



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

***Monday, November 25, 2024  
6:30 PM***

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

**Town of Kensington  
Committee of Council Meeting  
Monday – November 25, 2024  
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**
  - a. October 28, 2024 regular meeting
  
- 6. Business Arising from Minutes**
  - a. October 28, 2024 regular meeting
  
- 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 - *Nil*
  - f. Bills List – Water and Sewer Utility - *Nil*
  - g. Bills List – Capital - *Nil*
  - h. Consolidated Summary Income Statement - *Nil*
  - i. Credit Union Centre Report
  
- 8. New Business**
  - a. COC Memo - EMO Coordinator Appointment - 2024

- b. COC Memo - 2024 Exempt Staff Christmas Bonus
- c. COC Memo - Kensington-Bedford Hockey Exchange - Financial Support Request
- d. COC Memo - Pickleball Courts

**9. Councillor Issues/Inquiries**

**10. Correspondence**

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

**12. Adjournment**

**Town of Kensington  
Committee of Council Meeting  
Monday, October 28, 2024  
6:40 PM (Following Special Meeting)**

**Council Members Present:** Mayor Rowan Caseley; Deputy Mayor, Jeff Spencer  
Councillors: Doucette, Gallant, MacRae, Mann and  
Toombs

**Staff Members Present:** Chief Administrative Officer, Geoff Baker;  
Municipal Clerk, Kim Caseley.

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**1. Calling of Meeting to Order**

**1.1** Mayor Caseley called the meeting to order at 6:40 pm and welcomed Committee of Council members, and staff to the October Committee of Council meeting. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

**2. Adoption of Agenda**

**2.1** *Moved by Councillor Doucette, seconded by Deputy Mayor Spencer to approve the tentative agenda for the October 28, 2024, 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 MacRae, seconded by Councillor Doucette to approve the Committee of Council meeting minutes from September 23, 2024. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1** September 23, 2024 Committee of Council Meeting - *Nil.*

**7. Staff Reports**

**7.1 CAO's Report**

**7.1.1** *Moved by Councillor Toombs, seconded by Councillor Doucette to receive and recommend Town Council's approval to adopt the October 2024 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 Doucette to receive and recommend Town Council's approval to adopt the September 2024 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

**7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor MacRae, seconded by Councillor Doucette to receive and recommend Town Council's approval to adopt the September 2024 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

**7.4 Development Permit Summary Report**

**7.4.1** *Moved by Deputy Mayor Spencer, seconded by Councillor Doucette to receive and recommend Town Council's approval to adopt the October 2024 Development Summary Report as prepared by Municipal Clerk, Kim Caseley. Unanimously carried.*

**7.5 Financial Report - Bills Lists**

**7.5.1** *Nil.*

**7.6 Summary Income Statement**

**7.6.1** *Nil.*

**7.7 Credit Union Centre Report**

**7.7.1** *Moved by Councillor Toombs, seconded by Deputy Mayor Spencer to receive and recommend Town Council's approval to adopt the Credit*

*Union Centre Report for September 2024, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

**7.7.2** Councillor MacRae inquired about opportunities to increase participation in the Kensington Cash Draw. Mayor Caseley confirmed that staff are exploring electronic options, such as online registration, to facilitate automatic payments for members. It was noted that while the draw has many members, weekly participation remains low, as the numbers are not consistently played.

**7.7.3** Councillor Gallant suggested that the Town contact Cavendish Farms to explore opportunities for updating the main entrance sign. Cavendish Farms currently has advertising on the existing sign and may be interested in upgrading to new electronic signage, which would provide additional advertising opportunities.

## **8. New Business**

### **8.1 Queen Elizabeth Hospital Foundation Annual Donation**

**8.1.1** *Moved by Councillor Gallant, seconded by Councillor Toombs that Committee of Council recommend to Town Council that they approve an annual donation of \$1,000 to the Queen Elizabeth Hospital Foundation for the next ten years, beginning in the 2025/26 fiscal year.*

*Unanimously carried.*

### **8.2 Town of Kensington Council Remuneration Bylaw #2024-01 – Second Reading and Formal Adoption**

**8.2.1** *Moved by Councillor Gallant, seconded by Councillor Doucette*

*BE IT RESOLVED THAT Committee of Council recommend to Town Council that second reading, approval and formal adoption be given to the Town of Kensington Council Remuneration Bylaw (Bylaw #2024-01).*

*4 for – 2 opposed (Mann & Toombs). Motion Carried.*

### **8.3 MBS Radio Night Before Christmas Sponsorship**

**8.3.1** *Moved by Councillor Gallant, seconded by Councillor Toombs to approve the sponsorship investment on CJRW (SPUD FM) “Night Before Christmas” reading event at a cost of \$648.00.*

*Unanimously carried.*

**9. Councillor Issues/Inquiries**

- 9.1** Mayor Caseley reminded Council that CAO, Geoff Baker is being awarded the IPAC-PEI Lieutenant Governor's Award for Excellence in Public Administration on October 29<sup>th</sup>.
- 9.2** The official signing of the Town of Kensington Community Action Plan Against Gender-Based Violence will take place in the Council Chambers on Wednesday, October 30<sup>th</sup> at 1:00 pm.
- 9.3** The Town of Kensington team placed 2<sup>nd</sup> in the Kensington and Area Chamber of Commerce Amazing Race event.
- 9.4** Mayor Caseley provided an update on the upcoming Home for the Holiday's Festival.
- 9.5** The Kensington Nature Trail extension opening, followed by the Kensington North Watersheds Association's open house is scheduled for November 23<sup>rd</sup> at 10:00 am.
- 9.6** Kensington and Area Chamber of Commerce Awards Gala will take place on November 28<sup>th</sup> at 6:30 pm. Council members wishing to attend are asked to confirm with the office to RSVP.
- 9.7** The Town Council and Staff Christmas Dinner is scheduled for Monday, December 2<sup>nd</sup>.
- 9.8** Councillor Toombs noted that the repainting of the train at the railyards looks great and suggested considering the installation of a solar light to illuminate the train's number.
- 9.9** Councillor Toombs inquired about the timeline for the opening and closing of the public washrooms at the railyards each year. Mr. Baker confirmed that the washrooms typically align with the employment of summer staff and are also opened periodically as needed for special events. Councillor Toombs further inquired whether the washroom at the freight shed had been drained for the season.

**10. Correspondence**

- 10.1** *Nil.*

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

**11.1 One item under Section 119(1)(a) of the Municipal Government Act, PEI**

**11.1.1 *Moved by Councillor Coucette, seconded by Councillor Toombs to enter into an In-Camera session at 7:05 pm. Unanimously carried.***

**11.1.2 *Moved by Councillor Gallant, seconded by Councillor Doucette to come out of an In-Camera session at 7:27 pm.***

**12. Adjournment**

**12.1 *Moved by Councillor Toombs, seconded by Councillor Doucette to adjourn the meeting at 7:27 pm. Unanimously carried.***

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Geoff Baker,  
CAO

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Rowan Caseley,  
Mayor



**Chief Administrative Officers Report**  
**November 2024 – Committee of Council**

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**1. 34-Unit Housing Development (PID 76174)**

Water and sewer systems have been extended to the development, with minor deficiencies currently being addressed with the contractor.

**2. 24-Unit Housing Development (PID 1050095)**

Water and sewer connections for this property have been successfully completed.

**3. 20-Unit Housing Development (PID 1036011)**

Construction of the 20-unit, three-story building along Barrett Street is ongoing. Water and sewer connections have been established for the property.

**4. Ranchland Estates Subdivision**

The preliminary subdivision plan is scheduled to be presented at the December Town Council meeting for consideration and approval. At the same meeting, direction will be sought on re-zoning specific parcels within the subdivision. DV8 Consulting is finalizing their report on the development.

**5. Legion Re-Zoning Application (PID 79749)**

The proposed residential development on the Legion property on School Street will not proceed.

**6. Green Space (School Street Parking Lot) Development**

This project has been deferred until a suitable funding source is identified and secured.

**7. Streetlights**

Following Town Council's direction, requests have been submitted to Maritime Electric for a streetlight installation near the Barrett Street/Broadway Street intersection. Additionally, a service request was made to install streetlights where utility poles already exist in the Business Park.

**8. Website**

All required information has been provided to the website developer, and a framework has been reviewed. However, internal challenges on the developer's end have caused delays. Town staff continue to collaborate with them to ensure timely project completion.

### **9. Revenue Sharing Negotiations**

No further meetings have occurred. A meeting is anticipated for early December.

### **10. Kensington Vipers Annual Sponsorship**

The annual \$800 sweater sponsorship for the Kensington Vipers has been issued.

### **11. Garden Drive/Victoria Street Intersection**

Mayor Caseley sent a letter to the Province of PEI addressing traffic safety concerns at the Garden Drive/Victoria Street intersection. The letter requests a review and consideration for safety improvements in the area.

### **12. Pickleball Court Funding Application**

A memo requesting the Committee's consideration of the pickleball court project has been included in the tentative agenda package.

### **13. Kensington Community Action Plan to Prevent and End Gender-Based Violence**

Town Council formally adopted the Community Action Plan during their October meeting. A public announcement was held at Town Hall on October 30, 2024, with Mayor Caseley issuing a proclamation earlier that month. The Police Department will distribute 500 bookmarks and ribbons to schools and the library during the week of November 25th. Staff continue to advance the action plan.

### **14. 1960 Fire Department Pumper Truck**

The antique fire truck remains in storage while staff develop a proposal for its preservation and public display.

### **15. Make-A-Wish Donation**

As directed by Town Council, a \$500 donation was made to the PEI Chapter of Make-A-Wish to support their annual Trees of Joy event.

### **16. Credit Union Centre Trail Extension**

The second phase of the Credit Union Centre Trail, constructed by the Kensington North Watershed Association (KNWSA) and CUC staff, is now complete. The trail extension, named "Windmill Loop," will officially open on November 23, 2024, at 10 a.m.

### **17. Council Remuneration Bylaw**

The Council Remuneration Bylaw was read a second time and formally adopted during the November Town Council meeting. It is now enacted and will be filed with the Province of PEI.

### **18. Canada Community Building Fund (CCBF - Gas Tax)**

Staff are finalizing five individual capital investment plans, including scopes of work and schedules, to facilitate the receipt of CCBF funds.

**19. Meals on Wheels**

The annual \$2,000 donation to Kensington Meals on Wheels has been made.

**20. Kensington Fire Department Ladder Truck**

Representatives from the Fire Department retrieved the ladder truck from Amherst, Nova Scotia, on Friday, November 22nd.

**21. Queen Elizabeth Hospital Annual Donation**

The donation will be allocated in the 2025/26 fiscal year once the corresponding budget is adopted by Town Council.

**22. Kensington Train**

The train has been repainted, and plans are in place to replace the railway storyboards in 2025 through the PEI Museum and Heritage Association.

**23. Island Structural Systems Development Permit Application**

The development permit application has been approved by Town Council, subject to conditions. The Town is awaiting submission of a lot consolidation and drainage plan.

**Respectfully Submitted by: Geoff Baker, Chief Administrative Officer**

Kensington Fire Department  
Occurrence Report 2024

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	3	3	3	6	1	3	6	3	2	5			35	24.82%
Motor Vehicle Accident	5	3	1	2	3	5	4	8	3	3			37	26.24%
Emergency Response - Fuel Spill, etc	0	0	0	0	1	0	3	1	0	0			5	3.55%
<b>Fire Related</b>														
Smoke Investigation	1	1	0	4	0	2	2	0	1	2			13	9%
Outside Fire - Brush, Grass, Utility Pole, etc.	1	1	1	1	0	2	0	0	0	1			7	5%
Structure Fire - House, Building, Vehicle, etc.	2	0	0	4	3	1	3	0	1	1			15	11%
Alarms	2	2	4	2		4	5	3	2	1			25	18%
<b>Total Fire Related</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>11</b>	<b>3</b>	<b>9</b>	<b>10</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>60</b>	
<b>Total Incidents</b>	<b>14</b>	<b>10</b>	<b>9</b>	<b>19</b>	<b>8</b>	<b>17</b>	<b>23</b>	<b>15</b>	<b>9</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>137</b>	
Mutual Aid Call Out	1							2				1	4	3%
<b>Total Incidents (Including Mutual Aid Provided by KFD)</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>19</b>	<b>8</b>	<b>17</b>	<b>23</b>	<b>17</b>	<b>9</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>141</b>	<b>100%</b>
Mutual Aid Call in														
Firefighter Attendance	11	12	10	13	13	13	12	10	12	14				12
Regular Monthly Training - No. of Firefighters	24	19	19	23	18	22	22		25	17				21
Training School/Association Meeting/Department Meeting		18	19	19	20	23		21	23	15				20
<b>Call Area</b>														
Kensington	4	3	5	4	1	4	7	5	3	2			38	27.14%
Malpeque CIC	0	1	0	2	1	4	9	4	1	10			32	22.86%
Zone's 1 to 5	10	6	4	13	6	9	7	6	5	1			67	47.86%
Other	1							2					3	2.14%

## Kensington Fire Department October 2024 Fire Report

The Kensington Fire Department responded to 13 calls in October. Following is a breakdown of calls:

<b>Date</b>	<b>Call Details</b>	<b>Location</b>	<b># Firefighters</b>	<b># Trucks</b>
<b>Oct. 1 17:02 pm</b>	<b>Structure Fire</b>	<b>Kensington</b>	<b>26</b>	<b>6</b>
<b>Oct. 3 12:16 pm</b>	<b>MFR - Cardiac Arrest</b>	<b>Blue Shank Rd.</b>	<b>8</b>	<b>1</b>
<b>Oct. 5 05:53 am</b>	<b>MFR - Cardiac Arrest</b>	<b>Margate</b>	<b>5</b>	<b>1</b>
<b>Oct. 5 19:03 pm</b>	<b>Sight/Smell of Smoke</b>	<b>Freetown</b>	<b>19</b>	<b>2</b>
<b>Oct. 5 22:14 pm</b>	<b>MFR - Overdose</b>	<b>North Bedeque</b>	<b>6</b>	<b>1</b>
<b>Oct. 8 15:49 pm</b>	<b>2-Vehicle MVC</b>	<b>New Annan</b>	<b>15</b>	<b>2</b>
<b>Oct. 15 06:30 am</b>	<b>MVC - 2 vehicles</b>	<b>New Annan</b>	<b>18</b>	<b>2</b>
<b>Oct. 20 17:26 pm</b>	<b>Residential Fire Alarm</b>	<b>Sea View</b>	<b>11</b>	<b>2</b>
<b>Oct. 22 07:53 am</b>	<b>MFR - Shortness of Breath</b>	<b>Kensington</b>	<b>7</b>	<b>1</b>
<b>Oct. 26 15:27 pm</b>	<b>MFR - Fall From Ladder</b>	<b>Kelvin Rd.</b>	<b>10</b>	<b>1</b>
<b>Oct. 27 21:58 pm</b>	<b>Grass Fire</b>	<b>Traveller's Rest</b>	<b>23</b>	<b>5</b>
<b>Oct. 30 05:57 am</b>	<b>Sight/Smell of Smoke</b>	<b>Traveller's Rest</b>	<b>14</b>	<b>2</b>
<b>Oct. 30 16:40 pm</b>	<b>MVC - 3 Vehicles</b>	<b>Kelvin Rd.</b>	<b>16</b>	<b>3</b>

**October 4** - Chief R. Hickey and 3 others traveled to Amherst to see a ladder truck for sale.

**October 7** - Association meeting with 15 present.

**October 10** - Two kindergarten classes from QEES visited the fire hall.

**October 15** - Training with 17 present/

**September 16** - Chief R. Hickey, Deputy Chief J. Paynter and Captain D. MacKenzie visited the Cavendish Farms Research Plant in New Annan to familiarize themselves with the facility.

**October 19** - Global Magic attended the fire hall for a demonstration of the fire skid they donated.

**October 26** - Captain M. Wall was the guest speaker at a meeting of the Spring Valley W.I.

**October 31** - Annual Halloween night duty. No incidents..

Rodney Hickey  
Chief

Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act		2	1				1	3		2			9	1.34%
Abandon Vehicle								1					1	0.15%
Alarms	4	2	2	6	2	2	6	4	2				30	4.48%
Animal Calls		1				2	2	1		1			7	1.04%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)		1	2	2	2			1		1			9	1.34%
Assistance Calls							2	3	4	2			11	1.64%
Breach of Peace						2	3	4	2				11	1.64%
Breach of Recognizance													0	0.00%
Break and Enter (business)													0	0.00%
Break and Enter (other)						1							1	0.15%
Break and Enter (residence)					2	1	2	1	1	2			9	1.34%
Carry concealed weapon													0	0.00%
Child Pornography	1				1				2				4	0.60%
Child Welfare			1		1								2	0.30%
Coroner's Act	2	1		1									4	0.60%
Crime Prevention						1							1	0.15%
Criminal Harassment	1			1						1			3	0.45%
Dangerous Driving	1		1			1			1				4	0.60%
Disturbing the Peace				1				1					2	0.30%
Dog Act	1	1				2			1	1			6	0.90%
Driving while disqualified	1												1	0.15%
Drug Files	1		1		4		1						7	1.04%
Excise Act													0	0.00%
Fail to Comply Probation			1										1	0.15%
Fail to comply undertaking			1		1	1							3	0.45%
Fail to remain at scene of accident	1						2						3	0.45%
Family Relations Act							1						1	0.15%
Fire Prevention Act													0	0.00%
Firearm Act	1	1					1	2	1				6	0.90%
Forcible confinement													0	0.00%

Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fraud	3		1		3	1	2		2				12	1.79%
Funeral Escorts	5	1		2	7	5		2		5			27	4.03%
Harrassing Communication		1					1						2	0.30%
Impaired Driver		3	1		2	2			2	4			14	2.09%
Information Files	1	3		1	1			2		1			9	1.34%
Injury Accidents													0	0.00%
Liquor Offences			1				1						2	0.30%
Litter Act													0	0.00%
Lost and Found	1	3	3	3	3	3	1	3	2	1			23	3.43%
Luring Minors		1		1									2	0.30%
Mental Health Act	1	2		2	3		1	1	1				11	1.64%
Mischief	1	1	3	4	2	3	4	1	1				20	2.99%
Motor Vehicle Accidents	5	3	2	3	3	3	1	3	2	1			26	3.88%
Motor Vehicle Act	7	6	6	7	6	9	7	16	8	12			84	12.54%
Municipal Bylaws	1			2									3	0.45%
Off Road Vehicle Act													0	0.00%
Other Criminal Code													0	0.00%
Person Reported Missing			1			1							2	0.30%
Possession of restricted weapon					1	1							2	0.30%
Property Check										1			1	0.15%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference				1		1							2	0.30%
STEP (Integrated Traffic Enforcement)									3	2			5	0.75%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle			2		1	3	2	5	4	2			19	2.84%
Theft Of Motor Vehicle					1								1	0.15%
Theft Over \$5000													0	0.00%
Theft Under \$5000	1	1		1	5	2	5	3	3				21	3.13%
Trespass Act													0	0.00%
Trespass at Night													0	0.00%
Uttering Threats					1			1	1	1			4	0.60%



Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Wellbeing Check	1		1	2	1	1		2		2			10	1.49%
SOTS Issued	33	7	42	27	16	26	10	25	15	31			232	35%
<b>Total Incidents</b>	74	41	73	67	69	74	56	85	58	73			670	100%
HTA Warnings		1	3	8	2	2		2	3	1			22	
<b>Fine Revenue</b>	\$3,635.00	\$1,095.00	\$7,331.00	\$4,352.00	\$2,379.00	\$4,059.00	\$1,790.00	\$3,294.00	\$1,911.50	\$4,312.00			<b>34,158.50</b>	
Foot Patrols in hours	3	2	3	3	3	2	4	5	4	12			41	
Community policing school	6	5	4	4	5	10			6	6			46	
Bike helmet checks				2	2	3	3	2	1	1			14	
Record Checks A ( BC )	6,344	5,675	6,314	6,721	5,993	5,620	7,131	10,105	6,369	7,798			68,070	
Record Checks B ( KPS )	8	5	9	8	10	9	10	5	10	12			86	
<b>KPS assisting other agencies</b>				2	3	5	1		2	4			17	
<b>Other agencies assisting KPS</b>	1							1					2	

## **Police Report October 2024**

**There were zero alarm calls to report for this month.**

### **Assistance files**

Police escort for Terry Fox run

Assist Fire department with fire at Valley Truss

KPS assist RCMP with traffic complaint Oct 11

Check point with RCMP Oct 19

Assist RCMP with traffic complaint Oct 23

Assist RCMP with second traffic complaint Oct 23

## Year To Date Approved Development Permits Summary Report 2024

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December	Total
Addition Residential additions/alterations									1				1
New Multi-unit Family Dwelling					3								3
New Residential Accessory Structure			1				1	3	1				6
New Residential Deck/Fence/Pools					2			1	1				4
New Single Family Dwelling										1			1
Other Industrial					1								1
Other Residential Accessory Structure								1					1
Other Residential additions/alterations						1							1
Renovation Commercial									1				1
Renovation Residential Deck/Fence/Pools								2	1				3
Renovation Semi Detached Dwelling								1					1
<b>Total:</b>								1					23

Total Estimated Construction Value
\$180,000.00
\$16,800,000.00
\$57,500.00
\$33,500.00
\$190,000.00
\$3,000.00
\$5,000.00
\$200,000.00
\$36,500.00
\$55,000.00
<b>\$17,560,500.00</b>

**DEVELOPMENT PERMITS REPORT**

For the period October 10, 2024 to October 24, 2024

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction	Value	Estimated Start	Estimated Finish
			Property Address							
<b>Single Family Dwelling</b>										
22-2024	10/15/2024	76430	Kyle Gillis - [REDACTED]	[REDACTED]	Approved	New	Single Family Dwelling	\$190,000.00	09/30/2024	12/29/2024
			97 Victoria Street W				Description:	Construction of new single residential dwelling		

**Sub Total: \$190,000.00**

**Total: \$190,000.00**



Mailing Address:  
55 Victoria Street E  
PO Box 418  
Kensington, PE  
C0B 1M0  
  
Tel: 902-836-3781  
Fax: 902-836-3741  
Email: [CAO@kensington.ca](mailto:CAO@kensington.ca)  
Website: [www.kensington.ca](http://www.kensington.ca)

For Office Use Only	
Permit #:	
Date Received:	
Date Approved:	
PEI Planning:	
Permit Fee: \$	<input type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 97 Victoria St W Property Tax Number (PID): 76430  
 Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: R1  
 Are there any existing structures on the property?:  No  Yes, please describe:

Land Purchased from Janice Mulligan Year Purchased 2022

Location of Development	Property Size	
<input checked="" type="checkbox"/> North <input type="checkbox"/> East <input type="checkbox"/> South <input checked="" type="checkbox"/> West	Road Frontage <u>47'</u>	Acreage <u>0.12</u>
	Property Depth <u>105/113'</u>	Area sq. ft. <u>5,184</u>

### 2. Contact Information

APPLICANT Name: Kyle Gillis Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Same as Above:   
 OWNER Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

CONTRACTOR, ARCHITECT OR ENGINEER Name: Red Sands Properties Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: C1A 7M8

### 3. Infrastructure Components

Water Supply  Municipal  Private Sewage System  Municipal  Private  
 Entrance Way Permit (Department of Transportation and Infrastructure Renewal)  Attached

### 4. Development Description

New Building  Renovate Existing  Addition  Demolition  Other \_\_\_\_\_

<input checked="" type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input checked="" type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1	2	1	Width <u>25</u> Length <u>34</u>

**Detailed Project Description:** We would like to build a single storey, single family home, on slab.

Parts of the existing driveway will remain in place, and additions or modifications to the current one only if necessary to complete the grading or build

**Estimated Value of Construction (not including land cost):** \$190,000.00

**Projected Start Date:** Sept 2024 **Projected Date of Completion:** Nov 2024

**Please provide a diagram of proposed construction:**

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



**I DO SOLEMNLY DECLARE & CERTIFY:**

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

DocuSigned by:  
 Signature of Applicant [Redacted Signature] Date: 30 Aug 2024



PLAN NO. 2674 OS

PRELIMINARY DRAWING

WIDTH: 25'-0"  
DEPTH: 34'-0"

MAIN FLOOR AREA: 850 sq.ft.

LIST OF DRAWINGS

- A1. COVER PAGE
- A2. FRONT & RIGHT ELEVATION
- A3. REAR & LEFT ELEVATION
- A4. MAIN FLOOR PLAN
- A5. SECTION A-A, ROOF PLAN
- A6. SECTION B-B
- A7. FOUNDATION PLAN



- PLEASE NOTE -

This plan is the property of  
3D Home Design Ltd.  
and is for exclusive use.

3D Home Design Ltd.  
assumes no liability for any  
errors or omissions on this plan

Contractors to verify all  
dimensions on this plan before  
construction and notify designer  
of any modifications

Construction shall comply with  
the current edition of the  
National Building Code

3D Home Design Ltd.  
198 Grafton St. Charlottetown, PE  
(902) 213-3879, bjh3879@gmail.com

RONA CHARLOTTETOWN

PROJECT: RED SANDS GROUP-  
97 VICTORIA ST. WEST, KENSINGTON

A1. COVER PAGE

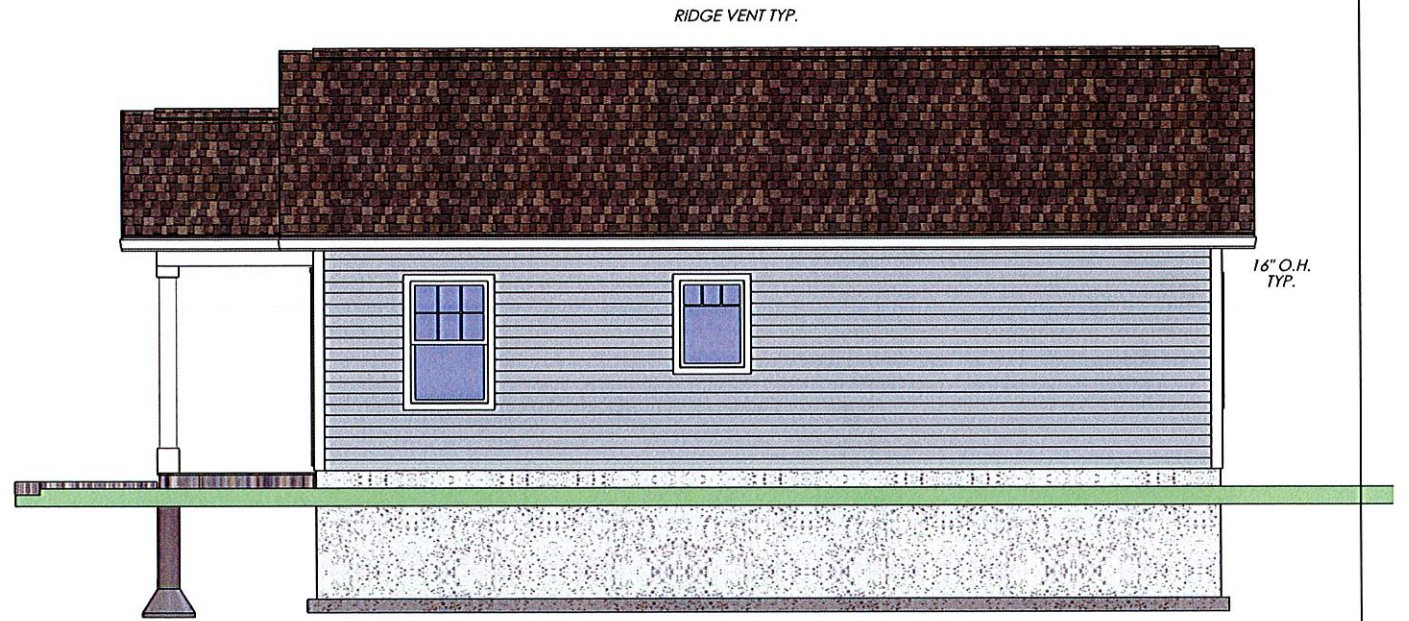
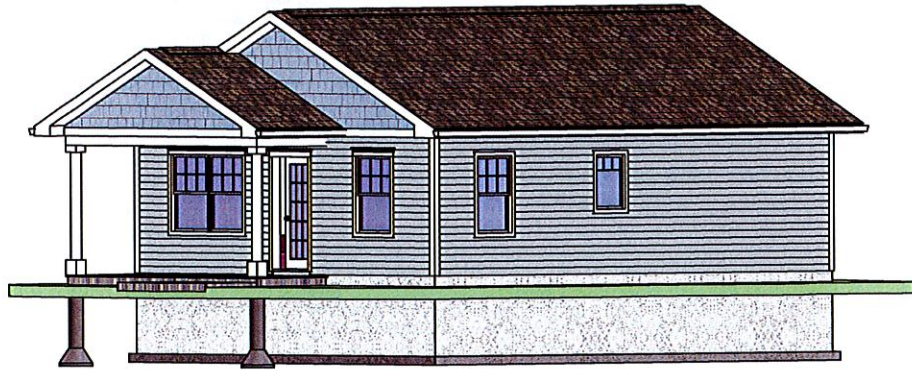
SCALE: N.T.S

DATE: AUG 29/ 2024

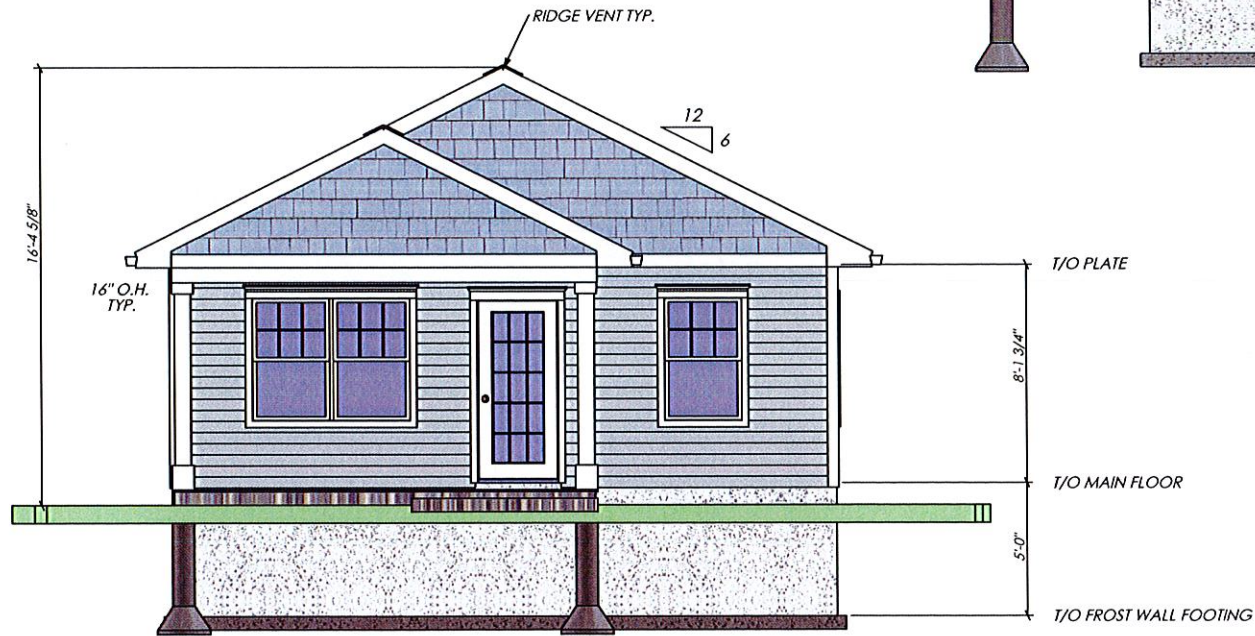
DRAWN BY: 3D HOME DESIGN

REVISIONS:





**RIGHT ELEVATION**

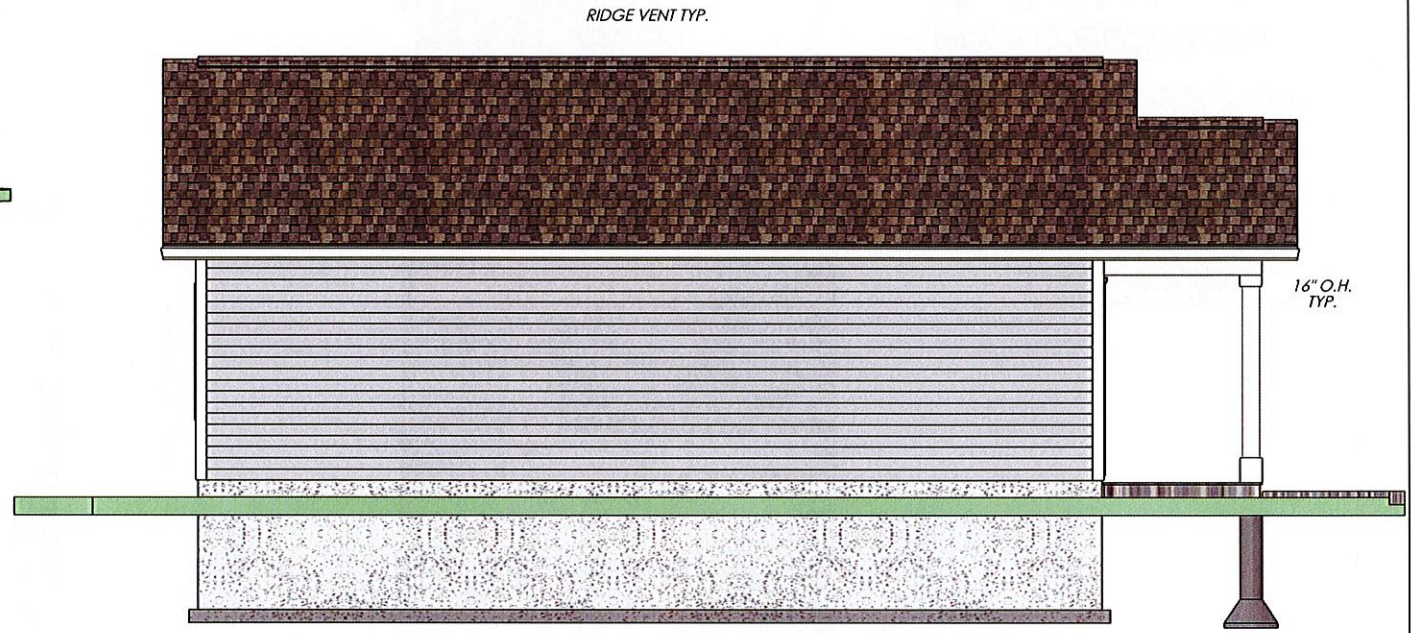
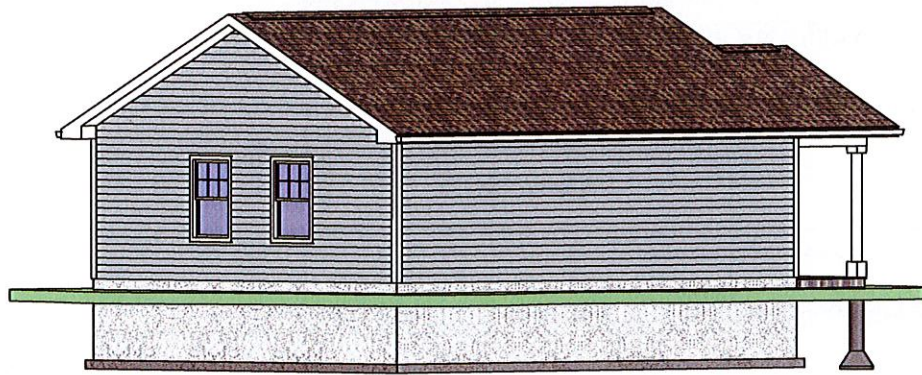


**FRONT ELEVATION**

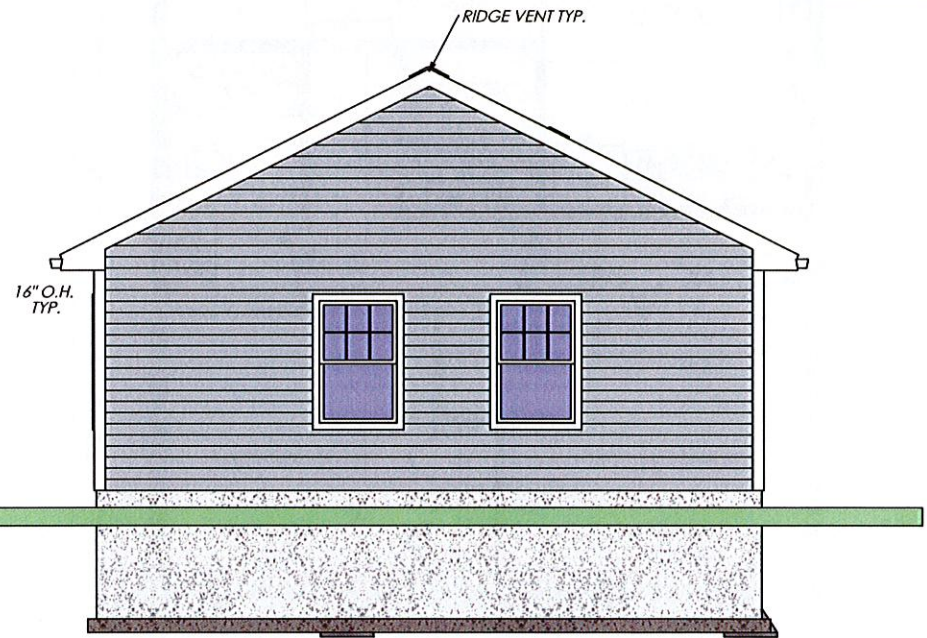
**- PLEASE NOTE -**  
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 3D Home Design Ltd.  
 198 Grafton St. Ch'town, (902) 213-3879

**RONA CHARLOTTETOWN**  
 PROJECT: RED SANDS GROUP-  
 97 VICTORIA ST. WEST, KENSINGTON  
 A2. FRONT & RIGHT ELEVATION  
 SCALE: 3/16" = 1'-0"  
 DATE: AUG 29/ 2024  
 DRAWN BY: 3D HOME DESIGN  
 REVISIONS:





LEFT ELEVATION

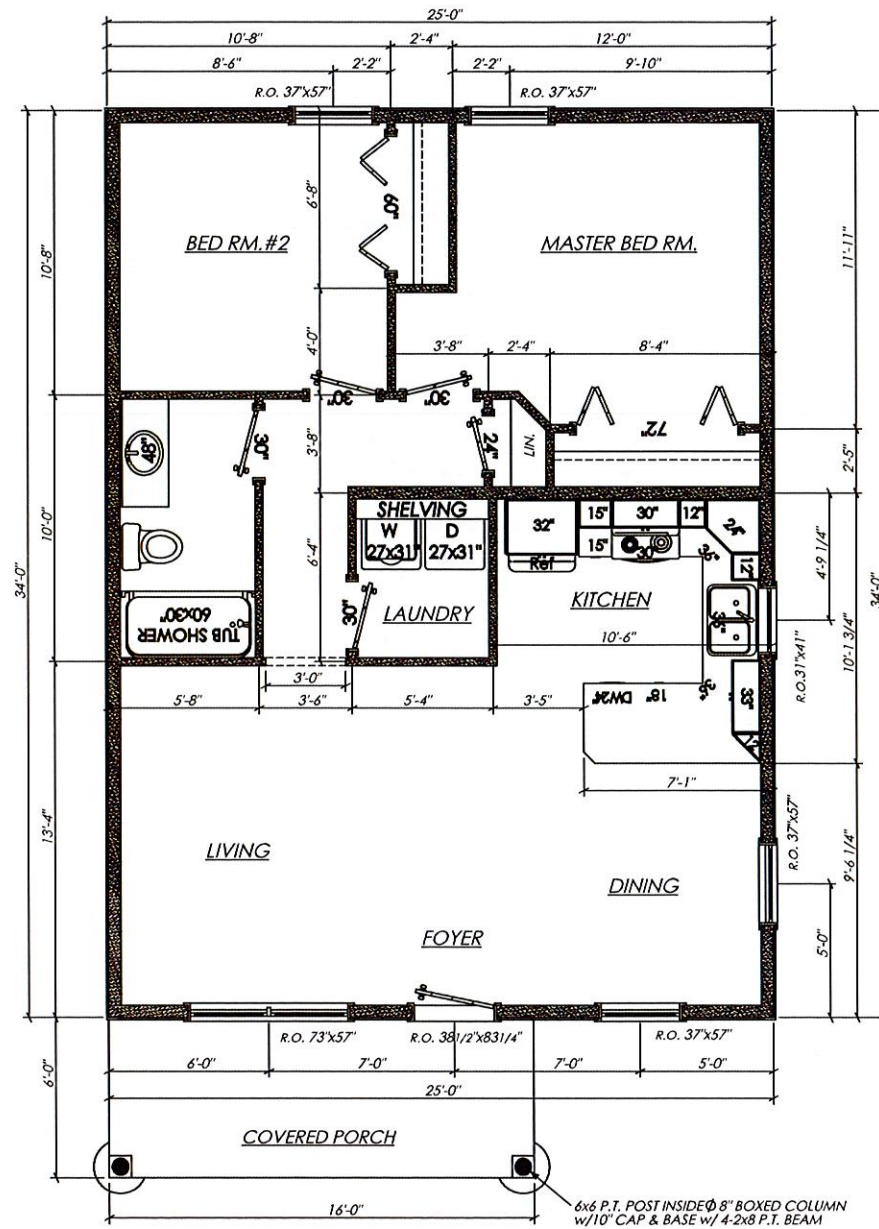


REAR ELEVATION

**- PLEASE NOTE -**  
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 198 Grafton St. Ch'town, (902) 213-3879

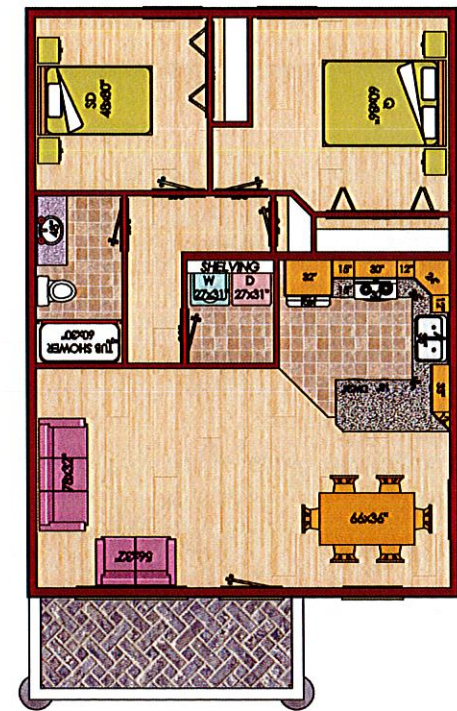
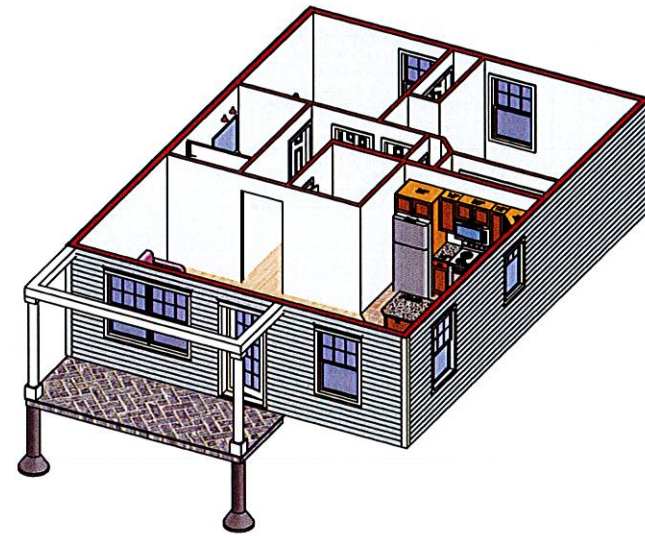
**RONA CHARLOTTETOWN**  
 PROJECT: RED SANDS GROUP-  
 97 VICTORIA ST. WEST, KENSINGTON  
 A3. REAR & LEFT ELEVATION  
 SCALE: 3/16" = 1'-0"  
 DATE: AUG 29/ 2024  
 DRAWN BY: 3D HOME DESIGN  
 REVISIONS:





**SLAB-ON GRADE MAIN FLOOR PLAN - 850 sq.ft.**

\*NOTE: - EXTERIOR DOORS AND WINDOWS ARE RSO SIZES.  
 - ALL BEDROOM WINDOWS TO MEET NATIONAL BUILDING CODE EGRESS SIZES.  
 - INTERIOR DOORS ARE 6'-8" HEIGHT.  
 - KITCHEN EXHAUST MUST HAVE BOOSTER SWITCH INSTALLED OR DIRECT EXHAUST TO OUTSIDE.



SCALE: N.T.S

**- PLEASE NOTE -**  
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 3D Home Design Ltd.  
 198 Grafton St. Ch'town, (902) 213-3879

**RONA CHARLOTTETOWN**  
 PROJECT: RED SANDS GROUP-  
 97 VICTORIA ST. WEST, KENSINGTON  
 A4. MAIN FLOOR PLAN  
 SCALE: 3/16" = 1'-0"  
 DATE: AUG 29/ 2024  
 DRAWN BY: 3D HOME DESIGN  
 REVISIONS:

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CUC MANAGER  
**DATE:** OCT 2024  
**SUBJECT:** OCTOBER 2024- CREDIT UNION CENTRE REPORT  
**ATTACHMENT:** STATISTICAL REPORT

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**October 2024**

**Fitplex**

- **Hours of Operation:** 5:00 am – 11:00 pm daily
- **Staffed Hours:**
  - Monday to Thursday: 4:00 pm – 8:00 pm
  - Friday: 9:00 am – 1:00 pm
- **Maintenance:** Windows repaired by Perry Glass

**Arena**

- **Events:** 3 Wild games played in October
- **Maintenance:** Kevin Arsenault contacted for eavestrough repair
- **Bookings:** Total of 172 hours booked from October 1-31, 2024
  - Minor Hockey: 80.50 hours
  - Wild: 19.50 hours
  - Matrix: 15.50 hours
  - Figure Skating: 36.50 hours
  - Vipers: 9 hours
  - Other: 11 hours

### **Kensington Cash Draw**

- **October 3:** \$141.00
- **October 10:** \$139.00
- **October 17:** \$138.00
- **October 24:** \$143.00
- **October 31:** \$147.00

### **Ball Fields**

- **Maintenance:** Branch Manager contacted to take down safety netting on November 1, 2024

### **Senior Center**

- **Report:** No significant updates (NTR)

### **Tennis / Pickleball Courts (KISH)**

- **Facilities:** Two tennis courts and one portable pickleball court set up for outdoor use
- **Maintenance:** Wind screens taken down in October

### **CUC Property**

- **Facilities:** Outdoor ball hockey, trail by senior center, skate park, and pond are all open and available for use
- **Updates:**
  - Electric car charger moved to the entrance of the arena by the skateboard park
  - Funding approved for trail extension; Kensington North Watershed will collaborate with staff for the additional trail. The new trail was marked and cut out in October, with completion expected in November.

### **Upcoming Events**

- **Nov 29 - Dec 1:** Dave Martin Memorial U18 Hockey Tournament
- **Dec 1, 2024:** Christmas Parade
- **Dec 23, 2024:** Caseley Classic Hockey Tournament

- **Jan 2, 2025:** U9 Hockey Jamboree
- **Feb 22, 2025:** ADL Competition
- **April 2-6, 2025:** Wild Atlantic's
- **April 7-12, 2025:** KISH Hockey Tournament
- **April 22-27, 2025:** Viper Atlantic's



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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** EMERGENCY MEASURES COORDINATOR  
**DATE:** 2024-11-22  
**ATTACHMENTS:**

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**Introduction**

According to Division 4 (Sections 144 and 145) of the Municipal Government Act, every municipality must establish an emergency management program through a bylaw. This program must be deemed adequate and well-integrated with the provincial emergency measures plan by the provincial Emergency Measures Organization. Section 145(4) mandates that a council appoint an emergency coordinator and a deputy emergency coordinator to oversee the program's implementation, maintenance, and execution.

**Discussion**

The Town of Kensington initially passed its Emergency Management Bylaw and Plan in 2006, with updates made in 2016 that were approved by the Provincial Emergency Measures office. Following the resignation of Patrick Kelly as the Emergency Measures Coordinator in October, four candidates were put forward by Town Council for consideration for the position. Jack Spencer, a resident of Kensington, has agreed to take on the role. It is recommended that Mr. Spencer be officially appointed as the Emergency Measures Coordinator, with Town CAO Geoff Baker continuing as the Deputy Emergency Measures Coordinator.

**Recommendation**

It is recommended that Committee of Council recommend to Town Council at their regular December meeting that Jack Spencer be formally appointed as the Emergency Measures Coordinator for the Town of Kensington.

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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** 2024 ANNUAL EXEMPT STAFF CHRISTMAS BONUS  
**DATE:** 2024-11-22  
**ATTACHMENTS:**

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**Background**

Each year, the Town Council grants a Christmas bonus to exempt staff members. This includes the CAO, Manager of Finance, Municipal Clerk, Administrative Assistant, Police Chief, Deputy Police Chief, Public Works Supervisor, Water and Sewer Utility Manager, and the Credit Union Centre Manager and Assistant Manager.

For 2024, it is proposed that the Town Council continue this tradition.

The estimated total cost for the proposed bonuses is \$4,600.00, which would be allocated from the full-time wage expenses of the respective departments.

**Recommendation**

It is recommended that the Town Council authorize the CAO to distribute a Christmas bonus of \$400.00 net to each exempt employee through the following resolution:

*THAT the Committee of Council recommend to Town Council that the CAO be authorized to administer 2024 Christmas bonuses to all exempt staff in the amount of \$400.00 net per employee.*



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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** 2025 KENSINGTON-BEDFORD HOCKEY EXCHANGE-FINANCIAL SUPPORT REQUEST  
**DATE:** 2024-11-22  
**ATTACHMENTS:**

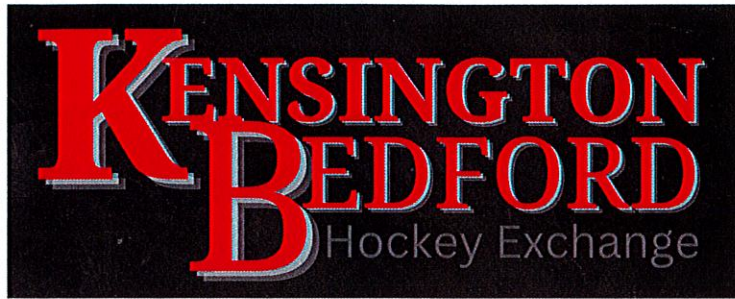
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A request (attached) was received from Roxanne Paynter and Bonnie Maddix on behalf of the 57<sup>th</sup> Annual Kensington/Bedford Friendship Hockey Exchange Organizing Committee requesting Town Council's consideration of providing financial support for the 2025 Exchange. The 2025 Exchange will take place in Kensington from January 24<sup>th</sup> to the 26<sup>th</sup>, 2025 and in Bedford, QC from February 21<sup>st</sup> to the 24<sup>th</sup>, 2025.

The Town has, for the past five years, donated \$1,500 to help support the exchange.

**Recommendation**

It is recommended that Committee of Council recommend to Town Council that they support the 2025 Kensington-Bedford Exchange in the amount of \$1,500.



*Correspondence  
Committee of Council*

## **57th Annual Kensington/Bedford Friendship Hockey Exchange**

Bedford Parents Committee

Chair: Roxanne Paynter Co-Chair: Bonnie Maddix

It is that time of year again when parents & teammates are planning this year's Kensington/Bedford Friendship Hockey Exchange. 2025 marks the 57th year of this Hockey & Friendship Exchange that has taken place between Kensington & Bedford, Quebec.

We will be hosting the Bedford players and families from January 24th-26th, 2025, and in return, will travel to Bedford, Quebec on February 21st-24th for a busy weekend of hockey and cultural experiences. Our team consists of 10 dedicated first and second-year U13 male and female players.

We recognize the vital role your donation plays in the Exchange and are greatly appreciative of the generous support you have offered in the past. Costs associated with the exchange have increased drastically as we've seen a 100% increase in bus transportation costs alone to \$12,000. Players and parents have been busy with their fundraising efforts, selling russet potatoes, hosting a fundraising event, and an online auction.

We all look forward to the return of this exchange that spans over 5 decades and its remarkable stories of the friendships that have lasted through the years!

Again, Thank You for your consideration and support in this worthwhile Friendship and Cultural Exchange.

Sincerely,

Roxanne Paynter and Bonnie Maddix  
Kensington/Bedford Exchange Committee

[kbhockeyexchange@gmail.com](mailto:kbhockeyexchange@gmail.com) 902-439-7638

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**TOWN OF KENSINGTON - MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** PICKLEBALL COURTS  
**DATE:** 2024-11-22  
**ATTACHMENTS:** COST ESTIMATES

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**Background**

At the June regular meeting of Committee of Council, direction was given to me to *“compile and submit an application to the PEI Canada Games Legacy Fund for the construction of 6 pickleball courts, parking lot, and washroom facilities.”* The application was submitted in late September at a total estimated cost of **\$445,831.42**. The funding application included cost estimates for pickleball court construction at \$289,809.48, and washroom construction at \$156,021.94. A copy of the detailed cost estimates are circulated with this memo. Note that the cost estimates **do not** include the construction of a gravel parking area which is estimated at **\$50,000** for a 20m x 20m parking area.

The Town has received confirmation of funding approval from the Canada Games Legacy Fund for the construction of new pickleball courts. The approved funding amount is **\$270,000**, which represents approximately 55 % of the total cost estimate, including the parking lot. The total funding shortfall for the project sits at approximately \$225,831.42, which would need to be raised through alternative funding sources.

We are required to advise the fund administrators by December 1, 2024 whether the Town will be proceeding with the project or not.

As Councillors are aware, undertaking a project of this nature and magnitude requires more than just addressing the capital costs. There are additional considerations that require attention, including:

1. Current Budgetary Pressures

The Town is already managing multiple priorities with finite financial resources. While the funding approval is a testament to the strength of our application, it does not alleviate the need for careful consideration of competing priorities. Of high priority is the recently completed water and sewer capacity study which indicated a requirement for significant investments in our water and sewer systems over the next 15 to 20 years, with approximately \$5,000,000 required over the next 5 years to increase the firefighting capacity of our water system to an adequate level. The Town has also received a recent request to consider extending our water and sewer services to the south to facilitate a further extension of our municipal boundary for potential development. Town Council has recently indicated their support for the development of a splash pad in the community and have authorized capital investment plan submittals for playground improvements, the installation of solar panels on the town hall, sidewalk replacement and utility pole relocation along Broadway Street South, baffle installation at the wastewater treatment plant, upgrades to the freight shed, the installation of 7 speed radar signs, and an Inflow and Infiltration Study of the wastewater collection system. Further, the Town has already deferred the construction of the School Street Parking lot due to the lack of an adequate funding source.

2. Alignment with Community Needs:

It is important to ensure that any investment aligns with the immediate needs and priorities of the community. While pickleball is a growing sport, Council may wish to weigh whether this is the best use of resources at this time or if there are other projects or services that require greater focus. Further, it is evident that

pickleball is currently played across four facilities in our community; QEES, KISH, the Murray Christian Centre and the outdoor tennis courts located on the KISH property.

3. Ongoing Maintenance Costs

Proper maintenance of the courts is essential. This includes items such as resurfacing, line repainting, and addressing wear and tear, which will result in additional operating expenses for the Town in future budgets. The Kensington Pickleball Club has indicated their desire to fundraise to support the courts. However, any funding shortfall would be the responsibility of the Town.

4. Timing and Resource Allocation:

Pursuing this project would require significant administrative and operational resources to finalize funding agreements, complete detailed designs, and manage the construction process. Council may wish to consider whether the timing of this project aligns with our capacity to manage the project effectively.

Given these considerations, I recommend that Council seriously evaluate whether this is the right time to proceed with the construction of pickleball courts in our community. The approval of the Canada Games Legacy Fund does not impose an obligation to move forward; rather, an opportunity that can be weighed against other priorities.

**Recommendation**

Given the funding shortfall and the scope of the project, I strongly recommend that Council carefully evaluate the financial, operational, and timing implications before making a decision. Should Council wish to move forward, additional efforts will be required to secure funding for the shortfall and to develop a detailed implementation plan.

Alternatively, Council may wish to consider foregoing the funding and the project to better align with the Town's current priorities and resources.

**Preliminary Cost Estimate  
Kensington Pickleball Courts  
Kensington, PEI**

September 23rd, 2024

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	Asphalt Court Construction: Including but not limited to , labour, excavation, regrading ex. Subgrade, additional material as required to achieve design grade, 300mm Sandstone, 150mm Class A, 50mm asphalt seal, compaction, materials testing, etc.	1 L.S.	\$100,000.00	\$100,000.00
2	Chain-Link Fence, supplied and installed, including but not limited to excavation, concrete footings, <b>2 m high</b> fence complete with access gate, reinstatement, etc.	136 m	\$156.00	\$21,216.00
3	Court Painting: Supply and installation of specialty coating and linework.	1 LS	\$30,000.00	\$30,000.00
4	Pickleball Net: Supplied and installed including post installation, concrete, labour etc.			
	Net posts	12 ea	\$2,000.00	\$24,000.00
	Nets	6 ea	\$1,500.00	\$9,000.00
5	Landscaping: Including minor grading as required, topsoil/hydroseeding to reinstate disturbed grassed areas.	1 LS	\$15,000.00	\$15,000.00
			Subtotal =	\$199,216.00
6	HST (15%)			<u>\$29,882.40</u>
			Subtotal =	\$229,098.40
7	Engineering (10%)			<u>\$22,909.84</u>
			Subtotal =	\$252,008.24
8	Contingency (15%)			<u>\$37,801.24</u>
			<b>Total Estimated Amount =</b>	<b><u>\$289,809.48</u></b>

**Preliminary Cost Estimate**  
**Kensington Pickleball Courts - Washroom Building**  
**Kensington, PEI**

September 23rd, 2024

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	Washroom Building, supplied and installed, including but not limited to labour, materials, equipment, etc. for structural, architectural, electrical and plumbing requirements.	1 L.S.	\$68,000.00	\$68,000.00
2	Water Service Placement: Supplied and installed, including fittings, excavation, backfilling, compaction, and testing as required. - 50 mm dia.	25 m	\$350.00	\$8,750.00
3	Sewer Service Placement: PVC DR35 gasketed joints, supplied and installed, including fittings, excavation, backfilling, compaction, and testing as required - 100 mm dia.	30 m	\$600.00	\$18,000.00
4	Electrical: Supplied and installed, including but not limited to main service entrance, utility charges, etc.	1 LS	\$5,000.00	\$5,000.00
5	Landscaping: Including minor grading as required, topsoil/hydroseeding to reinstate disturbed grassed areas.	1 LS	\$7,500.00	\$7,500.00
			Subtotal =	\$107,250.00
6	HST (15%)			<u>\$16,087.50</u>
			Subtotal =	\$123,337.50
7	Engineering (10%)			<u>\$12,333.75</u>
			Subtotal =	\$135,671.25
8	Contingency (15%)			<u>\$20,350.69</u>
			<b>Total Estimated Amount =</b>	<b><u>\$156,021.94</u></b>



## Donation Requestion – Kensington Christmas Meals

Dear Local Businesses of Kensington and surrounding area, Season's Greetings:

In collaboration with community partners, Family and Friends Restaurant, in conjunction with M.L.A. Matthew MacKay, we are preparing to help seniors and families in need this Christmas by providing them with a **meal on Christmas Eve**. We know there can be many challenges that some people face at this time of year including financial struggles, grief, or even mobility issues. We are hoping to brighten Christmas for some of our less fortunate community members.



As a valued business and community leader, we are reaching out to ask for your support in this initiative. Your **monetary donations** will go towards the supplies for these meals. If we happen to collect more donations than the meal costs, the remainder of the funds will be donated to the following: a portion will be donated for a scholarship in memory of Victoria Boucher. The remaining funds will be dispersed between the two local Kensington Schools to support kids in need & the breakfast programs. The individuals and families that will receive these meals will be identified and contacted by representatives. We anticipate that we will be preparing about **400-500** meals on Christmas eve. Don't miss this chance to make a difference this holiday season, some of these individuals do not have the luxury to afford a special Christmas meal, and some individuals do not have family members to have a Christmas meal with. Christmas of 2023, we handed out 410 meals and donated \$8,517.50 to our local food bank.

If you are interested in donating towards this meal, please make **cheques** payable to "People Who Care". **Cash or other donations** can be dropped off at Family and Friends Restaurant at 45 Broadway Street, Kensington. If you would prefer to **e-transfer**, please contact Charlene.

If you have any questions regarding anything mentioned above, or if you would like to arrange e-transfer, please contact Charlene at **(902) 291-3334** or by email at [familyandfriendsrest@hotmail.com](mailto:familyandfriendsrest@hotmail.com)

**Thank you so much for your time and thoughtful consideration!**

**Sincerely Charlene Gill & Matthew MacKay**



8-4 \$1,500  
7 1/2 hr

Kensington and Area Minor Hockey Association  
PO Box 659  
Kensington, PE  
COB1M0

November 20, 2024

The Kensington and Area Minor Hockey Association are hosting a U7 Jamboree on Islander Day February 17, 2025. In the past, this jamboree has been a great success and wonderful opportunity and experience for our association's youngest players. Last year in particular we had great feedback from teams and the rink that the canteen was very busy and that local businesses were also positively impacted by the crowd this event brought to Kensington.

In the past, the Town of Kensington has donated the ice time rental for this jamboree. KAMHA is asking if the Town of Kensington would be able to donate the ice rental for that day again this season.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amanda Gallant', with a long, sweeping underline.

Amanda Gallant

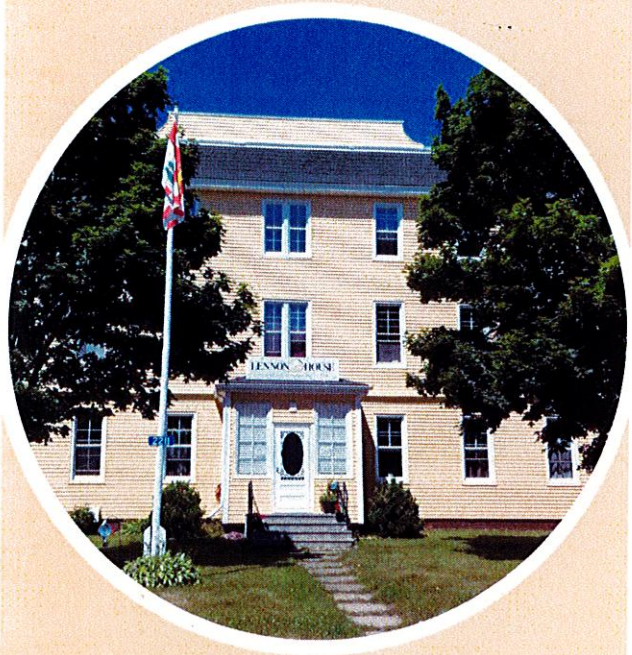
U7 Coordinator KAMHA



# LENNON HOUSE

Lennon Recovery House Association Inc. (2017)

PEI's first peer-support based  
recovery home



**MOVE FROM A LIFE  
OF ADDICTION  
TO A LIFE OF**

*Recovery*

lennonhouse.ca  
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Find us online



# PLEDGE OF SUPPORT!

MY PLEDGE AMT: \$ \_\_\_\_\_

- One time cheque, enclosed
- One time cash donation, enclosed
- Etransfer: office@lennonhouse.ca
- One time Credit Card
- Recurring monthly gift: \$\_\_\_\_/mo.

Donation by credit card: please include your credit card information and signature here:

# \_\_\_\_\_

Expiry date: \_\_/\_\_/\_\_ CVC: \_\_\_\_\_

Signature: \_\_\_\_\_

## MY CONTACT INFO: (Please Print)

A charitable receipt will be issued!

Name:

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Address:

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Email:

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- Yes, Sign me up for your newsletter

lennonhouse.ca  
2211 Church Rd.  
Rustico, PE COA 1N0

## THANK YOU!