



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

***Monday, February 12, 2018 @ 7:00 PM***

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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  
February 12, 2018 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1 January 8, 2018 Regular Meeting
  - 5.2 January 11, 2018 Special Meeting
- 6. Business Arising from Minutes**
  - 6.1 January 8, 2018 Regular Meeting
  - 6.2 January 11, 2018 Special 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 - *Nil*
  - 7.7 Community Gardens Complex Report
  - 7.8 Mayor's Report
  - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
  - 8.1 Request for Decisions
    - 8.1.1 - RFD2018-06 - Public Works Vehicle
    - 8.1.2 - RFD2018-07 - Public Works Waste Site
    - 8.1.3 - RFD2018-08 - Strategic Planning Process
    - 8.1.4 - RFD2018-09 - PEI Crime Stoppers Annual Donation
    - 8.1.5 - RFD2018-10 - Community Gardens Naming Rights
    - 8.1.6 - RFD2018-11 - Annexation of Lands of M.S. Woodsides Ltd
    - 8.1.7 - RFD2018-12 - Re-Zoning Application (Portion of PID No. 880880)
  - 8.2 Other Matters
- 9. Correspondence**
- 10. Committee of the Whole (In-Camera) – One Item of a Human Resources Nature**
- 11. Adjournment**

**Town of Kensington  
Minutes of Regular Council Meeting  
Monday, January 8, 2018  
7:00 PM**

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

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

**Visitors:** Colin MacLean – Journal Pioneer

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Doucette, seconded by Councillor Mill to approve the tentative agenda for the January 8, 2018 regular meeting of Town Council with the addition of item 8.1.4 – RFD: Blacksmith Shop/Fish and Chip Take Out. Unanimously carried.*

**3. Declaration of Conflict of Interest**

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

**4. Delegations / Presentations**

**4.1** *Nil*

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

**5.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the minutes from the December 11, 2017 regular meeting of Town Council. Unanimously carried.*

**5.2** *Moved by Councillor MacLean, seconded by Councilor Spencer to approve the minutes from the December 20, 2017 special meeting of Town Council. Unanimously carried.*

## **6. Business Arising from Minutes**

**6.1** December 11, 2017 Regular Council Meeting – *Nil*

**6.2** December 20, 2017 Special Council Meeting - *Nil*

## **7. Reports**

### **7.1 CAO's Report**

**7.1.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to adopt the January 2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

**7.1.2** CAO Baker provided an update to Town Council on the public works vehicle replacement and information on the Provincial tendering process. Town Council directed Mr. Baker to proceed with the vehicle replacement process using the Provincial tender price as opposed to issuing a request for quotations.

### **7.2 Fire Department Statistical Report**

**7.2.1** *Moved by Councillor Pickering, seconded by Councillor Doucette to approve the November 2017 Fire Statistical report as prepared by Deputy Fire Chief, Rodney Hickey. Unanimously carried.*

### **7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the November 2017 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

### **7.4 Development Permit Summary Report**

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

### **7.5 Bills List**

**7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the November 2017 Bills in the amount of \$252,023.51. Unanimously carried.*

### **7.6 Summary Income Statement**

**7.6.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the Summary Income Statement for the month of November 2017. Unanimously carried.*

## **7.7 Community Gardens Complex Report**

**7.7.1** *Moved by Councillor Spencer, seconded by Councillor Pickering to approve the Community Gardens Complex report for the month of November 2017. Unanimously carried.*

## **7.8 Mayor's Report**

**7.8.1** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the Mayors report for the month of January 2018 as presented by Mayor Caseley. Unanimously carried.*

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

**7.9.1** Deputy Mayor Mann provided updates on the Kensington and Area Chamber of Commerce. The next Strategic Tourism Expansion Program meeting will be hosted at Broadway 45 on January 11, 2018. The KACC Annual General Meeting is scheduled for January 24, 2018 at the Murray Christian Centre, those wishing to attend were asked to RSVP with Wendy MacKinnon.

*Councillor Doucette declared a conflict and excused himself from the Council Chamber at 7:35 PM*

## **8. New Business**

### **8.1 Request for Decisions**

#### **8.1.1 Development Control Bylaw Amendment – Re-Zoning Application – Royal Canadian Legion – 88 Victoria Street West**

##### **8.1.1.1 First Reading**

*Moved by Deputy Mayor Mann, seconded by Councillor MacLean*

*WHEREAS a request has been received from Kujtim Musliu, the prospective purchaser of PID No 76422 (88 Victoria Street West), to amend the Town of Kensington Development Control Bylaw to re-zone the property from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business;*

*AND WHEREAS correspondence has been received from the Royal Canadian Legion Branch No.9 (current property owners) indicating their support for the application;*

*AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting and the Province of PEI (Department of Transportation), and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);*

***BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No 76422 (88 Victoria Street West) from Public Service***

***and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business.***

***Unanimously carried.***

#### **8.1.1.2 Approval of First Reading**

***Moved by Deputy Mayor Mann, seconded by Councillor Spencer***

***WHEREAS a request has been received from Kujtim Musliu, the prospective purchaser of PID No 76422 (88 Victoria Street West), to amend the Town of Kensington Development Control Bylaw to re-zone the property from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business;***

***AND WHEREAS correspondence has been received from the Royal Canadian Legion Branch No.9 (current property owners) indicating their support for the application;***

***AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting and the Province of PEI (Department of Transportation), and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);***

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

***BE IT RESOLVED THAT Kensington Town Council approve first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No 76422 (88 Victoria Street West) from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business.***

***Unanimously carried.***

#### **8.1.1.3 Mayor Caseley and Council set a date for a Special Council Meeting on Thursday, January 11, 2018 at 6:00PM to allow Council to consider second reading and formal adoption of the rezoning application for PID No. 76422 - 88 Victoria Street West.**

*Councillor Doucette returned to the Council Chamber at 7:42 PM*

*Deputy Mayor Mann and Councillor Mill declared a conflict and excused themselves from the Council Chamber at 7:42 PM.*

**8.1.2 Kensington Area Minor Hockey Association – Initiation Jamboree Fundraiser – Donation of Ice Time**

- 8.1.2.1** *Moved by Councillor Pickering, seconded by Councillor Doucette  
BE IT RESOLVED THAT Kensington Town Council donate the ice time rental for the Kensington Area Minor Hockey Association's 2018 Annual Initiation Family Day Jamboree being held at the Community Gardens Complex. Unanimously carried.*

*Deputy Mayor Mann and Councillor Mill returned to the Council Chamber at 7:45 PM.*

**8.1.3 Community Garden Agreement of Use – 27 School Street**

- 8.1.3.1** *Moved by Councillor Pickering, seconded by Councillor MacLean  
BE IT RESOLVED THAT Kensington Town Council authorize the CAO to sign an agreement of use for the establishment of a community garden at a town owned property located at 27 School Street. Unanimously carried.*

*CAO, Geoff Baker declared a conflict and excused himself from the Council Chamber at 7:50 PM.*

**8.1.4 Blacksmith Shop/Fish and Chip Take Out**

- 8.1.4.1** *Moved by Councillor Spencer, seconded by Councillor MacLean  
BE IT RESOLVED THAT Kensington Town Council approve the request from Trent and Karen Murphy to rent the James Mullally Blacksmith Shop for the purpose of providing a fish and chip take-out food establishment at an annual rental rate of \$2,400.00 with the understanding that the operations will be from May 1st - Oct 31st. The tenant will be responsible for all leasehold improvements and annual utility expenses. The lease rate will be in effect for a maximum of five years with the option to renew at the end of the lease subject to acceptable conditions. The tenant will assume all costs associated with converting the James Mullally Blacksmith Shop back to its original state at the termination of the lease. Unanimously carried.*

*CAO, Geoff Baker returned to the Council Chamber at 7:55 PM.*

**8.2 Other Matters**

- 8.2.1** Councillor MacLean noted an increase in police presence and patrol around Town over the past several weeks.

**8.2.2** Councillor Spencer noted areas where the sidewalks and roads join that have hardened ice and snow buildup, it was requested that the areas be cleared during the mild weather.

**8.2.3** Deputy Mayor Mann inquired of any available funding programs to assist in the purchase of an electronic billboard sign to be located in the vicinity of the entrance to the town. Mayor Caseley noted that more information on Strategic Planning will be presented at the January Committee of Council meeting and the request can be further discussed at that time.

## **9. Correspondence**

**9.1** A letter from Minister for Economic Development and Tourism, Heath MacDonald and Minister of Rural and Regional Development, Patrick Murphy with details on the Community Endorsement Agreement. – *Tabled until January Committee of Council*

**9.2** Kensington and Area Chamber of Commerce January 2, 2018 Shout Out

**9.3** A letter from Communities, Land and Environment announcing that the Lieutenant Governor in Council has proclaimed the new Municipalities Government Act in effect as on December 23, 2017.

**9.4** A letter from MP Wayne Easter outlining highlights of the new National Housing Strategy which was announced on November 22, 2017.

**9.5** An information package from Communities in Bloom

*Colin MacLean excused himself from the Council Chamber at 8:10 pm.*

## **10. In-Camera**

**10.1** *Moved by Councillor Doucette, seconded by Councillor Mill to commence into a Committee of the Whole meeting at 8:10 PM. Unanimously carried.*

**10.2** *Move by Councillor Doucette, seconded by Councillor Mill to come out of the Committee of the Whole meeting at 8:21 PM. Unanimously carried.*

## **11. Adjournment**

*Moved by Councillor Pickering, seconded by Councillor Spencer to adjourn the meeting at 8:22 PM. Unanimously carried.*



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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor

**Town of Kensington  
Minutes of Special Council Meeting  
Thursday, January 11, 2018  
6:00 PM**

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

**Staff Members Present:** Chief Administrative Officer, Geoff Baker; Deputy Administrator, Wendy MacKinnon

**Regrets:** Councillor Doucette and Councillor Mill

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**1. Calling of Meeting to Order**

**1.1** Mayor Caseley called the meeting to order at 6:00 PM and welcomed Council members and staff.

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Pickering, seconded by Councillor MacLean to approve the tentative agenda for the January 11, 2018 Special Meeting of Town Council with the addition of item 4.2 Community Endorsement Agreement – Office of Immigration. Unanimously carried.*

**3. Declaration of Conflict of Interest**

**3.1** *Nil*

**4. Request for Decision**

**4.1** **Royal Canadian Legion – Zoning Bylaw and Official Plan Amendment – Second Reading and Formal Adoption**

**4.1.1** *Moved by Deputy Mayor Mann, seconded by Councillor Pickering*

*WHEREAS a request has been received from Kujtim Musliu, the prospective purchaser of PID No. 76422 (88 Victoria Street West), to amend the Town of Kensington Development Control Bylaw to re-zone the property from Public Service and Institutional (PSI) to Commercial (CI) for the purpose of operating a used car business;*

*AND WHEREAS correspondence has been received from the Royal Canadian Legion Branch No.9 (current property owners) indicating their support for the application;*

*AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting and the Province of PEI (Department*

*of Transportation), and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);*

*AND WHEREAS the Bylaw amendment was read and approved a first time at Town Council's regular meeting held on January 8, 2018;*

*BE IT RESOLVED THAT Kensington Town Council give second reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No 76422 (88 Victoria Street West) from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business.*

*Unanimously carried.*

**4.1.2** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer*

*WHEREAS a request has been received from Kujtim Musliu, the prospective purchaser of PID No 76422 (88 Victoria Street West), to amend the Town of Kensington Development Control Bylaw to re-zone the property from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business;*

*AND WHEREAS correspondence has been received from the Royal Canadian Legion Branch No.9 (current property owners) indicating their support for the application;*

*AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting and the Province of PEI (Department of Transportation), and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);*

*AND WHEREAS the Bylaw amendment was read and approved a first time at Town Council's regular meeting held on January 8, 2018;*

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

*BE IT RESOLVED THAT Kensington Town Council approve second reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No 76422 (88 Victoria Street West) from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business.*

*Unanimously carried.*

**4.1.3** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean*

*WHEREAS a request has been received from Kujtim Musliu, the prospective purchaser of PID No 76422 (88 Victoria Street West), to amend the Town of Kensington Development Control Bylaw to re-zone the property from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business;*

*AND WHEREAS correspondence has been received from the Royal Canadian Legion Branch No.9 (current property owners) indicating their support for the application;*

*AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting and the Province of PEI (Department of Transportation), and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);*

*AND WHEREAS the Bylaw amendment was read and approved a first time at Town Council's regular meeting held on January 8, 2018;*

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

*BE IT RESOLVED THAT an amendment to the Zoning and Subdivision Control Bylaw to re-zone PID No 76422 (88 Victoria Street West) from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business be hereby formally adopted.*

*Unanimously carried.*

#### **4.1.4 General Land Use Map (Official Plan) Amendment Approval Resolution**

*Moved by Deputy Mayor Mann, seconded by Councillor Spencer*

*WHEREAS a request has been received from Kujtim Musliu, the prospective purchaser of PID No 76422 (88 Victoria Street West), to amend the Town of Kensington Official Plan General Land Use Map to change the land use of PID No 76422 from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business;*

*AND WHEREAS correspondence has been received from the Royal Canadian Legion Branch No.9 (current property owners) indicating their support for the application;*

*AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting and the Province of PEI (Department of Transportation), and are recommending that Town Council proceed with the Official Plan Land Use Map amendment (re-zoning);*

***BE IT RESOLVED THAT an amendment to the General Land Use Map, that is part of the Town's Official Plan, to change the land use of PID No 76422 from Public Service and Institutional (PSI) to Commercial (C1) for the purpose of operating a used car business be hereby formally adopted.***

***Unanimously carried.***

**4.2 Community Endorsement Agreement – Office of Immigration**

**4.2.1 *Moved by Councillor Pickering, seconded by Councillor MacLean to authorize CAO, Geoff Baker to sign the Community Endorsement Agreement, with the Office of Immigration on behalf of the Town. Unanimously carried.***

**5. Adjournment**

***Moved by Councillor Spencer, seconded by Councillor Pickering to adjourn the meeting at 6:20 PM. Unanimously carried.***

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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor

**Town of Kensington**  
**CAO Monthly Report for Town Council - February 2018**

| Item # | Project/Task  | Status  |
|--------|---|---|
| 1      | Unightly Property - 21 Barrett Street                           | The Mayor and CAO have signed the necessary documentation to allow application for a lien to be applied against the property.   |
| 2      | Emergency Measures Organization                                 | The meeting scheduled for January did not proceed as planned. I will contact the EMO coordinator to determine when the meeting will be rescheduled.   |
| 3      | Exempt Staffing Policy  | NO UPDATE - A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.  |
| 4      | Capital Plan  | A 2018 Capital budget will be presented as part of the budget deliberations at the February Committee of Council meeting.   |
| 5      | Relocation of "Welcome to Kensington" Sign - Charlottetown Road | This will be completed in the Spring of 2018.   |
| 6      | Fire Hydrant Adoption Recognition Policy                        | NO UPDATE   |
| 7      | Financial Policy Development                                    | NO UPDATE   |
| 8      | Wellfield Protection Plan                                       | NO UPDATE   |
| 9      | Procedural Bylaw  | Required under the new MGA. The Town currently possesses a Procedural Bylaw however it will need to be reviewed and updated to comply with the MGA. The Bylaw will be reviewed and updated by staff and presented to Town Council upon completion.  |
| 10     | Crossing Guard Volunteers                                       | Information was provided to Councillor spencer and Deputy Mayor Mann as requested.  |
| 11     | Fire Department Policy Development                              | NO UPDATE Additional Policies have been provided and are currently under review by the Mayor, CAO and representatives of the fire department. The Mayor has provided comments on the policies. No other comments have been received at this point in time. The remainder of the SOG's should be completed shortly. The draft outline for the Master Plan should also be provided shortly. |
| 12     | Police Transition Steering Committee                            | A meeting is scheduled for February 13, 2018.   |
| 13     | Conflict of Interest Bylaw                                      | Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.   |
| 14     | Street Transfer to Province of PEI                              | NO UPDATE Staff are in the process of pulling together information required to affect the formal transfer of ownership of the streets. As Councillors are aware, the Province took over maintenance responsibility for the streets on November 1, 2017. The Province have been very responsive in dealing with any street related issues, signage, drainage issues, etc.                  |
| 15     | CGC Naming Rights   | A Request for Decision has been circulated with February's tentative agenda package.  |
| 16     | 55+ Games Host Municipality                                     | The 55+ Games Society have been advised that the town will not be hosting the 2018 Summer Games.  |
| 17     | Council Code of Conduct Bylaw                                   | Council currently possesses a Code of Conduct however it is not in Bylaw form. Staff will draft the necessary Bylaw and present to Town Council upon completion.  |
| 18     | BST Multi Unit Development                                      | NO UPDATE It is understood that this project will move forward in 2018. All permitting for the water and sewer connection has been completed by the developer though IRAC and the Provincial Department of Environment.   |
| 19     | Rail Yards Clock Repair   | NO UPDATE The Rail Yards clock was repaired on December 8th however the time still appears to be wrong on a couple of the clock faces. The electrical contractor is currently researching the issue to determine a solution.  |
| 20     | Canada Post Sign - Corner of Victoria/Broadway                  | Staff will continue to monitor to ensure the issues with the sign are adequately addressed. .   |
| 21     | Access to Information and Protection of Privacy Bylaw           | The Town currently possesses an Access to Information Bylaw however it will be required to be re-drafted to ensure it complies fully with the new Act. The Bylaw will be drafted by staff and presented to Town council upon completion.  |
| 22     | Records Retention and Disposition Bylaw                         | Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.   |
| 23     | Public Works Vehicle Replacement                                | A Request for Decision has been circulated with February's tentative agenda package.  |
| 24     | Bicycle Rack Quotes   | Public Works staff located 4 bicycle racks behind the Public Works shop. The racks are in good condition and are suitable for use. Some painting and minor repairs may be required. The Town will not be required to purchase additional racks in 2018 and the item will be removed from 2018 planned capital purchases.  |
| 25     | Letter to Contractors Re: Development Permits                   | NO UPDATE A letter is being drafted to local contractors advising on development permit requirements.   |
| 26     | Strategic Plan Development                                      | A Request for Decision has been circulated with February's tentative agenda package.  |

| Item # | Project/Task                               | Status   |
|--------|--|--|
| 27     | Flag and Proclamation Policy               | Staff are working on a Flag Policy and Proclamation Policy. All effort will be made to provide a draft policy/bylaw at the February Committee of Council meeting.  |
| 28     | Public Works Property Yard Waste Site      | A Request for Decision has been circulated with February's tentative agenda package.   |
| 29     | Procurement Bylaw                          | The Town currently possesses a Procurement Policy however it will need to be re-drafted in Bylaw form. The Policy will be reviewed and re-drafted in the form of a Bylaw and presented to Town Council upon completion.  |
| 30     | Rail Yards Map Stop Sign                   | A quote has been received from a contractor to affect repairs to the map stop sign at the Kensington Rail Yards. The quote was subsequently provided to the Provincial Department of Tourism and approval to proceed with the repairs have been given. The Department of Tourism will cover the cost of the repairs.   |
| 31     | Employee Code of Conduct                   | A Code of Conduct for staff will be drafted and presented to Town Council for approval upon completion.  |
| 32     | Various MGA Immediate Requirements         | There are various Bylaws required under the new MGA that are indicated as immediate requirements by Municipal Affairs. They include a Tax Rate Bylaw, Reserve Fund Bylaw, Borrowing Bylaw, Fees Bylaw, and an Animal Control Bylaw. These Bylaws will need to be drafted and adopted by Town Council prior to beginning work on other Bylaws indicated in this report. |
| 33     | Annexation of Lands of M.S. Woodsides Ltd. | A Request for Decision has been circulated with the tentative agenda package.  |
| 34     | Pam James Re-Zoning Application            | A Request for Decision has been circulated with the tentative agenda package.  |

# Fire Department Occurrence Report 2017

[illegible]



[illegible]

|  |     |     |     |     |     |     |     |     |     |     |     |     |     |         |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|
| Police Department Occurrence Report Summary 2017 |     |     |     |     |     |     |     |     |     |     |     |     |     |         |
|  |     |     |     |     |     |     |     |     |     |     |     |     |     |         |
| Description                                      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD | % Total |
| Forcible confinement                             |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Fraud  |     | 1   | 1   | 1   |     |     | 5   | 1   |     |     |     |     | 9   | 1.15%   |
| Harrassing Phone Calls                           | 2   |     |     | 1   |     |     | 2   |     | 1   |     |     |     | 6   | 0.77%   |
| Impaired Driver                                  |     |     | 1   | 1   | 3   | 3   | 1   | 2   | 1   | 1   |     | 3   | 16  | 2.05%   |
| Information Files                                |     |     | 2   | 2   | 2   | 1   | 2   |     |     | 2   | 1   | 1   | 13  | 1.67%   |
| Injury Accidents                                 |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Liquor Offences                                  | 1   |     | 1   |     |     | 1   | 1   | 2   |     | 1   |     |     | 7   | 0.90%   |
| Litter Act                                       |     |     | 1   |     |     |     | 1   |     |     |     |     |     | 2   | 0.26%   |
| Lost and Found                                   |     |     | 1   |     |     | 3   | 4   | 5   | 3   | 3   | 1   |     | 20  | 2.56%   |
| Luring Minors                                    |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Mental Health Act                                | 3   | 2   | 2   | 2   |     | 1   | 2   |     | 2   | 1   |     |     | 15  | 1.92%   |
| Mischief   |     |     |     |     | 2   | 4   | 2   | 3   | 1   | 1   | 2   | 1   | 16  | 2.05%   |
| Motor Vehicle Accidents                          | 3   | 3   |     | 2   | 7   | 1   | 4   | 1   | 3   | 3   | 1   | 2   | 30  | 3.85%   |
| Motor Vehicle Act                                | 8   | 4   | 2   | 2   | 7   | 4   | 11  | 7   | 4   | 12  | 7   | 5   | 73  | 9.36%   |
| Municipal Bylaws                                 |     |     |     |     | 6   | 4   | 4   | 3   |     | 1   | 3   | 2   | 23  | 2.95%   |
| Off Road Vehicle Act                             |     |     |     |     |     |     | 1   | 1   |     | 1   |     |     | 3   | 0.38%   |
| Other Criminal Code                              |     |     | 1   |     |     | 1   |     |     |     |     |     |     | 2   | 0.26%   |
| Person Reported Missing                          |     | 1   |     |     |     |     |     | 1   |     |     |     |     | 2   | 0.26%   |
| Possession of restricted weapon                  |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Property Check                                   | 1   |     | 3   |     | 2   | 1   | 3   | 1   | 1   |     |     | 2   | 14  | 1.79%   |
| Resist Arrest                                    |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Roadside Suspensions                             |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Robbery  |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Sexual Assaults / Interference                   |     | 1   |     |     | 1   |     |     |     |     |     |     |     | 2   | 0.26%   |
| STEP (Integrated Traffic Enforcement)            |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Sudden Death                                     |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Suspicious Persons / Vehicle                     | 1   |     | 1   | 1   | 2   | 1   | 4   | 2   | 1   |     | 3   | 2   | 18  | 2.31%   |
| Theft Of Motor Vehicle                           |     |     |     |     |     |     |     |     |     | 1   |     |     | 1   | 0.13%   |
| Theft Over \$5000                                |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Theft Under \$5000                               |     | 2   |     |     | 4   | 2   | 1   | 3   | 1   | 4   | 1   | 3   | 21  | 2.69%   |
| Traffic Offences                                 |     |     |     |     |     | 3   |     |     |     |     |     |     | 3   | 0.38%   |
| Trespass Act                                     |     | 2   |     |     |     |     |     |     |     |     |     |     | 2   | 0.26%   |
| Trespass at Night                                |     |     |     |     |     |     |     |     |     | 1   |     |     | 1   | 0.13%   |
| Uttering Threats                                 | 1   | 1   |     | 1   | 2   |     | 1   | 3   |     |     |     | 2   | 11  | 1.41%   |

[illegible]

## **Police Report December 2017**

KPS received 1 false alarm during the month.

December 24<sup>th</sup> 1033hrs – KISH patrol did not attend as alarm was cancelled immediately.

Year To Date Approved Development Permits Summary Report  
2018

| Development Permit Category         | January | February | March | April | May | June | July | August | September | October | November | December |  | Total |  |
|-------------------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--|-------|--|
| New Residential Accessory Structure | 1       |          |       |       |     |      |      |        |           |         |          |          |  | 1     |  |
| Total:                              | 1       |          |       |       |     |      |      |        |           |         |          |          |  | 1     |  |

|                                       |
|---------------------------------------|
| Total Estimated<br>Construction Value |
| \$10,000.00                           |
| <b>\$10,000.00</b>                    |

DEVELOPMENT PERMITS REPORT  
For the period January 01, 2018 to February 08, 2018

| Permit Number                   | Date Permit Issued | PID        | Applicant's Name & Address            | Telephone Number | Permit Status | Work Type | Type of Construction            |  | Value       | Estimated Start | Estimated Finish |
|---------------------------------|--------------------|------------|---------------------------------------|------------------|---------------|-----------|---------------------------------|--|-------------|-----------------|------------------|
|                                 |                    |            | Property Address                      |                  |               |           |                                 |  |             |                 |                  |
| Residential Accessory Structure |                    |            |                                       |                  |               |           |                                 |  |             |                 |                  |
| 01-18                           | 01/22/2018         | 071 / 8840 | Jennifer Mallett - 71 Broadway Street | 902-303-4271     | Approved      | New       | Residential Accessory Structure |  | \$10,000.00 | 01/25/2018      | 06/01/2018       |
|                                 |                    |            | 71 Broadway Street                    |                  |               |           | Description:                    | Construct a new 32x24 Accessory Building |             |                 |                  |

Sub Total: \$10,000.00  
Total: \$10,000.00



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

| For Office Use Only |   |
|---------------------|---|
| Permit #:           |   |
| Date Received:      | <del>October 2017</del> JAN 19/2018             |
| Date Approved:      |   |
| PEI Planning:       |   |
| Permit Fee: \$      | 100.00 <input checked="" type="checkbox"/> Paid |

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 71 Broadway St. N. Property Tax Number (PID): 78071-884056  
Lot No.: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:  
House 26x30 attached garage 22x24

Land Purchased from Habitat for Humanity Year Purchased 2010

| 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: Jennifer Mallett Address: 71 Broadway St. N  
Phone: 303-4271 Cell: 303-4271 Kensington  
Email: Mallettjenn@gmail.com Postal Code: C0B 1M0  
Same as Above: ☒  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
OWNER Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
CONTRACTOR, ARCHITECT OR ENGINEER Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Infrastructure Components

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

### 4. Development Description

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

|   |  |   |                                |
|---|--|---|--------------------------------|
| <input type="checkbox"/> Single Family (R1)   | <input 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 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)                  |
|-------------------|--------------------|---------------------|------------------------------------|
| <u>1</u>          | <u>0</u>           | <u>0</u>            | Width <u>24'</u> Length <u>32'</u> |



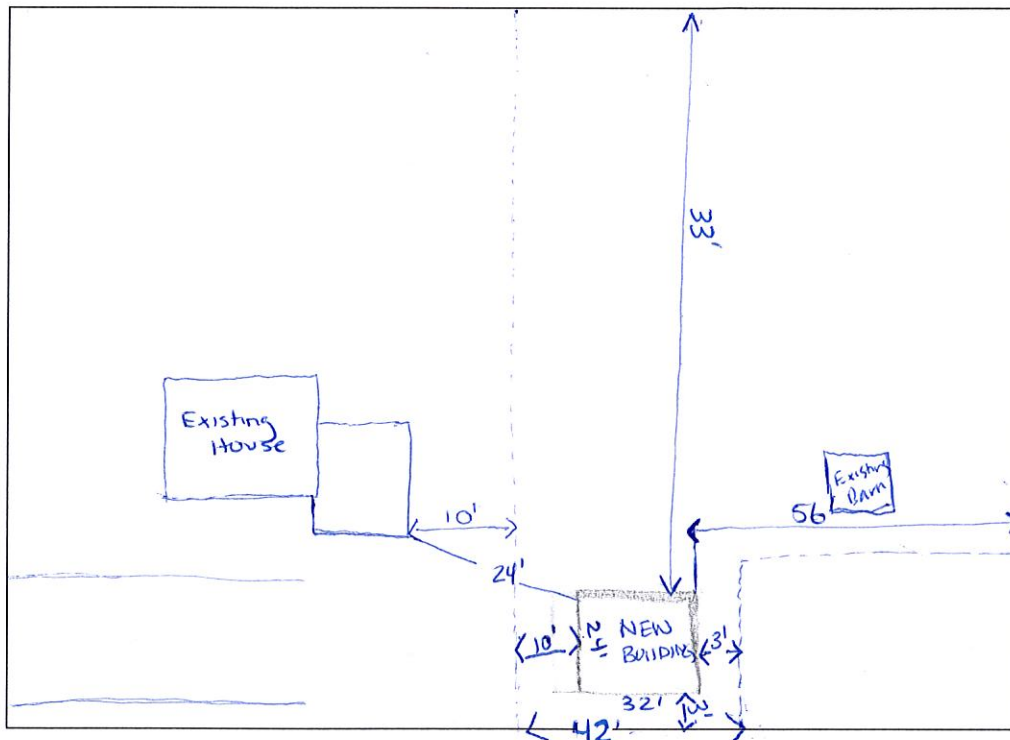
Detailed Project Description: Building pole barn in backyard for  
Storage 24' x 32'

Estimated Value of Construction (not including land cost): 10,000

Projected Start Date: ASAP Projected Date of Completion: FALL 2018

Please provide a diagram of proposed construction:

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



**I DO SOLEMNLY DECLARE & CERTIFY:**

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

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

Signature of Applicant

*Jennifer Mallett*

Date:

*Jan. 19/18*



## Town of Kensington Bills List December 2017

|                                    |                     |            |
|------------------------------------|---------------------|------------|
| Arsenault Best Cameron Ellis       | 1798463942          | \$2,587.50 |
| Abell Pest Control                 | 97252517            | \$402.50   |
| ACT Hydraulics                     | 1151                | \$121.23   |
| Amalgamated Dairies Limited        | 4917356024          | \$27.58    |
| Amalgamated Dairies Limited        | 4917362018          | \$53.18    |
| Amalgamated Dairies Limited        | 4917342022          | \$39.89    |
| Amalgamated Dairies Limited        | 4917335022          | \$40.34    |
| Amalgamated Dairies Limited        | 0000010312          | \$233.97   |
| Amalgamated Dairies Limited        | 4917349022          | \$32.60    |
| Amalgamated Dairies Limited        | 4917346024          | \$30.76    |
| ADL Foods                          | 2332408             | \$711.82   |
| ADL Foods                          | 2332876             | \$398.68   |
| ADL Foods                          | 2332138             | \$313.31   |
| ADL Foods                          | 2332140             | \$844.05   |
| ADL Foods                          | 2331447             | \$568.80   |
| ADL Foods                          | 2333149             | \$1,160.97 |
| Aliant                             | 5752896             | \$228.85   |
| Aliant                             | 5756074             | \$30.48    |
| Alleymar Enterprise Ltd            | 13443               | \$98.90    |
| Andrew Griffin                     | DEC 2017 RRSP       | \$821.92   |
| Battlefield Equipment Rentals      | 5313222001          | \$78.89    |
| Battlefield Equipment Rentals      | 5310474 001         | \$78.89    |
| Battlefield Equipment Rentals      | 5312059 001         | \$118.34   |
| Battlefield Equipment Rentals      | 5309241 001         | \$78.89    |
| Kensington Bedford Hockey Exchange | 50TH YEAR DONATION  | \$1,500.00 |
| Bell Mobility                      | 2-376719            | \$201.25   |
| Brenda MacIsaac                    | DEC 5, 2017 MILEAGE | \$50.75    |
| Brenda MacIsaac                    | RRSP DEC 2017       | \$273.98   |
| Broadway 45 Catering               | 26378               | \$1,106.96 |
| Campbell's Plumbing and Heating    | 9215                | \$157.56   |
| Capital "T" Electric               | 467                 | \$86.25    |
| Carpenters Inc                     | 1116                | \$373.45   |

|                                    |                      |            |
|------------------------------------|----------------------|------------|
| CFCY 95.1                          | 10719                | \$124.55   |
| CFCY 95.1                          | 4356                 | \$124.55   |
| CFCY 95.1                          | 4604                 | \$124.66   |
| Charlene Gill                      | RES FIRST DECORATING | \$50.00    |
| Clyde Bryant                       | RES SEC DECORATING   | \$40.00    |
| Coast Tire & Auto Service          | 45152                | \$593.50   |
| Coast Tire & Auto Service          | 45151                | \$3,612.04 |
| Cogsdale                           | MN0002522            | \$6,641.25 |
| Coles Doors                        | 2863                 | \$715.78   |
| Coles Doors                        | 2866                 | \$123.91   |
| Combat Computer Inc                | 36030                | \$1,486.35 |
| Combat Computer Inc                | 36011                | \$215.63   |
| Controls & Equipment               | 25289                | \$543.95   |
| Canadian Union of Public Employees | DEC 2017 DUES        | \$526.56   |
| D.W Mechanical                     | 1637                 | \$241.50   |
| D.W Mechanical                     | 1638                 | \$80.50    |
| D.W Mechanical                     | 1639                 | \$120.75   |
| D.W Mechanical                     | 1640                 | \$161.00   |
| Darnley Development Ltd            | 527528               | \$552.00   |
| Derek French                       | 1783                 | \$215.63   |
| Doug Killam                        | MARK'S NOV 21, 2017  | \$195.49   |
| DV8 Consulting                     | DV8-17-004           | \$1,370.62 |
| Eastlink                           | 04018387             | \$596.46   |
| Eastlink                           | 04019040             | \$23.00    |
| Eastlink                           | 04018705             | \$83.89    |
| Eastlink                           | 03935858             | \$66.07    |
| Eastlink                           | 03889166             | \$66.03    |
| Eastlink                           | 04081173             | \$129.84   |
| Elizabeth Hubley                   | DEC 2017 RENT        | \$805.00   |
| Flags & Banners                    | 2223                 | \$1,779.75 |
| Friends & Flowers                  | 423421               | \$74.75    |
| Friends & Flowers                  | 423359               | \$101.02   |
| Friends & Flowers                  | 423373               | \$86.25    |
| Frito Lay Canada                   | 43757808             | \$143.08   |

|                                  |                  |            |
|----------------------------------|------------------|------------|
| Frontline Outfitters             | 34177            | \$233.34   |
| G. LeBlanc Fire Truck Repair Ltd | 10965A           | \$764.97   |
| G. LeBlanc Fire Truck Repair Ltd | 10964A           | \$866.46   |
| Geoff Baker                      | DEC 2017 MILEAGE | \$323.73   |
| GSD Utility Services Inc         | 860              | \$552.00   |
| Holland College                  | 540178           | \$5,000.00 |
| Holland College                  | 540146           | \$77.74    |
| Holland College                  | 540156           | \$188.97   |
| Holland College                  | 540206           | \$1,380.00 |
| Irving Oil                       | 32188936         | \$639.05   |
| Irving Oil                       | 746072           | \$496.45   |
| Irving Oil                       | 743897           | \$720.69   |
| Irving Oil                       | 747381           | \$215.00   |
| Irving Oil                       | 441915           | \$250.02   |
| Irving Oil                       | 132920           | \$597.18   |
| Irving Oil                       | 937293           | \$654.38   |
| Irving Oil                       | 938788           | \$410.26   |
| Irving Oil                       | 748337           | \$289.05   |
| Irving Oil                       | 646141           | \$232.69   |
| Irving Oil                       | 933186           | \$141.13   |
| Irving Oil                       | 32215972A        | \$131.53   |
| Irving Oil                       | 32194101A        | \$1,314.01 |
| Irving Oil                       | 143179           | \$11.50    |
| Irving Oil                       | 32176407         | \$431.52   |
| Irving Oil                       | 153764           | \$300.13   |
| Irving Oil                       | 32152935         | \$282.08   |
| Irving Oil                       | 349380           | \$256.57   |
| Irving Oil                       | 48479            | \$281.60   |
| Irving Oil                       | 942510           | \$157.56   |
| Irving Oil                       | 624396           | \$583.32   |
| Irving Oil                       | 543006           | \$396.25   |
| Irving Oil                       | 830806           | \$136.21   |
| Irving Oil                       | 435070           | \$636.44   |
| Irving Oil                       | 155887           | \$467.40   |

|                                       |                      |            |
|---------------------------------------|----------------------|------------|
| Irving Oil                            | 32182894             | \$1,014.83 |
| Island Petroleum                      | 9464                 | \$420.02   |
| Island Petroleum                      | 1767                 | \$245.89   |
| Island Petroleum                      | 1805                 | \$398.37   |
| Island Petroleum                      | 8883                 | \$387.00   |
| Island Petroleum                      | 14163                | \$416.02   |
| Ivan Gallant                          | RES THIRD DECORATING | \$30.00    |
| Johnstons Towing & Wrecker Service    | 20791                | \$103.50   |
| Transcontinental Atlantic Media Group | 7207                 | \$212.75   |
| Karen's Barber Shop                   | BUSINESS DECORATING  | \$40.00    |
| Kays Wholesale                        | Z01921               | \$755.73   |
| Kent Building Supplies                | 1020538              | \$16.05    |
| Kent Building Supplies                | 1023032              | \$24.09    |
| Kim Mullett                           | PROS TRAINING - MEAL | \$12.96    |
| K'Town Auto Parts                     | 6334/5               | \$13.62    |
| Langille Sharpening Service Inc       | 59159                | \$103.50   |
| Lewis Sutherland                      | DEC 2017 RRSP        | \$613.48   |
| Lewis Sutherland                      | DEC MILEAGE          | \$125.96   |
| Liftow Limited                        | PSI-127918           | \$331.95   |
| MacInnis Express (1983) Ltd           | 188261               | \$141.27   |
| Maritime Electric                     | CAR CHARGER DEC      | \$38.13    |
| Maritime Electric                     | TOWN HALL DEC        | \$1,288.35 |
| Maritime Electric                     | PW SHOP DEC          | \$245.26   |
| Maritime Electric                     | RADAR SIGNS DEC      | \$102.78   |
| Maritime Electric                     | STREET LIGHTS DEC    | \$2,992.93 |
| Maritime Electric                     | BALLFIELD DEC        | \$28.26    |
| Maritime Electric                     | CGC RINK DEC         | \$9,284.11 |
| Maritime Electric                     | CGC SIGN DEC         | \$65.96    |
| Maritime Electric                     | SENIOR CENTRE DEC    | \$48.99    |
| Maritime Electric                     | ART CO-OP DEC        | \$398.29   |
| Maritime Electric                     | 20 STEWART DEC       | \$64.03    |
| Maritime Electric                     | EVK POOL DEC         | \$72.09    |
| Maritime Electric                     | FIRE HALL DEC        | \$463.25   |
| Maritime Electric                     | TRAIN STATION DEC    | \$606.41   |

|                               |                      |            |
|-------------------------------|----------------------|------------|
| Maritime Electric             | LIBRARY DEC          | \$246.45   |
| Mary's Bake Shoppe            | DEC 15, 2017         | \$31.00    |
| Mary's Bake Shoppe            | 12 DEC 11, 2017      | \$44.20    |
| Mary's Bake Shoppe            | 08 DEC 2, 2017       | \$280.00   |
| Malpeque Bay Credit Union     | RRSP DEC 2017        | \$1,648.80 |
| Meals on Wheels               | 2017 DONATION        | \$1,200.00 |
| Medacom Atlantic Inc          | 9479                 | \$251.16   |
| Minister of Finance           | 296815               | \$224.25   |
| Minister of Finance           | 297010               | \$86.25    |
| Minister of Finance           | 296962               | \$954.73   |
| Minister of Finance           | 297556               | \$50.00    |
| Mitchell Champion             | MOBILE HOME DECORATI | \$30.00    |
| MJS Marketing & Promotions    | 2614034              | \$287.50   |
| MJS Marketing & Promotions    | 2614015              | \$51.75    |
| MJS Marketing & Promotions    | 2615010              | \$80.50    |
| MJS Marketing & Promotions    | 2615045              | \$690.00   |
| Moase Plumbing & Heating      | 27621                | \$618.01   |
| Moase Plumbing & Heating      | 27572                | \$86.25    |
| Moase Plumbing & Heating      | 27542                | \$127.37   |
| Murphy's Kensington           | 802078               | \$37.91    |
| Murphy's Kensington           | 803166               | \$8.26     |
| Murphy's Kensington           | 805308               | \$7.20     |
| Murphy's Kensington           | 800117               | \$34.27    |
| Murphy's Kensington           | 800277               | \$15.94    |
| Orkin Canada                  | 8178842              | \$62.10    |
| Orkin Canada                  | 8178208              | \$28.75    |
| Petty Cash                    | DEC 29, 2017         | \$252.76   |
| Royal Canadian Mounted Police | 1800002869           | \$2,195.05 |
| Robert Wood                   | RWOODDEC             | \$131.20   |
| Rowan Caseley                 | DEC MILEAGE & EXP    | \$72.57    |
| Rowan Caseley                 | CCTP LEGION RENTAL   | \$75.00    |
| Saltwire Network              | SM00007023           | \$234.60   |
| Saltwire Network              | SM00007104           | \$401.06   |
| Saltwire Network              | SM00007248           | \$172.50   |

|                                      |                      |          |
|--------------------------------------|----------------------|----------|
| Saltwire Network                     | SM00007207           | \$212.25 |
| Saunders Equipment Ltd               | 69833                | \$184.58 |
| Saunders Equipment Ltd               | 69706                | \$350.54 |
| Mikes Independent                    | 01 8752              | \$8.03   |
| Mikes Independent                    | 03 5385              | \$138.33 |
| Mikes Independent                    | SAVEEASY208          | \$22.87  |
| Mikes Independent                    | SAVEEASY242          | \$38.12  |
| Mikes Independent                    | 01 1937              | \$21.35  |
| Mikes Independent                    | 01 5795              | \$34.14  |
| Scotia Securities                    | DOUG K RRSP DEC 2017 | \$347.42 |
| Scotiabank Visa                      | CPKN NETWORK DEC     | \$57.50  |
| Scotiabank Visa                      | ISLAND STONE PUB     | \$152.42 |
| Scotiabank Visa                      | PICMONKEY            | \$47.88  |
| Scotiabank Visa                      | SUBWAY               | \$50.69  |
| Scotiabank Visa                      | LOTUS GARDEN         | \$57.85  |
| Scotiabank Visa                      | 216 GRECO            | \$38.01  |
| Scotiabank Visa                      | SUBWAY DEC 4, 2017   | \$50.00  |
| Scotiabank Visa                      | ROBINS DONUT NOV 17  | \$50.00  |
| Scotiabank Visa                      | TIM HORTON'S DEC 17  | \$25.00  |
| Scotiabank Visa                      | ANNUAL FEE           | \$75.00  |
| Sign Station Inc                     | 48107                | \$639.50 |
| Slemon Park Corporation              | 34798                | \$21.48  |
| Summerside Chrysler Dodge (1984) Ltd | WS09162              | \$34.50  |
| Suncor Energy Products Partnership   | DEC 2017             | \$724.18 |
| Suncor Energy Products Partnership   | DEC 31, 2017         | \$550.97 |
| Superior Sanitation                  | 629880               | \$80.50  |
| Superior Sanitation                  | 629881               | \$184.00 |
| Superior Sanitation                  | 629882               | \$230.00 |
| Superior Sanitation                  | 629883               | \$207.00 |
| T & K Fire Safety Equipment Ltd      | 234202               | \$514.05 |
| T & K Fire Safety Equipment Ltd      | 234072               | \$103.50 |
| Telus                                | DEC 2017 CELL        | \$833.93 |
| Traci Campbell                       | NOV & DEC AEROBICS   | \$494.00 |
| Vail's Fabric Services Ltd           | 295193               | \$104.42 |

|                                       |              |                                 |
|---------------------------------------|--------------|---------------------------------|
| Water & Pollution Control Corporation | NOV 2017 W&S | \$238.12                        |
| Waugh's Construction Ltd              | 20017        | \$4,887.50                      |
| Wet n' Wild Car Wash                  | 111831       | \$90.00                         |
| Wet n' Wild Car Wash                  | 469892       | \$30.00                         |
| Yellow Pages Group                    | 5333580      | \$22.08                         |
| Subtotal                              |              | <hr/> \$97,862.06               |
| Dec Payroll                           |              | \$114,897.30                    |
| <b>Total Dec Bills</b>                |              | <hr/> <b>\$212,759.36</b> <hr/> |

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## TOWN OF KENSINGTON – MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CGC MANAGER  
**SUBJECT:** DECEMBER 2017 COMMUNITY GARDENS COMPLEX REPORT  
**DATE:** JANUARY 19, 2018  
**ATTACHMENT:** STATISTICAL REPORT

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### December 2017

#### **Fitplex**

##### Programming: Aerobics Programming

Hi Lo            Tuesdays 6.30pm  
Boxerfit        Thursdays 6.30pm

##### Hours

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

#### **Arena**

- Hosted Coseley's Xmas Classics Rec Day tournament
- Hosted Kensington Wild Boxing Day Game
- Hosted Kensington Vipers New Years eve Afternoon Game
- Bedford 50<sup>th</sup> committee planning a jamboree tournament for Bedford Exchange on Jan 27<sup>th</sup>, 2018 Committee has booked a 5 team jamboree for Jan 27<sup>th</sup>, Alumini Game on the 27<sup>th</sup> and Friendship game on the 28<sup>th</sup>.
- Furnace needed a new water pump replaced for dressing room heat.
- New Hockey Goal meshes for all four nets ordered.



**Kensington Cash**

|              |                 |
|--------------|-----------------|
| Dec, 2017    | \$200.00        |
|              | \$200.00        |
|              | \$200.00        |
|              | <u>\$240.00</u> |
| <u>Total</u> | <u>\$840.00</u> |

**Ball Fields**

Nothing to report.

**Senior Center**

Furnace serviced

**Upcoming Events****Bedford Exchange 50<sup>th</sup> Anniversary**

Weekly meetings held at Community Gardens Complex with Bedford Suppers delivered Nov 25, 2017 and planning for 50<sup>th</sup> exchange on Jan 26-28,2018

**Free Family Skates:**

Jan 28 Hot 1055 and ocean 100

Feb 11 Winter Carnival skate

# Town of Kenisngton

## Community Gardens Complex Monthly Statistical Data

### 2016

[illegible]

**Town of Kenisngton  
Community Gardens Complex Monthly Statistical Data  
2017**

[illegible]



## **Mayor's Report to Town Council**

February 12, 2018

**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](http://www.kensington.ca))

Committee of Council meetings are held on the 4<sup>th</sup> Monday of each month at 6:30pm and Town Council meetings are held on the 2<sup>nd</sup> Monday of each month at 7:00pm. 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.

**Kensington and Area Chamber of Commerce Annual Meeting** – I attended the Annual Meeting and brought greetings on behalf of Kensington. It was great to have in attendance at this annual meeting members of the provincial government - leader of the opposition Hon James Aylward, MLA Matt MacKay and MLA Hanna Bell.

**Bedford / Kensington Friendship Hockey Exchange** – Congratulations to the organizing committee for a successful 50<sup>th</sup> year celebration of the hockey exchange between these two communities. This hockey friendship exchange have applied for recognition in the Guinness World Record for the longest running hockey exchange. A tribute the hard work of all the volunteers over the years. I do hope they will continue to work towards keeping this event running for many years to come.

**Immigration Consultants** – The provincial initiative of attempting to have more immigrants settle in the rural communities has resulted in consulting firms arranging to meet with us to discuss possibilities. Mr. Baker and I have met with two firms already. While this is not something we have staffing resources to handle we do keep our community on the radar in case a great opportunity comes up.

**85<sup>th</sup> Birthday Certificate** – I presented a Happy 85<sup>th</sup> Birthday Certificate to Mary Hickey on behalf of Town Council.



**Kensington Winter Carnival** – Another successful winter carnival in 2018. Thank you to all the volunteers. Without the community support from our volunteers we could not enjoy the fun and activities of our Annual Kensington Winter Carnival.

Rowan Caseley  
Mayor – Town of Kensington

## Town of Kensington - Request for Decision

|  |   |
|--|---|
| <b>Date:</b> January 31, 2018  | <b>Request for Decision No:</b> 2018-06<br><b>(Office Use Only)</b> |
| <b>Topic:</b> Public Works Vehicle   |   |
| <b>Proposal Summary/Background:</b> <p>At the January 2018 Committee of Council meeting, Committee members agreed unanimously to recommend the purchase of a 2018 Dodge Ram 1500 for the Public Works department from Summerside Chrysler.</p> <p>Staff originally drafted a Request for Quotations (RFQ) in November of 2017 to solicit quotes on a new vehicle however it was discovered that the province had gone through a similar bidding process in October of 2017 and their quoted prices are open to the entire MASH (Municipal, Academic, Schools and Hospitals) sector for a period of 2 years. This was discussed briefly at the January 2018 regular meeting of Town Council with a more detailed discussion held at the January Committee of Council meeting.</p> <p>The new maintenance vehicle is a 2018 Dodge Ram 1500 with the following specifications:</p> <ul style="list-style-type: none"><li>8 ft cargo box</li><li>5.7L V8 Hemi engine</li><li>6 speed automatic transmission</li><li>Bench seat</li><li>Trailer hitch and tow package</li><li>Trailer brake</li><li>A/C</li><li>Regular Cab</li><li>4 x 4</li></ul> <p>A complete copy of the provincial bid document (including specification details) is attached to this request for decision.</p> |   |
| <b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide the public works staff with a properly working vehicle.</li></ul>  |   |
| <b>Disadvantages:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>  |   |
| <b>Discussion/Comments:</b> <p>It is recommended by the CAO that Town Council proceed with the purchase of a Dodge Ram 1500 from Summerside Chrysler through the Provincial bid process.</p>   |   |

**Options:**

1. Purchase a new public works vehicle through the provincial bid process.
2. Not purchase the vehicle through the provincial bidding process and proceed through our own bidding process.
3. Not purchase a vehicle for the public works process.

**Costs/Required Resources:**

\$31,253.00 plus HST

**Source of Funding:**

2018 Capital Budget

**Recommendation:**

It is recommended that Town Council consider and adopt the following resolution as recommended by Committee of Council and the CAO:

***BE IT RESOLVED THAT Town Council approve the purchase of a 2018 Dodge Ram 1500 from Summerside Chrysler as per their tendered amount of \$31,253.00 plus HST.***



## Four Half Ton Regular Cab 4X4 – 2 Door Trucks – Transportation, Infrastructure & Energy

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### 1. Check for changes to this request

Before submitting this proposal, visit the Procurement website [www.gov.pe.ca/tenders](http://www.gov.pe.ca/tenders) to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL** Addenda.

### 2. Give your business information (please print)

Name of Company: \_\_\_\_\_  
(if you are not a registered company, give your name)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

HST/GST Registration Number (BN): \_\_\_\_\_ (leave blank if NOT applicable)

### 3. Review the following documents, which will form part of your proposal

(All documents can be found on the Procurement Services website at <http://www.gov.pe.ca/tenders>)

- **Atlantic Standard Terms and Conditions**
  - **Applicable Trade Agreements**
  - **This tender opportunity is issued in accordance with the provisions of the Atlantic Procurement Agreement and the Agreement on Internal Trade. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. The tender results will comply with section 29.1 of the Atlantic Standards Terms and Conditions, and will be extended to include the broader public sector (MASH).**
-

#### 4. Follow any special instructions

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.

#### 5. Give your delivery and payment terms

|                              |  |                                    |  |
|------------------------------|--|------------------------------------|--|
| <b>Delivery Required by:</b> |  | <b>Goods will be delivered by:</b> |  |
| <b>Delivery Location:</b>    |  |                                    |  |
| <b>FOB:</b>                  | Destination <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify) _____ |                                    |  |
| <b>Payment Terms:</b>        | Net 30 <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify) _____      |                                    |  |

#### 6. Acknowledge receipt of addenda (if any)

| ADDENDUM    | SIGNATURE |
|-------------|-----------|
| Addendum #1 |           |
| Addendum #2 |           |
| Addendum #3 |           |

Were there more than 3 addenda for this proposal? YES NO

Indicate the number of additional Addendums you have received.

Please sign indicating that you acknowledge the additional addenda noted above \_\_\_\_\_

---



## **7. Sign your Proposal**

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): \_\_\_\_\_ Position or Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **8. Submit Proposal To:**

### **PROCUREMENT SERVICES**

95 Rochford Street  
2<sup>nd</sup> Floor South, Shaw Building, Room 27  
PO Box 2000, Charlottetown, PE, C1A 7N8  
Telephone: (902)368-4040  
Fax # 902-368-5171

When submitting your bid to the above address, please ensure your company name and tender number are clearly marked on the outside of the envelope.

Acceptable methods to submit your bid; courier, mail, hand deliver and fax.

E-mail submissions are not accepted.

## **9. CONTACT INFORMATION**

### **About the good or service:**

**Name: Wilf MacDonald**  
**Phone: 902-314-0611**  
**E-mail: [wjmacdonald@gov.pe.ca](mailto:wjmacdonald@gov.pe.ca)**

### **About the procurement process:**

**Name: Mark Kays**  
**Phone: 902-368-4764**  
**the E-mail: [mjkays@gov.pe.ca](mailto:mjkays@gov.pe.ca)**

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# **APPENDIX A:**

## **TENDER SPECIFICATION**

# **Bid Specification for 4 (Four) Half Ton Regular Cab 4x4 – 2 Door Trucks**

Prince Edward Island Department of Transportation, Infrastructure & Energy

Mechanical Branch

### **Introduction:**

This tender is for the purchase four (4) regular cab 4x4 half ton trucks with option to purchase additional trucks up to 24 months after the award. The Department's decision to purchase will be based on best value as determined by the Department.

### **Requirements & Bid Evaluation:**

Award will be based upon the compliance to the tender, the lowest total bid price and earliest guaranteed delivery date.

If an unknown or unproven make/model is submitted as lowest bid, an evaluation will be done of a current production vehicle the same as tendered. If evaluated and deemed suitable, the bidder or manufacturer will, if requested, provide a demonstration at a location agreed on by the Department, any special travel costs incurred by the Department may be considered as part of the total bid price.

### **General:**

The Department reserves the right to decide which manufacturer offers the best value to the Department in terms of key specification areas, and lowest price. This document shall be properly completed and must be returned with all tenders. Lowest or any tender not necessarily accepted.

The Department will review competitive pricing and earliest guaranteed delivery date meeting all the general specifications requirements.

The results of this tender may or may not be used for additional purchases for twenty four months from time of award, as agreed to by bidding vendor.

Upon delivery and training of operators and technicians, the trucks will be inspected for compliance to specifications description. Any deficiencies shall be required to be corrected at the bidder's expense before payment for that particular unit is approved or an appropriate credit adjustment is agreed upon.

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A response must be stated for each item and where requested an actual value, a blank response will be deemed as meaning "no". Any response with a "no" or a blank may result in the bid being rejected, unless the specifications requested can be provided with an equivalent or better option.

**Delivery:**

The Trucks must be delivered to the Department of Transportation, Infrastructure & Energy, Charlottetown Mechanical Branch on or before specified delivery date vendor submitted on tender document.

**Delay in Delivery:**

The Bidder's attention is drawn to the delivery deadline date. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control.

Documentation must be provided as proof of reason for late delivery. In the event the Department agrees to an extension of the delivery date, no penalty will be assessed.

**Product Acceptance:**

The trucks must be properly pre-delivery serviced to ensure they are ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. Dealer will perform necessary inspection.

**Dealer responsible for hook up and testing of units prior to putting into service.**

**Staff Training:**

The supplier is to provide a competent representative to train Department of Transportation, Infrastructure & Energy staff. Familiarization will include the operating features and it's design so as to enable proper operation, maintenance and servicing.

**Service Manual:**

Dealer to provide One (1) electronic and one hard copy of parts and service manual procedures per vehicle.

**Warranty:**

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

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**Specification:** Half Ton Regular Cab 4x4 Trucks (2 door)  
**Date Revised:** July 28, 2017  
**Number Required:** Two (2), with option for additional units

*Note: This sheet is to be completed in detail and returned with bid.*

|                     | <u>Specific</u>         | <u>Description</u>  | <u>Yes / No / Details</u> |
|---------------------|-------------------------|---|---------------------------|
| 1                   | Cab                     | Standard cab (two door) three passenger.  |                           |
| 2                   | GVW                     | 2900 kgs. Minimum GVW.  |                           |
| 3                   | Box                     | Regular size (8 foot) box or equivalent with box liner to cover top of fender and tailgate.                               |                           |
| 4                   | Steering                | Power   |                           |
| 5                   | Front Springs           | Heavy duty.   |                           |
| 6                   | Rear Springs            | Heavy duty with overloads.  |                           |
| 7                   | Shocks                  | Heavy duty both front and rear.   |                           |
| 8                   | Brakes                  | Heavy duty power.   |                           |
| 9                   | Alternator/Battery      | Heavy duty.   |                           |
| 10                  | Transmission            | Heavy duty automatic.   |                           |
| 11                  | Engine                  | Minimum 6 or 8 cylinder with block heater.  |                           |
| 12                  | Radiator                | Heavy duty.   |                           |
| 13                  | Wheels                  | Five (5) <b>steel</b> wheels (includes full-size spare) – no substitutions on wheel type.                                 |                           |
| 14                  | Tires                   | Five (5) full size tires – winter rated M&S all season– no lettering.   |                           |
| 15                  | Winter Tires            | Include four studded winter tires mounted on steel rims.  |                           |
| 16                  | Heater/Air Conditioning | Must have heat, air conditioning and defrost with fresh air intake.   |                           |
| 17                  | Radio                   | AM/FM with clock & equipped with Bluetooth functionality (built-in preferred).  |                           |
| 18                  | Wipers                  | To have intermittent feature.   |                           |
| 19                  | Interior Seats          | Vinyl or cloth seats with covers.<br><br>40 20 40 Split Bench with Fold-Down Centre Arm Rest with storage – if available. |                           |
| 20                  | Speedometer/Odometer    | Include tripometer.   |                           |
| 21                  | Interior Colour         | Dark interior – specify colour.   |                           |
| 22                  | Fuel Tank               | Specify capacity.   |                           |
| <b>BIDDER NAME:</b> |                         |   |                           |

|                       |   |   |  |
|-----------------------|---|---|--|
| 23                    | Fuel Efficiency   | Specify litres/km.  |  |
| 24                    | Fuel  | To have full tank of fuel on delivery.  |  |
| 25                    | Bumper  | Heavy duty rear step bumper painted black.  |  |
| 26                    | Glass   | Privacy, where permitted.   |  |
| 27                    | Trailer Package   | To be equipped with trailer electrical package and Class 3 trailer hitch and receiver with all brake accessories inside the cab. Specify towing capacity weight.                    |  |
| 28                    | Exterior Colour   | Please specify colour available.  |  |
| 29                    | Flooring  | Must be vinyl or carpet with weather tech or equivalent floor mats.   |  |
| 30                    | Mud Flaps   | Install mud guard package (4 moulded mud flaps).  |  |
| 31                    | First Aid Kit, Fire Extinguisher, and Snow Scraper with Brush | Dealer to supply first aid kit, 5 lb fire extinguisher and snow scraper with brush.   |  |
| 32                    | Fuel  | To have full tank of fuel on delivery.  |  |
| <b><u>General</u></b> |   |   |  |
| 33                    | Warranty  | Provide warranty schedule with tender. Attach warranty terms & conditions. Bidder responsible for all parts, service, labour, while under warranty.                                 |  |
| 34                    | Extended Warranty   | Provide cost to increase warranty to 5 year, 100,000 km, comprehensive warranty – if applicable.  |  |
| 35                    | Manuals   | Dealer to provide one electronic copy of parts and service procedures per vehicle.  |  |
| 36                    | FOB   | Price to be FOB Mechanical Branch, 64 Park St, Charlottetown PE C1A 5G7.  |  |
| 37                    | Compliance  | Must conform to Federal & Provincial Regulations.   |  |
| 38                    | Delivery Date   | Please state guaranteed delivery date.  |  |
| 39                    | Delivery Delays   | Supplier is requested to indicate any items listed in specifications, which may cause delay in the delivery of this unit beyond the standard delivery period for this type of unit. |  |
| <b>BIDDER NAME:</b>   |   |   |  |

|    |                              |  |  |
|----|------------------------------|--|--|
| 40 | Delivery Penalty             | The vendor will be responsible for the cost of all repairs on units to be traded after stated delivery date of new unit.   |  |
| 41 | Minimum Performance Standard | The minimum performance standard is considered critical and will be viewed as such when evaluating tenders. Government reserves the right to reject any tender not meeting in whole or in part these specifications and requirements. Lowest or any tender not necessarily accepted. |  |
| 42 | Disclaimer                   | Lowest or any tender not necessarily accepted.   |  |
| 43 | Trade                        | 2009 Ford F150 4x4<br>2006 Ford Ranger ¼ T 4x4<br>2007 Dodge Ram 1/2 Ton Reg Cab<br>2011 Chev Silverado  |  |
| 44 | Contact                      | Wilf MacDonald – (902) 314-0611.   |  |

**PLEASE QUOTE IN THE  
FOLLOWING MANNER:**

|                                  |    |
|----------------------------------|----|
| <b>BID COMPANY NAME</b>          |    |
| <b>YEAR</b>                      |    |
| <b>MAKE</b>                      |    |
| <b>MODEL</b>                     |    |
| <b>PURCHASE PRICE</b>            | \$ |
| <b>NET PRICE (WITHOUT TAXES)</b> | \$ |
|                                  |    |
| <b>BIDDER'S NAME (PRINT)</b>     |    |
| <b>DATE</b>                      |    |
| <b>SIGNATURE</b>                 |    |

**EXTENDED WARRANTY**

| TERMS & CONDITIONS | PRICE |
|--------------------|-------|
|                    |       |
|                    |       |
|                    |       |
| <b>TOTAL</b>       |       |

## Town of Kensington - Request for Decision

|  |   |
|--|---|
| <b>Date:</b> February 8, 2018  | <b>Request for Decision No:</b> 2018-07<br><b>(Office Use Only)</b> |
| <b>Topic:</b> Public Works Waste Site  |   |
| <b>Proposal Summary/Background:</b> <p>At the November Committee of Council meeting, Committee members discussed the operation of the yard-waste site at the Public Works shop property based on a staff memo provided by the CAO. The memo requested Committee members to discuss and consider whether or not they wanted to continue to deliver a yard-waste receiving service. Ultimately, any decision was deferred to the January 2018 Committee of Council meeting to provide Committee members with ample time for consideration prior to a formal recommendation being provided to Town Council.</p> <p>The issue was discussed again at the January Committee of Council meeting where Committee members directed the CAO to draft a policy limiting the operation of the site to two weeks per year, being a week in the Spring and another in the Fall while reserving the right to open the site under special circumstances, ie.an ice storm, etc. The draft policy is circulated with this Request for Decision. A copy of the policy was provided to the Provincial Department of Environment for review prior to it being presented to Town Council. They have expressed a level of concern with the policy and are recommending that the Town cease the operation of the site entirely. An official letter from the Department of Environment is circulated with this Request for Decision.</p> |   |
| <b>Discussion/Comments:</b> <p>In light of staff concerns around the operation of the site (capacity issues, cost, etc.) and the official concerns from the Provincial Department of Environment, staff are requesting that Town Council re-consider whether or not the property should continue to be utilized as a waste site. It is recommended that Town Council authorize staff to cease operation of the site and to no longer receive any yard waste at the public works yard.</p>  |   |
| <b>Benefits:</b> <ul style="list-style-type: none"><li>• Will ensure that the public works yard is not further encumbered with yard waste.</li><li>• Will free staff from having to manage and administrate the site.</li><li>• Will reduce costs associated with operating the waste site.</li><li>• Will ensure that any yard waste emanating from properties within the town is dealt with in an environmentally responsible manner as opposed to simply compacting and covering.</li><li>• Will ensure that yard waste emanating from the properties within the town is utilized to create a beneficial product, i.e. compost, through Island Waste Management Corporation's composting operations.</li></ul>  |   |
| <b>Disadvantages:</b> <ul style="list-style-type: none"><li>• The public works yard will no longer be available to residents to dump yard waste.</li></ul>   |   |

|   |                                      |
|---|--------------------------------------|
| <b>Options:</b> <ol style="list-style-type: none"> <li>1. Cease operation of the public works property as a yard waste site.</li> <li>2. Reduce the operation of the yard waste site as determined at the January Committee of Council meeting.</li> <li>3. Continue to operate the waste site as it has operated in the past.</li> </ol> |                                      |
| <b>Costs/Required Resources:</b><br><br>N/A   | <b>Source of Funding:</b><br><br>N/A |
| <b>Recommendation:</b><br><br>It is recommended that Town Council consider and adopt the following resolution as recommended by the CAO:<br><br><i><b>BE IT RESOLVED THAT Town Council authorize staff to proceed with ceasing operation of the yard waste site located at the Public Works property located 28 Stewart Street.</b></i>   |                                      |





Communities  
Land and  
Environment

Communautés  
Terres et  
Environnement



Environment Division

PO Box 2000, Charlottetown  
Prince Edward Island  
Canada C1A 7N8

Division de l'environnement

C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

February 9, 2018

Mr. Geoff Baker  
Chief Administrative Officer  
Town of Kensington  
PO Box 418 Kensington, PE  
C0B 1M0

Dear Mr. Baker:

**RE: Mulch/Organic Waste Disposal Practices**

From our initial phone conversation some months ago, I may not have understood the full extent of your practices and their implications with respect to our current Waste Resource Regulations. I apologize for any confusion that may have caused. In support of your efforts to provide your Council with clear and concise information on the town's current collection and disposal of mulch/organic waste, I offer the following comments:

- 1) The Department confirms Barry Jackson's assessment and conclusions sent in an email dated January 30, 2018.
- 2) In the legal context of the Waste Resource Management Regulations the large scale collection of compostable materials must be handled by licensed facilities and turned into a beneficial re-use product. The Town of Kensington is not licensed and would not receive approval for continuing its current disposal practices.
- 3) IWMC already provides an Island wide collection program for yard waste and would be able to service the needs of all residents of Kensington.

../2

4) The Department supports your initiative to change the Town of Kensington's current disposal practices by ceasing all mulch/organic disposal at their site before the coming spring season.

If you have any further questions related to this matter, please contact me by telephone at 368-5274 or by e-mail at [gbwilson@gov.pe.ca](mailto:gbwilson@gov.pe.ca).

Sincerely,

A handwritten signature in dark ink, appearing to read "Greg Wilson", with a large, sweeping loop at the end.

Greg Wilson  
Manager  
Environmental Land Management Section

## Geoff Baker

---

**From:** Barry Jackson <bajackson@gov.pe.ca>  
**Sent:** January 30, 2018 9:02 AM  
**To:** Baker, Geoff  
**Cc:** hmyers@iwmc.pe.ca  
**Subject:** RE: Policy on use of property as mulch/organic disposal in Kensington

Hi Geoff,

I've reviewed the draft and also compared the practice with what is laid out in legal context in our Waste Resource Management Regulations. Specifically in respect to composting, these regulations were intended to obviously still allow the practice to occur in a small scale for back yard composting however at the larger scale, the material was intended to be diverted to licenced facilities and turned into a beneficial re-use product. That doesn't seem to be what Kensington is undertaking as a straight forward bury/cover is all that is occurring.

Other than convenience to residents, I'm not sure what other benefit this policy provides? IWMC already provides an Island wide collection program for yard waste and I'm sure would also be able to provide some extra services if a natural disaster such as an ice storm resulted in a large accumulation of waste. Since this is a waste product that IWMC utilizes and has made investments in to deal with (via collection, market seeking, and facility management and operation), I don't feel our Department could be in support of this policy and I would encourage the Town of Kensington to take the larger step and cease the practice all together. The Waste Watch Program should be serving the needs of all Islanders and I don't see how or why the residents of Kensington (and council) need to bypass this system and take on a different strategy especially if council is taking on some cost and effort to deal with the issue.

If there are shortcomings in the Waste Watch system that you feel are not serving the needs of the community, the folks at IWMC are always willing to listen to concerns. Heather Myers (Waste Manager) has been CC'd in this email or is available by phone at (902)368-5033.

Regards,

**Barry Jackson, Dip, B.Sc (Env.Mgmt), MSc**  
*Environmental and Regulatory Coordinator,*  
*Environmental Land Management Section*



**Communities  
Land and  
Environment**

**(902) 368-5173 office**

**(902) 368-5830 fax**

>>> "Geoff Baker" <townmanager@townofkensington.com> Monday, January 29, 2018 >>>

Good morning Barry

Attached is the 'draft' policy on the operation of the yard waste site. Our intent is to limit its use to two weeks out of the year (or as deemed appropriate by Town Council). Traditionally (and very much informally) its been open year round to receive yard waste.

Thank, give me a call if you have any questions or concerns.

Best Regards,

Geoff Baker, C.E.T.  
Chief Administrative Officer  
Town of Kensington, PE  
Tel: (902) 836-3781  
Cell: (902) 439-8849  
Fax: (902) 836-3741  
Web: [www.kensington.ca](http://www.kensington.ca)

---

**From:** Barry Jackson [mailto:bajackson@gov.pe.ca]  
**Sent:** January 26, 2018 1:35 PM  
**To:** townmanager@townofkensington.com  
**Subject:** Policy on use of property as mulch/organic disposal in Kensington

Hi Geoff,

It may have been you I was speaking with late last fall regarding the Town of Kensington's desire to place restrictions on the use of a property in Kensington for a mulch and tree branch disposal site. An inquiry was made regarding stopping this behavior.

I notice a recent article in the Guardian stating that you are instead developing a policy to further manage the site. I ask that you please share this policy with me ahead of any council approval to ensure that any policy that the Town of Kensington adopts does not conflict with the *Environmental Protection Act* Waste Resource Management Regulations or the current Waste Watch system in place in the Province.

Regards,

**Barry Jackson, Dip, B.Sc (Env.Mgmt), MSc**  
*Environmental and Regulatory Coordinator,*  
*Environmental Land Management Section*



**Communities  
Land and  
Environment**

**(902) 368-5173 office**  
**(902) 368-5830 fax**

-----  
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-----



|                      |                                |                                 |            |
|----------------------|--------------------------------|---------------------------------|------------|
| <b>Policy Title:</b> | Stewart Street Yard Waste Site | <b>Policy Number:</b>           | 01-1105-18 |
| <b>Department:</b>   | Public Works                   | <b>Approval/Effective Date:</b> |            |

### **Purpose**

This policy has been developed to provide clarity and direction in the administration and operation of the yard-waste site located at the Town's Maintenance Yard (28 Stewart Street).

### **Definitions**

Yard Waste - grass, grass clippings, trees, bushes, shrubs, and clippings from trees, bushes and shrubs.

Waste Site – that portion of the maintenance shop property, located at 28 Stewart Street, that has traditionally been used to receive yard waste.

### **Policy**

1. Yard waste will be received at the waste site for one week in each of the spring and fall seasons. The exact dates will be determined annually by the CAO, in consultation with Town Council and Public Works staff, and communicated to residents through the town's website and social media pages.
2. The waste site shall be open between the hours of 8:30 am to 4:30 pm, Monday to Friday during the designated open week(s).
3. There shall be no depositing of waste by commercial operators, i.e. tree removal services, yard maintenance companies, etc.
4. The waste site shall only be open to town residents.
5. Town Council shall reserve the right to open the waste site at any time throughout the year due to extenuating circumstances such as an ice storm or for any other reason as deemed appropriate by Town Council.

**Date of Passage:** \_\_\_\_\_

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

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

## Town of Kensington - Request for Decision

|   |   |
|---|---|
| <b>Date:</b> February 9, 2018   | <b>Request for Decision No:</b> 2018-08<br><b>(Office Use Only)</b> |
| <b>Topic:</b> Strategic Plan Development  |   |
| <b>Proposal Summary/Background:</b><br><br>As was discussed at January's Committee of Council meeting, Mayor Caseley and the CAO met with Marilyn Murphy (ACOA) and Shane MacDougall (Innovation PEI) on October 4, 2017 to discuss the need for a new industrial park development for the town. It was recommended that the Town consider a strategic planning process to identify the short, medium and long-term goals and priorities of the town to determine how an Industrial Park fits within the long-term strategic vision of the town.  |   |
| <b>Discussion/Comments:</b><br><br>Strategic planning is, by definition, the process by which leaders of an organization determine what it intends to be in the future and provides a map of how it will get there. It primarily involves developing a vision for the town's future and determining the necessary goals, priorities and action strategies to achieve that vision. The strategic plan is a "big picture" document that directs efforts and resources towards a clearly defined vision.<br><br>If Town Council are to approve moving forward with a strategic planning process it is proposed that a consultant would be engaged to facilitate the development of a plan according to the following methodology:<br><br><ol style="list-style-type: none"><li>1. Background research and initial meeting with the Mayor and CAO.</li><li>2. Completion of an online survey (Mayor, Council and CAO) and summarize results.</li><li>3. Stakeholder Engagement<ol style="list-style-type: none"><li>a. Exploration session with Mayor, Council and CAO and summarize results</li><li>b. Engage various stakeholders including town staff, residents, community and business leaders</li><li>c. Planning session with Mayor, Council and CAO</li><li>d. Implementation planning, including preparation of strategic plan and presentation to the community.</li></ol></li></ol><br>It is proposed that a strategic planning process would result in the achievement of the following deliverables:<br><br><ol style="list-style-type: none"><li>1. Define a long-term vision (10 to 15 years)</li><li>2. Clearly define priorities for the next 5 years</li><li>3. Develop a clear, concise and actionable plan</li><li>4. Engagement of the Mayor, CAO, town staff, residents, business and community leaders in the process.</li></ol><br>It is recommended by Committee of Council and the CAO that Town Council authorize staff to initiate a strategic planning process and further that staff be authorized to make application to an appropriate funding program to cover a portion of the costs. In initial discussions with an ACOA representative it is apparent that such a project may qualify for funding under the Community Capacity Fund, up to a maximum of 75% or \$10,000.00. Other funding programs will be investigated |   |



to determine if a larger percentage of the cost could be covered.

As part of any funding program the Town will likely be required to solicit proposals from qualified consultants. Any potential award under an RFP process would require Town Council's approval.

**Benefits:**

- Will promote a broad/unified vision for Council, staff and residents/business owners.
- Will provide staff with a clear direction as resource allocation is targeted,
- Will set a longer term financial path
- Will contribute to a healthy Council/staff relationship,
- Will engage and inform the public
- Will prioritize projects and initiatives

**Disadvantages:**

- None noted

**Options:**

1. Authorize staff to initiate a strategic planning process.
2. Not authorize staff to initiate a strategic planning process.

**Costs/Required Resources:**

Estimated at \$22,000

**Source of Funding:**

2018 Capital Budget

**Recommendation:**

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

***BE IT RESOLVED THAT Town Council authorize staff to proceed with initiating a strategic planning process for the Town and further that staff be authorized to make application to an appropriate funding program to offset a portion of any associated costs.***

## Town of Kensington - Request for Decision

|  |   |
|--|---|
| <b>Date:</b> February 9, 2018  | <b>Request for Decision No:</b> 2018-09<br><b>(Office Use Only)</b>             |
| <b>Topic:</b> Crime Stoppers Donation  |   |
| <b>Proposal Summary/Background:</b><br><br><p>A request for financial assistance from PEI Crime Stoppers was received and considered at January's Committee of Council meeting. Typically, Town Council has provided an annual financial contribution to PEI Crime Stoppers in the amount of \$0.15 per resident, resulting in an annual contribution of approximately \$240.00. This is the amount contributed in 2017.</p> |   |
| <b>Discussion/Comments:</b><br><br><p>It is recommended by Committee of Council and the CAO that Town Council consider a 2018 financial contribution to PEI Crime Stoppers in the amount of \$240.00</p>   |   |
| <b>Benefits:</b><br><br><ul style="list-style-type: none"> <li>• Will help PEI Crime Stoppers to continue to deliver needed information services to island policing agencies.</li> </ul>   |   |
| <b>Disadvantages:</b><br><br><ul style="list-style-type: none"> <li>• None noted</li> </ul>  |   |
| <b>Options:</b><br><br><ol style="list-style-type: none"> <li>1. Approve the donation of \$240.00 to PEI Crime Stoppers.</li> <li>2. Approve a different donation amount.</li> <li>3. Not approve a donation.</li> </ol>   |   |
| <b>Costs/Required Resources:</b><br><br>\$240.00   | <b>Source of Funding:</b><br><br>2018 General Government – Donations and Grants |
| <b>Recommendation:</b><br><br><p>It is recommended that Town Council consider and adopt the following resolution as recommended by Committee of Council and the CAO:</p> <p><b><i>BE IT RESOLVED THAT Town Council approve a 2018 donation to PEI Crime Stoppers in the amount of \$240.00.</i></b></p>  |   |



**PEI CRIME STOPPERS**  
**1-800-222-TIPS (8477)**

P.O. Box 2708  
Charlottetown, PE  
C1A 8C3

*Correspondence*

Jan. 8th, 2018

Chairperson Rowan Caseley  
Community of Kensington  
PO Box 418  
Kensington PE C0B 1M0

PEI Crime Stoppers Request for Support - 2018

Dear Chairperson Caseley:

We are again writing to seek financial support from your municipality. We feel that our mission statement "To make PEI a better place to live, learn and do business" certainly is a goal that you and all citizens of your community would support.

PEI Crime Stoppers is a volunteer charitable non-profit organization, encompassing the community, the media and law enforcement agencies, established to assist in crime prevention and promotion of safer communities across our province. Since our inception in 1989 we have helped solve over 1,300 criminal cases and helped law enforcement recover or seize approximately 3.2 million dollars in illegal drugs and property. What is difficult to measure is the savings in time and resources achieved by law enforcement agencies in the early resolution of these crimes resulting from Crime Stoppers' tips as well as the measure of intelligence provided that does not result in immediate arrest or case clearance by charge.

We are also actively involved with the youth of PEI through several anti-bullying initiatives. In addition to the crime statistics, residents often speak to us about their sense of community safety provided by just having PEI Crime Stoppers. We feel our organization provides excellent results and value for dollars spent. We are also reaching out to our Seniors to assist them in avoiding some of the fraudsters that are preying on our aging population.

2017 was another challenging year for our volunteer organization financially however we will finish the year with sufficient funds to continue into 2018. We have done what we can to operate within our means and our operating expenses for 2017 were comparable to 2016. Our Coordinator's hours have been reduced, costs associated with the program such as advertising, conferences and training, telephone etc. have been reduced. Insurances, office expenses, professional fees etc. have been kept in check and the cost of tipster awards is on par with last year. We have also been fortunate to have been able to provide some stability to our program through increased fundraising activity and corporate donations. We feel the program could be even more effective if our coordinator's hours could be increased to past levels and volunteers could spend more time on the core function of Crime Stoppers rather than working to fund the program.

We will strive to continue seeking alternative funding sources and other fundraising options as well as ways to reduce operating costs. As a volunteer organization we feel we are doing what we can to maintain this service

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*"Working to make PEI a better place to live, learn and do business"*

that law enforcement and the citizens of PEI have come to rely on. We are now asking municipalities for their support of this community based program that works to make your municipality a safer place to live learn and do business.

We are often asked exactly how much are you looking for? We do not pretend to know what a municipality can afford and can only ask that you consider supporting this worthwhile organization. As stated earlier are not able to determine what can be afforded and want to make it clear that any; and all, assistance is more than appreciated.

We are all affected by crime within business, families and communities. Whether it is crimes against persons, vandalism, theft, illegal drug trafficking, fraud, and / or other crimes, every Islander is affected in our ability to enjoy life without fear or threat of personal safety and security. We are asking all municipalities to recognize crime as an important community issue, and support our volunteer Board in our efforts to respond to this issue. The personal safety and security of our citizens is a priority for each one of us. Crime doesn't affect you until it does. Should you require additional information or have any questions please feel to contact us. We are also more than willing to meet with you to provide more details about PEI Crime Stoppers. Your past support and consideration of this request is greatly appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read 'Don Reid', with a stylized flourish at the end.

Don Reid,  
President  
PEI Crime Stoppers

## Town of Kensington - Request for Decision

|   |   |
|---|---|
| <b>Date:</b> February 9, 2018   | <b>Request for Decision No:</b> 2018-10<br><b>(Office Use Only)</b> |
| <b>Topic:</b> Community Gardens Complex Naming Rights Contract  |   |
| <b>Proposal Summary/Background:</b> <p>The town issued a Request for Proposals in early 2015 offering the naming rights to the Community Gardens Complex in exchange for annual sponsorship revenue. The Malpeque Bay Credit Union (MBCU) were the only (and successful) bidder to the RFP offering \$10,000 per year in sponsorship on a proposed 10-year contract. The MBCU proposal was approved by Town Council and formal contract documents were signed in early 2017. The contract provides the MBCU with exclusive rights, subject to Town Council's approval, to name and create a logo for the Community Gardens Complex.</p> <p>At the January Committee of Council meeting, Committee members following an in-camera session, voted in favour (5 for, 1 against) of formally re-naming the Community Gardens Complex as the "<i>Credit Union Centre</i>" as per the terms of the Naming Rights Contract.</p>  |   |
| <b>Discussion/Comments:</b> <p>Up until 2011 the Community Gardens Complex was owned and operated by the Kensington and Area Recreation Association (KARA). KARA was a community owned, non-profit organization made up of a board of directors from various community organizations including the Town of Kensington, the Kensington Legion, Minor Hockey, Figure Skating, Fire Department, Chamber of Commerce, etc.</p> <p>In 2011, the Town of Kensington took formal ownership of the Complex. Since that time the Complex has seen significant upgrades, including:</p> <ul style="list-style-type: none"><li>• Refurbished dressing rooms including the addition of a new dressing room</li><li>• New insulation, lighting, furnishings and display cabinets</li><li>• Updated paint throughout</li><li>• Complete replacement of Fitplex exercise equipment.</li><li>• New Dehumidification System</li><li>• Upgraded ball fields</li><li>• Upgraded ice plant</li><li>• New furnace and water heat recovery system</li><li>• New sound system</li><li>• Added safety netting around ice surface and various other ice surface improvements</li><li>• Renovated penalty box area</li><li>• Conversion of day care centre to a senior's centre</li><li>• Upgraded heating and cooling system in Fitplex</li><li>• Addition of outdoor ice pad.</li></ul> <p>The Community Gardens Complex is host to many events and groups on an annual basis.</p> <p>Arena:</p> <ul style="list-style-type: none"><li>• Kensington Vipers Junior B Hockey Team</li></ul> |   |

- Kensington Wild Major Midget Hockey Team
- Various Kensington Minor Hockey Teams
- Mid-Isle Matrix Hockey Teams
- Gulf Storm Hockey Teams
- Kensington and Area Figure Skating Club
- Kensington Recreational Hockey League

**Ball-fields:**

- Kensington Minor Baseball
- 2 Men's Recreational Leagues
- Women's Recreational League
- Under 18 Provincial Team

The Complex has hosted several Atlantic Hockey Championships including the Air Canada Cup Atlantic Midget Championship, Irving Bantam Atlantic Championship, Don Johnson Junior B Atlantic Championships and Senior Hockey Atlantic Championships, Softball Atlantic and National Championships, Canada Games Ladies Softball and a number of other provincial minor and senior softball tournaments. *The Complex is slated to host the 2015 NB/PEI Major Midget AAA Hockey League Championships in April of 2015.*

Figure skating events hosted out of the Complex include Star Skate, the Annual ADL Figure Skating Competition and annual ice shows.

The Complex is host to a number of annual events and programs including:

- Kensington Harvest Festival
- Kensington Arts and Cultural Festival
- Kensington Fitplex
- Kensington Seniors Centre
- Kensington Summer Camp
- Lady Slipper Kennel Dog Show
- Summer Christmas Craft Fair
- Relay for Life
- Annual Show and Shine Car Show

It is recommended by Committee of Council and the CAO that Town Council formally approve the re-naming of the Community Gardens Complex to the "Credit Union Centre" as proposed by the Malpeque Bay Credit Union.

**Benefits:**

- Will provide the Community Gardens Complex with an opportunity for re-branding.
- Will provide the Community Gardens Complex with additional operational revenue.
- Will continue to strengthen the mutually beneficial relationship between the Town and the Malpeque Bay Credit Union.

**Disadvantages:**

- None noted.

|   |                                      |
|---|--------------------------------------|
| <b>Options:</b> <ol style="list-style-type: none"> <li>1. Approve the re-naming of the community Gardens Complex as the “Credit Union Centre”</li> <li>2. Not approve the re-naming and request that the Malpeque Bay Credit Union propose an alternative name for the Community Gardens Complex</li> </ol>   |                                      |
| <b>Costs/Required Resources:</b><br><br>N/A   | <b>Source of Funding:</b><br><br>N/A |
| <b>Recommendation:</b> <p>It is recommended that Town Council consider and adopt the following resolution as recommended by Committee of Council and the CAO:</p> <p><i><b>WHEREAS the Town is the owner of the Community Garden Complex located at 25 Garden Drive;</b></i></p> <p><i><b>AND WHEREAS the Town issued a Request for Proposals (RFP) on February 18, 2015, which invited potential corporate partners to submit proposals to become Naming Rights Partners of the Complex;</b></i></p> <p><i><b>AND WHEREAS the Malpeque Bay Credit Union submitted the only proposal and the Town deemed that MBCU’s proposal provided value to the Town and were capable in all respects to perform the project fully;</b></i></p> <p><i><b>AND WHEREAS the Malpeque Bay Credit Union have submitted the name “<u>Credit Union Centre</u>” for Town Council’s consideration;</b></i></p> <p><i><b>BE IT RESOLVED that Town Council formally accept and approve “<u>Credit Union Centre</u>” as the official name of the Community Gardens Complex subject to the terms and conditions of the Exclusive Naming Rights Agreement between the Town of Kensington and the Malpeque Bay Credit Union.</b></i></p> |                                      |

## Town of Kensington - Request for Decision

|  |   |
|--|---|
| <b>Date:</b> February 9, 2018  | <b>Request for Decision No:</b> 2018-11<br><b>(Office Use Only)</b> |
| <b>Topic:</b> Mark Woodside Annexation Application – PID No. 747790  |   |
| <b>Proposal Summary/Background:</b><br><br><p>A request has been received from Mark Woodside, owner of PID N0. 747790 located along Barrett Street, requesting Town Council’s consideration of annexing the property inside the town boundary to facilitate servicing a residential development.</p> <p>A copy of Mr. Woodside’s request and a map showing the affected property is attached to this Request for Decision.</p> |   |
| <b>Discussion/Comments:</b><br><br><p>It is recommended that Town Council approve the appropriate resolution as contemplated below to allow an application to be made to the Minister of Communities, Land and Environment to annex property of M.S. Woodsides Ltd. (PID No. 747790) inside the municipal boundary.</p>  |   |
| <b>Benefits:</b> <ul style="list-style-type: none"> <li>Will allow the connection of a property in proximity to the Town to be connected to central water and sewer services.</li> <li>Will provide for new residential development in the Town.</li> </ul>  |   |
| <b>Disadvantages:</b> <ul style="list-style-type: none"> <li>None noted.</li> </ul>  |   |
| <b>Options:</b> <ol style="list-style-type: none"> <li>Approve a resolution authorizing staff to make application to annex PID No. 747790 inside the Town of Kensington municipal boundary.</li> <li>Not approve the resolution.</li> </ol>  |   |
| <b>Costs/Required Resources:</b><br><br><p>Costs associated with initiating an annexation application may be borne by an applicant (municipality) under the new Municipal Government Act. Costs may include publication of a newspaper advertisement, public meeting (if required), etc.</p>   | <b>Source of Funding:</b><br><br><p>General Government</p>          |



**Recommendation:**

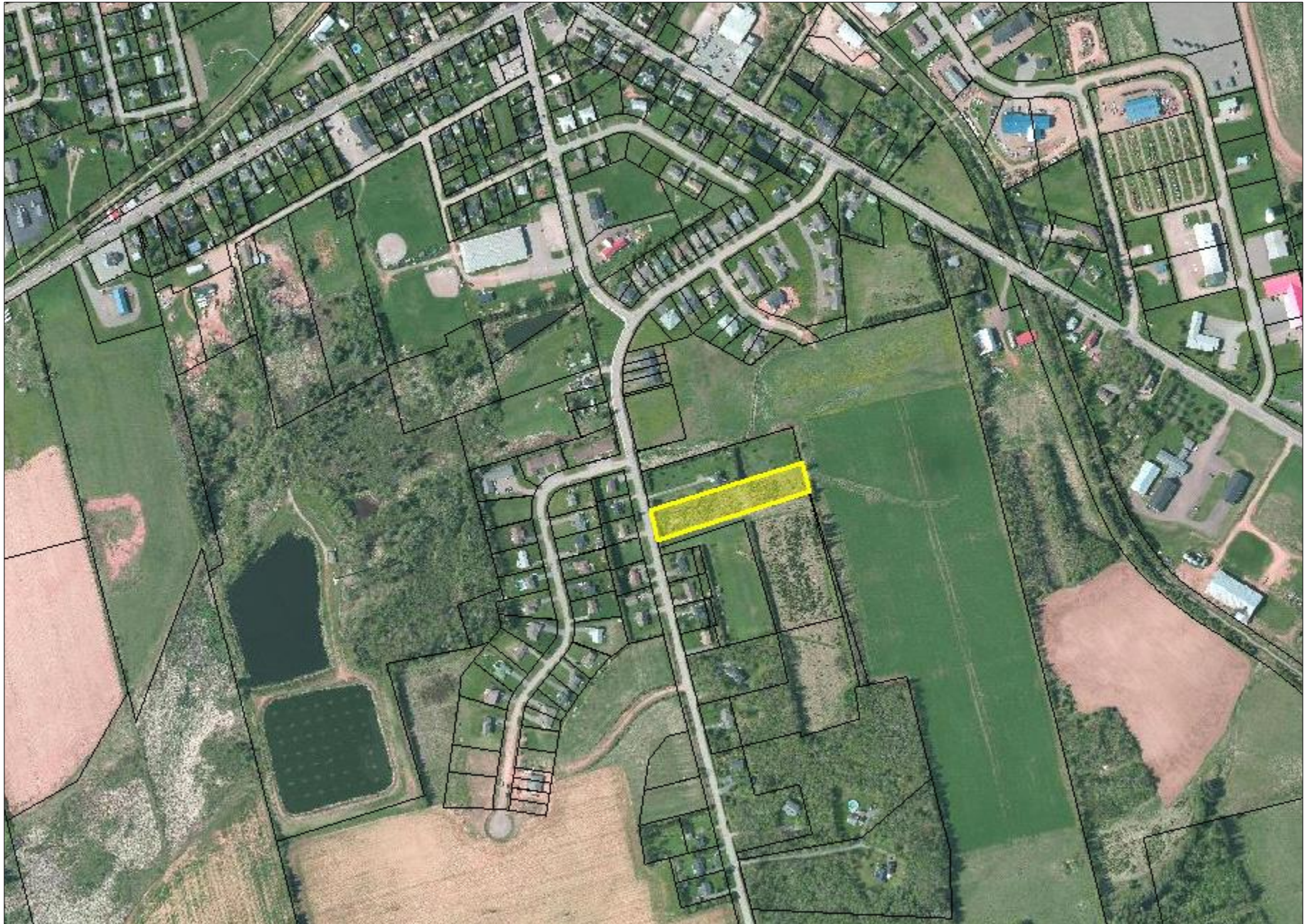
It is recommended that Town Council consider and adopt the following resolution as recommended by the CAO:

***WHEREAS the Town of Kensington has received a request from M.S. Woodsides Ltd. for the annexation of lands identified as PID # 747790 consisting of approximately 1.83 acres;***

***AND WHEREAS this land parcel is in close proximity to the Town of Kensington municipal boundary;***

***BE IT RESOLVED that the Town of Kensington, in accordance with Part 2 – Division 1 – Establishing and Restructuring of Municipalities, of the Municipal Government Act, formally apply to the Minister of Communities, Land and Environment for the annexation of lands as identified herein and as shown in the attached GIS documentation from the Province’s Geolinc database.***

**M.S. Woodside Ltd. Property Annexation**





PEI GEOMATICS  
INFORMATION CENTRE

Owner Name: M S WOODSIDES LTD  
Location: null



PROVINCE OF PEI DEPARTMENT OF  
PROVINCIAL TREASURY  
GEOMATICS INFORMATION CENTRE  
11 KENT ST. CHARLOTTETOWN  
PEI C1A 7N8

PHONE: 902-368-5178  
FAX: 902-368-4399

WHILE THIS MAP MAY NOT BE FREE  
FROM ERROR OR OMISSION, CARE HAS  
BEEN TAKEN TO ENSURE THE BEST  
POSSIBLE QUALITY. THIS MAP IS A  
GRAPHICAL REPRESENTATION. IT IS NOT  
INTENDED TO BE USED TO CALCULATE  
EXACT DIMENSIONS OR AREAS.

SCALE: 1:1250  
DATE: Feb 9, 2018  
TIME: 11:39:59 AM  
ACREAGE: 1.68  
WORK UNIT: 1207

*Correspondence*

**M.S.WOODSIDES LTD**

902-888-7169 (CELL)

**CROP STORAGE – RENTAL PROPERTIES**

902-291-2126 (FAX)

[mswoodsides@gmail.com](mailto:mswoodsides@gmail.com)

**To: Town Of Kensington**

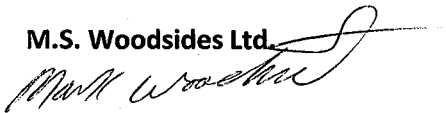
**Re: Request for Property Annexation**

**In respect to PID # 747790, located at Barrett St - Kelvin Road, I would like to formally request that the property be annexed to the Town Of Kensington for residential development by M.S. Woodsides Ltd.**

**Thank You,**

**Mark Woodside**

**M.S. Woodsides Ltd.**

A handwritten signature in black ink, appearing to read 'Mark Woodside', written over the printed name 'M.S. Woodsides Ltd.'.

## Town of Kensington - Request for Decision

|  |   |
|--|---|
| <b>Date:</b> February 9, 2018  | <b>Request for Decision No:</b> 2018-12<br><b>(Office Use Only)</b> |
| <b>Topic: Development Control Bylaw Amendment - Application – Portion of PID No. 880880 (Lot 28 of Proposed Subdivision)</b>   |   |
| <b>Proposal Summary/Background:</b><br><br><p>A request has been received from Pam James on behalf of GP Developments for Town Council's consideration of re-zoning a portion of PID No. 880880 (Lot 28 of proposed subdivision) from its current multi-family (R3) zoning designation to Commercial (C1) for the purpose of constructing a financial institution on the affected property as well as the two adjacent commercial properties.</p> <p>Re-Zoning the subject property will require an amendment to the Town's Development Control Bylaw as well as to the general land use map that is part of the Town's Official Plan.</p> <p>The following information is being circulated with this request for decision:</p> <ol style="list-style-type: none"> <li>1. Ms. James initial application</li> <li>2. DV8 Consulting Report</li> <li>3. Mapping information</li> </ol> |   |
| <b>Discussion/Comments:</b><br><br><p>Staff have reviewed the request and the DV8 Consulting report on the proposed Bylaw amendment. Staff are recommending that Town Council allow the application to move forward to a public meeting to solicit comments/opinions from neighbouring property owners and any other affected persons. The applicant and prospective purchaser of the subject property have stated their intention of consolidating three properties (subject property and adjacent commercial properties) to facilitate a singular commercial development (addressing concern of DV8 in proceeding with the application).</p>   |   |
| <b>Benefits:</b><br><br><ul style="list-style-type: none"> <li>• Will facilitate a commercial development in the town.</li> </ul>  |   |
| <b>Disadvantages:</b><br><br><ul style="list-style-type: none"> <li>• None noted.</li> </ul>   |   |
| <b>Options:</b><br><br><ol style="list-style-type: none"> <li>1. Authorize staff to move the Zoning Bylaw and Official Plan Amendment application forward to a public meeting.</li> <li>2. Not authorize staff to move the application forward.</li> </ol>   |   |
| <b>Costs/Required Resources:</b><br><br>N/A  | <b>Source of Funding:</b><br><br>N/A                                |

**Recommendation:**

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

***THAT Kensington Town Council authorize the CAO to proceed with the Zoning Bylaw and Official Plan Amendment application of Pam James regarding re-zoning a portion of PID No. 880880 to facilitate a commercial development on the subject property and adjacent commercial properties.***





## Geoff Baker

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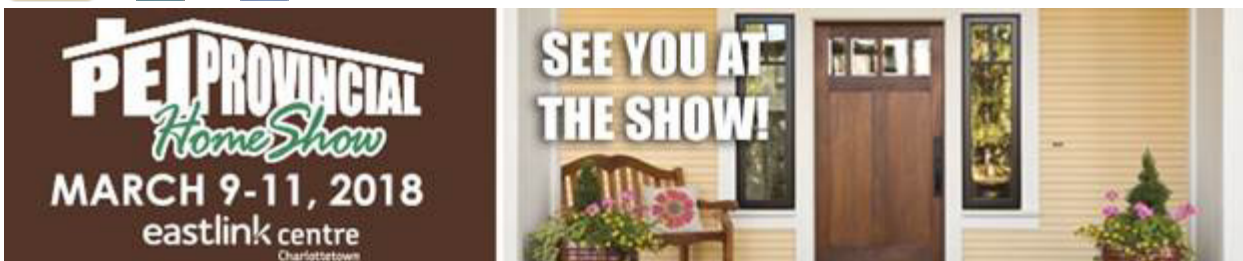
**From:** Mike James <mike@springvalleybc.ca>  
**Sent:** January 31, 2018 5:13 PM  
**To:** 'Geoff Baker'  
**Subject:** Ranchland Estates

Good Afternoon Geoff:

G&P Developments would like to apply for re-zoning of lot 28 (proposed Sub-Div) from R3 to C1 to match the other 2 adjacent lots.

Thanks  
Pam James (on behalf of GP Dev)

Mike James  
President  
Spring Valley & O'Leary Building Centres  
1 902 836 4289 (office)  
1 902 439 0597 (cell)  
[mike@springvalleybc.ca](mailto:mike@springvalleybc.ca)  
[www.springvalleybc.ca](http://www.springvalleybc.ca)  
[www.olearybc.ca](http://www.olearybc.ca)  
Follow us on : The Web, Facebook & Twitter





February 4, 2018

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

**Re: Rezoning Application. Portion of PID 880880 (Lot 28 of Proposed subdivision)**

Dear Mr. Baker,

I have reviewed the Town of Kensington's *Official Plan* and *Zoning and Subdivision Control (Development) By-law* with respect to the request to rezone a portion of PID 880880 (identified as Lot 28 in the proposed Ranchland Estates subdivision) from R3 Multi-Unit Residential to C1 – General Commercial Zone. As per Section 19 of the *By-law*, an application to rezone a property shall be deemed to be an application to amend the *By-law* and no amendment shall be made contrary to the policies in the *Official Plan*. The subject property is identified as an R3 – Multi Unit Residential property on the *Future Land Use Map*, as such the application to amend the *By-law* also requires an amendment to the *Official Plan*.

Detailed information about the intended use of the parcel is not a requirement of a rezoning application, however the applicant should be advised that providing additional information can assist in the review at this stage. Further if the application involves other parcels (i.e. a proposed consolidation of the subject property with another) this information could significantly influence the perceived impacts of the rezoning. Affected property owners in the area often have concerns about increased traffic levels and safety issues when commercial properties are encroaching towards a residential area. For example, as proposed there could be three independent commercial developments on three adjacent lots, however a single commercial development occupying three consolidated parcels would have fewer access/egress points and potentially more space for a landscape buffer between adjacent properties.

Assuming for now that no additional information on the proposed development will be provided, the application must be considered on the merits of the policies of the *Official Plan* alone. The general position of the Town, as stated in the *Official Plan*, is to encourage commercial development, to promote the Town as a commercial location and to expand the commercial property tax base. As the Town has not ear-marked future commercial growth areas on the *Future Land Use Map*, the only way to achieve the stated objectives is to support applications for commercial growth in appropriate areas. For this particular application, the two adjacent lots and the property across the street (funeral home) are currently zoned C1 – General Commercial, as such the application can be considered as an expansion to the existing commercial cluster which already existing on the *Future Land Use Map*. However, as the two adjacent commercial lots are currently vacant, there does not appear to be a need for the expansion of the commercial zone at this time.

If the applicant can confirm that the existing two vacant parcels are not sufficient to meet the needs of the proposed development and that the intent is to consolidate the three parcels for a single development, there is a much stronger case to be made for the rezoning application because it support a commercial development on the existing C1 parcels that will otherwise not happen because they are too small. A single, larger development proposal would not be expected to have any more of an impact on the adjacent residential properties then would be anticipated from the existing 2 separate commercial properties. The transition between the C1 and R3 properties is simply shifting over by the width of one parcel and the regulations in Section 10.7 of the *By-law* will address the need for a buffer between the two zones.

At this time, with minimum information disclosed on the proposed development, I would cautiously recommend that Council consider the rezoning application and amendment to the Future Land Use Plan, as an extension of the existing commercial cluster of properties. If Council agrees to proceed to the public meeting phase, the applicant should be advised that questions regarding the intent of the rezoning will likely be raised at the public meeting. Further, if the applicant is prepared to confirm that the intent is to consolidate the 3 parcels for a single development and that the development will support the growth of an existing local business in the community, I can provide additional supporting policies from the *Official Plan* to back my recommendation.

Finally, on a side note relating to the future development on the property, the subject property will eventually become a through-lot with access on both Sunset Dr and the future street within the Ranchland Estates subdivision. As a commercial property, through-lot configurations can be a traffic hazard and nuisance when vehicular access is permitted on both streets and people use the parking lot as a short-cut. The applicant should be made aware that vehicular access from Sunset Dr to the new street will not be permitted (Section 4.14).

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

Best regards,



Hope Parnham, CSLA MCIP

**Dv8 CONSULTING**

CHARLOTTETOWN PE

E. [HPARNHAM@OUTLOOK.COM](mailto:HPARNHAM@OUTLOOK.COM)

T. 902-393-1815

# Correspondence

**Geoff Baker**

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**From:** Wendy MacKinnon <mail@townofkensington.com>  
**Sent:** January 29, 2018 3:43 PM  
**To:** 'Geoff Baker'  
**Subject:** FW: Big Brothers Big Sisters Bowl for Kids Sake 2018  
**Attachments:** teammates wanted.pdf; Bowl Poster.pdf; Bowl General Flyer.pdf; Bowl for Kids Sake Info Sheet.pdf

**From:** Bowl for Kids Sake P.E.I. [mailto:bfks.pei@bigbrothersbigsisters.ca]  
**Sent:** January 25, 2018 3:11 PM  
**To:** mail@townofkensington.com  
**Subject:** Big Brothers Big Sisters Bowl for Kids Sake 2018

Good afternoon,

My name is Schurman Peters the newest Bowl for Kids Sake team member. I'm assistant coordinator for Big Brother Big Sister for Bowl for Kids Sake 2018. I will be working on the outer areas for BFKS 2018 as well as the Bowl for Kids Sake Challenges.

BFKS is great **team building opportunity for businesses**-chances for employees to get to know their co-workers or to catch up. Everyone works together to help provide a Big Brother or Big Sister for really great kid- then you get to **have fun & celebrate you accomplishments on bowling for Kids Sake weekend**.

**Big Brothers Big Sisters, Bowl for Kids is coming up**, on Saturday March 3rd , 2018. We would like to **invite you** to take part to help **raise the most money to help island children**. To accept the challenge you can call me in regards to registering your team. Please review the following attachment for full details.

**We will celebrate your fundraises achievements on Saturday March 3<sup>rd</sup>. 2018, in Summerside at the Credit Union Place.**

By participating in Bowl for Kids Sake, you **help local kids develop the confidence to achieve more**. Imagine who they will become because of you!

Your fundraising efforts will have a **big impact**, so make sure you tell the world how awesome you are! **Brag about what you are doing on your social media** and keep us up to date, so we can post your events and photos on ours.

## **What you need to know**

- Bowl for Kids Sake weekend is **March 3rd and 4<sup>th</sup>**
- We will thank you for your fundraising support with a **spooky Halloween-themed Party** which includes **75 minutes of bowling, Subway® sandwiches, Pepsi products and lots of great prizes!**
- **Everyone who raises \$150 will receive a BFKS T-shirt, a chance to win 1 of 4 Special Prize Packages, 2 Air Canada ballots, and recognition on the Wall of Fame.**

- There are alternatives to asking people for money. Sell **raffle tickets** (we provide), have a **group fundraiser** or event, use **on-line fundraising**...or ask us for more ideas!
- **Watch Facebook and Twitter** for daily fundraising tips, prizes and updates
- Event hashtags are **#BFKS2018 & #MentoringMatters**

## Prize Info

- **Air Canada prize** – everyone who raises \$150 receives 2 ballots for **2 tickets to anywhere Air Canada flies in North America!** (includes Mexico, Hawaii, and the Caribbean). **For every extra \$50 raised**, you get another ballot and **double your ballots by raising any money on-line.**
- **The more you raise, the more you win** – Gifts cards (\$250+), more Air Canada ballots, Dream Cottage ticket (\$750+)
- There are **prizes for on-line fundraising including: One Night Stay for Two in a Traditional Room** at The Great George, **\$50 Boston Pizza Gift Certificate** and **2 Brackley Drive-In Carload Passes** and **2 tickets to Jesus Christ Superstar** at the Confederation Centre for the Arts
- **There are tons of prizes** - prizes for individual & team fundraising, on-line fundraisers, team costumes & names and much, much more – check out our website for more info

## Special Prize Packages for everyone who raises \$150 or more:

- 1 of 2 **Rogers Hometown Hockey Packages** which includes an autographed book by Ron MacLean
- **50's style hot chocolate maker** and a can of hot chocolate from Home Hardware Charlottetown, **2 pottery mugs** from McAskill's Studio and a **\$20 MacAulay's Bakery & Deli gift certificate**
- **Treat Yourself Prize Package** provided by The Showcase, Confederation Centre of the Arts
- **Angry Birds Speaker** from Enman's Audio Video Unlimited

If you have any questions please feel free to contact, or like to register you can call me at 902-368-7758 or email at [bfks.pei@bigbrothersbigsister.ca](mailto:bfks.pei@bigbrothersbigsister.ca)

Thanks.  
Schurman

**Schurman Peters**

[bfks.pei@bigbrothersbigsisters.ca](mailto:bfks.pei@bigbrothersbigsisters.ca)

902-368-7758 Office

902-569-5473 Main

[pei.bigbrothersbigsisters.ca](http://pei.bigbrothersbigsisters.ca)

# Big Brothers Big Sisters of Prince Edward Island

## Register for Bowl for Kids Sake 2018 – March 3<sup>rd</sup> & 4<sup>th</sup>

**Then celebrate your team's success at our Halloween-themed Bowling Party!**

### What is Bowl for Kids Sake?

Bowl for Kids Sake is an **important community fundraiser** for Big Brothers Big Sisters of PEI. Each year, **250 teams work together to raise much needed funds**. On BFKS weekend, teams go to the bowling alley in their community to **celebrate their success**. As a **thank you for your fundraising support**, we will be throwing a **spooky, Halloween-themed Party**, which includes 75 minutes of **free bowling**, **SUBWAY® Sandwiches**, **Pepsi Products** and the chance to win **great prizes**. **Register your team today!**



### What does raising money during Bowl for Kids Sake do?

Imagine a world where youth are reminded that they **can be anything they can dream of**. You can **be a part of creating that world!** Your support will **help local kids develop the confidence to achieve more**. Creating a **new mentoring match costs roughly \$1200**. If everyone on your team **raises \$150**, your team could raise more than **half the cost** of a match. Aim for the \$250 level, and you could **be Matchmakers!** Since money invested in BBBS programs generates an **average social return on investment of \$18 for every dollar invested**, the **money you raise** will have a **huge impact** in our community!

### Everyone who raises \$150 (or more) receives:

a BFKS t-shirt, a chance to win **1 of 4 Special Prize Packages**, and two chances to win **2 tickets to anywhere Air Canada flies in North America!** (includes Mexico, Hawaii, and the Caribbean)

### How you can get involved

- **Form a Bowl for Kids Sake** team with your co-workers, friends or family
- **Join** an existing **Bowl for Kids Sake** team at work
- **Volunteer** during the event
- **Deliver** Bowl for Kid Sake packages
- **Help** with administrative tasks like mail outs
- **Support someone who is fundraising**



### Things you need to know

- There are events in **Charlottetown, North Rustico, Souris, Summerside & Tignish**
- The **more you raise, the more you earn!** (Air Canada ballots, Raise & Win prizes)
- **We provide raffle tickets, on-line fundraising support & daily fundraising tips** (Facebook & Twitter)
- We need **volunteers in Charlottetown and Summerside**
- You can **help local kids today and make our community stronger for tomorrow**

### For more information

**Call:** 902-569-5437 or 1-877-411-3729

**Email:** [info@bbbspei.ca](mailto:info@bbbspei.ca)

**Follow:** Facebook, Twitter, Instagram or LinkedIn

**Visit:** [www.bbbspei.ca](http://www.bbbspei.ca)



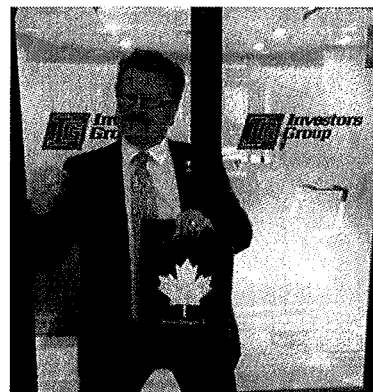
Big Brothers Big Sisters  
of Prince Edward Island



# Big Brothers Big Sisters of Prince Edward Island Bowl for Kids Sake 2018 – March 3<sup>rd</sup> & 4<sup>th</sup> Imagine Who They Will Become Because of You!

## What is Bowl for Kids Sake?

Bowl for Kids Sake is an **important community fundraiser** for Big Brothers Big Sisters of PEI. Each year, more than **250 corporate and community teams work together** to raise much needed funds. On BFKS weekend, teams go to the bowling alley in their community to **celebrate their success**. As a **thank you for your fundraising support**, we will be throwing a **spooky Halloween-themed Party**, which includes 75 minutes of **free bowling**, **SUBWAY® Sandwiches**, **Pepsi Products** and the chance to win **great prizes**. **Register your team today!**



## What does raising money during Bowl for Kids Sake accomplish?

Imagine a world where youth are reminded that they **can be anything they can dream of**. You can **be a part of creating that world!** Your support will **help local kids develop the confidence to achieve more**. Creating a **new mentoring match costs roughly \$1200**. If everyone on your team **raises \$150**, your team could raise more than **half the cost** of a match. Aim for the \$250 level, and you could **be Matchmakers!** Since money invested in BBBS programs generates an **average social return on investment of \$18 for every dollar invested**, the **money you raise** will have **huge impact** in our community!

### Participating in Bowl for Kids Sake is a great team-building event!

In addition to **working together to reach a goal**, your team has the **opportunity to have fun** while fundraising and celebrating your success. Create **team spirit** with a **fun team name & costumes** (or wear company gear).

### Each person who raises \$150 will receive:

- **Bowl for Kids Sake T-shirt**
- **2 chances to win 2 tickets to anywhere Air Canada flies in North America!** (includes Mexico, Hawaii, and the Caribbean) and **another ballot for every additional \$50 raised**
- **Ballot for a special draw** for 4 themed prize packages
- **Recognition on the Wall of Fame** in the bowling alley in your community

### How to get your company team started

1. **Ask 4 or 5 colleagues to join your team**
2. **Call us to book a time to bowl**
3. **Set a fundraising goal & start fundraising**
4. **Help your colleagues register for on-line fundraising** (if using)
5. **Brag about what you are doing.** Tell the world how awesome you are!
6. **Celebrate your achievements!**

### Things you need to know

- There are **tons of Bowl For Kids Sake prizes** for individuals and teams
- The **more you raise, the more you earn!** (Air Canada ballots, Raise & Win prizes)
- We provide **raffle tickets, on-line fundraising support, & daily fundraising tips**



## Register your team today

Call: 902-569-KIDS or 1-877-411-3729

E-mail: [info@bbbspei.ca](mailto:info@bbbspei.ca)



Big Brothers Big Sisters  
of Prince Edward Island

# Big Brothers Big Sisters of PEI Bowl for Kids Sake 2018

## Teams Needed!

Saturday, March 3rd & Sunday, March 4th



**Bowling**  
**SUBWAY® Sandwiches**  
**Pepsi Products**  
**Halloween Theme**  
**Great Prizes!**

Raise \$150 and receive a T-shirt, a ballot for 4 Special Prize Package Draws, & a chance to win 2 tickets to anywhere Air Canada flies in North America! (includes Mexico, Hawaii, and the Caribbean)

### Imagine Who They Will Become Because of You!

**Register Today!**

For more info or to register your team  
Call: 1-877-411-3729 or 902-569-KIDS  
Email: [info@bbbspei.ca](mailto:info@bbbspei.ca)  
Visit: [www.bbbspei.ca](http://www.bbbspei.ca)

**Events in:**

Charlottetown  
North Rustico, Souris  
Summerside & Tignish



Big Brothers Big Sisters  
of Prince Edward Island

The Guardian

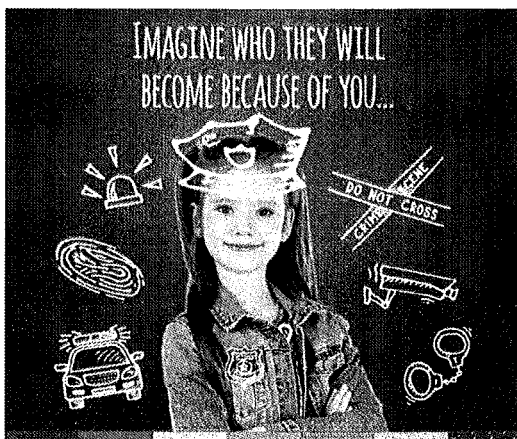
start something

# Big Brothers Big Sisters of PEI Bowl for Kids Sake 2018

## Teammates Needed!

Saturday, March 3rd & Sunday, March 4th

I signed up to be a **Team Captain** for Bowl for Kids Sake. Now I am looking for 4 or 5 people to join my team! Help me **Start Something!**



Big Brothers Big Sisters  
Grands Frères Grandes Sœurs  
Sponsored by  
Manulife

**Bowling**  
**SUBWAY® Sandwiches**  
**Pepsi Products**  
**Halloween Theme**  
**Great Prizes!**

Raise \$150 and receive a **Bowl for Kids Sake T-shirt**, a ballot for 1 of 4 **Special Draws** and a two chances to win 2 tickets to anywhere **Air Canada** flies in **North America!** (includes Mexico, Hawaii, and the Caribbean). And we could win some great **team prizes!**

We can have fun fundraising & then celebrate our success at the Halloween-themed Bowling Party!

**Imagine Who They Will Become Because of You!**

Join my team!

Name:

Contact:



Big Brothers Big Sisters  
of Prince Edward Island



Thank you so much  
for the beautiful  
Christmas floral  
arrangement in  
memory of our  
mother, grandmother  
and great grandmother,  
Emily Blaquiere

To Mayor, Councillors  
& Staff of Kensington

To thank you for your  
expression of sympathy.

It will always  
be remembered.

Sincerely,  
the Pickering &  
Blaquiere  
family.

# Correspondence

## **KISH BAND ANNUAL CANDLELIGHT DINNER**

FEBRUARY 24, 2018  
NEW LONDON COMMUNITY COMPLEX  
*Take out pick up 5:00-5:30pm*  
*Dinner served at 7:00pm*  
*Seating begins at 6:30pm*  
*No Reserved Seating*

4 COURSE MEAL  
PREPARED BY CHEF DUNCAN SMITH OF S'ALLETS CATERING

1<sup>ST</sup> COURSE – ROASTED GARLIC MUSHROOM SOUP  
2<sup>ND</sup> COURSE – CHARCUTERIE BOARD WITH CURED MEATS, ISLAND CHEESE AND CRACKERS  
3<sup>RD</sup> COURSE – ROASTED PORK LOIN WITH A BACON ONION JAM SERVED WITH ROASTED BABY  
RED POTATOES AND ROOT VEG  
DESSERT – OREO CHEESECAKE/SKOR BAR CAKE

MUSICAL ENTERTAINMENT THROUGHOUT THE EVENING  
**MAJOR SPONSOR: SCOTIABANK KENSINGTON**  
COST: \$20 PER PERSON  
CASH BAR AVAILABLE  
SILENT AUCTION – LOTS OF GREAT ITEMS UP FOR GRABS!

TICKETS AVAILABLE FROM JAN 22-FEB 20 INCLUSIVE AT  
SCOTIABANK KENSINGTON, 54 BROADWAY ST  
OR CONTACT SHEILA SIMMONDS (902) 315-0509

## Geoff Baker

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**From:** Rowan Caseley <mayor@townofkensington.com>  
**Sent:** February 9, 2018 5:31 PM  
**To:** Geoff Baker  
**Subject:** Fwd: KISH Annual Candlelight Dinner  
**Attachments:** image001.png; Untitled attachment 00684.html; image002.png; Untitled attachment 00687.html; image003.png; Untitled attachment 00690.html; image004.png; Untitled attachment 00693.html; KISH BAND.docx; Untitled attachment 00696.html

Correspondence for Monday.

Sent from my iPhone

Begin forwarded message:

**From:** Sheila Simmonds <[sheila\\_simmonds@cooperators.ca](mailto:sheila_simmonds@cooperators.ca)>  
**Date:** February 9, 2018 at 4:47:37 PM AST  
**To:** "[mayor@townofkensington.com](mailto:mayor@townofkensington.com)" <[mayor@townofkensington.com](mailto:mayor@townofkensington.com)>  
**Subject:** KISH Annual Candlelight Dinner

Hello Mr Caseley...the KISH band will be holding their annual fundraiser at the New London Community Complex on Saturday February 24<sup>th</sup>. All net proceeds go back to the students for band trips/functions and to purchase supplies/instruments for the band program. We are wondering if the Town of Kensington would be interested in a table sponsorship...table of 10 for \$200. I have included the meal information. If you have any questions, please don't hesitate to reach out.

Any support would be greatly appreciated.

Thank You,

**Sheila Simmonds, CIP | General Insurance Advisor**  
**Mike Bradley Insurance Services Ltd | The Co-operators**  
201 Wyatt Cr, Summerside PE C1N0B5  
Tel: 902-888-1507 | Cell: 902-315-0509

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