

**Town of Kensington
Minutes of Regular Council Meeting
Monday, March 14, 2016
7:00 PM**

Council Members Present: Mayor Rowan Caseley; Councillors: Deputy Mayor Mann, Mill, MacLean, Pickering and Doucette

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

Regrets: Councillor Spencer

Visitors: Ancelene MacKinnon, Journal Pioneer

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members, staff and visitors.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Mill, seconded by Councillor Pickering to approve the tentative agenda for the March 14, 2016 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 Mayor Caseley discussed that Members of Town 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 Pickering declared a conflict with an item included in the in-camera session.

4. Delegations / Presentations

4.1 Nil

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor MacLean, seconded by Councillor Pickering to approve the minutes from the February 8, 2016 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 Nil

7. Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Doucette, seconded by Councillor MacLean to adopt the March 2016 CAO's Report as prepared by Geoff Baker. Unanimously carried.*

7.1.2 *Moved by Councillor Mill, seconded by Councillor Doucette to adopt the January 2016 Fire Statistical Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

7.1.3 *Moved by Councillor Pickering, seconded by Councillor MacLean to approve the January 2016 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.1.4 *Moved by Councillor Pickering, seconded by Councillor MacLean to approve the Building Permit Summary Report for March 2016. Unanimously carried.*

7.1.5 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the Summary Income Statement for the month of January 2016. Unanimously carried.*

7.1.6 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the January 2016 Bills in the amount of \$333,616.72. Unanimously carried.*

7.1.7 *Moved by Councillor Mill, seconded by Councillor Pickering to approve the Community Gardens Complex report for the month of January 2016. Unanimously carried.*

7.2 Mayor's Report

7.2.1 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the Mayors report for the month of March 2016 as presented by Mayor Caseley. Unanimously carried.*

7.2.2 Mayor Caseley presented Council with the Designated Heritage Place of Prince Edward Island plaque for the Kensington Train Station. A formal unveiling will be held in the spring with further details to be announced.

8. New Business

8.1 Request for Decisions

8.1.1 Procedural Bylaw

8.1.1.1 Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor Doucette,

WHEREAS The Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and others attending Council and Committee of Council meetings in the Town of Kensington;

AND WHEREAS it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

AND WHEREAS it is deemed desirable to provide rules for:

a) The calling of meetings of Council and its Committees;

b) The procedures of Council;

c) The calling of public meetings of Council;

d) The behaviour of Council members and members of the public present at Meetings of Council and its Committees; and

e) The establishment of a Committee of Council;

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved a first time at a meeting held on February 8, 2016;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby read a second time.

Unanimously carried.

8.1.1.2 Approval of Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor Mill,

WHEREAS The Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and others attending Council and Committee of Council meetings, in the Town of Kensington;

AND WHEREAS it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;*
- b) The procedures of Council;*
- c) The calling of public meetings of Council;*
- d) The behaviour of Council members and members of the public present at Meetings of Council and its Committees; and*
- e) The establishment of a Committee of Council;*

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved a first time at a meeting held on February 8, 2016;

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read a second time at this Council meeting;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby approved.

Unanimously carried.

8.1.1.3 Formal Adoption

Moved by Deputy Mayor Mann, seconded by Councillor Pickering

WHEREAS The Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and

others attending Council and Committee of Council meetings, in the Town of Kensington;

AND WHEREAS it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

AND WHEREAS it is deemed desirable to provide rules for:

a) The calling of meetings of Council and its Committees;

b) The procedures of Council;

c) The calling of public meetings of Council;

d) The behaviour of Council members and members of the public present at Meetings of Council and its Committees; and

e) The establishment of a Committee of Council;

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved at two separate meetings of Council held on different days;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby formally adopted.

Unanimously carried.

8.1.2 Civic Numbering Policy

8.1.2.1 *Moved by Councillor Mill, seconded by Councillor Doucette BE IT RESOLVED THAT the Town of Kensington Civic Numbering Policy be hereby adopted and formally approved. Unanimously carried.*

8.1.3 Snow and Ice Control Policy

8.1.3.1 *Moved by Councillor Doucette, seconded by Councillor Pickering BE IT RESOLVED THAT the Town of Kensington Snow and Ice Control Policy be hereby adopted and formally approved. Unanimously carried.*

8.1.4 2016 Budget Estimates

8.1.4.1 *Moved by Councillor MacLean, seconded by Deputy Mayor Mann BE IT RESOLVED THAT Town Council approve the*

Town of Kensington 2016 Budget Estimates with revenue estimates projected at \$2,125,932 and expenditure estimates projected at \$2,125,932. Unanimously carried.

8.1.5 2016 Municipal Property Tax Rates

8.1.5.1 *Moved by Councillor Pickering, seconded by Councillor MacLean BE IT RESOLVED THAT the municipal tax rates for the Town of Kensington for the 2016 fiscal year of \$0.55 / \$100 of assessment for Non-Commercial properties and \$1.30/ \$100 of assessment for Commercial properties be hereby adopted and approved. Unanimously carried.*

8.1.6 2016 Operating Lines of Credit

8.1.6.1 *Moved by Deputy Mayor Mann, seconded by Councillor Pickering BE IT RESOLVED THAT Kensington Town Council approve an operating line of credit of \$325,000 from the Scotiabank for the General Account # 10793 00034 17. Any two of the Mayor, Chief Administrative Officer and Deputy Administrator are authorized as legal signing officers. Unanimously carried.*

8.1.6.2 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette THAT Kensington Town Council approve an operating line of credit of \$160,000 from the Scotiabank for the Water and Pollution Control Corporation Account #10793 00625 10. Any two of the Mayor, Chief Administrative Officer and Deputy Administrator are authorized as legal signing officers. Unanimously carried.*

8.2 2015 Audited Financial Statements

8.2.1 *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the 2015 Audited Financial Statements as prepared by Arsenault Best Cameron Ellis Chartered Accountants. Unanimously carried.*

8.3 Other Matters

8.3.1 Deputy Mayor Mann reported that the FPEIM has recently issued an RFP for the development of a Regionalization Toolkit and subsequently awarded a contract. At the last Board meeting FPEIM budget discussions were held and a presentation was received from Robert Hughes, CAO of the Town of Stratford, on governance and sustainability.

8.3.2 *Moved by Councillor Doucette, seconded by Councillor Pickering to nominate Deputy Mayor Rodney Mann as a member of the FPEIM Board. 4 for – 1 abstention (Mann). Motion carried.*

8.3.3 Deputy Mayor Mann reported that the Kensington & Area Chamber of Commerce is looking into the development of a new website which will focus on economic development for the Town of Kensington and Area.

8.3.4 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve a wage increase to exempt staff up to a 1.5%. Unanimously carried.*

9. Correspondence

9.1 A memorandum from the Federation of Prince Edward Island Municipalities regarding the following:

1. call for nominations for election to the FPEIM Board
2. call for resolutions
3. call for nominations for the FPEIM Bruce H. Yeo Memorial Award
4. call for nominations for the FPEIM Municipal Achievement Award

9.2 A letter from the PEI Nurses Union offering advertising space in their annual The Nurses' Planner. – *Declined*

9.3 A request for sponsorship from the Law Enforcement Torch Run 2016 Polar Plunge in aid of the Special Olympics - *Declined*

9.4 A letter from the Infrastructure Secretariat to inform the Town that the Municipal Strategic Component (MSC) of the Gas Tax program is now accepting applications.

Moved by Councillor Doucette, seconded by Councillor Mill to submit an application to the Municipal Strategic Component of the Gas Tax program to assist with costs associated with the completion an inflow & infiltration study. Unanimously carried.

9.5 A letter from PEI Transportation, Infrastructure and Energy regarding their concern of potential Asbestos-Containing Materials (ACM) within the Town Hall building. Should there be any future renovations or development, the Town would be required to have the building assessed by an independent testing agency.

9.6 A letter from CUPE advising the Town they would like to enter into contract negotiations as per Article 30 of the Collective Agreement.

9.7 A letter from Mayor Caseley, to Honourable Paula Bigger, Minister of Transportation, Infrastructure and Energy, regarding the storage of two fuel tanks located on the Kensington Intermediate Senior High School property. The tanks are believed to be unmonitored and cause concern as they are directly uphill from the Town's municipal central water supply.

9.8 A letter from the Department Transportation, Infrastructure and Energy in response to the letter sent by Mayor Caseley in regards to the two fuel tanks located at the Kensington Intermediate Senior High School. The letter has been forwarded to the Director Corporate Services at the English Language School Board.

9.9 A letter from John Davison, Kensington Area Tourist Association Vice President offering the Town ownership of the map board located between the Welcome Centre and the Island Stone Pub.

Moved by Councillor Pickering, seconded by Councillor Doucette

WHEREAS John Davison of the Kensington and Area Tourist Association, in an email to the Chief Administrative Officer dated February 26, 2016, offered the Town of Kensington the map board sign located at the Kensington Railyards between the Welcome Centre and the Train Station;

AND WEHREAS Town Council has considered the request and have expressed their intent on taking ownership and responsibility of the sign;

BE IT RESOLVED THAT the Town of Kensington formally accept the offer of the Kensington Area Tourist Association to transfer ownership of the map board sign to the Town. Town Council recognizes that they will be responsible for all operations and maintenance of the sign upon completion of the transfer.

Unanimously carried.

- 9.10** A letter from the Department of Justice and Public Safety regarding a RFP seeking a consulting firm with expertise in crime prevention and policing services to conduct a review of policing services across Prince Edward Island.
- 9.11** An email from the Kensington & Area Chamber of Commerce regarding their initiative to create a website which will promote doing business in Kensington and focus on economic development. Town Council will review similar sites which were provided.

Moved by Councillor Pickering, seconded by Councillor Mill to conceptually support an initiative of the Kensington & Area Chamber of Commerce to develop an economic development related website to promote, retain and attract business to Kensington and Area. It is understood that a request for a financial contribution to the project may come forward as the development of the Project progresses. Unanimously carried.

- 9.12** A letter of thanks from Health PEI including an official tax receipt for the ticket purchased for the 15th Annual “Spring is in the Air” Gala Dinner.
- 9.13** A letter of thanks to Mayor Caseley & Geoff Baker from the PEI Crime Stoppers for attending their recent Annual General Meeting.
- 9.14** A letter from the PCH Foundation Board for the Town’s continued support.
- 9.15** A letter from Hickey & Hyndman Insurance Ltd. to request an appointment to provide a quote for the Town’s insurance. ***Deferred to staff for follow-up.***
- 9.16** An email from FPEIM as a reminder that any questions which the Town Council have for the Cabinet Ministers at the FPEIM annual meeting needs to be submitted by April 1, 2016.
- 9.17** An invitation to the Annual President’s Dinner & Silent Auction on April 14th, 2016. Council members wishing to attend should contact Wendy MacKinnon to RSVP.

- 9.18** An email from Statistics Canada requesting the Town's support to increase awareness of the 2016 Census among residents. *Deferred to Committee of Council for Consideration.*
- 9.19** KISH Newsletter
- 9.20** An information package on the 150th Year of Communities in Bloom.
- 9.21** An invitation from the Happy Group Seniors Club to join them at their open house to view their Rug Hooking Exhibits on March 22, 2016.

Moved by Councillor Pickering, seconded by Councillor Doucette to recess at 8:12 pm. Unanimously carried.

Mayor Caseley resumed the meeting at 8:17 pm

10. In-Camera

Councillor Pickering declared a conflict and excused herself from the Council Chamber at 8:17pm.

10.1 *Moved by Councillor Mill, seconded by Councillor Doucette to commence into an In-Camera session at 8:18 pm. Unanimously carried*

10.2 *Moved by Councillor Doucette, seconded by Councillor Mill to return to the Regular Meeting of Town Council at 8:31 pm. Unanimously carried.*

Councillor Pickering returned to the Council Chambers at 8:32 pm

11. Adjournment

Moved by Councillor MacLean, seconded by Councillor Mill to adjourn the meeting at 8:32 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor