



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

Monday, June 25, 2018 @ 6:30 PM

55 Victoria Street
Kensington, PEI
C0B 1M0

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***Please ensure all cell phones and other electronic devices are turned
off or placed on non-audible mode during the meeting.***

**Town of Kensington
Committee of Council Meeting
Monday – June 25, 2018 – 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 28, 2018**
- 6. Business Arising from Minutes – May 28, 2018**
- 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. Credit Union Centre Report
- 8. New Business**
 - a. COC Memo – Procedural Bylaw
 - b. COC Memo - Elections PEI Service Agreement
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - *Nil***
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, May 28, 2018
6:30 PM**

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

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

Visitors: Millicent MacKay – Journal Pioneer

1. Calling of Meeting to Order

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

2. Adoption of Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the agenda for the May 2018 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.

3.2 Councillor Pickering declared a conflict with agenda item 8.a.

4. Delegations, Special Speakers and Public Input

4.1 *Nil.*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor MacLean, seconded by Councillor Mill to approve the Committee of Council meeting minutes from April 23, 2018. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer noted that the timer on lights at the railyard should be adjusted again.

7. Staff Reports

7.1 CAO's Report

- 7.1.1** *Moved by Councillor Doucette, seconded by Councillor MacLean to receive the May 2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Spencer, seconded by Councillor Mill to recommend to Town Council the adoption of the April 2018 Fire Chief's Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

- 7.3.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to recommend to Town Council the adoption of the April 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

- 7.3.2** Deputy Mayor Mann inquired about the Mental Health Act category of the report. Mr. Baker noted that Chief Sutherland would clarify any questions at the June Council meeting.

7.4 Development Permit Summary Report

- 7.4.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to receive the Development Permit Summary Report for May 2018 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 Spencer to recommend to Town Council the approval of the General Bills List for April 2018 in the amount of \$238,925.01. Unanimously carried.*
- 7.5.2** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to recommend to Town Council the approval of the Water and Pollution Control Bills List for April 2018 in the amount of \$3,541.23 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

Councillor Spencer excused himself from the meeting at 6:44 PM.

7.6 Summary Income Statement

- 7.6.1** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to recommend to Town Council the adoption of the Summary Income Statements for April 2018, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

- 7.7.1** *Moved by Councillor Mill, seconded by Councillor Pickering to recommend to Town Council the adoption of the Credit Union Centre Report for April 2018, as prepared by Manager, Robert Wood. Unanimously carried.*

Councillor Pickering declared a conflict and excused herself from the Council Chamber at 6:49 PM.

8. New Business

8.1 Liquor License Request - A&R Adventures Inc

- 8.1.1** *Moved by Councillor Doucette, seconded by Councillor MacLean*

THAT Committee of Council direct the CAO to draft a letter for Barnone Brewery to the PEI Liquor Control Corporation supporting their intended operation of a retail outlet (growler filling station and to sell Barnone and other manufacturers product) out of a property located at 49 Broadway Street North.

Unanimously carried.

8.2 Fitplex Equipment Purchase

- 8.2.1** *Moved by Deputy Mayor Mann, seconded by Councillor Mill*

THAT Committee of Council recommend to Town Council that they proceed with the purchase of a Hoist Fitness MiSmith Machine, a Hoist Fitness 3 Way Olympic Bench, and a Hoist Fitness Back Hyper Extension Bench from Spartan Fitness as per their quote dated May 9, 2018 in the amount of \$7,709.11 including HST. Unanimously carried.

- 8.2.2** Councillors requested information from staff on the old gym equipment which is being stored at the Credit Union Centre.

9. Councillor Issues/Inquiries

- 9.1** Councillor Pickering reminded Council that the Community Garden planting day is on Saturday, June 2, 2018.
- 9.2** Deputy Mayor Mann noted that the streets and sidewalks are in need of further street sweeping. Mr. Baker will contact the Department of Transportation regarding the matter.

10. Correspondence

- 10.1** A request from FCM requesting the Towns financial support toward their Special Advocacy Fund.

Moved by Councillor Mill, seconded by Councillor Doucette to recommend to Town Council a two-year contribution of \$50.00 per year plus applicable taxes to the FCM Special Advocacy Fund. Unanimously carried.

- 10.2** A letter from the Kensington & Area Christian Council requesting the Town to annually close the Credit Union Centre on November 11, until after 12:00PM, to allow parents, coaches and players the opportunity to attend a Remembrance Day service.

Moved by Councillor Pickering, seconded by Councillor Doucette to recommend to Town Council they decline the request from the Kensington & Area Christian Council to close the Credit Union Centre on November 11 each year, until after 12:00PM, to allow parents, coaches and players the opportunity to attend a Remembrance Day service. Unanimously carried.

- 10.3** A thank you letter from HMCS Queen Charlotte for hosting the 2018 Battle of Atlantic Ceremony.

- 10.4** A letter from Reel Talent School of Dance requesting a financial donation to assist in travel to the Dance World Cup being held in Quebec. – *Request declined*

- 10.5** An invitation from the PEI Humane Society to attend their 7th Annual Golf Tournament on August 24, 2018.

Moved by Councillor Pickering, seconded by Councillor Doucette to decline the request to enter a team in the 2018 PEI Humane Society Golf Tournament and to recommend to Town Council that a \$150.00 donation be made to the PEI Humane Society. Unanimously carried.

11. In-Camera (Closed Session)

- 11.1** *Nil*

12. Adjournment

- 12.1** *Moved by Councillor Doucette, seconded by Councillor MacLean to adjourn the meeting at 7:14 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Committee of Council - June 2018		
Item #	Project/Task	Status
1	Emergency Measures Organization	NO UPDATE
2	Exempt Staffing Policy	NO UPDATE
3	Annual KISH and QEES Donations	Completed as per Council's direction.
4	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	I met with the contractor on June 20th. I am informed that the sign will be relocated prior to June 29, 2018. Estimated cost \$900.00 - \$1,000.
5	Fitplex Equipment Replacement	Equipment has been ordered.
6	Financial Policy Development	NO UPDATE
7	Wellfield Protection Plan	Staff are working with the consultants to complete the plan and providing information as requested. It is anticipated the project will be completed on schedule.
8	Procedural Bylaw	A copy of the Bylaw is circulated with the tentative agenda package.
9	Crossing Guard Volunteers	NO UPDATE Direction was provided by Town Council to contact three volunteers who have expressed interest in the volunteer crossing guard positions. To date, this has not been completed.
10	Fire Department Policy Development	I met with the fire chief this week to discuss the contents of the standard operating procedures. The procedures were discussed with fire department members at a meeting on June 19, 2018. I am awaiting comments from the department.
11	Letter to Christian Council	Correspondence has been provided to the Christian Council advising that Town Council would not close the Credit Union Centre on Remembrance Day.
12	Conflict of Interest Bylaw	NO UPDATE Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.
13	Street Transfer to Province of PEI	An update has been requested from the Department of Transportation on the status of the transfer of town owned streets.
14	Fitplex Flooring Replacement	Flooring has been ordered.
15	Council Code of Conduct Bylaw	The Bylaw is partially through the drafting process. It is hoped that it can be circulated to town council over the next week by email prior to coming forward for formal consideration.
16	BST Multi Unit Development	NO UPDATE
17	Rail Yards Clock Repair	NO UPDATE
18	Canada Post Sign - Corner of Victoria/Broadway	A conversation with the Provincial department of Transportation indicates that it is still the intent of Canada Post to have their sign replaced prior to the end of June.
19	Access to Information and Protection of Privacy Bylaw	NO UPDATE The Town currently possesses an Access to Information Bylaw however it will be required to be re-drafted to ensure it complies fully with the new Act. The Bylaw will be drafted by staff and presented to Town Council upon completion. It is understood that the Province of PEI are currently in the process of reviewing their Freedom of Information and Protection of Privacy Act.
20	Records Retention and Disposition Bylaw	NO UPDATE Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.
21	Letter to Contractors Re: Development Permits	We are still waiting on comments from AAPEI prior to circulating the letter.
22	Strategic Plan Development	The project kick-off meeting was held on June 12 and was attended by Mayor Caseley, myself and Wendy Drake of MRSB.
23	Flag Flying Policy	The flag flying policy was passed by town council at their regular June meeting.
24	Procurement Bylaw	NO UPDATE
25	Signage	The map stop sign at the Rail Yards has been upgraded with a new roof and has been painted. The Province have provided a proof of the modifications they will be making to their portion of the sign. I have had an initial discussion with a graphic designer in regards to modifying the Town's portion of the sign. Auto Trim are currently working on a mock-up for a re-design of the main railyards sign. The Province has committed to providing new purposed blue signs at the entrances to town to provide visitors with an indication of the types of services in the town. We are attempting to have the blue signs installed on the Welcome to Kensington signs as opposed to being stand alone.
26	Employee Code of Conduct	NO UPDATE
27	Annexation of Lands of M.S. Woodside's Ltd.	I anticipate receiving the approval beofre the end of June.
28	Victoria Street West Sidewalk Replacement	WSP are working on providing cost estimates to enable town council to proceed with the project. Some initial discussions have been held with utility companies and the province of pei.
29	KISH Fuel Tank	We have been informed that the bus re-fueling tank will be relocated to the QEES property.

Item #	Project/Task	Status
30	Immigration - PNP Community Endorsement	Several meetings were held over the previous month. No endorsements have been provided. I have informed consulting agencies that I will not be entertaining an meetings over the months of July and August due to workload demands and to accommodate vacation schedules.
31	Bicycle Racks	Several bicycle racks have been placed throughout the town (primarily rail yards area).
32	Official Plan and Zoning Bylaw 5 Year Review	We have received formal notification that the Town's application for the 5 year Development Control Bylaw and Official Plan review has been approved. I will draft a Request for Proposals to solicit proposals from planning consultants to complete the project.
33	Bunker Gear - Fire Department	I understand the purchase has not yet been made.
34	Public Works Roof Replacement	Contract has been awarded to Mallet Exteriors as per Town Council's direction. Weather permitting, work is scheduled to begin on Monday, June 25th.
35	2018 Municipal Election	I continue to work on the Elections Bylaw. The deadline for completion has been extended to September 5 by Municipal Affairs.
36	Transport Container on Legion Property	NO UPDATE I have reached out to the Kensington Legion in regards to the transport container located on their property. Further information will be provided as it becomes available.
37	Annexation of Lands of Ken and Jeanne Thibodeau	The annexation application has been submitted. WSP are developing cost estimates to extend water and sewer service to the property.
38	Development Control Bylaw and Official Plan Amendment - Lands of Jeff Thompson	Second reading and formal adoption will be brought forward at the July regular meeting of town council.
39	EVK Pool Repairs	All repairs are completed. Concrete was repaired and replaced on June 20th. Staff are currently filling the pool. Remains on schedule to open on July 1.
40	Street Sweeper Disposal	No action has been taken on this item to date.
41	Credit Union Centre Warm Room	The Architects Association has advised that an architect and engineer will be required on the project. I have informed the KMHA of this requirement. I will continue to provide information as the project progresses.
42	KPS Bicycle Rodeo and Fishing Derby	Both events were held and were very successful. I attended QEES on June 18th to present the Town's donated bicycle.
43	Annual Line Painting Program	I spoke to the contractor and he's indicated that work will start on the evening of June 25th, depending on the weather. They were originally scheduled for the 19th but were delayed due to weather.
44	Miscellaneous Credit Union Centre Maintenance	I met with Robert in regards to the myriad of maintenance issues which were communicated at June's Council meeting. I instructed Robert to order new faucets, to replace/repair eavestrouphing as required, and to repair the parking lines (to meet bylaw definition). I have also requested Robert to collect pricing and to develop a strategy for paiting the outside of the Centre.
45	Scotaibank Sidewalk Tripping Hazard	The Province were out to make the necessary reapirs on June 20th.
46	Pothole Patching	The Province have been out to complete some pothole patching throughout the town. There are still areas of the town that require attention. They are attempting to get the work completed as quickly as possible and are typcially very responsive.
47	Intersection Traffic Lights	I've reached out to the Province again in regards to the intersection traffic lights. I have been informed that "they have the lights scheduled for repair later this summer".

Fire Department Occurrence Report 2018

[illegible]

[illegible]

[illegible]

[illegible]

Police Report May 2018

KPS received 3 false alarms during the month.

May 12 1000hrs – AlleyMar, staff error no member attended.

May 21 0845hrs – ScotiaBank, member attended.

May 22 0617hrs – Valley Truss, member attended.

Year To Date Approved Development Permits Summary Report
2018

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Commercial						1								1	
Addition Single Family Dwelling				1										1	
New Residential Accessory Structure	1			1										2	
New Residential Deck/Fence/Pools				1	1									2	
New Semi Detached Dwelling				1										1	
Renovation Commercial						1								1	
Residential additions/alterations						1								1	
Total:						1								9	

Total Estimated Construction Value
\$25,000.00
\$45,000.00
\$12,500.00
\$7,000.00
\$300,000.00
\$10,000.00
\$3,500.00
\$403,000.00

For the period June 09, 2018 to June 21, 2018

Commercial											
08-18	06/11/2018	868646	Town of Kensington - 55 Victoria Street	902-836-3781	Approved	Renovation	Commercial		\$10,000.00	06/04/2018	07/02/2018
			Description:				Convert Blacksmith shop to Go!Fish Restuarant				

09-18	06/21/2018	498196	Brent & Peggy Holland - 13 Pleasant Street	902-315-0770	Approved		Residential additions/alterations	\$3,500.00	07/02/2018	07/31/2018
			13 Pleasant Street				Description:	Construct new veranda on front of house		

Total: \$13,500.00



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 #:	
Date Received:	June 8, 2018
Date Approved:	
PEI Planning:	
Permit Fee: \$	<input type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 29 Commercial Street Property Tax Number (PID): 868646
Lot No.: _____ Subdivision Name _____ Current Zoning: C1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
Public Washroom, Gazebo, 2 commercial buildings

Land Purchased from _____ Year Purchased _____

Location of Development	Property Size
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____ Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____ Area sq. ft. _____

2. Contact Information

APPLICANT Name: Karen Murphy Address: 28 Victoria Street E
Phone: _____ Cell: 902-303-2687 Kensington, PE
Email: _____ Postal Code: C0B 1M0

Same as Above: ☐ Name: Town of Kensington Address: 55 Victoria Street E
OWNER Phone: _____ Cell: _____ Kensington, PE
Email: _____ Postal Code: C0B 1M0

CONTRACTOR, ARCHITECT OR ENGINEER Name: Bill Drost / Robert Haggis Address: Robert - 49 Water Street
Phone: 902-303-2767 Cell: 902-816-0216 Charlottetown, PE C1A 1A3
Email: _____ Postal Code: _____

3. Infrastructure Components

Water Supply ☒ Municipal ☐ Private Sewage System ☒ Municipal ☐ Private

4. Development Description

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

<input type="checkbox"/> Single Family (R1)	<input checked="" type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete	<input type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>-</u>	<u>-</u>	Width _____ Length _____

Detailed Project Description: Convert Blacksmith Shop into a Small
take-out restaurant. Install Fryers and equipment.

Estimated Value of Construction (not including land cost): \$ 10,000.00

Projected Start Date: May 2018 Projected Date of Completion: July 1, 2018

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.

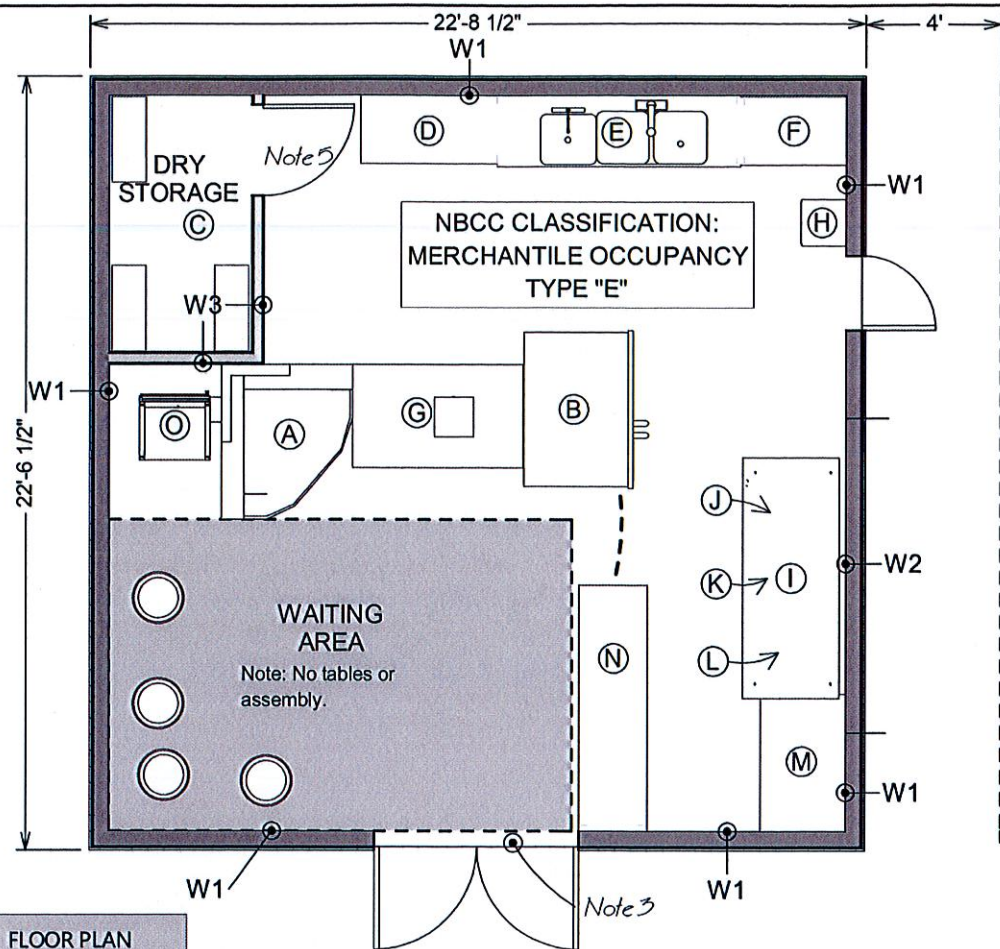
See attached Architect drawings.

I DO SOLEMNLY DECLARE & CERTIFY:

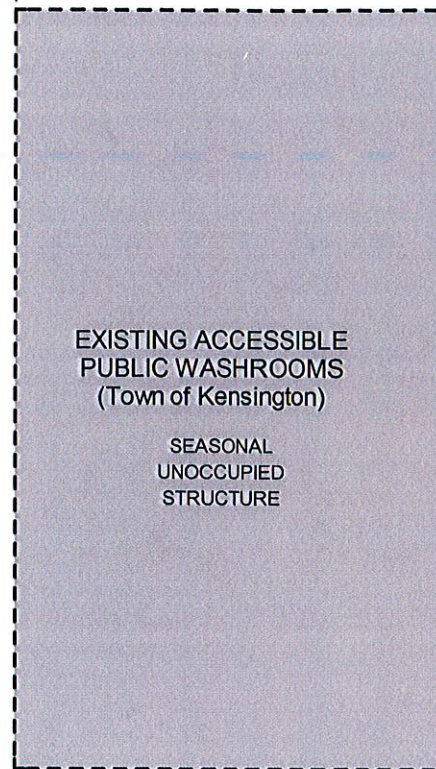
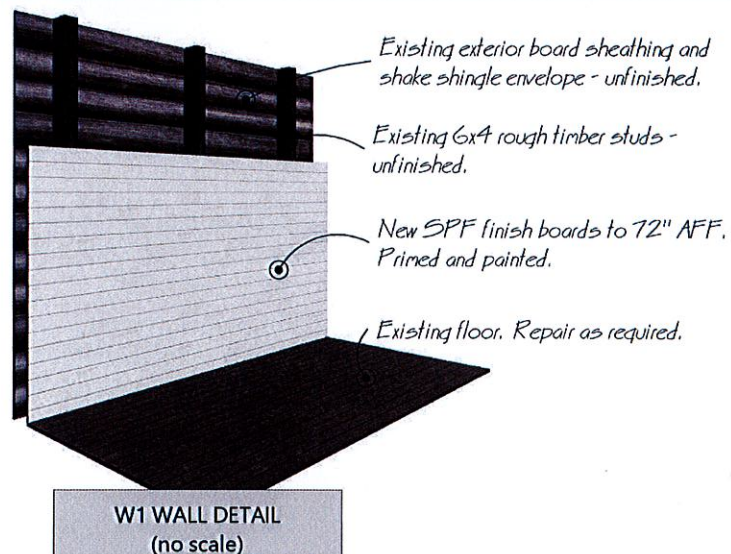
1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the 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 subject to a 21-day appeal period 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 Wendy MacKinnon Date: June 8, 2018.



FLOOR PLAN
(no scale)



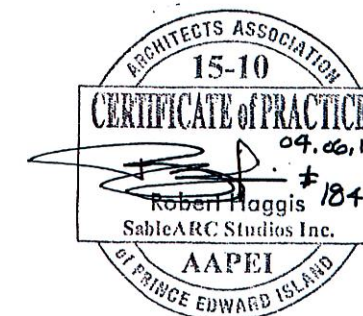
	Description
A	Existing Hearth – unused, decorative only.
B	Side by Side – Refrigerator / Freezer
C	Dry Storage Room – with melamine finished shelving. Lockable door.
D	Soiled kitchenware counter. Laminate countertop with backsplash. 24x48
E	Triple stainless steel sink with hot and cold water. 5 gallon electric water heater under sink.
F	Clean kitchenware counter. Laminate countertop with backsplash. 24x36
G	Payment Counter. Laminate countertop. 36"x72". Cover compost and waste bins under counter.
H	Hand wash sink. Paper towel and soap dispensers.
I	Stainless steel hood and fire suppression system. See mechanical drawings for detailed specs.
J	Deep fryer. Large donut style.
K	Deep fryer. Single basin style.
L	Deep fryer. Single basin style.
M	Countertop. Laminate 30"x48"
N	Serving counter. Laminate 24" x 120". Single use serving materials stored under.
O	24" wide soft drink cooler.

NOTES:

1. Walls to be boarded in up to 72" with SPF lumber, primed and painted.
2. Refer to mechanical and electrical drawings for further details.
3. Raise door header by 10" to 80" AFF. Use 2 ply 2x6 SPF header and 2x6 jackpost. Replace door with custom made barn style wood door.
4. W3 wall type is 2x4 wood stud with GWB each side. Filled, primed and painted.
5. Storage room door is prehung hollow core 32x80 with passage set hardware.

REVISION NOTES:

- R1: Moved freezer / refrigerator closer to fryer area as per request of health inspector.
Moved handwash sink to better accomodate drain line.
- R2: Added RH notes and steel stud spacer behind GWB.



ARCHITECT:

SableARC

CLIENT:

GO! Fish
KENSINGTON
PRINCE EDWARD ISLAND

BAY WINDS
consulting

BILL DROST, P.ENG.

BILL DROST, F.E.N.
BillDrost@engineer.com

PO Box 5903
Stanley Bridge Rd

GO! FISH
KENSINGTON PEI

Project:

Sheet Title:

FLOOR PLAN

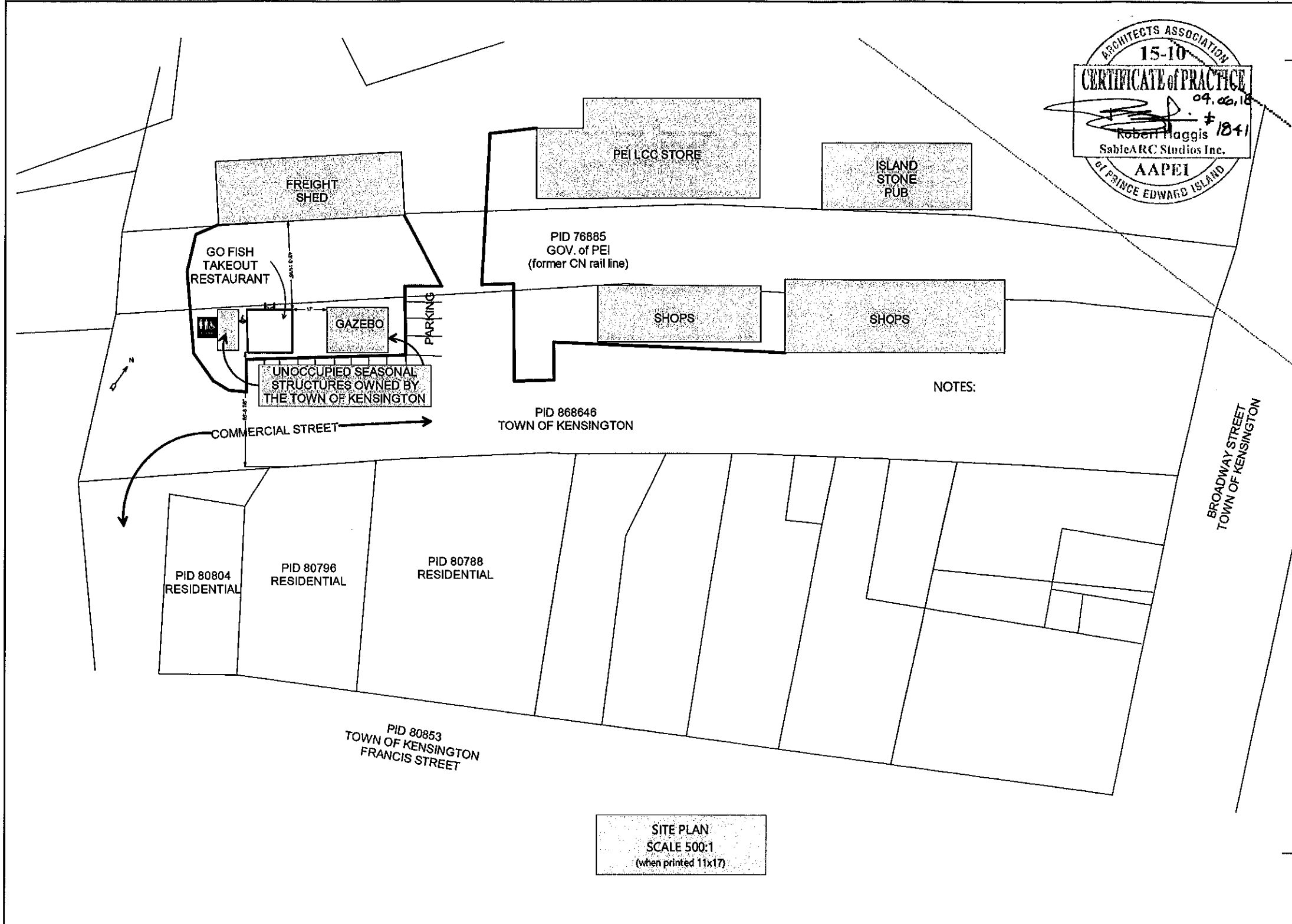
Client Rep:
TRENT MURPHY

Scale: none

Issue Date:
June 3, 2018

Drn By: RH-BCD

A1



ARCHITECT:		SableARC
CLIENT:		GO! Fish KENSINGTON PRINCE EDWARD ISLAND
Project:		BAY WINGS consulting BILL DROST, P.ENG. <i>BillDrost@engineer.com</i> PO BOX 5903 STANLEY BRIDGE PE C0A1L1 (802) 303-2767
Sheet Title:		GO! FISH KENSINGTON PEI
Client Rep:		TRENT MURPHY
Scale:		500:1
Issue Date:		June 3, 2018
Dm By:		RH-BCD
		S1



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 #:	09-18
Date Received:	June 18, 2018
Date Approved:	June 21, 2018
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 13 Pleasant St Property Tax Number (PID): 498196
Lot No.: _____ Subdivision Name _____ Current Zoning: R3
Are there any existing structures on the property?: ☒ No ☒ Yes, please describe:
house, garage

Land Purchased from _____ Year Purchased 2013

Location of Development	Property Size
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____ Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____ Area sq. ft. _____

2. Contact Information

APPLICANT Name: Brent & Peggy Holland Address: 13 Pleasant St
Phone: _____ Cell: 902-315-0770
Email: _____ 902 315-2438 Postal Code: C0B 1M0
Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____
CONTRACTOR, ARCHITECT OR ENGINEER Name: MIKE HARVEY Address: Borden PE
Phone: _____ Cell: 902 439 3449
Email: mharvey123@live.ca Postal Code: _____

3. Infrastructure Components

Water Supply ☒ Municipal ☐ Private Sewage System ☒ Municipal ☐ Private

4. Development Description

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

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input checked="" type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input checked="" type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt	<input checked="" type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1 1/2</u>	<u>3</u>	<u>1 1/2</u>	Width _____ Length _____

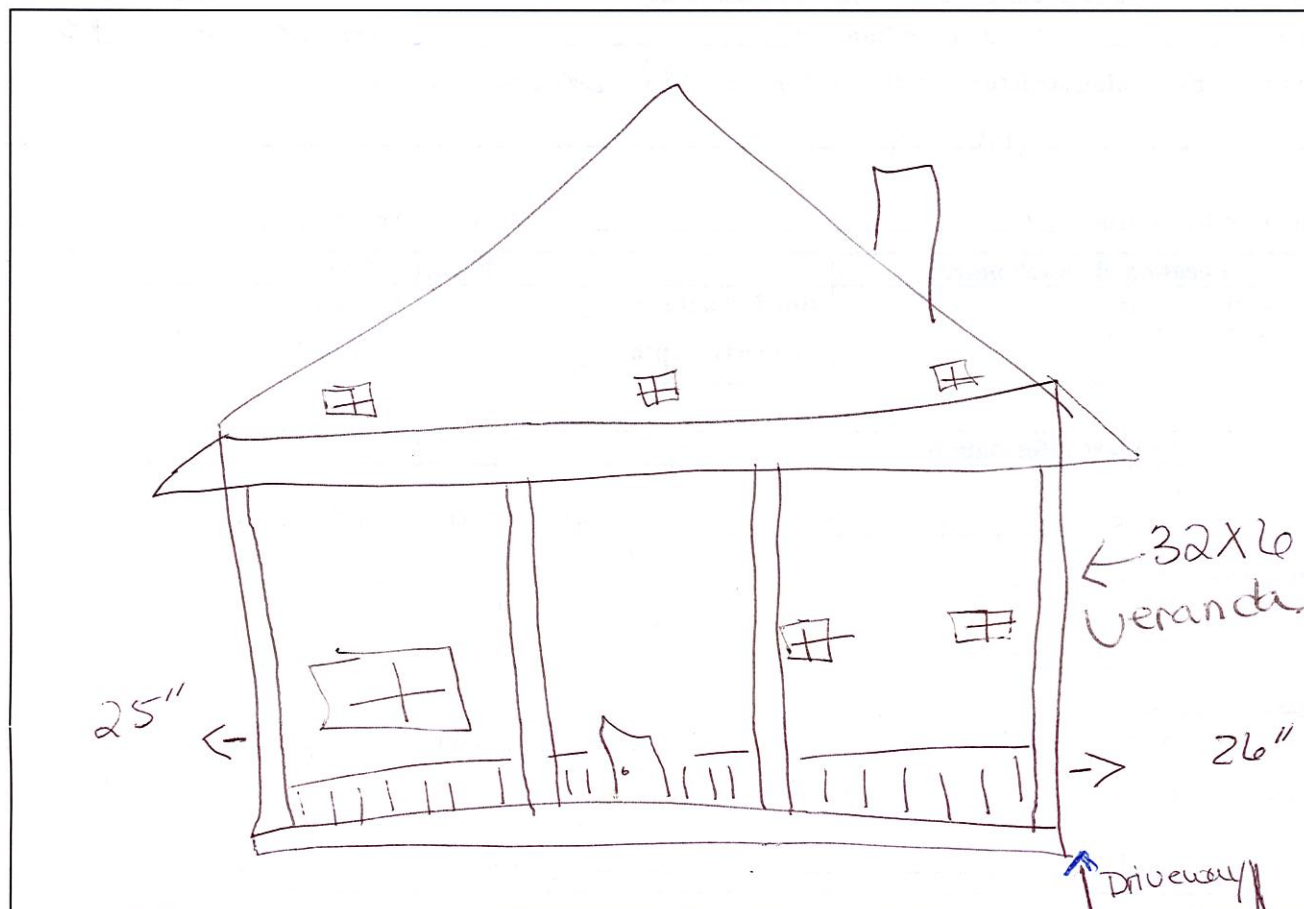
Detailed Project Description: adding A veranda to front
of house and new roof

Estimated Value of Construction (not including land cost): 2000. + 1500.00 = 3500

Projected Start Date: middle of July Projected Date of Completion: End of July

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.



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 subject to a 21-day appeal period 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

[Handwritten Signature]

Date: June 4, 2018

Town of Kensington Bills List May 2018

A1 - Vacuums	346131	\$521.70
Arsenault Best Cameron Ellis	1401	\$9,775.00
Aliant	6098534	\$228.62
Aliant	6101632	\$30.48
AMA PEI	AMA MEMBERSHIP & REG	\$170.00
Andrew Griffin	MAY 2018 RRSP	\$562.94
Bell Mobility	2-379392	\$201.25
Bill Hogan	APRIL 22, 2018	\$7,810.00
Brenda MacIsaac	MAY 2018 RRSP	\$303.40
Brenda MacIsaac	MEETING MILEAGE MAY	\$47.00
Campbell's Plumbing and Heating	9461	\$99.02
Clean Heroes	191	\$2,242.50
Coles Doors	3384	\$461.11
Combat Computer Inc	40056	\$237.19
Combat Computer Inc	40044	\$172.50
Combat Computer Inc	40048	\$43.13
Combat Computer Inc	40054	\$2,756.80
Combat Computer Inc	40046	\$86.25
Combat Computer Inc	40045	\$107.81
Combat Computer Inc	40744	\$550.97
Controls & Equipment	29456	\$599.15
Canada Revenue Agency Tax Centre	JAN - MAR 2018 HST	\$17,679.49
Canadian Union of Public Employees	MAY 2018 UNION DUES	\$543.09
Eastlink	05132944	\$129.84
Eastlink	05239815	\$66.07
Eastlink	05184763	\$98.84
Eastlink	05334413	\$676.06
Eastlink	05335032	\$23.00
Eastlink	05334722	\$83.89
Elizabeth Hubley	MAY 2018 RENT	\$805.00
Frontline Outfitters	36511	\$450.06
Geoff Baker	MAY 2018 MILEAGE	\$305.63

Irving Oil	32384172	\$117.50
Irving Oil	32390154	\$266.35
Irving Oil	946848	\$330.44
Irving Oil	330996	\$579.12
Irving Oil	32361592	\$113.52
Irving Oil	32396549	\$498.09
Irving Oil	145341	\$448.99
Irving Oil	947992	\$246.79
Irving Oil	47932	\$665.54
Irving Oil	32402687	\$1,204.82
Irving Oil	348354	\$210.30
Irving Oil	946019	\$225.70
Island Petroleum	00123	\$521.91
Kensington Agricultural Services	7495	\$218.44
Kensington Agricultural Services	6116	\$172.60
Kensington Country Store	2810035985	\$83.37
Kensington Country Store	02810036999	\$1.03
Kensington Ladies Auxiliary	45	\$750.00
Kent Building Supplies	1057113	\$20.26
Kent Building Supplies	1052044	\$87.56
Kent Building Supplies	1051830	\$16.00
Kent Building Supplies	1051769	\$25.88
Kent Building Supplies	1049107	\$15.50
Kent Building Supplies	1049117	\$3.04
K'Town Auto Parts	9387/5	\$115.00
K'Town Auto Parts	10117/5	\$18.73
K'Town Auto Parts	10182/5	\$17.71
K'Town Auto Parts	10145/5	\$27.17
Kensington & Area Chamber of Commerce	74459	\$155.25
Lewis Sutherland	MAY 2018 RRSP	\$628.20
Lewis Sutherland	MAY 2018 MILEAGE	\$137.24
MacInnis Express (1983) Ltd	187903	\$20.53
Maritime Electric	EVK POOL MAY 18	\$52.23
Maritime Electric	RADAR SIGNS MAY 18	\$105.13

Maritime Electric	CAR CHARGER MAY 18	\$41.06
Maritime Electric	FIRE HALL MAY 18	\$411.50
Maritime Electric	ART CO-OP MAY 18	\$218.45
Maritime Electric	TRAIN STATION MAY 18	\$820.15
Maritime Electric	LIBRARY MAY 18	\$195.70
Maritime Electric	TOWN HALL MAY 18	\$1,414.04
Maritime Electric	SENIOR CENTER MAY 18	\$45.53
Maritime Electric	CUC SIGN MAY 18	\$67.28
Maritime Electric	CUC RINK MAY 18	\$1,450.91
Maritime Electric	CUC BALLFIELD MAY 18	\$28.26
Maritime Electric	PW SHOP MAY 18	\$118.47
Maritime Electric	20 STEWART ST MAY 18	\$67.98
Maritime Electric	STREET LIGHTS MAY 18	\$2,932.35
Mary's Bake Shoppe	9	\$14.50
Malpeque Bay Credit Union	MAY 2018 RRSP	\$2,013.50
McInnes Cooper	2018012597	\$733.84
Minister of Finance	300726	\$20.00
Minister of Finance	MAY 2018 PROP TAX	\$5,409.94
MJS Marketing & Promotions	2635011	\$51.75
Moase Plumbing & Heating	28231	\$62.11
MRSB Consulting Services Inc	C003928	\$10,975.00
Orkin Canada	8485543	\$62.10
Orkin Canada	8486271	\$28.75
Par-T-Perfect PEI	2018027	\$443.00
Princess Auto	393026	\$11.49
Ralph Wadman	MAY 2018 PAINTING	\$5,670.00
Robert Wood	MAY 2018 MILEAGE	\$178.20
Rogers Electrical Wholesale Ltd	242318	\$141.12
Rogers Plumbing & Heating	12589	\$224.25
Rowan Caseley	50/50 MAY 31, 2018	\$900.00
Saltwire Network	11558	\$401.06
Mikes Independent	02 4036	\$34.14
Mikes Independent	01 8925	\$27.19
Mikes Independent	614	\$26.38

Scotia Securities	DOUG K MAY 18 RRSP	\$390.68
Scotiabank Visa	SPARTAN ATHLETIC	\$32.19
Scotiabank Visa	FLIGHT - KIM MULLETT	\$1,023.10
Source for Sports	S30031014	\$175.91
Spring Valley Building Centre Ltd	191262	\$441.88
Spring Valley Building Centre Ltd	191127	\$10.34
Summerside Chrysler Dodge (1984) Ltd	13590	\$381.28
Suncor Energy Products Partnership	MAY 2018	\$992.07
Superior Sanitation	643590	\$230.00
Superior Sanitation	643589	\$184.00
Superior Sanitation	643588	\$80.50
Superior Sanitation	643591	\$207.00
T & K Fire Safety Equipment Ltd	238223	\$160.43
T & K Fire Safety Equipment Ltd	237160	\$366.85
T & K Fire Safety Equipment Ltd	237161	\$37.66
Telus	MAY 2018	\$773.75
Toshiba Finance	705553	\$530.37
Town 'n Country Carpet One	32691	\$120.75
Town 'n Country Carpet One	32732	\$864.89
Town 'n Country Carpet One	32730	\$5,448.57
Traci Campbell	143288	\$260.00
Traci Campbell	MAY 2018 AEROBICS	\$468.00
Transcontinental	10086474	\$278.30
Transcontinental	10086475	\$278.30
Vail's Fabric Services Ltd	304983	\$104.42
Water & Pollution Control Corporation	MAY 2018	\$275.63
Yellow Pages Group	18-5973881	\$22.08
Subtotal		<hr/> \$105,346.68 <hr/>
May Payroll		\$77,595.03
Total May Bills		<hr/> \$182,941.71 <hr/>

Water and Pollution Control Corporation Bills List May 2018

Aliant	6100990	\$117.54
Aliant	6061581	\$126.27
Campbell's Concrete Ltd	237862	\$723.40
Campbell's Concrete Ltd	238248	\$132.23
Campbell's Concrete Ltd	238605	\$752.31
EMCO Corporation	EMCO	\$74.75
Kensington Septic Service	2720	\$690.00
Maritime Electric	WATER TOWER MAY 18	\$149.57
Maritime Electric	SEWER TREAT MAY 18	\$141.00
Maritime Electric	WELL #3 MAY 18	\$477.14
Maritime Electric	SEWER PUMP MAY 18	\$39.43
Maritime Electric	LIFT STATION MAY 18	\$205.86
Maritime Electric	PUMP WEST #1 MAY 18	\$713.46
Maritime Electric	PUMP CNT BLDG MAY 18	\$158.31
Maritime Electric	PUMP EAST #2 MAY 18	\$499.28
Minister of Finance	W&S PROP TAX MAY 18	\$887.69
Minister of Finance	180507067	\$368.00
Precise Plumbing & Heating	MAY 16, 2018	\$253.00
Precise Plumbing & Heating	393029	\$101.20
Rogers Plumbing & Heating	12590	\$242.65
Total W&S Bills		\$6,853.09

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for May 2018

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$101,876.21	\$88,216.00	\$13,660.21	\$435,511.19	\$414,869.00	\$20,642.19	\$1,316,202.00	33%
Police Service	\$1,769.90	\$4,000.00	-\$2,230.10	\$10,411.40	\$20,000.00	-\$9,588.60	\$60,000.00	17%
Town Hall Rent	\$7,762.15	\$7,842.00	-\$79.85	\$39,410.75	\$39,210.00	\$200.75	\$117,630.00	34%
Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0%
Sales of Service	\$38,276.30	\$37,000.00	\$1,276.30	\$177,983.60	\$184,000.00	-\$6,016.40	\$548,900.00	32%
Subtotal Revenue	\$149,684.56	\$137,058.00	\$12,626.56	\$663,316.94	\$658,079.00	\$5,237.94	\$2,044,982.00	32%
GENERAL EXPENSES								
Town Hall	\$21,067.21	\$13,725.00	\$7,342.21	\$74,368.25	\$61,010.00	\$13,358.25	\$181,802.00	41%
General Town	\$43,401.79	\$32,177.00	\$11,224.79	\$232,398.72	\$232,809.00	-\$410.28	\$642,995.00	36%
Police Department	\$35,033.28	\$30,116.00	\$4,917.28	\$195,691.55	\$175,419.00	\$20,272.55	\$553,994.00	35%
Public Works	\$8,738.70	\$12,544.00	-\$3,805.30	\$67,336.28	\$75,723.00	-\$8,386.72	\$246,897.00	27%
Train Station	\$2,533.61	\$2,410.00	\$123.61	\$11,253.03	\$12,750.00	-\$1,496.97	\$35,700.00	32%
Recreation & Park	\$12,494.47	\$18,075.00	-\$5,580.53	\$22,462.23	\$29,525.00	-\$7,062.77	\$81,825.00	27%
Sales of Service	\$15,224.10	\$16,553.00	-\$1,328.90	\$71,994.82	\$77,146.00	-\$5,151.18	\$233,563.00	31%
Subtotal Expenses	\$138,493.16	\$125,600.00	\$12,893.16	\$675,504.88	\$664,382.00	\$11,122.88	\$1,976,776.00	33%
Net Income (Deficit)	\$11,191.40	\$11,458.00	-\$266.60	-\$12,187.94	-\$6,303.00	-\$5,884.94		
Credit Union Centre								
Credit Union Centre Revenue	\$32,275.68	\$28,000.00	\$4,275.68	\$173,635.00	\$156,900.00	\$16,735.00	\$510,700.00	34%
Credit Union Centre Expenses	\$13,445.08	\$21,640.00	-\$8,194.92	\$142,964.16	\$161,798.00	-\$18,833.84	\$479,186.00	30%
Net Income (Deficit)	\$18,830.60	\$6,360.00	\$12,470.60	\$30,670.84	-\$4,898.00	\$35,568.84		
Fire Department								
Fire Revenues	\$20,770.33	\$20,613.00	\$157.33	\$103,851.70	\$103,065.00	\$786.70	\$309,195.00	34%
Fire Department Expenses	\$24,673.91	\$18,529.00	\$6,144.91	\$104,899.21	\$99,345.00	\$5,554.21	\$309,195.00	34%
Net Income (Deficit)	-\$3,903.58	\$2,084.00	-\$5,987.58	-\$1,047.51	\$3,720.00	-\$4,767.51		
Consolidated Net Income (Deficit)	\$26,118.42	\$19,902.00	\$6,216.42	\$17,435.39	-\$7,481.00	\$24,916.39		
							\$99,720.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$48,802.49	\$47,762.00	\$1,040.49	\$240,194.98	\$238,810.00	\$1,384.98	\$716,503.00	34%
Water & Sewer Expenses	\$46,616.73	\$48,240.00	-\$1,623.27	\$237,195.84	\$234,000.00	\$3,195.84	\$712,537.00	33%
Water & Sewer Net Income (Deficit)	\$2,185.76	-\$478.00	\$2,663.76	\$2,999.14	\$4,810.00	-\$1,810.86		
							\$3,966.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CGC MANAGER
SUBJECT: MAY 2018 CREDIT UNION CENTRE REPORT
DATE: JUNE 22, 2018
ATTACHMENT: STATISTICAL REPORT, CANADA DAY PROGRAM,
HARVEST FESTIVAL PROGRAM

May 2018

Fitplex

Programming: Aerobics Programming

Hi Lo Tuesdays 6.30pm
Boxer-fit Thursdays 6.30pm

Hours

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

Men's wash room lighting upgraded\repaired to new LED fixture. All future repairs\upgrades will be to LED as well.

Added two new overhead aerobics ball holders on South end to free up storage space and make it easier for members and aerobic classes to access the balls.

Arena

- Repairs and spring maintenance started
- Men's Public washrooms painted, new sink added and new taps with longer faucets to allow water-bottles to be filled.
- Ladies Public washrooms painted and taps replaced.

- Canteen painting has started.
- Eaves trough liners ordered and will be ready to be installed in June
- New taps and faucets ordered for all dressing rooms
- New Credit Union Centre Signs installed.

Kensington Cash

May, 2018	\$220.00
	\$225.00
	\$220.00
	<u>\$220.00</u>
<u>Total</u>	<u>\$915.00</u>

Ball Fields

- Repairs and maintenance to fields and fencing were done in May.
- Ballfields were rolled.
- Ballfields are Booked Mon-Thursday with Men's League and Minor ball Sunday-Saturday for full field usage.
- Minor Ball has six teams Rally Cap, Mosquito Jr A 1 and 2, Mosquito A, Mosquito AA and Pee wee AA
- Netting was installed in May.

Senior Center

- Repaired 3 light fixtures, railing and steps to the building.
- Sewing class will be using basement starting in June.

Upcoming Events

- Fishing Derby- June 9, 2018

- Bike Rodeo- June 16, 2018
- Canada Day - see attached Program, also hoping some Councillors will be able to help with the cooking and distribution of Hot Dogs.
- Harvest Festival- Meetings have been progressing well, see attached Projected program (still some events to be confirmed, so some changes may be made)
- Lady Slipper Kennel Club Dog Show- 3 days this year instead of 2. July 20-22, 2018
- Danny Hughes Memorial Ball Tournament, July 20-22, 2018

Respectfully Submitted,

Robert Wood
Credit Union Centre Manager

Town of Kensington Credit Union Centre Monthly Statistical Data 2018

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	265	270	267	265	260								1327
Attendance	1620	1450	1400	1200	1100								6770
Day Passes Sold	30	25	22	20	22								119
Memberships Sold	40	30	25	25	40								160
Monthly Payment Memberships	53	54	54	54	55								270
Arena													
Hours Rented	150	152	130	48	0								480
Preschool (Free)	4	4	2	0	0								10
Adult Skate	4	4	2	0	0								10
Donated Ice Time	0	10	4	5	0								19
Total Hours Rented	158	170	138	53	0								519
Storm Days (no rentals)	3	1	3	0	0								7

Town of Kensington Credit Union Centre Monthly Statistical Data 2017

[illegible]

Program

12.00-12.30 Lady Slipper Dancers

12:30 Opening Ceremonies

Welcome by Mayor Rowan Caseley

Prayer by Rev Margie Fagan

Royal Canadian Legion Branch #9 Color Party

Raising of the Flag by Kensington Police Service

O'Canada sung by Emily Smith

Remarks by:

Honorable Wayne Easter, Government of Canada

MLA Matthew MacKay, Province of PEI

Community Awards – Citizen and Youth of the Year

12:00-2:00 Bunny Trails Petting Zoo

12:00-2:00 Henna Tattoos (temporary tattoos)

12:00-2:00 Balloon Artists

12:45 Cake Cutting

12:45-1:30 Live entertainment by Allan Sonier



Canada Day Celebrations

Kensington Rail Yards

Sunday, July 1st, 2018

12:00 – 2:00 pm



Canadian
Heritage

Patrimoine
canadien

Program

12.00-12.30 Lady Slipper Dancers

12:30 Opening Ceremonies

Welcome by Mayor Rowan Caseley

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Canada Day Celebrations

Kensington Rail Yards

Sunday, July 1st, 2018

12:00 – 2:00 pm



Canadian
Heritage

Patrimoine
canadien

We would like to thank our sponsors for their generous support this summer;
without their support these events would not be able to happen.



Kensington Harvest Festival

August 17 - 22, 2018

Theme: Community Proud,
Growing Together

Brought to you by:



Clark Insurance
Member of the Huestis Insurance Group

FRENCH RIVER GOLF COURSE | CLINTON VIEW LODGE | MARITIME CONSTRUCTION
RED SANDS GOLF COURSE | KENSINGTON AGRICULTURAL SERVICES | BROADWAY 45 |
ANDREW BUILDING COMPANY | D. ALEX MACDONALD | K'TOWN AUTO PARTS
TOOMBS HOWARD MACDOUGALL CHARTERED PROFESSIONAL ACCOUNTANTS
KENSINGTON VET CLINIC | ENMANS AUDIO | HICKEY & HYNDMAN INSURANCE | GREEN
GABLES/ANDERSON'S CREEK GOLF COURSE | KOOL BREEZE FARMS | CURRAN & BRIGGS
CASELEY'S BRIDAL BOUTIQUE | THOMPSON WELL DRILLING | CAPITAL "T" ELECTRIC
NOONAN PETROLEUM | SHARPE CONSTRUCTION | COUNTYLINE COURIER | MALLETT EXTERIORS
MOUNTAIN WOODWORKING | LOTUS GARDEN | SUMMERSIDE CHRYSLER DODGE | BUILDING BLOCS
TRAVELLERS REST MINI HOMES LTD | MARY'S BAKE SHOPPE | BEAIRSTO INSURANCE
NOVUS GLASS | COMMERCIAL CONSTRUCTION | ISLAND SOFTENERS | MARITIME PRIDE EGGS
TOWNSHIP CHEVROLET BUICK GMC | EGG FARMERS OF PEI | CALLBECKS HOME HARDWARE
| COOP COUNTRY STORE | KMP | PINE ACRES R.V.



Event Schedule

Friday August 17, 2018

Sponsored by Cavendish Farms

8:00pm-1:00am How Well Do You know Your Spouse

Followed by Leon Gallant and Friends.

Location: Family and Friends

Tickets \$12 individual or

Tables of 4, 6 and 8 available

Saturday August 18, 2018

Sponsored by Bell Aliant

7:30 - 10:30 am Shriner's Pancake Breakfast, Kensington Legion

8:30 am 45th Annual Malpeque Bay Credit Union 25km Foot Race, start at Church of Scotland, Stanchel

9:00 am (All Day) Kensington Firemen's Beach Volleyball & Entertainment @ Fire hall

2:00 - 3:00 pm Bell Aliant Mammoth Street Parade –Theme: Community Proud, Growing Together

3:00 - 6:00 pm **Family Day- Credit Union Centre Kensington (indoors)**

Admission \$2.00 per person \$5.00 Family

Sponsored by Kensington Food Basket

-In door Mini Golf Course

-Bounce Houses & Bunny Trails Petting Zoo

-Tattoo Artist & Balloon Twisters

-Carnival Games

-Ice Cream, Community BBQ

Sunday August 19, 2018

Sponsored by Tim Hortons

9:00 am (All Day) Kensington Firemen's Beach Volleyball @Fire hall

9:30 am Ecumenical Service, Guest Speaker _____
Community Gardens Arena

1:00pm Harness Racing at Kensington Race Track

1:00pm **Harvest Festival Golf Tournament**

Sponsored by PE AQUA FARMS

4 person Scramble- Eagles Glenn Golf Course

\$340.00 per team

Includes Cart, Green Fee and Meal after the round.

On Course food and beverages Sponsored by Kensington Food Basket and Broadway 45

Prizes – \$10,000 Hole In One (Sponsored by Castle Spring Valley

Building Supplies) Longest drive, Closest to the Hole & Draw Prizes.

To register email: or Robert at cgardens@pei.aibn.com

Sponsored by Atlantic Lottery

9:00 - 12:00 pm Reg Hiltz Memorial Flower Show

9:00 - 12:00 pm WI Food and Vegetable Exhibit / WI Handicraft Exhibit Registration

6:00 pm Flower Show Awards

6:30 – 7:30 pm Get Hooked on Seafood

6:30 pm Opening Ceremonies, Guest Speaker: Gardiner MacDougall

Head Coach UNB Reds

Clair Mayhew Volunteer of the Year Award

7:00 pm Miss Community Gardens Pageant Talent Portion

8:30 pm Ultimate Fisherman's Challenge

Tuesday August 21, 2018

Sponsored by Murphy's Pharmacy

6:00 - 7:30 pm Poutine Stations Competition Who has the best Kensington Poutine!

PEI Mussels Competition Who makes the Best Mussel Dish!

– Sponsored by East Coast Furnishings

6.30-7.30 Meet and greet your favorite Characters

Spidey, Beauty, PEIs little Mermaid and Snow (photo Opportunities)

7:00 – 8:30 pm PEI Mutual Youth Talent Contest

Wednesday August 22, 2018

Sponsored by Castle Building Supplies

12:00 - 4:00 pm Crokinole, Sponsored by Murphy's Pharmacy & Malpeque Bay Credit Union

6:30 - 7:00 pm _____

7:00 - 8:00 pm Miss Community Gardens Pageant Evening Wear Portion

8:00 pm Not all There band

9:15 pm Miss Community Gardens 2018 Crowning Ceremony

*Event Location: 25 Garden Drive,
Credit Union Centre, Kensington*

Daily Admission

Mon-Wed

Family \$15.00

Adult \$7.00

Senior/Student \$5.00

Children under 10 \$3.00

Preschool Free

For more information

Call 902-836-3509

Visit www.kensington.ca

Email cgardens@pei.aibn.com

Monday August 20, 2018

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: PROCEDURAL BYLAW – BYLAW # 2018-03
DATE: 2018-06-22
ATTACHMENTS: PROCEDURAL BYLAW

Under the new Municipal Government Act, Municipalities are required to adopt a Procedural Bylaw. The Bylaw provides regulation around maintaining order and good government. It provides rules for the calling of meetings of Council and its Committees, the procedures of Council, the calling of public meetings of Council, the behaviour of Council members, staff and members of the public present at Meetings of Council and its Committees, the establishment of a Committee of Council, and other areas requiring regulation under the Act.

Kensington Town Council adopted its first Procedural Bylaw in 2016, however with the passing of the new Act, the Bylaw did not comply fully with the Act. The revised (new) Bylaw presented, is in full compliance with the Act and is based largely on the template provided by the Province.

A copy of the Bylaw was provided to Town Councillors by email on June 8, 2018 and is circulated with this memo.

It is requested that Committee of Council review the Bylaw and recommend that Town Council give first reading to the Bylaw at their July regular meeting.



PROCEDURAL BYLAW BYLAW 2018-03

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COMMITTEE OF COUNCIL MEETINGS.

WHEREAS the Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and others attending Council and Committee of Council meetings, in the Town of Kensington;

AND WHEREAS Subsection 86(2)(e) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;
- b) The procedures of Council;
- c) The calling of public meetings of Council;
- d) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and
- e) The establishment of a Committee of Council;

THEREFORE, the Council of the Town of Kensington, in the Province of Prince Edward Island, duly enacts this bylaw as follows:

PART I – INTERPRETATION AND APPLICATION

Citation

- 1) This bylaw may be cited as “The Procedural Bylaw of the Town of Kensington”.

DEFINITIONS

2) In this bylaw

- a) “Administration” means the employees of the town.
- b) “Business Day” means a day on which the town offices are regularly open for business.
- c) “Chief Administrative Officer” or “CAO” means the administrative head of the municipality as appointed by Council under subsection 86(2) of the *Municipal Government Act*.
- d) “Chairperson” means the person who is presiding at Council or Committee meetings.
- e) “Closed Meeting” means a meeting of Council or Committee of Council that is closed to the media and the public.
- f) “Committee of Council” means a meeting of the entire Council, for the purpose of discussing matters for Council’s consideration.
- g) “Council” means the duly elected Council of the Town of Kensington, including the Mayor.
- h) “Council Chambers” means the assembly location of the Town of Kensington.
- i) “Council Member” means a member of Council.
- j) “Delegation” means any person wishing to appear before Council, Committee of Council, or a Council Committee to provide pertinent information and views about a subject matter that is currently before Council, Committee of Council or Council Committee.
- k) “Deputy-Mayor” means the Deputy-Mayor of the Town of Kensington.
- l) “Ex-Officio” means the appointed members of Council and Committees that have exactly the same rights and privileges as do all other members excluding the right to vote.
- m) “Mayor” means the presiding Council member and the Chief Executive Officer of the Municipal Corporation of the Town of Kensington.
- n) “Meeting” means a duly constituted Regular, Special or Committee of Council meeting where municipal business is conducted or issues are discussed.

- o) “Member” means a Councillor or a person at large appointed by Council to a Council Committee.
- p) “Motion” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting. It must be seconded before discussion and voted on.
- q) “Municipality” means the Town of Kensington, a municipal corporation of the Province of Prince Edward Island and includes the area contained within the boundaries of the Municipality.
- r) “Point of Information” means the procedural mechanism by which a member may present or receive information of interest to Council.
- s) “Point of Order” means the procedural mechanism by which a member may rise where this bylaw or any other procedural legislation is believed to have been infringed.
- t) “Point of Privilege” means the procedural mechanism by which a member may rise to address incorrect, defamatory or slanderous statements made about the Council, councillors, or employees of the municipality.
- u) “Public Hearing” means an open meeting of Council structured to garner public input on a particular subject(s).
- v) “Quorum” is a majority of all the members of Council or a Council Committee. Vacancies are not counted in determining quorum except where the remaining number of council members is not less than 4.
- w) “Regulations” means the regulations adopted by the Lieutenant Governor in Council pursuant to the *Municipal Government Act*.
- x) “Resolution” means a formal expression by a meeting, agreed to by a vote. A resolution typically provides preamble to the decision required such as “Whereas” a certain condition exists, etc.
- y) “Standing Committee Working Session” means an informal meeting to discuss information or to update Committee members on work in progress.
- z) “Statutory Holiday” means a holiday away from work during the work week which is officially recognized.

APPLICATION

- 3) This bylaw applies to all members of Council, the Chief Administrative Officer (CAO), members of Council Committees, Town of Kensington employees, those who appear before Council and members of the general public.
- 4) When any matter relating to proceedings arise which is not covered by a provision of this bylaw or the Act, the matter shall be decided by reference to Robert's Rules of Order.
- 5) In the event of any conflict between the provisions of the Act and this bylaw, the Act will prevail.

SEVERABILITY

- 6) If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

PART II – MEETINGS OF COUNCIL

FIRST MEETING

- 7) A newly elected Council shall not transact any business until the Oaths of Office have been taken and subscribed to by persons present who have been elected to office.

MEETINGS

- 8) The Regular Meetings of Council of the Town of Kensington shall be established as the second Monday of each month beginning at 7:00 p.m. and terminating by 10:00 p.m.
 - a) Council may, by motion, extend the time limit for any regular Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 10:00 p.m.
 - b) If a Statutory Holiday falls on a Monday, the regular Council meeting will be held the following day.
- 9) If Council changes the date, time or place of a regularly scheduled meeting, the municipality shall give at least 24 hours notice of the change:
 - a) Notice will be provided to any Member of Council not present at the meeting at which the change was made, and

- b) Notice will be provided to the public by posting on the town's website, the use of social media and a poster will be posted on the public bulletin board located at the Town Hall.
- 10) Notices and/or agendas of all Regular, Special, and Committee of Council meetings may be posted on the Town's website 24 hours in advance of the meetings.
- 11) Special Meetings of Council shall be established as required by Council and the public shall be given notice.
- a) all Special Meetings will be held in accordance with the provisions set forward in the Municipalities Act and the public will be given a minimum 24 hours' notice.
- 12) Council will establish by resolution a Committee of Council that will be the main standing committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision. The Mayor will serve as the chairperson of Committee of Council.
- 13) Meetings of Committee of Council shall be established as the fourth Monday of each month beginning at 6:30 p.m. and terminating by 9:30 p.m.
- a) committee members may, by motion, extend the time limit for any Committee of Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 9:30 p.m.
 - b) if a Statutory Holiday falls on a Monday, the regular Committee of Council meeting will be held the following day.
- 14) The Mayor may establish and appoint standing and/or ad hoc committees (Council committees) that will consider, discuss and debate matters of Council interest before such matters are forwarded to Council for decision. The Mayor is an ex-officio member of every committee and when in attendance, subject to section 115 of the Act, will possess all the rights, privileges, powers and duties of other members of the committee.
- 15) Council committees will cease to exist when Council, by resolution, decides that the objectives of the committee have been achieved and tasks have been completed.
- 16) Standing Committee working sessions may be called by the Mayor to discuss information or to update Committee members on work in progress. No minutes will be recorded at these sessions.
- 17) The times for the beginning of Council committee meetings shall be set by the chairperson of each committee.
- 18) A regular meeting of Council may be rescheduled:

- a) by resolution of Council;
- b) in accordance with this bylaw;
- c) by the CAO if it is apparent that quorum will not be achievable.

19) Notice of a meeting or hearing must be given at least seven days before the Council meeting of public hearing, as the case may be, at which any of the following matters is to be considered:

- a) a proposal by Council to transfer land below fair market value;
- b) a local improvement to which one or more objections were made to the CAO within 30 days of receipt of notice thereof;
- c) a permanent street closure.

SPECIAL MEETINGS

20) Pursuant to section 121 of the Act, a special meeting of Council shall be called by the CAO when requested in writing by:

- a) the Mayor; or
- b) a majority of councilors.

21) The request for a special meeting shall include a statement of the purpose of the meeting.

22) A special meeting of Council shall be held at:

- a) the first available date where quorum can be achieved; or
- b) no later than 21 days after the date that the CAO receives the request.

CLOSED MEETINGS

23) Council, Committee of Council or any other Council committee may, by resolution passed at a public meeting of the Council or committee, hold a meeting that is closed to the public when the subject matter of the meeting is considered to be confidential in accordance with section 119(1) of the *Municipal Government Act*.

24) Council may, by resolution, establish a regular schedule of standing closed meetings, and notice of the schedule of closed meetings shall be provided through a sign posted in a prominent location available to the public.

25) No resolution of bylaw will be passed during a meeting closed to the public other than a resolution set out in section 119(2) of the *Municipal Government Act*.

- 26) A resolution to close a meeting to the public must state the reason(s) for closing the meeting, in accordance with section 119(3) of the *Municipal Government Act*.
- 27) The Council, Committee of Council or Council committee will make any matter considered at a closed meeting public when confidentiality is no longer required, in accordance with subsection 119(4) of the Act.
- 28) No Council member, Committee of Council member, Council committee member or employee of a municipality shall, subject to 119(5) of the Act, disclose or act on any information acquired at a closed meeting respecting a matter or report disclosed or discussed at the meeting, prior to the matter or report being dealt with at an open meeting of Council, Committee of Council or Council committee.

PART III – MEETING PROCEDURES

GENERAL

- 29) The Mayor will preside over all Council and Committee of Council meetings except where the Act provides otherwise and shall perform the duties enumerated in section 89 of the Act, including preserving order, enforcing rules, deciding points of privilege and order, and advising on points of procedure.
- 30) Pursuant to subsection 91(1) of the Act, the deputy Mayor will preside in the Mayor's absence.
- 31) Member of Council may appoint an acting Mayor in accordance with subsection 90(4) of the Act, where:
- a) the Mayor and deputy Mayor are absent, incapacitated or otherwise unavailable and neither of them has appointed another member of Council to act in his or her stead; or
 - b) the offices of Mayor and deputy Mayor are vacant.
- 32) Pursuant to subsection 91(5) of the Act, the term of an acting Mayor continues only until the Mayor or deputy Mayor is no longer absent, incapacitated or otherwise unavailable and only until a new Mayor is declared elected, unless the appointment is revoked earlier by the Council.

AGENDA AND ORDER OF COUNCIL MEETINGS

- 33) The agenda for each Regular, Committee of Council and Special Meetings shall be prepared by the CAO, or his/her designate, and shall be submitted together with copies of all pertinent correspondence, statements and reports, and be ready for Council to be sent by electronic means, to each member of Council on the **Friday**

immediately preceding the meeting. Should the Friday be a statutory holiday then the information is supplied to Council on the Thursday immediately preceding the meeting. In order to do so, the CAO shall receive all documentation prior to 12:00 PM on the **Wednesday preceding** the meeting.

- 34) The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 35) The CAO shall prepare an agenda for the Regular Council Meetings to be made available to the public. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes
 - f) Business Arising from Minutes
 - g) Reports
 - i) Mayor's Report
 - ii) Staff Reports
 - h) New Business
 - i) Correspondence
 - j) In-Camera (Closed Session)
 - k) Adjournment
- 36) The Order of Business established in section 33 shall apply unless altered by a majority vote of the Council members present.

COMMITTEES

- 37) Council will establish by motion a Committee of Council that will be the main Committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision.
- 38) The CAO shall prepare an agenda for Committee of Council Meetings to be made available to the public. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes of Committee of Council Meeting
 - f) Business arising from the minutes
 - g) Staff Reports

- h) New Business
- i) Councillor Issues/Inquiries
- j) Correspondence
- k) In-Camera (Closed Session)
- l) Adjournment

- 39) The Mayor may appoint a Special Committee chaired by a Council member, designate its mandate, term, composition and authorities, duties and responsibilities, and appoint its members to deal with any matter. Such a committee will cease to exist when the Mayor or Council deems the special mandate is completed. The Mayor may remove Committee members for just cause.
- 40) The Committee of Council or a Special Committee have no powers to pass any by-law or policy but will make recommendations to Council on any matter within its mandate. Motions shall only be passed to facilitate the orderly conduct of the meeting.
- 41) Each Special Committee will consist of a minimum of three (3) members appointed by the Mayor or Council with the Chairperson of that committee being a Council member.
- 42) Where, in the opinion of the Committee, it is in the public interest to discuss matters in private, a committee may hold the meeting in private, conditional on the agreement of two thirds (2/3) of the members present.
- 43) The Committee of Council, Special Committee, or its appointed representatives have no authority or power to commit Council or the municipality to any course of action or to incur any expenditure on behalf of Council or the municipality.
- 44) Special Committees of Council shall be established and governed by this procedural bylaw.

QUORUM

- 45) A quorum is required at all times for Council meetings, in accordance with section 113 of the Act.
- 46) A quorum is majority of all members of the Council.
- a) any act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.
- 47) Pursuant to subsection 113(3), where there is a vacancy on Council, but there are at least four Council members remaining on Council, a quorum will be a majority of the remaining members of Council.

- 48) Where the number of Council members is reduced to less than four by reason of vacancies, the Council shall apply to the Minister, in accordance with subsection 113(4) of the Act, to have the remaining Council member or members to be considered to be a quorum until elections are held to fill the vacancies.
- 49) If a quorum is not present within twenty (20) minutes after the time fixed for the meeting, the Chair or CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- 50) Where the CAO has confirmed in advance of the meeting that quorum will not be present, the CAO may provide notice of the cancellation of the meeting to the members of Council and the public in accordance with this bylaw.

PUBLIC HEARINGS

- 51) Wherever possible, persons interested in speaking at a Public Hearing should register with the CAO prior to the Public Hearing.
- 52) The Mayor shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 53) The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose.
- 54) The Mayor shall request those who wish to make presentations to identify themselves. The Mayor shall then open the floor to public presentations.
- 55) The Mayor shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 56) Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the CAO and retained for information purposes.
- 57) Verbal presentations shall generally be limited to ten (10) minutes unless otherwise extended by the Mayor or Chairperson.
- 58) If no one is present to speak to a proposed matter which requires a Public Hearing, Council may hear an introduction of the matter from the CAO, ask relevant questions, and then must vote to close the Public Hearing.
- 59) After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the Regular Committee of Council meeting following the Public Hearing and may:

- a) recommend action to Council as per the provisions of the *Municipalities Act*;
- b) make any necessary amendments to the bylaw or resolution before recommending action to Council as per the provisions of the *Municipalities Act*.

VOTING

60) Voting at meetings of Council shall be undertaken in accordance with section 115 of the Act:

- a) each Council member present, except the Mayor, shall vote on every matter unless a council member is excused specifically from voting, by resolution, or the Council member is prohibited from voting because the member has a conflict of interest.
- b) no vote of Council will be taken by ballot or any other method of secret voting and any vote taken by any form of secret voting is of no effect.
- c) all votes of Council, both for and against, will be recorded.
- d) the failure or refusal of a member of Council to vote on a matter that is properly before the Council will be considered a vote in favour except when the member is excused or prohibited from voting.
- e) where there are an equal number of votes for and against a bylaw or motion, the Mayor or presiding officer will vote for the purposes of breaking the tie.

DELEGATIONS

61) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their notification. Where the Mayor determines that additional time shall be granted to a delegation, the length of the extension shall be specified and the Mayor may limit the time.

62) Delegations wishing to appear before Committee of Council will advise the CAO or his/her designate of their intention to do so, including the nature of their appearance by Friday noon prior to the meeting.

63) Delegations presenting themselves to Committee of Council or Council unannounced and without proper notice/documentation may not be heard. The delegation may be asked to present their concerns or issues at a subsequent Committee of Council meeting in the prescribed form. The decision to hear or not hear any delegation is at the discretion of the Mayor or Chairperson or his/her designate.

64) Council will listen to the delegations before it. Council will then take their concern(s), issue(s) or request(s) under advisement and may defer any decision on the matter to later on in the meeting or to a subsequent Council Meeting. This deferment will then allow Council time for thoughtful discussion and debate, or an opportunity to obtain input from Town administration prior to having to arrive at a decision. This deferment

will avoid any situation where Council might feel pressured into making a hasty decision.

65) Matters for discussion before Committee of Council will only be sent to Council for decision by majority consensus of the Councillors present.

66) Members of the public may be allowed to ask questions of Council only on the topics being discussed at that meeting.

CONDUCT DURING COUNCIL AND COMMITTEE OF COUNCIL MEETINGS

Public

67) All persons in the public gallery at a Council meeting will:

- a) refrain from addressing Council or a member of Council unless permitted to do so;
- b) maintain quiet and order
- c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- d) refrain from talking on electronic mobile devices; and,
- e) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

Delegations and Council Members

68) Delegates and member of Council shall refrain from:

- a) speaking disrespectfully;
- b) using offensive language;
- c) reflecting on a vote of Council except when moving to rescind or reconsider it;
- d) reflecting on the motives of the members of Council who voted on the motion or the mover of the motion;
- e) shouting or using an immoderate tone, profane, vulgar or offensive language.

69) When member of Council or delegate is addressing the Council, all other members and delegates will:

- a) remain quiet and seated;
- b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
- c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.

- 70) Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.
- 71) Members of Council shall notify the Mayor or Chief Administrative Officer in the event that they are unable to attend a Regular, Committee of Council, or Special Council meeting.
- 72) Members of Council shall at all times conduct themselves in a manner and with decorum befitting their office.
- 73) Members of Council shall, when speaking, address the Chair and not individual members of the Council or the public.
- 74) Members of Council shall only speak after being recognized by the Chair.
- 75) The chairperson shall treat each question in a judicial spirit but shall not take part in the debate of Council.
- 76) The chairperson must step down from the chair for the purpose of taking part in the debate, in which case the Deputy Mayor or other member may be called to take the chair.
- 77) Individual Councillors have no authority to give direction to Town Staff members. Any direction from Council will be by means of a Council motion or directive channelled through the Mayor or the CAO's office.
- 78) No Councillor may leave the room during discussion of a motion or resolution once moved and seconded, but must wait until the motion is voted on, unless the Councillor is in a conflict of interest.
- 79) When a Councillor or the Mayor wishes to declare a "Conflict of Interest" in a matter to be discussed, the following steps must be taken:
- a) the conflict of interest must be declared; and
 - b) the Councillor or Mayor must leave the room prior to discussion of the matter so that it is clear that the member has not participated in the discussion or attempted to influence the voting of the other members of Council.
- 80) Individual Council members are not authorized to commit Council to any course of action or to commit the municipality to any expenditure of monies other than collectively by Council motion, in Council duly assembled. Before Council makes a decision on a matter, it will typically be discussed and/or debated at a Committee of Council Meeting.
- 81) Members of Council who have a reasonable belief that they have a conflict of interest, as defined in the Act, with any matter before Council, any Committee of

Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the conflict of interest prior to any discussion on the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes of the meeting shall indicate the conflict of interest declaration, the time at which the Member left the room and the time the Member returned.

- 82) A Member of Council who wishes to leave the meeting prior to adjournment shall so advise the Chair, and the time of departure shall be noted in the minutes.

POINTS OF ORDER, PROCEDURE OR PRIVILEGE

- 83) A Member of Council may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease and the “point” shall be clearly stated by the member and, if applicable, ruled upon by the Mayor.
- 84) A Member of Council may, at any time during debate, request that the question, motion or matter under discussion be clarified or restated.
- 85) Where the Mayor is called upon to decide a point of order or practice in accordance with section 111 of the Act, he or she shall state the question without unnecessary comment and the issue citing the rule or authority applicable thereto.

Appeal of Decision of the Mayor

- 86) Whenever a member wishes to appeal any ruling of the Mayor or a point of order or point of privilege to the whole of Council pursuant to section 112 of the Act.
- a) the motion of appeal shall be made immediately after the ruling is made by the Mayor or otherwise the ruling will be final;
 - b) the member may offer a brief reason for the challenge;
 - c) the Mayor may state the reason for the decision he or she made.
- 87) The Mayor will be governed by the vote of the majority of the member of Council present.
- 88) Neither the Mayor nor the appellant will participate in the vote on an appeal.

MOTIONS AND DEBATE

- 89) A motion will express fully and clearly the intent of the mover.
- 90) A motion will not be considered unless it has been seconded.

- 91) Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 92) When a motion is under debate, no other motion may be made, except a motion to:
- a) amend a motion;
 - b) refer a motion to a Council committee, Committee of Council or administration for a report back to Council;
 - c) postpone a motion to a fixed date;
 - d) request that a motion be put to a vote;
 - e) extend the time for a Council meeting;
 - f) adjourn the meeting.
- 93) Notwithstanding any other provision of this bylaw, the member of Council who moved a motion after a motion is under debate may, with the consent of Council, change the wording of the motion or agree to a change proposed by another member if the alteration does not change the intention of the motion.
- 94) Any motion will be considered in the order in which they were moved.

MINUTES

- 95) The CAO shall ensure that minutes are kept of all Council meetings, Committee of council meetings, Council committee meetings, both open and closed to the public, in accordance with section 116 of the Act.
- 96) The CAO shall ensure that the minutes of meetings record all resolutions, decisions and proceedings of the Council and shall include at minimum:
- a) the date and names of all Council or committee members and employees present at the meeting;
 - b) the subject matter of the issues discussed;
 - c) any decisions made.
- 97) Where a meeting is closed to the public, the minutes of the meeting that may be disclosed to the public will be restricted to:
- a) the date of the meeting;
 - b) the names of Council members of committee members and employees present;
and
 - c) the type of matter, under section 119(1) of the Act, that was discussed.

- 98) Copies of the minutes will be open for inspection by any person during regular office hours and copies of the minutes will be provided to any person, in accordance with subsection 116(3) of the Act.
- 99) Minutes of Council and Committee of Council meetings, when approved shall be signed by the Mayor and the CAO, or their designates. Meetings of Council committee meetings shall be signed by the chairperson of the committee and the CAO.

PART V – BYLAWS

- 100) Council may make, amend or repeal a bylaw in accordance with the procedures established in Part 5, Division 2 of the Municipal Government Act.
- 101) A bylaw is only validly made by Council if it is read and formally approved by a majority of the Council members present and voting takes place on two occasions at meetings of the Council that are held on different days.
- 102) A bylaw may be approved and adopted by Council by resolution after being read a second time.
- 103) Pursuant to section 125 of the Act, if copies of the proposed bylaw have been available to the public at a Council meeting or prior to the meeting in which the proposed bylaw is to be read, the reading may consist of the recitation of the bylaw name and number and a brief description of its effect. Where copies of the proposed bylaw have not been made available to the public at or prior to the meeting, the entire proposed bylaw will be read word for word.
- 104) A bylaw adopted by Council must be printed, signed by the Mayor and CAO, and sealed with the corporate seal of the Town.
- 105) Council may, in accordance with subsection 125(3) of the Act, amend a proposed bylaw after its first reading. If it is amended, the amendment will be read word by word at the meeting even if copies of the bylaw with the proposed amendment are made available to the public.
- 106) Pursuant to section 127 of the Act, the first and second readings of a proposed bylaw are rendered null and void if the bylaw is not passed within two years from the date of the first reading.
- 107) A bylaw established by Council will come into force and effect at the time it is passed unless otherwise provided for in the Act or in the bylaw. If the Act or another Act requires a bylaw to be approved by the Minister, the bylaw will not come into force until approval of the Minister is given.

- 108) The CAO shall ensure that a copy of every bylaw passed is filed with the Minister within 21 days of adoption or as required by provincial statute. The copy will be certified by the CAO as being “a true copy of the original seen by me” on the document, and shall be signed, dated and printed with the CAO’s name under the signature, as well as their occupation, address and telephone number.
- 109) Council will make copies of all bylaws available for inspection by any person, in accordance with section 128 of the Act.
- 110) Planning bylaws undertaken under the authority of the Planning Act shall be made in accordance with that Act.

REPEAL OF EXISTING BYLAW

- 111) On adoption, this bylaw replaces Bylaw # 2016-02 – Town of Kensington Procedural Bylaw.

EFFECTIVE DATE

- 112) This Procedural Bylaw, Bylaw # 2018-XX shall be effective on the date of approval and adoption below.

First Reading:

This Procedural Bylaw, Bylaw # 2018-XX, was read a first time at the Council meeting held on the _____ day of _____, 2018.

This Procedural Bylaw, Bylaw # 2018-XX was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Second Reading:

This Procedural Bylaw, Bylaw # 2018-XX, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This Procedural Bylaw, Bylaw # 2018-XX was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Procedural Bylaw, Bylaw # 2018-XX, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Signatures:

Rowan Caseley, Mayor

Geoff Baker, CAO

This Procedural Bylaw, Bylaw # 2018-XX adopted by the Council of the town of Kensington on _____ is certified to be a true copy of the original as seen by me.

Geoff Baker
Chief Administrative Officer
Town of Kensington
55 Victoria Street East
Kensington, PE
C0B 1M0
(902) 836-3781

Schedule A

Town of Kensington - Request for Decision

Date:	Request for Decision No: (Office Use Only)
Topic:	
Proposal Summary/Background:	
Benefits:	
Disadvantages:	
Discussion/Comments:	
Options:	
Costs/Required Resources:	Source of Funding:
Recommendation:	

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: ELECTIONS PEI – SERVICE AGREEMENT AND INFORMATION SHARING AGREEMENT
DATE: 2018-06-22
ATTACHMENTS: DRAFT INFORMATION SHARING AGREEMENT

Municipal elections are scheduled to take place on Monday, November 5, 2018.

One option, under the *Municipal Government Act*, to get the information required for the town's list of electors, is to enter into a service agreement with Elections PEI (EPEI) for the data to create our list of electors.

The Town can also create its own list using information from enumerating our residents or setting up our own registration system. If the town wants to use a system of enumeration or registration, then it must be enabled in an election bylaw and there are certain requirements that must be met. To date, the town's election bylaw has not been drafted. The deadline for the adoption of the required elections bylaw is September 5, 2018.

A Council resolution, authorizing the Mayor and CAO, is required to enter into the service agreement with Elections PEI.

A draft of the Information Sharing Agreement (ISA) to obtain data from Elections PEI for the town's list of electors is circulated with this memo.

For the Town to enter into this agreement, the following needs to be done:

1. Council resolution at public meeting to enter into agreement with Elections PEI to use their data for creating the list of electors
2. Complete the ISA (Signed and sealed)
3. Mail both copies of the ISA to Elections PEI with a cheque for \$100 (made payable to the Minister of Finance)(Includes, ballot boxes, ballots, etc.)
4. Elections PEI will sign both copies of the ISA and send one back to the town

Election PEI will provide the list of electors at least 20 days before the election.

Recommendation

It is recommended that Committee of Council recommend the following to Town Council:

- 1. That Town Council agree to enter into a service agreement with Elections PEI for the provision of data to complete the Town's list of electors; and*
- 2. That Town Council authorize the Mayor and CAO to sign an Information Sharing Agreement with Elections PEI.*

THIS INFORMATION SHARING AGREEMENT is made in duplicate

BETWEEN

THE CHIEF ELECTORAL OFFICER OF PRINCE EDWARD ISLAND
Acting through and as represented by the Office of the Chief
Electoral Officer of Prince Edward Island
(hereinafter referred to as “Elections PEI”)

AND

THE TOWN OF KENSINGTON

PART I – INTERPRETATION

1. Purpose

1.1 The purpose of this ISA is to establish a secure and efficient method for the transfer of:

- (a) Electors' Personal Information between the Parties in order for the Parties to maintain and update their respective register of electors.

2. Authority

2.1 Elections PEI is authorized to enter into this ISA to collect and disclose Electors' Personal Information pursuant to sections 24.1 (8) of the *Election Act*, and in accordance with section 41 (2) of the *Municipal Government Act*.

2.2 **Town of Kensington** is authorized to enter into this ISA to collect and disclose Electors' Personal Information to Elections PEI pursuant to section 41 (2) of the *Municipal Government Act*.

3. Definitions

3.1 In this ISA, unless the context otherwise requires:

"Acknowledgment of Receipt of Sensitive Information and Property" means the Acknowledgment of Receipt of Sensitive Information and Property template attached hereto as Annex B.

"Addressee" means a person listed in Annex A who is authorized to receive Electors' Personal Information and Election Officers' Personal Information under this ISA;

"Business Day" means a day other than a Saturday, Sunday or statutory holiday in the Province of Prince Edward Island;

"Election Act" means the *Election Act*, R.S.P.E.I. 1988, Cap.E-1.1, as amended from time to time;

"Certificate of Destruction" means the certificate of destruction template attached hereto as Annex C;

"Electoral Event" means an election, a by-election, a referendum or any such types of activities prescribed under the *Election Act R.S.P.E.I. 1988, Cap. E1.1*, the *Plebiscites Act R.S.P.E.I. 1988, Cap. P-10*, the *Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1*, or any of their regulations as amended from time to time;

“Electors’ Personal Information” means the information of electors contained in the Provincial Register and identified in Subsections 6.2 and 6.3, herein, as the context requires;

“ISA” means this information sharing agreement as amended from time to time;

“Freedom of Information and Protection of Privacy Act” means the *Freedom of Information and Protection of Privacy Act, Stats. P.E.I. 2001, c.37.*, as amended from time to time;

“Legislative Framework” means the laws, regulations and policies applicable to Elections PEI and identified in Paragraph 10.6(a), and those applicable to **Town of Kensington** and identified in Paragraph 10.6(b);

“Municipal voters list” means the list of persons eligible to vote at a municipal election, created from the data obtained from Elections PEI under this ISA.

“Officially designated email address” means an email address used for the administration of both Parties and to which access is limited for the purposes of correspondence between Parties and the transfer of data.

“Original Data File” means the file, in whatever format, containing the Personal Information transferred under this ISA, and any copy thereof;

“Party” means Elections PEI or **Town of Kensington**, and “Parties” means both of them;

“Personal Information” means, for the purpose of this ISA, Electors’ Personal Information as set out in subsection 6.2 and 6.3;

“Privacy Assurance Declaration” means the Privacy Assurance Declaration template attached hereto as Annex D;

“Provincial Register” means the Register of Electors as defined in subsection 24.1 (1) of the *Election Act*;

“Sender” means a person within Elections PEI or within **Town of Kensington** who is authorized to send Personal Information to the other Party;

- 3.2 The definitions in Subsection 3.1 shall apply equally to both the singular and the plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

4. Duration and Termination

- 4.1 This ISA shall come into effect on the day it is signed by the last Party to do so, and shall be reviewed prior to an electoral event for any subsequent changes, unless it is terminated by either Party in accordance with Subsections 4.2 or 13.2.
- 4.2 This ISA may be terminated at any time by mutual consent of the Parties or by one Party giving within 30 calendar days written notice to the other Party.

5. Roles and Responsibilities

- 5.1 The Parties are responsible for the actions of their employees, agents and contractors with respect to the use, disclosure and disposition of Personal Information transferred under this ISA.
- 5.2 The Parties shall make reasonable efforts to promptly resolve any dispute arising between them in relation to this ISA. A Party shall send a written notice to the other Party of any unresolved dispute for consideration and resolution.
- 5.3 The Party receiving the data from Elections PEI shall pay the set-fee of \$100 prior to obtaining any data and upon implementation of this ISA.

PART II – INFORMATION TO BE TRANSFERRED

6. Electors' Personal Information

- 6.1 The **Town of Kensington** shall transfer to Elections PEI its Electors' Personal Information. Elections PEI shall transfer to **Town of Kensington** only the Electors' Personal Information of electors residing within the geographical limits of the municipality for which this ISA has been authorized.
- 6.2 Electors' Personal Information to be transferred by Elections PEI to **Town of Kensington** shall be limited to the following information:
 - (a) elector unique identifier;

- (b) elector family name;
 - (c) elector given name;
 - (d) elector middle name (if available);
 - (e) gender; and
 - (f) residential address
- 6.3 Electors' Personal Information to be transferred by **Town of Kensington** to Elections PEI shall include the following information:
- (a) elector unique identifier;
 - (b) elector family name;
 - (c) elector given name;
 - (d) elector middle name (if available);
 - (e) gender;
 - (f) complete date of birth;
 - (g) residential address; and
 - (h) mailing address
- 6.4 **Town of Kensington** shall transfer to Elections PEI the Electors' Personal Information of electors who are deceased.

PART III – TRANSFER OF INFORMATION

7. Frequency of Transfer

- 7.1 The Parties agree to the following frequency of transfers:
- (a) Elections PEI shall transfer to **Town of Kensington** Electors' Personal Information at least 20 calendar days prior to the date of a municipal election as set out in section 37 of the *Municipal Government Act*.
 - (b) Upon receiving a written request from **Town of Kensington**, Elections PEI shall transfer the Electors' Personal Information within 30 calendar days following receipt of the notice.
 - (c) **Town of Kensington** shall transfer to Elections PEI, within 60 calendar days following an electoral event for which the data was used, all updates made to the original data file.

8. Method of Transfer

- 8.1 Personal Information shall be transferred on Business Days through an encrypted digital file, which shall require password credentials in order to access the document.
- 8.2 At least one Business Day prior to transferring Personal information, Elections PEI shall send a confirmation by e-mail to the other Party indicating the password credentials required to access the data file. Emails to Elections PEI shall be sent to info@electionspei.ca and e-mails to **Town of Kensington** shall be sent to mail@townofkensington.com.
- 8.3 In the event that an Addressee of **Town of Kensington** is having problems accessing the encrypted data file, **Town of Kensington** shall inform Elections PEI by sending an e-mail to info@electionspei.ca. Elections PEI shall take the necessary measures to resolve the problem.
- 8.4 Elections PEI shall keep a record of each transfer of Personal Information, which shall include the following:
 - (a) the date of each transfer;
 - (b) the name, title, function and address of the Addressee and the Sender;
 - (c) a general description of the Personal Information;
 - (d) a copy of the signed Acknowledgment of Receipt of Sensitive Information form.

PART IV – SECURITY OF PERSONAL INFORMATION

9. Confidentiality

- 9.1 The Parties acknowledge the confidential nature of Personal Information transferred under this ISA.
- 9.2 The Parties are responsible for the security and integrity of Personal Information entrusted to them under this ISA and shall safeguard such information against accidental or unauthorized access, disclosure, use, modification and disposal.

10. Safeguards

- 10.1 The Parties shall use encryption or another form of technical safeguard acceptable to the Parties when transferring Personal Information under this ISA. When encryption is used, the Addressee shall contact the Sender to obtain the key required for the decryption upon receipt of the Personal Information.
- 10.2 Each Party shall notify the other Party in writing of any changes to the lists of Addressees. Within 30 calendar days following receipt of such notice, the other Party shall deliver a written Acknowledgment of Receipt to the Party that delivered the notice. Upon delivery of such written acknowledgement, the list of Addressees shall be deemed amended.
- 10.3 Personal Information shall only be accessed by the Addressee and persons assigned by the Parties to maintain and update such information to the extent that the performance of their duties so requires.
- 10.4 The Parties shall keep an up-to-date record of the names, work addresses and work telephone numbers of all persons provided access to Personal Information pursuant to Subsection 10.3. A Party may request, by written notice to the other Party, a copy of that record, which shall be delivered by the other Party to the requesting Party within 30 calendar days following receipt of the notice.
- 10.5 The Parties shall inform the persons identified in Subsection 10.3 that Personal Information transferred under this ISA is subject to requirements of confidentiality and protection against unauthorized access, disclosure, use, modification and disposal as set out in this ISA and as established by the Legislative Framework.
- 10.6 The Parties shall securely hold, collect, disclose, use and dispose of Personal Information in accordance with this ISA and the laws, security policies, guidelines and directives applicable, from time to time, to each Party as follows:
- (a) in the case of Elections PEI, the applicable laws and policies as of the effective date of this ISA are the *Election Act R.S.P.E.I. 1988, Cap. E1.1*, and the *Freedom of Information and Protection of Privacy Act, Stats. P.E.I. 2001, c.37* as amended from time to time; and
 - (b) in the case of **Town of Kensington**, the applicable laws and policies as of the effective date of this ISA are **Freedom of Information and Protection of Privacy Act, Stats.P.E.I. 2001, c.37**.
- 10.7 Each Party shall notify the other Party in writing of any changes to the Legislative Framework applicable to it. Within 30 calendar days following receipt of such notice, the other Party shall deliver a written Acknowledgment of receipt to the Party that delivered the notice. Upon delivery of such written acknowledgement, Subsection 10.6 shall be deemed to be amended.
- 10.8 The Parties shall only use officially designated email addresses for correspondence and for transfer of Personal Information under this ISA.

PART V – DISCLOSURE, USE AND DISPOSAL OF PERSONAL INFORMATION

11. Disclosure and Use of Personal Information

- 11.1 The Parties shall not disclose, use or retain Personal Information for purposes other than those identified in this ISA or as required by law.
- 11.2 The Parties shall not transfer Electors' Personal Information if the elector to whom it pertains has requested in writing that it be removed from either the Provincial Register, municipal voters list or that it not be shared with other electoral agencies.
- 11.3 If a Party is legally obliged to disclose Personal Information collected pursuant to this ISA to a third party, it must:
- (a) notify the other Party prior to taking any actions to comply with the request; and
 - (b) provide the other Party with a reasonable opportunity to intervene, if it deems necessary, prior to such disclosure.
- 11.4 The obligations set out in Subsection 11.3 do not apply:
- (a) if the disclosure of the Personal Information is to the individual to whom the information pertains; and
 - (b) if the disclosure of the Personal Information is done in accordance with the Party's Legislative Framework.
- 11.5 Electors' Personal Information transferred under this ISA includes the elector unique identifier. This number is exclusively controlled by the Party that has assigned it. A Party must use the other Party's elector unique identifier only to ensure the quality of the Electors' Personal Information received.

12. Disposal of the Original Data File Containing Personal Information

- 12.1 The purpose of Section 12 is to ensure that **Town of Kensington** dispose of the Original Data File in which the Personal Information was transferred from Elections PEI.
- 12.2 Each Party shall retain and dispose of the Original Data File in accordance with its Legislative Framework.
- 12.3 If a Party's Legislative Framework does not provide specific obligations regarding the disposal of Personal Information, such Party shall dispose of the Original Data File on the later of:
- (a) when it is no longer required, or

(b) 90 calendar days after the date of receipt by the Party of the Original Data File.

- 12.4 **Town of Kensington**, shall dispose of the Original Data File in such a way that re-identification is not possible after disposal and shall complete, sign and return to Elections PEI the Certificate of Destruction.

PART VI – PRIVACY BREACH

13. Notification

- 13.1 In the event that **Town of Kensington**, becomes aware of an unauthorized access, disclosure or use of the Original Data File and Elections PEI's unique identifiers, it shall promptly take all reasonable steps to:
- (a) contain the breach;
 - (b) mitigate the harm resulting from the breach;
 - (c) retrieve any lost Personal Information, if applicable;
 - (d) prevent a recurrence of the breach; and
 - (e) promptly notify Elections PEI of the breach.
- 13.2 Upon Elections PEI receiving a notice under Subsection 13.1, it may at its discretion, terminate this ISA immediately by written notice to the other Party and may request in writing that the other Party return, within a time frame specified in the request, the Original Data File.

PART VII – COMPLIANCE

14. Compliance Monitoring

- 14.1 **Town of Kensington**, shall complete, during an election year, the Privacy Assurance Declaration to ensure compliance with this ISA. Upon receipt by a Party of a written request from Elections PEI, the Party receiving the request shall provide a copy of its completed Privacy Assurance Declaration to the requesting Party within 30 calendar days following receipt of the request.
- 14.2 **Town of Kensington**, shall, on request by Elections PEI, conduct a review of its practices and procedures referred to in or relating to the implementation of this ISA and document such review. Upon receipt of a written request made by Elections PEI, the Party receiving the request shall deliver to the requesting Party a report detailing the result of such review within 30 calendar days following receipt of the request.

PART VIII – LIABILITY

15. Limitation of Liability

- 15.1 Neither Party warrants the completeness or accuracy of information transferred under this ISA. Each Party uses such information at its own risk. Neither Party shall
- (a) be liable to the other Party for any damages, costs, losses or expenses, or
 - (b) commence or otherwise maintain against the other Party any claim, action, suit or other proceeding, resulting from or related to the disclosure to, or the use of such information by, the other Party.

PART IX – GENERAL PROVISIONS

16. Annexes

- 16.1 The following annexes form an integral part of this ISA:
- Annex A Persons Authorized to Receive Personal Information
 - Annex B Acknowledgment of Receipt of Sensitive Information and Property
 - Annex C Certificate of Destruction
 - Annex D Privacy Assurance Declaration
- 16.2 This ISA is binding upon, and ensures to the benefit of, the Parties and the respective successors of the Parties.
- 16.3 Section 13 (Notification), Section 14 (Compliance Monitoring), and Section 15 (Limitation of Liability), as well as any other provision which by the nature of the rights or obligations might reasonably be expected to survive, shall survive the termination or expiry of this ISA.
- 16.4 Neither Party shall be permitted to assign any of its rights or delegate any of its obligations under this ISA without the prior written consent of the other Party.

17. Notice

- 17.1 All notices, requests, reports and forms necessary for or to be delivered or provided under this ISA shall be in writing and shall be delivered either in person, by courier, by registered mail, by prepaid post, or by e-mail to:

(a) in the case of Elections PEI:

Attention: Chief Electoral Officer
Address: 176 Great George St, Suite 160
Charlottetown, PE
C1A 4K9
E-mail: info@electionspei.ca

or to such other address, e-mail address or addressed to such other person as Elections PEI may, from time to time, designate in writing to **Town of Kensington**;

(b) in the case of **Town of Kensington**:

Attention:
Address:

E-mail:

or to such other address, e-mail address or addressed to such other person as **Town of Kensington** may, from time to time, designate in writing to Elections PEI.

- 17.2 Any notice shall be considered to have been received:

- (a) in the case of e-mail, on actual receipt; and
(b) in all other cases, on the date of delivery.

If the postal service is interrupted, is threatened to be interrupted or is substantially delayed, any notice shall be delivered personally or by e-mail.

- 17.3 The transfer of Personal Information to an Addressee must be conducted in accordance with Section 8. The transfer is not considered a notice for the purpose of this Section 17.

18. Amendments

- 18.1 To be effective, an amendment to this ISA must be in writing and be signed by an authorized representative of each Party.

19. Applicable Laws

- 19.1 This ISA shall be governed by and construed in accordance with the applicable laws of the Province of Prince Edward Island and the applicable by-laws of **Town of Kensington** therein, subject to provincial paramountcy.

PART X – SIGNATURE

This ISA is signed in duplicate by an authorized signatory of each Party, each copy being equally authentic.

FOR THE CHIEF ELECTORAL OFFICER OF PRINCE EDWARD ISLAND

WITNESS

[INSERT NAME OF SIGNATORY]

[If not CEO that signs – Insert title of the signatory If
CEO – Delete “FOR”]

Date

Date

FOR: TOWN OF KENSINGTON

WITNESS

MAYOR ROWAN CASELEY signature sealed

Date

Date

WITNESS

CAO GEOFF BAKER signature sealed

Date

Date

Annex A
Persons Authorized to Receive Personal Information

On behalf of Elections PEI:

Tim Garrity
Chief Electoral Officer
Elections PEI
Telephone: (902) 368-5895

Stephanie Roberts
Deputy Chief Electoral Officer
Elections PEI
Telephone: (902) 368-5895

Paul Alan
Manager of Operations and Communications
Elections PEI
Telephone: (902) 368-5895

Mailing Address

Elections PEI
Office of the Chief Electoral Officer
176 Great George St, Suite 160
Charlottetown, PE C1A 4K9
E-mail Address: info@electionspei.ca

On behalf of Town of Kensington:

Geoff Baker
CAO
Town of Kensington
Telephone: (902) 836-3781

Wendy MacKinnon
Deputy CAO
Town of Kensington
Telephone: (902) 836-3781

Mailing Address

Town of Kensington
55 Victoria Street East
PO Box 418
Kensington, PE

COB 1M0

E-mail Address: *mail@townofkensington.com*

Annex B

**ACKNOWLEDGMENT OF RECEIPT OF SENSITIVE INFORMATION AND
PROPERTY**

An administrator/designate for a municipality will be granted access to the List of Electors for their municipality however, access will only be granted to one person/email address.

Administrator Name: _____ email address: _____
(Print Name)

or;

Designate: _____ email address: _____
(Print Name)

Security Classification: Confidential – to be used for Municipal Election purposes only.

Safeguarding the privacy of the personal information contained in the list of electors is a legal requirement and is of paramount importance to Elections PEI.

The list of electors may only be used by authorized individuals as outlined in the *Municipal Government Act* and its regulations for the purpose of conducting an election. Until use at an election, or by authorized election official, the information must be protected with access limited to those outlined in this ISA.

Municipal Government Act

148. Protection of privacy

Notice to individual

(3) A council shall ensure that, when an individual's personal information is collected by the municipality, the individual is informed of the purposes for which the information is being collected, how the personal information may be used and who may have access to the personal information.

Prior to obtaining access to the List of Electors, the administrator or their designate must read and sign this document indicating they understand the legal requirements to receive a list of electors.

Dated this _____ **of** _____, _____.

(Signature of administrator or designate)

Annex C
Certificate of Destruction

TO: ELECTIONS PEI

FROM: **TOWN OF KENSINGTON**

I, _____ (Given name) _____ (Surname)

of **[Insert name of the Party sending the certificate]**, certify that all originals and copies of the following Original Data File pursuant to the Information Sharing Agreement between Elections PEI and **Town of Kensington** dated **[Insert date]**, have been permanently deleted from the information holdings of **[Insert name of the Party sending the certificate]**.

Description of information/records destroyed:

Date information/records were destroyed:

Method used to destroy the information/records:

Location where the information/records were destroyed:

Name of the individual who destroyed the information/records:

(Signature)

(Date)

Original: Send to Elections PEI
Copy: Signatory of Certificate

Annex D

**Privacy Assurance Declaration in relation to the
Information Sharing Agreement between Elections PEI
and Town of Kensington dated [Insert date] ("ISA")**

1. Is the information regarding the Addressees in Annex A of the ISA up to date?

Yes No If no, please provide updated information:

2. Have individuals assigned by both Parties to have access to Electors' Personal Information in accordance with Subsection 10.5 of the ISA been informed that such information is confidential, can only be used or disclosed for purposes identified in the ISA and must be protected from accidental or unauthorized access, disclosure and use?

Yes No If no, please indicate planned corrective action:

3. Is Electors' Personal Information (regardless of the format in which it is transferred) kept in a secure location (e.g. computer with limited access, paper list - locked cabinet) to which access is restricted solely to individuals authorized to receive and access such information?

Yes No If no, please indicate planned corrective action:

4. Are the computer(s) and systems used for storing and processing Electors' Personal Information secure (e.g. located in a secure room, and access to the system/data is restricted by the use of passwords)?

Yes No If no, please indicate planned corrective action:

5. Subject to the Parties' obligations as set out in Section 12.2, are procedures and processes in place to dispose of Electors' Personal Information?

Yes No If no, please indicate planned corrective action:

6. Is your organization required to comply with the applicable privacy legislation for your jurisdiction?

Yes No If no, please explain:

I hereby certify that all information provided in this declaration is true to the best of my knowledge.

(Signature)

(Date)

(Title)

(Name of the Party)

Please remit to the appropriate Party:

<p><i>Elections PEI</i></p> <p>OFFICE OF THE CHIEF ELECTORAL OFFICER ELECTIONS PEI 176 Great George St, Suite 160 Charlottetown, PE C1A 4K9</p>	<p><i>Town of Kensington</i></p> <p>Geoff Baker CAO 55 Victoria Strret E Kensington, PE COB 1M0</p>
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Original: Send to Elections PEI
Copy: Signatory of Declaration

Correspondence

1083 Spring Valley Rd.
Kensington, PEI, C0B1M0
June 10, 2018

The Mayor and Council of the Town of Kensington,

Another year has passed by for the Senior Surfers at 25 A Garden Drive and we feel very grateful to have such a comfortable space offered to us to carry out the objectives of the club-that is to provide educational programs and activities for seniors and to make them aware of the issues facing other seniors in the area. With grants from both the Federal and Provincial Governments we have been able to add to the comfort of the building and do many projects. With funding from the Provincial Grant known as LEAP, we had a very successful 8 week course of painting under the direction of Scott O'Neill and with the Federal Grant of \$8340, we were able to have new kitchen cupboards, a screen, mats for the floor, blinds for the windows and \$500 on floor finishing and pay the presenters from Newcomers Assoc. New equipment has to tie in with the program we are doing so we try to be very inventive at times. As well, we must not forget to say "thank you" for the crushed pavement at the front of the building.

The following is a list of the activities of a very busy club at 25A Garden Drive for 2017-18.

Meetings: Monthly meetings on the second Monday of each month except for July and August.

Exercise classes every Mon. at 1 p.m. Except for June, July and Aug.

Speakers: Palestine, China, Iran, Kuwait, India, Nepal were represented by presenters.

Lisa Dollar - Cultural Diversity

Rebecca Dunn-Murphy's Pharmacy

Programs-Newcomers (6 sessions)

Painting (8 sessions)

55 Alive Driving Course (2 days) Sister Norma Gallant

Card Making (1 day) Ms. Squarebriggs

Scrapbooking-Cynthia Frizzell (3 days)

Shadow Boxes Ms. Mac Bride (4 days)

Journey into Life- Maureen Cobb (1 day)

Leathercraft LEAP-Beth and Dave Smith (on going)

Awards Lifetime Membership Certificates over 80 Lois Brown, Mary Houston

Senior of the Year Award from Senior's Fed. of PEI-Ruby Cousins May 2018

150 Past President's Medal to Betty Millar

Publicity from County Line Courier, Island Morning with Karen Mair, CBC Halifax on Aging

Storyboards showing at W.I. Area Convention

Donations to the Club

First Aid Kit from Murphy's Pharmacy

Blackout drapes for windows -Grace MacLeod

Hours of time with installation of blinds, bulletin boards, screens etc. Blois Weeks

Helping hands from rink staff for extra chairs when needed.

Donations from the Senior Surfers Club to the Lions Club instead of gifting to each other at Dec. meeting.

We are now 28 members and growing which tells us we are doing something right. We do invite more of the Council members to visit us on Open House Day or anytime.

.In closing we have an important request- that the contractors for snow removal at the rink keep the walkways at the Seniors' Centre free of snow after each snowfall.

Sincere thanks,

Ruby Cousins for the Senior Surfers Club

Malpeque
Fine Iron Products

IT'S BEEN

SO WE'RE CELEBRATING!

SUNDAY, AUGUST 19, 2018
1-4 PM

CAKE AND REFRESHMENTS

1209 BARBARA WEIT RD
RTE 180
LOWER NEW ANNAN

PLEASE RSVP TO
45_jacklyn_schurman23@live.ca

RAIN OR SHINE

