



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

Monday, March 25, 2019 @ 6:30 PM

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

**Town of Kensington
Committee of Council Meeting
Monday – March 25, 2019 – 6:30 PM**

1. Call to Order

2. Adoption of Agenda (Additions/Deletions)

3. Declaration of Conflict of Interest

4. Delegations, Special Speakers and Public Input

- a. Shelley Tamtom, Kensington Librarian will provide an annual report to Town Council on 2018 Library programs and operations.

5. Adoption of Previous Meeting Minutes – February 25, 2019

6. Business Arising from Minutes – February 25, 2019

7. Staff Reports

- a. Chief Administrative Officer's Report
- b. Fire Department Statistical Report
- c. Police Department Statistical Report
- d. Development Permit Summary Report
- e. Bills List – Town
- f. Bills List – Water and Pollution Control Corporation
- g. Summary Income Statement
- h. Credit Union Centre Report

8. New Business

- a. COC Memo - 2019-2020 Financial Plan
- b. COC Memo - Snow and Ice Control Policy (amended)
- c. COC Memo – EMO Coordinator Appointment

9. Councillor Issues/Inquiries

10. Correspondence

11. In-Camera (Closed Session) – According to Section 119(1)(h) of the Municipal Government Act.

12. Adjournment

**Town of Kensington
Committee of Council Meeting
Monday, February 25, 2019
6:30 PM**

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

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

Regrets: Councillor Bernard and Councillor Mann

1. Calling of Meeting to Order

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

2. Adoption of Agenda

2.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the agenda for the February 2019 Committee of Council meeting with the addition of item 8.C – Active Asset Management Plan. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations, Special Speakers and Public Input

4.1 *Nil*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to approve the Committee of Council meeting minutes from January 28, 2019. Unanimously carried.*

6. Business Arising from Minutes

6.1 *Nil.*

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to receive the February 2019 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Gallant, seconded by Councillor Spencer to recommend to Town Council the adoption of the January 2019 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Spencer, seconded by Councillor Gallant to recommend to Town Council the adoption of the January 2019 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Nil*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Councillor Spencer seconded by Deputy Mayor Pickering to recommend to Town Council the approval of the General Bills List for January 2019 in the amount of \$230,488.98. Unanimously carried.*

7.5.2 *Moved by Councillor Toombs, seconded by Councillor Gallant to recommend to Town Council the approval of the Water & Pollution Control Corporation Bills List for January 2019 in the amount of \$9,278.40. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Spencer, seconded by Councillor Gallant to recommend to Town Council the adoption of the Summary Income Statements for January 2019, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to recommend to Town Council the adoption of the Credit Union Centre Report for January 2019, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

Councillor Gallant left the Council Chamber at 7:34pm and returned at 7:36pm.

8. New Business

8.1 Tangible Capital Asset Capitalization and Amortization Policy – Draft

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

THAT Committee of Council recommend that Town Council give approval to the Tangible Capital Asset Capitalization and Amortization Policy at the regular March 11, 2019 meeting.

Unanimously carried.

8.2 20 Stewart Street Property

8.2.1 *Moved by Councillor Toombs, seconded by Councillor Gallant*

THAT Committee of Council recommend that Town Council authorize staff to proceed with disposal of the single residential dwelling on the 20 Stewart Street property be tendered for removal. If no acceptable tenders are received, staff shall proceed to solicit quotes to have the structure demolished and the property levelled.

Unanimously carried.

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

THAT Committee of Council recommend that Town Council authorize staff to proceed with disposing of the major appliances at their residential property 20 Stewart Street.

Unanimously carried.

8.3 Active Asset Management Plan

8.3.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to direct staff to proceed with signing the Terms of Reference for the Active Asset Management Plan project with Public Sector Partners for the cost of \$1,600.00 plus applicable taxes.*

Unanimously carried.

9. Councillor Issues/Inquiries

9.1 *Nil.*

10. Correspondence

- 10.1** A request from the County Line Courier to advertise in their upcoming Farming publication.

Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to direct staff to proceed with a coloured ¼ page advertisement in the upcoming Farming Publication in the County Line Courier at the cost of \$250.00 plus applicable taxes. Unanimously carried.

11. In-Camera (Closed Session)

- 11.1** *Nil*

12. Adjournment

- 12.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to adjourn the meeting at 8:14 PM. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Committee of Council - March 2019		
Item #	Project/Task	Status
1	Emergency Measures Organization	A memo has been circulated with the tentative agenda package recommending the appointment of an Emergency Measures Coordinator and to establish an appropriate honourarium structure to support the position.
2	Exempt Staffing Policy	Deferred to the 2019/20 fiscal year.
3	Unsightly Premises Bylaw	The Bylaw has been formally adopted by Town Council and has been filed with Provincial Municipal Affairs.
4	Financial Policy Development	A Tangible Capital Asset Policy was approved by Town Council at their Regular March meeting. Further policy development will be undertaken as required and as time permits.
5	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	The deadline for the adoption of these Bylaws has been extended to June 23, 2019. Staff will complete the work required to ensure the Bylaws are completed prior to the legislated deadline.
6	Wellfield Protection Plan	It is anticipated that the Wellfield Protection Plan will be ready for presentation to Committee of Council at their regular April meeting.
7	Strategic Plan Development	It is anticipated that the final draft of the Strategic Plan will be ready for presentation to Committee of Council at their regular April meeting.
8	Victoria Street West Sidewalk Replacement	The project has been deferred to 2020.
9	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The project has been awarded to DV8 Consulting. A project kick-off meeting was held on Tuesday, January 29th. Staff have provided all information requested by the consultant. Further information will be provided as the project progresses.
10	Asset Management	An annual contract was established with Public Sector Partners to complete the Asset Management Plan on behalf of the Town. Staff have provided all required information to start the project. It is anticipated that the Plan will be completed in approximately 11 months. Staff continue to participate in the Provincial cohort program to gain the knowledge to operationalize the Plan and to ensure its effectiveness.
11	Ballfield Batting Cages	NO UPDATE The ball field batting cages were destroyed as a result of a winter storm in November of 2018. The cages were built by volunteers at some point in the past. Discussions have been held with the local minor ball association and further information will be brought forward for Council's consideration as discussions progress. It is apparent that the minor ball association do use the cages.
12	Snow and Ice Control Policy	A copy of the 'draft' amended Snow and Ice Control Policy has been circulated with the tentative agenda package. It is proposed that the 'draft' policy be recommended to Town Council for approval.
13	Island Stone Pub Lease Extension - 10 Years	No action has been taken on this to date. The current lease is set to expire on March 30, 2020, however it is anticipated that a 10 year lease extension will be developed and signed the week of March 25th (original expected date of March 11th).
14	Re-profiling of Gas Tax Funds	Two funding applications were submitted to the Municipal Strategic Component of the Gas Tax Program and through the Town's direct allocation under the Gas Tax Program to support the Kensington Train Station/Boardwalk Renovation and Replacement project and the Wellfield Backup Power project. Two further funding applications to the Direct Allocation component of the Gas Tax Program were required to be submitted. The applications were drafted by staff and submitted to the Infrastructure Secretariat on March 21, 2019. It is hoped that decisions will be made to allow both projects to proceed in the Spring of 2019.
15	Investing in Canada Infrastructure Program (ICIP)	The CAO and Deputy Administrator attended an information session on the ICIP Infrastructure Program on March 20, 2019. The application process will remain open until 4:00 PM on April 26, 2019 for projects that will begin construction prior to December 31, 2020. More information will be brought to the April regular Council meeting on potential projects that the Town may want to make application for.
16	2019/20 Town of Kensington Financial Plan	The draft 2019/20 Financial Plan has been circulated with the tentative agenda package. It is requested that Committee of Council recommend its approval to Town Council for their special meeting scheduled for March 27, 2019. Along with the recommendation for Financial Plan approval it is requested that recommendations be made to set the tax rates for 2019, establish formal signing authorities, and to approve the operating lines for both the Town and the Water and Pollution Control Corporation.
17	Zoning of PID No 747790 - MS Woodsides Ltd.	A public meeting has been scheduled for April 4, 2019 at 6 pm. A Public Notice has been drafted and sent to the Journal Pioneer for inclusion in their March 24th edition. Notification letters have been drafted and will be delivered to affected residents on Monday, March 25th.

Item #	Project/Task	Status
18	Disposal of 20 Stewart Street	A tender has been drafted requesting bids on the removal of the residential building on the property. The tender was advertised in the most recent edition of the County Line Courier. If no tenders are received, staff will move forward with the disposal of the building either through demolition or through a controlled burn by the Fire Department. The major appliances in the home have been advertised for re-sale.
19	Fitplex Emergency Exit Door	The emergency exit door installation is complete. A walkway was added to the rink side of the exit door to meet the appropriate fire regulations.

Kensington Fire Department

Occurrence Report 2019

[illegible]

[illegible]

[illegible]

[illegible]

Police Report February 2019

KPS received 1 false alarm during the month.

February 5 @ 1019hrs – 90 Victoria St W – member attended.

Year To Date Approved Development Permits Summary Report
2019

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Renovation Residential additions/alterations			1											1	
Total:			1											1	

Total Estimated Construction Value
\$60,000.00
\$60,000.00

Town of Kensington Bills List Feb 2019

ACT Hydraulics	2060	\$412.70
Amalgamated Dairies Limited	4919046020	\$15.32
Amalgamated Dairies Limited	4919043023	\$19.15
Amalgamated Dairies Limited	4919036022	\$25.53
Amalgamated Dairies Limited	4919039019	\$42.62
Amalgamated Dairies Limited	4919032022	\$45.35
Amalgamated Dairies Limited	4919054010	\$68.98
ADL Foods	2373653	\$626.00
ADL Foods	2373839	\$385.20
ADL Foods	2374286	\$549.60
Aliant	6726095	\$30.48
Aliant	6723318	\$237.45
Andrew Griffin	FEB TRAINING MEAL	\$15.00
Andrew Griffin	FEB 2019 RRSP	\$514.06
Bell Mobility	2-1011298	\$1,071.80
Bell Mobility	2-384318	\$201.25
AL Bell Ltd	2073	\$1,977.14
Bev Semple	FEB 2019 CROSSWALK	\$80.00
Brenda MacIsaac	COM MEETING MILEAGE	\$14.10
Brenda MacIsaac	FEB 2019 RRSP	\$286.88
Caitlyn Pocock	FEB 2019 CROSSWALK	\$60.00
City of Summerside	FEB 20, 2019 TASER	\$243.96
Combat Computer Inc	49896	\$582.19
Commercial Construction	FEB 2019	\$6,187.00
Cooke Insurance Agency Ltd.	480337	\$42,649.00
Cooke Insurance Agency Ltd.	480332	\$12,777.00
PEI Crime Stoppers	2019 DONATION	\$100.00
Canadian Union of Public Employees	FEB 2019 DUES	\$519.61
Daniel Matheson	FEB 14, 2019 MILEAGE	\$28.20
Davtech Analytical Services (Canada) Inc	SI-111647	\$142.03
DC Tire Sales & Service	98032	\$517.46
Eastlink	07688009	\$99.99

Eastlink	07746181	\$66.07
Eastlink	07847340	\$646.67
Eastlink	07849934	\$46.57
Eastlink	07849652	\$89.64
Eastlink	07966691	\$99.99
Eastlink	07922744	\$135.59
Elizabeth Hubley	FEB RENT	\$805.00
Frito Lay Canada	43753687	\$115.86
Frito Lay Canada	43753495	\$169.04
Geoff Baker	FEB 2019 MILEAGE	\$301.27
Greco Pizza	JAN 25, 19 BRENTT M	\$63.24
Callbeck's Home Hardware	398990	\$25.84
Callbeck's Home Hardware	203474	\$11.25
Irving Oil	32786320	\$181.48
Irving Oil	663509	\$433.70
Irving Oil	720514	\$508.13
Irving Oil	928459	\$240.82
Irving Oil	950276	\$179.59
Irving Oil	32764289	\$89.53
Irving Oil	42514	\$825.46
Irving Oil	325032	\$487.40
Irving Oil	651605	\$178.88
Irving Oil	445826	\$340.13
Irving Oil	3279238	\$307.33
Irving Oil	247318	\$358.63
Irving Oil	932998	\$513.25
Irving Oil	30785	\$225.56
Irving Oil	719157	\$667.71
Irving Oil	323455	\$427.17
Irving Oil	339721	\$260.75
Irving Oil	452553	\$731.52
Irving Oil	756879	\$250.37
Irving Oil	748469	\$336.85
Irving Oil	846752	\$189.29

Irving Oil	224106	\$810.35
Irving Oil	29950	\$224.88
Irving Oil	31323	\$378.02
Irving Oil	28465	\$531.24
Irving Oil	32798920	\$452.13
Island Petroleum	9513	\$362.58
Island Petroleum	9512	\$277.37
Island Petroleum	9514	\$260.03
Island Petroleum	00205221999519	\$216.83
Island Petroleum	00205221999520	\$366.56
Island Petroleum	9516	\$286.59
Island Petroleum	9515	\$459.21
Island Petroleum	9517	\$368.29
Island Petroleum	9518	\$379.32
Jamie Perry	JAN 2019 CROSSWALK	\$120.00
Jamie Perry	FEB 2019 CROSSWALK	\$120.00
Kays Wholesale	Z02582	\$399.98
Kensington Country Store	02810059357	\$13.75
Kensington Food Basket	492991	\$66.52
Kensington Lions Club	DONATION J MCCARVILL	\$50.00
Kensington Minor Hockey	2019 DONATION	\$100.00
Kent Building Supplies	11238013	\$86.91
Kent Building Supplies	1129020	\$17.66
Kent Building Supplies	1130206	\$16.43
Kent Building Supplies	1130123	\$24.77
Kim Mullett	FEB 27 2019	\$30.98
K'Town Auto Parts	16204/5	\$7.41
K'Town Auto Parts	16229/5	\$20.54
Lewis Sutherland	FEB 2019 MILEAGE	\$118.44
Lewis Sutherland	FEB 2019 RRSP	\$628.20
Maritime Electric	20 STEWART FEB 19	\$35.79
Maritime Electric	PUB WKS SHP FEB 19	\$287.95
Maritime Electric	CUC BALLFLD FEB 19	\$28.26
Maritime Electric	RINK FEB 19	\$9,490.67

Maritime Electric	KTOWN SIGN FEB 19	\$101.41
Maritime Electric	SENIOR COOP FEB 19	\$58.54
Maritime Electric	TOWN HALL FEB 19	\$1,642.02
Maritime Electric	LIBRARY FEB 19	\$521.03
Maritime Electric	TRAIN STN FEB 19	\$609.42
Maritime Electric	ART COOP FEB 19	\$267.84
Maritime Electric	EVK POOL FEB 19	\$67.68
Maritime Electric	FIRE HALL FEB 19	\$399.51
Maritime Electric	ST LIGHTS FEB 19	\$2,912.82
Maritime Electric	CAR CHGR FEB 19	\$32.73
Maritime Electric	SPD RDR FEB 19	\$105.13
Mark's Commercial	MARCH 3, 2019	\$195.49
Mary's Bake Shoppe	FEB 21, 2019 43	\$23.50
Malpeque Bay Credit Union	FEB 2019 RRSP	\$1,619.68
Malpeque Bay Credit Union	ROG ELEC 252311	\$85.29
Medacom Atlantic Inc	INV010612	\$251.16
Minister of Finance	306949	\$952.55
Minister of Finance	306997	\$75.00
MJS Marketing & Promotions	2660025	\$51.75
MJS Marketing & Promotions	2659011	\$207.00
Orkin Canada	9110258	\$28.75
Orkin Canada	IN-9121212	\$67.28
PEI Firefighters Association	C2-3413	\$333.79
PEI Firefighters Association	C2-3435	\$2,606.82
Pepsico	70399105	\$1,643.64
Petty Cash	FEB 2019	\$112.92
Police Vision CPA/ACP	18011030	\$216.20
Princess Auto	746974	\$134.50
Receiver General for Canada	20190037617	\$475.00
Receiver General for Canada	20190038415	\$270.00
Robert Wood	FEB 28 2019	\$131.20
Robert Wood	JAN MILEAGE	\$159.40
Saltwire Network	SM00019002	\$98.90
Mikes Independent	01 6490	\$36.60

Mikes Independent	01 8880	\$29.21
Mikes Independent	01 3004	\$39.07
Scotia Securities	FEB 2019 RRSP	\$390.68
Scotiabank Visa	JAN 26,19 TIM HORTON	\$21.84
Scotiabank Visa	JAN 18, 19 PETRO CAN	\$50.00
Scotiabank Visa	PEI PHOTOLAB	\$506.60
Scotiabank Visa	SUBWAY FEB 28, 19	\$29.28
Scotiabank Visa	SUBWAY FEB 28, 2019	\$118.99
Shawn McCarthy	FEB 20, 2019 MILEAGE	\$47.84
Sherry's Heating Service	2516	\$830.88
Spring Valley Building Centre Ltd	201127	\$83.49
Spring Valley Building Centre Ltd	200979	\$83.49
Spring Valley Building Centre Ltd	K01295	\$83.49
Spring Valley Building Centre Ltd	201470	\$125.24
SSQ Insurance Company Inc	6018020	\$1,375.00
Staples	550328-0646A	\$124.19
Superior Sanitation	0000667969	\$80.50
Superior Sanitation	0000667970	\$184.00
Superior Sanitation	0000667971	\$230.00
Superior Sanitation	0000667972	\$207.00
T & K Fire Safety Equipment Ltd	244062	\$672.75
T & K Fire Safety Equipment Ltd	244165	\$494.50
Telus	20190209	\$735.32
Toshiba Finance	942484	\$530.37
Traci Campbell	FEB CLASSES	\$286.00
Vail's Fabric Services Ltd	322865	\$104.42
Vicki MacEachern	20190219 COMM.MTG	\$47.00
Water & Pollution Control Corporation	FEB 2019 W&S	\$326.69
Workers Compensation Board of PEI	FEB 2019 1ST INSTALL	\$7,387.66
Yellow Pages Group	19-6945332	\$22.08
Subtotal		<u>\$129,614.42</u>
Feb Payroll		\$83,175.90

Capital Purchases

Combat Computer Inc	49895	<u>\$3,768.52</u>
Subtotal Capital		\$3,768.52

Total Feb Bills		<u>\$216,558.84</u>
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Water and Pollution Control Corporation Bills List Feb 2019

John Baker	003149	\$53.27
Aliant	INV6688434	\$138.46
Aliant	6725523	\$123.28
Campbell's Concrete Ltd	CAMPBELL'S CONCRETE	\$132.23
Kensington Country Store	02810060888	\$103.40
Kensington Country Store	02810059255	\$103.40
Maritime Electric	SEW PUMP FEB 19	\$106.49
Maritime Electric	PUMP CNT BLDG FEB 19	\$272.71
Maritime Electric	PUMP EAST #2 FEB 19	\$351.15
Maritime Electric	WATER TWR FEB 19	\$183.71
Maritime Electric	SEW TREAT FEB 19	\$386.57
Maritime Electric	WELL#3 FEB 19	\$680.95
Maritime Electric	ADD LFT STAT FEB 19	\$273.93
Maritime Electric	PUMP WEST #1 FEB 19	\$294.04
Minister of Finance	190201056	\$644.00
Total W&S Bills		\$3,847.59

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for Feb 2019

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$91,919.18	\$85,633.00	\$6,286.18	\$1,289,811.08	\$1,230,569.00	\$59,242.08	\$1,316,202.00	98%
Police Service	\$1,899.80	\$4,000.00	-\$2,100.20	\$32,659.45	\$56,000.00	-\$23,340.55	\$60,000.00	54%
Town Hall Rent	\$6,532.06	\$7,842.00	-\$1,309.94	\$112,811.80	\$109,788.00	\$3,023.80	\$117,630.00	96%
Recreation	\$0.00	\$0.00	\$0.00	\$3,885.00	\$2,250.00	\$1,635.00	\$2,250.00	173%
Sales of Service	\$28,744.10	\$37,000.00	-\$8,255.90	\$487,709.90	\$511,900.00	-\$24,190.10	\$548,900.00	89%
Subtotal Revenue	\$129,095.14	\$134,475.00	-\$5,379.86	\$1,926,877.23	\$1,910,507.00	\$16,370.23	\$2,044,982.00	94%
GENERAL EXPENSES								
Town Hall	\$12,336.48	\$12,100.00	\$236.48	\$196,325.66	\$170,502.00	\$25,823.66	\$181,802.00	108%
General Town	\$70,380.99	\$79,477.00	-\$9,096.01	\$590,942.45	\$599,368.00	-\$8,425.55	\$642,995.00	92%
Police Department	\$30,275.35	\$30,116.00	\$159.35	\$589,130.24	\$517,278.00	\$71,852.24	\$553,994.00	106%
Public Works	\$16,687.30	\$14,389.00	\$2,298.30	\$205,692.92	\$232,508.00	-\$26,815.08	\$246,897.00	83%
Train Station	\$2,651.14	\$2,685.00	-\$33.86	\$37,670.17	\$33,015.00	\$4,655.17	\$35,700.00	106%
Recreation & Park	\$1,340.19	\$1,025.00	\$315.19	\$77,329.21	\$74,800.00	\$2,529.21	\$81,825.00	95%
Sales of Service	\$14,126.52	\$13,723.00	\$403.52	\$231,595.00	\$219,840.00	\$11,755.00	\$233,563.00	99%
Subtotal Expenses	\$147,797.97	\$153,515.00	-\$5,717.03	\$1,928,685.65	\$1,847,311.00	\$81,374.65	\$1,976,776.00	98%
Net Income (Deficit)	-\$18,702.83	-\$19,040.00	\$337.17	-\$1,808.42	\$63,196.00	-\$65,004.42		
Credit Union Centre								
Credit Union Centre Revenue	\$35,744.37	\$32,100.00	\$3,644.37	\$459,625.58	\$460,100.00	-\$474.42	\$510,700.00	90%
Credit Union Centre Expenses	\$49,034.99	\$30,585.00	\$18,449.99	\$447,109.98	\$439,501.00	\$7,608.98	\$479,186.00	93%
Net Income (Deficit)	-\$13,290.62	\$1,515.00	-\$14,805.62	\$12,515.60	\$20,599.00	-\$8,083.40		
Fire Department								
Fire Revenues	\$20,770.33	\$20,613.00	\$157.33	\$290,784.67	\$288,582.00	\$2,202.67	\$309,195.00	94%
Fire Department Expenses	\$26,211.30	\$21,079.00	\$5,132.30	\$287,527.10	\$289,064.00	-\$1,536.90	\$309,195.00	93%
Net Income (Deficit)	-\$5,440.97	-\$466.00	-\$4,974.97	\$3,257.57	-\$482.00	\$3,739.57		
Consolidated Net Income (Deficit)	-\$37,434.42	-\$17,991.00	-\$19,443.42	\$13,964.75	\$83,313.00	-\$69,348.25		
							\$99,720.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$48,663.75	\$47,762.00	\$901.75	\$676,662.51	\$668,741.00	\$7,921.51	\$716,503.00	94%
Water & Sewer Expenses	\$44,149.15	\$46,440.00	-\$2,290.85	\$686,405.12	\$666,097.00	\$20,308.12	\$712,537.00	96%
Water & Sewer Net Income (Deficit)	\$4,514.60	\$1,322.00	\$3,192.60	-\$9,742.61	\$2,644.00	-\$12,386.61		
							\$3,966.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: FEBRUARY 2019 CREDIT UNION CENTRE REPORT
DATE: MARCH 22, 2019
ATTACHMENT: STATISTICAL REPORT

February 2019

Fitplex

Programming: Aerobics Programming

Tuesday	6:30pm	Hi Lo	Traci Campbell
Thursday	6:30pm	Boxer Fit	Traci Campbell
Saturday	8:30am	Multi Fit	Traci Campbell
Saturday	10:00am	Kids Yoga	

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

Hours

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

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

Arena

- Two storm days in Feb that the arena was not opened.
- Kensington Wild played 3 home games in Feb
- Kensington Vipers played 3 home games in Feb
- ADL Ice Show was hosted in Feb

- Saunders Equipment replaced vertical auger in Zamboni in January (under warranty) and issue with noise and vibration returned after a few days and a second auger was replaced in early march and is working normally.

Kensington Cash

Feb, 2019	\$210.00
	\$200.00
	\$210.00
	<u>\$210.00</u>
<u>Total</u>	<u>\$830.00</u>

Ball Fields

Minor Ball Pitching cage will be discussed at the next ball meeting and will inform Credit Union Centre manager on their plans for rebuilding or removal. No further update from minor ball

Senior Center

Activities at the senior center on a weekly basis

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

Upcoming Events

- Aaron Doyle Mardi Gras Recreation Tournament - March 2019
- Playoffs for Vipers and Wild - March 2019
- Novice A Tournament Booked for April 2019
- Atom A Tournament Booked for April, 2019

- Kensington Vipers Jr b Team will be hosting the Don Johnson Memorial Cup Athletics in April 23-28, 2019
- Fishing Derby - 2019
- Bike Rodeo - 2019
- Canada Day - 2019
- Lady Slipper Dog Show – July 2019
- Harvest Festival - August 2019
- Eastern Canadian Softball Championships - September 6th – 7th – 8th, 2019

Town of Kensington Credit Union Centre Monthly Statistical Data 2019

[illegible]

2018

[illegible]

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: 2019/20 FINANCIAL PLAN
DATE: 2019-03-22
ATTACHMENTS: 2019/20 FINANCIAL PLAN

Introduction

Section 150(1) of the Municipal Government Act states that a council shall on or before March 31st in each year, adopt by resolution a financial plan for the upcoming fiscal year.

The financial plan shall contain:

- (a) An operating budget that includes estimates of the amount of money required for expenditures and to be received as revenue;
- (b) A capital budget; and
- (c) A five-year capital expenditure program that includes an asset management (AM) plan.

We are currently in the process of completing a comprehensive asset management plan. In discussing the asset management plan submission requirement with the Provincial Manager of Municipal Affairs I have been advised that we can provide a status update on the creation of the plan to meet the legislative requirement for 2019/20. It is estimated that it will be completed within approximately 11 months.

Discussion

The draft 2019/2020 operational and capital budgets, as well as a proposed 5-year capital plan (Financial Plan) were reviewed at the March regular meeting of Town Council. Councillors were able to review the budget in detail and request modification or clarification as they deemed appropriate. A copy of the 'final draft' of the 2019/20 Financial Plan is circulated with this memo.

As indicated, a proposed capital budget for the 2018/2019 fiscal year is presented. The capital budget includes capital purchases proposed for the upcoming fiscal year and includes the following revenue sources: transfer from operations (Municipal Funding), the Malpeque Bay Credit Union 50/50 (CUC Capital), the Federal Gas Tax Program,

Provincial/Federal Infrastructure Programs, and long-term borrowing. With the deferral of the Victoria Street West Sidewalk Replacement to 2020, the funds dedicated to that project have been re-allocated to the Kensington Train Station Upgrades and the Wellfield Emergency Back-up Power projects.

The 5-year Capital Plan contains budget estimates based on identified needs over the next five years. The projects are generally based on the Expressions of Interest which were recently submitted to the Invest in Canada Infrastructure Program, the development of a Business Park, the re-development of the core area, and departmental equipment replacement requirements. It is anticipated that the 5-year plan will be reinforced by the completion of the Town's Strategic Plan and Asset Management Plan.

The attached 'final draft' budget shows a surplus for the Town for fiscal year 2019/20 of \$1,421 and a surplus in the Water and Pollution Control Corporation of \$2,599. Every effort is being made by staff and Council to hold the line on property taxes and to offset increases in expenditures by gaining efficiency or growth in revenues. Staff are recommending that current tax rates be maintained for 2019/20. The 2019/30 Water and Pollution Control rates will see a small increase in revenue (effective January 1, 2019 and January 1, 2020) based on the 5-year rates approved by IRAC in 2015.

Conclusion

It is recommended that Committee of Council review the attached 2019/20 'final draft' budget document and recommend its approval to Town Council.

It is recommended that Committee of Council recommend approval of the 2019/20 municipal tax rates as follows:

- Non-Commercial - \$0.55 per \$100.00 of assessed value (no change)
- Commercial - \$1.30 per \$100.00 of assessed value (no change)

It is recommended that Committee of Council recommend approval of the operating lines of credit for the General account (\$150,000.00) and the Water and Pollution Control Corporation account (\$75,000.00)

It is recommended that Committee of Council recommend the following signing authorities to Town Council for approval: Geoff Baker, Chief Administrative Officer; Wendy MacKinnon, Deputy Administrator; Rowan Caseley, Mayor; and Coreen Pickering, Deputy Mayor. All effort is made to ensure that legal and financial instruments are signed by both a staff person and an elected official.

Subject to recommendations by Committee of Council, formal resolutions will be drafted for consideration for the March 27th special meeting of Town Council.



2019/20 Financial Plan

Town of Kensington
P.O. Box 418
Kensington, PE
C0B 1M0

Incorporated 1914

Kensington Town Council



Mayor Rowan Caseley



Deputy Mayor Coreen
Pickering



Councillor Ivan Gallant



Councillor Rodney Mann



Councillor Adrien Bernard



Councillor Jeff Spencer



Councillor Wade Toombs

Background Financial Information

2019/20 Property Tax Rates (per \$100.00 of Assessed Value):

Municipal Non-Commercial \$0.55 Provincial Non-Commercial \$1.50

Municipal Commercial \$1.30 Provincial Commercial \$1.50

****Provincial Property Tax rate may be subject to \$0.50 Credit****

2019/20 Water and Pollution Control Corporation Rates (Annual)

Effective January 1, 2019:

Metered Rate: \$263.00 plus \$.00277/gallon

Unmetered Rate: \$343.20

Water

Metered Rate: \$196.90 plus \$.00129/gallon

Unmetered Rate: \$234.60

Effective January 1, 2020:

Metered Rate: \$270.90 plus \$.00285/gallon

Unmetered Rate: \$353.50

Water

Metered Rate: \$199.85 plus \$.00131/gallon

Unmetered Rate: \$238.10

2019/20 Assessment Information

2019/20 Non-Commercial Assessment Value \$79,514,530.00

2019/20 Commercial Assessment Value \$12,665,290.00

2019/20 Fund Summaries

2019/20 Provincial Equalization \$253,380.00

2019/20 Property Tax & Tax Credit \$813,264.00

2019/20 Estimated Operational Revenue \$2,353,204.00

2019/20 Estimated Operational Expenditures \$2,351,783.00

2019/20 Estimated Water and Sewer Revenue \$593,079.00

2019/20 Estimated Water and Sewer Expenditures \$590,480.00

Revenue and Expenditure Summary

	2019/20
Revenue	
General Government	\$ 1,125,834
Police	\$ 36,000
Rental Revenue	\$ 96,656
Recreation Revenue	\$ 3,750
Sale of Services	\$ 444,000
Fire Revenue	\$ 249,264
Credit Union Centre	\$ 397,700
Total Revenue all Sources	<hr/> \$ 2,353,204
Expenditures	
Town Hall	\$ 162,934
General Government	\$ 579,955
Police	\$ 458,961
Public Works	\$ 205,465
Train Station	\$ 31,940
Recreation	\$ 75,785
Sale of Services	\$ 190,071
Fire Department	\$ 249,264
Credit Union Centre	\$ 397,408
Total Expenditures	<hr/> \$ 2,351,783
Net Revenue/Expenditure	<hr/> \$ 1,421

Town Hall: 2019/20 Budget Estimates

	2019/20
Expenditures	
Depreciation	\$ 49,020
Property Taxes	\$ 10,125
Electricity	\$ 17,600
Heating Oil	\$ 19,150
Wages – Custodian	\$ 33,919
Repair and Main. - Building	\$ 21,600
Janitor Supplies - Town Hall	\$ 3,000
Town Hall Consolidation Loan Interest	\$ 8,220
Generator Interest Loan #5	\$ 300
Total Expenditures	\$ 162,934

Sale of Services: 2019/20 Budget Estimates

	2019/20
Expenditures	
Office Expenses	\$ 1,500
Wages - Police Chief Allocation	\$ 24,000
Wages - Police Tech's	\$ 159,947
Professional Development	\$ 480
PROS	\$ 2,300
IT Services	\$ 1,844
Total Expenditures	\$ 190,071

Public Works: 2019/20 Budget Estimates

	2019/20
Expenditures	
Depreciation	\$ 85,860
Property Taxes	\$ 465
Electricity	\$ 2,400
Heating Oil	\$ 4,050
Street Lights	\$ 34,800
Cellular	\$ 1,680
Wages	\$ 147,890
Repair and Main. - Equip	\$ 12,000
Repair and Main. - Vehicle	\$ 1,200
Repair and Main. - Building	\$ 2,400
Vehicle - Gas & Oil	\$ 4,800
Snow and Ice Control	\$ 16,500
Uniforms - Clothing & Supplies	\$ 900
Gas & Oil - Equipment Public Works	\$ 8,000
Small Tools & Shop Supplies	\$ 1,800
Miscellaneous	\$ 1,200
Garbage Disposal	\$ 2,100
Asphalt Patching/Sidewalk	\$ 22,500
Water and Sewer Share	\$ (148,800)
Public Works Interest on Loans	\$ 3,720

Total Expenditures	<hr/> \$ 205,465
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Parks and Recreation: 2019/20 Budget Estimates

	2019/20
Expenditures	
Depreciation	\$ 5,700
Property Taxes	\$ 3,390
Electricity	\$ 2,845
Wages - EVK Pool	\$ 16,200
Repair and Maint - Equip	\$ 1,000
Repair and Maint. - Building	\$ 2,450
Uniforms - Clothing & Supplies	\$ 500
Special Events Expense	\$ 15,200
Chemicals	\$ 3,500
Canada Day Expenses	\$ 3,000
Credit Union Centre Grant	\$ 16,000
Park Improvements	\$ 6,000
Total Expenditures	<hr/> \$ 75,785

Train Station: 2018/19 Budget Estimates

	2019/20
Expenditures	
Depreciation	\$ 2,880
Water & Sewer	\$ 1,800
Property Taxes	\$ 1,935
Electricity	\$ 8,200
Heating Oil	\$ 9,060
Freight Shed Electricity	\$ 3,325
Repair and Main. - Equip	\$ 300
Repair and Main. - Building	\$ 3,600
Train Station Loan Interest	\$ 840
Total Expenditures	<hr/> \$ 31,940

General Government: 2019/20 Budget Estimates

	2019/20
Expenditures	
Reserve Fund	\$ 96,000
Property Taxes	\$ 300
Telephone	\$ 3,360
Cellular	\$ 4,320
Office Expenses	\$ 12,000
Advertising	\$ 8,400
Wages - Administration	\$ 251,437
Workers Compensation	\$ 7,020
Honorariums	\$ 22,650
Conventions and Meetings	\$ 3,600
Dues & Memberships	\$ 6,850
Travel and Mileage	\$ 5,400
Professional Development	\$ 2,400
Donations and Grants	\$ 13,500
Miscellaneous	\$ 5,600
Insurance - Other	\$ 52,000
Professional Fees - Accountant	\$ 13,000
Professional Fees - Other	\$ 96,000
Animal Control	\$ 120
Photocopier	\$ 2,040
Web Page Expenses	\$ 1,450
ADP Payroll Expenses	\$ 3,900
Bank Charges	\$ 7,200
Fire Protection Charge	\$ 55,944
Promotional Materials	\$ 3,600
W&S Share of General Government	\$ (151,200)
Francis St & School St Loan Int.	\$ 5,520
2012 Street Upgrade Interest	\$ 3,000
2013/14 Capital Loan Interest	\$ 3,720
Operating Line Interest	\$ 9,720
Loan on 12 School Street Interest	\$ 960
Cogsdale Maintenance Fee	\$ 6,500
Vue Works (GIS/Asset Mgmt.)	\$ 5,500
Library Expense	\$ 13,800
IT Services	\$ 3,600
Storm Sewer Linwood/Maple Lane Interest	\$ 864
Fire Dues – Kensington	\$ 41,880
Fire Share of General Government	\$ (42,000)
Total Expenditures	<hr/> \$ 579,955

Fire Protection: 2019/20 Budget Estimates

	2019/20
Expenditures	
Depreciation	\$ 75,300
Reserve Fund	\$
Water & Sewer	\$ 1,644
Property Taxes	\$ 2,100
Electricity	\$ 4,920
Heating Oil	\$ 12,200
Telephone	\$ 3,360
Cellular	\$ 2,100
Advertising	\$ 1,000
Honorariums	\$ 32,000
Fire Equipment, Uniforms & Supplies	\$ 25,610
Repair and Main. - Equip	\$ 3,600
Repair and Main. - Vehicle	\$ 12,000
Repair and Main. - Building	\$ 4,800
Vehicle - Gas & Oil	\$ 3,600
Snow and Ice Control	\$ 3,250
Conventions and Meetings/Prof Dev	\$ 4,800
Insurance	\$ 1,600
Answering Service - Fire	\$ 2,880
2010 Truck Loan # 21	\$ 4,800
Fire Hall Loan Int. Loan #10	\$ 5,700
Administration Cost	\$ 42,000
Total Expenditures	<hr/> \$ 249,264

Police Protection: 2019/20 Budget Estimates

	2019/20
Expenditures	
Depreciation	\$ 25,692
Telephone	\$ 6,000
Cellular	\$ 1,500
Office Expenses	\$ 5,160
Wages - Police Full Time	\$ 251,752
Wages - Part Time/Casual	\$ 108,159
Workers Compensation	\$ 7,020
Repair and Main. - Equip	\$ 5,300
Repair and Main. - Vehicle	\$ 11,100
Vehicle - Gas & Oil	\$ 14,400
Professional Development	\$ 4,800
Uniforms - Clothing & Supplies	\$ 5,620
Insurance - Life	\$ 1,428
Answering Service - Police	\$ 26,400
Meals While on Duty	\$ 360
Vehicle - Rental	\$ 300
Court Costs & Witness Fees	\$ 1,200
Crime Prevention Initiatives	\$ 600
PROS	\$ 1,250
2016 Dodge Charger Interest	\$ 1,080
Police Share of Sales of Service	\$ (24,000)
IT Services	\$ 3,840
Total Expenditures	\$ 458,961

Credit Union Centre: 2019/20 Budget Estimates

	2019/20
Expenditures	
Depreciation	\$ 20,736
Electricity Arena	\$ 68,005
Heating Oil	\$ 19,400
Electricity Sign	\$ 840
Electricity Ball Field / Canteen	\$ 360
Telephone	\$ 2,400
Cellular	\$ 1,200
Office Supplies	\$ 600
Advertising	\$ 960
Wages and Salaries	\$ 166,377
Workers Compensation	\$ 1,480
Repair and Main Equip	\$ 480
Repair and Main Vehicle (Zamboni)	\$ 1,440
Repair and Main Building	\$ 12,000
Repair and Main Ice Plant	\$ 4,050
Repair and Main Property	\$ 120
Repair and Main Ice Surface	\$ 3,850
Zamboni Propane	\$ 3,150
Ball Field Expenses	\$ 600
Canteen Expenses	\$ 30,750
Harvest Festival Expenses	\$ 16,000
Fitplex Expenses	\$ 4,800
Snow Removal	\$ 3,300
MBCU Loan Interest	\$ 3,120
Fund Raising Expenses	\$ 8,000
Dehumidifier Interest	\$ 360
Senior Center Oil	\$ 2,150
Senior Center Electricity	\$ 900
Senior Center Repair and Main	\$ 1,800
Travel and Mileage	\$ 1,800
Insurance	\$ 7,500
Janitorial Supplies	\$ 4,080
Bank Charges	\$ 2,400
Garbage Removal	\$ 2,400
Total Expenditures	\$ 397,408

Kensington Water & Pollution Control Corporation: 2019/20 Budget Estimates

	2019/20
Revenue	
Water Revenue	\$ 210,780
Water Miscellaneous Revenue	\$
Interest Water A/R	\$ 2,160
Water Rating Charge	\$ 55,944
Sewer Misc. Revenue	\$
Sewer Revenue	\$ 324,195
Total Revenue	<hr/> \$ 593,079
Expenditures	
Depreciation	\$ 109,920
Property Tax	\$ 2,700
Electricity	\$ 25,200
Telephone	\$ 3,720
Advertising	\$ 1,200
Professional Development	\$ 3,900
Professional fees Other	\$ 6,500
Repairs & Maintenance water	\$ 10,800
Bank Charges water	\$ 3,780
Interest on LT Debt Water	\$ 34,800
Water Analysis	\$ 5,160
Water Chlorination	\$ 1,800
Bank Charges	\$ 3,600
Interest on LT Debt Sewer	\$ 23,400
Repairs and Maintenance Sewer	\$ 46,800
Credit Union Centre Allocation	\$ 7,200
Reserve	\$
Share of Gen Gov't	\$ 151,200
Share of Public Works	\$ 148,800
Total Expenditures	<hr/> \$ 590,480
Variance	\$ 2,599

Town of Kensington
2019/20 Proposed Capital Plan

Project Category	Budget 2019/20	Municipal Funding	MBCU 50/50	Federal/Gas Tax	Provincial/Federal Infrastructure Programs	Long Term Borrowing
Credit Union Centre						
Crossover Machine - Fitpex	\$5,100.00		\$5,100.00			
Carpet/Matting - Fitplex	\$15,000.00		\$15,000.00			
Electrical Panel Upgrade - Rink	\$5,000.00		\$5,000.00			
Condensor for Ice Plant - Rink	\$40,000.00	\$40,000.00				
Regrade and Add Rock Dust - Ballfield	\$6,000.00		\$6,000.00			
Heat Pump - Seniors Centre	\$4,500.00		\$4,500.00			
Total Credit Union Centre	\$75,600.00	\$40,000.00	\$35,600.00	\$0.00	\$0.00	\$0.00
Police Department						
Surveillance Camera	\$6,000.00	\$6,000.00				
Speed Radar	\$2,500.00	\$2,500.00				
Computer Replacement	\$3,000.00	\$3,000.00				
Vehicle GPS	\$2,500.00	\$2,500.00				
Total Police Department	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Department						
Fire Truck (Mobile Command)	\$350,000.00					\$350,000.00
Rescue Sleigh	\$6,000.00	\$6,000.00				
1/2 Ton Truck (4 x 4)	\$55,000.00	\$55,000.00				\$55,000.00
Total Fire Department	\$411,000.00	\$61,000.00	\$0.00	\$0.00	\$0.00	\$405,000.00
Town Hall/General Government						
Website (including app)	\$10,000.00	\$10,000.00				
Emergency Shelter	\$50,000.00	\$50,000.00				
Total Town Hall/General Government	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Works						
Sidewalk Planer	\$5,000.00	\$5,000.00				
Storage Building - Insulation and Floor	\$15,000.00	\$15,000.00				
5-Way Blade - Trackless	\$7,500.00	\$7,500.00				
Overhead Crosswalk Lights	\$24,000.00			\$24,000.00		
Total Public Works	\$51,500.00	\$27,500.00	\$0.00	\$24,000.00	\$0.00	\$0.00
Parks/Recreation/Railyards						
Train Station Renovation/Boardwalk Replacment	\$242,000.00	\$24,200.00		\$96,800.00	\$121,000.00	
Total Parks/Recreation/Railyards	\$242,000.00	\$24,200.00	\$0.00	\$96,800.00	\$121,000.00	\$0.00
Water						
Wellfield Generator	\$38,500.00	\$3,850.00		\$15,400.00	\$19,250.00	
Total Water	\$38,500.00	\$3,850.00	\$0.00	\$15,400.00	\$19,250.00	\$0.00
Total	\$892,600.00	\$230,550.00	\$35,600.00	\$136,200.00	\$140,250.00	\$405,000.00

Town of Kensington
2019 - 2024 Proposed 5 year Capital Plan

Project/Category	Estimated Cost	2019/20	2020/21	2021/22	2022/23	2023/24
Credit Union Centre						
Crossover Machine - Fitpex	\$5,100.00	\$5,100.00				
Carpet/Matting - Fitplex	\$15,000.00	\$15,000.00				
Electrical Panel Upgrade - Rink	\$5,000.00	\$5,000.00				
Condensor for Ice Plant - Rink	\$40,000.00	\$40,000.00				
Regrade and Add Rock Dust - Don Clark Ballfield	\$6,000.00	\$6,000.00				
Heat Pump - Seniors Centre	\$4,500.00	\$4,500.00				
Solar Panel Installation	\$285,000.00		\$285,000.00			
Parking Area Improvements	\$740,000.00			\$740,000.00		
LED Lighting Replacement	\$30,000.00				\$30,000.00	
Re-Build Compressor	\$6,500.00		\$6,500.00			
Total Credit Union Centre	\$1,137,100.00	\$75,600.00	\$291,500.00	\$740,000.00	\$30,000.00	\$0.00
Police Department						
Surveillance Camera's	\$18,000.00	\$6,000.00	\$6,000.00	\$6,000.00		
Speed Radar	\$7,500.00	\$2,500.00	\$2,500.00	\$2,500.00		
Computer Replacement	\$6,000.00	\$3,000.00	\$3,000.00			
Vehicle Replacement	\$80,000.00		\$40,000.00			\$40,000.00
Vehicle GPS	\$2,500.00	\$2,500.00				
Total Police Department	\$114,000.00	\$14,000.00	\$51,500.00	\$8,500.00	\$0.00	\$40,000.00
Fire Department						
Fire Truck (Mobile Command)	\$350,000.00	\$350,000.00				
Rescue Sleigh	\$6,000.00	\$6,000.00				
1/2 Ton Truck (4 x 4)	\$55,000.00	\$55,000.00				
Inflatable Ice Rescue Craft	\$10,000.00		\$10,000.00			
Air Compressor	\$25,000.00			\$25,000.00		
Tanker Truck Replacement	\$250,000.00			\$250,000.00		
Jaws of Life Replacement	\$50,000.00				\$50,000.00	
Water Rescue Craft	\$30,000.00					\$30,000.00
Portable Pump	\$8,000.00					\$8,000.00
Total Fire Department	\$784,000.00	\$411,000.00	\$10,000.00	\$275,000.00	\$50,000.00	\$38,000.00
Town Hall/General Government						
Website (including app)	\$10,000.00	\$10,000.00				
Heating/Ventillation Upgrades	\$100,000.00			\$100,000.00		
Server Upgrade	\$20,000.00		\$20,000.00			
Financial Software Upgrade	\$16,000.00		\$16,000.00			
Parking Area Improvements	\$40,000.00			\$40,000.00		
Sign Replacement	\$7,500.00				\$7,500.00	
Emergency Shelter	\$50,000.00	\$50,000.00				
Total Town Hall/General Government	\$243,500.00	\$60,000.00	\$36,000.00	\$140,000.00	\$7,500.00	\$0.00
Public Works						
Sidewalk Planer	\$5,000.00	\$5,000.00				
Concrete Floor and Insulation - Storage Building	\$15,000.00	\$15,000.00				
5-Way Blade - Trackless	\$7,500.00	\$7,500.00				
Overhead Crosswalk Lights	\$24,000.00	\$24,000.00				
Broadway Street/Barrett Street Sidewalk Replacement	\$522,000.00			\$522,000.00		
Victoria Street West Sidewalk Replacement	\$185,000.00		\$185,000.00			
Trackless Replacement	\$125,000.00					\$125,000.00
Lawn Equipment	\$18,000.00		\$18,000.00			
Total Public Works	\$901,500.00	\$51,500.00	\$203,000.00	\$522,000.00	\$0.00	\$125,000.00
Parks/Recreation/Railyards						
Train Station Renovation/Boardwalk Replacment	\$242,000.00	\$242,000.00				
Pool Replacement	\$125,000.00					\$125,000.00
Playground Equipment	\$20,000.00		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Gazebo Replacement	\$30,000.00					\$30,000.00
Total Parks/Recreation/Railyards	\$417,000.00	\$242,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$160,000.00
Water & Sewer Utility						
Wellfield Generator	\$38,500.00	\$38,500.00				
Sewer Main Replacement	\$2,150,000.00			\$1,150,000.00	\$500,000.00	\$500,000.00
Water Tower Replacement	\$2,124,000.00				\$2,124,000.00	
Broadway Street South Water Main Extension	\$782,000.00		\$782,000.00			
Wellfield Controls Building Upgrades	\$125,000.00		\$125,000.00			
Wellfield Security Fencing	\$10,000.00		\$10,000.00			
4-Log Reduction - Water System	\$25,000.00			\$25,000.00		
Lagoon Dredging/Decanting	\$75,000.00				\$75,000.00	
Total Water & Sewer Utility	\$5,329,500.00	\$38,500.00	\$917,000.00	\$1,175,000.00	\$2,699,000.00	\$500,000.00
Economic Development						
Business Park Development (Phased)	\$3,100,000.00		\$1,000,000.00	\$700,000.00	\$700,000.00	\$700,000.00
Core Area Re-Development/Street Scape (Phased)	\$1,500,000.00		\$500,000.00	\$500,000.00	\$500,000.00	
Total Economic Development	\$4,600,000.00	\$0.00	\$1,500,000.00	\$1,200,000.00	\$1,200,000.00	\$700,000.00
Total	\$13,526,600.00	\$892,600.00	\$3,014,000.00	\$4,065,500.00	\$3,991,500.00	\$1,563,000.00

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: SNOW AND ICE CONTROL POLICY
DATE: 2019-03-22
ATTACHMENTS: 'DRAFT' SNOW AND ICE CONTROL POLICY (AS AMENDED)

Introduction

The purpose of the Snow and Ice Control Policy is to establish the effective and efficient provision of snow and ice control operations to allow the town to function under normal winter weather conditions. A policy is necessary to make a clear statement of the intent of Snow and Ice Control Operations and to establish a framework for the priorities within which resources will be applied.

The intent of Snow and Ice Control Operations is to maintain municipal sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on sidewalks at all times. They are intended to assist in maintaining safe and passable walking conditions for pedestrians in winter footwear.

Discussion

The original Snow and Ice Control Policy was adopted by Town Council in 2016 when the Town was responsible for both streets and sidewalks. Since that time the Town has passed responsibility for town owned streets on to the Province of PEI. For clarity, the Province has taken responsibility for all town owned streets and continue to be responsible for the highways including Broadway Street North, Broadway Street South, Victoria Street East, Victoria Street West, Garden Drive, Barrett Street and Woodleigh Drive.

The Policy has been amended to reflect the fact that the Town is only responsible for snow and ice control operations on municipal sidewalks and to provide clearer expectations to residents and businesses on the intent of snow clearing operations.

The Policy should provide staff with clear policy direction on snow and ice control requirements within the Town, will provide a consistent approach to snow and ice control within the Town, will provide specific expectations to resident and business owners in the Town, and should provide safer and more efficient operations.

Recommendation

It is recommended that Committee of Council review the attached 'draft' amended Snow and Ice Control Policy and recommend its approval to Town Council.



Policy Title:	Snow and Ice Control	Policy Number:	02-1105-16
Department:	Public Works	Original Approval Date: Amendment Date:	March 14, 2016

Purpose

The purpose of this policy is to establish the provision of snow and ice control operations to allow the municipality to function under normal winter weather conditions. The policy provides a clear statement of the intent of Municipal Snow and Ice Control Operations and establishes a framework for the priorities within which resources will be applied.

Policy

1. The intent of Snow and Ice Control Operations is to maintain municipal sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on municipal sidewalks at all times. They are intended to assist in maintaining sidewalks in a safe and passable condition for pedestrians in winter footwear.
2. The Town is responsible for Snow and Ice Control Operations on municipally owned properties and sidewalks. Snow and Ice Control on all streets within the Town, is the responsibility of the Provincial Department of Transportation, Infrastructure and Energy.

Operational Procedures

1. The Town does not guarantee a level of service under abnormal or extreme winter conditions or in the event of a work stoppage. Under normal conditions, it is the Town's objective that all sidewalks be cleared of snow within 24 hours from the end of a snowfall event.
2. It is not the Town's intention to have bare sidewalks during the entire winter season. Snow will be removed and salt and sand provided to improve traction.
3. Snow and Ice Control Operations for sidewalks, walkways and Municipal Facilities will be undertaken by Town owned or leased equipment supplemented if necessary, by Private Sector Equipment.
4. Snow and Ice Control Priorities are subject to change based on circumstances surrounding a particular snow event. The timing of a snow event will in some instances, and based on management's discretion; dictate that priorities should be modified to meet certain requirements, i.e. a snow event on a weekend will lower the priority of clearing the sidewalk to

the schools and increase the priority of providing access to churches. Snow and Ice Control priorities following the end of a typical snow event for sidewalks and walkways shall be as follows:

1. Core Area (Includes Post Office Sidewalks and Main Intersection)
 2. Broadway Street North (East side from Intersection to Pleasant Street)
 3. Broadway Street North (West Side from Pleasant Street to Bells Irving)
 4. Commercial Street (Including Library)
 5. Town Hall Area (including steps and walkways)
 6. Woodleigh Drive (From Commercial Street to Victoria Street East)
 7. Victoria Street East to School Cross Walk
 8. Victoria Street East (South side to Co-op)
 9. Broadway Street South from Barrett Street to Victoria Street
 10. Victoria Street West from Bells Irving to Sunset Drive
 11. Woodleigh Drive (From MBCU to Davison Street)
 12. Davison Street
 13. Pleasant Street (From Broadway Street North to Woodleigh Drive)
 14. Garden Drive from Victoria Street West to Barrett Street
 15. Barrett Street from Garden Drive to Rosewood Drive
 16. School Street (From Woodleigh Drive to Broadway Street North)
 17. Broadway Street North (From Pleasant to Boundary)
 18. Imperial Street to Francis to Broadway Street North
 19. Remainder of School Street to Sunset Drive
 20. Sunset Drive
 21. Woodleigh Drive (from Davison Street to Well Field)
 22. Boardwalk at Railyards
5. The Town will minimize the utilization of overtime for clearing sidewalks and walkways, as much as reasonably possible.
 6. Fire Hydrant locations will be cleared of accumulated snow following sidewalk clearing to maintain Fire Department access. Clearing of Fire Hydrants may be supplemented through the Adopt-a-Hydrant program wherever possible.
 7. Vehicles are prohibited from parking on any roadway from November 15 to April 15 between the hours of 12:01 AM and 7:00 AM. Vehicles failing to comply with the above restrictions may be removed at the vehicle owners' cost.
 8. It is the Town's intent that Snow and Ice Control Operations shall be carried out in a manner so as to minimize impact on the Environment. The use of salt and other de-icing chemicals will be minimized whenever possible. It is recognized that under certain conditions it is necessary to apply salt and de-icing chemicals to municipal sidewalks to maintain safe and passable conditions.
 9. Snow placed on municipal sidewalks in a manner so as to create a hazard by private individuals or companies will not be permitted. Removal costs for such snow or ice incurred by the Town may be charged to the property owner/tenant.

Date of Passage: _____

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

Chief Administrative Officer

Date

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: EMERGENCY MEASURES COORDINATOR
DATE: 2019-03-22
ATTACHMENTS:

Introduction

Division 4 (Sections 144 and 145) Of the Municipal Government Act provides that a Municipality must, by bylaw, establish an emergency management program for the municipality that, in the opinion of the provincial Emergency Measures Organization, is adequate and properly integrated with the provincial emergency measures plan. Section 145(4) states that a council shall appoint an emergency coordinator and deputy emergency coordinator who shall be responsible for the implementation, maintenance and execution of the program.

Discussion

The Town of Kensington first passed its Emergency Management Bylaw and Plan in 2006 and further updated it in 2016. The updates in 2016 were vetted and approved through the Provincial Emergency Measures office.

It is being proposed that Patrick Kelly, Kensington resident and Provincial 911 Administration Coordinator, be appointed as the Emergency Measures Coordinator and that Town CAO, Geoff Baker, be appointed as Deputy Emergency Measures Coordinator.

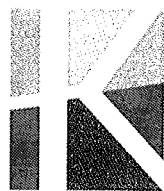
It is also being proposed that Town Council establish an honourarium structure for the Emergency Coordinator position as follows: Year 1 - \$2,000, Year 2 - \$1,500 and thereafter at \$1,000 per year. It is anticipated that significant work will be required of the Emergency Measures Coordinator in Year's 1 and 2 to update and enact the Plan that will not be required beyond year 2. The honourarium amount has been budgeted under Professional Fees – Other in the 2019/20 operational budget.

Recommendation

It is recommended that Committee of Council recommend to Town Council for consideration at their April regular meeting of Council that:

Patrick Kelly be formally appointed as the Emergency Measures Coordinator for the Town of Kensington; and

An annual honourarium be established for the Emergency Measures Coordinator position as follows: Year 1 - \$2,000.00, Year 2 - \$1,500.00, Thereafter - \$1,000.00 per year



KENSINGTON

and Area Chamber of Commerce

To Whom It May Concern,

On April 25, 2019 the Kensington and Area Chamber of Commerce will be hosting our Annual President's Dinner and Auction at the Emerald Community Centre. The evening is scheduled to begin at 6:00 pm with a social mixer and finish up around 9:00 pm. This annual event is held to celebrate our President and the efforts of the Chamber in helping our members and assist in funding our organization so that it can continue to support the Kensington and Area business communities.

This year we are changing things up and having a dressy casual and elegant evening including a delicious meal, live auction and the 1st Annual Center Piece Auction. Your support gives your business the following benefits:

- The earlier you submit your sponsorship, the more FREE advertising you will receive on our website and social media
- Your business mentioned and thanked on our website, posters, and social media
- Your business mentioned and thanked at the meal
- Opportunity to set up a display, business showcase, or activity at this event. The more interactive and fun you can make this - the better!

Each Sponsorship makes a huge difference in helping to support the local business communities and are very much, greatly appreciated.

This event is a fantastic networking opportunity to showcase your business to everyone in attendance.

If your business is interested in being a part of this event, please contact Julia at the Chamber office 902-836-3209 or email kensingtonandareachamber@gmail.com or the representative dropping off this letter on the Chamber's behalf.

Thank you,

Julia Cameron

Julia Cameron
Executive Director