



Tentative Agenda for Committee of Council

Tuesday, May 25, 2021 @ 6:30 PM

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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 25, 2021 – 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 26, 2021**
- 6. Business Arising from Minutes – April 26, 2021**
- 7. Staff Reports**
 - a. Chief Administrative Officer's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Bills List – Town
 - f. Bills List – Water and Sewer Utility
 - g. Summary Income Statement – Town and Water & Sewer Utility
 - h. Credit Union Centre Report
- 8. New Business**
 - a. COC Memo – Proposed Land Purchase from the Town of Kensington
 - b. COC Memo - Covered Benches
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) – Nil**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, April 26, 2021
6:30 PM**

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

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

1. Calling of Meeting to Order

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

2. Adoption of Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the agenda for the April 26, 2021 Committee of Council meeting. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations, Special Speakers and Public Input

4.1 *Nil*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve the Committee of Council meeting minutes from March 22, 2021. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired if there was an update on the sign located at 109 Victoria Street, Frosty Treat Dairy Bar. Mr. Baker confirmed that he spoke with the Department of Transportation and is waiting for further information.

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to receive and recommend approval to Town Council the adoption of the April 2021 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.1.2 Deputy Mayor Pickering inquired about the installation of the convex mirror at the intersection of Commercial Street and Broadway Street N. Mr. Baker confirmed that the Province are looking at options to improve the area and so we await further details.

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Spencer, seconded by Deputy Mayor Pickering to receive and recommend to Town Council the adoption of the March 2021 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 Spencer to receive and recommend to Town Council the adoption of the March 2021 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to receive the April 2021 Development Permit Summary Report as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Councillor Mann, seconded by Councillor Spencer to receive and recommend to Town Council the approval of the General Bills List for March 2021 in the amount of \$305,324.70. Unanimously carried.*

7.5.2 *Moved by Councillor Toombs, seconded by Councillor Mann to receive, and recommend to Town Council the approval of the Water & Pollution Control Corporation Bills List for March 2021 in the amount of \$12,965.50. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Spencer to receive and recommend to Town Council the adoption of the Summary Income*

Statements for March 2021, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Gallant, seconded by Councillor Toombs to receive and recommend to Town Council the adoption of the Credit Union Centre Report for March 2021, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

8. New Business

8.1 Gas Tax Re-Profiling

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

That Committee of Council recommend that Town Council authorize the CAO to proceed with re-profiling funds within the Town's Capital Investment Plan as per the plan as follows:

- *Train Station/Boardwalk Upgrades and Replacement (\$350,095.17)*
- *Barrett Street/Broadway Street/Victoria Street Sidewalk Installation (\$476,075.00)*
- *Parks and Recreation Improvements – Various (\$86,558.69)*
- *Wellfield Emergency Back-Up Power (\$42,500.00)*
- *Senior's Centre Paving (\$26,410.00)*
- *Water Meter System Upgrade (\$65,000.00)*
- *Sewage Lagoon Mechanical Upgrades (\$146,000.00)*
- *Sidewalk Improvements and Replacement (\$351,144.68)*
- *Water Utility Model (\$50,000.00)*

Unanimously carried.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley recognized May 2 - 8, 2021 as Emergency Preparedness Week.

9.2 Saturday May 8, 2021 is the Annual Town Clean-up Day from 9:00-10:30 AM.

10. Correspondence

10.1 A letter from Don Quarles, Chair for Heart of PEI regarding the completion and installation of the mural painting and iron fiddle art projects. Committee of Council further discussed the placement of the 8-foot iron fiddle.

Moved by Councillor Toombs, seconded by Deputy Mayor Pickering

That Committee of Council direct staff to place the 8-foot iron fiddle near the Town Clock area, across from the Train Station.

4 for – 1 opposed (Spencer). Motion carried.

- 10.2** An email from Cathrina Mugford requesting that Town Council consider closing off Imperial Street to through traffic, from 12 Imperial Street to Commercial Street.

Councillor Spencer expressed concerns of traffic flow for residents in the event of an emergency. Councillor Gallant provided some history on the section of road and noted that the roadway is on lands owned by Ms. Mugford.

Moved by Deputy Mayor Pickering, seconded by Councillor Gallant

That Committee of Council direct staff to review and provide a report regarding a request from Cathrina Mugford to close off Imperial Street to through traffic, with the Department of Transportation and Chief Sutherland.

4 for – 1 opposed (Spencer). Motion carried.

- 10.3** An email from Karen Murphy, requesting the Town to permit the installation of a take out window and awning at the Go!Fish Restaurant located in the Blacksmith Shop.

Committee of Council deliberated and requested additional information on the style/colour of window and proposed design of the awning.

Chief Sutherland excused himself from the Council Chamber at 7:45 pm.

- 10.4** An email invitation from the Kensington and Area Chamber of Commerce for their Annual Presidents Dinner.

- 10.5** A donation request and information package from the Prince County Hospital Foundation.

Moved by Councillor Spencer, seconded by Councillor Gallant

THAT Committee of Council recommend to Town Council the approval of a financial contribution to the Prince County Hospital Foundation in the amount of \$50,000 payable at \$5,000 per year for 10 years, starting in 2021 and ending in 2030.

Unanimously carried.

11. In-Camera (Closed Session)

- 11.1** ***Moved by Deputy Mayor Pickering, seconded by Councillor Gallant to enter into an in-camera session pertaining to one item under Section 119(1)(b) of the Municipal Government Act at 7:48 pm. Unanimously carried.***

11.2 *Moved by Councillor Spencer, seconded by Councillor Gallant to come out of an in-camera session at 8:05 PM. Unanimously carried.*

12. Adjournment

12.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 8:06 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report for Committee of Council - May 2021		
Item #	Project/Task	Status
1	COVID-19 Pandemic	Staff continue to follow the advice of the Chief Public Health Office in the operation of all town facilities; contact tracing, wearing masks, maintaining appropriate distance, hand sanitizing, etc.
2	Outdoor Furniture Construction	Two covered benches have been purchased and received from the KISH Industrial Arts class. A memo is circulated with the tentative agenda package requesting Council's direction to proceed with purchasing two more benches.
3	Official Plan and Zoning Bylaw 5 Year Review	Staff are currently working with the Planning Consultant (DV8) to develop an online consultation survey for residents on the Official Plan and Development Bylaw. The intention is to have the survey launched by the end of May with a deadline of the second or third week of June. Following that, and depending on Public Health restrictions we will discuss the potential for an in-person public meeting.
4	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.
5	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades	NO UPDATE The project has reached substantial completion. The contractor will be required to come back to site in the spring to perform final reinstatement of the site and some other minor works. The Town continues to retain the Guaranteed Maintenance Holdback until December 18, 2021, once all remaining deficiencies are rectified.
6	2019-2024 Gas Tax Capital Investment Plan	Town Council approved a re-profiling of gas tax funds at their regular May meeting. The required documentation has not yet been submitted to the Infrastructure Secretariat. It is hoped that this will be finalized and the required documentation submitted prior to the end of May.
8	Wastewater Treatment Plant Blowers	The project has been included in the Gas Tax re-profiling proposal circulated with the tentative agenda package. The project includes the installation of a new VFD, replacement of a pressure gauge, installation of a new wall mounted display unit, installation of a new PLC and a new panel, installation of a new SCADA system, installation of a new roof and gutter, and replacement of the stairs and platform in the UV Chamber.
10	Kensington Area Soccer Club - Clubhouse	It is understood that Toombs Plumbing and Heating will be proceeding with the installation of the water and sewer connections by the end of next week. I continue to work closely with the Soccer Association and the Provincial Government on the completion of this project.
11	Municipal Restructuring	The Town's application was approved by the Province and the re-structuring took affect on May 1, 2021. An information package has been circulated to all new residents. The information package contained contact information, Bylaw and other information deemed relevant to new residents. We have been in contact with several of the new residents regarding Bylaw requirements, development control, etc.
12	Police Study/Service Model Review	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 had originally intended to present the implementation plan at the May Committee of Council meeting however it is more likely to be presented at the June Committee meeting.
13	Native Council Signage	Some Councillors may have noticed additional signage placed in the vicinity of the Town's Welcome signs. Two of the signs were placed directly on the Town's Welcome signs by the Provincial Department of Transportation which I directed Public Works staff to remove. In discussions with the Department of Transportation it was agreed that the signs could be placed there, however not in the same manner that they were originally installed. They have since been re-installed in a more aesthetic manner. The signs contain the word "Kensington" in both English and an aboriginal language.

Item #	Project/Task	Status
14	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	NO UPDATE The chlorine pumps and analyzer have been properly calibrated. The back-up generators have been installed and commissioned at the controls building and wells. The only outstanding item remaining is the commissioning of the SCADA system. The sub-contractor from New Brunswick is having difficulty getting to the Island due to pandemic restrictions and as such we have requested a local contractor be engaged to complete the required work. It is expected that we will receive substantial completion notification shortly.
15	Railyards Garbage Receptacle Area	The area has been properly prepared as a waste container area. The Island Stone Pub has indicated that they will not move their container to this area and will be leaving it in the parking area. In discussions with the Heart of PEI Committee they have indicated that they will reach out to all stakeholders in the area to provide information on this initiative and why it is vital to open up parking spaces in the area. I will provide more information to Town Council as the situation progresses.
16	Town of Kensington Harassment Policy	NO UPDATE Staff have begun a review of the Town's Harassment Policy with the intent to amend it to include non-employees (volunteers, temporary employees, contractors working on behalf of the Town, etc.)
17	WWTP Wind Turbine	The issue with the turbine was found to be in the Remote Terminal Unit computer. The computer was replaced and the turbine is again operational. It was found that there is an issue, as well, with the battery back-up unit. Public Works staff have been directed to replace with a new battery back-up.
18	Railyards Fence Replacement	I understand that the project has been substantially completed.
19	Transport Container - Victoria Street East	The Transport container has been removed from the property.
20	Active Transportation Fund	The Town's application has been approved by the Province of Prince Edward Island to facilitate the installation of sidewalks along Barrett Street, Broadway Street South and Victoria Street East. It is proposed that a portion of the Town's Gas Tax be allocated towards the project as well. WSP are working on updated cost estimates and designs. I am informed that WSP has been contracted by the Province to design the storm sewer in the area to facilitate the project.
21	Town Council By-Election	The By-Election was held on May 3, 2021 with Councillor MacRae being elected. Councillor MacRae was officially sworn in before the May regular meeting of Town Council.
22	Official Plan and Zoning Bylaw Amendment - Roman Catholic Parish	First Reading of the Bylaw amendment was given and approved at the regular May meeting of Town Council. The amendment will be brought to the June regular meeting for second reading and formal adoption.
23	Commercial Street/Broadway Street Intersection	NO UPDATE The Town recently purchased a convex mirror as a potential solution to provide additional site distance for motorists and pedestrians egressing from Commercial St on to Broadway St N. In a meeting with Department of Transportation engineers we were requested not to install the mirror until such time as the department has an opportunity to review the parking layout in the area as well as to have a transportation consultant review the effectiveness of the mirror.
24	Confederation Trail Road Crossings	NO UPDATE The Province has committed to providing lighted (flashing beacon) pedestrian crossing signs at two Confederation Trail road crossings within the Town. They will be installed in the May 2021 timeframe. The beacon signs will be installed at the Victoria Street East road crossing and the Broadway Street North crossing. Additional signage may be installed in the future at other crossings in the Town.
25	Barrett Street Sidewalk	NO UPDATE The Province has committed to designing a storm sewer system along Barrett Street to facilitate the installation of a sidewalk by the Town. It is anticipated that this project will be able to proceed in the summer of 2021.
26	Annexation of PID No. 76174 (Frosty Treat)	I have been informed by the Island Regulatory Appeals Commission that a new application will have to be made for the annexation of the Frosty Treat 2 property due to the Town's recent boundary change. I am awaiting a new boundary map to facilitate the new application. As soon as the map is received the application will be re-submitted.

Item #	Project/Task	Status
27	Kensington Business Park	Town Council awarded the construction tender at their May regular meeting. Construction is scheduled to begin on June 1, 2021. The required lot consolidations/subdivisions have been approved by Town Council to facilitate the development. It is proposed that appropriate zoning designation will be applied to the properties through the Town's legislated review of it's Official Plan and Development Bylaw. I continue to work closely with Mayor Caseley on completing this project. Based on the contractors schedule provided in their tender the project should be completed towards the middle of December, 2021. Councillors directed staff to move forward with an initiative to solicit proposed street names within the Park from the public.
28	Town Hall Siding Replacement	NO UPDATE The current siding on the Town Hall has faded in colour. The siding manufacturer has agreed to replace all of the siding on the building under warranty. While a formal schedule has not been contemplated, it is expected that this work will be completed over the summer months.
29	EMO Bylaw and Plan	A revised Emergency Measures Bylaw and Plan was given first reading at the May regular meeting of Town Council. The Bylaw will be brought to the June regular meeting for second reading and formal adoption. Following that, Staff will work with the EMO Coordinator in updating the Emergency Measures Plan.
30	Town of Kensington Education Scholarship	We have been informed that the Town's \$1,000 scholarship to the Kensington Intermediate Senior High (KISH) will be split into two scholarships for 2021 (\$500 each). This is due to the fact that the KISH Scholarship Committee decided that two recipients were warranted and deserving in 2021.
31	Invest in Canada Infrastructure Fund - Broadway Street South Water and Sewer Main Extension Project	The application was submitted prior to the required deadline. Staff are working with the Infrastructure Secretariat to provide additional information to facilitate consideration of the application.
32	Art and Craft Co-Ops - Freight Shed	I haven met with both the Art Co-Op and the Craft Co-Op in regards to their tenancy within the Town's Freight Shed. Both groups are intent on opening toward the end of June for the 2021 season. Minor upgrades have been requested, i.e. ceiling fans and some other minor items. Staff continue to work with both groups to facilitate a successful 2021 season.
33	Blacksmith Shop/Go! Fish	As Councillors are aware, there was a fire at the Go! Fish Eatery/Former Blacksmith Shop on Sunday, May 16, 2021. We are all saddened at the loss of this historical asset in our community, and for the loss of a successful business within our community. We are currently awaiting a final report from the Fire Marshal's office in regards to the cause of the fire. Initial reports indicate that the fire may have started in a garbage container but no final determination has been made at this point in time. The Town's insurance adjustor is completing an investigation on the Town's behalf. Once the investigation is complete, I will provide further information to Town Council for consideration as the situation progresses.
34	Collective Bargaining Agreement Negotiations	I have requested several options and corresponding cost quotations from the Town's solicitor for the upcoming collective bargaining agreement negotiations. Further information will be provided once the quotations are received.
35	Roy Paynter Park	A concern was brought to me in regards to several items that required maintenance within the Roy Paynter Park. Public Works staff have been directed to clean the equipment in the park and to address any outstanding maintenance items.

Kensington Fire Department

Occurrence Report 2021

[illegible]

APRIL 2021

The Kensington Fire Department responded to 6 calls during the month of April and the average attendance for the fire calls was 14. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Apr. 1	Structure fire	Wilmot Valley	23	5
Apr. 3	Grass fire	Norboro	18	1
Apr. 10	MFR - breathing problems	Blue Shank Rd.	6	1
Apr. 19	Carbon monoxide alarm	Irishtown Rd.	12	called off at station
Apr. 25	Grass fire	North Freetown	15	3
Apr. 29	Tractor on fire	Indian River	9	2

April 6 - Association meeting with 20 fire fighters present.

April 20 - Corporal James Morrison with Charlottetown RCMP was at the firehall to give a seminar on homemade meth labs and the dangers these present. This was our monthly training session.

The Kensington Firemen's Association purchased helmet lights for all firefighters at a cost of \$6,641.

Rodney Hickey
Chief

[illegible]

[illegible]

[illegible]

Police Report April 2021

There were 5 alarm calls to report for this month.

Apr 10th @ 0428hrs – Murphy's Pharmacy, member attended.

Apr 12th @ 0113hrs – Malpeque Bay Credit Union, member attended.

Apr 13th @ 0934hrs – 5 Gerald McCarville, member did not attend.

Apr 16th @ 0302hrs – 85 Broadway St, member did not attend.

Apr 16th @ 1915hrs – Kensington CO-OP, member attended.

Assistance to other agencies

RCMP April 17 impaired driver

Assistance calls on report

One assistance call was for a traffic complaint for RCMP and one was to serve court documents for another agency outside the province.

Year To Date Approved Development Permits Summary Report
2021

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential additions/alterations			1											1	
New PSI				1										1	
New Residential Accessory Structure	2			1	1									4	
New Single Family Dwelling	1	1	2	1										5	
Total:	1	1	2	1										11	

Total Estimated Construction Value
\$77,000.00
\$200,000.00
\$72,300.00
\$1,290,000.00
\$1,639,300.00

Town of Kensington Bills List April 2021

ADL Foods	2450918	\$583.54
Andrew Griffin	APRIL 2021 RRSP	\$540.52
Bell Mobility	2-398124	\$201.25
Bev Semple	APRIL 2021 CROSSWALK	\$100.00
Brenda MacIsaac	APRIL 2021 RRSP	\$304.52
Canada Post	APR 20, 21 POSTAGE	\$13.44
Canadian Tire	APRIL 21 COAT RACK	\$40.24
Canadian Tire	APR 21 BASKETBALL NET	\$356.49
CIBC Securities Inc	APRIL 2021 RRSP	\$421.26
Combat Computer Inc	73538	\$48.94
Combat Computer Inc	74063	\$21.84
Combat Computer Inc	74071	\$28.75
Commercial Construction	SIDEWALK SODS	\$373.75
Canadian Union of Public Employees	APRIL 2021 UNION DUES	\$581.49
D.W Mechanical	1816 TRACKLESS REPAIR	\$241.50
Doug Killam	SHOP SUPPLIES APR30	\$54.34
Eastlink	15595273	\$23.00
Eastlink	15594501	\$821.34
Elizabeth Hubley	APRIL 2021 RENT	\$805.00
Family & Friends	ELECTION MEALS	\$53.62
Federation of PEI Municipalities	3419 ANNUAL DUES	\$3,468.83
Geoff Baker	APRIL 2021 MILEAGE	\$318.66
Good Equipment	59939 TRACKLESS PARTS	\$177.91
Homewood Health Inc	382942 EAP ANNUAL FEE	\$1,199.22
Hummingbird Creative	2652 HEART OF PEI SIGN	\$586.50
Irving Oil	118474	\$178.07
Irving Oil	123852	\$105.41
Irving Oil	21572	\$123.91
Irving Oil	222988	\$117.25
Irving Oil	224306	\$316.45
Irving Oil	235514	\$332.75
Irving Oil	326483	\$193.18

Irving Oil	424831	\$220.85
Irving Oil	426114	\$109.39
Irving Oil	522213	\$398.19
Irving Oil	542728	\$182.72
Irving Oil	622808	\$529.10
Irving Oil	722888	\$118.67
Irving Oil	824047	\$217.88
Irving Oil	33910213	\$321.08
Irving Oil	33916942	\$343.50
Irving Oil	33923484	\$226.94
Island First Aid Service	SI-13797	\$46.00
Island Petroleum	205221999630	\$215.43
Island Petroleum	205221999629	\$182.72
Island Petroleum	205221999632	\$224.97
Island Petroleum	205221999631	\$161.89
Island Petroleum	205221999633	\$292.61
Island Petroleum	205221999634	\$112.59
Island Petroleum	205221999635	\$320.28
Island Petroleum	205221999636	\$100.76
Jack Spencer	APRIL 2021 CROSSWALK	\$80.00
Jamie Perry	APRIL 2021 CROSSWALK	\$200.00
Kensington Agricultural Services	64148 ZERO TURN REPAIR	\$78.17
Kensington Agricultural Services	64326 KUBOTA REPAIR	\$458.44
Kensington Ball Field Committee	2021-08 ANNUAL DONATION	\$100.00
Kent Building Supplies	107965	\$39.27
Kent Building Supplies	74558	\$55.06
Kent Building Supplies	99539	\$12.40
Kensington Intermediate Senior High School	APRIL 2021 BENCHES	\$1,800.00
K'Town Auto Parts	36033/5	\$21.33
K'Town Auto Parts	36027/5	\$34.26
K'Town Auto Parts	36272/5	\$37.34
K'Town Auto Parts	36723/5	\$10.29
Kensington & Area Chamber of Commerce	75162 PRESIDENTS DINNER	\$55.00
Kwik Kopy	198144 ELECTION BALLOTS	\$344.83

Lewis Sutherland	APRIL 2021 RRSP	\$666.66
Linkletter's Welding Ltd	432744 TRACKLESS REPAIR	\$128.62
MacKay's Automotive Ltd	89394 PW TRUCK REPAIR	\$373.75
Maritime Electric	LIBRARY APR21	\$173.12
Maritime Electric	CN STN APR21	\$1,045.07
Maritime Electric	TOWNHALL APR21	\$1,274.44
Maritime Electric	LIBRARY APR21 A	\$173.12
Maritime Electric	FRT SHED APR21	\$233.14
Maritime Electric	EVKPOOL APR21	\$65.10
Maritime Electric	FIREHALL APR21	\$457.80
Maritime Electric	ST LIGHTS APR21	\$2,838.56
Maritime Electric	CAR CHRG APR21	\$34.36
Maritime Electric	RADAR APR21	\$108.27
Maritime Electric	P WORKS APR21	\$160.49
Maritime Electric	RINK APR21	\$6,510.01
Maritime Electric	CANBALLFIELD APR21	\$28.46
Maritime Electric	25 GARD SIGN APR21	\$97.53
Maritime Electric	SR CENTRE APR21	\$162.81
Mary's Bake Shoppe	MARY'S120421	\$17.00
Mary's Bake Shoppe	MARY'S230421	\$18.00
Malpeque Bay Credit Union	APRIL 2021 RRSP	\$1,496.32
Medacom Atlantic Inc	12532	\$251.16
Micmac Fire & Safety Ltd	00880412 FIRE UNIFORM	\$793.50
Minister of Finance	325605 SALT	\$427.74
MJS Marketing & Promotions	2724010 ELECTION AD	\$258.75
MJS Marketing & Promotions	2725034 FISHING ISSUE AD	\$316.25
MJS Marketing & Promotions	2725023 NOMINATION AD	\$258.75
MJS Marketing & Promotions	2725008 CUC AD	\$51.75
Orkin Canada	C-2522234	\$29.90
Orkin Canada	C-2522269	\$48.30
Orkin Canada	C-2522238	\$96.03
Provincial Auto Parts Ltd	996-620450 TRACKLESS REPAIR	\$177.72
Post-Traumatic Growth Association	APRIL 2021 DONATION	\$150.00
Recreation PEI Inc	2088 ANNUAL DUES	\$126.50

Robert Wood	APRIL 2021 MILEAGE	\$178.60
Rowan Caseley	APRIL 2021 MILEAGE	\$56.40
Saltwire Network	SM00032857 NOMINATION AD	\$399.05
Saltwire Network	SM00032931 PUBLIC MEETING AD	\$456.55
Saltwire Network	33073 ELECTION AD	\$316.25
Saunders Equipment Ltd	84059 TRACKLESS REPAIR	\$599.93
Mikes Independent	01 3119	\$11.80
Mikes Independent	IND230421	\$36.81
Scotia Securities	APRIL 2021 RRSP	\$442.78
Scotiabank Visa	006171474 TRACKLESS PART	\$92.36
Scotiabank Visa	ISLAND AUTO APR 21 PW TRUCK	\$138.00
Scotiabank Visa	ISLAND STONE APR 21 ELECTION MEAL	\$77.58
Scotiabank Visa	KIDS HELP PHONE APR	\$50.00
Scotiabank Visa	WETLAND PERMIT	\$100.00
Scotiabank Visa	ZOOM APRIL 2021	\$23.00
Scotiabank Visa	APR 21 SANITATION WIPES	\$551.72
Scotiabank Visa	ANNUAL FEE VISA	\$67.50
Scotiabank Visa	APRIL 21 PHOTOLAB	\$155.40
Sherry's Heating Service	2865 PW FURNACE REPAIR	\$86.25
Spring Valley Building Centre Ltd	222238	\$64.66
Spring Valley Building Centre Ltd	902242 ELECTION PLEXIGLASS	\$341.60
Summerside Chrysler Dodge (1984) Ltd	43372 PW TRUCK REPAIR	\$291.34
Suncor Energy Products Partnership	APRIL 2021	\$240.94
Superior Sanitation	742601	\$80.50
Superior Sanitation	742602	\$184.00
Superior Sanitation	742603	\$230.00
Superior Sanitation	742604	\$207.00
Tanya Beairsto	APRIL24, 2021 POL VEH CLEANING	\$200.00
Telus	APRIL 2021	\$1,016.26
Vail's Fabric Services Ltd	373421	\$215.46
Water & Pollution Control Corporation	APRIL 2021	\$708.66
WSP Canada Inc	1000197 LAGOON UPGRADE STUDY	\$4,244.94
Yellow Pages Group	1852409	\$17.65
Yellow Pages Group	1878851	\$23.17

Subtotal	<hr/> \$51,340.07 <hr/>
Payroll	\$93,886.26
Capital	
Subtotal Capital	<hr/> \$0.00 <hr/>
Total Bills	<hr/> \$145,226.33 <hr/>

Water and Sewer Utility - Bills List - April 2021

Advance Rentals	1217071 LAGOON PUMP	\$128.80
Aliant	8293646	\$138.46
Campbell's Concrete Ltd	266557 SERVICE BOXES	\$358.16
Campbell's Concrete Ltd	266421 SERVICE BOXES AND LIDS	\$739.68
Campbell's Concrete Ltd	266084 VALVE BOXES	\$766.47
Campbell's Concrete Ltd	265965 CHLORINE	\$238.97
Capital "T" Electric	854 LAGOON HEATERS	\$2,300.00
Kensington Country Store	2810132270 CHLORINATION	\$113.75
Kensington Country Store	2810133980 CHLORINATION	\$227.49
Kensington Septic Service	SI-4671 LAGOON PUMPING	\$2,760.00
Kensington Septic Service	SI-4680 CLEANED VALVE BOX	\$172.50
Maritime Electric	SEWAGEPUMPAPR21	\$152.49
Maritime Electric	PUMP W#1 APR21	\$46.15
Maritime Electric	PUMPCONTRBLDGAPR21	\$236.51
Maritime Electric	INDPKTOWERAPR21	\$134.80
Maritime Electric	PUMP E#2 APR21	\$920.41
Maritime Electric	RTE101 WELL3 APR21	\$111.85
Maritime Electric	28 SEWTREAT APR21	\$4,400.56
Maritime Electric	ADD LIFT STN APR21	\$335.69
MPWWA	APRIL 2021 LES ANNUAL SEMINAR	\$230.00
MPWWA	APRIL 2021 DOUG ANNUAL SEMINAR	\$201.25
Princess Auto	1359163 JACKHAMMER	\$459.99
Sansom Equipment Ltd	FR-8112 CHLORINE PUMP KIT	\$643.43
Total W&S Bills		\$15,817.41

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: APRIL 2021 CREDIT UNION CENTRE REPORT
DATE: APRIL
ATTACHMENT: STATISTICAL REPORT

April 2021

Fitplex

Hours of operation are 5:00 am – 9:00 pm, daily.

Attendance numbers remained strong for the month of April.

Arena

ADL ICE Show was hosted on April 3rd, which was re-scheduled from February 27th due to the COVID-19 circuit breaker measures. The event was a success for the Kensington Area Figure Skating Club.

April 3rd was also the last day for Arena operations. The ice plant was shut down and Black and MacDonald performed the shutdown and reviewed any work that may need to be done for the next ice season.

Kensington Cash

April 7	210.00
April 14	212.00
April 21	212.00
April 28	210.00
Total	844.00

Ball Fields

Ballfield maintenance began in April, GSD services is repairing the outfield netting as several tears needed repair and will be re-installed once this work is completed, likely towards the middle of May.

Ballfields have been rolled twice and cap on fencing have been repaired, where needed.

COVID-19 restrictions will be the same as the 2020 season, at this point in time. Staff will continue to review restrictions as they are mandated and updated CPHO.

KISH will be hosting 2-3 games in May. Minor Ball has not yet announced a start date. The Men's Rec League will start around the 1st of June.

Senior Center

Sewing Classes are on Tuesday, Wednesdays and Saturdays

Meetings continue in smaller groups.

Upcoming Events

Canada Day - The annual Canada Day event is in it's planning stages with Music and Dance at the Gazebo before and after opening ceremonies. Limited numbers will be allowed and all CPHO guidelines will be followed.

Harvest Festival - Plans are being made to host smaller events for this year's festival under the CPHO guidelines. Tentatively scheduled events are the Road Race, Golf Tournament, Pageant, Youth Talent contest, and Lobster challenge. Other events are being explored and will be announced by the Harvest Festival committee, as they are approved.

Fishing Derby - Cancelled looking at a fall date, if possible.

Outdoor Ice Surface – Staff are looking at plans to convert the old ice surface in front of the arena for the summer months into 3 areas that will include basketball, pickle ball and ball hockey. This would be open to all residents to use and summer students (depending on funding) can host weekly pick up games.

Town of Kensington Credit Union Centre Monthly Statistical Data

2021

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	235	240	245	250									970
Attendance	1465	1447	1455	1650									6017
Day Passes Sold	15	10	12	14									51
Memberships Sold	40	42	45	46									173
Monthly Payment Memberships	58	56	58	60									232
Arena													
Hours Rented	182	145	120	11									458
Preschool (Free)	4	4	4	0									12
Adult Skate	4	4	4	0									12
Donated Ice Time	0	1	0	0									1
Total Hours Rented	190	154	128	11									483
Storm Days\Covid Shutdown (no rentals)	0	3	4	0									7

2020

[illegible]

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: REQUEST TO PURCHASE TOWN LANDS
DATE: 2021-05-21
**ATTACHMENTS: INITIAL CORRESPONDENCE RE: LAND PURCHASE
FROM TOWN
AERIAL PHOTOGRAPH OF AREA
TERMS OF REFERENCE FROM HEART OF PEI**

A request has been received from Carl and Anne Dawson, owners of a property located at 14 School Street (corner of School and North Street) requesting the Town's consideration of selling a portion of Town owned property that borders their property to the south (former Gill property) and to the east (12 School Street). A hand drawn sketch, provided by Mr. Dawson, has been included with this memo. I have also included an aerial photograph of the general area.

From the sketch provided by Mr. Dawson, it appears he is requesting consideration for the Town to sell him approximately 20 feet of the 12 School Street property and approximately 50 feet of the former Gill property. Mr. Dawson has indicated that he would like to purchase the property to "square off his property and to put up a one car garage."

The Town purchased four properties in this area in approximately 2012 for the purpose of future development. Two of the former Cousins warehouse properties and the former Gill property were purchased for development, and 12 School Street was purchased for the purpose of providing a regulatory compliant access. One of the properties were disposed of in approximately 2015 to provide parking for two properties along Broadway Street North.

As Councillors may recall, they have recently provided the Heart of PEI initiative with approval to proceed with the development of a proposal for the development of these properties with a tourism related initiative. In this regard, a Terms of Reference provided by the Heart of PEI Committee is attached to this memo.

I am attaching correspondence between Mr. Dawson and myself regarding the proposed property purchase. I advised Mr. Dawson on April 12, 2021, following consultation with Mayor Caseley, that at this time, and until such time as Town Council had an opportunity to fully deliberate on the end use of the property, it would not be prudent for the Town to dispose of any of the property. I further advised Mr. Dawson that once a decision was made that I would get back to him if there was any potential to dispose of any of the property to him. Since that time, I understand that Ann Dawson (partner of Carl Dawson) has contacted two councillors requesting that the proposed property purchase be brought formally before Town Council for a decision now.

Recommendation

That Committee of Council consider the preceding information and potential future development of the subject properties, and make a recommendation to Town Council that the Town not dispose of any portion of the 12 School Street property, the former Gill property or the former warehouse properties.

From: cao@kensington.ca
Sent: April 12, 2021 12:32 PM
To: 'cjd@pei.sympatico.ca'
Subject: RE: property carl dawson

Hi Carl

My apologies for not getting back to you sooner on this. There never seems to be enough time these days.

I discussed your proposal with the Mayor and it was felt that at this time it would not be prudent for us to dispose of any land adjacent to your property, as we are still in deliberation on what the end use of the property will be. As you might be aware, the Town purchased all of the property in behind your property about ten years ago with the purpose of developing it in some form or fashion. While no decision has been made in that regard, Town Council continue to deliberate on it.

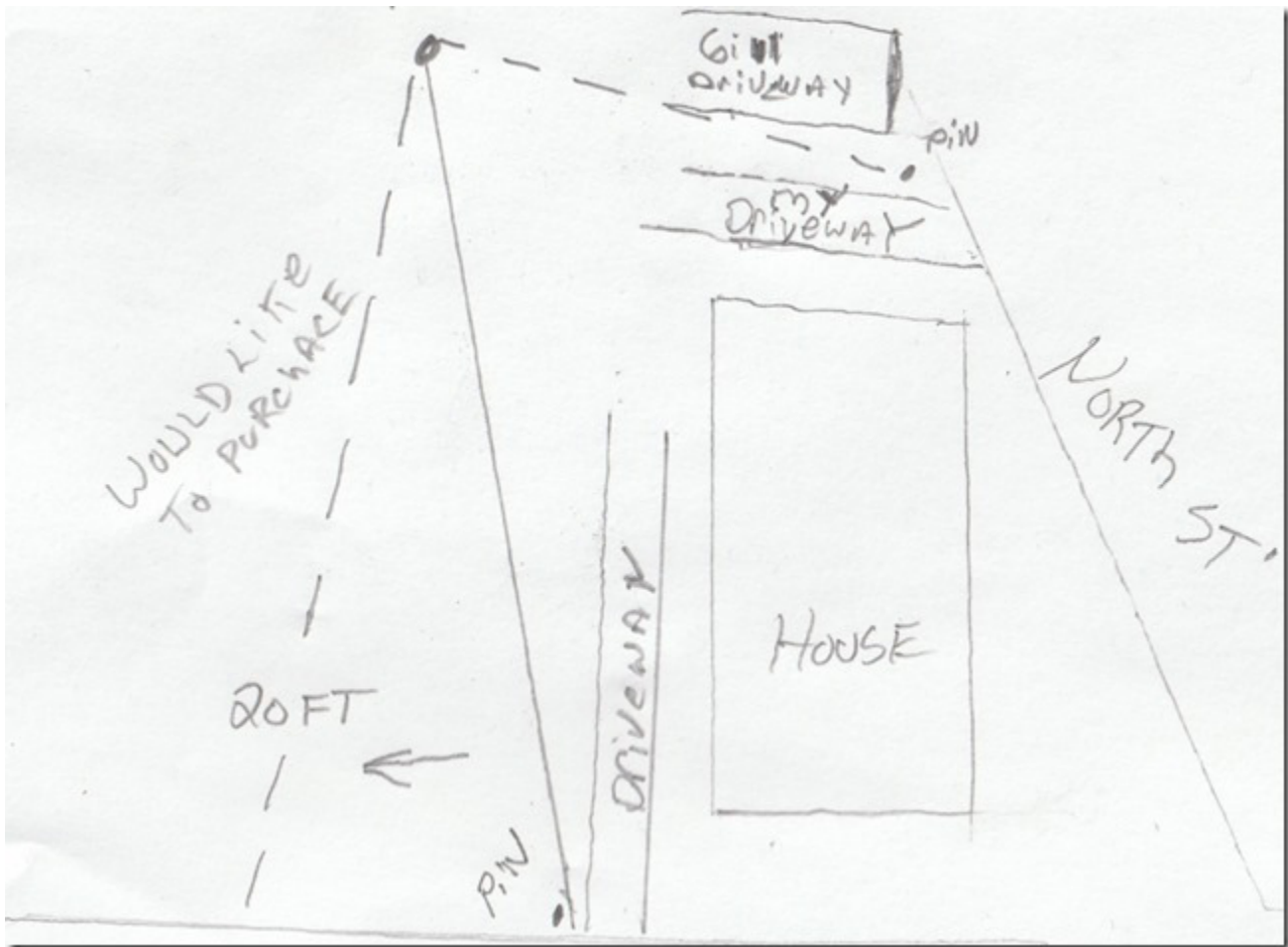
Once a decision has been made I will get back to you if there is any potential to sell off a portion to you.

Thanks,

Geoff Baker, C.E.T.
Chief Administrative Officer
Town of Kensington, PE
Tel: (902) 836-3781
Cell: (902) 439-8849
Web: www.kensington.ca

From: cjd@pei.sympatico.ca <cjd@pei.sympatico.ca>
Sent: February 1, 2021 9:58 AM
To: townmanager@townofkensington.com
Subject: property carl dawson

looking to extend and square off my property . to put up a one car garage . looking to maby go 50feet longer basically gills driveway and at the school street end maby 20 or 30 feet wider to square up lot a bit



Virus-free. www.avast.com



March 17, 2021

Coreen Pickering
Committee Member
Heart of PEI Initiative
55 Victoria Street E
Kensington, Prince Edward Island

Subject: Boardwalk Development Plan

Dear Ms. Pickering:

MRSB is pleased to provide the following proposed Terms of Reference for the professional services to assist you in creating a boardwalk development plan with accompanying financial projections and conceptual drawings. This Terms of Reference is an example of a potential methodology and associated budget that meets the needs identified by Heart of PEI. The proposed scope of work can be altered if necessary.

OUR UNDERSTANDING OF YOUR NEEDS

The Heart of PEI is part of the Kensington and Area five-year tourism plan to promote growth and tourism in the region. The plan hopes to enhance destination appeal, strengthen authentic and unique experiences, market the Area as a destination, and increase awareness within the community about product offerings.

It is MRSB's understanding that the Heart of PEI intends to develop a boardwalk on land owned by the Town of Kensington as a strategy to attract more visitors and overnight stays within the Area. The proposed boardwalk would include tourist attractions such as local food vendors, artisanal shops, active transportation rentals, and parking and washroom facilities.

The boardwalk will integrate train and railway design elements. By incorporating train and railway design elements, the new boardwalk will accentuate the nearby Kensington Railway Station, a National Historic Site of Canada.

MRSB Consulting Services will help the Heart of PEI refine the boardwalk project's vision, develop capital costs and conceptual drawings, develop three-year financial projections, a project action plan, and a project summary presentation to be used for meetings with funders and stakeholders.

PROPOSED METHODOLOGY

MRSB's approach to this engagement is founded on our significant local and regional experience. MRSB is committed to delivering the highest quality products – on time and on budget.

MRSB proposes the following methodology to best meet the objectives of Heart of PEI. This methodology is based on proven experience to achieve optimal results and strong consideration for the needs identified by Heart of PEI. The methodology can be adjusted as needed.

MRSB will work with the Heart of PEI to develop a boardwalk development plan that:

- ✓ Further defines the vision for the boardwalk and associated amenities by conducting a focus group with key stakeholders;
- ✓ Identifies potential offerings and services;
- ✓ Discusses market demand;
- ✓ Identifies key success factors and potential challenges;
- ✓ Demonstrates the capability of the lead organization;
- ✓ Incorporates high-level conceptual drawings that the third-party subcontractor will provide;
- ✓ Identifies operational requirements for sustainability; and
- ✓ Identifies the social and economic impact of the project on the region.

The boardwalk development plan will include the preparation of projected financial statements for a three-year period, with accounting policies, detailed assumptions, notes, and signed report including:

- ✓ Estimated capital costs;
- ✓ Estimated operating costs;
- ✓ Projected Statements of Financial Position;
- ✓ Projected Statements of Operations and Net Assets;
- ✓ Projected Statement of Annual Cash Flow; and
- ✓ Detailed Assumptions to the Projected Financial Statements.

Our financial projections are reviewed and signed off by MRSB Chartered Professional Accountants, adding credibility with financial and funding institutions and investors. MRSB will develop the financial projections based on management's assumptions and judgment as to the most probable set of economic conditions as well as the entity's planned course of action for

the period covered. We believe the level of expertise contributed by MRSB results in financial information that can be used with a high degree of reliability by decision-makers.

MRSB will conduct a project initiation meeting to further define project goals and objectives. MRSB will provide project management services and ensure timeline communications throughout the engagement. This engagement's final deliverable will include a summary presentation to be used with funders and key stakeholders.

MRSB COMPANY OVERVIEW

MRSB Group is comprised of parent company MRSB Chartered Professional Accountants, MRSB Consulting Services, MRSB Tax Services, MRSB Bookkeeping & Reporting, and Confederation M&A. MRSB Group was founded in 1978 and has grown to include six partners, four office locations and over 60 staff. The MRSB team embodies rigorous standards of professionalism, integrity and a client-focused approach throughout all engagements. National and international business owners trust and rely on MRSB's experienced Partners and skilled CPAs to gain an understanding of their organizations' financial health and to help plan for the future. MRSB Consulting Services is the most advanced professional services firm in Prince Edward Island and has been assisting companies to successfully grow their business by providing sound financial, business and market assistance for over 20 years. Our consultants have the knowledge, qualifications, and proven track record of completing business plans, financial analysis and projections on time and on budget.

MRSB has developed broad industry knowledge through years of experience providing service to entrepreneurs and private sector businesses, governments and government agencies, non-governmental organizations and economic development agencies/corporations. Our clients represent most sectors of the economy and our team members have gained industry knowledge and experience to support clients' informational and strategic needs. MRSB's professional team members have strong data and financial analysis capabilities and generate reports and recommendations that can be used with confidence to inform clients' decision-making processes.

Since the inception of the consulting firm, we have completed over 350 business plans for clients in all sectors of the economy; fisheries, tourism, retail, information technology, bioscience, renewable energy, manufacturing and processing, and agriculture. We believe that MRSB's expertise would be extremely valuable to you in the successful achievement of your objectives.

PROPOSED RESOURCES

MRSB Senior Consultant, Zachary Robson, will serve as the project lead and main point of contact for the development of the boardwalk development plan and will ensure the quality and timeliness of deliverables. Sean Bradley, Senior Consultant, will develop financial projections; and Wendy Drake, Senior Consultant and Principal, will act as project advisor and work with the project lead to support the engagement.

MRSB will engage Douglas Coles, P.Eng., P.E., F.E.C., of Coles & Associates as the third-party subcontractor for this project. The third-party subcontractor will provide conceptual drawings and high-level capital cost estimates.

ZACHARY ROBSON, MBA, BA, SENIOR CONSULTANT – PROJECT LEAD



Zachary Robson, BA, MBA, has been working with MRSB since 2017. Zachary is passionate about facilitation and assists MRSB's clients on a wide variety of consulting engagements, including surveys, business plans, feasibility studies, needs assessments, financing/funding proposals, program evaluations, and facilitated consultation sessions. Zachary has an upbeat and professional approach to stakeholder relations and regularly consults with clients from various sectors of the economy, including the public and private sectors, industry associations, and membership organizations. Zachary has assisted community organizations with their operational, marketing and financial planning requirements and has conducted community-specific primary and secondary research to support their needs.

Zachary's dynamic combination of work experience, organizational and writing skills, technical know-how and attention to detail support the successful completion of a wide variety of MRSB consulting engagements. Zachary has a certificate in Collaborative Facilitation from the University of Prince Edward Island and has a deep understanding of adult learning and effective facilitation techniques.

SEAN BRADLEY, CPA, CA, SENIOR CONSULTANT – FINANCIAL LEAD



Sean obtained his Chartered Accountant designation in 2014 and has over eight years' experience preparing business plans, financing proposals, market studies and feasibility studies. Sean works on industry-specific research and analysis projects and provides consulting and strategic business advice to for-profit and not-for-profit organizations, government departments, educational institutions, and industry stakeholders. Sean's

skills and experience are extremely relevant to this engagement and include: key stakeholder consultations, gathering and analyzing detailed information, industry analysis, preparation of business plans and forecasted financial information, assisting clients with special projects and preparation of detailed variance analyses. Sean's dynamic combination of work experience, organizational and writing skills, technical know-how and attention to detail support the successful completion of a wide variety of MRSB Consulting engagements.

WENDY DRAKE, MBA, BBA, PRINCIPAL & SENIOR CONSULTANT – PROJECT ADVISOR



Wendy is an experienced and engaging strategic planner and facilitator and has worked with private, public, and not-for-profit clients from various sectors in Atlantic Canada, Ontario, and Vancouver. She has a strong ability to lead focused, strategic discussions and engage people at all organizational levels and from diverse organizations and backgrounds. Using a collaborative approach, Wendy facilitates strategy sessions, focus groups, workshops, and one-on-one discussions to engage people in identifying strategic priorities and establish consensus in the decision-making process.

Wendy prides herself in helping clients achieve impactful results through strategic stakeholder engagement and the development of action-oriented end deliverables. She has worked with several clients on consecutive planning processes and has supported clients with annual check-ins to support multi-year plans.

Wendy brings to every engagement strong oral and written communication, a detailed project management approach, thorough research and analysis skills, and a focus on the development of a strategic direction that best reflects desired results. She has helped clients prepare numerous well-written, clear and concise reports in the form of growth plans, strategic plans, business plans, feasibility studies, funding proposals, diagnostic assessments, economic impact reports, proposal documents, conceptual plans, and more. Wendy's passion for helping client succeed is evident throughout each and every engagement.

TIMELINE AND BUDGET

MRSB can begin work within seven days of signing the agreement and estimate that the boardwalk development plan would be completed within **12 weeks**, providing that all meetings happen according to schedule and that all requested materials are promptly provided to the consultant. Our fee for these services is estimated to be **\$20,000** before applicable taxes, with 50% of fees due upon commencement of work and 50% upon delivery of the feasibility study and financial projections.

Please be advised that services related to subsequent meetings, presentations, or applications to possible financing institutions or funding partners, if requested, would be in addition to the estimates quoted in this Terms of Reference.

MRSB can provide a detailed proposal, including a detailed methodology and timeline upon request.

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: COVERED BENCHES
DATE: 2021-05-21
ATTACHMENTS:

In preparing the area around the freight shed for final grading it was discussed that the Town may want to look at the purchase of two more covered benches from the Kensington Intermediate Senior High School for placement in front of the freight shed. As Councillors are aware we have purchased two benches thus far with the intention of placing them in front of the Freight Shed. For clarity, this will result in four covered benches being placed in front of the Freight Shed deck.

A quote was requested from the Industrial Arts teacher at KISH. The quote provided indicated that due to the increased cost of materials the units would cost \$1,000.00 each; a \$100 increase over the initial two units purchased by the Town.

It is envisioned that all four of the covered benches will be placed in front of the Freight Shed at evenly spaced intervals to provide a viewing area towards the Gazebo. A step may be installed between the covered benches depending on the final grade we are able to achieve through landscaping.

The benches will be funded through Park Improvements – Parks and Recreation.

Recommendation

That Committee of Council direct the CAO to proceed with the procurement of two additional covered benches from the KISH Industrial Arts Class at their quoted amount of \$1,000.00 per unit.

During a time
like this
we realize how much
our friends and relatives
really mean
to us....

Your expression
of sympathy will always
be remembered

Clare
Mont
Alana



May 12, 2021

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

Dear Mayor Caseley,

On behalf of the directors of the Prince County Hospital Foundation, I would like to thank the Town of Kensington for the recent long-term commitment to the Prince County Hospital. This gift will be used to purchase much needed medical equipment for this hospital which services patients from one end of this province to the other.

To verify the details of this gift, a pledge of \$50,000 has been made to be paid in installments of \$5,000 over 10 years. A pledge form is attached to verify the details of the gift. Please fill out and return in the envelope provided. A reminder notice and invoice will be sent the Town of Kensington the month prior to pledge payments being due.

Gifts received in 2021 will support a greatest needs list valued at over \$1.78 million that includes vital pieces like a new digital mammography machine. Since the first digital mammography unit on PEI was installed at PCH in 2009, great strides have been made in that technology. As the current unit is now reaching the end of its life and must be replaced, we look forward to the advancements in care a new machine will bring to patients.

Please extend our thanks to the Council of the Town of Kensington for their long standing continued support of PCH and for making a difference in the lives of patients and their families across Prince Edward Island. For this we are truly grateful.

Sincerely,

Heather Matheson
Managing Director



Kensington PE C0B 1M0



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Charitable registration No 86755 8090 BR00011