



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

***Tuesday, May 23, 2017 @ 6:30 PM***

*55 Victoria Street  
Kensington, PEI  
C0B 1M0*

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

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

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes – April 24, 2017**
- 6. Business Arising from Minutes – April 24, 2017**
- 7. Staff Reports**
  - a. CAO's Report
  - b. Fire Department Statistical Report
  - c. Police Department Statistical Report
  - d. Development Permit Summary Report
  - e. Bills List
  - f. Summary Income Statement
  - g. Community Gardens Complex Report
- 8. New Business**
  - a. COC Memo - Cogsdale Financial Software - Email Billing
  - b. COC Memo - Curb Stop Location Proposal - KNWSA
  - c. COC Memo - Home Based Business Request - CArsenault
  - d. COC Memo - Town Hall Roof Replacement
  - e. COC Memo - Train Station Water Softener
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - NIL**
- 12. Adjournment**

**Town of Kensington  
Committee of Council Meeting  
Monday, April 24, 2017  
6:30 PM**

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

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

**Visitors:** Morgan Palmer, Healthy Eating Program Officer, Province of PEI  
Millicent McKay – Journal Pioneer

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**1. Calling of Meeting to Order**

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

**2. Adoption of Agenda**

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

**3. Declaration of Conflict of Interest**

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

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

**4.1 Morgan Palmer, Healthy Eating Program Officer, Province of PEI**

**4.1.1** Morgan Palmer made a presentation to Town Council on the Provincial Healthy Eating Program and how they can support Island residents with making healthy food choices. She spoke about ways that the Town of Kensington can impact the choices the community makes regarding healthy eating.

**5. Adoption of Previous Meeting Minutes**

**5.1** *Moved by Councillor Mill, seconded by Councillor Spencer to approve the Committee of Council meeting minutes from March 27, 2017. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1 Nil**

**7. Staff Reports**

**7.1 CAO's Report**

**7.1.1** *Moved by Councillor Doucette, seconded by Councillor Spencer to recommend to Town Council the adoption of the April 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

**7.1.2** Councillor Pickering requested that Council be given the requirements and expectations of the volunteer crossing guard positions. Mr. Baker will forward details to Council.

**7.2 Fire Department Statistical Report**

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

**7.3 Police Department Statistical Report**

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

**7.4 Development Permit Summary Report**

**7.4.1** *Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council the adoption of the Development Permit Summary Report for April 2017 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

**7.5 Financial Report (Summary Income Statement & Bills List)**

**7.5.1** *Moved by Deputy Mayor Mann seconded by Councillor Doucette to recommend to Town Council the approval of the General Bills List for March 2017 in the amount of \$201,225.39. Unanimously carried.*

**7.5.2** *Moved by Deputy Mayor Mann seconded by Councillor MacLean to recommend to Town Council the approval of the Water and Pollution Control Bills List for March 2017 in the amount of \$8,267.09 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

**7.5.3** *Moved by Deputy Mayor Mann seconded by Councillor Spencer to recommend to Town Council the adoption of the Summary Income*

*Statements for March 2017, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

## **7.6 Community Gardens Complex Report**

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

**7.6.2** *Moved by Councillor Spencer, seconded by Councillor Doucette to recommend to Town Council to not continue the Kensington Summer Child Care Program due to the changes in regulations outlined by the Province of Prince Edward Island. Unanimously carried.*

**7.6.3** Councillor Spencer inquired what the maximum membership capacity of the Kensington Fitplex is. Mr. Baker will speak with Mr. Wood and report to Council by email.

*Councillor Pickering declared a conflict and excused herself from the Council Chambers at 7:46 pm.*

## **8. New Business**

### **8.1 Liquor License Request, Home Place Inn**

**8.1.1** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to recommend that Town Council provide a letter of support to the Home Place Inn in their application for a Tourist Home Liquor Licence. 4 for - 1 abstention (MacLean). Motion carried.*

*Councillor Pickering returned to the Council Chambers at 7:49 pm.*

### **8.2 Kensington Police Service Vehicle**

**8.2.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to recommend to Town Council to repair the turbo in the 2013 Ford Taurus Police Cruiser for the quoted cost of \$2,164.07 plus HST. 4 for – 2 opposed (Mill & MacLean). Motion carried.*

### **8.3 Town of Kensington Banner Replacement**

**8.3.1** Council reviewed the design options for the updated replacement banner and made their recommendation to Mr. Baker.

### **8.4 Public Parking Lot Development**

**8.4.1** Council discussed the vacant land located near 2 North Street and the possible development of the property as a public parking area. Mr. Baker

has been in contact with the Town's engineering firm, WSP, regarding the initial steps to the development. Council requested that Mr. Baker continue with discussions and request a preliminary layout and scoping concept for the project and report to Council.

**9. Councillor Issues/Inquiries**

- 9.1** Councillor Pickering noted that the Town Clean-up day will be held on Saturday May 13 from 9-11AM. All Council members are encouraged to attend and help spread the word to fellow residents.
- 9.2** Councillor Mill addressed a number of places within the Town which require upgrade and maintenance, signage, freight shed, sidewalks, arena maintenance, etc. He encouraged Councillors to review the photo's which were distributed in an email and discussed his plan to engage the Community in some of the projects.
- 9.3** Councillor Spencer commented that the Train has some damage and requires some maintenance. Mr. Baker will contact the PEI Museum and Heritage Foundation regarding the necessary repairs.

**10. Correspondence**

- 10.1** *Nil*

**11. Other**

- 11.1** Town Council will review chapters 9-11 of the book "13 Ways to Kill a Community" on Tuesday, April 25 at 6:00 pm.

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

- 12.1** *Nil*

**13. Adjournment**

- 13.1** *Moved by Councillor Pickering, seconded by Councillor Spencer to adjourn the meeting at 9:14 PM. Unanimously carried.*

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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor

**Town of Kensington**  
**Committee of Council**  
*Updated Project/Task List*

Project/Task	Status
Unsightly Property - 21 Barrett Street	All relevant information has been provided to legal counsel. A letter will be sent to property owner from legal counsel.
Emergency Measures Organization	CAO to contact David Elliott and set up meeting to move EMO Plan forward.
Exempt Staffing Policy	A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.
Memorial Forest Request - Kensington Lions Club	Waiting on further information.
5 Year Capital Plan	Departmental managers to provide draft plans and Geoff to finalize prior to consideration by Town Council.
Relocation of "Welcome to Kensington" Sign - Charlottetown Road	CAO to review options and provide information to Town Council.
Review Pool Shut down Procedures	CAO will review procedures with PW Supervisor to determine if more efficient options available.
Sound system Quotes - Gazebo Musical Nights	A sound system has been purchased utilizing the Department of Tourism Funding.
Ballfield Dugout Replacement	Dugout replacement contract awarded to GBB Construction. Dugouts are set to be completed by May 31, 2017.
Fire Hydrant Adoption Recognition Policy	No tangible action has been taken to date.
Financial Policy Development	Deputy Administrator to provide draft policies as time permits. Geoff to finalize prior to presentation to Town Council for consideration.
Wellfield Protection Plan	CAO and Executive Directopr of KNWSA currently investigating funding opportunities and researching Terms of Reference.
Paint "Welcome to Kensington" Signage	Geoff Charleton has been ocntracted to complete lettering replacement. Signs will be painted by Public Works Staff over the next week to two weeks.
Provincial Adoption of National building Code	The National building Code is being adopted by the Province of PEI. Further infromation will be brought forward for Council's consideration at the June or July regular meeting of Council. Correspondence is expected from the Province shortly.
Crossing Guard Volunteers	Town Councillors to speak to neighbours, friends, residents to generate interest in volunteering for crossing guard duty. Ms. Caseley has completed preliminary research. CAO will provide Councillors with applicable information as it becomes available.
Re-Zoning Application - BST Property	Re-Zoning and Official Plan Amendment have been drafted and forwarded to the Minister of Communities for approval.
Fire Department Policy Development	CAO has provided comments back to consultant. Infromation being pulled together to facilitate master plan.
Duplicate Power Poles	CAO to continue to monitor duplicate power poles and update Town Council as required.
Sidewalk Replacement Quotations	Public works staff will contact contractors and solicit quotations accordingly.
Provincial Policing Review	Town Council agreed to have CAO sit on Provincial Committee. Updates to be provided to Town Council as discussions progress. A first meeting was held on May 18, 2017. There are no tangible updates to be provided at this time.
Town Mapping Project	A draft copy of the map will be provided at the May Committee of Council meeting.

**Town of Kensington**  
**Committee of Council**  
*Updated Project/Task List*

Project/Task	Status
Street Transfer to Province of PEI	Correspondence has been sent to Minister Biggar as directed by Town Council. A discussion was held with the Chief Engineer for the province in regards to the Province takeing over maintenance responsibilities immediately. I await a call back from the Province in this regard.
Garden Drive No Parking on East Side	CAO to provide a letter to the Province requesting consideration to have no parking along the east side of Garden Drive.
Purchase of Elliptical and Treadmill for Fitplex	Elliptical and Treadmill have been installed are in regular use.
Seafood Market Liquor License Application	CAO has drafted and provided letters of support as per Council resolution.
Library Cumulative Report (Annual Comparison)	CAO contacted Provincial Library Manager for previous years numbers for comparison purposes.
Garbage Receptacles	All garbage receptacles have been placed for the 2017 Summer Season.
Freight Shed/Boardwalk Repairs	Building Blocs Construction have been contracted to complete necessary repairs to the frieght shed and boardwalk. It is expected that these repairs will be completed prior to the May Committee of Council meeting.



[illegible]

[illegible]

[illegible]

## **Police Report April 2017**

KPS received five false alarms during the month and here is the following breakdown of what occurred.

Apr 8<sup>th</sup> Alarm at Kensington Agriculture at 0745hrs member attended.

Apr 11<sup>th</sup> Kensington Liquor Store at 0500hrs members attended.

Apr 14<sup>th</sup> Kensington Liquor Store at 0310hrs members attended.

Apr 21<sup>st</sup> Frosty Treat at 0610hrs members attended.

Apr 28<sup>th</sup> Frosty Treat at 0558hrs. It was requested by key holder to not send member until they checked out as they were sure it was false alarm as same incident previous week. It was determined to be false and no member attended.

Chief Sutherland

Year To Date Approved Development Permits Summary Report  
May 2017 - Committee of Council Meeting

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total Permits		Total Permit Fees		Total Estimated Construction Value
Addition Residential additions/alterations					1									1		\$200.00		\$35,000.00
New Modular/Mobile Home		1												1		\$200.00		\$500,000.00
New Other				1										1				\$6,000.00
New Residential Accessory Structure	1													1				\$1,200.00
New Residential Deck/Fence/Pools				1	1									2		\$100.00		\$8,000.00
Other Residential Deck/Fence/Pools					1									1		\$50.00		\$2,500.00
Total:	1	1		2	3									7		\$550.00		\$552,700.00

DEVELOPMENT PERMIT REPORT

For the period May 08, 2017 to May 18, 2017

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction	Value	Estimated Start	Estimated Finish
			Property Address							

Residential additions/alterations

06-17	05/16/2017	80333	Gordon Kelly - 31 Garden Drive	902-786-4433	Approved	Addition	Residential additions/alterations	\$35,000.00	05/16/2017	06/30/2017
			31 Garden Drive				Description:	Remove existing porch and construct new 16x22 addition on back of house		

Sub Total: \$35,000.00

Residential Deck/Fence/Pool

07-17	05/16/2017	1045160	Grant MacLeod - 24 Sunset Drive	902-315-0043	Approved	Other	Residential Deck/Fence/Pool	\$2,500.00	05/10/2017	05/31/2017
			24 Sunset Drive				Description:	Construct lower deck and stairs to upper deck		

Sub Total: \$2,500.00

Total: \$37,500.00

**TOWN OF KENSINGTON  
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant Gordon Kelly PO Box 626 Kensington, PE C0B1M0  
Telephone 902-786-4433
2. Property Address 31 Garden Dr Property Number 80333
3. Property Status:  
Land purchased from \_\_\_\_\_ Year Purchased \_\_\_\_\_  
If lot is located in an approved sub-division, please give  
Name of Sub-Division: \_\_\_\_\_ Lot No. \_\_\_\_\_
4. Proposed Use:  
Building or addition to be used for: Single Family Dwelling \_\_\_\_\_ Duplex \_\_\_\_\_ Store \_\_\_\_\_  
Private Garage \_\_\_\_\_ Commercial Garage \_\_\_\_\_ Private Storage Building \_\_\_\_\_  
Other (describe) Addition
5. Location of property to be developed:  
Located on North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_ side of Garden Dr Street  
Between the property of 80325 and the property of 80341
6. Size of Property:  
Road frontage 103 ft Property depth 99 ft Area \_\_\_\_\_ sq. ft.
7. Description of project and details of structure:  
Works proposed consists of: New Construction \_\_\_\_\_ Addition to existing Yes  
Repairing \_\_\_\_\_ Remodelling \_\_\_\_\_  
Describe Project: Building an addition on the back of the house approx 16x22 with one story.  
and removal of existing back porch (8x10)
- Ground floor: Length 16 Feet. Width 22 Feet.  
Number of Stories 1 Number of Bedrooms \_\_\_\_\_
- |                            |                      |                    |              |
|----------------------------|----------------------|--------------------|--------------|
| Type of Foundation         | External Wall Finish | Roof Material      | Chimney      |
| Poured Concrete <u>Yes</u> | Siding <u>Yes</u>    | Asphalt <u>Yes</u> | Brick _____  |
| Concrete block _____       | Wood shingles _____  | Steel _____        | Prefab _____ |
| Pier _____                 | Steel _____          | Other _____        | Other _____  |
| Other _____                | Other _____          |                    |              |
8. Water Supply: Private \_\_\_\_\_ Municipal Yes
9. Sewerage System: Private \_\_\_\_\_ Municipal Yes
10. Estimated cost of Project: \$35,000
11. Name and Address of Contractor or Chief Contractor Self contracted - Foundation by Pineau's Cor
12. Dates of expected start and finish of project: Start Middle of May - Finish by Late June
13. Moving a building (Describe) \_\_\_\_\_
14. Demolishing a building (Describe) \_\_\_\_\_
15. Please provide a diagram of proposed construction

Approved May 16, 2017

06-17

RECEIVED  
MAY 15 2017

RJ

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

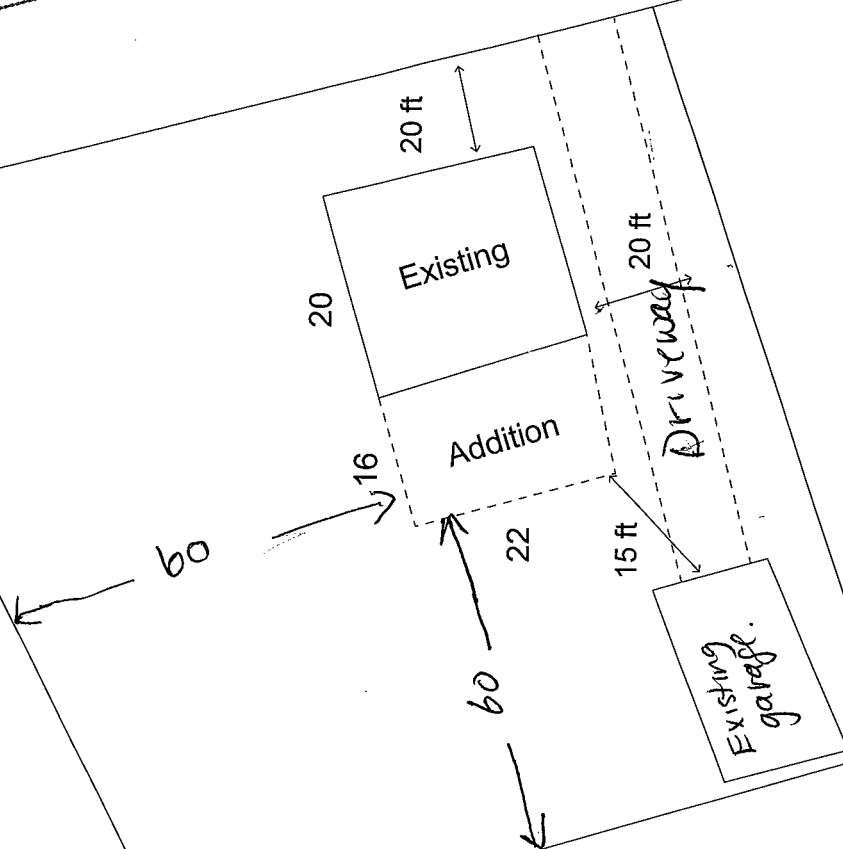
Signature of Applicant Gordon Kelly

Date: May 5/17

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

41-30

Garden Drive



**TOWN OF KENSINGTON  
APPLICATION FOR DEVELOPMENT PERMIT**

① Name and Address of Applicant Grant MacLeod of 24 Sunset  
Drive, Kensington, PE, C6B 1M0 Telephone 902-315-0043

② Property Address 24 Sunset Drive, Kensington, Property Number 1045160

3. Property Status:  
Land purchased from Brad and Krista Parsons Year Purchased 2016  
If lot is located in an approved sub-division, please give  
Name of Sub-Division: Ranchland Estates Lot No. 19

4. Proposed Use:  
Building or addition to be used for: Single Family Dwelling ☒ Duplex ☐ Store ☐  
Private Garage ☐ Commercial Garage ☐ Private Storage Building ☐  
Other (describe) \_\_\_\_\_

5. Location of property to be developed:  
Located on North ☐ South ☐ East ☐ West ☒ side of Sunset Dr. Street  
Between the property of 22 Sunset Dr and the property of 26 Sunset Drive

6. Size of Property:  
Road frontage 75' wide Property depth 150 feet Area 11,250 sq. ft.

7. Description of project and details of structure:  
Works proposed consists of: New Construction ☐ Addition to existing ☒  
Repairing ☐ Remodelling ☐

Describe Project: Rear Patio Deck on Ground level. Dimensions  
of 20' x 17'. Will remain 13' away from North Property line.  
Will not reach out North or South of house structure width.  
Stairs to be installed connecting to second storey deck.

Ground floor: Length 24 32 Feet. Width 48 Feet.

Number of Stories 2 Number of Bedrooms 4

Type of Foundation	External Wall Finish	Roof Material	Chimney
Poured Concrete <input checked="" type="checkbox"/>	Siding <input checked="" type="checkbox"/>	Asphalt <input checked="" type="checkbox"/>	Brick <u>N/A</u>
Concrete block <input type="checkbox"/>	Wood shingles <input type="checkbox"/>	Steel <input type="checkbox"/>	Prefab <input type="checkbox"/>
Pier <input type="checkbox"/>	Steel <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>		

8. Water Supply: Private ☐ Municipal ☒

9. Sewerage System: Private ☐ Municipal ☒

10. Estimated cost of Project: \$2,500 with labor

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

12. Dates of expected start and finish of project: May 10th - May 13th 2017

13. Moving a building (Describe) N/A

14. Demolishing a building (Describe) N/A

15. Please provide a diagram of proposed construction

Approved May 16, 2017

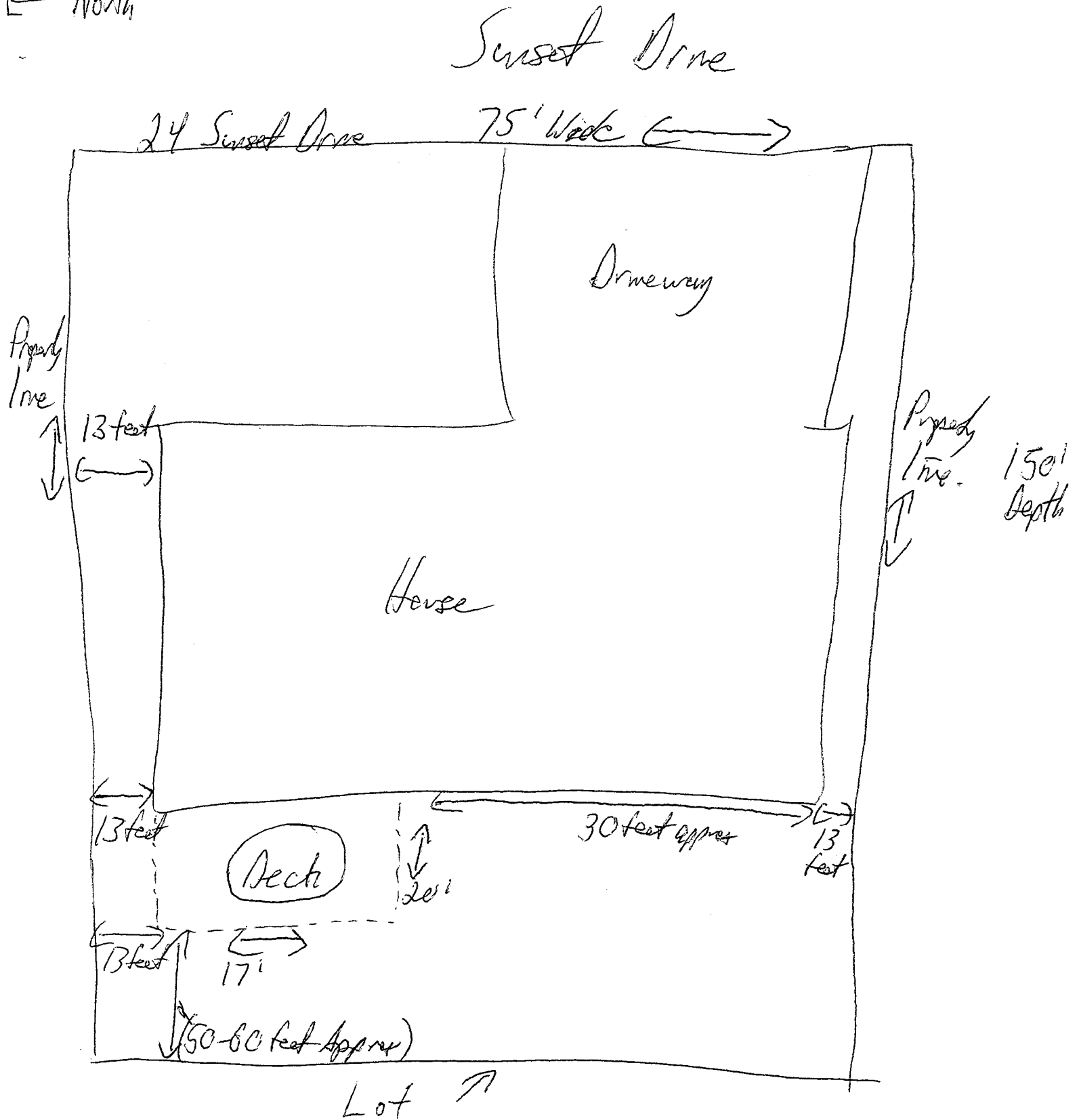
07-17

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MAY 08 2017

RD

- Draw boundaries of your lot.
- Show existing and proposed buildings.
- Indicate the distance between buildings.
- Show location of driveway.
- Indicate distance to property lines and center of road.

← North



Signature of Applicant [Signature]

Date: 7-17-08

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

7-17-08

## Town of Kensington Bills List April 2017

Amalgamated Dairies Limited	4917097019	\$30.76
Amalgamated Dairies Limited	4917108027	\$14.77
ADL Foods	2292449	\$206.47
ADL Foods	2293010	\$577.31
ADL Foods	2294326	\$433.35
Aliant	5166628	\$219.00
Aliant	5170049	\$30.48
Andrew Griffin	APR UNIFORM REIMBURS	\$221.73
Andrew Griffin	APRIL 2017 RRSP	\$575.94
Atlantic Mayors' Congress	MEMBERSHIP FEES 2017	\$750.00
Bell Mobility	2-997665	\$265.51
Bell Mobility	2-372482	\$201.25
Brenda MacIsaac	APRIL 2017 RRSP	\$273.00
Broadway 45 Catering	16925 CHIEFS DINNER	\$179.56
Combat Computer Inc	28238	\$1,031.83
Combat Computer Inc	28218	\$447.03
Combat Computer Inc	27907	\$130.81
Combat Computer Inc	27908	\$165.70
Canadian Union of Public Employees	APRIL 2017 UNION DUE	\$490.85
D Alex MacDonald	106094	\$200.24
D.W Mechanical	1589	\$241.50
Eastlink	01927603	\$66.03
Eastlink	01980054	\$55.20
Eastlink	02050362	\$72.39
Eastlink	02050731	\$23.00
Eastlink	02049966	\$594.70
Elizabeth Hubley	APRIL 2017 RENT	\$805.00
Federation of PEI Municipalities	AGM REGISTRATION	\$414.00
Frito Lay Canada	43754614	\$83.09
Frito Lay Canada	43754414	\$76.89
Geoff Baker	APRIL MILEAGE	\$339.66
GeoLinc	APRIL 19, 2017	\$100.00

Hewitt Rentals Inc	5248608 001	\$109.65
Hewitt Rentals Inc	5251126 001	\$109.65
Hewitt Rentals Inc	5250353 001	\$73.11
HMS Office Supplies Ltd	734213-00	\$448.50
HMS Office Supplies Ltd	734204-00	\$472.63
Holland College	539782	\$158.92
Irving Oil	474220	\$286.68
Irving Oil	529231	\$373.16
Irving Oil	532563	\$420.45
Irving Oil	459854	\$54.32
Irving Oil	242388	\$209.48
Irving Oil	822414	\$81.97
Irving Oil	855854	\$316.26
Irving Oil	856557	\$461.20
Irving Oil	550059	\$296.23
Irving Oil	559670	\$220.17
Irving Oil	545646	\$345.57
Irving Oil	435376	\$229.38
Irving Oil	31830717	\$88.11
Irving Oil	31825126	\$368.11
Irving Oil	31836432	\$181.33
Island Petroleum	0106	\$389.57
Island Petroleum	0336	\$250.07
Island Petroleum	3484	\$362.24
Island Petroleum	3800	\$56.32
Island Petroleum	0240	\$400.29
Island Press Ltd	37367	\$431.25
KD Construction Inc.	942480	\$1,265.00
Kent Building Supplies	943637	\$32.87
Kent Building Supplies	948034	\$45.93
Kim Caseley	FRAMES & MILEAGE	\$60.03
Kensington & Area Chamber of Commerce	74165	\$63.25
Lewis Sutherland	APRIL 2017 RRSP	\$613.48
MacInnis Express (1983) Ltd	181726	\$185.20

Maritime Electric	STREET LIGHTS APR 17	\$3,095.24
Maritime Electric	TOWN HALL APR 17	\$1,236.87
Maritime Electric	20 STEWART APR 17	\$66.27
Maritime Electric	PW SHOP APR 17	\$110.40
Maritime Electric	CGC BALLFIELD APR 17	\$28.26
Maritime Electric	CGC RINK APR 17	\$8,275.73
Maritime Electric	CGC SIGN APR 17	\$74.46
Maritime Electric	SENIOR CO-OP APR 17	\$45.83
Maritime Electric	LIBRARY APR 17	\$250.19
Maritime Electric	TRAIN STN APR 17	\$733.56
Maritime Electric	ART CO-OP APR 17	\$218.60
Maritime Electric	EVK POOL APR 17	\$43.65
Maritime Electric	FIRE HALL APR 17	\$413.49
Maritime Electric	CAR CHARGER APR 17	\$29.83
Maritime Electric	RADAR SIGNS APR 17	\$102.78
Mary's Bake Shoppe	21	\$13.60
Malpeque Bay Credit Union	APRIL 2017 RRSP	\$1,577.86
Medacom Atlantic Inc	8786	\$251.16
Micmac Fire & Safety Ltd	NS-00842289	\$334.62
Minister of Finance	292342	\$1,290.00
MJS Marketing & Promotions	2597020	\$51.75
MJS Marketing & Promotions	COPY 211	\$82.80
Murphy's Kensington	212988	\$41.36
Murphy's Kensington	211459	\$19.53
North Shore Electric Ltd	7142	\$260.88
Orkin Canada	IN-7636957	\$28.75
Orkin Canada	IN-7636674	\$57.50
Prince County Hospital Foundation	PCH DONATION	\$3,000.00
Princess Auto	44-2-215453	\$29.86
Purolator Courier Ltd	434421323	\$30.97
Purolator Courier Ltd	434359139	\$74.09
Purolator Courier Ltd	434485161	\$30.09
Royal Canadian Mounted Police	1800003830	\$25.00
Rea-Fac Agencies Ltd	022500	\$978.70

Recreation PEI Inc	1420	\$100.00
Robert Wood	APRIL MILEAGE 2017	\$141.00
Rodney Hickey	WALMART - FRIDGE	\$178.22
Rowan Caseley	APRIL 2017 MILEAGE	\$314.25
Saunders Equipment Ltd	66723	\$405.95
Mikes Independent	01 1300	\$69.97
Mikes Independent	01 3580	\$12.31
Mikes Independent	01 6165	\$24.47
Scotia Securities	APR 17 RRSP DOUG KILLAM	\$304.10
Scotiabank Visa	2017 ANNUAL FEE	\$75.00
Scotiabank Visa	IRVING - CGC PROPANE	\$11.50
Scotiabank Visa	MAYOR & CDC MEETING	\$47.84
Spartan Fitness	318034	\$10,405.72
Special Olympics PEI	2017 DONATION	\$100.00
Spring Valley Building Centre Ltd	K74786	\$34.47
Spring Valley Building Centre Ltd	175336	\$8.04
Staples	5501330203	\$562.01
Staples	5501330103	\$31.06
Staples	5501349086	\$103.04
Staples	5501245946	\$285.51
Stephen Manning	1-180441	\$15.24
Greater Summerside Chamber of Commerce	POST BUDGET BREAKFAST	\$28.75
Suncor Energy Products Partnership	APRIL 2017	\$702.60
Superior Sanitation	607863	\$184.00
Superior Sanitation	607862	\$230.00
Superior Sanitation	607861	\$184.00
Superior Sanitation	607860	\$80.50
T & K Fire Safety Equipment Ltd	227893	\$511.87
T & K Fire Safety Equipment Ltd	227687	\$314.53
Telus	APRIL 2017	\$765.56
Transcontinental	033401	\$253.00
Transcontinental	019619	\$253.00
Vail's Fabric Services Ltd	279287	\$104.42
Vistaprint	DOUG K BUSINESS CARD	\$30.73

Wendy MacKinnon	MILEAGE APRIL 2017	\$44.65
WSP Canada Inc	0639439	\$158.13
Yellow Pages Group	17-4280717	\$21.05
Subtotal		<hr/> \$58,777.60
April Payroll		\$78,917.29
<b>Total April Bills</b>		<hr/> <b>\$137,694.89</b> <hr/>

## Water and Pollution Control Corporation Bills List April 2017

Aliant	5128306	\$121.85
Aliant	5169344	\$111.78
Doug Killam	DOUG KILLAM ANNUAL CONF	\$465.18
Doug Killam	BASIC MATH DOUG KILLAM	\$445.20
Kensington Country Store	02810005394	\$81.94
Kensington Septic Service	2002	\$402.50
MacInnis Express (1983) Ltd	181798	\$14.80
Maritime Electric	SEW TREAT APR 17	\$144.10
Maritime Electric	PUMP CNT BLDG APR 17	\$171.02
Maritime Electric	PUMP WEST APR 17	\$431.07
Maritime Electric	PUMP EAST APR 17	\$238.54
Maritime Electric	WATER TOWER APR 17	\$160.94
Maritime Electric	WELL #3 APR 17	\$587.85
Maritime Electric	SEWER PUMP APR 17	\$66.76
Maritime Electric	LIFT STATION APR 17	\$203.00
Minister of Finance	170331070	\$493.35
North Shore Electric Ltd	7143	\$66.70
Scotiabank Visa	DOUG K CONF HOTEL	\$120.74
Scotiabank Visa	DAYS INN - DOUG K	\$120.74
Scotiabank Visa	BASIC MATH - DOUG K	\$258.75
<b>Total W&amp;S Bills</b>		<b><u><u>\$4,706.81</u></u></b>

**TOWN OF KENSINGTON**  
Income Statement Comparison of Actual to Budget for April 2017

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$79,504.00	\$93,327.00	-\$13,823.00	\$326,689.14	\$323,525.00	\$3,164.14	\$1,081,858.00	30%
Police Service	\$1,336.20	\$4,000.00	-\$2,663.80	\$7,340.70	\$16,000.00	-\$8,659.30	\$48,000.00	15%
Town Hall Rent	\$7,852.96	\$7,830.00	\$22.96	\$31,411.84	\$31,320.00	\$91.84	\$93,960.00	33%
Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
Sales of Service	\$32,894.90	\$29,200.00	\$3,694.90	\$129,495.00	\$102,200.00	\$27,295.00	\$359,950.00	36%
Subtotal Revenue	\$121,588.06	\$134,357.00	-\$12,768.94	\$494,936.68	\$473,045.00	\$21,891.68	\$1,588,268.00	31%
GENERAL EXPENSES								
Town Hall	\$10,399.18	\$11,254.00	\$854.82	\$43,002.36	\$45,994.00	\$2,991.64	\$146,118.00	29%
General Town	\$33,835.53	\$39,844.00	\$6,008.47	\$204,324.85	\$216,358.00	\$12,033.15	\$528,502.00	39%
Police Department	\$34,131.48	\$34,691.00	\$559.52	\$145,050.17	\$141,190.00	-\$3,860.17	\$431,072.00	34%
Public Works	\$15,065.17	\$22,595.00	\$7,529.83	\$103,720.41	\$105,699.00	\$1,978.59	\$237,433.00	44%
Train Station	\$1,932.05	\$2,435.00	\$502.95	\$8,868.62	\$10,340.00	\$1,471.38	\$27,795.00	32%
Recreation & Park	\$633.35	\$2,375.00	\$1,741.65	\$9,145.80	\$11,450.00	\$2,304.20	\$72,250.00	13%
Sales of Service	\$15,159.16	\$13,554.00	-\$1,605.16	\$59,673.70	\$59,833.00	\$159.30	\$184,382.00	32%
Subtotal Expenses	\$111,155.92	\$126,748.00	\$15,592.08	\$573,785.91	\$590,864.00	\$17,078.09	\$1,627,552.00	32%
Net Income (Deficit)	\$10,432.14	\$7,609.00	-\$2,823.14	-\$78,849.23	-\$117,819.00	-\$38,969.77		
Community Gardens Complex								
Community Gardens Revenue	\$31,441.10	\$20,100.00	-\$11,341.10	\$161,151.11	\$128,900.00	\$32,251.11	\$402,900.00	40%
Community Gardens Expenses	\$24,569.63	\$32,893.00	\$8,323.37	\$137,523.88	\$142,087.00	\$4,563.12	\$363,616.00	38%
Net Income (Deficit)	\$6,871.47	-\$12,793.00	-\$19,664.47	\$23,627.23	-\$13,187.00	-\$36,814.23		
Fire Department								
Fire Revenues	\$20,613.25	\$20,214.00	\$399.25	\$83,128.00	\$80,856.00	\$2,272.00	\$242,568.00	34%
Fire Department Expenses	\$15,765.29	\$18,963.00	\$3,197.71	\$76,138.87	\$77,952.00	\$1,813.13	\$242,568.00	31%
Net Income (Deficit)	\$4,847.96	\$1,251.00	-\$3,596.96	\$6,989.13	\$2,904.00	-\$4,085.13		
Consolidated Net Income (Deficit)	\$22,151.57	-\$3,933.00	-\$26,084.57	-\$48,232.87	-\$128,102.00	-\$79,869.13		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$46,937.94	\$46,297.00	-\$640.94	\$187,007.83	\$185,261.00	-\$1,746.83	\$555,637.00	34%
Water & Sewer Expenses	\$44,229.87	\$43,653.00	-\$576.87	\$190,439.55	\$175,242.00	-\$15,197.55	\$555,637.00	34%
Water & Sewer Net Income (Deficit)	\$2,708.07	\$2,644.00	-\$64.07	-\$3,431.72	\$10,019.00	\$13,450.72		

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**TOWN OF KENSINGTON – MEMORANDUM**

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

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**April 2017**

**Fitplex**

Programming: Aerobics Programming

Monday	Krista Shields Multi Fit 7:15 PM – 8:15 PM
Tuesday	Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM Traci Campbell Hi-lo Aerobics 6:30 PM – 7:30 PM
Wednesday	Body for Life program 7:30 PM – 9:30 PM – Terry Adams \Krista Ramsay
Thursday	Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM Traci Campbell Boxer-fit Aerobics 6:30 PM – 7:30 PM
Friday	Krista Shields Multi Fit 6:00 PM – 7:00 PM
Saturday	Traci Campbell Aerobics 8:30 AM – 9:30 AM

Hours

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

New Treadmill and Elliptical ordered with delivery in May

## **Arena**

- Arena operations ran until April 18 with Game 7 of Vipers Jr B finals
- Hosted the High School Hockey Tournament, 3 Vipers Playoff Games
- Black and MacDonald will shut down the ice plant and review equipment for servicing or replacement.
- Painting and repairs to the interior of the rink will start in May
- Recommend opening date of Sept 11, 2017 based on past 4 seasons ice rental demands, weather temperatures and stress on ice plant \building when opening too early.
- Wild will have to hold their training camp at another arena (6 hours over 2 weeks Sept 1-6 and then are away to a tournament in Moncton Sept 7-10). They currently hold ID camps in Pownal, Summerside and/or Evangeline in the spring and summer and these rinks have summer ice openings for training camp options.

## **Kensington Cash**

April, 2017	\$220.00
	\$230.00
	\$230.00
	<u>\$220.00</u>
<u>Total</u>	<u>\$900.00</u>

## **Ball Fields**

Wendell Warren will be replacing dugouts by May 31, 2017

Owen Simpson has put up safety netting.

Fields are being used by KISH and Minor Ball in April.

Slemon Park league returning on Sunday Mornings, Under 18 Girls  
Returning Wednesdays, Fast pitch Thursdays and  
Rec League Sunday, Monday and Tuesdays in May

**Harvest Festival:**

- Meetings are progressing and Lineup is being finalized

**Senior Center**

Upgrades are being done to the senior center to include a small kitchen area in the upper level of the building. This work is being done through the New Horizons for Seniors Funding Program. Applied for by the Seniors group utilizing the facility.

**Upcoming Events**

- Harvest Festival 50<sup>th</sup> Anniversary
- Canada Day Celebrations



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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** WENDY MACKINNON, DEPUTY ADMINISTRATOR  
**SUBJECT:** CUSTOMER WEB LICENSE AND IMPLEMENTATION  
**DATE:** 19/05/2017  
**ATTACHMENTS:** QUOTATION

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Staff requested a quote from Cogsdale to add a module to the current financial software for Cogsdale's Web Portal. This will allow for emailing of invoices to our customers and will give us the option to provide real time payment options for our customers through Moneris and CSi, which will be negotiated under a separate agreement (and additional cost).

The quote from Cogsdale (attached) came in at \$34,750.00 plus HST for a total of \$39,962.50, plus any associated travel expenses required. The purchase of the Customer Web software will cost \$20,000 plus HST and the software installation cost will be \$9,750.00 plus HST plus any associated travel costs. The annual maintenance and support will increase by \$5,000.00 per year, with first payment due in full on signing of the quotation.

Currently we are mailing approximately 500 invoices every month at \$.82 each for a total of \$410.00. If the Town were to consider the purchase of the new software and based on 50% of customers requesting electronic billing it would result in a minimum of approximately \$205.00 savings monthly. The goal would be to have as many customers as possible move to electronic billing and perhaps incentives can be given in this regard. Additional cost savings would be primarily administrative related; printing, paper, envelopes, staff time, etc. Any reduction in administrative costs would result in a faster payback. Purchasing Cogsdale's Web Portal software and including the installation cost it would take approximately 14 years to recover our initial cost and it would increase our monthly maintenance and support by \$416.67 (\$5,000.00 annually).

It is requested that Committee of Council consider the above information and advise the CAO how they would like to proceed.

<b>Client</b>	Town of Kensington	<b>Client Contact</b>	Wendy MacKinnon
<b>Project Manager</b>		<b>Prepared By</b>	David Nini
<b>Reference Number</b>	QUO-05218	<b>Case Number</b>	
<b>Quote Effective Date</b>	May 16, 2017	<b>Client PO</b>	
<b>Description</b>	Customer Web License and Implementation		

### Estimate

	Quantity/Hours	Rate	Total
<b>Services</b>			
Professional Services	40	195	\$ 7,800.00
Project Management	10	195	\$ 1,950.00
<b>Sub-Total</b>			<b>\$ 9,750.00</b>
<b>Software</b>			
Customer Web	1	20,000	\$ 20,000.00
<b>Sub-Total</b>			<b>\$ 29,750.00</b>
<b>Annual Maintenance and Support</b>			<b>\$ 5,000.00</b>
<b>Total</b>			<b>\$ 34,750.00</b>

### Payment Terms

Upon execution of this quote the following payment terms will apply.

#### Software and Services

Payment for services is as follows (**\*\*Note:** Pricing is depicted in CND funds and does not include any applicable taxes.):

#### Software

- Due on Signing

## **Services**

The above services numbers are estimated based on the current understanding of work as outlined in recent discovery meetings. The following payment terms apply:

- 50% due on signing
- 25% due on installation in test environment or 90 days after quote signing, whichever occurs first
- 25% due on installation in production environment or 90 days after quote signing, whichever occurs first

## **Maintenance and Support**

As a result of signing this quote your annual maintenance and support will increase by \$5,000.00/year. The first payment is due in full on quote signing. We will subsequently prorate the first renewal of this quote to align it with your standard renewal date.

## **Expenses**

Expenses related to the above services (e.g., travel) will be invoiced to the client. Expenses include, but are not limited to hotel, airfare, car rental, tolls, parking and airline and travel agent fees. A per diem rate of \$55.00 for week days and a \$110.00 for weekends and statutory holidays that includes all meal, food and telecommunications expenses (no receipts will be provided); a mileage charge based on the current Internal Revenue Service recommended rate per mile; and all other reasonable expenses incurred in the performance of Cogsdale's duties including courier services and documentation copying or production. In addition to said expenses, a travel cost of \$75/hr will be incurred based on flight duration between airports (not including stopovers) to compensate for consultant downtime during flights. These costs are excluded from the total consulting fees amount.


## **Notes**

- This quote is valid for 90 days from the quote effective date. Failure to sign this quote within this time period may result in changes to timelines, estimates and consultant availability.
- This quote is a high level estimate based on the current information available. If a scope change occurs Cogsdale will work with the client to come to a mutually acceptable adjustment to the original quote.
- Cogsdale will consider alternative meeting options such as; LiveMeeting, Remote Desktop and conference calls in an effort to reduce travel costs and expenses.
- Charges may be incurred if scheduled work is cancelled within 10 days of scheduled services.

- Clients must be current with their annual Maintenance and Support Contract during the life of the project.
- Client description and proposed solution are defined in the sections following the authorization.

## **Authorization**

Signature indicates the parties have read, understood and agreed to all the contents of this quote.

Authorized by Client:	Authorized by Cogsdale:
	
Name/Date	Name/Date David Nini May 16, 2017

## **Client Description**

The City of Moncton has embarked on investigation Bill presentment and payment options via integrated to Cogsdale Web portal.

## **Proposed Solution**

Cogsdale has provided a quotation for the latest build of Customer web at a total value of \$20,000.00 resulting in an annual maintenance and support increase of \$5000.00 per annum. With installation service quoted at \$9,750.00

It must be noted, that along with providing a bill presentment portal, should the City of Kensington wish to offer real time payment options as well, an integration with Moneris can be facilitated and would require the Town to establish an account with Moneris, and CSi Pay.

This solution would provide not only bill presentment through Customer Web, but the ability for clients to make bill payments and updated in Cosgdale CSM in real time through Customer Web as well. Any transactional fees through Moneris and CSi, is not included and is negotiated between the Town and Moneris.

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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** CURB STOP LOCATION INFORMATION  
**DATE:** 19/05/2017  
**ATTACHMENTS:** KENSINGTON NORTH WATERSHED ASSOCIATION  
PROPOSAL

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In a recent meeting with the Kensington North Watershed Association (KNWSA), it was identified by the Town that we are missing adequate location information for our water system curb stops. A curb stop is a water valve, typically located at or near the property line of a property which allows Water and Pollution Corporation staff to shut off water service to a property when required.

In many instances curb stops are visible and able to be located quite easily, however in some instances the curb stop has become buried or is counter sunk in to the ground which makes it extremely difficult to locate. Having each curb stop tied to gps coordinates and input into the Town's GIS system will enable staff to locate the curb stops quickly and efficiently.

The KNWSA indicated their ability to be able to locate and gps each curb stop within the Town's water system so I requested they provide a quote for Town Council's consideration. Their quote to locate and collect gps data for each valve is estimated at \$5,500 plus \$350.00 for additional attribution, network processing and quality assurance for a total of \$5850 plus HST. This is an unbudgeted item and would result in an overage (likely in the full proposed contract amount) in Water System Repairs and Maintenance.

It is requested that Committee of Council consider the above information and provide a recommendation to the Water and Pollution Control Corporation Board of Directors.



Kensington North Watersheds Association Ltd.

PO Box 187

Kensington, PE C0B 1M0

C: 902.432.4988

T: 902.836.5253

2017-05-18

Geoff Baker, Town Manager

Town of Kensington

PO Box 418

Kensington, PE C0B 1M0

Dear Mr. Baker,

Kensington North Watersheds Association is pleased to provide the following proposal to update the location information (X/Y coordinates) and associated attribute information of the water valves in the Town's water distribution network.

We look forward to working with you to ensure that the revised, enhanced data meets all of your needs. Do not hesitate to contact us if you need any additional information.

Regards,

Barry Murray,

Executive Director

## Proposal for the Collection of Updated GPS Coordinates for WPCC Water Valves

The Town of Kensington currently operates the Town of Kensington Water and Pollution Control Corporation (WPCC) which is the entity responsible for providing clean water and effective wastewater treatment for the residents of the Town of Kensington. A computer-based graphical representation of the water distribution network is stored in a Vue Works database and accessible by the Town Manager.

The Town of Kensington wishes to improve the accuracy of the X/Y coordinates of the water valves stored in their Vue Works database. Kensington North Watersheds Association (KNWA) is willing and able to provide updated coordinates.

### Background information:

- Number of parcels within the Town boundary is about 863;
- Number of civic addresses within the Town boundary is about 805;
- Civic addresses include about 70 mobile homes on First, Second & Third Streets served by a single water valve;
- Number of parcels with one or more civic addresses is 627;
- Number of parcels /civic addresses outside the Town boundary served by WPCC is unknown at this time;
- Estimate of visible, accessible, aboveground water valves is 40%. The remainder may require location using measurements from as-built plans, where available, or location using a metal detector.

### Assumptions:

- Number of civic addresses, from above, minus the 70 mobile homes represents the number of connections to the water distribution network ( $805 - 70 = \mathbf{735}$ );
- Note that time estimates are based on collecting X/Y coordinate, civic address and buried/visible attributes. Collection of additional attributes<sup>1</sup> in the field will increase the time per valve cost;
- Estimated time required to collect GPS coordinates for a visible, accessible water valve is six (6) minutes, including travel between valves is 29.5 hours ( $735 \times 40\% \times 6 / 60 = 295 / 10$ );
- Estimated time required to collect GPS coordinates for a buried water valve is fifteen (15) minutes, including travel between valves is 110.0 hours ( $735 \times 60\% \times 15 / 60 = 440 / 5$ );
- Total data collection time could be as high as 135 hours for the data collector alone (3.6 weeks) plus any additional support staff;
- Time required to collect GPS coordinates for a buried water valve can be reduced by having Town staff place a wooden stake at the location of the buried water valves thereby making them “visible”. All water valves could be collected in about 73.5 hours ( $735 \times 6 / 60$ ) or about two weeks.

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<sup>1</sup> Attribute examples could include civic address, property ID, buried/visible, account number, etc.

Note the staking option, however, may place an undue burden on the senior Public Works Department staff but it would provide work for summer staff.

Receivables:

- KNWA Project Manager will have access to the following:
  - A WPCC customer civic address list for quality assurance purposes;
  - A file<sup>2</sup> with the current water valve data from the Vue Works database;
  - A file with the current waterline network to form the basis of the updated network from the Vue Works database.

Deliverables:

- A file, in the format supplied, with XY coordinates, and other such attributes that may be determined, for all WPCC water valves;
- A file containing the edited linear elements that form the WPCC water distribution network including the segments that connect the water valves to the network;
- Coordinate system: NAD 1983 CSRS Prince Edward Island (unless otherwise specified)

Cost:

- Option 1:
  - GPS collection of the majority of the water valves by two KNWA staff over a three week period for **\$5,500 plus HST**;
  - GPS collection of additional valves will be done at the rate of \$50 per hour plus HST;
  - Additional attribution, network processing and quality assurance would be charged at \$35 per hour with a minimum charge of \$350 plus HST.
- Option 2:
  - GPS collection of pre-staked water valves: 735 valves @ \$5/valve = **\$3,675 plus HST** for two KNWA staff;
  - GPS collection of additional valves will be done at the rate of \$50 per hour plus HST;
  - Additional attribution, network processing and quality assurance would be charged at \$35 per hour with a minimum charge of \$350 plus HST.

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<sup>2</sup> Geodata files could be ESRI shape file or an MS Access database

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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** HOME BASED BUSINESS – 87 BROADWAY ST NORTH  
**DATE:** 19/05/2017  
**ATTACHMENTS:** PROPERTY IMAGE, INITIAL REQUEST LETTER

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### **Introduction**

A request has been received from Carla Arsenault (the applicant), owner of a property at 87 Broadway Street North, to operate a home based art gallery type business.

### **Regulations**

Section 2.37 of the Town's *Development Control Bylaw* defines a "Home Occupation" as an accessory use of a dwelling for gainful employment involving the provision or sale of goods and/or services. Home Based Businesses are regulated under Section 4.40 of the Bylaw; Parking requirements are regulated under Section 5.2.

### **Development Control Bylaw Regulation**

#### **SECTION 4.40. HOME OCCUPATIONS**

A home occupation is a permitted use in a single detached dwelling subject to the following:

- a) Commercial uses permitted as home occupations include:
  - i. Domestic and household arts (dressmaking and tailoring, hairdressing; instruction or tutoring, arts and crafts, weaving, painting, sculpture, and repair of garden or household ornaments, personal effects or toys);
  - ii. Business or professional offices
- b) the dwelling shall be occupied as a residence by the principal operator and the external appearance of the dwelling shall not be changed by the business use.
- c) there shall be no more than two non-resident assistants employed in the business.
- d) not more than 25% of the total floor area of the dwelling shall be occupied by the business.
- e) adequate off-street parking, in accordance with this Bylaw, separate from that required for the dwelling, shall be provided.
- f) there shall be no open storage or display area.
- g) premise signs shall be restricted to a maximum of 400 square inches in total.

h) domestic and household arts shall include:

- i. Dressmaking and tailoring
- ii. Hairdressing
- iii. Instruction or tutoring
- iv. Arts and crafts, weaving, painting, sculpture, and repair of garden or household ornaments, personal effects or toys.

## **5. Parking Requirements**

### **5.2. Parking Requirements**

Single Detached Dwelling                      2 Parking spaces/unit

Other Commercial/Retail Stores            1 Parking space per 150 sq. feet of floor area

The decision to allow the operation of a home based business is supported by the Town's Official Plan (Policy PR-5).

### **Policy PR-5. In-Home Occupations**

It shall be the policy of Council to permit a range of home businesses, provided that there are no significant negative impacts on adjacent properties or the immediate neighbourhood.

#### ***Plan Action:***

- The Development Bylaw shall permit the establishment of limited in-home occupations in all single detached residences.
- The Development Bylaw shall define the types of business activities which may be permitted in a residence.
- The Development Bylaw shall establish standards for home occupations, which limit potential residential conflicts such as noise, hours of operation, square footage, number of employees, parking, signage, physical changes to the structure, outside storage and any other factors which may represent an impediment to the safety, convenience or enjoyment of neighbouring residents.

## Discussion

I have reviewed the Town's Development Control Bylaw and Official Plan with respect to the request to operate an art gallery business out of a property located at 87 Broadway Street North and find the proposal to be in general compliance therewith.

The property is owned by Carla and Robert Arsenault. Ms. Arsenault is proposed to be the principal operator and only employee of the business. There will be no modifications to the external appearance of the property. It is indicated that a sign may be installed on the property at some point in the future.

The area of the home that will be used for the business is approximately 180 sq. ft. Based on a total approximate floor area of 1200 sq. ft.; approximately 15% of the total floor area will be dedicated to the business. This would include a single 13' x 14' room dedicated solely to the business. ( $180 \text{ ft}^2 / 1200 \text{ ft}^2 = 15\%$ )

The parking requirements under the bylaw mandate the minimum requirement for a single detached dwelling at 2 parking spaces. Retail stores require an additional 1 parking space per 150 sq. ft. of floor area. Given the proposed floor area sits at 180 ft<sup>2</sup>, 2 additional parking spaces would be required to facilitate the addition of the business to the home. The current parking area provides adequate area to facilitate the required parking (4 spaces).

It is not anticipated that significant traffic increases will be generated by the business.

The hours of operation are proposed as 10:00 am to 4:00 pm, Tuesday through Saturday.

## Recommendation

It is recommended by the CAO that Committee of Council approve the following resolution to approve the Home Based Business request as proposed subject to full compliance with the Development Control Bylaw:

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

Carla Fisenault  
87 Broadway St. N  
Box 672, Kensington  
P.E.I. C0B 1M0

May 9, 2017

Rouan Caseley (Mayor)

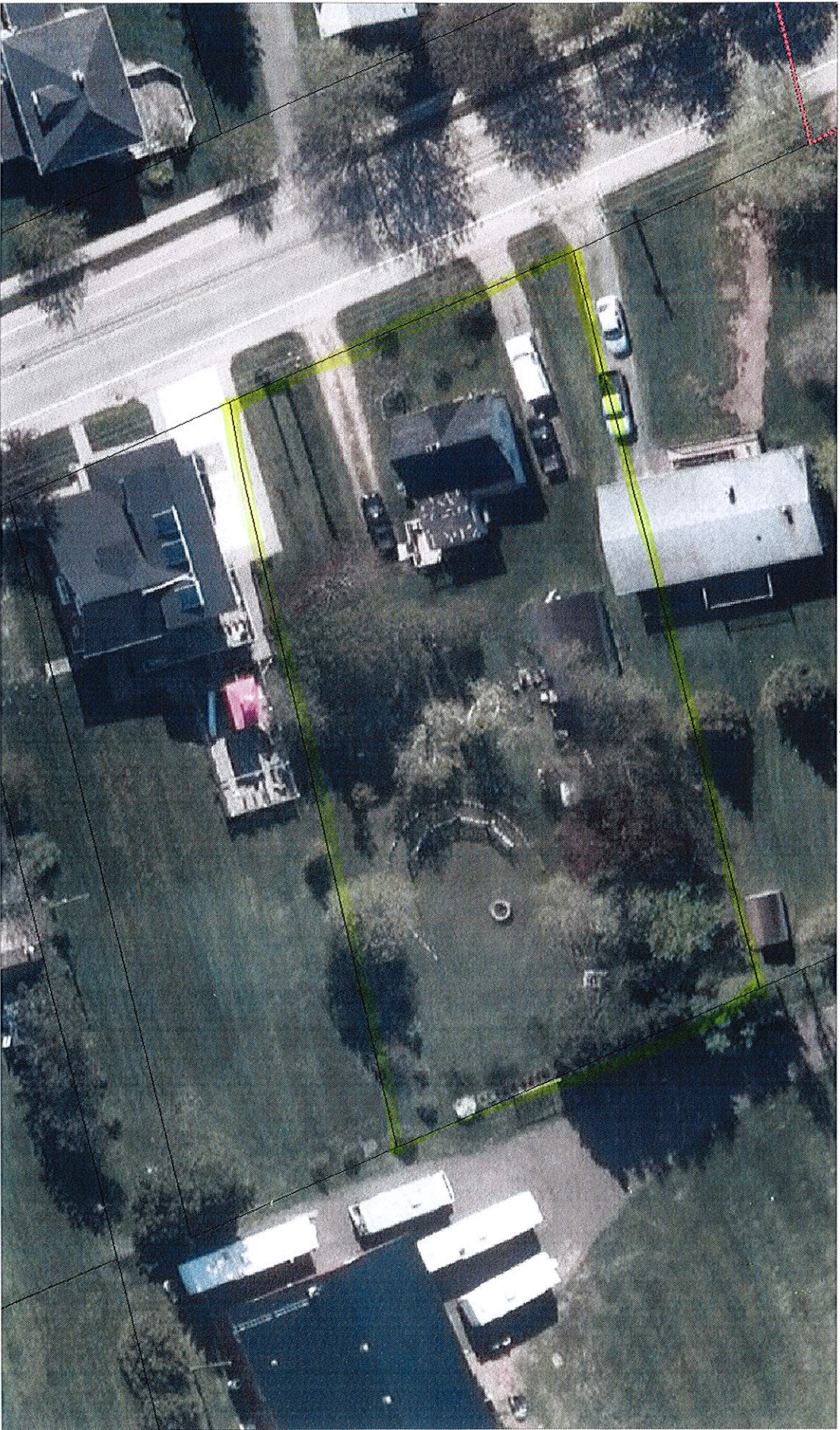
I'm writing to let you know  
I would like to sell some  
paintings from my home

I have two driveways for  
someone to park. My hours  
should be 10-4pm Tuesday  
through Saturday and closed  
on Sunday and Monday.

I'm hoping you have  
no concerns about my  
intentions, if any please call  
me at 902-297-2008

Thank you  
sincerely

Carla Fisenault



87 Broadway Street

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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** TOWN HALL ROOF REPLACEMENT  
**DATE:** 19/05/2017  
**ATTACHMENTS:**

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The roof at the Town Hall has been leaking significantly for a period of time. The area around the main entrance and in the southeast corner of the Council Chambers specifically, has visual water damage. Two contractors have been up on the roof to assess the extent of the required repairs and both contractors have indicated that the roof required replacement. No quotes have been requested at this point in time however staff are requesting that Committee of Council consider this information and direct staff accordingly. It is noted that during the last rain storm a significant amount of water was collected around the main entrance and in the Council Chambers.

It is recommended that the Committee consider the above request and provide direction to staff. If direction is given to proceed, staff will draft the necessary documentation to solicit quotations/tenders.

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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** ISLAND STONE PUB WATER SOFTENER PROPOSAL  
**DATE:** 19/05/2017  
**ATTACHMENTS:** QUOTATION

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The operators of the Island Stone Pub have indicated that they are having issues with hard water build-up which is creating water pressure issues at the train station. The issue is primarily with the dishwasher however, they have noted hard water issues with their ice machine, coffee machine, and other water using appliances in the train station.

I asked the operators to contact Reeves Water Treatment to assess the hard water issue and to provide a quote to solve the issue. The quote(s) is attached. The first quote (SXT 40 000) will correct problems with the dishwasher. The second quote (SXT 30 000) would do all water, hot and cold, and would correct problems with the dishwasher, ice machine, steamers, coffee machine, hot water heater and boiler, etc.

The operators have indicated that their preferred option is Option 2 (SXT 30 000). They would like to request Council's consideration for paying 50% of the upfront cost (\$1,250). They will pay any required materials and maintenance costs as long as they continue to operate out of the train station.

It is recommended that the Committee consider the above request and provide a recommendation to Town Council.

**Geoff Baker**

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**From:** islandstonepei <islandstonepei@gmail.com>  
**Sent:** Tuesday, May 16, 2017 9:27 PM  
**To:** Geoff Baker  
**Subject:** Fwd: Water Softener Options

Geoff,

Please see below the 2 options for water softeners. I would appreciate your consideration on this and look forward to hearing back.

Jaime.

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: Eustace Reeves <[eustacereeves@pei.sympatico.ca](mailto:eustacereeves@pei.sympatico.ca)>  
Date: 2017-05-16 21:04 (GMT-04:00)  
To: islandstonepei <[islandstonepei@gmail.com](mailto:islandstonepei@gmail.com)>  
Subject: Water Softener Options

Island Stone Pub

Option #1

SXT 40 000 Grain Single Meter Initiated Softener. This option would correct problems with the dishwasher. \$1795.00 + HST This price includes the installation.

Option #2

SXT 30 000 Grain Twin Meter Initiated Softener. This option would do all the water hot and cold. It would correct the problems with the dishwasher. It would reverse the hard water build up in the ice machine, steamers, coffee machines, hot water heater and boiler. This brings back efficiency and reduces maintenance costs. It will restore the shine to all stainless steel fixtures. It is the most efficient option for the highs and lows of seasonal use. \$2500 + HST This price includes the installation.

Thank you for the opportunity to submit this quote. I keep both of these option in stock and available at your request. If you have any questions I can be reached at any time.

Eustace J. Reeves  
902-303-9042

# Kensington Intermediate Senior High School

Donald Mulligan, Principal  
Michelle Beaman, Vice-Principal



<http://www.edu.pe.ca/kish>  
PO Box 340, Kensington,  
PEI, C0B 1M0  
Telephone: 836-8901  
Fax: 836-8903

May 8, 2017

Dear Friends:

Our year-end closing is a short time away. In past years we have asked for and received many generous donations for students who have demonstrated achievement or improvement in their school work. We would appreciate receiving your support again this year.

Any donations can be made payable to KISH. Thank you for your help in previous years and we hope that you are able to continue the support for our students.

Yours truly,

A handwritten signature in cursive script that reads "Donald Mulligan".

Donald Mulligan,  
Principal

2016 - yr end Safe grad \$450.00  
+ yr end prizes