



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

Monday, November 27, 2017 @ 6:30 PM

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off or placed on non-audible mode during the meeting.***

**Town of Kensington
Committee of Council Meeting
Monday – November 27, 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** – Barry Murray of the Kensington North Watershed Association will present to Committee on the 2017 activities of the Association.
- 5. Adoption of Previous Meeting Minutes** – October 23, 2017
- 6. Business Arising from Minutes** – October 23, 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 – Kensington Fire Department False Alarms Report
 - b. COC Memo – Kensington Intermediate Senior High School use of Fitplex
 - c. COC Memo – Public Works Property – Waste Site
 - d. Blacksmith Shop Proposal
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - Nil**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, October 23, 2017
6:30 PM**

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

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

Regrets: Councillor Pickering

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 Doucette, seconded by Councillor Spencer to approve the agenda for the October 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.

3.2 There were no declarations of conflict of interest.

4. Delegations, Special Speakers and Public Input

4.1 *Nil*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor Mill, seconded by Councillor MacLean to approve the Committee of Council meeting minutes from September 25, 2017. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired about the eavestrough repair at the Community Gardens Complex. Mr. Baker noted that Mr. Wood is requesting quotations.

7. Staff Reports

7.1 CAO's Report

- 7.1.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to receive the October 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*
- 7.1.2** Councillor Spencer inquired about the number of adopted fire hydrants throughout the town. Administrative Assistant, Kim Caseley will confirm the number of hydrants that have been adopted to date and provide the information to Town Council.
- 7.1.3** Deputy Mayor Mann inquired if there were any further details regarding the street transfer to the Province. Mr. Baker and Mayor Caseley met with Province earlier in the day and they are scheduled to take over the maintenance of the Town streets on November 1, 2017. A formal transfer of ownership will be completed at a later date, to be determined.
- 7.1.4** Mayor Caseley spoke regarding the crossing guard volunteers. The QEES Home and School Association was unable to commit to the proposal from the Town. Mayor Caseley will speak with the Kensington Lion's Club to see if they would be interested in taking on the initiative as a fundraising opportunity. Staff will disseminate information to local Church bulletins to determine if there is any interest in volunteering.

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council the adoption of the September 2017 Fire Chief's Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*
- 7.2.2** Deputy Mayor Mann inquired about the number of false alarms responded to by the Kensington Fire Department. Mr. Baker will provide a breakdown to the next Committee of Council meeting to facilitate a discussion on ways to reduce the number of false alarms.

7.3 Police Department Statistical Report

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

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to receive the Development Permit Summary Report for October 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 Spencer to recommend to Town Council the approval of the General Bills List for September 2017 in the amount of \$188,324.94. 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 September 2017 in the amount of \$15,839.03 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 September 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 September 2017, as prepared by CGC Manager, Robert Wood. Unanimously carried.*

8. New Business

8.1 KISH Fuel Tanks

8.1.1 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to recommend to Town Council the following resolution:*

WHEREAS a diesel fuel storage tank is currently located on the Kensington Intermediate High School property;

AND WHEREAS it is Town Council's opinion that inadequate protection exists to protect the Town's water supply in the event of a catastrophic failure of the tank, a fuel spill during re-fueling operations and/or a vehicle collision with the tank;

AND WHEREAS Town Council is appreciative of actions taken, to date, by the Provincial Government and the English Language School Board to protect the Town's water supply from a spill, accident or failure of the tank, including the installation of additional concrete barricades to safeguard against a potential collision of a school bus or other vehicle with the tank;

AND WHEREAS the Town of Kensington and the Kensington North Watershed Association are working closely to ensure the safety of the Town's water supply system and have identified this fuel storage tank as a source of immediate concern;

BE IT RESOLVED that town staff draft a joint letter from the Town of Kensington and the Kensington North Watershed Association identifying the immediate concerns with the fuel storage tank recommending solutions to ensure the long-term safety and viability of the town's water supply, including, but not limited to:

- Installation of additional protection around the diesel fuel tank;***
- Relocation of the diesel fuel tank to the Queen Elizabeth Elementary School Property;***
- Relocation of the diesel fuel tank to another area deemed not to place the Town's water supply at unnecessary risk;***
- Removal of the diesel fuel tank with school buses being re-fueled at one of the local commercial diesel fuel suppliers.***

Unanimously carried.

8.2 School Street Parking Lot Development

8.2.1 Town Council reviewed the preliminary lot layout and cost estimate provided by WSP for a proposed Parking Lot on the old warehouse properties behind School Street. It was determined that the cost was greater than anticipated. The information was received for information with no further action at this time.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley spoke to Council regarding a request received from the HMCS Queen Charlotte for the Town to host their Annual Royal Canadian Navy Battle of Atlantic Ceremony in May 2018.

Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council that they accept the request from HMCS Queen Charlotte to host their Annual Royal Canadian Navy Battle of Atlantic Ceremony in May 2018. Unanimously carried.

10. Correspondence

10.1 An email from Jamie MacKay, on behalf of the Red Cross, providing an update and a note of thanks for the use of the space provided in the Town Hall.

10.2 An email from West Prince Solar Inc. with information regarding their custom feasibility study on municipal properties. *No action*

- 10.3** Recreation PEI October Newsletter.
- 10.4** The October 10, 2017 Kensington Area Chamber of Commerce Shout Out.
- 10.5** A letter from WSP notifying the Town on the retirement of Larry McQuaid.
- 10.6** An email from the Central Coastal Tourism Partnership with information on a Kensington & Area Roundtable on Tuesday, October 24, 2017 at The Pavilion at St. Mary's Church – Indian River Festival.
- 10.7** A news update from the Central Coastal Tourism Partnership for the month of October.

11. In-Camera (Closed Session)

11.1 *Nil*

12. Adjournment

12.1 *Moved by Councillor Spencer, seconded by Councillor Mill to adjourn the meeting at 8:00 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington
Town Council
Updated Project/Task List

Item #	Project/Task	Status
1	Unsightly Property - 21 Barrett Street	Pest Control has been on site to ensure that demolishing and removing the structure won't harm any adjacent properties. Waugh's Construction have been contracted to complete the required demolition as soon as it is safe to move heavy equipment on to the property.
2	Emergency Measures Organization	A meeting of the Emergency Measures Committee will be called by the coordinator in January of 2018.
3	Exempt Staffing Policy	NO UPDATE - A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.
4	5 Year Capital Plan	Departmental managers have provided draft plans and Geoff to finalize prior to consideration by Town Council. Capital Plans will be provided as part of the 2018 Budget deliberations.
5	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	This will be completed in the Spring of 2018.
6	Fire Hydrant Adoption Recognition Policy	NO UPDATE
7	Financial Policy Development	NO UPDATE
8	Wellfield Protection Plan	NO UPDATE
9	Annual Sewer Maintenance Program	Complete
10	Crossing Guard Volunteers	Information will be provided for Church bulletins the week of November 27th.
11	Fire Department Policy Development	Additional Policies have been provided and are currently under review by the Mayor, CAO and representatives of the fire department. The remainder of the SOG's should be completed and provided to the Town over the next week or so. The draft outline for the Master Plan should also be provided within the next week.
12	Provincial Policing Review	No further meetings have been held since previous report.
13	Annual Wind Turbine Maintenance	The annual wind turbine maintenance is being completed by Andy Dibling and students from Holland College.
14	Street Transfer to Province of PEI	The Province officially took over street maintenance responsibilities as of November 1, 2017. Formal transfer of ownership is ongoing. Staff are currently gathering street related information to provide to the Province.
15	Garden Drive No Parking on East Side	Correspondence has been provided to the Provincial Department of Transportation with a request to restrict parking along Garden Drive to the west side only.
16	KNWSA Curb Stop Locations	Work continues on this project. The consultant has completed the required field work however the date needs to be converted to a file type acceptable to the Town's GIS software. This is expected to be completed in the next couple of weeks.
17	Brookins Drive Drainage Issue	Two catch tees should be installed over the next week or two as time permits. The cost will be shared by the Town and the developer.
18	BST Multi Unit Development	It is understood that this project will move forward in 2018.
19	Rail Yards Clock Repair	**NO UPDATE**Spoke to the electrical contractor and it was indicated that the required part has arrived however he is currently extremely busy. He will repair the clock as soon as his schedule allows.
20	Canada Post Sign - Corner of Victoria/Broadway	It is apparent that no effort has been put into addressing the issues with the Canada Post sign at the corner of Broadway and Victoria Street. Staff will reach out to the property owner (Province of PEI) again.
21	Municipalities Act Implementation	Staff are attending an information session on Monday, November 27th. Further information will be provided at the next Committee of Council meeting.
22	Collective Bargaining Negotiations	Negotiations continue through a Conciliator. As information is available it will be provided to Town Council.
23	Public Works Vehicle Replacement	**NO UPDATE**Staff will issue a Request for Quotations (RFQ) to solicit quotations on replacing the vehicle. Minor repairs were made to the vehicle to allow it to pass inspection at a cost of less than \$1,000. It is anticipated that the purchase of a new vehicle will be delayed until early 2018.
24	Bicycle Rack Quotes	Staff will solicit quotes to purchase bike racks in time for the 2018 season.
25	Letter to Contractors Re: Development Permits	A letter is being drafted to local contractors advising on development permit requirements.
26	KISH Use of Fitplex	Information is circulated with the November COC tentative agenda package.

Fire Department Occurrence Report 2017

[illegible]

[illegible]

[illegible]

[illegible]

Police Report October 2017

KPS received 4 false alarms during the month and here is the following breakdown of what occurred.

October 4 @ 0043hrs – Credit Union offsite

Oct 20 @ 1031hrs – KISH Patrol attended

Oct 22 @ 1950hrs – Credit Union Patrol attended

Oct 27 @ 1247hrs – Provincial Boat and Marine. Alarm Cancelled.

Year To Date Approved Development Permits Summary Report 2017

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Commercial					1									1	
Addition Residential additions/alterations					1	1								2	
Addition Residential Deck/Fence/Pools								1						1	
Demolition						1								1	
New Institutional											1			1	
New Modular/Mobile Home		1					1							2	
New Multi-unit Family Dwelling								1						1	
New Other				1										1	
New Residential Accessory Structure	1					1	1	1	1	1				6	
New Residential Deck/Fence/Pools				1	1	1	1			1				5	
New Semi Detached Dwelling					2									2	
Other Modular/Mobile Home					1									1	
Other Residential Deck/Fence/Pools					1									1	
Renovation Commercial						1								1	
Renovation Residential additions/alterations											1			1	
Total:											1			27	

Total Estimated Construction Value
\$1,500.00
\$39,000.00
\$7,000.00
\$4,500.00
\$75,000.00
\$800,000.00
\$300,000.00
\$6,000.00
\$14,350.00
\$52,000.00
\$600,000.00
\$400.00
\$2,500.00
\$60,000.00
\$2,000.00
\$1,964,250.00

Town of Kensington Bills List October 2017

Amalgamated Dairies Limited	4917293019	\$48.87
Amalgamated Dairies Limited	4917300020	\$46.04
Amalgamated Dairies Limited	4917286022	\$36.31
Amalgamated Dairies Limited	4917279023	\$49.22
Amalgamated Dairies Limited	4917280012	\$41.22
ADL Foods	2325063	\$158.31
ADL Foods	2325427	\$467.59
ADL Foods	2326065	\$57.39
ADL Foods	2326990	\$330.64
ADL Foods	2325034	\$309.93
ADL Foods	2323571	\$1,027.37
Aliant	5609797	\$218.01
Aliant	5613161	\$30.48
Allan Sudsbury	DRIVER MED & COFFEE	\$83.68
Alleymar Enterprise Ltd	13129	\$59.43
Andrew Griffin	OCT 2017 RRSP	\$815.04
Belfast Mini Mills Ltd	280529	\$172.50
Bell Mobility	2-375662	\$201.25
Bell Mobility	2-1002148	\$28.75
AL Bell Ltd	2184	\$11.50
Big Boot Shooting Club	174121	\$374.90
Brenda MacIsaac	OCT 2017 RRSP	\$273.00
Brentt Mills	FAMILY VIOLENCE TRAINING	\$23.60
Campbell's Plumbing and Heating	8946	\$654.36
Capital Foodservice	2149365	\$615.50
Capital "T" Electric	437	\$112.23
Capital "T" Electric	441	\$112.23
Centennial Practicar	OCT 31, 2017	\$80.44
Commercial Construction	OCT 4, 2017	\$146.63
Canada Revenue Agency Tax Centre	JULY- SEPT 2017 HST	\$9,139.28
Cumings Fire & Safety Equipment Ltd	89506	\$3,475.30
Canadian Union of Public Employees	OCT 2017 DUES	\$474.76

D.W Mechanical	1622	\$80.50
D.W Mechanical	1621	\$40.25
Doug Killam	WHMIS MILEAGE	\$17.39
Doug Killam	AUG 2017 RRSP	\$635.34
Eastlink	03417552	\$66.07
Eastlink	03362146	\$66.03
Eastlink	03491343	\$599.03
Eastlink	03491666	\$83.89
Eastlink	03492014	\$23.00
Elizabeth Hubley	OCT 2017 RENT	\$805.00
Family & Friends	OCT 31, 2017	\$366.80
Federation of PEI Municipalities	SEMI ANNUAL MEETING	\$431.25
Friends & Flowers	423287	\$399.60
Frito Lay Canada	43757251	\$116.31
Frito Lay Canada	43756876	\$122.74
Frito Lay Canada	43756905	\$68.85
Frito Lay Canada	43756982	\$285.18
Geoff Baker	OCT 2017 MILEAGE	\$330.41
Battlefield Equipment Rentals	5300271 001	\$109.62
Battlefield Equipment Rentals	5298716 001	\$73.07
Battlefield Equipment Rentals	5296602 001	\$109.62
Battlefield Equipment Rentals	5295019 001	\$73.07
Battlefield Equipment Rentals	5293710 001	\$106.87
Holland College	540062	\$158.92
Irving Oil	46550	\$108.25
Irving Oil	426621	\$212.57
Irving Oil	730985	\$499.19
Irving Oil	32098067	\$202.21
Irving Oil	725867	\$140.00
Irving Oil	726142	\$326.62
Irving Oil	36648	\$362.84
Irving Oil	211529	\$92.00
Irving Oil	635897	\$381.39
Irving Oil	754546	\$382.64

Irving Oil	32091597	\$146.23
Irving Oil	1485	\$729.73
Irving Oil	32085504	\$750.82
Irving Oil	32062142	\$163.58
Island Hot Tubs & Pools	17897	\$211.58
Island Hot Tubs & Pools	5476	\$438.01
Island Hot Tubs & Pools	5464	\$552.99
Island Petroleum	9541	\$105.40
Island Petroleum	8796	\$274.22
Island Petroleum	4086	\$241.41
Island Petroleum	2193	\$120.15
Kensington Agricultural Services	98843	\$36.23
Kensington Country Store	02810021415	\$9.53
Kensington Country Store	18856	\$139.59
Kent Building Supplies	1008269	\$9.80
Kent Building Supplies	1007337	\$32.98
Kent Building Supplies	1010973	\$504.65
Kent Building Supplies	1012318	\$40.50
Kent Building Supplies	1012081	\$82.62
Kim Mullett	OCT 2017 MILEAGE	\$62.98
Kim Mullett	FAMILY VIOLENCE TRAINING	\$23.60
Kensington Intermediate Senior High School	2017 LEADERSHIP CONF	\$200.00
Langille Sharpening Service Inc	58666	\$103.50
Lewis Sutherland	OCT 2017 RRSP	\$613.48
Maritime Electric	RADAR SIGNS OCT 17	\$102.78
Maritime Electric	CAR CHARGER OCT 17	\$29.64
Maritime Electric	TRAIN STN OCT 17	\$797.54
Maritime Electric	LIBRARY OCT 17	\$112.37
Maritime Electric	TOWN HALL OCT 17	\$1,359.39
Maritime Electric	SENIOR CENTRE OCT 17	\$43.85
Maritime Electric	CGC SIGN OCT 17	\$130.84
Maritime Electric	CGC RINK OCT 17	\$10,110.24
Maritime Electric	BALLFIELD OCT 17	\$28.26
Maritime Electric	PW SHOP OCT 17	\$161.35

Maritime Electric	20 STEWART ST OCT 17	\$60.66
Maritime Electric	STREET LIGHTS OCT 17	\$3,017.36
Maritime Electric	FIRE HALL NOV 17	\$412.31
Maritime Electric	EVK POOL OCT 17	\$640.17
Maritime Electric	ART CO-OP NOV 17	\$129.95
Mary's Bake Shoppe	32 -OCT 4, 2017	\$16.81
Mary's Bake Shoppe	33 - OCT 5, 2017	\$22.05
Malpeque Bay Credit Union	OCT 2017 RRSP	\$1,551.78
McInnes Cooper	2017027189	\$446.71
McLean's Overhead Garage Doors	410634	\$460.00
Medacom Atlantic Inc	9186	\$251.16
Medacom Atlantic Inc	9293	\$251.16
Mid Isle Electric	6395	\$1,058.46
Mid Isle Electric	6494	\$874.92
Minister of Finance	295706	\$46.00
Minister of Finance	295375	\$25.00
Minister of Finance	295568	\$13,800.00
MJS Marketing & Promotions	2610039	\$51.75
MJS Marketing & Promotions	2610090	\$115.00
MJS Marketing & Promotions	2609011	\$690.00
MJS Marketing & Promotions	2610079	\$207.00
Murphy's Kensington	136659	\$25.97
Orkin Canada	8051714	\$28.75
Orkin Canada	8051602	\$62.10
Owen MacDonald	915732	\$3,592.60
Pepsico	27550661	\$1,155.82
Police Vision CPA/ACP	18017012	\$193.20
Revolution Media	1604-2017	\$73.60
Robert Wood	OCT MILEAGE 2017	\$168.80
Rowan Caseley	OCT MILEAGE	\$68.15
Samuel's Coffee House Inc	555	\$120.75
Saunders Equipment Ltd	69201	\$461.73
Saunders Equipment Ltd	69206	\$81.36
Saunders Equipment Ltd	69109	\$474.63

Mikes Independent	01 0373	\$36.78
Mikes Independent	00636	\$21.49
Mikes Independent	01 4868	\$54.09
Scotia Securities	DOUG K OCT 17 RRSP	\$303.16
Scotiabank Visa	ANNUAL FEE 3 CARDS	\$225.00
Scotiabank Visa	HOME DEPOT	\$82.80
Spring Valley Building Centre Ltd	183654	\$66.86
Standard Auto Glass	8821-400001	\$356.50
Staples	STAPLES OCT 2, 2017	\$126.45
Staples	5501797440	\$335.92
Greater Summerside Chamber of Commerce	156973	\$57.50
Suncor Energy Products Partnership	OCT 2017	\$419.80
Superior Sanitation	626878	\$80.50
Superior Sanitation	626879	\$184.00
Superior Sanitation	626881	\$207.00
Superior Sanitation	626880	\$230.00
Swyrich Corporation	21620	\$1,461.72
T & K Fire Safety Equipment Ltd	232699	\$189.75
Telus	OCT 2017 CELL	\$718.46
Vail's Fabric Services Ltd	291405	\$104.42
Vicki Campbell	POL REVIEW - MILEAGE	\$94.00
Water & Pollution Control Corporation	OCT 2017 W&S	\$238.12
Wet n' Wild Car Wash	POLICE CAR WASH	\$90.00
Yellow Pages Group	17-5069407	\$22.08
Subtotal		<hr/> \$82,364.23
Oct Payroll		\$79,798.18
Total Oct Bills		<hr/> \$162,162.41 <hr/>

Water and Pollution Control Corporation Bills List October 2017

Aliant	5570928	\$126.27
Aliant	5612470	\$111.78
Atlantic Purification Systems Ltd	166844	\$517.50
Campbell's Concrete Ltd	233442	\$2,273.55
Capital "T" Electric	448	\$146.63
Commercial Construction	OCT 4 2017	\$759.00
EMCO Corporation	10375791-00	\$55.76
Kensington Country Store	02810021393	\$101.33
Maritime Electric	PUMP WEST #1 OCT 17	\$1,123.24
Maritime Electric	PUMP CNT BLG OCT 17	\$107.63
Maritime Electric	PUMP EAST #2 OCT 17	\$41.69
Maritime Electric	WATER TOWER OCT 17	\$156.01
Maritime Electric	SEW TREAT OCT 17	\$28.25
Maritime Electric	WELL #3 OCT 17	\$286.73
Maritime Electric	SEWER PUMP OCT 17	\$82.75
Maritime Electric	SEW LIFT STN OCT 17	\$147.12
Minister of Finance	171002088	\$368.00
Total W&S Bills		\$6,433.24

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

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$100,811.33	\$91,037.00	\$9,774.33	\$938,235.76	\$899,787.00	\$38,448.76	\$1,081,858.00	87%
Police Service	\$5,705.55	\$4,000.00	\$1,705.55	\$21,307.65	\$40,000.00	-\$18,692.35	\$48,000.00	44%
Town Hall Rent	\$6,944.86	\$7,830.00	-\$885.14	\$77,621.50	\$78,300.00	-\$678.50	\$93,960.00	83%
Recreation	\$0.00	\$1,000.00	-\$1,000.00	\$2,250.00	\$4,500.00	-\$2,250.00	\$4,500.00	50%
Sales of Service	\$36,926.80	\$34,400.00	\$2,526.80	\$371,177.10	\$302,150.00	\$69,027.10	\$359,950.00	103%
Subtotal Revenue	\$150,388.54	\$138,267.00	\$12,121.54	\$1,410,592.01	\$1,324,737.00	\$85,855.01	\$1,588,268.00	89%
GENERAL EXPENSES								
Town Hall	\$10,454.01	\$11,054.00	-\$599.99	\$117,119.67	\$120,036.00	-\$2,916.33	\$146,118.00	80%
General Town	\$31,382.23	\$32,334.00	-\$951.77	\$429,701.26	\$429,784.00	-\$82.74	\$528,502.00	81%
Police Department	\$43,524.54	\$29,381.00	\$14,143.54	\$368,497.53	\$349,282.00	\$19,215.53	\$431,072.00	85%
Public Works	\$11,014.16	\$11,745.00	-\$730.84	\$219,564.46	\$196,848.00	\$22,716.46	\$237,433.00	92%
Train Station	\$2,008.02	\$2,185.00	-\$176.98	\$22,636.13	\$22,600.00	\$36.13	\$27,795.00	81%
Recreation & Park	\$2,410.02	\$2,025.00	\$385.02	\$63,264.69	\$68,750.00	-\$5,485.31	\$72,250.00	88%
Sales of Service	\$14,609.78	\$13,549.00	\$1,060.78	\$163,296.68	\$149,598.00	\$13,698.68	\$184,382.00	89%
Subtotal Expenses	\$115,402.76	\$102,273.00	\$13,129.76	\$1,384,080.42	\$1,336,898.00	\$47,182.42	\$1,627,552.00	85%
Net Income (Deficit)	\$34,985.78	\$35,994.00	-\$1,008.22	\$26,511.59	-\$12,161.00	\$38,672.59		
Community Gardens Complex								
Community Gardens Revenue	\$31,583.35	\$39,100.00	-\$7,516.65	\$316,629.92	\$333,200.00	-\$16,570.08	\$402,900.00	79%
Community Gardens Expenses	\$31,465.17	\$32,203.00	-\$737.83	\$280,895.36	\$300,205.00	-\$19,309.64	\$363,616.00	77%
Net Income (Deficit)	\$118.18	\$6,897.00	-\$6,778.82	\$35,734.56	\$32,995.00	\$2,739.56		
Fire Department								
Fire Revenues	\$20,613.25	\$20,214.00	\$399.25	\$206,807.50	\$202,140.00	\$4,667.50	\$242,568.00	85%
Fire Department Expenses	\$15,493.09	\$16,963.00	-\$1,469.91	\$169,601.38	\$185,145.00	-\$15,543.62	\$242,568.00	70%
Net Income (Deficit)	\$5,120.16	\$3,251.00	\$1,869.16	\$37,206.12	\$16,995.00	\$20,211.12		
Consolidated Net Income (Deficit)	\$40,224.12	\$46,142.00	-\$5,917.88	\$99,452.27	\$37,829.00	\$61,623.27		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$46,940.92	\$46,297.00	\$643.92	\$471,099.29	\$463,043.00	\$8,056.29	\$555,637.00	85%
Water & Sewer Expenses	\$46,409.14	\$43,653.00	\$2,756.14	\$475,047.82	\$448,460.00	\$26,587.82	\$555,637.00	85%
Water & Sewer Net Income (Deficit)	\$531.78	\$2,644.00	-\$2,112.22	-\$3,948.53	\$14,583.00	-\$18,531.53		

TOWN OF KENSINGTON – MEMORANDUM

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

October 2017

Fitplex

Programming: Aerobics Programming

Chair Fit	Mondays and Wednesdays 10 am - 11am – Seniors only
Hi-Lo	Tuesdays 6.30pm
Boxer-fit	Thursdays 6.30pm
Step-aerobics	Saturdays 8.30am

Hours

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

Arena

- Hosted Matrix Jamboree for Peewee and Atom AAA teams. (11 team tournament)
- The heating elements were replaced on one of the dehumidifiers.
- There was an issue with the Zamboni throttle cable. The parts were ordered and the repair was completed by Bells Irving.
- Minor Hockey and Figure Skating started their regular season hours on October 23, 2017

- The Kensington-Bedford 50th Anniversary Organizing Committee are planning a jamboree tournament for the Kensington-Bedford Exchange on January 27, 2018.

Kensington Cash

Oct, 2017	\$210.00
	\$220.00
	\$215.00
	<u>\$225.00</u>
	<u>Total \$870.00</u>

Ball Fields

- Closed for the season.
- Safety netting has been taken down and stored for the winter.

Senior Center

Several loads of crushed asphalt and millings have been placed over the Seniors Centre parking area. The materials were solicited by Mayor Caseley and provided to the town from the Province of PEI at no cost. This should provide a more stable and safe parking area for the seniors who use the facility.

Upcoming Events

Christmas Parade – The parade will feature the KISH Band and Mr. Magic at the train station for entertainment after the parade. Free cookies, hot chocolate and hot dogs are being provided by the Malpeque Bay Credit Union and the Kensington Area Chamber of Commerce.

Kensington - Bedford Exchange 50th Anniversary - Weekly meetings are being held at the Community Gardens Complex. The Bedford Supper fundraising campaign is being held on Nov 25, 2017. The Kensington portion of the exchange will be held from on January 26 - 28, 2018.

Free Skates being offered throughout December:

- Dec 3rd – Sponsored by Clark Insurance
- Dec 10th – Sponsored by the Malpeque Bay Credit Union
- Dec 17th – Sponsored by MLA Matthew MacKay

Town of Kenisngton

Community Gardens Complex Monthly Statistical Data

2016

[illegible]

Town of Kenisngton Community Gardens Complex Monthly Statistical Data 2017

[illegible]

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: KENSINGTON FIRE DEPARTMENT – FALSE ALARM CALLS
DATE: 2017-11-24
ATTACHMENTS: FIRE ALARM STATISTICAL REPORT (2014 – 2017)

BACKGROUND

At the October Committee of Council meeting, Committee members requested a report on the number of false alarm calls responded to by the Kensington Fire Department. A copy of the report, summarizing the number of false alarms from 2014 through to the end of October 2017, is attached.

As can be seen from viewing the report, false alarms account for 17% (2014) to 32% (2017) of the total call volume received by the fire department. It is anticipated that the greater majority of these false alarms are likely preventable. This is a significant issue for the department as all fire fighters are volunteers and are forced to leave their homes and places of employment when a call is received. Further, they result in a lot of wasted time, money and resources preventing or delaying the department from responding to actual emergencies.

False alarms are fire alarm systems that are activated directly or through an emergency system monitored by the fire alarm system as a result of:

- Equipment malfunction or failure
- Improper or inadequate installation or maintenance;
- Work taking place on the fire alarm system;
- Building activities such as construction, renovation, maintenance or cooking.

Effort should be taken by Town Council to reduce the number of false alarms responded to by the fire department. Fewer false alarms will reduce the risk to businesses, residents (and non-residents as the case may be) and firefighters by lessening the number of emergency vehicles on the road and improving available response for other emergency calls. Increased efforts can be made to educate the public on the issues in responding to

false alarms. It is apparent that many municipalities have bylaws which allow for the billing of false alarms.

RECOMMENDATION

It is recommended that Town Council consider the preceding and attached information and provide direction to staff on how they would like to proceed.

Kensington Fire Department
False Alarm Calls
2014 - 2017

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Percentage of Total Calls
2017	2	1	3	1	3	1	1	2	6	2			22	32% (end of Oct)
2016	2	0	1	0	1	1	0	4	3	0	4	0	16	21%
2015	0	0	3	1	1	0	3	1	4	2	3	2	20	18%
2014	0	0	3	0	0	1	1	3	1	1	2	2	14	17%

The location of each alarm or whether or not it is a residential or commercial alarm is not tracked on a consistent basis.
Whether or not the false alarm resulted in a response from the fire department is not tracked on a consistent basis.
All alarms indicated on each monthly report is false. If an alarm call results in an actual emergency situation it falls under a different call category.

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: KENSINGTON INTERMEDIATE SENIOR HIGH SCHOOL (KISH)
USAGE OF KENSINGTON FITPLEX
DATE: 2017-11-24
ATTACHMENTS: EMAIL REQUEST

INTRODUCTION

A request has been received from KISH student, Jillian Stewart, for Town Council's consideration of KISH students utilizing the Kensington Fitplex on Tuesday afternoons from approximately 2:30 PM to 4:00 PM. The request was considered at November's regular meeting of Town Council where the CAO was directed to discuss the request with CGC Manager, Robert Wood and to provide further information to the November Committee of Council meeting.

BACKGROUND

KISH has established a new Health and Wellness Committee to promote healthy living. Through the Committee they are setting up informational displays of nutrition, exercise and general healthy living. They have also brought in fitness instructors to deliver yoga, kickboxing and Zumba classes for students.

They are requesting the town's support of their fitness initiative by providing use of the Kensington Fitplex at no charge on Tuesday afternoon's from approximately 2:30 PM to 4:00 PM. Students would be able to try out and use the fitness equipment at the fitplex and they would also make use of the back space to do other fitness activities, such as their yoga and Zumba classes.

The request has been discussed with Mr. Wood and he is supportive of the initiative. The day and time slot requested should provide little interference with current fitplex usage by members. He has indicated that he would first like to try it on a trial basis (i.e. a period of three weeks to a month) to determine whether or not any issues may arise and whether or not the request should be reconsidered.

RECOMMENDATION

It is recommended that Committee of Council approve the request and allow the KISH Health and Wellness Committee to utilize the fitplex from 2:30 PM to 4:00 PM on Tuesday afternoons on a trial basis, to help facilitate their healthy living program for local youth.

Geoff Baker

From: Spencer, Jeff <spencer.jeff@kent.ca>
Sent: November 15, 2017 1:02 PM
To: Geoff Baker (townmanager@townofkensington.com)
Subject: FW: Kensington community gardens gym usage

Hi Geoff. Here is the e-mail I spoke to you about. It is a group of about 12 – 20 people. See you tonight. Jeff

From: Jillian Stewart [mailto:jist1586@cloud.edu.pe.ca]
Sent: Wednesday, November 15, 2017 12:52 PM
To: Spencer, Jeff
Subject: Fwd: Kensington community gardens gym usage

EXTERNAL EMAIL

----- Forwarded message -----

From: Jillian Stewart <jist1586@cloud.edu.pe.ca>
Date: Tue, Nov 14, 2017 at 8:10 PM
Subject: Kensington community gardens gym usage
To: jspencer@townofkensington.com

Hi Jeff, KISH is promoting healthy living through their new health and wellness committee. Through this we are setting up displays of nutrition, but also getting fitness instructors in so that students can sign up and attend classes of yoga, kickboxing and zumba. To further this healthy lifestyle message that we would like to send to the staff and students at KISH, we are wondering if we would be able to use Kensington community gardens fitplex on Tuesdays right after school for about 1-1 1/2 hours, until about 4:00. This way students would be able to try out and use machines but, if able, we could also use the back to do a variety of fitness activities such as our yoga and zumba. Please let me know if you have any questions, I really appreciate your consideration. Thank you, Jillian Stewart

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TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: MAINTANCE SHOP YARD WASTE COLLECTION
DATE: 2017-11-23
ATTACHMENTS:

INTRODUCTION

The purpose of this memo is to provide information to Committee of Council on the use of the Public Works property to receive yard waste (leaves, branches, trees, etc.) to facilitate a discussion as to whether or not Town Council would like to continue the practise. Currently, the Town does not charge tipping fees for the dumping of materials.

BACKGROUND

The town has, for the past twenty years or more, allowed the dumping of yard type waste on the Town's public works property on Stewart Street. The site is fenced and secured through a locked gate. It is open from approximately 8:30 am to 4:30 pm, Monday to Friday. On occasion (three to four times per year), waste is dumped outside of these hours by throwing it over the fence. In these instances, staff have to move the waste to the designated area.

The property is not designed as a waste site however staff, through the use of a private contractor, has done an excellent job in keeping the site clean and maximizing the available space. This is accomplished through a 'compact and cover' operation five to six times per year. Basically, the waste is compacted as much as possible and then covered with shale and top soil. It is apparent that the height of the waste site has increased by ten to twelve feet over the past 10 years or so and has grown to encroach on the swamp area to the south of the property.

The site is typically used only by Town residents however, there are instances where non-residents and commercial companies (tree services, gardening, etc.) have used the site for the dumping of yard waste. It is anticipated that the greater majority of the waste received originates from inside the Town but this is not tracked or monitored in any way.

The received waste stream is typically composed of leaves, branches, trees and other similar type materials. On rare occasions (once or twice per year) other types of waste can be found on the site. Staff have found construction waste, bags of household waste, large appliances, etc.

I've contacted both the Island Waste Management Corporation and the Provincial Department of Environment in regards to the site and there appears to be no issue with the Town operating this facility or delivering this type of service, from a regulatory perspective. Given the type of waste received, there are deemed to be no major environmental impacts of such an operation. Thus, the issue becomes how much yard waste can the public works property safely receive (capacity) and does Town Council want to continue to cover the cost from current revenues without charging tipping fees for the use of the space (cost).

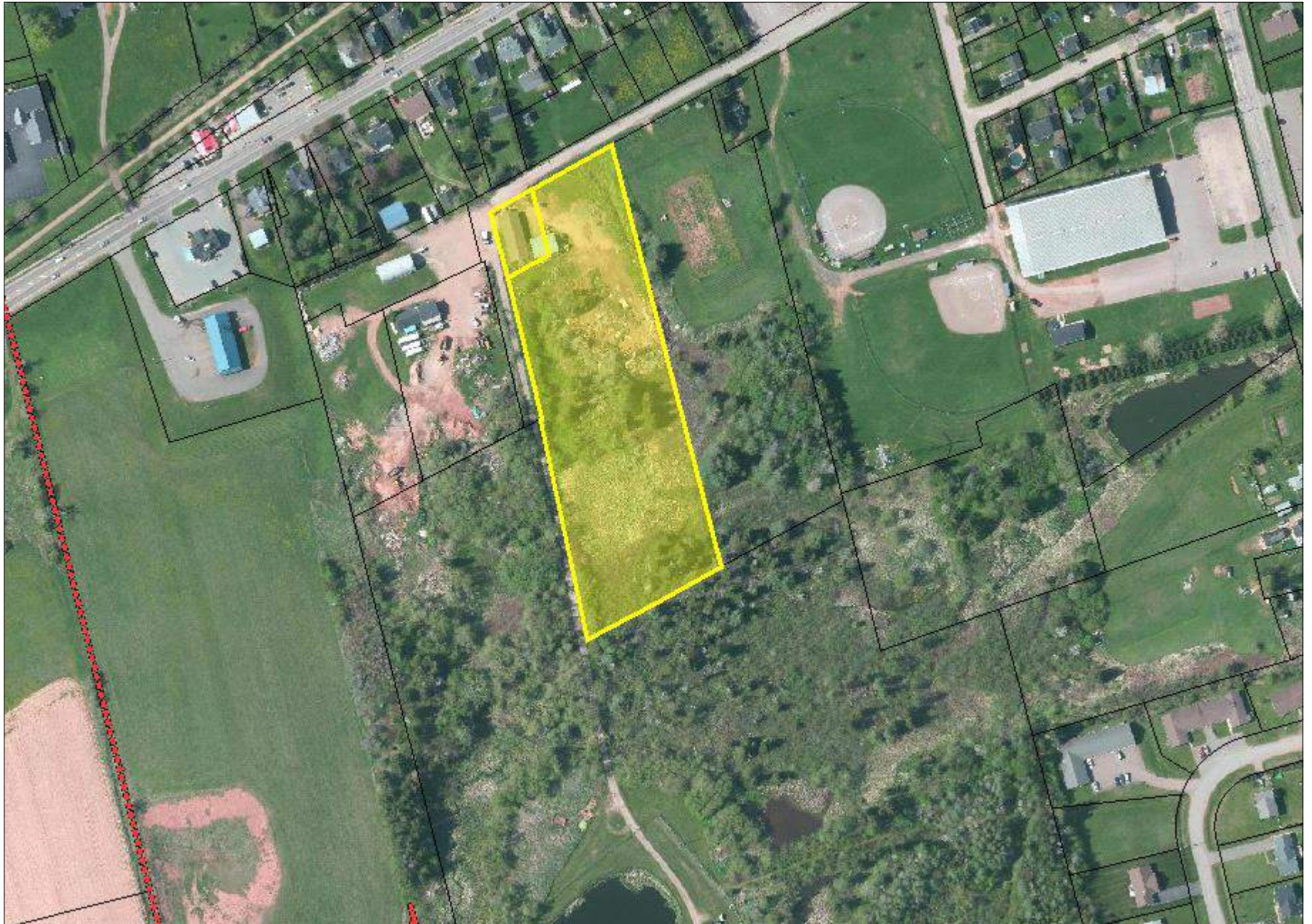
As indicated previously, the elevations around the public works shop have increased over the past 10 years by about 10 feet. This is all due to the volume of waste and cover materials deposited on the site. Further, it is evident that the waste site has been extended to the south by approximately 20 feet over the past five years. This, at some point, will become an issue for the Town as a large part of the property has now been consumed by the waste material.

The direct costs associated with the operation of the site are primarily in the 'compact and cover' operation. Typically, Commercial Construction will work on the site for approximately two hours, five to six times per year resulting in an annual cost of \$1,500 to \$2000 per year. Cover materials are sometimes purchased and other times are provided at no cost depending on what is available. This annual cost would not include staffing expenses or the cost associated with the capacity of the site.

CONSIDERATIONS

In light of the preceding information, it is requested that Town Council discuss and consider whether or not they want to continue to deliver a yard waste receiving service.

Public Works Yard









November 19, 2017

Mayor and Town Council
Town of Kensington
55 Victoria Street East
Kensington, PE
C0B 1M0

*Best
Please add to
COC agenda for
discussion*

Re: Proposal to Use the Historic James Mullaly Blacksmith Shop in the Kensington Rail Yards.

Dear Mayor and Town Councillors:

We are writing the following letter/proposal to request your permission to open a locally sourced restaurant in the historic James Mullaly Blacksmith Shop located at the western end of the Kensington Rail Yards, adjacent to the gazebo. We anticipate this would require a renovation to the blacksmith shop and area however we would undertake such at our expense and in such a manner to ensure that the unique and historic elements of the structure are preserved. Further, we would ensure that any renovation allowed the building to returned to its present state.

Our goal is to provide delicious food at a relatively quick pace, where locals and tourists can purchase food to take with them or sit and enjoy at this beautiful location. We feel this will be a perfect fit for the town. While there are is a growing selection of great restaurants in the Kensington area, if you want something local and delicious you have to sit and wait thirty to forty-five minutes to have a meal and if you want something quick you are forced to downgrade in quality to reduce the time you have to wait. We want to provide what we feel is a unique and missed niche market in Kensington during the busy tourist season, with the ability to get high quality restaurant food in a fast paced environment. We aim to provide delicious foods made from local ingredients, which in turn supports local business.

As of now the blacksmith shop is a missed opportunity. With the prime location being located along the Confederation Trail and close to the liquor store, this could be turned into a point of interest within the town and we can accomplish that. At the moment, the wooden boardwalk in front of the building stands at about 8 feet long. We are hoping to extend that further towards the Confederation Trail, with the permission of the town and the province, in order to create a larger area for seating. We are looking to possibly bring the walkway out another 8 feet in front of the building, leaving a reasonable buffer from the trail in order to not

disturb any pedestrians who may be using it. There is also a 12ft by 27ft grassed area between the blacksmith shop and Gazebo that we would like to extend the walkway over, for an additional seating area. We are looking to create a unique outdoor dining area which is properly segregated from other users of the trail and rail yards area.

Both parties (Karen and Trent Murphy) to this proposal have extensive backgrounds in restaurants and start-ups. Karen owns her own business in Charlottetown as a hairdresser and also opened and grew the Island Stone Pub into a highly successful business venture. Trent has been working in the restaurant business for approximately seven years and has helped open multiple restaurants. Both love to prepare and eat great food and want to spread that love to the rest of Kensington, the people living here, and the people who visit. We both believe in the Town of Kensington and the outstanding opportunities available here if facilities, such as the blacksmith shop, are appropriately and tastefully used to attract people to the community. With the Kensington Craft and Artisans Markets and initiatives like the Musical Nights on Wednesday evenings, we feel that this area of the Rail Yards offers great opportunity for growth.

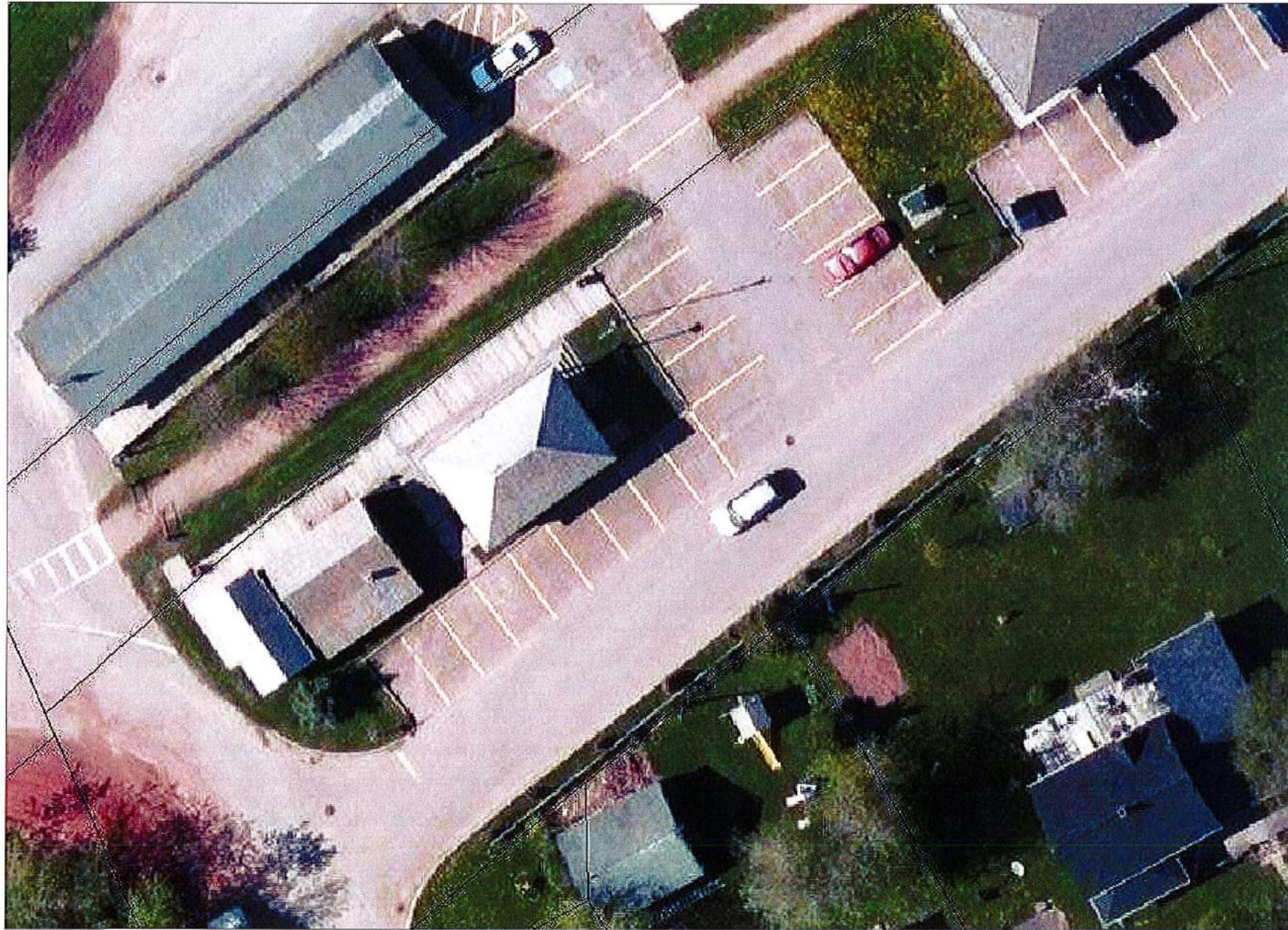
We would be very pleased to meet with you to discuss this proposed venture further and any special requirements you may have to develop this area. We are requesting your support at this point in time to allow us ample time to have things up and running for the 2018 tourist season (May 2018). It is our hope that positive decisions are made to allow us to move forward.

Thank you for your time and consideration.

Yours Sincerely

Karen Murphy & Trent Murphy

Blacksmith Shop







Charity name: **KENSINGTON MEALS-ON-WHEELS / 134127083RR0001**
Charity status: **Registered** Effective date of status: **1990-06-01**

September 25, 2017

Dear Friends:

Once again it is time to solicit your support for Kensington Meals On Wheels. Since 1985 Kensington Meals on Wheels has been an active volunteer program in the Kensington Area. Recipients pay the major portion of the meal and the organization is responsible for the balance. Customers can get meals up to three days a week. Last year's response to the appeal was most helpful.

Meals on Wheels continues to operate as follows:

The meals are prepared by the Ladies Auxiliary of the Kensington Royal Canadian Legion and assembled by the coordinator, who has them packed and ready for the volunteer drivers, by 11:00 am for delivery to our clients. The meals consist of soup, roll/biscuit, main course and dessert. Those who have special dietary needs are given consideration when necessary (i.e. diabetic and/or low sodium diets etc.).



The major expense incurred (which continues to increase), would be for the soup/meal and dessert containers including lids. The coordinator is the only person who receives remuneration. Please note that if there is a need beyond the Kensington town limits, meals are available if a family member or volunteer from the district, can pick it up.


We thank everyone who has supported this community project in the past and hope you see fit to help this year. Any amount would be greatly appreciated as we rely on Community support to continue this service. It should be noted that a \$10.00 donation will help subsidize 6 meals and on average we deliver approximately 310 meals per month to seniors in our community.

Cheques can be made out to Kensington Meals on Wheels and forwarded to P.O. Box 870, Kensington, PE, C0B1M0 or online at www.kennet.pe.ca/pages/meals. In both instances a tax receipt will be issued.

Please help us keep our database updated by providing your current mailing address and/or e-mail address if you prefer along with your donation.

Sincerely,


Lois Brown, President



Scott Zimmerman, Treasurer
P.O. Box 870, Kensington, PE, C0B1M0