

**Town of Kensington
Committee of Council Meeting
Monday, January 27, 2020
6:30 PM**

Council Members Present: Mayor, Rowan Caseley; Deputy Mayor, Coreen Pickering;
Councillors: Bernard, Gallant, Toombs and Mann.

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

Regrets: Councillor Spencer

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 Toombs, seconded by Councillor Bernard to approve the agenda for the January 2020 Committee of Council meeting. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 Mayor Caseley discussed that Members of Committee of 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 Bernard, seconded by Councillor Toombs to approve the Committee of Council meeting minutes from November 25, 2019. Unanimously carried.*

6. Business Arising from Minutes

6.1 Deputy Mayor Pickering inquired if a detailed Harvest Festival report has been compiled to provide a breakdown of expenses and revenue of individual events. CAO Baker indicated that the information would be completed and sent out by email.

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Gallant, seconded by Councillor Toombs to receive the January 2020 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to recommend to Town Council the adoption of the December 2019 Fire Chief's Report as prepared by Fire Chief Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to recommend to Town Council the adoption of the December 2019 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to receive the January 2020 Development Permit Summary Report 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 Pickering, seconded by Councillor Mann to recommend to Town Council the approval of the General Bills List for December 2019 in the amount of \$263,150.51. Unanimously carried.*

7.5.2 *Moved by Councillor Mann, seconded by Councillor Toombs to recommend to Town Council the approval of the Water & Pollution Control Corporation Bills List for December 2019 in the amount of \$42,399.37. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Deputy Mayor Pickering to recommend to Town Council the adoption of the Summary Income Statements for December 2019, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to recommend to Town Council the adoption of the Credit Union Centre Report for December 2019, as prepared by CUC Manager, Robert Wood. Unanimously carried.*

8. New Business

8.1 Access to Information and Protection of Personal Information Bylaw

8.1.1 *Moved by Councillor Bernard, seconded by Deputy Mayor Pickering*

That Committee of Council recommend to Town Council that first reading be given to the Access to Information and Protection of Personal Information Bylaw at the February regular meeting of Town Council.

Unanimously carried.

8.2 Records Retention Bylaw

8.2.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs*

THAT Committee of Council recommend that Town Council that first reading be given to the Records Retention Bylaw at the February regular meeting of Town Council.

Unanimously carried.

8.3 Exempt Staff Wage Increase – 2020

Council requested that CAO, Geoff Baker; Deputy CAO, Wendy MacKinnon; and Administrative Assistant, Kim Caseley excuse themselves from the Council Chamber at 7:21 PM. Staff returned at 7:31 PM.

8.3.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs that Committee of Council recommend that Town Council approve a wage increase for all exempt staff (CAO, Deputy Administrator, Administrative Assistance, Police Chief, Public Works Supervisor and Credit Union Centre Manager) in the amount of 2.3%. Unanimously carried.*

9. Councillor Issues/Inquiries

9.1 Councillor Mann reported that the Annual Kensington/Bedford Peewee Hockey Exchange was a success. It was noted that many of the families return to the Island for vacation in the summer and that the Credit Union Centre brings a lot of visitors to the Town of Kensington.

- 9.2** Councillor Toombs complimented the Public Works department and noted that the sidewalks in Kensington have been maintained to a higher standard than many sidewalks he has seen over the island.
- 9.3** Councillor Bernard inquired who is responsible for sidewalk clearing and salting in front and alongside of commercial establishments. Mr. Baker confirmed that the Town is responsible for sidewalk cleanup. It was noted that a business at 53 Broadway Street does not maintain their gutter system, resulting in significant ice build up on the sidewalk during melt/freeze temperatures. The Town has spoken with the property owner regarding the safety concerns. It has hoped that the sidewalk in the area will be repaired in 2020.
- 9.4** Mayor Caseley requested that Mr. Baker and Mr. Wood review the Credit Union Centre ice rental rate for the 2020/21 season and bring recommendation to Town Council.
- 9.5** Mayor Caseley confirmed that Town Council will complete the annual CAO evaluation after the February 9, 2020 regular Council Meeting.
- 9.6** Councillor Bernard inquired why the heaters in the stands at the Credit Union Centre were not turned on during the Kensington/Bedford Hockey Exchange. Mayor Caseley & Mr. Baker will speak with Mr. Wood regarding the usage of the heaters and associated costs. Mayor Caseley noted that the heaters will form part of the ice rental review.

10. Correspondence

- 10.1** A Thank You note from the family of the late Frances Salsman for the Towns floral arrangement in her memory.
- 10.2** A Thank You note from the Kensington and Community Christmas Supper for the Town's donation.
- 10.3** A Thank You letter from the Prince County Hospital Foundation.
- 10.4** An invitation from the PEI Humane Society to participate in the 2020 Annual Cupcake Bake Sale on March 9, 2020.

11. In-Camera (Closed Session)

- 11.1** *Moved by Councillor Bernard, seconded by Councillor Toombs to move into In-Camera session regarding a Human Resources Nature - Section 119(1)(d) of the Municipal Government Act at 7:52 PM. Unanimously carried.*
- 11.2** *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to move out of In-Camera at 8:03 PM. Unanimously carried.*

12. Adjournment

12.1 *Moved by Councillor Toombs, seconded by Councillor Bernard to adjourn the meeting at 8:03 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor