

**Town of Kensington
Committee of Council Meeting
Monday, November 28, 2016
6:30 PM**

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

Staff Members Present: Deputy Administrator, Wendy MacKinnon; Administrative
Assistant, Kim Caseley

Regrets: Councillor Pickering, CAO Geoff Baker

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 Mill to approve the agenda for the November 2016 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 Spencer, seconded by Councillor MacLean to approve the Committee of Council meeting minutes from October 24, 2016. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired if Mr. Baker had further information regarding the abandoned utility poles throughout Town. There are no further updates available at this time and staff will contact the utility companies to determine a time line for their removal.

- 6.2** Mayor Caseley inquired if Mr. Baker was in contact with David Elliott regarding the remaining positions within the Town of Kensington Emergency Measures Plan being filled. Mr. Baker will follow up and report back to Council.

7. Staff Reports

7.1 CAO's Report

- 7.1.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to adopt the November 2016 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Doucette, seconded by Councillor Mill to recommend to Town Council the adoption of the October 2016 Fire Chiefs 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 October 2016 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*
- 7.3.2** Councillor Spencer inquired if the September Statistical report was missing the data for foot patrols. Mr. Baker will confirm and revise the report.

7.4 Development Permit Summary Report

- 7.4.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to recommend to Town Council the adoption of the Development Permit Summary Report for November 2016 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 Mill to recommend to Town Council the approval of the General Bills List for October 2016 in the amount of \$150,119.97. 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 in the amount of \$5,580.15 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*
- 7.5.3** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to recommend to Town Council the adoption of the Summary Income*

Statements for October 2016, 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 Doucette to recommend to Town Council the adoption of the October 2016 Community Gardens Complex Report as prepared by CGC Manager, Robert Wood. Unanimously carried.*

7.6.2 Councillor Spencer suggested that quotes be requested for the replacement of the ball field dugouts prior to spring when contractors are busier.

7.6.3 Councillor Mill inquired about the cost to have the Community Gardens Complex sign repaired. Staff will request a quote for the repair.

8. New Business

8.1 Home Base Business Request

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

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the request from Destiny Getson to operate an esthetics business out of a property located at 72 Broadway Street North be approved subject to full compliance with the Development Control Bylaw. Unanimously carried.

8.1.2 Councillor Spencer requested that the No Parking signs be replaced on the lower end of Pleasant Street by 72 Broadway Street.

9. Councillor Issues/Inquiries

9.1 Councillor Mill inquired if the Town was still doing the Wild and Viper ticket giveaway. Mayor Caseley confirmed the contests will continue.

9.2 Councillor MacLean inquired about the Adopt a Fire Hydrant campaign. Staff will continue to promote the initiative on social media.

9.3 Councillor MacLean raised concern regarding a tractor trailer which has been parking in a residential area on Pleasant Street. Mr. Baker will look into the matter and report to Town Council.

9.4 Councillor Doucette inquired if there is a current policy which states the parameters for the Kensington Police Service emergency vehicles to be outside of the Town of Kensington boundary. Mayor Caseley confirmed there is no written policy, but there is a verbal understanding that they are to remain within the Town boundary unless conducting police business or requested for assistance by other police services.

9.5 Mayor Caseley confirmed that the December 26, 2016 Committee of Council meeting would be cancelled due to the Christmas Holiday.

10. Correspondence

10.1 *Nil*

11. In-Camera (Closed Session)

11.1 *Nil*

12. Adjournment

12.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to adjourn the meeting at 7:25 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor