostic, lab-based PCR test.
- 4.5 Proof of Vaccination: shall mean documentation issued by the Province of Prince Edward Island, other Province, or territory or internationally equivalent indicating individual immunization status against COVID-19
- 4.6 Rapid Antigen Test: A type of rapid COVID-19 screening test that detects specific proteins on the surface of the virus.
- 4.6 Town Council: shall mean the Town Council for the Town of Kensington and shall include the Mayor.
- 4.7 Vaccine: for the purpose of this policy, is defined as a substance approved by Health Canada and used to stimulate the production of antibodies and provide immunity against COVID-19.
- 4.8 Workplace: Means any facility owned by the Town of Kensington where an employee would ordinarily report to work. For the purpose of this policy, workplace shall also include any public area where an employee, through the conduct of town business, will interact with members of the public, and shall include any site associated with an emergency response by the Kensington Fire Department.

5.0 Vaccination Reporting

All persons to whom this policy applies shall provide documented proof of vaccination to the CAO,

or his designate, by November 30, 2021.

The Town recognizes that an individual's vaccination status is highly sensitive personal information, and as such, vaccination documentation will be collected in accordance with Province of Prince Edward Island Protection of Privacy legislation and regulations. The documentation will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Vaccination documentation will be kept confidential and will be destroyed when the COVID-19 pandemic is declared over by Prince Edward Island Public Health Officials.

6.0 Exemption Documentation

The Town recognizes that some employees may not be able to get a vaccination due to a characteristic protected under the Prince Edward Island Human Rights Act. The Town shall accommodate employees, to a reasonable extent, who are unable to get a vaccination and who are legally entitled to accommodation.

Any employee who is unable to get a vaccination shall provide a written statement of the reason to the CAO, signed by the employee, that sets out the applicable characteristic under the Human Rights Act.

A medical exemption shall be accompanied by a signed statement from the employee's medical service provider that sets out that the employee cannot be vaccinated against COVID-19, the effective date of the medical exemption and duration.

Employees who choose not to provide proof of being fully vaccinated and who do not receive an approved exemption under this policy, shall provide a written statement to the CAO, declaring that they choose not to provide proof of being fully vaccinated.

Employees who choose not to provide proof of being fully vaccinated, will be required to submit certified Rapid Antigen Test results to the CAO or his designate, once per week (prior to reporting to first shift of the week, or in the case of a volunteer firefighter prior to 9:00 am on Monday). Rapid Antigen Tests and the provision of results shall be at the sole expense of the employee.

The Town will make reasonable effort to provide appropriate accommodation. If reasonable accommodation can not be provided, the employee may be placed on an unpaid leave.

7.0 Non-Compliance

In accordance with the Town's Human Resource policies, collective agreement and applicable legislation, non-compliance with this COVID-19 Mandatory Vaccination Policy will result in a meeting with the employee, including their Union representative if applicable, which may result in disciplinary action up to and including termination.

8.0 Testing Procedures

Rapid Antigen Tests shall be used to screen employees who are not fully vaccinated. A presumptive positive Rapid Antigen Test result means that an individual may be infected with COVID-19. Rapid Antigen Tests are not as sensitive as laboratory-based PCR tests, and false positives are possible. If a Rapid Antigen Test is positive, the employee will need a PCR test to confirm their result.

9.0 Positive Case Results

If the employee receives a presumptive positive result through a Rapid Antigen Test, the employee shall:

- Immediately advise the employer of the presumptive positive result and leave the workplace as soon as operationally feasible.
- Access a Provincial laboratory-based PCR clinic testing location as soon as possible.
- Following the PCR test, go home immediately and self-isolate until the PCR test result is received.
- If the PCR test is negative, the employee can safely return to work.
- If the PCR test is positive, the Chief Public Health Office will follow up directly with the employee.

10.0 Access to COVID-19 Vaccination Clinics

Reasonable arrangements will be made to allow employees to attend COVID-19 vaccination clinics, as recommended by Health Canada, during work time without loss of pay.

11.0 Continued Adherence to Public Health Measures

All employees are required to practice Public Health measures to control the spread of COVID-19 regardless of their vaccination status. Employees must continue to adhere to the Town's protocols while in the workplace, including handwashing, physical distancing where possible, wearing a mask, and other Personal Protective Equipment as required by the Town.

Date of Passage: _____

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

Chief Administrative Officer

Date

From: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>
Sent: Tuesday, February 15, 2022 3:10 PM
To: Julian, Peter - Riding 1D; Mah, Doris (Julian, Peter - MP); Gesner, Lindsay (Julian, Peter - MP)
Subject: (PEI) Seeking your endorsement for Bill C-229 - Appel à votre soutien pour le projet de loi C 229

Dear Mayors and Councils,

Everyone deserves to live in safety and dignity. Everyone has the right to feel welcomed and respected in their community. Yet, during the pandemic, racist incidents reported to police have increased at an alarming rate. Tragically, we have seen an increase in Islamophobia, anti-Semitism, racism, homophobia, transphobia and misogyny in our society. We see rising racism against Indigenous people, Black, Asian and other racially marginalized communities, while symbols of hate continue to be displayed and sold across our country.

Last week, I re-tabled my [Private Member's Bill C-229](#), *An Act to Amend the Criminal Code (banning symbols of hate)*, to prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. It is a tool designed to address the growing violence and hate that we are seeing in many Canadian communities.

Thank you to those who joined the call in the previous Parliament for Bill C-229. Today, I am seeking your continued support for this legislation. To those who did not have a chance to show your support in the last parliament, I am seeking your endorsement. This is an opportunity to join tens of thousands of Canadians in calling on the federal government and all MPs to ban the sale and display of hate symbols.

[FOR IMMEDIATE RELEASE - NDP bill would ban hate symbols](#)

Allowing these symbols of hatred to be sold in stores or publicly displayed is threatening for people who have been, and continue to be, targets of violence and oppression.

As we've seen in the past two weeks, during protests around the *Convoy for Freedom*, Canadians witnessed vile and hateful genocidal displays of hate symbols such as Nazi swastikas and the flying of Confederate flags at the very center of Canadian democracy.

With hate crimes on the rise across Canada, we must do everything we can to stop the spread of hate in our communities. Municipalities across the country are seeing the same trend in hate crimes. Hate and associated extremist ideology is spreading like wildfire on the Internet. Even today, many Canadians are saddened by the lack of recourse against the display of symbols that incite hatred. The time for rhetoric is over: the time for action is now.

Banning symbols of hatred like swastikas or Klu Klux Klan insignia, flags such as the standards of Nazi Germany from 1933 to 1945 and those of the white supremacist Confederate States of America from 1861 to 1865, is an important step the federal government should take now for all Canadians to feel safe and secure against hate.

I am seeking your support and public endorsement in the 44th Parliament to urge the federal government and all MPs to support Bill C-229

Please consider using the following text:

On behalf of _____ (Number of residents), _____ (Name of the municipality) endorses MP Peter Julian's Private Member's Bill C-229 - Banning Symbols of Hate Act.

I hope that I can count on you and your council to endorse Bill C-229. Thank you very much for your consideration. I look forward to hearing back from you soon.

If you have questions and require further information, please feel free to contact my assistant Doris Mah, at 604-353-3107 peter.julian.c1d@parl.gc.ca.

Sincerely,

Peter Julian, MP
New Westminster - Burnaby

Chers Messieurs les Maires, Mesdames les Maires, Mesdames et Messieurs membres des conseils municipaux,

Chacun mérite de vivre dans la sécurité et la dignité. Chacun a le droit de se sentir accueilli et respecté dans sa collectivité. Pourtant, pendant la pandémie, les incidents racistes signalés à la police se sont multipliés à un rythme alarmant.

Tragiquement, nous avons constaté une augmentation de l'islamophobie, de l'antisémitisme, du racisme, de l'homophobie, de la transphobie et de la misogynie dans notre société. Nous constatons une hausse du racisme envers les personnes autochtones, noires et asiatiques et d'autres groupes racialement marginalisés, tandis que des symboles haineux continuent d'être affichés et vendus à l'échelle du pays.

La semaine dernière, j'ai déposé de nouveau le [projet de loi d'initiative parlementaire C-229](#), Loi modifiant le Code criminel (interdiction des symboles de haine), qui vise à interdire à quiconque de vendre et d'exposer des symboles qui fomentent la haine et la violence à l'égard de groupes identifiables. Il s'agit d'un outil pour combattre la montée de la violence et de la haine dans les communautés à travers le Canada.

Je remercie tous ceux et celles qui ont soutenu le projet de loi C-229 lors de la 43^e législature. Aujourd'hui, je sollicite de nouveau votre appui.

A ceux et celles qui n'ont pas eu l'occasion de l'appuyer auparavant, j'espère pouvoir compter sur votre soutien pendant cette 44^e législature. C'est l'occasion de vous joindre à des dizaines de milliers de Canadiens et Canadiennes pour demander au gouvernement fédéral et à tous les députés d'interdire la vente et l'exposition de symboles haineux.

[POUR DIFFUSION IMMÉDIATE – Un projet de loi du NPD interdirait les symboles haineux](#)



PEI CRIME STOPPERS
1-800-222-TIPS (8477)

P.O. Box 2708
Charlottetown, PE
C1A 8C3

February 15, 2022

Mayor Rowan Caseley
Town of Kensington
55 Victoria Street E
Kensington, PE C0B 1M0

Considered

PEI Crime Stoppers Request for Financial Support - 2022

Dear Mayor Caseley,

This year marks the 33rd year of operation for PEI Crime Stoppers. We are a PEI based registered non-profit organization, encompassing the community and law enforcement agencies, established to assist in crime prevention and promotion of safer communities across our province. Our Board of Directors is comprised of volunteer community members and police representatives. The program has been very successful on PEI due in part to the strong ties and partnerships that have developed between these two components of the program. Another key to the success of the program is the strong sense of community found in PEI and the desire of Islanders to maintain the high quality of life that exists here. PEI Crime Stoppers' efforts were recognized internationally this past year in being awarded the 2021 Crime Stoppers International Specialized Training Award. This award was in recognition of the Anti-Bullying Campaign of PEI Crime Stoppers in partnership of the Charlottetown Islanders and the PEI School Boards. Our small Island can do big things.

As our program relies entirely on donations from private citizens, organizations, local business, government and fund raising activities, all contributions are significant. We have been proud of our record in serving communities throughout PEI, and to ensure that we are able to continue to operate our program in the future, we find it necessary to ask for financial support. By working together, we can create safer communities for all Islanders!

Your financial support would help to ensure the continuation of the operation our Crime Stoppers Tip Line as well as numerous programs and initiatives throughout the year such as: the Anti-Bullying school visit with the Charlottetown Islanders hockey players, Fraud Prevention presentation to seniors and the community at large and the Toonies for Youth program. In addition, your financial support would allow us to continue to generate community awareness of PEI Crime Stoppers programs and initiatives through our annual Awareness Guide which is distributed across PEI as well as attending many parades on PEI. As our program continues to grow so do our associated operating costs.

The ongoing financial support of the Town of Kensington for PEI Crime Stoppers is greatly appreciated.

Respectfully,

Allison J. Doughart

Allison Doughart
Vice-President

Don Rodd

Don Rodd
Provincial Coordinator

"Working to make PEI a better place to live, learn and do business"

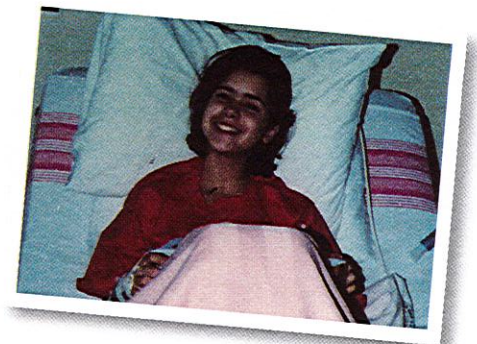
PEI Crime Stoppers– Press Release

Crime Stoppers International Specialized Training and Program Award

In November 2021, it was announced that PEI Crime Stoppers was awarded the 2021 Crime Stoppers International Specialized Training and Program Award. This international recognition was in response to the provincial anti bullying campaign. In partnership with the Charlottetown Islanders Hockey Team. PEI Crime Stoppers conducted a series of school visits to discuss the harm of bullying on students and ways it can be eliminated. In addition, an anti-bullying “Pink T-shirt” design contest was also held.

The presentations by the Charlottetown Islanders players to students across Prince Edward Island was a great success that brought home the message on standing up to bullying and the design contest produced some excellent submissions for the Pink T-shirts. We are hoping that by continuing this work, students will more comfortable and confident in standing up for themselves, supporting others and knowing that there is help and support for them if they are victims of bullying. Island students do not stand alone and the involvement of Crime Stoppers, the school boards, and the Charlottetown Islanders Management and Players is indicative of this support.

PEI Crime Stoppers would like to send out a big thank you to the Prince Edward Island School Boards and the Charlottetown Islanders Junior Hockey Club for their partnership and dedication to anti-bullying in our schools!



474
Town of Kensington
PO Box 418
Kensington PE C0B 1M0

February 7, 2022

Dear IWK Friend and Supporter,

As both a parent and grandparent, the patients and families I have the privilege of meeting everyday are incredibly inspirational. And, while all of them touch my heart, some have stuck with me and humbled me to my core.

The Ross family is one example.

The story I'm sharing with you today is one of resilience, courage and determination. It is about a special young woman, Jody, but it is also about the strength of her family. You see, Jody's mom, Mary Theresa, has been a part of the IWK Foundation for over 36 years, and I experienced their IWK journey first-hand.

When Jody was a toddler living in Cape Breton, her doctors were unable to explain why she was always so seriously ill. Jody was referred to the IWK where, at eight-years-old, she was diagnosed with a complex case of Crohn's Disease that would impact her for the rest of her life.

Over the next 11 years, Jody endured countless surgeries and treatments. I remember Jody telling me that she had spent five years and three months of her childhood as an inpatient at the IWK. Simply put, the IWK became her home away from home and donors, like you, were with her every step of the way.

We are so grateful for your support last year as a member of our Founders Club. We hope you will renew this commitment in 2022. Your generosity ensures patients like Jody have access to specialized equipment, advanced technology, research and spaces where they receive care.

No child should have to spend that much time away from their home, school and friends. But Jody doesn't focus on that. Instead, she remembers the special care and compassion she received from everyone at the IWK.

Jody continues to be grateful for the little things that have truly made a big difference.

Today, she is still thankful to the IWK for never letting a little girl be afraid to go to sleep in a strange place. This is one of the many things that makes the IWK so special and one of the many reasons why Jody shares her story with thousands of other patients just like her.

Please turn over...



Donate online at iwkfoundation.org/jody
Call 1-800-595-2266 • Send in the form below

☒ **Yes, Jennifer, I'll renew my commitment to Maritime children in 2022!**
Please accept my gift of:

\$ _____

425598 - AR22 - 2CF

Town of Kensington
PO Box 418
Kensington PE C0B 1M0

- ☐ I have already left a gift to the IWK in my Will.
☐ Please send me information about leaving a gift in my Will.
☐ Please send my tax receipt via email.
Email: _____

☐ I have enclosed a cheque payable to the IWK Foundation.

I prefer to use my ☐ VISA ☐ MasterCard ☐ AMERICAN EXPRESS

Card Number: _____ |m|y|y|y|
Expiry

Signature: _____

Email: _____

Phone: _____

You will receive an official income tax receipt for your gift of \$20 or more, unless otherwise requested. We will not trade/exchange your name with other charities. Payable at RBC.

Her mother has a similar outlook on life. I saw Mary Theresa show up every day to work at the IWK Foundation and carry on despite facing countless setbacks and scares with her daughter's health.

Mary Theresa and her family are forever grateful — a trait we see in the many patients and families we have the honour to meet. In Mary Theresa's words, "I have been fortunate to witness first-hand how donors and families give back to the IWK and the impact their generosity has on patients like Jody."

But Jody's story doesn't end here.

In 2002, Jody found herself back at the IWK, this time being cared for by the Women's Health team. Shortly after learning she was pregnant, Jody became critically ill. There were times when it looked like neither she nor her baby would survive.

Jody spent six months of her pregnancy as an inpatient at the IWK. She defied the odds when she gave birth to her beautiful, healthy son, Cameron, without any serious complications.

Thanks to the IWK, Mary Theresa didn't lose her daughter. And she became a grandmother for the first time. Once again, donors like you were part of their journey.

In recent years, I've seen Jody continue to live with serious medical conditions and I've shared many emotional moments with Mary Theresa. This family is strong beyond comprehension.

While Jody is no longer cared for by the IWK and Mary Theresa is now retired, the IWK's impact on their lives, and their impact on mine, will be with me forever.

I hope that you are as inspired by this story as I am. Jody is one of the many IWK patients who represent the resilience, courage and determination we see every day.

Your support does not stop with a single gift — it impacts patients for a lifetime.

Please take a moment to make your gift today to help improve the lives of patients and families who are relying on the IWK. Regardless of whether they need care for days, weeks, months or, as in Jody's case, years, you can be there for them every step of the way.



With tremendous gratitude,

Jennifer Gillivan
President & CEO and Lifelong Friend to Mary Theresa and Jody

P.S. Now is a great time to become a monthly donor allowing you to help IWK patients, like Jody, each and every day. Please know that however you choose to renew your support in 2022, we are extremely grateful!

P.P.S. To learn more about Jody's story, please visit iwkfoundation.org/jodyappeal



☒ **Yes, I'll become a monthly donor to help IWK patients every day of the year.**

I will give a monthly gift of:

☐ \$19 ☐ \$25 ☐ \$35 ☐ Other \$ _____

☐ Pre-authorized withdrawal (I have enclosed a void cheque.)

☐ I prefer to use my ☐ VISA ☐ MasterCard ☐ AMERICAN EXPRESS®

Card # _____ Expiry: [m|m] y|y|

Credit card withdrawal dates: ☐ 1st or ☐ 15th (check one)

Signature: _____ Date signed: _____

Email: _____ Phone: _____

- You can change or cancel your monthly gifts at any time by calling 1-800-595-2266 or emailing foundation@iwk.nshealth.ca.
 - For further information about your right to cancel a PAD Agreement, as well as recourse rights, visit your financial institution or the website www.cdnpay.ca.
 - Allow 2 - 4 weeks for processing of first payment.
 - You will receive one cumulative income tax receipt for the calendar year.
- 5855 Spring Garden Rd, Suite B220
Halifax, NS B3H 4S2
Tel: 902-470-8085 • Fax: 902-470-8000
Toll free: 1-800-595-2266
- www.iwkfoundation.org**
- Charitable registration No.86755 8090 RR0001



Your KINDNESS MEANS SO MUCH
AT THIS DIFFICULT TIME.



Kensington Police

Our sincere "Thanks" for escorting the
hearse and funeral procession from the
Dawson Funeral Home to St. Mark's Anglican
Church on Sunday, Feb. 6/22.

We are so very grateful for this act of kindness
during this most difficult time for us.

We are so fortunate to live in a community
that has such a wonderful Police Force.

Thank you so much!

The Family of the late Carl Thompson
Naama, Lesley, Andrew, & Edward Thompson & Families

SALTSCAPES Food and Travel

YOUR INTIMATE GUIDE TO CANADA'S EAST COAST



"Saltscapes Food & Travel Annual has always been THE primary marketing vehicle for my business to east coast travellers and dining enthusiasts. It delivers fresh content and new customers each year...even during the pandemic! *"

* A culinary producer & entrepreneur

Dear valued tourism friends,

We are honoured that *Saltscapes Food & Travel Guide* has become the trusted leader in combining award-winning editorial, design, and photography to deliver to you and your customer base, engaging and informative articles on the best of Canada's east coast food & travel experiences.

Ad booking for the exciting, all new and all local *Saltscapes Food and Travel 2022*, is open until February 18, 2022.

Reasons you do not want to miss this unduplicated opportunity:

- The 2022 guide offers up Atlantic Canada in one read, complete with locally written and engaging articles on the hidden gems to discover...less explored routings, "must see & do" lists from farmers markets to music festivals, great food & beverages and an insider's guide to the best hikes, beaches, parks, attractions and much more.
- Local flavours complete the offering with popular recipes, wine and food pairings, picnic sites and savvy traveller tips.
- This innovative annual program incorporates two travel friendly information sources, digital and print, with compelling and timely culinary and travel features with fresh original photography.
- The 2022 research based annual guide will have tightly targeted distribution to high end consumers and primary grocery shoppers (total print and digital impressions estimate: 542,000). The 2022 guides will be distributed to the 2022 Saltscapes Expo attendees, all Saltscapes subscribers' home addresses, exclusive food retail locales in Ontario and Atlantic Canada and at ferry locations in Maritime Canada. Plus, the digital edition will be made available for FREE on select websites from April through to October 2022.

We look forward to working with you once again on the most innovative and performance driven marketing program for 2022.

Warm regards,

Linda Gourlay
Saltscapes Co-Founder/VP, Business Development, Advocate Media



Atlantic Canada



Sobeys



Bay Ferries

Insertion Order

Please complete this form and fax back by **February 18, 2022 at 5pm** to (902) 429-9058 to reserve ad space.

Saltscapes Food and Travel Guide 2022 Full Colour Rates

PRINT SPECIFICATIONS	SIZE: WIDTH	HEIGHT	NET RATE
Outside Back Cover	8.187" x	10.875" (trim+1/4" bleed)	\$10,550 <input type="checkbox"/>
Inside Covers	8.187" x	10.875" (trim+1/4" bleed)	\$9,400 <input type="checkbox"/>
DPS	16.374" x	10.875" (trim+1/4" bleed)	\$12,995 <input type="checkbox"/>
Full Page	8.187" x	10.875" (trim+1/4" bleed)	\$6,995 <input type="checkbox"/>
2/3 Page Vertical/Square	2.25" x	10" or 4.734"w x 4.9"h	\$4,995 <input type="checkbox"/>
1/2 Page Horizontal	7.187" x	4.9"	\$4,275 <input type="checkbox"/>
1/3 Page Vertical/Square	2.25" x	10" or 4.734"w x 4.9"h	\$2,995 <input type="checkbox"/>
1/4 Page Horizontal	7.187" x	2.354"	\$2,495 <input type="checkbox"/>
1/6 Page Vertical	2.25" x	4.9"	\$1,495 <input type="checkbox"/>
1/12 Page Vertical	2.25" x	2.375"	\$995 <input type="checkbox"/>

PICK UP AD FROM F&T 2020	<input type="checkbox"/>
PICK UP WITH CHANGES	<input type="checkbox"/>
TO BE DESIGNED	<input type="checkbox"/>
CAMERA READY	<input type="checkbox"/>
CD	<input type="checkbox"/>
CD WITH COLOUR PROOF	<input type="checkbox"/>
FTP	<input type="checkbox"/>
DIGITAL	<input type="checkbox"/>

Receive a FREE ONLINE AD for the full calendar year with purchase of 1/3 ad space or larger in the Saltscapes Food and Travel Guide 2022.

OFFICE ONLY BILLING: 50% _____ 50% _____ 100% _____ NOTES: _____

Please see below for digital ad specifications proportional to purchased print ad size.

Digital Specifications:

TECHNICAL

REQUIREMENTS:

All files should be
RGB and 72 dpi

AD

leaderboard

Big Box

Formats: jpg / png

DIMENSIONS

728 x 90 pixels, file size max: 40K

300 x 250 pixels, file size max: 40K

Prices include print ad design.

Ad material due upon booking.

Saltscapes is pleased to offer web ad design for a small fee of \$75/hour. Please contact Nicole McNeil at 902-420-9943 ext. 1836. nmcneil@metroguide.ca

Online sizes are pixels per inch. All ads should be produced at 72dpi.

Flash ads should be accompanied by a backup gif file for users who do not have Flash installed.

Complimentary digital listings are edited and at the discretion of **Metro Guide Publishing**

Saltscapes Food and Travel Guide 2022

Company Name: _____

Contact Person: _____

Billing Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____ Website: _____

Advertiser's Signature: _____

Publisher's Representative: _____

Date: _____

Please Note: Please make cheques payable to Metro Guide Publishing, PO Box 1000, 181 Brown's Pt Rd., Pictou, NS B0K 1H0
Visa and Mastercard also accepted. Balance to be paid in May 2022. Rates do not include applicable tax.