



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

Monday, September 27, 2021 @ 6:30 PM

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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 27, 2021 – 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 28, 2021**
- 6. Business Arising from Minutes – June 28, 2021**
- 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 Sewer Utility
 - g. Summary Income Statement – Town and Water & Sewer Utility
 - h. Credit Union Centre Report
- 8. New Business**
 - a. COC Memo - Town of Kensington Emergency Management Plan
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) – One item under Section 119(1)(d) of the Municipal Government Act**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, June 28, 2021
6:30 PM**

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

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

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. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

2. Adoption of Agenda

2.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to approve the agenda for the June 28, 2021 Committee of Council meeting with the addition of two items 8c – Bylaw Amendment to include Dwellings in Commercial Buildings & 8d – Tulip Festival. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations, Special Speakers and Public Input

4.1 *Nil.*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor MacRae, seconded by Councillor Spencer to approve the Committee of Council meeting minutes from May 25, 2021 with the correction to add Councillor MacRae to the attendance. Unanimously carried.*

6. Business Arising from Minutes

6.1 *Nil.*

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Spencer, seconded by Deputy Mayor Pickering to receive and recommend approval to Town Council the adoption of the June 2021 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Toombs, seconded by Councillor MacRae to receive and recommend to Town Council the adoption of the May 2021 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Gallant, seconded by Councillor Toombs to receive and recommend to Town Council the adoption of the May 2021 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to receive the June 2021 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 receive and recommend to Town Council the approval of the General Bills List for May 2021 in the amount of \$473,246.28. Unanimously carried.*

7.5.2 *Moved by Councillor Mann, seconded by Councillor Spencer to receive, and recommend to Town Council the approval of the Water & Pollution Control Corporation Bills List for May 2021 in the amount of \$12,680.85. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Gallant to receive and recommend to Town Council the adoption of the Summary Income Statements for May 2021, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

- 7.7.1** *Moved by Councillor MacRae, seconded by Councillor Spencer to receive and recommend to Town Council the adoption of the Credit Union Centre Report for May 2021, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

8. New Business

8.1 Asphalt Patching – Town Hall, Credit Union Centre & Railyards

- 8.1.1** *Moved by Councillor Spencer, seconded by Councillor Toombs*

THAT Committee of Council authorize the CAO to award the asphalt patching to the K.D. Construction Inc. at their total quoted amount of \$11,800.00.

Unanimously carried.

8.2 Sidewalk Maintenance – 2021

- 8.1.2** *Moved by Councillor Gallant, seconded by Deputy Mayor Pickering*

THAT Committee of Council direct the CAO to award the annual sidewalk maintenance contract to MacAusland Excavation Services as per their quote dated June 11, 2021, in the amount of \$15,500.00 plus HST.

Unanimously carried.

8.3 Proposed Bylaw Amendment – Section 10.8 of the Town of Kensington Development Control Bylaw

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

THAT Committee of Council direct the CAO to proceed with the proposed bylaw amendment – Section 10.8 of the Town of Kensington Development Control Bylaw and schedule a public meeting.

Unanimously carried.

8.4 Kensington Tulip Festival 2022

- 8.4.1** *Moved by Councillor Gallant, seconded by Deputy Mayor Pickering*

THAT Committee of Council support the Kensington Tulip Festival 2022 event and encourage committee members to continue with their planning.

Unanimously carried.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley noted that plans to re-surface the Tennis Courts located at KISH is coming together. Town Council discussed the potential need for wind breaks, replacement nets, and line painting once complete.

9.2 Mayor Caseley requested Town Council's opinion on hosting a 2021 Canada Day celebration.

Moved by Councillor Gallant, seconded by Deputy Mayor Pickering to proceed with a Canada Day Celebration and include appropriate changes to recognize our indigenous community. Unanimously carried.

9.3 Councillor Gallant inquired if the Credit Union Centre would be available to groups, such as the pickle ball group, during the summer months. Mayor Caseley requested that the CAO speak with Robert Wood regarding this request.

9.4 Councillor Mann addressed the long grass along the sidewalk in front of 105 Victoria Street W. (Glover Property). Council requested that the Public Works Department cut this section of grass.

9.5 Councillor Gallant noted two water shutoffs located at the corner of Russell St./Victoria St. and another on Woodleigh Dr. have developed holes around them and require repair.

10. Correspondence

10.1 Information and donation request from Camp Abby. – *Received.*

10.2 A thank you from Crime Stoppers for the Town's recent donation.

10.3 A letter from Peter Julian, MP. requesting the Town's endorsement for Motion M-84 Anti Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act. - *Received.*

10.4 A donation request from KARSI.

Town Council requested further details on previous donations be brought to the July Council Meeting for consideration.

11. In-Camera (Closed Session) One item under Section 119(1)(a) of the Municipal Government Act

11.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to enter into an In-Camera session at 7:40 pm. Unanimously carried.*

11.2 *Moved by Councillor Gallant, seconded by Councillor Toombs to come out of an In-Camera session at 7:57 pm. Unanimously carried.*

11.3 *Moved by Councillor Gallant, seconded by Councillor Spencer to direct CAO Geoff Baker to proceed with the proposed Business Park Lot prices and bring forward a formal Request For Decision to the July Council Meeting. Unanimously carried.*

11.4 Councillor Toombs inquired if the ATV Club had been notified of the construction of the Business Park. It was requested that Mr. Baker contact the club to notify them.

12. Adjournment

12.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 7:58 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report for Town Council - September 2021		
Item #	Project/Task	Status
1	Xplornet Internet Antenna	Xplornet continue with their public consultation process, of which I was listed as a contact. To date, I have not received any comments/concerns from neighbouring property owners.
2	Firehall Floor Epoxy	The Epoxy floor installation at the fire hall was completed the week of September 20th. The Fire Chief has indicated that they are pleased with the installation. It took a little longer than expected as there were more cracks in the floor than originally anticipated.
3	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE We have been advised by the Province that amendments are forthcoming to the Provincial Planning Act and as such are being encouraged to delay the update of the Bylaw and Official Plan review. Further information will be provided to Town Council as the Provincial amendments are made. Unfortunately this will result in a further delay to this project.
4	Asset Management	NO UPDATE All asset management files have been received. I am trying to set up a meeting with the consultant to ensure a proper interpretation of the asset class forecasts and next steps in the development of the asset management plan.
5	Child Care Issue	I have been in contact with several organizations regarding the actual demand for child care spaces in the Kensington area. While I can ascertain what the waiting list is for the local early childhood education center, it is difficult to determine what the actual demand is in the wider Kensington area. I have been in touch with the Early Childhood Development Association, the Provincial Department of Early Childhood Education and the owner of the local Early Childhood Education Centre to try and collect data relevant to the issue, waiting lists, number of families without child care, etc. Chance's Daycare has taken over the before/after school child care program, that was being operated by Fun Times. I have been advised that the Provincial government are seeking ways to increase the number of child care spaces available in the Summerside/Kensington area. Child Care was a core issue in the recent Federal Election in which the Liberal Government has committed to the creation of a national program to increase the number of child care spaces across the country.
6	Wastewater Treatment Plant Blowers	The tender for the roof replacement portion of the project was issued on Thursday, September 23rd with a closing date set for October 5th. The roof portion of the project includes the removal of the existing roofing material (down to the wood) and demolition of the fascia and gutter and the installation of a new metal roofing package and new fascia and seamless aluminum gutters with down spouts. It is anticipated that the mechanical portion of the project (blowers, controls, etc.) will be tendered over the next couple of weeks.
7	Municipal Restructuring - Frosty Treat 2	I have received a copy of the IRAC report to the Minister of Communities recommending approval of the Town's boundary restructuring application to bring the Frosty Treat 2 property inside the municipal boundary. Water and Sewer has been stubbed within the Kensington Business Park project to facilitate the installation of water and sewer services to the property. To date, no request has been received from the property owner for water or sewer services.
8	Police Study/Service Model Review	NO UPDATE Other project work and requirements have consumed the greater majority of my time in recent months. I have begun working on the implementation plan for Town Council's consideration, however at this point I have not found an opportunity to complete it. I will continue to dedicate time and resources to this project as other priority items are completed.
9	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	The Chlorine Analyzer has been adjusted and appears to be working correctly such that the chlorine injection rate can be monitored continuously and remotely. Staff (including myself) are waiting on training to be able to fully utilized the full functionality of the provided software so we can determine flow rates, etc.

Item #	Project/Task	Status
10	Railyards Garbage Receptacle Area	NO UPDATE Direction was given to the Mayor and I to meet with tenants in the railyards area to discuss issues around all garbage receptacles being placed in a centralized area. To date no meetings have taken place. The Police Chief and I have been tasked with reviewing transportation issues in the rail yards area to provide a safe corridor for people to access the centralized garbage receptacle area.
11	Active Transportation Fund	The Vitoria Street East portion of the project was awarded to Curran and Briggs. It is likely that this work will not proceed until the spring of 2022. We were initially advised by the Provincial Department of Transportation that the Barrett Street portion of the project would proceed in 2021, however we have been recently informed that it is also not likely to proceed until the Spring of 2022 due to the volume of projects they have to complete before the end of the 2021 construction season. The Broadway Street South portion of the project will be further planned once we receive official word on the Town's Funding application to the ICIP Funding program for the installation of water and sewer along the same stretch of Broadway Street South.
12	Official Plan and Zoning Bylaw Amendment - Roman Catholic Parish	The approval has been received from the Province. The amendment is now considered complete.
13	Commercial Street/Broadway Street Intersection	NO UPDATE At a meeting held on March 8, 2021 with Stephen Yeo and Alan Aitken of the Provincial Department of Transportation, a commitment was made that the Province would review the parking layout at the Commercial Street/Broadway Street Intersection. To date I have not heard from the department. On June 14, 2021 I requested a status update however, to date I have not received a response.
14	Confederation Trail Road Crossings	NO UPDATE The Province has committed to providing lighted (flashing beacon) pedestrian crossing signs at two Confederation Trail road crossings within the Town. It was committed that the signs would be installed by the end of May, 2021. The beacon signs were proposed to be installed at the Victoria Street East road crossing and the Broadway Street North road crossing. Additional signage may be installed in the future at other crossings in the Town. To date none of the signs have been installed, nearly four months after they were committed to being installed. I have made several requests to the Department of Transportation for a status update on when the signs will be installed to which I have received no response.
15	Kensington Business Park	There is no construction update on this project since the September 13th Town Council meeting. The Mayor and I met with the owner of the Trailside Plaza in regards to his most easterly access from the highway having to be removed in favour of a new access off of the new business park street. A meeting will be scheduled over the next couple of weeks with the contractor and WSP to review the project's progression thus far and to reaffirm the original schedule.
16	Town Hall Siding Replacement	The contractor continues with the replacement of the siding at the Town Hall. It is expected that the project will be completed over the next week or so. The project cost is completely covered under warranty.
17	Invest in Canada Infrastructure Fund - Broadway Street South Water and Sewer Main Extension Project	The application was submitted prior to the required deadline. We await formal approval of the project.
18	Blacksmith Shop/Go! Fish	The structural engineer has completed the site visit and structural review of the Blacksmith Shop. He has also completed a review of the cost estimates provided by our Insurance Company, and Dan and Deborah Norris. I am hopeful that the final report will be completed and ready over the next day or so. If received in time for the September Committee of Council meeting, then it will be presented at that time.
19	Collective Bargaining Agreement Negotiations	Bargaining is expected to begin on September 27th. Three days have been set aside for the week of the 27th.
20	Annual Sidewalk Maintenance	All work is completed except one area along Broadway Street North. Two additional sidewalk pads were added to the project to facilitate the repair of two water shut offs.

Item #	Project/Task	Status
21	Relocation of Town of Kensington signs and Speed Radar signs	NO UPDATE Public Works staff are busy completing other maintenance items currently. The signs will be relocated as expeditiously as possible. I have scouted new locations for the signs and will discuss these with the Province, as we are placing the signs within their right of way.
22	Rural Growth Initiative Funding Application	The application has been submitted. At this point in time we have not received any indication as to whether or not the project will approved for funding.
23	Water Meter Upgrades Project	The project has been awarded as approved by Town Council. The contractor is installing the required software over the next couple of days. The hardware installation was originally scheduled for late October however it appears it will now be in to early November before this work can be completed.
24	Development Control Bylaw and Official Plan Amendments - Section 10.8, 13.1, and map amendments	The public meeting has been scheduled for October 28, 2021 at the Murray Christian Centre at 6:00 PM. It is anticipated that the amendments will be formally presented for consideration to Town Council during their regular October Council meeting.
25	Annual Sewer Line Cleaning and Video Inspection	Quotes have been requested from Contractors for the annual sewer line cleaning and video inspection. They will be presented to Town Council for consideration once received.
26	Fire Department Tanker Truck	I hope to have a tender issued over the next two weeks for the provision of a new tanker truck for the fire department. The fire fighters have put together a specification list for the truck which I will put into a formal bid document that can be advertised accordingly.
27	KISH Tennis Courts	The tennis courts have been re - surfaced and painted. Staff are working on purchasing a wind break, new netting, and other supplies. We are also looking at the installation of a small storage building to keep nets, racquets and other supplies. We continue to work in partnership with the Province of PEI, KISH and the Central Region Sports Council.

AUGUST 2021

The Kensington Fire Department responded to 13 calls in August. The average attendance for the fire calls was 14. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Aug. 7	Residential fire alarm	Wilmot Valley	13	3
Aug. 7	Residential fire alarm	Wilmot Valley	14	3
Aug. 11	Vehicle fire	Blue Shank Rd.	14	3
Aug. 13	Residential fire alarm	Wilmot Valley	9	1
Aug. 13	Single vehicle MVC	Blue Shank Rd.	15	52
Aug. 15	Structure fire	Kensington	19	5 (false alarm)
Aug. 16	Combine fire	Emerald	16	5
Aug. 19	Structure fire (water assistance from Kinkora & New London)	Freetown	21	5
Aug. 20	Kiteboarder in distress	Sea View	12	stand down
Aug. 22	Parasailer in distress (made it to shore on their own & then hid)	Sea View	10	2
Aug. 27	Residential fire alarm	Sea View	5	stand down
Aug. 27	Kite surfer in distress	Malpeque	17	2
Aug. 31	Single vehicle MVC	Blue Shank Rd.	21	stand down

No Association meeting or training session was held this month.

On August 19, a fire truck and some firemen made a visit to Camp Triumph in Malpeque to visit with the children of the camp. While there, they received a fire call to Freetown, which added an extra thrill for the kids. The next day, the instructors of the camp called to thank us, the kids couldn't stop talking about the visit.

The tanker truck committee met 3 times to go over specs for the new truck.

A meeting was held on August 31 with 17 members present to go over plans for the Red Knights motorcycle rally and the firemen's lobster supper.

Rodney Hickey
Chief

[illegible]

Police Department Occurrence Report Summary 2021														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fire Prevention Act	1	1			1			1					4	0.73%
Firearm Act						1							1	0.18%
Forcible confinement													0	0.00%
Fraud	2	1		2		1		1					7	1.28%
Funeral Escorts	1	2	1	1	1	2	1	3					12	2.19%
Harrassing Communication						1	1	1					3	0.55%
Impaired Driver	1	1	1	2				5					10	1.82%
Information Files	1												1	0.18%
Injury Accidents													0	0.00%
Liquor Offences	1			1		1							3	0.55%
Litter Act			1										1	0.18%
Lost and Found	2		3		1	1	2	3					12	2.19%
Luring Minors													0	0.00%
Mental Health Act	2		2				1						5	0.91%
Mischief		2	1	2		2		3					10	1.82%
Motor Vehicle Accidents	2		2	4		1	2	2					13	2.37%
Motor Vehicle Act	4	5	5	5	9	3	6	5					42	7.65%
Municipal Bylaws	2	1	1	1		1	5	2					13	2.37%
Off Road Vehicle Act		3	1					3					7	1.28%
Other Criminal Code			1			1							2	0.36%
Person Reported Missing					1								1	0.18%
Possession of restricted weapon													0	0.00%
Property Check							1						1	0.18%
Resist Arrest													0	0.00%
Roadside Suspensions						2		1					3	0.55%
Robbery													0	0.00%
Sexual Assaults / Interference													0	0.00%
STEP (Integrated Traffic Enforcement)		1				3							4	0.73%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle				2	2	1	2	2					9	1.64%
Theft Of Motor Vehicle		1					1						2	0.36%
Theft Over \$5000							1						1	0.18%
Theft Under \$5000	3	1	1				4	2					11	2.00%

[illegible]

Police Report August 2021

There were 3 alarm calls to report for this month.

August 17th @ 0140hrs – Ktown COOP – member attended.

August 20th @ 2000hrs – Ktown COOP – member attended.

August 23rd @ 2035hrs – Ktown COOP – member attended.

Assistance general public on report is the escort for the harvest festival run and assistance to an elderly person having medical issues.

Assistance RCMP Aug 15 suicidal person

Assistance RCMP Aug 23 motor vehicle collision

Year To Date Approved Development Permits Summary Report
2021

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential additions/alterations			1			1								2	
Addition Residential Deck/Fence/Pools									1					1	
New Industrial									1					1	
New Multi-unit Family Dwelling							1							1	
New PSI				1										1	
New Residential Accessory Structure	2			1	1			3						7	
New Residential Deck/Fence/Pools						2		1						3	
New Semi Detached Dwelling							1							1	
New Single Family Dwelling	1	1	2	1		1								6	
Renovation Commercial						1		1						2	
Renovation Multi-unit Family Dwelling									1					1	
Total:									1					26	

Total Estimated Construction Value
\$117,000.00
\$5,000.00
\$50,000.00
\$1,500,000.00
\$200,000.00
\$103,800.00
\$47,200.00
\$360,000.00
\$1,590,000.00
\$96,000.00
\$30,000.00
\$4,099,000.00

DEVELOPMENT PERMITS REPORT

For the period September 10, 2021 to September 23, 2021

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							

Industrial

25-21	09/13/2021	917583	Eric Brookins - [REDACTED]	[REDACTED]	Approved	New	Industrial	\$50,000.00	09/01/2021	10/30/2021
			24 Brookins Drive				Description: Construct new 20 unit storage building, driveway expansion and renovate existing building.			

Sub Total: \$50,000.00

Multi-unit Family Dwelling

26-21	09/13/2021	O 7727780	Scott O'Brien - [REDACTED]	[REDACTED]		Renovation	Multi-unit Family Dwelling	\$30,000.00	09/13/2021	11/15/2021
			30 Pleasant Street				Description: Convert existing building into 3 residential apartments.			

Sub Total: \$30,000.00

Total: \$80,000.00



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Tel: 902-836-3781
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Website: www.kensington.ca

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

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 30 Pleasant Street Property Tax Number (PID): Part of 78014
Lot No.: 21-1 Subdivision Name _____ Current Zoning: R3

Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:

A two-storey side-split home that was converted into church parish office

Land Purchased from St. Mary's Parish Year Purchased 2021

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage <u>119</u>	Acreage <u>0.45</u>
<input checked="" type="checkbox"/> South <input type="checkbox"/> West	Property Depth <u>161</u>	Area sq. ft. <u>1979</u>

2. Contact Information

APPLICANT Name: Scott O'Brien Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

Same as Above: ☒

OWNER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: Scott O'Brien Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

4. Development Description

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

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input checked="" 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 checked="" type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt	<input checked="" 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)
<u>2</u>	<u>4</u>	<u>3</u>	Width <u>25</u> Length <u>60</u>

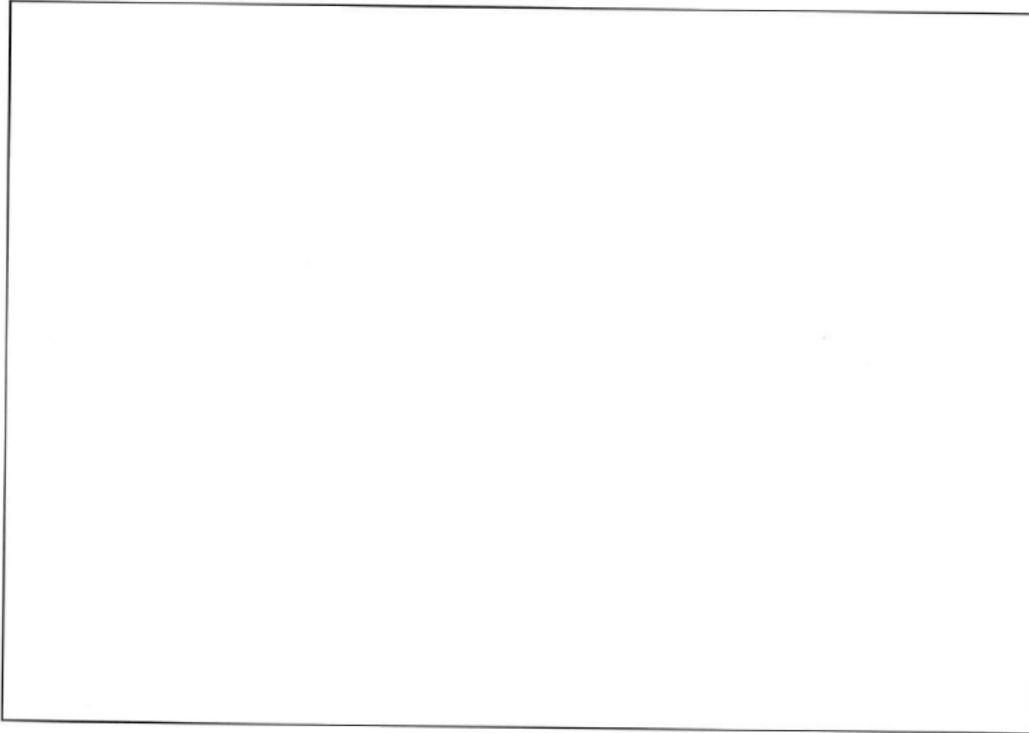
Detailed Project Description: Converting the existing structure into three rental units. Each level will be its own unit and the current front door will be the main entrance for all three units. There will be no additions made to the structure.

Estimated Value of Construction (not including land cost): \$30,000

Projected Start Date: July 31, 2021 **Projected Date of Completion:** October 31, 2021


Please provide a diagram of proposed construction:

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



I DO SOLEMNLY DECLARE & CERTIFY:

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

Further, I realize that the payment of fees for this application does not constitute approval of a permit nor approval to commence  or.

Signature of Applicant

Date:

July 16/21

NAME
Project 1

LOCATION
30 Pleasant Street
Kensington
PE
Canada

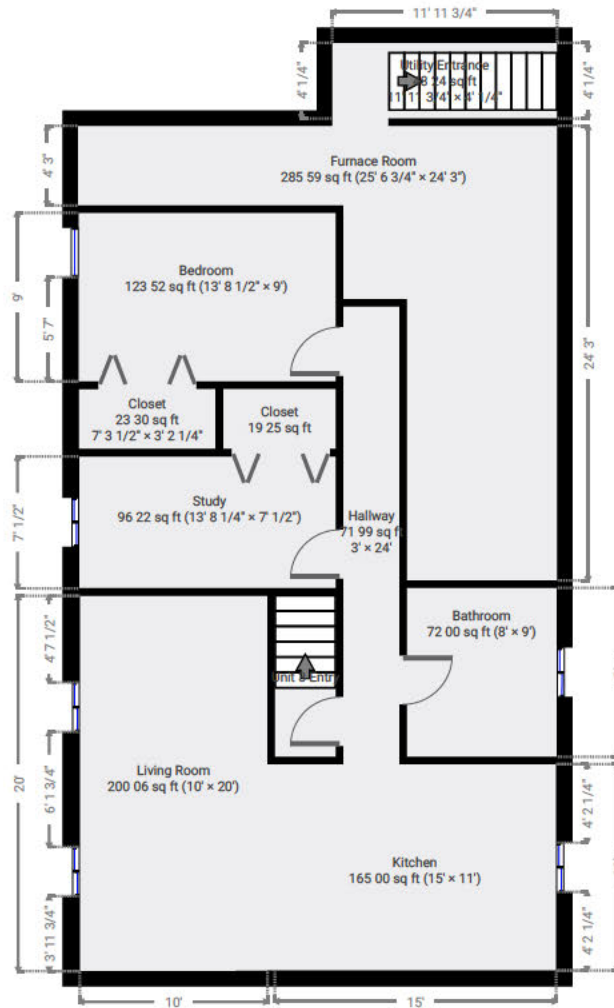
DETAILS
Total area: 2743.85 sq ft
Living area: 1611.14 sq ft
Floors: 3
Rooms: 11

THIS FLOORPLAN IS PROVIDED WITHOUT
WARRANTY OF ANY KIND. SENSOP A
D SCLA MS ANY WARRANTY INCLUD NG,
WITHOUT LIMITATION, SATISFACTORY QUALITY
OR ACCURACY OF DIMENSIONS

0' 4' 8' 12'
1:123

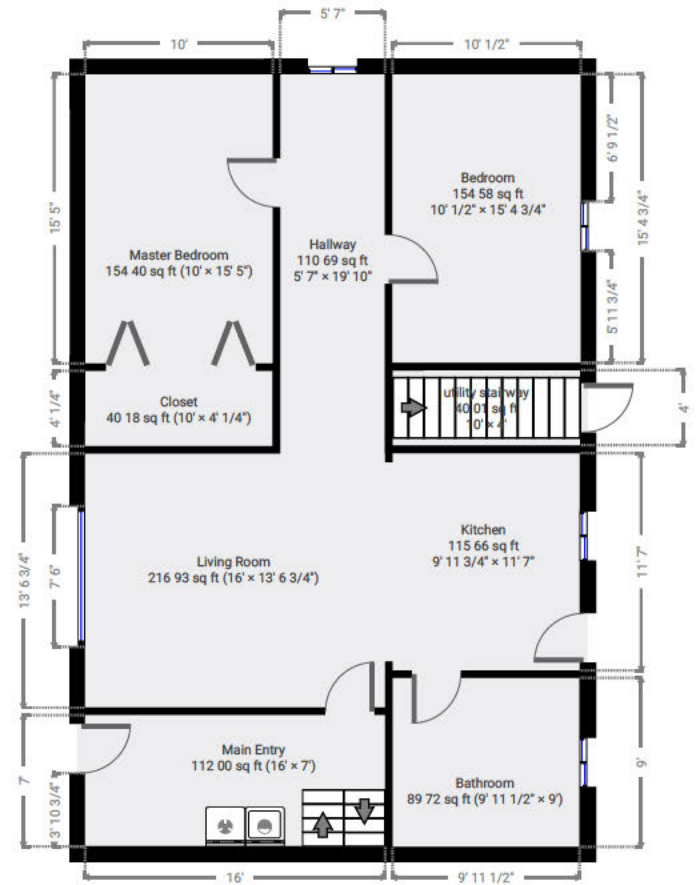
▼ Basement

TOTAL AREA: 1132.71 sq ft • LIVING AREA:
0.00 sq ft • ROOMS: 4



▼ 1st Floor

TOTAL AREA: 1033.46 sq ft • LIVING AREA:
1033.46 sq ft • ROOMS: 4

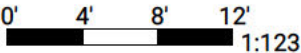


NAME
Project 1

LOCATION
30 Pleasant Street
Kensington
PE
Canada

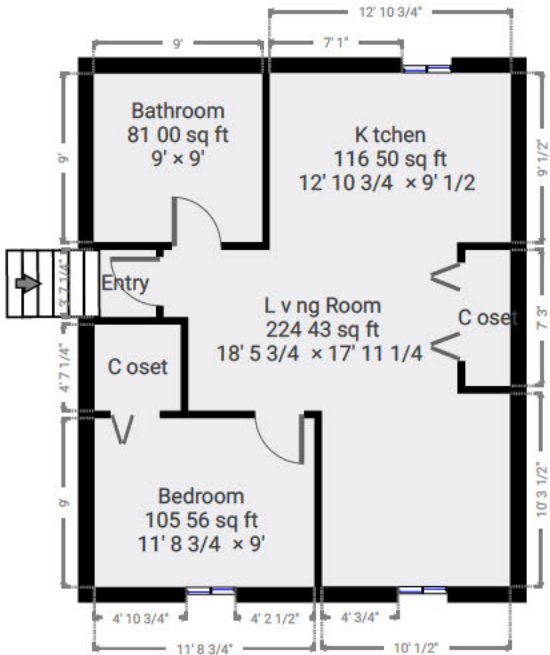
DETAILS
Total area: 2743.85 sq ft
Living area: 1611.14 sq ft
Floors: 3
Rooms: 11

THIS FLOORPLAN IS PROVIDED WITHOUT
WARRANTY OF ANY KIND. SENSOP A
D SCLA MS ANY WARRANTY. NCLUD NG,
WITHOUT LIMITATION, SATISFACTORY QUALITY
OR ACCURACY OF DIMENSIONS.



▼ 2nd Floor

TOTAL AREA: 577 68 sq ft • LIVING AREA:
577 68 sq ft • ROOMS: 3



NAME
Project 1

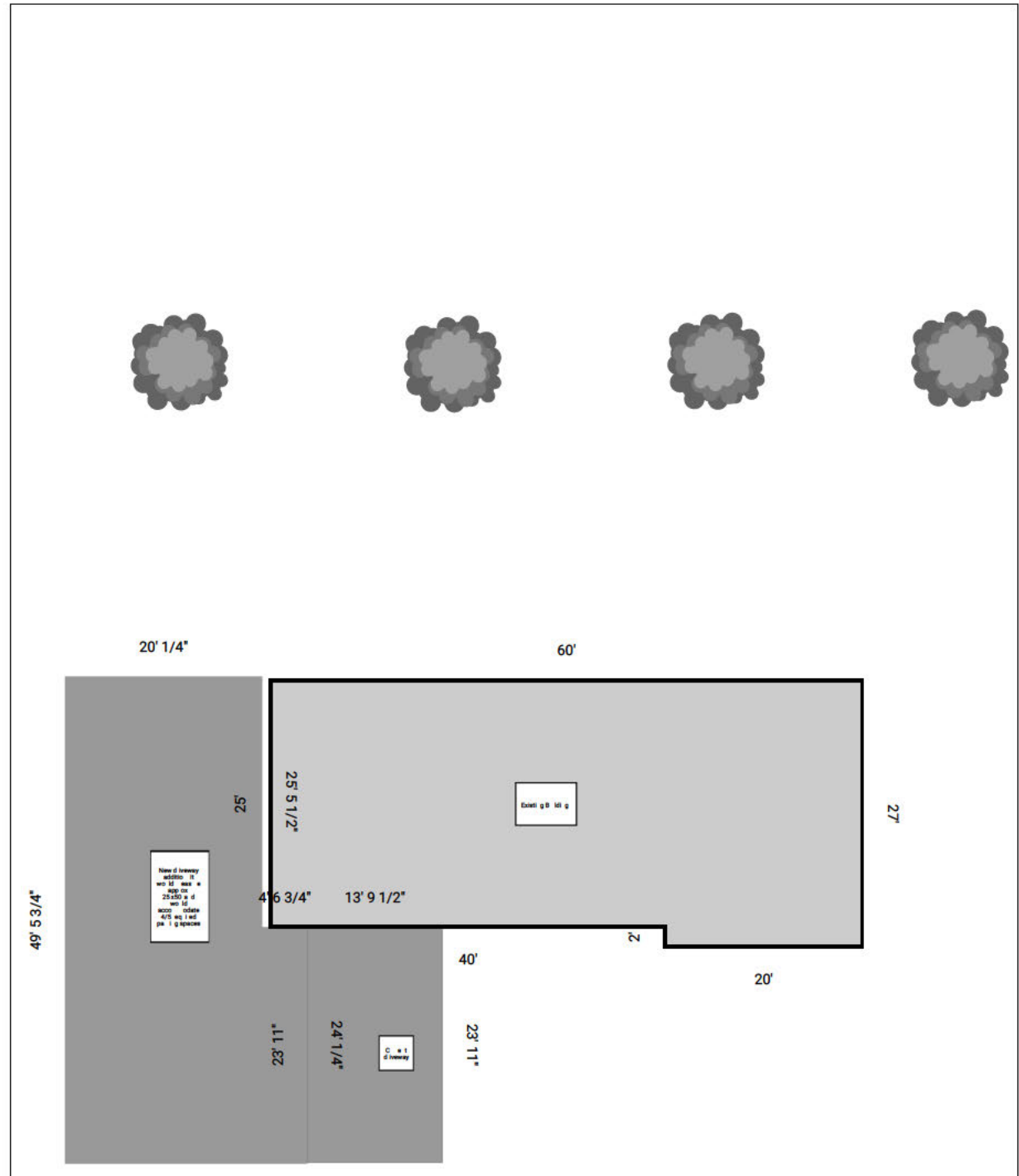
LOCATION
30 Pleasant Street
Kensington
PE
Canada

DETAILS
Total area: 2743.85 sq ft
Living area: 1611.14 sq ft
Floors: 3
Rooms: 11

THIS FLOORPLAN IS PROVIDED WITHOUT
WARRANTY OF ANY KIND. SENSOP A
D DISCLAIMS ANY WARRANTY, INCLUDING,
WITHOUT LIMITATION, SATISFACTORY QUALITY
OR ACCURACY OF DIMENSIONS.

0' 4' 8' 12' 16' 20'
1:194

▼ Land survey





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

For Office Use Only

Permit #:

Date Received: Aug 19/21

Date Approved:

PEI Planning:

Permit Fee: \$ 200 variance / 300 permit Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 24 Park Road Property Tax Number (PID): 917583
Lot No.: Subdivision Name Current Zoning: M1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
10 unit storage building and 2 bay-garage

Land Purchased from N/A Year Purchased 2000~

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

2. Contact Information

Name: Eric Brookins Address:
APPLICANT Phone: Cell:
Email: Postal Code:
Same as Above: ☐
Name: O.F.P. Inc Address:
OWNER Phone: Cell:
Email: Postal Code:
Name: Address:
CONTRACTOR, ARCHITECT OR ENGINEER Phone: Cell:
Email: Postal Code:

3. Infrastructure Components

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

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☒ Attached

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1	0	0	Width 20 Length 80

Detailed Project Description: 20 Unit Sotrage Building on Existing storage building property.

20 units 8X10ft each, 10 per side of building + Driveway expansion

Estimated Value of Construction (not including land cost): 50000

Projected Start Date: 2021/09/01 Projected Date of Completion: 2021/10/30

Please provide a diagram of proposed construction:

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

SEE ATTACHED

I DO SOLEMNLY DECLARE & CERTIFY:

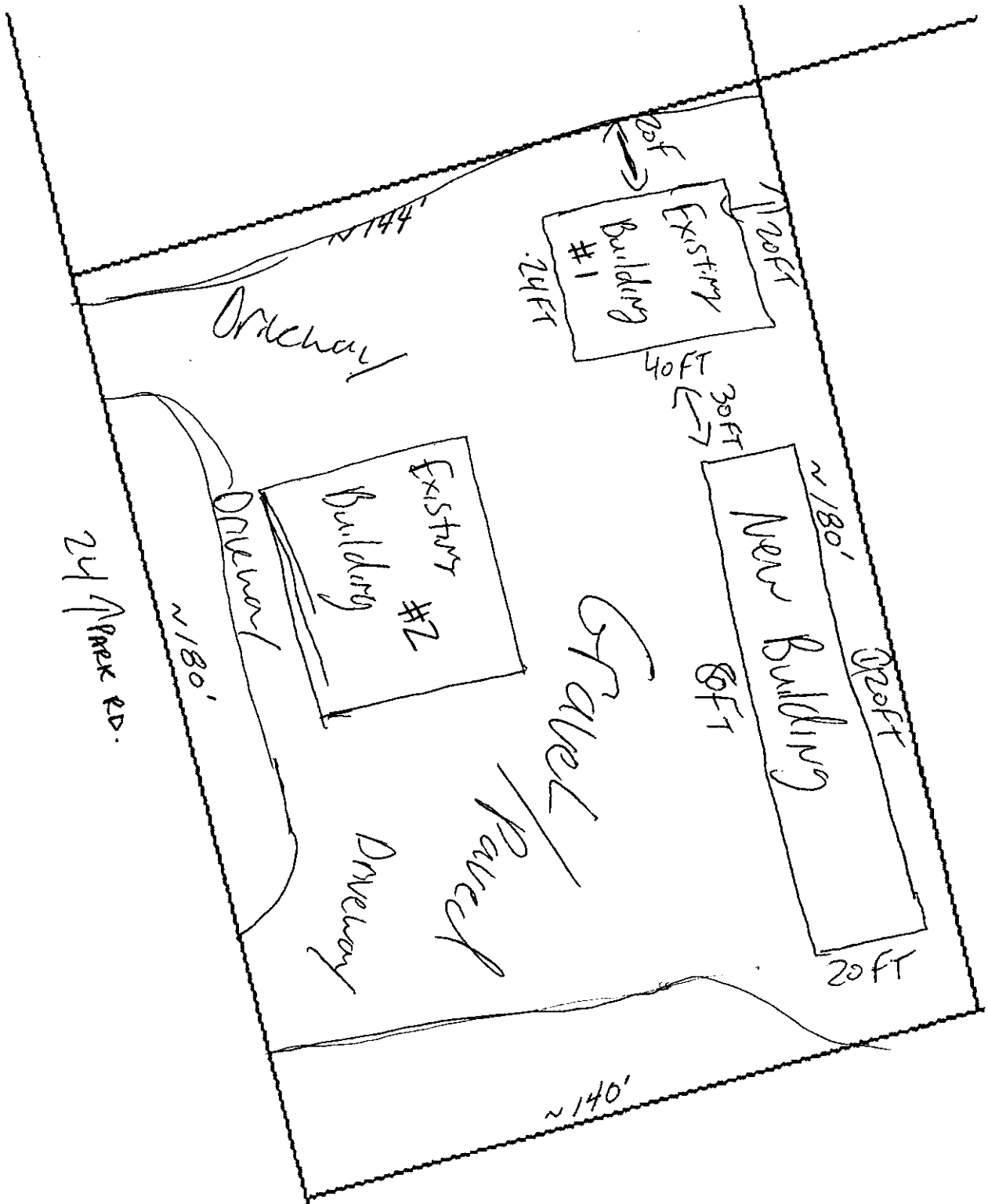
1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
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Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence

Signature of Applicant

Date:

08-19/2021





Kensington Self Storage [REDACTED]

24 park Road Development

1 message

Kensington Self Storage [REDACTED]

19 August 2021 at 14:03

To: cao@kensington.ca

Hi Geoff,

As discussed, please see attached plan for 24 park road. I will be dropping this off in person this afternoon.

There are 3 main components to this project:

1. A new 80' X 20' ~ storage building located on the eastern side of the property. I am requesting a variance to be granted for this to allow for only a 20ft rear space between the neighboring property. I request this variance as the current storage building (#1 on the drawing) was built with 20ft~ rear margin. Allowing this variance will permit us to align the new building and the old building symmetrically on our property.
2. Renovating the Existing building #1 to accommodate office space. The front side (West) of this building will be renovated with new doors and windows to allow for an entryway/reception area. A couple of offices will be built within the building. The overall footprint of the building will not change.
3. Finishing the remainder of the property as driveway/parking/portable storage area and adding second driveway access to park road.

Overall this project will greatly improve the appearance of our property located on the corner of the industrial park. I, therefore, ask that the town council approve this minor variance and allow us to continue with our development plan.

Thank you,
Eric Brookins, MBA

[REDACTED]

 **2021 Building Application TOK.pdf**
1331K

Town of Kensington Bills List August 2021

ADL Foods	2463776	\$34.82
Aliant	8552988	\$231.90
Aliant	8554978	\$30.48
Andrew Griffin	AUG 2021 UNION DUES	\$559.88
Bell Mobility	2-400275	\$201.25
Brenda MacIsaac	AUG 2021 RRSP	\$304.52
Campbell's Concrete Ltd	247105 TRAIN STN FIX CURB	\$273.57
Canadian Tire	AUG 6, 21 CUC HAR FES TABLES	\$275.95
Canadian Tire	AUG 3, 21 CUC HAR FES TABLES	\$574.91
Canadian Tire	AUG 16, 21 CUC HAR FES TABLES	\$398.98
Canadian Tire	AUG 20, 21 CUC HAR FES TABLES	\$239.17
Capital "T" Electric	889 MEDICAL CENTRE LIGHTS	\$129.95
Capital "T" Electric	869 ART GALLERY FIX LIGHTS & INSTALL FANS	\$2,875.00
CIBC Securities Inc	AUG 2021 RRSP	\$395.28
Combat Computer Inc	78527 OCT -DEC BACKUPS	\$465.58
Combat Computer Inc	78444 COPIES	\$185.48
Combat Computer Inc	78526 SERVER ANTIVIRUS	\$69.00
Combat Computer Inc	78420 REPLACE SENIOR CENTRE ROUTER	\$244.36
Combat Computer Inc	78421 4 COMPUTERS FOR OFFICE	\$9,634.07
Credit Union Financial Management	AUG 2021 RRSP	\$837.66
Credit Union Centre	HAR FES GOLF TOURNAMENT AUG 21	\$350.00
Canadian Union of Public Employees	AUG 2021 UNION DUES	\$521.41
D.W Mechanical	1830 PW	\$120.75
Dan's Muffler Signs & Decals	52767 PW SHIRTS & JACKETS	\$380.65
Darcy Ellis	AUG 2021 HAR FES	\$200.00
Eastlink	17179000	\$786.18
Eastlink	16859541	\$23.00
Eastlink	AUG 2021	\$773.02
Eastlink	16859288	\$97.69
Eastlink	16939579	\$145.94
Eastlink	16996925	\$110.34
Eliza Law	AUG 7, 2021 LIBRARY (REIMBURSEABLE)	\$793.67

Elizabeth Hubley	AUG 2021 RENT	\$805.00
Emily MacIsaac	2021 MILEAGE	\$111.86
Emily Smith	HAR FES AUG 2021	\$75.00
Geoff Baker	AUG 2021 MILEAGE	\$308.32
Grease Monkey Powersports	GMPS/0115 FIRE	\$34.44
Hashem's Variety	AUG, 2021 ROAD RACE	\$500.00
Callbeck's Home Hardware	BG3226 PW COLD PATCH	\$367.33
Irving Oil	34064237	\$439.36
Irving Oil	927179	\$75.84
Irving Oil	34085514	\$231.20
Irving Oil	336961	\$261.37
Irving Oil	38850	\$80.94
Irving Oil	34092374	\$180.03
Irving Oil	740526	\$52.03
Irving Oil	34099559	\$875.12
Irving Oil	421847	\$121.66
Irving Oil	740798	\$318.92
Island First Aid Service	SI-14991	\$22.99
Island First Aid Service	SI-14990	\$46.00
Island Hot Tubs & Pools	25007 CHEMICALS	\$285.18
Island Hot Tubs & Pools	25100 CHEMICALS	\$210.44
Johnny Ross	HAR FES AUG 2021	\$200.00
Josh Hood	HAR FES AUG 2021	\$1,200.00
KD Construction Inc.	475687 PW PATCHING	\$14,518.75
Kelly Mooney	HAR FES AUG 2021	\$200.00
Ken Fornetran	AUG 2, 2021 SUMMER MUSIC	\$200.00
Ken Fornetran	AUG 9, 2021 SUMMER MUSIC	\$200.00
Ken Fornetran	AUG 16, 2021 SUMMER MUSIC	\$200.00
Ken Fornetran	AUG 23, 2021 SUMMER MUSIC	\$200.00
Kensington Agricultural Services	73469	\$112.13
Kensington Country Store	02810148937 CUC BALLFIELD LIME	\$92.00
Kent Building Supplies	2000323361	\$42.99
Kent Building Supplies	2000322723	\$176.35
Kent Building Supplies	2000326856	\$39.20

Kent Building Supplies	2000323159	\$22.41
Kent Building Supplies	2000348361	\$22.99
Kensington Metal Products Inc	56766 PW BOB CAT REPAIR	\$345.00
Kool Breeze Farms	40978 HF GIFT CARD	\$100.00
K'Town Auto Parts	40419/5	\$42.06
Lewis Sutherland	AUG 2021 UNION DUES	\$668.60
Lewis Sutherland	LSEXP AUG21	\$142.88
Liftow Limited	PSI-655446 PW BOB CAT REPAIR	\$715.71
Long & McQuade Limited Musical Instruments	HF RENTAL AUG 16, 21	\$132.83
Maritime Electric	POLICE CAMERA AUG 21	\$13.42
Maritime Electric	RADAR SIGNS AUG 21	\$108.27
Maritime Electric	CAR CHARGER AUG 21	\$113.54
Maritime Electric	STREET LIGHTS AUG 21	\$2,835.52
Maritime Electric	FIRE HALL AUG 2021	\$494.66
Maritime Electric	EVK POOL AUG 2021	\$883.99
Maritime Electric	ART CO-OP AUG 2021	\$200.71
Maritime Electric	TRAIN STN AUG 2021	\$1,206.49
Maritime Electric	LIBRARY AUG 2021	\$103.21
Maritime Electric	TOWN HALL AUG 2021	\$1,657.24
Maritime Electric	SENIOR CENTRE AUG 21	\$64.89
Maritime Electric	CUC SIGN AUG 2021	\$200.50
Maritime Electric	CUC RINK AUG 2021	\$1,999.94
Maritime Electric	CUC BALLFIELD AUG 21	\$42.37
Maritime Electric	PW SHOP AUG 2021	\$100.48
Mark's Commercial	AUG 3, 21 CUC BOOTS	\$195.49
Mary's Bake Shoppe	HF AUG 23, 2021	\$217.00
Mary's Bake Shoppe	14-AUG21	\$25.00
Malpeque Bay Credit Union	AUG 2021 RRSP	\$211.76
Medacom Atlantic Inc	12830	\$251.16
Minister of Finance	AUG 2021 PROPERTY TAX INSTALLMENT	\$6,242.04
Miss Community Gardens	HAR FES AUG 2021	\$500.00
Miss Community Gardens	HAR FES AUG 2021 1ST	\$250.00
Miss Community Gardens	HAR FES AUG 2021 2ND	\$250.00
Mitchell Jollimore	HAR FES AUG 2021	\$500.00

MJS Marketing & Promotions	2763011	\$51.75
MJS Marketing & Promotions	2762057	\$747.50
Orkin Canada	C-2768602	\$29.90
Orkin Canada	C-2764801	\$96.03
Orkin Canada	C-2764611	\$48.30
PEI Pressure Washing	1092 CLEANING PLAYGROUND EQUIPMENT	\$230.00
Pitney Bowes	3201780477	\$194.55
Pitney Works	AUG 2021 POSTAGE	\$2,300.00
Prince County Trophy	28 HF ROAD RACE	\$132.25
Prince County Trophy	30 HF FLOWER SHOW	\$93.15
Prince County Trophy	175497 HF FLOWER SHOW	\$177.10
Royal Canadian Mounted Police	1800001680 PROS	\$5,135.46
Robert Wood	301380 HF MEALS	\$211.93
Robert Wood	RWOODEXP AUG21	\$197.40
Rowan Caseley	AUG 2021 MILEAGE	\$39.95
Mikes Independent	20210825	\$11.80
Mikes Independent	01 1640	\$45.03
Mikes Independent	014277	\$5.49
Scotia Securities	AUG 2021 RRSP DOUG	\$415.80
Scotiabank Visa	AUG 9, 21 KIDS HELP	\$50.00
Scotiabank Visa	AUG 2021 ZOOM	\$23.00
Scotiabank Visa	HAR FES GOLF TOURNAMENT AUG 21	\$7,499.15
Scotiabank Visa	HAR FES PETRO GIFT CARDS	\$200.00
Senior Surfer	SENIOR SURFER FUNDING	\$4,416.00
Ship to Shore 11104667 Canada Corp	HAR FES GIFT CARDS	\$300.00
Source for Sports	15540 HAR FES SASHES	\$73.60
Spring Valley Building Centre Ltd	K25595	\$14.94
Staples	024335 CUC OFFICE SUPPLIES	\$68.99
Suncor Energy Products Partnership	PETRO AUG 21	\$1,060.70
Superior Sanitation	754619	\$207.00
Superior Sanitation	754615	\$80.50
Superior Sanitation	754618	\$230.00
Superior Sanitation	754617	\$184.00
Superior Sanitation	754616	\$80.50

Telus	AUG 2021 CELL PHONE	\$1,136.23
Town of Kensington	AUG 2021 W&S	\$721.65
Vail's Fabric Services Ltd	382321	\$215.46
Vistaprint	A9434372228 CUC HAR FES	\$221.95
WSP Canada Inc	1034123 MISC ENGINEERING	\$51.75
Yellow Pages Group	2152914	\$19.09
Yellow Pages Group	02176727	\$24.90
Youth Talent	HAR FES AUG 2021	\$300.00
Youth Talent	HAR FES AUG 2021 2ND	\$150.00
Youth Talent	HAR FES AUG 2021 3RD	\$75.00
Subtotal		<u>\$93,476.87</u>
Payroll		\$97,795.55
AJL General Contractrors Ltd	BUSINESS PARK-CLAIM#1	\$583,547.31
Key Murray Law	262601 BUSINESS PARK	\$1,719.25
Locus Surveys Ltd	19257-03 BUSINESS PARK	\$32,660.00
Staging Canadell	5383 CUC STAGING	\$2,550.59
WSP Canada Inc	1034062 ICIP WELLFIELD	\$854.84
WSP Canada Inc	1034043 ICIP LAGOON	\$343.09
WSP Canada Inc	1033933 VICTORIA ST EAST SIDEWALK	\$8,703.15
WSP Canada Inc	1034194 BUSINESS PARK	\$21,026.81
Subtotal Capital		<u>\$651,405.04</u>
Total Bills		<u>\$842,677.46</u>

Water and Sewer Utility Bills List August 2021

Aliant	8522732	\$138.46
Aliant	8554592	\$178.67
Brian O'Neill	AUG 2021 W&S TRAINING	\$420.00
Capital "T" Electric	887 SERVICE WELL PUMPS	\$172.50
Kensington Country Store	02810147568 WATER ANALYSIS	\$303.32
Kensington Metal Products Inc.	56696 WAT FABRICATE 4 VALVE COVERS	\$618.33
Kensington Septic Service	5016 FIRE HYDRANT VALVE	\$379.50
Maritime Electric	LIFT STN AUG 2021	\$169.75
Maritime Electric	SEWER PUMP AUG 2021	\$144.07
Maritime Electric	WELL #3 AUG 2021	\$792.04
Maritime Electric	SEWER TREAT AUG 21	\$2,562.54
Maritime Electric	WATER TOWER AUG 21	\$120.27
Maritime Electric	PUMP EAST #2 AUG 21	\$337.79
Maritime Electric	PUMP WEST #1 AUG 21	\$641.21
Maritime Electric	PUMP CNT BLDG AUG 21	\$78.37
Minister of Finance	AUG 2021 PROPERTY TAX INSTALLMENT	\$922.18
Minister of Finance	210802091 WATER ANALYSIS	\$368.00
Receiver General for Canada	20210062742 WATER METER RADIO LICENCE	\$977.76
Total W&S Bills		<u>\$9,324.76</u>

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: AUGUST 2021 CREDIT UNION CENTRE REPORT
DATE: AUGUST
ATTACHMENT: STATISTICAL REPORT

August 2021

Fitplex

Hours of operation are 5:00 am – 9:00 pm daily.

Arena

Arena Maintenance – Ice surface set up for Harvest festival with stage and chairs.

Pickleball inside the Arena on Mondays from 1:00 pm – 3:00 pm and in September Thursday evenings from 6:00 pm – 8:00 pm.

Upgraded new plastic folding tables for Harvest Festival and arena functions. Also upgraded chairs to plastic (100) from wooden chairs.

New Condenser is scheduled to arrive late September, one week to install and then installing the ice surface should take approx. 7 days. Approximate opening date is October 18.

Other area local arenas approx. opening dates North Rustico October 11, South Shore Actiplex October 16 - 17, and Borden 3rd week of Oct

APM is open and hosting the Matrix and Wildcat Tryouts, and Wild are hosting tryouts in Summerside.

Cohorts for the Arena are now 1 group of 100 in the stands, and 100 ice surface for Festival.

When arena opens, and based on current CPHO guidelines, it will be 100 in the stands, 50 in the dressing rooms and 50 on the ice surface.

Kensington Cash Draw

August 5	200.00
August 12	202.00
August 19	210.00
August 26	202.00
Total	814.00

Ball Fields

Minor Ball is wrapping up in August and starting their Fall Ball program in September. Recreation Ball regular season is ending and playoffs starting in September.

Covid restrictions will be allow for 100 outdoors increased from 50

Senior Center

Sewing classes are on Tuesday's, Wednesday's and Saturday's
Meetings continue in smaller groups.

Outdoor Ice Surface

3 areas have been sectioned for drop-in play zones. Including basketball, pickle ball and road hockey. The areas are open to all residents and visitors to use.

Central Community PEI Navigator

Next meeting in September.

Harvest Festival

The Harvest Festival was held Aug 21-25 with several events,
The road race had 23 entries, Golf Tournament 25 teams (100 participants), Crokinole (44 participants), Pageant drew sellout of 200, Card Party (38), Youth Talent (30 attendance), and Ultimate Fisherman (75 attendance)

Low numbers for this year's festival due to COVID-19 restrictions and peoples comfort levels in crowded spots.

Town of Kensington Credit Union Centre Monthly Statistical Data

2021

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	235	240	245	250	253	250	254	245					1972
Attendance	1465	1447	1455	1650	1295	1228	1174	901					10615
Day Passes Sold	15	10	12	14	16	15	10	14					106
Memberships Sold	40	42	45	46	42	40	41	32					328
Monthly Payment Memberships	58	56	58	60	60	59	55	53					459
Arena													
Hours Rented	182	145	120	11	0	0	0	0					458
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	0	1	0	0	0	0	0	0					1
Total Hours Rented	190	154	128	11	0	0	0	0					483
Storm Days/Covid Shutdown (no rentals)	0	3	4	0	0	0	0	0					7

2020

[illegible]

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: TOWN OF KENSINGTON EMERGENCY MANAGEMENT PLAN
DATE: 2021-09-24
ATTACHMENTS: TOWN OF KENSINGTON EMERGENCY MANAGEMENT PLAN

The attached Town of Kensington Emergency Management Plan has been updated to accord to the recommendations of the Provincial Emergency Measures Organization (EMO). Mayor Caseley has met with Pat Kelly, the Town's Municipal Emergency Coordinator to review the draft and it is felt that the Plan will be acceptable with the EMO office.

Several updates have been made to the Plan, including the relevant contact information contained in the Plan, i.e., updated Council members, local contacts, neighbouring fire departments and other organizations.

Two new appendices have been added to include the Town's recently adopted *Town of Kensington Emergency Management Program Bylaw* as well as the Memorandum of Understanding with the Kensington United Church for the use of the Murray Christian Centre as the Town's Emergency Reception Centre.

Once the plan is approved by Town Council, staff will forward it to the EMO office for review. If approved, they will forward it to Municipal Affairs for filing.

The intent is to circulate the Emergency Management Plan with the September 27th regular Committee of Council tentative agenda package for Councillors to consider and review. It is proposed that the Plan will come forward at the regular October meeting of Kensington Town Council for formal approval.



TOWN OF KENSINGTON
EMERGENCY MANAGEMENT PLAN

Approved and adopted by Council on:

Date: _____

Mayor _____

Chief Administrative Officer _____

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Implementation	6
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Record of Amendments

Amendment No.	Date	Inserted By	Remarks

Distribution List

Agency/Individual	Quantity
PEI Emergency Measures Organization	1
PEI Municipal Affairs	1
Mayor	1
Councillors (1 for each Councillor)	6
Municipal Emergency Coordinator	1
Fire Department	1
Police Department	1
Murray Christian Center	1

Introduction

1. Responsibility for the management of municipal emergency operations rests with the local authority Mayor/Council.

This all hazards emergency plan guides the emergency management actions of the municipality and describes activities and arrangements to deal with any emergency situation.

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from municipal governments and other organizations through mutual aid agreements or memorandums of understanding and from the Provincial Government through the PEI Emergency Measures Organization.

2. There are certain fundamental principles concerning emergency management in Canada which are recognized, some of these principles are as follows:
 - a. that responsibilities for meeting most emergencies normally rests with those directly affected, but where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the provincial government and finally to the federal government if necessary;
 - b. that operational responsibility for managing emergencies should remain at the lowest level at which it is possible to effectively manage the emergency situation; and
 - c. that responsibility to respond to emergencies carries a parallel responsibility to plan and prepare for them.

By extension of these principles it is logical that municipal governments should cooperate and provide emergency assistance to one another in emergency situations, before calling on the province for assistance.

Purpose

3. The purpose of this plan is to outline the procedures to be followed by the Town of Kensington in order to provide a prompt and coordinated response to emergencies.

Authority

4. This plan is issued by Council, under the authority of:
 - a. The *Emergency Measures Act*.
 - b. The *Municipal Government Act*.
 - c. Town of Kensington Municipal Emergency Management Program bylaw # 2021-02.

Definitions

5. In this plan:

- a. **“Act”** means the *Municipal Government Act*.
- b. **“Chief Administrative Officer” or “CAO”** means the administrative head of the Town of Kensington as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.
- c. **“Council”** means the Mayor and other members of the Council of the Town of Kensington.
- d. **“Deputy Municipal Emergency Co-ordinator”** means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
- e. **“Emergency”** means a present or imminent event in respect of which the Town of Kensington believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of residents of the Town of Kensington.
- f. **“Emergency Measures Organization (EMO)”** means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
- g. **“Emergency Operations Centre (EOC)”** means the location where designated members of the EOC team (municipal and external agencies) will work on coordinated decision making and emergency management for the response or recovery from an event.
- h. **“Local Authority”** means a local authority as defined in the *Emergency Measures Act*.
- i. **“Municipal Emergency Co-ordinator”** means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
- j. **“Municipal Emergency Management Planning Committee”** means the committee established pursuant to this bylaw.
- k. **“Municipal Emergency Management Program”** means the program established pursuant to the bylaw.
- l. **“Municipal Emergency Management Standing Committee”** means the standing committee established pursuant to this bylaw.
- m. **“Minister”** refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- n. **“State of Emergency”** means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
- o. **“State of Local Emergency”** means a state of local emergency declared by a local authority pursuant to *Emergency Measures Act* subsection 9(2) or by the Mayor of a municipality pursuant to subsection 9(2.1).

Implementation

6. This plan may be implemented in part or in full when no state of emergency exists:
 - a. by the Council;
 - b. by the Mayor; or
 - c. by the Municipal Emergency Coordinator (subject to immediate report to a member of Council).

This plan shall be implemented:

- a. on a declaration of a state of local emergency by Council; or
- b. on a declaration of a state of provincial emergency by the Minister responsible for the PEI Emergency Measures Organization, in respect to all, or any part of, the municipality.

Direction and Control

7. Responsibility for the management of municipal emergency operations rests with the local authority. Council have the authority for decision making during an emergency, with operational decisions being delegated to the Municipal Emergency Coordinator. Council maintains responsibility for ensuring the continuity of municipal business operations outside of the emergency.
8. The Municipal Emergency Coordinator is responsible for coordinating the efficient emergency response in the municipality on behalf of the Mayor/Council. He/she may activate the Emergency Operations Center staff partially or fully, depending on the nature and magnitude of the emergency.
9. If there is a designated emergency site it will be under the direction of the Incident Commander. If there is no Incident Commander in place, he/she will be designated by the local authority.
10. The Municipal Emergency Operations Centre will be located at the Kensington Town Hall at 55 Victoria St. The alternate to the EOC is located at Kensington Fire Department.
11. PEI Emergency Measures Organization - The local authority may be advised and assisted by PEI EMO staff and representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.

12. Emergency roles and responsibilities of Municipal Council, the Municipal Emergency Coordinator and the Emergency Operations Centre Team are listed in the Appendices.

Requests for Assistance

13. Requests for provincial assistance, if required, will be made to the PEI Emergency Measures Organization (PEI EMO) by the person with authority to make such requests on behalf of the municipality. Requests may be verbal initially but must be confirmed in writing.

PEI EMO is responsible for coordinating the interface with the municipalities. When the emergency clearly impacts on areas of provincial jurisdiction (e.g. any emergency in an area that is unincorporated, emergencies on provincial lands) or in a provincially declared emergency, the province may assume responsibility for direction and coordination of the emergency. Municipal operations will remain under the authority of the municipal jurisdiction but may be coordinated provincially.

Notification

14. When an emergency occurs, or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the Municipal Emergency Coordinator who will in turn alert Mayor/Council.

The Municipal Emergency Coordinator will send updates via phone and/or email to the Mayor and CAO, leading up to any known events or threats. This information can also be shared with council and the EOC Managers as required.

The Municipal Emergency Coordinator will maintain a current EOC contact list and will instruct the designated person Administrative Services Manager to start notifying individuals on the list if the EOC is being activated.

Expenditures

15. The Council may authorize the Chief Administrative Officer (CAO) to incur any liabilities that the Chief Administrative Officer considers necessary to assist in the emergency response or recovery which is beyond current budget allowances. The CAO is responsible for keeping records of the expenditures made and the equipment used in implementing the Municipal Emergency Management Program or responding to a declared emergency.

Review and Amendment

16. This plan will be reviewed annually by the Municipal Emergency Coordinator, who will be responsible for the preparation of amendments, as required, and for submission to PEI EMO for review.

Emergency Operations Center

17. The Emergency Operations Centre (EOC) team is comprised of municipal representatives and external agencies, under the direction of the Municipal Emergency Coordinator (EOC Manager). The EOC team is responsible for making operational decisions to support and assist the Incident Commander. When the EOC is activated it should be staffed to a level that matches the needs of the incident. The size and composition of the EOC may vary according to the requirements of the particular circumstances. It should be noted that while it may seem appropriate to have the CAO or Mayor run the EOC, ideally they should be focused on maintaining and managing regular business of the Municipality along with being the lead spokesperson for the municipality. During an emergency, it will be difficult for a CAO or Mayor to do all these tasks.

The EOC team is led by the EOC Manager (Municipal Emergency Coordinator) who is responsible for overall emergency policy and coordination, public information and media relations, agency liaison, and proper risk management procedures, through the joint efforts of local government agencies and private organizations. Roles and responsibilities for the EOC positions can be found in the Appendices.

When using the recommended Incident Command System (ICS) in the EOC, there are four management functions required to manage an emergency. The EOC Manager is always responsible for these four functions unless the nature and size of the emergency warrants one or more of these functions being filled.

Operations – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the EOC Action Plan.

Planning – Responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan and tracking all resources, and maintaining all EOC documentation.

Logistics – Responsible for providing facilities, services, personnel, equipment and materials.

Finance / Administration – Responsible for financial activities and other administrative aspects.

Exercise Work Plan

18. Exercises are an essential component of an emergency management program and have 3 main functions:

- **Validation** - To validate plans, protocols, and procedures and demonstrate resolve to prepare for emergencies
- **Training** - To develop staff competencies, to give staff practice in carrying out their roles in the plans, and to assess and improve performance.
- **Testing** - To test well-established procedures and reveal gaps that may exist.

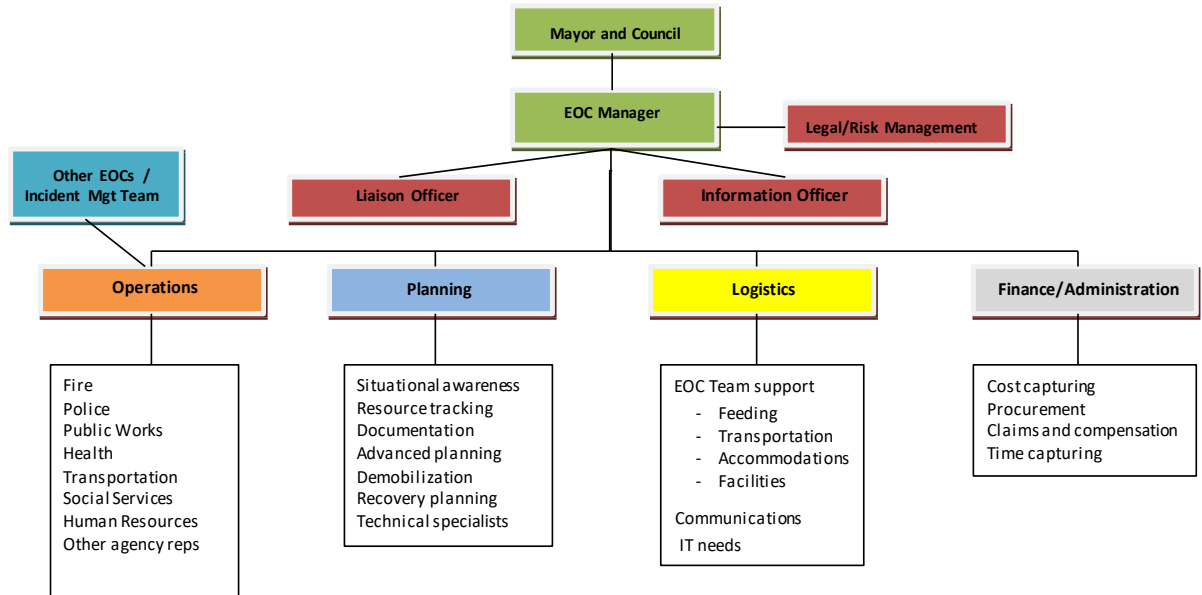
Exercises enhance teamwork and encourage the interaction and cooperation that is needed when a real emergency occurs. But it's not enough to just "have an exercise". You need to determine what needs to be tested, in what way, and how often – always keeping in mind that there are time, budget, and other resource constraints. That's why you need an exercise work plan.

A well designed and executed exercise work plan can make you and your emergency management team "ready to go". At the same time, your emergency plan is tested to see if it works in a full scale disaster.

In accordance to subsection 145(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan (**See Appendix "K"**) that, at a minimum, provides for:

- An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

Municipal Emergency Operations Centre



Not every function will be filled for every event

Appendix A
Emergency Contacts

Agency	Work	Emergency	Fax	Email
Fire		911		
Police		911		
Ambulance		911		
Environmental Emergency	902-368-5024	1-800-565-1633		
Poison Control	1-800-565-8161	1-800-565-8161		
CANUTEC		613-996-6666 Cell: *666(Canada)		
PEI EMO	1-902-894-0385 1-877-894-0385	1-902-892-9365	1-902-368-6362	emo@gov.pe.ca

Appendix B
Municipal Council & Staff Contacts

Title	Name	Home #	Cell #	Email
Mayor	Rowan Caseley	902-836-5445	902-432-4492	mayor@kensington.ca
Deputy Mayor	Coreen Pickering		902-439-8264	cpickering@kensington.ca
Council	Rodney Mann	902-836-3550	902-439-2065	rmann@kensington.ca
Council	Wade Toombs	902-836-4645	902-439-7792	wtoombs@kensington.ca
Council	Bonnie MacRae	902-836-3914	902-303-4723	bmacrae@kensington.ca
Council	Ivan Gallant		902-439-8382	igallant@kensington.ca
Council	Jeff Spencer	902-836-3991	902-888-7066	jspencer@kensington.ca
CAO	Geoff Baker		902-439-8849	cao@kensington.ca
Deputy Admin	Wendy MacKinnon	902-836-4545	902-439-1059	mail@kensington.ca
Admin Assistant	Kimberly Caseley		902-954-0846	kcaseley@kensington.ca
Police Chief	Lewie Sutherland	902-836-1046	902-888-7120	policechief@kensington.ca
Police 2 IC	Andrew Griffin	902-436-7177	902-439-6070	
Fire Chief	Rodney Hickey	902-836-7229	902-439-1083	rodneycathy@gmail.com
Public Works	Doug Killam	902-836-3881	902-439-5202	publicworks@kensington.ca
Public Works	Les Thomas		902-303-4445	
Public Works	Adrian Wedge		902-432-0229	
Credit Union Centre	Robert Wood	902-836-3509	902-439-9726	cuc@kensington.ca
Municipal Emergency Coordinator(MEC)	Pat Kelly		902-314-0380	pjkelly@gov.pe.ca
Alternate MEC	Geoff Baker	902-836-	902-439-	cao@kensington.ca

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Appendix C

Emergency Operations Community Contacts

	Name	Ph. Number	Email
Medacom Atlantic (911 Dispatch Center)		902-892-1204	
RCMP Dispatch		902-566-7112	
Medical Center	Dr. Ken White	902-836-0180	
	Dr. Andre Cellier	902-836-0180	
Public Health Office	Cathy White	902-836-3863	
Summerside Medical Center		902-432-8181	
HOSPITALS	Prince County Hospital	902-432-2547	
	Queen Elizabeth Hospital	902-894-2111	
	VG Hospital	902-473-2700	
	Poison Control Centre (IWK)	902-470-8161 800-565-8161	
FIRST AID			
	St. John's Ambulance	800-565-5056	
	Island EMS	902-892-9995	
Child and Family Services / Child Protection Services	Summerside Charlottetown Toll Free After Hours	902-888-8100 902-368-5330 877-341-3101 800-341-6868	
Social Assistance Program		902-888-8397	
Victims Services	Charlottetown Summerside	902-368-4582 902-888-8218	
FIRE DEPARTMENTS			
New London Fire Department	Allen Cole	902-439-4339	
Kinkora Fire Department			
New Glasgow Fire Department	Jason Peters	902-393-9890	
Summerside Fire Department	Ron Enman	902-432-1299	
Cavendish Farms Fire Department		902-836-7141	
Kensington Fire Department	Chief Rodney Hickey	902-439-1083	
Kensington Fire Assoc.	April Ramsay	902-439-6536	
SHELTERS - c/w kitchen facilities			
Kensington Legion	David Doucette	902-836-3011	
KISH School	Donald Mulligan	902-836-8901	

QEES School	Rodney MacArthur	902-836-8900	
Credit Union Centre	Robert Wood	902-836-3509 902-439-9726	
Murray Christian Centre	Jamie Mackay or Rev. Robert McCarthy	902-888-8868 902-836-4819 902-439-4267	
Maritime Electric		800-670-1012 902-368-3468	
Government Garage Dispatcher	Garth Gallant	902-888-8275	
District Supervisor	Mike Berrigan	(902) 888-8282	
Department of Environment		800-565-1633	
Transportation of Dangerous Goods		613-992-4624 613-996-6666	
Occupation Health and Safety		902-628-7513	
PEI EMO After Hours (Emergency Number) Tanya Mullally		902-894-0385 902-892-9365 902-368-5980	

Appendix D

Emergency Operations Center Team Contacts

Function	Name	Home	Cell	Email
Municipal Emergency Coordinator(MEC)	Pat Kelly		902-314-0380	pjkelly@gov.pe.ca
Alternate MEC	Geoff Baker		902-439-8849	cao@kensington.ca
Public Information Officer	Geoff Baker		902-439-8849	cao@kensington.ca
Administrative Services/Liasion Officer	Wendy MacKinnon	902-836-4545	902-439-1059	mail@kensington.ca
	Kimberly Caseley		902-954-0846	kcaseley@kensington.ca
Public Works	Doug Killam	902-836-3881	902-439-5202	publicworks@kensington.ca
	Les Thomas		902-303-4445	
Fire Services Manager	Rodney Hickey		902-439-1083	rodneycathy@gmail.com
Deputy Fire Chief	Allan MacLeod		902-439-5629	
Police Services Manager	Lewie Sutherland	902-836-1046	902-888-7120	policechief@kensington.ca
Police 2 1/C	Andrew Griffin	902-436-7177	902-439-6070	
Reception Center Manager	Jamie Mackay		902-888-8868	

Appendix E

EOC Team Members Responsibilities

The following are detailed lists of responsibilities for the EOC Team members.

EOC Manager – Pat Kelly

Reports to: Mayor and Council (Executive)

The EOC Manager's primary responsibility is to coordinate the efficient response in an emergency situation. Responsibilities include:

1. Activating the EOC if required.
2. Initiating the EOC fan-out/notification list.
3. Ensuring EOC positions are staffed as required.
4. Ensuring an up to date contact list is maintained for fan out purposes.
5. Ensuring information sharing meetings take place.
6. Reporting major incidents to PEI Emergency Measures Organization (PEI EMO).
7. Ensuring the development of an EOC Action Plan.
8. Ensuring the EOC Team take prompt and effective action in response to problems.
9. Ensuring personal logs are maintained by all of the EOC Team.
10. Requesting expert assistance as required.
11. Advising council if there is a need to evacuate a specific area.
12. Coordinating evacuation with the EOC Team.
13. Consulting with the Social Services representative on the selection and opening of Reception Centre(s).
14. Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and PEI EMO, upon approval from council.
15. Informing the EOC Team of issues as they arise.
16. Ensuring communications are established with the Incident Commander at the site (if applicable).
17. Ensuring a thorough situation briefing is conducted during shift changes.
18. Ensuring replacement is thoroughly briefed during shift changes.
19. Ensuring that a main event log is maintained.
20. Maintaining a personal log of all actions taken.
21. Other duties as required.

Liaison Officer – Wendy MacKinnon

Reports to: EOC Manager

The Liaison Officer acts as a point of contact/coordination for agency representatives and volunteer organizations. Responsibilities include:

1. Contacting EOC Team members which have not acknowledged requests to report to the EOC.
2. Briefing external agency representatives on their role and position within the EOC.
3. Acting as a point of contact for volunteers and/or volunteer organizations.
4. Providing specific services as requested by the EOC Manager.
5. Assisting with coordinating how volunteers and/or volunteer organizations can assist with the response.
6. Maintaining a personal log of all actions taken.
7. Briefing the EOC Team during Information Sharing Meetings.
8. Ensuring replacement is thoroughly briefed during shift changes.
9. Other duties as assigned by the EOC Manager.

Information Officer - Geoff Baker

(IO) Report to: EOC Manager

The duties of the Information Officer are as follows:

1. Maintaining an up to date list of all media services in the area.
2. Implementing a crisis communication plan in order to support the incident.
3. Leading an Information Team (if required).
4. Establishing a media-briefing centre.
5. Keeping the public informed of significant developments occurring during the emergency.
6. Briefing the media periodically.
7. Maintaining a personal log of all actions taken.
8. Briefing the EOC Team during Information Sharing Meetings.
9. Ensuring the replacement is thoroughly briefed during shift changes.
10. Other duties as assigned by the EOC Manager.

Operations Section Chief – Appointed as required

Reports to: EOC Manager

The Operations Section focuses on the current operational period by liaising with and supporting the Incident Management Team (if applicable) and achieving the objectives in accordance with the EOC Action Plan. Responsibilities of the Operations Section Chief include:

1. Gaining and maintaining situational awareness.
2. Establishing communications with the Incident Commander at the site (if applicable).
3. Consulting with the EOC Manager to determine who will be in the operations section.
4. Briefing the EOC Team during Information Sharing Meetings on the current situation.
5. Consulting with EOC Manager, after Information Sharing Meetings, on the development of the EOC Action plan.
6. Leading the operations section to achieve the objectives established in the EOC Action plan.
7. Maintaining a personal log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Keeping the EOC Manager and the Information Officer updated.
10. Other duties as assigned by the EOC Manager.

Planning Section Chief – appointed as required

Reports to: EOC Manager

The Planning Section Chief oversees the conduct of Information Sharing Meetings, the development of the EOC Action Plan and for managing and disseminating information. Responsibilities include:

1. Chairing Information Sharing Meetings.
2. Providing leadership to additional planning staff.
3. Gathering situational awareness.
4. Drafting EOC Action Plan for the EOC Managers approval.
5. Disseminating EOC Action Plan to the EOC Team.
6. Planning for the next operational period.
7. Developing the Situation Report.
8. Briefing the EOC Team during Information Sharing Meetings.
9. Maintaining a personal log of all actions taken.
10. Ensuring the replacement is thoroughly briefed during shift changes.
11. Performing other duties as assigned by the EOC Manager.

Logistics Section Chief – appointed as required

Reports to: EOC Manager

The Logistics Section provides EOC support such as security, feeding, amenities, telecommunications, and information technology. Responsibilities of the Logistics Section Chief include:

1. Maintaining a list of all telecommunications resources in the area.
2. Providing telecommunications in support of emergency operations.
3. Ensuring EOC security arrangements are made.
4. Ensuring EOC has sufficient forms, markers, status boards, paper, etc.
5. Coordinating meals and sleeping arrangements for EOC Team.
6. Briefing EOC Team during Information Sharing Meetings.
7. Working to support the EOC action plan and/or fulfill direction given by the EOC Manager.
8. Maintaining office machinery and equipment.
9. Maintaining a sign in sheet.
10. Ensuring sufficient telephone resources for EOC Team.
11. Maintaining a personal log of all actions taken.
12. Ensuring the replacement is thoroughly briefed during shift changes.
13. Other duties as assigned by the EOC Manager.

Finance and Administration Section Chief – Geoff Baker

Reports to: EOC Manager

The Finance and Administration Section concerns itself with the financial aspects of an emergency including capturing the costs of dealing with an incident, procuring items, dealing with claims and compensation, and recording the work hours of EOC Team. It is recommended that the CAO holds this position. Responsibilities of the Finance and Administration Section Chief include:

1. Ensuring EOC participants sign in and out of the EOC.
2. Developing a plan for capturing costs dealing with the incident.
3. Briefing EOC Team during Information Sharing Meetings on matters of importance.
4. Working to support the EOC Action Plan and/or fulfill direction given by the EOC Manager.
5. Obtaining EOC Team sign in/sign out times during deactivation.
6. Assisting with Disaster Financial Assistance Arrangements (DFAA) claims, as required, during the recovery phase.
7. Maintaining a Personal Log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Other duties as assigned by the EOC Manager.

Police Agency Representative – Police Chief Lewie Sutherland

The Police Agency Rep may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Reports to: EOC Operations Sections Chief

The Police agency representative coordinates area emergency police and security services.

1. Maintaining an up to date list of all police and security resources in the area.
2. Providing police and security resources when requested by the site.
3. Establishing priorities for the use of resources in collaboration with the Operations Section Chief.
4. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency and providing these resources to the site when requested.
5. Determining evacuation routes in concert with the Transportation Rep and the Operations Section Chief.
6. Brief EOC Team on matters of importance during Information Sharing Meetings.
7. Providing advice to the EOC Manager when evacuation appears likely.
8. Providing security for specific facilities as requested.
9. Updating maps and notice boards as necessary.
10. Ensuring that replacements are thoroughly briefed during shift changes.
11. Maintaining a personal log of all actions taken.
12. Other duties as assigned by the Operations Section Chief.

Fire Agency Representative - Fire Chief Rodney Hickey

The Fire Representative may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Reports to: EOC Operations Section Chief

The Fire representative coordinates all area emergency fire and rescue services. Responsibilities of the Fire representative include the following:

1. Maintaining an up to date list of all fire and rescue resources in the area.
2. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency.
3. Providing specialized equipment and operators when requested by the site.
4. Coordinating requests for mutual aid.
5. Briefing EOC Team during Information Sharing Meetings.
6. Providing advice to the EOC Manager when evacuation appears likely.
7. Ensuring that dangerous goods support agencies are contacted if necessary.
8. Updating maps and notice boards as necessary.
9. Ensuring that replacements are thoroughly briefed during shift changes.
10. Maintaining a personal log of all actions taken.
11. Other duties as assigned by the Operations Section Chief.

Transportation Representative – appointed as required

Reports to: EOC Operations Section Chief

The Transportation representative is responsible for coordinating area emergency transportation services.

1. Maintaining an up to date list of all transportation resources in the area.
2. Determining where specialized vehicles and operators may be obtained depending on the nature of the emergency, and providing them to the site when requested.
3. Providing transportation services when requested by the site.
4. Establishing priorities for the use of resources in collaboration with other services and the Operations Section Chief.
5. Selecting evacuation routes and pick-up points as necessary, in concert with the Police Agency Rep.
6. Brief EOC Team on matters of importance during Information Sharing Meetings.
7. Informing transportation drivers of the locations of the reception centres, or other places where evacuees may be housed.
8. Providing transportation as requested by the EOC Team.
9. Providing advice to the Operations Section Chief when evacuation appears likely.
10. Updating maps and notice boards as necessary.
11. Ensuring that replacements are thoroughly briefed during shift changes.
12. Maintaining a personal log of all actions taken.
13. Other duties as assigned by the Operations Section Chief.

Social Services Representative – appointed as required

Reports to: EOC Operations Section Chief

The Social Services representative is responsible for coordinating all aspects of Emergency Social Services including lodging, feeding, clothing, personal services and registration & Inquiry.

1. Ensuring that an up to date list of all emergency social services resources are maintained.
2. Providing overall supervision of all social services activities.
3. Registering all evacuees as they arrive at the reception centre.
4. Predetermining resources that may be required depending on the situation.
5. Informing the Operations Section Chief of major incidents as they occur.
6. Brief EOC Team during information sharing meetings.
7. Maintaining a list of all staff assisting with emergency social services and ensuring that replacements are thoroughly briefed during shift changes.
8. Monitoring the capacity of area resources, and if overextended, requesting assistance through the Operations Section Chief.
9. Maintaining a personal log of all actions taken.
10. Other duties as assigned by the Operations Section Chief.

Appendix F
EOC Team List of Resources

Fire Resource		
Type Resource	Resource Contact	Number
Kensington Fire Department	Rodney Hickey	902-439-1083
New London Fire Department	Allen Cole	902-439-4339
Summerside Fire Department		902-432-1299
Kinkora Fire Department		902-887-3115
New Glasgow Fire Department		
Fire Marshal		902-368-4869
Hazmat (Dept of Environment)		902-368-5044

Police Resource		
Type Resource	Resource Contact	Number
Kensington Police Services	Chief Lewie Sutherland	902-888-7120
Summerside Police	Chief Dave Poirier	902-432-1330
RCMP	Dispatch	902-566-7112
Police Services Manager	John War	902-368-4823 902-314-9152
Atlantic Police Academy	Forest Spencer	902-888-6700
Director of Public Safety	Shawn Arbing	902-894-0385
Enforcement Manager – Environment, Labor and Justice	Chief Wade MacKinnon	902-368-4808 902-314-0736

Transportation Resource		
Type Resource	Resource Contact	Number
Team Taxi		902-436-4555
Courtesy Taxi		902-436-4232
Island Towing		902-436-9734
JJ's Towing		902-303-4086 902-303-4087
Government Garage Dispatcher	Garth Gallant	902-888-8275
District Supervisor	Mike Berrigan	902-888-8282
Island Coastal		902-940-7543
Transportation of Dangerous Goods		613-992-4624 613-996-6666

Public Information Resource		
Type Resource	Resource Contact	Number
Journal Pioneer	Office	902-436-2121
CBC, Charlottetown		902-629-6403
CFCY Radio	Main Switchboard	902-892-1066
County Line Courier	Mike Smith	902-439-4910

Social Services Resource		
Type Resource	Resource Contact	Number
Child and Family Services/ Child Protection	Summerside Charlottetown Toll Free After Hours	902-888-8100 902-368-5330 877-341-3101 800-341-6868
Social Assistance Program		902-888-8397
Victims Services	Charlottetown Summerside	902-368-4582 902-888-8218
Prince County Hospital		902-432-2547
Queen Elizabeth Hospital	Emergency	902-894-2111 902-894-2200
Island EMS		902-892-9995
Occupational Health and Safety		902-628-7513

Appendix G

Declaration of a State of Local Emergency (Subsection 9(2.1) of the Emergency Measures Act)

The following area is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein:

Emergency area:

The area of Prince Edward Island generally affected described as:

Nature of the emergency:

I am satisfied that an emergency, as defined in clause 1(c) of Chapter E-6.1 of the *Emergency Measures Act*, exists or may exist in the emergency area.

I hereby declare a state of local emergency in the emergency area stated in this declaration effective as of _____ (time – specify a.m./p.m.) on _____, 20 ____.

If this declaration is not renewed or terminated, the state of emergency remains in effect until 7 days after the date and time it is declared, or the earlier date and time set out below:

Date of termination: _____ (time – specify a.m./p.m.) on _____, 20 ____.

Dated at _____, Prince Edward Island, _____, 20 ____.

Name: _____, Position: Mayor

Signature: _____

Fax to: PEI Emergency Measures Organization (PEI EMO) at 902-368-6362

Appendix H

Evacuation Procedures

Warning

1. The Police and Fire Departments are usually the first responders on the scene. If immediate evacuation is necessary, the Incident Commander, usually Police or Fire Department will initiate it.

The Incident Commander at the scene will notify their dispatchers that a large-scale evacuation is necessary and they in turn will relay this information to the Municipal Emergency Coordinator or to the Standing Committee.

2. The warning shall state:
 - a. the location;
 - b. nature of emergency - fire, gas leak, explosion, etc.; and
 - c. if possible, the extent of area to be evacuated.
3. The MEC or Standing Committee receiving the warning will:
 - a. notify other officials;
 - b. declare a state of local emergency if necessary;
 - c. order evacuation as required;
 - d. pass the warning to the citizens;
 - e. determine number of evacuees and arrange for accommodations; and
 - f. advise PEI Emergency Measures Organization of actions taken.

Transportation

4. It is anticipated that many will provide their own transportation. Various means of communications could be used to indicate transportation needs to the public/municipality.

If there are any requirements identified for transportation needs in the community, the Public Works & Transportation Services Manager, will help facilitate these requests as required.

Evacuation Procedures con't

Schools

5. In the event that schools are in, school authorities are responsible for coordinating the evacuations, including the transportation of students, to the nearest safe gathering point.

After being evacuated from the danger area, the situation will determine where the students will go next. School Board authorities would ensure that parents are informed – usually by a variety of means of communications.

Institutions

6. The Town Medical Centre, Dental Offices, Community Care Facility, Seniors Residences, Apartments, etc. are considered as “individuals” and expected to have their own evacuation procedures. Check with them to see they have a plan, ask for a copy of their plan and discuss what, if anything, they would need from the Municipality during an emergency. Their plans can be added to this plan as an Appendix.
7. In the event that an institution requires assistance during an evacuation:
 - a. Health Services, in conjunction with the facility, may ascertain the number of ambulatory and stretcher patients; and
 - b. Transportation Services may assist a facility, in coordination with the Province’s Department of Social Development and Housing to obtain resources to assist with the evacuation.

Security

8. Emergency response personnel will check the area involved to ensure that all persons are evacuated. The Town of Kensington is responsible for ensuring that the evacuated area remains secure at all times. This may be provided by police or security companies.

9. Planned Evacuation Process

The Municipal Emergency Co-ordinator, along with the Emergency Site Manager will analyse the emergency situation to determine the probability of an evacuation being ordered. The Municipal Emergency Co-ordinator shall brief the Mayor and the EOC as to the findings and if an evacuation appears likely, direct all EOC staff to ensure they are prepared to action and implement their duties in relation to an evacuation.

If an evacuation is necessary the following actions should be taken:

- a. determine the reason and area to be evacuated
- b. determine, the number of people to be evacuated;
- c. determine the evacuation routes and pick-up points and the availability of transport vehicles;
- d. ensure reception centres are activated and adequate to handle the number of estimated people;
- e. issue warning to the public in the area to be evacuated;
- f. ensure the evacuated area is policed to the extent possible under the circumstances;
- g. update the applicable provincial government department periodically;
- h. request assistance from appropriate provincial government departments as requested by EOC;
- i. ensure the Reception Centre Managers are informed of changes in the emergency situation;
- j. provide volunteers to assist the Reception Centre Managers;
- k. determine, if possible, the length of time evacuees may have to remain at the Reception Centres;
- l. co-ordinate with first response agencies as to when re-entry is possible or under what limiting conditions;
- m. assist in providing more suitable lodgings for those who may not return to the evacuated area;
- n. ensure the Reception Centre is cleaned and the facility is returned as received;
- o. submit lists of all costs incurred to EOC with a report on the operation;

Appendix I

Reception Center Procedures

Reception Centre Requirement

Local emergency conditions or conditions in neighbouring communities may necessitate full or partial evacuation and the establishment of a reception centre(s). Mutual aid agreements between municipalities should be in place to ensure the availability of an appropriate facility.

Most emergencies are usually short term in length, evacuees would require assistance for a period of one or two days, however, the possibility of a longer term requirements may be required.

To receive and accommodate evacuees these procedures will be enacted in whole or in part as required.

Reception Centre

1. The activation of a Reception Centre will be determined by the Emergency Measures Coordinatrord in conjunction with the Mayor and CAO.
2. The designated Reception Centre will be located at the Murray Christian Centre at 15 School St in Kensington.
3. The Reception Center Manager will setup and manage the designated reception center in conjunction with the Social Services Manager.
4. The Reception Centre will be used as central gathering place for residents during an emergency for such things as listed below:
 - Warming shelter for residents who may not have a working heat source;
 - Provide the ability for residents to recharge electronic devices such as cell phones;
 - Refill water containers;
 - Food and Lodging can be made available when necessary;

Registration and Inquiry

The Social Services Manager will establish a Registration and Inquiry Program. Any person using the Reception Center should sign-in and out as required.

Activation Requirements

The reception center can be activated for such events for a group of people who require immediate shelter due to a fire, natural disaster, weather related emergencies or other events outside the control of all parties. In such cases all efforts will be made to have the facility opened as soon as possible to accommodate them.

Functions of a Reception Center

The functions of the Reception Centre may include:

- Lodging
- Feeding
- Clothing
- Personal Services
- Registration & Inquiry

Lodging

Initially accommodations may be arranged on a congregate lodging basis, i.e. large community hall for shelter. The buildings listed can provide temporary accommodations for the numbers shown under Lodging Resources.

If a prolonged stay is anticipated, long term housing arrangements will need to be considered.

Health is responsible for health and sanitation, a list of resources should be included under the appropriate resource list.

Feeding

Feeding of evacuees will be arranged under the direction of Health and Social Services using feeding resources.

Cooking facilities in buildings selected to accommodate the evacuees may be activated to provide coffee and a light snack for the evacuees upon their arrival and to serve hot meals. These facilities must be under the direction of a person with the required Safe Food Handling Certificate.

If the selected building(s), do not have feeding capabilities, alternate arrangements will have to be made with local hotels, restaurants, and catering groups.

Clothing

Clothing of evacuees will be arranged by Social Services as required.

Personal Services

Counselling services may be provided by local clergy and community faith groups. If required, referral can be made to Social Services agencies.

Depending on requirements volunteers may be used to provide additional personal services, such first aid, child care etc. All volunteers must have appropriate training for the roles they are filling..

Registration & Inquiry

If a Reception Center is established all individuals using the facility or staying elsewhere must register with the center.

Appendix J

Town of Kensington EMO Bylaw 2021-02



TOWN OF KENSINGTON EMERGENCY MANAGEMENT PROGRAM BYLAW

BYLAW 2021-02

BE IT ENACTED by the Council of the Town of Kensington as follows:

1. Title

- 1.1. This bylaw shall be known as, and may be cited as, the “Municipal Emergency Management Program Bylaw.”

2. Purpose

- 2.1. The purpose of this bylaw is to establish a Municipal Emergency Management Program for the Town of Kensington.

3. Authority

- 3.1. Section 14(c) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap.M12.1., provides that a municipality must provide emergency management planning for all areas of the municipality.

4. Application

- 4.1. This bylaw applies to all members of Council, the Chief Administrative Officer, members of Council Committees, Town of Kensington employees, those who appear before Council and members of the general public.
- 4.2. In the event of any conflict between the provisions of the Act and this bylaw, the Act will prevail.

5. Definitions

- 5.1. “Act” means the *Municipal Government Act*.

- 5.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Kensington, as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.
- 5.3. “Council means the Mayor and other members of the Council of the Town of Kensington.
- 5.4. “Deputy Municipal Emergency Co-ordinator” means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
- 5.5. “Emergency” means a present or imminent event in respect of which the Town of Kensington believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety, or welfare of residents of the Town of Kensington.
- 5.6. “Emergency Measures Organization (EMO)” means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
- 5.7. “Emergency Operations Centre (EOC)” means the location where designated members of the EOC team (municipal and external agencies) will work on coordinated decision making and emergency management for the response or recovery from an event.
- 5.8. “Local Authority” means a local authority as defined in the *Emergency Measures Act*.
- 5.9. “Municipal Emergency Co-ordinator” means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
- 5.10. “Municipal Emergency Management Planning Committee” means the committee established pursuant to this bylaw.
- 5.11. “Municipal Emergency Management Program” means the program established pursuant to the bylaw.
- 5.12. “Municipal Emergency Management Standing Committee” means the standing committee established pursuant to this bylaw.
- 5.13. “Minister” refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- 5.14. “State of Emergency” means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
- 5.15. “State of Local Emergency” means a state of local emergency declared by the Council or Mayor pursuant to subsection 146(1) or 146(2) of the *Municipal Government Act* when satisfied that an emergency exists or may exist in the municipality.

6. Municipal Emergency Management Program

- 6.1. Pursuant to section 144 of the *Municipal Government Act*, despite any other section in the Act, Council may take any temporary measures necessary in the municipality to respond to and deal with an emergency as defined in the *Emergency Measures Act*.

- ~~6.2.~~ Pursuant to subsection 145(1) of the Act, Council hereby establishes a Municipal Emergency Management Program, hereinafter referred to as the Town of Kensington Emergency Management Program.
- 6.3. In accordance with subsection 145(2) of the Act, the Municipal Emergency Management Program shall contain, at a minimum:
- (a) the Municipal Emergency Management Plan;
 - (b) any required delegation of authority;
 - (c) plans for training and exercise; and
 - (d) any other component required by the PEI Emergency Measures Organization (EMO).
- 6.4. Council shall, in accordance with subsection 145(4) of the Act, appoint a Municipal Emergency Co-ordinator and a Deputy Municipal Emergency Co-ordinator who shall be responsible for the implementation, maintenance and execution of the Municipal Emergency Management Program.

7. Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator

- 7.1. The Municipal Emergency Coordinator and a Deputy Municipal Emergency Coordinator report to, and receive direction from, the Council.
- 7.2. In accordance with subsection 145(4) of the Act, the Municipal Emergency Co-ordinator and a Deputy Municipal Emergency Co-ordinator are responsible for the implementation, maintenance, and execution of the Municipal Emergency Management Program.
- 7.3. The Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator shall:
- (a) develop and coordinate the Municipal Emergency Management Program;
 - (b) coordinate plans for the continued functioning of municipal services which would be required in the event of an emergency;
 - (c) coordinate and conduct, training, and exercises to test the Municipal Emergency Management Program for the training of personnel who have an emergency role;
 - (d) coordinate public education programs related to emergency management; and
 - (e) coordinate and manage the municipal operational response for an emergency upon activation of all or part of the Municipal Emergency Management Program or a declaration of a state of local emergency.

8. Committees

- 8.1. Council may establish a Municipal Emergency Management Standing Committee and a Municipal Emergency Management Planning Committee.

9. Municipal Emergency Management Standing Committee

- ~~9.1.~~ The Emergency Management Standing Committee will be appointed in accordance with the municipality's Procedural Bylaw.
- 9.2. The Municipal Emergency Management Standing Committee shall:
- (a) advise Council on the development of a Municipal Emergency Management Plan;
 - (b) submit emergency management policy recommendations to Council;
 - (c) name or assign such persons under the Municipal Emergency Management Plan to perform duties related to the continuity of municipal government in the case of an emergency or disaster;
 - (d) present the Municipal Emergency Management Plan to Council for approval; and
 - (e) inform and update Council on developments during an activation of all or part of the Municipal Emergency Management Plan.

10. Municipal Emergency Management Planning Committee

- 10.1. The Municipal Emergency Management Planning Committee will consist of:
- (a) the Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator; and
 - (b) the manager(s) responsible for each municipal department which is assigned emergency functions under the Municipal Emergency Management Plan and, where no department exists, a person to represent the functions of:
 - 1) Law enforcement
 - 2) Fire protection
 - 3) Transportation;
 - 4) Water/wastewater service
 - 5) Communications
 - 6) Human resource management
 - 7) Public information
 - 8) Finance and administration
 - 9) Social services including emergency feeding, shelter, clothing, and personal services
- 10.2. The Municipal Emergency Management Planning Committee will:
- (a) prepare recommendations for the Municipal Emergency Management Standing Committee;
 - (b) assist the Municipal Emergency Co-ordinator and Deputy Municipal Emergency Co-ordinator in the preparation and coordination of Municipal Emergency Management Plans;
 - (c) prepare a Municipal Emergency Management Plan for their municipality;
 - (d) respond and participate as members of the Municipal Emergency Operations Centre staff upon full or partial activation of the Municipal Emergency Management Program;

- (e) prepare plans, including the development of memorandums of understanding or mutual aid agreements, for cooperation and mutual assistance between municipal governments and other organizations in the event of a disaster or emergency; and
 - (f) collaborate with authorities of the municipality, neighbouring municipalities, provincial authorities, and other organizations who have been assigned comparable duties.
- 10.3. Any memorandum of understanding or agreement negotiated under clause 10.2(e) of this bylaw is not binding until it is approved by Council.

11. Municipal Emergency Management Plan

- 11.1. In accordance with subsection 145(2) of the Act, the Municipal Emergency Management Program shall contain an Emergency Management Plan.
- 11.2. Council shall, by resolution, approve a Municipal Emergency Management Plan under the authority of this bylaw.
- 11.3. The Municipal Emergency Management Plan will be activated by Council when required to ensure effective coordination exists in response to an emergency.
- 11.4. The Municipal Emergency Management Plan can be activated in whole or in part and does not require the declaration of a state of emergency to be activated.
- 11.5. A Municipal Emergency Management Plan will be activated if a state of local emergency is declared.

12. Exercise Work Plan for the Municipal Emergency Management Program

- 12.1. In accordance with subsection 145(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan that, at a minimum, provides for:
 - (a) an annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
 - (b) an operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

13. Declaring a State of Local Emergency

- 13.1. Pursuant to subsection 146(1) of the Act, Council shall, when satisfied that an emergency exists or may exist in the municipality, declare a state of local emergency.
- 13.2. Where the Council is unable to act promptly in declaring a state of local emergency in the municipality the Mayor of the municipality may, in accordance with subsection

146(2) of the Act, after consulting a majority of the members of Council where practicable, declare a state of local emergency in the municipality.

- 13.3. Pursuant to section 10 of the *Emergency Measures Act*, Council shall immediately cause the details of the declaration of a state of local emergency to be communicated or published by such means as considered the most likely to make the contents of the declaration known to the people within the municipality.
- 13.4. Pursuant to subsection 14(2) of the *Emergency Measures Act*, Council may terminate a state of local emergency when it believes on reasonable grounds the emergency no longer exists in the municipality.

14. Expenditures Related to the Municipal Emergency Management Program

- 14.1. In response to the declaration of a state of local emergency as described in 13.1 and 13.2 of this Bylaw or in order to implement the Municipal Emergency Management Program in whole or in part, Council in accordance with subsection 145(8) of the Act may authorize the chief administrative officer to incur any liabilities that the chief administrative officer considers necessary.
- 14.2. In accordance with subsection 145(9) of the Act, the chief administrative officer is responsible for keeping records of the expenditures made and the equipment used in implementing the Municipal Emergency Management Program or responding to a declared emergency.

15. Review of the Municipal Emergency Management Program

- 15.1. In accordance with subsection 145(5) of the Act, Council shall submit its municipal Emergency Management Program to the PEI Emergency Measures Organization for review and approval.
- 15.2. After the Municipal Emergency Management Program has been approved the PEI Emergency Measures Organization and in accordance with clause 145(6)(a) of the Act, the Municipal Emergency Management Program will be reviewed annually by Council and, where necessary, revisions will be made.
- 15.3. In accordance with clause 145(6)(b) of the Act, within 60 days of making any revisions of the Municipal Emergency Management Program, the revised program will be provided to the PEI Emergency Measures Organization.
- 15.4. In accordance with subsection 145(7) of the Act, any revisions required by the PEI Emergency Measures Organization shall be carried out by count to the satisfaction of the PEI Emergency Measures Organization.

16. Repeal of Existing Bylaw

- 16.1 All previous Bylaws of the Town of Kensington pertaining to Emergency Measures Management are hereby repealed.

17. Effective Date

- 17.1. This Municipal Emergency Management Program Bylaw, Bylaw# 2021-02, shall be effective on the date of approval and adoption below.

First Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-02, was read a first time at the Council meeting held on the 10th day of May, 2021.

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-02, was approved by a majority of Council members present at the Council meeting held on the 10th day of May, 2021.

Second Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-02, was read a second time at the Council meeting held on the 14th day of June, 2021.

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-02, was approved by a majority of Council members present at the Council meeting held on the 14th day of June, 2021.

Approval and Adoption by Council:

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-02, was adopted by a majority of Council members present at the Council meeting held on the 14th day of June, 2021.

Signatures:

Official Document is signed and on file

Rowan Caseley

Mayor

Geoff Baker

Chief Administrative Officer

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-02 adopted by the Council of the Town of Kensington is certified to be a true copy.

Geoff Baker
Chief Administrative Officer

September 20, 2021
Date

Appendix K

MOU - Murray Centre Warming Shelter

AGREEMENT REGARDING THE USE OF THE MURRAY CHRISTIAN CENTRE AS A RECEPTION CENTRE/SHELTER FACILITY

THIS MEMORANDUM OF UNDERSTANDING made this _____ day of _____ 20____.

BETWEEN:

The Kensington United Church Official Board
(Hereinafter called the "Board")

AND:

The Town of Kensington, a body corporate and politic
(Hereinafter called the "Town")

WHEREAS the Board and the Town desire to use the Murray Christian Education Centre as a temporary shelter for persons affected by emergency situations;

AND WHEREAS the Board agrees to make available all or part of their premises to serve as an emergency shelter according to this Memorandum of Understanding, (hereinafter called Reception Centre);

NOW THEREFOR THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants of the parties hereto, the sum of \$1.00 now paid by the Town to the Board (the receipt whereof is hereby acknowledged), and other good and valuable consideration, the parties hereto, agree as follows:

1. Purpose: The purpose of this Memorandum of Understanding is to confirm the willingness of the Board to permit the use of its facilities as a Reception Centre when required by the Town during emergency situations. Such facilities shall include the gymnasium and stage, kitchen and washroom facilities, ramp area (as required) and the lower classroom area. Any other facilities within the property may only be used with the permission of the Board.
2. Shelter Management: The Town will have sole responsibility for the operation of the Reception Centre and will designate a Reception Centre Manager, to manage related activities. The Board will provide the Town with a facility key along with access to thermostat(s) with either a key or internet access.

3. Determination of Shelter Opening: The Town, through its Chief Administrative Officer and/or Mayor, (who may consult with Kensington's Emergency Measures Coordinator), will be the sole determining authority as to when the facility will be opened and used as a Reception Centre. The Town shall advise the Board, through its designated representative, as soon as reasonably possible following the opening of the facility as a Reception Centre.
4. Back-Up Emergency Power: The Town agrees, at its sole expense, to provide emergency back-up power to the facility including, but not limited to, a power generator, associated wiring, transfer switch and concrete pad. The location of the generator shall be mutually agreed on between the parties and shall be insured by the Town.
5. Use of Volunteers: The Reception Centre Manager may use volunteers from the Canadian Red Cross or other organizations to assist with Reception Centre operations depending upon the scope of the emergency. All volunteers will work under the guidance of the Reception Centre Manager.
6. Condition of Facility: The Town agrees that it shall exercise reasonable care in the conduct of its activities in the facility and further agrees to replace or reimburse the Board for supplies used and usual damage incurred in the operation of the facility as a Reception Centre. No modifications to the facility shall be made without approval from the Board.
7. Review: Following the use of the facility as a Reception Centre, the Board and the Town may, at the request of either party, meet to address any issues around the use of the facility as a Reception Centre.
8. Kitchen Use: The Board shall make the existing kitchen facilities available to the Town during an emergency situation, to enable the feeding of Reception Centre occupants.
9. Custodial Services: The Town will take full responsibility for cleaning and sanitation services resulting from the use of the facility as a Reception Centre.
10. Security: The Reception Centre Manager, as he or she deems necessary and appropriate, will coordinate with the Kensington Police Service regarding any public safety issues at the shelter.
11. Signage: The Reception Centre Manager may post signs within the Reception Centre and directional signs outside the Centre. Such signs shall be removed when the Centre is closed.

12. Media Relations: The Board will not issue press releases or other publicity concerning the Reception Centre. The Board will refer all media questions about the Centre to the Town.
13. Closing the Centre: The Reception Centre Manager shall notify the Board, or it's designated representative, upon the closing of the Reception Centre. Before vacating the facility, the Centre Manager shall ensure that all Reception Centre related equipment has been removed or stored appropriately within the facility.
14. Expense Reimbursement: The Board will obtain approval from the Town prior to undertaking any actions that will require reimbursement from the Town. Any request for reimbursement must be accompanied by supporting invoices.
15. Insurance: Both the Board and the Town shall carry General Liability Insurance coverage in the amounts of at least \$2,000,000 per occurrence. Each party shall be named as an additional insured on said policies.
16. Indemnification: Both parties agree that they shall defend, hold harmless, and indemnify the other party against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the other party during the use of the facility as a Reception Centre.
17. Term: This Memorandum of Understanding shall be renewed every ten years and begins on the date of the last signature below.
18. Termination: Either party may terminate this agreement at any time by providing six (6) months written notice. In the event of termination of this agreement it is understood that the power generator and associated equipment will remain the property of the Town. The Town will be responsible for reinstating the Centre to its original condition prior to its use as a Reception Centre.
19. Designated Representatives: The following shall be the designated representatives of the parties to this agreement. Either party may change their designated representative by providing notice in writing to the other party.

Town of Kensington:

Geoff Baker, CAO
PO Box 418
55 Victoria Street East
Kensington, PE
C0B 1M0

Kensington United Church:

Rev. Robert McCarthy, Minister
PO Box 841
17 School Street
Kensington, PE
C0B 1M0

(902) 439-8849 (c)
townmanager@townofkensington.com

(902) 836-4819 (h), (902) 439-4267 (c)
kensingtonunited@bellaliant.net

20. Governing Law: This Memorandum of Understanding shall be construed in accordance with and governed by the Laws of the Province of Prince Edward Island and the parties hereto irrevocably attorn to the jurisdiction of the courts of Prince Edward Island.

In witness whereof the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

SIGNED, SEALED AND DELIVERED
In the presence of:

Kensington United Church Official Board
per:

SIGNED, SEALED AND DELIVERED
In the presence of:

Town of Kensington
per:

Appendix L

Exercise Work Plan

In accordance to subsection 145(3) of the Municipal Government Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan that, at a minimum, provides for:

- An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

(To be included when developed)

Correspondence



Kensington Moose Plumbing & Heating Vipers
1113 Newton Road
Kinkora PE
COB 1N0



Mayor and council,

The Kensington Moose Plumbing and Heating Vipers are seeking your help. The Vipers are entering their 23rd season at Credit Union Centre in Kensington where the team has had a great deal of on ice success.

The Vipers play in the 4 team IJHL that sees teams in communities such as Wellington, Sherwood, and Montague and last recently joined the NBJHL where we played an interlocking schedule that brought and will continue to bring NB teams to our community. It provides 20+ teenage hockey players (mostly local) the opportunity to keep playing hockey past there minor hockey days.

The Vipers have had a great deal of success in the last 20 years winning 11 IJHL championships as well as 2 Don Johnson Memorial Cup championships. The Kensington Vipers name is not only synonymous on PEI but throughout the Maritimes as well. The Vipers are arguably the most successful hockey team in all the Maritimes in the past 50 years.

To operate a successful program like the Vipers have, it takes a great deal of support from not only the fans but the corporate community as well and this is where we hope the Town of Kensington can help us again.

The Vipers are seeking a sponsorship in the form of a player sponsor. On page 2 you will see what the costs associated with these are and the benefits that come along with them.

I'd like to thank you for taking the time to review this proposal and hope that we can form a partnership for the future. If you have any questions please do not hesitate to call me at 9024398654 or send me an email to kensingtonvipers@gmail.com.

Regards

Pat McIver
Kensington Vipers

Player Sponsor

2 for \$750

Benefits

Name on 2 home and 2 away sweater

4 regular season passes

Name on game day programs

Please make checks payable to

Kensington Vipers

1113 Newton Road

Kinkora PEI

C0B1N0