



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

Monday, March 28, 2022 @ 6:30 PM

(Following Special Council Meeting)

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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 28, 2022 – 6:30 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes – February 28, 2022**
- 6. Business Arising from Minutes – February 28, 2022**
- 7. Staff Reports**
 - a. Chief Administrative Officer's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report - *Nil*
 - e. Bills List – Town
 - f. Bills List – Water and Sewer Utility
 - g. Consolidated Summary Income Statement
 - h. Credit Union Centre Report
- 8. New Business**
 - a. COC Memo - Procurement Policy (amended)

9. Councillor Issues/Inquiries

10. Correspondence

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

12. Adjournment

**Town of Kensington
Committee of Council Meeting
Monday, February 28, 2022
6:30 PM**

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

Staff Members Present: Chief Administrative Officer, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Municipal Clerk, Kim Caseley; Administrative Assistant, Ashley Christie; Police Chief, Lewie Sutherland; Police Corporal, Adam MacDonald.

Regrets: Deputy Mayor Pickering

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 6:30 pm and welcomed the Committee of Council members and staff to the February Committee of Council meeting. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation. Mayor Caseley introduced and welcomed Ashley Christie to the Town in her new position as Administrative Assistant.

2. Adoption of Agenda

2.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the agenda for February 28, 2022, Committee of Council meeting. Unanimously carried.*

Councillor Gallant joined the Council Chamber at 6:33 pm.

3. Declaration of Conflict of Interest

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

4. Delegations, Special Speakers, and Public Input

4.1 Constable Adam MacDonald made a presentation to Town Council on the recently installed ALPR (Automated License Plate Recognition) cameras. The technology uses optical character recognition (OCR) to read license plate characters automatically. The four fixed ALPR cameras take a snapshot of the license plates and transmits plate identification to a database via a secure VPN for comparison

against a “hotlist” of plates. The ALPR cameras have been successful and useful to the Police Service since they have been installed.

5. Adoption of Previous Meeting Minutes

- 5.1** *Moved by Councillor MacRae, seconded by Councillor Spencer to approve the Committee of Council meeting minutes from January 24, 2022 with an amendment to reflect Mayor Caseley relinquishing the Chair to Deputy Mayor Pickering for item 8.4. 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 and recommend Town Council’s approval to adopt the February 2022 CAO’s Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Spencer, seconded by Councillor MacRae to receive and recommend Town Council’s approval to adopt the January 2022 Fire Chief’s Report as prepared by Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

- 7.3.1** *Moved by Councillor Gallant, seconded by Councillor Toombs to receive and recommend Town Council’s approval to adopt the January 2022 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

- 7.4.1** *Nil.*

Chief Sutherland and Cst. MacDonald excused themselves from the Council Chamber at 7:11 pm.

7.5 Financial Report - Bills List

- 7.5.1** *Moved by Councillor Mann, seconded by Councillor Spencer to receive and recommend Town Council’s approval to adopt the General Bills for January 2022 in the amount of \$106,030.73. Unanimously carried.*
- 7.5.2** *Moved by Councillor Toombs, seconded by Councillor Mann to receive and recommend Town Council’s approval to adopt the Capital*

Expenditures for January 2022 in the amount of \$258,505.70. Unanimously carried.

7.5.3 *Moved by Councillor Mann, seconded by Councillor Spencer to receive, and recommend Town Council's approval to adopt the Water & Sewer Utility Bills List for January 2022 in the amount of \$9,128.27. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Spencer to receive and recommend Town Council's approval to adopt the Summary Income Statements for January 2022, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor MacRae, seconded by Councillor Spencer to receive and recommend Town Council's approval to adopt the Credit Union Centre Report for January 2022, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

7.7.2 Councillor Mann noted that the parking lot at the Credit Union Centre was icy during a recent event and requested additional sand/salt be applied during the season of melt and freeze.

8. New Business

8.1 2021-2022 Preliminary DRAFT Budget for Review

8.1.1 Mayor Caseley presented the 2022/23 Draft Financial Plan to Town Council for comment and review.

8.2 Surplus 1997 Water Tanker Vehicle

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

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

Unanimously carried

8.3 Mandatory Vaccination Policy

8.3.1 *Moved by Councillor Toombs, seconded by Councillor MacRae,*

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the Town of Kensington's Mandatory Vaccination Policy be formally rescinded with the understanding that the Policy can be reinstated should CPHO vaccination guidelines change in the future.

Unanimously carried.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley noted that March is Kidney Awareness Month.

9.2 Councillor Spencer requested that Committee of Council recommend that Town Council pass a resolution in support of the Country of Ukraine as they deal with the outfall from the recent invasion by Russia.

Moved by Councillor Spencer, seconded by Councillor Toombs to recommend that Town Council pass a resolution condemning Russia's recent invasion of Ukraine.

Unanimously carried.

10. Correspondence

10.1 An email from Member of Parliament, Peter Julian, requesting the Town's support in passing Bill C-229 Banning Symbols of Hate.

Moved by Councillor Spencer, seconded by Councillor Toombs to recommend that Town Council pass a resolution in support of MP Peter Julian's Private Members Bill C-229 – Banning Symbols of Hate.

Unanimously carried.

10.2 A letter from PEI Crime Stoppers requested a financial donation.

Moved by Councillor Toombs, seconded by Councillor Spencer to recommend that Town Council approve a financial donation in the amount of \$300.00 to PEI Crime Stoppers.

Unanimously carried.

10.3 A letter from the IWK Foundation – *received*.

10.4 A Thank You card to the Kensington Police Service from the family of the late Carl Thompson for their service and escort during the funeral procession.

10.5 Advertisement information from Saltscapes Food & Travel Guide. – *received*.

11. In-Camera (Closed Session)

11.1 *Nil.*

12. Adjournment

- 12.1** *Moved by Councillor Toombs, seconded by Councillor MacRae to adjourn the meeting at 8:33 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report - March 2022		
Item #	Project/Task	Status
1	Xplornet Internet Antenna	NO UPDATE We have been informed that the antenna installation will begin in the Spring of 2022. There have been delays in securing required materials due to the COVID pandemic and, more recently, the Truckers Convoy which shut down some border crossings.
2	Official Plan and Zoning Bylaw 5 Year Review	With the relaxation of some COVID-19 restrictions and the public meeting requirements around this project, it is hoped that the project can be re-commenced shortly. We have discussed the project requirements with the consultant and hope to get the project schedule finalized over the next two weeks.
3	Asset Management	NO UPDATE All asset management files have been received. I am trying to set up a meeting with the consultant to ensure a proper interpretation of the asset class forecasts and next steps in the development of the asset management plan.
4	Business Park Lot Sales	To date, we have completed the sale of one Business Park lot (21-6) and a portion of another (Lot 21-26). Staff are currently working on providing information to developers who have recently expressed interest in developing lots within the park.
5	Wastewater Treatment Plant Mechanical Upgrades	The tender for the project was awarded to Hansen Electric, as approved by Town Council. The Lagoon roof and eavestrough replacement project was awarded to Tyler Caseley, of Clyde River. The SCADA panel should be completed and tested by April 1. The HMI hasn't arrived for the pump station control panel. It is expected to arrive on March 28. The PLC and HMI for the blower control panel have arrived, along with the new DO sensor and transmitter. The blower VFDs have not arrived and are expected the 2nd week in April. Tentative date for the onsite upgrade is the week of April 18th.
6	Anti-Racism, Inclusion and Diversity Strategy	Staff recently completed a six-week professional development opportunity on Inclusion and Diversity in the workplace. We continue to research potential policy and strategy development for the town.
7	Police Study/Service Model Review	NO UPDATE Other project work and requirements have consumed the greater majority of my time in recent months. I have begun working on the implementation plan for Town Council's consideration, however at this point I have not found an opportunity to complete it. I will continue to dedicate time and resources to this project as other priority items are completed.
8	Active Transportation Fund	The Victoria Street East portion of the project was awarded to Curran and Briggs. This work will proceed in the spring of 2022. The remaining portions of the project (Broadway Street South and Barrett Street) are planned to proceed in 2022 following the installation of the Broadway Street South Water and Sewer Extension project and the Province's Barrett Street Storm Sewer Installation project. Engineering contracts have been secured to complete the required design work, etc. A meeting was held on March 3rd with the Department of Transportation. The Barrett Street portion of the project has been tendered and awarded. While a firm schedule has not been provided at this point in time, we are hopeful that this portion of the project will begin as early as possible in the Spring.
9	Town Hall Chair Lift	NO UPDATE A request was received from one of the tenants on the lower floor of the Town Hall requesting the Town's consideration of installing a chair lift at the Town Hall, to facilitate easier access for those with mobility issues. While no commitment was provided, staff have begun to research potential solutions, pricing, funding eligibility, etc. Thus far, I have met with the Provincial Elevator Inspector, the Provincial Fire Marshal's Office and a contractor. I expect to receive a contractor quote shortly for the installation of a lift appropriate for the Town Hall. I have also reached out to a structural engineer to discuss how a lift can be installed at the Town Hall.
10	Commercial Street/Broadway Street Intersection	A meeting was held with the Department of Transportation on March 3rd. They continue to investigate potential solutions around this intersection.
11	Confederation Trail Road Crossings	We are informed by the Department of Transportation that the requested Confederation Trail crossings will be installed in June, 2022 and may not be located at the exact points where the trail crosses the road. Users will however be directed to the crosswalk locations at the trail termination points. The Broadway Street North crossing may result in the removal of a parking space, which may have a positive impact on the Commercial Street/Broadway Street intersection safety issues. The Province committed to installing the lighted beacons as requested. The Province also agreed to the installation of lighted beacons at the school crosswalk which is also scheduled to be installed in June, 2022.
12	Kensington Business Park	No civil work has been completed on this project since December 2021. Maritime Electric has ran 3-phase power down Road C and the lift station can now be serviced. Electrical work is nearly completed on the Lift Station. The mechanical portion of the Lift station remains to be completed (wet-well piping, pump installation, etc.) A walkthrough was performed of the site on March 22 and all environmental controls are holding up well and there does not appear to have been any damage from the first winter. AJL plans to be on site to complete the project as soon as the site conditions improve.
13	Invest in Canada Infrastructure Fund - Broadway Street South Water and Sewer Main Extension Project	Funding approval has been received and the engineering contracts have been secured. Some survey information has been received from Locus Surveys. WSP has begun pulling together existing infrastructure information for the design drawings. As soon as all survey information is received from Locus, WSP will be able to further the progress on the design phase of this project.
14	Collective Bargaining Agreement Negotiations	The final agreement has been ratified by Town Council and Local 4893. A final draft of the new agreement has been received and reviewed and all appears to be in order. We hope to sign the new agreement the week of March 28th.
15	Relocation of Town of Kensington Signs and Speed Radar signs	This will be completed in the Spring of 2022, to allow the signage to be placed to reflect the Town's boundary restructuring.
16	Rural Growth Initiative Funding Application, ACOA Funding Application for CUC and EVK projects	Funding agreements have been received and signed.
17	Letter to MP Julian regarding Bill C-229	The letter will be drafted and sent on March 28, 2022.
18	Electric Vehicle (EV) Chargers	NO UPDATE Staff continue to seek out appropriate funding sources to allow this project to proceed in 2022. The NRCAN Funding is expected to open for application in the month of March. We have also received information on a potential funding opportunity through the Province of PEI which we continue to investigate.
19	Fire Department Tanker Truck	The contract for the provision of the Tanker Truck was awarded to Hélie Fire Trucks in December, 2021. There have been some delays in getting the required components for the truck, however the truck should be delivered within the next two weeks.
20	QUAD Trax ATV Club	I met with representatives from the QUAD Trax ATV Club on Tuesday, March 22, along with representatives from the Central Coastal Tourism Partnership and the Kensington Area Chamber of Commerce. The ATV Club are seeking ways to provide access to Kensington's core area. Further information will be provided as discussions progress.

Item #	Project/Task	Status
21	Website	NO UPDATE Staff have begun the process of drafting a Request for Proposals for the creation of a new website. It is hoped that the RFP will be issued throughout the first quarter of 2022.
22	Dog Bylaw	NO UPDATE Staff continue to work on a new "Animal Control Bylaw" for the Town to replace the current "Dog Bylaw".
23	Flag Repair and Replacement	NO UPDATE Staff have started to research and put together pricing on repairing and replacing flag poles in the town, as was indicated in Mayor Caseley's January report.
24	Fire Department Tanker Truck	The old tanker truck was disposed of by Town Council at their March meeting. We are waiting on the new tanker truck to arrive prior to physically disposing of the truck.
25	Letter to Prime Minister and MP re: Support for Ukraine	The letter will be drafted and sent on March 28, 2022.

Kensington Fire Department Occurrence Report 2022

[illegible]

FEBRUARY 2022

The Kensington Fire Department responded to **7** calls during the month of January and the average attendance for the fire calls was **11**. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Feb. 2 12:58 pm	MFR	Margate	9	2
Feb. 6 10:50am	MVC	Blue Shank Rd.	15	3
Feb. 8 18:28 pm	Commercial fire alarm	Kensington	10	1
Feb. 15 14:46 pm	Residential fire alarm (no key holder)	Rte 20 Kensington	10	1
Feb. 17 08:42 am	Utility fire (trees)	Lower Freetown	10	1
Feb. 18 - 01:46 am	Residential fire alarm (no key holder; road not plowed; firemen walked in waist-deep snow for 1/2 mile to reach the summer residence)	Darnley	11	1
Feb. 18 - 19:41pm	MFR	Barbara Weit Rd.	11	1 (stand down enroute)

February 1 - Association meeting with 21 present.

February 15 - Training held with 19 present.

Rodney Hickey
Chief

[illegible]

[illegible]

Police Department Occurrence Report Summary 2022														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Trespass Act													0	0.00%
Trespass at Night													0	0.00%
Uttering Threats													0	0.00%
Wellbeing Check	3												3	2.42%
SOTS Issued	19	18											37	30%
Total Incidents	70	54											124	100%
HTA Warnings		4											4	
Fine Revenue	\$3,520.50	\$3,220.00											6,740.50	
Foot Patrols in hours	2	4											6	
Community policing school		8												
Record Checks A (BC)	11,564	9,221											20,785	
Record Checks C (KPS)	3	4											7	
KPS assisting other agencies	2	1											3	
Other agencies assisting KPS													0	

Police Report February 2022

There were 3 alarm calls to report for this month.

Feb 1 @ 1601hrs- H&S Auto, member attended

Feb 14 @ 2302hrs – Credit Union, member attended

Feb 15 @ 0149hrs – Kensington Ag, member attended

The assistance calls for this month consist of:

1 assisting EMS

1 Health COVID related

Feb 7 Assist RCMP with MHA person

Town of Kensington Bills List February 2022

4Imprint	COOLER BAGS	\$2,597.62
Adam MacDonald	POLICE - VEHICLE GAS	\$64.31
Amalgamated Dairies Limited	4922049014	\$71.40
ADL Foods	2479788P	\$530.10
ADL Foods	2480246P	\$529.33
Aliant	INV8887560	\$299.02
Aliant	INV8889283	\$30.48
Andrew Griffin	FEB 2022 RRSP	\$584.08
Ashley Christie	DOG TAG REFUND	\$8.00
Bell Mobility	2-403522	\$201.25
Black & McDonald Limited	ICE PLANT COMPRESSOR REPAIR	\$2,235.67
Brenda MacIsaac	FEB 2022 RRSP	\$304.52
Building Blocs Home Improvements	850851 WASHROOM RENOVATIONS	\$15,334.56
CIBC Securities Inc	FEB 2022 RRSP	\$395.28
Claire Caseley- Smith	DOG TAG REFUND	\$8.00
Combat Computer Inc	BACKUPS	\$465.58
Combat Computer Inc	COPIES	\$118.61
Combat Computer Inc	SERVICE CALL - SCANS TO EMAIL	\$82.80
Combat Computer Inc	CUC KEY FOBS	\$575.00
Combat Computer Inc	POLICE 365 EMAIL	\$131.45
Combat Computer Inc	WIFI MODEM OUTAGE	\$86.25
Combat Computer Inc	POLICE CAMERA OUTAGE	\$587.65
Combat Computer Inc	SERVICE KIM'S COMPUTER	\$187.44
Commercial Construction	FEB SNOW REMOVAL	\$15,079.36
Controls & Equipment	PHYSIO HEAT PUMP SERVICE	\$179.98
Controls & Equipment	PHYSIO HEAT PUMP ERROR CODE	\$359.95
CPKN Network Inc	DYLAN ELLSWORTH CPIC COURSE	\$57.50
Credit Union Financial Management	FEB 2022 RRSP	\$859.08
Canadian Union of Public Employees	FEB 2022 UNION DUES	\$610.50
D.W Mechanical	03 TRACKLESS	\$80.50
D.W Mechanical	97 TRACKLESS	\$201.25
Eastlink	17805190	\$114.94

Eastlink	17887348	\$23.00
Eastlink	17887102	\$109.19
Eastlink	17925612	\$157.44
Eastlink	FEB 2022	\$830.19
Eastlink	17938145	\$114.95
Frito Lay Canada	43542389	\$192.95
Geoff Baker	FEB 2022 MILEAGE	\$300.33
Greg Noncorron	DOG TAG REFUND	\$8.00
Heather Grady	DOG TAG REFUND	\$8.00
Heidi Mountain	DOG TAG REFUND	\$8.00
Irving Oil	204394	\$504.74
Irving Oil	641917	\$506.32
Irving Oil	364113	\$768.04
Irving Oil	545110	\$899.31
Irving Oil	780227	\$494.07
Irving Oil	149793	\$769.56
Irving Oil	150914	\$660.08
Irving Oil	233468	\$270.00
Irving Oil	239447	\$141.74
Irving Oil	547441	\$270.23
Irving Oil	625714	\$739.84
Irving Oil	34360509	\$2,208.41
Irving Oil	943339	\$746.45
Irving Oil	255731	\$587.95
Irving Oil	324113	\$402.22
Irving Oil	34366478	\$223.56
Irving Oil	524130	\$349.21
Irving Oil	524576	\$531.67
Irving Oil	645429	\$682.61
Irving Oil	627030	\$365.96
Island Petroleum	00205221999664	\$675.47
Island Petroleum	00205221999665	\$716.81
Island Petroleum	00205221999666	\$445.36
Island Petroleum	00205221999667	\$168.93

Island Petroleum	00205221999668	\$89.15
Island Petroleum	00205221999669	\$394.47
Island Petroleum	00205221999670	\$460.85
Island Petroleum	00205221999671	\$543.77
Island Petroleum	00205221999672	\$317.04
Island Petroleum	00205221999673	\$636.00
Jonah MacDougall	POL - EQUIPMENT	\$9.88
Judy Cole	DOG TAG REFUND	\$8.00
Kensington Agricultural Services	TRACKLESS PUMP	\$182.83
Kensington Agricultural Services	97 TRACKLESS CORE	\$14.66
Kensington Metal Products Inc.	CUC SWITCH BOX	\$84.47
Kent Building Supplies	TRACKLESS HOOD HINGE	\$27.47
Kent Building Supplies	TRAIN STATION SUMP PUMP	\$201.24
Kent Building Supplies	BOARDWALK SALT	\$80.27
K'Town Auto Parts	44269/5	\$105.24
K'Town Auto Parts	44390/5	\$63.25
K'Town Auto Parts	44406/5	\$137.99
K'Town Auto Parts	44450/5	\$23.00
K'Town Auto Parts	44696/5	\$23.60
Landon Yuill	FEB 2022 RRSP	\$270.00
Landon Yuill	POL - UNIFORM	\$63.08
Langille Sharpening Service Inc	ZAMBONI BLADE	\$230.00
Lewis Sutherland	JANUARY EXPENSES	\$87.42
Lewis Sutherland	FEB 2022 RRSP	\$668.60
MacInnis Express (1983) Ltd	ZAMBONI BLADE DELIVERY	\$116.38
Maritime Electric	PW FEB 2022	\$482.66
Maritime Electric	CANTEEN FEB 2022	\$28.26
Maritime Electric	RINK FEB 2022	\$8,208.64
Maritime Electric	RINK SIGN FEB 2022	\$85.32
Maritime Electric	SENIOR CENTER FEB 22	\$345.78
Maritime Electric	TOWN HALL FEB 2022	\$1,407.08
Maritime Electric	LIBRARY FEB 2022	\$404.74
Maritime Electric	TRAIN STATION FEB 22	\$1,207.32
Maritime Electric	FREIGHT SHED FEB 22	\$293.78

Maritime Electric	EVK POOL FEB 2022	\$64.06
Maritime Electric	FIRE HALL FEB 2022	\$474.87
Maritime Electric	CAR CHARGER FEB 22	\$91.43
Maritime Electric	STREET LIGHTS FEB 22	\$2,838.23
Maritime Electric	SPEED RADAR FEB 22	\$108.27
Maritime Electric	POLICE CAMERA FEB 22	\$13.42
Mary Macdonald	DOG TAG REFUND	\$8.00
Mary's Bake Shoppe	COUNCIL VALENTINE TREATS	\$18.85
Malpeque Bay Credit Union	FEB 2022 RRSP	\$1,660.80
Medacom Atlantic Inc	INV013313	\$261.63
Melinda Piche	DOG TAG REFUND	\$24.00
Minister of Finance	BULK SALT	\$922.81
Moase Plumbing & Heating	FIRE HALL HEATING	\$899.67
Orkin Canada	C-3192043	\$48.30
Pitney Bowes	LEASE CHARGES	\$194.55
Princess Auto	FIRE EQUIPMENT	\$133.35
Robert Wood	EXPENSE CLAIM	\$103.40
Rodney Hickey	STAPLES FEB 9, 2022	\$121.90
Rogers Plumbing & Heating	TRAIN STN INSTALL SUMP PUMP	\$89.30
Rowan Caseley	JANUARY EXPENSE	\$14.10
Rowan Caseley	FEBRUARY EXPENSE	\$28.20
Mikes Independent	SHOP WATER	\$11.80
Scotia Securities	FEB 2022 RRSP	\$938.14
Scotiabank Visa	PINK SHIRT DAY	\$342.70
Scotiabank Visa	CUC FOOD SAFETY COURSE	\$24.98
Scotiabank Visa	KIDS HELP PHONE FEB	\$50.00
Scotiabank Visa	ZOOM FEB 2022	\$23.00
Scotiabank Visa	TOWN HALL LIGHT BULBS	\$158.70
Sherry's Heating Service	HEAT SERVICE CALL SENIORS CENTER	\$232.30
Sherry's Heating Service	PW FURNACE FAN MOTOR	\$471.50
SHINY PAINT ART CO	TOWN HALL WINDOW PAINTING	\$517.50
Sommers Generator System	MURRAY CHRISTIAN CENTRE ANNUAL SERVICE	\$1,577.40
Spring Valley Building Centre Ltd	228959	\$43.64
Spring Valley Building Centre Ltd	229025	\$43.64

Spring Valley Building Centre Ltd	229126	\$43.64
Spring Valley Building Centre Ltd	958870	\$163.27
Spring Valley Building Centre Ltd	229220	\$87.29
Spring Valley Building Centre Ltd	229317	\$43.64
Standard Auto Glass	TRACKLESS WINDOW INSTALL	\$127.94
Standard Auto Glass	PW SEAT COVERS TRUCK	\$345.00
Standard Auto Glass	TRACKLESS WINDOW INSTALL	\$74.75
Summerside Chrysler Dodge (1984) Ltd	POL INTERIOR CAR CLEAN	\$172.44
Suncor Energy Products Partnership	POLICE FUEL	\$1,020.49
Superior Sanitation	0000013989	\$715.74
Superior Sanitation	0000771999	\$184.00
Superior Sanitation	0000771998	\$80.50
Superior Sanitation	0000772000	\$230.00
Superior Sanitation	0000772001	\$207.00
T & K Fire Safety Equipment Ltd	CUC FIRE SERVICE	\$65.44
T & K Fire Safety Equipment Ltd	CUC FIRE SERVICE	\$169.72
Telus	FEB 2022	\$1,138.45
Town of Kensington	WATER & SEWER JAN 2022	\$803.19
Walter Clark	DOG TAG REFUND	\$8.00
Workers Compensation Board of PEI	FEB 2022	\$7,093.61
Yellow Pages Group	INV02569877	\$19.28
Yellow Pages Group	INV02593856	\$30.77
Subtotal		<u>\$101,532.89</u>
Payroll		\$101,091.40
AJL General Contractors Ltd	KBP-CLAIM#6	\$340,740.89
Controls & Equipment	65293 PHYSIO HEAT PUMP	\$6,426.20
Island Hot Tubs & Pools	8909 EVK POOL DEPOSIT	\$24,844.12
Sansom Equipment Ltd	CHLORINE PUMP	\$3,420.11
WSP Canada Inc	1086755 BUSINESS PARK	\$1,566.28
WSP Canada Inc	1084009 WELLFIELD	\$1,244.88
WSP Canada Inc	1084004 LAGOON	\$181.13
Subtotal Capital		<u>\$378,423.61</u>
Total Bills		<u>\$581,047.90</u>

Water and Sewer Utility Bills List February 2022

Aliant	INV8888985	\$190.16
Aliant	INV8859519	\$138.46
Kensington Country Store	CHLORINE	\$392.89
Kensington Septic Service	5339 LAGOON PUMPING	\$1,840.00
Maritime Electric	WELL 3 FEB 2022	\$719.12
Maritime Electric	SEWAGE TREATMENT	\$3,072.15
Maritime Electric	LIFT STATION FEB 22	\$414.85
Maritime Electric	SEWAGE PUMP FEB 22	\$146.81
Maritime Electric	SEWER TREAT FEB 22	\$3,058.84
Maritime Electric	WATER TOWER FEB 22	\$164.28
Maritime Electric	PUMP BUILDING FEB 22	\$317.51
Maritime Electric	PUMP CNT BLDG FEB 22	\$317.57
Maritime Electric	PUMP WEST FEB 22	\$706.70
Maritime Electric	PUMP EAST FEB 22	\$249.77
Minister of Finance	WATER ANALYSIS	\$368.00
PowerGrid Partners Ltd	2022 ANNUAL SERVICE CONTRACT	\$8,617.03
Total W&S Bills		\$20,714.14

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for February 2022

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$196,158.86	\$78,386.00	\$117,772.86	\$1,208,882.05	\$907,474.00	\$301,408.05	\$985,860.00	123%
Police Service	\$19,820.55	\$17,260.00	\$2,560.55	\$259,915.60	\$196,560.00	\$63,355.60	\$213,820.00	122%
Town Hall Rent	\$8,495.83	\$7,909.00	\$586.83	\$93,854.98	\$91,599.00	\$2,255.98	\$99,508.00	94%
Recreation	\$0.00	\$0.00	\$0.00	\$4,802.19	\$4,500.00	\$302.19	\$4,500.00	107%
Sales of Service	\$22,909.32	\$33,000.00	-\$10,090.68	\$321,076.58	\$377,200.00	-\$56,123.42	\$411,200.00	78%
Subtotal Revenue	\$247,384.56	\$136,555.00	\$110,829.56	\$1,888,531.40	\$1,577,333.00	\$311,198.40	\$1,714,888.00	110%
GENERAL EXPENSES								
Town Hall	\$12,862.09	\$12,820.00	\$42.09	\$153,488.99	\$149,421.00	\$4,067.99	\$162,041.00	95%
General Town	\$20,633.08	\$32,018.00	-\$11,384.92	\$372,509.13	\$398,421.00	-\$25,911.87	\$422,085.00	88%
Police Department	\$44,505.92	\$37,046.00	\$7,459.92	\$548,242.62	\$479,643.00	\$68,599.62	\$522,689.00	105%
Public Works	\$33,497.77	\$15,134.00	\$18,363.77	\$225,368.79	\$187,977.00	\$37,391.79	\$202,561.00	111%
Train Station	\$17,583.92	\$4,435.00	\$13,148.92	\$67,973.85	\$47,345.00	\$20,628.85	\$51,795.00	131%
Recreation & Park	\$2,982.02	\$3,145.00	-\$162.98	\$98,441.21	\$92,640.00	\$5,801.21	\$95,785.00	103%
Sales of Service	\$11,163.71	\$15,255.00	-\$4,091.29	\$150,223.30	\$179,810.00	-\$29,586.70	\$196,340.00	77%
Business Park	\$3,265.42	\$2,056.00	\$1,209.42	\$16,695.01	\$22,616.00	-\$5,920.99	\$24,672.00	68%
Subtotal Expenses	\$146,493.93	\$121,909.00	\$24,584.93	\$1,632,942.90	\$1,557,873.00	\$75,069.90	\$1,677,968.00	101%
Net Income (Deficit)	\$100,890.63	\$14,646.00	\$86,244.63	\$255,588.50	\$19,460.00	\$236,128.50		
Credit Union Centre								
Credit Union Centre Revenue	\$48,391.76	\$30,700.00	\$17,691.76	\$298,142.08	\$286,100.00	\$12,042.08	\$329,300.00	91%
Credit Union Centre Expenses	\$34,635.10	\$40,418.00	-\$5,782.90	\$326,845.30	\$335,168.00	-\$8,322.70	\$367,536.00	89%
Net Income (Deficit)	\$13,756.66	-\$9,718.00	\$23,474.66	-\$28,703.22	-\$49,068.00	\$20,364.78		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$259,127.00	\$259,127.00	\$0.00	\$282,684.00	92%
Fire Department Expenses	\$23,546.27	\$23,512.00	\$34.27	\$265,204.05	\$258,782.00	\$6,422.05	\$280,844.00	94%
Net Income (Deficit)	\$10.73	\$45.00	-\$34.27	-\$6,077.05	\$345.00	-\$6,422.05		
Consolidated Net Income (Deficit)	\$114,658.02	\$4,973.00	\$109,685.02	\$220,808.23	-\$29,263.00	\$250,071.23		
							\$524.00	
Water and Sewer Utility								
Water & Sewer Revenue	\$54,993.69	\$57,315.00	-\$2,321.31	\$596,263.36	\$612,195.00	-\$15,931.64	\$669,510.00	89%
Water & Sewer Expenses	\$66,613.88	\$55,535.00	\$11,078.88	\$659,426.90	\$613,585.00	\$45,841.90	\$669,120.00	99%
Water & Sewer Net Income (Deficit)	-\$11,620.19	\$1,780.00	-\$13,400.19	-\$63,163.54	-\$1,390.00	-\$61,773.54		
							\$390.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO

FROM: ROBERT WOOD, CUC MANAGER

DATE: FEBRUARY 2022

SUBJECT: FEBRUARY 2022 - CREDIT UNION CENTRE REPORT

ATTACHMENT: STATISTICAL REPORT

FEBRUARY 2022

Fitplex

- Hours of operation are 5:00 am – 10:00 pm daily.
- Staffed Hours are Monday to Friday 4:00 pm - 8:00 pm.
- No day passes allowed at this time, members only.
- CPHO removed the vax pass requirements for the gym.

Arena

- CPHO Removed the vax pass requirements on February 28, 2022.
- ADL Ice show was held on February 26, 2022.
- Kensington Vipers (1 game in February) and Kensington Wild (0 games in February) teams and leagues have been hit hard by COVID and had the majority of their games cancelled this month.
- The outdoor arenas had a little over three weeks of use; however, due to weather temperatures and heavy snowfall all the ice has melted.
- The snow sledding hill is still available for people to use.
- Arena will be staying open until April 24, 2022. Figure Skating plan on using it until April 8th, Minor Hockey April 21st, Kensington Wild end of March and Vipers playoffs in April.

Kensington Cash Draw

• February 3	184.00
• February	190.00
• February 17	188.00
• February 24	182.00
Total	744.00

Ball Fields

- Nothing to Report

Senior Center

- Nothing to Report

.

Central Community PEI Navigator

Attached

Upcoming Events

- March U 9 Girls Jamboree
- Wild Playoffs in March
- April 15-19 Hockey Provincials
- April 22-24 Mardi Gras Rec Tournament

Town of Kensington

Credit Union Centre Monthly Statistical Data

2022

[illegible]

2021

[illegible]

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: PROCUREMENT POLICY – PROPOSED AMENDMENTS
DATE: 2022-03-25
ATTACHMENTS: PROCUREMENT POLICY

Background

Staff, and Mayor Caseley, have reviewed the Town’s Procurement Policy to ensure that the current policy is aligned with current procurement practices and procedures, and to maximize flexibility in purchasing without sacrificing value, quality, delivery schedules, etc.

The Deputy Police Chief, Credit Union Centre Assistant Manager, and the Municipal Clerk positions have been added to the policy to provide each position with a level of expenditure authority.

Some ‘housekeeping’ amendments have been made to the policy to provide clarity and to clear up some minor wording and grammatical issues. A copy of the amended policy is circulated with this memorandum. Any proposed amendments are highlighted in the document.

Recommendation

It is requested that Committee of Council review the amended Procurement Policy and recommend its adoption to Town Council at their regular April meeting.



Town of Kensington Policy

Policy Title:	Procurement	Policy Number:	01-103-10
Committee:	Finance & Administration	Approval/Effective Date:	August 9, 2010 <i>Revised November 12, 2013</i> <i>Revised April 11, 2022</i>

Introduction

This policy applies to all procurement of goods and services by the Town of Kensington and any boards, commissions, corporations or agencies governed by it. Any expenditure for goods and services shall be made pursuant to this policy.

The Town of Kensington is committed to providing effective and efficient services to its residents through the practice of the acquisition of goods and services at a fair and competitive price. However pricing will take into consideration the full life cycle cost of the purchase without sacrificing quality, flexibility and/or delivery schedule.

Policy Goals

1. To set forth procedures and guidelines for the Town to ensure that all purchases of goods and services provide for the lowest costs without sacrificing quality, flexibility and/or delivery schedules, i.e. considering the full life cycle cost of a particular purchase or contract.
2. To set forth procedures and guidelines that ensure an open, honest and transparent procurement process that uniformly balances the interests of taxpayers with the fair and equitable treatment of contractors/suppliers.
3. To set forth procedures and guidelines that will promote and maintain the integrity of the purchasing process and protect Town Council, vendors and staff involved in the process by providing clear direction and accountabilities.

Guiding Principles

The Town of Kensington shall be guided by the following procurement principles:

1. The procurement process is to be open, fair and consistent.

Town of Kensington Procurement Policy

2. The total cost of the purchase shall be taken into consideration when evaluating a purchase including but not limited to the initial cost, anticipated repair costs, staff training requirements, disposal costs, operational costs – energy, service, and preventive maintenance, parts inventory requirements and availability of offsite service personnel.
3. Purchase Orders shall be generated for all purchases of goods and services, ~~in excess of \$100.00~~ at the time of purchase duly signed by authorized personnel except when an emergency deems otherwise, in which case a purchase order(s) will be generated immediately following the purchase by duly authorized personnel. Purchase Orders shall be based on the actual cost at the time of purchase or based on an estimate if the actual cost of purchase is not known. Petty cash purchases less than \$75.00 shall not require a purchase order.
4. Certain staff or their designate ~~(as deemed appropriate by Town Council and as indicated in the Expenditure Approval Authorities Section of this Policy)~~ Section 17 of this policy, which may be amended from time to time shall have authorized spending limits and must receive prior approval before purchasing above this limit, emergency situation excluded. No emergency purchases shall be made without the prior authorization of the CAO, or in his/her absence the Deputy Administrator.
5. No person shall break up an order to purchase into more than one purchase in order to stay below their authorized spending limit.
6. While the Town of Kensington strives to obtain the lowest cost of purchase, the lowest bid or offer will not necessarily be accepted.
7. The Town of Kensington reserves the right not to accept any bid received in response to a verbal or written request.
8. No person shall commit the Town of Kensington to any written agreement, license, lease, contract or other obligation where it would result in an expenditure exceeding \$~~15,000~~0,000 or would commit the Town to a period exceeding ~~two~~ one years, without first receiving approval from ~~the~~ Town Council.
9. To the greatest extent possible all purchases are limited to the approved expenditures contained within the Town's annual Operating and Capital budgets. Any over-expenditure shall be reported to Town Council.
10. No expenditure shall be made that does not fall within the mandate and level of service of the Town as established from time to time by Town Council.

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Guidelines Governing Requests for Proposals, Requests for Quotations and Tenders

A Request for Proposals (RFP) is typically utilized in procuring professional or consulting services or when suppliers are being invited to propose a solution to a problem, requirement or objective. Negotiations shall not be conducted with a proponent after the date in which proposals have been received. To preserve confidentiality of sensitive commercial information contained in a proposal, a proposal shall not be opened in public but will be opened in the presence of at least two representatives of the Town and a list of the proponents will be available to the public and the proponents upon request. An award of a contract based upon a request for proposals will be made to the supplier whose proposal is deemed to be the most advantageous to the Town based upon the criteria set out in the request for proposals and equitably applied to all proposals. The Town may employ a two envelope system on Requests for Proposals.

When Request for Quotations (RFQ) is utilized, quotations will typically be sought from at least three suppliers but a lesser number of suppliers may be used when three suppliers are not reasonably available, having regard to the value of the goods and services, the shipping or travel cost and the amount of time available before the goods and services are required to be available. Quotations shall typically be sought in writing, but when time does not permit the quotations may be obtained verbally, except when this policy states otherwise, provided that a written record of any verbal quotation, including the time, date, supplier, price and description of the goods and services, the person from whom the quotation was obtained and the name of the municipal staff person obtaining the quotation is kept on file.

Through a tender process, the award is normally made to the lowest cost bid received from a responsible and compliant bidder. Tenders shall be opened in public.

Normal Purchasing Practices

Normal purchasing practices for the Town of Kensington shall be as follows:

1. For Goods and Services Having a Value of Less than ~~\$5,000~~ 15,000

Goods and Services ~~may~~ shall be procured from any supplier except if staff has reason to believe that the supplier is not the lowest cost supplier for the item in question or that acquiring the goods and services from the supplier would otherwise not conform to the principles of this policy. Nothing in this section shall preclude the use of a Request for Quotations process.

2. For Goods and Services Having a Value of More than ~~\$5,000~~ 15,000 and Less than \$50,000

Town of Kensington Procurement Policy

Goods and Services shall be procured by a standing offer agreement or by Request for Quotations. All quotations shall be obtained in writing;

3. For Goods and Services Having a Value of More than \$50,000

Goods and Services shall be procured through a public tendering, request for proposals or request for quotations process as deemed appropriate by Town Council. Invitations to tender or requests for proposals shall be posted electronically on the Town's website and the Province of Prince Edward Island's Procurement website and may ~~shall normally~~ be advertised in one or more publications of appropriate circulation and the Town's social media sites. The public tendering process and/or the request for proposals process may be employed for goods and services values of less than \$50,000 when deemed appropriate.

Unsatisfactory Suppliers

The Town may refuse to purchase goods and services from a supplier, if, in the opinion of the CAO the supplier has not provided satisfactory performance, satisfactory quality goods or has otherwise provided poor value to the Town. Any supplier deemed unsatisfactory by the CAO may appeal such decision to Town Council.

Sole Source Procurement

Purchases may be made from a single source without quotations or tenders where,

1. The compatibility of a purchase with existing equipment and/or facilities is of paramount consideration and that purchase must be made from a single source;
2. The item is being purchased for testing or trial use;
3. A product is leased or rented by the Town with a credit purchase option and such purchase is deemed beneficial to the Town;
4. To undertake a public competitive bidding process would be injurious to the confidentiality of a supplier/contractor, i.e. security issues, policing matters or other confidential matters.
5. Notwithstanding any provision of this policy, where the CAO, in consultation with the Mayor, and/or Town Council determines that such a procurement method is fair and reasonable.

Credit Card Purchases

Town of Kensington Procurement Policy

Credit Card purchases shall be based upon the following guiding principles:

1. All expenditures shall correspond to an approved budget line item and shall be charged to the appropriate ledger account;
2. All expenditures shall be accompanied by receipts and other supporting documentation where appropriate;
3. All expenditures shall be restricted to Town business purposes only;

Professional Services

Notwithstanding any provision of this policy, contracts for professional services such as legal, accounting, planning and engineering may be extended by Town Council without issuing a tender or request for proposals if Council believes that the benefit of the knowledge and expertise of the Town and its' operations that is accumulated by the professional service provider outweigh any potential cost saving through a competitive bidding process.

Emergency Expenditures

~~An emergency is defined as a situation in which the Town must expend money or other resource in order to protect people and/or property and which there is inadequate time for Town Council to give its prior authorization for the expenditure.~~

~~The CAO shall have authority to make emergency expenditures. The CAO shall report all emergency expenditures to Town Council as soon as reasonably practical following the expenditure reporting the nature of the emergency and the nature and amounts of each expenditure. The CAO, where possible, shall consult with the Mayor prior to an emergency expenditure being made.~~

Emergency purchases shall be completed using the most expedient ~~method, but~~ method but will take economy into consideration.

~~The CAO shall have authority to make emergency expenditures. The CAO shall report all emergency expenditures to the Town Council as soon as reasonably practical following the expenditure reporting the nature of the emergency and the nature and amounts of each expenditure.~~

Local Preference

The Town supports local merchants/businesses by encouraging the use of local suppliers and by purchasing locally, where all things are equal.

The following priorities will be given where all things are equal, i.e. after giving due consideration to determining overall best value:

- Firstly – Locally
- Secondly – Within the Province
- Thirdly – Within Canada

Town of Kensington Procurement Policy

- Fourthly – Outside Canada

Full consideration shall be given to potential future costs or savings that may be experienced by purchasing locally.

Staff Estimates~~ions~~

Where the value of any goods or services governs the procurement process to use under this policy, staff shall reasonably estimate the value of such goods and services where no definitive information is available to determine the total cost. Reasonable efforts shall be made to acquire sufficient information to put forth reasonable cost estimates~~ions~~ for goods and services.

Conflict of Interest

~~The Town shall not consider any bid, or otherwise acquire any good or service from an elected official or employee of the Town, where the value of the bid, good or service exceeds \$100.00.~~

No elected official or employee of the Town may purchase goods or services for personal use through the Corporation.

No elected official or employee of the Town shall purchase or offer to purchase on behalf of the Town, except in accordance with this policy.

Exemptions to ~~this Policy~~Competitive Bidding

While the provision of most goods and services may provide for competitive bidding or quotations, there are some goods and services which are exempt from this policy:

1. The purchase of land or buildings
2. Training and Education, i.e. conferences, courses, periodicals, magazines/subscriptions, professional development
3. Refundable Employee/Town Council Expenses, i.e. per diems, accommodation charges, travel expenses
4. Employer's General Expenses, i.e. Payroll deduction remittances, tax remittances, workplace safety payments
5. Hydro Utility
6. Emergency Requirements ~~as defined under Section 11~~

Town of Kensington Procurement Policy

7. Advertising Services required by the Town on or in, but not limited to radio, television, newspaper and magazines.
8. Programs or services which may be offered to the Town of Kensington that when made public would violate a confidentiality agreement or offer made in confidence.

Disposal of Assets

Where any goods are surplus, obsolete or unrepairable, they shall be declared surplus. When no other use can be found for these items, they may be disposed of through a tender, quotation or trade in, whichever is in the best interest of the Town. Where an item has limited market value, the CAO may, to the benefit of the Town, dispose of the item in a manner other than the ones listed above. The CAO shall obtain the approval of Town Council prior to the disposal of any Town owned assets, with a value estimated at \$5,000 or more. In all instances, the disposal of any asset shall be reported to Town Council.

Expenditure Approval Authorities

Mayor and Council	Unlimited with approval by Resolution of Town Council
Chief Administrative Officer	\$15,0000,000 (May be exceeded in emergency situations, every effort shall be made to confer with the Mayor and/or appropriate Committee Chair prior to the purchase and the purchase shall be reported at the nearest following Town Council meeting)
Deputy Administrator	\$ 5,0002,000 (May be exceeded in instances where the CAO is absent. Shall have the approval of the Mayor and/or the appropriate Committee Chair prior to exceeding approval authority)
Police Chief, Public Works Manager, Credit Union Centre CC Manager, Fire Chief, <u>Municipal Clerk</u>	\$2,000500 subject to budget availability
<u>Credit Union Centre Assistant Manager, Deputy Police Chief</u>	<u>\$500 subject to budget availability.</u>

Town of Kensington Procurement Policy

Date of Passage: _____

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

Chief Administrative Officer

Date

From: Marilee Reeves <mjreeves@edu.pe.ca>
Sent: March 16, 2022 2:49 PM
To: mail@kensington.ca
Subject: KISH Prom

Your support is needed for the K.I.S.H graduation prom.

I am writing to you regarding the possibility of a **cash donation or a gift card/certificate** for a fundraising basket (lottery #6517). The funds we raise will support the graduation prom taking place on June 16th at Clinton Hills.

As you may already be aware, prom activities are not managed by the school and it is up to the community to provide these special events. It is only through the generosity and support of our community that we can give our graduates a fun-filled celebration. The K.I.S.H graduation prom is being organized by a volunteer committee in Kensington.

A donation by your organization will be displayed in recognition of your generosity.

Please join us in helping to make the K.I.S.H graduates of 2022 celebrate their achievements.

Best Regards,

Marilee Reeves

K.I.S.H graduation prom volunteer

Statement of Confidentiality

This message (including attachments) may contain confidential or privileged information intended for a specific individual or organization. If you have received this communication in error, please notify the sender immediately. If you are not the intended recipient, you are not authorized to use, disclose, distribute, copy, print or rely on this email, and should promptly delete this email from your entire computer system.

Déclaration de confidentialité

Le présent message (y compris les annexes) peut contenir des renseignements confidentiels à l'intention d'une personne ou d'un organisme en particulier. Si vous avez reçu la présente communication par erreur, veuillez en informer l'expéditeur immédiatement. Si vous n'êtes pas le destinataire prévu, vous n'avez pas le droit d'utiliser, de divulguer, de distribuer, de copier ou d'imprimer ce courriel ou encore de vous en servir, et vous devriez le supprimer complètement de votre système informatique.

2022 FPEIM FINANCE AND AUDIT COMMITTEE REPORT

Committee Members:

- Councillor Rodney Mann, Town of Kensington (Chair)
 - Mayor Roger Gallant, Rural Municipality of Abram-Village
 - Mayor Basil Stewart, City of Summerside
 - Councillor Bruce MacDougall, City of Summerside, FPEIM President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
-

The FPEIM Finance and Audit Committee met on March 14, 2022, and proposed that the budget be presented to the FPEIM Board for adoption. The FPEIM Board met on March 17, 2022, and adopted the following budget.

Note: In accordance with a resolution adopted at the 2014 semi-annual meeting, the FPEIM budget is now approved by the board and will not be brought before the members at the annual meeting.

2022 FPEIM FINANCE AND AUDIT COMMITTEE REPORT

Federation of P.E.I. Municipalities Inc.		
	2021-2022 Budget	2022-2023 Budget
REVENUE		
Sales Revenue		
Membership Revenue	\$160,902	\$163,906
Annual and Semiannual Meeting	\$18,000	\$20,250
Provincial Grant	\$95,000	\$100,000
CanWILL ICI – SheLeads Project	\$0	\$5,000
Shared Services Model in Finance Project	\$0	\$18,000
Forest Conservation Project	\$0	\$6,000
Municipal Infrastructure Fund Project	\$0	\$2,375,000
Municipal Infrastructure Fund Project Administration	\$0	\$125,000
Interest	\$2,000	\$2,000
Member Services	\$13,200	\$1,800
TOTAL REVENUE	\$289,102	\$2,816,956
EXPENSE		
Payroll Expenses		
Wages & Salaries	\$189,252	\$254,675
EI and CPP Benefits	\$12,281	\$18,071
Pension Expense	\$12,389	\$13,021
Medical Expense	\$3,143	\$3,298
Long term disability Expense	\$1,522	\$1,522
Workers Compensation	\$317	\$420
Total Payroll Expense	\$218,904	\$291,007
General & Administrative Expenses		
Travel Out of Province	\$13,325	\$20,000
Travel In Province	\$4,800	\$4,800
Dues and Registration Fees	\$2,840	\$2,910
Office Expense	\$10,790	\$10,790

2022 FPEIM FINANCE AND AUDIT COMMITTEE REPORT

Bank Expense	\$300	\$300
Meetings	\$3,500	\$3,500
Bell Award	\$500	\$500
Professional Fees	\$23,230	\$42,924
Shared Service Model in Finance Project	\$0	\$18,000
CanWiLL ICI – SheLeads Project	\$0	\$5,000
Municipal Infrastructure Fund Project	\$0	\$2,375,000
Forest Conservation Project	\$0	\$6,000
Annual and Semiannual Meeting	\$16,825	\$19,625
Rent	\$4,800	\$4,800
President - honorarium	\$6,000	\$7,000
Member Services	\$12,000	\$500
Insurance	\$2,491	\$2,700
Depreciation	\$600	\$600
Miscellaneous	\$1,000	\$1,000
Total General & Admin. Expenses	\$88,201	\$2,525,949
TOTAL EXPENSE	\$321,905	\$2,816,956
NET INCOME	-\$32,803	\$0

2022 FPEIM CONSTITUTION COMMITTEE REPORT

Committee Members:

- Councillor Rodney Mann, Town of Kensington
 - Councillor Elaine Barnes, Town of Cornwall
 - Councillor Bruce MacDougall, City of Summerside, FPEIM President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
-

The FPEIM Constitution Committee and the FPEIM Board are not recommending any changes to the [FPEIM Constitution](#) at this time.

2022 FPEIM RESOLUTIONS COMMITTEE REPORT

Committee Members:

- Councillor Gail MacDonald, Town of Stratford (Chair)
- Councillor Patrick MacLellan, Rural Municipality of Miscouche
- Mayor Roger Gallant, Rural Municipality of Abram-Village
- Councillor Bruce MacDougall, City of Summerside, FPEIM President (non-voting, ex-officio)
- John Dewey, Executive Director (non-voting, ex-officio)

An invitation to submit resolutions was forwarded to member municipalities on January 25, 2022, with a deadline for submissions of February 24, 2022. No resolutions were submitted by FPEIM members; therefore, no resolutions will be brought forward to the members at the annual meeting.

UNAPPROVED SEMIANNUAL MEETING MINUTES
SATURDAY, NOVEMBER 6, 2021
Hosted by the City of Summerside
at Credit Union Place

1. REGISTRATION

Registration was held from 9:00 am - 9:30 am at the Credit Union Place in Summerside on Saturday, November 6, 2021. Ninety-three delegates and guests registered for the meeting.

2. CALL TO ORDER AND OPENING REMARKS

President Bruce MacDougall called the meeting to order at 9:36 am by acknowledging that the land upon which we gathered is unceded Mi'kmaq territory.

He introduced Mayor Basil Stewart, City of Summerside, and the Honourable Jamie Fox, Minister of Fisheries and Communities. He welcomed delegates and guests to the meeting and thanked the partners for their support. He introduced FPEIM Board members and staff. He then invited Mayor Stewart to welcome the delegates.

Mayor Basil Stewart, City of Summerside, welcomed everyone to Summerside and wished everyone a great day.

President MacDougall thanked Mayor Stewart for his remarks.

3. PRESIDENT'S REMARKS

President MacDougall stated that we are lucky to live in PEI for many reasons, including the hard work Premier King, Dr. Morrison and health sector workers across the province have been doing to keep us safe throughout this pandemic. He said that it has been two years since we last met in person and being together today makes him appreciate these meetings more than ever. He talked about what an amazing group of people mayors and councillors are because they care about their city, town or rural municipality.

He talked about how these meetings are a great opportunity to network with like-minded people who share ideas and successes and understand the hard work, sacrifices, challenges, and compromises involved in making visions become reality. He also mentioned how vital the municipal staff are in helping to make informed decisions, and in the successful implementation of the decisions made by council.

President MacDougall explained that he has seen the role of municipalities, and the services we provide, grow to meet higher public expectations and to respond to the increasingly complex world we live in. He stated he expects the role of municipalities to continue to grow and we must be prepared for the challenges and opportunities that lie ahead. Now, more than ever, it's vital that major changes are made to ensure our cities, towns and rural communities are strong.

President MacDougall stated as world leaders meet at COP26 in Glasgow to fight climate change globally, municipal governments can and must be part of the solution. He is pleased that the Federation of Canadian Municipalities has sent a delegation to this critical event. Municipalities have a role to play in greenhouse gas reductions and adapting to the impacts of climate change. We have several tools at our disposal, including land use planning.

He explained that only 10 per cent of our province has municipal land use plans. Weak provincial planning requirements in the remainder of the province leaves our Island largely unprotected against development that doesn't serve our shared best interests. The absence of planning, along with the unfair distribution of the property tax burden is undermining municipalities. Strategic decisions today around land use and development will strengthen our service while protecting our rural areas and the vital industries they support.

Modernization of the planning framework is long overdue. The need for strong land use policy has been thoroughly studied, beginning with a Royal Commission on Land Ownership and Land Use, in 1973. Several other reports were completed over the years, with the most recent being the report of the Land Matters Advisory Committee in July 2021.

President MacDougall reported that the report of the Land Matters Advisory Committee echoes many of our concerns, along with an urgent call for action. He stated that the time for study is over and we cannot continue to allow haphazard development to drive up the cost of public services, consume agricultural land and natural areas, undermine municipal governments, increase greenhouse gas emissions, and the list goes on.

He talked about the new construction taking place and stated that we still aren't building fast enough to keep up with the growing population. In the last 40 years, the population of PEI grew by about 36,000 residents. In the next 40 years, it's projected to grow by about 80,000. This growth has greatly benefited our province in many ways. It also brings challenges that require long-term strategic decision-making. He stated that municipal land use planning will be more important than ever, and municipal governments will require additional financial and technical support from the province for planning.

The Minister of Agriculture and Land tabled amendments to the Planning Act to clarify the purposes of the Act and to establish matters of provincial interest. President MacDougall commended Minister Thompson and the Province for taking this important first step and look forward to consultation and collaboration as the work of modernizing planning legislation moves forward.

President MacDougall said that land use was one of four areas examined by the Commissioner on Land and Local Governance a dozen years ago, along with municipal legislation, finance, and boundaries. It has been five years since the new Municipal Government Act was adopted. It was an important step forward that brought in many needed improvements to municipal legislation, but it was not accompanied by appropriate resources to match new responsibilities or by a modernization of archaic municipal boundaries.

President MacDougall stated that a few years ago, a revenue sharing committee was able to negotiate significant improvements to the financial framework, but those changes didn't go nearly far enough. Today, some municipalities are faced with the high cost of servicing a rapidly growing population while many others struggle with a tax base that doesn't come close to what's needed to operate a municipality. The five-year financial framework has been extended for another year and negotiations to improve the financial framework are underway. FPEIM continues to call for the Province to create tax room for municipalities by reducing its high property tax rate within municipalities.

President MacDougall said that Minister Fox has been very supportive of service sharing and municipal capacity building and we will continue to work together. The emergency management plan project has been extended until the end of December and we are working together on other initiatives to support municipalities.

President MacDougall thanked the province for introducing two rural transit routes in Eastern PEI, and for the commitment to expand that service to western PEI next year. Public transit provides broad public benefits and is an important tool for helping us transition to net zero emissions as we tackle the climate crisis. FPEIM continues asking for increased operational funding for public transit in Charlottetown, Stratford, and Cornwall. That grant has not increased since it was introduced in 2012, leaving municipalities with a bigger share of operating costs and making it more difficult to grow the service.

He said that the province has tabled a bill to allow the use of electronic speed monitoring devices and red-light camera systems to improve public safety. This is a direct result of work by the Federation on behalf of our members.

Earlier this year, the Federation of Canadian Municipalities negotiated a change to the Gas Tax Fund to add fire protection as an eligible expense. This was in response to a recommendation brought forward by FPEIM.

President MacDougall wrapped up his remarks by saying that many of the challenges facing many municipalities today have been decades in the making. These problems won't be fixed overnight, but we need the province to take important steps to move us in the right direction. FPEIM will continue to work hard on behalf of PEI municipalities.

4. **APPROVAL OF MINUTES FROM THE 2021 ANNUAL MEETING**

Resolution Semi2021-01

It was moved and seconded that the minutes from the 2021 FPEIM Annual General Meeting, held virtually on April 26, 2021 be adopted as presented. The motion carried.

5. **PRESENTATION OF FINANCIAL STATEMENTS**

Councillor Rodney Mann, Kensington, Chair of the FPEIM Finance and Audit Committee presented the financial statements for the year ending March 31, 2021.

Councillor Mann explained that we have a surplus this year. Due to the pandemic, a virtual annual meeting was held and the semi-annual meeting was cancelled, the President and Executive Director did not do any travelling, and most of the FPEIM board meetings were held virtually.

He explained that FPEIM received \$60,000 from the provincial government through the federal safe restart program for a CAO training project that was carried out from January – March 2021, and an Emergency Management project that ran during the same time frame. The revenue for this project is included in the provincial grants revenue and are recorded in professional fees.

Resolution Semi2021-02

It was moved and seconded that the financial statements for the year ending March 31, 2021, be accepted as presented. The motion carried

6. **ADDRESS BY MINISTER OF FISHERIES AND COMMUNITIES**

President MacDougall introduced the Honourable Jamie Fox, Minister of Fisheries and Communities.

Minister Fox acknowledged the relationship between FPEIM and the department, and he also stated he and the department have a good relationship with municipalities.

Minister Fox recognized Councillor Harrison Duffy, Rural Municipality of Kinkora, as the youngest councillor to be elected in PEI. He stated it was good to see young people get involved in municipal politics.

He stated that he values the work of municipal leaders. He stated that his department has been able to get the money out the door during this pandemic. Over \$8.4 million through covid relief fund has gone to PEI municipalities over the last year.

Minister Fox talked about the CAO training project and the Emergency Measures planning project with FPEIM. He explained that they have extended the deadline for municipalities to get their Emergency Management Plans completed.

Minister Fox stated that the Municipal Government Act (MGA) was needed by the province. Change to the MGA was needed to allow shared services. This change has been made and he stated he likes to see municipalities working together to build good relationships. He also said that all municipalities should be considering sharing services.

Minister Fox stated his department made changes to financial reporting and changed deadline to the end of September.

He stated that the boundary expansion in Kensington was very successful. There was good communication with the residents, and it worked well. Kensington also adopted a good tax model.

Minister Fox stated that Municipal Affairs provides online and printed resources for municipalities and residents. There is a package available for newly elected officials. He said that Municipal Affairs is also working on a package of information for people who are interested in running in a municipal election and he hopes this is ready before next election.

Minister Fox said that Municipal Affairs continues to work on bylaws and stressed the importance of a code of conduct. They also hope to help lessen the costs of municipal elections.

Minister Fox stated that his department, through Rural Development has been providing funding to several municipalities for fire and safety upgrades, libraries, generators, emergency lighting, watershed groups, and many community centre repairs. He stressed that Municipal Affairs and Rural Development are there to help municipalities.

Minister Fox stated that there have been many active transportation projects over the last year. He also talked about the rural transit pilot from Charlottetown to Eastern PEI and stated that they are looking to expand to Western PEI.

Minister Fox stated that with regard to infrastructure, his department has asked to meet with the new minister right away to discuss infrastructure programs and needs. He also reported that the Investing in Canada Infrastructure Program supported 59 municipalities across the Island.

Minister Fox talked about how he values the relationship between FPEIM and his department. He also said that he is going to change the conversation moving forward in 2022. He is going to focus on talking about the positives of municipal government and why everyone should join a municipality. He stated that he is open to conversation to how we can educate the population on the benefits of becoming part of a municipality.

President MacDougall thanked Minister Fox for his remarks.

7. SWITCH PROGRAM

President MacDougall introduced Maddy Crowell, Environmental Sustainability Coordinator, Town of Stratford, and Julian Boyle, President of PACE Atlantic.

Julian Boyle explained what PACE is and provided a brief history. The Town of Stratford and the City of Charlottetown are offering a Switch Program which offers 0% financing for solar and heat pumps to municipal residents. The funding attaches to the property and can transfer with the property when it changes hands. It is a user pay system.

The presenters showed a video of first participant in the Switch Program. This person would not have been able to install a heat pump without the help from the program.

Maddy Crowell gave some specifics on the Stratford and Charlottetown Switch program. There have been almost 600 homes in the first three months interested in the program and there has not been much need to promote the program. Ms. Crowell outlined benefits to residents and the benefits to the municipalities.

Mr. Boyle talked about other possible stages in the program, such as exiting from the FCM funding and transition to private capital in 2023. He also talked about possibly adding a commercial PACE element in 2022.

President MacDougall thanked Ms. Crowell and Mr. Boyle for their presentation.

8. LAND MATTERS

President MacDougall introduced Dr. Bobby Cameron, Director, Strategic Policy and Evaluation Division; Glenda MacKinnon-Peters, Director, Land Division; and Andrea Triolo, Senior Legislative Analyst, all of the Department of Agriculture and Land.

Dr. Cameron described the Land Matters project plan, explained how the advisory committee was appointed, and then the implementation plan of the recommendations.

Ms. MacKinnon-Peters stated that Agriculture and Land has hired two planners and will likely use outside planners as well. Interdepartmental communication is taking place regarding land use and planning

Ms. Triolo stated that Agriculture and Land has introduced amendments, bill 42 and 43, to Lands Protection Act and Planning Act. These have passed 1st reading at committee. She explained that recommendations 3, 4, 5, 7 from the Land Matters report are reflected in these amendments.

President MacDougall thanked Dr. Cameron, Ms. MacKinnon-Peters, and Ms. Triolo for their presentation.

9. SUMMERSIDE GREEN ENERGY

President MacDougall introduced Greg Gaudet, Municipal Services Director, City of Summerside.

Mr. Gaudet talked about Summerside's green energy projects, such as the solar bank, windmills, and car chargers. He stated that Summerside does have an electric utility which is beneficial but said if you can get the right partners together all municipalities can lower the carbon footprint. He talked about Summerside's smart grid which is the fibre communications network owned by the electric utility. Mr. Gaudet said that the council has been instrumental in these projects. They developed a strategic planning document implemented in 2005 that stated that council wanted the city wanted to be 100% green.

Mr. Gaudet talked about Summerside's Heat for Less program which offers electric utility customers energy at \$0.08/kWh. This program has been running since 2012. There are 62 electric vehicle (EV) chargers throughout the city. Some EV chargers are free and others are \$1.75/hour.

The City of Summerside started electrifying their fleet in 2015. They now have one electric Zamboni and five vehicles, and will be looking for trucks to add to fleet.

The City of Summerside also carried out a full energy audit on all municipal buildings and fully funded the recommended projects.
Summerside wind farm

Mr. Gaudet also talked about the windfarm and the Summerside Sunbank.

President MacDougall thanked Mr. Gaudet for his presentation.

10. A CONSERVATION CONVERSATION

President MacDougall introduced Kathrin Munro, Conservation Coordinator, FPEIM, and Samantha Murphy, SJ Murphy Planning and Consulting.

Ms. Munro outlined her project. The intended activities are:

- Establishing and maintaining strong working relationships with municipalities, local watershed groups, and the Forests, Fish, and Wildlife Division
- Providing relevant ecological information to municipalities to inform land-use planning decisions, including:
 - Identifying protected areas (natural areas, wildlife management areas, historic sites)
 - Identifying significant and/or sensitive areas where development may be detrimental to habitat conservation goals
 - Identifying areas where landscape connectivity could be improved
 - Species at risk occurrences and potential SAR habitat
 - Providing watershed plans
- Sharing information on opportunities for municipalities to engage in conservation and restoration (e.g. bylaw examples, Natural Areas Protection Act and other legislative tools, Carbon Capture Program, Forest Enhancement Program, Watershed Management)

Ms. Murphy explained her role in the project. She talked about the municipal role of land use planning, incentives, programs and activities regarding conservation.

President MacDougall thanked Ms. Munro and Ms. Murphy for their remarks.

11. PEI COASTAL HAZARDS – DATA, TOOLS AND RESOURCES

President MacDougall introduced Peter Nishimura, and Hope Parnham, Senior Climate Adaptation Policy Advisors, Department of Environment, Energy and Climate Change.

Mr. Nishimura talked about the recently received new coastal flood data. He said the request for coastal hazard assessments have increased. The department now has much more precise coastal flood data. They have projections for sea level rise due to climate change for every decade to 2100 and floodplain maps that show high hazard areas.

Mr. Nishimura gave some examples of municipalities impacted by coastal flooding, ie. Alberton, North Rustico, Stratford, Souris, Kensington fire district

Ms. Parnham talked about the following tools and resources to make the data available to different groups.

- Coastal Hazard information platform (CHIP) – municipal boundaries not on the map, only municipal planning jurisdictions and fire district boundaries – princeedwardisland.ca/CHIP
- Coastal Hazard assessment – been providing since 2012 – can request an assessment online
- Watershed flood projection reports – available online
- Protecting PEI homes from flooding and Erosion (free course link available on their website) – course designed for decision makers

President MacDougall thanked Mr. Nishimura and Ms. Parnham for their presentation.

12. MUNICIPALITIES BUILDING COMMUNITIES THROUGH SMALL PROJECTS

President MacDougall introduced Shari MacDonald, CAO, Rural Municipality of Miltonvale Park; Jessica Brown, Sustainability Officer, City of Charlottetown; and Wendy Watts, Community Business Engagement Manager, Town of Stratford.

Ms. MacDonald talked about several initiatives her community has undertaken, such as a dog park, community bulletin boards, recreation – pickleball and cricket pitch, accessible playground equipment, accessible picnic tables, elevator for Milton Community Hall where municipal office is located, bicycle repair station, free libraries, food security – fruit trees at park, and community garden, internet project. She explained that they used gas tax money to do fibre op internet project, and they have accessed New Horizon grants for many of the seniors activities the municipality provides.

Ms. Watts talked about several initiatives from the Town of Stratford

- recreation – fit benches, trail bingo, community led recreation programs, partnerships such as GoPEI
- Diversity and inclusion – accessible picnic tables, pride colours on crosswalk at town hall, broadcasting council meetings, hearing loop installed, diversity and inclusion are at the forefront
- Environment – orchard, monarch butterfly garden, community garden

- Internal programs – recognition of staff (we-ward), staff can nominate each other, gender neutral washrooms for staff, annual team building day, regular staff meetings

Ms. Brown talked about some small projects that the City of Charlottetown has undertaken.

- Better Homes Neighborhood Energy Project – this project is a partnership between efficiencyPEI and the City of Charlottetown. The intent of the project is to build community, to reduce barriers and increase motivation to participate in existing energy efficiency programs and in doing so reduce GHG which is a pretty crucial goal of our Community Energy Plan. It was also the City's intent to ensure the project would be able to be replicated in other neighborhoods in Charlottetown and to other municipalities in PEI. This program can not only be used for energy efficiency but potentially for other themes like flood resilience.
- Community Sustainability Micro-grant Project – This project offers funding that helps local residents, organizations, and community groups to bring their own ideas to life. It offers grants up to \$2,500 for projects that demonstrate a link to the City's Integrated Community Sustainability Plan's goals and actions.

President MacDougall thanked Ms. MacDonald, Ms. Brown, and Ms. Watts for their presentations.

11. CLOSING REMARKS:

President MacDougall thanked everyone who helped to organize the 2021 FPEIM Semi-Annual Meeting. He presented a plaque to Mayor Basil Stewart to thank the City of Summerside for hosting and for their contributions to the meeting. The meeting adjourned at 3:15 pm.

Resolutions Policy

The resolutions process gives members the opportunity to directly influence the policy and advocacy work of the Federation of Prince Edward Island Municipalities (FPEIM), as well as the organization itself.

1. RESOLUTIONS COMMITTEE

1.1 The Board shall appoint a resolutions committee of three or more members.

2. SUBMISSION OF RESOLUTIONS FOR CONSIDERATION BY THE MEMBERS

2.1 Member municipalities and the FPEIM Board of Directors may submit resolutions to the Resolutions Committee for consideration at the annual or semi-annual meeting.

2.2 Resolutions submitted for consideration should address a topic of direct responsibility or concern of Prince Edward Island municipalities and fall within the jurisdiction of the provincial government. The operative clause(s) should clearly set out what action is to be undertaken by the Federation. A request for a change in federal government policy should be expressed as the Federation recommending an action to the Federation of Canadian Municipalities.

2.3 The deadline for receiving resolutions shall be at 4 pm on the sixtieth calendar day prior to the annual or semi-annual meeting.

2.4 Proof of endorsement by the sponsoring council must accompany all resolutions submitted to FPEIM.

3. ASSESSMENT AND CATEGORIZATION OF RESOLUTIONS

3.1 The Resolutions Committee shall categorize each resolution received into one of the following categories:

Category "A" – Municipal issues

Resolutions on issues that are the direct responsibility or concern of Prince Edward Island municipalities, and that fall within the jurisdiction of the provincial or federal governments.

Category "B" – Local Issues

Resolutions that deal with issues of primarily local concern.

Category "C" – Non-municipal Issues

Resolutions that deal with non-municipal matters. This category contains resolutions that are not a municipal responsibility and/or do not fall within provincial or federal jurisdiction.

Category "D" – Recently Addressed and Ongoing Issues

Resolutions that deal with matters on which the Federation has taken a position in the past three years, or which have been the subject of a resolution brought before the members at any of the three immediately previous annual meetings or the three previous semi-annual meetings.

Category "E" – FPEIM Issues

Resolutions on matters relating to the Federation and its organization, structure or operation.

3.2 The Resolutions Committee shall prepare an assessment of each resolution received. The Committee may recommend concurrence or non-concurrence on Category "A" and Category "E" resolutions. The reasons for the recommendation shall be briefly explained in the report of the Resolutions Committee. For clarity, a recommendation of "concurrence" means it is recommended that the resolution be adopted by the membership and a recommendation on "non-concurrence" means it is recommended that the resolution be defeated by the membership.

3.3 If the Resolutions Committee deems it necessary or appropriate, it may amend resolutions submitted by the member municipalities, however any such amendment must not alter the intent of the resolution. These changes need not be noted in the report of the Resolutions Committee.

3.4 The Resolutions Committee shall submit each resolution to the Board, along with:

- 3.4.1 the assessment of the resolution;
- 3.4.2 the recommended resolution category;
- 3.4.3 any proposed amendments to the resolution; and
- 3.4.4 a recommendation, if desired, of concurrence or non-concurrence on any Category "A" or Category "E" resolution.

3.5 After considering the information presented by the Resolutions Committee, the Board:

- 3.5.1 Shall approve, reject or amend any amendments to resolutions made by the Resolutions Committee;
- 3.5.2 Shall approve or amend the categorization of each resolution;
- 3.5.3 May amend the assessment of a resolution;
- 3.5.4 May recommend concurrence or non-concurrence on any Category "A" or Category "E" resolution.

3.6 The Resolutions Committee shall, at least thirty (30) days prior to the annual or semi-annual meeting, forward to all member municipalities a copy of:

- 3.6.1 all Category A and Category E resolutions that will be considered at that meeting; and
- 3.6.2 all Category B, C and D resolutions, for information purposes.

3.7 The Board may, on a two-thirds majority vote of Board member present, determine that a resolution, regardless of categorization, shall not be forwarded to its members on the basis that it:

- 3.7.1 Is contrary to the mission and/or goals of the Federation;
- 3.7.2 Contains private or personal information;
- 3.7.3 Addresses an existing or anticipated legal matter;
- 3.7.4 Addresses a human resources matter; and/or
- 3.7.5 Is discriminatory, defamatory or offensive.

3.8 The Resolutions Committee shall, as soon as practicable, notify the CAO of any municipality that has submitted a resolution of:

- 3.8.1 any amendment(s) made to the resolution, and the categorization, assessment and recommendation, if any; or
- 3.8.2 that a resolution will not be distributed to members in accordance with section 3.7.

4. LATE RESOLUTIONS

4.1 Resolutions received following the deadline shall be held for consideration at a meeting of the FPEIM Board of Directors, unless the sponsoring municipality requests that the resolution be brought forward at a subsequent general membership meeting. However, if the Board determines that:

4.1.1 a resolution is of an emergency nature;

4.1.2 sufficient research has been done to understand the implications of the resolution; and

4.1.3 the resolution concerns a matter that has clear implications for municipalities;

it may assess and categorize the resolution, distribute it to member municipalities if time permits, and the resolution may be presented at the annual or semi-annual meeting. The resolution may only be brought to the floor of the meeting on a motion receiving a two thirds (2/3) majority vote by the accredited voting delegates. If approved, a separate motion is required to debate and vote on the resolution.

5. VOTING AND DEBATE ON RESOLUTIONS AT MEMBERSHIP MEETINGS

5.1 At the resolutions session the Chair of the Resolution Committee shall report to the meeting delegates on all resolutions forwarded to members and all emergency resolutions.

5.2 Each Category “A” and Category E resolution in the report of the Resolutions Committee, after being moved and seconded, shall be debated and voted upon individually.

5.3 Category B, C and D resolutions are provided for information purposes and shall only be brought to the floor on a motion made and passed by a majority vote of accredited voting delegates to:

5.3.1 change the category of the resolution to A or E; or

5.3.2 bring the resolution to the floor, without changing the category.

5.4 Only accredited voting delegates may move, second and vote on motions. All delegates that are elected members of a council that is a member municipality may debate motions.

5.5 The debate and vote on any motion to change the category assigned to a resolution or to bring a resolution to the floor shall be on the merits of changing the category or bringing the resolution to the floor, as the case may be; not on the merits of the resolution itself.

5.6 The vote on any resolution brought to the floor shall be on the merits of the resolution itself and not on the recommendation of the Resolutions Committee or the Board.

5.7 A representative from the sponsoring municipality will be given the first opportunity to speak. All speakers must identify themselves and their municipality and must confine their remarks to a maximum of two minutes. No delegate will be permitted to speak more than once on any resolution until other delegates that wish to speak have been heard, except to explain a misinterpretation of that delegate’s remarks. The representative from the sponsoring municipality shall have the right to speak to reply and sum up in closing the debate.

5.8 Motions from the floor to amend a resolution will only be permitted if they propose minor changes that do not alter the intent of the resolution.

6. SUBMISSION OF RESOLUTIONS FOR CONSIDERATION BY THE BOARD

6.1 Member municipalities may submit resolutions at any time to the Resolutions Committee for consideration by the FPEIM Board of Directors.

Passed by the FPEIM Board at the March 24, 2015, meeting.