

**Town of Kensington**  
**Minutes of Regular Council Meeting**  
**Tuesday, November 13, 2018**  
**7:00 PM**

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

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

**Visitors:** Adrien Bernard – Councillor Elect  
Wade Toombs – Councillor Elect

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**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 Councillors elect.

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Doucette, seconded by Councillor MacLean to approve the tentative agenda for the November 13, 2018 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** Deputy Mayor Mann declared a conflict with a piece of correspondence from the Kensington/Bedford Pee Wee Hockey Exchange.

**4. Delegations / Presentations**

**4.1** *Nil*

**5. Approval of Minutes of Previous Meeting**

**5.1** *Moved by Councillor Mill, seconded by Councillor MacLean to approve the minutes from the October 9, 2018 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 Spencer to adopt the October 2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

### **7.2 Fire Department Statistical Report**

**7.2.1** *Moved by Councillor Pickering, seconded by Councillor MacLean to approve the September 2018 Fire Statistical report as prepared by Deputy Fire Chief, Rodney Hickey. Unanimously carried.*

### **7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the September 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

**7.3.2** Chief Sutherland noted that 5 hours of foot patrol and 11 hours of Community Policing was not included in the report.

### **7.4 Development Permit Summary Report**

**7.4.1** *Moved by Councillor Pickering, seconded by Councillor Doucette to approve the Development Permit Summary Report for the month of November 2018. Unanimously carried.*

**7.4.2** *Moved by Councillor Spencer, seconded by Councillor Mill to approve the development permit application for the Credit Union Centre at 25 Garden Drive to construct a new warm room. Unanimously carried.*

### **7.5 Bills List**

**7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the September 2018 Bills in the amount of \$267,522.36. Unanimously carried.*

### **7.6 Summary Income Statement**

**7.6.1** *Moved by Deputy Mayor Mann, seconded by Councillor Pickering to approve the Summary Income Statement for the month of September 2018. Unanimously carried.*

### **7.7 Credit Union Centre Report**

**7.7.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the Credit Union Centre report for the month of September 2018. Unanimously carried.*

**7.8 Mayor's Report**

**7.8.1** *Moved by Councillor Pickering, seconded by Councillor Mill to approve the Mayors report for the month of November 2018 as presented by Mayor Caseley. Unanimously carried.*

**7.9 Federation of PEI Municipalities and Kensington Area Chamber of Commerce (KACC) Report**

**7.9.1** FPEIM recently presented their financial statements and approved a membership rate increase of CPI.

**7.9.2** The KACC Business Awards Night is November 21, 2018.

*Chief Sutherland excused himself from the Council Chamber at 7:15 pm.  
Councillor MacLean left the Council Chamber 7:15 pm.*

**8. New Business**

**8.1 Request for Decisions**

**8.1.1 Kensington Fire Department Policy and Standard Operating Guideline (SOG) Manual**

**8.1.1.1** *Moved by Councillor Doucette, seconded by Councillor Pickering*

*THAT the Kensington Fire Department Policy and Standard Operating Guideline Manual, as drafted by W.G. Hogan Fire Safety Specialties, be hereby adopted and approved. 5 for – 1 absent. Motion carried.*

**8.1.2 Town of Kensington Accounts Receivable Policy**

**8.1.2.1** *Moved Deputy Mayor Mann, seconded by Councillor Mill*

*THAT the Town of Kensington Accounts Receivable Policy be hereby adopted and approved. 5 for – 1 absent. Motion carried.*

**8.1.3 Disposal of Assets**

**8.1.3.1** *Moved by Councillor Spencer, seconded by Councillor Pickering*

*THAT Town Council authorize the CAO to dispose of surplus equipment, being the 1999 Freightliner Street Sweeper, 2 Trackless Snow Blowers and a Trackless Mower Deck, to 'On the Go Property Maintenance' as per their total tendered amount of \$11,000.00 plus HST. 5 for – 1 absent. Motion carried.*

**8.1.4 Exempt Staff Christmas Bonus – 2018**

**8.1.4.1 Moved by Councillor Pickering, seconded by Councillor Spencer**

*THAT Town Council authorize the CAO to administer Christmas bonuses to all exempt staff in the amount of \$200.00 net to each employee. 5 for – 1 absent. Motion carried*

*Councillor MacLean returned to the Council Chamber at 7:22 pm.*

**8.1.5 IWK Foundation Donation Request**

**8.1.5.1** *THAT Town Council approve a donation to the IWK Foundation in the amount of \$200.00. Unanimously carried.*

**8.1.6 Town of Kensington Conflict of Interest Bylaw – Second Reading and Formal Adoption**

**8.1.6.1** *Second reading*

*Moved by Deputy Mayor Mann, seconded by Councillor Pickering*

*WHEREAS Section 97 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., requires a Council to establish a bylaw outlining a procedure to be followed by a member of Council if the member believes or suspects that they may have a conflict of interest or if a complaint is received by council that a member has a conflict of interest;*

*AND WHEREAS it is deemed desirable to provide clarity around what constitutes a Conflict of Interest;*

*AND WHEREAS the Conflict of Interest Bylaw (Bylaw #2018-06) was read and approved a first time at a meeting held on October 9, 2018;*

*BE IT RESOLVED that the Town of Kensington Conflict of Interest Bylaw (Bylaw # 2018-06) be hereby read a second time.*

*Unanimously carried.*

**8.1.6.2** *Approval of Second Reading*

*Moved by Deputy Mayor Mann, seconded by Councillor Mill*

*WHEREAS Section 97 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., requires a Council to establish a bylaw outlining a procedure to be followed by a member of Council if the member believes or suspects that they may have a conflict of interest or if a*

*complaint is received by council that a member has a conflict of interest;*

*AND WHEREAS it is deemed desirable to provide clarity around what constitutes a Conflict of Interest;*

*AND WHEREAS the Conflict of Interest Bylaw (Bylaw #2018-06) was read and approved a first time at a meeting held on October 9, 2018;*

*AND WHEREAS the Conflict of Interest Bylaw (Bylaw#2018-06) was read a second time at this meeting;*

*BE IT RESOLVED that the Town of Kensington Conflict of Interest Bylaw (Bylaw #2018-06) be hereby approved.*

*Unanimously carried.*

#### **8.1.6.3** *Formal Adoption*

*Moved by Deputy Mayor Mann, seconded by Councillor Pickering*

*WHEREAS Section 97 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., requires a Council to establish a bylaw outlining a procedure to be followed by a member of Council if the member believes or suspects that they may have a conflict of interest or if a complaint is received by council that a member has a conflict of interest;*

*AND WHEREAS it is deemed desirable to provide clarity around what constitutes a Conflict of Interest;*

*AND WHEREAS the Conflict of Interest Bylaw (Bylaw #2018-06) was read and approved a first time at a meeting held on October 9, 2018;*

*AND WHEREAS the Conflict of Interest Bylaw (Bylaw#2018-06) was read and approved a second time at this meeting;*

*BE IT RESOLVED that the Town of Kensington Conflict of Interest Bylaw (Bylaw #2018-06) be hereby formally adopted.*

*Unanimously carried.*

## **8.2 Other Matters**

- 8.2.1** Council discussed the condition of the current councillor laptops and reviewed a quote from Combat Computers for the purchase of new laptops.

*Moved by Councillor Spencer, seconded by Councillor Pickering to retain the existing laptops and have them prepared for the incoming members of Council. Unanimously carried.*

- 8.2.2** Mayor Caseley took a moment to recognize Remembrance Day and the 100 years since the end of the First World War.
- 8.2.3** Mayor Caseley provided a reminder for the following dates:
- December 1 – Council Orientation at the North Shore Community Centre
  - December 2 – Town of Kensington Christmas Parade, all Council members are encouraged to attend.
  - December 3 - Town of Kensington Christmas Party at Broadway 45
  - December 5 – New Councillor Pictures & Swearing in Ceremony
  - January 26 – Kensington Town Council Orientation from 9-12.
- 8.2.4** Councillor Spencer requested that the small playground located behind the Kensington Legion be advertised and signed to encourage residents and visitors to use the playground.
- 8.2.5** Councillor Spencer noted that Commercial Street is improperly marked on Google Maps. Staff will look into the issue and request it be changed.
- 8.2.6** Councillor Doucette spoke about his term on Council. He wished the best of luck to the new Council and thanked Councillor MacLean and Mill for their years of service to the community. He expressed his appreciation to Council and staff for their support over the last 4 years.
- 8.2.7** Councillor Mill thanked the Town residents, Council and staff during his time on Council over the past 18 years. He suggested that all new councillors take the opportunity to read the 13 Ways to Kill Your Community book and requested that copies be provided to them.

## **9. Correspondence**

- 9.1** A Thank You note from the PEI MFRC for the Town's financial support.
- 9.2** Information regarding the Prince County Hospital Lights for Life. – *No action*
- 9.3** Central Coastal Tourism Partnership Newsletter
- 9.4** Information from the Salvation Army requesting the Town to volunteer with their Adopt A Kettle for a Day program. – *No action*

*Councillor Mann declared a conflict and excused himself from the Council Chamber at 8:00 pm.*

- 9.5 A donation request from the 51<sup>st</sup> Annual Kensington/Bedford Pee Wee Hockey Exchange parents committee.

*Moved by Councillor Spencer, seconded by Councillor MacLean to approve a \$500 financial donation to the 51<sup>st</sup> Annual Kensington/Bedford Pee Wee Hockey Exchange. Unanimously carried.*

*Deputy Mayor Mann returned to the Council Chamber at 8:03 pm.*

- 9.6 An invitation from the Kensington & Area Chamber of Commerce to attend their Business Holiday Social on November 21, 2018. - *Members of Council wishing to attend please RSVP with Deputy CAO, Wendy MacKinnon.*

*Deputy Mayor Mann declared a conflict and excused himself from the Council Chamber at 8:06 pm.*

- 9.7 *Moved by Councillor Spencer, seconded by Councillor Pickering to rescind the motion from item 9.5 – “Moved by Councillor Spencer, seconded by Councillor MacLean to approve a \$500 financial donation to the 51<sup>st</sup> Annual Kensington/Bedford Pee Wee Hockey Exchange. Unanimously carried.”*

- 9.8 *Moved by Councillor Spencer, seconded by Councillor MacLean to approve a \$750 financial donation to the 51<sup>st</sup> Annual Kensington/Bedford Pee Wee Hockey Exchange. Unanimously carried.*

*Deputy Mayor Mann returned to the Council Chamber at 8:07 pm.*

- 9.9 A donation request from the Gulf Storm PeeWee AA Hockey Team. – *No action*

- 9.10 A letter from Jordan Brown, Minister of Justice and Public Safety and Attorney General, acknowledging the work of the Kensington Police Service leading up to, and since the legalization of cannabis on October 17, 2018.

- 9.11 Information from MBS Radio regarding their Holiday Greetings packages.

*Moved by Councillor Pickering, seconded by Councillor Mill that Town Council purchase Package A of the MBS Radio Season’s Greetings for the cost of \$325.00 plus applicable taxes. Unanimously carried.*

- 9.12 An email from the Kensington Minor Hockey Past President, Derek Folland, with suggestions of regulations for the new warm room at the Credit Union Centre.

*Moved by Councillor Spencer, seconded by Councillor Doucette that the warm room at the Credit Union Centre be open for all members of the public and signage will be displayed requesting that children are to be accompanied by an adult. Staff will monitor the use of the room and recommend to Town Council should further policy action be required. Unanimously carried.*

**9.13** Wade Toombs expressed his appreciation to the Town Council for the installation of a fountain at the Alysha Toombs Memorial Pond. Councillor elect Toombs and his family hope to contribute to the installation of a second fountain for the summer of 2019.

**10. In-Camera**

**10.1** *Nil*

**11. Adjournment**

*Moved by Councillor Mill, seconded by Councillor MacLean to adjourn the meeting at 8:23 PM. Unanimously carried.*

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Geoffrey Baker,  
CAO

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Rowan Caseley,  
Mayor