Tentative Agenda for Committee of Council Agenda

Tuesday, June 26, 2017 @ 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
Tuesday – June 26, 2017 – 6:30 PM

1. **Call to Order**

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

3. **Declaration of Conflict of Interest**

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

5. **Adoption of Previous Meeting Minutes – May 23, 2017**

6. **Business Arising from Minutes – May 23, 2017**

7. **Staff Reports**

    a. CAO's Report
    b. Fire Department Statistical Report
    c. Police Department Statistical Report
    d. Development Permit Summary Report
    e. Bills List
    f. Summary Income Statement
    g. Community Gardens Complex Report

8. **New Business**

    a. COC Memo – Commercial Street Transportation Issues
    b. COC Memo – Mobile App and Mobile Website
    c. COC Memo – Harvest Festival Advertising Opportunity

9. **Councillor Issues/Inquiries**

10. **Correspondence**

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

12. **Adjournment**

Town of Kensington
Committee of Council Meeting
Tuesday, May 23, 2017
6:30 PM

Council Members Present:	Mayor Rowan Caseley; Deputy Mayor Mann, Councillors Spencer, Pickering, Doucette, Mill, and MacLean
Staff Members Present:	Chief Administrative Officer, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kim Caseley; Police Chief, Lewis Sutherland
Visitors:	Millicent McKay – Journal Pioneer

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1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 6:32 PM and welcomed Council members and staff.

2. Adoption of Agenda

2.1 ***Moved by Councillor Mill, seconded by Councillor Spencer to approve the agenda for the May 2017 Committee of Council meeting. Unanimously carried.***

3. Declaration of Conflict of Interest

3.1 Mayor Caseley discussed that Members of Town Council or staff who believe they may have a conflict of interest on any matter that will be discussed at this meeting should declare that potential conflict at this time, withdraw at the time of discussion and vacate the Council Chambers during deliberation and decision.

4. Delegations, Special Speakers and Public Input

4.1 *Nil*

5. Adoption of Previous Meeting Minutes

5.1 ***Moved by Councillor Spencer, seconded by Councillor Pickering to approve the Committee of Council meeting minutes from April 24, 2017. Unanimously carried.***

6. Business Arising from Minutes

6.1 Councillor Spencer inquired if the requirements for the volunteer crossing guards were available. Mr. Baker confirmed that no further information is currently available.

6.2 Mayor Caseley requested staff to contact the PEI Museum and Heritage Foundation

regarding damages and required repairs to the Train at the Kensington Railyards.

6.3 Councillor Spencer suggested that the painting of the freight shed be postponed due to the recent wet weather conditions.

6.4 Mayor Caseley thanked everyone who was able to come and assist with the Town Cleanup Day.

7. Staff Reports

7.1 CAO's Report

7.1.1 ***Moved by Councillor Doucette, seconded by Councillor Pickering to receive the May 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.***

7.1.2 Councillor Spencer noted that the Alysha Toombs Memorial Park sign required repairs to the lettering.

7.1.3 Councillor Mill mentioned that the Town Hall sign is also in need of painting.

7.1.4 Mayor Caseley requested Town Council to review the draft form of the new Town of Kensington and Area Map and send any suggestions to Mr. Baker.

7.1.5 Councillor Doucette inquired if there were any updates regarding the transfer of Town Streets and noted that Park Road is in need of significant repairs. Mr. Baker confirmed that there was no further news on the transfer but anticipates something shortly.

Councillor MacLean joined the Council Chamber at 6:49pm

7.2 Fire Department Statistical Report

7.2.1 ***Moved by Councillor Spencer, seconded by Councillor Doucette to recommend to Town Council the adoption of the April 2017 Fire Chiefs Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.***

7.3 Police Department Statistical Report

7.3.1 ***Moved by Councillor Spencer, seconded by Councillor Pickering to recommend to Town Council the adoption of the April 2017 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.***

7.4 Development Permit Summary Report

7.4.1 ***Moved by Councillor Spencer, seconded by Councillor MacLean to receive the Development Permit Summary Report for May 2017 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.***

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 ***Moved by Deputy Mayor Mann seconded by Councillor Doucette to recommend to Town Council the approval of the General Bills List for April 2017 in the amount of $137,694.89. Unanimously carried.***

7.5.2 ***Moved by Councillor Spencer, seconded by Deputy Mayor Mann to recommend to Town Council the approval of the Water and Pollution Control Bills List for April 2017 in the amount of $4,706.81 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.***

Millicent McKay joined the Council Chamber at 6:57pm

7.5.3 ***Moved by Deputy Mayor Mann seconded by Councillor Doucette to recommend to Town Council the adoption of the Amended Summary Income Statements for April 2017, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.***

7.6 Community Gardens Complex Report

7.6.1 ***Moved by Councillor Pickering seconded by Councillor Doucette to recommend to Town Council the adoption of the Community Gardens Complex Report for April 2017, as prepared by CGC Manager, Robert Wood. Unanimously carried.***

8. New Business

8.1 Cogsdale Financial Software - Email Billing

8.1.1 Council discussed the proposal from Cogsdale to develop a module for Email Billing. *No action.*

8.2 Curb Stop Location Proposal - KNWSA

8.2.1 Council discussed the proposal from the KNWSA for Collection of Updated GPS Coordinates for WPCC Water Valves. Committee of Council recommended approval to Town Council.

8.3 Home Based Business Request – C. Arsenault

8.3.1 ***Moved by Deputy Mayor Mann, seconded by Councillor Pickering***

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the request from Carla Arsenault to operate an art gallery out of a property located at 87 Broadway Street North be approved subject to full compliance with the Development Control Bylaw.

Unanimously carried.

8.4 Town Hall Roof Replacement

8.4.1 Council discussed the need to replace the roof of the Town Hall. Mr. Baker will develop a Request for Quotations.

8.5 Train Station Water Softener

8.5.1 Committee of Council discussed the request from the Island Stone Pub for the Town's consideration of a shared cost purchase of a water softener for the building to assist in issues they're experiencing from hard water buildup.

8.5.2 Councillor Pickering requested that additional quotes be provided and a RFD be presented to Council in the Regular June Meeting of Town Council for consideration.

9. Councillor Issues/Inquiries

9.1 Deputy Mayor Mann expressed his appreciation that the doors at the Community Gardens Complex have been painted.

9.2 Councillor Mill discussed the Do Crew's project to scrape and paint the Freight Shed at the Kensington Railyards and encouraged councillors to join the initiative.

9.3 Councillor Spencer requested that the "New" signs attached to the 40 km speed signs be removed.

9.4 Councillor Pickering thanked everyone who participated in the Annual Town Clean-up.

9.5 Councillor Pickering committed 6 hours of volunteers from Broadway 45 for the Scrape and Paint Day for Freight Shed, Do Crew Project.

9.6 Councillor Pickering indicated her concerns regarding the traffic on Commercial Street, primarily on the eastern corner of Broadway Street N and Commercial Street. Councillor Pickering requested that staff look into available options to resolve the congestion and suggested that Commercial Street be changed to one way traffic.

10. Correspondence

10.1 A letter from KISH requesting financial donations for the end of year prizes.

Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council the approval of a $450.00 donation to KISH year end safe grad and prizes. Unanimously carried.

10.2 A letter from the PEI Rural Beautification Society requesting the Town's financial support.

Moved by Councillor Spencer, seconded by Deputy Mayor Mann to recommend to Town Council the approval of a $300.00 donation to the PEI Rural Beautification Society. Unanimously carried.

10.3 A letter from the Lady Slipper Kennel Club requesting sponsorship for group awards by purchasing an advertisement in their Show Catalogue.

Moved by Councillor Doucette, seconded by Councillor Mill to recommend to Town Council the approval of the purchase of a coloured page ad in the Lady Slipper Kennel Club Show Catalogue for $115.00 plus HST. Unanimously carried.

10.4 An email from the Kensington Heritage Library requesting the Town assist with the purchase of People Counters to track the traffic volume at the Library. They anticipate that tracking the number of visitors will assist in their request for more weekly hours at the library.

Council reviewed the request and requested further information and options on the tracking devices.

11. Other

11.1 *Nil*

12. In-Camera (Closed Session)

12.1 *Nil*

13. Adjournment

13.1 ***Moved by Councillor Pickering, seconded by Councillor Doucette to adjourn the meeting at 8:33 PM. Unanimously carried.***

_____ _____

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington
Committee of Council
Updated Project/Task List

Project/Task	Status
Unsightly Property - 21 Barrett Street	Development Permit Application approved for property owner. Property is scheduled to be cleaned up (structures removed) prior ot July 31, 2017. A letter reaffirming the agreement and the dealine extension to July 31st has been sent to the property owner by legal counsel advising that if property not cleaned up by date specified, the Town will proceed with legal action as originally contemplated.
Emergency Measures Organization	**NO UPDATE**CAO to contact David Elliott and set up meeting to move EMO Plan forward.
Exempt Staffing Policy	**NO UPDATE**A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.
Memorial Forest Request - Kensington Lions Club	I have been in contact with Environment Canada and the utilization of the Gorman Property as a Memorial Foret would constitute a change of use of the property and as such, is not permitted.
5 Year Capital Plan	**NO UPDATE**Departmental managers to provide draft plans and Geoff to finalize prior to consideration by Town Council.
Relocation of "Welcome to Kensington" Sign - Charlottetown Road	The final location has been chosen. CAO will move forward with relocating the sign to the south side of the Andrews Drive/Highway 2 Intersection.
Ballfield Dugout Replacement	The repalcement of the dugouts is complete.
Fire Hydrant Adoption Recognition Policy	** NO UPDATE**
Financial Policy Development	**NO UPDATE**Deputy Administrator to provide draft policies as time permits. Geoff to finalize prior to presentation to Town Council for consideration.
Wellfield Protection Plan	We are waiting for the application process to open to theClean Water and Wastewater funding program.
Paint "Welcome to Kensington" Signage	The signs have all been painted. Lettering has been updated. It is noted that a letter requires replacement on the Barrett Street Sign
Provincial Adoption of National building Code	**NO UPDATE**The National building Code is being adopted by the Province of PEI. Further infromation will be brought forward for Council's consideration at the June or July regular meeting of Council. Correspondence is expected from the Province shortly.
Crossing Guard Volunteers	**NO UPDATE**Town Councillors to speak to neighbours, friends, residents to generate interest in volunteering for crossing guard duty. Ms. Caseley has completed preliminary research. CAO will provide Councillors with applicable information as it becomes available.
Re-Zoning Application - BST Property	Complete
Fire Department Policy Development	**NO UPDATE**CAO has provided comments back to consultant. Infromation being pulled together to facilitate master plan.
Sidewalk Replacement Quotations	It is anticipated that quotes will be available for Committee of Council on Tuesday, June 27th.
Provincial Policing Review	**NO UPDATE**Town Council agreed to have CAO sit on Provincial Committee. Updates to be provided to Town Council as discussions progress. A first meeting was held on May 18, 2017. There are no tangible updates to be provided at this time.
Town Mapping Project	The amps are complete and have been circulated to local businesses.
Street Transfer to Province of PEI	**NO UPDATE**Correspondence has been sent to Minister Biggar as directed by Town Council. A discussion was held with the Chief Engineer for the province in regards to the Province takeing over maintenance responsibilities immediately. I await a call back from the Province in this regard.
Garden Drive No Parking on East Side	**NO UPDATE**CAO to provide a letter to the Province requesting consideration to have no parking along the east side of Garden Drive.
Town Hall Roofing RFQ	RFQ document is near completion. To be issued by June 14th
Unsightly Property - 105 Victoria Street West	Unsightly Premises Letter has been drafted and forwarded to property owner.
Unsightly Property - 1 School Street	Grass on the property has been cut.

Town of Kensington
Committee of Council
Updated Project/Task List

Project/Task	Status
Mow Corridor between sidewalk and highway - Victoria Street West	Corridor has been maintained by Town staff and will be part of weekly maintenance by summer staff.
Paint Frieght Shed Eaves and High Areas	This has been completed by Town staff
Freight Shed/Boardwalk Repairs	Necessary repairs have been completed by Building Blocs Construction.
Review Pool Shut down Procedures	**NO UPDATE**CAO will review procedures with PW Supervisor to determine if more efficient options available.
KNWSA Curb Stop Locations	Contract has been awarded to the KNWSA. CAO met with Barry Murray to intiate project.
Picnic Table around tree at Frosty Treat	No action taken to date.
Quotes on window Replacement at Fitplex	CGC Manager to obtain quotes and report back to CAO
Brookins Drive Drainage Issue	No action taken to date.
Department of Transportation Issues	The following items were forwarded to the Provncial Department of Transportation for action: Malpeque road information sign (grafitti, damage), walk signals not working properly at intersection, the possibility of installing an audible walk signal across intersection, corsswalk across Garden Drive at Barrett Street Intersection.
Unsightly Property - Linwood Drive Vacant Properites	Grass has been cut by property owner
Lion's Drive Playground Maintenance	Direction provided to staff to reset equipment, clean equipment and install load of pea gravel.
Welcome Centre Signage Removal	All Welcome Centre signage has been removed from the rail yards area.
Pothole Patching	Approximately 70 percent of the potholes have been filled. I expect Curran and Briggs back shortly to complete the remaining streets. I've requested a timline however a sof the drafting of this report I have received no response.
Island Stone Pub Water Softener	Water softener has been installed by Island Water Softeners.
Remove "New" Signs from Town Street Speed Limit Signs	Complete
Public Parking Lot Development - North Street	WSP has completed a preliminary layout. Waiting on costing and storm water management proposal.
Removal of grassed area around School Street/Broadway Street Stop Sign	Complete
BST Multi Unit Development	Subdivision has been approved and submitted to Province. Re-Zoning completed and approved by Province. Application made and approved by Department of Environment for water and sewer extension. Applicatuion required to be made to IRAC. Derek French contracted by Town to oversee development process, development agreement, etc.
Street/Line Painting	The majority of the line painting has been completed. A small amount remains to be completed. It is anticipated that it will be completed prior to the end of June.

Fire Department Occurrence Report 2017

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	1	1		1	1								4	12.50%
Motor Vehicle Accident	2	2	1		2								7	21.88%
Emergency Response - Fuel Spill, etc													0	0.00%
Fire Related														
Smoke Investigation													0	0%
Outside Fire - Brush, Grass, Utility Pole, etc.			1	2	1								4	13%
Structure Fire - House, Building, Vehicle, etc.	3		2	1									6	19%
Alarms	2	1	3	1	3								10	31%
Total Fire Related	**5**	1	6	4	4	0	0	0	0	0	0	0	20	
Total Incidents	**8**	**4**	**7**	**5**	**7**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	31	
Mutual Aid Call Out	1												1	3%
Total Incidents (Inclduding Mutual Aid Provided by KFD)	**9**	**4**	**7**	**5**	**7**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**32**	**100%**
Mutual Aid Call in	1												1	
Average Firefighter Attendance	14	16	14	14	11									
Regular Monthly Training - No. of Firefighters	18	18	18	18	18									
Training School - Level 1, etc. - No. of Firefighters														
Call Area														
Kensington	0	0	1	1	2								4	12.90%
Malpeque CIC	2	0	1	4	1								8	25.81%
Zone's 1 to 5	5	4	5	0	4								18	58.06%
Other	1												1	3.23%

Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	**May**	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	1	2	1	2									6	2.08%
Abandon Vehicle		2											2	0.69%
Abduction													0	0.00%
Alarms	4	3		5	**1**								13	4.50%
Animal Calls					**1**								1	0.35%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)					**1**								1	0.35%
Assistance Calls	12	13	11	10	**14**								60	20.76%
Breach of Peace					**1**								1	0.35%
Breach of Recognizance													0	0.00%
Break and Enter (business)	1												1	0.35%
Break and Enter (other)													0	0.00%
Break and Enter (residence)													0	0.00%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare				1									1	0.35%
Coroner's Act		1											1	0.35%
Crime Prevention													0	0.00%
Criminal Harassment	1			1	**1**								3	1.04%
Dangerous Driving													0	0.00%
Disturbing the Peace													0	0.00%
Dog Act			1	1									2	0.69%
Driving while disqualified													0	0.00%
Drug Charges		1		2									3	1.04%
Excise Act													0	0.00%
Fail to Comply Probation													0	0.00%
Fail to comply undertaking													0	0.00%
Fail to remain at scene of accident													0	0.00%
Family Relations Act	1	2			**1**								4	1.38%
Fingerprints taken													0	0.00%
Fire Prevention Act													0	0.00%

Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	**May**	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act		1		1									2	0.69%
Forcible confinement													0	0.00%
Fraud		1	1	1									3	1.04%
Harrassing Phone Calls	2			1									3	1.04%
Impaired Driver			1	1	**3**								5	1.73%
Information Files			2	2	**2**								6	2.08%
Injury Accidents													0	0.00%
Liquor Offences	1		1										2	0.69%
Litter Act			1										1	0.35%
Lost and Found			1										1	0.35%
Luring Minors													0	0.00%
Mental Health Act	3	2	2	2									9	3.11%
Mischief					**2**								2	0.69%
Motor Vehicle Accidents	3	3		2	**7**								15	5.19%
Motor Vehicle Act	8	4	2	2	**7**								23	7.96%
Municipal Bylaws					**6**								6	2.08%
Off Road Vehicle Act													0	0.00%
Other Criminal Code			1										1	0.35%
Person Reported Missing		1											1	0.35%
Possession of restricted weapon													0	0.00%
Property Check	1		3		**2**								6	2.08%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference		1			**1**								2	0.69%
STEP (Integrated Traffic Enforcement)													0	0.00%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1		1	1	**2**								5	1.73%
Theft Of Motor Vehicle													0	0.00%
Theft Over $5000													0	0.00%
Theft Under $5000		2			**4**								6	2.08%
Traffic Offences													0	0.00%
Trespass Act		2											2	0.69%

Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	**May**	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Trespass at Night													0	0.00%
Uttering Threats	1	1		1	**2**								5	1.73%
SOTS Issued	33	8	12	13	**18**								84	29%
Total Incidents	73	50	41	49	**76**								289	100%
HTA Warnings	2	1	3	5	**6**								17	
Fine Revenue	$4,340.00	$1,790.00	$1,125	$1,525.00	**$2,185.00**								**10,965.00**	
Foot Patrols in hours	4	6	5.5	4.5	**4**								24	
Community policing school	4.5	4	6	6.5	**9**								30	
Record Checks A (BC)	13,998	12,808	16,627	14,295	**18,994**								76,722	
Record Checks B (NB)	200	303	518	487	**465**								1973	
Record Checks C (KPS)	6	6	13	10	**12**								47	

Police Report May 2017

KPS received one false alarm during the month and here is the following breakdown of what occurred.

May 30 - 1125hrs Alarm at 67 Woodleigh drive (Antique place) the owner had left in a hurry leaving the door open and triggering the alarm. Police did attend all was in order.

Chief Sutherland

	january	february	march	april	may	
10-36 (Log KN	98	79	108	96	87	468
10-35 (Log Off)	110	85	123	105	79	502
10-07 (Status Keeping)	248	201	196	241	155	1041
10-08 (Status Keeping)	1216	1170	1286	1338	1222	6232
10-06 (Busy)	47	38	49	44	27	205
10-17 (Enroute)	32	43	63	33	66	237
10-23 (On Scene)	45	92	89	59	78	363
10-11 (Roadside Check)	300	158	237	214	289	1198
10-19 (In Contact With)	14	0	26	5	1	46
10-27 (Driver's Lic Request)	0	0	0	0	0	0
10-28 (Veh Request)	0	0	0	0	0	0
10-71 dispatch to unit	45	27	27	40	60	199
10-99 (On Call)	61	50	60	48	46	265
TOTAL	2216	1943	2264	2223	2110	10756

INCIDENTS	kn	15	17	16	22	28	98
911	911 kps	8	6	6	12		32

Year To Date Approved Development Permits Summary Report
As of June 23, 2017

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December	Total Permits	Total Permit Fees	Total Estimated Construction Value
Addition Commercial					1								1	$150.00	$1,500.00
Addition Residential additions/alterations					1	1							2	$300.00	$39,000.00
Demolition						1							1		$4,500.00
New Modular/Mobile Home		1											1	$200.00	$500,000.00
New Other				1									1		$6,000.00
New Residential Accessory Structure	1					1							2	$100.00	$2,200.00
New Residential Deck/Fence/Pools				1	1	1							3	$150.00	$28,000.00
New Semi Detached Dwelling					2								2	$400.00	$600,000.00
Other Modular/Mobile Home					1								1	$50.00	$400.00
Other Residential Deck/Fence/Pools					1								1	$50.00	$2,500.00
Renovation Commercial						1							1	$150.00	$60,000.00
Total:	**1**	**1**		**2**	**7**	**5**							**16**	**$1,550.00**	**$1,244,100.00**

DEVELOPMENT PERMITS REPORT

For the period June 12, 2017 to June 23, 2017

Permit Number	Date Permit Issued	PID	Applicant's Name & Address / Property Address	Telephone Number	Permit Status	Work Type	Type of Construction	Value	Estimated Start	Estimated Finish
Commercial										
13-17	06/12/2017	76588	Rainbow Valley Ltd - 73 & 81 Victoria Street 73 & 81 Victoria Street	902-836-3610	Approved	Renovation	Commercial Description: Installation of paratrooper ride, install children's play port, demolish house at 73 Victoria	$60,000.00	06/12/2017	05/31/2018
							Sub Total: $60,000.00			
Demolition										
15-17	06/14/2017	80671	George Hunter - 21 Barrett Street 21 Barrett Street	902-315-0002	Approved		Demolition Description: Demolish all three buildings on property.	$4,500.00	06/12/2017	07/31/2017
							Sub Total: $4,500.00			
Residential Accessory Structure										
14-17	06/19/2017	1053883	Pat Kelly - 6 MacLean Ave 6 MacLean Ave	902-314-0380	Approved	New	Residential Accessory Structure Description: Construct a 12x12 storage shed	$1,000.00	06/19/2017	06/30/2017
							Sub Total: $1,000.00			
Residential Deck/Fence/Pools										
16-17	06/23/2017	700831	Lori Allen - 40 Sunset Drive 40 Sunset Drive	902-393-7222	Approved	New	Residential Deck/Fence/Pools Description: Installation of pool and deck with fencing	$20,000.00	06/21/2017	06/30/2017
							Sub Total: $20,000.00			

Total: $85,500.00

Town of Kensington

Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only	
Permit #:	15-17
Date Received:	RECEIVED JUN 12 2017
Date Approved:	June 14, 2017
PEI Planning:	
Permit Fee: $ N/A	☐ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 21 Barrett Street **Property Tax Number (PID):** 80671

Lot No.: _____ **Subdivision Name** _____ **Current Zoning:** _____

Are there any existing structures on the property?: ☐ No ☑ Yes, please describe:

Mobile Home, Small shed, larger building

Land Purchased from _____ **Year Purchased** _____

Location of Development	Property Size
☐ North ☐ East ☐ South ☐ West	**Road Frontage** _____ **Acreage** _____ **Property Depth** _____ **Area sq. ft.** _____

2. Contact Information

APPLICANT
Name: George Hunter Address: 14 Pleasant St. Bldg G Apt 4
Phone: _____ Cell: 902-315-0002
Email: _____ Postal Code: _____

Same as Above: ☑

OWNER
Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER
Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☑ Demolition ☐ Other _____

☐ Single Family (R1)	☐ Commercial (C1)	☐ Public Serv./Institution (PSI)	☐ Other
☐ Semi-Detached (R2)	☐ Industrial (M1)	☐ Accessory Building	
☐ Multi-Unit Res. (R3)	☐ Mini Home (RM1)	☐ Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
☐ Poured Concrete	☐ Vinyl Siding	☐ Asphalt	☐ Brick
☐ Slab	☐ Wood Shingles	☐ Steel	☐ Prefab
☐ Pier	☐ Steel	☐ Other	☐ Other
☐ Other	☐ Other		

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

Detailed Project Description: Remove all buildings by July 31, 2017

Estimated Value of Construction (not including land cost): $4,500

Projected Start Date: June 12, 2017 **Projected Date of Completion:** July 31, 2017

Please provide a diagram of proposed construction:

a) Draw boundaries of your lot.
b) Show existing and proposed buildings.
c) Indicate the distance between buildings.
d) Show location of driveway.
e) Indicate distance to property lines.

I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant S Hunter **Date:** June 12, 2017

Print Form

TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT

1. Name and Address of Applicant Pat Kelly

Box 626 Kensington, PE Telephone 902-314-0380

2. Property Address 6 MacLean Av Property Number 1053883

3. Property Status:
   Land purchased from Arnold MacLeab Year Purchased 2014
   If lot is located in an approved sub-division, please give
   Name of Sub-Division: _____ Lot No._____

4. Proposed Use:
   Building or addition to be used for: Single Family Dwelling___ Duplex___ Store___
   Private Garage___ Commercial Garage____ Private Storage Building____
   Other (describe) Accessory Building

5. Location of property to be developed:
   Located on North___ South___ East___ West___ side of MacLean Av Street

   Between the property of 432989 and the property of 413765

6. Size of Property:
   Road frontage 100ft Property depth 155ft Area 18630 sq. ft.

7. Description of project and details of structure:
   Works proposed consists of: New Construction X Addition to existing _____
   Repairing_____ Remodelling_____

Describe Project: Building a 12x12 storage shed

Ground floor: Length 12 Feet. Width 12 Feet.

Number of Stories 1 Number of Bedrooms N/A

Type of Foundation	External Wall Finish	Roof Material	Chimney
Poured Concrete___	Siding X	Asphalt_____	Brick_____
Concrete block X	Wood shingles_____	Steel X	Prefab_____
Pier_____	Steel_____	Other_____	Other_____
Other_____	Other_____		

8. Water Supply: Private_____ Municipal_____

9. Sewerage System: Private_____ Municipal_____

10. Estimated cost of Project: $1000

11. Name and Address of Contractor or Chief Contractor N/A

12. Dates of expected start and finish of project:_____

13. Moving a building (Describe)_____

14. Demolishing a building (Describe)_____

15. Please provide a diagram of proposed construction

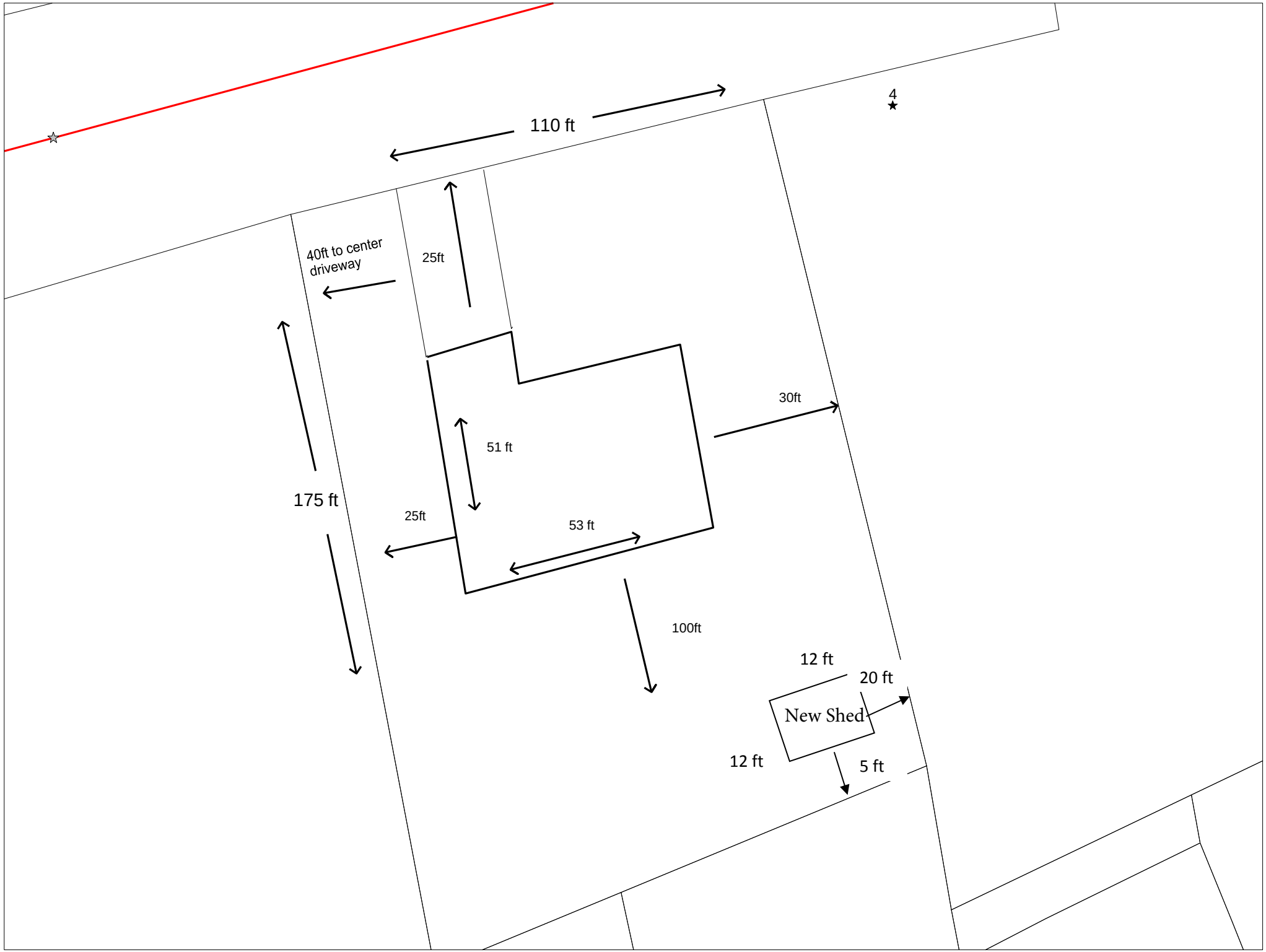
a) Draw boundaries of your lot.
b) Show existing and proposed buildings.
c) Indicate the distance between buildings.
d) Show location of driveway.
e) Indicate distance to property lines and center of road.

Pat Kelly

Signature of Applicant_____

Date: June 14, 2017

Please note this Permit is for twelve-months only. If work is not started by that time please reapply.


110 ft
4
40ft to center driveway
25ft
30ft
51 ft
175 ft
25ft
53 ft
100ft
12 ft
20 ft
New Shed
12 ft
5 ft

Town of Kensington

Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only	
Permit #:	16-17
Date Received:	June 21, 2017
Date Approved:	June 23, 2017
PEI Planning:	
Permit Fee: $ 50.00	☑ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 40 Sunset Drive **Property Tax Number (PID):** 700831

Lot No.: _____ **Subdivision Name** _____ **Current Zoning:** _____

Are there any existing structures on the property?: ☐ No ☑ Yes, please describe:
Baby barn

Land Purchased from _____ **Year Purchased** _____

Location of Development	Property Size
☐ North ☐ East ☐ South ☐ West	**Road Frontage** _____ **Acreage** _____ **Property Depth** _____ **Area sq. ft.** _____

2. Contact Information

APPLICANT
Name: Lori Allen Address: 40 Sunset Drive
Phone: 902-393-7222 Cell: same
Email: lorinicholson28@hotmail.com Postal Code: C0B 1M0

Same as Above: ☑

OWNER
Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER
Name: Josh Warren Address: _____
Phone: _____ Cell: 439-2244
Email: _____ Postal Code: _____

3. Infrastructure Components

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

4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other _____

☐ Single Family (R1)	☐ Commercial (C1)	☐ Public Serv./Institution (PSI)	☐ Other
☐ Semi-Detached (R2)	☐ Industrial (M1)	☐ Accessory Building	
☐ Multi-Unit Res. (R3)	☐ Mini Home (RM1)	☐ Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
☐ Poured Concrete	☐ Vinyl Siding	☐ Asphalt	☐ Brick
☐ Slab	☐ Wood Shingles	☐ Steel	☐ Prefab
☐ Pier	☐ Steel	☐ Other	☐ Other
☐ Other	☐ Other		

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

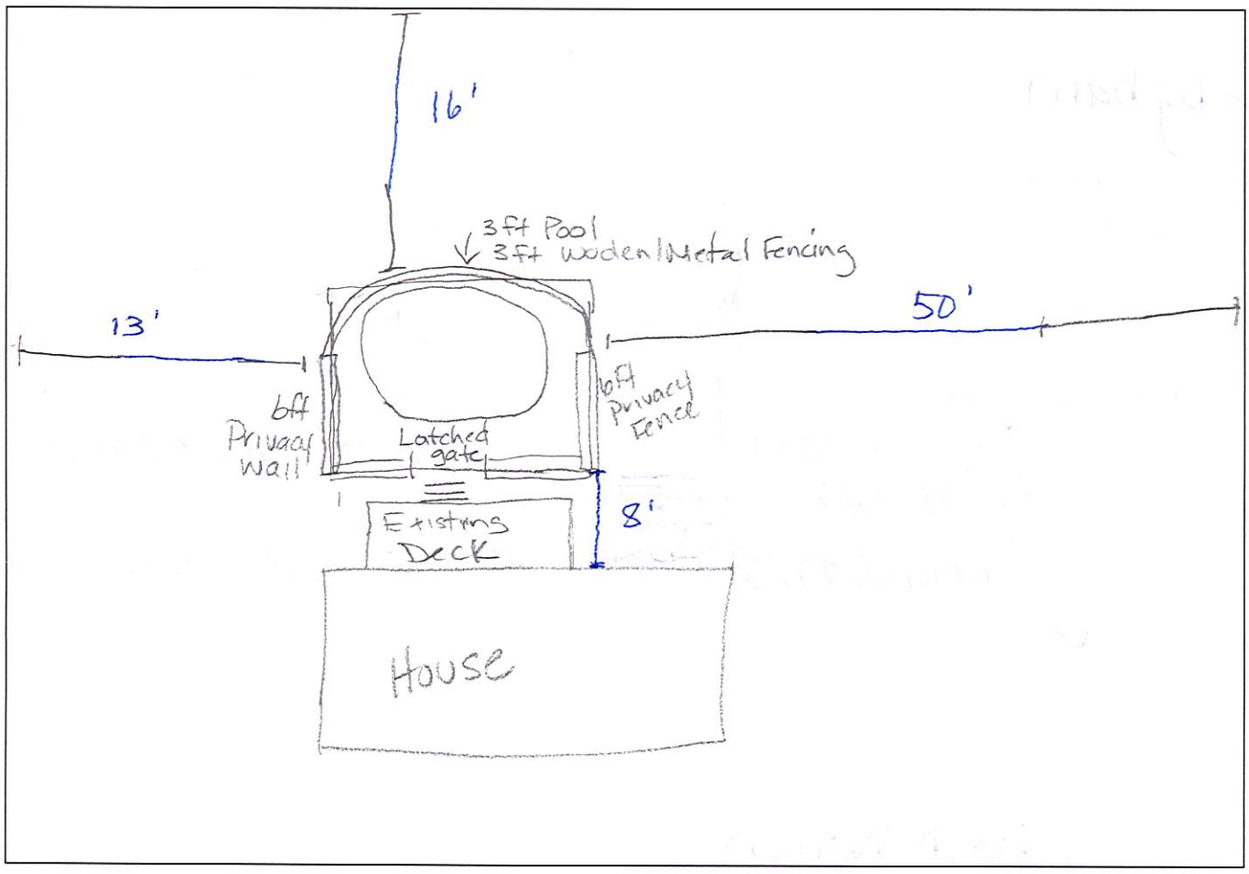
Detailed Project Description: 27 foot round above ground pool with a surrounding deck. Which will include 6 foot fence.

Estimated Value of Construction (not including land cost): $20,000

Projected Start Date: June 21/2017 **Projected Date of Completion:** June 30/2017

Please provide a diagram of proposed construction:

a) Draw boundaries of your lot.
b) Show existing and proposed buildings.
c) Indicate the distance between buildings.
d) Show location of driveway.
e) Indicate distance to property lines.



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant Lori Allen **Date:** June 21/2017.

Town of Kensington Bills List May 2017

A1 - Vacuums	328570	$482.57
ADL Foods	2296546	$44.12
ADL Foods	2297225	$119.50
ADL Foods	2297235	$80.18
ADL Foods	2300220	$883.75
Air Cadet League of PEI	MAY 2017 DONATION	$250.00
Aliant	POL 5242684	$30.48
Aliant	CGC 5239212	$217.93
AMA PEI	AMA REGISTRATION APR	$80.00
Andrew Griffin	MAY 2017 RRSP	$506.48
ArsenaultBestCameronEllis	TW0144	$8,682.50
Bell Mobility	2-373020	$201.25
Bethany Cousins	50/50 MAY 4, 17	$735.00
Brenda MacIsaac	MAY 2017 RRSP	$273.00
Building Blocks Home Improvements	1131	$5,473.46
Campbell's Plumbing and Heating	8635	$133.40
Combat Computer Inc	29496	$523.24
Combat Computer Inc	29497	$2,051.65
Combat Computer Inc	28974	$78.29
Combat Computer Inc	28910	$503.48
Controls & Equipment	20909	$531.17
Canadian Union of Public Employees	MAY 2017 UNION DUES	$503.00
D.W Mechanical	1598	$161.00
DC Tire Sales & Service	86174	$679.60
Eastlink	FIRE 02213974	$55.20
Eastlink	FIRE 02161006	$66.03
Eastlink	LIBRARY MAY 2017	$72.39
Eastlink	TOWN HALL MAY 2017	$118.34
Eastlink	TOWN HALL MAY 2017	$596.50
Eastlink	CGC 02296723	$23.00
Elizabeth Hubley	MAY 2017 RENT	$805.00
Federation of PEI Municipalities Inc.	2952	$3,070.91

Frontline Outfitters	31018	$828.66
Geoff Baker	MAY 2017 MILEAGE	$332.55
Greco Pizza	219	$71.79
Irving Oil	31865118	$111.31
Irving Oil	31842103	$372.54
Irving Oil	31870748	$148.00
Irving Oil	328710	$332.51
Irving Oil	728702	$183.72
Irving Oil	841744	$232.88
Irving Oil	31876834	$258.98
Irving Oil	941641	$201.61
Irving Oil	436942	$265.11
Irving Oil	151686	$712.54
Irving Oil	238059	$402.91
Irving Oil	828469	$429.10
Island Petroleum	3180	$242.78
Kensington Agricultural Services	88047	$16.69
Kensington Agricultural Services	87869	$18.72
Kensington Agricultural Services	88566	$58.58
Kensington Agricultural Services	89145	$182.57
Kensington Agricultural Services	89116	$25.97
Kensington Agricultural Services	89040	$11.48
Kensington Agricultural Services	88856	$26.84
Kensington Agricultural Services	88953	$33.34
Kensington Agricultural Services	89158	$46.94
Kensington Agricultural Services	89384	$26.15
Kensington Agricultural Services	89482	$68.54
Kensington Country Store	02810008921	$487.59
Kensington Country Store	028100053941	$81.94
Kensington Food Basket	MAY 13, 17 CLEAN UP	$80.00
Kent Building Supplies	950591	$22.53
Kent Building Supplies	958243	$26.34
Kent Building Supplies	959962	$32.84
Kent Building Supplies	952328	$142.60

Kent Building Supplies	954926	$121.00
Kent Building Supplies	957867	$75.60
Kent Building Supplies	958824	$22.86
Kent Building Supplies	957841	$56.05
Kent Building Supplies	954160	$36.02
Kent Building Supplies	954042	$36.02
Kent Building Supplies	958754	$16.08
Kent Building Supplies	953981	$47.54
Kensington Metal Products Inc	38149	$5.99
K'Town Auto Parts	72	$68.33
K'Town Auto Parts	365	$224.71
K'Town Auto Parts	42	$13.42
K'Town Auto Parts	219	$5.32
K'Town Auto Parts	287	$47.99
Lewis Sutherland	APRIL 2017 MILEAGE	$116.09
Lewis Sutherland	MAY 2017 RRSP	$613.48
Maritime Electric	TOWN HALL MAY 17	$1,333.66
Maritime Electric	20 STEWART MAY 17	$61.46
Maritime Electric	PW SHOP MAY 17	$113.55
Maritime Electric	CGC BALLFIELD MAY 17	$28.26
Maritime Electric	CGC RINK MAY 17	$1,507.13
Maritime Electric	CGC SIGN MAY 17	$72.88
Maritime Electric	SENIOR CNT MAY 17	$43.46
Maritime Electric	LIBRARY MAY 17	$125.41
Maritime Electric	ART CO-OP MAY 17	$192.74
Maritime Electric	EVK POOL MAY 17	$42.47
Maritime Electric	FIRE HALL MAY 17	$373.41
Maritime Electric	STREET LIGHTS MAY 17	$3,095.24
Maritime Electric	TRAIN STN MAY 17	$789.44
Maritime Electric	CAR CHARGER MAY 17	$31.81
Maritime Electric	SPEED RADAR MAY 17	$102.78
Mary's Bake Shoppe	33	$11.00
Mary's Bake Shoppe	27 MAY 2, 2017	$13.60
Malpeque Bay Credit Union	MAY 2017 RRSP	$1,623.14

MD Charleton Co Ltd	47771	$179.58
Medacom Atlantic Inc	008867	$251.16
Micmac Fire & Safety Ltd	00841820	$1,040.75
Mid Isle Electric	6005	$397.44
Minister of Finance	MAY 2017 PROP TAX	$5,324.54
Minister of Finance	292458	$103.50
MJS Marketing & Promotions	2599041	$51.75
Murphy's Kensington	125085	$87.32
Orkin Canada	7720244	$28.75
Orkin Canada	7720234	$57.50
Pitney Works	POSTAGE MAY 11, 2017	$1,500.00
Purolator Courier Ltd	434687677	$30.09
Road Trax Sales and Service	163574	$1,063.89
Right on Board Locksmith	5116	$226.56
Robert Wood	MAY 2017 MILEAGE	$141.00
Rowan Caseley	MAY 2017 EXPENSE	$115.30
Mikes Independent	01 3011	$40.15
Mikes Independent	01 0459	$12.63
Scotia Securities	MAY 2017 RRSP	$332.36
Scotiabank Visa	STAPLES 5501427042	$239.22
Scotiabank Visa	STAPLES 5501427042	$114.49
Scotiabank Visa	PARKING MAY 4, 2017	$17.50
Scotiabank Visa	VISTAPRINT - CGC TIC	$42.30
Scotiabank Visa	STAPLES MAY 5, 2017	$358.84
Scotiabank Visa	TRANSCONTINENTAL	$253.00
Scotiabank Visa	TRANSCONTINENTAL	$253.00
Scotiabank Visa	STAPLES 5501349086	$103.04
Scotiabank Visa	STAPLES 5501349086	$370.29
Sign Station Inc	44590	$47.44
Spring Valley Building Centre Ltd	176954	$156.18
Spring Valley Building Centre Ltd	176340	$127.62
Spring Valley Building Centre Ltd	176471	$294.35
Suncor Energy Products Partnership	SUPERPASS 17/05/11	$810.97
T & K Fire Safety Equipment Ltd	228758	$225.40

T & K Fire Safety Equipment Ltd	228759	$67.85
Telus	MAY 2017	$766.42
Toshiba Finance	15247971	$530.37
Uniform Works Limited	76738	$155.48
Vail's Fabric Services Ltd	281126	$104.42
Water & Pollution Control Corporation	MAY 2017 W&S	$241.99
Wendy MacKinnon	WCB CONF MILEAGE	$51.60
Wet n' Wild Car Wash	469889	$90.00
Yellow Pages Group	17-4409797	$22.08
Subtotal		$62,045.13
May Payroll		$75,085.79
Total May Bills		**$137,130.92**

Water and Pollution Control Corporation Bills List May 2017

Aliant	INV5200522	$121.85
Aliant	SEW 5241963	$111.78
Campbell's Concrete Ltd	227893	$292.42
Kensington Country Store	028100065399	$76.39
Kensington Septic Service	2034	$345.00
Maritime Electric	LIFT STN MAY 17	$211.09
Maritime Electric	PUMP WEST 1 MAY 17	$453.77
Maritime Electric	PUMP CNT BLDG MAY 17	$138.44
Maritime Electric	PUMP EAST 2 MAY 17	$234.20
Maritime Electric	WATER TOWER MAY 17	$144.36
Maritime Electric	WELL #3 MAY 17	$567.11
Maritime Electric	SEWER PUMP MAY 17	$56.49
Maritime Electric	SEWER TREAT MAY 17	$93.12
Minister of Finance	W&S MAY 2017 PROP TA	$873.69
Minister of Finance	170515074	$368.00
Scotiabank Visa	MARRIOTT-DOUG K	$594.03
Total W&S Bills		**$4,681.74**

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for May 2017

	Current Month			Year to Date				
GENERAL REVENUE								
	Actual	**Budget**	**Variance**	**Actual**	**YTD Budget**	**Variance**	**Annual Budget**	**% Full Year**
General Revenues	$112,047.57	$95,045.00	$17,002.57	$438,736.71	$418,570.00	$20,166.71	$1,081,858.00	41%
Police Service	$1,844.65	$4,000.00	-$2,155.35	$9,185.35	$20,000.00	-$10,814.65	$48,000.00	19%
Town Hall Rent	$7,852.96	$7,830.00	$22.96	$39,264.80	$39,150.00	$114.80	$93,960.00	42%
Recreation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,500.00	0%
Sales of Service	$43,000.00	$32,000.00	$11,000.00	$172,495.00	$134,200.00	$38,295.00	$359,950.00	48%
Subtotal Revenue	$164,745.18	$138,875.00	$25,870.18	$659,681.86	$611,920.00	$47,761.86	$1,588,268.00	42%
GENERAL EXPENSES								
Town Hall	$14,539.37	$14,629.00	-$89.63	$57,541.73	$60,623.00	-$3,081.27	$146,118.00	39%
General Town	$42,442.90	$34,634.00	$7,808.90	$246,767.75	$250,992.00	-$4,224.25	$528,502.00	47%
Police Department	$31,182.43	$29,281.00	$1,901.43	$176,232.60	$170,471.00	$5,761.60	$431,072.00	41%
Public Works	$12,992.00	$12,450.00	$542.00	$116,712.41	$118,149.00	-$1,436.59	$237,433.00	49%
Train Station	$2,696.55	$2,410.00	$286.55	$11,565.17	$12,750.00	-$1,184.83	$27,795.00	42%
Recreation & Park	$12,280.58	$18,575.00	-$6,294.42	$21,426.38	$30,025.00	-$8,598.62	$72,250.00	30%
Sales of Service	$15,023.20	$16,384.00	-$1,360.80	$74,696.90	$76,217.00	-$1,520.10	$184,382.00	41%
Subtotal Expenses	$131,157.03	$128,363.00	$2,794.03	$704,942.94	$719,227.00	-$14,284.06	$1,627,552.00	**41%**
Net Income (Deficit)	$33,588.15	$10,512.00	$23,076.15	-$45,261.08	-$107,307.00	$62,045.92		
Community Gardens Complex								
Community Gardens Revenue	$22,415.37	$32,000.00	-$9,584.63	$183,566.48	$160,900.00	$22,666.48	$402,900.00	46%
Community Gardens Expenses	$11,537.26	$22,108.00	-$10,570.74	$149,061.14	$164,195.00	-$15,133.86	$363,616.00	41%
Net Income (Deficit)	$10,878.11	$9,892.00	$986.11	$34,505.34	-$3,295.00	$37,800.34		
Fire Department								
Fire Revenues	$20,613.25	$20,214.00	$399.25	$103,741.25	$101,070.00	$2,671.25	$242,568.00	43%
Fire Department Expenses	$16,789.88	$19,558.00	-$2,768.12	$92,928.75	$97,510.00	-$4,581.25	$242,568.00	38%
Net Income (Deficit)	$3,823.37	$656.00	$3,167.37	$10,812.50	$3,560.00	$7,252.50		
Consolidated Net Income (Deficit)	**$48,289.63**	**$21,060.00**	**$27,229.63**	**$56.76**	**-$107,042.00**	**$107,098.76**		
Water and Pollution Control Corporation								
Water & Sewer Revenue	$47,242.81	$46,297.00	$945.81	$234,250.64	$231,558.00	$2,692.64	$555,637.00	42%
Water & Sewer Expenses	$44,083.63	$45,453.00	-$1,369.37	$234,523.18	$220,695.00	$13,828.18	$555,637.00	42%
Water & Sewer Net Income (Deficit)	**$3,159.18**	**$844.00**	**$2,315.18**	**-$272.54**	**$10,863.00**	**-$11,135.54**		

TOWN OF KENSINGTON – MEMORANDUM

TO:	MAYOR AND TOWN COUNCIL, CAO
FROM:	ROBERT WOOD, CGC MANAGER
SUBJECT:	MAY 2017 COMMUNITY GARDENS COMPLEX REPORT
DATE:	
ATTACHMENT:	STATISTICAL REPORT

May 2017

Fitplex

Programming: Aerobics Programming

Monday	Krista Shields Multi Fit 7:15 PM – 8:15 PM
Tuesday	Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM Traci Campbell Hi-lo Aerobics 6:30 PM – 7:30 PM
Thursday	Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM Traci Campbell Boxer-fit Aerobics 6:30 PM – 7:30 PM
Friday	Krista Shields Multi Fit 6:00 PM – 7:00 PM

Hours

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

New Treadmill and Elliptical delivered and installed

Older two treadmills serviced by Spartan Athletics before warranty expires in Aug and had running belts replaced, decks flipped and motor belts replaced on both under warranty (only labour charges applied)

Arena

- Arena maintenance has started with dressing rooms being painted. Plans are to paint the majority of the building and look at repairing\replacing player bench doors if possible.

- Black and MacDonald shut down Ice plant and reviewed equipment. Brine Pump motor needs new bearings, true start fan motor needs bearings, one compressor needs a new seal and compressor wires need attached to wall mount. Mid Isle Electric will replace bearings and attach wires (cost savings) and Black and MacDonald will replace seal on start-up of plant.

Kensington Cash

May, 2017		$220.00
		$200.00
		$200.00
		$210.00
	Total	$830.00

Ball Fields

Wendell Warren started replacing dugouts June 5, 2017

Doors have been painted on ballfield storage building and back of arena.

Rec Leagues and Minor Ball have begun using fields

Minor repairs have been done.

Harvest Festival:

- Meetings are progressing and Lineup is being finalized
- Full event program will be announced in June
- Clark Insurance has renewed major sponsor for 50th Festival

Senior Center

Upgrades are being done to the senior center to include a small kitchen area in the upper level of the building

Upcoming Events

- Harvest Festival 50th Anniversary
- Canada Day Celebrations
- Fishing Derby
- Bike Rodeo

Town of Kenisngton
Community Gardens Complex Monthly Statistical Data
2016

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	214	235	230	211	218	210	198	192	210	220	225	235	2598
Attendance	1250	1066	1105	998	889	788	672	724	766	825	996	996	11075
Day Passes Sold	57	70	48	48	38	16	8	12	30	38	31	31	427
Memberships Sold	38	31	16	31	29	20	20	22	36	36	27	27	333
Monthly Payment Memberships	20	31	35	36	46	46	46	46	48	50	50	52	506
Arena													
Hours Rented	176	155	115	37	0	0	0	0	100	132	162	152	1029
Preschool (Free)	4	4	4	2	0	0	0	0	0	0	4	4	22
Adult Skate	8	8	8	2	0	0	0	0	0	0	4	4	34
Donated Ice Time		10	12	5	0	0	0	0	0	0	0	2	29
Total Hours Rented	188	177	139	46	0	0	0	0	100	132	170	162	1114
Storm Days (no rentals)	3	2	2	0	0	0	0	0	0	0	0	3.5	10.5

Town of Kenisngton
Community Gardens Complex Monthly Statistical Data
2017

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	280	270	260	265	245								1320
Attendance	1571	1227	1300	1100	1056								6254
Day Passes Sold	32	25	20	40	19								136
Memberships Sold	55	26	32	41	29								183
Monthly Payment Memberships	54	55	49	49	54								261
Arena													
Hours Rented	159	157	145	35	0								496
Preschool (Free)	4	4	4	0	0								12
Adult Skate	4	4	4	0	0								12
Donated Ice Time	2	10	2	5	0								19
Total Hours Rented	169	175	155	40	0								539
Storm Days (no rentals)	2	3	0	0	0								5

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL

FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: COMMERCIAL STREET TRANSPORTATION ISSUES

DATE: 23/06/2017

ATTACHMENTS: AERIAL MAP OF COMMERCIAL STREET.

At the May meeting of Committee of Council, I was asked to consider and put forward a plan/process/recommendations for transportation issues/concerns associated with Commercial Street. For clarity the section of Commercial Street being reviewed moves in a general east-west direction from Woodleigh Drive through to Broadway Street North.

There are seven (7) commercial and mixed use buildings located along Commercial Street. The Food Basket and 55 Broadway Street North front onto Broadway Street North however there are accesses to the buildings along Commercial Street. The primary parking area and loading area for the Food Basket is located along Commercial Street. Other buildings along Commercial Street include the Malpeque Bay Credit Union, the Dance Studio, the Library, K'Town Auto Parts (and loading area), a Hair Dressing Business and a used furniture/antique store.

The concerns with Commercial Street centre mainly around the Commercial Street/Broadway Street North intersection. With cars parked on both the north and south sides of Commercial Street between the Food Basket and 55 Broadway Street North, there isn't sufficient space to maintain two-way traffic in a safe manner. Couple this with significant pedestrian traffic in the area and the intersection becomes increasingly difficult to navigate.

Staff are proposing to review traffic movement at the intersection and to collect any statistical and geographic data available and to provide options for Committee's consideration to make the intersection safer for vehicular and pedestrian traffic movement.

Staff are proposing the following:

1. *Capture and analysis of any available traffic statistics for the intersection. The Province of PEI has agreed to the placement of a traffic counter along Commercial Street. This will allow us the ability to determine traffic volumes.*

2. *A basic traffic review including directional traffic counting at the Broadway Street/Commercial Street intersection.*

3. *Analysis of reportable traffic incidents in the area through the Kensington Police Service.*

4. *General map review of the area, width of street, number of parking spaces, etc.*

5. *Communication to area businesses outlining concerns and requesting comment/input.*

6. *Presentation of options with recommendation to Committee of Council.*

The Town's Official Plan offers the following (excerpt) as it relates to transportation in the Town:

5.11. Transportation

As a Town, Kensington is responsible for the ownership and maintenance of all public roads within the municipality with the exception of "designated" Provincial highways or roads. All Provincial roads within the Town are in reasonably good condition. ***Local streets are also in fair condition but some of the older streets are quite narrow*** and lack adequate storm drainage. Upgrading of the main intersection has improved safety and efficiency ***but there is still some minor congestion in the core area. Concerns also remain about pedestrian safety in some areas of the Town.*** The Town will consider the utility of a comprehensive traffic study, to optimize pedestrian safety and traffic flows.

The Town will consider how to reduce the municipality's carbon footprint with regards to transportation.

<u>Objectives</u>

1. To maintain an acceptable standard of maintenance on regional arterial routes and Provincial highways in the Town.
2. To maintain a standard of maintenance on municipally owned streets.
3. ***To address traffic hazards in the Town.***
4. To improve storm water drainage on municipally owned streets.
5. ***To maintain a safe and efficient pedestrian circulation system in the Town.***
6. To develop destination facilities along the Confederation Trail.
7. ***To minimize safety and noise concerns related to truck traffic.***

<u>Policy PT-1. Streets</u>

It shall be the policy of Council to work closely with the staff of the Minister responsible for Transportation and Infrastructure Renewal to ensure that the key routes leading to the Town and Provincially controlled streets within the Town are maintained at acceptable levels. Council shall also ensure that municipally owned streets are developed and

maintained at a standard which adequately reflects their role and level of use. Council will develop new road standards for municipally owned streets.

Plan Action:

• Council shall continue to work with the staff of the Minister responsible for Transportation and Infrastructure Renewal to monitor the condition of all Provincial roads within the Town and key connecting routes to the Town.

• *Council shall maintain all municipally owned streets to the highest level possible within local budgetary constraints.*

• Council shall map all streets within the Municipality.

Policy PT-3. Safety

It shall be the policy of Council to improve transportation safety in the Town.

Plan Action:

• *Council shall make recommendations to and work with the Provincial Government to improve intersections and improve signage and sight lines for all users including vehicles, pedestrians, cyclists and other street users.*

• Council shall review the existing provincial standards and policies for the development and redevelopment of all public roads within the Town; the Town may consider developing and adopting municipal standards in future.

Policy PT-5. Pedestrian Circulation

It shall be the policy of Council to continue to develop and maintain a pedestrian circulation system in the Town which provides safe pedestrian linkages throughout the Town and between all major destinations.

Plan Action:

• Council shall establish a long term plan for sidewalk construction and maintenance, together with a long term capital budget.

• Priority shall be placed on major traffic routes, particularly where they connect to major pedestrian destinations such as school, churches, shopping areas and parks or playgrounds.

• Council shall lobby the Provincial Department of Transportation for the placement of crosswalks at strategic pedestrian-vehicular intersections.

Recommendation

It is recommended that Committee of Council review the above information and authorize staff to move forward with an analysis of Commercial Street, with particular emphasis on the Commercial Street/Broadway Street North intersection.

Commercial Street

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL

FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: MOBILE APP & MOBILE WEBSITE

DATE: 23/06/2017

ATTACHMENTS: MOBILE APP PROPOSAL

MOBILE WEBSITE PROPOSAL

KENSINGTON AND AREA CHAMBER OF COMMERCE CORRESPONDENCE.

MOBILE APP

I met with Don Ramsay of AtlanticMobi, and Nicole Mountain of the Kensington and Area Chamber of Commerce (KACC) on June 1st and June 14th to discuss the possibility of creating a mobile phone app for the Town of Kensington and the KACC. The meetings were called by Nicole and Don to determine if the Town had any interest in moving forward, in partnership with KACC, with the development of the App.

A proposal from AtlanticMobi was requested, and is attached to this memo. A letter was also requested, and is attached, from the KACC to outline what they envisioned as a potential partnership on this project.

The total cost for the development of the app is quoted at $1,700.00 plus HST. There are no monthly hosting fees included in the quote as it is expected that any revenue generated from the app can be shared between the parties (Town of Kensington, KACC and AtlanticMobi) and used to cover hosting fees. It is understood that whether revenue is generated or not, there will be no hosting fees applicable to this project.

MOBILE WEBSITE

A proposal was also requested from AtlanticMobi to develop a mobile only version of the Town's existing website. This will enable better usage of the website for users with mobile devices and will result in a website designed for use on mobile devices. The mobilized version of the website will be linked to our existing website such that any changes, modifications, or content updates to the existing site will be automatically pushed to the mobile version.

The one-time design and set up costs for the development of the mobile website has been quoted at $795.00, with a monthly hosting fee of $24.00. Alternatively the monthly fee

can be purchased for life at $250.00. A copy of the Mobile Website Proposal is attached to this memo.

Recommendation

It is recommended that Committee of Council consider the above information and attached proposals and determine whether or not they would like to proceed with the project(s) as contemplated.

Summary of App Proposal

AtlanticMobi will develop and publish an app for the Town of Kensington and the Chamber of Commerce. The app will be mainly designed to promote the Kensington Area for both residents and visitors.

We will include many features making connecting to local businesses and getting general information about events and activities easy on mobile devices.

There is a one time design cost of $1,700 and ongoing monthly fees will be excluded for this application. Business owners and locations will have a standard business listing but will have opportunities to upgrade additional paid features to offset ongoing costs and potentially create shared revenue.

Mobile Website Proposal

AtlanticMobi will develop a mobile only version of the existing website enabling better usage for users with mobile devices. The mobilized version of the website will be linked to the existing website so that content and updates are pulled from the current website. The mobilized website will give a much better user experience for smartphone users.

There is a one time design and set up cost of $795 and a monthly hosting fee of $24. The monthly fee can be bought for life for $250.

If you have any questions just contact me at info@atlanticmobi.com or (902) 620-9312.

Thank you

Don Ramsay

Mobile App Proposal

- Town of Kensington and Chamber of Commerce -

June 23, 17

Direct Contact

1-902-620-9312

Email

info@atlanticmobi.com

Dear Town of Kensington and Chamber of Commerce,

We welcome the opportunity to build a cutting-edge mobile App and deploy to market a mobile friendly App for Town of Kensington and Chamber of Commerce.

AtlanticMobi is a mobile marketing agency focused on providing cost-effective mobile marketing tools. From iPhone applications to iPad applications to HTML5 applications AtlanticMobi delivers mobile apps and mobile Apps on every platform. AtlanticMobi will put you in front of your customers on devices they access most with information and tools that make it easy to connect with your mobile audience.

We're here to help with all your mobile marketing needs and we have thorough analytics that are measurable for making strategic mobile marketing decisions.

If you have any questions, regarding AtlanticMobi, please contact Don Ramsay, AtlanticMobi at info@atlanticmobi.com or direct at (902) 620-9312.

We look forward to working with you and showing you the real power of mobile marketing!

PROJECT OVERVIEW & OBJECTIVES

AtlanticMobi allows you to simultaneously edit and manage native iPhone, iPad, Android and mobile web apps online. Our easy to use content management system allows for stunning design, customization and functionality across a broad range of mobile devices.

Objectives: AtlanticMobi mobile strategy for Town of Kensington and Chamber of Commerce has following objectives:

- Increase brand awareness by placing the activities of Town of Kensington and Chamber of Commerce members in the hands of mobile users.
- Increase sales by members by promoting these businesses with leading edge mobile promotions.
- Improve information sharing with residents

MOBILE APPLICATION DEVELOPMENT STRATEGIES

AtlanticMobi will develop an iPhone, iPad, Android app, and HTML5 mobile App) for Town of Kensington and Chamber of Commerce including complete app design, development.

Mobile Native App features:

- Complete mobile app / App design
- GPS Directions that give your customers turn-by-turn GPS directions to your location from anywhere in the world
- One Touch Calling from inside your app. No numbers to save or remember
- Tell-A-Friend feature lets your customers take your business viral with built in sharing capabilities over Email, SMS, Facebook and Twitter
- A Point of Interest displays any points of interest on a map
- Event Listings feature allows you to include all of your businesses events on the go
- Contact Information allows you to give customers multiple ways to contact your business
- Email Photo feature allows customers to take or send a photo and email it directly to your business
- Native Image Gallery allows you to display images of your business in a beautiful image gallery optimized for iPhone and Android
- Set up a fan wall for your customers to leave feedback on your business. Manage the comments online
- Push notifications send messages to your customers whenever you'd like using our easy to use CMS
- Mailing List feature allows you to stay in contact with your customers by gathering names and e-mail directly inside your app

Optional additional features:

- QR Coupons feature allows customers to redeem coupons at your business by scanning a specified QR code
- Blog integration integrates your RSS feed to allow your users to quickly and easily read your blog posts
- Facebook, Twitter, LinkedIn, and/or Myspace integration to connect with your customers through their favorite social media sites
- Shopping Cart feature allows you to add and sell items through your mobile app via PayPal or Google Check out
- Notepad feature allows users to record text notes and email them to anyone at anytime
- Voice Recorder feature allows users to record voice notes and email them to anyone at anytime
- Flickr or Picasa integration displays images of your business directly from your Flickr or Picasa photo account
- YouTube integration allows you to display hundreds of videos from your YouTube channel

ANALYTICS

AtlanticMobi will be able to see actionable app insights and track the following data from mobile app, mobile web and/or QR codes activity:

- Understand how many users download your app
- Understand which platform is most popular
- Understand your apps ROI

All mobile marketing objectives of Town of Kensington and Chamber of Commerce can be tracked and analyzed for actionable decisions.

SECURE HOSTING

AtlanticMobi will offer complete secured mobile hosting as part of this proposal:

- Our servers are hosted in the cloud using the latest in data hosting technology
- 99.9% uptime for your mobile apps

MAINTENANCE

AtlanticMobi will maintain and update the new Town of Kensington and Chamber of Commerce mobile App or mobile app, ensuring that the following is updated every 6-12 months.

Cost & Timeline- Based on the scope in this document, project costs are as follows:

One-time development costs $1,700

- Technical installation and custom domain masking
- Analytics setup and profile creation

.

TERMS & CONDITIONS

Town of Kensington and Chamber of Commerce is responsible for making additional payments at normal hourly rates for changes requested by Town of Kensington and Chamber of Commerce that extend beyond the original scope of the project, as detailed. The client and developer will communicate directly about any changes that affect cost.

Upon approval of this agreement AtlanticMobi expects that the project will be completed in approximately 30 days. This depends greatly on the efficiency of receiving all the needed content and how fast a mobile strategy is approved.

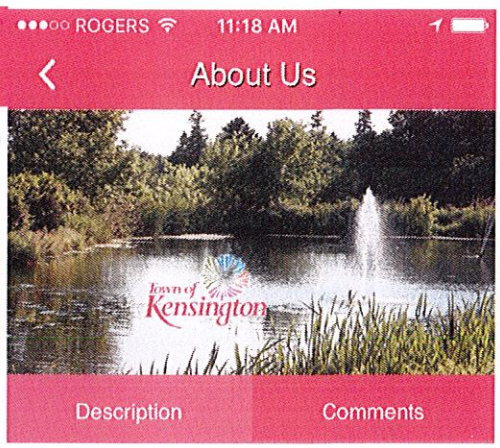
By signing this proposal you are agreeing that any communal information is confidential and will not be shared with any third parties without AtlanticMobi permission.

Approvals:

Don Ramsay	Client Contact Name
President	Client Title
AtlanticMobi	Client Name

Date:

:



Several thoughts come to mind when you hear the phrase "Quality of Life"; a protected area to live and bring up a family, access to respectable schools and churches; affordable housing and an abundance of green space.

Kensington truly is a wonderful place to call home. Kensington is bordered by friendly communities; rural farm estates, ocean front cottages, campgrounds and affordable ocean frontage. Wholesome sea air and untouched land is just right for solitude or investment.


Search
Push Notifications
Town Cam
Chat
Where'S My Car
Office
Town Council
Pay Bill
Event
About Us
Share
Town of
Kensington
Call Us
Directions
Share

KENSINGTON
and Area Chamber of Commerce

Geoff Baker, CAO
Town of Kensington
55 Victoria Street Kensington, PE C0B 1M0

June 19, 2017

Dear Geoff,

Based on our previous meetings and discussions regarding a Town of Kensington tourist information and business directory app, I am happy to report some great news from the Chamber. Our Board of Directors has voted unanimously in favour of this app and partnership between the Town and the Chamber.

The Board would like to bring forward the following proposition for partnership between the two parties. Due to the Chamber's limited funds, the Board suggests an in-kind contribution. This would involve the Chamber promoting the app, assisting with developing and working closely with Town staff to keep data and information updated and relevant. The Board would also request that the Chamber logo be included within the app, as well as possible link(s) to the Chamber's website.

With 996 followers on Twitter, 247 followers on Instagram, and 246 likes on Facebook, as well as an active readership associated with Weekly Shout Outs, without a doubt, the Chamber can contribute a great deal in terms of promotion. As well, the Chamber's close ties to the business community allows for the opportunity to connect with local businesses who may be interested

KENSINGTON
and Area Chamber of Commerce

in advertising within the app or promoting it at their establishments. In addition, an initiative such as this app aligns closely with some of the main goals the Chamber has this year, including promoting tourism and offering more value to members.

The Chamber is more than happy to work with the Town on this project and is looking forward to getting it off the ground and out to the public. If the Town is in agreement with this partnership plan, please let us know and we can get to work on the next steps.

Sincerely

Nicole Mountain
Membership & Events Coordinator
Kensington and Area Chamber of Commerce

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL

FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: HARVEST FESTIVAL ADVERTISING OPPORTUNITY

DATE: 23/06/2017

ATTACHMENTS: ADVERTISING REQUEST – JOURNAL PIONEER

Advertising Opportunity

The Journal Pioneer will be publishing a special anniversary edition celebrating the 50th Anniversary of the Kensington Annual Community Harvest Festival. As such, they have requested the Town's consideration in purchasing an ad in the special edition. A copy of the ad rate sheet is attached. The ad rates include full process colour. The special edition will be published on August 18, 2017.

Recommendation

It is requested that Committee of Council consider the attached advertising request and recommend to Town Council accordingly.

- 50TH ANNUAL -

Kensington Community Harvest Festival

AUGUST 19TH – 23RD

Help us celebrate the 50th anniversary of the Kensington Community Harvest Festival. The Journal Pioneer will be publishing a special anniversary edition celebrating the 50th Annual Kensington Community Harvest Festival.

SELECT	SIZE	PRICE
Full Page	9.5:” x 9.28”	$799.00
1/2 page	9.5” x 4.85”	$499.00
1/4 Page	4.68” x 4.85”	$299.00
Business Card	2.75” x 1.79”	$99.00

****Costs include full process color.**

Final Deadline Date:
August 7, 2017
Publishing Date:
August 18, 2017

JOURNAL PIONEER

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