



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

Monday, September 25, 2017 @ 6:30 PM

*55 Victoria Street
Kensington, PEI
C0B 1M0*

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

**Town of Kensington
Committee of Council Meeting
Monday – September 25, 2017 – 6:30 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes – June 27, 2017**
- 6. Business Arising from Minutes – June 27, 2017**
- 7. Staff Reports**
 - a. CAO's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Bills List
 - f. Summary Income Statement
 - g. Community Gardens Complex Report
- 8. New Business**
 - a. COC Memo – Commercial Street Safety Concerns
 - b. COC Memo – Craig Walsh/Soccer Team Funding Request
 - c. COC Memo – Indian River Festival Sponsorship Proposal
 - d. COC Memo - Kensington Girl Guides and Pathfinders Sponsorship Request
 - e. COC Memo - Canadian Student Leadership Conference Sponsorship Request
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - Nil**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Tuesday, June 27, 2017
6:30 PM**

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

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

Regrets: Councillor Pickering

1. Calling of Meeting to Order

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

2. Adoption of Agenda

2.1 *Moved by Councillor Doucette, seconded by Councillor Mill to approve the agenda for the June 2017 Committee of Council meeting. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations, Special Speakers and Public Input

4.1 *Nil*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the Committee of Council meeting minutes from May 23, 2017. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer requested that the flower beds at the Alysha Toombs Memorial Park be watered by the Community Gardens Complex staff.

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to receive the June 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.1.2 Councillor Mill inquired about the relocation of the Welcome to Kensington Sign. Mr. Baker noted that the sign will be placed on the Southern end of Andrews Drive and has contacted the Department of Transportation regarding placement.

7.2 Fire Department Statistical Report

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

7.3 Police Department Statistical Report

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

7.3.2 Councillor Spencer noted that the foot patrol hours have decreased and inquired if they will be increasing in months to come.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to receive the Development Permit Summary Report for June 2017 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Deputy Mayor Mann seconded by Councillor Spencer to recommend to Town Council the approval of the General Bills List for May 2017 in the amount of \$137,130.92. Unanimously carried.*

7.5.2 *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to recommend to Town Council the approval of the Water and Pollution Control Bills List for May 2017 in the amount of \$4,681.74 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.5.3 *Moved by Deputy Mayor Mann seconded by Councillor Spencer to recommend to Town Council the adoption of the Summary Income Statements for May 2017, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.6 Community Gardens Complex Report

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

7.6.2 Councillor Spencer suggested that staff request quotations for the required repairs to the eavestrough on the front of the Community Gardens Complex.

8. New Business

8.1 Commercial Street Transportation Issues

8.1.1 Council discussed the information provided by Mr. Baker and authorized staff to move forward with an analysis of Commercial Street, with particular emphasis on the Commercial Street/Broadway Street North intersection.

8.2 Mobile App & Mobile Website

8.2.1 Council discussed the proposal from AtlanticMobi for the development of a mobile app and mobile website capability. Committee of Council requested further information and deferred the item until the July Council Meeting.

8.3 Harvest Festival Advertising Opportunity

8.3.1 *Moved by Councillor Spencer, seconded by Councillor Doucette*

BE IT RESOLVED THAT Committee of Council recommend to Town Council the approval of a half page add in the Journal Pioneer's 50th Anniversary Kensington Harvest Festival special edition for the cost of \$499.00.

Unanimously carried.

9. Councillor Issues/Inquiries

9.1 Councillor Mill noted that the Canada Post sign located at the Post Office is in need of repair. Mr. Baker will contact MLA Matthew MacKay regarding the matter.

9.2 Councillor Spencer requested that the street sweeper make another pass through the Town.

9.3 Councillor MacLean noted areas in Town where the pot hole repair project has not been completed. Mr. Baker will contact Curran Briggs again to ensure the project completed in full in a timely manner.

9.4 Councillor Spencer requested that the Stop sign located on Linwood Drive at the corner of MacLean Avenue be reviewed. He expressed his concern that many

vehicles are not stopping and doesn't feel that it is required. Mr. Baker will review the matter with Police Chief Sutherland

- 9.5** Mayor Caseley discussed the upcoming Harvest Festival Annual Golf Tournament on August 20, 2017.

Moved by Councillor Mill, seconded by Councillor Doucette to recommend to Town Council that the Town enter a team of 4 in the 50th Anniversary Harvest Festival Annual Golf Tournament on August 20, 2017 for \$340.00. Unanimously carried.

- 9.6** Mayor Caseley requested that members of the 50th Harvest Festival Committee make a presentation to Town Council at the July Council Meeting.

- 9.7** *Moved by Councillor Doucette, seconded by Councillor Mill to recommend to Town Council to cancel the July and August 2017 Committee of Council meetings. Unanimously carried.*

- 9.8** Council discussed a request from a developer to have water and sewer services accessible to a vacant lot located on Andrews Drive. Direction was given for staff look into the request and evaluate options and costs associated with having the services connected.

- 9.9** Council discussed a request from the Kensington Fire Department for the Town to provide a letter of support for the Beach Volleyball Tournament during the Annual Kensington Harvest Festival liquor licence. Staff was given direction to provide a letter of support on behalf of the Town.

- 9.10** Council reviewed a proposal from Ken Fornetran to run a small weekly musical series show featuring different musicians each week.

Moved by Councillor Spencer, seconded by Councillor Mill to recommend to Town Council the proposal from Ken Fornetran to run a weekly music concert series at the Kensington Railyard Gazebo at the rate of \$200 per week during the months of July and August. Unanimously carried.

10. Correspondence

10.1 *Nil*

11. Other

11.1 *Nil*

12. In-Camera (Closed Session)

12.1 *Nil*

13. Adjournment

13.1 *Moved by Councillor Doucette, seconded by Councillor MacLean to adjourn the meeting at 8:45 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington
Town Council
Updated Project/Task List

Item #	Project/Task	Status
1	Unsightly Property - 21 Barrett Street	The Court Order application and accompanying affidavits have been signed and are in the process of being presented to the PEI Supreme Court. The application requests a clean-up of the property by the property owner and if not cleaned up within 20 days requests that the town can access the property to affect the clean-up. The application also requests the Courts consideration of awarding costs to the town.
2	Emergency Measures Organization	It is expected that a meeting will be held the week of September 25th with Emergency Measures Coordinator, David Elliott, to re-initiate the Town's Emergency Measures Plan.
3	Exempt Staffing Policy	**NO UPDATE** A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.
4	Sidewalk Replacement Project	The project is near completion. A couple of areas were added to the project, including two areas along Broadway Street North and an area along Victoria Street West. The additional areas along Broadway Street North have been completed. The area along Victoria Street West is expected to be completed on Saturday, September 23rd. This will effectively complete the project in its entirety.
5	5 Year Capital Plan	Departmental managers have provided draft plans and Geoff to finalize prior to consideration by Town Council. Capital Plans will be provided as part of the 2018 Budget deliberations.
6	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	**NO UPDATE**
7	Commercial Street Analysis	A memo has been circulated with the tentative agenda package for Committee's consideration.
8	Fire Hydrant Adoption Recognition Policy	** NO UPDATE**
9	Financial Policy Development	**NO UPDATE**
10	Wellfield Protection Plan	**NO UPDATE** Waiting on application process for the Clean Water and Wastewater funding program.
11	Provincial Adoption of National Building Code	**NO UPDATE**
12	Crossing Guard Volunteers	Information provided to Councillors via email including general information and water and sewer customer list. Councillors to discuss and decide on an appropriate honourarium for volunteers.
13	Fire Department Policy Development	All required information has been provided to the consultant.
14	Financial Support for Kensington Girl Guides 2018 Trip	A memo has been circulated with the tentative agenda package for Committee's consideration.
15	Provincial Policing Review	**NO UPDATE** Town Council agreed to have CAO sit on Provincial Committee. Updates to be provided to Town Council as discussions progress. Three meetings have been held thus far centring primarily around the need for a singular radio system to enable all emergency service organizations to maintain contact in an emergency situation. A joint meeting with the Operations Committee has been scheduled for October 5.
16	Indian River Festival Partnership Request	A memo has been circulated with the tentative agenda package for Committee's consideration.
17	Street Transfer to Province of PEI	Further attempts have been made to initiate discussions with the Province on the transfer however to date no response has been received.
18	Garden Drive No Parking on East Side	**NO UPDATE** CAO to provide a letter to the Province requesting consideration to have no parking along the east side of Garden Drive. To date no response has been received.
19	Town Hall Roof Replacement	The contract has been awarded to Mallett Exteriors. The steel roofing has been ordered and the project will commence once the roofing arrives.
20	Mural Light - Lodge Hall	The mechanism for the light replacement was suppose to arrive from the manufacturer on September 22nd. However as of the drafting of this report the part has not arrived. I will attempt to determine what is holding the process up and will provide any information. The light replacement is covered under a manufacturers warranty.
21	KNWSA Curb Stop Locations	Field work has been completed. We are waiting on the processed data to enable the information to be installed on the VueWorks system.
22	Brookins Drive Drainage Issue	PW staff met with a contractor on site to determine what can be done to alleviate water pooling on a section of Brookins Drive. A catch tee (catch basin) will be installed to catch storm water and direct it to the existing storm sewer system.
23	Public Parking Lot Development - North Street	WSP has completed a preliminary layout. Preliminary costing has been provided. The information will be brought forward at October's Committee of Council meeting.
24	BST Multi Unit Development	**NO UPDATE** Subdivision has been approved and submitted to Province. Re-Zoning completed and approved by Province. Application made and approved by Department of Environment for water and sewer extension. Application made and approved by IRAC. Derek French contracted by Town to oversee development process, development agreement, etc.
25	Craig Walsh Soccer Team Funding Request	A memo has been circulated with the tentative agenda package for Committee's consideration.

Town of Kensington
Town Council
Updated Project/Task List

Item #	Project/Task	Status
26	Rail Yards Clock Repair	Spoke to the electrical contractor and it was indicated that the required part has arrived however he is currently extremely busy. He will repair the clock as soon as his schedule allows.
27	Canada Post Sign - Corner of Victoria/Broadway	Reported to Provincial Department of Transportation (Property Owner)
28	Municipalities Act Implementation	CAO has begun to review deficiencies and will provide update at a future Committee of Council meeting on implementation requirements, short falls, etc. Draft regulations have been put forward for consultation and have been provided to Town Council for review and comment. I will attempt to review the regulations over the next week to provide comment back to Council, FPEIM and Municipal Affairs.

[illegible]

[illegible]

[illegible]

Year To Date Approved Development Permits Summary Report 2017

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Commercial					1									1	
Addition Residential additions/alterations					1	1								2	
Addition Residential Deck/Fence/Pools								1						1	
Demolition						1								1	
New Modular/Mobile Home		1					1							2	
New Multi-unit Family Dwelling								1						1	
New Other				1										1	
New Residential Accessory Structure	1					1	1	1	1					5	
New Residential Deck/Fence/Pools				1	1	1	1							4	
New Semi Detached Dwelling					2									2	
Other Modular/Mobile Home					1									1	
Other Residential Deck/Fence/Pools					1									1	
Renovation Commercial						1								1	
Total:						1								23	

Total Estimated Construction Value
\$1,500.00
\$39,000.00
\$7,000.00
\$4,500.00
\$800,000.00
\$300,000.00
\$6,000.00
\$8,200.00
\$48,000.00
\$600,000.00
\$400.00
\$2,500.00
\$60,000.00
\$1,877,100.00

DEVELOPMENT PERMITS REPORT
For the period September 12, 2017 to September 22, 2017

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction		Value	Estimated Start	Estimated Finish
			Property Address								
Residential Accessory Structure											
23-17	09/15/2017	814582	Calvin MacLean - 24 Linwood Drive	9002-836-3752	Approved	New	Residential Accessory Structure		\$3,000.00	09/15/2017	10/30/2017
			24 Linwood Drive				Description:	Construct a 16x12 shed			

Sub Total: \$3,000.00
Total: \$3,000.00



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only

Permit #: 23-17
Date Received: Sept 14, 2017
Date Approved:
PEI Planning:
Permit Fee: \$ 100.00 ☒ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 24 Linwood Dr. Property Tax Number (PID): 814582-000
Lot No.: Subdivision Name Current Zoning:
Are there any existing structures on the property?: ☐ No ☐ Yes, please describe:

Land Purchased from Year Purchased

Location of Development	Property Size
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage Acreage
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth Area sq. ft.

2. Contact Information

APPLICANT Name: Calvin Macheen Address: 24 Linwood Dr.
Phone: 902 836 3752 Cell: Kensington, PE
Email: Postal Code: C0B 1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Address:
Phone: Cell:
Email: Postal Code:

3. Infrastructure Components

Water Supply ☐ Municipal ☐ Private Sewage System ☐ Municipal ☐ Private

4. Development Description

☒ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other

<input 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 checked="" 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 type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input 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)
			Width Length

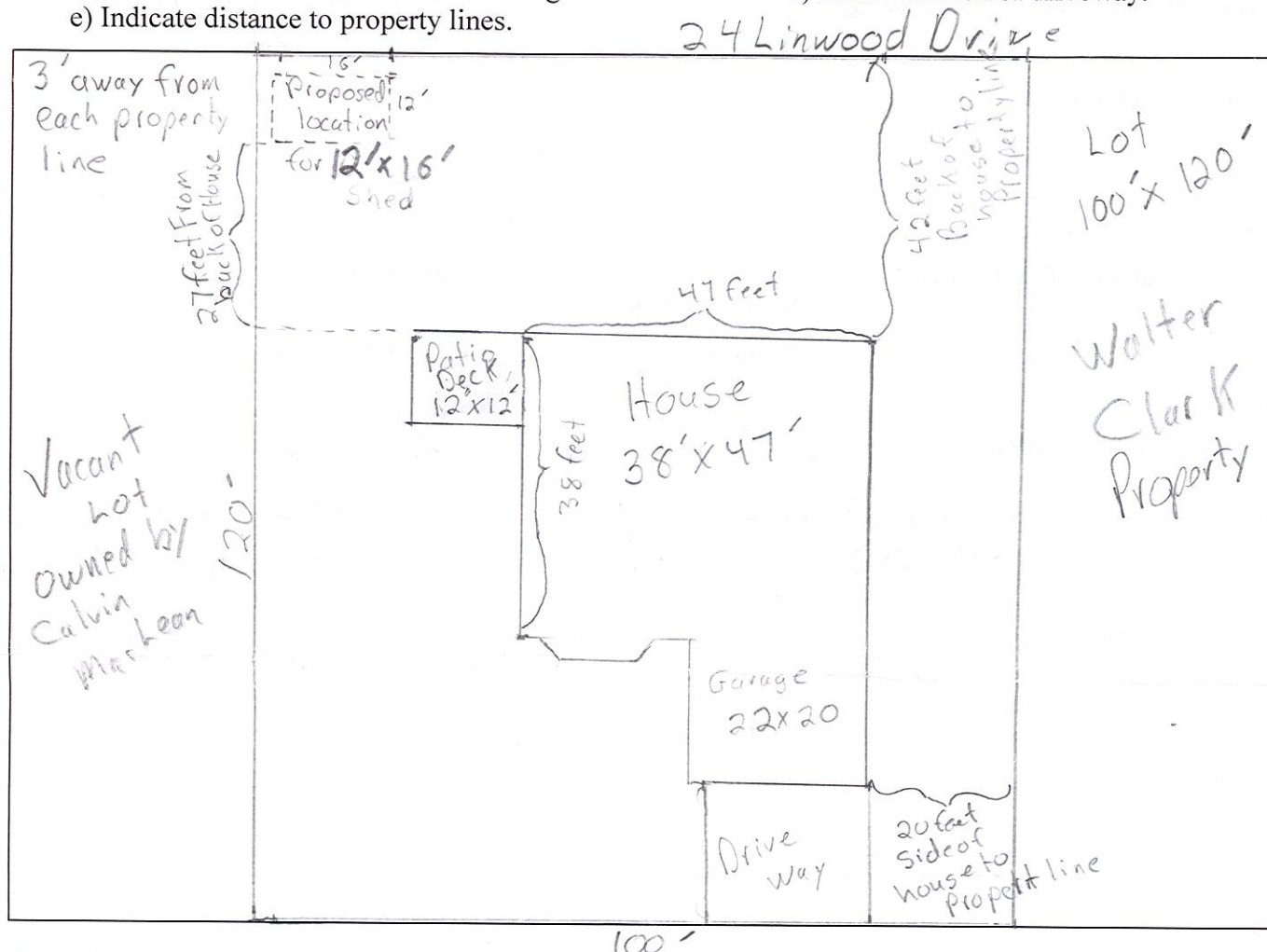
2 Detailed Project Description: 12' x 16' Storage shed, Gable Roof.
Asphalt shingles. Ranch wall siding painted to match colour
of house.

Estimated Value of Construction (not including land cost): \$3,000.00

Projected Start Date: September 15, 2017 Projected Date of Completion: November 30, 2017

Please provide a diagram of proposed construction:

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



I DO SOLEMNLY DECLARE & CERTIFY:

- That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
- 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.
- 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.
- 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.
- 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 3 am and 5 pm, Monday to Friday.
- 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.
- 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.
- 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.

Signature of Applicant Calvin MacLean Date: August 25, 2017

Town of Kensington Bills List Aug 2017

ADL Foods	2316427	\$159.71
ADL Foods	2316706	\$44.15
Aliant	5461647	\$218.54
Aliant	5465223	\$30.48
Andrew Griffin	AUG 2017 RRSP	\$703.30
Bailey Clark	LIBRARY AUG 25, 17	\$863.20
Bailey Clark	LIBRARY AUG 11, 2017	\$863.20
Bell Mobility	2-374607	\$201.25
Bell Mobility	2-375134	\$201.25
AL Bell Ltd	1390	\$248.88
Bill Cameron	HARVEST FESTIVAL 17	\$150.00
The Branch Manager	1102	\$575.00
Brenda MacIsaac	AUG 2017 RRSP	\$409.50
Bunny Trails Pet Ranch	HARVEST FESTIVAL 17	\$235.00
Campbell's Plumbing and Heating	8780	\$106.09
Campbell's Plumbing and Heating	8826	\$181.47
Capital "T" Electric	417	\$139.33
Capital "T" Electric	411	\$456.55
Caseley's	2342	\$45.94
Chad Matthews	GREAT TRAIL ENTERTAINMENT	\$125.00
Charles Kitts	MILEAGE 2017	\$174.84
Combat Computer Inc	32199	\$448.79
Combat Computer Inc	32206	\$198.36
Combat Computer Inc	32223	\$280.31
Combat Computer Inc	32224	\$2,649.00
Combat Computer Inc	32462	\$172.49
Combat Computer Inc	32295	\$6,988.47
Combat Computer Inc	32296	\$884.06
Combat Computer Inc	32297	\$783.43
Controls & Equipment	22901	\$1,293.75
Coreen Pickering	HARVEST FESTIVAL 17	\$131.34
Canadian Union of Public Employees	AUG 2017 UNION DUES	\$759.42

District N Lions	DIRECTORY AD 2017	\$120.00
Eastlink	02929593	\$55.20
Eastlink	02875287	\$66.03
Eastlink	03002945	\$593.54
Eastlink	03003276	\$72.39
Eastlink	03003629	\$23.00
Eastlink	03062843	\$118.34
Eastlink	03117992	\$66.03
Eastlink	03172818	\$55.20
Elizabeth Hubley	AUGUST RENT AUG 2017	\$805.00
Ethan Cole	HARVEST FESTIVAL	\$860.00
Geoff Baker	AUG 2017 MILEAGE	\$272.97
George Dowdle	HAR FES DANCE 2017	\$250.00
Greco Pizza	AUG 16, 2017 HAR FES	\$150.00
GSD Utility Services Inc	823	\$828.00
HMS Office Supplies Ltd	740217-00	\$683.10
HMS Office Supplies Ltd	738999-00	\$419.75
Holland College	539982	\$158.87
Holland College	539980	\$339.46
Iain McCarville	HARVEST FESTIVAL 17	\$250.00
Irving Oil	31995254	\$168.33
Irving Oil	32001232	\$263.14
Irving Oil	31972242	\$192.42
Irving Oil	835421	\$40.07
Irving Oil	126496	\$54.58
Irving Oil	447332	\$252.14
Irving Oil	636491	\$368.54
Irving Oil	32013814	\$171.92
Irving Oil	32007629	\$155.07
Island Hot Tubs & Pools	17023	\$190.89
Island Hot Tubs & Pools	17059	\$232.27
Island Hot Tubs & Pools	17217	\$69.98
Island Hot Tubs & Pools	17093	\$381.78
Island Hot Tubs & Pools	17252	\$36.79

Island Hot Tubs & Pools	17233	\$134.50
Island Hot Tubs & Pools	17247	\$54.04
Jensen Mayne	MISS TOWN OF KTOWN	\$400.00
Jet Ice	95207	\$1,233.09
Ken Fornetran	AUG 16 MUSIC NIGHTS	\$200.00
Ken Fornetran	AUG 9 MUSIC NIGHTS	\$200.00
Ken Fornetran	AUG 2 MUSIC NIGHTS	\$200.00
Ken Fornetran	AUG 23 MUSIC NIGHTS	\$200.00
Ken Fornetran	AUG 30 MUSIC NIGHTS	\$200.00
Kenmac Auto Body Ltd	01839	\$230.00
Kensington Ball Field Committee	2017 SIGN	\$100.00
Kensington Country Store	02810016673	\$24.82
Kensington Country Store	02810013458	\$143.46
Kensington Vipers	AUG 2017 DONATION	\$750.00
Kensol Service	790403	\$419.75
Kent Building Supplies	990592	\$39.09
Kent Building Supplies	991728	\$55.21
Kent Building Supplies	996346	\$6.89
Kent Building Supplies	996345	\$79.12
Kent Building Supplies	996746	\$19.31
Key Murray Law	227750	\$4,375.76
Kim Mullett	AUG 28, 2017 MILEAGE	\$15.51
Kensington Metal Products Inc	39322	\$46.58
Kensington Metal Products Inc	39018	\$15.53
Krista Ramsay Shields	GREAT TRAIL ORGANIZER	\$300.00
K'Town Auto Parts	2982/5	\$17.91
K'Town Auto Parts	3095/5	\$118.65
K'Town Auto Parts	2751/5	\$90.85
K'Town Auto Parts	2419/5	\$31.28
Leon Gallant	HAR FES DANCE 2017	\$1,500.00
Lewis Sutherland	AUG 2017 RRSP	\$920.22
Lewis Sutherland	AUG 31, 2017 MILEAGE	\$131.60
Long & McQuade Limited Musical Instruments	01095129/5250	\$52.10
Marching Band	HARVEST FESTIVAL 17	\$200.00

Maritime Electric	SPEED RADAR AUG 17	\$102.78
Maritime Electric	TOWN HALL AUG 17	\$1,650.73
Maritime Electric	LIBRARY AUG 17	\$140.21
Maritime Electric	SENIOR CO-OP AUG 17	\$45.44
Maritime Electric	CGC SIGN AUG 17	\$65.38
Maritime Electric	CGC RINK AUG 17	\$1,632.23
Maritime Electric	CGC BALLFIELD AUG 17	\$29.05
Maritime Electric	PW SHOP AUG 17	\$114.34
Maritime Electric	20 STEWART AUG 17	\$69.01
Maritime Electric	CAR CHARGER AUG 17	\$44.25
Maritime Electric	STREET LIGHTS AUG 17	\$3,091.34
Maritime Electric	FIRE HALL AUG 17	\$483.20
Maritime Electric	EVK POOL AUG 17	\$819.26
Maritime Electric	ART CO-OP AUG 17	\$286.73
Maritime Electric	TRAIN STN AUG 17	\$1,064.56
Mary's Bake Shoppe	AUG 18, 2017	\$25.00
Matt Pothier	CGC REFUND CHEQ	\$270.00
Malpeque Bay Credit Union	AUG 2017 RRSP	\$2,385.44
McInnes Cooper	2017015833	\$1,191.22
Medacom Atlantic Inc	9114	\$251.16
Minister of Finance	AUG 2017 PROP TAX	\$5,502.73
Miss Community Gardens	HARVEST FESTIVAL 17	\$400.00
Miss Community Gardens 1st Runner Up	HARVEST FESTIVAL 17	\$200.00
Miss Community Gardens 2nd Runner Up	HARVEST FESTIVAL 17	\$200.00
Mitchell Jollimore	HARVEST FESTIVAL 17	\$500.00
MJS Marketing & Promotions	2605047	\$690.00
Moase Plumbing & Heating	26945	\$98.90
Murphy's Kensington	133753	\$14.76
Murphy's Kensington	228654	\$173.33
Murphy's Kensington	774692	\$20.65
Murphy's Kensington	1-227017	\$5.75
ON THE GO PROPERTY MAINTENANCE INC	16362	\$339.25
Orkin Canada	7919787	\$62.10
Orkin Canada	7920231	\$28.75

Palmer Automotive & Truck Center	PASIN0004721	\$2,081.53
Par-T-Perfect PEI	2017011	\$1,476.82
Parker Murray	HARVEST FESTIVAL 17	\$100.00
Prince County Trophy	003708	\$55.20
Prince County Trophy	45	\$117.30
Revolution Media	1463-2017	\$32.20
Rheal Arsenault	HAR FES DANCE 2017	\$500.00
Robert Hartlen	BATTERIES & DRY CLEAN	\$76.77
Robert Wood	JULY 2017 MILEAGE	\$178.60
Robert Wood	AUG 2017 MILEAGE	\$206.80
Saltwire Network	SM00003734	\$573.85
Saunders Equipment Ltd	931752	\$439.47
Mikes Independent	310	\$53.94
Mikes Independent	03 9341	\$113.75
Mikes Independent	03 9075	\$17.01
Scotiabank Visa	FIVEELEVEN WEST	\$73.40
Scotiabank Visa	EAGLES GLENN GOLF	\$5,700.00
Scouts Canada	HARVEST FESTIVAL 17	\$250.00
Shane Pendergast	HAR FES DANCE 2017	\$150.00
Source for Sports	AUG 10, 2017	\$101.20
Source for Sports	TB0009017	\$575.00
Spring Valley Building Centre Ltd	2016	\$1,437.50
Spring Valley Building Centre Ltd	181263	\$78.15
Spring Valley Building Centre Ltd	181699	\$32.19
Spring Valley Building Centre Ltd	690563	\$66.70
Staples	032971	\$137.46
Staples	073304	\$236.59
Staples	5501651849	\$1,116.74
Suncor Energy Products Partnership	AUG 2017	\$683.10
Superior Sanitation	615459	\$80.50
Superior Sanitation	615460	\$51.93
Superior Sanitation	615461	\$184.00
Superior Sanitation	615462	\$230.00
Superior Sanitation	615463	\$207.00

T & K Fire Safety Equipment Ltd	231546	\$460.00
Tanya Beairsto	JULY 24, 2017	\$180.00
Tanya Beairsto	14	\$50.00
Telus	AUG 2017	\$680.89
Thomson Reuters Canada	8336838	\$108.05
Toshiba Finance	15312158	\$530.37
Tourism PEI	62290	\$57.50
Vail's Fabric Services Ltd	288013	\$104.42
Vail's Fabric Services Ltd.	286318	\$104.42
Vicki Campbell	MILEAGE AUG 2017	\$94.00
Vistaprint	9273255870	\$614.69
Vistaprint	9271471864	\$617.14
Water & Pollution Control Corporation	AUG 2017 W&S	\$381.31
Wet n' Wild Car Wash	237395	\$90.00
Women's Institute Harvest Festival	HARVEST FESTIVAL	\$300.00
WSP Canada Inc	0673250	\$503.59
Yellow Pages Group	17-4804195	\$22.08
Youth Talent	HARVEST FESTIVAL 17	\$300.00
Youth Talent	HARVEST FESTIVAL 17	\$150.00
Youth Talent	HARVEST FESTIVAL 17	\$75.00
Subtotal		<hr/> \$86,827.88
Aug Payroll		\$132,204.05
Total Aug Bills		<hr/> \$219,031.93 <hr/>

Water and Pollution Control Corporation Bills List Aug 2017

Aliant	5421884	\$126.27
Aliant	5464455	\$111.78
Curran & Briggs Ltd	00039878	\$1,915.70
Island Regulatory & Appeals Commission	AUG 8, 2017 ASSESS	\$5,923.97
Kensington Country Store	02810016294	\$101.33
Kensington North Watersheds Association	531	\$3,638.25
Maritime Electric	PUMP WEST #1 AUG 17	\$965.77
Maritime Electric	SEW TREAT AUG 17	\$28.26
Maritime Electric	PUMP CONT BLG AUG 17	\$33.59
Maritime Electric	PUMP EAST #2 AUG 17	\$142.98
Maritime Electric	WATER TOWER AUG 17	\$149.29
Maritime Electric	WELL #3 AUG 17	\$767.13
Maritime Electric	SEW PUMP AUG 17	\$179.91
Maritime Electric	LIFT STATION AUG 17	\$147.72
Minister of Finance	170802109	\$368.00
Minister of Finance	W&S PROP TAX AUG 17	\$873.67
Total W&S Bills		<u><u>\$15,473.62</u></u>

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

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$107,771.51	\$97,311.00	\$10,460.51	\$742,916.09	\$715,463.00	\$27,453.09	\$1,081,858.00	69%
Police Service	\$889.75	\$4,000.00	-\$3,110.25	\$13,863.60	\$32,000.00	-\$18,136.40	\$48,000.00	29%
Town Hall Rent	\$7,852.96	\$7,830.00	\$22.96	\$62,823.68	\$62,640.00	\$183.68	\$93,960.00	67%
Recreation	\$750.00	\$2,000.00	-\$1,250.00	\$2,250.00	\$3,500.00	-\$1,250.00	\$4,500.00	50%
Sales of Service	\$40,296.80	\$35,400.00	\$4,896.80	\$298,774.60	\$232,350.00	\$66,424.60	\$359,950.00	83%
Subtotal Revenue	\$157,561.02	\$146,541.00	\$11,020.02	\$1,120,627.97	\$1,045,953.00	\$74,674.97	\$1,588,268.00	71%
GENERAL EXPENSES								
Town Hall	\$16,112.39	\$15,297.00	\$815.39	\$95,587.21	\$97,928.00	-\$2,340.79	\$146,118.00	65%
General Town	\$49,746.87	\$44,856.00	\$4,890.87	\$364,752.82	\$364,916.00	-\$163.18	\$528,502.00	69%
Police Department	\$44,250.44	\$49,487.00	-\$5,236.56	\$293,789.68	\$284,620.00	\$9,169.68	\$431,072.00	68%
Public Works	\$23,211.76	\$16,619.00	\$6,592.76	\$194,816.00	\$173,058.00	\$21,758.00	\$237,433.00	82%
Train Station	\$2,761.16	\$2,610.00	\$151.16	\$18,980.24	\$18,730.00	\$250.24	\$27,795.00	68%
Recreation & Park	\$17,511.46	\$11,775.00	\$5,736.46	\$59,756.12	\$63,400.00	-\$3,643.88	\$72,250.00	83%
Sales of Service	\$23,609.29	\$19,171.00	\$4,438.29	\$133,295.31	\$122,496.00	\$10,799.31	\$184,382.00	72%
Subtotal Expenses	\$177,203.37	\$159,815.00	\$17,388.37	\$1,160,977.38	\$1,125,148.00	\$35,829.38	\$1,627,552.00	73%
Net Income (Deficit)	-\$19,642.35	-\$13,274.00	-\$6,368.35	-\$40,349.41	-\$79,195.00	\$38,845.59		
Community Gardens Complex								
Community Gardens Revenue	\$29,896.80	\$37,000.00	-\$7,103.20	\$256,873.23	\$249,900.00	\$6,973.23	\$402,900.00	64%
Community Gardens Expenses	\$34,889.83	\$38,308.00	-\$3,418.17	\$220,791.73	\$240,619.00	-\$19,827.27	\$363,616.00	61%
Net Income (Deficit)	-\$4,993.03	-\$1,308.00	-\$3,685.03	\$36,081.50	\$9,281.00	\$26,800.50		
Fire Department								
Fire Revenues	\$20,613.25	\$20,214.00	\$399.25	\$165,581.00	\$161,712.00	\$3,869.00	\$242,568.00	68%
Fire Department Expenses	\$15,865.47	\$17,483.00	-\$1,617.53	\$138,349.26	\$151,469.00	-\$13,119.74	\$242,568.00	57%
Net Income (Deficit)	\$4,747.78	\$2,731.00	\$2,016.78	\$27,231.74	\$10,243.00	\$16,988.74		
Consolidated Net Income (Deficit)	-\$19,887.60	-\$11,851.00	-\$8,036.60	\$22,963.83	-\$59,671.00	\$82,634.83		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$48,488.78	\$46,297.00	\$2,191.78	\$377,047.27	\$370,449.00	\$6,598.27	\$555,637.00	68%
Water & Sewer Expenses	\$51,550.60	\$45,453.00	\$6,097.60	\$373,553.12	\$354,354.00	\$19,199.12	\$555,637.00	67%
Water & Sewer Net Income (Deficit)	-\$3,061.82	\$844.00	-\$3,905.82	\$3,494.15	\$16,095.00	-\$12,600.85		

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CGC MANAGER
SUBJECT: AUGUST 2017 COMMUNITY GARDENS COMPLEX REPORT
DATE: SEPTEMBER 22, 2017
ATTACHMENT: STATISTICAL REPORT

August 2017

Fitplex

Programming: Aerobics Programming

None

Hours

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

Arena

- 50th Harvest Festival Held

Kensington Cash

June, 2017	\$180.00
	\$194.00
	\$186.00
	<u>\$190.00</u>
<u>Total</u>	<u>\$750.00</u>

Ball Fields

Minor Ball Finishes on Aug 31, and Rec League begins playoffs in September.

Harvest Festival:

50th Harvest Festival was held. Highlights include:

- 155 parade entries
- Reunion Dance tables sold out and crowd of 300 plus attended
- Golf Tournament had 18 teams
- Pageant was well attended
- New event Ultimate Fishermen Challenge was well received and has over 65000 views on you-tube
- Wednesday night crowning ceremonies had over 30 former pageant winners in attendance

Senior Center

Railing on entranceway reinforced

Upcoming Events

- Co-ed ball tournament
- Ice Plant will be started Sept 1,2017
- Aerobics starting in Sept

Town of Kenisngton
Community Gardens Complex Monthly Statistical Data
2016

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	214	235	230	211	218	210	198	192	210	220	225	235	2598
Attendance	1250	1066	1105	998	889	788	672	724	766	825	996	996	11075
Day Passes Sold	57	70	48	48	38	16	8	12	30	38	31	31	427
Memberships Sold	38	31	16	31	29	20	20	22	36	36	27	27	333
Monthly Payment Memberships	20	31	35	36	46	46	46	46	48	50	50	52	506
Arena													
Hours Rented	176	155	115	37	0	0	0	0	100	132	162	152	1029
Preschool (Free)	4	4	4	2	0	0	0	0	0	0	4	4	22
Adult Skate	8	8	8	2	0	0	0	0	0	0	4	4	34
Donated Ice Time		10	12	5	0	0	0	0	0	0	0	2	29
Total Hours Rented	188	177	139	46	0	0	0	0	100	132	170	162	1114
Storm Days (no rentals)	3	2	2	0	0	0	0	0	0	0	0	3.5	10.5

Town of Kenisngton
Community Gardens Complex Monthly Statistical Data
2017

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	280	270	260	265	245	230	230	220					2000
Attendance	1571	1227	1300	1100	1056	816	699	726					8495
Day Passes Sold	32	25	20	40	19	12	15	16					179
Memberships Sold	55	26	32	41	29	21	23	20					247
Monthly Payment Memberships	54	55	49	49	54	54	50	50					415
Arena													
Hours Rented	159	157	145	35	0	0	0	0					496
Preschool (Free)	4	4	4	0	0	0	0	0					12
Adult Skate	4	4	4	0	0	0	0	0					12
Donated Ice Time	2	10	2	5	0	0	0	0					19
Total Hours Rented	169	175	155	40	0	0	0	0					539
Storm Days (no rentals)	2	3	0	0	0	0	0	0					5

TOWN OF KENSINGTON – MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: COMMERCIAL STREET SAFETY CONCERNS
DATE: 2017-09-21
ATTACHMENTS: **APPENDIX A – TRAFFIC DATA LOGGER – DETAILED REPORT**
APPENDIX B – CHIEF SUTHERLAND CORRESPONDENCE
APPENDIX C – PUBLIC CONSULTATION CORRESPONDENCE
APPENDIX D – PHOTOGRAPHS AND AERIAL OF SUBJECT AREA

Background

Previously, Committee of Council has discussed the issue of traffic safety and concerns with Commercial Street, more specifically at its intersection with Broadway Street North. Staff was requested to review and gather information relative to Commercial Street with particular emphasis on the Commercial Street/Broadway Street North intersection and to develop options that could be utilized to improve traffic safety in this area.

Commercial Street is located in the core area of Town and generally runs in an east-west direction from Woodleigh Drive through to Imperial Street. The section of Commercial Street reviewed as part of this report runs in an east-west direction from Woodleigh Drive to Broadway Street North. There are seven (7) commercial and mixed-use buildings located along this section of Commercial Street. The Food Basket and 55 Broadway Street North front onto Broadway Street North however there are accesses to both buildings located along Commercial Street. Customer parking areas for the Food Basket are primarily provided through on-street parking along Broadway Street North and Commercial Street. Some employee parking and a loading area are provided at the east end of the Food Basket building. Parking for 55 Broadway is primarily provided on a private parking lot located behind Commercial Street however some use of on-street parking is evident. Other buildings located along Commercial Street include the Malpeque Bay Credit Union (mix of on-street and off-street parking), a dance studio (primarily off-street parking), the Kensington Library (mix of on-street and off-street parking), Kensington Auto Parts (mix of on-street and off-street parking), a Hair Dressing business (on-street parking) and a used furniture/antique store (on-street parking).

Perceived concerns around Commercial Street centre mainly around the Commercial Street/Broadway Street Intersection. With cars parked on both the North and South sides of the street it is perceived that the travelled portion of the roadway is not wide enough to

accommodate two-way traffic in a safe manner. With considerable pedestrian traffic in the area and periodic transport truck traffic, the intersection can become increasingly difficult to navigate.

Staff have reviewed the subject area through the following scope of work:

1. Policy Review
2. Review of traffic generation statistics (traffic counter provided through the Province of PEI, installed from June 16 – June 22)
3. Directional traffic counting (2 occasions – September 14 and September 20)
4. Review of reportable traffic incidents through the Kensington Police Service.
5. Map review of the area.
6. Communication to area residents outlining concerns and requesting comment/input.

Policy Review

The Town's Official Plan offers the following (excerpt) as it relates to transportation in the Town:

5.11. Transportation

As a Town, Kensington is responsible for the ownership and maintenance of all public roads within the municipality with the exception of “designated” Provincial highways or roads. All Provincial roads within the Town are in reasonably good condition. ***Local streets are also in fair condition but some of the older streets are quite narrow*** and lack adequate storm drainage. Upgrading of the main intersection has improved safety and efficiency ***but there is still some minor congestion in the core area. Concerns also remain about pedestrian safety in some areas of the Town.*** The Town will consider the utility of a comprehensive traffic study, to optimize pedestrian safety and traffic flows.

The Town will consider how to reduce the municipality's carbon footprint with regards to transportation.

Objectives

1. To maintain an acceptable standard of maintenance on regional arterial routes and Provincial highways in the Town.
2. To maintain a standard of maintenance on municipally owned streets.
3. ***To address traffic hazards in the Town.***
4. To improve storm water drainage on municipally owned streets.
5. ***To maintain a safe and efficient pedestrian circulation system in the Town.***
6. To develop destination facilities along the Confederation Trail.
7. ***To minimize safety and noise concerns related to truck traffic.***

Policy PT-1. Streets

It shall be the policy of Council to work closely with the staff of the Minister responsible for Transportation and Infrastructure Renewal to ensure that the key routes leading to the Town and Provincially controlled streets within the Town are maintained at acceptable levels. Council shall also ensure that municipally owned streets are developed and maintained at a standard which adequately reflects their role and level of use. Council will develop new road standards for municipally owned streets.

Plan Action:

- Council shall continue to work with the staff of the Minister responsible for Transportation and Infrastructure Renewal to monitor the condition of all Provincial roads within the Town and key connecting routes to the Town.
- *Council shall maintain all municipally owned streets to the highest level possible within local budgetary constraints.*
- Council shall map all streets within the Municipality.

Policy PT-3. Safety

It shall be the policy of Council to improve transportation safety in the Town.

Plan Action:

- *Council shall make recommendations to and work with the Provincial Government to improve intersections and improve signage and sight lines for all users including vehicles, pedestrians, cyclists and other street users.*
- Council shall review the existing provincial standards and policies for the development and redevelopment of all public roads within the Town; the Town may consider developing and adopting municipal standards in future.

Policy PT-5. Pedestrian Circulation

It shall be the policy of Council to continue to develop and maintain a pedestrian circulation system in the Town which provides safe pedestrian linkages throughout the Town and between all major destinations.

Plan Action:

- Council shall establish a long-term plan for sidewalk construction and maintenance, together with a long-term capital budget.
- Priority shall be placed on major traffic routes, particularly where they connect to major pedestrian destinations such as school, churches, shopping areas and parks or playgrounds.

- Council shall lobby the Provincial Department of Transportation for the placement of crosswalks at strategic pedestrian-vehicular intersections.

Traffic Count (Volume)

The Province of PEI installed a traffic counter on Commercial Street in the vicinity of the East end of the Food Basket building from June 16, 2017 to June 22, 2017. The following table provides daily traffic counts. The complete traffic count, including an hourly breakdown is attached to this report as Appendix A.

The average vehicle speed across the 7-day period was **19 km/h** according to the traffic count data logger.

Commercial Street - Kensington

Location: South end of Food Basket

Start Date: 6/16/2017 @ 1:00 PM

End Date: 06/22/17 @ 12:00 AM

Date	Time	Food Basket to Credit Union	Average per Hour	Credit Union to Food Basket	Average per Hour	Total	Average per Hour	Average per Minute
2017-06-16	1:00:00 PM - 12:00 AM	366	36.6	353	35.3	719	71.9	1.20
2017-06-17	24 hours	756	31.5	349	14.5	1105	46	0.77
2017-06-18	24 hours	533	22.2	257	10.7	790	32.9	0.55
2017-06-19	24 hours	790	32.9	479	19.96	1269	52.9	0.88
2017-06-20	24 hours	694	28.9	406	16.9	1100	45.8	0.76
2017-06-21	24 hours	805	33.5	436	18.2	1241	51.7	0.86
2017-06-22	24 hours	842	35.1	543	22.6	1385	57.7	0.96

It is noted that the traffic count was completed just prior to tourist season therefore it is reasonably expected that traffic counts would be higher in July and August and lower during the winter months. Over the entire week the average number of vehicles (both directions) were 51.3 per hour or 0.85 vehicles per minute. Peak traffic volume (both directions) over the week was 132 vehicles from 4:00 PM to 5:00 PM on June 16th (2.2 vehicles per minute). It is noteworthy that on all days surveyed, vehicles moving from the Food Basket towards Woodleigh Drive exceeded vehicles moving in the opposite direction (close to double the volume on most days).

Traffic Count (Directional)

Town staff surveyed the intersection from 11:00 AM to 1:00 PM on September 14th and from 11:00 AM to 1:00 PM on September 20th to determine the directions in which vehicles headed when turning on to Broadway Street North from Commercial Street and from which direction they were coming from when turning on to Commercial Street from Broadway Street North. The results of the survey are summarized in the table below:

Commercial Street/Broadway Street Intersection			
Turning on to Commercial Street from Broadway Street N	September 14, 2017 - 11:00 AM to 1:00 PM	September 20, 2017 - 11:00 AM to 1:00 PM	Average
From the South	58	72	65
From the North	43	49	46
From Straight	14	6	10
Turning on to Broadway Street N from Commercial Street			
Heading South	48	47	48
Heading North	44	28	36
Heading Straight	2	6	4

During the two days in which the intersection was surveyed there were no traffic conflicts witnessed. It was apparent that vehicles were able to navigate the intersection in a safe manner. On both days two large delivery trucks accessed Commercial Street from Broadway Street North without incident. The longest wait time for any vehicle accessing or exiting Commercial Street was less than 20 seconds.

Kensington Police Service (Reportable Traffic Incidents)

Chief Sutherland was requested to provide statistics on any reportable traffic incidents (over \$2,000 in damage) associated with Commercial Street and its intersection with Broadway Street North. A copy of the Chief Sutherland's correspondence is attached to this memo as Appendix B.

I have been advised that there have been four (4) reportable traffic accidents at this intersection over the past two years. Three of the accidents are deemed to be as a result of the lack of visibility at the intersection when attempting to turn on to Broadway Street

North with a vehicle parked in the handicap parking space in front of the Food Basket along Broadway Street North. The fourth accident involved a tractor trailer and was attributed to the narrowness of the travelled portion of Commercial Street with vehicles parked on both sides of the road.

Chief Sutherland has put forth five (5) options for consideration:

Option 1 – Leave as is with no changes.

Option 2 – Make Commercial Street one way from Broadway to Woodleigh. This would allow parking on both sides of the street with all vehicles pointing in the same direction towards Woodleigh and a much smoother traffic flow.

Option 3 – Make Commercial Street one way from Woodleigh to Broadway. With all parked vehicles pointing in the same direction toward Broadway allowing for smoother traffic flow.

Option 4 – Create a four-way stop at the intersection of Commercial and Broadway. Chief Sutherland believes that this would solve a lot of the problem with restricted visibility which will also slow the speed down on Broadway. It is felt that parking could remain as it currently is if such an option were implemented.

Option 5 – Remove one parking space on both sides of Commercial Street adjacent to the intersection so there is no parking to the corner. Chief Sutherland believes this will solve the visibility problem. He would also recommend that one parking space be removed from the west side of Broadway street allowing for vehicles to have a little more space and visibility.

Public Consultation

Correspondence was delivered by Public Works staff to all business located along Commercial Street. Letters were sent to the Food Basket, the owner of 55 Broadway Street North, the Malpeque Bay Credit Union, the Stepping Out Dance Studio, the Kensington Heritage Library, Kensington Auto Parts, the Hair Station and to the owners of the building which houses the antique store near the intersection of Commercial Street and Woodleigh Drive. The letters were delivered on September 6th and 7th. A copy of the letter is attached to this memo as Appendix C.

No written responses were received from any of the Commercial Street businesses however one business owner contacted the Town by telephone to outline his concern with making any changes to Commercial Street and the potential negative impact of removing parking spaces from the area would have on his business.

Aerial Photo (Including Measurement)

- Width from Building to Building at intersection ~ 43 feet
- Sidewalk Width North Side (55 Broadway) ~ 3.66 feet
- Sidewalk Width South Side (Food Basket) ~ 4.33 feet
- Width of Street (incl. Parking Spaces) ~ 35 feet
- Width of Travelled Portion ~ 17.5 feet
- Width of Parking Spaces ~ 8 feet to 9 feet



Discussion

Traffic Safety is a constant concern for municipalities, especially those like Kensington that have annual growth and high traffic volumes due to increased tourism growth. Town Council has taken significant steps over the past several years to improve transportation safety throughout the Town including, speed limit reduction on town owned streets, installation of electronic speed radar signs at strategic locations entering the Town, removal of parking spaces in key intersection areas to improve visibility, increased police presence in problem areas, etc.

Traffic safety along Commercial Street, and more specifically at its intersection with Broadway Street North, has been a source of concern for some Councillors and the Kensington Police Service for quite some time. The perceived concerns appear to centre mainly around the lack of visibility when trying to turn on to Broadway Street North and Commercial Street not being wide enough to accommodate two-way traffic with parking on both sides of the road.

Two primary options have been discussed thus far in an attempt to alleviate concerns around the intersection. One being a conversion of Commercial Street from its current two-way traffic to a one-way street. The second being the removal of two to three parking spaces from the North side of Commercial Street adjacent to 55 Broadway Street.

Conversion to a one-way street has both pros and cons. Disadvantages such as increased speeds, decreased pedestrian safety, increased travel times and driver confusion (predominantly in non-local drivers) are prevalent in one-way street conversions. Advantages of a one-way street conversion would include the ability to handle heavier traffic volumes and it provides less vehicle 'friction' as all vehicles move in the same direction. Nationally, it appears that municipalities are moving away from one-way streets and converting back to two-way because of the negatives associated with one-way streets.

Converting Commercial Street to one-way is not recommended by the CAO. While it would alleviate potential vehicle conflicts associated with a narrow two-way street, it has the potential to increase speeds along Commercial Street resulting in reduced pedestrian safety. Further it has the potential to make the intersections at both ends of Commercial Street even more unsafe due to increased traffic load (depending on directional traffic flow).

The removal of two parking spaces on the North side of Commercial street in the vicinity of the intersection would result in widening the travelled portion of the roadway and thus allow sufficient space for two-way traffic to navigate safely around the intersection. However, given the perceived shortage of parking availability in the core area this could have a detrimental affect on at least one Commercial Street business, being the Food Basket. While very little customer parking (if any) is provided by this business, they have no land resources available in the vicinity sufficient to create customer parking. Further, removal of these parking spaces would do very little to improve the visibility issue at the

intersection, which appears to be the primary cause of traffic incidents at the intersection. Removal of these parking spaces is not recommended by the CAO.

Research suggests that the safest streets in a community tend to be “give-way” streets. These are two-way streets (with on-street parking) that are so narrow that vehicles are compelled to drive slowly, attentively, and courteously. A vehicle must “give way” when another vehicle approaches from the opposite direction. Commercial Street would clearly fit in this category as is evidenced by the average vehicle speed of **19 km/h** according to the Provincial Traffic Data Logger.

To improve visibility at the Commercial Street/Broadway Street Intersection, Town Council could look at the removal (or relocating) of the handicap parking space located in front of the Food Basket as well as the parking space located in front of 55 Broadway Street. This would allow for increased visibility for vehicles turning on to Broadway Street. Of the four reportable accidents at the intersection over the past two years only one incident was as a result of the narrowness of Commercial Street. The particular incident involved a tractor trailer attempting to move towards the intersection with vehicles parked on both sides of the road. The other three incidents involved smaller vehicles with visibility in a southerly direction along Broadway Street, being the primary issue.

Recommendation

That Town Council accept the information contained within this report and provide feedback and input relative to the subject matter at hand.

APPENDIX A

Commercial Street - Kensington
Location: South end of Food Basket
Start Date: 6/16/2017 @ 1:00 PM
End Date: 06/22/17 @ 12:00 AM

Date	Time	Food Basket to Credit Union	Average per Hour	Credit Union to Food Basket	Average per Hour	Total	Average per Hour
2017-06-16	2:00 PM	50		46		96	
2017-06-16	3:00 PM	47		52		99	
2017-06-16	4:00 PM	48		52		100	
2017-06-16	5:00 PM	64		68		132	
2017-06-16	6:00 PM	50		58		108	
2017-06-16	7:00 PM	33		21		54	
2017-06-16	8:00 PM	33		26		59	
2017-06-16	9:00 PM	19		19		38	
2017-06-16	10:00 PM	15		10		25	
2017-06-16	11:00 PM	7		1		8	
		366	36.6	353	35.3	719	71.9

2017-06-17	12:00 AM	6		0		6	
2017-06-17	1:00 AM	1		1		2	
2017-06-17	2:00 AM	1		1		2	
2017-06-17	3:00 AM	1		0		1	
2017-06-17	4:00 AM	6		0		6	
2017-06-17	5:00 AM	4		1		5	
2017-06-17	6:00 AM	5		2		7	
2017-06-17	7:00 AM	16		2		18	
2017-06-17	8:00 AM	36		12		48	
2017-06-17	9:00 AM	62		13		75	
2017-06-17	10:00 AM	60		28		88	
2017-06-17	11:00 AM	85		34		119	
2017-06-17	12:00 PM	65		25		90	
2017-06-17	1:00 PM	62		31		93	
2017-06-17	2:00 PM	56		30		86	
2017-06-17	3:00 PM	46		30		76	
2017-06-17	4:00 PM	54		17		71	
2017-06-17	5:00 PM	44		23		67	
2017-06-17	6:00 PM	31		25		56	
2017-06-17	7:00 PM	33		30		63	
2017-06-17	8:00 PM	25		12		37	
2017-06-17	9:00 PM	19		12		31	
2017-06-17	10:00 PM	30		17		47	
2017-06-17	11:00 PM	8		3		11	
		756	31.5	349	14.5	1105	46.0

2017-06-18	12:00 AM	1		0		1	
2017-06-18	1:00 AM	1		1		2	
2017-06-18	2:00 AM	0		0		0	
2017-06-18	3:00 AM	0		0		0	
2017-06-18	4:00 AM	0		1		1	
2017-06-18	5:00 AM	1		0		1	
2017-06-18	6:00 AM	4		0		4	
2017-06-18	7:00 AM	17		3		20	
2017-06-18	8:00 AM	23		3		26	
2017-06-18	9:00 AM	35		9		44	
2017-06-18	10:00 AM	46		18		64	
2017-06-18	11:00 AM	51		25		76	
2017-06-18	12:00 PM	45		18		63	
2017-06-18	1:00 PM	39		21		60	
2017-06-18	2:00 PM	45		29		74	
2017-06-18	3:00 PM	45		18		63	
2017-06-18	4:00 PM	36		18		54	
2017-06-18	5:00 PM	30		20		50	
2017-06-18	6:00 PM	20		19		39	
2017-06-18	7:00 PM	23		10		33	

Commercial Street - Kensington
Location: South end of Food Basket
Start Date: 6/16/2017 @ 1:00 PM
End Date: 06/22/17 @ 12:00 AM

Date	Time	Food Basket to Credit Union	Average per Hour	Credit Union to Food Basket	Average per Hour	Total	Average per Hour
2017-06-18	8:00 PM	27		19		46	
2017-06-18	9:00 PM	21		11		32	
2017-06-18	10:00 PM	21		10		31	
2017-06-18	11:00 PM	2		4		6	
		533	22.2	257	10.7	790	32.9

2017-06-19	12:00 AM	0		0		0	
2017-06-19	1:00 AM	0		0		0	
2017-06-19	2:00 AM	1		0		1	
2017-06-19	3:00 AM	2		0		2	
2017-06-19	4:00 AM	4		0		4	
2017-06-19	5:00 AM	2		1		3	
2017-06-19	6:00 AM	11		2		13	
2017-06-19	7:00 AM	50		10		60	
2017-06-19	8:00 AM	45		17		62	
2017-06-19	9:00 AM	44		16		60	
2017-06-19	10:00 AM	61		19		80	
2017-06-19	11:00 AM	51		29		80	
2017-06-19	12:00 PM	54		20		74	
2017-06-19	1:00 PM	55		54		109	
2017-06-19	2:00 PM	63		40		103	
2017-06-19	3:00 PM	40		38		78	
2017-06-19	4:00 PM	80		71		151	
2017-06-19	5:00 PM	67		42		109	
2017-06-19	6:00 PM	54		39		93	
2017-06-19	7:00 PM	34		24		58	
2017-06-19	8:00 PM	29		27		56	
2017-06-19	9:00 PM	19		23		42	
2017-06-19	10:00 PM	21		7		28	
2017-06-19	11:00 PM	3		0		3	
		790	32.9	479	19.96	1269	52.9

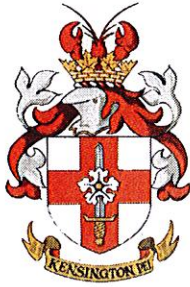
2017-06-20	12:00 AM	1		0		1	
2017-06-20	1:00 AM	1		1		2	
2017-06-20	2:00 AM	1		0		1	
2017-06-20	3:00 AM	2		0		2	
2017-06-20	4:00 AM	3		0		3	
2017-06-20	5:00 AM	4		0		4	
2017-06-20	6:00 AM	13		3		16	
2017-06-20	7:00 AM	42		5		47	
2017-06-20	8:00 AM	36		12		48	
2017-06-20	9:00 AM	58		18		76	
2017-06-20	10:00 AM	67		27		94	
2017-06-20	11:00 AM	67		27		94	
2017-06-20	12:00 PM	43		39		82	
2017-06-20	1:00 PM	68		33		101	
2017-06-20	2:00 PM	55		31		86	
2017-06-20	3:00 PM	0		13		13	
2017-06-20	4:00 PM	43		34		77	
2017-06-20	5:00 PM	48		37		85	
2017-06-20	6:00 PM	36		40		76	
2017-06-20	7:00 PM	30		18		48	
2017-06-20	8:00 PM	25		17		42	
2017-06-20	9:00 PM	28		19		47	
2017-06-20	10:00 PM	15		21		36	
2017-06-20	11:00 PM	8		11		19	
		694	28.9	406	16.9	1100	45.8

Commercial Street - Kensington
Location: South end of Food Basket
Start Date: 6/16/2017 @ 1:00 PM
End Date: 06/22/17 @ 12:00 AM

Date	Time	Food Basket to Credit Union	Average per Hour	Credit Union to Food Basket	Average per Hour	Total	Average per Hour
2017-06-21	12:00 AM	3		13		16	
2017-06-21	1:00 AM	1		1		2	
2017-06-21	2:00 AM	1		0		1	
2017-06-21	3:00 AM	1		0		1	
2017-06-21	4:00 AM	5		0		5	
2017-06-21	5:00 AM	6		0		6	
2017-06-21	6:00 AM	14		4		18	
2017-06-21	7:00 AM	45		11		56	
2017-06-21	8:00 AM	61		13		74	
2017-06-21	9:00 AM	55		14		69	
2017-06-21	10:00 AM	55		14		69	
2017-06-21	11:00 AM	60		35		95	
2017-06-21	12:00 PM	43		17		60	
2017-06-21	1:00 PM	66		35		101	
2017-06-21	2:00 PM	66		41		107	
2017-06-21	3:00 PM	54		48		102	
2017-06-21	4:00 PM	66		58		124	
2017-06-21	5:00 PM	58		49		107	
2017-06-21	6:00 PM	43		26		69	
2017-06-21	7:00 PM	26		21		47	
2017-06-21	8:00 PM	33		19		52	
2017-06-21	9:00 PM	20		11		31	
2017-06-21	10:00 PM	19		5		24	
2017-06-21	11:00 PM	4		1		5	
		805	33.5	436	18.2	1241	51.7

2017-06-22	12:00 AM	1		1		2	
2017-06-22	1:00 AM	1		4		5	
2017-06-22	2:00 AM	3		0		3	
2017-06-22	3:00 AM	1		0		1	
2017-06-22	4:00 AM	2		0		2	
2017-06-22	5:00 AM	7		0		7	
2017-06-22	6:00 AM	14		2		16	
2017-06-22	7:00 AM	43		8		51	
2017-06-22	8:00 AM	52		17		69	
2017-06-22	9:00 AM	59		27		86	
2017-06-22	10:00 AM	73		46		119	
2017-06-22	11:00 AM	57		39		96	
2017-06-22	12:00 PM	49		27		76	
2017-06-22	1:00 PM	65		48		113	
2017-06-22	2:00 PM	60		41		101	
2017-06-22	3:00 PM	62		41		103	
2017-06-22	4:00 PM	64		50		114	
2017-06-22	5:00 PM	52		39		91	
2017-06-22	6:00 PM	44		59		103	
2017-06-22	7:00 PM	48		37		85	
2017-06-22	8:00 PM	32		19		51	
2017-06-22	9:00 PM	29		21		50	
2017-06-22	10:00 PM	18		12		30	
2017-06-22	11:00 PM	6		5		11	
		842	35.1	543	22.6	1385	57.7

APPENDIX B



Kensington Police Service

P.O. Box 494
Kensington, PE
C0B 1M0



Tel: (902) 836-4499

Fax: (902) 836-4261

September 20, 2017

Dear Mr. Baker (Geoff)

Re: Traffic concern for Commercial and Broadway Streets.

Please be advised that over the last couple of years we have had 4 reportable accidents at this intersection. At one of these accidents a pedestrian was struck by a vehicle leaving Commercial Street and the pedestrian suffered a broken leg and ankle. In one of the other incidents a tractor trailer truck was trying to drive along Commercial and turn onto Broadway however with vehicles parked on both sides there was not enough room and he side swiped a parked vehicle. The other incidents the drivers were unable to see oncoming traffic on Broadway Street causing collisions as once the drivers were in the oncoming lane before they could visually see other traffic. The problem in these cases are that when a vehicle is parked at the Food Basket on Broadway in the handicap space it is very difficult to see traffic headed north on Broadway Street. There are many incidents every day of the week at that intersection, where there are near misses. I myself on Monday of this week nearly was involved in a collision where a vehicle came out of Commercial trying to get onto Broadway and obviously the driver of this vehicle could not see and took a chance to pull out and nearly striking myself while driving the police vehicle. I pulled the vehicle over and spoke with the driver who was upset because I stopped them, stated that they were sitting on Commercial trying to get out for three or four minutes and that she became frustrated and decided to take a chance. This is just an example of the type of things that happen at this intersection daily.

Option #1 Leave as is with no changes. (Not recommended)

Option #2 Make Commercial Street one way from Broadway to Woodleigh. This would allow parking on both sides of the street with all vehicles pointing in the same direction and a much smoother traffic flow.

Option #3 Make Commercial Street one way from Woodleigh to Broadway. With all parked vehicles pointing in same direction toward Broadway allowing for smoother traffic flow.





Option #4 Create a 4 way stop at this intersection of Commercial and Broadway. I think this would solve a lot of the problem with restricted visibility. Which will also slow the speed down on Broadway. With this option I feel we could leave parking the way it currently is.

Option #5 Remove one parking space on both sides of Commercial so there is no parking to the corner. This will solve the visibility problem. Also remove one parking space on the north side of Broadway Street, this will allow for vehicles to have a little more space and visibility.

I hope that we could explore these options in the near future.

Thanks
Lewie

APPENDIX C



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

September 6, 2017

RE: Commercial Street Transportation Issues

Dear Kensington Business Owner:

The following letter is written to obtain your comments/concerns with respect to transportation safety issues along Commercial Street in the Town of Kensington, more specifically around the ***intersection of Broadway Street North and Commercial Street***.

It is apparent that the west end of Commercial Street, at its intersection with Broadway Street North, is not wide enough to accommodate two-way vehicle traffic and vehicle parking on both the North and South sides of the roadway. The intersection is extremely difficult to navigate for vehicles and pedestrians, evidenced by several vehicle/pedestrian accidents and many near misses over the past several years.

Town Council has directed staff to review and analyse traffic movement at the intersection and to collect any available statistical and geographical data prior to making recommendations on how the safety of this intersection can be improved. A key component of this review is to solicit comments/concerns from affected businesses in the Commercial Street area.

Potential options being considered for recommendation at this point in time include converting Commercial Street to one-way traffic only and/or removal of parking spaces from the North side of Commercial Street in the vicinity of the intersection.

We request that you submit any written comments/concerns or alternative options not currently being considered prior to Wednesday, September 20, 2017 to: Kensington Town Hall, c/o Geoff Baker, CAO, 55 Victoria Street East, P.O. Box 418, Kensington, PE, C0B 1M0. If email is preferable please send to townmanager@townofkensington.com.

If you have any questions or require any clarification on this matter please do not hesitate to contact the undersigned at (902) 836-3781.

Best Regards,

Geoff Baker
Chief Administrative Officer
Town of Kensington

Commercial Street

Broadway Street North

Subject Area

Commercial Street



APPENDIX D

Commercial Street









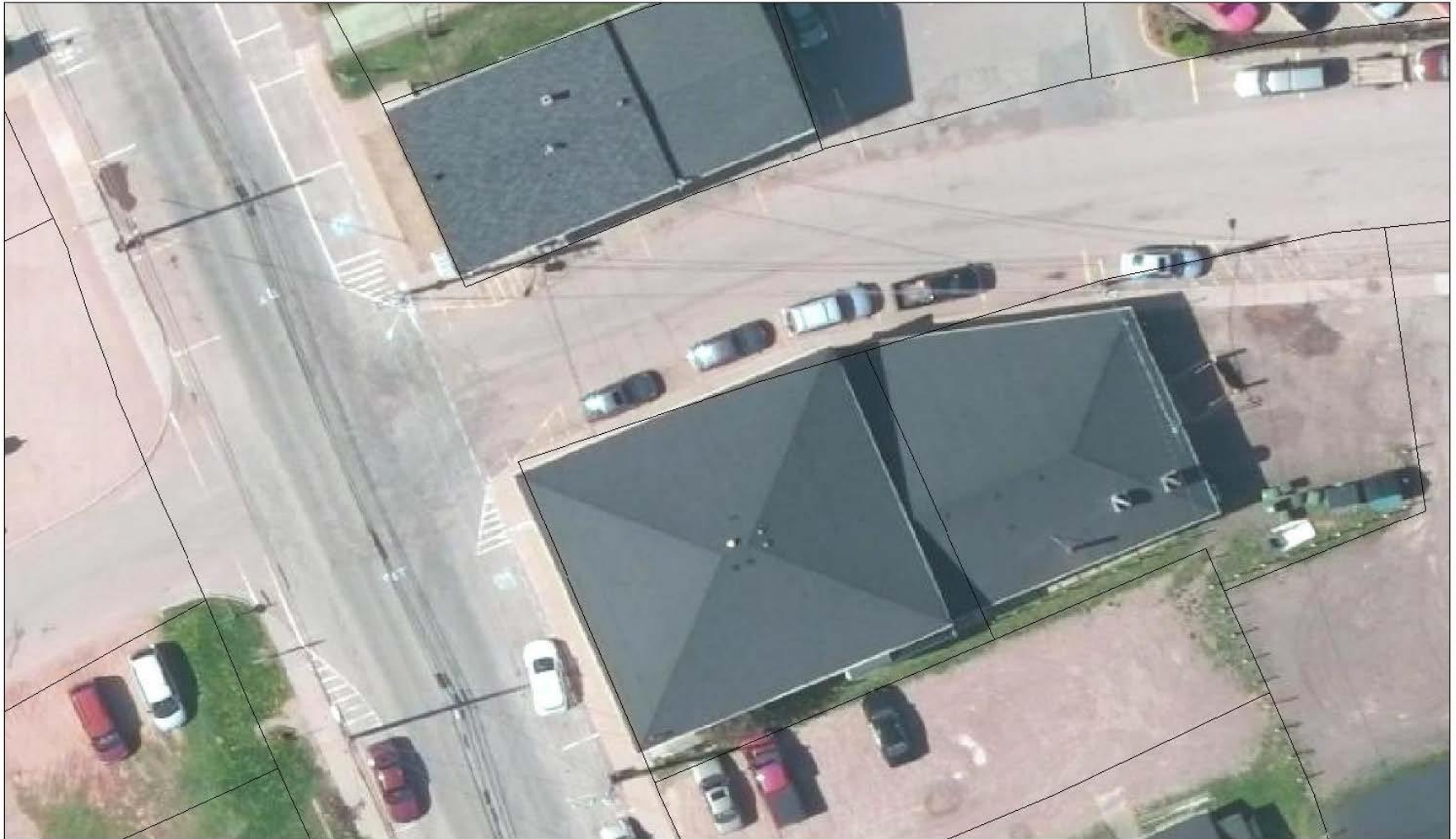






- Width from Building to Building at intersection ~ 43 feet
- Width of Street (incl. Parking Spaces) ~ 35 feet
- Sidewalk Width North Side (55 Broadway) ~ 3.66 feet
- Width of Travelled Portion ~ 17.5 feet
- Sidewalk Width South Side (Food Basket) ~4.33 feet
- Width of Parking Spaces ~ 8 feet to 9 feet

Commercial Street Measure



TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: KENSINGTON SOCCER TEAM START-UP FUNDING REQUEST
DATE: 2017-09-22
ATTACHMENTS: CRAIG WALSH INITIAL EMAIL REQUEST

Background

Craig Walsh played soccer on the Kensington men's team for over 15 years. The team folded two years ago after winning the 2nd Division Championship for the second year in a row and being relegated to the 1st Division. Mr. Walsh is attempting to re-start the team, with the upcoming season being the 50th Anniversary of the founding of the team, which again played for all but the last two seasons in the 2nd Division. The team will be open to all soccer players 16 years of age and older and will consist of approximately 21 players from the Kensington area.

Mr. Walsh is seeking financial assistance from the Town in his bid to re-start the team. Financial assistance is required to purchase practise equipment (balls and a net bag) and team jerseys. In exchange, the Town will be able to place their logo on all game jerseys.

For comparative purposes, Town Council typically supports the Kensington Wild and Vipers hockey teams in the amount of \$750.00 per year.

Recommendation

That Committee of Council accept and consider the information presented in this memo and provide a recommendation to Town Council.

From: United FoodCommercial [mailto:cwalsh@EastLink.ca]
Sent: September 4, 2017 4:16 PM
To: townmanager@townofkensington.com
Subject: Request for donation

Dear Jeff Baker,

My name is Craig Walsh and I live in Kensington and played soccer on the local men's team for over 15 years. 3 years ago, after we had won 2nd Division for the second year in a row, we were relegated to 1st Division. I left the team at that point to join a Stratford 2nd division squad. The team unfortunately folded after the following season. I would like to start the team up again and the coming season will be the 50th anniversary of the founding of the team, which played for all but the last 2 seasons. I was hoping the town might be willing to support the team. I already have some interest from a number of former players and some of the younger guys who are now too old for the U17 soccer. I think it would help give young people an option to play and take some pride in Kensington. I also know over the 50 year history the team won many Island Championships at many levels. Please let me know if there is any further information you require or if I can make a presentation to the Council if that would be helpful. Thanks for your time.

Craig Walsh

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: INDIAN RIVER FESTIVAL SPONSORSHIP PROPOSAL
DATE: 2017-09-22
ATTACHMENTS:

Background

A request was received from Don Quarles, Executive Director of the Indian River Festival, on September 18, 2017 requesting the Town's consideration of waiving the Festival's 2017 rental amount for the two offices which they occupy on the top floor of the Town Hall. Following the request, Mr. Quarles attended a meeting with Mayor Caseley and I to discuss the request and to discuss a potential "in-kind sponsorship" proposal between the Town and the Indian River Festival.

The proposal is summarized follows:

The Town of Kensington would:

- Waive 2017 and 2018 rental amounts for the Indian River Festival (Value \$4,344)
- Promote the Indian River Festival on the Town's website event calendar and mobile app.

In exchange for the following:

- Name listed in Festival Season Program as a community partner (valued at \$1,000), includes a specific performance event as being presented in partnership with the Town of Kensington.
- Full page ad in Festival Season Program (valued at \$1,000) and would include 2017's half page ad (valued at \$600.00) (Total value (\$1,600)
- Town Logo in Festival Season Program (valued at \$500)
- Mention on social media platforms, year-round (valued at \$500)
- Two recognitions from the stage (for sponsored event, i.e. Open house, Open Stage, Fundraisers) (valued at \$1,000)
- Recognition in sponsored event press releases (valued at \$500)
- Website link to the Town's website (valued at \$500)
- Invitation to all special receptions
- Opportunity for on-site booth display (specific concert date and/or Open house in June (valued at \$500.00)
- Opportunity for team building experiences – use of pavilion or church (2 rentals per year, subject to availability) (valued at \$1,000)

Discussion

The Indian River Festival offers a summer long series of concerts in the beautiful St. Mary's Church. The internationally recognized Festival, has been twice named by the Globe and Mail as one of the best summer music festivals in Canada. It presents outstanding performances from some of the biggest names in Canadian music and exciting emerging talents. The Festival just finished its 22nd season, attracting an audience of over 7,000 people.

The Town has enjoyed a great partnership with the Indian River Festival since its inception. The Town Hall houses the Festival administration offices and, at one point, their main ticket office was located in the historic Train Station. Seeking ways to enhance this partnership is seen as a great benefit to the Town and its businesses. Anticipated benefits include:

- Generation of additional traffic in the Town resulting in more money spent at local businesses, i.e. gas stations, restaurants, etc.
- Will provide a greater level of support and exposure for the Indian River Festival and the Town of Kensington in the absence of the Kensington Welcome Centre.
- Can be promoted as a partnership.
- Provides a greater level of support for the Arts in the wider community of Kensington and area.

Waiving the rental rate for the Indian River Festival will result in a loss in rental revenue of \$2,172.00 per year at the Town Hall, however, it is felt that the perceived benefits of this partnership will outweigh the corresponding loss in revenue.

Recommendation

That Committee of Council accept and consider the information presented in this memo and provide a recommendation to Town Council.

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: KENSINGTON GIRLGUIDES & PATHFINDERS SPONSORSHIP REQUEST
DATE: 2017-09-22
ATTACHMENTS: EDUCATION TOUR PROPOSED ITINERARY

Background

Juanita Boucher, Kensington Girl Guide and Pathfinder Leader, made a presentation to Town Council at their regular August meeting on an upcoming Girl Guides Educational Tour to Toronto and Ottawa. The tour is planned for June 29, 2018 to July 5, 2018. It is understood the tour may include an opportunity for the girl guides to meet Prime Minister Trudeau. Ms. Boucher's presentation included a request to Town Council to financially support the tour. While no specific dollar amount was requested, Town Council were asked for a sponsorship as they considered appropriate.

The Kensington Girl Guides have a lofty fundraising goal of \$54,000 of which they have raised approximately \$33,000 to date. Fundraising activities thus far have included bake sales, grocery bagging at local and Summerside grocery stores, rag sales, etc.

Attending the educational tour are 13 girl guides from the Charlottetown area and 14 from the Kensington Area, two of which reside in the Town. The 12 remaining girls are all from the Kensington area, attend school in Kensington and are members of the Kensington Girl Guides and Pathfinders group.

Town Council financially supported the previous Girl Guides trip to London (in 2014) in the amount of \$2,000.00. Kensington pins and a portrait of one of the Town's 2014 murals was also provided. The mural portrait was presented to Prince William and currently hangs in Kensington Palace.

A copy of the preliminary itinerary of the education tour is attached to this memo.

Recommendation

That Committee of Council accept and consider the information presented in this memo and provide a recommendation to Town Council.



**Charlottetown & Kensington Girl Guide and Pathfinders
Educational Tour to Ottawa, and Toronto Educational Tour**
June 29th to July 5th, 2018

Friday, June 29th

Morning/
Afternoon

Meet your **Driver and Tour Director from Target Tours** at 6:00 am and depart on your educational tour to Ottawa and Toronto Educational Tour. Pick ups at the Charlottetown Walmart and Ceretti's Irving in Borden will be arranged.

We will stop for rest breaks and lunch along the way. Your Tour Director will make the trip pass quickly with on-board entertainment and games.

Evening

Enjoy an **included dinner at Buffets des Continents in Trois Rivières, QC**. Arrive at the **Courtyard by Marriott Ottawa East or similar** at approximately 10:00 pm.

Saturday, June 30th

Morning

Enjoy a **complimentary hot breakfast** with your group. This morning we will tour the **Canadian Parliament Buildings**. After the tour, we will visit the **National Art Gallery of Canada**.

Afternoon

This afternoon, lunch will be at the Rideau Centre (not included). Later enjoy free time to explore Ottawa with your units near the Byward Market.

Evening

Meet at **Tuckers Marketplace for an included buffet dinner**. After dinner, we will meet our guide for the **Ghost and the Gallows tour** including Carleton County Jail.

Sunday, July 1st

Morning/
Afternoon

Meet your group for a **complimentary hot breakfast**. This morning we will visit the **Canadian War Museum**. Later this afternoon meet a local Girl Guide Chapter for the Canada Day Celebrations in our nations capital (to be confirmed).

Evening

This evening we will participate in the Canada Day Activities around the city before watching the Canada Day fireworks. An **included dinner** will be arranged for the group at a local restaurant.

Monday, July 2nd

- Morning Meet your group for a **complimentary hot breakfast**. This morning we will check out of your host hotel and depart for Toronto. We will stop for rest breaks and lunch along the way.
- Afternoon Travel to Downtown Toronto and visit the **CN Tower**.
- Evening This evening visit a **local restaurant** for an included dinner. After dinner, we will visit the **Ripley's Aquarium of Canada**. Later this evening, we will check into the **Novotel-Toronto North York or similar**.

Tuesday, July 3rd

- Morning Meet your group for a **complimentary breakfast**. This morning we will visit **Casa Loma**.
- Afternoon This afternoon we will visit **Vaugh Mills – Toronto's Premier Outlet Mall** for lunch and free time to explore the mall. Later return to your host hotel for free time to freshen up before this evenings performance.
- Evening Tonight, enjoy an **included dinner at a local restaurant** before catching a **theatre performance in Downtown Toronto**. Later this evening, return to our host hotel for a well-deserved nights rest.

Wednesday, July 4th

- Morning Meet your group for a **complimentary hot breakfast**. Check out of your host hotel and depart for **Canada's Wonderland**. With over 330 acres of theme park to explore you will be in for a thrilling day. Driver will be off duty
- Afternoon Around 3:00 pm meet your group and depart for Dorval. Rest breaks and **farewell dinner at Swiss Chalet in Brockville, ON** will be arranged along the way.
- Evening Arrive at the **Comfort Inn Dorval** at approximately 10:00 pm for a well-deserved nights rest.

Thursday, July 5th

- Morning/
Afternoon Meet your group for a **complimentary hot breakfast**. Today we will check out of our host hotel and depart for home. We will stop for rest breaks and lunch along the way. Your Tour Director will make the trip pass quickly with on-board entertainment and games.
- Evening Meet your parents at Ceretti's in Borden at approximately 7:30 pm then again in Charlottetown at approximately 8:15 pm. Say goodbye to your Driver and Tour Director and cherish the many memories made during your Educational Tour to Ottawa and Toronto.

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: CANADIAN STUDENT LEADERSHIP CONFERENCE
SPONSORSHIP REQUEST.
DATE: 2017-09-22
ATTACHMENTS: SPONSORSHIP REQUEST – BETHANY SPENCER

Background

Bethany Spencer, a local KISH student, has submitted correspondence to Town Council requesting financial assistance from the Town to attend the national Canadian Student Leadership Conference being held in Waterloo, Ontario from **September 26, 2017 to September 30, 2017.**

The correspondence indicates that attending students will learn skills that will not only benefit themselves, but also the schools and communities in which they are involved. Attendees learn acceptance towards others, enthusiasm for life and teamwork skills that will allow them to be role models for others. Students will have an opportunity to network with other leaders from across Canada, enhance leadership skills and develop an awareness of community, national and global issues. Detailed information on the conference can be found at <http://cslc2017.studentleadership.ca/>.

The approximate cost to attend the conference in 2017 is \$1,000.00 per student. Therefore, students have been encouraged to seek out sponsors to help offset some of the costs of registration and travel. It is understood that Ms. Spencer has requested financial support from COW's Inc., Kent Building Supplies and the Town of Kensington. COW's have provided a sponsorship of \$100.00 and Kent Building Supplies have not responded as of the drafting of this memo.

Recommendation

That Committee of Council accept and consider the information presented in this memo and provide direction to the CAO accordingly.

Correspondence



Kensington Intermediate Senior High School

<http://www.edu.pe.ca/kish>

Telephone: 902-836-8901

Fax: 902-836-8903

P.O. Box 340, Kensington
Prince Edward Island
C0B 1M0

Donald Mulligan, Principal
Michelle Beaman, Vice-Principal
Carolyn Black, School Counsellor

17 April 2017

To Whom it May Concern:

Next September, selected student delegates and an advisor from our school are attending the national Canadian Student Leadership Conference being held in Waterloo, Ontario. From this conference students will learn skills that will not only benefit themselves, but also the schools and communities in which they are involved. Attendees learn acceptance towards others, enthusiasm for life, and teamwork skills that will allow them to be role models for others.

This wonderful opportunity brings with it a significant expense to students. The approximate cost to attend the conference this year will be \$1000.00/ student. Therefore students have been encouraged to try to find sponsors to help offset some of the costs of registration and travel. Please know that you will be investing in the future of this community by helping a student to network with other leaders from across this nation, enhance leadership skills, and develop an awareness of community, national, and global issues.

We thank you for your time and consideration in reviewing this letter. Please do not hesitate to call (902-836-8901) or e-mail us (kxgallant@edu.pe.ca) here at the school about any questions you may have.

Sincerely,

Kelly Gallant

CSLC 2016/Student Council Adv.
Kelly Gallant

Thank you in advance for any assistance you can provide.

- Bethany Spencer
902-836-3991

Town of Kensington & Community Complex

Thank you for your donation to the
Coemier Children Education Fund in
Shane's memory. Your kindness is
greatly appreciated.

Crystal, Oliver, & Abigail