

**Town of Kensington
Committee of Council Meeting
Monday, November 27, 2023
6:30 PM**

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

Staff Members Present: Chief Administrative Officer, Geoff Baker; Municipal Clerk, Kim Caseley; Manager of Finance, Dellon Paul

Regrets: Councillor Toombs

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 6:30 pm and welcomed the Committee of Council members and staff to the November Committee of Council meeting. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

2. Adoption of Agenda

2.1 *Moved by Councillor Gallant, seconded by Councillor Doucette to approve the agenda for the November 27, 2023, Committee of Council meeting. Unanimously carried.*

3. Declaration of Conflict of Interest

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

3.2 *Councillor Mann & Councillor Doucette declared a conflict of interest with Item 8C - Kensington Junior (U7) Vipers Ice Time Donation Request.*

4. Delegations, Special Speakers, and Public Input

4.1 *Nil.*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor MacRae, seconded by Deputy Mayor Spencer to approve the Committee of Council meeting minutes from October 23, 2023. Unanimously*

carried.

6. Business Arising from Minutes

- 6.1** Deputy Mayor Spencer inquired about the possible addition of Christmas decorations at the Kensington Post Office. It was confirmed that the request was discussed with MLA Matthew MacKay.

7. Staff Reports

7.1 CAO's Report

- 7.1.1** *Moved by Deputy Mayor Spencer, seconded by Councillor Doucette to receive and recommend Town Council's approval to adopt the November 2023 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor MacRae, seconded by Deputy Mayor Spencer to receive and recommend Town Council's approval to adopt the October 2023 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 Deputy Mayor Spencer to receive and recommend Town Council's approval to adopt the October 2023 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

- 7.4.1** *Moved by Councillor Doucette, seconded by Councillor Gallant to receive the Development Permit Summary Report for the month of November as prepared by Municipal Clerk, Kim Caseley. Unanimously carried.*

7.5 Financial Report - Bills List

- 7.5.1** *Moved by Councillor Mann, seconded by Councillor Doucette to receive and recommend Town Council's approval to adopt the General Bills for October 2023 in the amount of \$196,174.25. Unanimously carried.*
- 7.5.2** *Moved by Councillor Mann, seconded by Deputy Mayor Spencer to receive, and recommend Town Council's approval to adopt the Water &*

Sewer Utility Bills for October 2023 in the amount of \$13,276.49. Unanimously carried.

7.5.3 *Moved by Councillor Mann, seconded by Councillor Doucette to receive and recommend Town Council's approval to adopt the Capital Expenditures for October 2023 in the amount of \$1,633,898.43. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Deputy Mayor Spencer to receive and recommend Town Council's approval to adopt the Summary Income Statements for October 2023, as prepared by Manager of Finance, Dellon Paul. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor MacRae, seconded by Deputy Mayor Spencer to receive and recommend Town Council's approval to adopt the Credit Union Centre Report for October 2023, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

7.7.2 Councillor Doucette inquired if wage subsidies were granted for recent hires at the Credit Union Centre. Mr. Baker will speak to Mr. Wood about available funding opportunities.

7.7.3 Councillor MacRae inquired about the possibility of increasing membership at the FitPlex. Mayor Caseley confirmed that the FitPlex is almost to capacity during peak hours but suggested the possibility of an off-hours membership rate.

8. New Business

8.1 Subdivision and Variance Request – Lots 15n and 15s Brookins Drive

8.1.1 *Moved by Councillor Mann, seconded by Councillor Doucette*

WHEREAS a subdivision plan (Plan #23239-S01) and request has been received from the owners of a property located at 13 A and 13B (Lots 15N and 15S, PID No. 1100049) Brookins Drive for Town Council's consideration of subdividing the property;

AND WHEREAS a request has been received for Town Council's consideration of a variance for 13B Brookins Drive (Lot 15S) to reduce

the frontage requirement from 11.43 metres to 10.51 metres (0.92 metres) to facilitate safe access to the newly formed properties;

AND WHEREAS the proposed subdivision plan and variance have been reviewed against the Town's Development Control Bylaw and is found to be in general compliance therewith;

BE IT RESOLVED THAT Committee of Council recommend that Town Council approve a subdivision of 13 Brookins Drive (Lot 15, PID No. 1100049), being lands owned by Todd Christopher Murphy and Norma Eleanor Murphy, into Lots 15N and 15S, as per Survey Plan No. 23239-S01, dated November 21, 2023, drawn by Locus Surveys Ltd.;

BE IT FURTHER RESOLVED THAT Committee of Council recommend that Town Council approve a variance for the newly created Lot 15S to reduce the frontage requirement from 11.43 metres to 10.51 metres (0.92 metres), as indicated on Survey Plan No. 23239-S01, dated November 21, 2023, drawn by Locus Surveys Ltd.

Unanimously carried.

8.2 Official Plan Adoption and Land Use and Development Bylaw First Reading

8.2.1 Official Plan Recommendation

Moved by Deputy Mayor Spencer, seconded by Councillor Doucette

WHEREAS Section 15.1 of the Planning Act requires that council of a municipality shall review its official plan and bylaws at intervals of not more than five years;

AND WHEREAS Council has determined that a major review was required to meet the requirements of the Planning Act and EC 640 / 97 – Planning Act Minimum Requirements for Municipal Official Plans.

AND WHEREAS Council has complied with EC 640/97 – Planning Act Minimum Requirements for Municipal Official Plans which requires full public participation in the case of a major review.

AND WHEREAS EC 640 / 97 – Planning Act Minimum Requirements for Municipal Official Plans states that major amendments will be treated as new official plans;

BE IT RESOLVED THAT the Committee of Council, acting in the role of Planning Board, recommend that the Town of Kensington Official

Plan 2023-1 be formally adopted by Town Council at their regularly scheduled Council meeting on December 11, 2023.

Unanimously carried.

8.2.2 Land Use and Development Bylaw First Reading

Moved by Councillor Doucette, seconded by Deputy Mayor Spencer

WHEREAS Section 16 of the Planning Act allows municipalities to adopt bylaws to implement their official plan;

AND WHEREAS Council has complied with the processes established in section 18 of the Planning Act and with EC 640/97 – Planning Act Minimum Requirements for Municipal Official Plans;

BE IT RESOLVED THAT Committee of Council, acting in the role of Planning Board, recommend that Town Council give first reading to the Town of Kensington Land Use and Development Bylaw at their regularly scheduled meeting on December 11, 2023.

Unanimously carried.

8.2.3 Land Use and Development Bylaw Approval of First Reading

Moved by Deputy Mayor Spencer, seconded by Councillor Gallant

WHEREAS Section 16 of the Planning Act allows municipalities to adopt bylaws to implement their official plan;

AND WHEREAS Council has complied with the processes established in section 18 of the Planning Act and with EC 640/97 – Planning Act Minimum Requirements for Municipal Official Plans;

BE IT RESOLVED THAT Committee of Council, acting in the role of Planning Board, recommend that Town Council approve first reading to the Town of Kensington Land Use and Development Bylaw at their regularly scheduled meeting on December 11, 2023.

Unanimously carried.

Councillor Mann and Councillor Doucette declared a conflict and excused themselves from the Council Chamber at 7:01 pm.

8.3 Kensington Junior (U7) Vipers Ice Time Donation Request

8.3.1 *Moved by Councillor MacRae, seconded by Deputy Mayor Spencer*

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the ice time rental donation request for the Kensington and Area Minor Hockey Association's 2024 Under 7 Islander Day Jamboree Tournament being held at the Kensington Credit Union Centre on February 19, 2024, be hereby approved.

Unanimously carried.

Councillor Mann and Councillor Doucette returned to the Council Chamber at 7:03 pm.

9. Councillor Issues/Inquiries

- 9.1** Mayor Caseley noted the Annual Light Up the Town will take place on November 30 at 5:00 pm.
- 9.2** The Kensington and Area Chamber of Commerce Awards Gala will be held on November 30 at 6:30 pm.
- 9.3** The Kensington Lions Club will have their Annual Memory Christmas Tree lighting on December 2, 2023.
- 9.4** Sunday, December 3 at 5:00 pm is the Annual Christmas Parade.
- 9.5** Monday, December 4 is the Town of Kensington Staff and Council Annual Christmas Dinner located at Family & Friends Restaurant.
- 9.6** Mayor Caseley requested Councillors bring forward any capital budget recommendations to Mr. Baker for consideration in the 2024/25 Budget.
- 9.7** Mayor Caseley expressed his appreciation to Stephan Wettring & Laurie Allaway for the donation of the Town Christmas Tree located at the Railyards.
- 9.8** Mayor Caseley read a memo from SustainAgro regarding their current proposed 6-module development in Northern Ontario, which will not permit them to continue with the planned PEI development at this time.
- 9.9** Deputy Mayor Spencer inquired about sidewalk repairs on Broadway Street. Mayor Caseley confirmed the repair was scheduled; however, the company experienced an equipment breakdown that delayed the repair. Staff are hopeful the repair will be completed by the Annual Christmas Parade.

9.10 Councillor Doucette discussed the desire to have a set time for family skates at the Credit Union Centre.

10. Correspondence

10.1 Information on a fundraising event “A Night with Doug MacLean” with contributions supporting the Kensington Wild Hockey Team – *Received*.

11. In-Camera (Closed Session)

11.1 *One item under section 119(b) of the Municipal Government Act, PEI*

11.1.1 *Moved by Deputy Mayor Spencer, seconded by Councillor MacRae to enter into an In-Camera session at 7:23 pm. Unanimously carried.*

11.1.2 *Moved by Deputy Mayor Spencer, seconded by Councillor Doucette to come out of an In-Camera session at 8:15 pm.*

12. Adjournment

12.1 *Moved by Councillor MacRae, seconded by Councillor Doucette to adjourn the meeting at 8:16 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor