

**Town of Kensington
Minutes of Regular Council Meeting
Monday, December 11, 2023
7:00 PM**

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

Staff Members Present: CAO, Geoff Baker; Municipal Clerk, Kim Caseley; Police
Chief, Lewie Sutherland

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members and staff to the December meeting of Kensington Town Council. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Gallant, seconded by Councillor Doucette to approve the tentative agenda for the December 11, 2023, regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 *Councillor Mann & Councillor Doucette declared a conflict of interest with item 8.1.3.*

4. Delegations / Presentations

4.1 *Nil.*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Spencer to approve the minutes from the November 14, 2023 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 November 14, 2023, Regular Meeting

6.1.1 *Nil.*

7. Reports

7.1 Chief Administrative Officer Report

7.1.1 *Moved by Deputy Mayor Spencer, seconded by Councillor Toombs to adopt the November 2023 CAO 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 approve the October 2023 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the October 2023 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.3.2 Mayor Caseley announced that Cst. Ryan will be joining the Joint Forces Operation (JFO).

7.3.3 Mayor Caseley acknowledged Chief Sutherland's recent recognition for 25 Years of Service from the Province of Nova Scotia.

Chief Sutherland excused himself from the Council Chamber at 7:07 pm.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Gallant, seconded by Councillor Toombs to approve the December 2023 Development Permit Summary Report as prepared by Municipal Clerk, Kim Caseley. Unanimously carried.*

7.5 Bills List Town (General)

7.5.1 *Moved by Councillor Mann, seconded by Councillor Doucette to approve the October 2023 Bills in the amount of \$196,174.25. Unanimously carried.*

7.6 Bills List Water & Sewer Utility

7.6.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the October 2023 Water & Sewer Utility Bills in the amount of \$13,776.49. Unanimously carried.*

7.7 Bills List Capital Expenditures

7.7.1 *Moved by Councillor Mann, seconded by Councillor MacRae to approve the October 2023 Capital Expenditures in the amount of \$1,633,898.43. Unanimously carried.*

7.8 Summary Income Statement

7.8.1 *Moved by Councillor MacRae, seconded by Councillor Mann to approve the Summary Income Statement for the month of October 2023. Unanimously carried.*

7.9 Credit Union Centre Report

7.9.1 *Moved by Councillor MacRae, seconded by Councillor Toombs to approve the Credit Union Centre report for the month of October 2023. Unanimously carried.*

7.10 Mayor's Report

7.10.1 *Moved by Deputy Mayor Spencer, seconded by Councillor MacRae to approve the Mayor's report for the month of November 2023 as presented by Mayor Caseley. Unanimously carried.*

7.11 Federation of PEI Municipalities (FPEIM) Report

7.11.1 FPEIM had an information session with Canoe Benefits Program regarding insurance opportunities for Island Municipalities.

7.11.2 FPEIM will hold their AGM in the City of Charlottetown on April 29, 2024

7.12 Kensington Area Chamber of Commerce (KACC) Report

7.12.1 KACC recently held its sold-out, Annual Awards Gala.

7.12.2 Councillor MacRae has agreed to remain on the KACC Board for 2024 as the Town of Kensington representative.

7.12.3 KACC President's Social will be held on December 19, 2023 at the Island Stone Pub.

7.13 Heart of PEI Initiative Report

7.14.1 *Nil.*

8. New Business

8.1 Request for Decisions

8.1.1 13 Brookins Drive (Lot 15N & 15S) – Subdivision and Variance Request

8.1.1.1 *Moved by Deputy Mayor Spencer, seconded by Councillor Toombs*

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 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 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.

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

8.1.2.1 Approval of Official Plan

Moved by Councillor Mann, seconded by Councillor Gallant

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

AND WHEREAS Town 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 Town 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 Town of Kensington Official Plan 2023-1 be formally adopted.

Unanimously carried.

8.1.2.2 Land Use and Development Bylaw First Reading

Moved by Councillor Mann, seconded by Councillor Doucette

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

AND WHEREAS Town 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 the Town of Kensington Land Use and Development Bylaw be hereby read a first time.

Unanimously carried.

8.1.2.3 Land Use and Development Bylaw Approval of First Reading

Moved by Councillor Mann, seconded by Councillor Gallant

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

AND WHEREAS Town 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;

AND WHEREAS first reading of the Bylaw was given at this Council meeting;

BE IT RESOLVED THAT the Town of Kensington Land Use and Development Bylaw be hereby approved.

Unanimously carried.

Councillor Mann & Councillor Doucette declared a conflict and excused themselves from the Council Chamber at 7:26 pm

8.1.3 Kensington Junior (U7) Vipers Ice Donation Request

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

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

Unanimously carried.

Councillor Mann & Councillor Doucette returned to the Council Chamber at 7:28 pm.

8.1.4 2023 Annual Christmas Bonus – Exempt Staff

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

BE IT RESOLVED THAT Town Council authorize the CAO to administer a 2023 Christmas bonus to all exempt staff, including the Chief Administrative Officer, Manager of Finance, Municipal Clerk, Administrative Assistant, Police Chief, Deputy Police Chief, Public Works Supervisor, Water and Sewer Manager, Credit Union Centre Manager, and Credit Union Centre Assistant Manager, in the amount of \$400.00 net to each employee.

Unanimously carried.

8.2 Other Matters

8.2.1 Mayor Caseley confirmed there will not be a December Committee of Council meeting due to the Christmas holiday.

8.2.2 Councillor Toombs acknowledged the excellent work that Dennis Lowther is doing as the Water and Sewer Operations Manager.

8.2.3 Councillor Toombs inquired about the installation of streetlights within the new Business Park. Mr. Baker is in the process of developing a Street Lights Policy to guide the installation.

8.2.4 Mayor Caseley confirmed that the Mayor's New Year Levee will take place at Family & Friends Restaurant from 11:30-12:30 with community award presentations at 12:30 pm.

9. Correspondence

9.1 A Thank You letter from Special Olympics for supporting the Team PEI Booster Club Fundraising Campaign.

9.2 A Christmas Card and treats from Karen Thompson-Bell.

9.3 The 6-month report from United Way on their signature service, 211 PEI.

10. In-Camera (Closed session)

10.1 *Nil.*

11. Adjournment

Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 7:34 PM. Unanimously carried.

Geoff Baker,
CAO

Rowan Caseley,
Mayor