



***Agenda for Regular
Meeting of Town Council***

Monday November 10, 2025 @ 7:00 PM

*55 Victoria Street
Kensington, PEI
C0B 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: mail@kensington.ca
Web Site: www.kensington.ca*

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

**Town of Kensington
Regular Meeting of Town Council
Monday November 10, 2025 – 7:00 PM**

1. Call to Order/Land Acknowledgement

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

5.1. October 7 minutes not available at this time due to staff illness

6. Business Arising from Minutes

6.1. October 7 minutes not available at this time due to staff illness

7. Reports

7.1. Chief Administrative Officer Report

7.2. Fire Department Report

7.3. Police Department Report

7.4. Development Permit Summary Report - *Nil*

7.5. Bills List – Town – *Nil*

7.6. Bills List - Water and Sewer Utility – *Nil*

7.7. Bills List – Capital – *Nil*

7.8. Consolidated Summary Income Statement -Town and Water and Sewer Utility – *Nil*

7.9. Credit Union Centre Report

7.10. Mayor's Report

7.11. Federation of Prince Edward Island Municipalities Report – Councillor Mann

7.12. Kensington and Area Chamber of Commerce Report – Councillor MacRae

8. New Business

8.1. Request for Decision – Business Park Realtor

8.2. Request for Decision – Public Meeting for rezoning request for property # 1098284

9. Correspondence

9.1. – Karsi News

10. Committee of the Whole (In-Camera) – CAO Hiring

11. Adjournment

Chief Administrative Officers Report

November 2025 Council Meeting

1. Ranchland Estates Subdivision

We met with the developer to work out a few outstanding issues arising as a result of the review of the drawings by our Engineer. They will proceed to tender in the next few weeks. We still await the approval of the reallocation of CCBF funds so that we can enter into an agreement with the Developer to pay for the relocation of the lift station to eventually service residents on the Old Summerside Road.

2. Business Park Realtor Listing

Seven proposals were received from realtors, with the details shown in the request for decision attached to that agenda item.

3. Development and Planning

There was one application a development permit in the past month for an eight-unit townhouse. The property is located in the commercial C1 zone, which does not include townhouses as an allowed use. The developer has since requested a rezoning, which is on the agenda this evening.

I have not received a report from the province on building permits.

4. 2024/25 Audit

The 2024/25 audit has been completed, and a review meeting has been scheduled with the Auditor.

5. Water & Sewer

The Sewer cleaning work was completed– there was a large amount of silt in the Main trunk line to WWTP – it was in BAD condition. One Aeration electric motor sent from WWTP to be refurbished and is due back Due Back Soon

Water and Sewer Laterals extended to new Apartment Development at the end of Sunset Dr. Asphalt was placed on the structure at Victoria St West (Frosty Treat), and at Broadway St North (Rudy Crokens)

6. Public Works

The sidewalk slab replacements are complete and staff have been preparing the equipment for the snow season, as well as day maintenance activities.

Respectfully Submitted by: Robert Hughes – Interim Chief Administrative Officer

Kensington Fire Department October 2025 Fire Report

The Kensington Fire Department responded to 10 calls in October. Following is a breakdown of calls:

DATE	NATURE OF CALL	LOCATION	# OF FIREMEN	# OF TRUCKS
Oct. 1 at 14:39	MFR - Cardiac Arrest	Margate	7	1
Oct. 2 at 15:52	MVC - auto crash notification	Old S'side Rd	9	1
Oct. 3 at 14:24	Brush Fire	Freetown	12	1
Oct. 13 at 18:23	Sight/Smell of Smoke	Spring Valley	8	Stand down
Oct. 14 at 07:45	Sight of smoke	Darnley	12	1
Oct. 14 at 08:49	Sight/Smell of Smoke	Baltic	9	Stand down
Oct. 17 at 12:17	Pedestrian/Car collision	Kensington	8	1
Oct. 18 at 14:24	Person trapped between tractor and wood processor	Kensington	11	2
Oct. 22 at 07:33	Vehicle Fire	Margate	9	1
Oct. 24 at 11:37	MVC	North Bedeque	14	2

October 3 - 2 QEES kindergarten classes visited the fire hall.

October 7 - Association meeting with 21 present.

October 15 - Turkey dinner for first responders at Frosty Treat - 3 members attended.

October 17 - Visited QEES for a talk on fire safety.

October 21 - Training with 21 present.

October 25 - Veterans & first responders appreciation turkey dinner at Family & Friends Restaurant.

Rodney Hickey,
Chief

Police Report October 2025

There were 5 alarm calls to report for this month.

October 6 @ 1630hrs – Frosty Treat, member did not attend.

October 10 @ 0555hrs – Friends and Flowers, member attended.

October 10 @ 1704hrs – Friends and Flowers, member attended.

October 14 @ 0642hrs – KISH, member did not attend.

October 23 @ 0002hrs – Greco, member attended.

Assistance calls on spreadsheet

KPS assisted with the retrieval of personal property. x 3

KPS assisted with lock down drill at KISH.

KPS assisting other agencies

October 7 Assist SSPD with warrant

Police Department Occurrence Report Summary 2025														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Record Checks A (BC)	7,111	6,585	8,380	6,999	9,456	10,478	9,154	9,047	8,880	8,252			84,342	
Record Checks B (KPS)	14	18	9	6	9	8	7	9	18	17			115	
KPS assisting other agencies		3	1		1	1	5	1	3	1			16	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO

FROM: GRAEME YOUNG, ACTING CUC MANAGER

DATE: NOVEMBER 5, 2025

SUBJECT: OCTOBER 2025- CREDIT UNION CENTRE REPORT

ATTACHMENT: STATISTICAL REPORT

October 2025

Fitplex

- Hours of operation are 5:00 am – 11:00 pm daily.
- Staffed Hours are Monday to Thursday 4:00 pm-8:00 pm Friday 9:00am-1:00pm

Arena

Credit Union Centre was a very bust month, again, with Matrix AAA tryouts, power skating, Kensington and Area Minor Hockey conditioning camps, Gulf Storm AA tryouts, Wild games, Rec Hockey and the start of most regular season games for all teams. New staff and Zamboni drivers are all doing well and new Zamboni is scduled to arrive the last week of November. We've filled in the few ice rental gaps with family skates and finished off the month of October with a two hour Halloween skate that had about 80 participants.

Arena Maintenance We continue to work on ice maintenance on a daily basis and have been getting great feedback on the ice conditions from all user groups. Cleaning and arena maintenance are an ongoing priority and looked at daily.

Kensington Cash Draw

- **October 3** **\$162.00**
- **October 10** **\$264.00**
- **October 17** **\$152.00**
- **October 23** **\$152.00**
- **October 31** **\$150.00**

Ball Fields

- Booked Branch Manager has taken down the ball net for the season and we are taking batting cage net down end of this week. All other ballfield equipment has been put away for the winter.

Senior Center

- Small leak around one window in the basement of the building. Building Blocs coming to look at it as they installed the window a couple of years ago

Tennis \ Pickleball Courts KISH

- Windscreens and nets coming down this week and put away for the winter

CUC Property

- Ball Hockey and Skate Park are open and still being used on a daily bases. Kensington Nature Trails are open and available to use with ongoing Trail maintenance in progress.

Upcoming Events

- Christmas parade will be December 7, 2025 at 5pm with the same route as previous years. Hot chocolate and cookies to follow at Murray Christian Centre.

Credit Union Centre Solar Panel Monthly Performance Summary				
Month	kWh Produced	Dollar Value (Savings)	Cumulative kWh	Cumulative Savings
January-25	1680	218.40	1680	218.40
February-25	5502	715.26	7182	933.66
March-25	6031	784.00	13213	1717.66
April-25	5445	707.88	18658	2425.54
May-25	6020	782.60	24678	3208.14
June-25	6535	849.59	31213	4057.73
July-25	6142	798.47	37355	4856.20
August-25	6758	878.59	37971	4936.32
September-25	5936	771.73	43291	5627.93
October-25	4379	569.18	47670	6197.11
**Report based on online portal information.				
**Maritime Electric Information not used in the formulation of the report.				



Mayor's Report to Town Council

November 5, 2025

The Mayor's Report to Town Council is an opportunity for the Mayor to provide feedback to Council, Staff, Residents, and other interested Stakeholders about activities of the Mayor on their behalf since the last Council meeting. It will include, as much as possible, a summary of information from meetings and discussions on behalf of the Town of Kensington. Any decisions to be made on behalf of the Town will be brought forward to the Council for decisions.

The Mayor is the designated spokesperson for the town and communicates decisions made by the Town Council. The Mayor chairs the monthly Town Council Meetings and the monthly Committee of Council meetings. All efforts are made to keep discussions and decisions transparent as we represent the town on behalf of the residents. Agendas (along with supporting information) for Committee of Council meetings and Town Council meetings are posted on the town website on the Friday afternoon prior to the meeting. (www.kensington.ca)

Committee of Council meetings are held on the 4th Monday of each month (except July and August and December) at 6:30 pm and Town Council meetings are held on the 2nd Monday of each month at 7:00 pm. The agendas (along with supporting information) are emailed to the County Line Courier, Journal Pioneer, CTV, and CBC on Friday afternoon prior to the meetings.

Small Business Appreciation Week – I was honoured to be invited by our Chamber of Commerce to assist with some activities to celebrate National Small Business Appreciation Week. Chamber Executive Director Julie Corbett and I attended Queen Elizabeth Elementary School to award the prizes for the colouring contest. Ms. Corbett and I then visited more than a dozen local businesses to drop off treats and hear feedback from the owners and staff on a variety of local issues.

Law Enforcement Torch Run – I had the pleasure of welcoming the participants and support team for this fundraiser for Special Olympics PEI.

FPEIM Semi-Annual Meeting – I would like to thank Deputy Mayor Mann for attending the meeting in Eastern Kings on our behalf.

Evening for Veterans and First Responders- Thank you to Councillor MacRae for attending this on behalf of the Town. I understand it was a wonderful evening.

I want to extend my sincere appreciation to all members of our town team - including staff at Town Hall, the Police Department, Public Works, Water and Sewer, the Fire Department, and the Credit Union Centre for their unwavering commitment and hard work. We are truly fortunate to have such dedicated individuals serving our community.

Jeff Spencer, Mayor
Town of Kensington

Kensington Business Park - Realtor RFP Rating		REMAX Commercial - Caseley/MacD onald/Worth	Coulson Realty - Roberts/Stewar t	Royal LePage - Wickenheiser/ Malayny/Rodge rson
EVALUATION RATING TABLE		Assigned Points	Assigned Points	Assigned Points
Rating Factors	Available Points	Assigned Points	Assigned Points	Assigned Points
Firm Relevant Experience	25	20	22	23
Team Member Experience	35	25	33	33
Past Performance and References	15	5	15	12
Fee for Services	25	25	25	25
TOTAL POINTS	100	75	95	93

Century 21 - Williams/Brown	Royal LePage - Satya/Chong	Exit Realty - Sant	East Coast Property Group
Assigned Points	Assigned Points	Assigned Points	Assigned Points
18	22	18	22
28	25	20	25
10	5	5	8
10	22	18	10
66	74	61	65

Town of Kensington - Request for Decision

Date: November 6, 2025	Request for Decision No: 2025-40
Topic: Business Park Realty Services	
<p>Proposal Summary/Background:</p> <p>At the direction of Council, I developed a Request for Proposals for a Realtor to list the remaining business park lots for sale. The PEI Real Estate Association kindly circulated the RFP to all of their members. We received seven proposals as follows:</p> <ul style="list-style-type: none">• REMAX Commercial - Caseley/MacDonald/Worth – 4% commission• Coulson Realty - Roberts/Stewart – 4% commission• Royal LePage - Wickenheiser/Malayny/Rodgerson - 4% commission• Century 21 - Williams/Brown - 4% commission• Royal LePage - Satya/Chong – 4.5% commission• Exit Realty - Sant - 5% commission• East Coast Property Group – 6% commission <p>The contract is for one year, with option to extend the listing for two additional one year periods, upon mutual agreement.</p> <p>I rated each proposal in accordance with the attached scoring table per the instructions in the RFP.</p> <p>I asked Mayor Spencer to rate the proposals independently and he came out with the same top two, in the same order, as I did.</p>	
<p>Benefits:</p> <ul style="list-style-type: none">• Should help to accelerate the sale and development of the lots in the business park, increasing the commercial tax revenue in the Town• Reduces the burden on staff to field questions, promote the park, and administer the sales	
<p>Disadvantages:</p> <ul style="list-style-type: none">• Adds 4% to the price of lots, or reduces 4% to the revenue, depending on what the successful bidder recommends.	

Discussion/Comments:

The Town invested a significant amount of dollars in the development of the business park in order to increase property tax and economic activity. There were no lots sold in the previous fiscal year, and none to date in this fiscal year (although one is close).

Options:

1. Award the contract to the highest rated bidder
2. Do not award the contract.

Financial Implications:

The accelerated sale of lots will help the Town to recover its costs quicker and increase property tax revenue quicker. The amount of revenue from the sale will be reduced by the 4% commission fee, or by future purchasers if the lot prices are increased on the recommendation of the realtor.

Source of Funding:

n/a

Recommendation:

Based on the rating above, it is recommended that Council award the contract to list the lots in the Kensington Business Park to Coulson Realty for one year, with option to extend the listing for two additional one-year periods, upon mutual agreement. This bears the recommendation of the Committee of Council meeting held on October 27, 2025.

Proposed Resolution

WHEREAS a Request for Proposals for a Realtor to list the remaining business park lots for sale; and

WHEREAS Seven proposals were received and rated by the CAO.

BE IT RESOLVED THAT the proposal submitted by Coulson Realty to list the lots in the Kensington Business Park, which scored highest in the rating, be hereby accepted.

M & S Rentals Inc.
PO Box 700
Kensington, PE C0B 1M0

October 29, 2025

Robert Hughes
Interim CAO – Town of Kensington
PO Box 418
Kensington, PE C0B 1M0

Re: Application to Rezone PID# 1098284 from C1 (Commercial) to R3 (Medium Density Residential)

Dear Robert,

We are applying to amend the Town of Kensington Zoning and Subdivision Control (Development) Bylaw to rezone PID# 1098284 from C1 – Commercial to R3 – Medium Density Residential to allow construction of an 8-unit residential complex. We understand the Town of Kensington Official Plan will need to be amended as well to change the designation in the future land use map.

The subject parcel is a vacant lot assessed at 1.24 acres with frontage on Sunset Drive. The neighboring property on its north side, PID# 1056142, is already zoned R3 and has an existing multi-residential development built upon it. As such, a newly constructed 8-unit building on PID# would be the best use of the land and suit the aesthetic of the area.

A copy of the building plan has been provided for your reference. The concept includes a one story, 8-unit rowhouse style building slab on grade with on-site parking. Access will be provided from Sunset Drive. The lot lies within the Town's serviced area and can be connected to existing water and sewer systems with no anticipated strain on capacity. Stormwater will be managed on-site in accordance with municipal standards. The design ensures compatibility with the adjacent residential uses while enhancing the neighborhood's housing supply.

This rezoning represents a logical transition for an underutilized parcel, supporting residential growth and community vitality consistent with the Town's planning objectives.

We respectfully request that this application be accepted for review and forwarded to Council for consideration.

Thank you for your time and attention.

Sincerely,

Handwritten signature of Sheldon Stewart in blue ink, written over a horizontal line.

Sheldon Stewart
Director
M & S Rentals Inc.

Handwritten signature of Mike James in blue ink, written over a horizontal line.

Mike James
Director
M & S Rentals Inc.

Town of Kensington - Request for Decision

Date: November 6, 2025	Request for Decision No: 2025-40
Topic: Re-zoning Request – M & S Rentals, pid # 1098284	
Proposal Summary/Background: <p>The applicant is the owner of parcel # 1098284 located on Sunset Drive. They applied for a development permit to build an 8 unit townhouse on the property. A preliminary review of the bylaw revealed that the land is designated commercial in the future land use map, and zoned Commercial C1 in the development bylaw. Townhouses are not a permitted use in the C1 zone and the land must therefore be designated as medium density residential on the future land use map, and medium density residential R-3 on the zoning map, to accommodate the planned 8 unit townhouse.</p> <p>Clause 2.16 (7) of the development bylaw states that:</p> <p style="padding-left: 40px;">Council shall review the Official Plan to ensure that the proposed amendment will not be contrary to any policy within the Official Plan, and will decide if the application may proceed to a public meeting; to reject the application; or to request additional information on the application.</p> <p>Other than the obvious change that is required to the future land use map, which has been applied for, I can find no policies in the Official Plan that are in conflict with the proposed requested changes to the future land use map and rezoning</p>	
Benefits: <ul style="list-style-type: none">• Provides additional residential property to meet the demand of the growing town of Kensington	
Disadvantages: <ul style="list-style-type: none">• Removes commercial property.	
Discussion/Comments: <p>The property is located behind the commercial property which fronts on the main street and similar developments can be found in that area.</p>	
Options: <ol style="list-style-type: none">1. Call a public meeting to solicit feedback from residents.	

2. Deny the application without calling a public meeting.

Financial Implications:

There is no short term cost to the town, other than the time required to notify people of the meeting and administer the application, which cost is covered at least in part by the \$800 application fee, which has been paid. In the longer term, the change will likely result in less property tax revenue due to the difference in the commercial and residential rates.

Source of Funding:

n/a

Recommendation:

That Town Council call a public meeting to solicit comments from residents on the proposed change to the future land use map and zoning map.

Proposed Resolution

WHEREAS the Owner of Parcel # 1098284, located on Sunset Drive, has applied to change the designation on the future land use map from commercial to medium density residential, and to change the designation on the zoning map from Commercial C1 to Residential R-3, to accommodate an 8 unit townhouse on the property

BE IT RESOLVED THAT Kensington Town Council call a public meeting on Monday November 24 at 6:00 pm at the Kensington Town Hall, and notify residents within 500 feet of parcel # 1098284, to solicit comments on the proposed changes to the future land use map and the zoning map.



KARSI NEWS

We have organized a Community Meeting for Wednesday, November 5th at 7:15.

The meeting will be held in the Amy MacKay Parlour at Kensington United Church, 17 School Street.

We will have sign up sheets available; as we are particularly looking for help with transportation and tutoring for the family.

We do have some volunteers for these tasks, but can use more. If you have any interest please let us know.

Erin Mahar is the Director of Programs for IRSA (Immigrant & Refugee Services Association PEI), a settlement agency which helps immigrants as they find their way to a new home here on PEI.

Erin will be at our meeting to provide guidance on the many areas of support offered to refugees. Here is a link to their site. We are fortunate to have this organization in our province.

<https://www.irsapei.ca/en/home>

The tickets for our fundraising Lasagne Dinner are selling quickly.

Please get in touch with any one of us on the Steering Committee if you haven't yet purchased your tickets and would like to do so.

Chef Emily would like a count by Monday, October 27th.

Thanks to all who have already purchased tickets.

Just a reminder...

Each meal is Lasagne, Salad and Carrot Cake.

The price is \$35.00 which includes tax.

The meal can be picked up in Kensington or at The Mill in New Glasgow on Saturday, November 1st, between 4:00 and 5:00

A vegetarian option is available.

In view of the family's arrival we have been offered a four bedroom house in Kensington for Muslima and her family.

The home is available until April 15th, so we are actively looking for more permanent accomodation for them.

Please let us know if you hear of a rental in Kensington that would be suitable.

We are sincerely thankful to the generous person who has stepped forward to provide this home in the interim.

We have a 2 bedroom apartment rented for Asha and her boys. Presently being renovated, it will be available for them on arrival.

Everyone is welcome to attend the meeting.

Looking forward to seeing you there.

Thank you for all you do.

KARSI STEERING COMMITTEE

Patricia Bennett

patricia.bennett6870@outlook.com

Carolyn Francis

carolyn.francis1946@gmail.com

Judy Loo

loo.judy@gmail.com

Linda Durdle

durdle@bellaliant.com

Randall Affleck

randall.affleck@bellaliant.net