

**Town of Kensington
Committee of Council Meeting
Monday, November 25, 2019
6:30 PM**

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

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

Regrets: Councillor Bernard

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 Gallant to approve the agenda for the November 2019 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 Spencer, seconded by Councillor Toombs to approve the Committee of Council meeting minutes from October 28, 2019. Unanimously carried.*

6. Business Arising from Minutes

6.1 *Nil.*

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to receive the November 2019 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.1.2 Councillor Spencer inquired if the placement of gravel/stone in the basement of the Train Station would be scheduled during the winter months. Mr. Baker will confirm and report to Council.

7.1.3 Councillor Toombs inquired about the generator for the Emergency Reception Centre. Mr. Baker confirmed that the generator has not been transported to New Brunswick for the required modifications.

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to recommend to Town Council the adoption of the October 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 October 2019 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 Toombs to receive the November 2019 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 Councillor Mann, seconded by Councillor Spencer to recommend to Town Council the approval of the General Bills List for October 2019 in the amount of \$247,550.85. 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 October 2019 in the amount of \$11,724.39. 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 October 2019, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.

7.6.2 Councillor Mann requested a detailed breakdown of each Harvest Festival event showing revenue, expenses and sources of revenue/donations.

7.6.3 Councillor Spencer requested that the Fitplex offer a Holiday membership incentive.

7.7 Credit Union Centre Report

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

7.7.2 Councillor Gallant inquired about the cancelation policy for ice rentals. Mr. Baker will confirm with Mr. Wood and report to Council.

8. New Business

8.1 2019-2024 Capital Investment Plan Amendment – Seniors Centre Parking Area Paving - Malpeque Gas Tax Funds

8.1.1 *Moved by Councillor Gallant, seconded by Councillor Toombs that Committee of Council recommend to Town Council the following resolution:*

WHEREAS the Municipality of Malpeque has agreed to transfer \$25,410.00 of their notional Gas Tax Funds to the Town of Kensington to assist in the paving of the Seniors Recreational Centre located at 25A Garden Drive (adjacent to Credit Union Centre) in the Town of Kensington;

AND WHEREAS the Town of Kensington is prepared to receive such funds and is committed to completing the project on behalf of both municipalities in 2020;

BE IT RESOLVED that Committee of Council recommend to Town Council that they authorize staff to make an application to amend their 2019-2024 Capital Investment Plan to include the Seniors Centre Paving project with the funds required to complete the project being transferred from the Municipality of Malpeque's Notional Gas Tax Funds in the amount of \$25,410.00. Town Council understands that they are responsible for all future operations and maintenance costs associated with the project.

Unanimously carried.

8.2 Police Department Computer Replacement

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

THAT Committee of Council recommend that Town Council award a contract to Combat Computers to replace nine computers in the Police department as per their quote dated October 1, 2019 in the amount of \$10,950.00 plus HST and ACES.

Unanimously carried.

8.3 Police Study/Service Model Review – Discussion

8.3.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to direct the CAO to proceed with drafting a Request for Proposals for a police study/service model review. Unanimously carried.*

9. Councillor Issues/Inquiries

9.1 Deputy Mayor Pickering expressed her appreciation to the Town for their donation to the Prince County Hospital in memory of her late Mother in-law.

9.2 Mayor Caseley confirmed that the December 23 Committee of Council meeting would be cancelled, unless otherwise required.

10. Correspondence

10.1 A Thank You note from the family of the late George E. Stewart for the Towns donation to the Prince County Hospital in his memory.

10.2 A donation request from the Kensington and Community Christmas Supper committee.

Moved by Councillor Toombs, seconded by Councillor Spencer that Committee of Council recommend to Town Council a \$100.00 donation to the Kensington and Community Christmas Supper. Unanimously carried.

10.3 A donation request from the Kensington Pickleball Club in support of the 2020 Kensington Winter Carnival Tournament.

Moved by Councillor Spencer, seconded by Deputy Mayor Pickering that Committee of Council recommend to Town Council a \$200.00 donation to the Kensington Pickleball Club, in support of their 2020 Kensington Winter Carnival Tournament. Unanimously carried.

10.4 An open house invitation to Lennon House on Sunday, December 15, 2019.

11. In-Camera (Closed Session)

11.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to move into In-Camera at 7:57 PM. Unanimously carried.*

11.2 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to move out of In-Camera at 8:20 PM. Unanimously carried.*

12. Adjournment

12.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to adjourn the meeting at 8:20 pm. Unanimously carried.*

Geoff Baker,
CAO

Rowan Caseley,
Mayor