



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

***Monday, January 24, 2022 @ 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 – January 24, 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 – November 22, 2021**
- 6. Business Arising from Minutes – November 22, 2021**
- 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. COC Memo - Anti Racism Strategy Development
  - b. COC Memo - Electric Vehicle Chargers
  - c. COC Memo - Wage Increase
  - d. COC Memo - Business Park Street Naming

**9. Councillor Issues/Inquiries**

**10. Correspondence**

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

**12. Adjournment**

**Town of Kensington  
Committee of Council Meeting  
Monday, November 22, 2021  
6:30 PM**

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

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

**Regrets:** Deputy Mayor Pickering and Councillor Gallant

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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 to the November 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 Spencer to approve the agenda for the November 22, 2021 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 Councillor Toombs to approve the Committee of Council meeting minutes from October 25, 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 MacRae, seconded by Councillor Spencer to receive and recommend approval to Town Council the adoption of the November 2021 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

### **7.2 Fire Department Statistical Report**

**7.2.1** *Moved by Councillor MacRae, seconded by Councillor Toombs to receive and recommend to Town Council the adoption of the October 2021 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

### **7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor Toombs, seconded by Councillor Spencer to receive and recommend to Town Council the adoption of the October 2021 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

**7.3.2** Council inquired what "Information Files" on the Police Statistical Report consists of; Mr. Baker will confirm with Chief Sutherland and report back to Council.

### **7.4 Development Permit Summary Report**

**7.4.1** *Moved by Councillor Spencer, seconded by Councillor MacRae to receive the November 2021 Development Permit Summary Report as prepared by Municipal Clerk, Kim Caseley. Unanimously carried.*

### **7.5 Financial Report - Bills List**

**7.5.1** *Moved by Councillor Mann, seconded by Councillor Spencer to receive and recommend to Town Council the approval of the General Bills List for October 2021 in the amount of \$224,182.09. Unanimously carried.*

**7.5.1.1** Councillor Spencer inquired if the Town is reimbursed for the cost of towing vehicles. Mr. Baker will confirm with Chief Sutherland and report back to Council.

**7.5.2** *Moved by Councillor Mann, seconded by Councillor MacRae to receive, and recommend to Town Council the approval of the Water & Sewer Utility Bills List for October 2021 in the amount of \$12,654.74. Unanimously carried.*

### **7.6 Summary Income Statement**

**7.6.1** *Moved by Councillor Mann, seconded by Councillor Spencer to receive and recommend to Town Council the adoption of the Summary Income Statements for October 2021, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

**7.7 Credit Union Centre Report**

**7.7.1** *Moved by Councillor Spencer, seconded by Councillor MacRae to receive and recommend to Town Council the adoption of the Credit Union Centre Report for October 2021, as prepared by CUC Manager, Robert Wood.*

*Unanimously carried.*

**8. New Business**

**8.1 Kensington Wild Major Midget Hockey Club - 2021/22 Sponsorship Request**

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

*BE IT RESOLVED THAT Committee of Council recommend to Kensington Town Council the approval of a “Jersey Sponsorship” for the Kensington Wild Major Midget Hockey Club for the 2021/22 hockey season in the amount of \$750.00.*

*Unanimously carried.*

**9. Councillor Issues/Inquiries**

**9.1** Councillors are requested to meet at the Fire Hall at 5:30 pm on Sunday, December 5, 2021, for the Annual Christmas Parade.

**9.2** The Annual Town of Kensington Christmas Party will be held on Monday, December 6, 2021, at Family & Friends restaurant, dinner will be served at 6:30 pm.

**9.3** Mayor Caseley announced the Town Christmas Party will be held on Monday, December 6, 2021, more details to follow.

**9.4** Councillor Toombs noted that the empty lot on the corner of Francis St. and Imperial St. is being used as a short cut and additional parking of a neighboring property.

**9.5** Councillor Spencer addressed concerns regarding the use of drones in residential areas. The Town does not regulate drone usage as Transport Canada has outlined rules and regulations for drone pilots.

**10. Correspondence**

**10.1** An email from Statistic Canada thanking the Town for supporting the 2021 Census.

**10.2** Information from Energy PEI on Heat Pump Rebates

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

**11.1 One item under Section 119(1)(e) of the Municipal Government Act**

**11.1.1** *Moved by Councillor Spencer, seconded by Councillor Toombs to enter into an In-Camera session at 7:04 pm. Unanimously carried.*

**11.1.2** *Moved by Councillor Spencer, seconded by Councillor Toombs to come out of an In-Camera session at 7:07 pm. Unanimously carried.*

**12. Adjournment**

**12.1** *Moved by Councillor MacRae, seconded by Councillor Toombs to adjourn the meeting at 7:08 pm. Unanimously carried.*

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Geoff Baker,  
CAO

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Rowan Caseley,  
Mayor

Town of Kensington		
CAO's Report - January 2022		
Item #	Project/Task	Status
1	Xplornet Internet Antenna	NO UPDATE No schedule has been provided at this point in time as to when the antenna will be installed.
2	Property Taxation Issues	A presentation was made to Municipal CAO's on November 25, 2021 from the Property Taxation Division of the Provincial Government on property assessment procedures. Staff are reviewing the information and will continue discussions with the Province and FPEIM as we continue to work towards a revenue sharing agreement with the Province of PEI.
3	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE Staff have drafted a memo to the Planning Consultant on Development Control Bylaw Issues. It is hoped that this project can proceed again, in light of amendments to the Planning Act and the current COVID-19 restrictions.
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 closed one transaction for the sale of a Business Park Lot (portion of lot 21-26 - January 18, 2022). A purchase and sale agreement has been signed for the sale of a second lot (lot 21-6) which is scheduled to close on February 15, 2022. Discussions are underway regarding the sale of other lots within the subdivision.
6	Wastewater Treatment Plant Mechanical Upgrades	The tender for the project was awarded to Hansen Electric, as approved by Town Council. Work on the project is expected to begin later this month and should be completed within approximately 13 weeks. A project kick off meeting was held with WSP on January 14th. Staff are requesting quotes from other contractors to complete the required roof and eaves troughing replacement.
7	Anti-Racism Strategy	A memo has been circulated with the tentative agenda package for the January Committee of Council meeting.
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	Business Park Street Names	A memo has been circulated with the tentative agenda package for the January Committee of Council meeting.
10	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. A meeting was held on January 14th with WSP to discuss the project and to ensure their completion in 2022. I am attempting to schedule a meeting with representatives with the department of Transportation to determine their schedule around the Barrett Street Storm Sewer Installation project.
11	Town Hall Chair Lift	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.
12	Commercial Street/Broadway Street Intersection	At a meeting held on March 8, 2021 with Stephen Yeo and Alan Aitken of the Provincial Department of Transportation, a commitment was made that the Province would review the parking layout at the Commercial Street/Broadway Street Intersection. Several requests have been for updates on the review process, however to date, no response has been received. I am attempting to schedule a meeting with the department of Transportation to get an update on this issue, and others.
13	Confederation Trail Road Crossings	The Province has committed to providing lighted (flashing beacon) pedestrian crossing signs at two Confederation Trail road crossings within the Town. It was committed that the signs would be installed by the end of May, 2021. The beacon signs were proposed to be installed at the Victoria Street East road crossing and the Broadway Street North road crossing. Additional signage may be installed in the future at other crossings in the Town. To date none of the signs have been installed, nearly one year after they were committed to being installed. I have made several requests to the Department of Transportation for a status update on when the signs will be installed to which I have received no response. I am attempting to schedule a meeting with the department of Transportation to get an update on this issue, and others.
14	Kensington Business Park	NO UPDATE <b>Road A</b> - 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. <b>Road B</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. <b>Road C</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 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. <b>Lift Station</b> - 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.
15	Invest in Canada Infrastructure Fund - Broadway Street South Water and Sewer Main Extension Project	We still await the funding agreements from the Province for the project. The borrowing resolution to facilitate the completion of the project was approved by Town Council at their January meeting. WSP are attempting to get a topographical survey completed as quickly as possible to enable the project to be designed.
16	Collective Bargaining Agreement Negotiations	We have made the final offer to CUPE Local 4893 and expect the agreement to be formally ratified over the next month or so. There have been some changes to the Local executive and within CUPE which has resulted in some delays.



Item #	Project/Task	Status
17	Relocation of Town of Kensington Signs and Speed Radar signs	NO UPDATE Public Works staff are busy completing other maintenance items currently. The signs will be relocated as expeditiously as possible. I have scouted new locations for the signs and will discuss these with the Province, as we are placing the signs within their right of way. This will be completed in the Spring of 2022.
18	Rural Growth Initiative Funding Application	We have still received no update on the application that was submitted in 2021. Staff have made a subsequent application for the project through an ACOA funding program, which we had hoped to receive word on this month. Staff continue towards resolving any issues around the funding applications. The funding application covered several projects at the Credit Union Centre and the EVK Pool.
19	Water Meter Upgrades Project	The remaining meters are ready to be installed. The contractor is delayed due to the current COVID restrictions. We are hopeful that they will be installed in early February.
20	Electric Vehicle (EV) Chargers	A report has been circulated with the tentative agenda package for the January Committee of Council meeting. Town Council's consideration of moving forward with a project is requested.
21	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 late February/Early March.
22	Senior Center Renovation	The wall separating the upper and lower floors of the Senior's Center facility has been installed.
23	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.
24	Dog Bylaw	Staff are currently working on a new "Animal Control Bylaw" for the Town to replace the current "Dog Bylaw".
25	Flag Repair and Replacement	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 2021

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder		3	1	1				3	1	1			10	11.11%
Motor Vehicle Accident	4		4			4	2	2	2	2	3	4	27	30.00%
Emergency Response - Fuel Spill, etc					1		1						2	2.22%
Fire Related														
Smoke Investigation							1		2			1	4	4%
Outside Fire - Brush, Grass, Utility Pole, etc.				2	1		1					1	5	6%
Structure Fire - House, Building, Vehicle, etc.	3	1	1	2	3	3		4			1	1	19	21%
Alarms	2	2		1	3	1	2	4		3		3	21	23%
Total Fire Related	5	3	1	5	7	4	4	8	2	3	1	6	49	
Total Incidents	9	6	6	6	8	8	7	13	5	6	4	10	88	
Mutual Aid Call Out										1	1		2	2%
Total Incidents (Including Mutual Aid Provided by KFD)	9	6	6	6	8	8	7	13	5	7	5	10	90	100%
Mutual Aid Call in														
Firefighter Attendance	15		17	14	17	12	12	14	15	15	18	13	15	14.73
Regular Monthly Training - No. of Firefighters	19		24		20	18				20	19		20	20
Training School/Association Meeting/Department Meeting			22	20	18	21			24		19	19	20	20
Call Area														
Kensington	3	1	1		1		2	1	1	3			13	14.61%
Malpeque CIC	1		1	2	6	3	1	4	2	1			21	23.60%
Zone's 1 to 5	4	5	4	4	1	5	4	8	2	3	3	10	53	59.55%
Other	1										1		2	2.25%

## DECEMBER 2021

The Kensington Fire Department responded to 10 calls in December. The average attendance for the fire calls was 13. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Dec. 6	Utility pole/tree fire	Park Corner	14	2
Dec. 9	MVC rollover	Blue Shank Rd.	12	1
Dec. 10	MVC	Kelvin Rd. Kensington	15	2
Dec. 12	Commercial fire alarm	New Annan	13	3
Dec. 12	Single vehicle MVC	Emerald	15	3
Dec. 16	Fire alarm	Traveller's Rest	11	1
Dec. 20	Sight/Smell of smoke	North Bedeque	10	4
Dec. 23	Commercial fire alarm	New Annan	4	stand down
Dec. 23	Single vehicle MVC	Barbara Weit Rd.	17	2
Dec. 23	Flue fire	Kelvin Rd. Kensington	17	3

**December 4** - Firemen's Christmas supper at Family & Friends Restaurant.

**December 5** - Two trucks participated in the Christmas parade.

**December 7** - Association meeting with 19 present. The Association purchased dress shoes to go with the dress uniforms at a cost of \$4000.00

**December 19** - The Association purchased gifts for the firemen's children 12 and under. Santa was at the fire hall and presented the gifts at assigned times.

**Training** was cancelled due to the increase in Covid-19 cases.

Rodney Hickey  
Chief

[illegible]

Police Department Occurrence Report Summary 2021														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fire Prevention Act	1	1			1			1					4	0.48%
Firearm Act						1							1	0.12%
Forcible confinement													0	0.00%
Fraud	2	1		2		1		1	1	1	1	1	11	1.33%
Funeral Escorts	1	2	1	1	1	2	1	3	2	2	5	1	22	2.67%
Harrassing Communication						1	1	1	3		2		8	0.97%
Impaired Driver	1	1	1	2				5	1	1	1	2	15	1.82%
Information Files	1									4			5	0.61%
Injury Accidents													0	0.00%
Liquor Offences	1			1		1			2				5	0.61%
Litter Act			1										1	0.12%
Lost and Found	2		3		1	1	2	3	3	3	2	3	23	2.79%
Luring Minors													0	0.00%
Mental Health Act	2		2				1			2		1	8	0.97%
Mischief		2	1	2		2		3	1	2	2		15	1.82%
Motor Vehicle Accidents	2		2	4		1	2	2	3	1	3	3	23	2.79%
Motor Vehicle Act	4	5	5	5	9	3	6	5	8	11	7	8	76	9.21%
Municipal Bylaws	2	1	1	1		1	5	2				1	14	1.70%
Off Road Vehicle Act		3	1					3		2			9	1.09%
Other Criminal Code			1			1						1	3	0.36%
Person Reported Missing					1				2		1		4	0.48%
Possession of restricted weapon												1	1	0.12%
Property Check							1					1	2	0.24%
Resist Arrest													0	0.00%
Roadside Suspensions						2		1					3	0.36%
Robbery													0	0.00%
Sexual Assaults / Interference											1		1	0.12%
STEP (Integrated Traffic Enforcement)		1				3				1	2	3	10	1.21%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle				2	2	1	2	2	1	1	1	1	13	1.58%
Theft Of Motor Vehicle		1					1						2	0.24%
Theft Over \$5000							1						1	0.12%
Theft Under \$5000	3	1	1				4	2	1		2		14	1.70%

Police Department Occurrence Report Summary 2021														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Trespass Act	1							1		3			5	0.61%
Trespass at Night					2								2	0.24%
Uttering Threats						1	1				2		4	0.48%
Wellbeing Check	2	1	2			2	2		1	1		1	12	1.45%
SOTS Issued	17	23	24	26	45	32	49	35	27	27	14	19	338	41%
Total Incidents	53	58	56	60	78	66	95	86	74	84	58	57	825	100%
HTA Warnings	12	3	20	2	1	2	2	1	12	11	8	7	81	
Fine Revenue	\$2,712.50	\$3,207.00	\$3,808.00	\$5,142.00	\$7,196.00	\$4,901.00	\$5,864.00	\$5,054.50	\$3,260.50	\$4,247.50	\$2,155.00	\$2,552.50	50,100.50	
Foot Patrols in hours	2	2	3	2	3	4	4.00	3	4	3	2	3	35	
Community policing school	6	4	6	7	6	9			8	15	14	4		
Record Checks A ( BC )	9,403	8,280	12,310	15,656	9,800	10,437	10,298	10,875	12,814	12,070	11,194	9,295	132,432	
Record Checks C ( KPS )	6	4	3	16	8	8	10	8	15	11	11	6	106	
KPS assisting other agencies		1		1				2		1	1	2	8	
Other agencies assisting KPS		2	3								3		8	

## **Police Report December 2021**

There was 1 alarm call to report for this month.

Dec 8 @ 2231hrs Kensington Liquor Store – member attended.

The 1 assistance file was assisting a senior who had fallen.

## Town of Kensington Bills List December 2021

Aaron Adams	2021 HONORARIUM	\$1,000.00
Amalgamated Dairies Limited	4921337018	\$26.68
Amalgamated Dairies Limited	4921348018	\$6.92
ADL Foods	2474622	\$358.99
ADL Foods	2475577	\$663.59
Alan MacLeod	2021 HONORARIUM	\$1,200.00
Aliant	INV8780296	\$30.48
Aliant	INV8778490	\$248.64
Allan Sudsbury	2021 HONORARIUM	\$1,000.00
Andrew Griffin	DEC 2021 RRSP	\$792.22
Barret Campbell	2021 HONORARIUM	\$1,000.00
Barry Campbell	2021 DECORATING CONTEST	\$50.00
Barry Donald	2021 HONORARIUM	\$1,000.00
Bell Mobility	2-402442	\$201.25
Bev Semple	NOV 2021 CROSSWALK	\$60.00
Black & McDonald Limited	80-1255505 CUC COMPRESSOR REPAIR	\$1,628.43
Buffie Boily Photographic Arts	E049 COUNCIL PHOTO	\$172.50
Brad Hickey	2021 HONORARIUM	\$1,000.00
Brenda MacIsaac	DEC 2021 RRSP	\$456.78
Building Blocs Home Improvements	850832 BLACKSMITH SHOP DECK REPLACEMENT	\$1,855.79
Building Blocs Home Improvements	850839 SENIOR CENTRE INSTALL WALL	\$1,190.20
Canadian Tire	DEC 21 CHRISTMAS LIGHTS	\$142.53
Capital "T" Electric	926 TOWN HALL UPSTAIR LIGHTS (6)	\$1,368.50
Capital "T" Electric	929 MEDICAL CENTRE LIGHT SWITCH	\$92.00
Capital "T" Electric	923 TOWN HALL OUTSIDE LIGHT	\$224.25
CFCY 95.1	773-19042	\$271.12
CFCY 95.1	772-8141	\$135.56
CFCY 95.1	772-8141/8262/19042	\$501.67
CIBC Securities Inc	DEC 2021 RRSP	\$592.92
Clark Waite	2021 HONORARIUM	\$1,000.00
Colby Dickieson	2021 HONORARIUM	\$1,000.00
Combat Computer Inc	1000082171 COPIES	\$64.41



Combat Computer Inc	1000081841 ASHLEY COMPUTER SET UP	\$43.13
Combat Computer Inc	1000082012 ASHLEY EMAIL & SET UP	\$328.61
Commercial Construction	OCT-DEC 2021 PW SHOP YARD	\$1,348.38
Commercial Construction	DEC 2021 SNOW REMOVAL	\$1,472.00
Controls & Equipment	63391 TOWN HALL ANNUAL MAINTENANCE	\$543.95
Credit Union Financial Management	DEC 2021 RRSP	\$1,179.24
Canadian Union of Public Employees	DEC 2021 UNION DUES	\$883.16
Darcy Cousins	2021 HONORARIUM	\$1,000.00
David Elliott	2021 HONORARIUM	\$1,000.00
David Gallant	2021 HONORARIUM	\$1,000.00
Diversified Divers Inc	33628 FIRE RECHARGE AIR	\$533.60
Donnie MacKenzie	2021 HONORARIUM	\$1,000.00
Dylan Garnhum	2021 HONORARIUM	\$1,000.00
Eastlink	17623319	\$23.00
Eastlink	17623072	\$109.19
Eastlink	17622546	\$841.42
Eastlink	17661266	\$157.44
Family & Friends	789153 CHRISTMAS DINNER	\$1,568.22
Family & Friends	2021 DECORATING CONTEST	\$50.00
Firstonsite Restoration Ltd	ATSU-BA21164B TOWN HALL WATER DAMAGE	\$591.96
Flags & Banners	2704	\$2,921.05
Frito Lay Canada	43541647	\$68.64
Frontline Outfitters	55799 PANTS FOR FULFORD	\$122.62
G. LeBlanc Fire Truck Repair Ltd	13677 FIRE TRUCK ANNUAL SERVICE	\$563.00
G. LeBlanc Fire Truck Repair Ltd	13676 FIRE TRUCK ANNUAL SERVICE	\$563.00
Geo Net Technologies	2608 ANNUAL MAINTENANCE FEE	\$5,750.00
Geoff Baker	DEC 2021 MILEAGE	\$300.80
Glenn Steele	2021 HONORARIUM	\$1,000.00
H&S Auto Service Inc.	3045 POL VEHICLE OIL CHANGE	\$167.89
H&S Auto Service Inc.	3046 POL VEHICLE REPAIR	\$256.46
HMS Office Supplies Ltd	1087 ASHLEY'S CHAIR	\$465.74
Holland College	542571 POL PISTOL INSTRUCTOR COURSE	\$2,200.00
Irving Oil	34243509	\$508.95
Irving Oil	34263786	\$288.79

Irving Oil	538118	\$129.29
Irving Oil	537356	\$441.36
Irving Oil	645799	\$349.19
Irving Oil	251711	\$254.57
Irving Oil	34270657	\$170.51
Irving Oil	45419	\$236.12
Irving Oil	34278127	\$365.29
Irving Oil	577017	\$79.01
Irving Oil	425966	\$262.14
Irving Oil	643298	\$850.99
Irving Oil	546080	\$396.11
Irving Oil	34285944	\$328.35
Irving Oil	982740	\$243.63
Irving Oil	524398	\$808.78
Irving Oil	648820	\$295.56
Irving Oil	448587	\$643.63
Irving Oil	650911	\$1,086.11
Irving Oil	923472	\$10.53
Irving Oil	906360	\$311.87
Island First Aid Service	SI-16040	\$22.99
Island Petroleum	9646	\$519.30
Island Petroleum	9648	\$470.02
Island Petroleum	00205221999649	\$486.10
Island Petroleum	00205221999650	\$178.15
Island Petroleum	00205221999651	\$168.58
Island Petroleum	00205221999652	\$259.81
Island Petroleum	00205221999653	\$84.03
IWK Foundation	DEC 2021 DONATION	\$100.00
Jack Spencer	NOV 2021 CROSSWALK	\$80.00
Jack Spencer	DEC 2021 CROSSWALK	\$100.00
Jamie Perry	NOV 2021 CROSSWALK	\$230.00
Jamie Perry	DEC 2021 CROSSWALK	\$160.00
Jason Mann	2021 HONORARIUM	\$1,000.00
Jason Paynter	2021 HONORARIUM	\$1,000.00

Jedd Moore	2021 HONORARIUM	\$200.00
Jimmy Woodside	DEC 2021 SANTA	\$250.00
Joe and Donna Doucette	2021 DECORATING	\$50.00
Jordan MacLean	2021 HONORARIUM	\$200.00
Josh Gill	2021 HONORARIUM	\$1,000.00
Kays Wholesale	Z10058	\$626.62
Kensington Agricultural Services	78336	\$52.37
Kensington Metal Products Inc.	58026	\$72.53
Kent Building Supplies	3000711772	\$385.76
Kent Building Supplies	3000712607	\$36.78
Kent Building Supplies	716429	\$7.21
Kent Building Supplies	712590	\$8.04
Kent Building Supplies	709299	\$57.49
Kent Building Supplies	3000756479	\$117.20
Kent Building Supplies	3000757686	\$91.99
Kent Building Supplies	3000759835	\$345.00
Kent Building Supplies	3000760346	\$28.64
Kent Building Supplies	300075277	\$55.96
Ketchum Manufacturing Inc	430127 DOG TAGS	\$103.24
Kevin Gillian	2021 HONORARIUM	\$1,000.00
Kevin Mann	2021 HONORARIUM	\$1,000.00
Kevin Simmons	2021 HONORARIUM	\$1,000.00
Kevin Stewart	2021 HONORARIUM	\$1,000.00
K'Town Auto Parts	42972/5	\$13.56
K'Town Auto Parts	43319	\$3.19
Kensington & Area Chamber of Commerce	75251 BUSINESS AWARDS TICKETS	\$437.00
Landon Yuill	DEC 10 MILEAGE	\$39.48
Langille Sharpening Service Inc	659623	\$207.00
Lewis Sutherland	DEC 2021 RRSP	\$1,002.90
MacInnis Express (1983) Ltd	222838	\$181.94
Maritime Electric	TOWNHALL DEC 23	\$1,274.44
Maritime Electric	CUC RINK	\$10,222.86
Maritime Electric	PWSHOP	\$312.73
Maritime Electric	CUCSIGN	\$96.69

Maritime Electric	CUC SENIOR	\$215.03
Maritime Electric	CUC CANTEEN BALLF	\$28.46
Maritime Electric	LIBRARY DEC 29	\$219.44
Maritime Electric	EVK POOL DEC 29	\$60.47
Maritime Electric	FIRE HALL DEC 29	\$477.81
Maritime Electric	ART CO-OP DEC 29	\$311.67
Maritime Electric	TRAIN STATION DEC 29	\$1,040.23
Maritime Electric	4SPEED RAD DEC 29	\$108.27
Maritime Electric	CAR CHARGER DEC 29	\$180.08
Maritime Electric	PW STREETLIGHTS DEC	\$2,838.23
Maritime Electric	POLICE CAMERAS DEC21	\$13.42
Mark Wall	2021 HONORARIUM	\$1,000.00
Mary's Bake Shoppe	38 DEC 2, 21	\$13.00
Mary's Bake Shoppe	40 DEC 13	\$24.25
Mary's Bake Shoppe	DECEMBER 16 2021	\$33.00
Malpeque Bay Credit Union	DEC 2021 RRSP	\$1,576.44
Minister of Finance	329571 POL RADIO ANNUAL MAINTENANCE	\$414.00
Minister of Finance	330160 POL LOCK UP FEES	\$25.00
Minister of Finance	2021 PROPERTY TAX	\$2,247.85
Minister of Finance	331689 ROAD SALT	\$922.79
MJS Marketing & Promotions	2771017	\$316.25
MJS Marketing & Promotions	2772039	\$51.75
MJS Marketing & Promotions	2772027	\$747.50
Moase Plumbing & Heating	33964 SENIOR CENTRE RELOCATE HEATER	\$97.90
Morgan Bell	2021 HONORARIUM	\$1,000.00
Murphy's Kensington	DEC082021	\$6.89
Novus Auto Glass 101516 PEI Inc	260244565 POL VEHICLE WINDSHIELD	\$345.00
Orkin Canada	C-3016392	\$96.03
Orkin Canada	C-3016414	\$48.30
Orkin Canada	C-3016391	\$29.90
Paul MacEwen	2021 DECORATING CONTEST	\$50.00
Prince County Hospital Foundation	POL MEMORIAL DONATION	\$50.00
PEI Firefighters Association	4046 FIRE TRAINING BOOK	\$236.19
Petty Cash	DEC 2021 (CHRISTMAS GIFT CARDS \$500.00)	\$665.14

Princess Auto	1583378 PW SHOP SUPPLIES	\$173.54
Provincial Auto Parts Ltd	996-650559 FIRE TRUCK BATTERY	\$370.30
Randy Warren	2021 HONORARIUM	\$200.00
Reg MacLeod	2021 HONORARIUM	\$1,000.00
Right on Board Locksmith	6853 POL DOOR HANDLE	\$480.13
Rodney Hickey	2021 HONORARIUM	\$1,500.00
Ronald Gallant	2021 DECORATING	\$50.00
Saltwire Network	IN31520	\$247.25
Saltwire Network	30492	\$247.25
Saltwire Network	29541	\$603.75
Saunders Equipment Ltd	86430 TRACKLESS PARTS	\$813.37
Mikes Independent	011613	\$17.23
Mikes Independent	015963	\$12.78
Scotia Securities	DEC 2021 RRSP	\$1,137.80
Scotiabank Visa	0358336 PW PAINT	\$42.54
Scotiabank Visa	DEC 21 KIDS HELP PHONE	\$50.00
Scotiabank Visa	ZOOM DEC 2021	\$23.00
Scotiabank Visa	DEC 22, 21 GIFT CARD	\$525.00
Scotiabank Visa	DEC 1, 2021 KIM DESK	\$977.48
Scotiabank Visa	DEC 1, 21 BOOKCASE	\$252.98
Scotiabank Visa	MAYOR ANNUAL FEE	\$75.02
Scotiabank Visa	DEC 21 DESK/BOOKCASE	\$1,230.48
Scotiabank Visa	DECOR CONTEST MEAL	\$224.66
Shawn Taylor	2021 HONORARIUM	\$1,000.00
Sherry's Heating Service	2922 FIRE FURNACE REPAIR	\$1,219.00
Sherry's Heating Service	2935 PW SHOP OIL TANK	\$3,392.50
Sommers Generator System	107598 ANNUAL MAINTENANCE	\$1,531.80
Spring Valley Building Centre Ltd	227847	\$72.44
Spring Valley Building Centre Ltd	227862	\$87.29
Spring Valley Building Centre Ltd	227980	\$130.93
Spring Valley Building Centre Ltd	228153	\$87.29
Spring Valley Building Centre Ltd	228224	\$43.64
Spring Valley Building Centre Ltd	227911	\$72.44
Staples	5506507845	\$763.81

Steven Harding	2021 DECORATING CONTEST	\$50.00
Summerside Chrysler Dodge (1984) Ltd	WS49454 PW TRUCK REPAIR	\$524.59
Suncor Energy Products Partnership	DEC 2021	\$1,752.16
Superior Sanitation	0000766771	\$184.00
Superior Sanitation	0000766770	\$80.50
Superior Sanitation	0000766772	\$230.00
Superior Sanitation	0000766773	\$214.12
Tanner MacAusland	2021 HONORARIUM	\$1,000.00
Telus	DEC 2021 CELL	\$1,140.75
Telus	DEC 2021	\$1,145.46
Trevor Moase	DEC 1, 2021 PARADE	\$200.00
Vail's Fabric Services Ltd	389817	\$215.46
Vistaprint	0091201668	\$77.03
Vistaprint	0091189061	\$154.27
Wade Graham	2021 HONORARIUM	\$1,000.00
Water & Pollution Control Corporation	DECEMBER 2021	\$877.53
Wayne Sherry	2021 HONORARIUM	\$1,000.00
Yellow Pages Group	INV02432931	\$19.09
Yellow Pages Group	02318458	\$24.90
Yellow Pages Group	02388098	\$24.90
Yellow Pages Group	02457433	\$24.90
Subtotal		<u>\$126,873.96</u>
Payroll		\$184,573.64
AJL General Contractrors Ltd	KBP CLAIM #5	\$690,546.22
AJL General Contractrors Ltd	KBP-CLAIM#3	\$417,413.30
AJL General Contractrors Ltd	CLAIM #3 WELLFIELD	\$22,375.38
Hummingbird Creative	2702 BUSINESS PARK	\$51.89
Kildare Construction Ltd	2021 410 LAGOON HOLD BACK	\$21,544.83
Maritime Electric	130415 BUSINESS PARK	\$44,342.11
WSP Canada Inc	1069350 BUSINESS PARK	\$15,830.24
WSP Canada Inc	1068647 LAGOON UPGRADES	\$2,645.97
WSP Canada Inc	003400 WELLFIELD UPGRADES	\$2,357.50
WSP Canada Inc	1067060 WELLFIELD UPGRADES	\$115.00

WSP Canada Inc	1067055 LAGOON UPGRADES	\$57.50
Subtotal Capital		<u>\$1,217,279.94</u>
<b>Total Bills</b>		<u><b>\$1,528,727.54</b></u>

## Water and Sewer Utility Bills List December 2021

Aliant	INV8749838DEC09	\$138.46
Aliant	INV8779977	\$190.16
Aliant	INV8749838	\$138.46
Campbell's Concrete Ltd	275249 12 SERVICE BOXES	\$1,059.52
Capital "T" Electric	921 WATER TOWER SERVICE CALL	\$172.50
Environmental Training Institute	NOV 24, 21 EXAM PREP	\$1,371.27
Island Coastal Services Ltd (Infraspec)	10156782 SEWER CLEANING	\$782.00
Island Coastal Services Ltd (Infraspec)	10156783 SEWER CLEANING & VIDEO	\$29,175.79
Maritime Electric	PUMP EAST #2 DEC 21	\$296.72
Maritime Electric	ADDITION LIFT STAT	\$383.90
Maritime Electric	SEWAGE PUMP DEC 29	\$134.80
Maritime Electric	WELL # 3 DEC 21	\$717.85
Maritime Electric	SEWER TREAT DEC 21	\$1,814.85
Maritime Electric	PUMP WEST 1 DEC 21	\$528.98
Maritime Electric	PUMP CNT BLG DEC 21	\$295.68
Maritime Electric	WATER TOWER DEC 21	\$148.70
Minister of Finance	211201093 WATER ANALYSIS	\$368.00
Minister of Finance	331527 W&S EXAM FEES	\$200.00
MPWWA	9292 MEMBERSHIP RALPH & DOUG	\$136.92
Sansom Equipment Ltd	INV-FR-10144 LAGOON PUMP IMPELLER	\$619.03
Sommers Generator System	107599 ANNUAL MAINTENANCE	\$1,529.79
Sommers Generator System	107596 ANNUAL MAINTENANCE	\$1,531.80
<b>Total W&amp;S Bills</b>		<b>\$41,735.18</b>



**TOWN OF KENSINGTON**

### Income Statement Comparison of Actual to Budget for December 2021

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$184,293.46	\$96,346.00	\$87,947.46	\$922,012.31	\$750,662.00	\$171,350.31	\$985,860.00	94%
Police Service	\$17,793.12	\$17,260.00	\$533.12	\$205,306.08	\$162,040.00	\$43,266.08	\$213,820.00	96%
Town Hall Rent	\$8,457.88	\$7,909.00	\$548.88	\$76,863.32	\$75,781.00	\$1,082.32	\$99,508.00	77%
Recreation	\$0.00	\$0.00	\$0.00	\$4,802.19	\$4,500.00	\$302.19	\$4,500.00	107%
Sales of Service	\$23,362.96	\$31,000.00	-\$7,637.04	\$268,453.60	\$312,200.00	-\$43,746.40	\$411,200.00	65%
Subtotal Revenue	\$233,907.42	\$152,515.00	\$81,392.42	\$1,477,437.50	\$1,305,183.00	\$172,254.50	\$1,714,888.00	86%
GENERAL EXPENSES								
Town Hall	\$17,204.40	\$15,798.00	\$1,406.40	\$118,574.81	\$123,481.00	-\$4,906.19	\$162,041.00	73%
General Town	\$45,322.37	\$37,940.00	\$7,382.37	\$331,404.48	\$340,314.00	-\$8,909.52	\$422,085.00	79%
Police Department	\$80,909.05	\$68,956.00	\$11,953.05	\$456,380.66	\$405,559.00	\$50,821.66	\$522,689.00	87%
Public Works	\$28,856.02	\$26,138.00	\$2,718.02	\$162,423.18	\$157,709.00	\$4,714.18	\$202,561.00	80%
Train Station	\$6,029.86	\$4,235.00	\$1,794.86	\$43,394.79	\$38,405.00	\$4,989.79	\$51,795.00	84%
Recreation & Park	\$6,473.38	\$3,645.00	\$2,828.38	\$91,339.34	\$86,350.00	\$4,989.34	\$95,785.00	95%
Sales of Service	\$16,393.94	\$22,330.00	-\$5,936.06	\$127,852.07	\$149,300.00	-\$21,447.93	\$196,340.00	65%
Business Park	\$949.31	\$2,056.00	-\$1,106.69	\$11,623.62	\$18,504.00	-\$6,880.38	\$24,672.00	47%
Subtotal Expenses	\$202,138.33	\$181,098.00	\$21,040.33	\$1,342,992.95	\$1,319,622.00	\$23,370.95	\$1,677,968.00	80%
Net Income (Deficit)	\$31,769.09	-\$28,583.00	\$60,352.09	\$134,444.55	-\$14,439.00	\$148,883.55		
Credit Union Centre								
Credit Union Centre Revenue	\$28,768.03	\$34,200.00	-\$5,431.97	\$231,772.54	\$220,700.00	\$11,072.54	\$329,300.00	70%
Credit Union Centre Expenses	\$49,935.47	\$42,577.00	\$7,358.47	\$254,702.04	\$262,182.00	-\$7,479.96	\$367,536.00	69%
Net Income (Deficit)	-\$21,167.44	-\$8,377.00	-\$12,790.44	-\$22,929.50	-\$41,482.00	\$18,552.50		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$212,013.00	\$212,013.00	\$0.00	\$282,684.00	75%
Fire Department Expenses	\$55,113.78	\$20,762.00	\$34,351.78	\$215,117.08	\$214,408.00	\$709.08	\$280,844.00	77%
Net Income (Deficit)	-\$31,556.78	\$2,795.00	-\$34,351.78	-\$3,104.08	-\$2,395.00	-\$709.08		
Consolidated Net Income (Deficit)	-\$20,955.13	-\$34,165.00	\$13,209.87	\$108,410.97	-\$58,316.00	\$166,726.97		
							\$524.00	
Water and Sewer Utility								
Water & Sewer Revenue	\$54,991.13	\$55,285.00	-\$293.87	\$485,886.59	\$497,565.00	-\$11,678.41	\$669,510.00	73%
Water & Sewer Expenses	\$86,157.03	\$55,535.00	\$30,622.03	\$537,874.77	\$502,515.00	\$35,359.77	\$669,120.00	80%
Water & Sewer Net Income (Deficit)	-\$31,165.90	-\$250.00	-\$30,915.90	-\$51,988.18	-\$4,950.00	-\$47,038.18		
							\$390.00	

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**TOWN OF KENSINGTON – MEMORANDUM**

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

**FROM: ROBERT WOOD, CUC MANAGER**

**DATE: DECEMBER 2021**

**SUBJECT: DECEMBER 2021 - CREDIT UNION CENTRE REPORT**

**ATTACHMENT: STATISTICAL REPORT**

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***\*\*NOTE The information contained in this report is updated to January 1, 2022. Operational and schedule changes have been made to the Credit Union Centre based on the restrictions announced by PEI's Chief Public Health Officer in January. These modifications will be updated in January's report and presented to Committee of Council in February, 2022.***

**December 2021**

**Fitplex**

- Hours of operation are 5:00 am – 10:00 pm daily.
- Staffed Hours are Monday to Friday 4:00 pm-8:00 pm.
- Generally restricted to a maximum of 15 users at one time (CPHO regulated capacity is 50% or 25 users).
- No day passes allowed - members only -to keep numbers around the 15.

## **Arena**

- CPHO shut down arenas from December 18<sup>th</sup> – 23<sup>rd</sup> and then clarified guidelines to allow 1 Cohort for the Arena of 50 persons total (dressing rooms, on-ice and stands). On-ice can only be families (immediate members only) plus their steady 10, or 10 persons and under. All users must be vaccinated who are 12 years and above.
- All Minor and organized sports are not allowed on the ice at this time from CPHO and further update to follow for January 8, 2022.
- December 23<sup>rd</sup> – 31<sup>st</sup> Town of Kensington Ice rental special had 55 hours of ice-time booked and 42 of the hours were Kensington Residents.
- As of December 31<sup>st</sup>, from January 1<sup>st</sup> – 7<sup>th</sup> the Arena has another 56 hours booked with family rentals and expecting some guidance from CPHO restrictions for January 8<sup>th</sup> and on.
- Arena Zamboni was serviced at Bells Service Center in December and a minor compressor issue was attended to by Black and MacDonald in December.

## **Kensington Cash Draw**

• December 2	200.00
• December 9	203.00
• December 16	207.00
• December 23	202.00
• December 30	208.00
• Total	1020.00

## **Ball Fields**

- Ballfields are closed for season. Netting was taken down for winter season

## **Senior Center**

- The wall and doorway for the senior center was put up by Building Blocks in December, allowing separate locked areas for the Seniors Group and the Kensington North Watershed Association.

### **Outdoor Ice Surface**

- Plans for 2 sledding hills for this winter season are also being considered with a small children's size hill and a larger hill as well. A small outdoor ice surface will be planned this winter depending on the weather.

### **Central Community PEI Navigator**

- Nothing to report

### **Upcoming Events**

- The Town of Kensington Annual Christmas Parade was modified in 2021 due to COVID-19 restrictions. The parade was held on December 5, 2021 and will included a Santa's convoy, featuring Kensington Police vehicles, a Kensington Fire Truck, the Town Float, and Santa himself. Spectators welcomed Santa to the Town from their residence (where possible) and in parked areas along the route. In place of our traditional parade food drive in support of the Kensington Lions Club, food donations were dropped off at the Credit Union Centre until December 22nd or directly to the Food Bank at 30 Garden Drive.
- U9 Girls Xmas Tournament cancelled
- Caseley Rec Xmas Tournament cancelled
- KAFSC mini-Xmas Camps cancelled
- KAMHA developmental Xmas camps cancelled
- Waiting on CPHO guidelines for future events .

# Town of Kensington

## Credit Union Centre Monthly Statistical Data

2021

[illegible]

2020

[illegible]

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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** ANTI-RACISM STRATEGY  
**DATE:** 2022-01-21  
**ATTACHMENTS:**

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### **Background**

At January's regular meeting of Town Council, Mayor Caseley issued a verbal statement on the issue of racism and diversity within our town and within town owned facilities. The statement was made in response to a recent event during a Kensington Vipers hockey game held at the Kensington Credit Union Centre, where a Vipers player made a racist comment towards an opposing team's player. The event garnered national news coverage.

The Mayor's statement requested Town Council's support of a direction to the CAO to formulate a list of tangible actions for January's Committee of Council meeting, that the town can undertake to help in the elimination of systemic racism in the community, and to promote diversity and inclusion.

It should be recognized by everyone that anti-racism, diversity, and inclusion is a journey and not something that will be eliminated easily or quickly. The recommendations included in this memo are some preliminary actions that can be taken immediately while we continue to move towards formalizing a local strategy for dealing with such societal issues. It will be of primary importance to ensure that we consult with the right people/groups to ensure that any actions we take are implemented appropriately.

The Town's Strategic Plan states the following as it relates to the Town of Kensington workplace:

“The Town of Kensington is committed to a healthy, safe, and supportive workplace and is committed to providing a work environment that values diversity and where all persons are treated with respect and dignity.”

The Strategic Plan further contemplates that population diversity will be paramount to the town’s future growth.

The Town’s Harassment Policy deals directly with the Town of Kensington workplace and doesn’t necessarily apply to users of town owned facilities. It states:

“personal harassment includes harassment within the meaning of the Prince Edward Island Human Rights Act, i.e., harassment on the basis of the following prohibited grounds of discrimination: age, colour, creed, disability, ancestry or place of origin, nationality, family status, marital status, gender expression, gender identity, political belief, race, religion, sex, sexual orientation, physical size or weight, pregnancy or source of income of any individual or class of individuals;”

While the preceding policy information tends to deal more with the Town of Kensington workplace, there are actions that we can undertake in the short term to help in combatting systemic racism and to promote diversity and inclusion within our community as a whole, such as:

- Anti-racism policy development applicable to all town owned facilities.
- Education and diversity training for town staff and Town Council.
- Anti-racism advertising campaign in a local paper.
- Anti-racism signage/posters at all town owned facilities (and other government owned facilities, as permitted).

## **Recommendation**

It is recommended that Committee of Council recommend to Town Council that staff be authorized to proceed with the actions listed above as an initial step in helping to combat racism within our community and Province, and that a budget of a minimum of \$5,000 be allocated towards the initiative for the 2022/23 fiscal year.



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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** ELECTRIC VEHICLE CHARGERS  
**DATE:** 2022-01-21  
**ATTACHMENTS:**

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### **Background**

The Town of Kensington has one Electric Vehicle (EV) charger installed in the community, located at the eastern end of the railyards parking area. The EV charger has been used intermittently over the past ten years, however with the recent financial incentives offered by the Province of PEI to support the purchase of EV's, the charger usage has increased by as much as five to ten times. The Province of PEI currently offers free registration for EV's and half-price registration for hybrid vehicles. They also offer \$5,000 to Islanders who purchase a new or used EV, and \$2,500 to those who purchase a plug-in hybrid.

Recently, the Town has received concerns from residents and visitors to the Town that the railyards area charger is not always readily available and is in use by others. They have requested that the Town consider the installation of additional chargers throughout the community. Kensington is currently the only location between Charlottetown and Summerside (along Highway 2) that offers an EV charger. The following link provides a map of available EV chargers across the province: <https://www.plugshare.com/>

The above information was presented to Town Council at their regular December meeting, where Councillors requested additional information and analysis around the purchase and installation of EV chargers throughout the Town, in anticipation that the Town may consider proceeding with a fundable project in 2022.

There are three levels of EV chargers:

1. Level 1 – charges at the same rate of a regular wall outlet (110-120 volts) and are the slowest. It would take more than a day to fully charge a battery electric vehicle. Level 1 chargers are more suited for plug-in hybrid electric vehicles because the battery is typically smaller.
2. Level 2 – charges using a 240-volt system so they are faster than Level 1 chargers. Most EV's can be fully charged in about 3 – 5 hours.
3. Level 3 – are the fastest chargers available and use a 480-volt system. They will provide an approximately 80% charge in 20 to 30 minutes and are typically used for longer trips.

It is apparent that the Level 2 charger is the most common publicly installed charger. It can fully charge an EV in about 3 - 5 hours and costs the end user \$1.75 per hour to operate (2021 City of Summerside rate). The City of Summerside installed 23 Flo SmartTWO stations in 12 different locations across the City in 2021, as part of a larger maritime consortium project.

Level 3 chargers are cost prohibitive at this point in time, costing upwards of \$50,000 per unit for the initial purchase and installation compared to approximately \$10,000 per unit for the initial purchase and installation of a Level 2 charger. The Level 2 Charger cost estimate includes the charger, mounting base (wall or pedestal), 5-year warranty, 5-year global management service, shipping, and installation.

The only funding program that I can find currently is, the Zero Emission Vehicle Infrastructure Program (ZEVIP), delivered by the Federal Government through Natural Resources Canada. The program is not currently open to applications; however, it is expected to open again during the first quarter of 2022. The program is highly competitive and will fund up to 50 percent of the purchase and installation of the chargers.

I am unable to find any funding supports provincially to support the installation of EV chargers.

### **Recommendation**

It is recommended that Town Council consider proceeding with an EV Charger purchase and installation project. The project would entail Town Council's commitment to purchase 6 Level 2 chargers to be installed at the Town Hall (2), Railyards Area (2) and the Credit Union Centre (2) (final locations to be determined). It is further recommended that Council allocate \$30,000 in their 2022/23 Capital Budget towards the project.

It is proposed that staff will reach out to potential project partners over the next month or so to determine whether there would be interest from others in partnering on the project. Potential partners could include the Rural Municipality of Malpeque, Twin Shores Campground, and any local or area businesses. A multi-party project, consisting of government entities and private businesses is more likely to result in a positive response to a funding application.

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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** NON-UNION STAFF WAGE INCREASE - 2022  
**DATE:** 2022-01-21  
**ATTACHMENTS:**

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### **Background**

Typically, Town Council approves an annual wage increase for exempt staff according to the consumer price index for PEI. The 2021 CPI increase (December 2020 to December 2021), as indicated by Statistics Canada, is 6.7%.

The Town's Non-Union Employee Handbook states:

- All non-union employees shall be considered for cost of living increases effective January 1st of each year according to the previous year's (December 1 of previous year to December 1 of current year) all-in consumer price index change for Prince Edward Island from the previous calendar year. Such cost-of-living increases shall be approved by Town Council and subject to budget availability.
- All non-union employees will be considered for merit increases, by the CAO, effective April 1st of each year beginning one year after they commence employment in order to allow the employee to advance within their pay scale. Merit increases will only be provided where the employee has obtained a satisfactory performance appraisal form the previous fiscal year.

The wage increase will be applicable to all non-union staff including the following positions: Deputy Administrator, Municipal Clerk, Administrative Assistant, Police Chief, Public Works Supervisor, Credit Union Centre Manager, Credit Union Centre Assistant Manager. The estimated cost of a 6.7% increase is \$24,990.

**Recommendation**

It is requested that Committee of Council make a recommendation to Town Council that the CAO be authorized to proceed with a wage increase for all exempt staff (excluding the CAO) up to 6.7%, according to the Non-Union Employee Handbook.

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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** NAMING OF NEW STREETS - KENSINGTON BUSINESS PARK  
**DATE:** 2022-01-21  
**ATTACHMENTS:** NAMING CONTEST SUBMISSIONS  
STREET LOCATION SITE MAP

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As part of the development of the new Business Park, three new streets have been created and require street names to be assigned. The streets are currently identified as Road A, Road B, and Road C as indicated on the attached site map.

As the Town does not currently possess a compiled list of pre-approved street names, staff conducted an online contest during the month of July 2021 and welcomed residents and stakeholders to submit their name suggestions. Approximately 40 names were submitted and reviewed by staff and the Mayor. Consideration was given to the length of names, the number of entries for the name, their associated history and to eliminate names that were too similar to existing roads in the Town of Kensington or surrounding areas. Attached to this memo is a spreadsheet which identifies all the names submitted, as well as the recommendations of staff.

The approval of the street names is required by the 911 Administration Office prior to the approval of Development Permit Applications within the Business Park.

The Town's Civic Addressing Policy states the following as it pertains to new road names:

### **Section 7**

#### General

7.1 When new road names are assigned or accepted, they must not duplicate a name within the Kensington Fire Coverage Area. Furthermore, since emergency

services are dispatched from a variety of locations, including centres outside the Municipality, it is necessary to ensure that there will be no confusion with regard to locating a property. Therefore, a new name should not be overly difficult to pronounce or sound the same as another road name in the Kensington Fire Coverage Area.

#### Road Name Registry

7.2 When a development proposal, such as a plan of subdivision, will involve the dedication of a new road to the Municipality, or where the Municipality intends to open a road allowance or rename an existing road, the Municipality shall first consult with the Provincial 911 Administration Office. The 911 Administration Office will review the Road Name Registry to determine whether a proposed road name would be in conflict with current civic addresses within the Kensington Fire Coverage Area.

7.3 The Municipality will advise the 911 Administration Office as to the selected road name so that the registry can be maintained.

#### **Recommendation**

That Committee of Council review the preceding information and make a recommendation to Town Council with their name selections for approval at the February Town Council Meeting.

## STAFF RECOMMENDATIONS

Mullally Street	To recognize James Mullally Blacksmith Shop and it's historical significance
Caseley	Morris Caseley Previous land owner / Rendal Caseley's contributions to the Community G. Morris Caseley was first President of Chamber of Commerce & First acting KARA President
MacNeill	Original owner of the farm/land
Canada Street	
Ganata Drive	Canada in Mi'kmaq (ga-na-da)
Darrach	Dr. Donald Darrach incorporated the Town of Kensington and was it's first Mayor

## ALTERNATE SUBMISSIONS

Venture	Spirit of purpose & expansion / New ventures in town.
Investment	Spirit of purpose & expansion / The park is a major investment for us to bring in investors
Randall's Way (Rendal)	Rendal Caseley's contributions to the Kensington Chamber of Commerce / Great Business Man
Commerce Ave	Reflects not only business, but a viability and potential to the Town of Kensington in an effort to advance the lives of its residents.
Vitality Street	Reflects not only business, but a viability and potential to the Town of Kensington in an effort to advance the lives of its residents.
Advancement Avenue	Reflects not only business, but a viability and potential to the Town of Kensington in an effort to advance the lives of its residents.
Senator Elizabeth Hubley Drive	Celebrating the fact that we have had two Senators recently
Senator Archibald Johnstone St.	Celebrating the fact that we have had two Senators recently
Pioneer Street	
Industrial Drive	
Pendleton Street	In memory of Roscoe Pendleton
Union Street	Sounds more of a business area to enter to
Queen Street	Honor Queen Elizabeth
Duke Street	In honor of Prince Philip, Duke of Edinburgh
Five Lanes Drive	The Towns original name
Sims Drive (or Street)	Named after Thomas Sims who changed the Town name to Kensington



Alder Cres.	The love of nature. It would make an interesting business park and theme oriented. The more streets, the farther the alphabet goes.
Cedar St.	The love of nature. It would make an interesting business park and theme oriented. The more streets, the farther the alphabet goes.
Pendleton / Roscoe Pendleton	Honor Roscoe and the trees he planted in Kensington
Station Road	
Five Corners Drive	
Parkway	
Willow Street	
Maple Leaf Drive	
Express Way	
Journey Drive	Our sign says "Our Journey Continues"
Community Way	

#### UNAVAILABLE NAMES

<del>Barret's Cross</del>	<del>Named after one of Kensingtons first settlers</del>
<del>Trailview Road</del>	
<del>Barret Cross</del>	
<del>Birch Cres.</del>	<del>The love of nature. It would make an interesting business park and theme oriented. The more streets, the farther the alphabet goes.</del>
<del>Moase</del>	<del>A commemorative name to recognize the rich history of Moase family</del>
<del>Waugh</del>	<del>Previous land owner</del>
<del>Champion</del>	<del>2 Former Mayors   Russel Champion served 9 years / Everett Champion served 17 years (second longest)</del>



# Site Plan

0 12.5 25 50 75  
SCALE: 1:1,250 (metric)

# KENSINGTON AND AREA FOOD BANK

FOR YOUR INFORMATION

January 02, 2022

## Update on your FOOD BANK

Dear Friends:

MAYOR AND COUNCIL

In life we learn it is easy to succeed, when you ask your neighbors and friends for help. The Kensington and Area Food Bank would not be operating without our community volunteers, they work endlessly ensuring the safety of the food we distribute. Families are receiving help because of your food and monetary donations, graciously given from your heart.

A thank you is not enough, so with our **THANK YOU** we send a **GREAT BIG HUG**.

Since January 01, 2021 to December 31, 2021 we have provided food and other items (dish soap, tooth paste etc.) to families, which included **401** adults and **367** children.

The Kensington and Area Food Bank is available Monday through Friday by appointment **ONLY**, by calling **902-836-5060**

If you know of persons or families in need of food, please have them call the Food Bank at 902-836-5060 and we will do our best to look after them.

If you have non perishable food items to donate, please drop them off at 30 Garden Drive (Legion) on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month between 6:45 p.m. and 7:15 p.m., monetary donations can be dropped off to the Malpeque Bay Credit Union or on the drop off nights at 30 Garden Drive.

**THANK YOU** again for your support. Your donations of non perishable items and monetary donations help fill the boxes for families in need. Monetary donations are used for items like: milk, eggs, bread, carrots, onions etc. and also used to buy other items that the Food Bank might be short of at the time.

We at the Food Bank wish you all a very Happy New Year. Everyone please stay healthy and safe.

Theresa Cousins

Theresa Cousins, Chairperson  
Kensington and Area **FOOD BANK**

**Kensington and Area Food Bank**  
**January 01, 2021 to December 31, 2021**

<b>MONTH</b>	<b>NUMBER OF FAMILIES</b>	<b>NUMBER OF PEOPLE SERVED</b>	<b>NUMBER OF VOLUNTEERS</b>	<b>VOLUNTEER HOURS</b>
<b>January</b>	<b>11</b>	Adults- 16 Children-18	<b>2</b>	<b>37</b>
<b>February</b>	<b>17</b>	Adults- 28 Children-23	<b>4</b>	<b>88</b>
<b>March</b>	<b>19</b>	Adults- 26 Children-23	<b>2</b>	<b>26</b>
<b>April</b>	<b>14</b>	Adults- 18 Children-19	<b>6</b>	<b>53</b>
<b>May</b>	<b>17</b>	Adults- 23 Children-21	<b>4</b>	<b>49</b>
<b>June</b>	<b>18</b>	Adults- 23 Children-24	<b>2</b>	<b>40</b>
<b>July</b>	<b>17</b>	Adults- 22 Children-25	<b>3</b>	<b>26</b>
<b>August</b>	<b>24</b>	Adults- 14 Children-16	<b>5</b>	<b>30</b>
<b>September</b>	<b>19</b>	Adults- 27 Children-23	<b>3</b>	<b>40</b>
<b>October</b>	<b>22</b>	Adults- 27 Children-28	<b>11</b>	<b>64.5</b>
<b>November</b>	<b>15</b>	Adults- 27 Children-23	<b>5</b>	<b>53</b>
<b>December</b>	<b>97</b>	Adults- 150 Children-124	<b>19</b>	<b>228</b>
<b>TOTALS</b>		Adults- 401 Children- 367	Volunteers 66	Volunteer Hours 734.5

**Total Number of People Served Adults and Children- 768**





*Thank You!*

FOR CARING





Town of Kensington

A special  
"thank you" message  
intended to express  
warm appreciation  
for all your  
thoughtfulness.

Ricelle, Gaimre, Chad  
and Family's

