



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

Monday, August 13, 2018 @ 7:00 PM

55 Victoria Street
Kensington, PEI
C0B 1M0

Phone: (902) 836-3781

Fax: (902) 836-3741

Email: mail@townofkensington.com

Web Site: www.kensington.ca

***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
August 13, 2018 – 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**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 July 9, 2018 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 July 9, 2018 Regular 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 - *Nil*
 - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2018-50 - Annexation of PID 77503 & 44985 - Rescission of Motion
 - 8.1.2 RFD2018-51 - Procedural Bylaw - Second Reading and Formal Adoption
 - 8.1.3 RFD2018-52 - Council Code of Conduct Bylaw - First Reading
 - 8.1.4 RFD2018-53 - Municipal Election Proceedings Bylaw - First Reading
 - 8.1.5 RFD2018-54 - Development Permit Application - 22 Park Road
 - 8.1.6 RFD2018-55 - Request for Financial Support - Kensington Vipers
 - 8.2 Rail Yards Clock -discussion
 - 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, July 9, 2018
7:00 PM**

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

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

1. Calling of Meeting to Order

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

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Doucette, seconded by Councillor Mill to approve the tentative agenda for the July 9, 2018 regular meeting of Town Council. 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 *Nil*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the minutes from the June 11, 2018 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 May 14, 2018 Regular Council Meeting – *Nil*

7. Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Mill, seconded by Councillor Spencer to adopt the July*

2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.

7.2.1 Councillor Spencer noted that the Canada Flag at the Town Hall should be replaced. It was also noted that the Canada Post sign at the main intersection in town has not yet been painted or replaced.

7.2.2 Councillor Spencer inquired if the Department of Transportation had plans to do any full street paving. Mr. Baker noted that he is not aware of any plans at this time.

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the May 2018 Fire Statistical report as prepared by Deputy Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Doucette, seconded by Councillor MacLean to approve the May 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.3.2 Chief Sutherland congratulated Cst. Kim Mullett on the recent completion of the DRE Training.

7.3.3 Councillor Mill noted that the officer working at night time, specifically the Cavendish Beach Music Festival should have additional reflective gear, especially when doing traffic control.

Chief Sutherland excused himself from the Council Chamber at 7:15PM.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the Development Permit Summary Report for the month of July 2018. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the May 2018 Bills in the amount of \$182,941.71. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the Summary Income Statement for the month of May 2018. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the Credit Union Centre report for the month of May 2018. Unanimously carried.*

7.7.2 Councillor Spencer thanked staff for their efforts in organizing and implementing the Canada Day Celebrations.

7.7.3 Councillor Spencer inquired if the eavestrough work at the Credit Union Centre has been completed. Mr. Baker noted that staff are doing to repair themselves and will confirm its status. It was also noted that the road sign could be painted while staff have use of a scissor lift.

7.8 Mayor's Report

7.8.1 Mayor Caseley thanked Deputy Mayor Mann and Councillors who attended events on his behalf over the past month.

7.9 Federation of PEI Municipalities and Kensington Area Chamber of Commerce (KACC) Report

7.9.1 *Nil.*

8. New Business

8.1 Request for Decisions

8.1.1 **Development Control Bylaw and Official Plan Amendment - PID No. 842716 – Second Reading & Formal Adoption, Official Plan Amendment**

8.1.1.1 *Second Reading*

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of redeveloping the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

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

AND WHEREAS the Bylaw amendment was read and approved a first time at a meeting held on June 11, 2018;

BE IT RESOLVED THAT Kensington Town Council give second reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Unanimously carried.

8.1.1.2 Approval of Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor MacLean

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of redeveloping the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

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

AND WHEREAS the Bylaw amendment was read and approved a first time at a meeting held on June 11, 2018;

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

BE IT RESOLVED THAT Kensington Town Council approve second reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Unanimously carried.

8.1.1.3 Formal Adoption

Moved by Deputy Mayor Mann, seconded by Councillor Mill

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington

Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of redeveloping the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

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

AND WHEREAS the Bylaw amendment was read and approved a first time at a meeting held on June 11, 2018;

AND WHEREAS the Bylaw amendment was read and approved a second time at this meeting;

BE IT RESOLVED THAT Kensington Town Council formally adopt an amendment to the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Unanimously carried.

8.1.1.4 General Land Use Map (Official Plan) Amendment Approval

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of redeveloping the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

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

BE IT RESOLVED THAT an amendment to the General Land Use Map, that is part of the Town's Official Plan, to change the land use PID No. 842717 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling be hereby approved.

Unanimously carried.

8.1.2 Town of Kensington – Procedural Bylaw – First Reading (Bylaw # 2018-03)

8.1.2.1 Moved Councillor Spencer, seconded by Councillor Pickering

WHEREAS Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;***
- b) The procedures of Council;***
- c) The calling of public meetings of Council;***
- d) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and***
- e) The establishment of a Committee of Council;***

BE IT RESOLVED that the Town of Kensington Procedural Bylaw (Bylaw #2018-03) be hereby read a first time.

Unanimously carried.

8.1.2.2 Moved by Councillor Spencer, seconded by Councillor Pickering

WHEREAS Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;***
- b) The procedures of Council;***
- c) The calling of public meetings of Council;***
- d) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and***
- e) The establishment of a Committee of Council;***

AND WHEREAS the Procedural Bylaw (Bylaw #2018-03) was read a first time at this meeting;

BE IT RESOLVED that the first reading of the Town of Kensington Procedural Bylaw (Bylaw #2018-03) be hereby approved.

Unanimously carried.

8.1.3 Sponsorship Request – KISH – Canadian Student Leadership Conference

8.1.3.1 *Moved by Councillor Spencer, seconded by Councillor Pickering*

THAT Town Council provide a financial contribution of \$500.00 to KISH to support five students attending the Canadian Student Leadership Conference in Edmonton Alberta from September 22 to September 30, 2018.

Unanimously carried.

8.1.4 Elections PEI – Service Agreement - Information Sharing Agreement

8.1.4.1 *Moved by Councillor Doucette, seconded by Councillor MacLean*

That Town Council agree to enter into a service agreement with Elections PEI for the provision of data to complete the Town's list of electors and that the Mayor and CAO be authorized to sign an Information Sharing Agreement with Elections PEI.

Unanimously carried.

8.2 Other Matters

8.2.1 Councillor Spencer expressed concern that the home-based business operating at 24 Victoria Street is no longer complying with the Town's Development Control Bylaw. Mr. Baker will review and report to Council.

8.2.2 Councillor Doucette indicated that he has received a few complaints from residents along Barrett Street regarding speeding vehicles. Additional police patrol was requested in the area.

8.2.3 Councillor Doucette requested the long grass along the sidewalk and road be cut on Victoria Street W.

8.2.4 Deputy Mayor Mann inquired about who is responsible for maintaining the Canada Post Super Boxes. Mr. Baker will report with more details once available.

8.2.5 Deputy Mayor Mann requested that both public works vehicles be equipped with a first aid kit.

8.2.6 Deputy Mayor Mann noted that the Stop sign at the end of Rosewood Drive is in need of a larger post or to be reinforced.

8.2.7 Councillor Mill inquired about the Summer Musical Nights at the Gazebo, Mr. Baker confirmed that they would be continued this year on Wednesday evenings.

9. Correspondence

9.1 A request from Pat McIver on behalf of the Kensington Moase Plumbing and Heating Vipers requesting the Town's financial support towards hosting the 2019 Don Johnson Memorial Cup in Kensington. – *More information required.*

9.2 A request/proposal from Ryan McCarvill to create a promotional video for the Town. *Request postponed until completion of Strategic Plan.*

9.3 A Thank You note from Ruby Cousins, 2018 Citizen of the Year recipient.

9.4 Resource information from FCM on Municipal Guide to Cannabis Legalization.

9.5 Information from FPEIM on the Hon. Frank and Dorothy Lewis Community Strength Fund. - *Received*

9.6 A thank you letter from KISH Grads.

9.7 An update from the Kensington Senior Surfers.

9.8 A thank you note from the QEES Grads.

10. In-Camera

10.1 *Nil*

11. Adjournment

Moved by Councillor Doucette, seconded by Councillor MacLean to adjourn the meeting at 8:07 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Town Council - August 2018		
Item #	Project/Task	Status
1	Emergency Measures Organization	NO UPDATE
2	Exempt Staffing Policy	NO UPDATE
3	STEP Application	I completed the application on behalf of the Kensington Area Chamber of Commerce (KACC). The application was submitted to ACOA on July 3rd. I have not at this point been given any update on the status of the application.
4	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	The sign has been relocated. It was cleaned and painted by town staff.
5	Unightly Properties	Two of the properties identified at the July meeting have been cleaned up to a reasonable standard. One property continues to be a major issue. I am in the process of researching the MGA to determine the options available to have the property cleaned up. Staff have received calls from neighbouring property owners regarding the unsightly state of the property. I will provide further information as the issue progresses.
6	Financial Policy Development	NO UPDATE
7	Wellfield Protection Plan	The project is progressing and is expected to be completed on schedule. It is anticipated that the project will be completed and presented to Town Council for approval prior to the end of its term.
8	Procedural Bylaw	The Bylaw is circulated with the tentative agenda package requesting Second Reading and Formal Adoption.
9	Crossing Guard Volunteers	I have been in contact with two of the three volunteers that have expressed an interest in undertaking crosswalk duties. I have also been in contact with a training organization to provide the necessary flagging course. It is expected that training will be undertaken within the next two weeks and that the volunteers will take on some crossing guard duties in time for the start of the school year.
10	Fire Department Policy Development	I am still awaiting comments/concerns from Fire Department officials. I have advised them that the document will be brought before Town Council at their regular October monthly meeting for approval. I understand the consultant will be meeting with fire officials in early September to review and finalize the documents.
11	Conflict of Interest Bylaw	NO UPDATE Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.
12	Street Transfer to Province of PEI	A further update was requested from the Department of Transportation with no response being received to date.
13	Fitplex Flooring Replacement	The section of fitplex flooring approved by Town Council has been replaced. Staff were able to secure additional matting at a reduced price (900.00). Approximately 80% of the fitplex floor has now been replaced.
14	Council Code of Conduct Bylaw	The code of Conduct has been circulated by email and with the tentative agenda package. First reading of the Bylaw is requested.
15	BST Multi Unit Development	NO UPDATE
16	Rail Yards Clock Repair	The Mayor has requested that a discussion on the town clock, located at the rail yards, be added to the tentative agenda for discussion.
17	Canada Post Sign - Corner of Victoria/Broadway	Canada Post has removed the sign located at the Broadway/Victoria St intersection. They are not intending on replacing the sign. They have indicated that they feel the small sign located on the building should be sufficient.
18	Access to Information and Protection of Privacy Bylaw	NO UPDATE The Town currently possesses an Access to Information Bylaw however it will be required to be re-drafted to ensure it complies fully with the new Act. The Bylaw will be drafted by staff and presented to Town Council upon completion. It is understood that the Province of PEI are currently in the process of reviewing their Freedom of Information and Protection of Privacy Act.
19	Records Retention and Disposition Bylaw	NO UPDATE Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.

Item #	Project/Task	Status
20	Strategic Plan Development	An Introductory Session with Town Council is tentatively scheduled for September 25th from 6pm to 8pm. An email confirming the meeting will be sent out to Councillors shortly. An online request for feedback will be provided to Town Council and staff on September 10th. A brief resident survey will be issued on October 1. The staff workshop, business/community leader session and resident session has been tentatively scheduled for November 15th. An exploratory session with the new Town Councillors has been tentatively scheduled for December 3rd. The planning session with Council is tentatively scheduled for January 7, 2019. The draft strategic plan is scheduled for completion at the end of January, 2019. Further information will be provided by email confirming dates and times for the above noted sessions.
21	Town Hall War Memorial	Completed by Town staff.
22	Procurement Bylaw	NO UPDATE
23	Signage	I am awaiting a further draft of the Rail Yards sign. The draft was expected to be submitted on August 9th however it was not received. I will move this project up on my priority list to ensure it is completed as expeditiously as possible. Other signage in the rail yards area requiring replacement/upgrade will be completed through an alternate sign company.
24	Employee Code of Conduct	It is hoped that an employee code of conduct will be presented in draft form at the September Committee of Council meeting.
25	Annexation of Lands of M.S. Woodside's Ltd.	The report has been finalized by IRAC and provided to the Minister of Communities for approval. To date, we have not received notification of approval from the Minister.
26	Victoria Street West Sidewalk Replacement	NO UPDATE Approval of the re-profiling of funding for the project has been received. I have provided approval to WSP to proceed with the topographic survey at an estimated cost of \$7,000. The topo survey will pick up the street centre line, all affected property lines and the front of any buildings along the corridor. Initial discussions have also been held with the province about the relocation of utility poles in the area, as required. The province may be looking at a storm sewer replacement project in the area that may facilitate the relocation of poles at no cost. Staff continues to investigate ways to effectively complete the project.
27	Immigration - PNP Community Endorsement	No meetings have been held throughout July and August. Several requests for meetings have been submitted for September. No meetings have been confirmed.
28	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE We have received formal notification that the Town's application for the 5 year Development Control Bylaw and Official Plan review has been approved. I will draft a Request for Proposals to solicit proposals from planning consultants to complete the project. To date this has not been completed. It is anticipated that the formal contract docs/funding agreement will be received the week of July 9th.
29		
30		
31	2018 Municipal Election	An Elections Bylaw has been circulated with the tentative agenda package. First reading and approval of the Bylaw is requested.
32	Transport Container on Legion Property	NO UPDATE I have reached out to the Kensington Legion in regards to the transport container located on their property. Further information will be provided as it becomes available.
33	Annexation of Lands of Ken and Jeanne Thibodeau	A Request for Decision has been circulated with the tentative agenda package requesting Town Council to rescind their original approving motion and to withdraw the application.
34	Development Control Bylaw and Official Plan Amendment - Lands of Jeff Thompson	The Bylaw amendment has been drafted and provided to the Minister of Communities for approval.
35	Alysha Toombs Memorial Park - Pond	Both aerators/pumps that have been typically used at the Alysha Toombs Memorial Park Pond are not operational. Staff have ordered a fountain/aerator properly made for such a use. It is anticipated that it will be installed on Tuesday, August 14th by Town staff.
36	Street Sweeper Disposal	No action has been taken on this item to date.
37	Credit Union Centre Warm Room	The Minor Hockey Association has had an engineer visit the site. It is expected that a cost estimate will be provided shortly on completing the engineering and architectural design of the warm room.
38	Broadway Street/School Street Stop Sign	This has been completed.
39	Annual Line Painting Program	This has been completed.
40	Pothole Patching	The Province have been out to complete pothole patching throughout the town. Some areas (town hall, Credit Union Centre, Rail Yards) will have to be completed by a private contractor. We are awaiting a quote from Curran and Briggs.

Item #	Project/Task	Status
41	Intersection Traffic Lights	I have requested that the Police Chief get in touch with the department of transportation to try and get the timing of the intersection lights and the issue with walk signal adjusted. At the request of Town Council, I requested that the work on the traffic lights be expedited. The representative from the department of Transportation has advised that she will check with the contractor to determine if work can be completed quicker. No confirmation has been provided that the work can be expedited. I am hopeful that the Chief can get the work completed more quickly given the safety and transportation issues around the lights.

Fire Department Occurrence Report 2017

[illegible]

[illegible]

[illegible]

[illegible]

Police Report June 2018

KPS received 1 false alarm during the month.

June 18 @2252hrs – Kensington Legion, alarm cancelled by key holder, member did not attend.

Year To Date Approved Development Permits Summary Report
2018

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Commercial						1								1	
Addition Single Family Dwelling				1										1	
New Residential Accessory Structure	1			1			1	2						5	
New Residential Deck/Fence/Pools				1	1		1							3	
New Semi Detached Dwelling				1										1	
Renovation Commercial						1								1	
Residential additions/alterations						1								1	
Total:						1								13	

Total Estimated Construction Value
\$25,000.00
\$45,000.00
\$18,700.00
\$22,000.00
\$300,000.00
\$10,000.00
\$3,500.00
\$424,200.00

DEVELOPMENT PERMITS REPORT

For the period July 07, 2018 to August 03, 2018

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction	Value	Estimated Start	Estimated Finish
			Property Address							
Residential Accessory Structure										
11-18	07/30/2018	1013564	John Baker - 4A Douglas Street	902-836-3616	Approved	New	Residential Accessory Structure	\$2,200.00	07/30/2018	08/01/2018
			4A Douglas Street				Description:	Construct a new mini barn		
12-18	08/02/2018	77115	Jordan Webster - 26 Victoria Street	902-954-0024	Approved	New	Residential Accessory Structure	\$800.00	08/02/2018	08/30/2018
			29 Victoria Street, Kensington				Description:	Construct baby barn and extend driveway		
13-18	08/03/2018	1056142	Heather Peters - 14 Sunset Drive	902-218-1254	Approved	New	Residential Accessory Structure	\$3,200.00	07/25/2018	07/25/2018
			14 Sunset Drive				Description:	Construct baby barn		

Sub Total: \$6,200.00

Total: \$6,200.00



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 #:	11-18
Date Received:	July 30 / 18
Date Approved:	July 30 / 18
PEI Planning:	August 3 / 18
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 4A Douglas St. Property Tax Number (PID): 1013564
Lot No.: 15NA Subdivision Name _____ Current Zoning: R3
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
House

Land Purchased from _____ Year Purchased _____

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____	Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

2. Contact Information

APPLICANT Name: John Baker Address: 4A Douglas St.
Phone: 902-836-3616 Cell: 709-325-3809 Kensington, PEI
Email: jbakerfortune@gmail.com Postal Code: C0B 1M0

Same as Above: ☒

OWNER Name: _____ Address: _____
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 Shed 10'x12'

<input type="checkbox"/> Single Family (R1)	<input 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 type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____

Detailed Project Description: Storage shed - barn style 8' x 10'

Estimated Value of Construction (not including land cost): \$2,200

Projected Start Date: _____ Projected Date of Completion: July 31, 2018

Please provide a diagram of proposed construction:

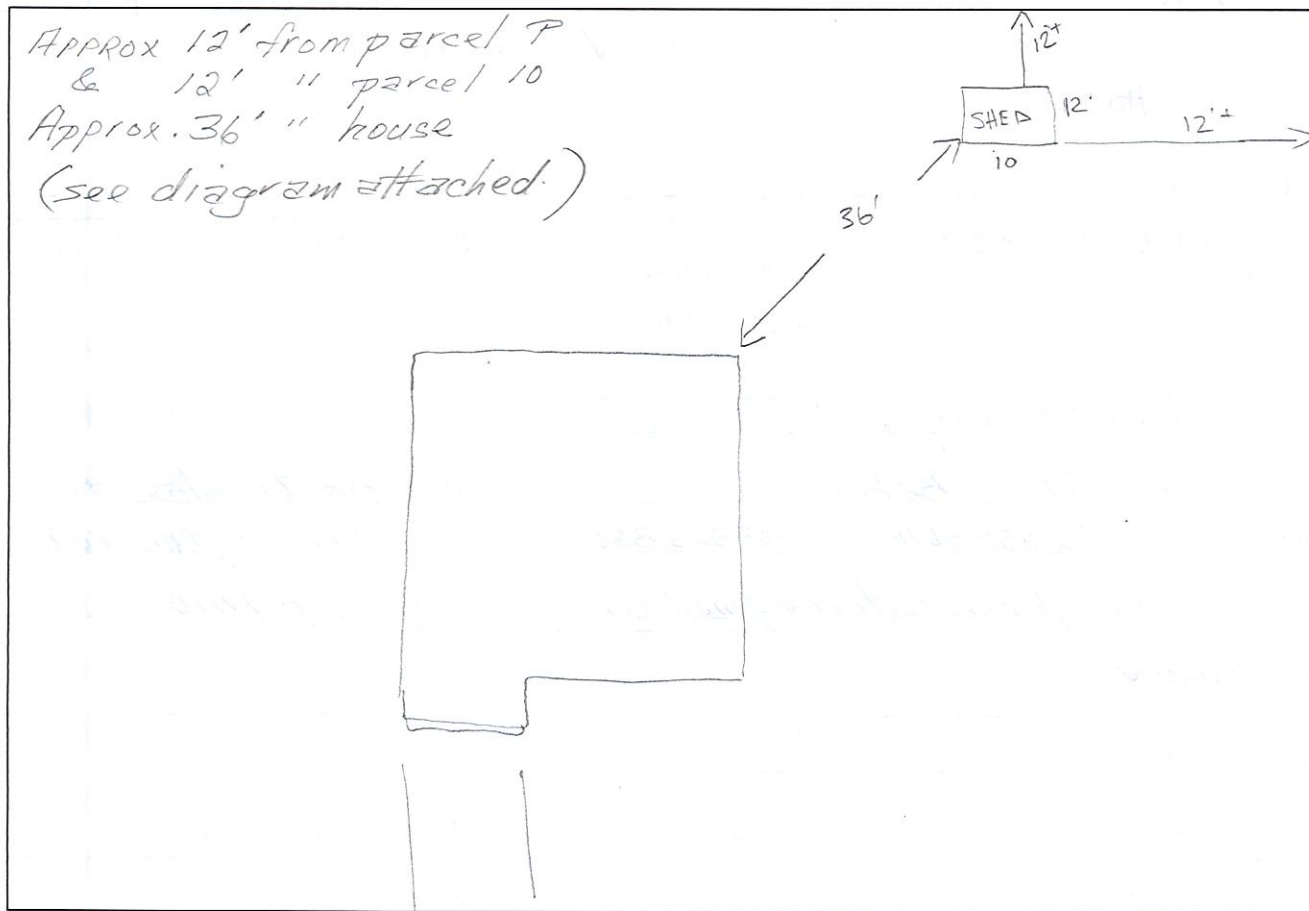
a) Draw boundaries of your lot.

c) Indicate the distance between buildings.

e) Indicate distance to property lines and center of road.

b) Show existing and proposed buildings.

d) Show location of driveway.



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.

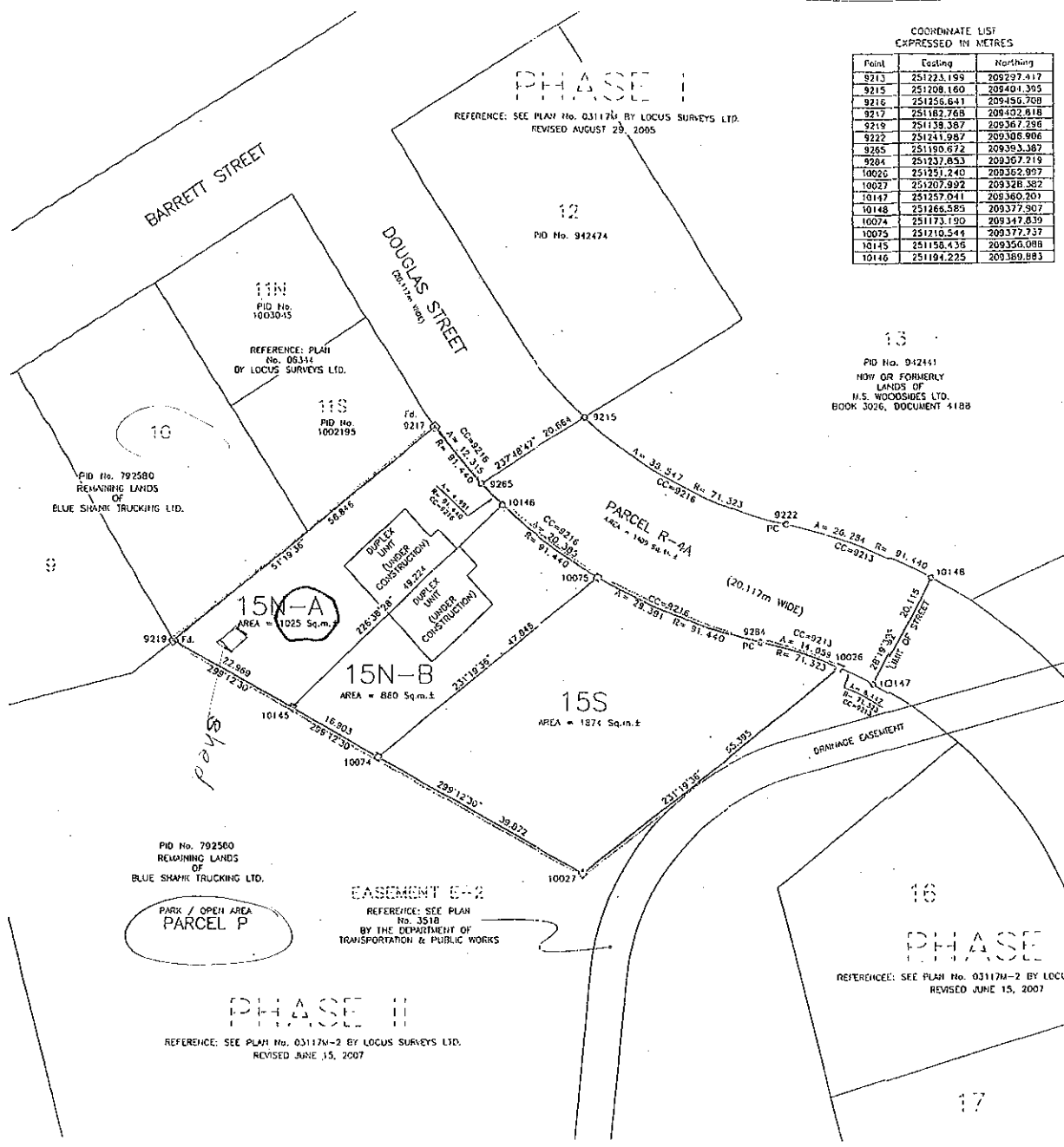
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

Baker

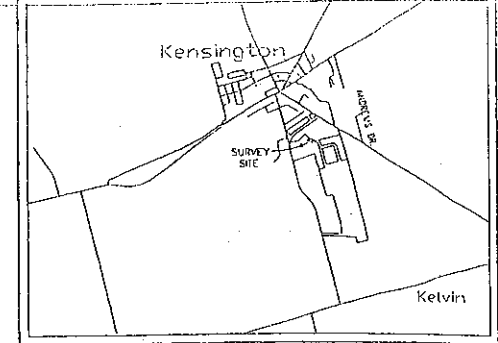
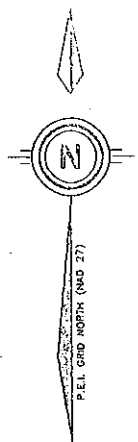
Date:

July 30, 2018



COORDINATE LIST
EXPRESSED IN METRES

Point	Easting	Northing
9213	251223.199	209297.417
9215	251208.160	209401.395
9216	251255.641	209490.709
9217	251182.768	209402.818
9219	251138.367	209367.326
9222	251241.987	209306.906
9265	251190.672	209363.387
9284	251237.633	209367.219
10026	251251.240	209362.997
10027	251207.992	209328.382
10147	251257.041	209360.201
10148	251266.585	209377.907
10074	251173.190	209347.830
10075	251210.344	209377.737
10145	251158.436	209350.088
10146	251194.225	209389.883



- LEGEND**
- FOUND SURVEY MARKER
 - PLACED SURVEY MARKER
 - FOUND
 - LANDS DEALT WITH BY THIS PLAN
 - RADIUS
 - CENTRE OF CURVATURE
 - LENGTH OF ARC
 - POINT OF CURVATURE
 - CALCULATED POINT
- NOTES**
- THE FIELD WORK FOR THIS SURVEY WAS EXECUTED ON JUNE 6, 2007.
 - FIELD MEASUREMENTS HAVE BEEN ADJUSTED BY THE COMPASS RULE AND SCALE FACTOR HAS NOT BEEN APPLIED.
 - AZIMUTHS ARE GRID.
 - ALL GRID AZIMUTHS AND COORDINATES ARE REFERENCED TO THE PRINCE EDWARD ISLAND STEREOGRAPHIC PROJECTION, PRIOR TO JULY 1, 1979.
 - ALL DIMENSIONS ARE GIVEN IN METRES, UNLESS NOTED.
 - LOTS 15N AND 15S ORIGINATED FROM THE SUBDIVISION OF LOT 15. LOTS 15N-A AND 15N-B ARE FROM THE SUBDIVISION OF LOT 15N.

LOCUS SURVEYS LTD.

12 PARK ROAD
P.O. BOX 30
KENSINGTON, P.E.I.
C0B 1L0

PHONE 905-636-3823
FAX 905-636-5463
TOLL FREE NUMBER 1-855-378-0283

PLAN OF SURVEY SHOWING
LOTS 15N-A, 15N-B & 15S,
BEING A SUBDIVISION OF LANDS OF
BLUE SHANK TRUCKING LTD.

SCALE = 1 : 500 METRIC

KENSINGTON PRINCE COUNTY

LOT 19
P.E.I.

DRAWN BY: N.CALLANT, C.E.T. ORTHO No. 111 05 6E2-1
DRAWING No. 03117M_LOTS15N,15S P.I.D. No. 792580



I, JAMES A. CLOW, PRINCE EDWARD ISLAND LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS SURVEY WAS EXECUTED UNDER MY DIRECTION AND SUPERVISION, AND THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.

James A. Clow
JAMES A. CLOW P.E.I. LAND SURVEYOR
SEPTEMBER 7, 2007
DATE



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 #:	12-18
Date Received:	July 26, 2018 June 28, 2018
Date Approved:	August 2, 2018
PEI Planning:	August 3/18
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 29 Victoria St E Property Tax Number (PID): 77115-000

Lot No.: _____ Subdivision Name _____ Current Zoning: H

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

House

Land Purchased from Marguerite Howard Year Purchased 2017

Location of Development	Property Size	
<input type="checkbox"/> North <input checked="" type="checkbox"/> East	Road Frontage _____	Acreage <u>0.02</u>
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

2. Contact Information

APPLICANT Name: Jordan Webster Address: 29 Victoria St E
Phone: _____ Cell: 902 954 0024 Kensington PE

Email: jwebster.pei@gmail.com Postal Code: C0B 1M0

Same as Above: ☒

Name: _____ Address: _____

OWNER Phone: _____ Cell: _____

Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: Jordan Webster Address: 29 Victoria St E
Phone: _____ Cell: 902 954 0024
Email: _____ Postal Code: C1

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 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 checked="" 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 type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Other		<u>none</u>

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>Mini Barn</u>			Width <u>8</u> Length <u>10</u>

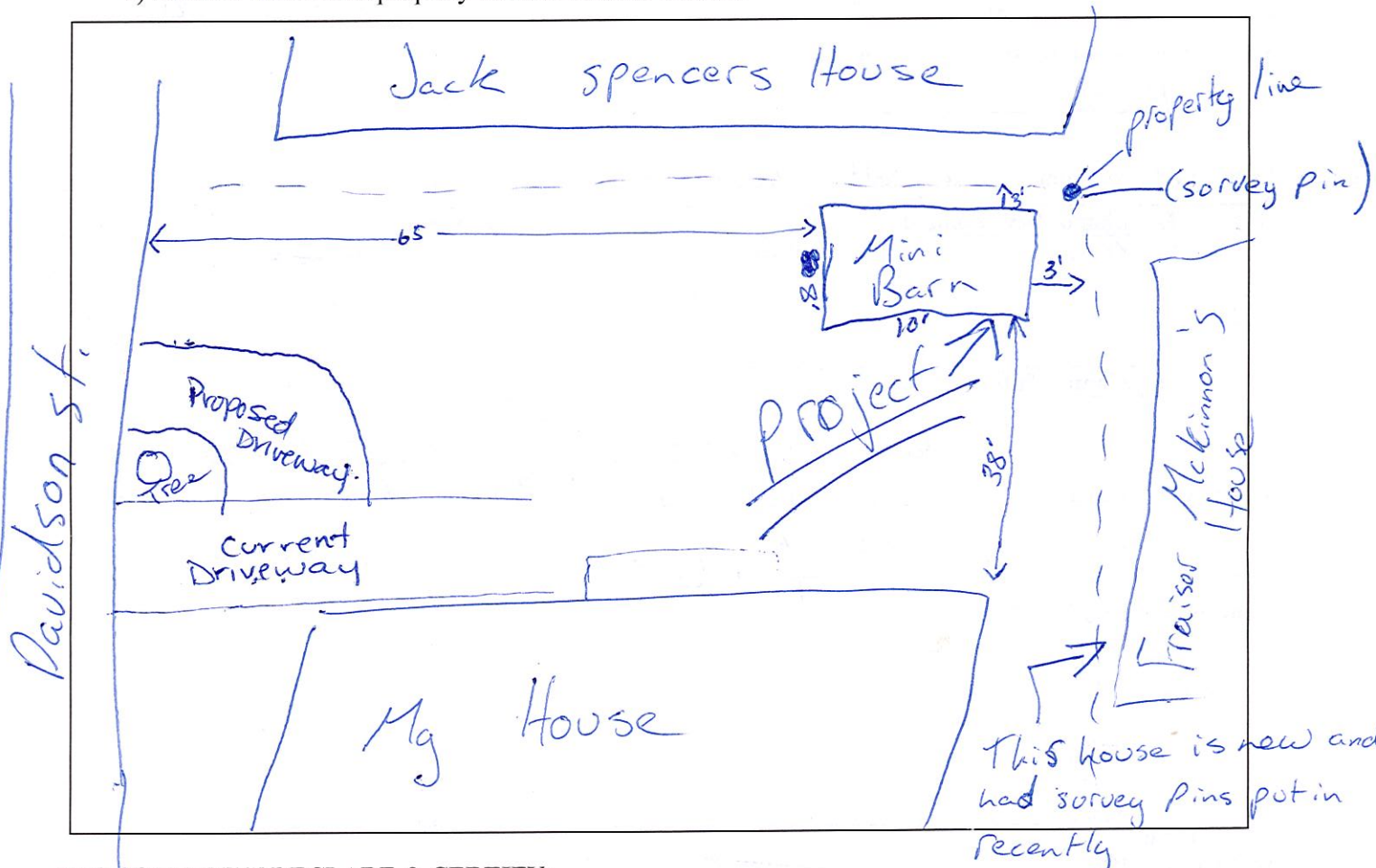
Detailed Project Description: Small Mini Barn in Backyard
8'x10'
addition to driveway

Estimated Value of Construction (not including land cost): 800.00

Projected Start Date: Asap (June 27/18) Projected Date of Completion: July 27/18

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.



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

Jordan Webster Date: June 27/18



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: 14 Sunset Dr. Property Tax Number (PID): _____
Lot No.: _____ Subdivision Name: _____ Current Zoning: _____
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
2 - 6 unit and 1- 4 unit apartments

Land Purchased from: _____ Year Purchased: _____

Location of Development	Property Size
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage: _____ Acreage: _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth: _____ Area sq. ft.: _____

2. Contact Information

Name: Heather Peters Address: _____
APPLICANT Phone: _____ Cell: 902-218-1254
Email: hthrptrs@gmail.com Postal Code: _____
Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____
Name: _____ Address: _____
CONTRACTOR, ARCHITECT OR ENGINEER 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 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 checked="" 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 type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input 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>0</u>	<u>0</u>	Width <u>12</u> Length <u>12</u>

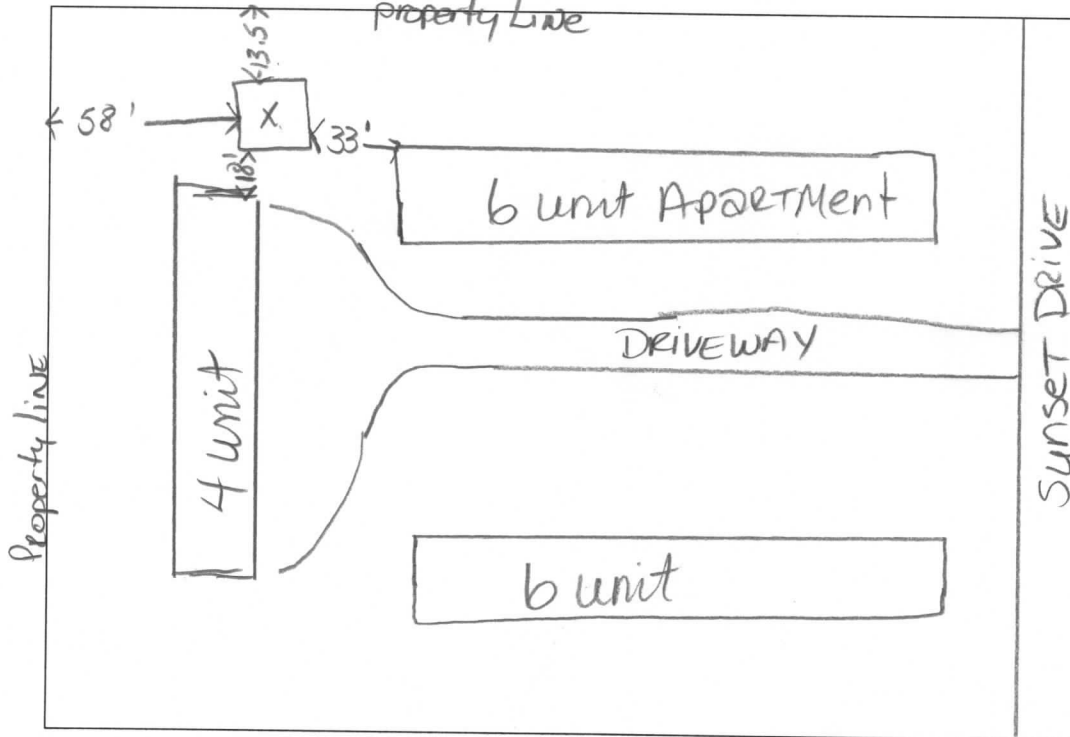
Detailed Project Description: Moving accessory building onto property

Estimated Value of Construction (not including land cost): 3200

Projected Start Date: _____ Projected Date of Completion: _____

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.



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 [Signature] Date: 7/25/18

Town of Kensington Bills List June 2018

ADL Foods	23509608	\$652.51
ADL Foods	2351419	\$94.88
Advance Rentals	1189503	\$164.86
Aliant	6169229	\$228.16
Aliant	6172388	\$30.48
Allan Sonier	CANADA DAY 2018	\$200.00
Andrew Griffin	JUNE 2018 RRSP	\$551.64
Andrew Griffin	BIKE RODEO COFFEE	\$109.48
B & K Cleaning	15	\$1,207.50
Bell Mobility	2-1007571	\$494.50
Bell Mobility	2-379925	\$201.25
Bev Campbell	CANADA DAY 2018	\$150.00
Black & McDonald Limited	80-897039	\$1,317.21
Brenda MacIsaac	JUNE 7, 2018 EXP	\$14.10
Brenda MacIsaac	JUNE 2018 RRSP	\$281.28
Bunny Trails Pet Ranch	CANADA DAY 2018	\$302.50
Campbell's Plumbing and Heating	9575	\$63.25
Combat Computer Inc	40055	\$698.63
Controls & Equipment	29347	\$543.95
Canadian Union of Public Employees	JUNE 2018 UNION DUES	\$548.90
Eastlink	5609529	\$83.89
Eastlink	5609837	\$23.00
Eastlink	05455409	\$98.84
Eastlink	05516226	\$66.07
Eastlink	05609216	\$651.83
Elizabeth Hubley	JUNE 2018 RENT	\$805.00
Emily Smith	CANADA DAY 2018	\$75.00
FCM	18659-N6M3Y1	\$115.00
Friends & Flowers	423233	\$155.25
Frontline Outfitters	37241	\$548.54
Geoff Baker	JUNE 2018 MILEAGE	\$338.40
Grant Paynter	DEV PERMIT REFUND	\$400.00

Irving Oil	32432308	\$116.51
Irving Oil	32445305	\$370.24
Irving Oil	32438943	\$262.74
Irving Oil	722505	\$122.21
Irving Oil	49.83	\$52.32
Irving Oil	125647	\$509.46
Irving Oil	126084	\$754.74
Irving Oil	21577	\$119.68
Irving Oil	32408945	\$397.69
Island Hot Tubs & Pools	19738	\$286.35
Island Hot Tubs & Pools	19743	\$488.69
Island Petroleum	9478	\$696.97
Karen Spiteri	DEV PERMIT REFUND	\$150.00
Kensington Agricultural Services	9773	\$62.03
Kensington Agricultural Services	9970	\$356.78
Kensington Ball Field Committee	JUNE SIGN	\$100.00
Kensington Country Store	2810040860	\$258.74
Kent Building Supplies	1061435	\$49.97
Kent Building Supplies	1062236	\$13.18
Kent Building Supplies	1068772	\$25.62
Kent Building Supplies	1067587	\$9.57
Kent Building Supplies	1067582	\$11.59
Kent Building Supplies	1064190	\$134.16
Kent Building Supplies	1070387	\$35.90
Key Murray Law	233674	\$1,490.75
Kim Mullett	TRAINING EXP JUNE 18	\$723.14
Kensington Intermediate Senior High School	JUNE 2018 PRIZES	\$450.00
Kensington Metal Products Inc	42952	\$431.25
Kool Breeze Farms	830602	\$587.96
Lady Slipper Kennel Club	JUNE 2018 SPONSORSHIP	\$100.00
Laura Woodside	CANADA DAY 2018	\$120.00
Lewis Sutherland	JUNE 18 MILEAGE	\$132.07
Lewis Sutherland	JUNE 2018 RRSP	\$628.20
Maritime Electric	STREET LIGHT JUNE 18	\$2,929.75

Maritime Electric	LIBRARY JUNE 18	\$174.56
Maritime Electric	TOWN HALL JUNE 18	\$1,485.09
Maritime Electric	SENIOR CNT JUNE 18	\$44.52
Maritime Electric	CUC SIGN JUNE 18	\$66.25
Maritime Electric	CUC RINK JUNE 18	\$1,081.44
Maritime Electric	CUC BALLFIELD JUNE 1	\$28.26
Maritime Electric	PW SHOP JUNE 18	\$113.19
Maritime Electric	20 STEWART ST JUNE18	\$66.32
Maritime Electric	SPEED RADAR JUNE 18	\$105.13
Maritime Electric	CAR CHARGER JUNE 18	\$45.13
Maritime Electric	FIRE HALL JUNE 18	\$379.19
Maritime Electric	EVK POOL JUNE 18	\$157.29
Maritime Electric	ART CO-OP JUNE 18	\$240.20
Maritime Electric	TRAIN STN JUNE 18	\$817.50
Mary's Bake Shoppe	48 JUNE	\$14.50
Malpeque Bay Credit Union	JUNE 2018 RRSP	\$1,993.88
McInnes Cooper	2018015560	\$209.67
Medacom Atlantic Inc	9884	\$251.16
Medacom Atlantic Inc	9960	\$251.16
Minister of Finance	301800	\$3,864.00
Minister of Finance	301784	\$414.00
MJS Marketing & Promotions	2636019	\$1,150.00
MJS Marketing & Promotions	2637009	\$460.00
MJS Marketing & Promotions	2637012	\$51.75
Moase Plumbing & Heating	28357	\$202.16
Orkin Canada	8556990	\$67.28
Orkin Canada	8557075	\$28.75
PEI Humane Society	JUNE 2018 DONATION	\$300.00
Pitney Bowes	3200808111	\$33.53
Pitney Bowes	3200803803	\$161.01
Pitney Bowes	JUNE 6, 2018	\$1,500.00
Princess Auto	545513	\$15.49
Princess Auto	172886	\$15.49
Queen Elizabeth Elementary School	JUNE 2018 PRIZES	\$150.00

Robert Wood	JUNE 18 MILEAGE	\$197.00
Mikes Independent	01 5021	\$10.78
Mikes Independent	03 5512	\$35.09
Scotia Securities	JUNE 2018 RRSP	\$429.98
Scotiabank Visa	BRANCHES & BLOOM	\$57.45
Scotiabank Visa	WALMART BIKE RODEO	\$3,822.60
Scotiabank Visa	CREDIT CARD WALMART	\$108.34
Scotiabank Visa	CREDIT CARD SOURCE	\$64.37
Scotiabank Visa	CREDIT CARD ADL FOOD	\$94.88
Scotiabank Visa	SYSTEMS PLUS MAY 31	\$245.18
Scotiabank Visa	WALMART FISHING DERB	\$1,067.36
Scotiabank Visa	SUBWAY CLEAN UP DAY	\$39.80
Scotiabank Visa	WALMART	\$148.08
Scouts Canada	CANADA DAY 2018	\$250.00
Spring Valley Building Centre Ltd	192785	\$204.61
Spring Valley Building Centre Ltd	192470	\$28.61
Spring Valley Building Centre Ltd	192617	\$79.24
Spring Valley Building Centre Ltd	736360	\$344.89
Spring Valley Building Centre Ltd	736914	\$82.29
Staples	5502514726	\$117.83
Suncor Energy Products Partnership	JUNE SUPERPASS	\$719.55
Superior Sanitation	646465	\$184.00
Superior Sanitation	646466	\$230.00
Superior Sanitation	646467	\$207.00
Superior Sanitation	646464	\$80.50
T & K Fire Safety Equipment Ltd	238071	\$276.00
T & K Fire Safety Equipment Ltd	238158	\$721.74
T & K Fire Safety Equipment Ltd	238290	\$12,650.00
Tara LeBlanc	03 JUNE	\$808.00
Tara LeBlanc	02 JUNE	\$390.00
Telus	JUNE 2018 CELL	\$831.08
Vail's Fabric Services Ltd	306695	\$104.42
Valerie Henderson	JUNE 2018 FLOWERS	\$450.00
Water & Pollution Control Corporation	JUNE 2018	\$275.63

Witness Fee	WITNESS FEE	\$385.50
Yellow Pages Group	18-6094426	\$22.08
Subtotal		<hr/> \$65,895.94 <hr/>
June Payroll		\$84,101.22
Total June Bills		<hr/> \$149,997.16 <hr/>

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for June 2018

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$94,692.54	\$94,708.00	-\$15.46	\$530,203.73	\$509,577.00	\$20,626.73	\$1,316,202.00	40%
Police Service	\$1,964.70	\$4,000.00	-\$2,035.30	\$12,376.10	\$24,000.00	-\$11,623.90	\$60,000.00	21%
Town Hall Rent	\$8,162.15	\$7,842.00	\$320.15	\$47,572.90	\$47,052.00	\$520.90	\$117,630.00	40%
Recreation	\$480.00	\$500.00	-\$20.00	\$480.00	\$500.00	-\$20.00	\$2,250.00	21%
Sales of Service	\$33,080.40	\$36,700.00	-\$3,619.60	\$211,064.00	\$220,700.00	-\$9,636.00	\$548,900.00	38%
Subtotal Revenue	\$138,379.79	\$143,750.00	-\$5,370.21	\$801,696.73	\$801,829.00	-\$132.27	\$2,044,982.00	39%
GENERAL EXPENSES								
Town Hall	\$12,831.00	\$11,200.00	\$1,631.00	\$87,199.25	\$72,210.00	\$14,989.25	\$181,802.00	48%
General Town	\$27,426.53	\$29,727.00	-\$2,300.47	\$259,825.25	\$262,536.00	-\$2,710.75	\$642,995.00	40%
Police Department	\$43,257.19	\$36,716.00	\$6,541.19	\$238,948.74	\$212,135.00	\$26,813.74	\$553,994.00	43%
Public Works	\$9,776.86	\$12,139.00	-\$2,362.14	\$77,113.14	\$87,862.00	-\$10,748.86	\$246,897.00	31%
Train Station	\$1,912.68	\$1,685.00	\$227.68	\$13,165.71	\$14,435.00	-\$1,269.29	\$35,700.00	37%
Recreation & Park	\$10,764.86	\$8,825.00	\$1,939.86	\$33,227.09	\$38,350.00	-\$5,122.91	\$81,825.00	41%
Sales of Service	\$14,668.47	\$13,723.00	\$945.47	\$86,663.29	\$90,869.00	-\$4,205.71	\$233,563.00	37%
Subtotal Expenses	\$120,637.59	\$114,015.00	\$6,622.59	\$796,142.47	\$778,397.00	\$17,745.47	\$1,976,776.00	40%
Net Income (Deficit)	\$17,742.20	\$29,735.00	-\$11,992.80	\$5,554.26	\$23,432.00	-\$17,877.74		
Credit Union Centre								
Credit Union Centre Revenue	\$18,190.35	\$17,900.00	\$290.35	\$191,825.35	\$174,800.00	\$17,025.35	\$510,700.00	38%
Credit Union Centre Expenses	\$13,243.20	\$18,715.00	-\$5,471.80	\$156,207.36	\$180,513.00	-\$24,305.64	\$479,186.00	33%
Net Income (Deficit)	\$4,947.15	-\$815.00	\$5,762.15	\$35,617.99	-\$5,713.00	\$41,330.99		
Fire Department								
Fire Revenues	\$20,770.33	\$20,613.00	\$157.33	\$124,622.03	\$123,678.00	\$944.03	\$309,195.00	40%
Fire Department Expenses	\$16,215.75	\$18,379.00	-\$2,163.25	\$121,114.96	\$117,724.00	\$3,390.96	\$309,195.00	39%
Net Income (Deficit)	\$4,554.58	\$2,234.00	\$2,320.58	\$3,507.07	\$5,954.00	-\$2,446.93		
Consolidated Net Income (Deficit)	\$27,243.93	\$31,154.00	-\$3,910.07	\$44,679.32	\$23,673.00	\$21,006.32		
							\$99,720.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$47,590.47	\$47,762.00	-\$171.53	\$287,785.45	\$286,572.00	\$1,213.45	\$716,503.00	40%
Water & Sewer Expenses	\$57,575.11	\$47,340.00	\$10,235.11	\$294,770.95	\$281,340.00	\$13,430.95	\$712,537.00	41%
Water & Sewer Net Income (Deficit)	-\$9,984.64	\$422.00	-\$10,406.64	-\$6,985.50	\$5,232.00	-\$12,217.50		
							\$3,966.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CGC MANAGER
SUBJECT: JUNE 2018 CREDIT UNION CENTRE REPORT
DATE: AUGUST 10, 2018
ATTACHMENT: STATISTICAL REPORT

June 2018

Fitplex

Programming: Aerobics Programming

Resumes in September

Hours

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

Smith Machine arrived and installed, re-arranged dumbbell and heavy lifting area with thick Matting.

Arena

-Repairs and maintenance

- New taps and longer Fawcett's installed in dressing rooms except for room 5 washroom which is automatic and doubles as Ballfield washroom in summer to allow water-bottles to be filled, will be replaced for hockey season.

Media room painted

Ref Room painted and new toilet paper, paper towel and soap dispensers added.

Dressing rooms are in process of being re-painted, and repairs as needed.

Eaves trough liners placed on one side where possible, however upon inspection with scissor lift eaves trough is broke away from roof supports in several areas and unrepairable and will need full replacement in future.

Kensington Cash

June, 2018	\$200.00
	\$205.00
	\$205.00
	<u>\$210.00</u>
<u>Total</u>	<u>\$820.00</u>

Ball Fields

Ballfields were rolled a second time in June.

Ballfields are Booked Mon-Thursday with Men's League and Minor ball Sunday-Saturday For full field usage.

Daily maintenance performed, however, Don Clark field will need to be regraded and more rock dust added professionally in near future.

Senior Center

Nothing to report

Upcoming Events

Canada Day Celebrations July 1,2018

Ball Camp – Jean Paul Pendergast- July 2-7,2018

Harvest Festival-6 Girls confirmed for pageant (hoping for 2-4 more)

Lady Slipper Kennel Club Dog Show- 3 days this year instead of 2. July 20-22, 2018

Danny Hughes Memorial Ball Tournament, July 20-22, 2018

Pat McIver of Kensington Vipers Jr b Team has applied to host Don Johnson Cup Atlantics in late April.

Town of Kensington Credit Union Centre Monthly Statistical Data 2018

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	265	270	267	265	260	240							1567
Attendance	1620	1450	1400	1200	1100	920							7690
Day Passes Sold	30	25	22	20	22	15							134
Memberships Sold	40	30	25	25	40	23							183
Monthly Payment Memberships	53	54	54	54	55	55							325
Arena													
Hours Rented	150	152	130	48	0	0							480
Preschool (Free)	4	4	2	0	0	0							10
Adult Skate	4	4	2	0	0	0							10
Donated Ice Time	0	10	4	5	0	0							19
Total Hours Rented	158	170	138	53	0	0							519
Storm Days (no rentals)	3	1	3	0	0	0							7

Town of Kensington Credit Union Centre Monthly Statistical Data 2017

[illegible]

Town of Kensington - Request for Decision

Date: August 7, 2018	Request for Decision No: 2018-50 (Office Use Only)
Topic: Annexation of PID No's 77503 & 44985 (Lands of Ken and Jeanne Thibodeau)	
Proposal Summary/Background: <p>At the May 2018 regular meeting of Town Council, Councillors unanimously passed a resolution directing the CAO to make an application to the Island Regulatory Appeals Commission (IRAC) to annex PID No's 77503 and 44985 inside the Town of Kensington municipal boundary. The resolution was in response to a request from the property owners to receive central water and sewer services from the Town.</p> <p>The CAO drafted an application to IRAC and requested a cost estimate from WSP to provide central services to the property. Based on the cost estimate provided the property owners decided to service the property through on-site systems (private well and septic). As such they have requested that the annexation request be withdrawn.</p> <p>Town Councillors are requested to rescind the original resolution and to authorize staff to formally withdraw the application.</p> <p>A copy of the original resolution authorizing the application 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 rescind the May 2018 resolution directing staff to make application to IRAC to annex PID No's 77503 and 44985 inside the municipal boundary and further to formally authorize staff to withdraw the application.</p>	
Options: <ol style="list-style-type: none">1. Rescind the resolution and withdraw the application as recommended.2. Not rescind the resolution and proceed with the 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>BE IT RESOLVED THAT the May 2018 resolution directing the CAO to make application to the Island Regulatory Appeals Commission to annex PID No's 77503 and 44985 inside the municipal boundary be hereby rescinded and further that the CAO be authorized to withdraw the annexation application.</i>	

Moved by Councillor Spencer, seconded by Deputy Mayor Mann to decline the request from Rebecca Cyr to house laying hens/backyard chickens. 5 for – 1 opposed (Pickering) Motion carried.

9.3 An advertising opportunity from The Buzz. *Declined*

9.4 A letter from Ken and Jeanne Thibedeau requesting to connect the Town's water and sewer services to their property located on Andrews Drive.

Moved by Councillor Doucette, seconded by Councillor MacLean to make application to the Province of Prince Edward Island to annex PID #77503 & 44985 located on Andrews Drive, into the Town of Kensington for the purpose of obtaining Town water and sewer services. Unanimously carried.

10. In-Camera

10.1 *Nil*

11. Adjournment

Moved by Councillor MacLean, seconded by Councillor Mill to adjourn the meeting at 8:56 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington - Request for Decision

Date: August 7, 2018	Request for Decision No: 2018-51 (Office Use Only)
Topic: Procedural Bylaw – Second Reading and Formal Adoption	
Proposal Summary/Background: <p>Under the new Municipal Government Act, Municipalities are required to adopt a Procedural Bylaw. The Bylaw provides regulation around maintaining order and good government. It provides rules for the calling of meetings of Council and its Committees, the procedures of Council, the calling of public meetings of Council, the behaviour of Council members, staff and members of the public present at Meetings of Council and its Committees, the establishment of a Committee of Council, and other areas requiring regulation under the Act.</p> <p>Kensington Town Council adopted its first Procedural Bylaw in 2016, however with the passing of the new Act, the Bylaw did not comply fully with the Act. The revised (new) Bylaw presented, is in full compliance with the Act and is based largely on the template provided by the Province.</p> <p>A copy of the Bylaw was provided to Town Councillors by email on June 8, 2018. The Bylaw was formally considered at June's Committee of Council meeting. Clarification was requested around two issues:</p> <ol style="list-style-type: none">1. <u>Consideration be given to allowing Town Council to dissolve Council Committee's should a Committee fail to meet its mandate.</u> Section's 15 and 39 of the Bylaw were modified to reflect Council's ability to dissolve a Committee for this reason. Language was also included that allows the Mayor to appoint committee's and Town Council to dissolve.2. <u>Consideration be given to allow Town Council to restrict the audio/video recording of public meetings of Council and/or Committee.</u> While the Act is silent on allowing or disallowing the recording of public meetings, Municipal affairs have advised that Council's would not typically have the ability to apply this restriction or to regulate such an issue, unless during a closed meeting of Council or Committee. <p>The Bylaw was given first reading at the July regular meeting of Town Council. To formally enact the Bylaw Town Council are required to give the Bylaw second reading and formal adoption.</p> <p>A copy of the Procedural Bylaw is circulated with this Request for Decision.</p>	
Benefits: <ul style="list-style-type: none">• Will provide staff and Council with guidance on procedural issues.• Will ensure compliance with the Municipal Government Act.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: It is recommended by the CAO that Town Council give second reading and formally adopt the Procedural Bylaw.	

Options:

1. Read the Bylaw a second time and give formal adoption as recommended.
2. Not give second reading to the Bylaw and refer back to staff.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

It is recommended that Town Council consider and adopt the following resolutions to give second reading and formal adoption to the Town of Kensington Procedural Bylaw:

Resolution 3

WHEREAS Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;***
- b) The procedures of Council;***
- c) The calling of public meetings of Council;***
- d) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and***
- e) The establishment of a Committee of Council;***

AND WHEREAS the Bylaw was read and approved a first time at a regular meeting of Town Council held on July 9, 2018;

BE IT RESOLVED that the Town of Kensington Procedural Bylaw (Bylaw #2018-03) be hereby read a second time.

Resolution 4

WHEREAS Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- f) The calling of meetings of Council and its Committees;***
- g) The procedures of Council;***

- h) The calling of public meetings of Council;*
- i) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and*
- j) The establishment of a Committee of Council;*

AND WHEREAS the Bylaw was read and approved a first time at a regular meeting of Town Council held on July 9, 2018;

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

BE IT RESOLVED that the Town of Kensington Procedural Bylaw (Bylaw #2018-03) be hereby approved.

Resolution 5

WHEREAS Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- k) The calling of meetings of Council and its Committees;*
- l) The procedures of Council;*
- m) The calling of public meetings of Council;*
- n) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and*
- o) The establishment of a Committee of Council;*

AND WHEREAS the Bylaw was read and approved a first time at a regular meeting of Town Council held on July 9, 2018;

AND WHEREAS the Bylaw was read and approved a second time at this meeting;

BE IT RESOLVED that the Town of Kensington Procedural Bylaw (Bylaw #2018-03) be hereby formally adopted.



PROCEDURAL BYLAW BYLAW 2018-03

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COMMITTEE OF COUNCIL MEETINGS.

WHEREAS the Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and others attending Council and Committee of Council meetings, in the Town of Kensington;

AND WHEREAS Subsection 86(2)(e) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;
- b) The procedures of Council;
- c) The calling of public meetings of Council;
- d) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and
- e) The establishment of a Committee of Council;

THEREFORE, the Council of the Town of Kensington, in the Province of Prince Edward Island, duly enacts this bylaw as follows:

PART I – INTERPRETATION AND APPLICATION

Citation

- 1) This bylaw may be cited as “The Procedural Bylaw of the Town of Kensington”.

DEFINITIONS

2) In this bylaw

- a) “Administration” means the employees of the town.
- b) “Business Day” means a day on which the town offices are regularly open for business.
- c) “Chief Administrative Officer” or “CAO” means the administrative head of the municipality as appointed by Council under subsection 86(2) of the *Municipal Government Act*.
- d) “Chairperson” means the person who is presiding at Council or Committee meetings.
- e) “Closed Meeting” means a meeting of Council or Committee of Council that is closed to the media and the public.
- f) “Committee of Council” means a meeting of the entire Council, for the purpose of discussing matters for Council’s consideration.
- g) “Council” means the duly elected Council of the Town of Kensington, including the Mayor.
- h) “Council Chambers” means the assembly location of the Town of Kensington.
- i) “Council Member” means a member of Council.
- j) “Delegation” means any person wishing to appear before Council, Committee of Council, or a Council Committee to provide pertinent information and views about a subject matter that is currently before Council, Committee of Council or Council Committee.
- k) “Deputy-Mayor” means the Deputy-Mayor of the Town of Kensington.
- l) “Ex-Officio” means the appointed members of Council and Committees that have exactly the same rights and privileges as do all other members excluding the right to vote.
- m) “Mayor” means the presiding Council member and the Chief Executive Officer of the Municipal Corporation of the Town of Kensington.
- n) “Meeting” means a duly constituted Regular, Special or Committee of Council meeting where municipal business is conducted or issues are discussed.

- o) “Member” means a Councillor or a person at large appointed by Council to a Council Committee.
- p) “Motion” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting. It must be seconded before discussion and voted on.
- q) “Municipality” means the Town of Kensington, a municipal corporation of the Province of Prince Edward Island and includes the area contained within the boundaries of the Municipality.
- r) “Point of Information” means the procedural mechanism by which a member may present or receive information of interest to Council.
- s) “Point of Order” means the procedural mechanism by which a member may rise where this bylaw or any other procedural legislation is believed to have been infringed.
- t) “Point of Privilege” means the procedural mechanism by which a member may rise to address incorrect, defamatory or slanderous statements made about the Council, councillors, or employees of the municipality.
- u) “Public Hearing” means an open meeting of Council structured to garner public input on a particular subject(s).
- v) “Quorum” is a majority of all the members of Council or a Council Committee. Vacancies are not counted in determining quorum except where the remaining number of council members is not less than 4.
- w) “Regulations” means the regulations adopted by the Lieutenant Governor in Council pursuant to the *Municipal Government Act*.
- x) “Resolution” means a formal expression by a meeting, agreed to by a vote. A resolution typically provides preamble to the decision required such as “Whereas” a certain condition exists, etc.
- y) “Standing Committee Working Session” means an informal meeting to discuss information or to update Committee members on work in progress.
- z) “Statutory Holiday” means a holiday away from work during the work week which is officially recognized.

APPLICATION

- 3) This bylaw applies to all members of Council, the Chief Administrative Officer (CAO), members of Council Committees, Town of Kensington employees, those who appear before Council and members of the general public.
- 4) When any matter relating to proceedings arise which is not covered by a provision of this bylaw or the Act, the matter shall be decided by reference to Robert's Rules of Order.
- 5) In the event of any conflict between the provisions of the Act and this bylaw, the Act will prevail.

SEVERABILITY

- 6) If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

PART II – MEETINGS OF COUNCIL

FIRST MEETING

- 7) A newly elected Council shall not transact any business until the Oaths of Office have been taken and subscribed to by persons present who have been elected to office.

MEETINGS

- 8) The Regular Meetings of Council of the Town of Kensington shall be established as the second Monday of each month beginning at 7:00 p.m. and terminating by 10:00 p.m.
 - a) Council may, by motion, extend the time limit for any regular Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 10:00 p.m.
 - b) If a Statutory Holiday falls on a Monday, the regular Council meeting will be held the following day.
- 9) If Council changes the date, time or place of a regularly scheduled meeting, the municipality shall give at least 24 hours notice of the change:
 - a) Notice will be provided to any Member of Council not present at the meeting at which the change was made, and

- b) Notice will be provided to the public by posting on the town's website, the use of social media and a poster will be posted on the public bulletin board located at the Town Hall.
- 10) Notices and/or agendas of all Regular, Special, and Committee of Council meetings may be posted on the Town's website 24 hours in advance of the meetings.
- 11) Special Meetings of Council shall be established as required by Council and the public shall be given notice.
- a) all Special Meetings will be held in accordance with the provisions set forward in the Municipalities Act and the public will be given a minimum 24 hours' notice.
- 12) Council will establish by resolution a Committee of Council that will be the main standing committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision. The Mayor will serve as the chairperson of Committee of Council.
- 13) Meetings of Committee of Council shall be established as the fourth Monday of each month beginning at 6:30 p.m. and terminating by 9:30 p.m.
- a) committee members may, by motion, extend the time limit for any Committee of Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 9:30 p.m.
 - b) if a Statutory Holiday falls on a Monday, the regular Committee of Council meeting will be held the following day.
- 14) The Mayor may establish and appoint standing and/or ad hoc committees (Council committees) that will consider, discuss and debate matters of Council interest before such matters are forwarded to Council for decision. The Mayor is an ex-officio member of every committee and when in attendance, subject to section 115 of the Act, will possess all the rights, privileges, powers and duties of other members of the committee.
- 15) Council committees will cease to exist when Council, by resolution, decides that the objectives of the committee have been achieved and tasks have been completed, or the committee fails to meet its mandate.
- 16) Standing Committee working sessions may be called by the Mayor to discuss information or to update Committee members on work in progress. No minutes will be recorded at these sessions.
- 17) The times for the beginning of Council committee meetings shall be set by the chairperson of each committee.

18) A regular meeting of Council may be rescheduled:

- a) by resolution of Council;
- b) in accordance with this bylaw;
- c) by the CAO if it is apparent that quorum will not be achievable.

19) Notice of a meeting or hearing must be given at least seven days before the Council meeting of public hearing, as the case may be, at which any of the following matters is to be considered:

- a) a proposal by Council to transfer land below fair market value;
- b) a local improvement to which one or more objections were made to the CAO within 30 days of receipt of notice thereof;
- c) a permanent street closure.

SPECIAL MEETINGS

20) Pursuant to section 121 of the Act, a special meeting of Council shall be called by the CAO when requested in writing by:

- a) the Mayor; or
- b) a majority of councilors.

21) The request for a special meeting shall include a statement of the purpose of the meeting.

22) A special meeting of Council shall be held at:

- a) the first available date where quorum can be achieved; or
- b) no later than 21 days after the date that the CAO receives the request.

CLOSED MEETINGS

23) Council, Committee of Council or any other Council committee may, by resolution passed at a public meeting of the Council or committee, hold a meeting that is closed to the public when the subject matter of the meeting is considered to be confidential in accordance with section 119(1) of the *Municipal Government Act*.

24) Council may, by resolution, establish a regular schedule of standing closed meetings, and notice of the schedule of closed meetings shall be provided through a sign posted in a prominent location available to the public.

25) No resolution of bylaw will be passed during a meeting closed to the public other than a resolution set out in section 119(2) of the *Municipal Government Act*.

- 26) A resolution to close a meeting to the public must state the reason(s) for closing the meeting, in accordance with section 119(3) of the *Municipal Government Act*.
- 27) The Council, Committee of Council or Council committee will make any matter considered at a closed meeting public when confidentiality is no longer required, in accordance with subsection 119(4) of the Act.
- 28) No Council member, Committee of Council member, Council committee member or employee of a municipality shall, subject to 119(5) of the Act, disclose or act on any information acquired at a closed meeting respecting a matter or report disclosed or discussed at the meeting, prior to the matter or report being dealt with at an open meeting of Council, Committee of Council or Council committee.

PART III – MEETING PROCEDURES

GENERAL

- 29) The Mayor will preside over all Council and Committee of Council meetings except where the Act provides otherwise and shall perform the duties enumerated in section 89 of the Act, including preserving order, enforcing rules, deciding points of privilege and order, and advising on points of procedure.
- 30) Pursuant to subsection 91(1) of the Act, the deputy Mayor will preside in the Mayor's absence.
- 31) Member of Council may appoint an acting Mayor in accordance with subsection 90(4) of the Act, where:
- a) the Mayor and deputy Mayor are absent, incapacitated or otherwise unavailable and neither of them has appointed another member of Council to act in his or her stead; or
 - b) the offices of Mayor and deputy Mayor are vacant.
- 32) Pursuant to subsection 91(5) of the Act, the term of an acting Mayor continues only until the Mayor or deputy Mayor is no longer absent, incapacitated or otherwise unavailable and only until a new Mayor is declared elected, unless the appointment is revoked earlier by the Council.

AGENDA AND ORDER OF COUNCIL MEETINGS

- 33) The agenda for each Regular, Committee of Council and Special Meetings shall be prepared by the CAO, or his/her designate, and shall be submitted together with copies of all pertinent correspondence, statements and reports, and be ready for

Council to be sent by electronic means, to each member of Council on the **Friday immediately preceding** the meeting. Should the Friday be a statutory holiday then the information is supplied to Council on the Thursday immediately preceding the meeting. In order to do so, the CAO shall receive all documentation prior to 12:00 PM on the **Wednesday preceding** the meeting.

- 34) The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 35) The CAO shall prepare an agenda for the Regular Council Meetings to be made available to the public. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes
 - f) Business Arising from Minutes
 - g) Reports
 - i) Mayor's Report
 - ii) Staff Reports
 - h) New Business
 - i) Correspondence
 - j) In-Camera (Closed Session)
 - k) Adjournment
- 36) The Order of Business established in section 33 shall apply unless altered by a majority vote of the Council members present.

COMMITTEES

- 37) Council will establish by motion a Committee of Council that will be the main Committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision.
- 38) The CAO shall prepare an agenda for Committee of Council Meetings to be made available to the public. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes of Committee of Council Meeting
 - f) Business arising from the minutes

- g) Staff Reports
- h) New Business
- i) Councillor Issues/Inquiries
- j) Correspondence
- k) In-Camera (Closed Session)
- l) Adjournment

- 39) The Mayor may appoint a Special Committee chaired by a Council member, designate its mandate, term, composition and authorities, duties and responsibilities, and appoint its members to deal with any matter. Such a committee will cease to exist when Council deems the special mandate is completed. The Mayor may remove Committee members for just cause and the Council may dissolve the Committee if it fails to meet its mandate.
- 40) The Committee of Council or a Special Committee have no powers to pass any by-law or policy but will make recommendations to Council on any matter within its mandate. Motions shall only be passed to facilitate the orderly conduct of the meeting.
- 41) Each Special Committee will consist of a minimum of three (3) members appointed by the Mayor or Council with the Chairperson of that committee being a Council member.
- 42) Where, in the opinion of the Committee, it is in the public interest to discuss matters in private, a committee may hold the meeting in private, conditional on the agreement of two thirds (2/3) of the members present.
- 43) The Committee of Council, Special Committee, or its appointed representatives have no authority or power to commit Council or the municipality to any course of action or to incur any expenditure on behalf of Council or the municipality.
- 44) Special Committees of Council shall be established and governed by this procedural bylaw.

QUORUM

- 45) A quorum is required at all times for Council meetings, in accordance with section 113 of the Act.
- 46) A quorum is majority of all members of the Council.
- a) any act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

- 47) Pursuant to subsection 113(3), where there is a vacancy on Council, but there are at least four Council members remaining on Council, a quorum will be a majority of the remaining members of Council.
- 48) Where the number of Council members is reduced to less than four by reason of vacancies, the Council shall apply to the Minister, in accordance with subsection 113(4) of the Act, to have the remaining Council member or members to be considered to be a quorum until elections are held to fill the vacancies.
- 49) If a quorum is not present within twenty (20) minutes after the time fixed for the meeting, the Chair or CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- 50) Where the CAO has confirmed in advance of the meeting that quorum will not be present, the CAO may provide notice of the cancellation of the meeting to the members of Council and the public in accordance with this bylaw.

PUBLIC HEARINGS

- 51) Wherever possible, persons interested in speaking at a Public Hearing should register with the CAO prior to the Public Hearing.
- 52) The Mayor shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 53) The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose.
- 54) The Mayor shall request those who wish to make presentations to identify themselves. The Mayor shall then open the floor to public presentations.
- 55) The Mayor shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 56) Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the CAO and retained for information purposes.
- 57) Verbal presentations shall generally be limited to ten (10) minutes unless otherwise extended by the Mayor or Chairperson.
- 58) If no one is present to speak to a proposed matter which requires a Public Hearing, Council may hear an introduction of the matter from the CAO, ask relevant questions, and then must vote to close the Public Hearing.

59) After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the Regular Committee of Council meeting following the Public Hearing and may:

- a) recommend action to Council as per the provisions of the *Municipalities Act*;
- b) make any necessary amendments to the bylaw or resolution before recommending action to Council as per the provisions of the *Municipalities Act*.

VOTING

60) Voting at meetings of Council shall be undertaken in accordance with section 115 of the Act:

- a) each Council member present, except the Mayor, shall vote on every matter unless a council member is excused specifically from voting, by resolution, or the Council member is prohibited from voting because the member has a conflict of interest.
- b) no vote of Council will be taken by ballot or any other method of secret voting and any vote taken by any form of secret voting is of no effect.
- c) all votes of Council, both for and against, will be recorded.
- d) the failure or refusal of a member of Council to vote on a matter that is properly before the Council will be considered a vote in favour except when the member is excused or prohibited from voting.
- e) where there are an equal number of votes for and against a bylaw or motion, the Mayor or presiding officer will vote for the purposes of breaking the tie.

DELEGATIONS

61) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their notification. Where the Mayor determines that additional time shall be granted to a delegation, the length of the extension shall be specified and the Mayor may limit the time.

62) Delegations wishing to appear before Committee of Council will advise the CAO or his/her designate of their intention to do so, including the nature of their appearance by Friday noon prior to the meeting.

63) Delegations presenting themselves to Committee of Council or Council unannounced and without proper notice/documentation may not be heard. The delegation may be asked to present their concerns or issues at a subsequent Committee of Council meeting in the prescribed form. The decision to hear or not hear any delegation is at the discretion of the Mayor or Chairperson or his/her designate.

64) Council will listen to the delegations before it. Council will then take their concern(s), issue(s) or request(s) under advisement and may defer any decision on the matter to

later on in the meeting or to a subsequent Council Meeting. This deferment will then allow Council time for thoughtful discussion and debate, or an opportunity to obtain input from Town administration prior to having to arrive at a decision. This deferment will avoid any situation where Council might feel pressured into making a hasty decision.

65) Matters for discussion before Committee of Council will only be sent to Council for decision by majority consensus of the Councillors present.

66) Members of the public may be allowed to ask questions of Council only on the topics being discussed at that meeting.

CONDUCT DURING COUNCIL AND COMMITTEE OF COUNCIL MEETINGS

Public

67) All persons in the public gallery at a Council meeting will:

- a) refrain from addressing Council or a member of Council unless permitted to do so;
- b) maintain quiet and order
- c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- d) refrain from talking on electronic mobile devices; and,
- e) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

Delegations and Council Members

68) Delegates and member of Council shall refrain from:

- a) speaking disrespectfully;
- b) using offensive language;
- c) reflecting on a vote of Council except when moving to rescind or reconsider it;
- d) reflecting on the motives of the members of Council who voted on the motion or the mover of the motion;
- e) shouting or using an immoderate tone, profane, vulgar or offensive language.

69) When member of Council or delegate is addressing the Council, all other members and delegates will:

- a) remain quiet and seated;
- b) refrain from interrupting the speaker, except on a point of order or point of procedure; and

- c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 70) Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.
- 71) Members of Council shall notify the Mayor or Chief Administrative Officer in the event that they are unable to attend a Regular, Committee of Council, or Special Council meeting.
- 72) Members of Council shall at all times conduct themselves in a manner and with decorum befitting their office.
- 73) Members of Council shall, when speaking, address the Chair and not individual members of the Council or the public.
- 74) Members of Council shall only speak after being recognized by the Chair.
- 75) The chairperson shall treat each question in a judicial spirit but shall not take part in the debate of Council.
- 76) The chairperson must step down from the chair for the purpose of taking part in the debate, in which case the Deputy Mayor or other member may be called to take the chair.
- 77) Individual Councillors have no authority to give direction to Town Staff members. Any direction from Council will be by means of a Council motion or directive channelled through the Mayor or the CAO's office.
- 78) No Councillor may leave the room during discussion of a motion or resolution once moved and seconded, but must wait until the motion is voted on, unless the Councillor is in a conflict of interest.
- 79) When a Councillor or the Mayor wishes to declare a "Conflict of Interest" in a matter to be discussed, the following steps must be taken:
 - a) the conflict of interest must be declared; and
 - b) the Councillor or Mayor must leave the room prior to discussion of the matter so that it is clear that the member has not participated in the discussion or attempted to influence the voting of the other members of Council.
- 80) Individual Council members are not authorized to commit Council to any course of action or to commit the municipality to any expenditure of monies other than collectively by Council motion, in Council duly assembled. Before Council makes a decision on a matter, it will typically be discussed and/or debated at a Committee of Council Meeting.

81) Members of Council who have a reasonable belief that they have a conflict of interest, as defined in the Act, with any matter before Council, any Committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the conflict of interest prior to any discussion on the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes of the meeting shall indicate the conflict of interest declaration, the time at which the Member left the room and the time the Member returned.

82) A Member of Council who wishes to leave the meeting prior to adjournment shall so advise the Chair, and the time of departure shall be noted in the minutes.

POINTS OF ORDER, PROCEDURE OR PRIVILEGE

83) A Member of Council may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease and the “point” shall be clearly stated by the member and, if applicable, ruled upon by the Mayor.

84) A Member of Council may, at any time during debate, request that the question, motion or matter under discussion be clarified or restated.

85) Where the Mayor is called upon to decide a point of order or practice in accordance with section 111 of the Act, he or she shall state the question without unnecessary comment and the issue citing the rule or authority applicable thereto.

Appeal of Decision of the Mayor

86) Whenever a member wishes to appeal any ruling of the Mayor or a point of order or point of privilege to the whole of Council pursuant to section 112 of the Act.

- a) the motion of appeal shall be made immediately after the ruling is made by the Mayor or otherwise the ruling will be final;
- b) the member may offer a brief reason for the challenge;
- c) the Mayor may state the reason for the decision he or she made.

87) The Mayor will be governed by the vote of the majority of the member of Council present.

88) Neither the Mayor nor the appellant will participate in the vote on an appeal.

MOTIONS AND DEBATE

- 89) A motion will express fully and clearly the intent of the mover.
- 90) A motion will not be considered unless it has been seconded.
- 91) Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 92) When a motion is under debate, no other motion may be made, except a motion to:
- a) amend a motion;
 - b) refer a motion to a Council committee, Committee of Council or administration for a report back to Council;
 - c) postpone a motion to a fixed date;
 - d) request that a motion be put to a vote;
 - e) extend the time for a Council meeting;
 - f) adjourn the meeting.
- 93) Notwithstanding any other provision of this bylaw, the member of Council who moved a motion after a motion is under debate may, with the consent of Council, change the wording of the motion or agree to a change proposed by another member if the alteration does not change the intention of the motion.
- 94) Any motion will be considered in the order in which they were moved.

MINUTES

- 95) The CAO shall ensure that minutes are kept of all Council meetings, Committee of council meetings, Council committee meetings, both open and closed to the public, in accordance with section 116 of the Act.
- 96) The CAO shall ensure that the minutes of meetings record all resolutions, decisions and proceedings of the Council and shall include at minimum:
- a) the date and names of all Council or committee members and employees present at the meeting;
 - b) the subject matter of the issues discussed;
 - c) any decisions made.
- 97) Where a meeting is closed to the public, the minutes of the meeting that may be disclosed to the public will be restricted to:
- a) the date of the meeting;
 - b) the names of Council members of committee members and employees present;
and
 - c) the type of matter, under section 119(1) of the Act, that was discussed.

98) Copies of the minutes will be open for inspection by any person during regular office hours and copies of the minutes will be provided to any person, in accordance with subsection 116(3) of the Act.

99) Minutes of Council and Committee of Council meetings, when approved shall be signed by the Mayor and the CAO, or their designates. Meetings of Council committee meetings shall be signed by the chairperson of the committee and the CAO.

PART V – BYLAWS

100) Council may make, amend or repeal a bylaw in accordance with the procedures established in Part 5, Division 2 of the Municipal Government Act.

101) A bylaw is only validly made by Council if it is read and formally approved by a majority of the Council members present and voting takes place on two occasions at meetings of the Council that are held on different days.

102) A bylaw may be approved and adopted by Council by resolution after being read a second time.

103) Pursuant to section 125 of the Act, if copies of the proposed bylaw have been available to the public at a Council meeting or prior to the meeting in which the proposed bylaw is to be read, the reading may consist of the recitation of the bylaw name and number and a brief description of its effect. Where copies of the proposed bylaw have not been made available to the public at or prior to the meeting, the entire proposed bylaw will be read word for word.

104) A bylaw adopted by Council must be printed, signed by the Mayor and CAO, and sealed with the corporate seal of the Town.

105) Council may, in accordance with subsection 125(3) of the Act, amend a proposed bylaw after its first reading. If it is amended, the amendment will be read word by word at the meeting even if copies of the bylaw with the proposed amendment are made available to the public.

106) Pursuant to section 127 of the Act, the first and second readings of a proposed bylaw are rendered null and void if the bylaw is not passed within two years from the date of the first reading.

107) A bylaw established by Council will come into force and effect at the time it is passed unless otherwise provided for in the Act or in the bylaw. If the Act or another Act requires a bylaw to be approved by the Minister, the bylaw will not come into force until approval of the Minister is given.

- 108) The CAO shall ensure that a copy of every bylaw passed is filed with the Minister within 21 days of adoption or as required by provincial statute. The copy will be certified by the CAO as being “a true copy of the original seen by me” on the document, and shall be signed, dated and printed with the CAO’s name under the signature, as well as their occupation, address and telephone number.
- 109) Council will make copies of all bylaws available for inspection by any person, in accordance with section 128 of the Act.
- 110) Planning bylaws undertaken under the authority of the Planning Act shall be made in accordance with that Act.

REPEAL OF EXISTING BYLAW

- 111) On adoption, this bylaw replaces Bylaw # 2016-02 – Town of Kensington Procedural Bylaw.

EFFECTIVE DATE

- 112) This Procedural Bylaw, Bylaw # 2018-XX shall be effective on the date of approval and adoption below.

First Reading:

This Procedural Bylaw, Bylaw # 2018-XX, was read a first time at the Council meeting held on the _____ day of _____, 2018.

This Procedural Bylaw, Bylaw # 2018-XX was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Second Reading:

This Procedural Bylaw, Bylaw # 2018-XX, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This Procedural Bylaw, Bylaw # 2018-XX was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Procedural Bylaw, Bylaw # 2018-XX, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Signatures:

Rowan Caseley, Mayor

Geoff Baker, CAO

This Procedural Bylaw, Bylaw # 2018-XX adopted by the Council of the town of Kensington on _____ is certified to be a true copy of the original as seen by me.

Geoff Baker
Chief Administrative Officer
Town of Kensington
55 Victoria Street East
Kensington, PE
C0B 1M0
(902) 836-3781

Schedule A

Town of Kensington - Request for Decision

Date:	Request for Decision No: (Office Use Only)
Topic:	
Proposal Summary/Background:	
Benefits:	
Disadvantages:	
Discussion/Comments:	
Options:	
Costs/Required Resources:	Source of Funding:
Recommendation:	

Town of Kensington - Request for Decision

Date: August 7, 2018	Request for Decision No: 2018-52 (Office Use Only)
Topic: Code of Conduct for Members of Council Bylaw – First Reading	
<p>Proposal Summary/Background:</p> <p>Section 107 of the Municipal Government Act requires Town Council by Bylaw, within 12 months of the coming into force of the Act, to establish a code of conduct. The code of conduct has to include, at minimum, the following:</p> <ol style="list-style-type: none"> a. Rules respecting the confidentiality and disclosure of and access to personal information in the control of the municipality. b. Rules respecting the acceptance of gifts or other personal benefits by a member. c. Rules respecting the process for determining whether a member has contravened the code of conduct. And d. The requirement for each Council member, within 30 days of being elected, to file a disclosure statement in the form approved by the Minister with the Chief Administrative Officer. <p>A copy of the Code of Conduct Bylaw was sent to Council by email on July 13, 2018 to which one response was received. The member of Council who responded requested the following clarifications:</p> <ul style="list-style-type: none"> • “I assume some of this also applies to Committee of Council. Should there be a definition that says that” – <i>Section 4.1 was modified to ensure the Bylaw applied to all Council members, Council Committee members, and Committee of Council members in the discharge of their duties.</i> • “What are the options of Council if someone gets elected and won’t sign or complete disclosures?” – <i>Clarification was requested from Municipal Affairs in this regard. Not completing the required disclosure would be a breach of the code of conduct and therefore the permitted sanctions and fines under section 107 of the Act could be implemented. In the longer term, potentially Council could ask the Minister to investigate and issue an order but the minister would likely want to see that Council first tried to address it on their own.</i> • “I gather there will be a separate code of conduct drawn up for staff.” <i>Yes, this is required under the Municipal Government Act.</i> • “If Mayor is accused of breaking code the deputy steps in. What if both are involved? Should there be option for a Councillor to be appointed and by whom.” <i>While it is not appropriate for the CAO to enforce the Code or to impose sanctions against a member of Council, Section 22.7 of the Bylaw has been modified to give the CAO authority, in consultation with Council, to move forward with the appointment of a third-party investigator should both the Mayor and Deputy Mayor be involved in an alleged contravention of the Bylaw. This modification still respects the autonomy of Council to govern itself. Council, as a whole, is expected to enforce its Code.</i> <p>A copy of the revised Code of Conduct Bylaw is being circulated with this Request for Decision.</p>	
Benefits:	

- Will provide staff and Council with clear direction in dealing with the conduct of Council members in the discharge of their duties in representing the Town of Kensington.

Disadvantages:

- None noted.

Discussion/Comments:

It is recommended by the CAO that Town Council give first reading to the Code of Conduct for Members of Council Bylaw. The Bylaw has been drafted in compliance with the Municipal Government Act.

Options:

1. Give the Bylaw First Reading as recommended.
2. Not give First Reading to the Bylaw and refer back to staff.

Costs/Required Resources:

N/A

Source of Funding:

N/A

It is recommended that Town Council consider and adopt the following resolutions to give first reading and approval to the Town of Kensington Code of Conduct for Members of Council Bylaw:

Resolution 1

WHEREAS Subsection 107(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

BE IT RESOLVED that the Code of Conduct for Members of Council Bylaw (Bylaw # 2018-04) be hereby read a first time.

Resolution 2

WHEREAS Subsection 107(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

AND WHEREAS the Code of Conduct for Members of Council Bylaw was read a first time at this meeting;

BE IT RESOLVED that the Code of Conduct for Members of Council (Bylaw # 2018-04) be hereby approved.



**CODE OF CONDUCT FOR MEMBERS OF COUNCIL BYLAW
BYLAW 2018-04**

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO SET MINIMUM EXPECTATIONS FOR THE BEHAVIOUR OF MEMBERS OF COUNCIL IN CARRYING OUT THEIR FUNCTIONS AND MAKING DECISIONS THAT BENEFIT THE TOWN OF KENSINGTON.

WHEREAS Subsection 107(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the *Municipal Government Act* to enact a bylaw to provide for the code of conduct for members of Council:

THEREFORE, the Council of the Town of Kensington, in the Province of Prince Edward Island, duly enacts this bylaw as follows:

1. Citation

1.1 This bylaw may be cited as “The Code of Conduct Bylaw of the Town of Kensington”.

2. Definitions

2.1 In this bylaw “Act” means the *Municipal Government Act*.

a) “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Kensington as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.

- b) "Confidential Information" means information that could reasonably harm the interests of individuals or organizations, including the Town of Kensington if disclosed to persons who are not authorized to access the information. This type of information includes, but is not limited to, privileged information, personal information, third party information, technical, financial or scientific information and any other information collected, obtained or derived for or from municipal records that must or may be kept confidential.
- c) "Council" means the Mayor and other members of the Council of the Town of Kensington.
- d) "Councillor" means a member of Council other than the Mayor.
- e) "Family Member" means in relation to a person, a spouse, parent, child, brother, sister, aunt, uncle, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law of the person;
- f) "Person Closely Connected" means "person closely connected", in relation to a member, means a family member, an agent, a business partner or an employer of the member;
- g) "Staff" includes the Chief Administrative Officer (CAO) and all staff of the Town of Kensington, whether full-time, part-time, contract, seasonal or volunteers.

3. Purpose

- 3.1 The purpose of this bylaw is to set minimum expectations for the behaviour of members of Council in carrying out their functions and making decisions that benefit the Town of Kensington.

4. Application

- 4.1 This bylaw applies to the Mayor and all members of Council in the discharge of their duties as a member of Council, a Council Committee or Committee of Council. It operates together with, and as a supplement to, the applicable common law and the following statutes, any regulations or other delegated legislation made pursuant to them:
 - a) the *Municipal Government Act*
 - b) the *Criminal Code of Canada*
- 4.2 This Code of Conduct is to operate in addition to other bylaws, policies and administrative directives as may be determined by Council.

5. Severability

- 5.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

6. Guiding Principles

- 6.1 Members of Council are keepers of the public trust and must uphold the highest standards of ethical behaviour.
- 6.2 Members of Council are expected to act lawfully. They are expected to be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests as a result of the member holding municipal office.
- 6.3 Members of Council have a duty to make decisions based on the best interests of the municipality as a whole.
- 6.4 Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny.
- 6.5 Members of Council must act responsibly within the law and within the authority of the Act. All members of Council must observe the Code of Conduct. This means disclosing actual or potential conflict of interest relating to their public duties and taking steps to resolve the conflict for the protection of the public interest.
- 6.6 Members of Council must demonstrate and promote the principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in municipal government.
- 6.7 Members of Council must conduct public business efficiently and with decorum. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in municipal government decision making.
- 6.8 Members of Council have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered, encouraging appropriate public participation, communicating clearly and providing appropriate means for recourse and feedback.

7. General Conduct

- 7.1 Members of Council must adhere to the following principles and provisions:
- 7.2 Members of Council must serve, and be seen to serve, their constituents in a conscientious and diligent manner;
- 7.3 Members of Council must be committed to performing their functions with integrity and to avoiding conflicts of interest and the improper use of the influence of their office;
- 7.4 Members of Council must not extend, in the discharge of their official duties, preferential treatment to persons closely connected to the member or organizations and groups in which the member or persons closely connected to the member have a direct or indirect pecuniary interest;
- 7.5 Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- 7.6 Members of Council must seek to serve the public interest by upholding both the letter of the law and the spirit of applicable federal, provincial and municipal laws;
- 7.7 Members of Council are obliged to question any request to act or make a decision that they think may be unethical or unlawful;
- 7.8 Members of Council must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council officials, staff and advisory body members must avoid conduct that is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others; and
- 7.9 Members of Council will respect the role of staff in the administration of the business affairs of the municipality.

8. Confidential Information

- 8.1 No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- 8.2 No Member of Council will use confidential information for personal or private gain or for the gain any other person or entity.
- 8.3 Members of Council should not access or attempt to gain access to confidential information in the custody of the municipality unless it is necessary for the

performance of their duties and is not prohibited by legislation, regulations and Council policy.

8.4 Council shall keep confidential, information that falls into the following or similar categories:

- a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
- b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
- c) personal information, other than a person's address, that is protected under the *Municipal Government Act*; and
- d) human resource matters.

9. Public Disclosure Statements

9.1 Each member of Council is required to file a Disclosure Statement with the CAO within thirty (30) days of being elected (See Appendix A).

9.2 The Disclosure Statement will identify:

- a) the name and nature of employment;
- b) financial interests;
- c) other involvement that may be seen to affect fairness in making a municipal decision.

9.3 Public Disclosure Statement will not include specific details about a member of Council's personal financial matters such as salary, the value of holdings or other specific personal financial information.

9.4 Each Council member is required to declare any subsequent changes to employment, financial interests or other involvements. The CAO shall make amendments to the Council member's Disclosure Statement, including a notation stating the date on which the statement is amended.

10. Gifts and Benefits

10.1 No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:

- a) compensation authorized under the Town of Kensington Mayor and Council Remuneration Bylaw;
 - b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - c) a suitable memento of a function honouring the member of Council;
 - d) food, lodging, transportation and entertainment provided by another government or by a conference, seminar or event organizer where the member of Council is either speaking or attending in an official capacity at an official event;
 - e) food and beverages consumed at banquets, receptions or similar events;
 - f) communication to the offices of a member of Council, including subscriptions to newspapers, and periodicals; and
 - g) sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.
- 10.2 No member of Council shall accept the use of property or facilities, such as a vehicle, office or vacation property, at less than fair market value.
- 10.3 No member of Council shall sell property, goods and services to the municipality at higher than fair market value.
- 10.4 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

11. Use of Municipal Property, Equipment and Services

- 11.1 No member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:
- a) available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - b) made available to the member of Council in the course of carrying out council activities and duties.
- 11.2 No Member of Council shall use, or request the use of, for personal purpose any municipal staff services, property, equipment, services, supplies or other

municipally-owned materials, other than for purposes connected with the discharge of municipal duties.

- 11.3 No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
- 11.4 No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- 11.5 No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of personal property to the municipality, except in compliance with the Act and Bylaws of the Town of Kensington.

12. Reimbursable Expenses

- 12.1 Members of Council may claim reimbursement by the municipality for the following expenses:
 - a) expenses incurred by Members of Council for an official duty or function that are modest and represent the prudent use of public funds and do not involve the purchase of alcoholic beverages; and
 - b) hospitality expenses incurred by Members of Council for meetings that include:
 - i) engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;
 - ii) providing persons from national, international and charitable organizations with an understanding and appreciation of the municipality or the workings of its municipal government;
 - iii) honouring persons from the municipality in recognition of exceptional public service and staff appreciation events;
 - iv) recognition events for various agencies, boards and commissions of the municipality; or
 - v) other community groups or associations.

13. Support for Charities

- 13.1 Members of Council may lend their support to and encourage community donations to registered charitable, not-for-profit and other community-based groups; however,

all amounts raised through fundraising efforts shall go directly to the groups or volunteers or chapters acting as local organizers of the group.

- 13.2 No Member of Council shall directly or indirectly manage or control any monies received relating to fundraising for registered charitable, not-for-profit and other community-based groups.

14. Election Campaigns

- 14.1 No Member of Council shall use supplies, services, staff, municipal logo or other resources of the municipality for any election campaign or campaign-related activities.
- 14.2 A member of Council may only utilize a municipal facility or access equipment in the same manner as any other candidate for an election campaign purpose.
- 14.3 All members of Council shall be respectful of the role of the CAO and municipal electoral officer (MEO) in managing the municipal election process and shall not interfere with how the CAO and MEO carries out their duties.
- 14.4 No Member of Council shall use the services of persons for campaign-related activities during hours in which those persons receive any compensation from the municipality.

15. Planning or Procurement Proposals before Council

- 15.1 No members of Council shall solicit or accept support in any form from an individual, group or corporation, with any planning or procurement proposal before Council.

16. Improper Use of Influence

- 16.1 No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.
- 16.2 When a matter pertaining to the municipality is before any tribunal, members of Council shall not contact any tribunal members.
- 16.3 In matters relating to municipal administration, direction shall be given to the CAO by Council as a whole rather than by individual members of Council.

17. Business Relations

- 17.1 No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.

- 17.2 No Member of Council shall borrow money from any person who regularly does business with the municipality unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- 17.3 No Member of Council shall act as a paid agent before Council or a committee of Council or any agency, board or committee of the municipality.
- 17.4 No Member of Council shall refer a third party to a person, partnership or corporation in exchange for payment or other personal benefit.

18. Conduct at Meetings

- 18.1 Members of Council shall conduct themselves with decorum at Council, Committee and Committee of Council meetings in accordance with the provisions of the Procedural Bylaw.

19. Respectful Workplace

- 19.1 Members of Council shall encourage public respect for the municipality and its bylaws.
- 19.2 All Members of Council have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.

20. Interactions of Council with Staff and Service Providers

- 20.1 Council has the responsibility to govern in accordance with the Act and regulations.
- 20.2 Council officials must act in accordance with Council's Procedural Bylaw and the conduct guidelines outlined in this Code of Conduct Bylaw.
- 20.3 Members of Council shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- 20.4 Members of Council must not direct or influence or attempt to direct or influence any municipal staff in the exercise of their duties or functions.
- 20.5 Pursuant to subsection 93(6) of the MGA, members of Council are to direct any inquires to the CAO rather than access staff directly. No Council member or member of a Council Committee shall publicly or privately instruct or direct an employee of the municipality except through the CAO. Members of Council are not to contact or issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.

- 20.6 Members of Council must not make public statements attacking or reflecting negatively on the Town of Kensington staff or invoke staff matters for political purposes.

21. Employment of Persons Closely Connect to Members of Council

- 21.1 No member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- 21.2 No member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.
- 21.3 No member of Council shall attempt to use a family relationship for their personal benefit or gain.

22. Breaches, Complaint Handling and Internal Resolution

- 22.1 Members of Council are to abide by the requirements of this Code of Conduct and shall endeavour to resolve interpersonal disputes in good faith.
- 22.2 Before commencing the formal internal resolution procedure specified below, the member or members of Council who are a party or parties to an alleged contravention of this Code of Conduct will endeavour to resolve the matter informally in a courteous and respectful manner, recognizing that they have been elected to represent the best interests of the municipality.
- 22.3 Alleged breaches of this Code of Conduct by a member of Council shall be submitted in a written complaint addressed to the Mayor and/or the CAO within three (3) months of the last alleged breach.
- 22.4 In the event that the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor.
- 22.5 If the alleged contravention cannot be informally resolved, the Mayor will facilitate discussion between the parties.
- 22.6 If the matter is not satisfactorily resolved after mayoral facilitation, the Mayor, with the assistance of the CAO will commence the formal internal resolution process by appointing an independent third-party investigator who has the necessary professional skills, knowledge and experience to carry out the role and investigate the complaint in a fair and objective manner.
- 22.7 If the Mayor is involved in the alleged contravention of the Code of Conduct, the Deputy Mayor shall assume the role of the Mayor in the facilitation process and the

appointment of any third-party investigator. If the Mayor and Deputy Mayor are involved in the alleged contravention, the CAO will appoint, in consultation with council, an independent third-party investigator. All deliberations regarding alleged contraventions of the Code should be conducted in confidence.

22.8 If a third-party investigator is appointed, the parties:

- a) Shall provide reasonable assistance to the investigator if requested; and
- b) Must participate in good faith in the investigation.

22.9 The role of the investigator is to:

- a) Consider the alleged contravention of the Code of Conduct;
- b) Ensure that the parties involved are given an opportunity to be heard by the arbiter;
- c) Explore if the alleged contravention can be resolved between the parties without making any findings; and
- d) Failing resolution between the parties, the third-party investigator will provide an investigation update within ninety (90) days of their appointment to the Mayor or Deputy Mayor, as applicable, and to the complainant and the respondent.

22.10 The third-party investigator will provide a written, confidential report of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Mayor or Deputy Mayor, as applicable, and to the complainant and the respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Code of Conduct.

22.11 Based on the findings in the report of the third-party investigator, the Council, Mayor or Deputy Mayor will determine the most appropriate action to resolve the matter.

22.12 Council may, in accordance with section 107(3) of the Act:

- a) Dismiss the complaint;
- b) Require the member of Council to remove themselves from the meeting if conduct is deemed to be inappropriate;
- c) Reprimand the member of Council for a breach of this Code of Conduct Bylaw;

- d) Suspend the remuneration paid to the member in respect of their services as a member of Council for a period of up to 90 days;
- e) Request for an apology to Council, the complainant, or both;
- f) Impose a fine of not more than \$500; or
- g) Impose any other sanction that is deemed appropriate in the professional judgment of the third-party investigator, where so enabled in the Act.

22.13 The principles of natural justice must be observed during the arbitration of an alleged contravention of this Code of Conduct. There is a right to a fair hearing before an independent investigator. The member of Council who is the subject of an alleged contravention must be given all relevant information in regard to the allegation and an opportunity to respond and be supported if the member so desires. Any member of Council who alleges a contravention of the Code of Conduct must not be disadvantaged because of such action.

22.14 The Code of Conduct does not override, prevail over, or amend legislation applicable to the roles, responsibilities, and duties of members of Council.

22.15 Members of Council are individually responsible for seeking relevant advice from the CAO as to the application of the Code of Conduct.

23. Repeal of Existing Bylaw

23.1 All previous Bylaws of the Town of Kensington pertaining to a Code of Conduct for Members of Council are hereby repealed.

First Reading:

This Code of Conduct for Members of Council Bylaw, Bylaw # 2018-04, was read a first time at the Council meeting held on the _____ day of _____, 2018.

This Code of Conduct for Members of Council Bylaw, Bylaw # 2018-04 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Second Reading:

This Code of Conduct for Members of Council Bylaw, Bylaw # 2018-04, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This Code of Conduct for Members of Council Bylaw, Bylaw # 2018-04 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Code of Conduct for Members of Council Bylaw, Bylaw # 2018-04, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Signatures:

Rowan Caseley, Mayor

Geoff Baker, CAO

This Code of Conduct for Members of Council Bylaw, Bylaw # 2018-04 adopted by the Council of the town of Kensington on _____ is certified to be a true copy of the original as seen by me.

Geoff Baker
Chief Administrative Officer
Town of Kensington
55 Victoria Street East
Kensington, PE
C0B 1M0
(902) 836-3781

**TOWN OF KENSINGTON
COUNCIL MEMBER DISCLOSURE STATEMENT**

**TOWN OF KENSINGTON
COUNCIL MEMBER DISCLOSURE STATEMENT 1**

Name of Council Member: _____

Address: _____

Note: This form must be completed by each council member within **30 days** of being elected and filed with the Chief Administrative Officer in accordance with clause 107(2)(d) of the *Municipal Government Act*. If applicable, each Council member shall complete a separate disclosure statement for his/her spouse and certify that the information is accurate and complete.

The Administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member and will note the date on which this statement is amended.

Member: Disclosure of Source of Income

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I receive remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

Name(s) of Payer	Nature of Relationship

Member: Disclosure of Property Holdings

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- a) me and/or my spouse; or
- b) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I am a director or senior officer or in which I or have a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Member: Disclosure of Liabilities to Municipality

Pursuant to clause 107(2)(d) of the Act, I hereby disclose any and all liabilities that are considered to be a debt or debts owing to the municipality:

Debt(s) Owing to the Municipality

Member: Disclosure of Corporate Interests

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the name of each corporation in which I have a controlling interest, or of which I am a director or a senior officer:

Name(s) of Corporation	Nature of Interest or Position

Member Disclosure of Partnerships

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the name of each partnership or firm of which I am a member:

Name(s) of Partnership or Firm(s)

Member Disclosure of Business Arrangements:

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I direct, manage, operate or am otherwise involved in that:

- a) transacts business with the municipality;
- b) the Council considers appropriate or necessary to disclose; or
- c) is required by the Act:

Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Member: Disclosure of Contracts and Agreements:

Pursuant to clause 107(2)(d) of the *Act*, I hereby disclose the general nature and any material details of any contract or agreement involving me that could reasonably be perceived to be affected by a decision, recommendation or action of the Council and to affect my impartiality in the exercise of my office:

General Nature and Any Material Details of Any Contract or Agreement

**TOWN OF KENSINGTON
COUNCIL MEMBER DISCLOSURE STATEMENT FOR SPOUSE (IF APPLICABLE)**

Note: If applicable, each Council member must complete this form on behalf of his/her spouse.

Name of Spouse: _____

Address: _____

(If different from address noted on Form MGA-MG-1)

Note: If applicable, this form must be completed by each council member within 30 days of being elected and filed with the Chief Administrative Officer in accordance with clause 107(2)(d) of the Municipal Government Act. If applicable, each Council member shall complete this supplementary disclosure statement on behalf of his/her spouse and declare that the information is accurate and complete.

The Administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member in relation to his or her spouse and will note the date on which this statement is amended.

Spouse: Disclosure of Source of Income

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which my spouse receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

Name(s) of Payer	Nature of Relationship

Spouse: Disclosure of Property Holdings

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- a) my spouse and/or me; or
- b) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which my spouse is a director or senior officer or in which my spouse has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Spouse: Disclosure of Liabilities to Municipality

Pursuant to clause 107(2)(d) of the Act, I hereby disclose any and all liabilities that are considered to be a debt or debts owed by my spouse to the municipality:

Debt(s) Owning to the Municipality

Spouse: Disclosure of Corporate Interests

Pursuant to clause 107(2)(d) of the Act, I hereby disclose the name of each corporation in which my spouse has a controlling interest, or of which my spouse is a director or a senior officer:

Name(s) of Corporation	Nature of Interest or Position

Spouse: Disclosure of Partnerships

Pursuant to clause 107(2)(d) of the *Act*, I hereby disclose the name of each partnership or firm of which my spouse is a member:

Name(s) of Partnership or Firm(s)

Spouse: Disclosure of Business Arrangements:

Pursuant to clause 107(2)(d) of the *Act*, I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that my spouse directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the Council considers appropriate or necessary to disclose; or
- (c) is required by the Act:

Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Spouse: Disclosure of Contracts and Agreements:

Pursuant to clause 107(2)(d) of the *Act*, I hereby disclose the general nature and any material details of any contract or agreement involving my spouse that could reasonably be perceived to be affected by a decision, recommendation or action of the Council and to affect my impartiality in the exercise of my office:

General Nature and Any Material Details of Any Contract or Agreement

DECLARATION

I, _____, of the Town of Kensington, in the Province of Prince Edward Island, do hereby declare that the information, belief, and statements contained and made in this form are, to the best of my knowledge, true, accurate and complete.

If applicable, I further do hereby declare that the information, belief, and statements contained and made in this form in relation to my spouse are, to the best of my knowledge, true, accurate and complete.

I also do hereby declare that I will comply with all Conflict of Interest and Code of Conduct rules established under the *Municipal Government Act* and by Council, by bylaw.

Dated this _____ day of _____, 20_____.

Signature of Declarant

Witness

Date Received

Town of Kensington - Request for Decision

Date: August 8, 2018	Request for Decision No: 2018-53 (Office Use Only)
Topic: Municipal Election Proceedings Bylaw – First Reading	
Proposal Summary/Background: <p>Section 36(1) of the Municipal Government Act requires Town Council to pass a Bylaw, <i>at least 90 days before an election (subsequently modified by Ministerial Order)</i>, that establishes, in accordance with the regulations,</p> <ol style="list-style-type: none">Who is eligible to contribute to an election campaign;The limits on campaign contributions to a candidate;The disclosure requirements in respect of campaign contributions;The election campaign spending limits for candidates for mayor and councilor; andThe disclosure requirements in respect of campaign spending by each candidate. <p>Section 36(2) states that a bylaw passed under subsection (1) shall establish procedures and time frames for the reporting of campaign contributions and campaign spending by all candidates.</p> <p>The draft Election Proceedings Bylaw was originally sent to Town Council by email on July 19, 2018. Subsequently a revised Bylaw was sent out on August 3rd with specific recommendations around campaign expenses and contribution maximum amounts, and wording to clarify general nomination requirements.</p> <p>A copy of the revised Election Proceedings Bylaw is being circulated with this Request for Decision.</p>	
Benefits: <ul style="list-style-type: none">Will provide Council, staff and those responsible for managing election proceedings with clear direction on the legislative requirements around election proceedings.Will ensure that municipal election requirements comply with the Municipal Government Act.	
Disadvantages: <ul style="list-style-type: none">None noted.	
Discussion/Comments: <p>It is recommended by the CAO that Town Council give first reading to the Election Proceedings Bylaw. The Bylaw has been drafted in compliance with the Municipal Government Act.</p>	
Options: <ol style="list-style-type: none">Give the Bylaw First Reading as recommended.Not give First Reading to the Bylaw and refer back to staff.	
Costs/Required Resources:	Source of Funding:

N/A

N/A

It is recommended that Town Council consider and adopt the following resolutions to give first reading and approval to the Town of Kensington Code of Conduct for Members of Council Bylaw:

Resolution 1

WHEREAS Section 36 of the Municipal Government Act R.S.P.E.I 1988, Cap. M-12.1., requires a municipality to pass a Bylaw that establishes:

- a. Who is eligible to contribute to an election campaign;*
- b. The limits on campaign contributions to a candidate;*
- c. The disclosure requirements in respect of campaign contributions;*
- d. The election campaign spending limits for candidates for mayor and councilor; and*
- e. The disclosure requirements in respect of campaign spending by each candidate.*

AND WHEREAS such Bylaw shall establish procedures and time frames for the reporting of campaign contributions and campaign spending by all candidates;

BE IT RESOLVED that the Municipal Election Proceedings Bylaw (Bylaw #2018-05) be hereby read a first time.

Resolution 2

WHEREAS Section 36 of the Municipal Government Act R.S.P.E.I 1988, Cap. M-12.1., requires a municipality to pass a Bylaw that establishes:

- a) Who is eligible to contribute to an election campaign;*
- b) The limits on campaign contributions to a candidate;*
- c) The disclosure requirements in respect of campaign contributions;*
- d) The election campaign spending limits for candidates for mayor and councilor; and*
- e) The disclosure requirements in respect of campaign spending by each candidate.*

AND WHEREAS such Bylaw shall establish procedures and time frames for the reporting of campaign contributions and campaign spending by all candidates;

AND WHEREAS the Municipal Election Proceedings Bylaw was read a first time at this meeting;

BE IT RESOLVED that the Municipal Election Proceedings Bylaw (Bylaw #2018-05) be hereby approved.



MUNICIPAL ELECTION PROCEEDINGS BYLAW BYLAW 2018-05

BE IT ENACTED by the Council of the Town of Kensington as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the “Elections Bylaw.”

2. Purpose

- 2.1. The purpose of this bylaw is to establish the rules and procedures for municipal elections.

3. Authority

- 3.1. This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.

4. Application

- 4.1. This bylaw applies to the Mayor and all members of Council, municipal employees, and the public. It operates together with, and as a supplement to, the *Municipal Government Act* and applicable regulations.

5. Definitions

- 5.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, the Municipal Election Regulations, or the Campaign Contributions and Election Expenses Bylaw Regulations has the same meaning as in that Act or regulations.
- 5.2. “Act” means the *Municipal Government Act*.
- 5.3. “Campaign Financing Regulations” – means the Campaign Contributions and Election Expenses Bylaw Regulations.
- 5.4. “Campaign Contribution” – means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fundraising event by the sale of tickets or otherwise, but does not include volunteer labour or services.

- 5.5. “Campaign Contribution Period” – means the same period of time as the elections expenses period for a particular candidate or person who has declared an intention to become a candidate.
- 5.6. “Candidate” - means a person nominated in accordance with Part 3, Division 8, of the Act, and for the purposes of the provisions of this bylaw pertaining to campaign contributions and election expenses, includes a person who has declared an intention to run as a candidate in accordance with clause 2(1)(a) of the Campaign Contributions and Election Expenses Bylaw Regulations.
- 5.7. “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Kensington as appointed by council under clause 86(2)(c) of the Act.
- 5.8. “Council” means the mayor and other members of the council of the Town of Kensington.
- 5.9. “Councillor” means a member of council other than the mayor.
- 5.10. “Election Expense” - means the cost of goods and services, and the value of any donation in kind, used by or for the benefit of the candidate for the purpose of a candidate’s election campaign, but does not include audit fees or volunteer labour or services.
- 5.11. “Election Expenses Period” – means the period in an election year beginning when a person publicly declares the person’s intention to run as a candidate for municipal office, whether in person or by electronic means, and ending, in the case of an election, on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected. In the case of a by-election, the election expenses period means the date when council sets the election day and ends on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected.
- 5.12. “Election Regulations” – means the Municipal Election Regulations.
- 5.13. “Employee” means, except as provided elsewhere in the Act, a person who performs work for the Town of Kensington for pay and includes a person on leave from employment with the town, a person being trained by a municipality to perform work for the town, a person retained under an employment contract to perform work for the town, and (iv) any other person or class of person designated as an employee by the Minister but does not include an independent officer. In Part 3 respecting candidacy for election, employee also means any employee of a controlled corporation, but does not include a volunteer firefighter who is not otherwise employed by the town.
- 5.14. “List of Electors” means the preliminary list of electors, supplementary list of electors or the official list of electors, as the context requires;

- 5.15. “Municipal Electoral Officer” means the person appointed under section 40 of the Act to be responsible for the administration of the election.

6. Interpretation

- 6.1. This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation, regulations, and the definitions set out in them.

7. General

- 7.1. All employee election activities and interaction with employees relating to elections shall be undertaken in accordance with subsections 35(1) and (2) of the Act.

8. Election Expenses

- 8.1. Pursuant to clause 2(1)(a) of the Campaign Financing Regulations and effective January 1, 2019, in the case of an election, the election expenses period is the period in an election year beginning when a person publicly declares their intention to run as a candidate (in person or by electronic means) and ending on the election day or the declaration that the candidate is elected, whichever is earlier.
- 8.2. Pursuant to clause 2(1)(b) of the Campaign Financing Regulations and effective January 1, 2019, in the case of a by-election, the election expenses period is the period beginning when Council sets the date of the election day and ending on the earlier of election day and the declaration that the candidate is elected.
- 8.3. Except as provided in section 8.4 of this bylaw, pursuant to subsection 2(2) of the Campaign Financing Regulations and effective January 1, 2019, election expenses shall only be incurred by or on behalf of a candidate during the election expenses period.
- 8.4. Pursuant to subsection 2(3) of the Campaign Financing Regulations, expenses related to the preparation of advertising materials and signs may be incurred prior to the election expenses period. These expenses shall be recorded and disclosed as election expenses in accordance with the provisions of this bylaw.
- 8.5. Pursuant to subsection 3(1) of the Campaign Financing Regulations and effective January 1, 2019, the maximum allowable election expenses of a candidate for mayor is \$5,000.
- 8.6. Pursuant to subsection 3(2) of the Campaign Financing Regulations and effective January 1, 2019, the maximum allowable election expenses of a candidate for councillor is \$2,500.
- 8.7. Pursuant to section 10 of the Campaign Financing Regulations, election expenses incurred by a candidate in an election shall not be carried forward to be considered as an allowable election expenses in a subsequent election.

9. Campaign Contributions

- 9.1. Effective January 1, 2019, campaign contributions shall only be received by a candidate during the campaign contribution period as defined in the Campaign Financing Regulations.
- 9.2. Pursuant to subsection 4(1) of the Campaign Financing Regulations and effective January 1, 2019, the following may contribute to a candidate's campaign in an election or by-election:
 - (a) an individual;
 - (b) an organization;
 - (c) a union;
 - (d) a corporation.
- 9.3. Pursuant to subsection 4(2) of the Campaign Financing Regulations and effective January 1, 2019, contributors shall not make a contribution exceeding \$250 to any one candidate for Mayor in an election.
- 9.4. Pursuant to subsection 4(3) of the Campaign Financing Regulations and effective January 1, 2019, contributors shall not make a contribution exceeding \$250 to any one candidate for Councillor in an election.
- 9.5. Pursuant to subsection 4(4) of the Campaign Financing Regulations and effective January 1, 2019, neither a candidate nor that candidate's spouse shall make a contribution to that candidate's own election campaign exceeding the difference between the maximum expenditure amount and the total contributions from other contributors.
- 9.6. Pursuant to subsection 8(1) of the Campaign Financing Regulations, no candidate shall accept anonymous campaign contributions.
- 9.7. Pursuant to subsection 8(2) of the Campaign Financing Regulations, where a candidate receives an anonymous campaign contribution, the candidate shall ensure that the contribution is not used or spent but is donated to a registered charity of the candidate's choice within 30 days of receipt of the contribution.

10. Candidate Records

- 10.1. Pursuant to subsection 5(1) of the Campaign Financing Regulations, a candidate shall keep complete and proper accounting records of all campaign contributions and election expenses.
- 10.2. Pursuant to subsection 5(2) of the Campaign Financing Regulations, a candidate must ensure that:
 - (a) proper records are kept of receipts and expenses;
 - (b) a record is kept of the value of every campaign contribution, whether the contribution is in the form of money, goods or services, and the name and address of the contributor;

- (c) receipts are provided to the contributor for every campaign contribution referred to in section 10.2(b) of this bylaw; and
- (d) all records kept in accordance of this section remain in the possession and under control of the candidate or the candidate's agent at all times.

11. Candidate Disclosure: Filing and Records

- 11.1. Pursuant to subsection 6(2) of the Campaign Financing Regulations, a candidate shall file a disclosure statement of the candidate's campaign contributions and election expenses, listing all campaign contributions and all elections expenses.
- 11.2. The disclosure statement shall be in writing in the form approved by the Minister and shall be filed with the Municipal Electoral Officer within two months following the date of a municipal election.
- 11.3. If the MEO is no longer appointed, the candidate shall file the disclosure statement with the CAO.
- 11.4. Pursuant to subsection 6(3) of the Campaign Financing Regulations, a candidate's disclosure statement shall include:
 - (a) a statutory declaration that states the total campaign contributions and the total election expenses of the candidate for that election campaign, and whether there is any surplus;
 - (b) the following information in relation to campaign contributions:
 - i. the name and address of each contributor whose cumulative campaign contribution exceeded \$250;
 - ii. the cumulative amount that each of the named contributors has given to the candidate;
 - iii. If no contributor's cumulative campaign contribution exceeded \$250, a notation to that effect;
 - (c) a list of all election expenses and campaign contributions;
 - (d) a full accounting of all election expenses and campaign contributions relating to fundraising events;
 - (e) a description and estimated value of each donation in kind; and
 - (f) a description and estimated value of each loan received for the purposes of the election campaign.
- 11.5. Pursuant to section 7 of the Campaign Financing regulations, no candidate shall file a false, misleading or incomplete disclosure statement.
- 11.6. Pursuant to subsection 9(1) of the Campaign Financing Regulations, where a candidate's disclosure statement filed in accordance with 11.1 of the bylaw discloses a surplus of campaign contributions in the form of money, a named contributor's monetary campaign contribution shall be returned to the contributor, on a pro-rated basis, where

- (a) the candidate withdraws from the election prior to election day; and
 - (b) the contributor requests in writing to the candidate, within 14 days of the candidate's withdrawal, the return of the campaign contribution.
- 11.7. Subject to a refund of a named contributor's campaign contribution pursuant to subsection 11.6 of this bylaw, where a candidate's disclosure statement filed in accordance with 11.1 of the bylaw discloses a surplus of campaign contributions in the form of money, the candidate shall turn over the remaining surplus to the CAO to be used for municipal purposes.
- 11.8. Pursuant to subsection 11(1) of the Campaign Financing Regulations, all documents filed with the municipal electoral officer shall be delivered by the municipal electoral officer to the chief administrative officer of the municipality within two weeks after the time specified in section 11(2) of the bylaw for filing the documents.
- 11.9. Pursuant to subsection 11(2) of the Campaign Financing Regulations, the CAO shall retain the documents referred to in 11.8 of this bylaw in accordance with the records retention and disposal schedule of the municipality that is established pursuant to section 117 of the Act.
- 11.10. Pursuant to subsection 11(3) of the Campaign Financing Regulations, all documents filed with the MEO and retained by the CAO under section 11.9 of this bylaw are public documents and may, upon request, be available for inspection on request to the CAO during regular officer hours.
- 11.11. Pursuant to subsection 12(1) of the Campaign Financing Regulations, a candidate, whether elected or not, shall retain all records required pursuant to the regulations for no less than seven years.
- 11.12. Pursuant to subsection 12(2) of the Campaign Financing Regulations, the MEO, or the CAO if the MEO is no longer appointed, may require a candidate (whether elected or not) to provide additional information and supporting documentation in respect of the candidate's disclosure statement at any time within the seven-year period referred to in section 11.11 of this bylaw.

12. Reporting

- 12.1. Pursuant to subsection 11(4) of the Campaign Financing Regulations, the CAO shall forward to Council a report summarizing the disclosure statement of each candidate, noting any candidate who has exceeded the limit on election expenses pursuant to sections 8.5 and 8.6 of this bylaw and the name of any candidate who failed to file the required disclosure statement.
- 12.2. Pursuant to subsection 11(5) of the Campaign Financing Regulations, the CAO shall ensure that the summary referred to in section 12.1 of this bylaw is posted on the town's website for a period of at least 6 months.

- 12.3. Pursuant to subsection 11(6) of the Campaign Financing Regulations, the CAO shall ensure that the filed disclosure statement of each candidate who sought election in the immediately preceding election (whether elected or not) is posted on the town's website for a period of at least 6 months.

13. Complaints & Compliance

- 13.1. Pursuant to subsection 12(3) of the Campaign Financing Regulations, where:

- (a) a candidate fails or refuses to provide the additional information and supporting documentation referred to in section 11.12 of the bylaw; or
- (b) the MEO or CAO, as the case may be, is not satisfied with the additional information and supporting documentation provided by the candidate;

The MEO or CAO, as the case may be, refer the matter to Council.

- 13.2. Pursuant to subsection 12(4) of the Campaign Financing Regulations, Council may:

- (a) determine that no further action is required;
- (b) order the candidate to provide the additional information and supporting documentation required under section 11.12 of the bylaw; or
- (c) take any further action the Council considers appropriate.

- 13.3. Pursuant to subsection 12(5) of the Campaign Financing Regulations, an elector of the municipality may in writing make a complaint that relates to information contained in a candidate's disclosure statement and deliver the complaint to the MEO, or the CAO if the MEO is no longer appointed.

- 13.4. Pursuant to subsection 12(6) of the Campaign Financing Regulations, the MEO or the CAO, as the case may be, who receives a complaint from an elector under section 13.3 of this bylaw may:

- (a) determine that no further action is required;
- (b) require the candidate who is the subject of the complaint to provide additional information under section 11.12 of the bylaw, or
- (c) refer the matter to Council to be dealt with under section 13.2 of this bylaw.

14. Offences and Penalties

- 14.1. Pursuant to subsection 13(1) of the Campaign Financing Regulations, a person who contravenes a provision of this bylaw is guilty of an offence and liable on summary conviction to a fine not to exceed \$2,000.
- 14.2. Pursuant to clause 13(2)(a) of the Campaign Financing Regulations, a conviction for an offence referred to in section 14.1 of this bylaw does not

relieve the person convicted, including a candidate referred to in section 13.2(b) of this bylaw, from the requirement to comply with this bylaw.

- 14.3. Pursuant to clause 13(2)(b) of the Campaign Financing Regulations, the convicting judge may, in addition to any fine imposed, order the person to do any act or work, within the time specified by the judge in the order, to comply with the provisions of this bylaw.
- 14.4. Pursuant to subsection 14(1) of the Campaign Financing Regulations, where a candidate who is elected has contravened any provision of this bylaw and is convicted of an offence in respect of that contravention, the candidate is disqualified from office and shall resign immediately.
- 14.5. Pursuant to subsection 14(2) of the Campaign Financing Regulations and despite 14.4 of this bylaw, a candidate may not be required to resign where a judge of the Supreme Court decides that the contravention of the candidate arose through inadvertence or by reason of an honest mistake.

15. Nominations

- 15.1. Pursuant to subsection 26(4)(a) of the Municipal Election Regulations, the minimum number of nominators required for each nomination shall be 5.
- 15.2. Pursuant to subsection 26(b) of the Election Regulations, a non-refundable nomination deposit will be required. The fee will be \$50.
- 15.3. Pursuant to section 33 of the Election Regulations, where an officially nominated candidate dies before the close of polls on Election Day, the candidate's deposit shall be returned to the candidate's personal representative.

16. Agreement with Elections PEI

- 16.1. Pursuant to subsection 41(2) of the Act, the Council of the Town of Kensington shall enter into an agreement with the Chief Electoral Officer of Prince Edward Island to obtain data to be used in preparation of a list of electors.
- 16.2. The Municipal Electoral Officer may supplement the information obtained from the agreement with the Chief Electoral Officer of Prince Edward Island with information from any source that, in the opinion of the Chief Electoral Officer, is relevant to ensuring the list of electors is accurate.

17. Voters Not on List

- 17.1. Pursuant to subsection 45(2) of the Election Regulations, electors not appearing on the official list of voters may register at the time of attendance at a voting opportunity if the person is eligible to vote under the Act.

18. Advance polls

- 18.1. An advance poll will be held in accordance with section 45 of the Act and section 43 of the Regulations at least eight (8) clear days prior to the municipal election, between the hours of 9:00 am and 7:00 pm.

19. Location of office

- 19.1. Pursuant to sections 10 and 11 of the Election Regulations, the election office shall be opened from the fourth Tuesday before the election at the Kensington Town Hall Administration Office, located at 55 Victoria Street East, Town of Kensington and shall be open 9:00 am to 4:00 pm, Monday to Friday.

20. Records

- 20.1. Records pertaining to the election will be destroyed or retained, as the case may be, in accordance with section 87 of the Election Regulations and the records retention bylaw, and where such a bylaw has not yet been enacted the records will be retained for at least 7 years.

21. By-Elections

- 21.1. All by-elections will be undertaken in accordance with sections 60-62 of the Act and section 5 of the Election Regulations.

22. Repeal of Existing Bylaw

- 21.1 All previous Bylaws of the Town of Kensington pertaining to the regulation of Municipal Elections are hereby repealed.

23. Effective Date

- 23.1. This Elections Bylaw, Bylaw# 2018-05, shall be effective on the date of approval and adoption below.

First Reading:

This Municipal Election Proceedings Bylaw, Bylaw # 2018-05, was read a first time at the Council meeting held on the _____ day of _____, 2018.

This Municipal Election Proceedings Bylaw, Bylaw # 2018-05 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Second Reading:

This Municipal Election Proceedings Bylaw, Bylaw # 2018-05, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This Municipal Election Proceedings Bylaw, Bylaw # 2018-05 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Municipal Election Proceedings Bylaw, Bylaw # 2018-05, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Signatures:

Rowan Caseley, Mayor

Geoff Baker, CAO

This Municipal Election Proceedings Bylaw, Bylaw # 2018-05 adopted by the Council of the town of Kensington on _____ is certified to be a true copy of the original as seen by me.

Geoff Baker
Chief Administrative Officer
Town of Kensington
55 Victoria Street East
Kensington, PE
C0B 1M0
(902) 836-3781

Town of Kensington - Request for Decision

Date: August 9, 2018	Request for Decision No: 2018-54 (Office Use Only)
Topic: Development Permit Application – Bethany Cousins (PID No. 498212)	
Proposal Summary/Background: A development permit application has been submitted by Bethany Cousins, owner of a property located at 22 Park Road (Bethany's Puppy Parlour) for the installation of a 8ft x 10ft baby barn (accessory structure) on her property.	
Benefits: <ul style="list-style-type: none">• None noted	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: The development permit application has been reviewed against the Town's Development Control Bylaw and is recommended for approval by the CAO. Because the development is Industrial in nature, the CAO does not have authority under the Development Control Bylaw to approve the application.	
Options: <ol style="list-style-type: none">1. Approve the development permit application as recommended.2. Not approve the development permit application and refer back to staff.	
Costs/Required Resources: N/A	Source of Funding: N/A
<p>It is recommended that Town Council consider and adopt the following resolutions:</p> <p><i>THAT Kensington Town Council approve a development permit application for Bethany Cousins for the installation of a 8' x 10' Baby Barn 22 Park Road, subject to compliance with the Town of Kensington Development Control Bylaw.</i></p>	



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:	July 10, 2018
Date Approved:	
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 22 Park Road Property Tax Number (PID): 498212
Lot No.: 22 Subdivision Name _____ Current Zoning: _____
Are there any existing structures on the property?: ☐ No ☐ Yes, please describe: _____

Land Purchased from Town of Kensington Year Purchased 2008

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____	Acreage <u>.6</u>
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

2. Contact Information

APPLICANT Name: Bethany Cousins Address: 7760 Cavendish Road
Phone: _____ Cell: 439-6723 Hunter River, PE
Email: B-9kuts@live.com Postal Code: C0A 1N0

Same as Above: ☒

OWNER Name: _____ Address: _____
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 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 checked="" 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 type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input checked="" type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input 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>0</u>	<u>0</u>	Width <u>8'</u> Length <u>10'</u>

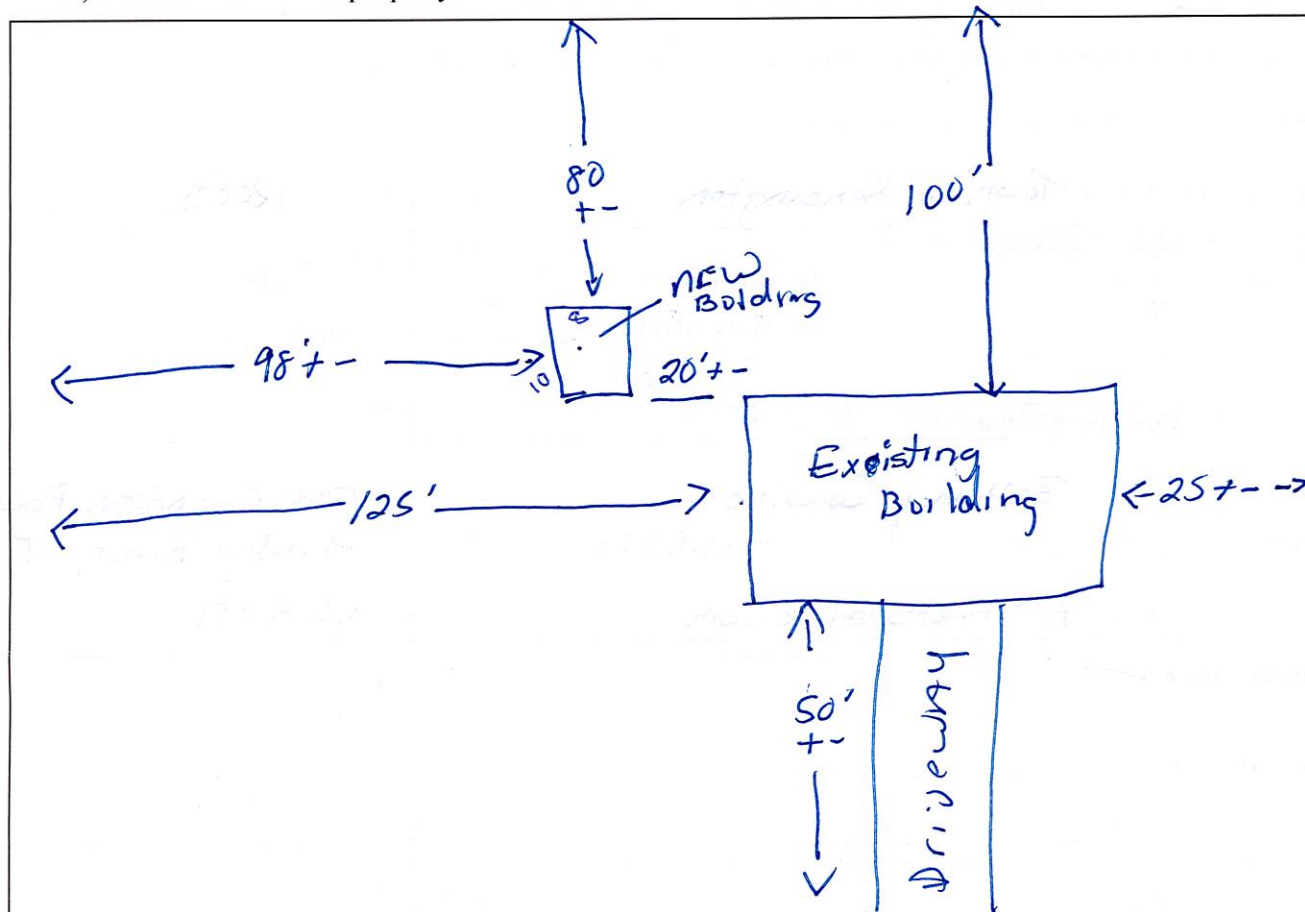
Detailed Project Description: Adding a mini barn onto the lot.
8x10 Building.

Estimated Value of Construction (not including land cost): 1000.00

Projected Start Date: July 9, 2018 Projected Date of Completion: July 30, 2018

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.



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 M. Bethany Cousin Date: July 5, 2018

Town of Kensington - Request for Decision

Date: August 9, 2018	Request for Decision No: 2018-55 (Office Use Only)
Topic: Kensington Moase Plumbing and Heating Vipers – Financial Support Request	
Proposal Summary/Background: <p>A request has been received from Pat McIver, of the Kensington Vipers, requesting Town Council's consideration to provide \$5,000 in financial support in their bid to host the 2019 Don Johnson Memorial Cup at the Credit Union Centre. The event comes to PEI every four years and brings 3 teams from outside PEI, 1 team from PEI as well as numerous parents, fans, scouts, media and many more people attending the event.</p> <p>The request was initially presented to Town Council (as correspondence) at their regular July meeting, where further information and review was requested, specifically around the cost to keep the Centre open for an additional two weeks and ways in which the additional operational cost could be recovered and/or minimized. Credit Union Centre Manager reviewed the request and provided information through the Deputy Administrator on July 31, 2018. Mayor Caseley undertook discussions with most Councillors individually, based on the provided information, and unanimous consent was given to support the request.</p> <p>Staff subsequently provided a letter of financial support to Mr. McIver to support their bid.</p> <p>It is requested that Town Council formalize the decision to provide the financial support to the Kensington Vipers as requested.</p> <p>It is understood that another PEI team (Evangeline) is also submitting a bid to host the event. It has been approximately 12 years since Kensington has hosted the Don Johnson Memorial Cup.</p> <p>A copy of the original support request, hosting regulations and the review completed by Mr. Wood is circulated with this Request for Decision.</p>	
Benefits: <ul style="list-style-type: none">• Will support the Kensington Vipers in their bid to host the 2019 Don Johnson Memorial Cup.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: <p>All information provided has been reviewed by the CAO and it is recommended that Town Council confirm their financial support by formal motion.</p>	
Options: <ol style="list-style-type: none">1. Approve the request to support the Kensington Vipers request for financial assistance in their bid to host the 2019 Don Johnson Memorial Cup.	

2. Not approve the request.

Costs/Required Resources:

\$5,000.00 (direct financial support)

Approximately \$10,000 to keep the Credit Union Centre open for an additional two weeks. Recoverable as indicated in R. Wood review.

Source of Funding:

Direct Financial Support – Donations and Grants

Additional Operating Requirements – Credit Union Centre Operational budget

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

THAT Kensington Town Council approve the request from the Kensington Moose Plumbing and Heating Vipers to commit \$5,000 in financial support in their bid to host the 2019 Don Johnson Memorial Cup at the Kensington Credit Union Centre.



PO Box 301, Kensington PEI C0B1M0 PH: 902-836-3509 E-mail cgardens@pe.aibn.com

Website: www.kensington.ca

Credit Union Centre and Vipers JrB Atlantics review

- Arena would be open two weeks longer than normal
- Vipers have agreed to run with the Arena a youth 4 on 4 league for two weeks and create a weekend tournament to fill up ice rentals.
- Vipers will hopefully be still playing a couple games spreading out Finals.
- Vipers will rent extra practices before hosting Atlantics
- 10 percent of all Tournament Profits return to Arena\Town plus rental rate for the games
- Canteen revenues will be approx. 7-9000 for that tournament weekend
- Normal Operations cost approx. 5000.00 per week to operate the Arena and with the above agreement I recommend that hosting a highly marketed tournament will be a positive to the Credit Union Arena and the Town of Kensington.
- Pat McIver needs to submit a bid package by tomorrow, Wednesday, August 1 and one other community is applying (Evangeline)
- A tentative commitment to sponsor them will go a long way in winning this bid.

Robert Wood

Town of Kensington
Mayor Caseley and Councilors

The Kensington Moase Plumbing and Heating Vipers are in the bid process to host the 2019 Don Johnson Memorial Cup at Credit Union Centre during the last week of April 2019. This event comes to PEI every 4 years and brings 3 teams from outside PEI as well as 1 team from PEI as well as numerous parents, fans, scouts, media and many more people attending the event. This will be a major economic generator for the Town of Kensington and surrounding areas.

We are now in the bid process and are looking for the Towns support to help us land this event. As you can see in the attached bid guidelines this will be an expensive event to host for the Vipers. This is where we feel the town can help. We are looking for a donation of \$5000 to help offset the over \$45000 in expenses to host this event. We have also requested this same amount from the provincial government as well as the Summerside hotel levy and have had positive feed back from both so far. The Kensington Vipers have been a staple in the Community since 1999 and have had a lot of success over those years bringing thousands of fans to the community annually as well as numerous IJHL championships and Don Johnson Cup championships.

I thank you for your time and welcome a meeting if required to discuss this great event. If there are any questions please do not hesitate to reach out.

Regards
Pat McIver
Kensington Vipers
9024398654



2019 Don Johnson Cup Atlantic Jr. B Championships

Bid Guidelines



40 Enman Crescent, Suite 209 Charlottetown, PEI, C1E 1E6
Ph: 902-368-4334 Fax: 902-367-4337 www.hockeypei.com

2019 Don Johnson Cup Atlantic Junior B Championships

Introduction

Hockey PEI is now in the process of accepting bids for the 2019 Don Johnson Cup Atlantic Junior B Championships.

The 2019 Atlantic Junior B Championships will be held **April 23-28, 2019**. There are ten (10) round robin games, followed by two (2) semi final games and a gold medal game. There are thirteen (13) games in total.

The 2019 Atlantic Junior B Championships will be comprised of five (5) teams, including the host team that will be joined by the four (4) Atlantic branch representatives:

Participating teams:

- Prince Edward Island
- Nova Scotia
- New Brunswick
- Newfoundland and Labrador
- Host Team

Bid Application Process

Hockey PEI will establish a selection committee that will review the submitted bids. Upon review the committee will provide a recommendation to the Hockey PEI board of directors for approval. All parties that submit a bid will be notified of the final selection.

Deadline to submit a bid is August 1, 2018 at 4:00 pm.

All bid applicants must submit:

- Four (4) copies of their written proposal; and
- One (1) electronic copy CD or send proposal by e-mail to the Hockey PEI office at info@hockeypei.com

Please send bid information to:

**Hockey PEI
40 Enman Crescent.
Suite 209
Charlottetown, PE C1E 1E6**

All bids must include a cover letter that provides the name and contact details of one person from the bid group that can answer any questions from the selection committee related to the bid.

Bid Applicants may submit questions by email pertaining to the bid requirements during the bidding process. Should Hockey PEI receive any bid questions or make changes to the bid guidelines, they will notify all parties of such changes and/or information in writing.

Thank you for your interest in this bid process and we look forward to receiving your application. For further information or any questions, please contact Hockey PEI Executive Director Rob Newson at the Hockey PEI office at 368-4334 or by email at rob@hockeypei.com

2019 Atlantic Junior B Championships Bid Guidelines

- ☐ The host team must demonstrate the ability to stage regional events in a highly successful manner, both financially and logistically;
- ☐ The host team must have a strong volunteer base within the business and hockey community to draw on for leadership; and
- ☐ The host team must have an arena complex, which would be suitable to serve as the main site for all games.

In order to do this, the Host Committee in its bid package must support the following sections.

Section A - Community Overview

- ☐ The bid presentation should contain an overview of the host community and region, as well as any other unique characteristics, which may enhance the bid;
- ☐ Rationale for the bid by the potential host team; and
- ☐ Introduction to the key personnel, which will potentially serve on the Host Committee.

Section B - Business Plan

The bid presentation should include a Business Plan that will serve as a primary guide for the organization and the financing of the event. The Business Plan should include at minimum the following information:

- ☐ Host Committee mandate and objectives;
- ☐ Financial forecast reflecting, in general terms, all potential revenues and expenditures associated with the staging of the event;
- ☐ Sales and promotional plan outlining the advertising and promotional strategy for ticket pricing, ticket sales and sponsorships; and
- ☐ Critical path for the organization of the event.

Section C – Financial

The bid presentation must indicate the steps that will be taken to ensure that the Host Committee does not incur a deficit and a plan for managing the deficit should one occur. Each bid should include a detailed budget for the event.

The Host Committee's obligations for event expenses include the following items:

- ☐ Responsible for all game expenses, including arena facility rental (ice rental) and staffing (building staff and security). See sample schedule included;
- ☐ Arrange all event administration expenses, including staffing, offices and meetings;
- ☐ Responsible for awards banquet. See Section K – Banquet;
- ☐ Responsible for other related costs outlined in Section I – Protocol;
- ☐ Costs associated with the on-ice officials according to Hockey PEI policy. This includes game fees and any applicable inter province travel (.45 cents per km). For this event, we will be utilizing the 4 man officiating system. The game fees have been set at: Referee (\$70 x 2) and Linesmen (\$45 x 2). Total per game is \$230.00
- ☐ Costs related to off-ice officials such as scorekeeper, time keeper, music etc.;
- ☐ Host Committee will be responsible for related ground transportation. See Section F – Transportation;
- ☐ Any related marketing, promotional, and public relations expenses;
- ☐ Responsible for all media services and related expenses; and
- ☐ Costs associated with any ancillary events in conjunction with the event.
- ☐ Host Committee is responsible for applicable team allowances as per the chart below. Allowances must be paid at the beginning of each day:

DAY	TEAMS	AMOUNT
Tuesday	All teams that arrive on Tuesday	\$1,000 per team
Wednesday	All	\$1,000 per team
Thursday	All	\$1,000 per team
Friday	All	\$1,000 per team
Saturday	All	\$750 per team
Sunday	Two Finalists	\$1,000 per team

NOTES:

- At the discretion of the host league and/or branch and upon agreement, the provincial rep teams may not be provided with a daily per diem if their travel distance is limited to attend games. This shall be determined annually by the host league and/or branch.
- If Newfoundland is not a finalist and are flying home on Sunday, they will also receive \$1,000.00 for Sunday. If team Newfoundland can depart before Sunday (flight change) their Sunday Per Diem will be adjusted.
- The Host Committee must also provide at least one pre game meal per team per day excluding breakfast. At the discretion of the host committee, the host may serve this meal at the arena. The host must provide pizzas after the game for teams who participate in the last game of the day, including Championship game and both semi final games.

- Each branch representative receives \$200.00 each for incidental expenses while at Championship.
- All of the expenses will be paid by the Host Committee for a designated family representative of Mr. Don Johnson. This includes airfare/ground travel, hotel and meals. This also includes transportation from and to the airport when applicable.

Please provide details on the following (attach any related documentation):

- ☐ Outline a plan for the potential of surplus funds that may be realized from hosting the event. Where will the surplus be used/donated?
- ☐ Outline who will be the financial guarantor of the event – should the event not be profitable, ensuring all bills are paid upon completion of the event.

Section D - Arena Facilities

The Host Committee must have facility agreements in place prior to the bid being awarded. Please demonstrate that a facility has been booked and an agreement is in place.

The host arena(s) must meet the following minimum standards:

- ☐ Minimum 5 dressing rooms, plus an adequate official's room. Each team must be given their own dressing room for the duration of the event. If that is not possible, provide details on a secondary plan to accommodate teams. For example, an adequate and secure separate storage and drying facilities must be provided if each team is not allocated their own dressing room for the championships;
- ☐ Adequate seating for spectators;
- ☐ Daily laundry, towel service, and equipment repair services are to be made available to participating teams. Use of these services are at the team's expense;
- ☐ Exclusive use of the arena facility for the duration of the event;
- ☐ Approval to display sponsors' advertising throughout the arena, including, but not limited to exclusive use of rink boards and ice logos;
- ☐ Exclusive right to sell event merchandise, souvenir programs, and photographs;
- ☐ Right to display trophies and other awards in lobby or concourse of arena;
- ☐ Media press box facilities with a minimum one (1) high speed internet line capable of hosting local and regional media representatives;
- ☐ Provide a hospitality room for parents, coaches, special guests etc.; and
- ☐ All arena contracts entered into by the Host Organizing Committee regarding the event will be subject to approval by Hockey PEI. Bids must include copies of rental agreements or letter of confirmation from arena.

Section E - Hotel Accommodation

The Host Committee must have hotel agreements in place prior to the bid being awarded. Bids must meet the following hotel requirements:

- ☐ Provide the availability of a minimum of 15 hotel rooms per team (excluding host team) to house the participating teams;
- ☐ Rooms should be blocked for Wednesday night through to the departure date on Sunday of the event;
- ☐ Hotels should be within reasonable proximity of the host arena;
- ☐ Preferred hotel room rates must be negotiated by the Host Committee. The host committee is not responsible for the payment of hotels. All teams are responsible for the payment of accommodations;
- ☐ If possible, recommend and secure a secondary hotel that can be blocked for parents of all teams with a preferred hotel rate for the event; and
- ☐ Bids must include a copy of hotel agreements that have been reached with proposed hotel properties. Agreements should outline negotiated prices and confirmation of dates, services etc.

Section F - Transportation

The Host Organizing Committee will be responsible to provide the following transportation services:

- ☐ All teams are required to provide their own transportation to event and return;
- ☐ The Host committee are only responsible for on-site ground transportation during the event for the team from Hockey Newfoundland and Labrador only which would include transfer from the hotel to arena and return for all related Championship events;
- ☐ All other teams are responsible for all their transportation needs while on site at the event: and
- ☐ Provide emergency transportation assistance from arenas and hotels, as required.

Section G - Marketing & Sales

The bid presentation should outline the degree of support the Host Committee anticipates from the following sources:

- ☐ A ticket sales plan outlining a strategy for the pricing, packaging and distribution of ticket sales for the overall event;
- ☐ Venue sales plans should indicate the level of sales which can be achieved at the arena venues, in such areas as photography, merchandise and souvenir program; as well as any other revenue potential that may be available. Host committees are permitted to sell event merchandise;
- ☐ Provincial and municipal support available should also be addressed, including major financial contributions for hosting regional events; and
- ☐ Other contributions, such as in-kind donations and services, should also be outlined in the bid.

Every effort to maximize the cost efficiencies surrounding the staging of the event would be taken into account in the bid presentation. For instance, the Host Committee's ability to obtain support in the area of advertising and promotion, hotel rates, transportation services and other subsidies that could significantly enhance the financial success of the event.

Event Logo

Please be advised that there is an official Don Johnson Cup event logo adopted by the Atlantic Branches. A sample is provided below. This logo will be provided to the host committee for their use in promotional opportunities. This logo must be included in any event print material etc.



Section H - Media Services

The bid presentation should include an outline of the proposed media advertising and publicity campaign for the event. The campaign should describe anticipated contributions from local/regional media leading up to the event, as well as the overall budget for advertising and promotional activities. It is anticipated the Host Committee will be in a position to secure advertising contributions from local/regional print and electronic media.

The Host Committee will be directly responsible for the servicing of all media during the event, if required. The Host Committee, therefore, will be responsible to provide the following equipment and services:

Results

The host committee must provide an in-venue scoreboard that displays tournament results etc.

Website

The Atlantic branches have created an event website and will be used for the 2019 Championships. The site is managed and updated by a group of volunteers. The site will include tournament schedule, rosters, game scores, standings etc. The host committee will be responsible to provide some applicable event information for the site.

Net Broadcasting

Web broadcasting of games may be conducted by Bell TV1. This agreement is currently under review by Bell and the Atlantic branches.

Section I - Protocol

The Host Committee will be responsible to co-ordinate all protocol arrangements for the event in accordance with guidelines provided by Hockey PEI. This will ensure activities such as opening and closing ceremonies, awards, special receptions and hospitality arrangements are conducted in accordance with the event protocol.

In this regard, the Host Committee will be responsible for the following:

Opening and Closing Ceremonies

The host must establish and deliver an opening and closing ceremony. Scripts and format for the opening and closing festivities for each game will be subject to the approval of Hockey PEI. The Hockey PEI event manager will work with the host committee on the creation and delivery of event ceremonies.

Game Tickets

Reserve a total of 15 event passes (complimentary) for Hockey PEI.

Hospitality

Provide a hospitality space for parents, coaches, special guests etc.

Awards

The host committee must provide the following awards for the championship. This includes:

- ☐ Player of the Game Awards after each game. One player per team.
- ☐ Gold and Silver medals presented to the top two teams.

There is an existing Championship Trophy for this tournament. The host committee must provide a Championship Banner approved by Hockey PEI.

The following awards shall be presented at the awards banquet based on round robin play:

- ☐ Most Valuable Player
- ☐ Most Sportsmanlike Player
- ☐ All Star Team

Note: All awards will be selected by an Awards Committee. This committee must be established by the host committee and be independent of the host team.

The host committee is encouraged to provide a supplemental gift to each "Player of the Game" recipient. Related costs to such gifts are the responsibility of the host committee.

Tournament Program

The host committee should provide a souvenir program for the event. The program should include team profiles, tournament schedule etc. Please note that a full page must be reserved for Hockey PEI as the host branch. Hockey PEI will assist in the layout of the program as it relates to team information etc.

The host committee may control and sell advertising for the program to offset related costs.

Backup goalies

There will be a back-up goalie assigned to the championship. Hockey PEI will coordinate and schedule a goalie for the event. Such player(s) should be included in such areas as player gifting, invitation to banquet etc.

Other

The host committee must provide the following and are responsible for related costs:

- ☐ Provide suitable snacks and drinks for all teams (in their dressing rooms) for each game.

Section J - Accreditation

The Host Committee will be responsible to provide accreditation which includes an identification card. The host committee is responsible for the costs of the accreditation passes.

Accreditation will be provided for the following participants:

- ☐ Players/team officials (30 per team)
- ☐ On-ice officials
- ☐ Tournament Committee
- ☐ Designated Media
- ☐ Designated VIPs
- ☐ Branch Representatives (4 per branch)

Section K – Banquet

The Host Committee will be responsible for the organization and costs of the awards banquet. This includes facility costs, guest speaker and meal costs for all players, team officials, designated VIP's and Hockey PEI officials. Each team is allocated a maximum of 30 banquet tickets which is used for players and team officials. This does not include the designated branch representatives with each team. Each branch receives at minimum 4 banquet tickets.

Sale of banquet tickets to other groups (ie. parents) is encouraged. Please outline a plan of action for the tournament banquet (ie. location, budget etc.). The banquet will be held the Saturday April 27th at 11:00 am (brunch).

Section L – Special Events

The Host Committee is encouraged to expand the event into the community to the furthest extent possible through the staging of various special events to promote the championship. The plan for any special events should be outlined in general terms through the bid application.

Section M - Medical Facilities and Emergency Services

Include in the Bid Submission a plan for dealing with medical matters according to the areas listed below:

- ☐ Outline services available at local hospitals and clinics (including dental, physiotherapy, athletic therapy); and
- ☐ First Aid medical services available on-call at all games.

Final Report

The selected hosts will be required to file a final report with Hockey PEI no later 60 days upon completion of the event. The report should include a summary of activities, financial report (income statement), report on positives, negatives, how the event can be better, future recommendations etc.

Such reports are vital to ensure that the hosting process is effective to Hockey PEI. We appreciate the support of the selected host committee with this request.

NOTE: The contents of this document are the primary guidelines for this event. Details surrounding this event are subject to change by Hockey PEI or the partner branches prior to the event. Once the event is awarded, Hockey PEI will work closely with the Host Committee on the specific details and any additional requirements etc. related to the Championships.



**2019 Don Johnson Cup
Junior B
Atlantic Championship
April 23-28, 2019**

SAMPLE SCHEDULE
(subject to change)

	Game	Away	vs.	Home	
Tuesday, April 23	1	HPEI	vs.	Host	7:00 pm
Wednesday, April 24	2	HNS	vs.	HNL	12:00 pm
	3	HNB	vs.	HPEI	4:00 pm
	4	Host	vs.	HNL	8:00 pm
Thursday, April 25	5	HNB	vs.	HNS	12:00 pm
	6	HNL	vs.	HPEI	4:00 pm
	7	HNS	vs.	Host	8:00 pm
Friday, April 26	8	HNL	vs.	HNB	12:00 pm
	9	HPEI	vs.	HNS	4:00 pm
	10	Host	vs.	HNB	8:00 pm
Saturday, April 27		Banquet			11:00 am
	11	Semi Final #1			3:00 pm
	12	Semi Final #2			7:00 pm
Sunday, April 28	13	Gold Medal Game			2:00 pm

The length of games will be three twenty (20) minute stop time periods. The ice will be re-surfaced at the end of each period. For round robin games, there is a 10 minute sudden death overtime period followed by a shoot out if deemed necessary. For the semi finals and Championship game, teams that are tied after regulation time will play sudden death until a winner is declared.



July 2018

Mayor Rowan Caseley
Town of Kensington
P.O. Box 418
Community Center
Kensington, PE C0B 1M0

Dear Mayor Caseley,

You've already made a difference this year. The commitment you've made to the PCH Foundation is counted in the ongoing efforts to equip PCH for the benefit of thousands of Islanders from Tignish to Souris. As you are likely aware, this year's "Vital Signs" appeal focuses on the need to update PCH's main X-ray (Digital Radiography) room. This technology was state of the art when installed in 2004; in fact, it was the first room of its kind on PEI. It's hard to believe it is now 14 years old. The new machine will be capable of much higher resolution images, meaning those reviewing the pictures will have even more detail with which to make a diagnosis. Your gift this year will support this and many other important medical equipment purchases in 2018. It is your ongoing support that makes initiatives like the X-Ray project possible. Keeping your hospital vibrant and viable has been a community responsibility for decades now and our community has never let us down.

You may have also supported the 2017 appeal to refurbish our three operating rooms. We are happy to report that the project is well underway. Recently, phase one was completed and physicians are reportedly very pleased with the new equipment. Dr. Robert MacKay recently told us of a surgery he performed that would not have been possible with the previous equipment. Phase two is on pace to be completed in October.

Again, we thank you for making your hospital a priority in your charitable giving. Together we will continue to make a difference.

Sincerely,

PRINCE COUNTY HOSPITAL FOUNDATION
Patrick J. McSweeney, FCPA, FCA
President