



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

Monday, November 25, 2019 @ 6:30 PM

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

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

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes – October 28, 2019**
- 6. Business Arising from Minutes – October 28, 2019**
- 7. Staff Reports**
 - a. Chief Administrative Officer's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Bills List – Town
 - f. Bills List – Water and Pollution Control Corporation
 - g. Summary Income Statement
 - h. Credit Union Centre Report
- 8. New Business**
 - a. COC Memo – 2019-2024 Capital Investment Plan Amendment – Seniors Centre Parking Area Paving - Malpeque Gas Tax Funds
 - b. COC Memo - Police Department Computer Replacement
 - c. Police Study/Service Model Review - Discussion
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - One Item of a Confidential Nature - Section 119(1)(e) of the Municipal Government Act.**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, October 28, 2019
6:30 PM**

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

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

Regrets: Deputy Mayor, Coreen Pickering

Visitors: Adrien Wedge - Resident

1. Calling of Meeting to Order

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

2. Adoption of Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the agenda for the October 2019 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 Councillor Spencer to approve the Committee of Council meeting minutes from September 23, 2019. Unanimously carried.*

6. Business Arising from Minutes

6.1 *Nil.*

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to receive the October 2019 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

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

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to recommend to Town Council the adoption of the September 2019 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 Toombs to receive the October 2019 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 recommend to Town Council the approval of the General Bills List for September 2019 in the amount of \$211,395.03. Unanimously carried.*

7.5.2 *Moved by Councillor Mann, seconded by Councillor Spencer to recommend to Town Council the approval of the Water & Pollution Control Corporation Bills List for September 2019 in the amount of \$6,431.24. Unanimously carried.*

7.6 Summary Income Statement

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

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to recommend to Town Council the adoption of the Credit Union Centre*

*Report for September 2019, as prepared by CUC Manager, Robert Wood.
Unanimously carried.*

8. New Business

8.1 Annual Christmas Bonus – 2019

8.1.1 *Moved by Councillor Toombs, seconded by Councillor Gallant
THAT Committee of Council recommend to Town Council that
authorization be given to the CAO to administer Christmas bonuses to all
exempt staff in the amount of \$200.00 net to each employee. Unanimously
carried.*

9. Councillor Issues/Inquiries

- 9.1** Mayor Caseley noted that Samaritans Purse expressed their appreciation to the Town of Kensington for their recent donation.
- 9.2** Mayor Caseley confirmed that Councillor Rodney Mann would be the Town's new representative on the Kensington & Area Chamber of Commerce board of directors.
- 9.3** Councillor Gallant inquired about the ongoing concern of visitors smoking on Town Property, specifically the Credit Union Centre. Mr. Baker will speak with Mr. Wood to evaluate the need for additional signage and enforcement at the arena.
- 9.4** It was reported that the lights at the Railyards area are not turning on. Mr. Baker noted that they are on a timer and will request staff to make the required adjustments. It was requested that staff look into converting the lights to a photovoltaic system.
- 9.5** Councillor Gallant noted that the shoulder of the road along Barrett Street is very low. Mr. Baker will speak with Department of Transportation and request the area to be built up level with the road.
- 9.6** Councillor Spencer inquired about the repair and clean-up of the industrial park signage that was damaged during Hurricane Dorian. Mr. Baker will follow up with the signage company and provide councillors with an update.
- 9.7** Committee of Council discussed the current status of the repairs to the EVK Swimming Pool. Mr. Baker suggested that a discussion regarding the long-term plans should be made a priority.

10. Correspondence

- 10.1** A letter from Minister James Aylward in response to the Town's letter on the Prince Edward Island Family Physician Action Plan.

10.2 A Thank You note from the Kensington & Area Senior Surfers Club for the Towns donation of re-useable bags.

10.3 A thank you card from the KISH Baby Think it Over program for the Towns donation.

11. In-Camera (Closed Session)

11.1 *Nil.*

12. Adjournment

12.1 *Moved by Councillor Toombs, seconded by Councillor Bernard to adjourn the meeting at 7:14 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Committee of Council - November 2019		
Item #	Project/Task	Status
1	Exempt Staffing Policy	The final draft of the Exempt Staffing Policy will be sent out to Councillors as soon as it is completed. I have received the final draft from the Consultant however I have not reviewed it to date. I will make all effort to complete the review and send the document out during the week of November 25th.
2	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	NO UPDATE I am still waiting on the draft regulations from the Province of PEI. I am informed by Municipal Affairs that the deadline for the Bylaws will be moved to March 2020, subject to the approval of the Minister.
3	Victoria Street West Sidewalk Replacement	NO UPDATE Locus Survey's has begun surveying the project area. I understand this to include the Victoria Street West storm sewer system, sidewalk and right of way extents. As Councillors are aware the Province has agreed to manage the entirety of the project. The Town will transfer the funds required (Gas Tax Allotment) to complete the sidewalk portion of the project. I am informed that the project construction will begin as early as possible in the Spring of 2020.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	NO UPDATE The Town's asset management plan continues to be progressed. It is anticipated that the Plan will be completed by Public Sector Partners and submitted to the Town in the first quarter of 2020.
6	Ballfield Batting/Pitching Cages	The batting cage project is now substantially complete.
7	Railyards/Boardwalk Renovation and Upgrade Project	Work has begun on the project. Fascia boards, etc. are in the process of being removed and the roof replacement portion of the project is underway. Boardwalk replacement will be undertaken and completed prior to the 2020 tourist season. The mechanical upgrades will begin as the necessary components are received.
8	Investing in Canada Infrastructure Program (ICIP)	Engineering/design work continues on these projects. Staff are taking additional weekly sewer samples to support the lagoon project. WSP toured the lagoon area on November 7th. A sludge survey of the lagoon is being undertaken and continues.
9	2019-2024 Gas Tax Capital Investment Plan	Town Council approved the proposed Capital Investment Plan at their regular October meeting. Seven funding applications were drafted and submitted to the Canada-PEI Infrastructure Secretariat on October 23, 2019. Information has been circulated with the tentative agenda package requesting Council's consideration of submitting an application to pave the senior's centre parking area through the provision of Malpeque's notional gas tax allotment.
10	Emergency Warming/Reception Centre	The generator is being prepared (licensed and registered) to be transported to the Sommer's facility in Dieppe. I have no timeline at this point in time as to how long it will take to retrofit the generator. All effort will be made to have this work completed as expeditiously as possible.
11	Unightly Property - 105 Victoria Street West	I have reached out to the Contractor for an updated schedule for the completion of the demolition work. As of the writing of this report I have not heard back. I will provide an update as soon as I hear back from the contractor.
12	Transport Container on Legion Property	NO UPDATE I understand that Mayor Caseley has had a conversation with a Legion representative and was informed that the Legion is still intent on removing the transport container. They are currently seeking out potential buyers of the container.

Item #	Project/Task	Status
13	Fire Department Rescue Vehicle	Work is progressing on the construction of the rescue vehicle. It is anticipated that the truck will be delivered as per the original schedule.
14	Duplicate Power Poles	I understand the Bell has been throughout the Town removing excess wire as a result of Hurricane Dorian. It is noted and has been reported to Bell that there are still several duplicate power poles located throughout the town.
15	Wastewater Treatment Plant Blowers	A second quote has been requested from Entire Mechanical for the repair of the Oxygen sensor and recording equipment for the sewage treatment system. The quote has not yet been received.
16	W&PCC Report	I did not get the opportunity to work on this prior to November's Committee of Council meeting. I will attempt to complete and provide a report at December's regular meeting of Town Council.
17	Gas Tax Allotment - Community of Malpeque	Information has been circulated with the tentative agenda package requesting Council's consideration of moving forward with paving the senior's centre parking area.
18	Welcome to Kensington Signs	Work has begun on the Welcome to Kensington signage to re-level the two that were damaged during Hurricane Dorian and to add reflective lettering to all signs.
19	Disaster Financial Assistance	Information for the claim to the Disaster Financial Assistance program is still being collected. Once insurance proceeds have been reconciled and all work has been completed and invoices received a final claim will be submitted. We would expect this to be completed over the next month or so. It is difficult at this point in time to provide a firm timeline on the submittal of the claim.
20	Kensington Area Soccer Club - Clubhouse	A meeting was held on November 20th with a representative of the Soccer Club. They are currently preparing a development permit application for Council's consideration. I continue to work with the Province of PEI in regards to an easement to allow the water and sewer lines to be placed on their property (QEEs).
21	Train Station Basement	At the July Council meeting, direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date.
22	Industrial Park Signage	Geoff Charleton has been undertaking work on the signage. Portions of the sign have been reinstalled. It is anticipated that the project will be completed shortly.
23	Overhead Crosswalk Lights	NO UPDATE The project has been included in the Town's 2019-2024 Capital Investment Plan. It is anticipated that any physical work on the project will take place in the Spring of 2020.
24	Municipal Restructuring	A copy of the draft restructuring proposal/application has been circulated to Town Councillors for review and comment. Further discussion is required.
25	Credit Union Centre - Rural Growth Initiative Project	This project is substantially complete.
26	EVK Pool Repairs	We had a water pipe burst in the attic of the swimming pool. The line has been repaired and all of the insulation removed. A propane heater was rented to dry out the attic space. Once this is complete, insulation will be installed.
27	Business Park Development	The purchase of the Waugh property is scheduled to close the week of November 25th. WSP is working on conceptual designs for phasing of the construction.
28	FPEIM Procurement Program	Staff will enroll the Town in the program and avail of it as appropriate. A copy of FPEIM's presentation is available on the FPEIM website.
29	Policing Model Review	A draft terms of reference has been previously circulated to Town Council via email. The item will be added to the tentative agenda package for Monday night's meeting as a discussion item.

OCTOBER 2019

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

Date	Call Details	Location	# Firefighters	# Trucks
Oct. 2	Commercial fire alarm	Darnley	12	2/stand down en- route
Oct. 15	MFR – Cardiac Arrest	Kensington	9	1/stand down en- route
Oct. 17	Transformer on fire	Saunders Ln. Kensington	10	1
Oct. 27	MVC	Reid Drive	18	2
Oct. 29	MVC	Rte 2 Springfield	15	2
Oct. 29	Vehicle fire	Indian River	19	2

An Association meeting and Fire Department meeting was held on October 1 with 22 firefighters in attendance.

Training was held on October 15 with 12 firemen participating.

Rodney Hickey
Chief

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	2		4		3	3	3	1		3			19	2.67%
Abandon Vehicle			1		1								2	0.28%
Abduction													0	0.00%
Alarms	2	1		4	2	2	7	2	10	4			34	4.78%
Animal Calls	1		1		1	1		1	2				7	0.98%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)		2		1		1		1					5	0.70%
Assistance Calls	17	14	11	11	17	20	22	10	18	19			159	22.33%
Breach of Peace	1		1			1	1		1				5	0.70%
Breach of Recognizance						1							1	0.14%
Break and Enter (business)													0	0.00%
Break and Enter (other)									1				1	0.14%
Break and Enter (residence)		1						1	3	1			6	0.84%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare					2	2				1			5	0.70%
Coroner's Act	1		1	2			1						5	0.70%
Crime Prevention													0	0.00%
Criminal Harassment	1												1	0.14%
Dangerous Driving			2			1		1					4	0.56%
Disturbing the Peace			1	1									2	0.28%
Dog Act			1		1	2							4	0.56%
Driving while disqualified			1			2	1			1			5	0.70%
Drug Charges			2				1						3	0.42%
Excise Act													0	0.00%
Fail to Comply Probation	1									1			2	0.28%
Fail to comply undertaking									1				1	0.14%
Fail to remain at scene of accident													0	0.00%
Family Relations Act				2	1		1		1	1			6	0.84%
Fingerprints taken													0	0.00%
Fire Prevention Act	1							1					2	0.28%

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act					1								1	0.14%
Forcible confinement													0	0.00%
Fraud	1		1	2	1	1				1			7	0.98%
Harrassing Phone Calls	1		1			2	1	1					6	0.84%
Impaired Driver	1			3	1	3	4	4	2				18	2.53%
Information Files				1			1			1			3	0.42%
Injury Accidents													0	0.00%
Liquor Offences				1					1	1			3	0.42%
Litter Act													0	0.00%
Lost and Found	1		2	3	2	2	7	4	1	1			23	3.23%
Luring Minors													0	0.00%
Mental Health Act	2	2		4	1	2	2	1	1	1			16	2.25%
Mischief	1		3	3	2	1	1	4		1			16	2.25%
Motor Vehicle Accidents	3	3		2		7	2	4		4			25	3.51%
Motor Vehicle Act	7	4	6	5	7	5	9	7	5	5			60	8.43%
Municipal Bylaws	2	1			1	1		1	2	1			9	1.26%
Off Road Vehicle Act	5		1		1								7	0.98%
Other Criminal Code							5	5	2				12	1.69%
Person Reported Missing		1		1			1						3	0.42%
Possession of restricted weapon													0	0.00%
Property Check			1						1				2	0.28%
Resist Arrest				1									1	0.14%
Roadside Suspensions							1						1	0.14%
Robbery													0	0.00%
Sexual Assaults / Interference				1	1								2	0.28%
STEP (Integrated Traffic Enforcement)						1	2		1	1			5	0.70%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1	1	1		1		2	5	1	4			16	2.25%
Theft Of Motor Vehicle					1								1	0.14%
Theft Over \$5000							1	1	1				3	0.42%
Theft Under \$5000	1	2	4	2	4	1	2	4	4				24	3.37%
Traffic Offences													0	0.00%
Trespass Act	1	1	1	2	2		1		1	1			10	1.40%

[illegible]

Police Report October 2019

KPS received 4 false alarms during the month.

October 17 @ 2158hrs – Queen Elizabeth Elementary, member attended.

October 20 @ 2111hrs – Bakin Donuts, member attended.

October 26 @ 1957hrs – Alley Mar, member attended.

October 27 @ 0350hrs – Alley mar, member did not attend.

Year To Date Approved Development Permits Summary Report
2019

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential Deck/Fence/Pools							1							1	
Demolition										1				1	
New Industrial				1										1	
New Institutional										1				1	
New Modular/Mobile Home									1					1	
New Residential Accessory Structure					2		2							4	
New Residential Deck/Fence/Pools						1	1							2	
New Semi Detached Dwelling					1									1	
Other Demolition						1								1	
Other Institutional					1									1	
Renovation Residential additions/alterations			1											1	
Renovation Residential Deck/Fence/Pools				1										1	
Renovation Single Family Dwelling					1									1	
Total:					1									17	

Total Estimated Construction Value
\$900.00
\$12,362.50
\$250,000.00
\$450,000.00
\$450,000.00
\$25,100.00
\$32,500.00
\$310,000.00
\$4,800.00
\$59,000.00
\$60,000.00
\$5,000.00
\$40,000.00
\$1,699,662.50

Town of Kensington Bills List October 2019

Amalgamated Dairies Limited	4919302020	\$51.23
Amalgamated Dairies Limited	4919281025	\$36.41
Amalgamated Dairies Limited	4919291022	\$48.93
Amalgamated Dairies Limited	4919284017	\$32.28
ADL Foods	2403853	\$778.49
ADL Foods	2404919	\$668.65
ADL Foods	2402647	\$431.74
Aliant	7249551	\$238.03
Aliant	7252308	\$30.48
Andrew Griffin	OCT 2019 RRSP	\$616.94
Bell Mobility	2-388853	\$201.25
AL Bell Ltd	12405	\$27.00
AL Bell Ltd	12443	\$70.00
AL Bell Ltd	12422	\$13.00
AL Bell Ltd	12412	\$26.00
The Branch Manager	2326	\$7,360.00
Brenda MacIsaac	OCT 2019 RRSP	\$289.80
Brenda MacIsaac	BM151019	\$14.10
Commercial Construction	OCT 1, 2019	\$230.00
Canada Revenue Agency Tax Centre	JULY-SEPT 2019 HST	\$5,066.63
Cummins Sales and Service	35998	\$37.80
Canadian Union of Public Employees	OCT 2019 UNION DUES	\$558.47
Doug Killam	CT10092019	\$117.29
Doug Killam	DOL20191015	\$29.90
DV8 Consulting	DV8-19-K07	\$661.25
Eastlink	10160047	\$762.66
Eastlink	09996039	\$101.14
Eastlink	10160371	\$97.69
Eastlink	10160645	\$23.00
Elizabeth Hubley	OCT 2019 RENT	\$805.00
Federation of PEI Municipalities	3256	\$172.50
Frito Lay Canada	43757073	\$119.00

Frito Lay Canada	43756976	\$168.95
Geoff Baker	OCT 2019 MILEAGE	\$301.22
Irving Oil	218538	\$92.00
Irving Oil	3146888	\$96.07
Irving Oil	33153467	\$66.02
Irving Oil	33110537	\$1,171.15
Irving Oil	122361	\$429.73
Irving Oil	546388	\$960.55
Irving Oil	544214	\$446.63
Irving Oil	124936	\$529.33
Irving Oil	546318	\$421.87
Irving Oil	746279	\$570.44
Irving Oil	33139991	\$112.90
Irving Oil	33133393	\$2,089.85
Island First Aid Service	SI-11191	\$22.99
Island First Aid Service	11190	\$50.54
Island Petroleum	9543	\$396.09
Island Petroleum	9542	\$408.49
Island Petroleum	99541	\$384.25
Island Petroleum	205221999539	\$259.54
Island Petroleum	205221999540	\$224.14
Island Petroleum	9544	\$292.48
Island Mobile Communciations	6831	\$172.50
Kays Wholesale	Z03126	\$442.65
Kay's Wholesale	Z03098	\$306.64
Kensington Agricultural Services	36254	\$66.17
Kensington Legion Poppy fund	34	\$114.00
Kensington Metal Products Inc.	48700	\$119.12
Kensington Wild Hockey Club	2019 DONATION	\$750.00
Kent Building Supplies	1200429	\$18.38
Kent Building Supplies	1200287	\$9.18
Kent Building Supplies	1201587	\$142.47
Kent Building Supplies	1202698	\$78.96
Kent Building Supplies	1204184	\$80.49

Kent Building Supplies	1204563	\$110.26
Kent Building Supplies	1204831	\$31.65
Kent Building Supplies	1204027	\$543.72
Kent Building Supplies	1205131	\$17.94
Kent Building Supplies	1205134	\$4.60
Kent Building Supplies	1205278	\$107.16
Kent Building Supplies	1205986	\$43.08
Kensington Intermediate Senior High School	BABY THINK IT OVER	\$1,250.00
Langille Sharpening Service Inc	63775	\$138.00
Lewis Sutherland	OCT 2019 RRSP	\$640.76
Lewis Sutherland	SEPT 2019 MILEAGE	\$143.35
MacInnis Express (1983) Ltd	203847	\$176.24
Maritime Electric	TRAIN STN NOV 2019	\$807.75
Maritime Electric	ART CO-OP NOV 2019	\$229.23
Maritime Electric	EVK POOL NOV 2019	\$208.09
Maritime Electric	FIRE HALL NOV 2019	\$384.27
Maritime Electric	STREET LIGHTS NOV 19	\$2,926.70
Maritime Electric	CAR CHARGER NOV 2019	\$39.43
Maritime Electric	SENIOR CNT NOV 2019	\$83.73
Maritime Electric	CUC SIGN NOV 2019	\$132.50
Maritime Electric	CUC RINK NOV 2019	\$10,201.68
Maritime Electric	CUC BALLFIELD NOV 19	\$34.56
Maritime Electric	PW SHOP NOV 2019	\$127.42
Maritime Electric	SPEED RADAR NOV 19	\$105.13
Maritime Electric	LIBRARY NOV 2019	\$137.17
Maritime Electric	TOWN HALL NOV 19	\$1,344.55
Mary's Bake Shoppe	40-041019	\$23.50
Mary's Bake Shoppe	41-071019	\$23.50
Malpeque Bay Credit Union	OCT 2019 RRSP	\$1,435.30
Meals on Wheels	2019 DONATION	\$1,200.00
Medacom Atlantic Inc	11238	\$251.16
Minister of Finance	312293	\$75.00
MJS Marketing & Promotions	2677095	\$316.25
MJS Marketing & Promotions	2677032	\$276.00

MJS Marketing & Promotions	2678014	\$51.75
MJS Marketing & Promotions	2678025	\$132.25
Moase Plumbing & Heating	30669	\$219.07
Orkin Canada	9693666	\$44.28
Orkin Canada	9687057	\$28.25
Orkin Canada	9686978	\$73.03
Owen MacDonald	056430	\$12,994.00
Owen MacDonald	056429	\$1,380.00
Prince County Hospital Foundation	PCH MEMORIAL DONATION	\$50.00
PEI Firefighters Association	3601	\$231.79
Perry Glass Inc.	12659	\$322.00
Petty Cash	OCT 2019	\$119.35
Princess Auto	PAUTO021019	\$183.92
Royal Canadian Mounted Police	212975	\$38.69
Resolve HR	X0130	\$2,160.00
Revolution Media	2534-2019	\$81.08
Robert Wood	OCT 2019 MILEAGE	\$155.10
Rogers Electrical Wholesale Ltd	267093	\$137.86
Rogers Plumbing & Heating	13315	\$224.25
Rowan Caseley	OCT 2019 MILEAGE	\$511.65
Saltwire Network	25434	\$207.00
Mikes Independent	SE20191004	\$34.14
Mikes Independent	01 9677	\$76.59
Mikes Independent	01 8804	\$63.63
Scotia Securities	D KILLAM OCT 19 RRSP	\$398.48
Scotiabank Visa	POLICE STAMP OCT 19	\$65.02
Scotiabank Visa	ANNUAL FEE OCT 2019	\$75.00
Scotiabank Visa	OCT 9 EMERG TRAINING	\$80.97
Scotiabank Visa	2747417	\$142.47
Sommers Generator System	40001918-00	\$230.69
Sommers Generator System	40001935-00	\$845.25
Spring Valley Building Centre Ltd	209097	\$6.87
Spring Valley Building Centre Ltd	209092	\$147.30
Spring Valley Building Centre Ltd	208759	\$64.52

Spring Valley Building Centre Ltd	208422	\$60.72
Spring Valley Building Centre Ltd	208591	\$64.52
Spring Valley Building Centre Ltd	805693	\$228.85
Spring Valley Building Centre Ltd	208251	\$91.08
Spring Valley Building Centre Ltd	208772	\$68.99
Spring Valley Building Centre Ltd	K08764	\$163.88
Staples	550402-8916	\$273.18
Summerside Chrysler Dodge (1984) Ltd	WS29054	\$91.30
Suncor Energy Products Partnership	OCT 2019	\$751.14
Superior Sanitation	689580	\$80.50
Superior Sanitation	689581	\$184.00
Superior Sanitation	689582	\$230.00
Superior Sanitation	689583	\$207.00
T & K Fire Safety Equipment Ltd	2225	\$201.25
Telus	OCT 2019	\$904.17
Traci Campbell	SEPT & OCT 19	\$442.00
Vail's Fabric Services Ltd	339316	\$186.88
Water & Pollution Control Corporation	OCT 2019 W&S	\$192.71
Workers Compensation Board of PEI	WCB OF PEI	\$16.81
Wet n' Wild Car Wash	666351	\$100.00
Wet n' Wild Car Wash	070035	\$100.00
Yellow Pages Group	19-7575041	\$23.17
Subtotal		<u>\$81,320.53</u>
Payroll		\$84,673.27

Capital Purchases

D Alex MacDonald	OCT 4, 2019	\$42,182.29
Eastern Fence Products	4170	\$5,353.25
Firstonsite Restoration Ltd	ATSU-JH19417A	\$7,642.07
Hummingbird Creative	2536	\$1,002.80
Jamie Grey	FIRE TRUCK RUN BOARD	\$400.00

Key Murray Law	IND PARK LAND DEPOSIT	\$5,000.00
Mid Isle Electric	8585	\$7,210.50
Mid Isle Electric	8592	\$331.20
Spence Communications and Custom Lighting	1204	\$4,833.44
Le Group Sports Inter Plus	3209645	\$3,576.50
Standard Auto Glass	8821-447501	\$4,025.00
Subtotal Capital		<hr/> \$81,557.05
Total Bills		<hr/> \$247,550.85 <hr/>

Water and Pollution Control Corporation Bills List October 2019

Aliant	7215030	\$138.46
Aliant	7251745	\$123.28
Campbell's Concrete Ltd	252035	\$172.48
Campbell's Concrete Ltd	252500	\$545.93
Capital "T" Electric	731	\$319.96
Capital "T" Electric	730	\$655.50
Controls & Equipment	45712-R	\$2,185.00
Kensington Country Store	02810081733	\$113.75
Kensington Septic Service	3819	\$1,121.25
Maritime Electric	LIFT STN NOV 2019	\$193.26
Maritime Electric	SEWER PUMP NOV 2019	\$160.54
Maritime Electric	WELL #3 NOV 2019	\$606.77
Maritime Electric	SEWER TREAT NOV 19	\$1,098.67
Maritime Electric	WATER TOWER NOV 19	\$113.40
Maritime Electric	PUMP EAST #2 NOV 19	\$233.90
Maritime Electric	PUMP CNT BLDG NOV 19	\$117.25
Maritime Electric	PUMP WEST #1 NOV 19	\$468.20
Minister of Finance	191001113	\$526.70
Rogers Plumbing & Heating	13377	\$107.81
Sommers Generator System	49894	\$105.80
Sommers Generator System	40001937-00	\$914.25
Sommers Generator System	40001936-00	\$856.98
Sommers Generator System	40001934-00	\$845.25
Total W&S Bills		\$11,724.39

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for Oct 2019

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$101,165.69	\$89,537.00	\$11,628.69	\$664,916.45	\$656,339.00	\$8,577.45	\$1,125,834.00	59%
Police Service	\$1,769.85	\$3,000.00	-\$1,230.15	\$18,055.75	\$21,000.00	-\$2,944.25	\$36,000.00	50%
Town Hall Rent	\$8,008.58	\$8,213.00	-\$204.42	\$56,699.37	\$57,091.00	-\$391.63	\$96,656.00	59%
Recreation	\$0.00	\$0.00	\$0.00	\$5,395.00	\$3,750.00	\$1,645.00	\$3,750.00	144%
Sales of Service	\$39,839.20	\$37,000.00	\$2,839.20	\$272,716.90	\$259,000.00	\$13,716.90	\$444,000.00	61%
Subtotal Revenue	\$150,783.32	\$137,750.00	\$13,033.32	\$1,017,783.47	\$997,180.00	\$20,603.47	\$1,706,240.00	60%
GENERAL EXPENSES								
Town Hall	\$10,714.65	\$12,660.00	-\$1,945.35	\$87,172.80	\$91,801.00	-\$4,628.20	\$162,934.00	54%
General Town	\$29,737.15	\$37,639.00	-\$7,901.85	\$253,555.12	\$279,003.00	-\$25,447.88	\$579,955.00	44%
Police Department	\$35,194.90	\$31,267.00	\$3,927.90	\$278,185.94	\$257,123.00	\$21,062.94	\$458,961.00	61%
Public Works	\$29,620.51	\$11,432.00	\$18,188.51	\$113,143.22	\$116,210.00	-\$3,066.78	\$205,465.00	55%
Train Station	\$1,748.09	\$2,225.00	-\$476.91	\$18,711.60	\$18,270.00	\$441.60	\$31,940.00	59%
Recreation & Park	\$878.77	\$1,425.00	-\$546.23	\$59,928.32	\$62,430.00	-\$2,501.68	\$75,785.00	79%
Sales of Service	\$15,811.06	\$13,943.00	\$1,868.06	\$114,418.63	\$105,744.00	\$8,674.63	\$190,071.00	60%
Subtotal Expenses	\$123,705.13	\$110,591.00	\$13,114.13	\$925,115.63	\$930,581.00	-\$5,465.37	\$1,705,111.00	59%
Net Income (Deficit)	\$27,078.19	\$27,159.00	-\$80.81	\$92,667.84	\$66,599.00	\$26,068.84		
Credit Union Centre								
Credit Union Centre Revenue	\$40,745.81	\$35,800.00	\$4,945.81	\$189,391.29	\$207,100.00	-\$17,708.71	\$397,700.00	48%
Credit Union Centre Expenses	\$32,010.49	\$35,129.00	-\$3,118.51	\$191,669.99	\$210,731.00	-\$19,061.01	\$397,408.00	48%
Net Income (Deficit)	\$8,735.32	\$671.00	\$8,064.32	-\$2,278.70	-\$3,631.00	\$1,352.30		
Fire Department								
Fire Revenues	\$20,834.50	\$20,772.00	\$62.50	\$145,852.50	\$145,404.00	\$448.50	\$249,264.00	59%
Fire Department Expenses	\$13,826.55	\$17,577.00	-\$3,750.45	\$98,097.95	\$121,789.00	-\$23,691.05	\$249,264.00	39%
Net Income (Deficit)	\$7,007.95	\$3,195.00	\$3,812.95	\$47,754.55	\$23,615.00	\$24,139.55		
Consolidated Net Income (Deficit)	\$42,821.46	\$31,025.00	\$11,796.46	\$138,143.69	\$86,583.00	\$51,560.69		
							\$1,421.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$50,027.36	\$49,222.00	\$805.36	\$345,088.01	\$344,554.00	\$534.01	\$593,079.00	58%
Water & Sewer Expenses	\$49,140.42	\$48,215.00	\$925.42	\$335,123.79	\$348,505.00	-\$13,381.21	\$590,480.00	57%
Water & Sewer Net Income (Deficit)	\$886.94	\$1,007.00	-\$120.06	\$9,964.22	-\$3,951.00	\$13,915.22		
							\$2,599.00	

TOWN OF KENSINGTON – MEMORANDUM

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

October 2019

Fitplex

Programming: Aerobics Programming

Tuesdays 6.30pm	Traci Campbell
Thursday 6.30pm	Traci Campbell
Saturday 8.30am	Traci Campbell

Sundays 4.00pm	Peewee Matrix
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Mondays 6.30pm	Kensington Wild
Wednesdays 6.30pm	Kensington Wild

Hours

Key FOB Entry	5:30 AM – 12:00 Midnight Daily
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Staffed	4:00 PM – 8:00 PM Monday – Thursday
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Arena

- New score clock arrived and was installed
- Wheel chair accessible doors installed in the arena and new door for Fitplex was also installed.
- 4 Wild home games and 2 Vipers home games in October.

Kensington Cash

October, 2019	\$212.00
	\$214.00
	\$210.00
	<u>\$210.00</u>
<u>Total</u>	<u>\$846.00</u>

Ball Fields

- Rec League Playoffs finished in October
- Batting Cage was finished in October 2019
- Contacted Owen Simpson to take down protective ballfield netting.

Senior Center

Activities at the senior center on a weekly basis

- Exercise classes
- Story Board
- Leather working
- Meetings
- Painting
- Touch therapy
- Heat pumps were installed in October 2019

Upcoming Events

Christmas Parade Sunday December 1, 2019

Town of Kensington Credit Union Centre Monthly Statistical Data 2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	262	258	250	242	230	218	215	226	245			2416
Attendance	1525	1420	1200	1140	1080	950	875	820	1011	1225			11246
Day Passes Sold	26	18	20	22	20	22	20	15	21	25			209
Memberships Sold	44	32	25	22	20	21	18	19	22	37			260
Monthly Payment Memberships	54	53	52	53	51	52	50	49	50	51			515
Arena													
Hours Rented	149	144	135	110	0	0	0	0	58	158			754
Preschool (Free)	4	4	3	0	0	0	0	0	0	0			11
Adult Skate	4	4	3	0	0	0	0	0	0	0			11
Donated Ice Time	0	10	0	7	0	0	0	0	0	0			17
Total Hours Rented	157	162	141	117	0	0	0	0	58	158			793
Storm Days (no rentals)	2.5	2	1	1	0	0	0	0	11	0			17.5

2018

[illegible]

TOWN OF KENSINGTON - MEMORANDUM

TO: MAYOR AND TOWN COUNCILLORS
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: APPLICATION TO GAS TAX FUND – SENIORS CENTRE
PARKING AREA PAVING – MALPEQUE GAS TAX FUNDS
DATE: 2019-11-22
CC:

ATTACHMENTS:

Discussion

As councillors are aware, the municipality of Malpeque has proposed to transfer a portion of their 2019-2024 Notional Gas Tax allotment to the Town of Kensington for the purpose of completing a project in Kensington that is regional in nature. The project proposed is to pave the Senior's Centre parking area. A quote was requested from Curran and Briggs to complete the required work. The quote provided was in the amount of \$25,410.00 plus HST.

To enable the funds transfer from Malpeque to the Town, a resolution from Town Council is required authorizing staff to submit an application as part of their 2019-24 Capital Invest Plan (Gas Tax Requirement).

Recommendation

It is recommended by the CAO that Committee of Council consider the following recommendation to Town Council:

WHEREAS the Municipality of Malpeque has agreed to transfer \$25,410.00 of their notional Gas Tax Funds to the Town of Kensington to assist in the paving of the Seniors Recreational Centre located at 25A Garden Drive (adjacent to Credit Union Centre) in the Town of Kensington;

AND WHEREAS the Town of Kensington is prepared to receive such funds and is committed to completing the project on behalf of both municipalities in 2020;

BE IT RESOLVED that Committee of Council recommend to Town Council that they authorize staff to make an application to amend their 2019-2024 Capital Investment Plan to include the Seniors Centre Paving project with the funds required to complete the project being transferred from the Municipality of Malpeque's Notional Gas Tax Funds in the amount of \$25,410.00. Town Council understands that they are responsible for all future operations and maintenance costs associated with the project.

TOWN OF KENSINGTON - MEMORANDUM

TO: MAYOR AND TOWN COUNCILLORS
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: POLICE DEPARTMENT COMPUTER REPLACEMENT
DATE: 2019-11-22
CC:

ATTACHMENTS:

Discussion

All of the computers in the Police department are 5 to 7 plus years old and are in need of replacement. At least two of the computers (used for the Backcheck contract) currently have failing hard drives. Typically, we would simply replace the hard drives however given the age of the computers, it makes more sense to replace it with new systems.

Once a hard drive starts to fail in a computer, performance plummets. The remaining computer components try to compensate and over an extended period of time will wear the entire system and other components will start to fail. All of the other computers in the department are of a similar age and it is reasonable to assume that failure is not far off. Significant time is spent waiting for the computers to process basic commands.

As of January 14, 2020 Windows 7 will be officially discontinued and unsupported. Microsoft continually finds and corrects exploited security flaws to counteract the thousands of daily attempts to bypass security (basically people trying to hack into operating systems and accounts, steal data, and exploit users usually via ransom wear). As of January 14, 2020 Microsoft will no longer protect Windows 7 and Windows Server 2008 Users. Any exploits found by hackers will not be fixed by Microsoft. Knowing that

Microsoft will no longer be counteracting hackers of windows 7, it is very likely that the number of attempts to break in will skyrocket as people shift to windows 10.

Quotes were requested from Combat Computers to replace the computers and two options were provided.

Option 1 would replace four of the PROS computers (RCMP System) and would see five new solid-state hard drives installed in the remaining computers. It includes upgrading systems to Windows 10 Pro (provided that no license is required), labour to install and copy data back to the systems and Microsoft 2019 Home and Business to three backcheck computers. The total package price quoted was \$7,185.00 plus HST/ACES.

Option 2 would provide and install nine new computers including labour associated with copying data back to all of the systems. It would also include the provision of Microsoft Office 2019 Home and Business to three backcheck computers and a one-year warranty on all systems. The total package price is quotes at \$10,950.00 plus HST/ACES.

Option 1 will provide the police department with four new work stations and extend the life of those that can be upgraded by an estimated two years (however there is still a risk of other component failure). If the five upgradable computers require Windows 10 Pro licenses, the quote provided will increase by another \$269.00 per computer (\$1,345.00 plus HST)

Option 2 would bring all nine computers within the department fully up to date with new hardware. This would remove any risk of upgrading old hardware and having something else fail. It should also lower maintenance costs over the next few years as newer hardware is more reliable.

Financial Implications

Town Council, in there 2019/20 capital budget, allotted \$3,000 for the replacement of two of the police departments computers. It is proposed that the additional funds required to replace all of the computers (\$7,950.00) will be drawn from capital funds which were not expended in the 2019/20 fiscal year.

Recommendation

It is recommended by the CAO that Committee of Council consider the following recommendation to Town Council:

THAT Committee of Council recommend that Town Council award a contract to Combat Computers to replace nine computers in the Police department as per their quote dated October 1, 2019 in the amount of \$10,950.00 plus HST and ACES.

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

*Thank you for your donation
to PCH Foundation in Gladie
memory.
Susan, Glenn & Jennifer*

November 4th, 2019

Dear *To whom it may Concern / Town Hall*

We are writing on behalf of the Kensington and Community Christmas Supper committee.

In the past few years there was an event created in the Kensington area by some individuals which was called, "A Turkey dinner for the Less Fortunate". THIS event has been terminated and a new committee with a new focus has come together!

Our hope is to give back to our neighbours and make this a fun filled evening for family and community. We have some music, children's activities and of course, a visit from Santa planned! We want this to be accessible to EVERYONE!

We have selected Saturday, Dec 21st (storm date Dec 22nd) as the date for the supper gathering.

We are looking for specific food or monetary donations to go towards supplies and expenses.

One of our Committee members will follow up with you soon, to see how you can help contribute to our Turkey dinner.

We thank you in advance for your donation!

Sincerely,

~Amanda Bonnell 902-315-1052

~Olive Beairto 902-439-4781

~Laurie Blackett 902-888-9593

~ Carrie Campbell 902-439-3415

Celebrate the Season



Correspondence

November 14, 2019

Dear Mayor Caseley and Council members,

The Kensington Pickleball club keeps growing every year, thanks to the after-hours use (free) of the town's two school gymnasiums. We play Tuesday and Thursday 4-6 pm at Queen Elizabeth Elementary gym, and at KISH gym one night a week, from 7-9 pm. These are the hours when the school janitors are still on site, and the gyms are not booked for other uses.

The remarkable benefit to pickleball is that it attracts Kensington and area men and women, of all ages, who wouldn't step foot in a gym, otherwise. Now they exercise regularly, plus . . . pick up a few groceries before or after, maybe buy some gas or get a prescription, and maybe have supper at one of the local restaurants when they're in town.

In addition to the core group of Kensington residents, our pickleball club is now attracting players from Summerside and Rustico clubs, who come for the good facilities and the genuine camaraderie they find in Kensington.

Last year our group hosted a successful pickleball tournament at KISH that drew players from across PEI, and we'd like to do it again in early 2020, but need help covering the cost of using the KISH gym on a Saturday -- approximately \$600. That cost is broken down as follows: \$38 hourly janitor's fee, for 10 hours (8 am to 6 pm) plus \$50 for every 4 hour block, plus taxes.

On our end, we can charge \$10 per person to enter the tournament. This will help with the above cost, but not cover it completely. On the organizing end, we already have two people will set up and run the tournament at no charge. They are the same folks who organized it last year, successfully. Sportchek has agreed to be a sponsor, by donating the prizes for winners.

So we're in good shape, but need help with the cost for the gymnasium. Would the Kensington town council assist us, by offering \$200 towards that cost? If so, we would publicly thank the town council the day of the event, and include the town crest on any promotional material that goes out to invite participants.

Thank you for your consideration in this, and please let us know if you require more information.

Yours in Pickleball,

The Kensington Pickleball Club

Lorraine MacDonald, organizer

Tournament will be held
as part of the 2020 Kensington
Winter Carnival.