

**Town of Kensington
Committee of Council Meeting
Monday, June 25, 2018
6:30 PM**

Council Members Present: Deputy Mayor Mann, Councillors Spencer, Doucette and Mill

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

Regrets: Mayor Rowan Caseley, Councillor Pickering

Absent: Councillor MacLean

1. Calling of Meeting to Order

1.1 Deputy Mayor Mann called the meeting to order at 6:30 PM and welcomed Council members and staff.

2. Adoption of Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Mill to approve the agenda for the June 2018 Committee of Council meeting. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 Deputy Mayor Mann 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.

4. Delegations, Special Speakers and Public Input

4.1 *Nil.*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor Doucette, seconded by Councillor Spencer to approve the Committee of Council meeting minutes from May 28, 2018. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer requested that the retired gym equipment from the FitPlex be disposed of. Mr. Baker noted that previous attempts to sell the equipment was not successful and will look at alternative options.

7. Staff Reports

7.1 CAO's Report

- 7.1.1** *Moved by Councillor Doucette, seconded by Councillor Mill to receive the June 2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*
- 7.1.2** Councillor Doucette inquired about the Fire Department Policy. Mr. Baker added that the Fire Chief, Deputy and Captains received a draft copy of the report approximately 6-8 weeks ago and are in the process of reviewing the document.
- 7.1.3** Councillor Mill commented that the Canada Post sign has not been painted.
- 7.1.4** Councillor Spencer requested the school crossing guards be implemented by the beginning of the school year in September. Councillor Spencer also noted that the traffic lights need to be adjusted, they are currently unacceptable and will need to be repaired to accommodate the increase in traffic during the summer months.

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to recommend to Town Council the adoption of the May 2018 Fire Chief's Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

- 7.3.1** *Moved by Councillor Spencer, seconded by Councillor Mill to recommend to Town Council the adoption of the May 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

- 7.4.1** *Moved by Councillor Spencer, seconded by Councillor Mill to receive the Development Permit Summary Report for June 2018 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

- 7.5.1** *Moved by Councillor Doucette seconded by Councillor Spencer to recommend to Town Council the approval of the General Bills List for May 2018 in the amount of \$182,941.71. Unanimously carried.*
- 7.5.2** *Moved by Councillor Mill, seconded by Councillor Spencer to recommend to Town Council the approval of the Water and Pollution Control Bills*

List for May 2018 in the amount of \$6,853.09 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Spencer, seconded by Councillor Mill to recommend to Town Council the adoption of the Summary Income Statements for May 2018, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to recommend to Town Council the adoption of the Credit Union Centre Report for May 2018, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

8. New Business

8.1 Procedural Bylaw

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

THAT Committee of Council recommend that Town Council give first reading of the Procedural Bylaw at the July Council Meeting. Unanimously carried.

8.1.2 Councillor Spencer suggested that sections 15 & 39 include that a committee can also be dissolved if the committee is unable to fulfil their objective.

8.1.3 Councillor Spencer inquired about adding that no recording devices for audio and video to section 67 & 68. Mr. Baker will confirm whether or not this is a reasonable option.

8.2 Elections PEI – Service Agreement and Information Sharing Agreement

8.2.1 *Moved by Councillor Spencer, seconded by Councillor Mill*

THAT Committee of Council recommend that Town Council agree to enter into a service agreement with Elections PEI for the provision of data to complete the Town's list of electors. Unanimously carried.

8.2.2 *Moved by Councillor Spencer, seconded by Councillor Mill*

THAT Committee of Council recommend that Town Council authorize the Mayor and CAO to sign an Information Sharing Agreement with Elections PEI. Unanimously carried.

9. Councillor Issues/Inquiries

- 9.1** Councillor Doucette suggested that staff at the Credit Union Centre begin making necessary repairs and upgrades during the summer months. It was suggested that Councillors visit the facility and bring their concerns forward.
- 9.2** Councillor Spencer forwarded photos of sections around Town of long grass along the sidewalk and of unsightly properties.
- 9.3** Councillor Spencer expressed his concern regarding a temporary fence located alongside of Linwood Drive across from the Canada Post super mailbox. Mr. Baker will speak with Chief Sutherland and the property owner to address his concerns.

10. Correspondence

- 10.1** An update from the Kensington Senior Surfers.
- 10.2** An invitation from Malpeque Fine Iron to celebrate their anniversary on Sunday August 19, 2018.
- 10.3** A donation request from the KISH participants attending the National Canadian Student Leadership Conference in Edmonton, AB. in September 2018. Mr. Baker will request further information and the request will be considered at the July Council Meeting.

11. In-Camera (Closed Session)

- 11.1** *Nil*

12. Adjournment

- 12.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to adjourn the meeting at 8:00 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rodney Mann,
Deputy Mayor