

**Town of Kensington**  
**Minutes of Regular Council Meeting**  
**Tuesday, November 13, 2012**  
**7:00 PM**

**Council Members Present:** Mayor Gordon Coffin; Councillors: Deputy Mayor Chessman, Gallant, Caseley, Spencer, Mill and MacLean

**Staff Members Present:** Chief Administrative Officer, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kim Verhulp Police Chief, Lewis Sutherland

**Visitors:** Trevor Moase, Shelly Cole and Tara Davison - Kensington Scouting Group  
Incoming Councillor - Rodney Mann  
Steven Brun – Journal Pioneer

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**1. Calling of Meeting to Order**

**1.1** Mayor Coffin called the meeting to order at 7:00 PM and welcomed Council members, staff and visitors.

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the tentative agenda for the November 13, 2012 regular meeting of Town Council with the addition of a presentation by the Kensington Scouts and a Committee of the Whole meeting. Unanimously carried.*

**3. Kensington Scouts Presentation**

**3.1** Trevor Moase, Shelly Cole and Tara Davison made a presentation to Council on the upcoming Scouts Jamboree being held in Sylvan Lake, Alberta from July 6-13, 2013. They requested an \$8,000 donation to assist in supplies, equipment and travel expenses to attend the upcoming Jamboree. Council deferred a decision currently and will consider during the upcoming budget deliberations.

**4. Approval of Minutes of Previous Meeting**

**4.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the minutes for the October 9, 2012 Regular Council Meeting with the amendment to remove “and visitors” from the Mayors welcome. Unanimously carried.*

**4.2** *Moved by Councillor Caseley, seconded by Councillor Spencer to approve the minutes for the October 17, 2012 Public Council Meeting for the Official Plan and Bylaw review. Unanimously carried.*

- 4.3** *Moved by Councillor MacLean, seconded by Councillor Mill to approve the minutes from the October 25, 2012 Special Council Meeting. Unanimously carried.*

**5. Business Arising from Minutes**

**5.1 Minutes from October 9, 2012 Regular Council Meeting**

**5.1.1 Nil**

**5.2 Minutes from October 17, 2012 Public Council Meeting**

- 5.2.1** The intent is to bring the revised Official Plan and Development Control Bylaw to the December meeting of Town Council for first reading.

**5.3 Minutes from October 25, 2012 Special Council Meeting**

**5.3.1 Nil**

**6. Committee Reports**

**6.1 Police Report**

- 6.1.1** *Moved by Councillor MacLean, seconded by Councillor Gallant to adopt the November 2012 Police Committee Report as prepared by Police Chief Sutherland. Unanimously carried.*

- 6.1.2** Congratulations to Cst. Shaun Davis on recently being certified as a Use of Force Instructor.

**6.2 Property Committee Report**

- 6.2.1** *Councillor Caseley declared himself in a conflict of interest and excused himself from the Council Chambers prior to discussions on the Mount Zion Lodge building permit application.*

*Moved by Deputy Mayor Chessman, seconded by Councillor Spencer to approve a building permit from Mount Zion Lodge at 58 Victoria Street E for upgrades to kitchen area, washrooms, create office space and exterior door. Motion carried. 5 for – 1 abstention.*

- 6.2.2** Deputy Mayor Chessman expressed his appreciation to Council for their support during his term on Town Council.

**6.3 Parks and Recreation**

- 6.3.1** *Moved by Councillor Mill, seconded by Councillor MacLean to approve the Parks and Recreation report for the month of October. Unanimously carried.*

**6.3.2** Councillor MacLean inquired if the QEES playground is available for use of non-school aged children during school hours. CAO will inquire and report back to Council with the Western School Board policy.

#### **6.4 Public Works Report**

**6.4.1** *Moved by Councillor Spencer, seconded by Deputy Mayor Chessman to adopt the October 2012 Public Works Report as presented by Councillor Spencer. Unanimously carried.*

**6.4.2** Councillor Spencer requested that the replacement of the 1 Ton Public Works Vehicle, the purchase of a walk behind snow blower and a third public works position be reviewed during budget deliberations.

**6.4.3** Councillor Caseley inquired if the 2012/2013 winter services agreement had been received. No agreement has currently been received but is expected to be sent by the Province shortly.

**6.4.4** Councillor MacLean expressed concerns regarding the snow clearing in the trailer park and requested that Town Council include the Trailer Park in the annual snow clearing contract. It was indicated by the CAO that the trailer park is privately owned and as such the Town would not normally snow clear the streets. It was discussed that there are other privately owned streets in the community which are not maintained by the Town. The CAO was directed to draft a letter to the trailer park owners indicating the importance of keep their privately owned streets cleared for safe access to the public right of way.

#### **6.5 Fire Report**

**6.5.1** *Moved by Councillor Gallant, seconded by Councillor Caseley to adopt the October 2012 Fire Report as presented by Councillor Gallant. Unanimously carried.*

**6.5.2** Council expressed their appreciation to all firemen who were stationed on call at the fire hall on Halloween night.

#### **6.6 Finance and Administration Report**

**6.6.1** *Moved by Councillor Caseley, seconded by Councillor Spencer to adopt the Finance and Administration Committee report for the month of October 2012, as presented by Councillor Caseley. Unanimously carried.*

**6.6.2** A Donation Policy and an Access to Information Policy has been distributed to all Council for their review prior to the December 2012 Regular Council Meeting.

**6.6.3** *Moved by Councillor Caseley, seconded by Councillor Spencer that a three year contract for the provision of auditing and accounting services for the Town of Kensington be awarded to Grant Thornton as per their proposal dated November 2, 2012. Unanimously carried.*

**6.6.4** **WHEREAS** S. 43 of the Municipalities Act, R.S.P.E.I., Cap. M-13, Prince Edward Island authorizes a council to borrow money for the purpose of providing certain services;

**AND WHEREAS** Town Council has authorized staff to move forward with the consolidation of certain loans;

**BE IT RESOLVED** that Kensington Town Council authorize the consolidation of existing loans for: 1) financing the Stewart Street Water Extension project (Original loan \$70,000 – 02/04); and 2) financing the installation of water meters for all commercial buildings/businesses in the Town of Kensington (Original loan \$25,400 – 06/07); and an additional \$50,000 to finance a water line to a new development on Lower Imperial Street. Such new loan is repayable by the Town of Kensington in 59 equal monthly instalments of principal (\$917.01) commencing November 2012, and a final payment of the balance of principal and interest then outstanding due October 2017. The term of the loan is 5 years and the amortization is 10 years and 7 months.

**BE IT FURTHER RESOLVED** that Kensington Town Council authorize the consolidation of existing loans for: 1) financing amounts owing to General Town Account from Water and Pollution Account (\$74,688), financing of water and sewer utility operation/upgrade (\$104,970), refinance of Water and Sewer Account to monies owed to General Account and financing of infrastructure project including 2 new wells (\$315,118), and \$89,174 to repay Water and Pollution Control Corporation (Original loan \$583,950 – 06/07); and 2) financing of Town's share of water and sewer upgrades (\$43,590), and financing of the extension of the water and sewer lines (\$66,667) (Original loan \$110,257 - 06/07). (New original loan \$597,203 – October 2012). Such new loan is repayable in 59 equal monthly instalments of principal (\$2,398.41) commencing November 2012, and a final payment on October 2017, of the balance of principal and interest then outstanding. The term of the loan is 5 years and the amortization is 20 years and 9 months.

**BE IT FURTHER RESOLVED** that Kensington Town Council authorize the consolidation of existing loans for: 1) financing of Water and Sewer Account expenses owed to the General Account. (Original Loan \$148,303 – February 2008); and 2) providing working capital to the Water and Sewer Accounts (Original Loan \$191,374 - November 2009). (New original loan \$303,565 – October 2012). Such new loan is repayable in 59 equal monthly instalments of principal (\$1,190.45) commencing November 2012, and a final payment on October 2017 of the balance of

principal and interest then outstanding. The term of the loan is 5 years and the amortization is 21 years and 3 months.

**BE IT FURTHER RESOLVED** that Kensington Town Council authorize the consolidation of existing loans for: 1) financing the purchase of Compact Bob Cat Tractor and Zero Turn Lawn Mower (Original Loan \$47,330 – August 2010); and 2) financing the purchase of a used 2002 Trackless Model MTV sidewalk plow (Original Loan \$52,507 – February 2011). (New original loan \$66,030 – October 2012). Such new loan is repayable in 36 equal monthly instalments of principal (\$1,784.59) commencing November 2012, and a final payment on November 2015, of the balance of principal and interest then outstanding. The term of the loan is 3 years, 1 month and the amortization is 3 years, 1 month.

**BE IT FURTHER RESOLVED** that Kensington Town Council authorize the consolidation of existing existing loans for: 1) financing the purchase, demolition and remediation costs of two parcels of real property situated at 12 Francis Street and 27 School Street, Kensington, PE (Original Loan \$80,000 – December 2010); 2) financing the purchase of property located at 47 Broadway Street North (Original Loan \$90,000 – April 2011); and an additional \$70,000 to finance the purchase of real property situated at 1 North Street (New original loan \$229,625 – October 2012). Such new loan is repayable in 59 monthly installments of principal (\$1,034.35) commencing November 2012, and a final payment on October 2017, of the balance of principal and interest then outstanding. The term of the loan is 5 years and the amortization is 18 years and 6 months.

*Moved by Councillor Caseley, seconded by Councillor MacLean. Unanimously carried.*

**6.6.5** *Moved by Councillor Caseley, seconded by Deputy Mayor Chessman to approve the payment of bills in the amount of \$279,932.53 for the month of October 2012. Unanimously carried.*

**6.6.7** *Moved by Councillor Caseley, seconded by Councillor Spencer to approve the October 2012 Summary Income Statement as presented by Councillor Caseley. Unanimously carried.*

## **6.7 Community Gardens Complex Committee**

**6.7.1** *Moved by Councillor Caseley, seconded by Deputy Mayor Chessman to approve the Community Gardens Complex Committee report for October 2012 as presented by Councillor Caseley. Unanimously carried.*

**6.7.2** Councillor MacLean inquired about the two outside lights on the South side of the Community Gardens Arena which have not been turned on. Staff will inquire and ensure they are repaired.

## **6.8 Mayor's Report**

**6.8.1** *Moved by Councillor MacLean, seconded by Councillor Mill to approve the Mayor's report for the month of October 2012. Unanimously carried.*

**7. Lot Subdivision – AJS Developments Inc.**

**7.1** *THAT Town Council approve a minor variance on the minimum side yard requirement on the Northern lot line of PID No. 1057280 (Lot B34, Plan No. 1250) of 0.3 feet.*

*THAT Town Council approve a minor variance on the minimum side yard requirement on the southern lot line of PID No. 1057280 (Lot B34, Plan No. 1250) of 0.2 feet.*

*THAT Town Council approve a subdivision of PID No. 1057280, being lands owned by AJS Developments Inc., into two separate parcels, being Parcel B34-A and B34-B, as per Plan No. 1250, drawn by Derek A. French Professional Services Inc.*

*Moved by Councillor Caseley, seconded by Councillor Gallant. Unanimously carried.*

**8. Lot Subdivision – Town of Kensington**

**8.1** *Moved by the Councillor Spencer, seconded by Deputy Mayor Chessman that Town Council approve a subdivision of 'Parcel C' from PID No. 668137, being lands owned by the Town of Kensington, to facilitate the donation/transfer of 'Parcel C' to the Kensington People's Cemetery for future cemetery expansion, as per Drawing No. 111-26830-S01, drawn by Genivar. Unanimously carried.*

**9. Fire Department Breathing Apparatus Communications System**

**9.1** *Moved by Councillor Gallant, seconded by Councillor Caseley that Kensington Town Council award the contract for the purchase of SCBA communication systems for the Fire Department to T&K Fire Equipment Ltd. as per their quote dated October 26, 2012 in the amount of \$5,340.66 plus applicable taxes. Such approval shall include the purchase of the required radio systems from Bell Aliant as per their quote dated December 9, 2011 in the amount of \$2,156.20. Unanimously carried.*

**10. Correspondence**

**10.1** A letter from St. Mark's Anglican Church requesting a disabled parking space in front of the Church, located 49 Victoria Street East.

**10.2** KISH Newsletter

- 10.3** A letter from the Anne Gallant, owner of 59 Broadway Street, requesting Town Council to consider selling approximately 10 feet of land located at the rear of her property. *Further consideration will be given by Town Council as plans for the lands have been developed.*

*Moved by Councillor MacLean, seconded by Deputy Mayor Chessman to recess for 10 minutes at 9:00 PM. Unanimously carried.*

*Mayor Coffin called meeting back to order at 9:10 PM*

**11. Committee of the Whole (In-Camera)**

**11.1** *Moved by Councillor MacLean, seconded by Deputy Mayor Chessman to commence into Committee of the Whole meeting at 9:12 PM. Unanimously carried.*

**11.2** *Moved by Councillor Caseley, seconded by Deputy Mayor Chessman to come out of Committee of the Whole meeting at 9:50 PM. Unanimously carried.*

**12. Other Matters**

**12.1** Councillor Caseley was appointed as the Chair of the 2014 Celebrations Committee.

**13. Adjournment**

*Moved by Councillor Spencer seconded by Councillor MacLean to adjourn the meeting at 10:06 PM. Unanimously carried.*

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Wendy MacKinnon,  
Deputy Administrator

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Gordon Coffin,  
Mayor