



***Tentative Agenda for Regular
Meeting of Town Council***

Monday, April 8, 2019 @ 7:00 PM

55 Victoria Street

Kensington, PEI

C0B 1M0

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***Please ensure all cell phones and other electronic devices are turned
off or placed on non-audible mode during the meeting.***

**Town of Kensington
Regular Meeting of Town Council
April 8, 2019 – 7:00 PM**

1. Call to Order

2. Adoption of Agenda (Additions/Deletions)

3. Declaration of Conflict of Interest

4. Delegations, Special Speakers and Public Input

- 4.1 Don Reid of the Age Friendly Communities Organization has requested to make a presentation to Town Council.

5. Adoption of Previous Meeting Minutes

- 5.1 March 11, 2019 Regular Meeting
- 5.2 March 27, 2019 Special Meeting
- 5.3 April 4, 2019 Public Meeting

6. Business Arising from Minutes

- 6.1 March 11, 2019 Regular Meeting
- 6.2 March 27, 2019 Special Meeting
- 6.3 April 4, 2019 Public Meeting

7. Reports

- 7.1 Chief Administrative Officer Report
- 7.2 Fire Department Statistical Report
- 7.3 Police Department Statistical Report
- 7.4 Development Permit Summary Report
- 7.5 Bills List
- 7.6 Summary Income Statement
- 7.7 Credit Union Centre Report
- 7.8 Mayor's Report
- 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
- 7.10 Kensington and Area Chamber of Commerce Report – Councillor Bernard
- 7.11 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering

8. New Business

- 8.1 Request for Decisions

- 8.1.1 RFD2019-20 - Snow and Ice Control Policy – Amended
- 8.1.2 RFD2019-21 - Strategic Plan Approval
- 8.1.3 RFD2019-22 - Appointment of Emergency Measures Coordinator
- 8.1.4 RFD2019-23 - Official Plan and Development Control Bylaw Amendment
- PID 747790
- 8.1.5 RFD2019-24 - Official Plan and Development Bylaw Amendment
Application - PID 80150
- 8.1.6 RFD2019-25 - Investing In Canada Infrastructure Program
- 8.1.7 RFD2019-26 – Development Permit Application – Alantra Leasing

8.2 Other Matters

9. Correspondence

10. Committee of the Whole (In-Camera) – *Nil*

11. Adjournment

Town of Kensington
Minutes of Regular Council Meeting
Monday, March 11, 2019
7:00 PM

Council Members Present: Mayor Rowan Caseley; Councillors: Spencer, Toombs, Gallant, Mann and Bernard

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

Visitors: Millicent MacKay – Journal Pioneer
Marvin Mill – Outgoing Councillor
Mack MacLean – Outgoing Councillor
David Doucette – Outgoing Councillor
Karen Clarke

Regrets: Deputy Mayor Pickering

1. Calling of Meeting to Order

1.1 Mayor Caseley 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 Toombs, seconded by Councillor Gallant to approve the tentative agenda for the March 11, 2019 regular meeting of Town Council with the deletion of item 8.2.5. 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 / Presentations

4.1 Mayor Caseley presented outgoing Council members, David Doucette, Marvin Mill and Mack MacLean with a gift of appreciation for their years of dedicated service to the Town of Kensington.

Mr. Doucette, Mr. MacLean and Karen Clarke excused themselves from the Council Chamber at 7:14 pm.

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the minutes from the February 11, 2019 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 *Nil*

7. Reports

7.1 CAO's Report

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

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Gallant, seconded by Councillor Bernard to approve the January 2019 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Toombs, seconded by Councillor Bernard to approve the January 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 approve the March 2019 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Spencer to approve the January 2019 Bills in the amount of \$230,488.98. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Gallant to approve the Summary Income Statement for the month of January 2019. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the Credit Union Centre report for the month of January 2019. Unanimously*

carried.

7.8 Mayor's Report

7.8.1 *Moved by Councillor Bernard, seconded by Councillor Spencer to approve the Mayors report for the month of March 2019 as presented by Mayor Caseley. Unanimously carried.*

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 FPEIM will host their annual meeting on April 29, 2019.

7.10 Kensington Area Chamber of Commerce (KACC) Report

7.10.1 KACC will host their Presidents Dinner on April 25, 2019 at the Emerald Community Centre.

7.11 Heart of the Island Initiative (STEP) Report

7.11.1 The working and steering committee will be meeting the week of March 11 and continue to move forward.

8. New Business

8.1 2019/20 Town of Kensington Financial Plan

8.1.1 Council reviewed and discussed the full 2019/20 Financial Plan.

Moved by Councillor Toombs, seconded by Councillor Mann to eliminate the \$50.00 per meeting honorarium received by the Water & Pollution Control Corporation Directors. 4 for – 1 opposed (Bernard) Motion carried.

*Councillor Gallant left the Council Chamber at 8:29 and returned at 8:31 pm.
Councillor Bernard left the Council Chamber at 8:32 and returned at 8:34 pm.
Marvin Mill excused himself from the Council Chamber at 8:38 pm.
Chief Sutherland excused himself from the Council Chamber at 8:52 pm.*

8.2 Request for Decisions

8.2.1 Town of Kensington TCA Capitalization and Amortization Policy

8.2.1.1 *Moved by Councillor Bernard, seconded by Councillor Toombs*

THAT the Town of Kensington Tangible Capital Asset Capitalization and Amortization Policy (Policy # 01-1-103-19) be hereby adopted as presented.

Unanimously carried.

8.2.2 20 Stewart Street

8.2.2.1 *Moved by Councillor Toombs, seconded by Councillor Gallant*

THAT Town Council authorize staff to proceed with disposing of the major appliances at 20 Stewart Street and that the single residential dwelling on the property be tendered for removal. If no acceptable tenders are received, staff shall proceed to solicit quotes to have the structure demolished and the property levelled.

Unanimously carried.

8.2.3 Town of Kensington Dangerous and Unsightly Property Bylaw - Second Reading and Formal Adoption

8.2.3.1 *Second Reading*

Moved by Councillor Bernard, seconded by Councillor Toombs,

WHEREAS Section 180 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 authorizes a Town Council to pass a bylaw respecting dangerous and unsightly property in their jurisdiction;

AND WHEREAS Town Council wishes to provide, by bylaw, for the enforcement of minimum property standards which shall apply to all property located within the Town of Kensington;

AND WHEREAS the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) was read and approved a first time at a meeting held on February 11, 2019;

BE IT RESOLVED THAT the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) be hereby read a second time.

Unanimously carried.

8.2.3.2 *Approval of Second Reading*

Moved by Councillor Mann, seconded by Councillor Gallant,

WHEREAS Section 180 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 authorizes a Town Council to pass a bylaw respecting dangerous and unsightly property in their jurisdiction;

AND WHEREAS Town Council wishes to provide, by bylaw, for the enforcement of minimum property standards which shall apply to all property located within the Town of Kensington;

AND WHEREAS the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) was read and approved a first time at a meeting held on February 11, 2019;

AND WHEREAS the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) was read a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) be hereby approved.

Unanimously carried.

8.2.3.3 Formal Adoption

Moved by Councillor Spencer, seconded by Councillor Gallant,

WHEREAS Section 180 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 authorizes a Town Council to pass a bylaw respecting dangerous and unsightly property in their jurisdiction;

AND WHEREAS Town Council wishes to provide, by bylaw, for the enforcement of minimum property standards which shall apply to all property located within the Town of Kensington;

AND WHEREAS the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) was read and approved a first time at a meeting held on February 11, 2019;

AND WHEREAS the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) was read and approved a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Dangerous and Unsightly Property Bylaw (Bylaw #2019-01) be hereby formally adopted.

Unanimously carried.

8.2.4 Official Plan and Development Bylaw Amendment - PID No 747790

8.2.4.1 Moved by Councillor Toombs, seconded by Councillor Gallant

That Town Council direct staff to proceed with an Official Plan and Development Control Bylaw amendment process to assign a Single Residential (Future Land Use Map) and R1 Zone (Zoning Map) to property of Mark Woodside (PID No 747790).

Unanimously carried.

8.3 Other Matters

- 8.3.1** Councillor Mann recently travelled to Bedford Quebec and represented the Town of Kensington during the Kensington/Bedford PeeWee Hockey Exchange.
- 8.3.2** Councillor Gallant expressed concern that the local Kensington Wild Hockey team decided to go to another local arena to access available ice rental times
- 8.3.3** Councillor Spencer expressed his concern regarding the current road condition of Pleasant Street. Mr. Baker confirmed that the Department of Transportation has been notified and continue to make regular patches as required.
- 8.3.4** Councillor Spencer noted that not all candidates who ran for Town Council submitted their Municipal Election Expense report.
- 8.3.5** Mayor Caseley confirmed that a Special Meeting to approve the 2019/20 Financial Plan would be on March 27, 2019.

9. Correspondence

- 9.1** A Thank You letter from the McCarville Family.
- 9.2** An email with information on the Canada-PEI Infrastructure Program
- 9.3** A financial donation request from Kensington Skating Club. – *No action*
- 9.4** An advertising request from the County Line Courier for the Town to purchase an ad in their upcoming Farming publication.

Moved by Councillor Toombs, seconded by Councillor Bernard to approve a coloured ¼ page advertisement in the upcoming Farming publication in the County Line Courier at the cost of \$250.00 plus applicable taxes.

Unanimously carried.

- 9.5** An invitation to participate in the 2019 Communities in Bloom. – *No action*
- 9.6** A Thank You letter from PEI Crime Stoppers for the Town's recent donation.
- 9.7** A Congratulations Certificate from Hon. Wayne Easter on the Town's 105th Anniversary.

10. In-Camera

- 10.1** *Nil*

11. Adjournment

Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 9:38 PM. Unanimously carried.

Geoffrey Baker,
CAO

Rowan Caseley,
Mayor

**Town of Kensington
Minutes of Special Council Meeting
Wednesday, March 27, 2019
7:00 PM**

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

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

Visitors: Brae Shea – Journal Pioneer Intern
Colin MacLean – Journal Pioneer

1. Calling of Meeting to Order

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

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the tentative agenda for the March 27, 2019 Special Meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 *Nil*

4. New Business

4.1 Town of Kensington Financial Plan

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

WHEREAS Section 150(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. requires a council to, on or before March 31 in each year, to adopt by resolution a financial plan for the upcoming fiscal year;

BE IT RESOLVED that Town Council approve the Town of Kensington 2019/20 Financial Plan with operational revenue estimates projected at \$2,946,283 and operational expenditure estimates projected at \$2,942,263.

Unanimously carried.

4.2 Property Tax Rates

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

WHEREAS Section 160(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. and Section 5.2 of the Town of Kensington's Tax Rate Groups Bylaw requires the town to establish tax rates by resolution;

BE IT RESOLVED THAT the 2019/20 municipal property tax rates for the Town of Kensington of \$0.55/\$100 of assessment for Non-Commercial properties and \$1.30/\$100 of assessment for Commercial properties be hereby adopted and approved.

Unanimously carried.

4.3 Operating Lines of Credit – General and Water and Pollution Control Corporation

4.3.1 *Moved by Councillor Mann, seconded by Councillor Gallant*

WHEREAS Section 166(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money on a short-term basis for the purpose of financing operating expenditures;

AND WHEREAS Town Council currently carries short term borrowing in the amount of \$150,000 for the General Account and \$75,000 for the Water and Pollution Control Corporation Account;

AND WHEREAS no change is being proposed in the amounts to be borrowed for the 2019/20 fiscal year;

AND WHEREAS the amounts to be borrowed will not cause the Town to exceed its legislated debt capacity;

BE IT RESOLVED THAT Kensington Town Council approve an operating line of credit of \$150,000.00 from Scotiabank for the General Account with the Chief Administrative Officer, or his designate, and the Mayor, or his designate, being authorized as legal signing officers, under the following terms:

i. An interest rate of Prime, less 0.25% per annum with interest payable monthly; and

ii. Advances repayable on demand;

BE IT FURTHER RESOLVED THAT Kensington Town Council approve an operating line of credit of \$75,000.00 from Scotiabank for the Water and Pollution Control Corporation Account with the Chief

Administrative Officer, or his designate, and the Mayor, or his designate, being authorized as legal signing officers, under the following terms:

i. An interest rate of Prime, less 0.25% per annum with interest payable monthly; and

ii. Advances repayable on demand;

Unanimously carried.

5. Adjournment

Moved by Deputy Mayor Pickering, seconded by Councillor Gallant to adjourn the meeting at 7:08 PM. Unanimously carried.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor

**Town of Kensington
Minutes of Public Meeting
Thursday, April 4, 2019
6:00 PM**

Presiding: Mayor Rowan Caseley

Council Members Present: Deputy Mayor Pickering, Councillors: Bernard, Spencer, Toombs, Gallant and Mann

Staff Members Present: Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kim Caseley

Visitors: Anna Windsor, Andrew Windsor, Donnie Moase & Barb Moase

Mayor Caseley called the meeting to order at 6:00 PM and explained the purpose of the meeting.

PURPOSE:

The purpose of the meeting is to allow residents and other interested persons an opportunity to make representation concerning the following amendments to the Town of Kensington's Official Plan and the Zoning and Subdivision Control (Development) Bylaw:

- To zone lands of M S Woodsides Ltd., PID No. 747790, to Single Residential (R1) for the purpose of constructing a residential dwelling.
- To amend the Official Plan Future Land Use Map in order to accommodate the above zoning designation.

The town annexed the subject property inside the municipal boundary at the request of the property owner, in 2018. To facilitate development of the property, a zoning designation has to be applied. The town understands that the current development proposal for the property is for one single unit residential dwelling, with potentially more single unit dwellings added in the future (not currently permitted under the Town's Development Control Bylaw).

Mayor Caseley outlined the zoning process for the meeting attendees:

The zoning designation proposal was considered by Town Council, according to the Town's Development Control Bylaw and the PEI Planning Act, on March 4, 2019 where a planning report from DV8 Consulting was presented and considered. Staff were instructed to proceed with the scheduling of a public meeting to hear resident's concerns or support for the application. A

notification ad was placed in the Journal Pioneer on March 23, 2019. Notification letters were delivered to all neighbouring property owners within a five hundred (500) foot radius of the subject property on March 25th. Written comments were requested to be submitted by 4:00 this afternoon, for those unable to attend this public meeting, with one written submission being received from David Webster, expressing support for the application.

Following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the proposed Zoning Bylaw and Official Plan amendment at their April 8th regular meeting.

Mayor Caseley opened the floor for comment and questions.

Barb Moase asked what the current zoning of the property was. Mayor Caseley indicated that the property, having recently been annexed inside the municipal boundary, does not currently carry any zoning designation. The current process will provide the first land use designation to the property.

Deputy Mayor Pickering requested confirmation that Mr. Woodside was only intending to construct one single family residential home at this time.

Mayor Caseley confirmed that the developer is currently proposing the construction of one single-family residential dwelling on the property and that an R1 Zoning designation would be the only designation which would allow Mr. Woodside to proceed with the requested development.

Andrew Windsor requested clarification on what development was permitted in the R1 Zoning. Mayor Caseley discussed and Mr. Windsor was provided with a written copy of the R1 permitted uses and lot requirements.

CAO, Geoff Baker confirmed that a Development Permit application has, in fact, been received from Mr. Woodside, but it cannot be processed until a zoning designation has been applied to the property and as such has not been presented to or communicated to Town Council. It is understood that Mr. Woodside would like to see the land developed into multiple single-family homes in the future (which is not currently permitted under the Town's Bylaw), but has only applied to develop one at this time.

Mayor Caseley noted that the Town is in the process of reviewing their Zoning and Subdivision Control (Development) Bylaw. Through that process, Town Council will review options which would allow Mr. Woodside to proceed with his long-term development plan for the property of multiple single-family residential dwellings. This will also require a public meeting as part of its approval process. Mayor Caseley provided information on the next steps in the zoning application process.

There being no further comments or questions,

Moved by Councillor Gallant, seconded by Councillor Toombs that there being no further

questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:13 PM.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor

| Town of Kensington | | |
|--|---|---|
| CAO Monthly Report for Town Council - April 2019 | | |
| | | |
| Item # | Project/Task | Status |
| 1 | Emergency Measures Organization | A Request for Decision has been circulated with the tentative agenda package recommending the appointment of Patrick Kelly as the Town's Emergency Measures Coordinator and to establish an appropriate honourarium structure to support the position. |
| 2 | Exempt Staffing Policy | Deferred to the 2019/20 fiscal year. |
| 3 | Financial Policy Development | A Tangible Capital Asset Policy was approved by Town Council at their Regular March meeting. Further policy development will be undertaken as required and as time permits. |
| 4 | Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw | The deadline for the adoption of these Bylaws has been extended to June 23, 2019. Staff will complete the work required to ensure the Bylaws are completed prior to the legislated deadline. |
| 5 | Wellfield Protection Plan | It is anticipated that the Wellfield Protection Plan will be ready for presentation to Committee of Council at their regular April meeting. |
| 6 | Strategic Plan Development | The final draft of the Strategic Plan has been provided previously by email to Councillors. A Request for Decision has been circulated with the tentative agenda package recommending its approval. Staff have tentatively scheduled a "Launch and Social" for May 23rd, 2019 (with MRSB) to present the plan to the public. |
| 7 | Victoria Street West Sidewalk Replacement | The project has been deferred to 2020. |
| 8 | Official Plan and Zoning Bylaw 5 Year Review | Work continues on this project. The project remains on schedule. Further information will be brought to Town Council as available. |
| 9 | Asset Management | Staff continue to participate in the Provincial cohort program to gain the knowledge to operationalize the Plan and to ensure its effectiveness. Currently staff are working to complete an Asset Management Committee terms of reference and an Asset Management Policy. Further work will be required to provide other deliverables associated with the project, i.e. asset conditions, etc. Public Sector Partners (asset Management Consultant) continues to work on the formal development of the Town's Asset Management Plan. |
| 10 | Ballfield Batting Cages | NO UPDATE The ball field batting cages were destroyed as a result of a winter storm in November of 2018. The cages were built by volunteers at some point in the past. Discussions have been held with the local minor ball association and further information will be brought forward for Council's consideration as discussions progress. It is apparent that the minor ball association do use the cages. |
| 11 | Snow and Ice Control Policy | A Request for Decision has been circulated with the tentative agenda package requesting Councils approval of the amended policy. |
| 12 | Island Stone Pub Lease Extension - 10 Years | The lease has been drafted and signed by the Town and the owners of the Island Stone Pub. |
| 13 | Re-profiling of Gas Tax Funds | Two funding applications were submitted to the Municipal Strategic Component of the Gas Tax Program and through the Town's direct allocation under the Gas Tax Program to support the Kensington Train Station/Boardwalk Renovation and Replacement project and the Wellfield Backup Power project. Two further funding applications to the Direct Allocation component of the Gas Tax Program were required to be submitted. The applications were drafted by staff and submitted to the Infrastructure Secretariat on March 21, 2019. It is hoped that decisions will be made to allow both projects to proceed in the Spring of 2019. Staff are currently waiting to hear from the Infrastructure Secretariat whether or not the re-profiling applications have been approved. |

| Item # | Project/Task | Status |
|--------|---|---|
| 14 | Investing in Canada Infrastructure Program (ICIP) | A Request for Decision has been circulated with the tentative agenda package requesting Council's consideration to submit three project applications to the ICIP. A meeting has been scheduled for April 12th with WSP to discuss the projects and the submittal of the required applications. |
| 15 | 2019/20 Town of Kensington Financial Plan | The 2019/20 Financial Plan has been approved however it has not yet been filed with the Province. The Plan will be filed prior to the deadline date of April 15, 2019. |
| 16 | Zoning of PID No 747790 - MS Woodsides Ltd. | A Request for Decision has been circulated with the tentative agenda package recommending that Town Council approve the application of an R1 zoning designation to the property. |
| 17 | Disposal of 20 Stewart Street | The tender for the removal of the building closed on April 4th with no bids being received. The Fire Department are going to review the structure to determine if it is appropriate for a fire practise/controlled burn. If it is determined to not be suitable, staff will solicit quotations to have the structure demolished and the land cleared. The major appliances and windows will be removed prior to any action being taken. |
| 18 | Re- Zoning of PID No 801500 - Rocky Arsenault | A Request for Decision has been circulated with the tentative agenda package recommending that Town Council authorize staff to move forward with a Development Control Bylaw and Official Plan amendment process to allow the property to be rezoned. |
| 19 | Don Clark Ballfield Upgrades | Presented as part of the 2019/20 Capital Plan. Staff have requested quotation to complete the required work. The work will generally include regrading of the field and the installation of rock dust as required. The estimated cost is \$6,000. A recommendation for project award will be presented to the April regular meeting of Committee of Council. |
| 20 | Fitplex Equipment Replacement | Presented as part of the 2019/20 Capital Plan. Staff have requested quotations to replace the Cable Crossover Machine. The estimated cost is \$5,500. A recommendation for award will be presented to the April meeting of Committee of Council. |
| 21 | Train Station Electrical Upgrades | Verbal quotes have been requested from local electrical contractors to upgrade the electrical system at the train station from its current 100 amp service to a 200 amp service. As of the writing of this report no quotes have been received. If received prior to the April Council meeting, the information will be presented with a request to proceed. |

Kensington Fire Department

Occurrence Report 2019

[illegible]

[illegible]

[illegible]

[illegible]

Police Report February 2019

KPS received 1 false alarm during the month.

February 5 @ 1019hrs – 90 Victoria St W – member attended.

Year To Date Approved Development Permits Summary Report
2019

| Development Permit Category | January | February | March | April | May | June | July | August | September | October | November | December | | Total | |
|--|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--|-------|--|
| Renovation Residential additions/alterations | | | 1 | | | | | | | | | | | 1 | |
| Total: | | | 1 | | | | | | | | | | | 1 | |

| |
|---------------------------------------|
| Total Estimated Construction Value |
| \$60,000.00 |
| \$60,000.00 |

Town of Kensington Bills List Feb 2019

| | | |
|--|----------------------|-------------|
| ACT Hydraulics | 2060 | \$412.70 |
| Amalgamated Dairies Limited | 4919046020 | \$15.32 |
| Amalgamated Dairies Limited | 4919043023 | \$19.15 |
| Amalgamated Dairies Limited | 4919036022 | \$25.53 |
| Amalgamated Dairies Limited | 4919039019 | \$42.62 |
| Amalgamated Dairies Limited | 4919032022 | \$45.35 |
| Amalgamated Dairies Limited | 4919054010 | \$68.98 |
| ADL Foods | 2373653 | \$626.00 |
| ADL Foods | 2373839 | \$385.20 |
| ADL Foods | 2374286 | \$549.60 |
| Aliant | 6726095 | \$30.48 |
| Aliant | 6723318 | \$237.45 |
| Andrew Griffin | FEB TRAINING MEAL | \$15.00 |
| Andrew Griffin | FEB 2019 RRSP | \$514.06 |
| Bell Mobility | 2-1011298 | \$1,071.80 |
| Bell Mobility | 2-384318 | \$201.25 |
| AL Bell Ltd | 2073 | \$1,977.14 |
| Bev Semple | FEB 2019 CROSSWALK | \$80.00 |
| Brenda MacIsaac | COM MEETING MILEAGE | \$14.10 |
| Brenda MacIsaac | FEB 2019 RRSP | \$286.88 |
| Caitlyn Pocock | FEB 2019 CROSSWALK | \$60.00 |
| City of Summerside | FEB 20, 2019 TASER | \$243.96 |
| Combat Computer Inc | 49896 | \$582.19 |
| Commercial Construction | FEB 2019 | \$6,187.00 |
| Cooke Insurance Agency Ltd. | 480337 | \$42,649.00 |
| Cooke Insurance Agency Ltd. | 480332 | \$12,777.00 |
| PEI Crime Stoppers | 2019 DONATION | \$100.00 |
| Canadian Union of Public Employees | FEB 2019 DUES | \$519.61 |
| Daniel Matheson | FEB 14, 2019 MILEAGE | \$28.20 |
| Davtech Analytical Services (Canada) Inc | SI-111647 | \$142.03 |
| DC Tire Sales & Service | 98032 | \$517.46 |
| Eastlink | 07688009 | \$99.99 |

| | | |
|--------------------------|---------------------|----------|
| Eastlink | 07746181 | \$66.07 |
| Eastlink | 07847340 | \$646.67 |
| Eastlink | 07849934 | \$46.57 |
| Eastlink | 07849652 | \$89.64 |
| Eastlink | 07966691 | \$99.99 |
| Eastlink | 07922744 | \$135.59 |
| Elizabeth Hubley | FEB RENT | \$805.00 |
| Frito Lay Canada | 43753687 | \$115.86 |
| Frito Lay Canada | 43753495 | \$169.04 |
| Geoff Baker | FEB 2019 MILEAGE | \$301.27 |
| Greco Pizza | JAN 25, 19 BRENTT M | \$63.24 |
| Callbeck's Home Hardware | 398990 | \$25.84 |
| Callbeck's Home Hardware | 203474 | \$11.25 |
| Irving Oil | 32786320 | \$181.48 |
| Irving Oil | 663509 | \$433.70 |
| Irving Oil | 720514 | \$508.13 |
| Irving Oil | 928459 | \$240.82 |
| Irving Oil | 950276 | \$179.59 |
| Irving Oil | 32764289 | \$89.53 |
| Irving Oil | 42514 | \$825.46 |
| Irving Oil | 325032 | \$487.40 |
| Irving Oil | 651605 | \$178.88 |
| Irving Oil | 445826 | \$340.13 |
| Irving Oil | 3279238 | \$307.33 |
| Irving Oil | 247318 | \$358.63 |
| Irving Oil | 932998 | \$513.25 |
| Irving Oil | 30785 | \$225.56 |
| Irving Oil | 719157 | \$667.71 |
| Irving Oil | 323455 | \$427.17 |
| Irving Oil | 339721 | \$260.75 |
| Irving Oil | 452553 | \$731.52 |
| Irving Oil | 756879 | \$250.37 |
| Irving Oil | 748469 | \$336.85 |
| Irving Oil | 846752 | \$189.29 |

| | | |
|--------------------------|----------------------|------------|
| Irving Oil | 224106 | \$810.35 |
| Irving Oil | 29950 | \$224.88 |
| Irving Oil | 31323 | \$378.02 |
| Irving Oil | 28465 | \$531.24 |
| Irving Oil | 32798920 | \$452.13 |
| Island Petroleum | 9513 | \$362.58 |
| Island Petroleum | 9512 | \$277.37 |
| Island Petroleum | 9514 | \$260.03 |
| Island Petroleum | 00205221999519 | \$216.83 |
| Island Petroleum | 00205221999520 | \$366.56 |
| Island Petroleum | 9516 | \$286.59 |
| Island Petroleum | 9515 | \$459.21 |
| Island Petroleum | 9517 | \$368.29 |
| Island Petroleum | 9518 | \$379.32 |
| Jamie Perry | JAN 2019 CROSSWALK | \$120.00 |
| Jamie Perry | FEB 2019 CROSSWALK | \$120.00 |
| Kays Wholesale | Z02582 | \$399.98 |
| Kensington Country Store | 02810059357 | \$13.75 |
| Kensington Food Basket | 492991 | \$66.52 |
| Kensington Lions Club | DONATION J MCCARVILL | \$50.00 |
| Kensington Minor Hockey | 2019 DONATION | \$100.00 |
| Kent Building Supplies | 11238013 | \$86.91 |
| Kent Building Supplies | 1129020 | \$17.66 |
| Kent Building Supplies | 1130206 | \$16.43 |
| Kent Building Supplies | 1130123 | \$24.77 |
| Kim Mullett | FEB 27 2019 | \$30.98 |
| K'Town Auto Parts | 16204/5 | \$7.41 |
| K'Town Auto Parts | 16229/5 | \$20.54 |
| Lewis Sutherland | FEB 2019 MILEAGE | \$118.44 |
| Lewis Sutherland | FEB 2019 RRSP | \$628.20 |
| Maritime Electric | 20 STEWART FEB 19 | \$35.79 |
| Maritime Electric | PUB WKS SHP FEB 19 | \$287.95 |
| Maritime Electric | CUC BALLFLD FEB 19 | \$28.26 |
| Maritime Electric | RINK FEB 19 | \$9,490.67 |

| | | |
|------------------------------|--------------------|------------|
| Maritime Electric | KTOWN SIGN FEB 19 | \$101.41 |
| Maritime Electric | SENIOR COOP FEB 19 | \$58.54 |
| Maritime Electric | TOWN HALL FEB 19 | \$1,642.02 |
| Maritime Electric | LIBRARY FEB 19 | \$521.03 |
| Maritime Electric | TRAIN STN FEB 19 | \$609.42 |
| Maritime Electric | ART COOP FEB 19 | \$267.84 |
| Maritime Electric | EVK POOL FEB 19 | \$67.68 |
| Maritime Electric | FIRE HALL FEB 19 | \$399.51 |
| Maritime Electric | ST LIGHTS FEB 19 | \$2,912.82 |
| Maritime Electric | CAR CHGR FEB 19 | \$32.73 |
| Maritime Electric | SPD RDR FEB 19 | \$105.13 |
| Mark's Commercial | MARCH 3, 2019 | \$195.49 |
| Mary's Bake Shoppe | FEB 21, 2019 43 | \$23.50 |
| Malpeque Bay Credit Union | FEB 2019 RRSP | \$1,619.68 |
| Malpeque Bay Credit Union | ROG ELEC 252311 | \$85.29 |
| Medacom Atlantic Inc | INV010612 | \$251.16 |
| Minister of Finance | 306949 | \$952.55 |
| Minister of Finance | 306997 | \$75.00 |
| MJS Marketing & Promotions | 2660025 | \$51.75 |
| MJS Marketing & Promotions | 2659011 | \$207.00 |
| Orkin Canada | 9110258 | \$28.75 |
| Orkin Canada | IN-9121212 | \$67.28 |
| PEI Firefighters Association | C2-3413 | \$333.79 |
| PEI Firefighters Association | C2-3435 | \$2,606.82 |
| Pepsico | 70399105 | \$1,643.64 |
| Petty Cash | FEB 2019 | \$112.92 |
| Police Vision CPA/ACP | 18011030 | \$216.20 |
| Princess Auto | 746974 | \$134.50 |
| Receiver General for Canada | 20190037617 | \$475.00 |
| Receiver General for Canada | 20190038415 | \$270.00 |
| Robert Wood | FEB 28 2019 | \$131.20 |
| Robert Wood | JAN MILEAGE | \$159.40 |
| Saltwire Network | SM00019002 | \$98.90 |
| Mikes Independent | 01 6490 | \$36.60 |

| | | |
|---------------------------------------|----------------------|---------------------|
| Mikes Independent | 01 8880 | \$29.21 |
| Mikes Independent | 01 3004 | \$39.07 |
| Scotia Securities | FEB 2019 RRSP | \$390.68 |
| Scotiabank Visa | JAN 26,19 TIM HORTON | \$21.84 |
| Scotiabank Visa | JAN 18, 19 PETRO CAN | \$50.00 |
| Scotiabank Visa | PEI PHOTOLAB | \$506.60 |
| Scotiabank Visa | SUBWAY FEB 28, 19 | \$29.28 |
| Scotiabank Visa | SUBWAY FEB 28, 2019 | \$118.99 |
| Shawn McCarthy | FEB 20, 2019 MILEAGE | \$47.84 |
| Sherry's Heating Service | 2516 | \$830.88 |
| Spring Valley Building Centre Ltd | 201127 | \$83.49 |
| Spring Valley Building Centre Ltd | 200979 | \$83.49 |
| Spring Valley Building Centre Ltd | K01295 | \$83.49 |
| Spring Valley Building Centre Ltd | 201470 | \$125.24 |
| SSQ Insurance Company Inc | 6018020 | \$1,375.00 |
| Staples | 550328-0646A | \$124.19 |
| Superior Sanitation | 0000667969 | \$80.50 |
| Superior Sanitation | 0000667970 | \$184.00 |
| Superior Sanitation | 0000667971 | \$230.00 |
| Superior Sanitation | 0000667972 | \$207.00 |
| T & K Fire Safety Equipment Ltd | 244062 | \$672.75 |
| T & K Fire Safety Equipment Ltd | 244165 | \$494.50 |
| Telus | 20190209 | \$735.32 |
| Toshiba Finance | 942484 | \$530.37 |
| Traci Campbell | FEB CLASSES | \$286.00 |
| Vail's Fabric Services Ltd | 322865 | \$104.42 |
| Vicki MacEachern | 20190219 COMM.MTG | \$47.00 |
| Water & Pollution Control Corporation | FEB 2019 W&S | \$326.69 |
| Workers Compensation Board of PEI | FEB 2019 1ST INSTALL | \$7,387.66 |
| Yellow Pages Group | 19-6945332 | \$22.08 |
| Subtotal | | <u>\$129,614.42</u> |
| Feb Payroll | | \$83,175.90 |

Capital Purchases

| | | |
|---------------------|-------|-------------------|
| Combat Computer Inc | 49895 | <u>\$3,768.52</u> |
| Subtotal Capital | | \$3,768.52 |

| | | |
|------------------------|--|----------------------------|
| Total Feb Bills | | <u>\$216,558.84</u> |
|------------------------|--|----------------------------|

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: FEBRUARY 2019 CREDIT UNION CENTRE REPORT
DATE: MARCH 22, 2019
ATTACHMENT: STATISTICAL REPORT

February 2019

Fitplex

Programming: Aerobics Programming

| | | | |
|----------|---------|-----------|----------------|
| Tuesday | 6:30pm | Hi Lo | Traci Campbell |
| Thursday | 6:30pm | Boxer Fit | Traci Campbell |
| Saturday | 8:30am | Multi Fit | Traci Campbell |
| Saturday | 10:00am | Kids Yoga | |

Mondays and Wednesdays Kensington Wild off Ice training 6.00 -7.00pm

Hours

| | |
|---------------|-------------------------------------|
| Key FOB Entry | 5:45 AM – 12:00 Midnight Daily |
| Staffed | 4:00 PM – 8:00 PM Monday – Thursday |

Emergency exit door with crash bar delivery date approx. March 15, 2019

Arena

- Two storm days in Feb that the arena was not opened.
- Kensington Wild played 3 home games in Feb
- Kensington Vipers played 3 home games in Feb
- ADL Ice Show was hosted in Feb

- Saunders Equipment replaced vertical auger in Zamboni in January (under warranty) and issue with noise and vibration returned after a few days and a second auger was replaced in early march and is working normally.

Kensington Cash

| | |
|--------------|-----------------|
| Feb, 2019 | \$210.00 |
| | \$200.00 |
| | \$210.00 |
| | <u>\$210.00</u> |
| <u>Total</u> | <u>\$830.00</u> |

Ball Fields

Minor Ball Pitching cage will be discussed at the next ball meeting and will inform Credit Union Centre manager on their plans for rebuilding or removal. No further update from minor ball

Senior Center

Activities at the senior center on a weekly basis

- Exercise classes
- Story Board
- Leather working
- Meetings
- Painting
- Touch therapy

Upcoming Events

- Aaron Doyle Mardi Gras Recreation Tournament - March 2019
- Playoffs for Vipers and Wild - March 2019
- Novice A Tournament Booked for April 2019
- Atom A Tournament Booked for April, 2019

- Kensington Vipers Jr b Team will be hosting the Don Johnson Memorial Cup Athletics in April 23-28, 2019
- Fishing Derby - 2019
- Bike Rodeo - 2019
- Canada Day - 2019
- Lady Slipper Dog Show – July 2019
- Harvest Festival - August 2019
- Eastern Canadian Softball Championships - September 6th – 7th – 8th, 2019

Town of Kensington Credit Union Centre Monthly Statistical Data 2019

[illegible]

2018

[illegible]



Mayor's Report to Town Council

April 8, 2019

The Mayor's Report to Town Council is an opportunity for the Mayor to provide feedback to Council, Staff, Residents and other interested Stakeholders about activities of the Mayor on their behalf since the last Council meeting. It will include as much as possible a summary of information from meetings and discussions on behalf of the Town of Kensington. Any decisions to be made on behalf of the Town will be brought forward to Council for decisions.

The Mayor is the designated spokespersons for the town and communicates decisions made by Town Council. The Mayor chairs the monthly Town Council Meetings and the monthly Committee of Council meetings. All efforts are made to keep discussions and decisions transparent as we represent the town on behalf of the residents. Agenda's (along with supporting information) for Committee of Council meetings and Town Council meetings are posted on the town website on the Friday afternoon prior to the meeting. (www.kensington.ca)

Committee of Council meetings are held on the 4th Monday of each month (except July and August and December) at 6:30 pm and Town Council meetings are held on the 2nd Monday of each month at 7:00 pm. The agenda's (along with supporting information) are emailed to the County Line Courier, Journal Pioneer and CBC on the Friday afternoon prior to the meetings.

Meetings with Provincial Election Candidates – I have had the opportunity on a few occasions this past month to meet with MLA Matt MacKay, Leader of the Opposition Dennis King and Liberal Candidate for District 20, Nancy Beth Guptill. I took the opportunity on these occasions to inform all of them the importance of Kensington to this area and the need for the next provincial government to ensure we have a business/industrial park established in the Town as quickly as possible. I also advised each of them how important it was for the reestablishment of the rural residential lot subsidy program which existed at one time and was put in place during the Premier Joe Ghiz years in government. This would result in the development of affordable single family housing in rural communities where lot prices cannot sell as high as in the Cities and yet the cost to install infrastructure and develop them is the same. The third item I stressed was the importance of more road construction or resurfacing in the Town as our streets have taken quite a hit this spring.

Partnership for Growth – I attended a presentation held at Natures Crops in Kensington, where the Chambers of Commerce on Prince Edward Island and many other corporations came together to stress the importance of the government putting together a plan within the next 6 months on how the government should work with the Private Sector and engage groups in the development of the plan. The plan should cover many areas such as Competitiveness, Infrastructure and Quality of Life.

High School Hockey Opening Ceremony – I was invited to attend the official opening ceremony and participate in the official puck drop. This event is an important fund raiser for KISH. Registration was down a few teams this year but there were still 10 teams playing. It is great to see the Schools taking



part in sporting events like this. It also results in bringing many visitors from other areas of the province to our area which is great for our local business owners.

Special Olympian Roy Paynter Celebration April 6, 2019 – Thank you to all those who assisted in any way towards making the celebration of Roy Paynter’s Special Olympic Medal event a success. As I write this report before the event, it appears we have a lot of support for the event. I anticipate a good turnout of people to show Roy how proud we are of his accomplishment. A receiving line will form at 2:00pm, presentations will be start at 2:30pm and by 3:00pm we expect to socialize with Roy and his family.

Malpeque Bay Credit Union AGM – On behalf of Council and Staff we thank the Malpeque Bay Credit Union for the invitation to attend as their guests at their Annual General Meeting. This is a great event and we are proud to have such an active and thriving Credit Union within our Town.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

| | |
|---|---|
| Date: April 2, 2019 | Request for Decision No: 2019-20 |
| Topic: Snow and Ice Control Policy - Amendment | |
| Proposal Summary/Background: <p>The purpose of the Snow and Ice Control Policy is to establish the effective and efficient provision of snow and ice control operations to allow the town to function under normal winter weather conditions. A policy is necessary to make a clear statement of the intent of Snow and Ice Control Operations and to establish a framework for the priorities within which resources will be applied.</p> <p>The intent of Snow and Ice Control Operations is to maintain municipal sidewalks in a safe and passable condition. Snow and Ice Control services are <u>not</u> intended to eliminate all hazardous conditions on sidewalks at all times. They are intended to assist in maintaining safe and passable walking conditions for pedestrians in winter footwear.</p> | |
| Benefits: <ul style="list-style-type: none">• Will provide staff with clear policy direction on snow and ice control requirements within the Town.• Will provide a consistent approach to snow and ice control within the Town• Will provide specific expectations to resident and business owners in the Town on Snow and Ice Control Operations.• Will provide safer and more efficient Snow and Ice Control Operations. | |
| Disadvantages: <ul style="list-style-type: none">• None noted. | |
| Discussion/Comments: <p>The original Snow and Ice Control Policy was adopted by Town Council in 2016 when the Town was responsible for both streets and sidewalks. Since that time the Town has passed responsibility for town owned streets on to the Province of PEI. For clarity, the Province has taken responsibility for all town owned streets and continue to be responsible for the highways including Broadway Street North, Broadway Street South, Victoria Street East, Victoria Street West, Garden Drive, Barrett Street and Woodleigh Drive.</p> <p>The Policy has been amended to reflect the fact that the Town is only responsible for snow and ice control operations on municipal sidewalks and to provide clearer expectations to residents and businesses on the intent of snow clearing operations.</p> <p>The amended Policy was reviewed by Committee of Council at their regular March meeting where a further amendment (over and above that proposed by staff) was proposed to amend Section 4(2) to include sidewalk snow clearing along the North side of School Street to the entrance to the Murray Christian Centre, which triggered an amendment to remove the same sidewalk section from Section 4(16).</p> | |

Options:

1. Approve the amended Snow and Ice Control Policy as recommended.
2. Not approve the Policy and refer the matter back to staff for further amendment.
3. No approve the Policy

Costs/Required Resources:

N/A

Source of Funding

N/A

Recommendation:

It is recommended that Town Council consider and adopt the following resolution:

BE IT RESOLVED THAT the Town of Kensington Snow and Ice Control Policy be herby adopted and formally approved, as amended.



| | | | |
|----------------------|----------------------|--|--|
| Policy Title: | Snow and Ice Control | Policy Number: | 02-1105-16 |
| Department: | Public Works | Original Approval Date: Amendment Date: | March 14, 2016 <u>April 8, 2019</u> |

Purpose

The purpose of this policy is to establish the provision of snow and ice control operations to allow the municipality to function under normal winter weather conditions. The policy provides a clear statement of the intent of Municipal Snow and Ice Control Operations and establishes a framework for the priorities within which resources will be applied.

Policy

1. The intent of Snow and Ice Control Operations is to maintain municipal sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on municipal sidewalks at all times. They are intended to assist in maintaining sidewalks in a safe and passable condition for pedestrians in winter footwear.
2. The Town is responsible for Snow and Ice Control Operations on municipally owned properties and sidewalks. Snow and Ice Control on all streets within the Town, is the responsibility of the Provincial Department of Transportation, Infrastructure and Energy.

Operational Procedures

1. The Town does not guarantee a level of service under abnormal or extreme winter conditions or in the event of a work stoppage. Under normal conditions, it is the Town's objective that all sidewalks be cleared of snow within 24 hours from the end of a snowfall event.
2. It is not the Town's intention to have bare sidewalks during the entire winter season. Snow will be removed and salt and sand provided to improve traction.
3. Snow and Ice Control Operations for sidewalks, walkways and Municipal Facilities will be undertaken by Town owned or leased equipment supplemented if necessary, by Private Sector Equipment.
4. Snow and Ice Control Priorities are subject to change based on circumstances surrounding a particular snow event. The timing of a snow event will in some instances, and based on management's discretion; dictate that priorities should be modified to meet certain requirements, i.e. a snow event on a weekend will lower the priority of clearing the sidewalk to

the schools and increase the priority of providing access to churches. Snow and Ice Control priorities following the end of a typical snow event for sidewalks and walkways shall be as follows:

1. Core Area (Includes Post Office Sidewalks and Main Intersection)
 2. Broadway Street North (East side from Intersection to Pleasant Street, includes along North side of School Street to the entrance to the Murray Christian Centre)
 3. Broadway Street North (West Side from Pleasant Street to Bells Irving)
 4. Commercial Street (Including Library)
 5. Town Hall Area (including steps and walkways)
 6. Woodleigh Drive (From Commercial Street to Victoria Street East)
 7. Victoria Street East to School Cross Walk
 8. Victoria Street East (South side to Co-op)
 9. Broadway Street South from Barrett Street to Victoria Street
 10. Victoria Street West from Bells Irving to Sunset Drive
 11. Woodleigh Drive (From MBCU to Davison Street)
 12. Davison Street
 13. Pleasant Street (From Broadway Street North to Woodleigh Drive)
 14. Garden Drive from Victoria Street West to Barrett Street
 15. Barrett Street from Garden Drive to Rosewood Drive
 16. School Street (From Woodleigh Drive to Entrance to Murray Christian Centre)
 17. Broadway Street North (From Pleasant to Boundary)
 18. Imperial Street to Francis to Broadway Street North
 19. Remainder of School Street to Sunset Drive
 20. Sunset Drive
 21. Woodleigh Drive (from Davison Street to Well Field)
 22. Boardwalk at Railyards
-
5. The Town will minimize the utilization of overtime for clearing sidewalks and walkways, as much as reasonably possible.
 6. Fire Hydrant locations will be cleared of accumulated snow following sidewalk clearing to maintain Fire Department access. Clearing of Fire Hydrants may be supplemented through the Adopt-a-Hydrant program wherever possible.
 7. Vehicles are prohibited from parking on any roadway from November 15 to April 15 between the hours of 12:01 AM and 7:00 AM. Vehicles failing to comply with the above restrictions may be removed at the vehicle owners' cost.
 8. It is the Town's intent that Snow and Ice Control Operations shall be carried out in a manner so as to minimize impact on the Environment. The use of salt and other de-icing chemicals will be minimized whenever possible. It is recognized that under certain conditions it is necessary to apply salt and de-icing chemicals to municipal sidewalks to maintain safe and passable conditions.

Town of Kensington Snow and Ice Control Policy

9. Snow placed on municipal sidewalks in a manner so as to create a hazard by private individuals or companies will not be permitted. Removal costs for such snow or ice incurred by the Town may be charged to the property owner/tenant.

Date of Passage: _____

I certify that this policy was adopted by Town Council as indicated above.

Chief Administrative Officer

Date

Town of Kensington - Request for Decision

| | |
|--|---|
| Date: April 2, 2019 | Request for Decision No: 2019-21 |
| Topic: Town of Kensington Strategic Plan | |
| Proposal Summary/Background: <p>Strategic planning is, by definition, the process by which leaders of an organization determine what it intends to be in the future and provides a map of how it will get there. It primarily involves developing a vision for the town's future and determining the necessary goals, priorities and action strategies to achieve that vision. The strategic plan is a "big picture" document that directs efforts and resources towards a clearly defined vision.</p> <p>The Town of Kensington's Strategic Plan, "<i>2019 – 2024 Where people choose to be</i>" outlines the Town's 10-year vision and establishes four 5-year strategic priorities and goals to provide a clear focus for the future. The strategic plan will guide the decisions and work of the town over the next five years to improve the quality of life for residents.</p> <p>A copy of the Strategic Plan (Including the Implementation Plan) is circulated with this Request for Decision.</p> | |
| Benefits: <ul style="list-style-type: none">• Promotes a broad/unified vision for Council, staff and residents/business owners.• Provides staff with a clear direction.• Contributes to a healthy Council/staff relationship,• Prioritizes projects and initiatives. | |
| Disadvantages: <ul style="list-style-type: none">• None noted. | |
| Discussion/Comments: <p>The Strategic Plan contract was awarded to MRSB in May of 2018. The project was substantially completed in late March, 2019. Strategic Planning discussions with Town Council were held on September 25th, January 10th, January 31st and February 28th. Surveys were issued for Town Council from September 10th to 28th. Surveys were issued to residents from October 1st to October 24th. Three separate sessions were held on November 15th with staff, community and business leaders, and residents.</p> <p>With significant input from Council, staff, business leaders and residents, the town developed a 10-year vision, supported by four primary strategic priorities; Economic Prosperity, Strong Community, Sustainable Infrastructure and Organization Excellence. Each priority is supported by clearly stated goals and strategies to help achieve the desired outcomes.</p> <p>Implementation of the Plan will begin with Council's approval of the final draft. Following the approval, staff will proceed with organizing a "Launch and Social" to communicate the plan (and its implementation) to local community leaders, business owners and residents.</p> | |

Strategic Plan Alignment will be added as consideration in Committee of Council memos and Request for Decisions to Council to ensure that directions provided by Council align with the priorities and goals of the strategic plan.

Options:

1. Adopt the Strategic Plan as presented.
2. Refer the Plan back to staff for further review and amendment.
3. Not approve the Plan

Costs/Required Resources:

N/A

Source of Funding

N/A

Recommendation:

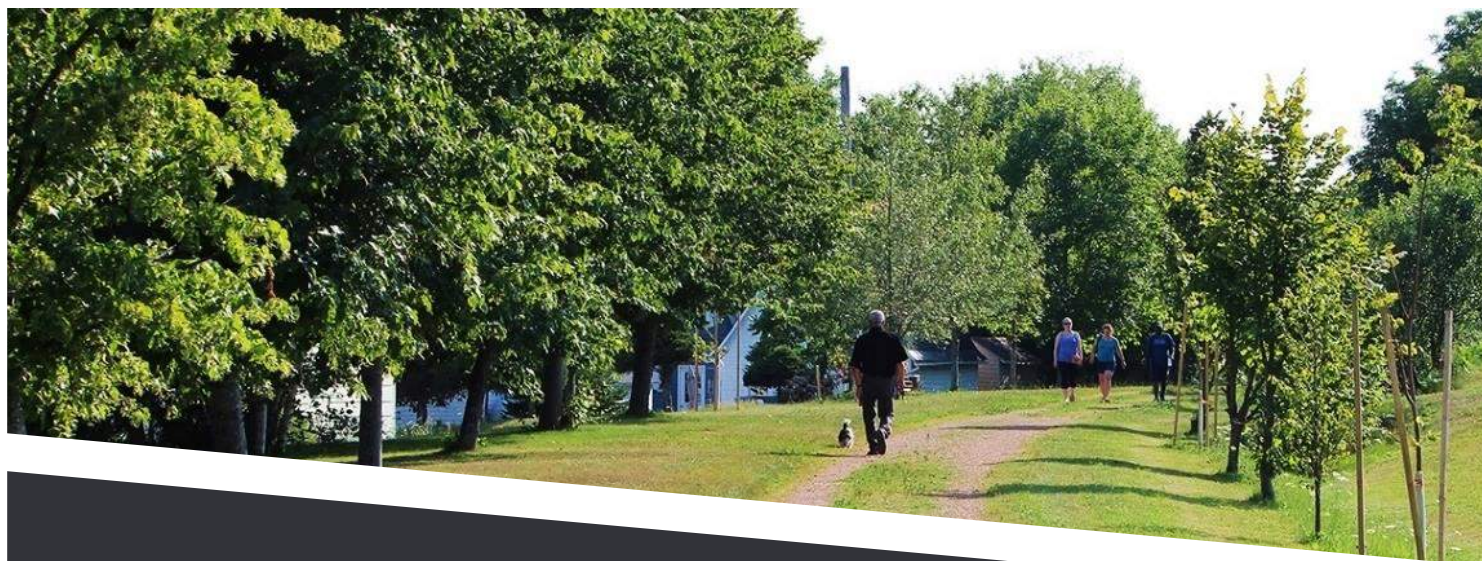
It is recommended that Town Council consider and adopt the following resolution:

BE IT RESOLVED THAT Council approve and adopt the 2019-2024 Town of Kensington Strategic Plan, titled “Town of Kensington – Where people choose to be”, as presented.



STRATEGIC
PLAN
2019-2024

Town of
KENSINGTON
Where people choose to be



SUSTAINABILITY • GROWTH • PROGRESS • COMMUNITY

VISION 2029

In 2029, the Town of Kensington is a community that:

- offers a quality of life and actively engages residents;
- is recognized as being safe and walkable;
- has a growing residential community, attracting and retaining young families;
- offers all of the amenities required;
- is environmentally conscious;
- provides good governance; and
- celebrates our rich history and culture.

The Town of Kensington is where people choose to be.

MISSION

A welcoming, engaging and sustainable community providing quality services and facilities in a progressive, transparent and professional manner.

GUIDING PRINCIPLES

- We are transparent and accountable
- We ensure the effective and efficient use of public funds
- We act with integrity, respect and professionalism
- We make informed and progressive decisions
- We work together, as Council and staff, with and on behalf of our community

STRATEGIC PRIORITIES & GOALS

ECONOMIC PROSPERITY

Goal 1: Support a vibrant business sector, contributing to economic prosperity.

STRONG COMMUNITY

Goal 2: Enhance and promote a safe, walkable and thriving community.

SUSTAINABLE INFRASTRUCTURE

Goal 3: Enhance and maintain effective and sustainable infrastructure.

ORGANIZATIONAL EXCELLENCE

Goal 4: Ensure strong governance and quality services, responsive to our community.





MESSAGE FROM THE MAYOR AND CAO

On behalf of myself and members of the Town of Kensington Council, we are pleased to present **Kensington: Where people choose to be** (2019-2024). This strategic plan provides a new framework, setting the stage for decision-making, priority-setting and ongoing performance management in the town for the next five years.

It has been exciting to see this plan develop. This process has given us the opportunity to come together, talk about what we love and value in the community, as well as identify opportunities to pursue over the next five years. This plan is all about Sustainability – Growth – Progress – Community.

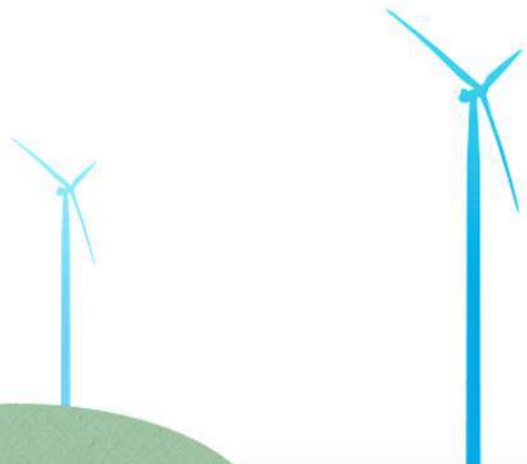
This plan is a starting point. The real work will be in the implementation of this plan, with community partnerships and engagement playing a key role. We look forward to this next chapter, and to working together to strengthen the Town and build on the pride we have for our community.

A handwritten signature in blue ink, appearing to read "Rowan Caseley", is positioned above the name and title.

Rowan Caseley
Mayor
Town of Kensington

A handwritten signature in blue ink, appearing to read "GBH", is positioned above the name and title.

Geoff Baker
Chief Administrative Officer
Town of Kensington



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INTRODUCTION

The Council and staff of the Town of Kensington championed the development of a 10-year vision and five-year strategic plan. Critical to the development of this plan was to receive key stakeholder feedback:

- 72 residents responded to the Resident Survey, with diverse representation based on the number of years as a resident of Kensington
- Approximately 35 people participated in the two community, business and resident sessions
- Town Council and staff participated in planning and implementation plan development sessions
- Additional stakeholder feedback was received

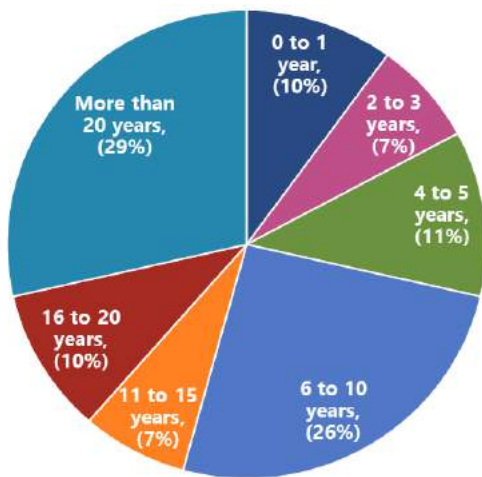


Figure 1: Resident Survey Respondents
Based on the number of years respondents
have lived in the Town of Kensington

The intent of the planning process was to:

- Gain a better understanding of the current environment including core strengths, challenges, and opportunities
- Define a clear and shared 10-year vision
- Identify priorities to achieve this vision and a roadmap for the next five years
- Engage as many people as possible in the development and implementation of this plan

The end result is the 2019-2024 Strategic Plan that focuses on **Sustainability – Growth – Progress – Community** for the Town of Kensington.



MISSION

A welcoming, engaging and sustainable community
providing quality services and facilities
in a progressive, transparent and professional manner

GUIDING PRINCIPLES

The following principles guide the everyday actions of the Council and Staff:

- We are transparent and accountable
- We ensure the effective and efficient use of public funds
- We act with integrity, respect, and professionalism
- We make informed and progressive decisions
- We work together, as Council and staff, with and on behalf of our community

WHY KENSINGTON

Kensington is described as being centrally located, convenient for residents, businesses and visitors, and appealing as a safe, walkable community with its unique culture and heritage, surrounded by farming and fishing.



VISION – KENSINGTON 2029

In 2029, Kensington will be a community that:

- offers a quality of life and actively engages residents;
- is recognized as being safe and walkable;
- has a growing residential community, attracting and retaining young families;
- offers all of the amenities required;
- is environmentally conscious;
- provides good governance; and
- celebrates our rich history and culture.

The Town of Kensington is where people choose to be.

STRATEGIC PRIORITIES

Our Vision is supported by the four Strategic Priorities:

1. Economic Prosperity
2. Strong Community
3. Sustainable Infrastructure
4. Organizational Excellence

Kensington: Where people choose to be.

Stakeholders envisioned the following:

"A progressive community with a sincere appreciation for its valuable historic attributes. A great place to live, raise a family and operate a business. Small town living offering all of the amenities required by growing families. Senior friendly, youth driven."

"Welcoming to all; A place where people want to live, work, play and visit."

ACHIEVING OUR PLAN

Within the Strategic Plan, each Strategic Priority is connected to specific action items which will power the plan forward. These key action items are outlined in the “Action Plan” – a complementary document that includes actions, responsibility, indicators, and timelines.

The Strategic Plan will come alive through the implementation of these key actions.

Successfully achieving what we set out to do will take leadership and action by Town Council, staff, residents, businesses, and community partners.

SUCCESS MEASURES

The Council will use the Strategic Plan to support decision making over the next five years including prioritization of budget and resource allocations.

The success of the Strategic Plan will be measured by:

- Community engagement
- Continued transparency and effective communications
- Sustainability (financial, people, resources, environmental)

The Town will work with residents and community partners to ensure their voice is heard and that as a community, we stay grounded in the key actions that support our priorities.



STRATEGIC PRIORITIES & GOALS

ECONOMIC PROSPERITY

GOAL 1: Support a vibrant business sector, contributing to economic prosperity.

STRONG COMMUNITY

GOAL 2: Enhance and promote a safe, walkable and thriving community.

SUSTAINABLE INFRASTRUCTURE

GOAL 3: Enhance and maintain effective and sustainable infrastructure.

ORGANIZATIONAL EXCELLENCE

GOAL 4: Ensure strong governance and quality services, responsive to our community.



Strategic Priority

ECONOMIC PROSPERITY

Goal 1: Support a vibrant business sector, contributing to economic prosperity.

2019 Situation

Residents, community and business representatives envision a town that offers more amenities, services, and affordable and family-oriented housing. This would add to the valued and convenient services that are currently offered in the town. In addition, there is a desire to revitalize the downtown to support economic growth and prosperity.

The business park currently operates at capacity. The Town has limited property and land available for business development, and a clear priority identified by various stakeholders is the establishment of additional business park space.

The Town has seen growth in the number of families. To accelerate residential development, there is a need and an opportunity to address the inequities of the cost of infrastructure for residential development in rural compared to urban areas.

2024 Objectives

- Sustain and grow the number of businesses
- Grow the Town's population in a sustainable manner; including the attraction and retention of young families
- Increase the number of jobs available in the community

Strategies

- 1.1 Accommodate demand for business development within the town through innovative solutions to access land for business park expansion
- 1.2 Support economically viable residential development and growth including through the promotion of the town as attractive to families
- 1.3 Revitalize the downtown core including through beautification initiatives that showcase the town's rich heritage and culture
- 1.4 Continue to support the growth of existing businesses within the town

Key to advancing these strategies is to more aggressively leverage government funding and incentives as well as community and industry strategic partnerships.

Strategic Priority

STRONG COMMUNITY

Goal 2: Enhance and promote a safe, walkable and thriving community.

2019 Situation

87% of resident survey respondents feel that the town offers a favourable quality of life. Convenience, a safe, friendly and walkable community and appreciation for small town living are what residents enjoy most about the town. Safety includes valued policing and fire services. The local schools are invaluable assets.

Social and recreational activities and events were also identified as appealing to residents, and there is opportunity for continual growth and improvement. The Town and stakeholders envision more wide-spread community engagement within the next five years.



Figure 2: Quality of Life Response by Resident Survey Respondents

2024 Objectives

- Strong community engagement
- Diverse, growing population

Strategies

- 2.1 Promote a safe and walkable community where people can lead healthy lives
 - 2.1.1 Ensure the delivery of effective policing and fire services
 - 2.1.2 Ensure sidewalks are adequately maintained and extended in new areas, where feasible
 - 2.1.3 Establish a planned approach for ensuring adequate street lighting and parking
 - 2.1.4 Promote and enhance public spaces and trails
 - 2.1.5 Promote and facilitate community access to the right mix of recreational opportunities that meet the needs of the population
- 2.2 Maximize engagement at community events and activities that bring people together
 - 2.2.1 Partner to enhance events that support our local farming and fishing culture
- 2.3 Attract, engage and retain populations of all ages; be recognized as senior friendly and youth driven
 - 2.3.1 Promote and support recreational activities and events for families and youth
 - 2.3.2 Advocate to maintain the local school system
 - 2.3.3 Continue to support and promote senior friendly facilities and opportunities
- 2.4 Partner with community and business stakeholders to expand tourism in the surrounding area, attracting drive-through traffic to play and stay in Kensington

Key to advancing these strategies is to engage with community and industry partners.

Strategic Priority

SUSTAINABLE INFRASTRUCTURE

Goal 3: Enhance and maintain effective and sustainable infrastructure.

2019 Situation

The Town provides essential infrastructure that must continue to be maintained and enhanced in an effective and sustainable manner. Based on the level of satisfaction with the responses to the online resident survey, residents are pleased with the town's clean water and effective wastewater treatment. While these systems must continue to be maintained, there is a need for infrastructure improvements.

2024 Objectives

- Long-term planning and capital investment
- Environmental stewardship

Strategies

- 3.1 Ensure sustainability principles are a part of the Town decision-making processes
 - 3.1.1 Explore and develop environmental and energy efficient solutions as part of infrastructure development
 - 3.1.2 Encourage and promote innovative, environmentally conscious approaches
- 3.2 Maintain quality of water resources
- 3.3 Prioritize investments in infrastructure modernization and technology advancements that will positively impact future generations
- 3.4 Advocate the provincial government for improved traffic management and regular road maintenance

Key to advancing these strategies is to leverage government funding and collaboration to develop and sustain essential infrastructure.

Strategic Priority

ORGANIZATIONAL EXCELLENCE

Goal 4: Ensure strong governance and quality services, responsive to our community.

2019 Situation

The Town has prioritized transparency and communications as part of good governance. A focus is on financial planning, debt reduction, and resource management. There continues to be an opportunity to enhance communications with the community and internally to strengthen the organization and delivery of efficient, quality services. With a finite amount of resources, it is essential the Council and staff work together, and with community partners, to carry out priorities.

2024 Objectives

- Good governance
- Effective, responsive and progressive services
- Valued and collaborative team
- Strong external partnerships and leveraging of opportunities
- Commitment to the Town's guiding principles

Strategies

- 4.1 Manage Town resources in a responsible and sustainable manner
 - 4.1.1 Support staff to best be able to carry out their roles and the Town's priorities
 - 4.1.2 Continue to strengthen the financial capacity of the organization
 - 4.1.3 Leverage all avenues of federal and provincial government funding
- 4.2 Make informed decisions; listen and be responsive to the needs of residents, businesses, community leaders and staff
 - 4.2.1 Enhance internal collaboration and communication
 - 4.2.2 Continue to effectively support new Council members (e.g., orientation)
- 4.3 Deliver a reasonable quality of service that meets the needs of the community
- 4.4 Ensure continued transparency and effective communications to engage the community
 - 4.4.1 Enhance communications with the public including through social media
 - 4.4.2 Develop and implement a community engagement strategy
- 4.5 Recognize and appreciate dedicated and committed staff
- 4.6 Maintain and grow partnerships with local groups and associations
- 4.7 Ensure effective municipal planning, policy development, and bylaw enforcement

Key to advancing these strategies is to ensure strong, effective working relationships, collaborations, transparency, and governance.



2019-2024 IMPLEMENTATION PLAN

| Measures of Success | Strategies and Actions | Lead Resp. | Resources Required | Key Milestones | Timeframe | | | | | Status | |
|--|------------------------|--|------------------------------------|---|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--|
| | | | | | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | | |
| PRIORITY: ECONOMIC PROSPERITY | | | | | | | | | | | |
| Goal 1: Support a vibrant business sector, contributing to economic prosperity | | | | | | | | | | | |
| Business park | 1.1 | Accommodate demand for business development within the town through innovative solutions to access land for business park expansion | | | | | | | | | |
| | 1.1.1 | Explore and define optimal solutions including funding and/or alternative partners (e.g., construction company) | CAO | Mayor Contracted expertise | Discussions held with ACOA, Innovation PEI, CDC Possibility of Public, Private Partnership evaluated | April 2019 | | | | | |
| | | Design a development plan including land and development phases | | | Next steps implemented | To be determined | | | | | |
| | 1.1.2 | Implement effective marketing including economic development materials | CAO | | Marketing plan launched (including materials) | | | To be revisited | | | |
| More residential development – more homes to market | 1.2 | Support economically viable residential development and growth including through the promotion of the town as attractive to families | | | | | | | | | |
| | 1.2.1 | Lobby the provincial government to develop an incentive program for rural residential development | CAO | Mayor and Town Council Federation (resolution) | Resolution decision made and next steps defined (including perhaps as a municipality) | April 2019 | | | | | |
| | 1.2.2 | Promote the Town as attractive to families | | Marketing/ social media | Incorporate “families” as part of marketing efforts | March 2020 | March 2021 | March 2022 | March 2023 | March 2024 | |
| Vibrant community | 1.3 | Revitalize the downtown core including through beautification initiatives that showcase the town’s rich heritage and culture | | | | | | | | | |
| | 1.3.1 | Work with the Kensington and Area STEP Initiative to initiate a beautification project <ul style="list-style-type: none">Invest in beautification initiatives (e.g., streetlights, park benches, appearance, signage) based on best practicesRetain and build on the culture and heritage of the Town | Deputy Mayor/ Councillor Pickering | STEP Initiative Resident and Business engagement Government funding | Next steps to be determined | Oct 2019 | | | | | |
| Sustain and grow businesses Vibrant business community Convenient services | 1.4 | Continue to support the growth of existing businesses within the Town | | | | | | | | | |
| | 1.4.1 | Continue to support initiatives that attract people to the town to support existing businesses | CAO | Business feedback | Support continued | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| | | | | | Evaluation/tracking measurements identified | | | | April 2022 | | |



2019-2024 IMPLEMENTATION PLAN

| Measures of Success | Strategies and Actions | Lead Resp. | Resources Required | Key Milestones | Timeframe | | | | | Status | |
|---|------------------------|--|------------------------------------|--|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--|
| | | | | | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | | |
| PRIORITY: STRONG COMMUNITY | | | | | | | | | | | |
| Goal 2: Enhance and promote a safe, walkable and thriving community | | | | | | | | | | | |
| Safe and walkable town | 2.1 | Promote a safe and walkable community where people can lead healthy lives | | | | | | | | | |
| | 2.1.1 | Ensure the delivery of effective policing and fire services <ul style="list-style-type: none">• Ensure personnel are adequately trained to regulations• Ensure emergency providers have access to the appropriate tools and resources | CAO | Chiefs Regulations | Continued delivery | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| | 2.1.2 | Ensure sidewalks are adequately maintained and extended in new areas, where feasible <ul style="list-style-type: none">• Include as part of annual asset management plan• Establish and implement professional design guidelines | CAO | Public Works Supervisor External resources | Sidewalk replacement strategy identified including prioritization | | June 2020 | | | | |
| | 2.1.3 | Ensure the Public Works Department has access to equipment and resources to adequately maintain sidewalks | Mayor | Council Staff feedback | Capital budgeting plan | | | | | | |
| | 2.1.4 | Establish a planned approach for ensuring adequate street lighting and parking | | | | | | | | | |
| | | • Develop a street lighting policy | CAO | Mayor and Council approval Staff support Beautification project | Policy developed and approved Enforcement in place | | March 2021 | | | | |
| | | • Explore parking-related issues and determine ways to address these issues | Chief of Police | CAO | Initial exploration of issues | March 2020 | | | | | |
| | | • Develop and enforce a bylaw to move vehicles in winter | Mayor | Council | Bylaw approved and communicated | Oct 2019 | | | | | |
| | 2.1.5 | Promote and enhance public spaces and trails | | | | | | | | | |
| | | • Conduct a review of what is available and work with Island Trails to enhance public spaces and trails (e.g., a map and signage) | Deputy Mayor/ Councillor Pickering | STEP Initiative | Coordinate with STEP | Oct 2019 | | | | | |
| Recreational activities for all ages | 2.1.6 | Promote and facilitate community access to the right mix of recreational opportunities that meet the needs of the population | | | | | | | | | |
| | | • Continue to support and work with local community groups that deliver recreational programs | Mayor | Council | Community groups supported | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |

| Measures of Success | Strategies and Actions | Lead Resp. | Resources Required | Key Milestones | Timeframe | | | | | Status |
|--|------------------------|--|---------------------------------------|--|---|-------------------------|-------------------------|-------------------------|-------------------------|----------------|
| | | | | | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| Local community support | | • Promote Town supported activities through social media | Adm. Assistant | Activities communicated | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| Community engagement | | • Explore and evaluate the hiring of an event/recreational coordinator | CAO | Credit Union Centre Manager | Potential new position explored and recommendation presented to Mayor and Council | Dec 2020 | | | | |
| Community engagement | 2.2 | Maximize engagement at community events and activities that bring people together | | | | | | | | |
| | 2.2.1 | Partner to enhance events that support our local farming and fishing culture | | | | | | | | |
| | | • Revisit the planning for the 2019 Harvest Festival • Evaluate Harvest Festival after this year (including partnerships) • Revisit longer term planning for 2020 and beyond | CU Centre Manager | Assistant Deputy Mayor | Festival held | Aug 2019 | Sept/Oct 2020 | Sept/Oct 2021 | Sept/Oct 2022 | Sept/Oct 2023 |
| | | | | | Festival evaluated | Oct 2019 | Oct 2020 | Oct 2021 | Oct 2022 | Oct 2023 |
| Activities and services for all ages | 2.3 | Attract, engage and retain populations of all ages; be recognized as senior friendly and youth driven | | | | | | | | |
| Local community support | 2.3.1 | • Promote and support recreational activities and events for families and youth ○ Identify gaps, needs and Kensington's focus that leverages our assets and strengths | CAO | Adm. Assistant/ social media | Process to define Kensington's priorities defined | Jan 2020 | | | | |
| Community engagement | 2.3.2 | • Advocate to maintain the local school system ○ Build relationships with local Principals and copy them on any correspondence | Mayor | Council | Resolution of Council submitted | April/May 2019 | April/May 2020 | April/May 2021 | April/May 2022 | April/May 2023 |
| | | | | | Status revisited | Nov 2019 | Nov 2020 | Nov 2021 | Nov 2022 | Nov 2023 |
| | 2.3.3 | • Continue to support and promote senior friendly facilities and opportunities | Mayor | Council CU Centre Manager Social media | | | | | | |
| Community engagement Tourism growth Vibrant business community | 2.4 | Partner with community and business stakeholders to expand tourism in the surrounding area, attracting drive-through traffic to play and stay in Kensington | | | | | | | | |
| | 2.4.1 | Collaborate with community stakeholders and the Kensington and Area Chamber on the STEP initiative to support tourism growth and sustainability | Deputy Mayor/ Councillor Pickering | STEP Initiative | Coordinate with STEP | Oct 2019 | | | | |



2019-2024 IMPLEMENTATION PLAN

| Measures of Success | Strategies and Actions | Lead Resp. | Resources Required | Key Milestones | Timeframe | | | | | Status | |
|---|------------------------|--|-------------------------|------------------------------------|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--|
| | | | | | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | | |
| PRIORITY: SUSTAINABLE INFRASTRUCTURE | | | | | | | | | | | |
| Goal 3: Enhance and maintain effective and sustainable infrastructure | | | | | | | | | | | |
| Environmental sustainability | 3.1 | Ensure sustainability principles are a part of town decision-making processes | | | | | | | | | |
| | 3.1.1 | Explore and develop environmental and energy efficient solutions as part of infrastructure development | CAO | Mayor and Council PW Supervisor | Environmental lens continued | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| | | • Stay abreast of environmental and energy efficient funding | Deputy Adm Officer | CAO ACOA Province | New funding sources defined | | Dec 2020 | | | | |
| | 3.1.2 | Encourage and promote innovative, environmentally conscious approaches | CAO | Watershed Association | Environmentally friendly town initiatives marketed | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| | | • Continue to explore opportunities that are presented • Lead by example • Elevate “environmentally friendly” town initiatives within communications | | Adm. Assistant/social media | Potential to proactively pursue initiatives explored | | | Jan 2022 | | | |
| Quality maintained | 3.2 | Maintain quality of water resources | | | | | | | | | |
| | 3.2.1 | Develop and implement the Wellfield Protection plan | Public Works Supervisor | Mayor and Council Budget cycle | Approval and implementation initiated | May 2019 | | | | | |
| | 3.2.2 | Priorities revisited and incorporated into annual budget cycle | | | Priorities revisited | | March 2021 | March 2022 | March 2023 | March 2024 | |
| Modernized, sustainable infrastructure and technology | 3.3 | Prioritize investments in infrastructure modernization and technology advancements that will positively impact future generations | | | | | | | | | |
| | 3.3.1 | Develop a five-year capital plan and revisit the plan annually as part of the budgetary process | CAO | Council approval | Five-year capital plan developed | March 2020 | March 2021 | March 2022 | March 2023 | March 2024 | |
| | 3.3.2 | Develop a multi-year asset management plan | | | Annually updated | Feb 2020 | March 2021 | March 2022 | March 2023 | March 2024 | |
| Safety Sustainability Positive community engagement | 3.4 | Advocate the provincial government for improved traffic management and regular road maintenance | | | | | | | | | |
| | 3.4.1 | Advocate/lobby government for road maintenance, repair and replacement | Mayor | Council Staff | Staff prepared report with priorities evaluated | Sept 2019 | Sept 2020 | Sept 2021 | Sept 2022 | Sept 2023 | |
| | 3.4.2 | Advocate provincial government to manage the way traffic moves within our municipality | | | Annual meeting held with Minister of Transportation | Oct 2019 | Oct 2020 | Oct 2021 | Oct 2022 | Oct 2023 | |
| | | | | | Effectiveness of process evaluated | | Jan 2021 | Jan 2022 | Jan 2023 | Jan 2024 | |



2019-2024 IMPLEMENTATION PLAN

| Measures of Success | Strategies and Actions | Lead Resp. | Resources Required | Key Milestones | Timeframe | | | | | Status | |
|--|---|--|---|---|---|-------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--|
| | | | | | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | | |
| PRIORITY: ORGANIZATIONAL EXCELLENCE | | | | | | | | | | | |
| Goal 4: Ensure strong governance and quality services, responsive to our community | | | | | | | | | | | |
| Sustainable resources | 4.1 | Manage town resources in a responsible and sustainable manner | | | | | | | | | |
| | 4.1.1 | Support staff to best be able to carry out their roles and the Town’s priorities | CAO | Mayor and Council | | | | | | | |
| | | Develop job descriptions | | HR consultant | Job descriptions prepared and process to update defined | Dec 2019 | | | | | |
| | | Design and implement a simple performance management process | Deputy Assist. Officer | CAO | Process outlined | Dec 2019 | | | | | |
| | | | | | Process implemented and evaluated | | Annually (to be determined) | Annually (to be determined) | Annually (to be determined) | Annually (to be determined) | |
| | | Define professional development and training supports | Deputy Assist. Officer | CAO Budget | | | Dec 2020 | | | | |
| | Identify and develop succession (continuity) and risk management (e.g., disaster planning) priorities | CAO | Mayor and Council | Priorities identified and action plan defined | | | Dec 2021 | | | | |
| | 4.1.2 | Continue to strengthen the financial capacity of the organization | CAO | Deputy Adm. Officer | Funding sources leveraged New funding sources identified and accessed (public and private) | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| | 4.1.3 | Leverage all avenues of federal and provincial government funding | Mayor and Council Federation of Municipalities | | | | | | | | |
| Informed decisions Mayor, Council, staff and community engagement | 4.2 | Make informed decisions; listen and be responsive to the needs of residents, businesses, community leaders and staff | | | | | | | | | |
| | 4.2.1 | Enhance internal collaboration and communications (performance management process is one tool) | CAO Mayor | Council Staff | Priorities defined and implemented | June 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| | 4.2.2 | Continue to effectively support new Council members (e.g., orientation) | | Council | Orientation implemented Two-way communication evaluated | Annually | Annually | As needed Annually | Annually | Annually | |
| Community engagement and satisfaction | 4.3 | Deliver a reasonable quality of service that meets the needs of the community | | | | | | | | | |
| | 4.3.1 | Review, assess and address complaints and suggestions | CAO | Mayor and Council | Ongoing process | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| Resident satisfaction | 4.3.2 | Seek resident feedback and compare findings to 2018 results | CAO | Adm. Assistant | Survey results compared | | | Nov 2021 | | | |



2019-2024 IMPLEMENTATION PLAN

| Measures of Success | Strategies and Actions | | Lead Resp. | Resources Required | Key Milestones | Timeframe | | | | | Status |
|---|------------------------|--|---------------------|--|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------|
| | | | | | | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| Transparency and effective communications Community engagement | 4.4 | Ensure continued transparency and effective communications to engage the community | | | | | | | | | |
| | 4.4.1 | Enhance communications with the public including through social media <ul style="list-style-type: none">Explore the potential for a newsletter (quarterly or semi-annually) in the longer term | Adm. Assistant | CU Centre Manager Mayor and Council | Communications plan Website updated | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| | 4.4.2 | Develop and implement a community engagement strategy | Councillor Gallant | Mayor and Council CAO | Recommendation shared with Mayor and Council Revisit community engagement strategy annually | Dec 2019 | Dec 2020 | Dec 2021 | Dec 2022 | Dec 2023 | |
| Staff engagement | 4.5 | Recognize and appreciate dedicated and committed staff | | | | | | | | | |
| | 4.5.1 | Develop an employee recognition policy (recognize long service, staff profiles through social media) | Deputy Adm. Officer | CAO Team | Policy developed for approval | Nov 2019 | | | | | |
| | | | | | Policy implemented | | April 2020 | April 2021 | April 2022 | April 2023 | |
| Community engagement and support Strong partnerships | 4.6 | Maintain and grow partnerships with local groups and associations | | | | | | | | | |
| | 4.6.1 | Continue to support local groups and associations Increase awareness of Town supported activities through social media | Mayor | Council CAO Adm Assistant/ Social Media | Support continued Marketing | April 2019 – March 2020 | April 2020 – March 2021 | April 2021 – March 2022 | April 2022 – March 2023 | April 2023 – March 2024 | |
| Effective governance | 4.7 | Ensure effective municipal planning, policy development and bylaw enforcement | | | | | | | | | |
| | 4.7.1 | Conduct an audit of the bylaw registry and update bylaws, including address gaps | Adm. Assistant | CAO Mayor and Council | Bylaws updated Policies updated | | March 2021 | | | | |
| | 4.7.2 | Conduct an audit of the policy registry and update policies, including address gaps | | | | | | | | | |

Town of Kensington - Request for Decision

| | |
|--|---|
| Date: April 3, 2019 | Request for Decision No: 2019-22 |
| Topic: Appointment of Emergency Measures Coordinator and Establishment of Honourarium | |
| Proposal Summary/Background: <p>Division 4 (Sections 144 and 145) of the Municipal Government Act provides that a Municipality must, by bylaw, establish an emergency management program for the municipality that, in the opinion of the provincial Emergency Measures Organization, is adequate and properly integrated with the provincial emergency measures plan. Section 145(4) states that a council shall appoint an emergency coordinator and deputy emergency coordinator who shall be responsible for the implementation, maintenance and execution of the program.</p> <p>It is being proposed that Patrick Kelly, Kensington resident and Provincial 911 Administration Coordinator, be appointed as the Emergency Measures Coordinator and that Town CAO, Geoff Baker, be appointed as Deputy Emergency Measures Coordinator.</p> <p>It is also being proposed that Town Council establish an honourarium structure for the Emergency Coordinator position as follows: Year 1 - \$2,000, Year 2 - \$1,500 and thereafter at \$1,000 per year. It is anticipated that significant work will be required of the Emergency Measures Coordinator in Year's 1 and 2 to update and enact the Plan that will not be required beyond year 2. The honourarium amount has been budgeted under <i>Professional Fees – Other</i> in the 2019/20 operational budget.</p> | |
| Benefits: <ul style="list-style-type: none">• Will ensure that an EMO Coordinator is in place in the event of an emergency situation.• Will ensure that the Town's Emergency Plan is up to date.• Will ensure that the Town's Emergency Plan is exercised consistently. | |
| Disadvantages: <ul style="list-style-type: none">• None noted. | |
| Discussion/Comments: <p>It is recommended that Town Council appoint Patrick Kelly as the Emergency Measures Coordinator for Kensington and that the CAO, Geoff Baker be appointed as the Deputy Emergency Measures Coordinator.</p> <p>It is further recommended that Town Council structure an annual honourarium for the EMO Coordinator position as follows: Year 1 - \$2,000, Year 2 - \$1,500 and thereafter at \$1,000 per year.</p> | |
| Options: <ol style="list-style-type: none">1. Appoint the Emergency Measures Coordinator and Deputy Emergency Measures Coordinator as proposed.2. Approve the honourarium structure as proposed. | |

3. Not appoint the EMO and Deputy EMO Coordinators as proposed, and refer the matter back to staff.
4. Not provide the honourarium as proposed.
5. Provide alternative coordinators and honourarium structure.

Costs/Required Resources:

Year 1 - \$2,000
Year 2 - \$1,500
Year 3 (& thereafter) - \$1,000

Source of Funding

General Government – Professional Fees Other

Recommendation:

It is recommended that Town Council consider and adopt the following resolutions:

BE IT RESOLVED THAT Council appoint Patrick Kelly as their Emergency Measures Coordinator and CAO, Geoff Baker as the Deputy Emergency Measures Coordinator.

BE IT RESOLVED THAT Council approve an honourarium structure for the Emergency Measures Coordinator position as follows: Year 1 - \$2,000, Year 2 - \$1,500 and Year 3 and thereafter - \$1,000.

Town of Kensington - Request for Decision

| | |
|---|---|
| Date: April 3, 2019 | Request for Decision No: 2019-22 |
| Topic: Development Control Bylaw and Official Plan Amendment – PID No. 747790 | |
| Proposal Summary/Background: <p>Town Council annexed the subject property (PID No 747790) inside the municipal boundary in 2018 to facilitate a centrally serviced residential development on the property. A development permit application has been submitted to the Town by the property owner, M S Woodsides Ltd. to construct one single family residential unit on the property. It is understood that more single-family residential units are proposed to be constructed on the property in the future, which is not currently permitted under the Town's Development Control Bylaw.</p> <p>To facilitate the current proposed development of the property, Town Council are required to apply an appropriate future land use and zoning designation to the property, which requires an Official Plan and Development Control Bylaw amendment. It is proposed that a Single Residential (R1) future land use and zoning designation be applied to the property.</p> <p>Once the Bylaw and Official Plan amendment process has been completed, Council may then consider the development permit application.</p> <p>The issue of zoning the property was given to DV8 Consulting to review and provide an interim report for Council's consideration prior to initiating the amendment process. DV8's report provided a number of options for consideration and recommended that Town Council apply a R1 future land use and zoning designation, and that a larger discussion around multiple single residential dwelling units on a singular property be undertaken as part of the Official Plan and Development Bylaw review process currently underway.</p> <p>Direction was given to staff at the March 2019 regular meeting of Town Council to proceed with the Official Plan and Development Control Bylaw amendment process. A public meeting was scheduled and held on April 4th, 2019 according to the requirements of the PEI Planning Act and the Town's Development Control Bylaw. A public notification ad was placed in the Journal Pioneer on March 23, 2019. Notification letters were delivered to all neighbouring property owners within a five hundred (500) foot radius of the subject property on March 25th. Written comments were requested to be submitted by April 4, 2019 at 4:00 PM, for those unable to attend this public meeting, with one written submission being received from David Webster, expressing support for the application.</p> <p>The Public Meeting was attended by four members of the Public with no formal objections made to the proposed Bylaw and Official Plan amendments.</p> <p>The following information is being circulated with this Request for Decision:</p> <ol style="list-style-type: none">1. Report from DV8 Consulting2. Mapping and Public Meeting Information3. April 4, 2019 Public Meeting Minutes | |
| Benefits: <ul style="list-style-type: none">• Will apply an appropriate future land use and zoning designation to the property to permit the current development proposed for the property. | |

| | |
|--|-------------------------------------|
| | |
| Disadvantages: <ul style="list-style-type: none"> • None noted. | |
| Discussion/Comments: <p>It is recommended that Town Council give first reading to the Development Control Bylaw amendment, as proposed.</p> | |
| Options: <ol style="list-style-type: none"> 1. Proceed to give first reading and approval to the proposed Bylaw amendment. 2. Not give first reading or approval to the proposed Bylaw amendment. | |
| Costs/Required Resources: N/A | Source of Funding N/a |
| Recommendation: <p>It is recommended that Town Council consider and adopt the following resolutions:</p> <p>First Reading</p> <p><u>Resolution 1</u></p> <p><i>WHEREAS the Town of Kensington annexed PID No. 747790, being lands of MS Woodsides Ltd., inside the municipal boundary in 2018;</i></p> <p><i>AND WHEREAS the subject property requires an appropriate zoning designation to be applied by Town Council to facilitate the development of the property;</i></p> <p><i>AND WHEREAS a development proposal has been submitted to the town by the property owner to construct a single residential dwelling on the property;</i></p> <p><i>AND WHEREAS a public meeting was held on April 4, 2019 in accordance with the PEI Planning Act and the Town's Development Control Bylaw, to allow Town Council to hear public comments on a proposal to apply a Single Residential (R1) Future Land Use and Zoning designation to the property;</i></p> <p><i>AND WHEREAS town staff have evaluated the proposed Development Control Bylaw amendment, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the amendment;</i></p> <p><i>BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to apply a Single Residential (R1) zoning designation to PID No. 747790 for the purpose of constructing a single residential dwelling on the property.</i></p> <p><u>Resolution 2</u></p> | |

WHEREAS the Town of Kensington annexed PID No. 747790, being lands of MS Woodsides Ltd., inside the municipal boundary in 2018;

AND WHEREAS the subject property requires an appropriate zoning designation to be applied by Town Council to facilitate the development of the property;

AND WHEREAS a development proposal has been submitted to the town by the property owner to construct a single residential dwelling on the property;

AND WHEREAS a public meeting was held on April 4, 2019 in accordance with the PEI Planning Act and the Town's Development Control Bylaw, to allow Town Council to hear public comments on a proposal to apply a Single Residential (R1) Future Land Use and Zoning designation to the property;

AND WHEREAS town staff have evaluated the proposed Development Control Bylaw amendment, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the amendment;

AND WHEREAS the Bylaw amendment was read a first time at this meeting;

BE IT RESOLVED THAT Kensington Town Council approve first reading to amend the Zoning and Subdivision Control Bylaw to apply a Single Residential (R1) zoning designation to PID No. 747790 for the purpose of constructing a single residential dwelling on the property.

March 7, 2019

Town of Kensington
PO Box 418 Kensington, PE
C0B 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: townmanager@kensington.com

Re: Future Land Use and Zone for Woodside property

Dear Mr. Baker,

In response to your enquiry regarding the Woodside property (PID 747790) which was recently annexed by the Town of Kensington, I have contacted the provincial Municipal Affairs department and have confirmed that this property which currently has no land use (Future Land Use Map) or zone (Zoning Map) identified for it, does require an *Official Plan* and *Bylaw* amendment to assign a zone to it before a development application can be processed.

I understand that the property owner is interested in developing a single detached dwelling on the property and that they would like to explore their options for a multi-unit residential development in the future (as stated in the annexation application letter). Furthermore, I understand the intent is to eventually develop multiple single detached dwellings rather than multi-unit buildings. Currently the only zone that permits multiple single detached dwellings on a single property is the Mini-Home Court Zone (RM1). As such, I have reviewed the Town's Official Plan and Bylaw and have identified a few options for how Council could proceed with this application.

1. Zone the property to R1 or R2 (Single Residential or Low Density Residential on the Future Land Use Map). The R1 or R2 zones are consistent with surrounding properties and would allow the applicant to proceed with the development application for the single detached dwelling as proposed. However, the R1 and R2 zones currently do not allow multi-unit residential developments, nor do they permit multiple dwellings on a single lot. As such future development of this property, as currently proposed, would require a future rezoning and/or bylaw amendment.
2. Zone the property R3 (multi-unit residential on the Future Land use Map). The R3 Zone permits multiple multi-unit buildings on a lot however a single detached dwelling is not permitted. To develop a single detached dwelling in the R3 zone, would first require a bylaw amendment. An additional concern with zoning the parcel to R3, is that the development plans could change and the property could then be developed as a large multi-unit building (apartment) which is inconsistent with the existing neighbourhood residential density.
3. Zone the property to Mini-home Court Zone (Mini Home Court on the Future Land Use Map). For development in the RM1 zone, the owner would need to design the whole parcel as a mini-home court, meeting requirements for a shared right-of-way and greenspace, and this overall plan would require approval by Council. A mini-home court (although typically developed with mini-homes) is permitted to be developed with single detached dwellings, subject to the R1 zone lot and structure standards. This zone would permit the applicant to precede with the

current proposal however the applicant would reserve the right to develop the mini-home court with mini-homes instead of single detached dwellings as permitted in the zone, and as such a rezoning application to this zone may cause concerns for neighbours.

- Finally, Council could consider an amendment to the bylaw to permit 'grouped dwellings' (a cluster of single and/or 2-unit dwellings on a single parcel) within the R1 and/or R2 Zones. The concern with a development of multiple single detached dwellings on a single lot is that the subdivision would depend on a private road which presents challenges with regards to garbage collection, school buses and most importantly accessibility of emergency vehicles.

Despite the range in options provided above where bylaw amendments are considered they should be considered for all properties equally and not just to address a single property's development goals. As such, my recommendation is to proceed with the most straightforward zoning for the property in question based on the current Official Plan to be consistent with surrounding properties, which is to assign a Single Residential (Future Land Use Map) and R1 Zone (Zoning Map) designation to the property.

As an R1 property the applicant will be able to proceed with their development plans for a single detached dwelling this year. And, as the Town is currently undertaking an Official Plan and Bylaw review, there will be an opportunity for public discussions on the broader issues, such as multiple dwellings on a single parcel, tiny home subdivisions, and other alternative forms of sustainable residential development for the Town. If as a result of the Official Plan and Bylaw review, regulations change from their current state, the owner for the property in question will be able to apply for future development under the new regulations.

As always, please feel free to contact me with any further questions.

Best regards,



Hope Parnham, CSLA MCIP

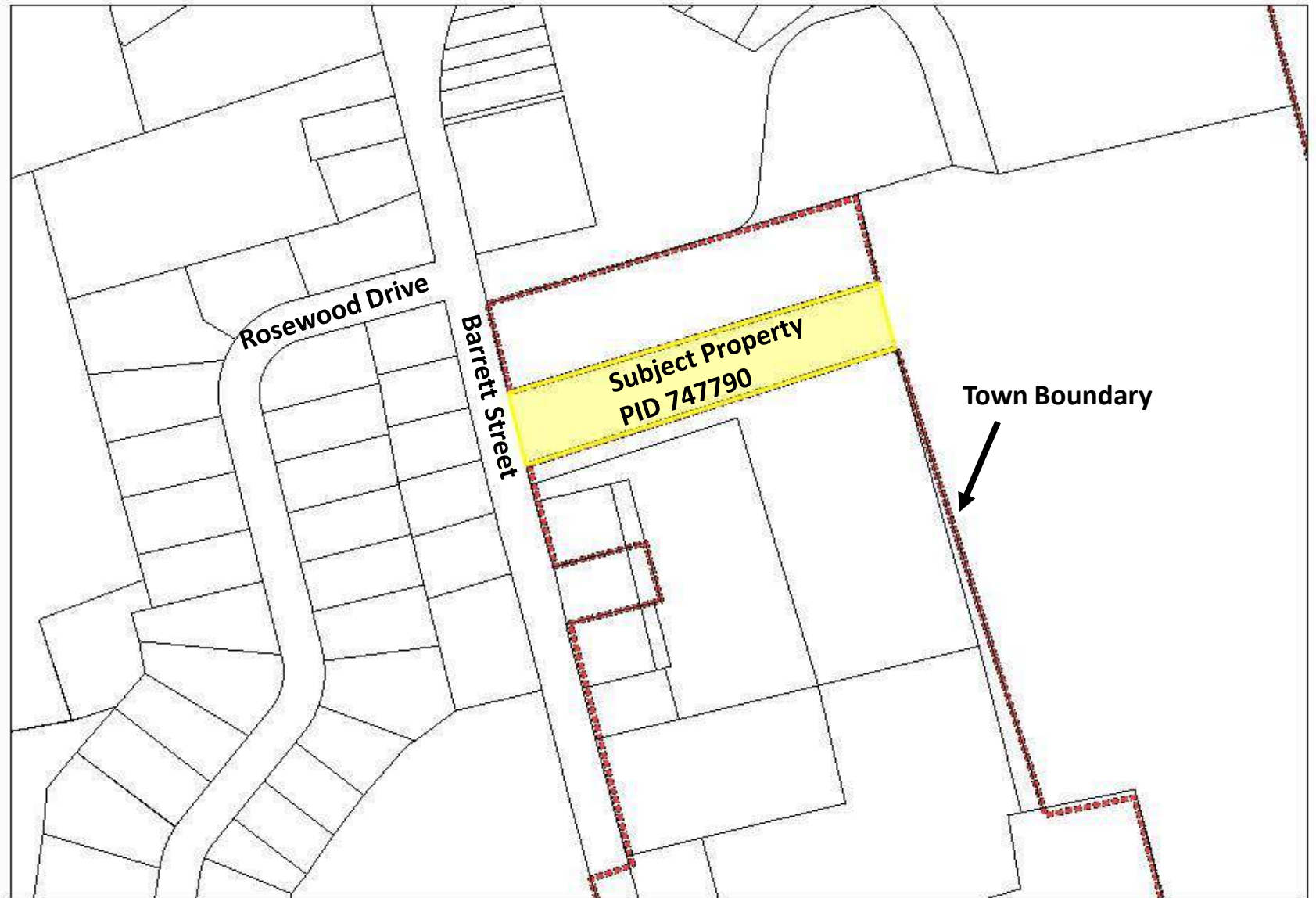
Dv8 CONSULTING

CHARLOTTETOWN PE

E. HPARNHAM@OUTLOOK.COM

T. 902-393-1815

MS Woodsides Ltd PID 747790



PID NO 747790





Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

March 22, 2019

RE: Notice to Property Owners in the Vicinity of PID No. 747790, Being Lands of MS Woodsides Ltd.

Dear Property Owner:

The Town of Kensington recently annexed PID No. 747790 (being lands of MS Woodsides Ltd.) inside the municipal boundary. An application has been made by the owner to construct a single residential dwelling on the property and as such the Town is required to apply an appropriate zoning designation. *The Town is proposing to apply a Single Residential Zoning designation to the property.*

The information on the back side of this letter will be advertised in the Journal Pioneer on March 23, 2019 and is being provided to certain property owners in accordance with the PEI Planning Act and the Town of Kensington's Zoning and Subdivision Control (Development) Bylaw.

For further information, please do not hesitate to contact the undersigned at (902) 836-3781.

Best Regards,

Geoff Baker
Chief Administrative Officer
Town of Kensington



Town of Kensington

Notice of Public Meeting



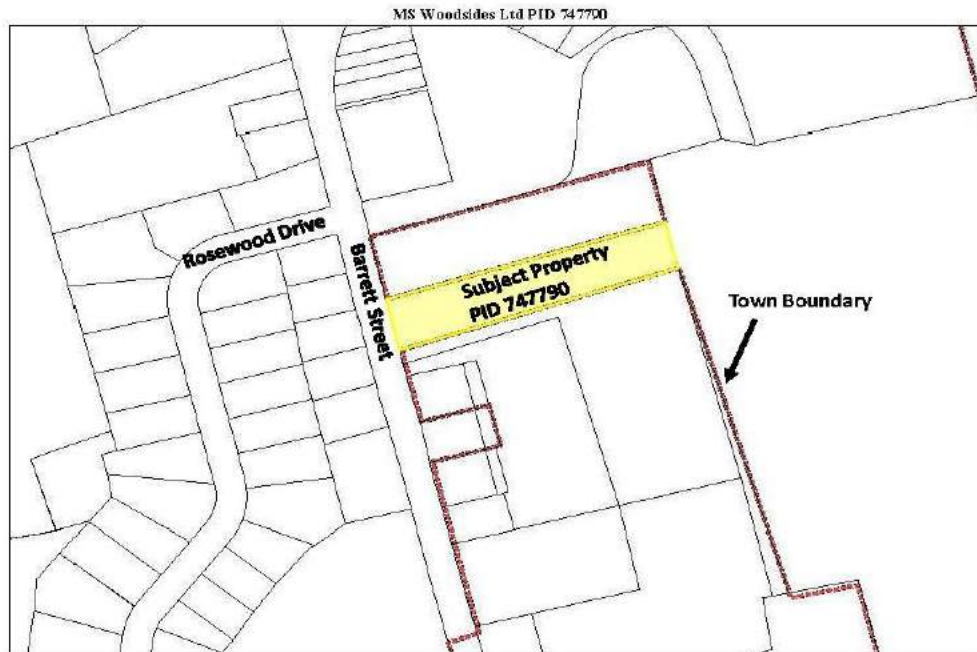
Take notice that, pursuant to the Planning Act and the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw, a Public Meeting will be held at 6:00 PM on Thursday, April 4, 2019 at the Kensington Town Hall, 55 Victoria Street East, Town of Kensington.

The purpose of the meeting is to allow residents and other interested persons an opportunity to make representation concerning the following amendment to the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw and:

- **To zone lands of M S Woodside's Ltd., PID No. 747790, to Single Residential (R1) for the purpose of constructing a residential dwelling.**
- **To amend the Official Plan Future Land Use Map in order to accommodate the above zoning designation.**

Individuals wishing to comment in writing are invited to send comments to PO Box 418, Kensington, PE, C0B 1M0 or by email to: townmanager@townofkensington.com. Written comments should be received no later than 4:00 pm on April 4, 2019. You may also review the proposal at the Town Hall prior to the meeting.

Geoff Baker
Chief Administrative Officer



**Town of Kensington
Minutes of Public Meeting
Thursday, April 4, 2019
6:00 PM**

Presiding: Mayor Rowan Caseley

Council Members Present: Deputy Mayor Pickering, Councillors: Bernard, Spencer, Toombs, Gallant and Mann

Staff Members Present: Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kim Caseley

Visitors: Anna Windsor, Andrew Windsor, Donnie Moase & Barb Moase

Mayor Caseley called the meeting to order at 6:00 PM and explained the purpose of the meeting.

PURPOSE:

The purpose of the meeting is to allow residents and other interested persons an opportunity to make representation concerning the following amendments to the Town of Kensington's Official Plan and the Zoning and Subdivision Control (Development) Bylaw:

- To zone lands of M S Woodsides Ltd., PID No. 747790, to Single Residential (R1) for the purpose of constructing a residential dwelling.
- To amend the Official Plan Future Land Use Map in order to accommodate the above zoning designation.

The town annexed the subject property inside the municipal boundary at the request of the property owner, in 2018. To facilitate development of the property, a zoning designation has to be applied. The town understands that the current development proposal for the property is for one single unit residential dwelling, with potentially more single unit dwellings added in the future (not currently permitted under the Town's Development Control Bylaw).

Mayor Caseley outlined the zoning process for the meeting attendees:

The zoning designation proposal was considered by Town Council, according to the Town's Development Control Bylaw and the PEI Planning Act, on March 4, 2019 where a planning report from DV8 Consulting was presented and considered. Staff were instructed to proceed with the scheduling of a public meeting to hear resident's concerns or support for the application. A

notification ad was placed in the Journal Pioneer on March 23, 2019. Notification letters were delivered to all neighbouring property owners within a five hundred (500) foot radius of the subject property on March 25th. Written comments were requested to be submitted by 4:00 this afternoon, for those unable to attend this public meeting, with one written submission being received from David Webster, expressing support for the application.

Following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the proposed Zoning Bylaw and Official Plan amendment at their April 8th regular meeting.

Mayor Caseley opened the floor for comment and questions.

Barb Moase asked what the current zoning of the property was. Mayor Caseley indicated that the property, having recently been annexed inside the municipal boundary, does not currently carry any zoning designation. The current process will provide the first land use designation to the property.

Deputy Mayor Pickering requested confirmation that Mr. Woodside was only intending to construct one single family residential home at this time.

Mayor Caseley confirmed that the developer is currently proposing the construction of one single-family residential dwelling on the property and that an R1 Zoning designation would be the only designation which would allow Mr. Woodside to proceed with the requested development.

Andrew Windsor requested clarification on what development was permitted in the R1 Zoning. Mayor Caseley discussed and Mr. Windsor was provided with a written copy of the R1 permitted uses and lot requirements.

CAO, Geoff Baker confirmed that a Development Permit application has, in fact, been received from Mr. Woodside, but it cannot be processed until a zoning designation has been applied to the property and as such has not been presented to or communicated to Town Council. It is understood that Mr. Woodside would like to see the land developed into multiple single-family homes in the future (which is not currently permitted under the Town's Bylaw), but has only applied to develop one at this time.

Mayor Caseley noted that the Town is in the process of reviewing their Zoning and Subdivision Control (Development) Bylaw. Through that process, Town Council will review options which would allow Mr. Woodside to proceed with his long-term development plan for the property of multiple single-family residential dwellings. This will also require a public meeting as part of its approval process. Mayor Caseley provided information on the next steps in the zoning application process.

There being no further comments or questions,

Moved by Councillor Gallant, seconded by Councillor Toombs that there being no further

questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:13 PM.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor

Town of Kensington - Request for Decision

| | |
|---|---|
| Date: April 4, 2019 | Request for Decision No: 2019-24 |
| Topic: Re-Zoning Application for PID No. 80150 (adjacent to 15 Pleasant Street) | |
| Proposal Summary/Background: <p>A request has been received from Rocky Arsenault, owner of PID No. 80150, to re-zone the property from Single Residential (R1) to Low Density Residential (R2). The subject property was subdivided and re-zoned to R1 from Multi-Unit Residential (R3) in 2011, and was subject to a letter of understanding to guide the future development of the property (letter of understanding attached).</p> <p>The re-zoning application was referred to DV8 Consulting to complete an initial review before it was brought forward to Town Council for direction. The recommendation from DV8 suggests that the proposed re-zoning is supported by the Official Plan goals and from a technical perspective meets the requirements of the letter of understanding (and the engineer (letter of understanding)) with regards to access. A copy of the DV8 report is circulated with this Request for Decision.</p> | |
| Benefits: <ul style="list-style-type: none">• None noted. | |
| Disadvantages: <ul style="list-style-type: none">• None noted. | |
| Discussion/Comments: <p>It is recommended by the CAO that Town Council consider the re-zoning application in light of the DV8 Consulting report and move forward with the re-zoning process as it relates to the subject property.</p> | |
| Options: <ol style="list-style-type: none">1. Approve the recommendation of staff and DV8 Consulting.2. Not approve the recommendation and refer the matter back to staff. | |
| Costs/Required Resources: <p>N/A</p> | Source of Funding <p>N/A</p> |

Recommendation:

It is recommended that Town Council consider and adopt the following resolution:

That Town Council direct staff to proceed with an Official Plan and Development Control Bylaw amendment process to re-zone Property No. 80150, being lands of Rocky Arsenault, from Single Residential (R1) to Low-Density Residential (R2) to facilitate the construction of a duplex on the property.

PID No 80150





Town of Kensington

Incorporated 1914

P.O. Box 418

Kensington, P.E.I.

C0B 1M0



Mayor: Gordon Coffin
Chief Administrative Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon

Web: www.kensington.ca
Email: mail@townofkensington.com
Tel: (902) 836-3781 Fax: (902) 836-3741

January 11, 2011

Attention: Wallace Bryanton
Kensington, PE
C0B 1M0

Re: Letter of Understanding – Subdivision of Lands Owned by Wallace Bryanton

Subject to Section 19.8 of the Town of Kensington Zoning and Subdivision Control (Development) Bylaw, the following letter shall serve as the official Agreement of Subdivision for Subdivision Plan # 10288 as drafted by Locus Surveys Ltd., being a subdivision of lands of Wallace Bryanton, located at 15 Pleasant Street (PID No. 80150).

Town Council approved the aforementioned plan on January 10, 2011 subject to an Agreement of Subdivision between the Town of Kensington and Wallace Bryanton outlining the terms and conditions of such approval.

Council's approval of the Subdivision as presented is subject to the following terms and conditions being met by the Developer and the Town of Kensington:

1. The Developer agrees that:

- a) The Municipality has an Official Plan and a Zoning and Subdivision Control Bylaw and any future development of Lot 10-1 or the remaining parcel shall be in compliance therewith.
- b) Any future development of the remaining parcel shall require an approved development permit from Town Council.
- c) A formal Right-of-Way Agreement shall be filed with the Provincial Registry Office in regards to Parcel R as indicated on Plan # 10288.
- d) The future provision of water and sewer servicing to the remaining portion, as indicated on Plan # 10288, shall be within the Right-of-Way indicated as Parcel R and is wholly the responsibility of the property owner.

- e) As property owner, you shall be responsible for all regulatory submittals to appropriate regulatory agencies upon the development of the remaining portion.
- f) That all other requirements under Town Bylaws and applicable Provincial and Federal legislation and regulations shall be adhered to.
- g) The Municipality does not in any manner warrant the development potential of the remaining portion as indicated on Plan # 10288.

2. The Municipality agrees that:

- a) Subdivision and site development shall be undertaken in accordance with all Municipal, Provincial and Federal Laws;
- b) All required permits and approvals shall be given on the basis of Subdivision Plan # 10288 as it relates to the subdivision development.

I trust that you will find the preceding terms and conditions to be acceptable. Please acknowledge these conditions by signing below and returning the letter to the Town Office.

Best Regards,

Geoff Baker, C.E.T.
Chief Administrative Officer
Town of Kensington

Acknowledged: _____
Wallace Bryenton

April 3, 2019

Town of Kensington
PO Box 418 Kensington, PE
C0B 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: townmanager@kensington.com

Re: Rezoning application for PID 80150 (adjacent to 15 Pleasant Street) – Amended Report

Dear Mr. Baker,

I have reviewed the Town of Kensington's *Official Plan and Zoning and Subdivision Control (Development) By-law* with respect to the request to rezone PID 80150, which is identified as Lot 10-1 on Plan of Subdivision #10288 approved January 10, 2011. The property is currently zoned R1 Single Residential Zone, and the applicant is requesting a change to R2 Low Density Residential Zone in order to develop a duplex on the property. As per Section 19 of the *By-law*, an application to rezone a property shall be deemed to be an application to amend the *By-law* and no amendment shall be made contrary to the policies in the *Official Plan*. The subject property is identified as R1 Single Residential on the *Future Land Use Map*, as such the application to amend the *By-law* also requires an amendment to the *Official Plan*.

When this parcel was subdivided in 2011, it was done so on the condition that the property was also to be rezoned from R3 – Multi-Unit Residential to R1 – Single Residential Zone, as recommended by a Planner and Engineer who reviewed the application at that time and concluded that the property lacked “a safe and efficient access” for multiple units. The parcel is currently landlocked with no frontage on a public street. Access is restricted to a 30 ft wide right-of-way over the adjacent parcel at 15 Pleasant Street, identified as Parcel – R on the Plan of Subdivision. At the time of subdivision, the right-of-way was thought to be 20 ft wide, and insufficient to accommodate multiple units as the Engineer's report had recommended that a minimum right-of-way width of 8.1 m (26.6 ft).

As per Section 4.13.2, Council may approve a development permit for a residential structure which fronts on a private right-of-way, provided that: no reasonable provision can be made to provide access to a public street; safe ingress and egress from the lot can be provided; and that an agreement is registered in the PEI Registry Office, binding on all land owners abutting or fronting on the private right-of-way providing for the long term ownership and maintenance of the right-of-way, such agreement shall be binding on all heirs, successors and assigns of the current property owners.

The subject property is behind and adjacent to existing single detached dwellings, and borders the boundary between the existing R1 and R3 zones. The R1 zoning appears to be aligned with the current goals of the Official Plan, which state that the Town “encourages the maintenance of a safe and efficient vehicular and pedestrian circulation system” and the “creation and maintenance of safe, efficient, stable and visually appealing residential neighbourhoods.” However, the Official Plan also states that the Town will “provide a range [in] residential zoning to support housing opportunities to meet various socio-economic and physical needs.”

Although a review of the Town's housing stock and the market demands for single detached dwellings vs multiple unit dwellings is still ongoing as part of the Official Plan review, one can easily observe the development trends within the Town. In contrast to other towns in PEI which contain undeveloped land that is predominantly R1 or Agricultural zone with limited other residential options, Kensington has benefited by having undeveloped land that has been zoned for a variety of housing types. This has allowed development to continue in the Town as demand for 2-unit and multi-unit dwellings has increased over the past number of years – and this may be linked to the Town's population increase since the last census where other Towns and Rural Municipalities have seen a decrease in recent years.

With regards to the application at hand, the proposed rezoning is supported by the Official Plan goals and from a technical perspective meets the requirements of the Engineer's recommendation from 2011 for access. As such, the application to proceed to a public meeting to consider rezoning the property to R2 – Low Density Residential is supported.

As always, please feel free to contact me with any further questions.

Best regards,



Hope Parnham, CSLA MCIP

Dv8 CONSULTING

CHARLOTTETOWN PE

E. HPARNHAM@OUTLOOK.COM

T. 902-393-1815

Geoff Baker

From: Rocky Arsenault <rocky@remaxharbourside.ca>
Sent: March 5, 2019 8:40 AM
To: townmanager@townofkensington.com
Subject: Lot approval request

I would like to have my property on Pleasant Street approved for a duplex.

This property was previously owned by John & Thursa Nicholson. You have a copy of the survey. It contains approx 1 acre.

Thank you

Rocky Arsenault

Rocky Arsenault @ Remax Harbourside

Town of Kensington - Request for Decision

| Date: April 5, 2019 | Request for Decision No: 2019-25 | | | | | | | | | | | | |
|---|--|-------------------|---------------------|---|--|---|--|---|------------------------|---|-------------------------|---|--|
| Topic: Investing in Canada Infrastructure Program | | | | | | | | | | | | | |
| Proposal Summary/Background: <p>On August 16, 2018, Canada and the Province of PEI entered into a new funding agreement referred to as the <i>Investing in Canada Infrastructure Program (ICIP)</i>. The program consists of the following four funding streams (categories), as well as three sub-streams:</p> <ol style="list-style-type: none">1) Public Transit2) Community, Culture and Recreation3) Rural and Northern Communities4) Green Infrastructure, consisting of the following three subcategories:<ol style="list-style-type: none">a. Climate Change Mitigationb. Adaptation, Resilience and Disaster Mitigationc. Environmental Quality (which includes water and wastewater projects) <p>The Province's Infrastructure Secretariat (IS) announced on March 8, 2018 that they will be accepting applications to the ICIP until 4:00 PM on April 26, 2019 for potential projects that can begin construction prior to December 31, 2020</p> | | | | | | | | | | | | | |
| Benefits: <ul style="list-style-type: none">• Will provide for improvements in the town's essential infrastructure.• Will ensure an effective treatment (virus reduction) in the town's water system.• Will ensure effective treatment of the town's wastewater to meet the Federal Effluent Quality Guidelines.• Will complete a "looping" of the town's water system in the Broadway Street South area. | | | | | | | | | | | | | |
| Disadvantages: <ul style="list-style-type: none">• None Noted. | | | | | | | | | | | | | |
| Discussion/Comments: <p>In December, 2018 it was recommended by the CAO that Town Council submit Expressions of Interest to the ICIP for the following projects (and priorities):</p> <table><thead><tr><th><u>Priority #</u></th><th><u>Project Name</u></th></tr></thead><tbody><tr><td colspan="2"><u>Green Infrastructure (Environmental Quality)</u></td></tr><tr><td>1</td><td>Broadway Street South Water Main Extension</td></tr><tr><td>2</td><td>Sewer Main Replacement</td></tr><tr><td>3</td><td>Water Tower Replacement</td></tr><tr><td colspan="2"><u>Community Culture and Recreation</u></td></tr></tbody></table> | | <u>Priority #</u> | <u>Project Name</u> | <u>Green Infrastructure (Environmental Quality)</u> | | 1 | Broadway Street South Water Main Extension | 2 | Sewer Main Replacement | 3 | Water Tower Replacement | <u>Community Culture and Recreation</u> | |
| <u>Priority #</u> | <u>Project Name</u> | | | | | | | | | | | | |
| <u>Green Infrastructure (Environmental Quality)</u> | | | | | | | | | | | | | |
| 1 | Broadway Street South Water Main Extension | | | | | | | | | | | | |
| 2 | Sewer Main Replacement | | | | | | | | | | | | |
| 3 | Water Tower Replacement | | | | | | | | | | | | |
| <u>Community Culture and Recreation</u> | | | | | | | | | | | | | |

1 Kensington Train Station Upgrades (subsequently made application through the Gas Tax Program to complete this project)

2 Credit Union Centre Parking Area Improvements

Rural and Northern Communities

1 Barrett Street/Broadway Street South Sidewalk Replacement and Rehabilitation

Green Infrastructure (Climate Change Mitigation)

1 Credit Union Centre Solar Panel Installation

On Wednesday April 3, 2019, Mayor Caseley, CAO Geoff Baker and Water and Sewer Operator, Ralph Wadman attended a meeting with representatives of the Province's Department of Environment, Morley Foy and Ben Lanigan, to discuss water and sewer issues throughout the town, and more specifically a Lagoon Inspection Report which was completed in 2018. The Report identified a requirement for the town to address vegetation issues around the lagoons, berm erosion around the facultative lagoon and sludge (solids) removal. It is apparent that the town's total suspended solids (TSS) sample analysis from the previous two quarters have not met the Federal Governments Effluent Quality Parameters. The town has recorded two previous readings of 33 mg/l and 37 mg/l against a 25 mg/l guideline. While not overly alarming at this point in time, it is an indication of sludge build up in the facultative lagoon, which must be addressed over the next year.

Another item discussed at the meeting was the requirement for the Town to implement 4-log virus reduction within its water system. This can be achieved in a couple of different ways, including UV filtration, or increasing the chlorine contact time/storage time before source water arrives at its first user, i.e. household. A handful of municipalities on the Island have implemented 4-log reduction and it was highly recommended by the Department of Environment representatives that Kensington move in this direction.

Based on the preceding information it is recommended that Town Council re-consider its priorities for infrastructure investment and make application to the Environmental Quality: Green Stream of the ICIP for the following three projects prior to April 26th, to begin construction prior to December 2020:

- 1. Wastewater Lagoon Upgrades (Estimated cost \$250,000)***
- 2. 4- Log Reduction Implementation (Estimated cost \$200,000)***
- 3. Broadway Street South Water Main Extension (Estimated Cost (by WSP Engineering) \$782,000)***

The Environmental Quality: Green Stream carries the following contribution amounts: Federal Government – 40%, Provincial Government – 33.33%, Town of Kensington – 26.67% resulting in the following estimated contributions from the Town of Kensington towards the three recommended projects:

1. Wastewater Lagoon Upgrades (Estimated at \$66,675)
2. 4- Log Reduction Implementation (Estimated at \$53,340)
3. Broadway Street South Water Main Extension (Estimated at \$208,559.40)

Following approval, staff will proceed with obtaining engineering cost estimates for both the Lagoon Upgrades and 4-Log Reduction projects and borrowing pre-approval for all three projects to enable application submittal prior to the stated deadline.

Options:

1. Authorize staff to submit funding applications to the ICIP as recommended.
2. Not authorize staff to submit the funding application and refer the matter back to staff.

Costs/Required Resources:

Estimated at \$328,574.40

Source of Funding:

W&PCC Long Term Borrowing – An initial review was undertaken on the cash flow requirements associate with the proposed long-term borrowing. While the estimated project costs still require confirmation, based on the estimates (and the 2019/20 W&PCC cash flow projections), the W&PCC may be short of cash in the amount of \$3,000 to \$4,000/year. It is anticipated that this potential shortfall can be addressed through the 2020 rate adjustment, and future adjustments as applied for by Town Council.

Recommendation:

It is recommended that Town Council consider and adopt the following resolutions:

Resolution 1

THAT the Town of Kensington submit an application to the Investing in Canada Infrastructure Program – Environmental Quality: Green Stream to fund a portion of the cost of the Town of Kensington Wastewater Lagoons Upgrades Project and that such project be designated as Priority 1.

The Council understands that all future operational costs associated with and resulting from the project will be the responsibility of the Town of Kensington.

Resolution 2

THAT the Town of Kensington submit an application to the Investing in Canada Infrastructure Program – Environmental Quality: Green Stream to fund a portion of the cost of the Town of Kensington Water System 4-Log Reduction Project and that such project be designated as Priority 2.

The Council understands that all future operational costs associated with and resulting from the project will be the responsibility of the Town of Kensington.

Resolution 3

THAT the Town of Kensington submit an application to the Investing in Canada Infrastructure Program – Environmental Quality: Green Stream to fund a portion of the cost of the Town of Kensington Broadway Street South Water Main Extension Project and that such project be designated as Priority 3.

The Council understands that all future operational costs associated with and resulting from the project will be the responsibility of the Town of Kensington.



Transportation,
Infrastructure and Energy

Environmental Quality: Green Stream

Investing in Canada Infrastructure Program

Project Submission Guidelines

1.0 Introduction

This guide provides an overview of the information required for submission of projects under the Investing in Canada Infrastructure Program and represents the information required for a typical project application. Additional information may be requested as needed.

A complete project submission includes the following:

- ☐ A completed Project Application including overall project priority ranking
- ☐ KML file with project location details (see Annex A)
- ☐ Signed attestation by Ultimate Recipient
- ☐ A completed Environmental and Aboriginal Consultation Information questionnaire*
- ☐ Climate Lens assessment(s), *if applicable*

The project application contains 9 sections:

1. Project Tombstone Information
2. Project Finances
3. Project implementation Details
4. Outcomes, Indicators and Targets
5. Climate Lens
6. Community Employment Benefits requirements
7. Other Documents Required
8. Attestation
9. Risks and Mitigation Strategies (For Provincial Use Only)

Sections 1 through 8 should be completed by the ultimate recipients. Section 9– Risks and Mitigation Strategies will be completed by the Province

* Note that capital costs, including site preparation or construction, will not be reimbursed until the Province has confirmed that Environmental Assessment requirements and Aboriginal Consultation obligations have been met to the extent possible at the time a claim is processed.

2.0 Project Eligibility

2.1 OUTCOMES

Under the Investing in Canada Infrastructure Program (ICIP), the way that project eligibility is determined has changed. In the past, eligibility was based exclusively on asset type. With ICIP, project eligibility is now assessed using an outcomes-based approach. In order to be considered for funding, a project must align with at least one immediate outcome within the investment stream identified directly below. The project must also meet all applicable program requirements as outlined in these guidelines and within the application.

Table 1. Immediate Outcomes for ICIP Funding Streams

| Funding Stream | Immediate Outcome |
|---|--|
| Green Infrastructure - Environmental Quality | Increased capacity to treat and/or manage wastewater and stormwater Increased access to potable water Increased capacity to reduce and/or remediate soil and/or air pollutants |

2.2 ELIGIBLE RECIPIENTS

- i. A public sector body that is established by or under provincial statute or by regulation, or is wholly-owned by the provincial or municipal government; or
- ii. When working in partnership with a municipality, a public or not-for-profit institution that delivers post-secondary courses or programs; or
- iii. A private sector body, including for-profit organizations and not-for-profit organizations. In the case of for-profit organizations, they will need to work in partnership with one or more of the entities referred above; or
- iv. Any of the following Indigenous Ultimate Recipients:
 - a. A band council within the meaning of Section 2 of the *Indian Act*;
 - b. A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
 - c. A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
 - d. A not-for-profit organization whose mandate is to improve Indigenous outcomes, in partnership with one or more of the Indigenous entities referred directly above.

2.3 PROGRAM ELIGIBILITY

To be eligible for funding, the Ultimate Recipient must demonstrate that they meet all the following:

- i. The project will support infrastructure, defined as tangible capital assets in Prince Edward Island primarily for public use and/or benefit;
- ii. They will be able to operate and maintain the resulting infrastructure over the long term;
- iii. The funding will be used for the acquisition, construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- iv. The application and supporting documents are comprehensive, credible, and feasible; and
- v. They meet all the program criteria identified in this guide.

2.4 PROGRAM REQUIREMENTS

Program requirements are as follows:

- i. Must comply with environmental assessment, Aboriginal consultation, as well as communication requirements; and
- ii. Must meet the following horizontal requirements:
 - a. Climate Lens Assessments- for projects whose total eligible cost exceeds \$10M; and
 - b. Community Employment Benefits Report- for projects whose total eligible cost exceeds \$10 M. It is not an eligibility criteria for funding approval of the project.

2.5 INELIGIBLE PROJECTS

Not applicable.

2.6 PROJECT FINANCIAL

2.6.1 Contribution Amounts

| Ultimate Recipient Category | Federal Contribution | Provincial Contribution | Ultimate Recipient Contribution |
|-----------------------------|----------------------|-------------------------|---------------------------------|
| For Profit | 25% | TBD | TBD |
| Provincial | 50% | 50% | n/a |
| Municipal | 40% | 33.33% | 26.67% |
| Not-for-Profit | 40% | 33.33% | 26.67% |
| Indigenous People | 75% | TBD | TBD |

2.6.2 Stacking Rules

- The maximum project funding from all federal sources is not permitted to exceed the percentages shown in column above labeled "Federal Contribution"

2.6.3 Overall Priority Ranking

- In cases where more than one application is being submitted, the entire group of all applications regardless of funding stream must be ranked starting with 1 for the highest priority project. This will be used to help determine which projects will be funded first. Failure to do so will result in the Infrastructure Secretariat placing a priority number based on the date and time of review of application.

2.6.4 Other Requirements

- All expenditures must be claimed in the fiscal year in which the expense was incurred. This is due to auditing requirements under GAAP. Costs claimed for the incorrect fiscal year will not be an eligible cost.
- The portion of the HST not reimbursed by the other Federal Government programs is an eligible cost.
- The Ultimate Recipient is responsible for any cost over-runs that exceed the total project amount approved.

2.6.5 Estimates and Timelines

Ultimate Recipients are encouraged to provide accurate estimates and timelines for the proposed project. Ultimate Recipients should use their previous knowledge of the approval process to ensure accurate estimates and timelines are provided.

2.6.6 Tendering

The Ultimate Recipient must follow the procurement requirements outlined in the Atlantic Procurement Agreement (APA), Canadian Free Trade Agreement (CFTA)) and Internal Trade Agreements (World Trade Organization's Government Procurement Agreement and the Comprehensive Economic & Trade Agreement). It is the responsibility of the Ultimate Recipient to become familiar with and to follow these agreements. Failure to do so may result in otherwise eligible costs being declared ineligible.

2.6.7 Insurance

The Province's Office of Risk Management has strict insurance requirements for projects funded or administered by the Province. All Ultimate Recipients must ensure that the ***"Government of Prince Edward Island"*** is added to all insurance policies as an "Additional Insured". This not only applies to the Ultimate Recipient's policies, but also applies to all contractors working on the project. It is advised that this insurance requirement become part of the tender documents for any project. No claims will be reimbursed until the proper insurance documentation is received by the Infrastructure Secretariat staff.

2.6.8 Eligible and Ineligible Costs

a) Eligible project costs include the following:

- i. All costs considered by the Province to be direct and necessary for the successful implementation of an eligible project which may include capital costs, design and planning, and costs related to meeting specific program requirements, including completing climate lens assessments and creating community employment benefit plans but excludes those explicitly identified in Section B) (Ineligible Project Expenditures);

-
- ii. Costs will only be eligible if incurred after the Ultimate Recipient receives written project approval, except for costs associated with completing climate lens assessments which are eligible before project approval, but can only be paid if and when final project approval is granted in writing;
 - iii. The incremental costs of employees of an Ultimate Recipient may be include as Eligible Expenditures for Projects under the following conditions:
 - a. The Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract; or
 - b. The arrangement receives written approval from INFC in advance.
 - iv. Costs will only be eligible as of the Project approval date, except for costs associated with completing a climate lens assessment, which are eligible before Project approval, but will only be paid if and when written Project approved is granted.

b) Ineligible project costs include the following:

- i. Costs incurred before project approval, except for expenditures associated with completing climate lens assessments;
- ii. Costs incurred for cancelled projects;
- iii. Costs of relocating entire communities;
- iv. Land acquisition;
- v. Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- vi. Any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, any direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipient's staff;
- vii. Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- viii. Any goods and services costs which are received through donations or in kind;
- ix. Provincial sales tax, goods and services tax, or harmonized sales tax for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates;
- x. Costs associated with operating expenses and regularly scheduled maintenance work;
- xi. Cost related to furnishing and non-fixed assets which are not essential for the operation of the asset/project; and
- xii. All capital costs, including site preparation and construction costs, until Canada and the Province has confirmed that environmental assessment and consultation obligations have been met to the extent possible.

2.7 ADDITIONAL REQUIREMENTS

- The Province reserves the right to cancel or withdraw a project if substantial project construction has not been undertaken on or before the 1st year anniversary of the written provincial approval date to proceed.
- Provide written confirmation indicating what HST reimbursement rate your organization is eligible to receive from the Federal Government (not required for provincial or municipal ultimate recipients).
- The Province reserves the right to request additional information for review and approval purposes.

3.0 Information Required for Project Submission

3.1 Project Tombstone Information

PROJECT TITLE

A concise but meaningful description of the asset and the work to be completed. For example: *Upgrade the main water line to the Waste Water facility* would be an acceptable title while *Pipe at Plant 5* is not.

ULTIMATE RECIPIENT PROJECT PRIORITY RANKING

Prioritize project using 1, 2, 3... with 1 representing the highest priority for the Ultimate Recipient of all projects being submitted regardless of funding stream

PROJECT DESCRIPTION

A brief but meaningful description of the main objectives of the project, the scope of the project (all major quantifiable components), and the approximate output(s) that the project will generate (eg. Water treatment plant, or 15km of new light rail). The description must clearly identify how the project will meet relevant immediate outcomes (as per Table 1). This should be in plain language and suitable for public communications purposes.

Quantitative information regarding the project (eg. Number of buses purchased, capacity of new pipes, etc) will be collected as part of the performance measurements information.

PROJECT CHARACTERISTICS

Answer yes or no to the questions and provide details where required.

ULTIMATE RECIPIENT NAME

The Province, municipality, regional government, Indigenous recipient or other eligible entity that will receive funds to deliver the project.

LOCATION

Indicate the province and the municipality where the project will take place.

Provide a KML file with the project location(s). This is not a picture or PDF map of the project location, but a digital spatial representation of the project location produced by a geographic information system. See Annex A for guidance on creating a KML file using the Aboriginal & Treaty Rights Information System website or Google Earth.

3.2 Project Finances

Complete the financial tables.

Total Project Costs: Sum of eligible and ineligible costs from all sources.

Total Eligible Costs: Sum of all eligible costs associated with the project as per the IBA.

Program Contribution: Amount of funding sought from INFC for the project.

Provincial or Territorial Contribution: Amount of funding contributed by the Province.

Ultimate Recipient Contribution: Amount of funding contributed by the Ultimate Recipient.

Other Contribution: Amount of funding sought from any other sources of funding (such as municipal share when not Ultimate Recipient, donations, other federal funding). Clearly identify the name of the entity that will provide each source of funding.

The total of all funding sources must add up to the total project costs (and not only eligible costs). Note that program cost sharing and federal stacking limits must be respected.

The fiscal year breakdown represents the portion of the contribution that will be claimed to INFC for reimbursement for each relevant fiscal year. The fiscal year begins April 1 and ends March 31 of the following year.

3.3 Project Implementation Details

NATURE OF THE PROJECT

Indicate the % of each: New, Rehabilitation, Expansion, Other (provide explanation).

ASSET OWNERSHIP AND OPERATION

Indicate if the Ultimate Recipient will own and operate the asset. If not, provide additional information regarding asset ownership and operation. Include the name and type of entity and a brief description of the arrangement.

PROJECT SCHEDULE

Provide details about the project schedule.

Forecasted Construction Start Date: date on which construction is expected to begin (shovels in the ground)

Forecasted Construction End Date: date of substantial completion

PROCUREMENT

Indicate if sole source procurement will be used, including relocation of utilities. If YES, for each sole source contract include the following information, if known: estimated amount of the sole source contract, who will be conducting the work, the nature of the work, and explain why sole source contracting will be used. *Note that projects that require sole source contracts may need a Treasury Board submission for project approval.*

3.4 Outcomes, Indicators and Targets

IMMEDIATE OUTCOMES

Select the immediate outcome(s) that apply to the project.

INDICATORS

Provide expected results for all indicators that are relevant to the project. See further details and definitions in Annex B.

3.5 Climate Lens

The Climate Lens consists of two potential assessments for projects being brought forward for funding: a greenhouse gas (GHG) mitigation assessment and a climate change resilience assessment. Complete the appropriate assessments following Infrastructure Canada's Climate Lens guidance documents. Summary information is required as part of the project application, and the complete assessment must also be included with your application.

| <u>Climate Lens assessment thresholds by funding stream for ICIP</u> | | |
|---|--|--|
| Funding Streams | GHG Mitigation Assessment | Climate Change Resilience Assessment |
| Environmental Quality sub-stream of Green Infrastructure | If total eligible costs are \$10M or greater | If total eligible costs are \$10M or greater |

3.6 Community Employment Benefits Reporting

Reporting on community employment benefits is a requirement for all projects over the \$10M threshold, although, if an Ultimate Recipient chooses not to report on community employment benefits, they can request to opt out by providing a rationale that will be reported publicly if accepted.

3.7 Other Documents Required

The following documents must be submitted for the application to be considered complete:

1. A KML electronic file must be submitted separately with the application to cpei-infrastructure@gov.pe.ca
2. A completed Environmental and Aboriginal Consultation questionnaire must be submitted electronically to cpei-infrastructure@gov.pe.ca in addition to a printed copy that is to be attached to this application

-
3. A signed paper copy of the application. If an electronic application (including an electronic signature) is submitted to cpei-infrastructure@gov.pe.ca by the deadline the required paper copy can be submitted at a later date

3.8 Attestation

Attestation by the Ultimate Recipient. Note that the Ultimate Recipient must have the authority and be in a position to attest that:

- Project information is complete and accurate
- The project will be governed under ICIP funding agreement terms and conditions

3.9 Risks and Mitigation Strategies

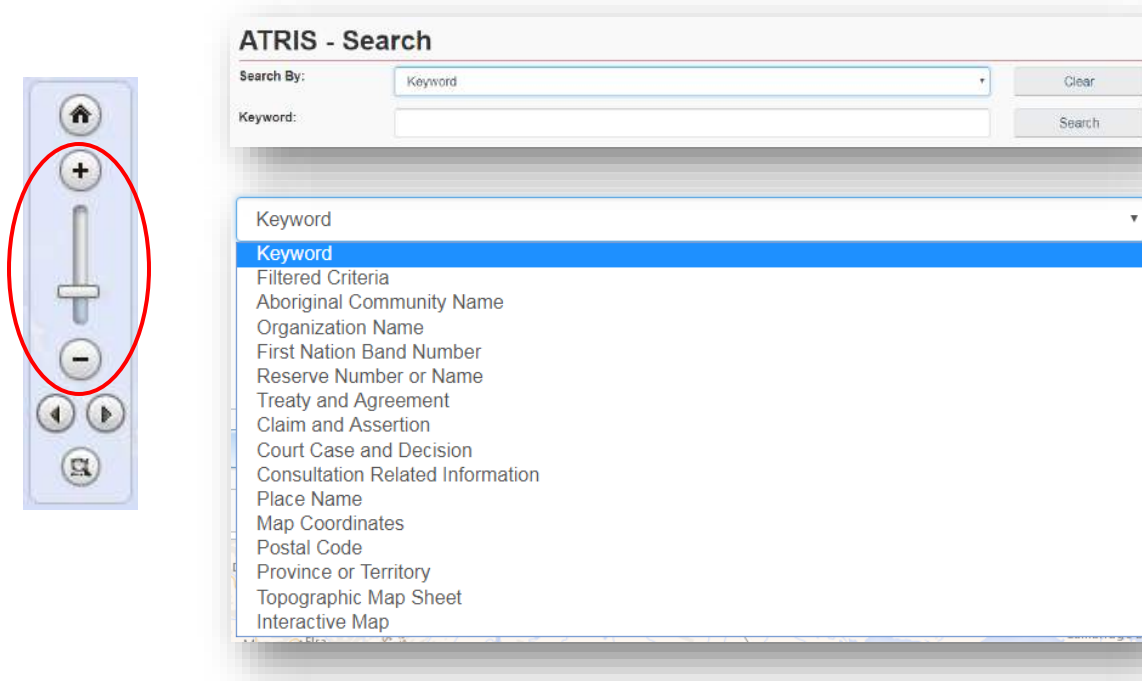
This section is based on the Province's assessment, not that of the Ultimate Recipient. From the included list, factors for each of the four categories (project complexity, project readiness, public sensitivity, Ultimate Recipient Risk) that have a reasonable likelihood of affecting the project will be selected by the Province.

Annex A – How To Create A .KML File

This guide will walk you through the steps to create a .KML file by using Indigenous and Northern Affairs Canada's (INAC) publicly available Aboriginal & Treaty Rights Information System (ATRIS) web-based application or Google Earth's free desktop application. Other geographic software packages like ArcGIS or QGIS may also be used to create the file, although this guide provides instructions for the use of ATRIS and Google Earth. Using a .KML allows a variety of point, polygon, and line data to be represented spatially with detail and consistency.

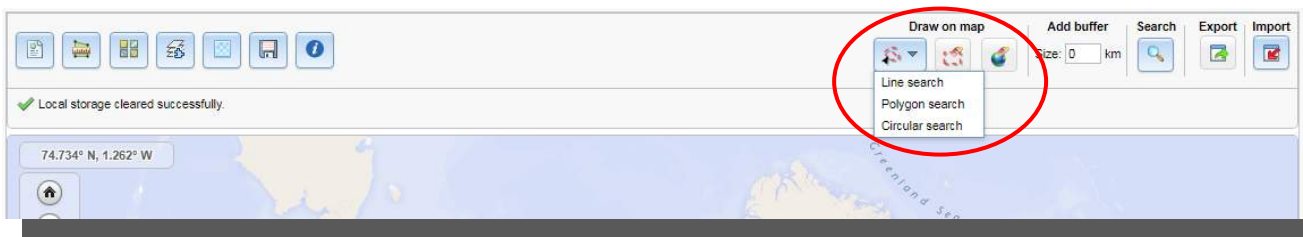
Using ATRIS

1. Navigate to INAC's publicly available ATRIS web-based application using this link:
http://sidait-atris.aadnc-aandc.gc.ca/atris_online/Content/Search.aspx
2. Navigate to the project location in the map viewer, either by clicking, dragging, and scrolling to zoom, or using the various search options available in the 'Search By:' drop down menu.



3. Draw your project on the map in the exact location using the "Draw on map" tools located in the top right of the ATRIS interface. You may draw as many components of varying types (point*, line, polygon) as necessary to be saved as one single .KML file.

**ATRIS users will not be able to create a geometry "point" in GIS terms, but the "Circular Search" option allows users to create circular polygons able to mimic points in terms of scale.*



Choose the appropriate drawing tool for the type of component you are drawing:

a. Line search

- Click as many times as necessary to create a line that represents your linear project feature. Double click to complete.
- Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.



b. Polygon search

- Click as many times as necessary to create a closed polygon that represents the project feature. Double click to complete.
- Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.



c. Circular search

- Click on the map to automatically create a circle. To create a smaller circle similar to a point, zoom in as close as possible on the map before clicking. Alternatively, click and drag, then release to draw a circular project feature yourself.
- Examples include: wells, outfalls, culverts, etc.



If at any time you wish to erase anything you've drawn, use the following two options:



Erase by Exent: Click and drag to create a shape around what you want to delete. Anything intersecting the box will be deleted when you release.



Global Erase: This will erase everything on the map. Click OK when prompted to clear the map viewer and start fresh.

4. Once you are satisfied with the drawn representation of your project, click the 'Export' button.



The .KML will download as 'SearchAreas.kml' (unless you have specified otherwise) to the location where your browser saves downloads. The file name can be changed to something that reflects the project name before sending it to INFC.

Your file is now ready to be uploaded or sent via email.

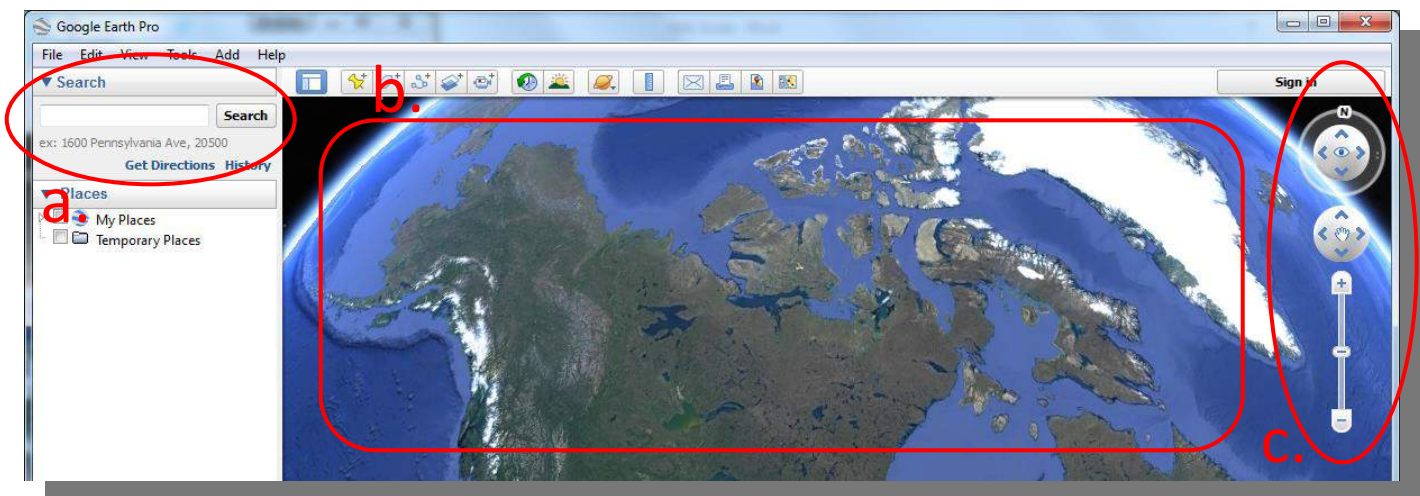
Should you need any further assistance with ATRIS, please visit the following link to find more information about ATRIS training webinars:

https://www.aadnc-aandc.gc.ca/eng/1100100014686/1100100014687#sec1_1

Using Google Earth

*If you already have Google Earth installed on your system, skip to step 2.

1. If you don't already have Google Earth (free) installed on your system, follow the download instructions at this link: <https://www.google.com/earth/desktop/>
2. Navigate to your project location using one or more of the following options:
 - a. Typing an address or coordinates in the search bar
 - b. Using the navigation tools
 - c. Clicking, dragging, and scrolling in the map viewer



3. Draw your project on the map in the proper location using the placemark, polygon, and path tools (pictured below). You may draw as many components of varying types (point, line, polygon) as necessary.

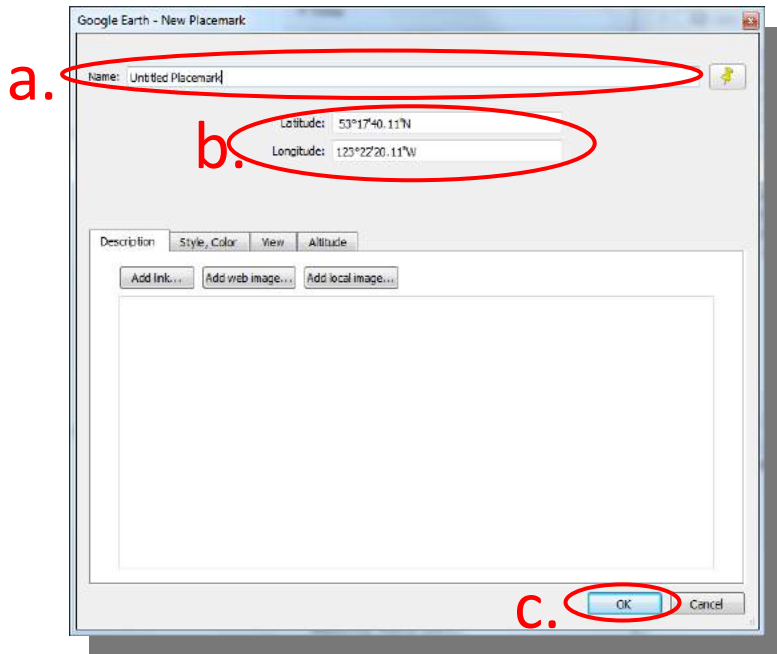


Choose the appropriate drawing tool for the type of component you are drawing:

- a. Placemark: point project components
- Examples include: wells, outfalls, culverts, etc.



Clicking this button will add a placemark to the map and bring up a corresponding dialogue box (see below).

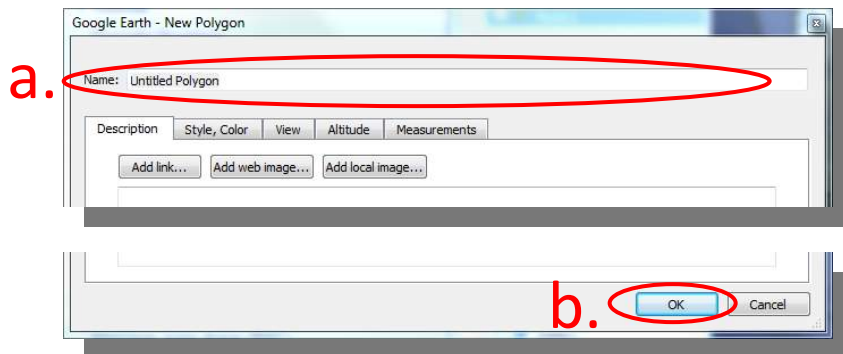


- You can move the placemark by clicking and dragging it to the desired location, or entering the desired latitude and longitude coordinates in the dialogue box (a).
- You can rename the placemark by changing the entry in the 'Name' field of the dialogue box (b).
- Click 'OK' when finished (c).

- b. Polygon: project components that consist of an area of any shape
- Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.



Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a closed polygon that represents your project feature.



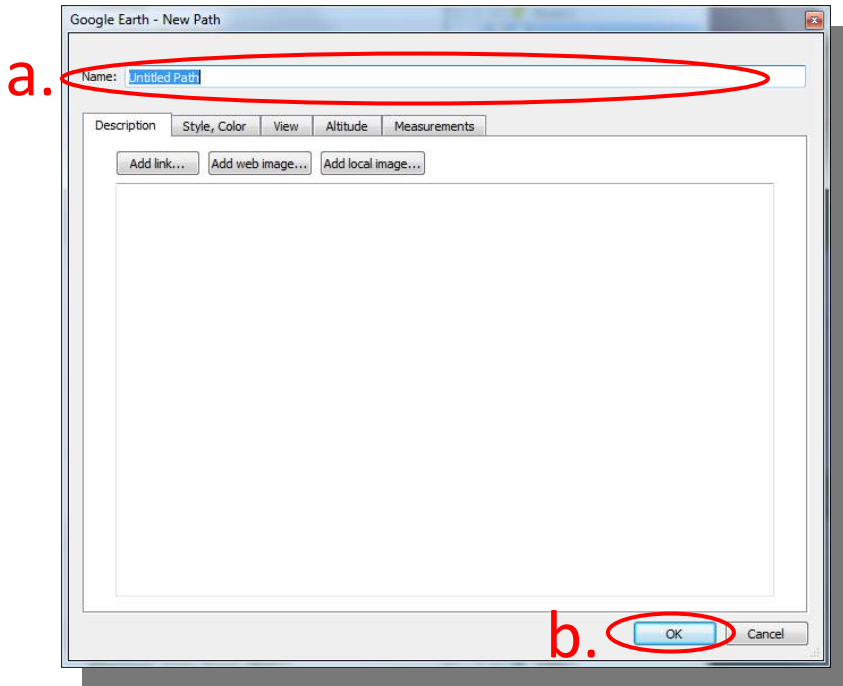
- You can rename the polygon by changing the entry in the 'Name' field of the dialogue box (a).
- Click 'OK' when finished (b).

- c. Path: linear project components

- Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.



Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a line that represents your project feature.



- You can rename the polygon by changing the entry in the 'Name' field of the dialogue box (a).
- Click 'OK' when finished (b).

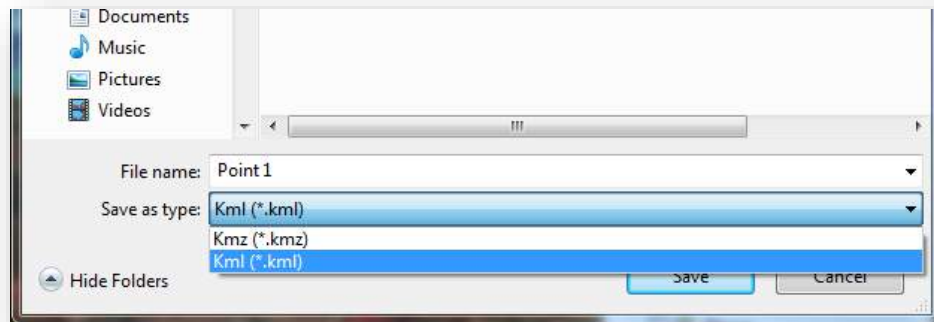
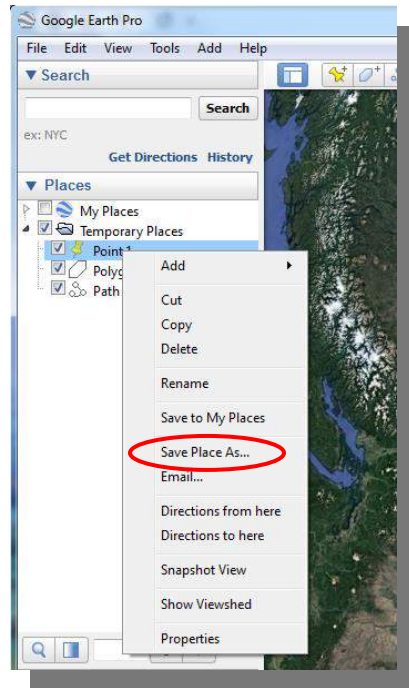
All drawn components will appear in the 'Places' sidebar under the 'Temporary Places' folder.



4. Export the shapes to .KML to be shared.

*** Warning: If you have multiple shapes, they will need to be exported individually as separate .KML files.**

- a. Right click on the component in the 'Places' sidebar and click 'Save Place As...'.
- b. Change the file type from .KMZ to .KML using the 'Save as type:' drop down menu.



- c. Choose the location where you would like to save the file in the file browser. You will need to locate it later on to send it to the PEI Infrastructure Secretariat.



Click 'Save' when you are finished. You are now ready to upload or email the file to the PEI Infrastructure Secretariat.

***Repeat Step 4 for as many project components as you have created if you have more than one.**

Annex B – Performance Measurement Guidance

1.0 Introduction

This Performance Measurement Strategy (PM Strategy) captures the Program results which are expected to be achieved. Results have been articulated across the funding stream and along the immediate, intermediate and long-term time horizons. Underlying each results statement is a series of data points which will allow for reporting progress against results.

2.0 Achievement of Results

A logic model has been developed to capture the expected results which the Program will achieve in the immediate, intermediate and long-terms. Immediate results are defined as those which can be achieved at project conclusion or within a short time of project conclusion. These results are the practical and tangible changes to infrastructure happening in communities on an ongoing basis over the lifecycle of the program.

Progress toward intermediate results will be measured over a three to five year cycle. Intermediate results are typically characterized as shifts in the use of infrastructure and changes in the behaviours and attitudes of Canadians. They are directly influenced by collective achievements at the immediate level. For example, immediate results within the Public Transit funding stream speak to increases to the capacity, quality, safety and accessibility of public transit. Collective achievement of these immediate, project-specific results will contribute to increased usage of public transit over time – a result that is expected at the intermediate level. Over the long term, the cumulative impact of immediate and intermediate results will contribute to improved urban mobility in Canadian cities.

3.0 Data Collection

The Ultimate Recipient is required to submit project-specific data to support evidence of progress toward immediate results. Data will be collected as part of each individual project submission in keeping with the immediate outcome(s) to which each project aligns. Data collected at project submission will be characterized as contributing to expected results and will be reported as work in progress. If there is no material change to the scope of the project between its approval and conclusion, no additional data collection activities will be required. At project conclusion, the Ultimate Recipient will be asked to confirm that the expected results are in fact achieved (or will be achieved over the short term). If at any point there is a change to the scope of the project which may impact the achievement of expected results, the Ultimate Recipient will be required to review and update the data as appropriate.

In addition to the requirement to provide data to track progress toward immediate results, individual projects will be required to submit additional data in the following circumstances:

1. The Climate Lens will require project proponents to undertake assessment of greenhouse gas (GHG) emissions and/or resilience to the impacts of climate change as follows:
 - a. All projects submitted under the Green Infrastructure-Climate Change Mitigation sub-stream must submit GHG assessments demonstrating a net reduction in emissions relative to the baseline;

- b. All projects submitted under the Green Infrastructure-Adaptation, Resilience and Disaster Mitigation sub-stream must submit climate resilience assessments demonstrating how the project advances adaptation, resilience and/or disaster mitigation;
 - c. Projects in other streams and sub-streams, whose total costs exceed an appropriate value threshold, will also be required to complete GHG and/or resilience assessments. Specific thresholds will be established upon signing each Integrated Bilateral Agreement.
2. The Community Employment Benefits (CEB) initiative requires project proponents to track and report on the number of hours worked by a target population and/or enterprise. At project submission, proponents are asked to identify which of the following will be targeted: apprentices; Indigenous peoples; women; persons with disabilities; veterans; youth; recent immigrants; and small-sized, medium-sized and social enterprises. The value threshold of greater than \$10M will require the Ultimate Recipient to report on CEB.
3. The indicator associated with long-term drinking water advisories in non-reserve communities is intermediate and will have a target associated with it. As such, long-term drinking water advisory data in non-reserve communities will be requested.

Investment Stream: Green Infrastructure / Sub-Stream: Environmental Quality

| Immediate Outcomes | Indicators |
|--|--|
| IM10 – Increased capacity to treat and manage wastewater and stormwater | Number/length and type of wastewater and stormwater assets receiving investment <ul style="list-style-type: none"> Wastewater <ul style="list-style-type: none"> Treatment plants Lagoon systems Wastewater pump stations Wastewater lift stations Wastewater storage tanks Linear wastewater assets Stormwater <ul style="list-style-type: none"> Drainage pump stations Management facilities – ponds and water wetlands Management facilities – all other permitted end-of-pipe facilities Linear stormwater assets |
| | Physical condition of wastewater/stormwater assets receiving investment (before investment and at project conclusion) <ul style="list-style-type: none"> Very Poor, Poor, Fair, Good or Very Good |
| | Number of wastewater systems achieving compliance with federal effluent regulations (in the case of Quebec, ROMAEU regulations) |
| | Volume of materials diverted, measured in litres (before investment and at project conclusion) |
| | Capacity to dispose of materials, measured in litres (before investment and at project conclusion) |

| | |
|---|--|
| IM11 – Increased access to potable water | Number/length and type of drinking water assets receiving investment <ul style="list-style-type: none"> • Water treatment facilities • Reservoir • Pump stations • Local water pipes • Transmission pipes |
| | Physical condition of potable water assets receiving investment (before investment and at project conclusion) <ul style="list-style-type: none"> • Very poor, Poor, Fair, Good or Very Good |
| | Will any of the following long-term drinking water advisories be resolved as a result of this project? (Select from drop down list) |
| IM12 – Increased capacity to reduce or remediate soil and air pollutants | Volume of materials diverted, measured in tonnes (before investment and at project conclusion) |
| | Capacity to dispose of materials, measured in tonnes (before investment and at project conclusion) |
| | The geographic footprint of lands which have been remediated (provided by GPS file, .kml format) <ul style="list-style-type: none"> • Is the site ready for intended use at project conclusion (yes/no) |

DEFINITIONS

Physical Condition: is measured on a 5 point scale, as defined below.

- **Very poor:** The asset is unfit for sustained service. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.
- **Poor:** Increasing potential of affecting service. The asset is approaching end of service life; condition below standard and a large portion of system exhibits significant deterioration.
- **Fair:** The asset requires attention. The assets show signs of deterioration and some elements exhibit deficiencies.
- **Good:** The asset is adequate. Acceptable, generally within mid stage of expected service life.
- **Very good:** Asset is fit for the future. Well maintained, good condition, new or recently rehabilitated.

Potable water assets include the following:

- **Local water pipes** include all connecting pipes, of diameter less than 416 mm, between pump stations, re-chlorination facilities and storage facilities if these are located within the distribution system.
- **Pump stations** include pump stations within the non-linear potable water system owned by your organization, as well as all pump stations leased by your organization through a capital lease agreement.
- **Reservoir:** A pond, lake, or basin (natural or artificial) that stores, regulates, or controls water. Include the number of reservoirs and water towers within the distribution, transmission, or integrated system owned by your organization or leased by your organization through a capital lease agreement.
- **Transmission pipes** include all connecting pipes, of diameter greater than or equal to 416mm, between pump stations, re-chlorination facilities and storage facilities when located between the source and the treatment plant or between the treatment plant and the distribution system.

Storm water assets include the following:

- **Linear storm water assets** include culverts less than 3 meters in diameter, open ditches, storm water pipes (diameter: < 450 mm), storm water pipes (diameter: ≥ 450 mm to < 1,500 mm), and storm water pipes (diameter: ≥ 1,500 mm) owned by your organization or leased by your organization through a capital lease agreement.
- **Storm water drainage pump stations** include storm water drainage pump stations that are connected to drainage swales, ditches and storm sewers. **Exclude** combined pump stations which convey combined sewage/storm water to wastewater treatment plants.
- **Storm water management facilities – All other Permitted End-of-Pipe Facilities** includes engineered end-of-pipe facilities that have received a permit or approval to operate and which are not storm water ponds or wetlands (e.g. oil-grit separators, etc.).
- **Storm water management facilities – Storm water management ponds and storm water wetlands:** includes engineered end-of-pipe facilities that have received a permit or approval to operate and which may provide peak flow control, runoff quality control, runoff control for downstream erosion, runoff volume control, etc. Includes dry ponds, wet ponds, and storm water wetlands etc.



Transportation,
Infrastructure and Energy

Environmental Quality Funding Application

Investing In Canada Infrastructure Plan (ICIP)

| 1 Project Tombstone Information | |
|--|---|
| Project Title | UR Overall Priority Ranking # (SEE GUIDELINES Section 2.6.3) (1 being highest priority) |
| | |
| Project Description (Describe actual work to be completed) | |
| | |
| Project Characteristics | |
| 1a) Has this project been submitted for consideration in any other funding programs other than this one? | ___ YES or ___ NO |
| 1b) If you answered "yes" to question 1a), please list the funding programs and amount of funds applied for under each: | |
| i. _____ | \$ _____ |
| ii. _____ | \$ _____ |
| iii. _____ | \$ _____ |
| iv. _____ | \$ _____ |
| 1c) Is the asset for public use or public benefit? | ___ YES or ___ NO |
| 1d) If you answered "yes" to question 1c), will the highest published accessibility standard, code, or by-laws in the jurisdiction be met or exceeded? | ___ YES or ___ NO |

| | | |
|---|-----------------------|-------------------|
| e) Does this project benefit Indigenous peoples by advancing the Truth and Reconciliation Commission's Calls to Action? | | ___ YES or ___ NO |
| Legal Name of Ultimate Recipient Applying for Funding | | |
| | | |
| Street Address/P.O. Box | | |
| | | |
| Community/Town/City of | Postal Code | |
| | | |
| Telephone | Email | |
| | | |
| Contact Name | Official Title | |
| | | |

| 2 Project Finances | | | | |
|--|-----------------------------|----------------------|-------------------------|---------------------------------|
| Please place a check mark beside one of the four Ultimate Recipient categories for which you are applying in the table directly below | | | | |
| Check One Box | Ultimate Recipient Category | Federal Contribution | Provincial Contribution | Ultimate Recipient Contribution |
| | For Profit | 25% | TBD | TBD |
| | Provincial | 50% | 50% | n/a |
| | Municipal | 40% | 33.33% | 26.67% |
| | Not-for-Profit | 40% | 33.33% | 26.67% |
| | Indigenous People | 75% | TBD | TBD |
| <p>For Profit recipient must show they are working collaboratively with one of the other entities to be considered eligible for funding. If the For Profit Ultimate Recipient Category is checked off above, please indicate which of the other entities listed above you will be working in collaboration with and describe how this collaboration will be conducted.</p> | | | | |

| Sources of Funds | | (\$ Amount Confirmed | |
|---|--|----------------------|--|
| Total Project Costs | | | |
| Total Eligible Costs | | | |
| Federal Contribution | | | |
| Provincial Contribution | | | |
| Ultimate Recipient Contribution | | | |
| % HST rebated from Federal Government | | | |
| % Other Federal rebates available on this project | | | |
| Other Contribution <i>(one row for each source)</i> | | | |
| Other Contribution <i>(one row for each source)</i> | | | |
| Fiscal Year Breakdown – Federal & Provincial Portion Only (April 1 to March 31) | | | |
| 2018-19 | | 2023-24 | |
| 2019-20 | | 2024-25 | |
| 2020-21 | | 2025-26 | |
| 2022-22 | | 2026-27 | |
| 2022-23 | | 2027-28 | |

| 3 Project Implementation Details | | | | | | | | | |
|--|-------------|-----|------------------|-----|--------|------------------------------|--------|-----|---------|
| Nature of the Project <i>(indicate % for each relevant type)</i> | | | | | | | | | |
| New % | | | Rehabilitation % | | | Expansion % | | | |
| Other % (provide explanation) | | | | | | | | | |
| Asset Ownership | | | | | | | | | |
| Does the Ultimate Recipient own the land where the construction will take place? | | | | | | ___ YES or ___ NO or ___ N/A | | | |
| Will the Ultimate Recipient own and operate the newly acquired asset(s) for the first 5 years? | | | | | | ___ YES or ___ NO | | | |
| Percentage of Design Completed | | | | | | | | | |
| ___ | Not started | ___ | Up to 25% | ___ | 26-50% | ___ | 51-75% | ___ | 76-100% |

| Project Dates (DD, Month, YYYY) | |
|--|--|
| Actual or Projected Design/Engineering Completion Date | |
| Tender or Request for Quotation Date | |
| Forecasted Construction Start Date | |
| Forecasted Construction End Date | |

| 4 Outcomes, Indicators and Targets | | | | |
|--|---|--|--|---|
| Project outcomes(s) | | | | |
| — | | Increased capacity to treat and/or manage wastewater and storm water | | |
| Indicators | | | | |
| | | Quantity/Length | Physical Condition Before Investment (Very Poor, Poor, Fair, Good or Very Good) | Physical Condition After Investment (Very Poor, Poor, Fair, Good or Very Good) |
| Wastewater assets <i>Indicate quantity or length as appropriate</i> | Treatment plants | | | |
| | Lagoon systems | | | |
| | Wastewater pump stations | | | |
| | Wastewater lift stations | | | |
| | Wastewater storage tanks | | | |
| | Linear wastewater assets (in meters) | | | |
| | Compliance with federal effluent regulations | | This project will achieve compliance with regulations | ___ YES or ___ NO |
| | | Risk level of the facility | ___ MEDIUM ___ HIGH | |
| | | Quantity | Physical Condition Before Investment (Very Poor, Poor, Fair, Good or Very Good) | Physical Condition After Investment (Very Poor, Poor, Fair, Good or Very Good) |
| Stormwater assets <i>Indicate quantity or</i> | Drainage pump stations | | | |
| | Management facilities: ponds and water wetlands | | | |
| | Management facilities: all | | | |

| | | | | |
|---|---|--------------------------------|--|---|
| <i>length as appropriate</i> | other permitted end-of-pipe facilities | | | |
| | Linear stormwater features (in meters) | | | |
| | | Before Investment | | After Investment |
| Volume of materials diverted (in Liters) | | | | |
| Capacity to dispose of materials (in Liters) | | | | |
| Project outcomes(s) | | | | |
| _____ | Increased access to potable water | | | |
| Indicators | | | | |
| Provincial drinking water standards will be met or exceeded | | | | ___ YES or ___ NO |
| | | Quantity/Length | Physical Condition before investment (Very Poor, Poor, Fair, Good or Very Good) | Physical Condition After Investment (Very Poor, Poor, Fair, Good or Very Good) |
| <i>Indicate quantity or length as appropriate</i> | Drinking water assets | Water treatment facilities | | |
| | | Reservoir | | |
| | | Pump stations | | |
| | | Local water pipes (in meters) | | |
| | | Transmission pipes (in meters) | | |

| | | | |
|--|--|---------------------------|---------------------------|
| Project outcomes(s) | | | |
| _____ | Increased capacity to reduce and/or remediate soil and/or air pollutants | | |
| Indicators | | | |
| A Phase II Environmental Site Assessment (ESA) found that this site was contaminated | | | ___ YES or ___ NO |
| Is the site ready for intended use at project conclusion? | | | ___ YES or ___ NO |
| | | Before Investment | After Investment |
| Volume of materials diverted (in Tonnes) | | | |
| Capacity to dispose of materials (in Tonnes) | | | |
| | Quantity | Physical Condition | Physical Condition |

| | | before investment (Very Poor, Poor, Fair, Good or Very Good) | After Investment (Very Poor, Poor, Fair, Good or Very Good) |
|---|------------------------------------|--|---|
| Type of assets receiving investment, if applicable <i>Indicate quantity for all that apply</i> | Naturally occurring asset | | |
| | Aquifer | | |
| | Wetland | | |
| | Forest | | |
| | Shoreline vegetation | | |
| | Other (describe) | | |
| | Engineered Use of Natural Resource | | |
| | Green Roofs | | |
| | Bioswales/Rain gardens | | |
| | Other (describe) | | |

Further Outcome Details Required

For each of the outcomes (immediately above) that you have indicated will be met, explain specifically how this project will meet or achieve the outcome.

5 Climate Lens

Question only applicable if total eligible project costs are \$10 Million (M) or greater
a) Have you included a **GHG mitigation assessment** with your project application? YES or NO or N/A

Question only applicable if total eligible project costs are \$10M or greater
b) Have you included a **Climate resilience assessment** with your project application? YES or NO or N/A

Complete remainder of Section 5 only if answered yes to either 5a) or 5b) above otherwise skip to Section 6

| | | | |
|---------------------------------|--|--|--|
| Expected lifespan of the asset* | | Indicate the year in which the expected lifespan of the asset begins | |
|---------------------------------|--|--|--|

Confirm that the relevant attestation(s) has been completed by a qualified assessor or validator YES or NO or N/A

**If the project involves multiple assets, please indicate the total lifespan for all assets assessed under the Climate Lens.*

GHG Mitigation Assessment (Complete only if you have answered "Yes" to 5(a) above)

| 2030 GHG Results | | | Lifetime GHG Results | | |
|--|----------------------------------|---|---|----------------------------------|-------------------|
| Baseline scenario emissions, cumulative to 2030 | | t | Baseline scenario emissions, lifetime | | t |
| Estimated project emissions, cumulative to 2030 | | t | Estimated project emissions, lifetime | | t |
| Net emissions | ___ REDUCTION or ___ INCREASE | t | Net emissions | ___ REDUCTION or ___ INCREASE | t |
| Climate Resilience Assessment (Complete only if you have answered "Yes" to 5(b) above) | | | | | |
| Have risks associated with climate change and extreme weather events in the design, location and planned operation of the project been considered? <i>Note, these risks could be rapid (e.g. a heavy rainfall) or gradual (sea-level rise) and present or anticipated threats associated with climate change. Provide documentation to indicate how this potential risk will be managed.</i> | | | | | ___ YES or ___ NO |
| Which specific measures were integrated into the project to reduce climate change risks? <i>Select all that apply</i> | | | | | |
| | Location | | Design | | Planned Operation |
| What hazards, associated with climate change and extreme weather events, were identified which may impact the project's integrity and its ability to provide sustained service through its design life? <i>Select all that apply.</i> | | | | | |
| | Storm surges | | Increased frequency of freeze-thaw cycles | | |
| | Higher tides | | Increased rainfall | | |
| | Sea level rise | | Increased overland flooding | | |
| | Coastal erosion | | Increased snow loads | | |
| | Salt water intrusion | | Increased wind speeds and/or tornadoes | | |
| | Heat waves or heat island effect | | Hurricanes | | |
| | Permafrost degradation | | Hail | | |
| | Drought | | Windstorms | | |
| | Wildland fires | | Ice storms | | |
| | Other (<i>specify</i>) | | Other (<i>specify</i>) | | |
| Projected Return on Investment (Loss avoided in relation to the project cost) (<i>if available</i>) | | | | | \$ |
| Did you consider any other co-benefits as part of your solution? <i>Select all that apply.</i> | | | | | |
| | GHG Mitigation | | Stronger economy | | |
| | Health and wellbeing | | Less waste | | |
| | Healthy ecosystems | | Other (<i>specify</i>) | | |
| Did you apply a particular methodology as part of your climate change risk assessment? If so, what was it? | | | | | |
| What sources of information were consulted? <i>Select all that apply.</i> | | | | | |

| | | | |
|--|--|--|--|
| | Climate Projections (from what sources, identify them) | | Engagement with stakeholders (with whom and dates of engagement) |
| | Experts (name the Experts directly below) | | Other (specify) |
| | Research/Publications (Provide a Reference List) | | Other (specify) |

6 Community employment benefits reporting (Complete this section only if total eligible project costs exceeding \$10M)

Does the project require you to report on community employment benefits? (This should be discussed with the Infrastructure Secretariat prior to being completed.
If Yes, contact the Infrastructure Secretariat for further direction.

___ YES or ___ NO or ___ N/A

If No, provide rationale for not including community employment benefits as part of the project.

7 Other Document Required to Complete This Application

| | |
|--|------------------------------|
| A KML file is being submitted separately with this application (if No the application will be considered incomplete) | ___ YES or ___ NO |
| A completed Environmental and Aboriginal Consultation questionnaire is being submitted to cpei-infrastructure@gov.pe.ca in addition to a printed copy that is attached to this application (if No the application will be considered incomplete) | ___ YES or ___ NO |
| Confirm that the relevant attestation(s) by a qualified assessor or validator pertaining to Climate Lens requirement identified in Section 5 are attached | ___ YES or ___ NO or ___ N/A |
| I am submitting an electronic (PDF) application in addition to a signed paper copy of this application. (if No the application will be considered incomplete) | ___ YES or ___ NO |
| If an electronic application is submitted by the deadline the required paper copy can be submitted after the submission deadline. | |

8 Attestation by Applicant or Ultimate Recipient

I, _____, _____, attest that:
Name Title

1. The information provided in this project application is complete and accurate.
2. The project will be governed by the terms and conditions of a Funding Agreement.

Dated, this _____ day of _____ 20__

Signature

9 Risks and Mitigation Strategies (For Provincial Use Only, Do Not Complete this Section)

| Project Complexity <i>(select all that apply)</i> | Description and Mitigation Strategies |
|--|---------------------------------------|
| <input type="checkbox"/> Remote Geographical location <input type="checkbox"/> Unpredictable weather <input type="checkbox"/> Innovative Project/Technologies <input type="checkbox"/> Technical nature of the project <input type="checkbox"/> Interdependencies between phases <input type="checkbox"/> Other (describe) <input type="checkbox"/> No risk identified | |
| Project Readiness <i>(select all that apply)</i> | Description and Mitigation Strategies |
| <input type="checkbox"/> Project site hasn't been finalized <input type="checkbox"/> Land hasn't been acquired <input type="checkbox"/> Potential issues with permits or authorizations (federal, provincial, territorial and municipal) <input type="checkbox"/> Industry supply may not be able to meet demand <input type="checkbox"/> Non-federal sources of funding are not secured for the entire project cost <input type="checkbox"/> Other (describe) <input type="checkbox"/> No risk identified | |
| Public Sensitivity <i>(select all that apply)</i> | Description and Mitigation Strategies |
| <input type="checkbox"/> The project has received positive media attention <input type="checkbox"/> The project has received negative media attention <input type="checkbox"/> Certain stakeholders have been vocal about the project <input type="checkbox"/> Other (describe) <input type="checkbox"/> No risk identified | |
| Ultimate Recipient Risk | Description and Mitigation Strategies |
| <input type="checkbox"/> The Ultimate Recipient does not have experience with this type of project <input type="checkbox"/> The Ultimate Recipient has low capacity in one or more area: technical expertise, human resources, reporting, delivery of past projects, etc. <input type="checkbox"/> Other (describe) <input type="checkbox"/> No risk identified | |

Town of Kensington - Request for Decision

| | |
|--|---|
| Date: April 5, 2019 | Request for Decision No: 2019-26 |
| Topic: Development Permit Application – Alantra Leasing | |
| Proposal Summary/Background: A development permit application has been submitted to the Town from Alantra Leasing to construct an approximately 38,000 sq. foot maintenance shop on their property within the Industrial Park (8 Gerald McCarville Drive). A copy of the development permit application and stamped architectural drawings are circulated with this Request for Decision. | |
| Benefits: <ul style="list-style-type: none">• N/A | |
| Disadvantages: <ul style="list-style-type: none">• N/A | |
| Discussion/Comments: The application has been reviewed by the CAO against the Town’s Development Control Bylaw and is recommended for approval. | |
| Options: <ol style="list-style-type: none">1. Approve the development permit application as recommended.2. Not approve the development permit application. | |
| Costs/Required Resources: N/A | Source of Funding: N/A |
| Recommendation: It is recommended that Town Council consider and adopt the following resolution: <i>THAT Town Council approve a development permit application from Alantra Leasing for the construction of a maintenance building on their property in the Kensington Industrial Park, subject to full compliance with all Federal, Provincial and Municipal legislation and regulations.</i> | |



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

| For Office Use Only | |
|---------------------|-------------------------------|
| Permit #: | |
| Date Received: | |
| Date Approved: | |
| PEI Planning: | |
| Permit Fee: \$ | <input type="checkbox"/> Paid |

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 8 GERALD McCARVILLE DRIVE Property Tax Number (PID): 1043884-000

Lot No.: 8 Subdivision Name GERALD McCARVILLE Current Zoning: _____

Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:

OFFICE TRAILERS, COTTAGE DISPLAY

Land Purchased from TOWN Year Purchased 11/2011

| Location of Development | Property Size | |
|--|--------------------------------|--------------------------------|
| <input type="checkbox"/> North <input type="checkbox"/> East | Road Frontage <u>158' +/-</u> | Acreage <u>0.87</u> |
| <input type="checkbox"/> South <input type="checkbox"/> West | Property Depth <u>255' +/-</u> | Area sq. ft. <u>38 000 +/-</u> |

2. Contact Information

APPLICANT Name: ALANTRA LEASING Address: 98 COUGLE ROAD
Phone: 506-433-3757 Cell: _____ SUSSEX CORNER
Email: natc@alantraleasing.com Postal Code: E4E 5L5

Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

Water Supply ☒ Municipal ☐ Private Sewage System ☒ Municipal ☐ Private

4. Development Description

☒ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other _____

| | | | |
|---|---|---|--------------------------------|
| <input type="checkbox"/> Single Family (R1) | <input checked="" type="checkbox"/> Commercial (C1) | <input type="checkbox"/> Public Serv./Institution (PSI) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Semi-Detached (R2) | <input type="checkbox"/> Industrial (M1) | <input type="checkbox"/> Accessory Building | |
| <input type="checkbox"/> Multi-Unit Res. (R3) | <input type="checkbox"/> Mini Home (RM1) | <input type="checkbox"/> Decks/Fence/Pools | |

| Type of Foundation | External Wall Finish | Roof Material | Chimney |
|---|---|---|--|
| <input checked="" type="checkbox"/> Poured Concrete | <input type="checkbox"/> Vinyl Siding | <input type="checkbox"/> Asphalt | <input type="checkbox"/> Brick |
| <input type="checkbox"/> Slab | <input type="checkbox"/> Wood Shingles | <input checked="" type="checkbox"/> Steel | <input type="checkbox"/> Prefab <u>N/A</u> |
| <input type="checkbox"/> Pier | <input checked="" type="checkbox"/> Steel | <input type="checkbox"/> Other | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other | | |

| Number of Stories | Number of Bedrooms | Number of Bathrooms | Ground Floor (ft) |
|-------------------|--------------------|---------------------|-----------------------------------|
| <u>1</u> | <u>N/A</u> | <u>1</u> | Width <u>50</u> Length <u>100</u> |

Detailed Project Description: SHOP TO PERFORM MAINTENANCE ON
ALANTRA TRAILERS

Estimated Value of Construction (not including land cost): \$250,000.00

Projected Start Date: APRIL 2019 Projected Date of Completion: DECEMBER 2019

Please provide a diagram of proposed construction:

- a) Draw boundaries of your lot.
- b) Show existing and proposed buildings.
- c) Indicate the distance between buildings.
- d) Show location of driveway.
- e) Indicate distance to property lines and center of road.

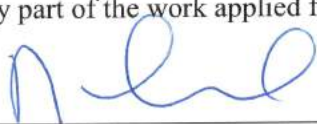
SEE ATTACHED DRAWINGS.

I DO SOLEMNLY DECLARE & CERTIFY:

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are subject to a 21-day appeal period as stated under the PEI Planning Act.

Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant



Date:

Dec 11 / 18

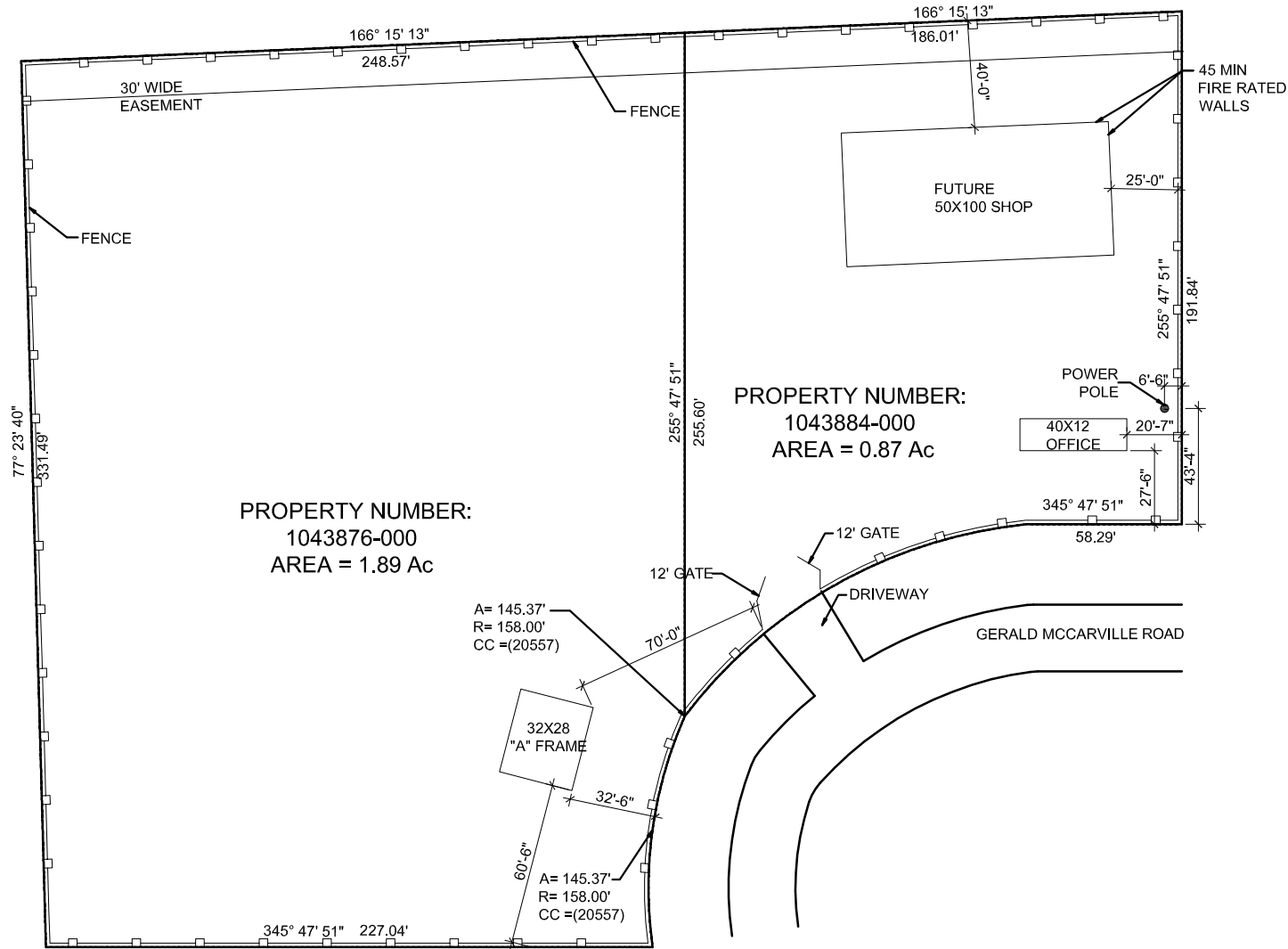
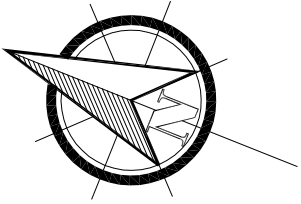
THE ASSOCIATION OF
PROFESSIONAL ENGINEERS
OF THE PROVINCE OF
PRINCE EDWARD ISLAND
VALID FOR THE YEAR 2018

M. deWinter

M.P. deWINTER
No. 1079

DATE: April 1, 2019

LICENSED
PROFESSIONAL ENGINEER
PROVINCE OF
PRINCE EDWARD ISLAND



NOTES

ALL WORK TO BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NATIONAL BUILDING CODE, LOCAL AND PROVINCIAL BUILDING REGULATIONS.

ALL CONTRACTORS AND/OR OWNER SHALL VERIFY ALL DIMENSIONS ON DRAWINGS AND SHALL REPORT ANY DISCREPANCIES TO THE DESIGNER AND/OR OWNER PRIOR TO COMMENCING WORK ON SITE. BUILDING CONTRACTORS SHALL MEASURE AS BUILT DIMENSIONS PRIOR TO ORDERING PLUMBING FIXTURES AND CABINETS. DESIGNER NOT RESPONSIBLE FOR WRONG PLUMBING FIXTURES OR CABINETS ORDERED.

ANY DRAWINGS, CONCEPTS OR DESIGNS CREATED BY ALANTRA LEASING ARE THE SOLE PROPERTY OF ALANTRA LEASING AND ARE SUBJECT TO COPYRIGHT PROTECTION UNDER THE CANADIAN INTELLECTUAL PROPERTY ACT

TRUSS & FLOOR JOIST SUPPLIER SHALL SUBMIT THEIR FINAL FLOOR JOIST & TRUSS LAYOUT TO CONTRACTOR/OWNER AND DESIGNER FOR REVIEW PRIOR TO CONSTRUCTION. THE BUILDER SHALL VERIFY THAT THE FINAL TRUSS AND FLOOR JOIST SUPPLIERS DESIGN CORRESPONDS WITH THE FLOOR JOIST AND TRUSS DESIGN ASSUMED IN THESE DRAWINGS TO ENSURE STRUCTURAL INTEGRITY.

IT IS THE SOLE RESPONSIBILITY OF THE BUILDING CONTRACTOR, OWNER AND FLOOR JOIST AND TRUSS SUPPLIER TO ENSURE ALL UNIFORMLY DISTRIBUTED LOADS AND POINT LOADS ARE ADEQUATELY CARRIED TO SUITABLE FOUNDATION FOOTINGS.

ALL HEADERS AND BEAMS TO BE DESIGNED AS PER LATEST EDITION OF NBC, ROOF LOADS, WIND LOADS AND FLOOR LOADS TO COMPLY WITH THE LATEST EDITION OF NBC.

BUILDING CONTRACTOR AND/OR OWNER TO VERIFY THAT ALL WINDOW AND DOOR SIZES, TYPES, DETAILS AND RSO'S ARE CORRECT PRIOR TO ORDERING WINDOWS. DESIGNER IS NOT RESPONSIBLE FOR WRONG WINDOWS AND DOORS ORDERED OR INSTALLED.

OWNER/BUILDING CONTRACTOR TO RECEIVE APPROVAL FROM LOCAL BUILDING AUTHORITY AND FIRE MARSHALL PRIOR TO CONSTRUCTION.

ALL DIMENSIONS IN THE EXISTING STRUCTURE SHALL BE FIELD CHECKED BY THE CONTRACTOR BEFORE PERFORMING ANY WORK. REPORT ANY DISCREPANCIES TO THE OWNER.

OBTAIN PERMISSION OF THE OWNER PRIOR TO CUTTING, REMOVING OR MODIFYING ANY EXISTING STRUCTURAL MEMBER COMPONENT.

NO OPENINGS, PENETRATIONS, SLEEVES OR OTHER MODIFICATIONS TO ANY STRUCTURAL MEMBER OR SLAB SHALL BE MADE UNLESS SPECIFICALLY INDICATED ON THE STRUCTURAL DRAWINGS, OR UNLESS WRITTEN PERMISSION IS OBTAINED FROM THE OWNER.

ALSO SEE ATTACHED WOOD AND FOUNDATION NOTES.

ALANTRA
LEASING INC

P.O. Box 4375
Sussex, NB E4E 5L5
Ph: (506) 432-1800 or (506) 433-3757
Fx: (506) 432-9076
Website: www.alantraleasing.com

Stamp

collaborative architecture

OPENPRACTICE

67 King Street Charlottetown, PE
C1A 1B4
T: 902.370.2086 F: 902.370.2087

| REVISIONS | | |
|-----------|------------|-----------------------|
| No. | Date | Description |
| A | SEPT 26/18 | ISSUE FOR PERMIT |
| B | APR 1/19 | ARCHITECTURAL CHANGES |
| | | |
| | | |
| | | |

Project

50' X 100' Shop
Kensington, PE

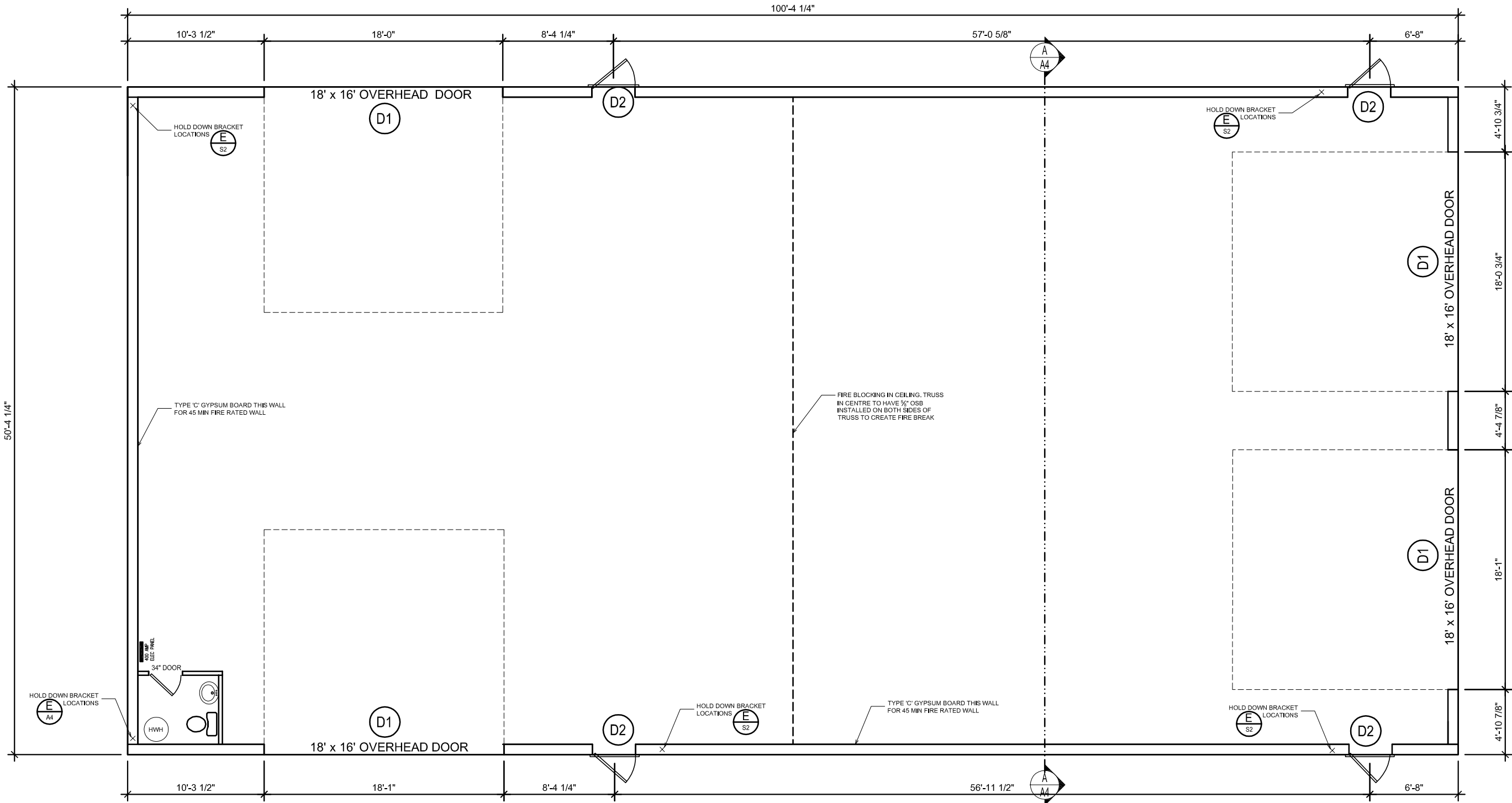
Title

Site Plan

| | | | |
|-----------|---------|--------|---------------|
| Job No.: | 18-2033 | Date: | April 1, 2019 |
| Drawn By: | NH | Scale: | 1/64" = 1'-0" |

Sheet No.

L1



Note: ALL LOAD BEARING EXTERIOR WALLS ARE 2x10 STUDS @ 24" C/C X 16'
GABLE WALLS ARE 2x10 @ 24" C/C X 16'-0"
WALLS ARE 16'-0" HIGH UNLESS NOTED OTHERWISE
C/W 15/32" OSB INSTALLED HORIZONTALLY
USE DOUBLE STUDS AT WALL ANCHORS.
PANELS NAILED TOGETHER WITH 4-3" NAILS @ 12" C/C

| DOOR/ WINDOW SCHEDULE | | | | | |
|-----------------------|----------------|---------------------|----------------------------------|---------------|---------------|
| DOOR # | DOOR/ WIN SIZE | R.S.O. | LINTEL SIZE LOAD BEARING WALL | JACK STUDS | KING STUDS |
| D1 | 18'-0"x16'-0" | 18'-0" x 16'-0 1/2" | W12x30 | 3 | 3 |
| D2 | 3'-0" x 6'-10" | 38" x 83" | 3- 2X10 | 1 | 2 |
| - | | | | | - |



THE ASSOCIATION OF
PROFESSIONAL ENGINEERS
OF THE PROVINCE OF
PRINCE EDWARD ISLAND
VALID FOR THE YEAR 2018

M.P. deWINTER
No. 1079

DATE: April 1, 2019
LICENSED
PROFESSIONAL ENGINEER
PROVINCE OF
PRINCE EDWARD ISLAND

NOTES

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| REVISIONS | | |
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| No. | Date | Description |
| A | SEPT 26/18 | ISSUE FOR PERMIT |
| B | APR 1/19 | ARCHITECTURAL CHANGES |
| | | |
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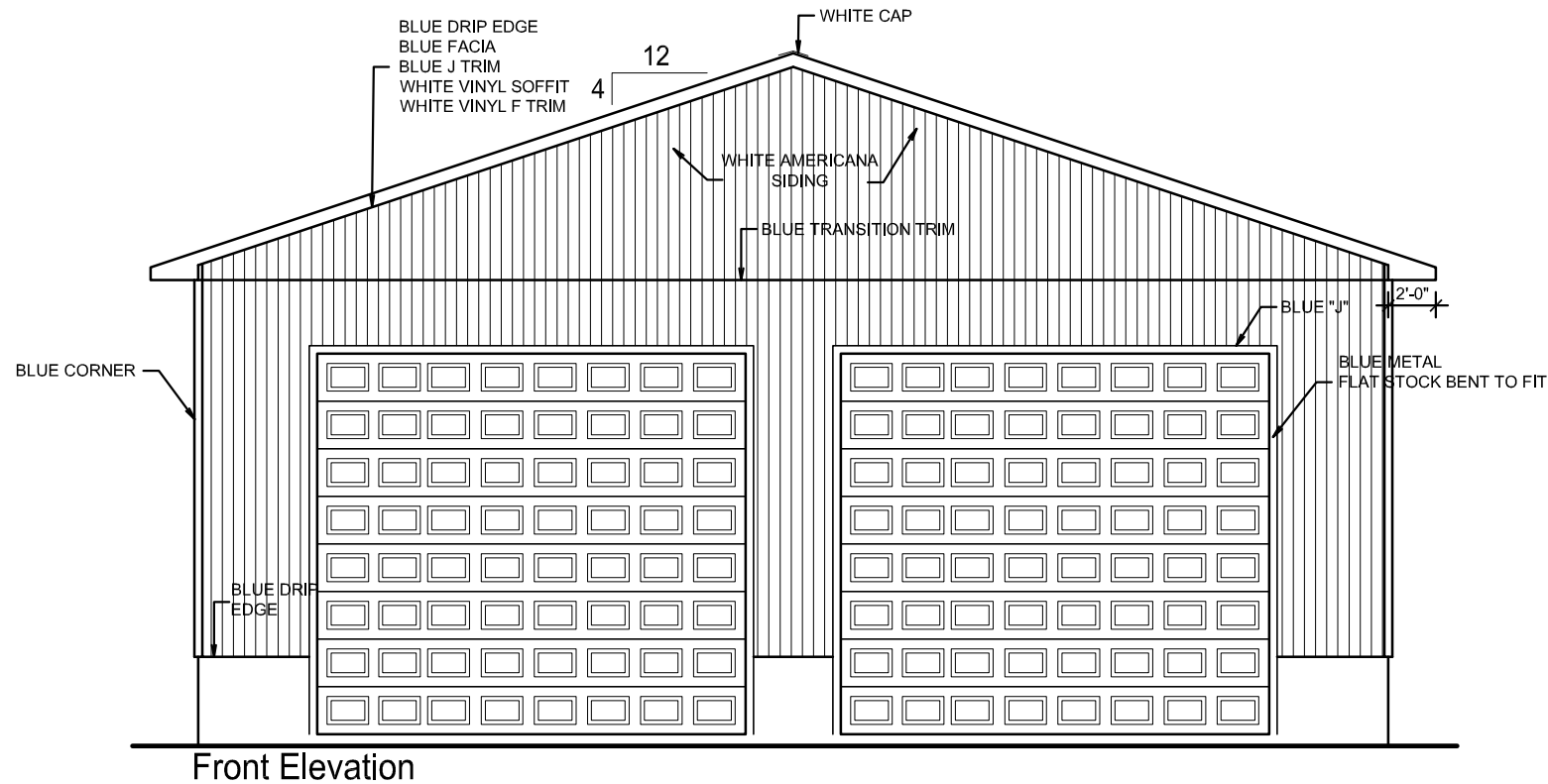
Project
50' X 100' Shop
Kensington, PE

Title
Floor Plan

Job No.: 18-2033
Date: April 1, 2019

Drawn By: NH
Scale: 1/8" = 1'-0"

Sheet No.
A1



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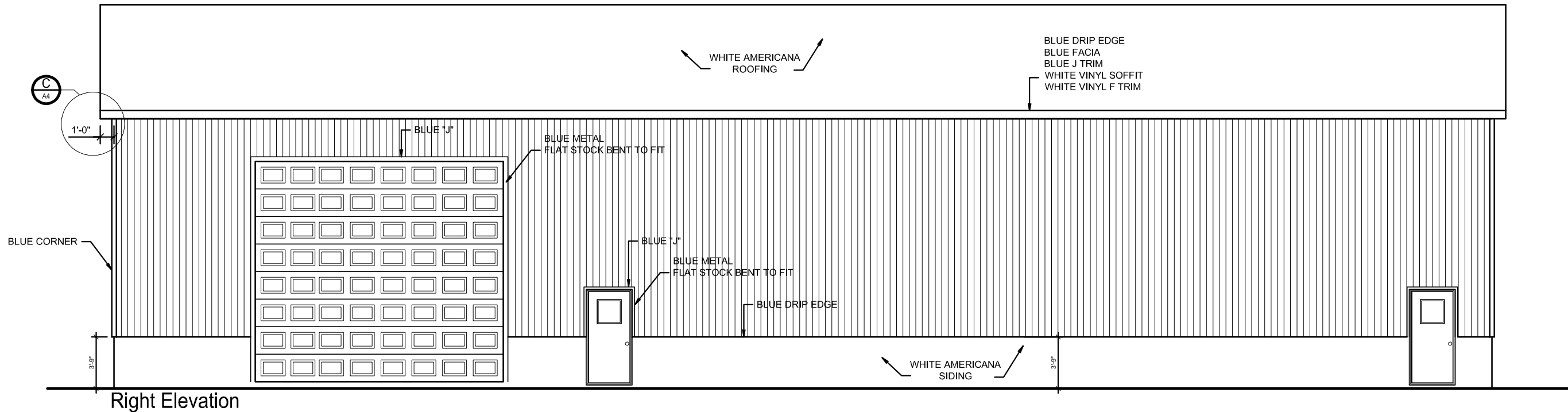
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Project

50' X 100' Shop
Kensington, PE

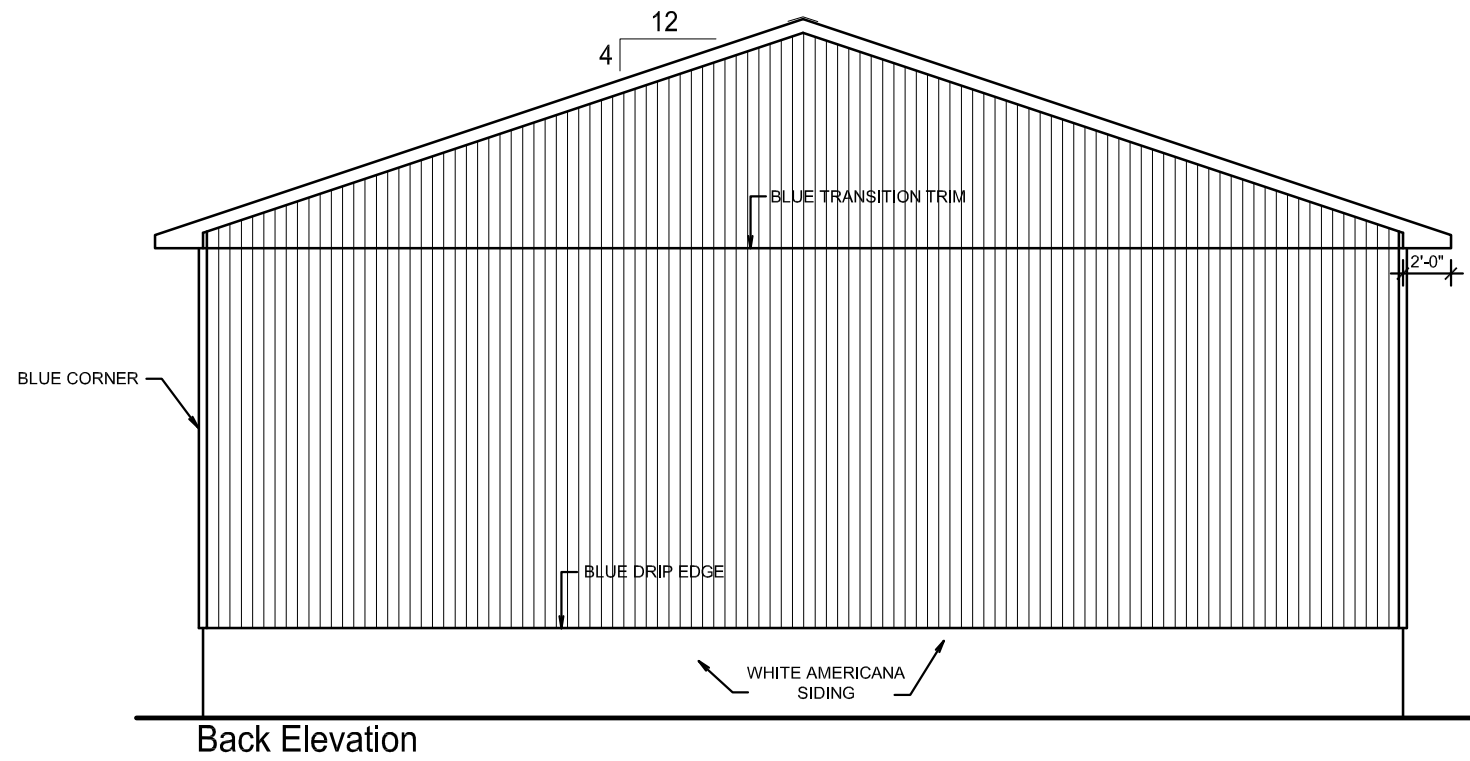
Title

Elevation

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| Job No.: | Date: |
| 18-2033 | April 1, 2019 |
| Drawn By: | Scale: |
| NH | 1/8" = 1'-0" |

Sheet No.

A2

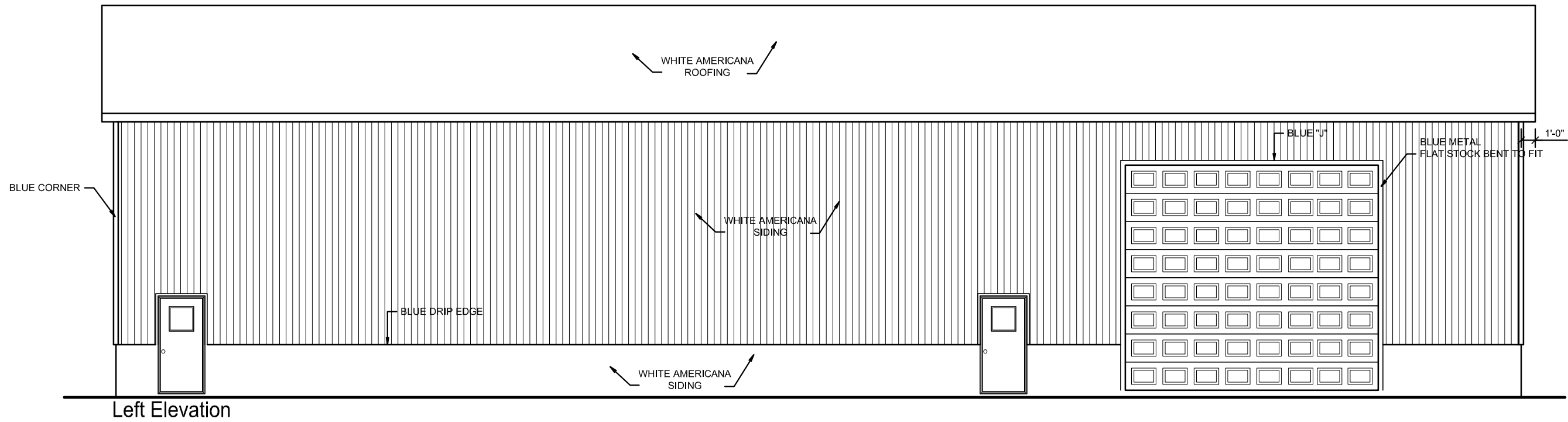


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No. 1079

DATE: April 1, 2019

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Project

50' X 100' Shop
Kensington, PE

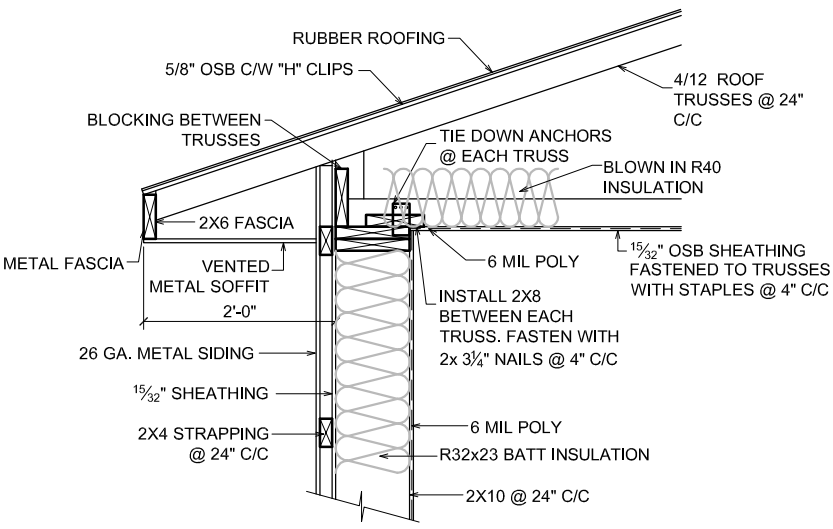
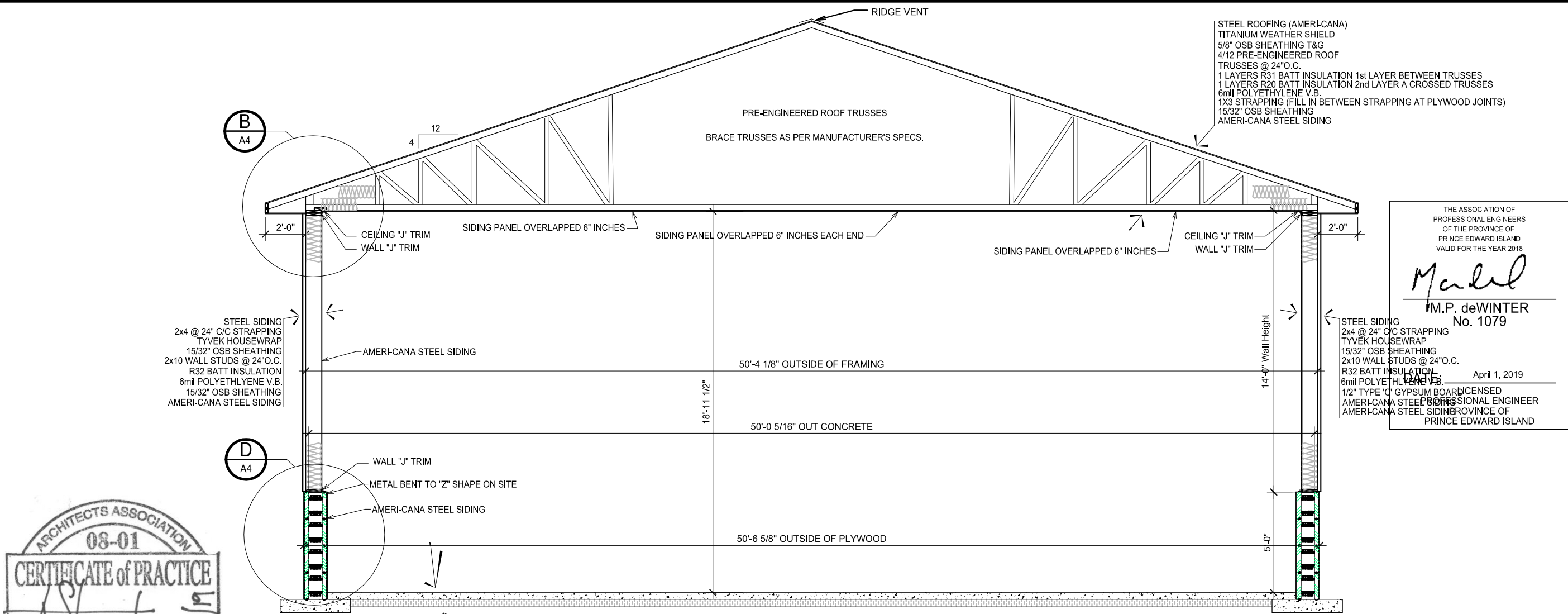
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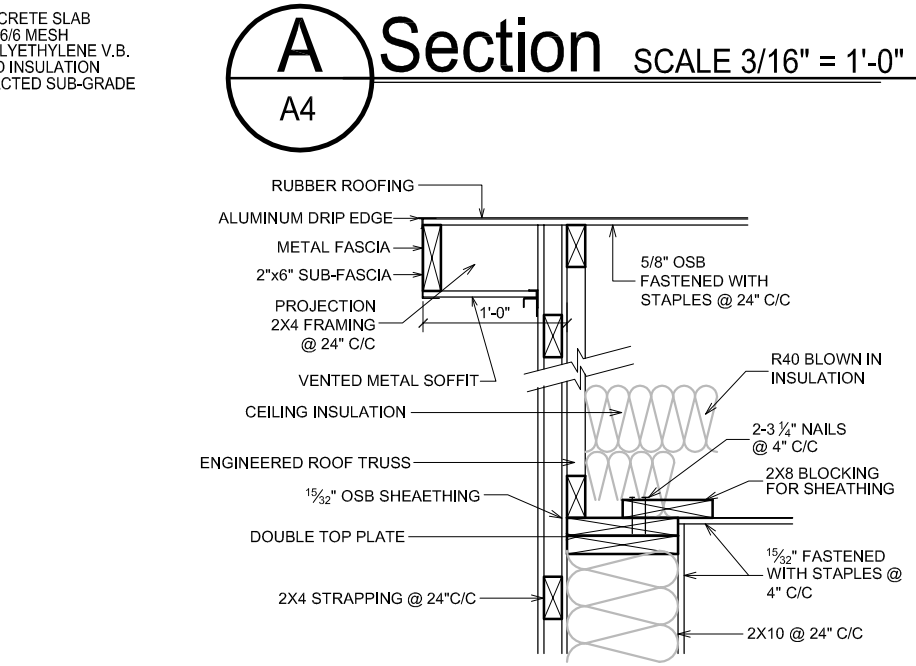
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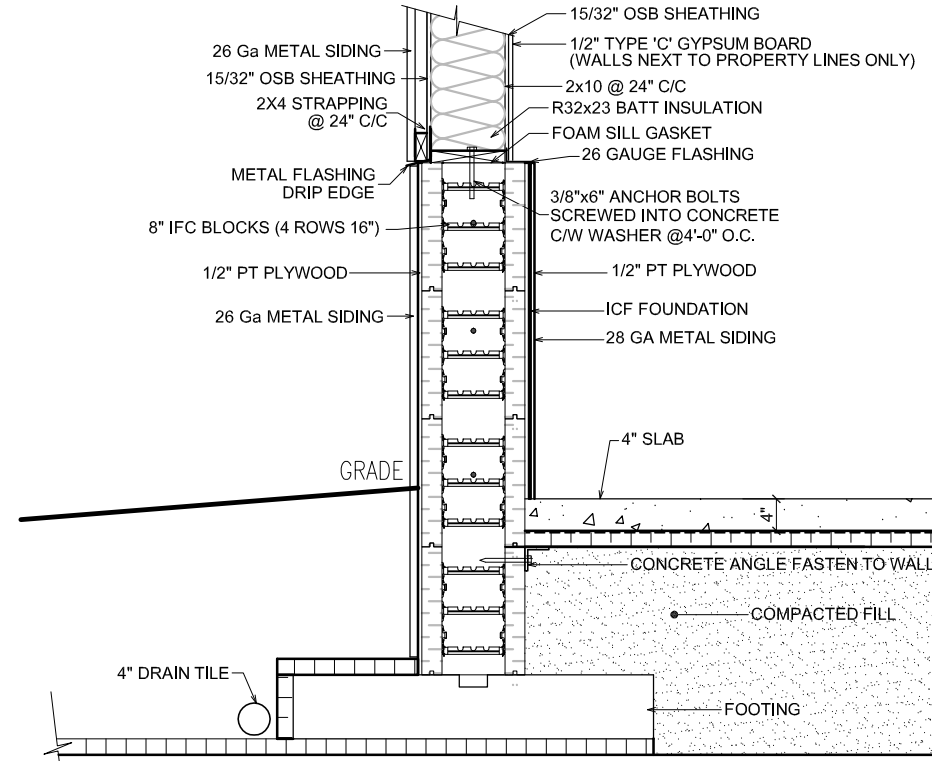
A3



B Eave Detail SCALE 1/2" = 1'-0"
A4



C Gable End Eave Detail SCALE 3/4" = 1'-0"
A4



D Wall Detail SCALE 1/2" = 1'-0"
A4

STEEL ROOFING (AMERI-CANA)
TITANIUM WEATHER SHIELD
5/8" OSB SHEATHING T&G
4/12 PRE-ENGINEERED ROOF TRUSSES @ 24" O.C.
1 LAYERS R31 BATT INSULATION 1st LAYER BETWEEN TRUSSES
1 LAYERS R20 BATT INSULATION 2nd LAYER A CROSSED TRUSSES
6mil POLYETHYLENE V.B.
1X3 STRAPPING (FILL IN BETWEEN STRAPPING AT PLYWOOD JOINTS)
15/32" OSB SHEATHING
AMERI-CANA STEEL SIDING

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April 1, 2019

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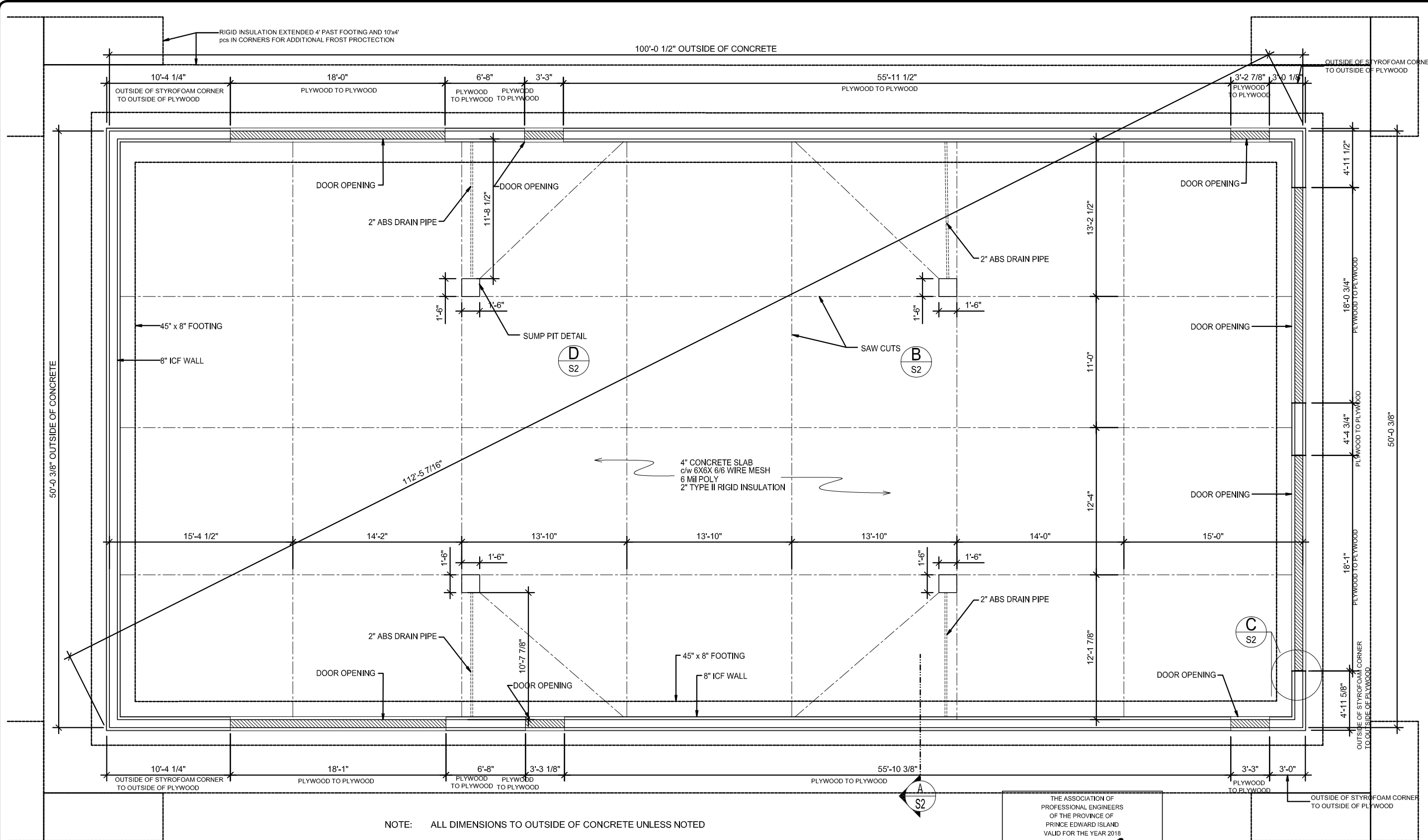
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| B | APR 1/19 | ARCHITECTURAL CHANGES |

Project: 50' X 100' Shop Kensington, PE

Title: Cross Section and Details

| | |
|------------------|---------------------|
| Job No.: 18-2033 | Date: April 1, 2019 |
| Drawn By: NH | Scale: As Noted |

Sheet No. **A4**



NOTE: ALL DIMENSIONS TO OUTSIDE OF CONCRETE UNLESS NOTED

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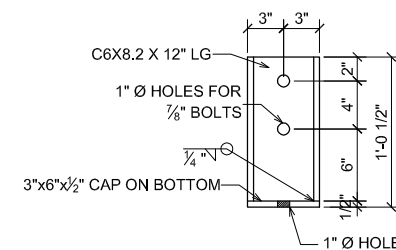
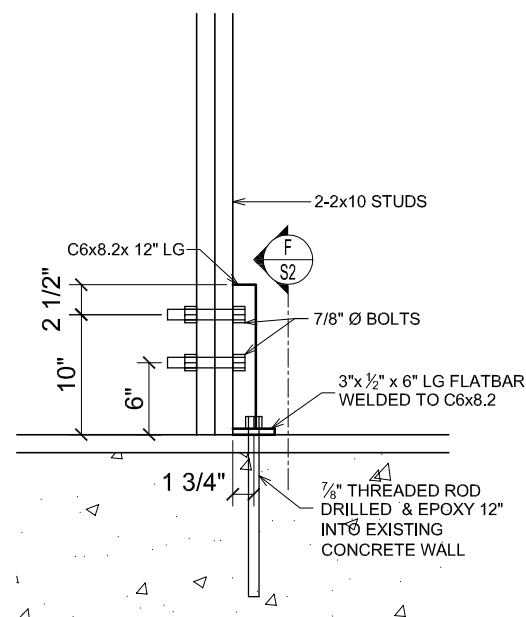
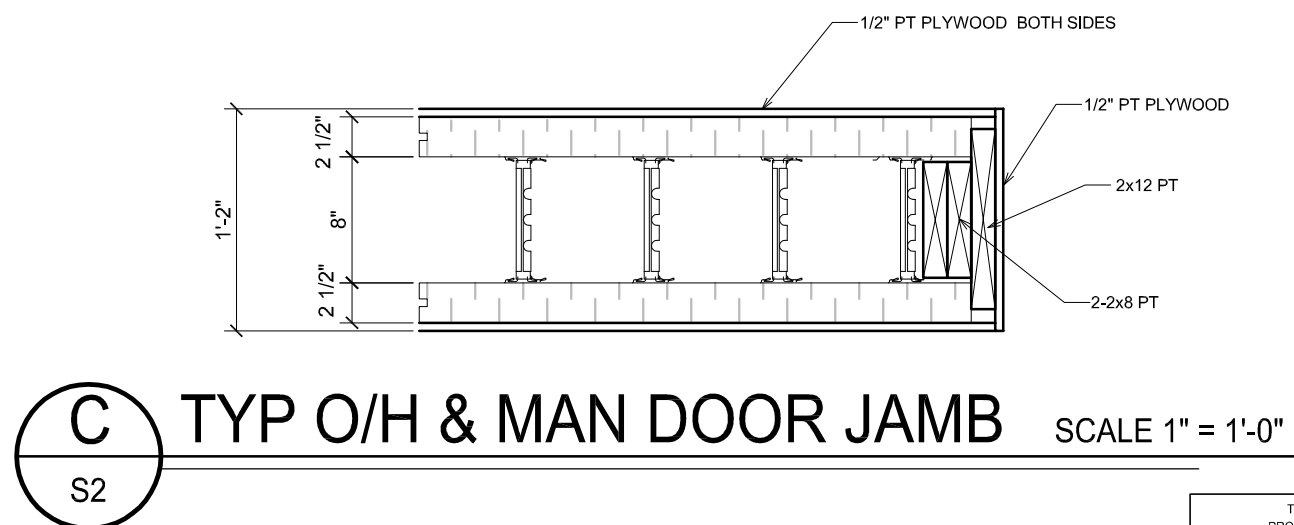
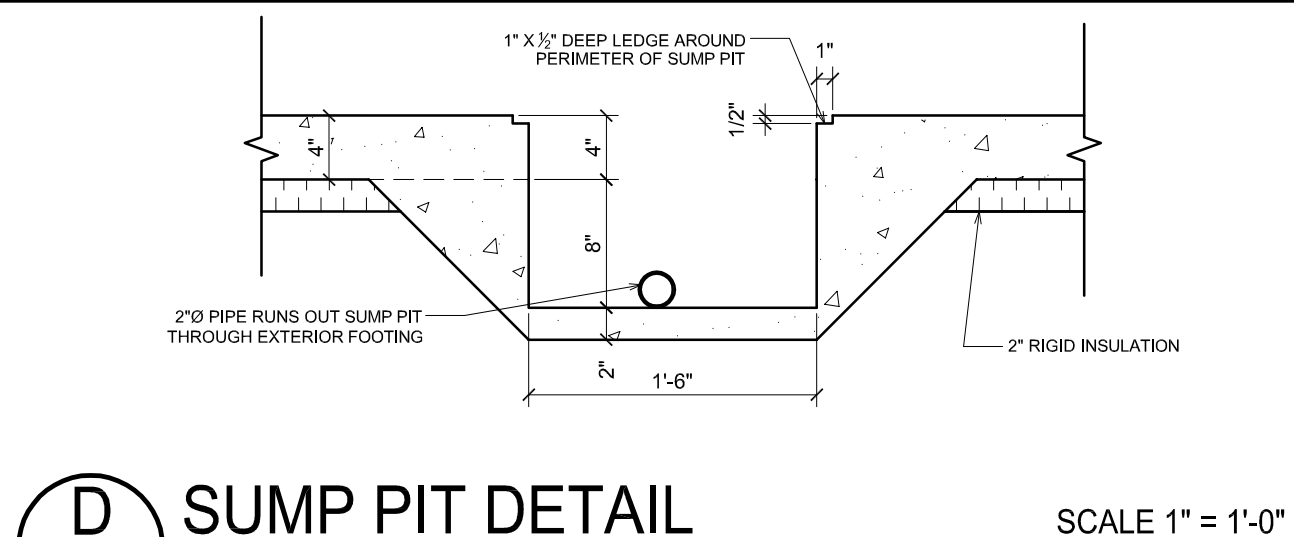
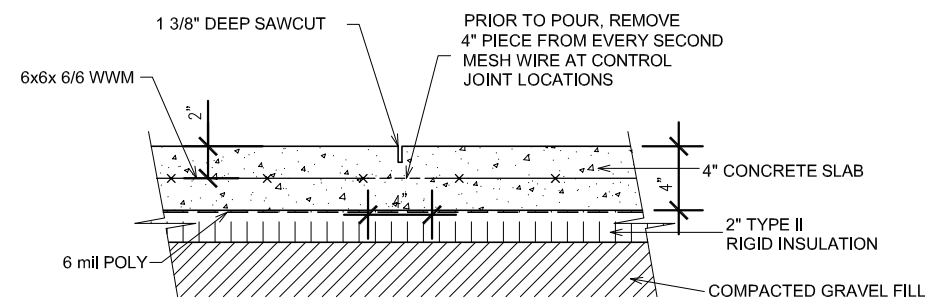
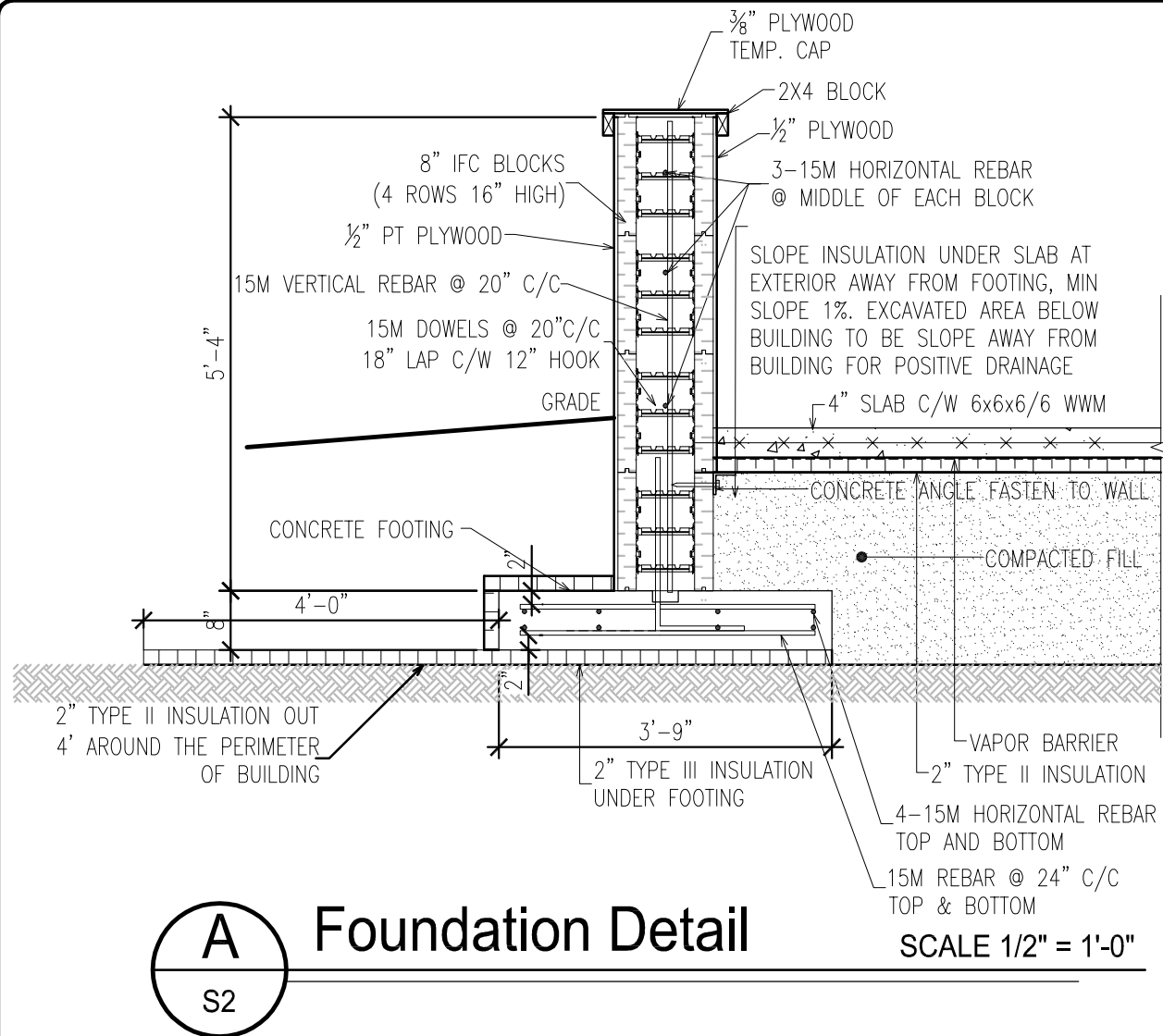
Title

Foundation Plan

| | |
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| Job No.: | Date: |
| 18-2033 | April 1, 2019 |
| Drawn By: | Scale: |
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Sheet No.

S1



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NO OPENINGS, PENETRATIONS, SLEEVES OR OTHER MODIFICATIONS TO ANY STRUCTURAL MEMBER OR SLAB SHALL BE MADE UNLESS SPECIFICALLY INDICATED ON THE STRUCTURAL DRAWINGS, OR UNLESS WRITTEN PERMISSION IS OBTAINED FROM THE OWNER.

ALSO SEE ATTACHED WOOD AND FOUNDATION NOTES.

ALANTRA
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| REVISIONS | | |
|-----------|------------|-----------------------|
| No. | Date | Description |
| A | SEPT 26/18 | ISSUE FOR PERMIT |
| B | APR 1/19 | ARCHITECTURAL CHANGES |
| | | |
| | | |
| | | |

Project
50' X 100' Shop
Kensington, PE

Title

| | |
|---------------------|------------------------|
| Job No.: 18-2033 | Date: April 1, 2019 |
|---------------------|------------------------|

| | |
|-----------------|--------------------|
| Drawn By: NH | Scale: As Noted |
|-----------------|--------------------|

Sheet No. _____

S2

27/03/2019

Town of Kensington c/o Mayor Rowan Caseley
PO Box 418
Kensington, PE C0B 1M0

Dear Mayor Caseley,

Thank you for taking part in the 2019 PEI Humane Society Cupcake & Bake Day. Although we are still in the process of collecting the funds raised from that day we are overwhelmed by the increase in participation this year and estimate this event has raised well over \$20,000!

Ongoing consistent funding from our community donors means being able to help more neglected, abused and injured animals in our care. With Animal Protection cases doubling last year, the animals in our care need more treatment and time to heal. Your support is truly saving lives.

The PEI Humane Society is excited to announce the *Expanding our Paw Print Capital* project. The \$2.9 million campaign will include a fully accessible building with a education space, sick bays, surgery suite, recovery rooms and treatment facilities for sick and injured animals. These changes will protect staff and other healthy animals at the shelter.

As our organization continues to evolve, we intend to strengthen our role in preventive care and promotion of health and wellness for companion animals across the province. Please visit www.peihumanesociety.com/pawprint for more information or how you can get involved.

We truly appreciate the time and effort you put forth to take part in this event. I hope that you will join us next year and continue to make a difference for animals who need your help.

With great thanks,



Jennifer Harkness
Development Manager
PEI Humane Society
jharkness@peihumanesociety.com



This email has been checked for viruses by AVG antivirus software.
www.avg.com

Correspondence

Geoff Baker

From: Julie McMurrer <jmcmurrer@fpeim.ca>
Sent: April 2, 2019 10:07 AM
To: Julie McMurrer
Subject: Call for host for 2019 FPEIM semi annual meeting and 2020 FPEIM annual meeting & facilities survey
Attachments: duties of host municipality - semi.pdf; duties of host municipality - annual meeting.pdf

Good morning,

The Federation invites member municipalities to express interest in hosting the 2019 FPEIM semi-annual meeting and the 2020 FPEIM annual meeting. FPEIM covers the costs of the meeting.

| 2019 FPEIM semi- annual meeting | 2020 FPEIM annual meeting |
|--|---|
| <p>The semi-annual meeting has been scheduled for Saturday, October 26, 2019.</p> <p>The facility for the semi-annual meeting must be able to comfortably accommodate up to 110 people seated at tables, with additional space for the head table and break area. The facility must also be accessible and have sufficient space for parking.</p> <p>Lunch is usually buffet style, held in the same room as the meeting. The meeting usually begins with registration at 9:00 a.m. and the meeting is called to order at 9:30 a.m. The day wraps up at about 3:00 p.m. FPEIM covers the costs of the meeting.</p> | <p>The annual meeting has been scheduled for Monday, April 27, 2020.</p> <p>The facility for the annual meeting must be able to comfortably accommodate 140 people with tables and chairs. Ideally we would like to have a room for the meeting and a separate room for lunch, but this is not necessary. The facility must be accessible and have sufficient space for parking.</p> <p>Lunch is usually either a hot buffet or a hot plated lunch. The meeting usually begins with registration at 8:30 am and the meeting is called to order at 9:00 am. The day wraps up about 4:00 pm. FPEIM covers the costs of the meeting.</p> |

I have attached information on the duties of the host municipality for the semi-annual and annual meetings.

We would also like to compile a list of available municipal venues for future meetings and workshops. We have created a 3 minute/8 question survey and we would appreciate it if you would take a couple of minutes to fill it out - <https://www.surveymonkey.com/r/KNNBJQR>.

If you have any questions or are interested in hosting the semi annual or annual meeting, please contact the FPEIM office at (902) 566-1493.

Thank you,

Julie

Julie McMurrer
Administrative Assistant
Federation of PEI Municipalities

DUTIES OF HOST MUNICIPALITY **ANNUAL MEETING**

*** These are merely guidelines/suggestions to aid the host municipality.

The host municipality is responsible for the following:

Meeting:

- providing a worker to aid in registration (8:30 am - 3:00 pm)
- providing a worker to be responsible for refreshments throughout the day (usually the caterer takes care of this)
- arrange space for meetings and ensure set up is correct
- making arrangements with the caterers
- a host gift (pen, pin, notepad, calculator, etc. with the host's name on it) to be included in the meeting bags (optional)

Refreshments:

- coffee, tea, water, juice/pop available throughout the day (8:30 am - 5:00 pm)
- snacks (i.e. muffins, squares, fruit) available throughout the day
- 3 breaks at 8:30 am, and approximately 10:00 am and 2:00 pm

Lunch:

- hot lunch, plated or buffet, fruit, desserts, beverages

Meeting Room set up

- coat racks
- tables (round is preferred) for 140 people set up so everyone can see the front of the room
- chairs for 140 people
- table for registration at back of room or in lobby
- table for audio visual equipment at front of room
- table for sound person
- tables for displays, if space allows
- tables for door prizes
- water jugs and glasses
- head table of 10 with table cloth and table skirt; with two extra chairs at back
- 1 podium
- table cloths
- handicap accessible

The host municipality will work in cooperation with FPEIM to obtain sponsors.

Suggested sponsors are companies your municipality deals with, such as local business operators, financial institutions, your accounting firm, your legal counsel, your

consultants, your insurance company, etc.

The business of the meeting is handled by FPEIM. This includes:

- agenda planning
- soliciting of presenters, speakers
- agenda pamphlet design and printing
- ordering bags
- preparation of agenda packages
- registrations
- preparation and printing of all meeting material
- planning committee meetings
- name tags
- all mail outs
- invitations
- sound equipment

FPEIM is also responsible for finances of the meeting. FPEIM receives all revenue and incurs all direct approved costs associated with the meeting, with the exception of the optional gift from the host municipality.

Rowan Caseley

From: Steven Noonan <stevennoonan@outlook.com>
Sent: April 3, 2019 10:29 AM
To: mayor@townofkensington.com
Subject: 2019 Eastern Canadian Fastpitch Championship - Kensington PEI

Hello Mayor Caseley,

This coming September 6th to 8th, 2019 I have booked the ball fields in Kensington to host the 2019 Eastern Canadian Intermediate Men's Fastpitch Championship. This event typically begins around noon on Friday and the Championship game late Sunday afternoon, with two fields being put to full use all weekend. The tournament draws 8 to 12 teams from the Maritimes, Quebec and Ontario with approx. 12 players/team and fans.

I chose Kensington, with Softball PEI approval because of the well maintained field condition, lights and close proximity of the fields along with the nearby services such as restaurants, fuel etc. Hoping it would bring a small boost to a local town, as well as some exposure for our sport in a different area of PEI.

What I am inquiring about at this time, is if the Town of Kensington would be willing to cover the field expenses for the weekend. I had contacted Robert Wood a couple weeks back and he estimated cost of \$650 for the field usage and staff to drag, line etc as needed for the weekend. This would be a big help in Softball PEI's expenses for hosting the tournament. If you would like to discuss further I can be contacted by phone or email.

Your consideration of this is greatly appreciated,

Steven Noonan
Director of Senior Men's Fastpitch, Softball PEI
Head Coach, 2021 PEI Canada Games Men's Softball
(c) 902-439-1842
stevennoonan@outlook.com