

**Town of Kensington
Committee of Council Meeting
Monday, September 25, 2017
6:30 PM**

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

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

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 Mill, seconded by Councillor Spencer to approve the agenda for the September 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.

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 MacLean to approve the Committee of Council meeting minutes from June 27, 2017 with the amendment to item 9.9 to read Kensington Fire Association. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired if there were any updates on the re-painting of the Canada Post sign. Mr. Baker noted that he referred the matter to the Provincial Department of Transportation and Infrastructure Renewal and to date there has been no reply.

6.2 Councillor Spencer requested an update on the repair of the eavestroughs at the

Community Gardens Complex. Mr. Baker will speak with staff to evaluate what work is required and report back to Council.

- 6.3** Councillor Mill inquired about any feedback on the Kensington Summer Music Series which was held at the Kensington Railyard Gazebo during the months of July and August. Mayor Caseley commented that there was positive feedback on the event and noted that it will hopefully see further growth next summer.

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to receive the September 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.1.2 Councillor Pickering noted that there is a large hole located near the sidewalk between the properties at 49 Broadway Street and 53 Broadway Street. Mr. Baker will have the Public Works Department evaluate and repair the issue.

7.1.3 Councillor Doucette inquired about the volunteer crossing guards. Mr. Baker confirmed that a T4 would have to be issued to any volunteer whose honorarium exceeds \$500 a year. Mr. Baker has sent an email to the QEES Home and School Association to determine if there is interest in this being a fundraising opportunity.

7.1.4 Mr. Baker noted that he has a meeting scheduled within the next week with David Elliott regarding the emergency measures plan.

7.1.5 Councillor Spencer inquired if the associated costs of installing catch tees in the Brookins Drive subdivision would be the responsibility of the developers of the subdivision. Mr. Baker will confirm and provide updates to Town Council.

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Mill, seconded by Councillor Pickering to recommend to Town Council the adoption of the August 2017 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 MacLean to recommend to Town Council the adoption of the August 2017 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.3.2 Councillor Spencer noted that the fine revenue for the month was significantly lower than normal.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Doucette, seconded by Councillor Pickering to receive the Development Permit Summary Report for September 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 MacLean to recommend to Town Council the approval of the General Bills List for August 2017 in the amount of \$219,031.93. Unanimously carried.*

7.5.2 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to recommend to Town Council the approval of the Water and Pollution Control Bills List for August 2017 in the amount of \$15,473.62 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

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

7.5.4 Deputy Mayor Mann requested that Council be provided a break down of Harvest Festival Events outlining the cost and revenues earned. Mr. Baker will speak with Mr. Wood to compile a report.

7.6 Community Gardens Complex Report

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

7.6.2 Councillor Pickering inquired on the status of the CGC naming rights. Mr. Baker noted that a name change was recently proposed to the Credit Union Board and then will be presented to Town Council for consideration. More information will be presented to Councillors when available.

8. New Business

8.1 Commercial Street Safety Concerns

8.1.1 Council discussed the report prepared by Mr. Baker on the Commercial Street/Broadway Street North intersection. Council determined that relocating the parking lines on Broadway Street North may provide sufficient space to improve sight lines while entering onto Broadway Street from Commercial

Street. The parking line adjustments will be made as part of the town's 2018 line painting program.

8.2 Craig Walsh/Soccer Team Funding Request

8.2.1 Council deferred the request from Craig Walsh until more information was available.

8.3 Indian River Festival Sponsorship Proposal

8.3.1 Council discussed the sponsorship proposal from the Indian River Festival. Mr. Baker and Mayor Caseley were directed to continue discussions with the Indian River Festival to develop a proposal which would meet both party's requirements and bring forward a recommendation to Town Council for consideration.

8.4 Kensington Girl Guides and Pathfinders Sponsorship Request

8.4.1 *Moved by Councillor Pickering, seconded by Councillor Doucette to recommend that Kensington Town Council approve a donation to the Kensington Girl Guides/Pathfinders Group for their upcoming education tour to Ottawa and Toronto, in the amount of \$2,000.00. Unanimously carried.*

Councillor Spencer declared a conflict and excused himself from the Council Chamber at 7:56 pm.

8.5 Canadian Student Leadership Conference Sponsorship Request

8.5.1 *Moved by Councillor Doucette, seconded by Councillor Mill to recommend to Town Council the approval of a \$100 donation to each student who is a resident of the Town of Kensington, to attend the Canadian Student Leadership Conference. Motion carried. 4 for – 1 opposed (MacLean)*

Councillor Spencer returned to the Council Chamber at 8:16 pm.

9. Councillor Issues/Inquiries

9.1 Deputy Mayor Mann and Councillor Mill noted that the electrical poles in the downtown area have long grass around them and requested that it be cut.

9.2 Councillor Spencer requested that the temporary fencing on the lawn located at 2 Linwood Drive, across from the postal super box, be removed as it doesn't allow pedestrians to safely move off the roadway when there is oncoming traffic.

9.3 Councillor Spencer noted that there is grass encroaching on sidewalks around town, specifically the walkway from Garden Drive to the Community Gardens Complex.

9.4 Councillor MacLean inquired if there was a change in lighting in front the of Train Station, he noted that the area appears to be darker than before. Mr. Baker will look into the matter.

9.5 Deputy Mayor Mann requested staff to get quotations for the purchase of bicycle racks for the train station area.

10. Correspondence

10.1 A Thank-You card from the late Shane Cormier's family for the Town's donation in his memory.

11. Other

11.1 *Nil*

12. In-Camera (Closed Session)

12.1 *Moved by Councillor Pickering, seconded by Councillor Mill to commence into a Committee of the Whole meeting at 8:24 PM. Unanimously carried.*

12.2 *Moved by Councillor Doucette, seconded by Councillor Mill to come out of the Committee of the Whole meeting at 8:31 PM. Unanimously carried.*

13. Adjournment

13.1 *Moved by Councillor Pickering, seconded by Councillor Mill to adjourn the meeting at 8:33 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor