

**Town of Kensington
Committee of Council Meeting
Monday, October 23, 2017
6:30 PM**

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

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

Regrets: Councillor Pickering

1. Calling of Meeting to Order

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

2. Adoption of Agenda

2.1 *Moved by Councillor Doucette, seconded by Councillor Spencer to approve the agenda for the October 2017 Committee of Council meeting. 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 There were no declarations of conflict of interest.

4. Delegations, Special Speakers and Public Input

4.1 *Nil*

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor Mill, seconded by Councillor MacLean to approve the Committee of Council meeting minutes from September 25, 2017. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired about the eavestrough repair at the Community Gardens Complex. Mr. Baker noted that Mr. Wood is requesting quotations.

7. Staff Reports

7.1 CAO's Report

- 7.1.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to receive the October 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*
- 7.1.2** Councillor Spencer inquired about the number of adopted fire hydrants throughout the town. Administrative Assistant, Kim Caseley will confirm the number of hydrants that have been adopted to date and provide the information to Town Council.
- 7.1.3** Deputy Mayor Mann inquired if there were any further details regarding the street transfer to the Province. Mr. Baker and Mayor Caseley met with Province earlier in the day and they are scheduled to take over the maintenance of the Town streets on November 1, 2017. A formal transfer of ownership will be completed at a later date, to be determined.
- 7.1.4** Mayor Caseley spoke regarding the crossing guard volunteers. The QEES Home and School Association was unable to commit to the proposal from the Town. Mayor Caseley will speak with the Kensington Lion's Club to see if they would be interested in taking on the initiative as a fundraising opportunity. Staff will disseminate information to local Church bulletins to determine if there is any interest in volunteering.

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council the adoption of the September 2017 Fire Chief's Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*
- 7.2.2** Deputy Mayor Mann inquired about the number of false alarms responded to by the Kensington Fire Department. Mr. Baker will provide a breakdown to the next Committee of Council meeting to facilitate a discussion on ways to reduce the number of false alarms.

7.3 Police Department Statistical Report

- 7.3.1** *Moved by Councillor Mill, seconded by Councillor Spencer to recommend to Town Council the adoption of the September 2017 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 Doucette to receive the Development Permit Summary Report for October 2017 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Deputy Mayor Mann seconded by Councillor Spencer to recommend to Town Council the approval of the General Bills List for September 2017 in the amount of \$188,324.94. Unanimously carried.*

7.5.2 *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to recommend to Town Council the approval of the Water and Pollution Control Bills List for September 2017 in the amount of \$15,839.03 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.5.3 *Moved by Deputy Mayor Mann seconded by Councillor Spencer to recommend to Town Council the adoption of the Summary Income Statements for September 2017, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.6 Community Gardens Complex Report

7.6.1 *Moved by Councillor Spencer, seconded by Councillor Mill to recommend to Town Council the adoption of the Community Gardens Complex Report for September 2017, as prepared by CGC Manager, Robert Wood. Unanimously carried.*

8. New Business

8.1 KISH Fuel Tanks

8.1.1 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to recommend to Town Council the following resolution:*

WHEREAS a diesel fuel storage tank is currently located on the Kensington Intermediate High School property;

AND WHEREAS it is Town Council's opinion that inadequate protection exists to protect the Town's water supply in the event of a catastrophic failure of the tank, a fuel spill during re-fueling operations and/or a vehicle collision with the tank;

AND WHEREAS Town Council is appreciative of actions taken, to date, by the Provincial Government and the English Language School Board to protect the Town's water supply from a spill, accident or failure of the tank, including the installation of additional concrete barricades to safeguard against a potential collision of a school bus or other vehicle with the tank;

AND WHEREAS the Town of Kensington and the Kensington North Watershed Association are working closely to ensure the safety of the Town's water supply system and have identified this fuel storage tank as a source of immediate concern;

BE IT RESOLVED that town staff draft a joint letter from the Town of Kensington and the Kensington North Watershed Association identifying the immediate concerns with the fuel storage tank recommending solutions to ensure the long-term safety and viability of the town's water supply, including, but not limited to:

- Installation of additional protection around the diesel fuel tank;*
- Relocation of the diesel fuel tank to the Queen Elizabeth Elementary School Property;*
- Relocation of the diesel fuel tank to another area deemed not to place the Town's water supply at unnecessary risk;*
- Removal of the diesel fuel tank with school buses being re-fueled at one of the local commercial diesel fuel suppliers.*

Unanimously carried.

8.2 School Street Parking Lot Development

8.2.1 Town Council reviewed the preliminary lot layout and cost estimate provided by WSP for a proposed Parking Lot on the old warehouse properties behind School Street. It was determined that the cost was greater than anticipated. The information was received for information with no further action at this time.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley spoke to Council regarding a request received from the HMCS Queen Charlotte for the Town to host their Annual Royal Canadian Navy Battle of Atlantic Ceremony in May 2018.

Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council that they accept the request from HMCS Queen Charlotte to host their Annual Royal Canadian Navy Battle of Atlantic Ceremony in May 2018. Unanimously carried.

10. Correspondence

10.1 An email from Jamie MacKay, on behalf of the Red Cross, providing an update and a note of thanks for the use of the space provided in the Town Hall.

10.2 An email from West Prince Solar Inc. with information regarding their custom feasibility study on municipal properties. *No action*

- 10.3 Recreation PEI October Newsletter.
- 10.4 The October 10, 2017 Kensington Area Chamber of Commerce Shout Out.
- 10.5 A letter from WSP notifying the Town on the retirement of Larry McQuaid.
- 10.6 An email from the Central Coastal Tourism Partnership with information on a Kensington & Area Roundtable on Tuesday, October 24, 2017 at The Pavilion at St. Mary's Church – Indian River Festival.
- 10.7 A news update from the Central Coastal Tourism Partnership for the month of October.

11. In-Camera (Closed Session)

11.1 *Nil*

12. Adjournment

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

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor