



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

***Monday, August 11, 2025 @ 7:00 PM***

55 Victoria Street  
Kensington, PEI  
C0B 1M0  
Phone: (902) 836-3781  
Fax: (902) 836-3741  
Email: [mail@kensington.ca](mailto:mail@kensington.ca)  
Web Site: [www.kensington.ca](http://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  
Monday, August 11, 2025 – 7:00 PM**

- 1. Call to Order/Land Acknowledgement**
- 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 15, 2025, Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 July 15, 2025, Regular Meeting
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Report
  - 7.3 Police Department Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List – Town - *Nil*
  - 7.6 Bills List - Water and Sewer Utility - *Nil*
  - 7.7 Bills List – Capital - *Nil*
  - 7.8 Consolidated Summary Income Statement -Town and Water and Sewer Utility - *Nil*
  - 7.9 Credit Union Centre Report
  - 7.10 Mayor’s Report
  - 7.11 Federation of Prince Edward Island Municipalities Report – Councillor Mann

7.12 Kensington and Area Chamber of Commerce Report – Councillor MacRae

**8. New Business**

8.1 Request for Decisions

8.1.1 RFD2025-30 - Adoption of Updated Code of Conduct Bylaw for Councillors - Bylaw #2025-01

8.1.2 RFD2025-31 - Home for the Holidays Annual Festival - Request for Host Sponsorship

8.1.3 RFD2025-32 - Canada Community Building Fund Capital Investment Plan Reprofile

8.1.4 RFD2025-33 - 2025-26 Annual Sidewalk Maintenance

8.1.5 RFD2025-34 - 2025-26 Credit Union Centre Rental Rate Increase

8.2 Other Matters

**9. Correspondence**

**10. Committee of the Whole (In-Camera) – *One item under Section 119(1)(b) of the Municipal Government Act***

**11. Adjournment**

**Town of Kensington  
Minutes of Regular Council Meeting  
Tuesday July 15, 2025  
6:00 PM**

**Council Members Present:** Mayor Jeff Spencer; Deputy Mayor Rodney Mann;  
Councillors: Wade Toombs, Ivan Gallant, Shawn  
McCarvill, and Bonnie MacRae  
(Virtual attendance via Microsoft Teams): Tyler Doucette

**Staff Members Present:** CAO Geoff Baker; Police Chief Landon Yuill;  
Administrative Assistant Amy Morrell

**Visitors:** Nil

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**1. Calling of Meeting to Order**

- 1.1 Mayor Spencer called the meeting to order at 6:00 PM and welcomed Council members and staff to the July meeting of Kensington Town Council. Mayor Spencer acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

**2. Approval of Tentative Agenda**

- 2.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the tentative agenda for the July 15, 2025, regular meeting of Town Council.*

*Unanimously carried.*

**3. Declaration of Conflict of Interest**

- 3.1 *Nil.*

**4. Delegations / Presentations**

- 4.1 *Nil.*

**5. Approval of Minutes of Previous Meeting**

- 5.1 *Moved by Councillor McCarvill, seconded by Councillor MacRae to approve the*



*minutes from the June 9, 2025 regular meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1 June 9, 2025 Regular Meeting**

**6.1.1 Nil.**

**7. Reports**

**7.1 Chief Administrative Officer Report**

**7.1.1** *Moved by Councillor MacRae, seconded by Councillor McCarvill, to approve the July 2025 Chief Administrative Officer's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

**7.1.2** Councillor McCarvill requested additional information regarding the relocation of the lift station in the Ranchland Estates Subdivision. CAO Baker indicated the location as suggested by WSP enables the developer to provide an adequate level of service to the subdivision internally, as well as for the Town to have it in an optimal location to extend service in the future, rather than adding onto the system later with the installation of a second lift station at considerable cost.

**7.2 Fire Department Statistical Report**

**7.2.1** *Moved by Councillor MacRae, seconded by Councillor McCarvill, to approve the July 2025 Fire Statistical Report as prepared by Fire Chief Rodney Hickey. Unanimously carried.*

**7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor Gallant, seconded by Councillor McCarvill, to approve the July 2025 Police Statistical Report as prepared by Chief Landon Yuill. Unanimously carried.*

**7.3.2** Chief Yuill provided a brief rundown of the events that occurred surrounding the Public Safety concern on the evening of July 14th. He expressed his thanks to the Council for their understanding and support, as well as his gratitude for the support of the East Prince RCMP detachment. Mayor Spencer thanked Chief Yuill for his leadership.

*Chief Yuill retired from the Council Chamber at 6:34 pm*

**7.4 Development Permit Summary Report**

**7.4.1** *Moved by Councillor Gallant, seconded by Councillor Toombs, to approve the July 2025 Development Permit Summary Report as prepared by CAO, Geoff Baker. Unanimously carried.*

**7.5 Bills List Town (General)**

**7.5.1** *Nil.*

**7.6 Bills List Water & Sewer Utility**

**7.6.1** *Nil.*

**7.7 Bills List Capital Expenditures**

**7.7.1** *Nil.*

**7.8 Summary Income Statement**

**7.8.1** *Nil.*

**7.9 Credit Union Centre Report**

**7.9.1** *Moved by Councillor Toombs, seconded by Councillor McCarvill, to approve the Credit Union Centre report for July 2025. Unanimously carried.*

**7.9.2** Councillor MacRae expressed her thanks to Graeme Young for a job well done in his planning of this year's Canada Day festivities, and Mayor Spencer thanked council and staff for their efforts and support as well. The event was enjoyed by all who attended.

**7.10 Mayor's Report**

**7.10.1** *Moved by Councillor McCarvill, seconded by Councillor MacRae, to approve the Mayor's report for July 2025 as presented by Mayor Spencer. Unanimously carried.*

**7.11 Federation of PEI Municipalities (FPEIM) Report – Deputy Mayor Mann**

**7.11.1** Deputy Mayor Mann reported that the Federation had a presentation from the RCMP in regards to the growing number of "Gas & Dash" incidences happening throughout PEI communities.

7.11.2 Deputy Mayor Mann indicated that the Federation is discussing the possibility of a Fall/Spring election.

**7.12 Kensington Area Chamber of Commerce (KACC) Report**

7.12.1 *Nil.*

**8. New Business**

**8.1 Request for Decisions**

**8.1.1 Property Consolidation – PID No. 651885 and PID No. 77032 (Plan No. 25093-S1)**

**8.1.1.1 *Moved by Councillor McCarvill, seconded by Councillor Gallant***

*BE IT RESOLVED THAT Kensington Town Council approve the consolidation of three parcels of land identified as Parcel A (PID No. 651885), Parcel B (PID No. 651885), and Parcel C (PID No. 77032), as illustrated on Survey Plan No. 25093-S1 prepared by Locus Surveys Ltd., conditional upon the formal transfer of ownership of Parcel C to Peter and Linda Woon.*

*Unanimously Carried*

**8.1.2 Development Permit Application – 12-Unit Apartment Building – 4 Sunset Drive (PID 80986)**

**8.1.2.1 *Moved by Deputy Mayor Mann, seconded by Councillor Toombs***

*WHEREAS the Town of Kensington has received a development permit application for the construction of a 12-unit residential apartment building on property identified as PID No. 80986, located at 4 Sunset Drive;*

*AND WHEREAS the property is located within the C1 – Commercial Zone, where apartment buildings containing up to 12 dwelling units are a permitted use under the Town’s Land Use and Development Bylaw;*

*AND WHEREAS the revised site plan submitted by the applicant demonstrates compliance with applicable zoning requirements related to lot size, setbacks, building height, and parking;*

*AND WHEREAS approval of all multi-unit residential developments containing more than three dwelling units is subject to Council approval in accordance with Section 1.6 of the Land Use and Development Bylaw;*

*AND WHEREAS the applicant has not yet submitted a stormwater*

*management plan or detailed water and sewer servicing information, both of which are required under the Bylaw prior to development permit issuance;*

*BE IT RESOLVED THAT Kensington Town Council hereby approve the development permit application for the construction of a 12-unit apartment building on PID No. 80986, subject to the applicant submitting a stormwater management plan and water and sewer servicing details to the satisfaction of the Chief Administrative Officer prior to the issuance of a development permit.*

*Unanimously Carried*

## **8.2 Other Matters**

- 8.2.1** Councillor Toombs observed that it was difficult to see around the corner of School Street and Sunset Drive due to the state of the vacant property located at the corner, and it is becoming unsightly.
- 8.2.2** Councillor Gallant noted that the direction signs for the Hogg Forest Trail are missing and inquired if they were taken down for a reason or knocked down.
- 8.2.3** Councillor Doucette inquired into the possibility of having the EVK Pool remain open later in the evenings – CAO Baker indicated there may be some staffing challenges around this with the availability of qualified lifeguards, however, the pool will be open until 6 pm an evening or two a week, as lifeguard availability permits.

## **9. Correspondence**

- 9.1** Email request from Townsend Ogilvie for sponsorship to Baseball Nationals in Ontario - *Declined*
- 9.2** Email from Dan Wilken, a visitor from Ontario who biked through Kensington, complimenting our beautiful town, friendly people, great cafes and bakery – *Received*
- 9.3** Thank you letter from the PCH Foundation for the annual donation. – *Received*
- 9.4** Thank you letter from QEH Foundation for the donation to the QEH Big Day of Giving. – *Received*
- 9.5** Update from the Senior Surfers on their activities over the last year. - *Received*

- 9.6 Thank you card from KISH graduate, Grace Ashley, for the Deserving Student Award. – *Received*
- 9.7 Email from resident Zach Kelly requesting a change in the direction of traffic on Imperial Street. – *Received – Staff were directed to send a letter to the department of Transportation to investigate the matter further.*
- 9.8 Email from Chief Yuill expressing thanks and appreciation to Chief Hickey and members of the Kensington Fire Department for their assistance. - *Received*

**10. In-Camera (Closed session)**

**10.1 Committee of the Whole (In Camera) – *One item under Section 119(1)(b) of the Municipal Government Act.***

**10.1.1 *Moved by Councillor Toombs, seconded by Councillor MacRae to move into an In-Camera session at 7:21 pm. Unanimously carried.***

**10.1.2 *Moved by Councillor Toombs, seconded by Councillor MacRae to come out of an In-Camera session at 7:52 pm. Unanimously carried.***

**11. Adjournment**

***Moved by Councillor Toombs, seconded by Councillor MacRae to adjourn the meeting at 7:52 pm. Unanimously carried.***

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Geoff Baker,  
CAO

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Jeff Spencer,  
Mayor

## **Chief Administrative Officers Report**

### **August 2025 – Council Meeting**

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#### **1. Ranchland Estates Subdivision**

A request for decision has been circulated with the tentative agenda package requesting Town Council's consideration of re-profiling the Towns Canada Community Building Fund (CCBF) Capital Investment Plan (CIP) to facilitate the relocation of the lift station within the Ranchland Estates Subdivision. I anticipate receiving final design drawings for the subdivision over the next couple of weeks. I understand the delay in finalizing the drawings revolve around the lift station relocation. Once the drawings are finalized and approved by both the Town and the Province, the development will proceed to tender.

#### **2. Canada Community Building Fund (CCBF)**

A request for decision is included in the tentative agenda package to provide for the re-profiling of the Town's CCBF CIP. It is proposed that the Town Hall Solar Panel project, the Wastewater Collection System I&I study, and the Wastewater Treatment Plan Baffle Installation be removed from the Plan. It is further proposed that the Centennial Park Playground project be retained, that the budget associated with the Broadway Street South Sidewalk Replacement project be increased, and that the Ranchland Estates Lift Station Relocation project be added. The Town was advised recently that due to a province wide audit of the CCBF program from 2005 forward, it was identified that the Town had over-committed \$51,576.25 within their Plan and as such, are required to decommit that amount.

#### **3. Operation White Heart**

The White Heart was installed on Town Hall property on Tuesday, July 29<sup>th</sup> at the corner of Woodleigh Drive and Victoria Street East. The White Heart symbolizes a nationwide effort to break the silence, fight the stigma, and promote open conversations about mental health and suicide awareness. It stands in honour of those we've lost, those who

are struggling, and those who continue to advocate for compassion, support, and change.

#### **4. Sidewalk Maintenance**

A request for decision is circulated with the tentative agenda package requesting Town council's consideration of awarding a contract for the 2025/26 annual sidewalk maintenance program. Three areas have been identified by operational staff; Woodleigh Drive, Pleasant Street and Broadway Street North.

#### **5. Swimming Pool Operations**

The operation of the swimming pool has not been without its difficulties this summer. My wholehearted thanks go to our Pool supervisor, Lauren Folland, for going over and above to ensure a smooth operation. Lauren has consistently worked additional hours throughout the summer. We have recently become aware that due to staffing issues some modification may be required to our August scheduling. I am working with Lauren to confirm the August schedule, which may result in reduced hours on Sundays.

#### **6. Credit Union Centre Staffing**

We are advertising for a part time/casual rink attendant for the 2025/26 ice season. Additional staffing may be required dependent upon the status of the CUC Manager. One of the full-time cleaners has expressed an interest in a full-time attendant position, which would necessitate the hiring of a second cleaner. We will know more, in this regard, over the next month.

#### **7. Development and Planning**

The development permit for the development of a 12-unit multi-unit development along Sunset Drive has not yet been issued. The permit was approved by Town Council at their July meeting conditional upon the submittal of a drainage plan and water and sewer connection details. In discussions with the developer, it is apparent that the outstanding items should be received sometime during the week of August 11<sup>th</sup>.

The property consolidation approved by Town Council at their July meeting has not been finalized as I understand the real estate transaction is not yet closed.

I continue to work on two additional development permit applications with residents for the construction of attached garages on their properties. Further information will be provided on these applications as I work with the property owners on various compliance/variance related issues.

A question was brought forward at the July Town Council meeting regarding how the level of building permit activity in 2025 compares to previous years. Attached to this report is a development permit summary report for 2020-2025 (to date).

#### **8. Boys and Girls Club Parking – Stewart Street**

There have been some issues with the level of parking along Stewart Street associated with the operation of the Boys and Girls Club. Maintenance staff have created a temporary parking facility (off-road) along Stewart Street until a more permanent/suitable arrangement can be made. The on-street parking has created some issues with heavy equipment, etc., being able to access the western end of Stewart Street.

#### **9. Draft 2023/24 Financial Statements**

The Town's auditors, ABCE, will present the draft audited financial statements for the 2023/24 fiscal year on Monday evening at 6:00 pm. The draft statements are currently being finalized and will be provided to Council during the presentation. The auditors will walk Council through the key financial highlights and will be available to respond to any questions.

I would like to extend my sincere thanks to our Manager of Finance, Nancy, for her exceptional commitment and perseverance throughout this process. The volume and complexity of the work required to reach this point was daunting and significant, and Nancy's dedication and expertise have been absolutely critical.

#### **10. Maintenance and Water & Sewer**

Maintenance staff have begun removing weeds and overgrowth around the sidewalks, paying specific attention to the Harvest Festival Parade route.

Water and sewer staff completed several repairs throughout the past month, including a manhole repair along Broadway Street North, and patched a catch basin along Broadway Street South. Repairs were also made to two lateral connections; Chestnut Street and Victoria Street East.

**Respectfully Submitted by: Geoff Baker, Chief Administrative Officer**



### Five Year Approved Development Permits Summary Report 2020 - 2024

Development Permit Category	2020	2021	2022	2023	2024	2025 (July)	Total Permits	Total Estimated Construction Value
Addition Commercial								
Addition Industrial	3			1			4	\$315,000.00
Addition Institutional							0	
Addition Residential Accessory Structure				1			1	\$2,500.00
Addition Residential additions/alterations	1	2			1		4	\$297,300.00
Addition Residential Deck/Fence/Pools	1	1	1	1			4	\$14,000.00
Addition Single Family Dwelling							0	
Demolition	1						1	\$5,000.00
New Commercial	1			2		1	4	\$648,500.00
New Industrial		1		2		1	4	\$3,864,105.00
New Institutional	1						1	\$220,000.00
New Modular/Mobile Home							0	
New Multi-unit Family Dwelling	1	1	1	2	3	1	9	\$28,258,600.00
New Other				1			1	\$1,500.00
New PSI		1					1	\$200,000.00
New Residential Accessory Structure	12	9	7	3	6	2	39	\$326,550.00
New Residential Deck/Fence/Pools	4	3	4	4	4		19	\$225,100.00
New Semi Detached Dwelling	1	1	1				3	\$1,210,000.00
New Single Family Dwelling	6	9			1	1	17	\$4,641,500.00
Other Commercial	3		1				4	\$30,700.00
Other Demolition							0	
Other Industrial				1	1		2	\$10,500.00
Other Institutional							0	
Other Modular/Mobile Home							0	
Other Residential Accessory Structure		1			1		2	\$5,000.00
Other Residential additions/alterations	1				1		2	\$98,000.00
Other Residential Deck/Fence/Pools							0	
Other Single Family Dwelling							0	
Renovation Commercial	1	2	1	2	1		7	\$433,200.00
Renovation Multi-unit Family Dwelling		1					1	\$30,000.00
Renovation Other							0	
Renovation Residential additions/alterations			3	1			4	\$215,000.00
Renovation Residential Deck/Fence/Pools	2			1	3	1	7	\$63,000.00
Development Permit Category	2020	2021	2022	2023	2024	2025	Total Permits	Total Estimated Construction Value
Renovation Semi Detached Dwelling					1		1	\$55,000.00
Renovation Single Family Dwelling				3			3	\$498,000.00
Residential additions/alterations								
Residential Deck/Fence/Pools			1				1	
<b>Total Count:</b>	<b>39</b>	<b>32</b>	<b>20</b>	<b>25</b>	<b>23</b>	<b>7</b>	<b>139</b>	
<b>Total Estimated Value:</b>	<b>\$4,410,300.00</b>	<b>\$5,261,000.00</b>	<b>\$1,974,800.00</b>	<b>\$10,082,455.00</b>	<b>\$17,560,500.00</b>	<b>\$2,379,000.00</b>		<b>\$41,668,055.00</b>

Kensington Fire Department  
Occurrence Report 2025

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	2	6	1	1	2	4	1						17	18.68%
Motor Vehicle Accident	4	4	3	1	1	3	10						26	28.57%
Emergency Response - Fuel Spill, etc	0	0	0	0	1	2	0						3	3.30%
Fire Related														
Smoke Investigation	1	1	0	2	1	2	0						7	8%
Outside Fire - Brush, Grass, Utility Pole, etc.	0	0	0	0	0	1	1						2	2%
Structure Fire - House, Building, Vehicle, etc.	3	4	3	1	3	3	7						24	26%
Alarms	0	0	3		3	2	2						10	11%
Total Fire Related	4	5	6	3	7	8	10	0	0	0	0	0	43	
Total Incidents	10	15	10	5	11	17	21	0	0	0	0	0	89	
Mutual Aid Call Out	0	0	0	0	0	1	1						2	2%
Total Incidents (Inclcluding Mutual Aid Provided by KFD)	10	15	10	5	11	18	22	0	0	0	0	0	91	100%
Mutual Aid Call in														
Firefighter Attendance	9	10	12	14	11	14	15							12
Regular Monthly Training - No. of Firefighters	22	23	18	17	19	19								20
Training School/Association Meeting/Department Meeting	8	10	20	17	20	19	11							15
Call Area														
Kensington	4	5	6	3	3	3	6						30	32.97%
Malpeque CIC	0	2	1	0	1	5	1						10	10.99%
Zone's 1 to 5	6	8	3	2	7	9	14						49	53.85%
Other	0	0	0	0	0	1	1						2	2.20%

## Kensington Fire Department July 2025 Fire Report

The Kensington Fire Department responded to 22 calls in July. Following is a breakdown of calls:

<b>Date</b>	<b>Call Details</b>	<b>Location</b>	<b># Firefighters</b>	<b># Trucks</b>
<b>July 1 at 09:15</b>	<b>Structure Fire (under investigation)</b>	<b>Clermont</b>	<b>24</b>	<b>5</b>
<b>July 1 at 15:08</b>	<b>Structure Fire (under investigation)</b>	<b>New Annan</b>	<b>23</b>	<b>5</b>
<b>July 2 at 09:24</b>	<b>MVC - single vehicle</b>	<b>Freetown Rd.</b>	<b>12</b>	<b>1</b>
<b>July 4 at 15:28</b>	<b>Structure Fire (under investigation)</b>	<b>Clermont</b>	<b>13</b>	<b>3</b>
<b>July 6 at 11:02</b>	<b>Truck on fire</b>	<b>Rattenbury Rd.</b>	<b>18</b>	<b>1</b>
<b>July 7 at 16:17</b>	<b>Automatic crash detection alert</b>	<b>Blue Shank Rd.</b>	<b>11</b>	<b>2</b>
<b>July 7 at 18:33</b>	<b>Brush fire</b>	<b>Darnley</b>	<b>16</b>	<b>4</b>
<b>July 8 at 12:16</b>	<b>MVC - single vehicle (tire flew off another vehicle)</b>	<b>Springfield</b>	<b>13</b>	<b>2</b>
<b>July 8 at 16:06</b>	<b>Structure Fire (under investigation)</b>	<b>Irishtown</b>	<b>25</b>	<b>6</b>
<b>July 9 at 13:06</b>	<b>MVC - 2 motorcycles, 1 vehicle</b>	<b>Wilmot Valley</b>	<b>14</b>	<b>1</b>
<b>July 9 at 17:10</b>	<b>Structure Fire (under investigation)</b>	<b>New Annan</b>	<b>21</b>	<b>5</b>

<b>July 10 at 14:11</b>	<b>MVC - single vehicle</b>	<b>Freetown</b>	<b>10</b>	<b>3</b>
<b>July 11 at 12:52</b>	<b>MVC - multiple vehicles</b>	<b>Kensington</b>	<b>10</b>	<b>1</b>
<b>July 12 at 16:05</b>	<b>MVC</b>	<b>Kensington</b>	<b>10</b>	<b>2</b>
<b>July 14 at 06:34</b>	<b>Commercial Fire Alarm</b>	<b>Kensington</b>	<b>12</b>	<b>Stand down en route</b>
<b>July 16 at 20:53</b>	<b>Structure Fire (under investigation)</b>	<b>Kensington</b>	<b>26</b>	<b>5</b>
<b>July 19 at 14:48</b>	<b>MVC - single vehicle</b>	<b>Freetown</b>	<b>11</b>	<b>Stand down</b>
<b>July 19 at 15:46</b>	<b>Mutual aid to Wellington FD for Waste Watch facility fire</b>	<b>Wellington</b>	<b>21</b>	<b>3</b>
<b>July 27 at 05:19</b>	<b>MVC - single vehicle</b>	<b>Springfield</b>	<b>8</b>	<b>1</b>
<b>July 27 at 19:59</b>	<b>MFR</b>	<b>Kensington</b>	<b>8</b>	<b>1</b>
<b>July 30 at 10:17</b>	<b>Commercial Fire Alarm</b>	<b>Kensington</b>	<b>10</b>	<b>1</b>
<b>July 30 at 13:15</b>	<b>MVC - single vehicle - smoke visible</b>	<b>Wilmot Valley</b>	<b>14</b>	<b>2</b>

**July 1** - Rescue truck was present at Kensington's Canada Day celebration.

**July 4,5,6** - Attended Maritime Fire Chiefs' conference in Summerside. Also, 8-10 firefighters attended to view equipment and supplies that vendors were selling.

**July 13** - Meeting with the PEI Fire Marshall re structure fires under investigation.

- July 14** - Meeting with firefighters re structure fires under investigation.
- July 15** - Association meeting with 11 present.
- July 19** - The rescue truck attended the Christmas in July parade at Twin Shores.
- July 22** - Ten firefighters attended the funeral of Mark Wall's father, Garth.
- July 23** - Boys & Girls Club of Kensington visited the fire hall.
- July 31** - The SEAM program visited the fire hall with 13 participants.

Rodney Hickey,  
Chief

[illegible]

Police Department Occurrence Report Summary 2025														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fraud			2		3	2	1						8	1.50%
Funeral Escorts	4	1	3	1	1	2	1						13	2.44%
Harrassing Communication	1				1		3						5	0.94%
Impaired Driver			2	2	1	2	1						8	1.50%
Information Files	1	2	1	1	2	4	1						12	2.25%
Injury Accidents													0	0.00%
Liquor Offences						1	2						3	0.56%
Litter Act													0	0.00%
Lost and Found	1	2	2		4	3	2						14	2.63%
Luring Minors													0	0.00%
Mental Health Act	5	1	1		1	1	5						14	2.63%
Mischief	6	2	2	1	2	4							17	3.19%
Motor Vehicle Accidents	1	4	1	3	3	4	1						17	3.19%
Motor Vehicle Act	5	3	8	8	7	11	10						52	9.76%
Municipal Bylaws	3					3							6	1.13%
Off Road Vehicle Act				1		1							2	0.38%
Other Criminal Code							2						2	0.38%
Person Reported Missing					1	1	1						3	0.56%
Possession of restricted weapon													0	0.00%
Property Check		1			2		3						6	1.13%
Resist Arrest													0	0.00%
Roadside Suspensions					1	1							2	0.38%
Robbery													0	0.00%
Sexual Assaults / Interference	2												2	0.38%
STEP (Integrated Traffic Enforcement)	1				1	1	1						4	0.75%
Sudden Death					1		1						2	0.38%
Suspicious Persons / Vehicle	1		2	2		3	5						13	2.44%
Theft Of Motor Vehicle				1		1	1						3	0.56%
Theft Over \$5000													0	0.00%
Theft Under \$5000		1	1	2	4		4						12	2.25%
Trespass Act					2								2	0.38%
Trespass at Night			1										1	0.19%
Uttering Threats						2							2	0.38%

Police Department Occurrence Report Summary 2025														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Wellbeing Check	2	1	1	3	2	2	3						14	2.63%
SOTS Issued	44	11	9	10	16	37	13						140	26%
Total Incidents	101	47	51	52	81	108	93						533	100%
HTA Warnings	2			2	14	4							22	
Fine Revenue	\$6,294.00	\$1,579.00	\$1,380.00	\$1,755.00	\$2,560.00	\$6,304.00	\$1,765.00						21,637.00	
Foot Patrols in hours	2	2	0	2	5	4	3						18	
Community policing school	20	15	12	16	20	10	0							
Bike helmet checks	0	0	0	0	0	1	0							
Record Checks A ( BC )	7,111	6,585	8,380	6,999	9,456	10,478	9,154						58,163	
Record Checks B ( KPS )	14	18	9	6	9	8	7						71	
KPS assisting other agencies		3	1		1	1	5						11	
Other agencies assisting KPS	1			1									2	



## **Police Report July 2025**

**There were 0 alarm calls to report for this month.**

### **Assistance calls on spreadsheet**

KPS assisted with motorcycle run.

KPS assisted EMS with combative patient.

KPS assisted with person having heart attack in vehicle.

KPS assisted RCMP with traffic control.

KPS assisted RCMP with NOK notification.

KPS assisted Animal Protection.

KPS assisted Child and Family with a home visit.

KPS assisted Probation services with curfew check.

KPS assisted RCMP with an arson file.

### **KPS assisting other agencies**

Assisted RCMP with BOLO

Assisted RCMP with BOLO

Assisted RCMP with Cavendish Beach Music Festival the whole weekend

Assisted S'Side Police with their Canada Day celebration

Assisted S'Side Police with their parade

Year To Date Approved Development Permits Summary Report  
2025

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Commercial	1													1	
New Industrial				1										1	
New PSI						1								1	
New Residential Accessory Structure	1				1	1	1							4	
New Single Family Dwelling			1											1	
Renovation Residential Deck/Fence/Pools					1									1	
Total:					1									9	

Total Estimated Construction Value
\$300,000.00
\$500,000.00
\$290,000.00
\$34,000.00
\$225,000.00
\$6,000.00
\$1,355,000.00

DEVELOPMENT PERMITS REPORT

For the period June 04, 2025 to August 07, 2025

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							

PSI

07-2025	06/11/2025	498220	Prov. Dept. of Transportatiton - [REDACTED]	[REDACTED]	Approved	New	PSI	\$290,000.00	07/21/2025	08/29/2025
			2 Saunders Lane				Description: Placement of Stand alone mobile classroom located at QEES			

Sub Total: \$290,000.00

Residential Accessory Structure

08-2025	06/04/2025	792580	Garrett Webster - [REDACTED]	[REDACTED]	Approved	New	Residential Accessory Structure	\$5,000.00	06/01/2025	08/30/2025
			26B Garden Drive				Description: Construction of accessory building and fence			
09-2025	07/28/2025	846907	Spencer Toombs - [REDACTED]	[REDACTED]	Approved	New	Residential Accessory Structure	\$6,000.00	07/28/2025	10/28/2025
			16 Rosewood Drive				Description: Construction of new 12'x20' accessory shed			

Sub Total: \$11,000.00

Total: \$301,000.00

# Town of Kensington

**Development Permit No.** 07-2025

This permit **MUST** be posted in a conspicuous place on the job site.

**Issued To:** PEI Department of Transportation & Infrastructure

**Address:** 2 Saunders Lane, Kensington PE C0B 1M0

**Purpose:** Stand Alone Mobile Classroom to be used by QEES

**Property No.** 498220 **Conditions:** \_\_\_\_\_

June 11, 2025

Issue Date

Valid for 12 months from above date of issue.

  
\_\_\_\_\_  
Development Officer

\*This permit is hereby granted subject to all Zoning and Bylaw Regulations established and enacted by the Town of Kensington, Prince Edward Island.

\*This permit is hereby granted conditional upon compliance with all other applicable Provincial and Federal Legislation and Regulations.

As of March 31, 2020 all construction projects, unless exempt by the Building Codes Act Regulations, are required to receive a Building Permit from the provincial government before commencing construction. It is the responsibility of the applicant to ensure they are in possession of any required permits. A copy of the Regulations and information regarding project exemptions can be found online at [www.princeedwardisland.ca](http://www.princeedwardisland.ca). If, after reviewing this information, you are still unsure as to whether or not a Building Permit is required, you can contact Inspection Services at 902-368-5280 for more information.



Mailing Address:  
55 Victoria Street E  
PO Box 418  
Kensington, PE  
C0B 1M0  
Tel: 902-836-3781  
Fax: 902-836-3741  
Email: [CAO@kensington.ca](mailto:CAO@kensington.ca)  
Website: [www.kensington.ca](http://www.kensington.ca)

For Office Use Only	
Permit #:	07-2005
Date Received:	
Date Approved:	
PEI Planning:	
Permit Fee: \$	<input type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 2 Saunders Lane, Kensington, PE C0B 1M0 Property Tax Number (PID): 498220  
Lot No.: Subdivision Name Current Zoning:  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:  
Queen Elizabeth Elementary School main building

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: PEI Dept. DTI (Arber Capo) Address: [Redacted]  
Phone: Cell: [Redacted]  
Email: [Redacted] Postal Code: [Redacted]  
Same as Above: ☒  
Name: Address:  
OWNER Phone: Cell:  
Email: Postal Code:  
CONTRACTOR, ARCHITECT OR ENGINEER Name: Darrin Dunsford, Coles Associates Ltd. Address: [Redacted]  
Phone: [Redacted]  
Email: [Redacted] Postal Code: [Redacted]

### 3. Infrastructure Components

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

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

### 4. Development Description

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

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input checked="" 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 type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input checked="" type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input checked="" type="checkbox"/> Steel	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1			Width 31.86 Length 26.86



**Detailed Project Description:** Stand Alone Mobile Classroom to be used by the Queen Elizabeth Elementary staff. Project details as per the attached Drawings

**Estimated Value of Construction (not including land cost):** 290,000.00

**Projected Start Date:** June 19, 2025 **Projected Date of Completion:** August 29, 2025

**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.     |                                          |

See attached Drawings

**I DO SOLEMNLY DECLARE & CERTIFY:**

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

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

Signature of Applicant

Date:

May 22, 2025

QUEEN ELIZABETH ELEMENTARY SCHOOL  
STAND-ALONE MOBILE CLASSROOM

PEI Department of Transportation &  
Infrastructure  
PEIG DTI #470-25016

2 Saunders Lane  
Kensington, PE

ARCHITECTURAL	MECHANICAL	ELECTRICAL
AK01	AK01	E01
AK02	AK02	E02
AK03	AK03	E03
AK04	AK04	E04
AK05	AK05	E05
AK06	AK06	E06
AK07	AK07	E07
AK08	AK08	E08
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Client  
Prince Edward Island Department of  
Transportation and Infrastructure  
PEIG DTI #470-25016

Project Name  
Queen Elizabeth Elementary School  
Stand-Alone Mobile Classroom

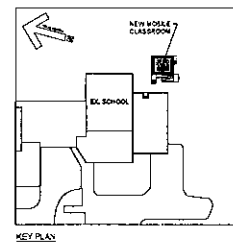
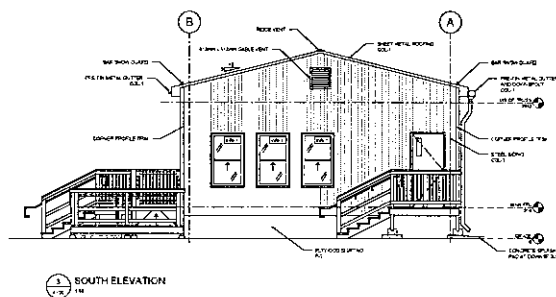
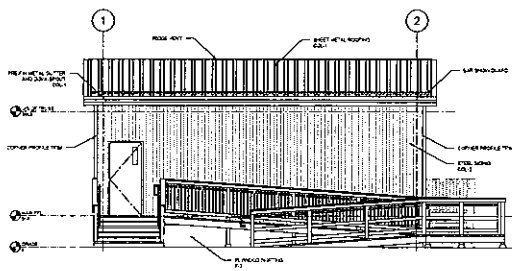
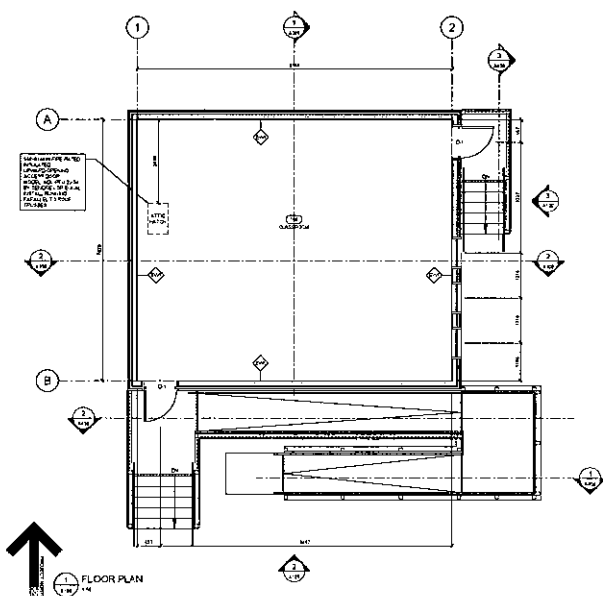
Sheet No.  
Project Cover Sheet

Rev	Description	Date	Drawn By	Checked By
1	Initial Design	2016-01-15	AK01	AK02
2	Revised Design	2016-01-15	AK03	AK04
3	Final Design	2016-01-15	AK05	AK06
4	Construction Documents	2016-01-15	AK07	AK08
5	As-Built	2016-01-15	AK09	AK10
6	Final As-Built	2016-01-15	AK11	AK12
7	Final As-Built	2016-01-15	AK13	AK14
8	Final As-Built	2016-01-15	AK15	AK16
9	Final As-Built	2016-01-15	AK17	AK18
10	Final As-Built	2016-01-15	AK19	AK20
11	Final As-Built	2016-01-15	AK21	AK22
12	Final As-Built	2016-01-15	AK23	AK24
13	Final As-Built	2016-01-15	AK25	AK26
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48	Final As-Built	2016-01-15	AK95	AK96
49	Final As-Built	2016-01-15	AK97	AK98
50	Final As-Built	2016-01-15	AK99	AK100









**COLES**  
Architecture • Engineering • Project Management

Suite 201 3P Tarry Road  
Chatham, PEI Canada C1A 1T8  
Phone: 902.268.2200  
www.culverston-offer.com



Prince Edward Island Department of  
Transportation and Infrastructure  
PEIG DTI #470-25016

Queen Elizabeth Elementary School  
Stand-Alone Mobile Classroom

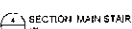
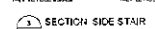
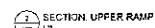
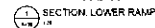
**Architectural Floor Plan  
and Exterior Elevations.**

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			Dr	
			Cr	
			251074	
			A100	

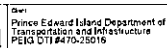
No.	Description	Date	Clerk	Remarks
1	Project No. 251074		Dr. By Ad	
2	Drawing No. A300		Dr. By Ad	
3			Project No. 251074	
4			251074	
5			Drawing No. A300	
6			A300	

**PLATE CONSTRUCTION**  
 1. Make a drawing to show the layout.  
 2. Cut out the pieces of paper.  
 3. Glue the pieces of paper onto the plate.  
 4. Use the pieces of paper to make a picture.  
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2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 2681, 2682, 26

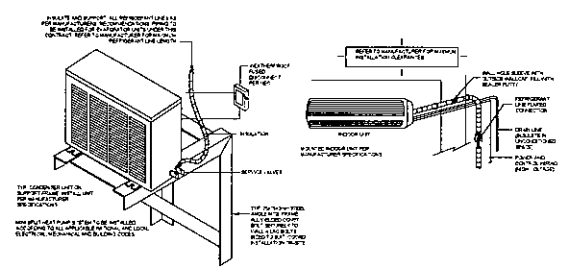
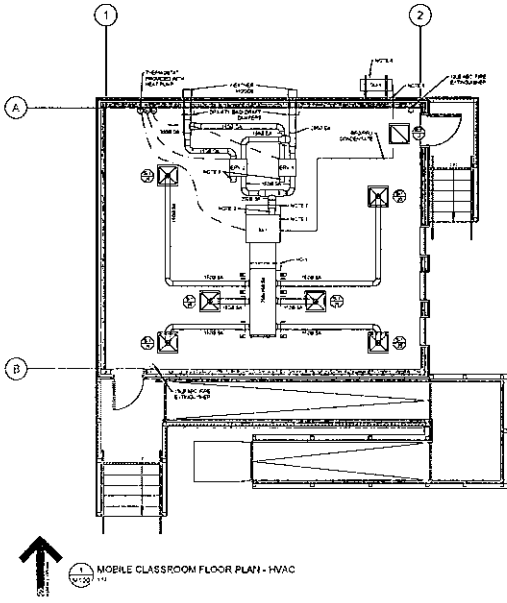


Draw Title	
Ramp, Stair & Handrail Details	

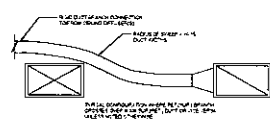
No.	Quota type	DOB	Date	2015-05-11	
1	Normal 1st Preference	XXXXXX-17	On By	AB	
			On By	CO	
			Printed Name		
				251074	
			Drawing No.	1074	
				A400	



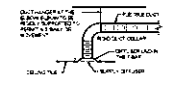
- POWER REQUIREMENTS**
1. ALL SYSTEMS SHALL BE DESIGNED TO BE INSTALLED IN A SINGLE PHASE 120/240VAC SYSTEM.
  2. CONDENSER UNIT SHALL BE INSTALLED IN A SINGLE PHASE 120/240VAC SYSTEM.
  3. CONDENSER UNIT SHALL BE INSTALLED IN A SINGLE PHASE 120/240VAC SYSTEM.
  4. CONDENSER UNIT SHALL BE INSTALLED IN A SINGLE PHASE 120/240VAC SYSTEM.
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  9. CONDENSER UNIT SHALL BE INSTALLED IN A SINGLE PHASE 120/240VAC SYSTEM.
  10. CONDENSER UNIT SHALL BE INSTALLED IN A SINGLE PHASE 120/240VAC SYSTEM.



1 TYPICAL HEAT PUMP CONNECTION DETAILS



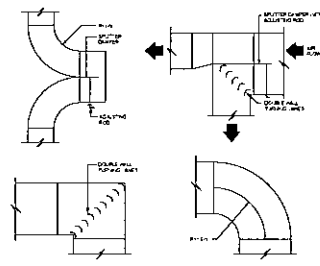
2 DUCT CROSS-OVER SECTION



3 LAY-IN TYPE DIFFUSER DETAIL

**HVAC LEGEND**

1	120/240VAC SUPPLY AIR DIFFUSER
2	120/240VAC RETURN AIR DIFFUSER
3	120/240VAC SUPPLY AIR DUCT
4	120/240VAC RETURN AIR DUCT
5	120/240VAC SUPPLY AIR DUCT
6	120/240VAC RETURN AIR DUCT
7	120/240VAC SUPPLY AIR DUCT
8	120/240VAC RETURN AIR DUCT
9	120/240VAC SUPPLY AIR DUCT
10	120/240VAC RETURN AIR DUCT



4 TYPICAL DUCT ELBOW DETAILS

**GRILLE AND DIFFUSER SCHEDULE**

NO.	TYPE	SIZE	LOCATION	NOTES
1	120/240VAC SUPPLY AIR DIFFUSER	12"	120/240VAC SUPPLY AIR DIFFUSER	120/240VAC SUPPLY AIR DIFFUSER
2	120/240VAC RETURN AIR DIFFUSER	12"	120/240VAC RETURN AIR DIFFUSER	120/240VAC RETURN AIR DIFFUSER

**ENERGY RECOVERY VENTILATOR SCHEDULE**

NO.	TYPE	SIZE	LOCATION	NOTES
1	120/240VAC SUPPLY AIR DIFFUSER	12"	120/240VAC SUPPLY AIR DIFFUSER	120/240VAC SUPPLY AIR DIFFUSER
2	120/240VAC RETURN AIR DIFFUSER	12"	120/240VAC RETURN AIR DIFFUSER	120/240VAC RETURN AIR DIFFUSER

**ELECTRIC HEATING COIL SCHEDULE**

NO.	TYPE	SIZE	LOCATION	NOTES
1	120/240VAC SUPPLY AIR DIFFUSER	12"	120/240VAC SUPPLY AIR DIFFUSER	120/240VAC SUPPLY AIR DIFFUSER
2	120/240VAC RETURN AIR DIFFUSER	12"	120/240VAC RETURN AIR DIFFUSER	120/240VAC RETURN AIR DIFFUSER

**SPLIT SYSTEM HEAT PUMP SCHEDULE**

NO.	TYPE	SIZE	LOCATION	NOTES
1	120/240VAC SUPPLY AIR DIFFUSER	12"	120/240VAC SUPPLY AIR DIFFUSER	120/240VAC SUPPLY AIR DIFFUSER
2	120/240VAC RETURN AIR DIFFUSER	12"	120/240VAC RETURN AIR DIFFUSER	120/240VAC RETURN AIR DIFFUSER

**COLES**  
Architecture • Engineering • Project Management

Suite 202, 88 Highway 2048  
Crestview, FL 32536  
Phone: (904) 388-0000  
www.colesinc.com



Price Edward Island Department of  
Transportation and Infrastructure  
PEIG DTI #470-25016

Project No.  
Gusset Elizabeth Elementary School  
New Mobile Classroom

Project No.  
Mobile Classroom Floor Plan - HVAC  
& Schedules

No.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	2010/01/10	COLES
2	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
3	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
4	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
5	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
6	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
7	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
8	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
9	ISSUED FOR CONSTRUCTION	2010/01/10	COLES
10	ISSUED FOR CONSTRUCTION	2010/01/10	COLES

251074  
M100



No.	Description	Date	Date	2008.05.21
#	Issued for Number	251074	Drawn By	TT 11.0.17
			Check By	251074
			Project Number	251074
			Drawing Number	E101

**Field Review of Construction  
Inspection Commitment Declaration  
Prime Consultant**

To: **The authority having jurisdiction** Date: MAY 22 2025  
**PEI Department of Agriculture & Land Inspection Services**  
**J. Elmer Blanchard Building, [REDACTED] PE**  
*Address (print)*

Dear: **Building Standards Official**

Re: **2 Saunders Ln, Kensington, PE C0B 1M0**  
**Queen Elizabeth Elementary School - Alone Mobile Classroom - DTI#470-25016**  
*Name of project (print)*

This is to advise that I am the architect or professional engineer appointed by the owner as prime consultant to coordinate the Field Review of Construction for the above referenced project.

I hereby declare as prime consultant for this project that I will coordinate the Field Review of Construction for the following disciplines which I have checked and initialled.

<input checked="" type="checkbox"/> Building Design	<input checked="" type="checkbox"/> Structural	<input type="checkbox"/> Plumbing
<input checked="" type="checkbox"/> Mechanical	<input checked="" type="checkbox"/> Electrical	<input type="checkbox"/> Geotechnical
<input type="checkbox"/> Fire Detection/Suppression System		

I attach for your review the Field Review of Construction Inspection Commitment Declarations for each above marked and initialed discipline completed by an appropriate professional for each discipline, or shall forward the Field Review of Commitment Declaration for those not yet appointed.

I, and professionals who have completed the various Field Review of Construction Inspection Commitment Declarations will perform the Field Review of Construction.

I also declare that

- (1) I will coordinate the review of shop drawings;
- (2) I will coordinate the review of changes to the design documents; and
- (3) When satisfied that the work substantially complies with the design drawings I will complete or have completed by the appropriate professional the Declaration of Field Review of Construction and return it to the authority having jurisdiction prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the coordination of the Field Review of Construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*, R.S.P.E.I. 1988, Cap. E-8.1, or the *Architects Act*, R.S.P.E.I. 1988, Cap. A-18.1.

I shall notify the authority having jurisdiction, in writing as soon as practical, but not later than 3 business days, if the contract for Field Review of Construction is terminated at any time during construction.

**Darrin Dunsford, A.A.P.E.I.**

(Affix below the seal of the licensed architect or professional engineer as appropriate in accordance with provincial legislation)



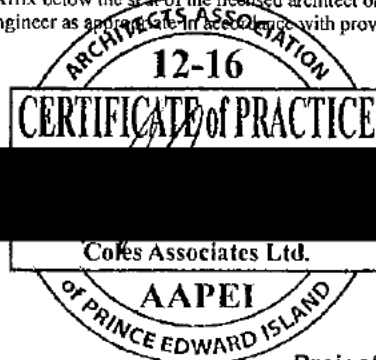
**Coles Associates Ltd.**  
*Print name of Firm or Company*

*Address / Municipality*

**902-368-2300**

*Phone*

*Postal Code*



**Project #251074**



**Field Review of Construction  
Inspection Commitment Declaration**

To: **The authority having jurisdiction** Date: 22 May 2025  
**PEI Department of Agriculture & Land Inspection Services**  
**J. Elmer Blanchard Building,** [REDACTED]  
Address (print)

Dear: **Building Standards Official**  
Re: **2 Saunders Ln, Kensington, PE C0B 1M0**  
**Queen Elizabeth Elementary School - Alone Mobile Classroom - DTI#470-25016**  
Name of project (print)

This is to advise that I am the architect or professional engineer appointed by the owner or prime consultant to perform the Field Review of Construction for (check appropriate box):

- |                                                            |                                                |                                       |
|------------------------------------------------------------|------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Building Design                   | <input checked="" type="checkbox"/> Structural | <input type="checkbox"/> Plumbing     |
| <input type="checkbox"/> Mechanical                        | <input type="checkbox"/> Electrical            | <input type="checkbox"/> Geotechnical |
| <input type="checkbox"/> Fire Detection/Suppression System |                                                |                                       |

I hereby declare that:

- (1) I will review the shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- (2) I will coordinate the review of changes to the design drawings to determine that the changes conform to the Code; and
- (3) When satisfied that the work substantially complies with the design drawings, I will complete the Declaration of Field Review of Construction and return it to the authority having jurisdiction prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the Field Review of Construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Architects Act*, R.S.P.E.I. 1988, Cap. A-18.1 or the *Engineering Profession Act*, R.S.P.E.I. 1988, Cap. E-8.1.

I shall notify the authority having jurisdiction, in writing as soon as practical, but not later than 3 business days if the contract for Field Review of Construction is terminated at any time during construction.

**Nazmi Lawen, P. Eng.**

Print Name

Signature

**Coles Associates Ltd.**

Print name of Firm or Company

Address / Municipality

Postal Code

Phone

E-mail

(Affix below the seal of the licensed architect or professional engineer as appropriate in accordance with provincial legislation)



**Project #251074**

## Field Review of Construction Inspection Commitment Declaration

To: **The authority having jurisdiction** Date: MAY 22 2025  
**PEI Department of Agriculture & Land Inspection Services**  
**J. Elmer Blanchard Building,** [REDACTED]  
*Address (print)*

Dear: **Building Standards Official**  
Re: **2 Saunders Ln, Kensington, PE C0B 1M0**  
**Queen Elizabeth Elementary School - Alone Mobile Classroom - DTI#470-25016**  
*Name of project (print)*

This is to advise that I am the architect or professional engineer appointed by the owner or prime consultant to perform the Field Review of Construction for (check appropriate box):

☒ Building Design                      ☐ Structural                      ☐ Plumbing  
☐ Mechanical                      ☐ Electrical                      ☐ Geotechnical  
☐ Fire Detection/Suppression System

I hereby declare that:

- (1) I will review the shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- (2) I will coordinate the review of changes to the design drawings to determine that the changes conform to the Code; and
- (3) When satisfied that the work substantially complies with the design drawings, I will complete the Declaration of Field Review of Construction and return it to the authority having jurisdiction prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the Field Review of Construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Architects Act*, R.S.P.E.I. 1988, Cap. A-18.1 or the *Engineering Profession Act*, R.S.P.E.I. 1988, Cap. E-8.1.

I shall notify the authority having jurisdiction, in writing as soon as practical, but not later than 3 business days if the contract for Field Review of Construction is terminated at any time during construction.

**Darrin Dunsford, AAPEI**

*Print name*

[REDACTED]

*Signature*

**Coles Associates Ltd.**

*Print name of Firm or Company*

*Address / Municipality*

*Postal Code*

*Phone*

*E-mail*

(Affix below the seal of the licensed architect or professional engineer as appropriate in accordance with provincial legislation)



Project #251074

**Field Review of Construction  
Inspection Commitment Declaration**

To: **The authority having jurisdiction** Date: May 21, 2025  
**PEI Department of Agriculture & Land Inspection Services**  
**J. Elmer Blanchard Building,** [REDACTED]  
Address (print)  
Dear: **Building Standards Official**  
Re: **2 Saunders Ln, Kensington, PE C0B 1M0**  
**Queen Elizabeth Elementary School - Alone Mobile Classroom - DTI#470-25016**  
Name of project (print)

This is to advise that I am the architect or professional engineer appointed by the owner or prime consultant to perform the Field Review of Construction for (check appropriate box):

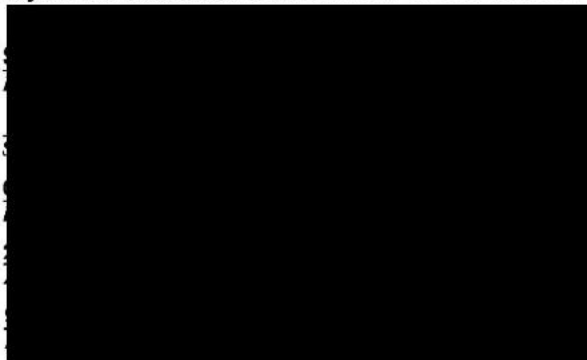
- |                                                            |                                     |                                       |
|------------------------------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Building Design                   | <input type="checkbox"/> Structural | <input type="checkbox"/> Plumbing     |
| <input checked="" type="checkbox"/> Mechanical             | <input type="checkbox"/> Electrical | <input type="checkbox"/> Geotechnical |
| <input type="checkbox"/> Fire Detection/Suppression System |                                     |                                       |

I hereby declare that:

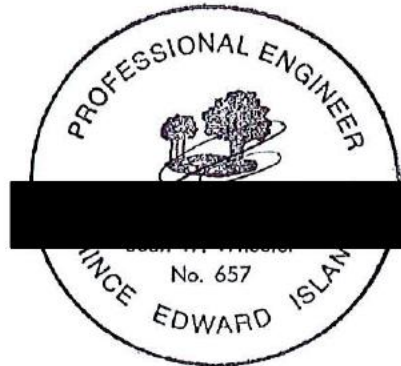
- (1) I will review the shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- (2) I will coordinate the review of changes to the design drawings to determine that the changes conform to the Code; and
- (3) When satisfied that the work substantially complies with the design drawings, I will complete the Declaration of Field Review of Construction and return it to the authority having jurisdiction prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the Field Review of Construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Architects Act*, R.S.P.E.I. 1988, Cap. A-18.1 or the *Engineering Profession Act*, R.S.P.E.I. 1988, Cap. E-8.1.

I shall notify the authority having jurisdiction, in writing as soon as practical, but not later than 3 business days if the contract for Field Review of Construction is terminated at any time during construction.



(Affix below the seal of the licensed architect or professional engineer as appropriate in accordance with provincial legislation)



Project #251074



## Field Review of Construction Inspection Commitment Declaration

To: **The authority having jurisdiction** Date: May 22, 2025  
**PEI Department of Agriculture & Land Inspection Services**  
**J. Elmer Blanchard Building, 3 [REDACTED]**  
*Address (print)*

Dear: **Building Standards Official**

Re: **2 Saunders Ln, Kensington, PE C0B 1M0**  
**Queen Elizabeth Elementary School - Alone Mobile Classroom - DTI#470-25016**  
*Name of project (print)*

This is to advise that I am the architect or professional engineer appointed by the owner or prime consultant to perform the Field Review of Construction for (check appropriate box):

- |                                                            |                                                |                                       |
|------------------------------------------------------------|------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Building Design                   | <input type="checkbox"/> Structural            | <input type="checkbox"/> Plumbing     |
| <input type="checkbox"/> Mechanical                        | <input checked="" type="checkbox"/> Electrical | <input type="checkbox"/> Geotechnical |
| <input type="checkbox"/> Fire Detection/Suppression System |                                                |                                       |

I hereby declare that:

- (1) I will review the shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- (2) I will coordinate the review of changes to the design drawings to determine that the changes conform to the Code; and
- (3) When satisfied that the work substantially complies with the design drawings, I will complete the Declaration of Field Review of Construction and return it to the authority having jurisdiction prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the Field Review of Construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Architects Act*, R.S.P.E.I. 1988, Cap. A-18.1 or the *Engineering Profession Act*, R.S.P.E.I. 1988, Cap. E-8.1.

I shall notify the authority having jurisdiction, in writing as soon as practical, but not later than 3 business days if the contract for Field Review of Construction is terminated at any time during construction.

**Eliana Ayoub, P. Eng.**

*Print Name*

*Signature*

**Coles Associates Ltd.**

*Print name of Firm or Company*

**[REDACTED] C1A 1R6**

*Address / Municipality*

*Postal Code*

*Phone*

*E-mail*

(Affix below the seal of the licensed architect or professional engineer as appropriate in accordance with provincial legislation)



Project #251074

**Letter of Undertaking**  
**Declaration of Commitment by Owner to the Authority Having Jurisdiction**

To: The authority having jurisdiction

PEI Department of Agriculture & Land Inspection Services  
J. Elmer Blanchard Building, 31 Gordon Drive, Charlottetown, PE  
Address (print)

Re:

2 SAUNDERS LANE, KENSINGTON, PE C0B 1M0  
Address of project (print)

QUEEN ELIZABETH ELEMENTARY - STAND ALONE MOBILE CLASSROOM  
Name of project (print) PEIG DTI # 470-25016

(Submit this completed Letter of Undertaking to the authority having jurisdiction along with a completed application for a building permit.)

I am the owner of the project and I have appointed one or more architects, professional engineers, or prime consultants to undertake, as required, the Field Review of Construction and I have attached to this Letter of Undertaking (check appropriate boxes)

☐ A Field Review of Construction Commitment Declarations completed by me or the prime consultant appointed by me to coordinate the Field Review of Construction.

☐ A Field Review of Construction Commitment Declarations (identified below) completed by individual designers appointed by me to perform the Field Review of Construction for the applicable discipline(s).

☐ I shall forward Field Review of Construction Commitment Declarations for those not yet appointed.

(Initial the disciplines that apply to this project. All disciplines will not necessarily be employed on every project)

- |                                                            |                                     |                                       |
|------------------------------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Building Design                   | <input type="checkbox"/> Structural | <input type="checkbox"/> Plumbing     |
| <input type="checkbox"/> Mechanical                        | <input type="checkbox"/> Electrical | <input type="checkbox"/> Geotechnical |
| <input type="checkbox"/> Fire Detection/Suppression System |                                     |                                       |

I shall notify the authority having jurisdiction if the architect, or professional engineer named in the attached "Review of Construction Commitment Declarations" ceases, for whatever reason, to provide the Field Review of Construction for this building and shall appoint another architect and professional engineer immediately so that the Field Review of Construction will continue uninterrupted. This notice and the necessary Field Review of Construction Commitment Declaration(s) shall be forwarded to the authority having jurisdiction as soon as practical, but not later than 3 business days.

Signature of Owner

Date

Print name

Address

Phone

May 22, 2025

ARBER CAPO PEI Dept of TRANSPORTATION AND INFRASTRUCTURE

11 KENS STREET,

9





Mailing Address:  
55 Victoria Street E  
PO Box 418  
Kensington, PE  
C0B 1M0  
  
Tel: 902-836-3781  
Fax: 902-836-3741  
Email: CAO@kensington.ca  
Website: www.kensington.ca

For Office Use Only	
Permit #:	08-2025
Date Received:	
Date Approved:	
PEI Planning:	
Permit Fee: \$	100.00 <input type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 26 B Garden Dr Property Tax Number (PID): 792580  
Lot No.: 8-N Subdivision Name \_\_\_\_\_ Current Zoning: \_\_\_\_\_

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

Duplex

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: Garrett Webster Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name: David & Garrett Webster Address: \_\_\_\_\_  
New Prince \_\_\_\_\_  
Postal Code: \_\_\_\_\_

Cell: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### Components

☐ Private Sewage System ☒ Municipal ☐ Private

☐ Department of Transportation and Infrastructure Renewal ☐ Attached

Existing ☐ Addition ☐ Demolition ☒ Other Fence / Shed

<input type="checkbox"/> S.	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Sem.	<input checked="" type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-U	<input type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input checked="" type="checkbox"/> Slab	<input checked="" type="checkbox"/> Steel	<input type="checkbox"/> Prefab <u>N/A</u>
<input type="checkbox"/> Pier	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other		

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

Detailed Project Description: Install fence and shed in Backyard

Estimated Value of Construction (not including land cost): \$5,000

Projected Start Date: June 1 Projected Date of Completion: Aug 30

**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.

See attached

**I DO SOLEMNLY DECLARE & CERTIFY:**

1. That I am the Authorized Agent of the Owner/the Owner named in the Application
2. That the information contained herein, the attached plans, and other included documents, the development will be constructed or carried out in accordance with the plans and specifications.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the application of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees for 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 valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

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

Signature of Applicant

Date: May 19 2025



LOT 02--1  
PID No. 902494  
NOW OR FORMERLY  
LANDS OF  
KENNET INC.  
REFERENCE: SEE PLAN  
No. 02113  
BY LOCUS SURVEYS LTD.

survey pin  
previously  
installed

10x12ft  
shed

fence approx  
1ft inside  
property line

Approx Tree  
Line

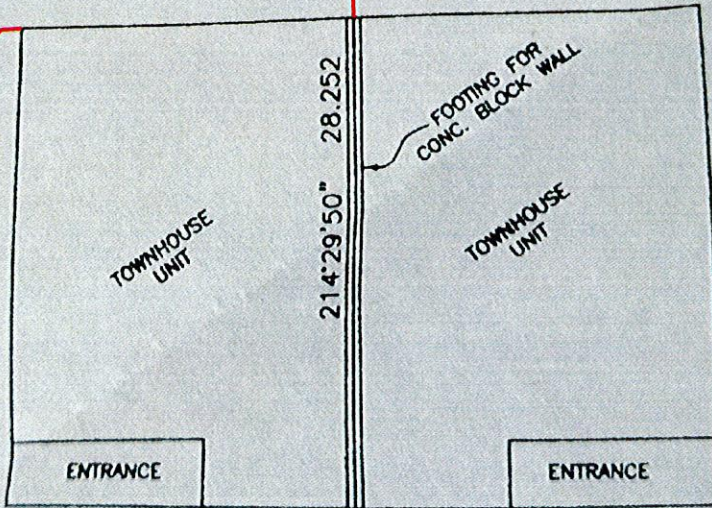
LOT 7W  
PID No. 1017714  
NOW OR FORMERLY  
LANDS OF  
ROGER EMERSON  
&  
LYNN WALL

REFERENCE: SEE PLAN  
No. 07043A  
BY LOCUS SURVEYS LTD.

LOT 8  
PID No. 192580

LOT 8-S  
AREA = 0.05 Ho.±  
(455 Sq.m.±)

REFERENCE: SEE PLAN  
No. 03117M  
BY LOCUS SURVEYS LTD.  
REVISED ON NOVEMBER 23, 2006



A = 25.126  
CC = 9196  
74.942

9195  
PC 6.327  
304'12'47" 10541

304'12'47" 17.445

9194  
Fd.

A = 19.680  
R = 140.058  
CC = 9192

CULVERT  
CULVERT





Mailing Address:  
55 Victoria Street E  
PO Box 418  
Kensington, PE  
C0B 1M0  
  
Tel: 902-836-3781  
Fax: 902-836-3741  
Email: CAO@kensington.ca  
Website: www.kensington.ca

For Office Use Only	
Permit #:	09-2025
Date Received:	July 25/25
Date Approved:	July 28/25
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 16 Rosewood Drive      Property Tax Number (PID): 846907  
Lot No.:      Subdivision Name      Current Zoning:        
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 0.42
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth	Area sq. ft.

2. Contact Information

APPLICANT      Name: Spencer Toombs      Address: 16 Rosewood Drive  
Phone:      Cell: 9024396253      Kensington  
Email: sjtoombs96@outlook.com      Postal Code: C0B1M0

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

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

3. Infrastructure Components

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

Entrance Way Permit (Department of Transportation and Infrastructure Renewal)    ☐ Attached

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 type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input checked="" type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input checked="" 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)
1	0	0	Width 12' Length 20'



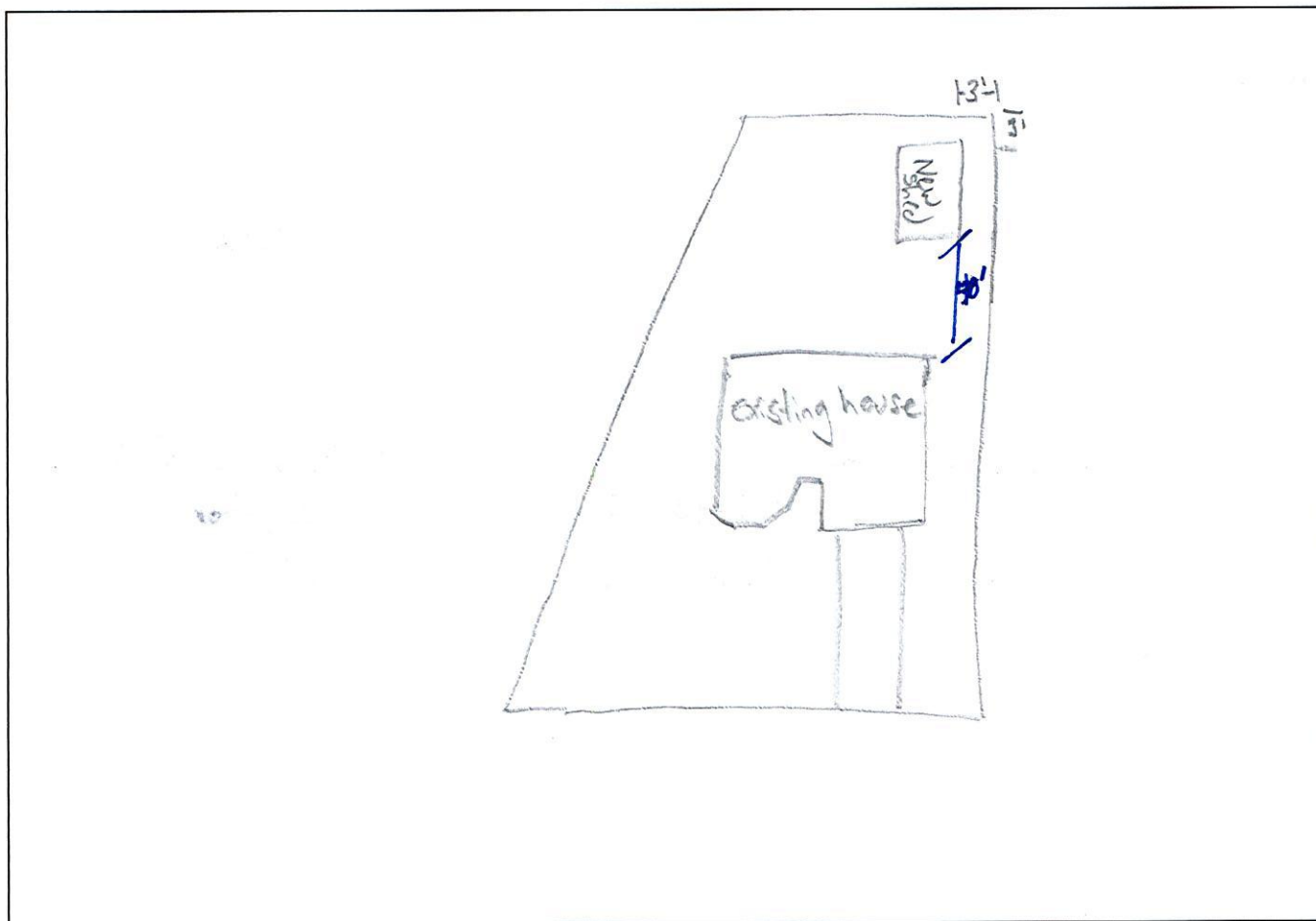
Detailed Project Description: new Shed

Estimated Value of Construction (not including land cost): \_\_\_\_\_

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.



**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 valid for 12 months and subject to a 21-day appeal period following approval 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 Spencer Lamb Date: July 25, 2025

# Town of Kensington

**COPY**

**Development Permit No.** 09-2025

This permit **MUST** be posted in a conspicuous place on the job site.

Issued To: Spencer Toombs

Address: 16 Rosewood Dr. Kensington, PE C0B 1M0

Purpose: Installation of 12 x 20 shed in back yard

Property No. 846907

Conditions: \_\_\_\_\_

July 28, 2025

Issue Date

Valid for 12 months from above date of issue.

  
\_\_\_\_\_  
Development Officer

**\*This permit is hereby granted subject to all Zoning and Bylaw Regulations established and enacted by the Town of Kensington, Prince Edward Island.**

**\*This permit is hereby granted conditional upon compliance with all other applicable Provincial and Federal Legislation and Regulations.**

As of March 31, 2020 all construction projects, unless exempt by the Building Codes Act Regulations, are required to receive a Building Permit from the provincial government before commencing construction. It is the responsibility of the applicant to ensure they are in possession of any required permits. A copy of the Regulations and information regarding project exemptions can be found online at [www.princeedwardisland.ca](http://www.princeedwardisland.ca). If, after reviewing this information, you are still unsure as to whether or not a Building Permit is required, you can contact Inspection Services at 902-368-5280 for more information.

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO: MAYOR AND TOWN COUNCIL, CAO**

**FROM: GRAEME YOUNG, ACTING CUC MANAGER**

**DATE: JULY 2025**

**SUBJECT: JULY 2025- CREDIT UNION CENTRE REPORT**

**ATTACHMENT: STATISTICAL REPORT, SOLAR PANEL REPORT**

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**July 2025**

**Fitplex**

- Hours of operation are 5:00 am – 11:00 pm daily.
- Staffed Hours are Monday to Thursday 4:00 pm-8:00 pm Friday 9:00am-1:00pm

**Arena**

Hosted Central Region Sport & Recreation Council ½ day summer camp

**Arena Maintenance**

Black and MacDonald scheduled to fix brine line header connections mid August.

Zamboni repairs are being done by Bells Irving now.

Touch up painting and repairs/maintenance are on going.

Ice supplies ordered for ice instillation

**Kensington Cash Draw**

- **July 3            \$124.00**
- **July 10          \$114.00**
- **July 17          \$148.00**

- **July 24**        **\$134.00**
- **July 30**        **\$136.00**

### **Ball Fields**

- Danny Hughes Memorial ball tournament – July 19 & 20
- Minor repairs & on-going maintenance

### **Senior Center**

- Fixed leaking toilet gasket

### **Tennis \ Pickleball Courts KISH**

- Nothing to report

### **CUC Property**

- Ball Hockey and Skate Park are open and being used. Kensington Nature Trails are open and available to use with ongoing Trail maintenance in progress. Central Region Sport & Recreation hosting a weekly ball hockey morning outside in the CAGE
- Full out with preparations for Harvest Festival events & getting ready for ice instillation

### **Upcoming Events**

- Weekly Washer Toss League every Wednesday nights at Alysha Toombs Memorial Park
- Aug 16-20 Harvest Festival

## Town of Kensington Credit Union Centre Monthly Statistical Data

**2025**

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitlex													
Total Members	252	260	267	271	279	273	258						1860
Attendance	1457	1520	1700	1625	1673	1589	1183						10747
Day Passes Sold	11	12	14	12	13	16	17						95
Memberships Sold	36	38	35	30	29	16	15						199
Monthly Payment Memberships	92	92	90	88	91	95	93						641
Arena													
Hours Rented	185	175	163	53	16.5	0	15						607.5
Preschool (Free)	4	4	3	0	0	0	0						11
Adult Skate	4	4	3	0	0	0	0						11
Donated Ice Time	0	0	0	0	0	4	8						12
Total Hours Rented	193	183	169	53	16.5	4	23						641.5
Storm Days	2	2	2	0	0	0	0						6

**2024**

[illegible]

Credit Union Centre Solar Panel Monthly Performance Summary

Month	kWh Produced	Dollar Value (Savings)	Cumulative kWh	Cumulative Savings
January-25	1680	218.40	1680	218.40
February-25	5502	715.26	7182	933.66
March-25	6031	784.00	13213	1717.66
April-25	5445	707.88	18658	2425.54
May-25	6020	782.60	24678	3208.14
June-25	6535	849.59	31213	4057.73
July-25	6142	798.47	37355	4856.20

\*\*Report based on online portal infromation.

\*\*Maritime Electric Information not used in the formulation of the report.





## Mayor's Report to Town Council

August 7, 2025

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

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

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

**Queen Elizabeth Elementary Playground Grand Opening** – I had the pleasure of attending the Grand Opening of the new playground along with Councillor MacRae and representatives from several other organizations who contributed to the fundraising. Congratulations and a huge “Thank You” to the fundraising committee on the success of the campaign which has resulted in this great new facility in the town.

**Kensington Harvest Festival** – Our staff continue to work tirelessly to plan the 2025 edition of the Harvest Festival. I hope you will all be able to join with the Town Float in the parade and attend some of the events coming up.

**Dry Weather** – With the extended stretch of dry weather we have seen in Price Edward Island, we are noticing a large increase in demand on our water supply. I would encourage everyone to be mindful of their water usage as our wellfield has not seen any replenishment in several weeks.

I would like to thank all Town staff (Town Hall, Police, Public Works, Water & Sewer, Fire Department, Credit Union Centre and E.V.K. Pool) for their incredible dedication they continue to display in their day-to-day duties. This summer has posed numerous challenges, and I continually see our people rise to meet those challenges. We are lucky to have many wonderful employees in the organization.

Jeff Spencer, Mayor  
Town of Kensington



## Town of Kensington - Request for Decision

<b>Date:</b> August 11, 2025	<b>Request for Decision No:</b> 2025-30
<b>Topic:</b> Adoption of Updated Code of Conduct Bylaw for Councillors - <i>Bylaw # 2025-01</i>	
<b>Proposal Summary/Background:</b> <p>Section 107 of the Municipal Government Act (MGA) requires all municipalities in Prince Edward Island to adopt a Code of Conduct Bylaw for members of Council. This obligation has existed since the MGA came into force in 2017 and was originally supported by the 2018 Code of Conduct Regulations. In response, the Town of Kensington adopted Bylaw #2018-04, which was designed to promote ethical conduct among elected officials, establish standards of behaviour, and provide guidance on matters such as conflicts of interest, gifts, and respect for staff and colleagues.</p> <p>In 2023, the Province of Prince Edward Island undertook a significant review of the Code of Conduct Regulations and enacted new regulations (EC2023-374), effective August 1, 2023. While the fundamental requirement to have a bylaw remained unchanged, the updated regulations introduced a substantially more prescriptive framework. They clearly define the minimum content of every municipal Code of Conduct and set out required processes for complaint handling, investigation, sanctions, and training.</p> <p>As a result of these updates, the Town's current bylaw is no longer sufficient to meet the regulatory requirements. A new bylaw is required to ensure compliance with provincial law and to strengthen our local governance framework in line with modern expectations around transparency, accountability, and respectful leadership.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• The new bylaw ensures the Town remains in full compliance with the 2023 Code of Conduct Regulations enacted under the Municipal Government Act.</li><li>• The bylaw clearly defines acceptable and unacceptable behaviours for Council members, contributing to a culture of mutual respect, professionalism, and ethical leadership.</li><li>• Stronger protections for staff against harassment and inappropriate direction reinforce the distinction between political and administrative roles, promoting a</li></ul>	

healthier and more effective work environment.

- The bylaw provides a structured process for resolving conduct-related concerns, offering clarity to both complainants and respondents.
- Enhanced disclosure requirements and enforceable sanctions contribute to greater transparency and demonstrate Council's commitment to accountability, which can help build public trust.
- The mandatory training provision ensures that all members of Council have a shared understanding of their ethical obligations and responsibilities under the MGA and the Code.

**Disadvantages:**

- In the event that a formal complaint proceeds to third-party investigation, the Town may incur professional service costs.
- The implementation of the bylaw requires oversight, tracking of training completion, coordination with external investigators (if needed), and public posting of disclosures and decisions. This creates additional administrative responsibilities.

**Discussion/Comments:**

The proposed new Code of Conduct Bylaw (Bylaw #2025-01) was drafted using the updated provincial template provided by the Department of Municipal Affairs. This template was developed to reflect the detailed requirements of the new regulations and to ensure consistency across municipalities in the province. The Town's version has been customized to align with our established bylaw format, while fully adhering to the regulatory framework.

Several noteworthy improvements and structural changes are included in the updated bylaw:

**1. Expanded Scope and Application**

The bylaw now explicitly extends to Council committees and controlled corporations, where appropriate, ensuring that ethical expectations and accountability mechanisms apply to all related governance bodies. This reflects a broader understanding of how municipal decisions are made and the influence of individuals beyond elected officials.

**2. Complaint and Investigation Process**

A new, clearly defined complaint and investigation process is introduced. It outlines who may file a complaint (any member of the public or municipal organization), establishes criteria for how complaints are assessed, and mandates timelines for investigation and Council response.

A third-party investigator must now be appointed for formal complaints that are not resolved through the informal resolution process. Their powers, duties, and procedures are clearly set out in the bylaw to ensure procedural fairness for all involved.

### **3. Respect for Staff and Others**

While respect for staff was always a principle under the previous bylaw, the updated version incorporates stronger and more enforceable language.

Council members are expressly prohibited from bullying, harassing, intimidating, or attempting to direct staff contrary to policy or outside the scope of their legislative role. This serves to reinforce the role of staff as impartial public servants and to protect them from political interference or disrespect.

### **4. Mandatory Training**

Members of Council must now complete mandatory Code of Conduct training within six months of being elected, re-elected, or appointed. Failure to comply may result in a loss of voting privileges or remuneration until the training is completed. This reinforces Council's responsibility to understand and uphold their ethical obligations.

### **5. Anonymous Complaints and Whistleblower Protections**

The bylaw now acknowledges and permits anonymous complaints, provided there is sufficient information to investigate. Protections are also included to prevent retaliation against complainants or whistleblowers, in accordance with Regulation 12.

### **6. Sanctions and Enforcement**

A comprehensive list of sanctions is included, aligned with Section 107(3) of the MGA. These include formal reprimands, apologies, suspensions, fines, and loss of compensation.

Importantly, any sanctions imposed must be accompanied by written reasons and are subject to public disclosure, ensuring that enforcement actions are transparent and not arbitrary.

### **7. Public Disclosure of Financial Interests**

The bylaw retains the requirement for Council members to file a disclosure of financial interests upon taking office and whenever their situation changes.

It now mandates that a summary of these disclosures be made available to the public, supporting transparency and public trust in municipal decision-making.

Overall, the new bylaw reflects a stronger commitment to fair process, ethical governance, and mutual respect among Council members, staff, and the public. It also provides clearer expectations and consequences, helping to minimize ambiguity and the risk of politicized disputes.

**Options:**

1. Approve the proposed bylaw and proceed with the first reading of Bylaw #2025-01.
2. Refer the bylaw back to staff with specific directions for revision or clarification.

**Costs/Required Resources:**

The financial implications of the updated bylaw are minimal under normal operations. However, should a formal investigation be required, costs associated with engaging a third-party investigator may arise. These are discretionary and situational, and the municipality retains control over the scope and appointment of any investigator.

Administrative responsibilities, including the coordination of mandatory training, public posting of disclosures and sanctions, and complaint intake, will be carried out by the Chief Administrative Officer in accordance with the provisions of the bylaw.

**Source of Funding:**

N/A

**Recommendation:**

That Council give first reading and approval of first reading to Bylaw #2025-01 as presented.

**Proposed Resolutions:****Resolution 1 – First Reading**

*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 Council of the Town of Kensington hereby gives first reading to Bylaw #2025-01, being a bylaw to establish a Code of Conduct for Members of Council.*

**Resolution 2 – Second Reading**

*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 Bylaw was read a first time at this meeting;*

*BE IT RESOLVED THAT the Council of the Town of Kensington hereby approves Bylaw #2025-01, being a bylaw to establish a Code of Conduct for Members of Council.*



## **A BYLAW TO PROVIDE FOR A CODE OF CONDUCT FOR MEMBERS OF TOWN COUNCIL**

### **BYLAW 2025-01**

**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, Chapter. M-12.1., provides that a Council shall, 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:

### **PART I – INTERPRETATION AND APPLICATION**

#### **1. Title**

- 1.1. This bylaw shall be known and cited as the “Code of Conduct Bylaw.”

#### **2. Purpose**

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

### **3. Authority**

- 3.1. Section 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires that a Council must establish a Code of Conduct bylaw to govern the conduct of members of Council.

### **4. Application**

- 4.1. This bylaw applies to the Mayor and all members 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* and *Code of Conduct Regulations*
  - (b) the *Occupational Health and Safety Act Workplace Harassment Regulations*
  - (c) the *Criminal Code of Canada*
- 4.2. The bylaw, pursuant to Section 3 of the Regulations applies, as nearly as practicable, to Council Committee members and Directors of controlled corporations established by Council.

### **5. Definitions**

- 5.1. In this bylaw, any word and term that is defined in the Municipal Government Act has the same meaning as in the Act.
- 5.2. In this bylaw,
- (a) “Act” means the *Municipal Government Act*.
  - (b) “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*.
  - (c) “Confidential Information” means information that could reasonably harm the interests of individuals or organizations, including the municipality 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 or financial information and any other information collected, obtained or derived for or from municipal records that must or may be kept confidential.
  - (d) “Council” means the Mayor and other members of the Council of the Town of Kensington.
  - (e) “Councillor” means a member of Council other than the mayor.
  - (f) “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.
  - (g) “Municipality” means the Town of Kensington.
  - (h) “Person Closely Connected” means, in relation to a member of Council, a family member, an agent, a business partner or an employer of the member.
  - (i) “Regulations” means the Code of Conduct Regulations enacted pursuant to the Act.
  - (j) “Staff” means the Chief Administrative Officer (CAO) and all staff of the municipality, whether full-time, part-time, contract, seasonal or volunteers.



## **6. Interpretation**

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

## **7. Periodic Review**

- 7.1. Council shall, in accordance with Section 6 of the Regulations, review and update this bylaw at least once every five years from the effective date of this bylaw.

## **8. Training**

- 8.1. In accordance with Section 4 of the Regulations:
- (a) the CAO shall arrange for training on the Code of Conduct for a council member elected, re-elected, or appointed to Council; and
  - (b) the member shall complete the training; and
  - (c) the CAO shall report to Council if a member fails or refuses to complete the training.
- 8.2. The training provided shall consist of the training course specified by the Regulations.
- 8.3. A member of Council who fails or refuses to complete the Code of Conduct training within the time specified shall not:
- (a) carry out a power, duty, or function as a member of Council;
  - (b) receive any remuneration; and
  - (c) be considered present at a meeting even if the member is physically present.

## **PART II – PRINCIPLES**

### **9. Guiding Principles and Expectations**

- 9.1. Members of Council are keepers of the public trust and must uphold the highest standards of ethical behaviour.
- 9.2. Members of Council have a duty to make decisions based on the best interests of the municipality.
- 9.3. Members of Council are expected to act lawfully and be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends, or business interests as a result of the member holding municipal office.
- 9.4. Members of Council must demonstrate and promote the principles of the Code of Conduct through their decisions, actions, and behaviour. Behaviour must build and inspire the public's trust and confidence in municipal government.
- 9.5. Members of Council must conduct public business efficiently and with decorum. They must always treat each other and others with respect.
- 9.6. 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.

9.7. Members of Council must adhere to the following principles and provisions:

- (a) Members of Council must serve, and be seen to serve, their constituents in a conscientious and diligent manner.
- (b) Members of Council must be committed to performing their functions with integrity and to avoid and/or disclose conflicts of interest, and the improper use of the influence of their office.
- (c) Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence.
- (d) Members of Council are obliged to question any request to act or make a decision that they think may be unethical or unlawful.
- (e) Members of Council must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council members must avoid conduct that is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse including derogatory language, or the adverse treatment of others.

## **10. Confidential Information**

10.1. Members of Council must respect rules regarding confidentiality, disclosure, and access to all personal information in the control of the Town of Kensington pursuant to the Access to Information and Protection of Personal Information Bylaw.

10.2. No member of Council will:

- (a) 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.
- (b) use confidential information for personal or for the gain of any person closely connected as defined in the Act.
- (c) 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.

## **11. Public Disclosure Statements**

11.1. Pursuant to clause 107(2)(d) of the Act, all members of Council are required to file a Council Member Disclosure Statement with the CAO within thirty (30) days of being elected or appointed and update the Disclosure Statement annually by in accordance with clause 107(2)(e) of the Act.

11.2. The CAO shall post all Disclosure Statements on the municipality's website within 30 days of receipt from each member. The Disclosure Statement shall remain on the site until such time as an updated Disclosure Statement is filed or the individual is no longer a member of Council.

11.3. A Public Disclosure Statement shall 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.

## **12. Gifts and Benefits**

- 12.1. 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 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.
- 12.2. No member of Council shall accept the use of property or facilities at less than fair market value.
- 12.3. No member of Council shall provide property, goods, and services to the municipality at higher than fair market value.

## **13. Use of Municipal Property, Equipment and Services**

- 13.1. No member of Council shall use, or request the use of, municipal staff services, municipal equipment, services, supplies or other municipally owned materials or any municipal property unless item or service 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.
- 13.2. No member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally developed intellectual property.
- 13.3. 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 public for any purposes other than carrying out their official duties.
- 13.4. 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 the Town of Kensington Conflict of Interest Bylaw.

## **14. Improper Use of Influence**

- 14.1. No member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

- 14.2. When a matter pertaining to the municipality is before any tribunal, members of Council shall not contact any tribunal members.

## **15. Respectful Workplace**

- 15.1. All members of Council have a duty to treat other Council members, municipal employees, and the public appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.
- 15.2. All members of Council shall encourage public respect for the municipality, its employees, and its bylaws.
- 15.3. All members of Council must respect the decision(s) of Council when a decision has been made.
- 15.4. While respecting the right to have contradictory positions and opinions, all members of Council shall avoid any words or actions that are unduly critical or derogatory to other members of Council, staff, or the municipality's official position on any topic.

## **16. Interactions of Council with Staff and Service Providers**

- 16.1. No member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- 16.2. 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.
- 16.3. Members of Council must not direct or influence, or attempt to direct or influence any municipal staff, except the CAO, in the exercise of their duties or functions.
- 16.4. Pursuant to subsection 93(7) of the Act, members of Council or a Council Committee may communicate directly with an employee to obtain or provide information.
- 16.5. 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.

## **PART III – COMPLAINTS**

### **17. Breaches, Complaint Handling, and Internal Resolution**

- 17.1. Any person who is, in the opinion of the CAO, an affected person may file a complaint concerning an alleged breach of the Code of Conduct bylaw.
- 17.2. Members of Council are to abide by the requirements of this Code of Conduct bylaw and shall endeavour to resolve disputes in good faith.
- 17.3. Alleged breaches of this Code of Conduct bylaw 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 complainant becoming aware of the last alleged breach.
- 17.4. The written complaint shall be delivered to the CAO using Schedule A, who, upon receiving the complaint, will report to the Mayor.

- 17.5. If the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor and CAO.
- 17.6. In the event both the Mayor and Deputy Mayor are the subject of, or are implicated in a complaint, or a majority of Council is the subject of or implicated in the complaint, Council shall commence the formal resolution process.
- 17.7. In the event both a member of Council and the CAO are the subject of, or are implicated in a complaint, Council shall commence the formal resolution process.
- 17.8. In the following cases, the CAO shall report to Council and the Council shall commence the formal resolution process:
- (a) If, in the opinion of the CAO, the nature of the complaint makes it unsuitable for the informal resolution process,
  - (b) The CAO is unable to determine the validity of the complaint,
  - (c) The CAO is unable to determine if an individual could be considered an affected person.
- 17.9. Before commencing the formal internal resolution procedure specified below, the member(s) of Council who allegedly breached this Code of Conduct bylaw 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.
- 17.10. If the alleged breach cannot be informally resolved, the Mayor will facilitate discussion between the parties.
- 17.11. If the matter is not satisfactorily resolved after mayoral facilitation, Council will commence the formal internal resolution process by having Council appoint 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.
- 17.12. If the Mayor is involved in the alleged breach of the Code of Conduct bylaw, the Deputy Mayor shall assume the role of the Mayor in the facilitation process and the appointment of any third-party investigator.
- 17.13. All deliberations regarding alleged breaches of the Code of Conduct bylaw shall be conducted in confidence.

## **18. Investigations**

- 18.1. 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.
- 18.2. The role of the investigator is to:
- (a) Consider the alleged breach of the Code of Conduct and any accompanying evidence;
  - (b) Determine whether the complaint is frivolous or vexatious and dismiss the complaint on that basis;
  - (c) Ensure that the parties involved are given an opportunity to be heard by the investigator;
  - (d) Explore if the alleged breach can be resolved between the parties without making any findings; and

- (e) Failing resolution between the parties, the third-party investigator will provide an investigation update within ninety (90) days of their appointment to Council, and to the complainant and the respondent.
- 18.3. The third-party investigator will provide a written, confidential report of the findings of the investigation, including whether there has been a breach of this Code of Conduct bylaw, to the Council, the complainant, and the respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Code of Conduct.
- 18.4. Upon receipt of the investigation report, Council will, in accordance with the Regulations do the following at its next meeting of Council:
- (a) Close the meeting to the public and review the report;
  - (b) When the review is finished, re-open the meeting to the public and hold a vote for the following purposes:
    - i. To determine if the member breached the code of conduct, and if no breach has occurred, to dismiss the complaint by resolution; or
    - ii. To determine the appropriate sanction if any.

## **19. Sanctions**

- 19.1. The principles of natural justice must be observed during the independent investigation. The member of Council who is the subject of an alleged breach must be given all relevant information regarding the allegation and an opportunity to respond and be supported if the member so desires.
- 19.2. Any member of Council who alleges a breach of the Code of Conduct must not be disadvantaged because of such action.
- 19.3. Council shall consider the following when deciding whether to impose a sanction for a breach of the Code of Conduct bylaw:
- (a) Whether the breach was intentional or inadvertent;
  - (b) The nature of the breach, including the number of occasions the breach occurred and the length of time the activity or conduct that constituted the breach lasted;
  - (c) Whether the member took any steps to remedy the breach or mitigate the consequences of the breach;
  - (d) Whether the member previously breached the Code and the circumstances of that breach;
  - (e) Whether the member has previously refused to comply with a sanction for a breach of the Code of Conduct bylaw; and
  - (f) The recommendation(s) of the investigator.
- 19.4. Council may, in accordance with subsections 107(3) and (4) of the Act and Section 5 of the Regulations:
- (a) Reprimand the member of Council for a breach of this Code of Conduct Bylaw;
  - (b) Suspend the member in respect of their services as a member of Council for a period not to exceed:
    - i. Six months, or
    - ii. the expiry of the member's term of office,

whichever occurs first.

- (c) Request a written apology to Council, the complainant, or both;
  - (d) A requirement that the council member attend training as recommended by Council;
  - (e) Impose a fine of not more than \$500;
  - (f) Reduce or suspend the Council member's compensation as provided for under subsection 82(2) of the Act;
  - (g) Impose any other sanction that is recommended by the third-party investigator, other than sanctions prohibited by the Act;
  - (h) Any other sanction that may be provided for in the Regulations as they are amended from time to time.
- 19.5. In accordance with subsection 2(6) of the Regulations, a majority of members present and voting at the meeting must affirm a resolution to sanction the member.
- 19.6. A member who is sanctioned by Council for a breach of the Code of Conduct bylaw shall comply with the terms of the sanction within the time specified by Council.
- 19.7. All sanctions by Council shall be made by resolution at a public meeting of Council.
- 19.8. The CAO shall, where a member has been sanctioned by Council under clause 2.1.a of the Regulations, post notice of the sanction on the municipality's website within seven (7) days of the sanction being announced and ensure the notice remains on the website for the term of the sanction or thirty (30) days, whichever is greater.
- 19.9. In accordance with subsection 5(4) of the Regulations, a Council member suspended pursuant to 26(1)(d) shall not, during the period of the suspension:
- (a) Sit on Council, a Council Committee or the Board of Directors of a controlled corporation or other entity established by the municipality; or
  - (b) Receive any remuneration, allowance or other sum from the municipality or controlled corporation or other entity referred to in clause 9(a).
- 19.10. A member or members of Council who are the subject of the complaint shall not take retaliatory actions or attempt to influence others to act against the complainant.

## **20. Repeal of Existing Bylaw**

- 20.1. On adoption, this bylaw replaces Bylaw # 2018-04.

## **21. Effective Date**

- 21.1. This Code of Conduct Bylaw, Bylaw# 2025-01, shall be effective on the date of approval and adoption below.

**First Reading:**

This Code of Conduct Bylaw, Bylaw# 2025-01, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

This Code of Conduct Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**Second Reading:**

This Code of Conduct Bylaw, Bylaw# 2025-01, was read a second time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

This Code of Conduct Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**Approval and Adoption by Council:**

This Code of Conduct Bylaw, Bylaw# 2025-01, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**Signatures**

\_\_\_\_\_  
Jeff Spencer, Mayor

\_\_\_\_\_  
Geoff Baker, CAO

This Code of Conduct Bylaw, Bylaw # 2025-01 adopted by the Council of the Town of Kensington on \_\_\_\_ (date) \_\_\_\_\_ is certified to be a true copy.

\_\_\_\_\_  
Geoff Baker, CAO

\_\_\_\_\_  
Date



## Schedule A – Code of Conduct Complaint Form

This form shall be filed within **3 months** of the complainant becoming aware of the alleged breach. Complainants are encouraged to report incidents as soon as possible.

If an informal resolution was not attempted as you feel it is inappropriate for your complaint, please be sure to indicate this below.

Alleged violations should be reported in good faith, where the person making the complaint reasonably believes they have information that can show a violation has been committed.

**The following sections must be completed to enable review:**

- **Complainant Information**
- **Incident Report**
- **Informal Resolution Report** (may not be appropriate for all complaints)

If additional information needs to be included under any section of this form, this information can be completed on a separate document and attached to the form.

This document, once completed, must be submitted to the Chief Administrative Officer (CAO). The CAO will process all complaints and may recommend dismissal, informal resolution process, mayoral mediation, or formal resolution process.

This document, once completed, must be stored in such a manner to protect the confidential nature of the contents.

**COMPLAINANT INFORMATION**  
(Required Section)

**Full Name:**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

**Position (if any):**

**Phone Number:**

**Address:**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Community

\_\_\_\_\_  
Postal Code

**Email (Optional)**

**Signature:**

<b>INCIDENT REPORT</b> (Required Section)
----------------------------------------------

Who Committed the Alleged Violation?

<b>Full Name:</b>	<hr/>	<hr/>
	Last Name	First Name
<b>Position:</b>	<hr/>	

First Name

(Mayor/Deputy Mayor/Council/Council Member/Committee Member)

(Mayor/Deputy Mayor/Council/Council Member/Committee Member)

<p><b>Witness Information</b></p> <p><i>Include the names, position titles, and contact information, if applicable/available, for anyone who may have observed or have information regarding the alleged violation.</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\_\_\_\_\_

Details of the Alleged Violation	
Provide as much detail as possible regarding the facts of the situation.	

Date of violation	Description of the violation (section of municipal by-law violated, what was observed, who was involved, what was said or happened), including any background/context:
2022-01-10	A person was observed walking on the sidewalk of the property, which is a violation of the by-law.

\_\_\_\_\_

**When and where did this situation happen (dates, times, and locations)?**

**Date of Violation:** \_\_\_\_\_

**Additional Details:**

**Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):**

--

**DISCLOSURE DETAILS**

(Optional Section)

**What was happening before the situation occurred?****Did anyone respond or react to the situation (who responded, what did they say or do)?****INFORMAL RESOLUTION REPORT**

(Required Section)

*An informal resolution attempt includes a conversation between the individuals involved in the complaint, and, if necessary, the Mayor.*

*If your complaint is unsuitable for an informal resolution attempt, please indicate that here.*

**Describe the steps taken to resolve the conflict:****How did the respondent react?****Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):**

**FOR COMPLETION BY THE CAO**

Respondent Information (for intake reviewer's reference only):

**Date Received:** \_\_\_\_\_

**CAO Signature:** \_\_\_\_\_

## Town of Kensington - Request for Decision

<b>Date:</b> July 29, 2025	<b>Request for Decision No:</b> 2025-31
<b>Topic:</b> Home for the Holidays Annual Festival – Request for Host Sponsorship	
<b>Proposal Summary/Background:</b> <p>In 2024, the Town of Kensington supported the launch of a new community event, the Home for the Holidays Festival. Organized by a dedicated committee of local volunteers and community leaders, the festival was envisioned as a way to celebrate the holiday season, promote community spirit, and support local businesses and organizations.</p> <p>The inaugural festival was originally scheduled for the weekend of November 22–24, 2024, but due to extreme rainfall and inclement weather, outdoor activities were rescheduled to December 14, 2024. Despite the necessary adjustments, the festival successfully delivered a diverse lineup of events that engaged residents of all ages.</p> <p>The Town served as the Host Sponsor, contributing \$2,000 toward event programming. Additional in-kind and financial support was provided by local businesses and community organizations. Events included horse and sleigh rides, visits with Santa and The Grinch, a gingerbread house competition, and partner-led activities facilitated by Venture Stables, Central Region Sport and Recreation, Kensington North watershed Association, C&amp;B Cafe, Queen Elizabeth Elementary Home and School Association, and the Kensington and Area Chamber of Commerce.</p> <p>While weather had an impact on attendance at some outdoor events, notably the craft fair, the overall response from the community was overwhelmingly positive. The event also supported local charitable causes, with donations directed to the Kensington Food Bank, PEI Youth Bowling, and the Home and School Association.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Community Engagement &amp; Pride</li><li>• Strengthens community bonds through family-oriented programming and volunteerism.</li><li>• Creates a festive and inclusive atmosphere.</li><li>• Support for Local Business.</li></ul>	

- Positions the Town as a leader in supporting community initiatives.
- Promotes social inclusion by offering accessible and no-cost activities.
- A \$2,000 sponsorship helps leverage significant volunteer effort and in-kind contributions.
- Builds on the success of the inaugural event to develop a long-term seasonal tradition.

**Disadvantages:**

- None noted.

**Discussion/Comments:**

Following the success of the 2024 festival, the organizing committee has proposed an expanded and refined event for 2025, to be held the weekend of December 6–7, aligning with the Kensington Christmas Parade.

Planned improvements and additions include:

- Indoor Craft Fair & Meet Your Neighbour Event: Relocating to the Murray Christian Centre to improve comfort and encourage greater participation.
- Pancake Breakfast: Delivered in partnership with a local non-profit organization.
- Holiday Décor Sponsorship Campaign: Engaging local businesses to sponsor decorated outdoor Christmas displays and yard lights, helping to activate the rail yard area with a festive atmosphere. Sponsor recognition will be provided through logo signage.
- Expanded Christmas Tree Lot: In partnership with Northside Christmas Trees, who have already expressed interest in growing their involvement.
- Revised Movie Scheduling: Moving film showings to late afternoon or early evening slots to better accommodate families.

These changes reflect both feedback from the inaugural year and a strong desire to build on what worked well, while also addressing weather-related and logistical challenges. The organizing committee has again requested a \$2,000 contribution from the Town of Kensington, along with continued recognition as Host Sponsor for the event.

**Options:**

1. Approve the request to remain the Host Sponsor for the 2025 Home for the Holidays Festival with a \$2,000 contribution.
2. Decline the sponsorship request.
3. Modify the level of contribution or refer the matter back to staff for further information.

**Costs/Required Resources:**

\$2,000

**Source of Funding:**

General Government – Donations and Grants

**Recommendation:**

That Town Council approve a \$2,000 contribution to the 2025 Home for the Holidays Festival and confirm the Town of Kensington's continued role as Host Sponsor.

**Proposed Resolutions:**

*WHEREAS the Home for the Holidays Festival was first held in 2024 and successfully brought together residents, community organizations, and local businesses in celebration of the holiday season; and*

*WHEREAS the Town of Kensington served as the Host Sponsor for the inaugural festival and contributed \$2,000 toward event programming and delivery; and*

*WHEREAS the proposed festival continues to align with the Town's goals of fostering community spirit, supporting local engagement, and enhancing the quality of life for residents;*

*BE IT RESOLVED THAT the Town of Kensington approve a contribution of \$2,000 to support the 2025 Home for the Holidays Festival and confirm its continued role as Host Sponsor for the event.*



Home for the Holidays  
Nov 22nd - 24th and Dec 14th

Committee members, Coreen (chair), Julie Corbett, John Davison, Bev Campbell, and Pam Montgomery  
Volunteer helpers included, Kevin Gallant, Simone Desroches, Amybr Paynter, Bonnie MacRea, 2 High School Students, Sophia Cole, Tressa Hebert, Adam Campbell

We organized the festival the weekend of Nov 22 to Nov 24th, but to extreme weather with rain, we moved all outdoor events to Dec 14th

The Town of Kensington was the Host sponsor for this festival, and contributed \$2000 to help pay for the programs etc.

Even with the pivot in scheduling we feel, the majority of the events were a success.

8 of the events were led and organized by other organizations, or businesses

- 3 x Venture Stables
- Central Sport
- Watershed (Kensington)
- C&B Cafe
- QEES Home and School
- Kensington Chamber of Commerce

The most successful were the horse and sleigh rides, Visits with Santa and The Grinch, and gingerbread competition (9 entries).

Craft Fair vendors were the least attended due to the outdoors and coldness.

Donations back to organizations were the Kensington Food Bank, PEI Youth Bowling, Home and School Assoc.

Business / organizations that donated that space / time or funds are

- Murray Christian Center
- Kensington Legion
- Willow Bakery
- Presbyterian Church
- Remax
- Lady Slipper Dancers

#### Looking towards 2025 Home for the Holidays Festival

We propose that we move all events to the same weekend as the Kensington Parade, with most of the events scheduled for Saturday and Sunday. Dec 6th and 7th Weekend

We would like to move the craft vendors to the Murray Christian Center and incorporate with the Meet your neighbor and gingerbread competition. Having this indoors will make this more welcoming to attend.

We would move the Movie's to a late afternoon or early evening.

We would like to add a Pancake Breakfast and partner with a non for profit organization in Kensington.

We plan to put a call out to local businesses to sponsor outdoor xmas decor and yard lights to add to the christmas vibe of the rail yards. Holman Grand Ice Cream did this in Summerside this past year and it was a huge success for them. Each business that becomes a sponsor will have their logo attached or displayed.

Northside Christmas Tree have already expressed interest in making the Christmas Tree lot bigger and better than last year

For the 2025 festival we have an ask for The Town of Kensington to remain the host sponsor and contribute \$2000 for festival programming.

Overall we are very happy to have organized this festival, it brought together the community through collaboration of people, business, and organizations.

On behalf of the organizing committee I would like to thank you for your 2024 sponsorship and look forward to working with you again this coming year.

## Town of Kensington - Request for Decision

<b>Date:</b> August 11, 2025	<b>Request for Decision No:</b> 2025-32	
<b>Topic:</b> Canada Community Build Fund Capital Investment Plan Reprofiting		
<b>Proposal Summary/Background:</b>		
In early 2025, the Town submitted a Capital Investment Plan (CIP) under the Canada Community-Building Fund (CCBF) as follows:		
<b>Original 2025 Capital Investment Plan:</b>		
<b>Project</b>	<b>Amount</b>	<b>External Contribution</b>
Roy Paynter Park Playground Equipment Upgrades	\$52,881	\$75,000 (Malpeque)
Town Hall Solar Panel Installation	\$135,000	
Broadway Street South Sidewalk Replacement	\$200,000	
Wastewater Collection System I&I Study	\$120,000	
Wastewater Treatment Plant Baffle Installation	\$385,000	
<b>Total</b>	<b>\$892,881</b>	<b>\$75,000</b>
These projects were selected based on their alignment with Council’s strategic priorities, operational needs, and funding eligibility under the CCBF.		
At the June 2025 regular meeting of Town Council, Council passed a resolution to remove the Roy Paynter Park Playground Equipment Upgrades project and replace it with a new project for the Centennial Park Playground, maintaining the same core budget of \$52,881, supplemented by the \$75,000 from the Rural Municipality of Malpeque. Council’s direction was that tangible work on the Centennial Park Playground would not occur until an associated Splash Pad Project could be fully costed and confirmed to be fundable through an external source. The revised playground project is therefore intended to act as somewhat a placeholder until the full scope and budget of the Splash Pad is finalized. This approach allows the Town to retain flexibility while ensuring funds remain committed to a high-priority recreation space.		
Subsequent to that decision, staff entered into active development negotiations with the developer of the Ranchland Estates subdivision. The subdivision, which represents a key area of residential		

expansion for the town, requires sanitary servicing through a lift station. The developer's initial design placed the lift station in a location that adequately served the internal needs of the development. However, after technical review by staff and WSP, it became clear that by relocating the station to the southern end of the property, the Town could enable future sanitary service expansion along Old Summerside Road, an area that is currently unserved.

Relocating the lift station now will increase initial development costs by an estimated \$257,500, which includes engineering fees, contingencies, and construction costs associated with the relocation.

However, if the Town defers this investment and eventually installs a new, separate lift station along Old Summerside Road in the future, the estimated cost would be approximately \$800,000. By acting now, the Town will therefore realize an estimated long-term cost avoidance of over \$500,000, while also ensuring serviceability in the area when it is required. This proposed change is not only cost-effective, but strategically sound as it represents the kind of forward-looking infrastructure investment that the CCBF was designed to support.

The Broadway Street South Sidewalk Replacement project remains a key infrastructure priority for the Town. The sidewalk serves one of the busiest pedestrian corridors, connecting residential neighborhoods with the core area and ultimately, schools, businesses, and recreational areas. Ensuring safe, accessible, and durable sidewalk infrastructure supports walkability, and enhances public and operational safety. WSP were requested to develop a revised cost estimate (assuming the Town was responsible for the relocation of utility poles) which reflected realistic current market pricing and to ensure the Town can execute the full scope of the project

WSP's updated cost estimate, received in July 2025, provided a detailed cost breakdown that included:

- Removal and replacement of existing sidewalk
- Asphalt driveway repair and granular base reinstatement
- Utility Pole Relocations and other utility splicing
- Topographic Survey
- Contingencies and construction-phase engineering

As such, it is proposed that the sidewalk project allocation be increased accordingly under the revised Capital Investment Plan.

Additionally, the Town has been informed by the Infrastructure Secretariat that, following a comprehensive audit of the CCBF program across all participating municipalities since its inception in 2005, the Town of Kensington has been found to have overcommitted its CCBF allocation by \$51,576.25. As such, the Secretariat has requested that the Town formally decommit this amount from its current CIP to realign its available balance.

This creates an opportunity for the Town to revise its 2025 Capital Investment Plan to address the overcommitment, accommodate known cost increases in the sidewalk replacement project, and integrate the lift station opportunity.

**Proposed Revised 2025 Capital Investment Plan:**

<b>Project</b>	<b>Amount</b>	<b>External Contribution</b>
Centennial Park Playground	\$52,881	\$75,000 (Malpeque)
Broadway Street South Sidewalk Replacement	\$530,923.75	–
Ranchland Estates Lift Station Relocation	\$257,500	–
<b>Subtotal</b>	<b>\$841,304.75</b>	<b>\$75,000</b>
Required Decommitment	\$51,576.25	–
<b>Total Allocation</b>	<b>\$892,881</b>	<b>\$75,000</b>

This revised plan continues to serve the public interest by upgrading vital infrastructure (sidewalks and servicing along the Old Summerside Road), and ensuring the Town remains in good standing with the Infrastructure Secretariat.

**Benefits:**

- Relocating the lift station to the southern edge of Ranchland Estates provides the necessary infrastructure for servicing additional lands along Old Summerside Road, thereby supporting future residential and/or commercial development with minimal new infrastructure.
- Investing \$257,500 today avoids an estimated future capital expenditure of approximately \$800,000.
- Ensures the Broadway Street South Sidewalk Replacement project remains viable and funded.
- By maintaining the Centennial Park Playground project, the Town retains flexibility in its recreation planning while also maintaining its partnership with the Rural Municipality of Malpeque and a focus on family-friendly outdoor infrastructure.

- Ensures full alignment with CCBF guidelines and preserves the Town's eligibility for future funding allocations.

**Disadvantages:**

- Results in the deferral of 3 projects; Tow Hall Solar Panels, Wastewater Collection Inflow and Infiltration Study, and the Wastewater Treatment Baffle Installation.

**Discussion/Comments:**

The proposed CIP reprofiling reflects a balancing of priorities and opportunities. It reflects a pragmatic approach to municipal infrastructure planning in seizing an opportunity for significant future cost savings.

The Ranchland Estates Lift Station relocation allows the Town to leverage an existing development activity to allow the installation of infrastructure that will otherwise require far greater investment later. This is viewed as prudent financial and infrastructure planning.

While the removal of energy efficiency and wastewater optimization projects is unfortunate, these initiatives remain on the Town's radar and can be re-introduced into future capital budgets or provincial and federal infrastructure funding programs as they become available.

The overcommitment issue, while disappointing, is something we were recently advised of and stems from a province-wide program reconciliation.

**Options:**

1. Approve the revised Capital Investment Plan to:

- Remove the Town Hall Solar Panel Project (\$135,000), the I&I Study (\$120,000), and the Baffle Installation Project (\$385,000)
- Add the Ranchland Estates Lift Station Relocation Project – \$257,500
- Adjust the Broadway Street Sidewalk Replacement Project to \$530,923.75
- Retain the Centennial Park Playground Project – \$52,881 (plus \$75,000 from the Rural Municipality of Malpeque)
- Deccommit \$51,576.25

2. Maintain the existing Capital Investment Plan.

3. Defer a decision and refer the matter back to staff for further review. *Note that this option will affect timing and coordination with the developer of Ranchland Estates and may result in loss of the development.*

**Costs/Required Resources:**

\$892,881

**Source of Funding:**

The Town's Direct Allocation under the Canada Community Building Fund

**Recommendation:**

It is recommended that Town Council authorize the re-profiling of the Town's Capital Investment Plan as contemplated above, through the following resolution:

***BE IT RESOLVED THAT Town Council approve the revised 2025 Capital Investment Plan under the Canada Community-Building Fund as follows:***

***Remove the following projects from the Capital Investment Plan:***

- ***Town Hall Solar Panel Installation – \$135,000***
- ***Wastewater Collection System Inflow & Infiltration (I&I) Study – \$120,000***
- ***Wastewater Treatment Plant Baffle Installation – \$385,000***

***Add/retain the following revised and new projects:***

- ***Broadway Street South Sidewalk Replacement – \$530,923.75***
- ***Centennial Park Playground – \$52,881 (plus \$75,000 contribution from the Rural Municipality of Malpeque)***
- ***Ranchland Estates Lift Station Relocation – \$257,500***

***Decommit \$51,576.25 from the Town's 2025 Capital Investment Plan to address the overcommitment identified by the Infrastructure Secretariat's audit.***

***Authorize the Chief Administrative Officer to submit the revised Capital Investment Plan to the***

*Infrastructure Secretariat and to take any further actions necessary to facilitate the implementation of the approved projects.*



**Town of Kensington**  
**Canada Commuity Building Fund**  
**2025 -2029**

		Canada Community Building Fund	Malpeque	Total	Original Project Budget
1	Roy Paynter Park Playground Equipment Upgrades	Removed from Capital Investment Plan			\$ 127,881.00
2	Town Hall Solar Panels	Remove from Capital Investment Plan			\$ 135,000.00
3	Broadway Street South Sidewalk Replacement	\$ 530,923.75		\$ 530,923.75	\$ 200,000.00
4	Wastewater Collection System Inflow and Infiltration Study	Remove from Capital Investment Plan			\$ 120,000.00
5	Wastewater Treatment Plant Baffle Installation	Remove from Capital Investment Plan			\$ 385,000.00
6	Centennial Park Playground	\$ 52,881.00	\$ 75,000	\$ 127,881.00	
7	Ranchland Estates Lift Station Relocation	\$ 257,500.00		\$ 257,500.00	
8	Decommittal	\$ 51,576.25		\$ 51,576.25	
	<b>Total</b>	<b>\$ 892,881</b>	<b>\$ 75,000</b>	<b>\$ 967,881</b>	<b>\$ 967,881.00</b>

## Town of Kensington - Request for Decision

<b>Date:</b> August 11, 2025	<b>Request for Decision No:</b> 2025-33						
<b>Topic:</b> 2025/26 Annual Sidewalk Maintenance							
<b>Proposal Summary/Background:</b> <p>As part of the Town's ongoing annual sidewalk maintenance program, operational staff have identified sections of sidewalk requiring installation/replacement in 2025/26. The areas proposed for repair were identified through regular inspections as it relates primarily to winter maintenance, surface water runoff issues, and feedback from residents.</p> <p>Three specific areas have been selected for replacement:</p> <ul style="list-style-type: none"><li>• Woodleigh Drive – 15 blocks (approximately 57 feet)</li><li>• Pleasant Street – 3 blocks (approximately 12 feet)</li><li>• Broadway Street North – 6 blocks (approximately 24 feet)</li></ul> <p>The work includes any required asphalt patching to ensure a complete and durable finish. The locations noted above are identified on the attached aerial photo.</p> <p>Quotes were requested from two contractors with capacity to undertake the work. The following quotes were received:</p> <table border="1"><thead><tr><th>Contractor</th><th>Quote (excluding HST)</th></tr></thead><tbody><tr><td>Curran &amp; Briggs Ltd.</td><td>\$25,700</td></tr><tr><td>MacAusland Excavation Ltd.</td><td>\$12,500</td></tr></tbody></table> <p>The total amount budgeted for sidewalk maintenance in the 2025/26 budget is \$18,000.</p> <p>While the scope of work outlined above represents the main project, staff will also use the opportunity to complete other minor sidewalk repairs throughout the Town to the greatest extent possible within the approved budget envelope.</p>		Contractor	Quote (excluding HST)	Curran & Briggs Ltd.	\$25,700	MacAusland Excavation Ltd.	\$12,500
Contractor	Quote (excluding HST)						
Curran & Briggs Ltd.	\$25,700						
MacAusland Excavation Ltd.	\$12,500						
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Addresses known sidewalk deficiencies, enhancing pedestrian safety and accessibility.</li></ul>							

- Improves overall aesthetics and functionality.

**Disadvantages:**

- None noted.

**Discussion/Comments:**

MacAusland Excavation Ltd. submitted the lowest quote at \$12,500 plus HST, which is within the Town's allocated budget for 2025/26. MacAusland is a reputable contractor with past experience delivering sidewalk projects for the Town. Their proposed price includes all materials, labour, and required asphalt patching.

Based on the pricing and alignment with the budget, staff recommend that the sidewalk maintenance contract be awarded to MacAusland Excavation Ltd. in the amount of \$12,500 plus HST.

**Options:**

1. Award the contract to MacAusland Excavation Ltd. in the amount of \$12,500 plus HST.
2. Award the contract to Curran & Briggs Ltd. at the higher cost of \$25,700 plus HST.
3. Do not proceed with the sidewalk replacement work in 2025/26.

**Financial Considerations:**

The approved 2025/26 capital budget includes \$18,000 for sidewalk maintenance. The recommended quote of \$12,500 plus HST fits within this amount, leaving a modest balance to address minor deficiencies elsewhere in the Town.

**Source of Funding:**

2025/26 Operation Budget – Public Works

**Recommendation:**

That Town Council award the 2025 Annual Sidewalk Maintenance contract to MacAusland Excavation Ltd. in the amount of \$12,500 plus HST, through the following proposed resolution:

***BE IT RESOLVED THAT Town Council award the 2025 Annual Sidewalk Maintenance contract to MacAusland Excavation Ltd. in the amount of \$12,500.00 plus HST***

## Sidewalk Maintenance 2025





# PROPOSAL FORM



**Curran & Briggs  
LIMITED**

Box 1625, 40 ALLWEATHER HIGHWAY  
SUMMERSIDE, PEI, C1N 2V5  
TEL: (902) 436-2163 FAX: (902) 436-1528  
WWW.CURRANANDBRIGGS.COM

PROUD MEMBER OF



SUBMITTED TO <b>Town of Kensington</b>	PHONE	DATE <b>July 15, 2025</b>
STREET	FAX	JOB LOCATION
CITY, PROVINCE, POSTAL CODE	ATTENTION <b>Adrian</b>	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

We are pleased to quote the following work:

Remove and replace discussed sidewalks at Woodleigh, Pleasant, and Broadway  
Includes asphalt patching as required at each location  
Does NOT include and subgrade replacement or upgrades

**\$25,700.00 + HST**

Hand patching at train station, estimated 6 tonne

**\$2,800.00 + HST**

Thank You  
Brian Mahoney

SPECIAL NOTES / CONDITIONS

PAYMENT SHALL BE MADE AS FOLLOWS 30 DAYS FROM COMPLETION SPECIAL

ALL WORK SHALL BE COMPLETED IN A WORKMANLIKE MANNER AND IN ACCORDANCE WITH STANDARD INDUSTRIAL PRACTICE. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS OVER THE CONTAINED ESTIMATE SHALL BE EXECUTED BY CURRAN & BRIGGS LIMITED, BUT ONLY UPON THE WRITTEN AND SIGNED AUTHORIZATION OF THE CUSTOMER AND SHALL BECOME AN EXTRA CHARGE OVER AND ABOVE THE CONTAINED ESTIMATE. THE CUSTOMER SHALL MAINTAIN FIRE AND ALL OTHER INSURANCE COVERAGE ON THE PROJECT. CURRAN & BRIGGS LIMITED ACCEPTS NO LIABILITY FOR DELAYS IN PROJECT COMPLETION AS A RESULT OF STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. CURRAN & BRIGGS LIMITED'S WORKERS ARE FULLY COVERED BY WORKERS' COMPENSATION INSURANCE.

AUTHORIZED SIGNATURE :

NOTE:  
THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED  
WITHIN \_\_\_\_ DAYS OF THE DATE OF THIS PROPOSAL

ACCEPTANCE OF PROPOSAL:

THE AFFORMENTIONED PRICE, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY  
AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO WORK AS SPECIFIED.  
PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE:

DATE OF ACCEPTANCE:

**MacAusland's Excavation Services**

854 Irishtown Road

Kensington PE C0B 1M0

+19024397898

macauslandsexcavation@gmail.com

GST/HST Registration No.: 728980939



# Estimate

**ADDRESS**

Town of Kensington

**ESTIMATE # 1063****DATE 05/08/2025**

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	<b>Excavation/concrete</b>	4 sections of sidewalk to be replaced	HST	1	12,500.00	12,500.00
		Asphalt patching				
SUBTOTAL						12,500.00
GST/HST @ 15%						1,875.00
TOTAL						<b>\$14,375.00</b>

**TAX SUMMARY**

	RATE	TAX	NET
GST/HST @ 15%		1,875.00	12,500.00

Accepted By

Accepted Date

## Town of Kensington - Request for Decision

<b>Date:</b> August 11, 2025	<b>Request for Decision No:</b> 2025-34																
<b>Topic:</b> 2025/26 Credit Union Centre Rental Rate Increase																	
<b>Proposal Summary/Background:</b> <p>The Credit Union Centre plays a vital role in supporting recreational activity in the Town of Kensington and surrounding area, serving local families, user groups, and the broader community through organized sport and public rentals. Ice rental rates are reviewed periodically to ensure they reflect the facility's operational realities while remaining fair and accessible to users.</p> <p>The current hourly rental rates (excluding HST) are as follows:</p> <ul style="list-style-type: none"><li>• General Rental Rate: \$200.00</li><li>• Minor Sport Rate: \$180.00</li><li>• Birthday/Party Rate: \$173.92</li></ul> <p>Staff are proposing a uniform increase to all three categories of either 3% or 5%, effective for the 2025/26 ice season. It is acknowledged that the timing of this proposal, approximately one month before the start of the season, is not ideal. However, this modest adjustment is considered necessary to continue addressing ongoing financial losses and rising operational costs.</p> <b>Proposed Rate Adjustments:</b> <table border="1"><thead><tr><th>User Category</th><th>Current Rate</th><th>Proposed Rate (3%)</th><th>Proposed Rate (5%)</th></tr></thead><tbody><tr><td>General Rate (formerly Prime Time)</td><td>\$200.00</td><td>\$206.00</td><td>\$210.00</td></tr><tr><td>Minor Sport Rate</td><td>\$180.00</td><td>\$185.40</td><td>\$189.00</td></tr><tr><td>Birthday/Party Rate</td><td>\$173.92</td><td>\$179.14</td><td>\$182.61</td></tr></tbody></table> <p>All rates are exclusive of HST.</p>		User Category	Current Rate	Proposed Rate (3%)	Proposed Rate (5%)	General Rate (formerly Prime Time)	\$200.00	\$206.00	\$210.00	Minor Sport Rate	\$180.00	\$185.40	\$189.00	Birthday/Party Rate	\$173.92	\$179.14	\$182.61
User Category	Current Rate	Proposed Rate (3%)	Proposed Rate (5%)														
General Rate (formerly Prime Time)	\$200.00	\$206.00	\$210.00														
Minor Sport Rate	\$180.00	\$185.40	\$189.00														
Birthday/Party Rate	\$173.92	\$179.14	\$182.61														
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Provides additional revenue to improve long-term sustainability.</li><li>• Spreads financial impact equitably across all rental categories, avoiding undue burden on any single user group, to the greatest extent possible.</li></ul>																	

- Modest increases ensure affordability remains a central consideration while addressing rising costs.

**Disadvantages:**

- The timing of the adjustment, coming close to the start of the ice season, may impact planning and budgeting for user groups.
- Minor sport associations may be required to pass on some of the increase to families through registration fees.

**Discussion/Comments:**

Staff are mindful of the pressures facing local families and the importance of affordable recreation in the community. However, continued annual losses at the Credit Union Centre continue to be unsustainable without increased user contributions.

Staff recognize the need to conduct future rate reviews earlier in the year, allowing user groups adequate time to incorporate changes into their operational planning. Should Council approve a rate adjustment at this time, staff will work to communicate clearly and constructively with all user groups.

**Options:**

1. Approve a 3% increase to all ice rental categories for the 2025/26 season.
2. Approve a 5% increase to all ice rental categories for the 2025/26 season.
3. Maintain the current rates for the 2025/26 season.

**Financial Implications:**

Assuming rental activity remains consistent with prior years, either proposed increase will yield incremental revenue to reduce the operating deficit for 2025/26. A 3% increase across all rental types will generate additional revenue with limited user impact, while a 5% increase would provide greater financial benefit relief to the facility. Neither increase will eliminate the deficit but will demonstrate a responsible step toward fiscal balance.

**Source of Funding:**



**Recommendation:**

That Town Council approve a uniform increase of [3% / 5%] to the Credit Union Centre's ice rental rates for the 2025/26 season, effective immediately, and that staff be directed to communicate the updated rates to all user groups.

**Proposed Resolution**

***BE IT RESOLVED THAT Kensington Town Council approve a [3% / 5%] increase to the Credit Union Centre's ice rental rates for the 2025/26 season, as follows:***

- ***General Rate: [\$206.00 / \$210.00] per hour, plus HST***
- ***Minor Sport Rate: [\$185.40 / \$189.00] per hour, plus HST***
- ***Birthday/Party Rate: [\$179.14 / \$182.61] per hour, plus HST***

***BE IT FURTHER RESOLVED THAT the revised rates take effect immediately and that staff be directed to notify all user groups of the approved changes.***

**From:** Jay Baglole <plc@ecdaofpei.ca>  
**Sent:** Thursday, July 24, 2025 8:18 AM  
**To:** cao@kensington.ca  
**Subject:** ECDA Financial Partnership Opportunity  
**Attachments:** FC25 - ECDA Partnership Opportunities Booklet.pdf

Hello Geoff,

I hope this email finds you well. My name is Jay Baglole, and I am the Associate Professional Learning Coordinator with the Early Childhood Development Association (ECDA) of Prince Edward Island. The ECDA is a provincial, non-profit organization dedicated to promoting and supporting high-quality early learning and childcare programs for Island children and families.

I'm reaching out to share an exciting financial sponsorship opportunity for our upcoming ECDA Fall Conference.

The ECDA currently represents over **1,300** members, including Early Childhood Educators (ECEs), post-secondary educators, community partners, and key stakeholders. Each year, we host two major provincial conferences to foster professional growth and deepen engagement in the early childhood sector. This year's Fall Conference will take place November 5th, 6th, and 7th, with the theme "Rooted in Care."

This event presents an excellent opportunity for the Town of Kensington to support accessible professional development while being recognized as a champion for children and quality early learning.

ECEs play a vital role in supporting families, the economy, and the well-being of our communities. Kensington is home to three licensed facilities supporting many children, family and educators as they live, work and play! Investing in early learning is an investment in the health and future of our society. With over **1,300** ECEs working across more than **174** licensed childcare facilities on PEI—impacting more than **6,000** families—your sponsorship would help strengthen an essential sector.

If you're interested in exploring this opportunity further, I have attached our sponsorship package below, please do not hesitate to ask any questions you may have! We do understand that a financial donation is not always possible, and we would welcome an in-kind product contribution as well.

Thank you for your time and consideration — we truly appreciate it.

With care,  
Jay


**Jay Baglole** (they/them), BECE, ECE, CYCW  
*Associate Professional Learning Coordinator*  
The Early Childhood Development Association (ECDA) of PEI  
902-368-1876  
[plc@ecdaofpei.ca](mailto:plc@ecdaofpei.ca)  
[www.ecdaofpei.ca](http://www.ecdaofpei.ca)



We [I] acknowledge that the land upon which we gather is unceded Mi'kmaq territory. Epekwitk (Prince Edward Island) is covered by historic Treaties of Peace and Friendship. We pay our respects to the Indigenous Mi'kmaq People who have occupied this Island for over 12,000 years; past, present and future.

Early   
Childhood   
Development  
ASSOCIATION OF PEI

# Rooted In Care



Fall Conference 2025

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**PARTNERSHIP  
OPPORTUNITIES**

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# THE ECDA FALL CONFERENCE

# ROOTED IN CARE

Each year, the ECDA of PEI welcomes over 800 Early Childhood Educators (ECE) and Support Staff to our Fall Conference, an energizing and professional gathering dedicated to deepening knowledge, growing practice, and fostering community in the Early Learning and Child Care (ELCC) sector on PEI!

This year, we come together under the theme “Rooted in Care.” In early learning and child care, care is more than a job description, it is the foundation of quality and everything we do. From supporting healthy development to building nurturing environments, care is what grounds us, guides us, and connects us to the broader purpose of our work.

By sponsoring this conference, you are investing in a sector that nurtures the well-being, learning, and future of our Island's children. Your generosity ensures that our educators have the support and tools they need to thrive. We know that when Early Childhood Educators thrive, so do the children in their care.

We invite you to partner with us in building on quality of care that benefits not just children and families, but our entire Island community. Thank you for considering your role in this meaningful work.



## About Us

Formed in 1974, the Early Childhood Development Association of PEI (ECDA) is PEI's non-profit organization committed to promoting and supporting quality early childhood development programs and our Island's children, families and Early Childhood Educators.

The ECDA has been integral in raising the bar of quality for child care on PEI by helping introduce the current Early Years Centre model, ECE wages and benefits, and professional development for PEI's Early Learning and Child Care sector professionals.



# Why Support The ECDA?

**When you support the ECDA,  
you are supporting children.**

The ECDA supports Early Childhood Educators in their mission to deliver high quality early learning and child care services and programs to all PEI children.

The ECDA provides:

- a voice representing healthy child development for PEI children aged 0 years to 8, and those educating them;
- resources and professional development opportunities for early childhood educators;
- information and guidance linking early childhood knowledge and information to those who need it;



## ECDA REACH AT A GLANCE

Conference  
Attendees



700+

Licensed Child Care  
Centres on PEI



168

Families Accessing  
Child Care on PEI



6,000 +

Instagram  
Followers



685 +

ECDA  
Members



1100 +

X Followers



1789

Monthly Newsletter  
Subscribers



884

Facebook  
Followers



4400+

# PARTNERSHIP OPPORTUNITIES



## TITLE SPONSOR

\$6,000

### **Title Partner of the Fall Conference.**

The two-day conference will feature over 800+ Early Childhood Educators from across PEI.

- Naming rights to the Fall Conference: Your Company Name ECDA Fall Conference
- Signage prominently displayed on stage of main conference sessions
- Partner will be thanked from the stage
- Opportunity to speak about your company
- Name recognition in all press releases in reference to the Fall Conference
- Logo prominently featured in printed and digital conference marketing materials
- Feature in the newsletter "The Frontline" which reaches an engaged audience of over 800 subscribers
- Logo featured in the newsletter "The Frontline", which reaches an engaged audience of over 800 subscribers, for a year
- Option to include promo materials in the swag bags



# PARTNERSHIP OPPORTUNITIES



## PRE-CONFERENCE PARTNER

\$2,000

### Pre-Conference Partner of the Fall Conference.

The one-day pre-conference, taking place the day before the Fall Conference, will feature over 120 Director and Supervisors from Early Years Centres across PEI.

- Naming rights to the Fall Pre-Conference
- Signage prominently displayed on stage of the pre-conference session
- Partner will be thanked from the stage
- Opportunity to speak about your company
- Name recognition in all press releases in reference to the Fall Conference
- Logo prominently featured in printed and digital conference marketing materials
- Feature in the newsletter "The Frontline" which reaches an engaged audience of over 800 subscribers
- Logo featured in the newsletter "The Frontline", which reaches an engaged audience of over 800 subscribers, for a year
- Option to include promo materials in the swag bags



# PARTNERSHIP OPPORTUNITIES



## KEYNOTE PARTNER

\$2,000

Presenting Partner of the Opening Keynote speaker. These are a highlight of the conference and all attendees are in attendance, these are high-profile speakers.

- Signage prominently displayed on stage
- Partner will be thanked from the main stage
- Logo prominently featured in printed and digital conference marketing materials
- Feature in the newsletter "The Frontline" which reaches an engaged audience of over 800 subscribers
- Logo featured in the newsletter "The Frontline", which reaches an engaged audience of over 800 subscribers, for a six month period
- Option to include promo materials in the swag bags

## SESSION PARTNERS

\$1,000

- Signage prominently displayed at session
- Partner will be thanked during the session
- Logo featured in printed and digital conference marketing materials
- Logo featured in the newsletter "The Frontline", which reaches an engaged audience of over 800 subscribers, for a six month period
- Option to have promo materials on display

## SWAG BAG PARTNERS

- Signage prominently displayed at conference registration
- Partner will be thanked during all first sessions of the day
- Logo featured in printed and digital conference marketing materials
- Logo featured in the newsletter "The Frontline", which reaches an engaged audience of over 800 subscribers, for a six month period
- Option to have promo materials on display

## SUPPORTING PARTNERS

\$500

- Logo featured in printed and digital conference marketing materials
- Logo featured in the newsletter "The Frontline", which reaches an engaged audience of over 800 subscribers, for a six month period

# CONTACT INFORMATION

Megan McPhee  
Professional Learning and Operations Manager  
The Early Childhood Development Association (ECDA) of PEI

161 St Peters Rd, Suite 127  
Charlottetown, PEI  
C1A 5P7  
902-368-1876  
[www.ecdaofpei.ca](http://www.ecdaofpei.ca)

## THANK YOU!



"Deserving student  
Award"

Town of Kensington

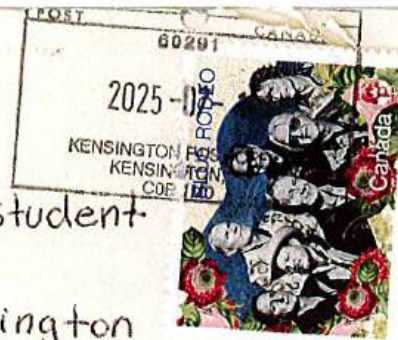
PO Box 418

55 Victoria Street East

Kensington

PEI

C0B 1M0



# THANK YOU

Dear Town of Kensington,  
I would like to thank you for  
your support towards my education.

Your thoughtfulness and generosity  
was greatly appreciated and this  
will help greatly towards my future.

Yours sincerely,

Hazel Woon,

Graduate of Kensington  
Intermediate High School.





"Town of kensington  
Educational Scholarship"

Town of kensington  
PO Box 418

55 Victoria Street East  
kensington

PEI  
COB 1M0

# THANK YOU

Dear Town of kensington,  
I would like to thank you for  
your support towards my education.  
Your thoughtfulness and generosity  
was greatly appreciated and this  
will help greatly towards my future.

Yours Sincerely,  
Hazel woon,

Graduate of kensington Intermediate  
High School.



2025

Dear Town of Kensington, thank  
you very much for the  
deserving student award it will  
help me significantly as I start  
the first year of my engineering  
degree at UNBSJ in the fall

Sincerely, Nolan Cask

**From:** lyuill@kensington.ca  
**Sent:** Wednesday, August 6, 2025 10:58 AM  
**To:** cao@kensington.ca; Nancy MacRae; firechief@kensington.ca  
**Subject:** Appreciation

Geoff,

I wanted to take a moment to extend my sincere thanks and appreciation to the Kensington Fire Department for their outstanding response to the recent structure fire a couple of weeks ago.

Thanks to Chief Hickey and his team, the situation was handled swiftly and professionally. Their quick action and coordination undoubtedly prevented the incident from becoming much worse. It's in moments like these that the value of a well-trained and dedicated fire service becomes most evident.

Please pass along my gratitude to the entire department. We're fortunate to have such a capable and committed group of individuals serving our town.

Thanks,

Landon

Landon Yuill, CD  
Chief of Police  
Kensington Police Service  
55 Victoria Street East  
Kensington, PE  
C0B 1M0  
902-836-4499



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