



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

Monday, December 9, 2019 @ 7:00 PM

55 Victoria Street

Kensington, PEI

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

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

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input - Nil**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 November 12, 2019 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 November 12, 2019 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List
 - 7.6 Summary Income Statement
 - 7.7 Credit Union Centre Report
 - 7.8 Mayor's Report
 - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
 - 7.10 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering
 - 7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann
 - 7.12 PEI 55 Plus Games – Councillor Gallant
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2019-60 - Kensington and Community Christmas Supper - Donation Request
 - 8.1.2 RFD2019-61 - Kensington Pickleball Tournament – Sponsorship Request
 - 8.1.3 RFD2019-62 - Police Department Computer Replacement
 - 8.1.4 RFD2019-63 - 2019-2024 Capital Investment Plan Amendment – Seniors Centre Parking Area Paving - Malpeque Gas Tax Funds

8.2 Other Matters

9. Correspondence

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

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Tuesday, November 12, 2019
7:00 PM**

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

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

1. Calling of Meeting to Order

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

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Gallant, seconded by Councillor Spencer to approve the tentative agenda for the November 12, 2019 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 Mayor Caseley discussed that members of Town Council or staff who believe they may have a conflict of interest on any matter that will be discussed at this meeting should declare that potential conflict at this time, withdraw at the time of discussion and vacate the Council Chambers during deliberation and decision.

4. Delegations / Presentations

4.1 *Nil.*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the minutes from the October 15, 2019 regular meeting of Town. Unanimously carried.*

6. Business Arising from Minutes

6.1 **October 15, 2019 Regular Meeting – Nil**

7. Reports

7.1 Chief Administrative Officer Report

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

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the September 2019 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Bernard, seconded by Councillor Spencer to approve the September 2019 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Bernard, seconded by Councillor Toombs to approve the October 2019 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Gallant, seconded by Councillor Bernard to approve the September 2019 Bills in the amount of \$211,395.03. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Spencer, seconded by Councillor Bernad to approve the Summary Income Statement for the month of September 2019. Unanimously carried.*

7.7 Credit Union Centre Report

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

7.7.2 Councillor Spencer noted that the inside trim work has not been completed following the installation of the new doors at the Credit Union Centre. Mr. Baker will follow up with Mr. Wood and report back to Council.

7.8 Mayor's Report

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

Councillor Mann joined the Council Chamber at 7:20 pm.

7.9 Federation of PEI Municipalities (FPEIM) Report

- 7.9.1** The Federation successfully held their Semi-Annual meeting in Souris.

7.10 Heart of the Island Initiative (STEP) Report

- 7.10.1** The Heart of the Island Initiative will host a public meeting on November 25 from 9-12 at the Murray Christian Education Centre.

7.11 Kensington Area Chamber of Commerce (KACC) Report

- 7.11.1** *Nil*

7.12 PEI 55 Plus Games

- 7.12.1** Councillor Gallant is collecting names of possible volunteers interested in assisting with the PEI 55 Plus Games.

8. New Business

8.1 Request for Decisions

8.1.1 Annual Christmas Bonus

- 8.1.1.1** *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering*

THAT Town Council authorize the CAO to administer Christmas bonuses to all exempt staff in the amount of \$200.00 net to each employee.

Unanimously carried.

8.2 Other Matters

- 8.2.1** Councillor Gallant inquired about the number of volunteer firefighters, within the Kensington Fire Department, who are trained as medical first responders. He provided positive feedback from a resident who recently required assistance. Mr. Baker will discuss the inquiry with Fire Chief Hickey.

- 8.2.2** Councillor Mann noted that the interview room at the Kensington Police Service is not adequately soundproofed. Mr. Baker and Chief Sutherland will discuss

options and report back to Council with cost estimates to make the required modifications.

- 8.3.3** Mayor Caseley discussed that the generator installation for the Emergency Reception/Warming Centre at the Murray Christian Education Centre is not a fundable expense through the Town's Gas Tax allocation. As such, staff are investigating the potential to convert the current mobile generator in the Town's inventory from three-phase to single phase so it is appropriate to be used at the Centre. The cost was estimated at approximately \$15,500.00 however a further quote will be required with regards to converting the unit from mobile to stationary.

Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to direct staff to proceed with converting the Town's current mobile generator from three-phase to single phase and permanently placing it on a concrete pad installed at the Murray Christian Education Centre to service the Emergency Reception/Warming Centre.

Unanimously carried.

9. Correspondence

- 9.1** A thank you card from the KISH Baby Think it Over program for the Towns donation.
- 9.2** A request from Team PEI Special Olympics to support their Team PEI Booster Club Fundraising Campaign.

Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to support the Special Olympics, Team PEI Booster Club Fundraiser by sponsoring an Official Team Uniform for \$250.00. Unanimously carried.

- 9.3** A certificate from Safety Net in appreciation for the Town's financial support.
- 9.4** A letter from Minister Jamie Fox regarding the Municipal Government Act.
- 9.5** A letter from the PEI Humane Society with updates on their current fundraising campaign.

Moved by Deputy Mayor Pickering, seconded by Councillor Mann to approve to purchase a 4 x 8 Brick on the Walk of Paws for \$250.00 in support of the PEI Humane Society. Unanimously carried.

10. In-Camera

- 10.1** *Moved by Councillor Mann, seconded by Councillor Bernard to commence into a Committee of the Whole meeting, under Section 119(1)(e) and 119(1)(h) of the Municipal Government Act. at 7:49 pm. Unanimously carried.*

10.2 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to come out of the Committee of the Whole meeting at 8:45 pm. Unanimously carried.*

11. Adjournment

Moved by Councillor Gallant, seconded by Councillor Bernard to adjourn the meeting at 8:46 PM. Unanimously carried.

Geoffrey Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Town Council - December 2019		
Item #	Project/Task	Status
1	Exempt Staffing Policy	The Policy is currently being reviewed by staff and the Mayor. Once the review is completed, it will be forwarded to Council by email for their review.
2	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	NO UPDATE I am still waiting on the draft regulations from the Province of PEI. I am informed by Municipal Affairs that the deadline for the Bylaws will be moved to March 2020, subject to the approval of the Minister.
3	Victoria Street West Sidewalk Replacement	Locus Survey's has begun surveying the project area. I understand this to include the Victoria Street West storm sewer system, sidewalk and right of way extents. As Councillors are aware the Province has agreed to manage the entirety of the project. The Town will transfer the funds required (Gas Tax Allotment) to complete the sidewalk portion of the project. I am informed that the project construction will begin as early as possible in the Spring of 2020.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	NO UPDATE The Town's asset management plan continues to be progressed. It is anticipated that the Plan will be completed by Public Sector Partners and submitted to the Town in the first quarter of 2020.
6	Railyards/Boardwalk Renovation and Upgrade Project	Work has begun on the project. Fascia boards, etc. are in the process of being removed and the roof replacement portion of the project is underway. Boardwalk replacement will be undertaken and completed prior to the 2020 tourist season. The mechanical upgrades will begin as the necessary components are received.
7	Investing in Canada Infrastructure Program (ICIP)	Engineering/design work continues on these projects. Staff are taking additional weekly sewer samples to support the lagoon project. WSP toured the lagoon area on November 7th. A sludge survey of the lagoon is being undertaken and continues.
8	2019-2024 Gas Tax Capital Investment Plan	Town Council approved the proposed Capital Investment Plan at their regular October meeting. Seven funding applications were drafted and submitted to the Canada-PEI Infrastructure Secretariat on October 23, 2019. Information has been circulated with the tentative agenda package requesting Council's consideration of submitting an application to pave the senior's centre parking area through the provision of Malpeque's notional gas tax allotment. Also, we are informed that the emergency warming/reception centre back-up power is not a fundable expense under the Gas Tax Program, as such the funds have been transferred in to the Playground Equipment - Roy Paynter Park project (\$60,001 transferred). This is considered interim and the funds can be transferred to another (or new) project as Council deems appropriate moving forward.
9	Emergency Warming/Reception Centre	The generator is being prepared to be transported to the Sommer's facility in Dieppe for a retrofit (conversion from 3-phase to 1-phase). It is apparent that it will take four to five weeks to complete the required work. Effort is being made to complete the work as expeditiously as possible. We have been approached by a local business to quote generators for the warming centre. While we may not be able to accommodate the local quote at this point in time, the Mayor and I are scheduled to meet with the local supplier on Monday, December 9th. Design of the generator tie-in is completed.

