



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

Monday, September 28, 2020 @ 6:30 PM

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

**Town of Kensington
Committee of Council Meeting
Monday – September 28, 2020 – 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 22, 2020**
- 6. Business Arising from Minutes – June 22, 2020**
- 7. Staff Reports**
 - a. Chief Administrative Officer's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Bills List – Town
 - f. Bills List – Water and Pollution Control Corporation
 - g. Summary Income Statement
 - h. Credit Union Centre Report
- 8. New Business**
 - a. COC Memo - Capital Borrowing - April to September 2020
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) – Two Items pursuant to Section 119 (e) of the *Municipal Government Act*.**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, June 22, 2020
6:30 PM**

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

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

Visitors: Allison Jenkin & Jason Simmonds – Journal Pioneer

1. Calling of Meeting to Order

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

2. Adoption of Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Gallant to approve the agenda for the June 2020 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.

3.2 Councillor Spencer declared a conflict with item 8b - Town Hall Window Replacement.

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 Toombs to approve the Committee of Council meeting minutes from February 24, 2020. Unanimously carried.*

6. Business Arising from Minutes

6.1 *Nil*

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to receive the June 2020 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 Deputy Mayor Pickering to recommend to Town Council the adoption of the May 2020 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to recommend to Town Council the adoption of the May 2020 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to receive the June 2020 Development Permit Summary Report as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Councillor Mann, seconded by Deputy Mayor Pickering to recommend to Town Council the approval of the General Bills List for May 2020 in the amount of \$204,685.87. Unanimously carried.*

7.5.2 *Moved by Councillor Toombs, seconded by Councillor Spencer to recommend to Town Council the approval of the Water & Pollution Control Corporation Bills List for May 2020 in the amount of \$7,761.92. Unanimously carried.*

Councillor Bernard joined the meeting at 6:51 pm.

7.6 Summary Income Statement

7.6.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to recommend to Town Council the adoption of the Summary Income Statements for May 2020, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to recommend to Town Council the adoption of the Credit Union Centre Report for May 2020, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

8. New Business

8.1 Parking Area Asphalt Patching

8.1.1 *Moved by Councillor Toombs, seconded by Councillor Bernard*

That Committee of Council authorize CAO, Geoff Baker to award the asphalt patching to the low bidder, Curran Briggs for the quoted amount of \$5,100.00 plus HST.

Unanimously carried.

Councillor Spencer declared a conflict and excused himself from the Council Chamber at 6:57 pm.

8.2 Town Hall Window Replacement

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

BE IT RESOLVED THAT Committee of Council recommend that Town Council award the contract for the Town Hall Window Replacement project to Kent Building Supplies as per their quote in the amount of \$14,203.37 including HST.

Unanimously carried.

Councillor Spencer returned to the Council Chamber at 6:59 pm.

8.3 Water Sewer Rate Increase 2021

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

BE IT RESOLVED THAT Committee of Council recommend that Town Council authorize staff to submit an application to the Island Regulatory and Appeals Commission for a 6% per year rate increase for water and a 3% per year rate increase for sewer over a five-year period commencing January 1, 2021.

Unanimously carried.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley recognized all graduating students of 2020.

- 9.2** Mayor Caseley confirmed that the Town will host a Virtual Canada Day Celebration at 10:00 AM at the Railyard Gazebo.
- 9.3** Mayor Caseley congratulated Charlie DesRoches recipient of the Town of Kensington Educational Scholarship.
- 9.4** Councillor Spencer inquired about the installation of no parking signage along Pleasant Street. Mr. Baker will follow up and report back to Council.
- 9.5** Councillor Spencer expressed his concerns regarding recent ATV use around the Town and on Town roads. Mr. Baker will speak with Chief Sutherland and noted that the ATV riders that are not adhering to the rules aren't likely members of the ATV Federation.
- 9.6** Councillor Gallant requested that the Town contact the Public Schools Branch (PSB) regarding necessary repairs to the KISH tennis court. Mayor Caseley noted that he spoke to the PSB and confirmed that they are not interested in completing the repairs themselves. Mayor Caseley will speak with the PSB again to further discussions.
- 9.7** Councillor Bernard brought forward a request to fundraise money to fix the EVK Swimming Pool. Mr. Baker inquired as to what repairs they were referring to that hadn't been completed already; Councillor Bernard was unsure. Mayor Caseley requested that the request be directed through Mr. Baker.

10. Correspondence

- 10.1** A letter from PEI Federation of Labour requesting the Town to sign a petition to sent to the Federal and Provincial Government to request they provide emergency operating funds to protect vital local services. – *No action*
- 10.2** A letter from the PEI Humane Society regarding the decision to cancel their 9th Annual Golf Tournament and requesting the Town to consider another form of financial support.

Moved by Deputy Mayor Pickering, seconded by Councillor Mann to recommend to Town Council a \$100.00 donation to the PEI Humane Society. Unanimously carried.

Jason Simmonds and Allison Jenkins excused themselves from the Council Chamber at 7:32 pm.

11. In-Camera (Closed Session)

- 11.1** ***Moved by Deputy Mayor Pickering, seconded by Councillor Bernard to enter into an in-camera session at 7:30 PM.***

Wendy MacKinnon and Kim Caseley excused themselves from the Council Chamber at 7:52 pm.

11.2 *Moved by Councillor Spencer, seconded by Councillor Toombs to come out of an in-camera session at 8:10 PM.*

12. Adjournment

12.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to adjourn the meeting at 8:11 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report for Committee of Council - September 2020		
Item #	Project/Task	Status
1	Exempt Staffing Policy	NO UPDATE The exempt staffing policy is still being reviewed by the Mayor and CAO. It will be provided to Town Council in draft form once completed.
2	COVID-19 Pandemic	A copy of the approved Operational Plan for the Credit Union Centre has been circulated previously. We continue to implement all facility plans until such time as the Public Health Office advises otherwise.
3	Victoria Street West Sidewalk Replacement	Infrastructure work/adjustments are currently underway within the project extents. It is anticipated that construction will begin the week of September 28th. Traffic congestion continues to be a concern at the main intersection in town. Staff are working with the Department of Transportation to allow traffic to be diverted and moved as efficiently and safely as possible. The traffic lights will be turned off on Monday, September 28th and all traffic will be directed/controlled through the use of flaggers.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	NO UPDATE I was requested by the consultant to return any asset management sheets to him, to address some deficiencies within them. The consultant is currently working on incorporating storm water management ponds and natural assets within the work sheets. The project is currently delayed by approximately two months. I would anticipate that within the next month or so, the (consultant) project will be completed.
6	Railyards/Boardwalk Renovation and Upgrade Project	NO UPDATE The project originally included a new roof for the Train Station, carpentry work within the train station (including insulation, weather tight window inserts, painting and other similar items), replacement of the boardwalk around the train station and liquor store, and the installation of a heat pump unit. During hurricane Dorian, the roof of the train station saw significant damage and was replaced through an insurance claim. The project was recently modified to include replacement of the boardwalk around the freight shed, gazebo, Blacksmith shop and public washrooms; and improvements to the gazebo including new stairs, installation of a wheel chair ramp and the installation of a new floor. The train station roof has been completed. The boardwalk around the train station and liquor store has been completed. The minor carpentry portion of the project is near completion with only minor items left to be completed. The additional Boardwalk is in the process of being replaced. Work began on about the 1st of September and scheduled to be completed by the end of the month. Some unforeseen deficiencies were found in both the freight shed and gazebo which has resulted in the additions to the project, i.e. sill around the freight shed, stair bracings, etc. The heat pump units were installed at the Train Station on August 4, 2020 and was completed around the 11th of August.
7	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades	Cell #2 has not been used since September 3rd. Sludge pumping was completed on September 17th. We currently await formal approval of our lagoon drawdown plan which will allow the berm/earth works to be completed. Cell #2 will be lowered by 1.64 m over a 12 day period.
8	2019-2024 Gas Tax Capital Investment Plan	Information on the further re-profiling of the Town's Gas Tax Capital Investment Plan will be brought directly to the October regular meeting of Town Council.
9	Emergency Warming/Reception Centre	The 3 hour load bank test has been completed and the generator has been formally commissioned. An official dedication/opening announcement was held on Saturday, September 19th. An operational guideline has been drafted by the Mayor and will be refined with staff and the EMO Coordinator over the next several weeks.
10	Sidewalk Maintenance	The sidewalk maintenance is nearing completion. Three areas along School Street have not been started yet and some miscellaneous asphalt repair is required.

Item #	Project/Task	Status
11	Fire Department Rescue Vehicle	NO UPDATE It is anticipated that the truck will be delivered as per the original schedule and budget. We expect to be provided with a web link shortly to enable us to regularly track the progress of the build.
12	EVK Pool	NO UPDATE The EVK Pool was closed for the year on August 28th. We are currently in discussion with Island Hot Tubs to determine the most appropriate way to winterize the pool. It is evident that a new cover may be required for the pool.
13	Wastewater Treatment Plant Blowers	Funds have been included in the 2020/21 Capital Budget to replace the existing sensors associated with the Blower #1 Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. While staff were preparing a recommendation for the September Council meeting, it was determined that Gas Tax may be a more appropriate funding source to complete the project. Information will be brought forward to the October regular meeting of Town Council to facilitate the completion of the project.
14	Water and Wastewater Bylaw	NO UPDATE I have begun drafting the required Bylaw to allow the town to operate the water and wastewater system as a department of the town. It will be presented to Town Council for consideration once completed.
15	Kensington Area Soccer Club - Clubhouse	NO UPDATE Construction of the Clubhouse has begun. The foundation has been installed. I continue to work with the Province to provide for a formal agreement for the water and sewer line routing.
16	Municipal Restructuring	The public hearing has been tentatively scheduled for October 15, 2020 at 6:30 PM. The Hearing will be held at the Credit Union Place in Summerside. Local advertisements (news paper, posters around town) will be placed on the weekend of October 3rd and October 10th. The Town will be required to make a formal presentation at the hearing (power point) which I will start to put together the week of September 28th.
17	Police Study/Service Model Review	The Police Study report is completed in draft form and has been forwarded to all Councillors for review.
18	Senior Centre Paving	The contract has been awarded to Curran and Briggs Ltd. I have been informed by Curran and Briggs that the project should be completed within two weeks (by October 9th),
19	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	NO UPDATE The 600mm watermain has been installed, pressure tested, disinfected and is ready for service. Landscaping has been completed around the pumphouse as well. Generator pads have been installed at the pumphouse and well #3. We are waiting on the installation of the Chlorine Analyzer, Flygt Cloud, generator and Automatic Transfer Switch at the pumphouse. We are waiting on construction of the gravel driveway at the pumphouse. We are also waiting on the installation of generator and Automatic Transfer Switch at well #3 (also waiting on price from AJL for adding small transformer and panel for generator block heater and battery charger).
20	Railyards Garbage Receptacle Area	Commercial Construction have removed the top soil from the grassed area behind the freight shed. Asphalt millings will be placed on site on Monday, September 27th.
21	Development Control Bylaw Amendment - Third Accessory Structure	A report for Second Reading and Formal Adoption of the Bylaw amendment will be brought forward to the October regular meeting of Town Council.
22	Town Hall/Rail Yards Paver Stone Replacement	The project has been completed. As Councillors were previously informed, upon removal of the paver stones at the town hall it was discovered that there was no gravel base when the paver stones were originally installed. An addition was made to the project to facilitate the proper installation of the gravel base.
23	Water and Sewer Rate Application	NO UPDATE The application to IRAC was submitted on August 13, 2020. It is expected that we will be in a position implement the new rates effective January 1, 2021.
24	Railyards Fence Replacement	I am informed that the cost shared portion of this project will not be completed until the Spring of 2021 due to unavailability of materials.

AUGUST 2020

The Kensington Fire Department responded to 21 calls during the month of August and the average attendance for the fire calls was 14. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Aug 1	MVC - 2 vehicles	Margate	19	2
Aug 1	Garbage fire	Kensington	7	2
Aug 2	Vehicle fire	Malpeque	6	2
Aug 3	Residential Fire Alarm	Traveller's Rest	13	2 (stand down en route)
Aug 4	Residential Fire Alarm	Springfield	16	2
Aug 8	Brush fire	Emerald	18	4
Aug 11	Grain field fire got into woods (called Kinkora & New London Fire Depts. and Dept. of Forestry)	North Freetown Rd	13	4
Aug 11	Residential Fire Alarm	Kensington	10	1
Aug 11	Structure Fire (called New London for water)	Sea View	17	5
Aug 12	BBQ fire	Kensington	15	2
Aug 13	Brush fire	Margate	13	1 (stand down en route)
Aug 14	MFR	Traveller's Rest	7	1
Aug 17	Structure fire (assisted by Summerside)	Traveller's Rest	20	5
Aug. 17	Commercial Fire Alarm	Kensington	17	2

Aug. 18	MVC - 1 vehicle	Blue Shank Rd.	13	2
Aug. 19	MVC - multiple vehicles	Rte. 2 Kensington	18	3
Aug. 20	Commercial Fire Alarm	Rte 6 Kensington	7	1 (stand down en route)
Aug. 21	MVC - car vs motorcycle	Blue Shank Rd.	15	3
Aug. 25	Transformer on fire	North Bedeque	15	2
Aug. 27	Possible body floating in the water [REDACTED] [REDACTED]	Crystal Beach	13	2
Aug. 29	MVC - motorcycle	Rte. 2 New Annan	14	2

No training was held this month. A debriefing was held after the Sea View fire, there were 18 firemen present. FYI - meetings are being held in the truck bay to allow for social distancing.

Rodney Hickey
Chief

Police Department Occurrence Report Summary 2020														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act			2	3	1	3	2	3					14	2.94%
Abandon Vehicle													0	0.00%
Abduction													0	0.00%
Alarms	1	1	2	5	3	3	2	1					18	3.78%
Animal Calls				1			1	1					3	0.63%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)	3				3	1	2	1					10	2.10%
Assistance Calls	10	8	7	8	24	29	29	20					135	28.36%
Breach of Peace	1						1						2	0.42%
Breach of Recognizance													0	0.00%
Break and Enter (business)													0	0.00%
Break and Enter (other)													0	0.00%
Break and Enter (residence)	1							1					2	0.42%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare						1							1	0.21%
Coroner's Act						2	1						3	0.63%
Crime Prevention													0	0.00%
Criminal Harassment						1		2					3	0.63%
Dangerous Driving		1											1	0.21%
Disturbing the Peace	2			1	1	2	3	1					10	2.10%
Dog Act		3	2	1			1	1					8	1.68%
Driving while disqualified	1				1	1		1					4	0.84%
Drug Charges		1											1	0.21%
Excise Act													0	0.00%
Fail to Comply Probation	1		1										2	0.42%
Fail to comply undertaking	1	1											2	0.42%
Fail to remain at scene of accident		1						1					2	0.42%
Family Relations Act					2		3						5	1.05%
Fingerprints taken													0	0.00%
Fire Prevention Act	1			1	2	2		2					8	1.68%

Police Department Occurrence Report Summary 2020														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act													0	0.00%
Forcible confinement													0	0.00%
Fraud				2		2	2						6	1.26%
Harrassing Phone Calls		1	1				1	1					4	0.84%
Impaired Driver	1		1		3	1	4	2					12	2.52%
Information Files	1	2	2			2							7	1.47%
Injury Accidents													0	0.00%
Liquor Offences		2	1	1									4	0.84%
Litter Act													0	0.00%
Lost and Found	1				2	2	4	1					10	2.10%
Luring Minors						1							1	0.21%
Mental Health Act	2	1			1	2	1	1					8	1.68%
Mischief	2		1	1	2	2	1						9	1.89%
Motor Vehicle Accidents	3	1	2			6	1	1					14	2.94%
Motor Vehicle Act	3	4	1	2	8	7	7	4					36	7.56%
Municipal Bylaws		1		1		1	9	2					14	2.94%
Off Road Vehicle Act		1		1		1	1						4	0.84%
Other Criminal Code													0	0.00%
Person Reported Missing													0	0.00%
Possession of restricted weapon													0	0.00%
Property Check	1			1									2	0.42%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference	1							1					2	0.42%
STEP (Integrated Traffic Enforcement)													0	0.00%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	2	1	3	1		1		4					12	2.52%
Theft Of Motor Vehicle													0	0.00%
Theft Over \$5000													0	0.00%
Theft Under \$5000		3	1	2	2	2	5	2					17	3.57%
Traffic Offences													0	0.00%
Trespass Act							2	1					3	0.63%

[illegible]

Police Report August 2020

KPS received 1 false alarm during the month.

August 26 @ 0043hrs – Kensington Metal, member attended.

Please note on the police report the number of assistance calls includes 6 calls that are COVID 19 related 2 of which charges were laid for failing to self isolate.

Year To Date Approved Development Permits Summary Report
2020

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Industrial						1								1	
Addition Residential additions/alterations								1						1	
Addition Residential Deck/Fence/Pools						1								1	
Demolition								1						1	
New Commercial								1						1	
New Institutional		1												1	
New Multi-unit Family Dwelling				1										1	
New Residential Accessory Structure		1	1		2	3		2	1					10	
New Residential Deck/Fence/Pools						1	1	1	1					4	
New Semi Detached Dwelling							1							1	
New Single Family Dwelling		1			2		1	1						5	
Other Commercial	1	1												2	
Renovation Commercial						1								1	
Renovation Residential Deck/Fence/Pools						1	1							2	
Total:						1	1							32	

Total Estimated Construction Value
\$70,000.00
\$300.00
\$3,500.00
\$5,000.00
\$3,500.00
\$220,000.00
\$1,947,000.00
\$43,800.00
\$14,500.00
\$400,000.00
\$1,367,500.00
\$10,700.00
\$2,000.00
\$19,000.00
\$4,106,800.00

Town of Kensington Bills List August 2020

Abigail Kelly	AUG 2020 MILEAGE	\$98.70
Adam MacDonald	EX ADAM M AUG20	\$789.60
Aliant	7858885	\$30.48
Aliant	7856336	\$230.59
Anderson Automotive	53628 Police Vehicle	\$684.39
Andrew Griffin	AUG 2020 RRSP	\$516.94
ArsenaultBestCameronEllis	6016	\$12,707.50
Bell Mobility	2-393987	\$201.25
The Branch Manager	3495 North St Tree Removal	\$661.25
Brenda MacIsaac	AUG 2020 RRSP	\$295.56
Combat Computer Inc	66641 Police Service Call - Watchguard Replaced	\$366.55
Combat Computer Inc	66360 Copies	\$14.10
Combat Computer Inc	66795 Police - Set up Transcriber and Software	\$409.69
Combat Computer Inc	66793 Police - Transcriber	\$541.06
Combat Computer Inc	66359 Copies	\$17.27
Combat Computer Inc	66039 Town Hall - Service Call	\$86.25
Combat Computer Inc	66358 Copies	\$5.89
Canadian Union of Public Employees	UNION DUES AUG 20	\$471.15
Curran & Briggs Ltd	00045519 Sunset Dr Sidewalk	\$1,338.60
Curran & Briggs Ltd	00045494 Parking Lot Patching TH, CUC, TS	\$5,865.00
Dakota VanColen	EX D VANCOLEN AUG 20	\$507.60
Doug Killam	P-AUTO DK	\$68.98
Eastlink	13130348	\$23.00
Eastlink	13130090	\$97.69
Eastlink	13129576	\$753.96
Eastlink	13206166	\$142.30
Elizabeth Hubley	AUG RENT 2020	\$805.00
Frito Lay Canada	43545263	\$557.54
Gemini Screen Print Embroidery	5107 Masks	\$1,811.25
Geoff Baker	AUG 2020 MILEAGE	\$322.42
Hummingbird Creative	2601 Emergency Centre Signs	\$1,031.47
Ideal Auto Parts Ltd	128448 PW - Rags	\$33.29

Irving Oil	33539597	\$284.19
Irving Oil	631856	\$448.35
Irving Oil	33560737	\$264.60
Irving Oil	33567427	\$642.91
Irving Oil	637852	\$304.88
Irving Oil	218782	\$196.28
Irving Oil	922467	\$120.82
Irving Oil	33574082	\$232.26
Irving Oil	39303	\$179.93
Island First Aid Service	SI-12390	\$50.03
Island Hot Tubs & Pools	22280	\$202.39
Island Hot Tubs & Pools	23326	\$202.39
Island Hot Tubs & Pools	22643 Test Kit	\$400.05
Island Hot Tubs & Pools	22652	\$45.98
Island Hot Tubs & Pools	7844	\$97.75
Island Hot Tubs & Pools	7893	\$366.80
Island Hot Tubs & Pools	8279	\$215.62
Island Hot Tubs & Pools	22407	\$202.38
Jara Nantes	AUG 2020 MILEAGE	\$18.80
Kensington Agricultural Services	53118	\$8.12
Kensington Country Store	02810111053 Ballfield Lime	\$89.12
Kent Building Supplies	1282616	\$45.41
Kent Building Supplies	1283417	\$80.25
Kent Building Supplies	1283577	\$38.36
Kent Building Supplies	1288685	\$18.39
Kent Building Supplies	1290639	\$17.87
Kent Building Supplies	1290114	\$27.59
Kent Building Supplies	1288793	\$45.41
Kent Building Supplies	1292109	\$24.79
Kensington & Area Chamber of Commerce	74993 Golf Tournament	\$500.00
Lewis Sutherland	AUG 2020 RRSP	\$655.52
Lewis Sutherland	EXP CHIEF AUG 20	\$152.28
Maritime Electric	FARMMARKET AUG20	\$398.90
Maritime Electric	CANTEENBALLAUG20	\$31.30

Maritime Electric	RINK AUG 20	\$1,582.78
Maritime Electric	25 GAR SIGN AUG20	\$183.91
Maritime Electric	KINDERG AUG20	\$111.57
Maritime Electric	LIBRARY AUG20	\$98.97
Maritime Electric	CN STN AUG20	\$1,146.47
Maritime Electric	RADAR LT AUG20	\$105.13
Maritime Electric	CARCHARG AUG20	\$29.07
Maritime Electric	TOWNHALL AUG20	\$1,884.08
Maritime Electric	PW AUG20	\$88.40
Maritime Electric	ST LIGHT AUG20	\$2,824.03
Maritime Electric	FIRE HALL AUG20	\$477.14
Maritime Electric	SHOWER RM AUG	\$955.08
Mary's Bake Shoppe	38 - AUG 19, 2020 Lewie's Birthday Cake	\$25.00
Malpeque Bay Credit Union	AUG 2020 RRSP	\$1,433.50
MDC	4018979 Hand Sanitizer	\$81.42
Medacom Atlantic Inc	011961	\$251.16
Minister of Finance	AUG 2020 Property Tax	\$5,314.95
MJS Marketing & Promotions	2703043 Harvest Festival Ad	\$747.50
MJS Marketing & Promotions	2703012	\$51.75
Orkin Canada	1935942	\$44.28
Orkin Canada	1935660	\$28.75
Orkin Canada	1936206	\$73.03
Pickering Plumbing & Heating	562 Public Washrooms	\$143.74
Police Vision CPA/ACP	18012047	\$227.70
Prince County Trophy	238318	\$16.10
Robert Wood	EX R WOOD AUG20	\$159.80
Saltwire Network	30656	\$342.70
Mikes Independent	IND20200803	\$11.80
Scotia Securities	AUG 2020 RRSP	\$407.68
Scotiabank Visa	AUG 2020 KIDS HELP	\$50.00
Scotiabank Visa	FRIENDS & FLOWERS	\$34.50
Scotiabank Visa	34937107 ZOOM	\$23.00
Sign Station Inc	62925 CUC - Harvest Festival Drive Thru	\$369.54
Suncor Energy Products Partnership	AUG 2020	\$807.52

Superior Sanitation	719611	\$80.50
Superior Sanitation	719614	\$207.00
Superior Sanitation	719613	\$230.00
Superior Sanitation	719612	\$184.00
T & K Fire Safety Equipment Ltd	256861 Town Hall Service Fire Extinguishers	\$293.83
T & K Fire Safety Equipment Ltd	256862 Police Vehicle Bracket	\$11.50
T & K Fire Safety Equipment Ltd	257168 SCBA Inspetion and Refill	\$996.02
Tanya Beairsto	08	\$100.00
Tara LeBlanc	05	\$662.00
Telus	AUG 2020	\$943.55
Tessa MacKinnon	EX TESS AM AUG 20	\$15.04
Toshiba Finance	1481069	\$638.91
Vail's Fabric Services Ltd	358810	\$215.46
Water & Pollution Control Corporation	AUG 2020	\$689.83
WSP Canada Inc	0942956 Murray Christian Emergency Shelter	\$250.36
Yellow Pages Group	01092272	\$17.65
Yellow Pages Group	1130201	\$23.17
Zackery DesRoches	AUG 2020 MILEAGE	\$28.20
Subtotal		<u>\$63,815.11</u>

Payroll		\$104,504.25
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Capital Purchases

Anderson Automotive	53659 Police 2019 Ford Taurus Install Emergency Equip	\$10,022.24
Atlantic Mercantile	105152 RGI -CUC Hook up Canteen Exhaust	\$7,999.40
Capital "T" Electric	791 Train Station Heat Pump	\$22,137.50
Combat Computer Inc	66799 Police Camera Replacement	\$27,818.50
Curran & Briggs Ltd	45427 RGI - CUC Ballfield	\$670.60
Island Hot Tubs & Pools	21751 Replace Pump	\$2,644.98
Kent Building Supplies	2894263 Town Hall - Window Replacement	\$13,915.87
Mid Isle Electric	9419 RGI - CUC Hook up Canteen Exhaust	\$134.55
Mid Isle Electric	9216 RGI - CUC LED Fixtures	\$416.01
Owen MacDonald	056374 Town Hall Sidewalk Replacement	\$8,912.50

Spring Valley Building Centre Ltd	856213 RGI - Eavestrough	\$183.89
Spring Valley Building Centre Ltd	858223 RGI - Stain Gazebo/Canteen Covid Screen	\$515.17
Warren's Carpentry	237897 Gas Tax - Boardwalk Replacement	\$18,112.50
WSP Canada Inc	0943541 ICIP - Wellfield Upgrade	\$1,712.67
WSP Canada Inc	0943640 ICIP - Lagoon Upgrade	\$3,720.48
Subtotal Capital		<hr/> \$118,916.86
Total Bills		<hr/> \$287,236.22 <hr/>

Water and Pollution Control Corporation Bills List August 2020

Aliant	7825162	\$138.46
Aliant	7858383	\$175.68
Capital "T" Electric	790 Victoria St Lift Station	\$713.00
Envirosystems Incorporated	93119349 Lift Station Clean & Flush	\$2,005.60
Kensington Agricultural Services	52881 Water Shed Pressure Gauge	\$29.89
Kensington Country Store	02810111511 Chlorine	\$113.75
Kensington Septic Service	4306 Lift Station - Reinstall Pump	\$1,293.75
Kensington Septic Service	4318 21 School St - Curb Box	\$230.00
Leslie Thomas	AUG 26, 20 TRAINING	\$39.95
Maritime Electric	PUMP W1 AUG20	\$804.49
Maritime Electric	PUMPCNLBLDG AUG20	\$59.35
Maritime Electric	PUMP E2 AUG20	\$404.19
Maritime Electric	INDPKTOWER AUG20	\$122.34
Maritime Electric	WELL3 AUG20	\$838.24
Maritime Electric	SEWAGEPUMP AUG20	\$269.26
Maritime Electric	28STSEWAGE AUG20	\$1,079.64
Maritime Electric	ADDLIFTSTN AUG20	\$159.53
Minister of Finance	LES WD EXAM FEE	\$50.00
Minister of Finance	200804077 Water Analysis	\$368.00
Minister of Finance	W&S AUG 2020 Property Tax	\$906.83
Total W&S Bills		<u><u>\$9,801.95</u></u>

Income Statement Comparison of Actual to Budget for August 2020

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$92,806.17	\$95,446.00	-\$2,639.83	\$472,994.37	\$472,658.00	\$336.37	\$1,118,772.00	42%
Police Service	\$5,528.38	\$6,000.00	-\$471.62	\$37,376.17	\$18,000.00	\$19,376.17	\$42,700.00	88%
Town Hall Rent	\$9,780.27	\$8,150.00	\$1,630.27	\$42,707.48	\$40,550.00	\$2,157.48	\$96,100.00	44%
Recreation	\$3,360.00	\$1,000.00	\$2,360.00	\$6,660.00	\$4,500.00	\$2,160.00	\$4,500.00	148%
Sales of Service	\$24,594.91	\$40,000.00	-\$15,405.09	\$75,708.97	\$202,200.00	-\$126,491.03	\$457,200.00	17%
Subtotal Revenue	\$136,069.73	\$150,596.00	-\$14,526.27	\$635,446.99	\$737,908.00	-\$102,461.01	\$1,719,272.00	37%
GENERAL EXPENSES								
Town Hall	\$15,238.76	\$14,980.00	\$258.76	\$70,364.99	\$66,505.00	\$3,859.99	\$158,660.00	44%
General Town	\$37,108.24	\$32,666.00	\$4,442.24	\$232,548.58	\$256,023.00	-\$23,474.42	\$544,852.00	43%
Police Department	\$40,736.28	\$45,321.00	-\$4,584.72	\$223,967.81	\$222,591.00	\$1,376.81	\$539,259.00	42%
Public Works	\$8,267.51	\$7,620.00	\$647.51	\$40,236.46	\$73,724.00	-\$33,487.54	\$152,275.00	26%
Train Station	\$5,291.34	\$4,170.00	\$1,121.34	\$17,515.00	\$16,630.00	\$885.00	\$39,560.00	44%
Recreation & Park	\$12,887.66	\$16,625.00	-\$3,737.34	\$32,794.34	\$55,105.00	-\$22,310.66	\$74,785.00	44%
Sales of Service	\$7,751.02	\$11,480.00	-\$3,728.98	\$30,973.41	\$66,130.00	-\$35,156.59	\$156,740.00	20%
Business Park	\$3,842.52	\$4,418.00	-\$575.48	\$18,362.72	\$22,090.00	-\$3,727.28	\$53,016.00	35%
Subtotal Expenses	\$131,123.33	\$137,280.00	-\$6,156.67	\$666,763.31	\$778,798.00	-\$112,034.69	\$1,719,147.00	38%
Net Income (Deficit)	\$4,946.40	\$13,316.00	-\$8,369.60	-\$31,316.32	-\$40,890.00	\$9,573.68		
Credit Union Centre								
Credit Union Centre Revenue	\$5,258.63	\$36,000.00	-\$30,741.37	\$49,149.89	\$123,100.00	-\$73,950.11	\$386,200.00	13%
Credit Union Centre Expenses	\$30,794.50	\$37,169.00	-\$6,374.50	\$120,426.97	\$137,979.00	-\$17,552.03	\$382,796.00	31%
Net Income (Deficit)	-\$25,535.87	-\$1,169.00	-\$24,366.87	-\$71,277.08	-\$14,879.00	-\$56,398.08		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$117,785.00	\$117,785.00	\$0.00	\$282,684.00	42%
Fire Department Expenses	\$17,790.09	\$19,765.00	-\$1,974.91	\$94,259.82	\$100,675.00	-\$6,415.18	\$282,680.00	33%
Net Income (Deficit)	\$5,766.91	\$3,792.00	\$1,974.91	\$23,525.18	\$17,110.00	\$6,415.18		
Consolidated Net Income (Deficit)	-\$14,822.56	\$15,939.00	-\$30,761.56	-\$79,068.22	-\$38,659.00	-\$40,409.22		
							\$3,533.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$51,001.07	\$51,497.00	-\$495.93	\$255,294.60	\$257,485.00	-\$2,190.40	\$622,059.00	41%
Water & Sewer Expenses	\$55,416.92	\$65,355.00	-\$9,938.08	\$275,935.51	\$292,075.00	-\$16,139.49	\$688,160.00	40%
Water & Sewer Net Income (Deficit)	-\$4,415.85	-\$13,858.00	\$9,442.15	-\$20,640.91	-\$34,590.00	\$13,949.09		
							-\$66,101.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: AUGUST 2020 CREDIT UNION CENTRE REPORT
DATE: SEPTEMBER 1, 2020
ATTACHMENT: STATISTICAL REPORT

August 2020

Fitplex

Hours of operation are 6am -9pm Daily.
New Treadmill and Air Rower will be arriving in mid-September

Arena

Canteen renovations have been completed. New fryers, exhaust hood and fan installed.
New fire suppression system installed.
Ice Plant scheduled for start-up September 11 and Rentals begin September 21.

Kensington Cash

Aug 6	204.00
Aug 13	200.00
Aug 20	208.00
Aug 27	202.00
Total	\$814.00

Ball Fields

Kensington Minor Ball and Kensington Recreational League Wrapping up regular season with playoffs in September.

Senior Center

Seniors Center will be starting back using the facility in the fall.
Sewing Classes are every Tuesday evening.

Town of Kensington
Credit Union Centre Monthly Statistical Data
2020

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	265	245	245	245	200	204	200					1874
Attendance	1490	1550	700	0	0	872	866	836					6314
Day Passes Sold	28	22	10	0	0	6	10	12					88
Memberships Sold	42	33	12	0	0	32	36	30					185
Monthly Payment Memberships	54	52	51	0	0	40	37	38					272
Arena													
Hours Rented	158	169	62	0	0	0	0	0					389
Preschool (Free)	3	4	2	0	0	0	0	0					9
Adult Skate	3	4	2	0	0	0	0	0					9
Donated Ice Time	0	10	0	0	0	0	0	0					10
Total Hours Rented	164	187	68	0	0	0	0	0					419
Storm Days (no rentals)	4	2	0	0	0	0	0	0					6

2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Total Members	270	262	258	250	242	230	218	215	226	245	255	260	2931
Attendance	1525	1420	1200	1140	1080	950	875	820	1011	1225	1350	1300	13896
Day Passes Sold	26	18	20	22	20	22	20	15	21	25	24	20	253
Memberships Sold	44	32	25	22	20	21	18	19	22	37	24	30	314
Monthly Payment Memberships	54	53	52	53	51	52	50	49	50	51	52	52	619
Arena													
Hours Rented	149	144	135	110	0	0	0	0	58	158	175	140	1069
Preschool (Free)	4	4	3	0	0	0	0	0	0	0	4	4	19
Adult Skate	4	4	3	0	0	0	0	0	0	0	4	4	19
Donated Ice Time	0	10	0	7	0	0	0	0	0	0	0	0	17
Total Hours Rented	157	162	141	117	0	0	0	0	58	158	183	148	1124
Storm Days (no rentals)	2.5	2	1	1	0	0	0	0	11	0	0	0	17.5

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: CAPITAL BORROWING
DATE: 2020-09-25
ATTACHMENTS: APRIL – SEPT 2020 CAPITAL BORROWING

Background

I requested staff to review all capital asset purchases out of current revenues from April to September of 2020 to determine what level of current revenues have been exhausted to facilitate the purchases. The Town has purchased capital assets since April of 2020 in the amount of \$160,564.64 from current revenues. The amount does not include HST as the HST is fully recoverable through other Federal and Provincial programs. The Town is intent on replacing the roof and eaves troughing at the Sewage Treatment Plant building in 2020 at an estimated cost of \$10,000.00 which has been included in the borrowing resolution below.

I am recommending that Town Council consider proceeding with borrowing the amount listed above over a five-year term, to replenish the cash flow in the General Operating Account. A detailed list of capital items purchased thus far in 2020 is attached to this memo.

Recommendation

It is recommended that Committee of Council consider and approve the following resolution:

WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to, by Bylaw, borrow money for capital purchases;

AND WHEREAS Town Council has authorized capital purchases since April of 2020 in the amount of \$160,564.64;

AND WHEREAS Town Council is intent on replacing the roofing and eaves troughing at the sewage treatment plant at an estimated cost of \$10,000.00;

AND WHEREAS it is deemed prudent to borrow the funds to cover the cumulative cost of these capital purchases;

AND WHEREAS the amount to be borrowed will not cause the Town to exceed its legislated debt capacity;

BE IT RESOLVED that the Town of Kensington be empowered to borrow \$170,564.64 from the Scotiabank;

i. repayable in full by Town Council over an amortization period not to exceed 5 years.

ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.

iii. advances repayable on demand.

Town of Kensington
April - September 2020 Capital Borrowing

Item	Purchase Price
Server and Financial Software Upgrades	
Network - install/set up SQL Server. Removed RDP to GP Server	\$25,416.24
QUO-6336 Microsoft Dynamics GP and CSM upgrade	\$5,557.50
CD PS QUO-6336 Microsoft Dynamics GP and CSM Upgrade	\$1,170.00
SubTotal	\$32,143.74
Town Hall Upgrades	
Window Replacement	\$12,100.76
Paverstone Replacement	\$25,748.50
Town Hall Sidewalk	\$7,750.00
SubTotal	\$45,599.26
Police Car	
2018 Ford Taurus	\$18,700.00
Light Removal	\$305.08
Install Lights	\$330.08
Equipment Installation	\$8,714.99
Subtotal	\$28,050.15
Miscellaneous	
Garbage Can	\$1,000.00
Hp Probook 450 G6/set up and data transfer (Councillor)	\$1,081.50
Pentair Whisper Flo Pump	\$2,299.99
SubTotal	\$4,381.49
Police Department Camera System	\$24,190.00
Emergency Reception Centre	\$26,200.00
Sewage Treatment Plant Roof and Eavestrough (Planned)	\$10,000.00
Total Capital Purchases (April to September 2020)	\$170,564.64

mail@townofkensington.com

Subject:

FW: Expanding our Paw Print Capital Update Sept 2020

From: Jennifer Harkness [<mailto:jharkness@peihumanesociety.com>]

Sent: September 15, 2020 9:25 AM

To: Town of Kensington <mayor@townofkensington.com>

Subject: Expanding our Paw Print Capital Update Sept 2020

Dear Mayor Caseley,

I hope you had a wonderful summer, even during these strange times.

I wanted to share an update regarding the Expanding our Paw Print Capital campaign. Due to COVID-19, we have decided to delay the construction start to 2021, including the Walk of Paws brick pathway. The campaign is now at 70% of its goal, with less than \$800,000 to go! This extra time allows for additional fundraising and preparing for the big move out for one year while construction happens.

On a positive note, adoptions have been robust and the shelter is running quite smoothly even with the COVID-19 restrictions put in place.

If you have any questions, please let me know and thank you for your generous gift. Jennifer

Warm Regards,

Jennifer Harkness
Development & Communications Manager
902-892-1190, ext .24

Remove my name from all future mass email communications:

Address postal inquiries to:
P.E.I. Humane Society
309 Sherwood Road
PO Box 20022
Charlottetown, PE C1A 9E3