Item #	Project/Task	Status
10	Unsightly Property - 105 Victoria Street West	The structure on the property has been removed and the property cleaned up. Staff will calculate the total cost of the demolition and associated costs to invoice the property owner.
11	Transport Container on Legion Property	I understand that Mayor Caseley has had a conversation with a Legion representative and was informed that the Legion is still intent on removing the transport container. They are currently seeking out potential buyers of the container.
12	Fire Department Rescue Vehicle	Work is progressing on the construction of the rescue vehicle. It is anticipated that the truck will be delivered as per the original schedule.
13	Duplicate Power Poles	I understand the Bell has been throughout the Town removing excess wire as a result of Hurricane Dorian. It is noted and has been reported to Bell that there are still several duplicate power poles located throughout the town.
14	Wastewater Treatment Plant Blowers	A second quote has been requested from Entire Mechanical for the repair of the Oxygen sensor and recording equipment for the sewage treatment system. The quote has not yet been received.
15	W&PCC Report	Work will continue on this initiative as time permits. Effort will be made to compete the report for January's Committee of Council meeting.
16	Gas Tax Allotment - Community of Malpeque	Information has been circulated with the tentative agenda package requesting Council's consideration of submitting the required application under the Gas Tax program and moving forward with paving the senior's centre parking area.
17	Welcome to Kensington Signs	Work has begun on the Welcome to Kensington signage to re-level the two that were damaged during Hurricane Dorian and to add reflective lettering to all signs.
18	Disaster Financial Assistance	Information for the claim to the Disaster Financial Assistance program is still being collected. Once insurance proceeds have been reconciled and all work has been completed and invoices received a final claim will be submitted. We would expect this to be completed over the next month or so. It is difficult at this point in time to provide a firm timeline on the submittal of the claim.
19	Kensington Area Soccer Club - Clubhouse	A meeting was held on November 20th with a representative of the Soccer Club. They are currently preparing a development permit application for Council's consideration. I continue to work with the Province of PEI in regards to an easement to allow the water and sewer lines to be placed on their property (QEES).
20	Train Station Basement	Direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date.
21	Industrial Park Signage	Geoff Charleton has been undertaking work on the signage. Portions of the sign have been reinstalled. It is anticipated that the project will be completed shortly.
22	Overhead Crosswalk Lights	The project has been included in the Town's 2019-2024 Capital Investment Plan. It is anticipated that any physical work on the project will take place in the Spring of 2020.
23	Municipal Restructuring	A copy of the draft restructuring proposal/application has been circulated to Town Councillors for review and comment. Letters are currently being drafted to all impacted property owners and are expected to be sent out by Tuesday, December 10th. The Mayor and I have met with four commercial property owners to advise them of the Town's intentions and the specific impacts to them. In total, 106 specific letters will be sent out. Feedback is requested by a December 31st deadline. It is anticipated that the draft restructuring report will be posted on the town's website at the same time that the letters are sent out.

Item #	Project/Task	Status
24	EVK Pool Repairs	The repairs to the pool have been completed. Island hot tubs have replaced the lines and reinstated the concrete. The busted water line in the attic has been repaired. Insulation will be replaced by staff.
25	Policing Model Review	The draft terms of reference has been approved by Town Council. Staff are currently seeking funding sources and will issue the RFP throughout the month of December.
26	Business/Industrial Park Development	The purchase of the Waugh Property is complete. A phase 1 drawing has been completed by WSP providing for approximately 31 lots, with an approximately 10 additional lots included in phase 2. We continue to seek out appropriate funding sources to allow construction to begin as quickly as possible. Thus far, significant interest has been expressed in the Park development by potential business interests.
27	Fitplex Membership Promotion	Staff have issued a Fitplex Christmas promotion on social media advertising a 3-month membership option for \$75 (regular price \$110.00).

OCTOBER 2019

The Kensington Fire Department responded to 6 calls during the month of October and the average attendance for the fire calls was 14. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Oct. 2	Commercial fire alarm	Darnley	12	2/stand down en- route
Oct. 15	MFR – Cardiac Arrest	Kensington	9	1/stand down en- route
Oct. 17	Transformer on fire	Saunders Ln. Kensington	10	1
Oct. 27	MVC	Reid Drive	18	2
Oct. 29	MVC	Rte 2 Springfield	15	2
Oct. 29	Vehicle fire	Indian River	19	2

An Association meeting and Fire Department meeting was held on October 1 with 22 firefighters in attendance.

Training was held on October 15 with 12 firemen participating.

Rodney Hickey
Chief

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	2		4		3	3	3	1		3			19	2.67%
Abandon Vehicle			1		1								2	0.28%
Abduction													0	0.00%
Alarms	2	1		4	2	2	7	2	10	4			34	4.78%
Animal Calls	1		1		1	1		1	2				7	0.98%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)		2		1		1		1					5	0.70%
Assistance Calls	17	14	11	11	17	20	22	10	18	19			159	22.33%
Breach of Peace	1		1			1	1		1				5	0.70%
Breach of Recognizance						1							1	0.14%
Break and Enter (business)													0	0.00%
Break and Enter (other)									1				1	0.14%
Break and Enter (residence)		1						1	3	1			6	0.84%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare					2	2				1			5	0.70%
Coroner's Act	1		1	2			1						5	0.70%
Crime Prevention													0	0.00%
Criminal Harassment	1												1	0.14%
Dangerous Driving			2			1		1					4	0.56%
Disturbing the Peace			1	1									2	0.28%
Dog Act			1		1	2							4	0.56%
Driving while disqualified			1			2	1			1			5	0.70%
Drug Charges			2				1						3	0.42%
Excise Act													0	0.00%
Fail to Comply Probation	1									1			2	0.28%
Fail to comply undertaking									1				1	0.14%
Fail to remain at scene of accident													0	0.00%
Family Relations Act				2	1		1		1	1			6	0.84%
Fingerprints taken													0	0.00%
Fire Prevention Act	1							1					2	0.28%

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act					1								1	0.14%
Forcible confinement													0	0.00%
Fraud	1		1	2	1	1				1			7	0.98%
Harrassing Phone Calls	1		1			2	1	1					6	0.84%
Impaired Driver	1			3	1	3	4	4	2				18	2.53%
Information Files				1			1			1			3	0.42%
Injury Accidents													0	0.00%
Liquor Offences				1					1	1			3	0.42%
Litter Act													0	0.00%
Lost and Found	1		2	3	2	2	7	4	1	1			23	3.23%
Luring Minors													0	0.00%
Mental Health Act	2	2		4	1	2	2	1	1	1			16	2.25%
Mischief	1		3	3	2	1	1	4		1			16	2.25%
Motor Vehicle Accidents	3	3		2		7	2	4		4			25	3.51%
Motor Vehicle Act	7	4	6	5	7	5	9	7	5	5			60	8.43%
Municipal Bylaws	2	1			1	1		1	2	1			9	1.26%
Off Road Vehicle Act	5		1		1								7	0.98%
Other Criminal Code							5	5	2				12	1.69%
Person Reported Missing		1		1			1						3	0.42%
Possession of restricted weapon													0	0.00%
Property Check			1						1				2	0.28%
Resist Arrest				1									1	0.14%
Roadside Suspensions							1						1	0.14%
Robbery													0	0.00%
Sexual Assaults / Interference				1	1								2	0.28%
STEP (Integrated Traffic Enforcement)						1	2		1	1			5	0.70%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1	1	1		1		2	5	1	4			16	2.25%
Theft Of Motor Vehicle					1								1	0.14%
Theft Over \$5000							1	1	1				3	0.42%
Theft Under \$5000	1	2	4	2	4	1	2	4	4				24	3.37%
Traffic Offences													0	0.00%
Trespass Act	1	1	1	2	2		1		1	1			10	1.40%

[illegible]

Police Report October 2019

KPS received 4 false alarms during the month.

October 17 @ 2158hrs – Queen Elizabeth Elementary, member attended.

October 20 @ 2111hrs – Bakin Donuts, member attended.

October 26 @ 1957hrs – Alley Mar, member attended.

October 27 @ 0350hrs – Alley mar, member did not attend.

Year To Date Approved Development Permits Summary Report
2019

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential Deck/Fence/Pools							1							1	
Demolition										1				1	
New Industrial				1										1	
New Institutional										1				1	
New Modular/Mobile Home									1					1	
New Residential Accessory Structure					2		2							4	
New Residential Deck/Fence/Pools						1	1							2	
New Semi Detached Dwelling					1									1	
Other Demolition						1								1	
Other Institutional					1									1	
Renovation Residential additions/alterations			1											1	
Renovation Residential Deck/Fence/Pools				1										1	
Renovation Single Family Dwelling					1									1	
Total:					1									17	

Total Estimated Construction Value
\$900.00
\$12,362.50
\$250,000.00
\$450,000.00
\$450,000.00
\$25,100.00
\$32,500.00
\$310,000.00
\$4,800.00
\$59,000.00
\$60,000.00
\$5,000.00
\$40,000.00
\$1,699,662.50

Town of Kensington Bills List October 2019

Amalgamated Dairies Limited	4919302020	\$51.23
Amalgamated Dairies Limited	4919281025	\$36.41
Amalgamated Dairies Limited	4919291022	\$48.93
Amalgamated Dairies Limited	4919284017	\$32.28
ADL Foods	2403853	\$778.49
ADL Foods	2404919	\$668.65
ADL Foods	2402647	\$431.74
Aliant	7249551	\$238.03
Aliant	7252308	\$30.48
Andrew Griffin	OCT 2019 RRSP	\$616.94
Bell Mobility	2-388853	\$201.25
AL Bell Ltd	12405	\$27.00
AL Bell Ltd	12443	\$70.00
AL Bell Ltd	12422	\$13.00
AL Bell Ltd	12412	\$26.00
The Branch Manager	2326	\$7,360.00
Brenda MacIsaac	OCT 2019 RRSP	\$289.80
Brenda MacIsaac	BM151019	\$14.10
Commercial Construction	OCT 1, 2019	\$230.00
Canada Revenue Agency Tax Centre	JULY-SEPT 2019 HST	\$5,066.63
Cummins Sales and Service	35998	\$37.80
Canadian Union of Public Employees	OCT 2019 UNION DUES	\$558.47
Doug Killam	CT10092019	\$117.29
Doug Killam	DOL20191015	\$29.90
DV8 Consulting	DV8-19-K07	\$661.25
Eastlink	10160047	\$762.66
Eastlink	09996039	\$101.14
Eastlink	10160371	\$97.69
Eastlink	10160645	\$23.00
Elizabeth Hubley	OCT 2019 RENT	\$805.00
Federation of PEI Municipalities	3256	\$172.50
Frito Lay Canada	43757073	\$119.00

Frito Lay Canada	43756976	\$168.95
Geoff Baker	OCT 2019 MILEAGE	\$301.22
Irving Oil	218538	\$92.00
Irving Oil	3146888	\$96.07
Irving Oil	33153467	\$66.02
Irving Oil	33110537	\$1,171.15
Irving Oil	122361	\$429.73
Irving Oil	546388	\$960.55
Irving Oil	544214	\$446.63
Irving Oil	124936	\$529.33
Irving Oil	546318	\$421.87
Irving Oil	746279	\$570.44
Irving Oil	33139991	\$112.90
Irving Oil	33133393	\$2,089.85
Island First Aid Service	SI-11191	\$22.99
Island First Aid Service	11190	\$50.54
Island Petroleum	9543	\$396.09
Island Petroleum	9542	\$408.49
Island Petroleum	99541	\$384.25
Island Petroleum	205221999539	\$259.54
Island Petroleum	205221999540	\$224.14
Island Petroleum	9544	\$292.48
Island Mobile Communciations	6831	\$172.50
Kays Wholesale	Z03126	\$442.65
Kay's Wholesale	Z03098	\$306.64
Kensington Agricultural Services	36254	\$66.17
Kensington Legion Poppy fund	34	\$114.00
Kensington Metal Products Inc.	48700	\$119.12
Kensington Wild Hockey Club	2019 DONATION	\$750.00
Kent Building Supplies	1200429	\$18.38
Kent Building Supplies	1200287	\$9.18
Kent Building Supplies	1201587	\$142.47
Kent Building Supplies	1202698	\$78.96
Kent Building Supplies	1204184	\$80.49

Kent Building Supplies	1204563	\$110.26
Kent Building Supplies	1204831	\$31.65
Kent Building Supplies	1204027	\$543.72
Kent Building Supplies	1205131	\$17.94
Kent Building Supplies	1205134	\$4.60
Kent Building Supplies	1205278	\$107.16
Kent Building Supplies	1205986	\$43.08
Kensington Intermediate Senior High School	BABY THINK IT OVER	\$1,250.00
Langille Sharpening Service Inc	63775	\$138.00
Lewis Sutherland	OCT 2019 RRSP	\$640.76
Lewis Sutherland	SEPT 2019 MILEAGE	\$143.35
MacInnis Express (1983) Ltd	203847	\$176.24
Maritime Electric	TRAIN STN NOV 2019	\$807.75
Maritime Electric	ART CO-OP NOV 2019	\$229.23
Maritime Electric	EVK POOL NOV 2019	\$208.09
Maritime Electric	FIRE HALL NOV 2019	\$384.27
Maritime Electric	STREET LIGHTS NOV 19	\$2,926.70
Maritime Electric	CAR CHARGER NOV 2019	\$39.43
Maritime Electric	SENIOR CNT NOV 2019	\$83.73
Maritime Electric	CUC SIGN NOV 2019	\$132.50
Maritime Electric	CUC RINK NOV 2019	\$10,201.68
Maritime Electric	CUC BALLFIELD NOV 19	\$34.56
Maritime Electric	PW SHOP NOV 2019	\$127.42
Maritime Electric	SPEED RADAR NOV 19	\$105.13
Maritime Electric	LIBRARY NOV 2019	\$137.17
Maritime Electric	TOWN HALL NOV 19	\$1,344.55
Mary's Bake Shoppe	40-041019	\$23.50
Mary's Bake Shoppe	41-071019	\$23.50
Malpeque Bay Credit Union	OCT 2019 RRSP	\$1,435.30
Meals on Wheels	2019 DONATION	\$1,200.00
Medacom Atlantic Inc	11238	\$251.16
Minister of Finance	312293	\$75.00
MJS Marketing & Promotions	2677095	\$316.25
MJS Marketing & Promotions	2677032	\$276.00

MJS Marketing & Promotions	2678014	\$51.75
MJS Marketing & Promotions	2678025	\$132.25
Moase Plumbing & Heating	30669	\$219.07
Orkin Canada	9693666	\$44.28
Orkin Canada	9687057	\$28.25
Orkin Canada	9686978	\$73.03
Owen MacDonald	056430	\$12,994.00
Owen MacDonald	056429	\$1,380.00
Prince County Hospital Foundation	PCH MEMORIAL DONATION	\$50.00
PEI Firefighters Association	3601	\$231.79
Perry Glass Inc.	12659	\$322.00
Petty Cash	OCT 2019	\$119.35
Princess Auto	PAUTO021019	\$183.92
Royal Canadian Mounted Police	212975	\$38.69
Resolve HR	X0130	\$2,160.00
Revolution Media	2534-2019	\$81.08
Robert Wood	OCT 2019 MILEAGE	\$155.10
Rogers Electrical Wholesale Ltd	267093	\$137.86
Rogers Plumbing & Heating	13315	\$224.25
Rowan Caseley	OCT 2019 MILEAGE	\$511.65
Saltwire Network	25434	\$207.00
Mikes Independent	SE20191004	\$34.14
Mikes Independent	01 9677	\$76.59
Mikes Independent	01 8804	\$63.63
Scotia Securities	D KILLAM OCT 19 RRSP	\$398.48
Scotiabank Visa	POLICE STAMP OCT 19	\$65.02
Scotiabank Visa	ANNUAL FEE OCT 2019	\$75.00
Scotiabank Visa	OCT 9 EMERG TRAINING	\$80.97
Scotiabank Visa	2747417	\$142.47
Sommers Generator System	40001918-00	\$230.69
Sommers Generator System	40001935-00	\$845.25
Spring Valley Building Centre Ltd	209097	\$6.87
Spring Valley Building Centre Ltd	209092	\$147.30
Spring Valley Building Centre Ltd	208759	\$64.52

Spring Valley Building Centre Ltd	208422	\$60.72
Spring Valley Building Centre Ltd	208591	\$64.52
Spring Valley Building Centre Ltd	805693	\$228.85
Spring Valley Building Centre Ltd	208251	\$91.08
Spring Valley Building Centre Ltd	208772	\$68.99
Spring Valley Building Centre Ltd	K08764	\$163.88
Staples	550402-8916	\$273.18
Summerside Chrysler Dodge (1984) Ltd	WS29054	\$91.30
Suncor Energy Products Partnership	OCT 2019	\$751.14
Superior Sanitation	689580	\$80.50
Superior Sanitation	689581	\$184.00
Superior Sanitation	689582	\$230.00
Superior Sanitation	689583	\$207.00
T & K Fire Safety Equipment Ltd	2225	\$201.25
Telus	OCT 2019	\$904.17
Traci Campbell	SEPT & OCT 19	\$442.00
Vail's Fabric Services Ltd	339316	\$186.88
Water & Pollution Control Corporation	OCT 2019 W&S	\$192.71
Workers Compensation Board of PEI	WCB OF PEI	\$16.81
Wet n' Wild Car Wash	666351	\$100.00
Wet n' Wild Car Wash	070035	\$100.00
Yellow Pages Group	19-7575041	\$23.17
Subtotal		<u>\$81,320.53</u>
Payroll		\$84,673.27

Capital Purchases

D Alex MacDonald	OCT 4, 2019	\$42,182.29
Eastern Fence Products	4170	\$5,353.25
Firstonsite Restoration Ltd	ATSU-JH19417A	\$7,642.07
Hummingbird Creative	2536	\$1,002.80
Jamie Grey	FIRE TRUCK RUN BOARD	\$400.00

Key Murray Law	IND PARK LAND DEPOSIT	\$5,000.00
Mid Isle Electric	8585	\$7,210.50
Mid Isle Electric	8592	\$331.20
Spence Communications and Custom Lighting	1204	\$4,833.44
Le Group Sports Inter Plus	3209645	\$3,576.50
Standard Auto Glass	8821-447501	\$4,025.00
Subtotal Capital		<hr/> \$81,557.05
Total Bills		<hr/> \$247,550.85 <hr/>

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for Oct 2019

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$101,165.69	\$89,537.00	\$11,628.69	\$664,916.45	\$656,339.00	\$8,577.45	\$1,125,834.00	59%
Police Service	\$1,769.85	\$3,000.00	-\$1,230.15	\$18,055.75	\$21,000.00	-\$2,944.25	\$36,000.00	50%
Town Hall Rent	\$8,008.58	\$8,213.00	-\$204.42	\$56,699.37	\$57,091.00	-\$391.63	\$96,656.00	59%
Recreation	\$0.00	\$0.00	\$0.00	\$5,395.00	\$3,750.00	\$1,645.00	\$3,750.00	144%
Sales of Service	\$39,839.20	\$37,000.00	\$2,839.20	\$272,716.90	\$259,000.00	\$13,716.90	\$444,000.00	61%
Subtotal Revenue	\$150,783.32	\$137,750.00	\$13,033.32	\$1,017,783.47	\$997,180.00	\$20,603.47	\$1,706,240.00	60%
GENERAL EXPENSES								
Town Hall	\$10,714.65	\$12,660.00	-\$1,945.35	\$87,172.80	\$91,801.00	-\$4,628.20	\$162,934.00	54%
General Town	\$29,737.15	\$37,639.00	-\$7,901.85	\$253,555.12	\$279,003.00	-\$25,447.88	\$579,955.00	44%
Police Department	\$35,194.90	\$31,267.00	\$3,927.90	\$278,185.94	\$257,123.00	\$21,062.94	\$458,961.00	61%
Public Works	\$29,620.51	\$11,432.00	\$18,188.51	\$113,143.22	\$116,210.00	-\$3,066.78	\$205,465.00	55%
Train Station	\$1,748.09	\$2,225.00	-\$476.91	\$18,711.60	\$18,270.00	\$441.60	\$31,940.00	59%
Recreation & Park	\$878.77	\$1,425.00	-\$546.23	\$59,928.32	\$62,430.00	-\$2,501.68	\$75,785.00	79%
Sales of Service	\$15,811.06	\$13,943.00	\$1,868.06	\$114,418.63	\$105,744.00	\$8,674.63	\$190,071.00	60%
Subtotal Expenses	\$123,705.13	\$110,591.00	\$13,114.13	\$925,115.63	\$930,581.00	-\$5,465.37	\$1,705,111.00	59%
Net Income (Deficit)	\$27,078.19	\$27,159.00	-\$80.81	\$92,667.84	\$66,599.00	\$26,068.84		
Credit Union Centre								
Credit Union Centre Revenue	\$40,745.81	\$35,800.00	\$4,945.81	\$189,391.29	\$207,100.00	-\$17,708.71	\$397,700.00	48%
Credit Union Centre Expenses	\$32,010.49	\$35,129.00	-\$3,118.51	\$191,669.99	\$210,731.00	-\$19,061.01	\$397,408.00	48%
Net Income (Deficit)	\$8,735.32	\$671.00	\$8,064.32	-\$2,278.70	-\$3,631.00	\$1,352.30		
Fire Department								
Fire Revenues	\$20,834.50	\$20,772.00	\$62.50	\$145,852.50	\$145,404.00	\$448.50	\$249,264.00	59%
Fire Department Expenses	\$13,826.55	\$17,577.00	-\$3,750.45	\$98,097.95	\$121,789.00	-\$23,691.05	\$249,264.00	39%
Net Income (Deficit)	\$7,007.95	\$3,195.00	\$3,812.95	\$47,754.55	\$23,615.00	\$24,139.55		
Consolidated Net Income (Deficit)	\$42,821.46	\$31,025.00	\$11,796.46	\$138,143.69	\$86,583.00	\$51,560.69		
							\$1,421.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$50,027.36	\$49,222.00	\$805.36	\$345,088.01	\$344,554.00	\$534.01	\$593,079.00	58%
Water & Sewer Expenses	\$49,140.42	\$48,215.00	\$925.42	\$335,123.79	\$348,505.00	-\$13,381.21	\$590,480.00	57%
Water & Sewer Net Income (Deficit)	\$886.94	\$1,007.00	-\$120.06	\$9,964.22	-\$3,951.00	\$13,915.22		
							\$2,599.00	

TOWN OF KENSINGTON – MEMORANDUM

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

October 2019

Fitplex

Programming: Aerobics Programming

Tuesdays 6.30pm	Traci Campbell
Thursday 6.30pm	Traci Campbell
Saturday 8.30am	Traci Campbell

Sundays 4.00pm	Peewee Matrix
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Mondays 6.30pm	Kensington Wild
Wednesdays 6.30pm	Kensington Wild

Hours

Key FOB Entry	5:30 AM – 12:00 Midnight Daily
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Staffed	4:00 PM – 8:00 PM Monday – Thursday
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Arena

- New score clock arrived and was installed
- Wheel chair accessible doors installed in the arena and new door for Fitplex was also installed.
- 4 Wild home games and 2 Vipers home games in October.

Kensington Cash

October, 2019	\$212.00
	\$214.00
	\$210.00
	<u>\$210.00</u>
<u>Total</u>	<u>\$846.00</u>

Ball Fields

- Rec League Playoffs finished in October
- Batting Cage was finished in October 2019
- Contacted Owen Simpson to take down protective ballfield netting.

Senior Center

Activities at the senior center on a weekly basis

- Exercise classes
- Story Board
- Leather working
- Meetings
- Painting
- Touch therapy
- Heat pumps were installed in October 2019

Upcoming Events

Christmas Parade Sunday December 1, 2019

Town of Kensington Credit Union Centre Monthly Statistical Data 2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	262	258	250	242	230	218	215	226	245			2416
Attendance	1525	1420	1200	1140	1080	950	875	820	1011	1225			11246
Day Passes Sold	26	18	20	22	20	22	20	15	21	25			209
Memberships Sold	44	32	25	22	20	21	18	19	22	37			260
Monthly Payment Memberships	54	53	52	53	51	52	50	49	50	51			515
Arena													
Hours Rented	149	144	135	110	0	0	0	0	58	158			754
Preschool (Free)	4	4	3	0	0	0	0	0	0	0			11
Adult Skate	4	4	3	0	0	0	0	0	0	0			11
Donated Ice Time	0	10	0	7	0	0	0	0	0	0			17
Total Hours Rented	157	162	141	117	0	0	0	0	58	158			793
Storm Days (no rentals)	2.5	2	1	1	0	0	0	0	11	0			17.5

2018

[illegible]



Mayor's Report to Town Council

December 9, 2019

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

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

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

Provincial Capital Budget – I attended the Prince Edward Island Legislature the day the provincial capital budget was tabled in the legislature. Housing, Education and Health Care seems to be the major focus of the current administration.

CCTP Fall Conference – The Central Coastal Tourism Partnership fall conference was held in York this year. I attended on behalf of Kensington. The new board of directors and officers were elected for the next year. Don Quarles also gave an update on the progress made with the STEP – Heart of the Island initiative.

STEP Open House – Mr. Baker, Deputy Mayor Pickering, and I attended the open house of STEP-Heart of the Island initiative. At this open house the organizers unveiled the new branding that will be used as well as the hashtag #heartofPEI. Everyone was encouraged to post pictures or events and use the hashtag noted above.

Community Foundations of Prince Edward Island – I was invited to attend this presentation. I believe Mr. Baker also sent the invitation to all of Council. This is a program in collaboration with UPEI Institute of Island Studies. Other sponsors are ACOA, Rotary of Prince Edward Island and the Province of Prince Edward Island. They presented a recap of what they called Vital Signs of Prince Edward Island and identified several interesting facts about PEI, whether it be where the populations reside, health care, poverty, housing, smoking rates, obesity, etc. It was very interesting and thought provoking and showed comparisons of how PEI compares against Canada. The handout was included



in the local Journal Pioneer on Nov 19 so some of you may have seen it.

Chamber of Commerce Awards Gala – Another successful year for the Chamber of Commerce Awards with many worthy nominations and winners. This is a great event and provided everyone a chance to socialize prior to the Christmas holidays. I was joined by Councillor Rodney Mann, Deputy Mayor Coreen Pickering and office staff Wendy MacKinnon and Kim Caseley.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: December 5, 2019	Request for Decision No: 2019-60
Topic: Kensington and Community Christmas Supper – Donation Request	
Proposal Summary/Background: A request was made to Town Council for their consideration in donating to the Kensington and Community Annual Christmas supper. The annual Christmas supper is open to everyone and will include a Christmas supper, music, children's activities and a visit from Santa. The supper will be held on December 21 st with a storm date of December 22 nd .	
Benefits: <ul style="list-style-type: none">• Will help support a Community event aimed at bringing people together over the holiday season.	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: The request was discussed at November's Committee of Council meeting where a recommendation was made to donate \$100.00 to the event.	
Options: <ol style="list-style-type: none">1. Approve a donation of \$100.00 to the Kensington and Community Annual Christmas Supper, as recommended.2. Approve a donation of an alternative amount.3. Not approve the donation.	
Costs/Required Resources: \$100.00	Source of Funding: 2019/20 Donations and Grants – General Government
Recommendation: That Town Council consider and adopt the following motions: <i>THAT Town Council approve a donation to the Kensington and Community Annual Christmas Supper, in the amount of \$100.00.</i>	

November 4th, 2019

Dear *To whom it may Concern / Town Hall*

We are writing on behalf of the Kensington and Community Christmas Supper committee.

In the past few years there was an event created in the Kensington area by some individuals which was called, "A Turkey dinner for the Less Fortunate". THIS event has been terminated and a new committee with a new focus has come together!

Our hope is to give back to our neighbours and make this a fun filled evening for family and community. We have some music, children's activities and of course, a visit from Santa planned! We want this to be accessible to EVERYONE!

We have selected Saturday, Dec 21st (storm date Dec 22nd) as the date for the supper gathering.

We are looking for specific food or monetary donations to go towards supplies and expenses.

One of our Committee members will follow up with you soon, to see how you can help contribute to our Turkey dinner.

We thank you in advance for your donation!

Sincerely,

~Amanda Bonnell 902-315-1052

~Olive Beairsto 902-439-4781

~Laurie Blackett 902-888-9593

~ Carrie Campbell 902-439-3415

Celebrate the Season



Town of Kensington - Request for Decision

Date: December 5, 2019	Request for Decision No: 2019-61
Topic: Kensington Pickleball Tournament – Sponsorship Request	
Proposal Summary/Background: A request was made to Town Council for their consideration in sponsoring a pickleball tournament during the 2020 Annual Kensington Winter Carnival. Sponsorship is required to be offset facility costs associated with the tournament (estimated at \$600.00; janitor's fee, facility rental, etc.). The host committee will charge a \$10.00 entry fee for the event however it is insufficient to cover the total cost. The Town will be recognized as a sponsor on the day of the event and will be included on any promotional material that goes out to invite participants.	
Benefits: <ul style="list-style-type: none">• Will help support a local sporting event.	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: The request was discussed at November's Committee of Council meeting where a recommendation was made to sponsor the event, in the amount of \$200.00.	
Options: <ol style="list-style-type: none">1. Approve a donation of \$200.00 to the Kensington Pickleball Club, as recommended.2. Approve a donation of an alternative amount.3. Not approve the donation.	
Costs/Required Resources: \$200.00	Source of Funding: 2019/20 Donations and Grants – General Government
Recommendation: That Town Council consider and adopt the following motions: <i>THAT Town Council approve a sponsorship in the amount of \$200.00 to the Kensington Pickleball Club, to help offset facility costs associated with their 2020 Winter Carnival Pickleball Tournament.</i>	

Correspondence

November 14, 2019

Dear Mayor Caseley and Council members,

The Kensington Pickleball club keeps growing every year, thanks to the after-hours use (free) of the town's two school gymnasiums. We play Tuesday and Thursday 4-6 pm at Queen Elizabeth Elementary gym, and at KISH gym one night a week, from 7-9 pm. These are the hours when the school janitors are still on site, and the gyms are not booked for other uses.

The remarkable benefit to pickleball is that it attracts Kensington and area men and women, of all ages, who wouldn't step foot in a gym, otherwise. Now they exercise regularly, plus . . . pick up a few groceries before or after, maybe buy some gas or get a prescription, and maybe have supper at one of the local restaurants when they're in town.

In addition to the core group of Kensington residents, our pickleball club is now attracting players from Summerside and Rustico clubs, who come for the good facilities and the genuine camaraderie they find in Kensington.

Last year our group hosted a successful pickleball tournament at KISH that drew players from across PEI, and we'd like to do it again in early 2020, but need help covering the cost of using the KISH gym on a Saturday -- approximately \$600. That cost is broken down as follows: \$38 hourly janitor's fee, for 10 hours (8 am to 6 pm) plus \$50 for every 4 hour block, plus taxes.

On our end, we can charge \$10 per person to enter the tournament. This will help with the above cost, but not cover it completely. On the organizing end, we already have two people will set up and run the tournament at no charge. They are the same folks who organized it last year, successfully. Sportchek has agreed to be a sponsor, by donating the prizes for winners.

So we're in good shape, but need help with the cost for the gymnasium. Would the Kensington town council assist us, by offering \$200 towards that cost? If so, we would publicly thank the town council the day of the event, and include the town crest on any promotional material that goes out to invite participants.

Thank you for your consideration in this, and please let us know if you require more information.

Yours in Pickleball,

The Kensington Pickleball Club

Lorraine MacDonald, organizer

Tournament will be held
as part of the 2020 Kensington
Winter Carnival.

Town of Kensington - Request for Decision

Date: December 5, 2019	Request for Decision No: 2019-62
Topic: Police Department Computer Replacement	
Proposal Summary/Background: <p>All of the computers in the Police department are 5 to 7 (plus) years old and are in need of replacement. At least two of the computers (used for the Backcheck contract) currently have failing hard drives. Typically, we would simply replace the hard drives however given the age of the computers, it makes more sense to replace it with new systems.</p> <p>Once a hard drive starts to fail in a computer, performance plummets. The remaining computer components try to compensate and over an extended period of time will wear the entire system and other components will start to fail. All of the other computers in the department are of a similar age and it is reasonable to assume that failure is not far off. Significant time is spent waiting for the computers to process basic commands.</p> <p>As of January 14, 2020, Windows 7 will be officially discontinued and unsupported. Microsoft continually finds and corrects exploited security flaws to counteract the thousands of daily attempts to bypass security (basically people trying to hack into operating systems and accounts, steal data, and exploit users usually via ransom wear). As of January 14, 2020, Microsoft will no longer protect Windows 7 and Windows Server 2008 Users. Any exploits found by hackers will not be fixed by Microsoft. Knowing that Microsoft will no longer be counteracting hackers of windows 7, it is very likely that the number of attempts to break in will skyrocket as people shift to windows 10.</p>	
Benefits: <ul style="list-style-type: none">• Will replace all computer station in the police department with new hardware.• Should reduce computer maintenance over the next few years due to all of the equipment being new.• Will provide staff with more reliable and secure equipment.	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: <p>The request was discussed at November's Committee of Council meeting where a recommendation was made to proceed with the computer replacement.</p>	
Options: <ol style="list-style-type: none">1. Award a contract to Combat Computers to replace nine computers in the Police Department, as recommended.2. Not award a contract.	

Costs/Required Resources: \$10,950.00 plus HST and ACES	Source of Funding: 2019/20 Capital Budget
Recommendation: That Town Council consider and adopt the following motions: <i>THAT Town Council award a contract for the replacement of nine computers in the Police Department to Combat Computers as per their quote dated October 1, 2019 in the amount of \$10,950.00 plus HST/ACES.</i>	



Re: Quote

Oct 1, 2019

Attn: Geoff/Wendy

I take this opportunity to thank you for allowing us to provide this quote. If you have any questions please let me know

Police Dept Computers Option One

- To provide and install four computers for Pros Systems as needed
- To upgrade existing 5 systems to 240gb Solid State harddrive
- To upgrade existing system to Windows 10 Pro (provided no licenses needed)
- To copy data back to all the systems
- To add Microsoft Office 2019 Home and Business to three back check

Total Package Price \$7185.00 plus HST/Aces

Police Dept Computers Option two

- To provide and install nine computers for all Systems (except Camera)
- To copy data back to all the systems
- To add Microsoft Office 2019 Home and Business to three back check
- One year hardware warranty on all systems

Total Package Price \$10950.00 plus HST/Aces

Option ONE is more labour intensive and still leaving the computers as old, also if windows 10 pro licenses needs add 269.00 per system... 4-6yrs..

Option TWO is all brand new , which saves labour but giving new hardware

All systems quoted are Windows 10 Pro Complaint as per Jan 2020, Lenovo I5 8gb , 240 gb ssd

Anything outside the scope of work is billable

Any questions let me know..

Steve vanDuinkerken

Town of Kensington - Request for Decision

Date: December 5, 2019	Request for Decision No: 2019-63
Topic: 2019-2024 Capital Investment Plan Amendment – Seniors Centre Parking Area Paving - Malpeque Gas Tax Funds	
Proposal Summary/Background: <p>As councillors are aware, the municipality of Malpeque has proposed to transfer a portion of their 2019-2024 Notional Gas Tax allotment to the Town of Kensington for the purpose of completing a project in Kensington that is regional in scope. The project proposed is to pave the Senior's Centre parking area. A quote was requested from Curran and Briggs to complete the required work. The quote provided was in the amount of \$25,410.00 plus HST. Malpeque has agreed to transfer this amount to the town to enable the completion of the project, once the project application has been submitted and approved.</p> <p>To enable the funds transfer from Malpeque to the Town, a resolution from Town Council is required authorizing staff to submit an application as part of their 2019-24 Capital Invest Plan (Gas Tax Requirement).</p>	
Benefits: <ul style="list-style-type: none">• Will allow the town to pave the Senior Centre parking area.• Will provide a cleaner, and more stable parking and walking surface for area seniors.• Will improve a regional facility.	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: <p>The request was discussed at November's Committee of Council meeting where a recommendation was made to proceed with authorizing the submittal of an application through the town's Gas Tax Capital Investment Plan.</p>	
Options: <ol style="list-style-type: none">1. Authorize staff to complete and submit the required Gas Tax Funding Application, as recommended.2. Not submit the application.	
Costs/Required Resources: <p>\$25,410.00</p>	Source of Funding: <p>Municipality of Malpeque Notional Gas Tax Funds</p>

Recommendation:

That Town Council consider and adopt the following resolution:

WHEREAS the Municipality of Malpeque has agreed to transfer \$25,410.00 of their notional Gas Tax Funds to the Town of Kensington to assist in the paving of the Seniors Recreational Centre located at 25A Garden Drive (adjacent to Credit Union Centre) in the Town of Kensington;

AND WHEREAS the Town of Kensington is prepared to receive such funds and is committed to completing the project on behalf of both municipalities in 2020;

BE IT RESOLVED that Town Council authorize staff to make an application to amend their 2019-2024 Capital Investment Plan to include the Seniors Centre Paving project, with the funds required to complete the project being transferred from the Municipality of Malpeque's Notional Gas Tax Funds in the amount of \$25,410.00. Town Council understands that they are responsible for all future operations and maintenance costs associated with the project.



Transportation,
Infrastructure and Energy

Gas Tax Capital Investment Plan Application GT-DA-CIP GT-NA-CIP

Please Prepare a Separate Capital Investment Plan
(CIP) Application for Each Project



Transportation,
Infrastructure and Energy

**GAS TAX - CAPITAL INVESTMENT PLAN
APPLICATION
(GT-DA-CIP and GT-NA-CIP)**

Project Title:	Kensington Seniors Centre Parking Area - Paving
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1. Contact Information

Rural Municipality/Town/City of:	Town of Kensington		
Street Address/P.O. Box:	55 Victoria Street East		
Postal Code:	C0B 1M0	Municipal Tel:	(902) 836-3781
Municipal Email:	townmanager@townofkensington.com	Municipal Fax:	(902) 836-3741
Contact Name:	Geoff Baker		
Official Title:	Chief Administrative Officer		

2. Eligible Project Categories

Project Category:	Recreational Infrastructure
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3. Project Information

Brief Project Description (Short description of the issue and physical work required to resolve issue):			
<p>The Kensington Seniors Centre is core to the recreational services provided by the Town of Kensington. The building and property are owned by the town and provided to a local seniors group (The Senior Surfers) for use as a recreational facility. The building is used for a variety of senior citizen activities such as exercise classes, computer classes, cultural presentations, public safety presentations, etc. The current project generally includes paving the parking area for this recreational facility. More specifically, the project includes fine grading and compacting the entire area (approx. 7,998 sq ft) and the placement of 3" of B-Mix Asphalt. The funds required to complete the project will be transferred from the municipality of Malpeque to the town of Kensington as part of their Notional Gas Tax Allocation.</p>			
Project Location(s) (Street Address and/or PID):			
25A Garden Drive			
Municipality:	Kensington	Postal Code:	C0B 1M0
Signed & Sealed Council Resolution Mailed?		Yes	
Date of Resolution:	December 9, 2019		

4. Estimated Eligible Costs (do not include taxes, they will calculate automatically)

Cost Breakdown		Amount
1. Design/Engineering		
2. Construction/Demolition		\$25,410.00
3. Contingency		
4a. Other (Please Specify):		
4b. Other (Please Specify):		
4c. Other (Please Specify):		
5. Subtotal		\$25,410.00
6. Total HST		\$3,811.50
7. Minus HST Rebate	\$1,270.50	\$2,541.00
8. Total Eligible Costs		\$27,951.00

5. Proposed Project Financing

Year	Estimated Eligible Project Costs*	MSC Funding Requested	DA/NA Gas Tax Funding	Applicant's Funding	Other
2019/20					
2020/21	\$27,951.00		\$27,951.00		
2021/22					
2022/23					
2023/24					
TOTALS	\$27,951.00	\$0.00	\$27,951.00	\$0.00	\$0.00

6. Proposed Sources of Funding

Project Funding Sources	Confirmed?	Amount
Gas Tax Direct/Notional Allocation	No	\$25,410.00
Applicant's Share		
Other Provincial Source (Specify the Program Below)		
Other Federal Source (Specify the Program Below)		
Other (Specify the Program Below)		
Total		\$25,410.00

Projects involving funding from other sources require confirmation that the funding has been approved, or is under consideration. Provide at the time of submission of CIP.

7. Project Timelines

Activity	Start Date	Completion Date
Tender or Request for Quotation Date	March 2, 2020	April 1, 2020
Tender or Request Award Date		April 14, 2020
Design/Engineering Date		
Other (Specify Below)		
Expected Project Start and Completion Dates	May 4, 2020	May 7, 2020

8. Outcomes & Planning

8.1 Indicate your municipality's progress with improving local planning and asset management:

<input checked="" type="checkbox"/>	Provincial inventory forms completed
<input type="checkbox"/>	Using asset management tool developed by the Province
<input checked="" type="checkbox"/>	Using other asset management software
<input checked="" type="checkbox"/>	Involved in the AIMnet Cohort Program
<input type="checkbox"/>	Implemented an asset management policy
<input type="checkbox"/>	Completed the IPWEA asset management course
<input checked="" type="checkbox"/>	Critical assets identified
<input checked="" type="checkbox"/>	Council members supporting asset management initiatives
<input type="checkbox"/>	Developed a 5, 10, 15, or 20 year expenditure projection

Other:

8.2 Please select all applicable outcomes below. You do not need to provide the actual data until the project is completed.

Schedule H Indicators and Outcomes

[illegible]

9. Base Amount

Please provide your municipal expenditures for the categories listed below. For projects which were cost-shared through funding programs, only include the municipal share of the project costs. If you already completed this section on another application please leave blank.

GAS TAX - BASE AMOUNT				
Categories	Capital Expended Amounts			
	2015/16	2016/17	2017/18	2018/19
Drinking Water				
Ex. Logan Road Water Ext.	\$0	\$0	\$550,000	\$400,000
Wastewater				
Local Roads, Bridges and Highways				
Sport Infrastructure				
Public Transit				
Community Energy Systems				
Cultural Infrastructure				
Recreational Infrastructure				
Tourism Infrastructure				
Short-Sea Shipping				
Short-Line Rail				
Regional and Local Aiports				
Broadband Connectivity				
Solid Waste				
Brownfield Redevelopment				
Disaster Mitigation				
Capacity Building				

10. Program Requirements

The following are requirements of the program:

Application includes signed & sealed Council Resolution supporting the application	Yes
Application includes approval from Council if any municipal funds are to be spent	Yes
Applicant accepts responsibility for the project's ongoing operations and maintenance costs	Yes
Applicant agrees to purchase and install signage when required through communications	Yes
Applicant agrees to participate in Province-wide Asset Management Program	Yes
Applicant confirms that an auditor has been hired or arrangements have been made to hire an auditor	Yes
Applicant confirms that the proper budgetary process has been followed for this project	Yes
Applicant confirms that the project has not been awarded or started	Yes

11. Capital Investment Plans returned to:

After filling out the application in Excel, save it and email it to the following email address:

CPEI-Infrastructure@gov.pe.ca

Please also send a signed and sealed copy in the mail to the following address (or hand deliver):

Infrastructure Secretariat
P.O. Box 2000, Charlottetown, PE C1A 7N8

The Council of the **City/Town/Rural Municipality of:** Town of Kensington
does hereby submit this application to the Direct Allocation/Notional Allocation Capital Investment Plan
Fund, which has been approved at a Council meeting dated December 9, 2020

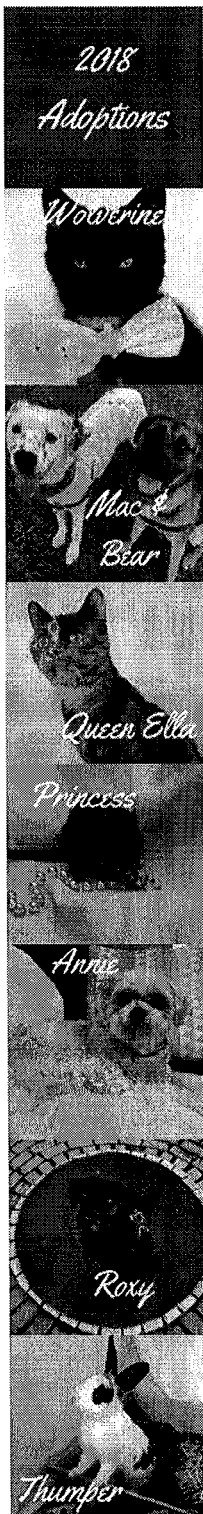
In providing this submission, the Council declares that the above is, to the best of its knowledge and belief, true in substance and in fact.

MAYOR/CHAIR (Sealed signature)

Date

CHIEF ADMINISTRATIVE OFFICER (Sealed Signature)

Date



27/11/2019

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

Dear Mayor Caseley,

Thank you for your generous donation towards the *Expanding Our Paw Print* Capital Campaign. Your significant gift will help us create a safe and welcoming facility that promotes the health of the companion animals in our care and across the province.

As we move forward and upward, the dream of a preventive care shelter and community space is truly becoming a reality. We know that a low stress shelter environment improves health, behaviour and readiness for adoption. We look forward to sharing our progress with you in the coming year on plans and the construction progress.

I am here to help you if you require any further information. Your incredible support has brought us that much closer to our goal of a renovated facility for all. I thank you on behalf of our whole team for your commitment to the lost and abandoned companion animals on the Island.

With great thanks,

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

Tax Receipt: Registered Charity 11910-3133-RR0001

Town of Kensington
PO Box 418
Kensington, PE C0B 1M0
Donation Summary
Date: 26/11/2019
Received: \$250.00
Non-Deductible: \$0.00
6207

P.E.I. Humane Society
309 Sherwood Road
PO Box 20022
Charlottetown, PE C1A 9E3
jharkness@peihumanesociety.com

Authorized Officer

This is an official receipt usable for Income Tax purposes. The receipt was issued in Charlottetown, PE on 26/11/2019 .
Canada Revenue Agency: www.canada.ca/charities-giving



Season's Greetings from your business to Prince Edward Island

*The holiday season is a wonderful time to thank your customers
for their patronage and to wish them all the best in 2020.*

Greetings air between December 16th and December 31st, 2019

Package "A":

- ❖ 15 x 15 second Christmas Greetings on Q93
- ❖ 15 x 15 second Christmas Greetings on CFCY
- ❖ 15 x 15 second Christmas Greetings on SPUD FM

Your Investment: \$349.00

Package "B":

- ❖ 25 x 15 second Christmas Greetings on Q 93
- ❖ 25 x 15 second Christmas Greetings on CFCY
- ❖ 25 x 15 second Christmas Greetings on SPUD FM

Your Investment: \$475.00

Package "C":

- ❖ 30 x 15 second Christmas Greetings on Q 93
- ❖ 30 x 15 second Christmas Greetings on CFCY
- ❖ 30 x 15 second Christmas Greetings on SPUD FM

Your Investment: \$550.00



Greetings air:

- ❖ 25% between 6 and 10 am
- ❖ 25% between 10 am and 3 pm
- ❖ 25% between 3 and 8 pm
- ❖ 25% between 8 pm and midnight

Season's Greetings

Client

Package (A; B; or C)

Date