



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

Monday, February 10, 2020 @ 7:00 PM

55 Victoria Street

Kensington, PEI

C0B 1M0

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

**Town of Kensington
Regular Meeting of Town Council
February 10, 2020 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input - Nil**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 January 13, 2020 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 January 13, 2020 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - i. 61 Broadway Street Development Permit Application – Approval Requested*
 - 7.5 Bills List
 - 7.6 Summary Income Statement
 - 7.7 Credit Union Centre Report
 - 7.8 Mayor’s Report
 - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
 - 7.10 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering
 - 7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann

7.12 PEI 55 Plus Games – Councillor Gallant

8. New Business

8.1 Request for Decisions

8.1.1 Item 8.1.1 - RFD2020-05 - Access to Information and Protection of Personal Information Bylaw - First Reading

8.1.2 Item 8.1.2 - RFD2020-06 - Records Retention Bylaw - First Reading

8.1.3 Item 8.1.3 - RFD2020-07 - 2020 Exempt Staff Wage Increase

8.1.4 Item 8.1.4 - RFD2020-08 - Murray Christian Centre Generator Fit-Up - Tender Recommendation

8.2 Other Matters

9. Correspondence

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

11. Adjournment

Town of Kensington
Minutes of Regular Council Meeting
Monday, January 13, 2020
7:00 PM

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

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

Visitors: Spencer MacDougall – Kelvin Road
Pamela Murray – Kelvin Road
Patrick McCardell – Kelvin Road
John Kelly – Andrews Drive
Ivan & Laura Newrick – Irishtown Road
Adrien Wedge - Resident
Allison Jenkins – Journal Pioneer

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members, staff and visitors. Mayor Caseley expressed his condolences and the Council Chamber shared a moment of silence for the 167 passengers and crew, including 63 Canadians, who were on board Ukraine International Airlines Flight 752.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Bernard, seconded by Councillor Toombs to approve the tentative agenda for the January 13, 2020 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

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

3.2 Councillor Mann declared a conflict with two items of correspondence pertaining to Kensington Area Minor Hockey Association.

4. Delegations / Presentations

4.1 Mayor Caseley opened the floor for any members of the public to speak in regards to the Municipal Restructuring Proposal.

- 4.1.1 Ivan Newrick** – Is not in favor of the Municipal Restructuring Proposal to bring his property into the Town boundary. He feels that he was “cherry picked” to be brought into Town and expressed the financial implications on their household. Mr. Newrick has requested to be excluded from the proposal.
- 4.1.2 Spencer MacDougall** – Does not see any benefit for them to be brought inside the Town boundary.
- 4.1.3 Pamela Murray** – Expressed that they love where they live, but do not see the payoff to be brought inside the Town boundary.
- 4.1.4 John Kelly** – Inquired where the increase in tax dollars would be allocated with the proposed property annexation.

Mayor Caseley explained that the increase would be incorporated into general revenue to ensure the future sustainability of the Town. He recommended that Mr. Kelly read the Municipal Restructuring Proposal for complete details.

5. Approval of Minutes of Previous Meeting

- 5.1** *Moved by Councillor Gallant, seconded by Councillor Bernard to approve the minutes from the December 9, 2019 regular meeting of Town with the correction to the name mover and seconder of the motion in item 9.2. Unanimously carried.*

6. Business Arising from Minutes

6.1 December 9, 2019 Regular Meeting

- 6.1.1** *Nil*

7. Reports

7.1 Chief Administrative Officer Report

- 7.1.1** *Moved by Councillor Toombs, seconded by Councillor Spencer to adopt the January 2020 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

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

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the November 2019 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Gallant, seconded by Deputy Mayor Pickering to approve the January 2020 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Deputy Mayor Pickering to approve the November 2019 Bills in the amount of \$318,332.84. Unanimously carried.*

7.5.2 Councillor Mann inquired if the ballfield canteen could be connected to the Credit Union Centre Complex Maritime Electric service to eliminate an additional service connection to the canteen. Mr. Baker will speak with Mr. Wood and provide details to Council.

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Deputy Mayor Pickering to approve the Summary Income Statement for the month of November 2019. Unanimously carried.*

7.7 Credit Union Centre Report

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

Mr. Baker excused himself from the Council Chamber at 7:23 pm.

7.8 Mayor's Report

7.8.1 *Moved by Councillor Gallant, seconded by Councillor Spencer to approve the Mayors report for the month of January 2020 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Mayor Caseley reported that Dr. Ken White will be relocating to Prince Edward Island and joining the Kensington Medical Centre to take over Dr. Peter McKean's patients following his retirement. It was also announced that Darci Leggatt, the nurse practitioner and RN Tammy Kerwin who are both currently working in the Kensington Medical Centre on a part time basis as increased their hours to a full-time status.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 *Nil*

7.10 Heart of the Island Initiative (STEP) Report

7.10.1 Upcoming meetings include: January 14, 2020 on Beautification.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 *Nil*

7.12 PEI 55 Plus Games

7.12.1 *Nil*

8. New Business

8.1 Request for Decisions

8.1.1 Municipal Boundary Restructuring Proposal

8.1.1.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Gallant*

WHEREAS Town Council awarded a contract in September of 2019 to DV8 Consulting to undertake a study to assess the current growth opportunities of the Town and the present need to restructure its boundaries;

AND WHEREAS the study was completed in December of 2019 and recommended that the municipal boundary be restructured to include the annexation of 106 properties in the vicinity of the Town;

AND WHEREAS a boundary restructuring public consultation process was undertaken in December of 2019 with a 42% response rate;

BE IT RESOLVED THAT Kensington Town Council authorize the Chief Administrative Officer to submit the Town of Kensington Municipal Restructuring Proposal and Application dated January 13, 2019 to the Island Regulatory Appeals Commission, as prepared by DV8 Consulting.

Unanimously carried.

8.1.1.2 **Ivan Newrick** Inquired how many letters were sent out and what the response rate was. Mayor Caseley confirmed that 106 letters were sent, 16 responses in favor, 29 opposed and 61 letters received no response.

- 8.1.1.3 Councillor Gallant** noted that the Municipal Restructuring Proposal was the recommendation of a consultant who was hired by the Town and that the final decision would be determined by IRAC.
- 8.1.1.4 Councillor Bernard** inquired if the comments received this evening would be included in the proposal submitted to IRAC. Mayor Caseley confirmed that all comments received at the meeting and previous to the meeting would make part of the final proposal.
- 8.1.1.5 John Kelly** inquired how long the Town would receive comments from affected properties. Mayor Caseley confirmed that all feedback received prior to the submission of the proposal would be included, it is anticipated that it will be sent within the next few days.
- 8.1.1.6 Ivan Newrick** expressed his frustration that the Town would hire a consultant who doesn't know the Town of Kensington or the people in the area to create the proposal. He further addressed the financial burden that would impact his household.
- 8.1.1.7 Mayor Caseley** received all comments and expressed that the increase in tax revenue was not a deciding factor on the proposal.

Ivan & Laura Newrick left the Council Chamber at 7:44 pm.

8.1.2 Home Based Business Request – Brenda Oslawsky (69 Victoria Street West – PID No. 76638)

8.1.2.1 *Moved by Councillor Bernard, seconded by Councillor Spencer*

BE IT RESOLVED THAT Town Council approve a request from Brenda Oslawsky to operate a home-based business out of a property located at 69 Victoria Street West subject to the following conditions:

- Ms. Oslawsky is the legal owner of the subject property;***
- The business activities are to include the refilling of household and personal care product containers only;***
- Full compliance with the Town of Kensington Development Control Bylaw.***

Unanimously carried.

8.1.3 Re-Tendering of Kensington Train Station Mechanical Upgrades

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

BE IT RESOLVED THAT Kensington Town Council rescind the following resolution from their October 15, 2019 regular meeting:

“THAT Kensington Town Council award the contract for the Train Station Mechanical Upgrades project to Poirier Heating and Cooling Inc. as per their tender submission dated September 6, 2019 in the amount of \$53,431.00 plus HST”.

Unanimously carried.

8.1.3.2 Moved by Councillor Spencer, seconded by Deputy Mayor Pickering

BE IT RESOLVED THAT Kensington Town Council authorize the Chief Administrative Officer to re-tender the Train Station Mechanical Upgrades Project.

Unanimously carried.

8.1.4 Development Permit Application – Willow Bakery Café (PID No 868646)

8.1.4.1 Moved by Councillor Toombs, seconded by Councillor Gallant

BE IT RESOLVED THAT Kensington Town Council approve a development permit application for Jared Tobias to facilitate a change of use for a commercial rental space located within the commercial building located at 13 Commercial Street, from an office furniture sales store to a bakery/café subject to full compliance with the Town’s Development Control Bylaw and all other applicable municipal, provincial and federal legislation and regulations.

Unanimously carried.

8.2 Other Matters

8.2.1 Councillor Mann noted that the parking lot at the Credit Union Centre on Boxing Day was very icy and had not been salted or sanded. Staff will discuss further with Mr. Wood, Manager of the CUC.

8.2.2 Mayor Caseley and Council discussed available meeting times for the annual CAO Evaluation, the meeting was scheduled following the January 27 Committee of Council Meeting.

8.3.3 Mayor Caseley encouraged members of Council to attend an EMO Information Session on February 5, 2020.

8.3.4 Mayor Caseley wished Deputy Administrator, Wendy MacKinnon a Happy Birthday.

Councillor Mann declared a conflict and excused himself from the Council Chambers at 7:56 pm.

9. Correspondence

- 9.1** A letter from Kensington Initiation Hockey requesting the Town to donate 9 hours of ice rental for their Annual Islander Day Jamboree on February 17, 2020.

Moved by Councillor Spencer, seconded by Councillor Bernard to approve 9 hours of ice-rental for the Kensington Initiation Hockey, Islander Day Jamboree hosted at the Credit Union Centre on February 17, 2020. Unanimously carried.

- 9.2** A letter from the Kensington Junior Vipers requesting a financial donation to support the 3rd Annual Shane Cormier Memorial Meltdown Cup.

Moved by Councillor Spencer, seconded by Councillor Gallant to approve a \$100.00 donation to the 3rd Annual Shane Cormier Memorial Meltdown Cup. Unanimously carried.

Councillor Mann returned to the Council Chamber at 8:00 pm.

- 9.3** A Thank You letter from the PEI Humane Society for the Town's support in 2019.
- 9.4** A Thank You card from Emit & Griffin for assisting them in participating the in 2019 Christmas Parade.
- 9.5** An email from Jamie MacKay with updates from the PEI Red Cross Office and Ross' Place Community Garden.

All remaining members of the public were excused from the Council Chamber at 8:04 pm.

10. In-Camera

- 10.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to move into In-Camera at 8:07 PM to discuss one item under Section 119 (d) of the Municipal Government Act – Human Resources Matter. Unanimously carried.*

- 10.2** *Moved by Councillor Spencer, seconded by Councillor Bernard to move out of In-Camera at 8:26 PM. Unanimously carried.*

11. Adjournment

Moved by Councillor Spencer, seconded by Councillor Mann to adjourn the meeting at 8:26 PM. Unanimously carried.

Geoffrey Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Town Council - February 2020		
Item #	Project/Task	Status
1	Exempt Staffing Policy	NO UPDATE The policy will be brought forward to the February Committee of Council meeting. The original intention was to present at January's COC meeting however it did not get reviewed in time for the meeting.
2	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	The Access to Information and Protection of Personal Information and the Records Retention Bylaws have been circulated with the tentative agenda package. First reading and approval is requested. An Access to Information Coordinator is required to be appointed by Town Council. I will provide further direction on the coordinator appointment as the Bylaw is approved.
3	Victoria Street West Sidewalk Replacement	NO UPDATE I have submitted a request for the Town to be provided with a copy of the design drawings for the project. To date, I have not received a response to the request.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	NO UPDATE The Town's asset management plan continues to be progressed. It is anticipated that the Plan will be completed by Public Sector Partners and submitted to the Town in the first quarter of 2020.
6	Railyards/Boardwalk Renovation and Upgrade Project	I have requested a status update on the project from the consulting engineer who is currently on vacation. A further update will be provided at February's Committee of Council meeting. It is anticipated that the re-tendering of the mechanical work will take place over the next two weeks.
7	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades - Well Field Upgrades	Engineering/design work continues. Construction of the projects will take place as quickly as possible during the 2020 construction season.
8	2019-2024 Gas Tax Capital Investment Plan	We have been provided with formal approval of all projects included within the Town's Gas Tax Capital Investment Plan (including the paving of the Seniors Centre Parking area).
9	Emergency Warming/Reception Centre	The generator has been refurbished at Sansom's facility in Dieppe, NB and transported back to the Town. A request for decision has been circulated with the tentative agenda package requesting Council's consideration of awarding the generator installation portion of the project.
10	Unightly Property - 105 Victoria Street West	The structure on the property has been removed and the property cleaned up. The property owner has been invoiced for work completed.
11	Fire Department Rescue Vehicle	NO UPDATE Work is progressing on the construction of the rescue vehicle. It is anticipated that the truck will be delivered as per the original schedule.
12	Duplicate Power Poles	NO UPDATE I understand the Bell has been throughout the Town removing excess wire as a result of Hurricane Dorian. It is noted and has been reported to Bell that there are still several duplicate power poles located throughout the town.
13	Wastewater Treatment Plant Blowers	We have reached out again to a second contractor to bid on the blower repair work. If no second quote is received the week of February 10th, staff will proceed with the work based on the first quote received.
14	W&PCC Report	NO UPDATE Work will continue on this initiative as time permits. Effort will be made to complete the report for January's Committee of Council meeting.

Item #	Project/Task	Status
15	Welcome to Kensington Signs	The screw pile bases for the "welcome" sign on Malpeque road has been completed. The "welcome" sign on the Kelvin Road has been dismantled in preparation for installing the support piles but ground froze before we could complete. The wood structures were left on location and the sign faces are stored in our shop until the ground can be excavated. The Park Road industrial park composite sign aluminum frame has been repaired, remounted on foundations, and secured for winter with ground anchors and guy wires. Stone pillars have been mostly reconstructed but temperatures and conditions would not allow for concrete pouring to fill the pillar voids and finish caps. These can be completed when we have 2 or 3 days of above freezing temperatures. The Gerald McCarville Drive industrial park sign base repair has not been started yet and will also need warmer temperatures to complete. We will continue to monitor weather and ground conditions and complete this work as soon as possible.
16	Disaster Financial Assistance	NO UPDATE Information for the claim to the Disaster Financial Assistance program is still being collected. Once insurance proceeds have been reconciled and all work has been completed and invoices received a final claim will be submitted. We would expect this to be completed over the next month or so. It is difficult at this point in time to provide a firm timeline on the submittal of the claim.
17	Kensington Area Soccer Club - Clubhouse	I continue to wait for the architectural drawings to enable the issuance of a development permit. As soon as the information is provided to me I will forward to Town council for consideration.
18	Train Station Basement	NO UPDATE Direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date.
19	Municipal Restructuring	The Municipal Restructuring Proposal was submitted to IRAC on January 20. To date, no acknowledgement of the application has been received.
20	Policing Model Review	Staff are still attempting to identify an appropriate funding source to complete the project. I had intended to issue the RFP throughout the month of January however, to this point I have not had the opportunity. All effort will be made to issue the RFP in February.
21	Business/Industrial Park Development	The Mayor and I continue to work towards seeing this project start construction in 2020. Further information will be provided during February's meeting of Town Council.
22	Police Interview Room - Sound Proofing	Quotes were received for the sound proofing of the Police Interview room. Sharpe's Construction submitted the lowest bid at \$3,672.00. Following discussion with the Mayor, direction was given to the Police Chief to proceed with the renovation.

DECEMBER 2019

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

Date	Call Details	Location	# Firefighters	# Trucks
Dec. 10	Vehicle Fire	Rte 2	17	2
Dec. 10	MVC – Single Vehicle	Schurman's Point	13	2
Dec. 16	MVC – 2 vehicles	Victoria St. K'Town	13	3
Dec. 20	Residential Fire Alarm	Woodleigh Dr.	Called off	
Dec. 24	Flue Fire	New Annan	12	3
Dec. 26	MVC – Single Vehicle	Rte 1A – N. Bedeque	14	3

An Association meeting and Fire Department meeting was held on December 3 with 17 firefighters in attendance.

Training was held on December 17 with 23 firefighters participating. As part of training, we toured Cousins' Farm in Spring Valley and MacEwen Mews in Margate.

Three trucks participated in the Kensington Christmas Parade on December 1.

The Firemen's Association provided a Christmas supper for all firemen and their spouses at Family & Friends Restaurant on December 14.

Rodney Hickey
Chief

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	2		4		3	3	3	1		3	1	7	27	3.30%
Abandon Vehicle			1		1								2	0.24%
Abduction													0	0.00%
Alarms	2	1		4	2	2	7	2	10	4	4	2	40	4.88%
Animal Calls	1		1		1	1		1	2				7	0.85%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)		2		1		1		1				1	6	0.73%
Assistance Calls	17	14	11	11	17	20	22	10	18	19	15	8	182	22.22%
Breach of Peace	1		1			1	1		1		1	1	7	0.85%
Breach of Recognizance						1							1	0.12%
Break and Enter (business)													0	0.00%
Break and Enter (other)									1				1	0.12%
Break and Enter (residence)		1						1	3	1		1	7	0.85%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare					2	2				1			5	0.61%
Coroner's Act	1		1	2			1						5	0.61%
Crime Prevention													0	0.00%
Criminal Harassment	1												1	0.12%
Dangerous Driving			2			1		1				1	5	0.61%
Disturbing the Peace			1	1								1	3	0.37%
Dog Act			1		1	2					1		5	0.61%
Driving while disqualified			1			2	1			1			5	0.61%
Drug Charges			2				1						3	0.37%
Excise Act													0	0.00%
Fail to Comply Probation	1									1	1		3	0.37%
Fail to comply undertaking									1				1	0.12%
Fail to remain at scene of accident											1	1	2	0.24%
Family Relations Act				2	1		1		1	1	1		7	0.85%
Fingerprints taken													0	0.00%
Fire Prevention Act	1							1					2	0.24%

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act					1								1	0.12%
Forcible confinement													0	0.00%
Fraud	1		1	2	1	1				1			7	0.85%
Harrassing Phone Calls	1		1			2	1	1			2		8	0.98%
Impaired Driver	1			3	1	3	4	4	2		1	1	20	2.44%
Information Files				1			1			1			3	0.37%
Injury Accidents													0	0.00%
Liquor Offences				1					1	1			3	0.37%
Litter Act													0	0.00%
Lost and Found	1		2	3	2	2	7	4	1	1		5	28	3.42%
Luring Minors													0	0.00%
Mental Health Act	2	2		4	1	2	2	1	1	1	3	2	21	2.56%
Mischief	1		3	3	2	1	1	4		1	1		17	2.08%
Motor Vehicle Accidents	3	3		2		7	2	4		4	1	5	31	3.79%
Motor Vehicle Act	7	4	6	5	7	5	9	7	5	5	4	2	66	8.06%
Municipal Bylaws	2	1			1	1		1	2	1	1		10	1.22%
Off Road Vehicle Act	5		1		1								7	0.85%
Other Criminal Code							5	5	2		1	1	14	1.71%
Person Reported Missing		1		1			1						3	0.37%
Possession of restricted weapon											1		1	0.12%
Property Check			1						1			2	4	0.49%
Resist Arrest				1									1	0.12%
Roadside Suspensions							1						1	0.12%
Robbery													0	0.00%
Sexual Assaults / Interference				1	1								2	0.24%
STEP (Integrated Traffic Enforcement)						1	2		1	1			5	0.61%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1	1	1		1		2	5	1	4	1		17	2.08%
Theft Of Motor Vehicle					1							1	2	0.24%
Theft Over \$5000							1	1	1				3	0.37%
Theft Under \$5000	1	2	4	2	4	1	2	4	4				24	2.93%
Traffic Offences													0	0.00%
Trespass Act	1	1	1	2	2		1		1	1			10	1.22%

[illegible]

Police Report December 2019

KPS received 2 false alarms during the month.

December 1 @ 1757hrs – Kensington Liquor store, member attended.

December 18 @ 1331hrs – 46 Victoria St East, member did not attend.

Year To Date Approved Development Permits Summary Report
2020

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Single Family Dwelling		1												1	
Other Commercial	1													1	
Total:	1													2	

Total Estimated Construction Value
\$220,000.00
\$10,000.00
\$230,000.00

DEVELOPMENT PERMITS REPORT
For the period January 15, 2020 to February 06, 2020

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								
Single Family Dwelling											
02-20	02/06/2020	921064	Josh Vriends - Summerside PE		Approved	New	Single Family Dwelling		\$220,000.00	04/01/2020	07/15/2020
			5 Lions Drive				Description:	Installation of single story residential home with attached garage			

Sub Total: \$220,000.00

Total: \$220,000.00



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
Website: www.kensington.ca

For Office Use Only	
Permit #:	
Date Received:	JAN 24/20
Date Approved:	FEB 6/20
PEI Planning:	
Permit Fee: \$	200. <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 5 Lions Dr. Property Tax Number (PID): 921064
Lot No.: _____ Subdivision Name _____ Current Zoning: R1
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:

Land Purchased from William MacNeill Year Purchased 2019/2020

Location of Development		Property Size	
<input type="checkbox"/> North	<input type="checkbox"/> East	Road Frontage <u>100'</u>	Acreage <u>.2</u>
<input checked="" type="checkbox"/> South	<input type="checkbox"/> West	Property Depth <u>100'</u>	Area sq. ft. <u>1056 8712</u>

2. Contact Information

APPLICANT Name: Josh Vriends / Daniel MacLeod Address: 1001-20 MacKenzie Dr.
Phone: _____ Cell: 902-218-5255 Summerside, PE
Email: josh.vriends@dal.ca Postal Code: C1N 4J8

Same as Above: ☒

OWNER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: Darren MacKenzie Address: 262 Howe Pt. Road
Phone: _____ Cell: 902-969-0425 Fortune
Email: darren@mackenziebuilders.ca Postal Code: C0A 2B0

3. Infrastructure Components

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

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>3</u>	<u>2</u>	Width <u>28'</u> Length <u>44'</u>

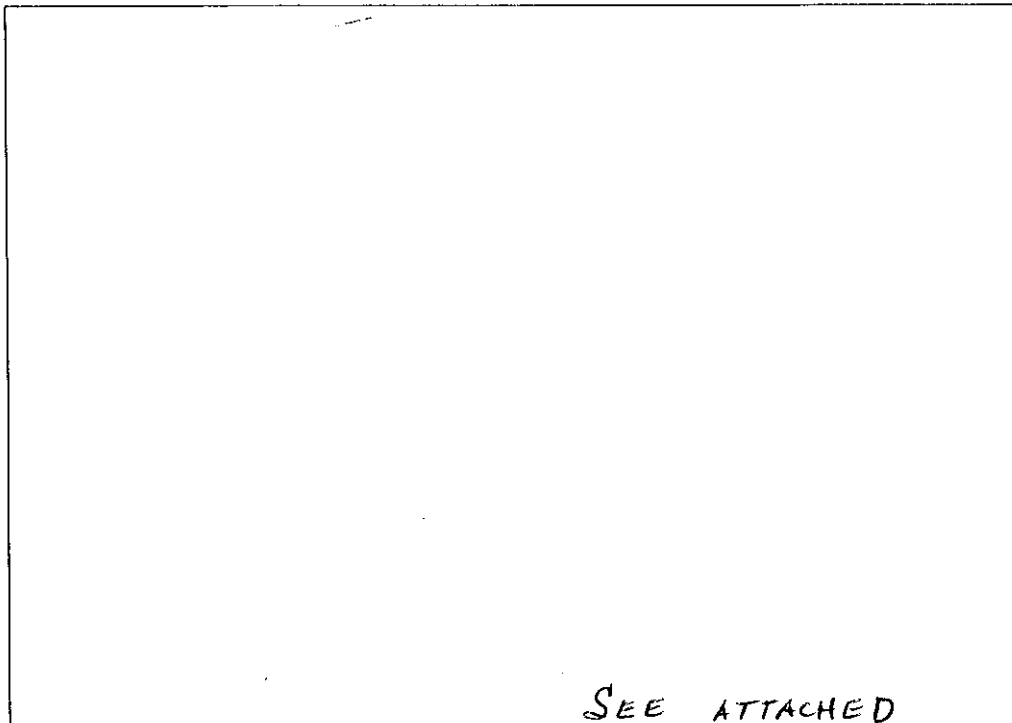
Detailed Project Description: Installation of Bungalow style on
foundation with attached garage

Estimated Value of Construction (not including land cost): ~~\$180,000~~ \$220,000

Projected Start Date: Apr'1 2020 Projected Date of Completion: July 15/2020

Please provide a diagram of proposed construction:

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



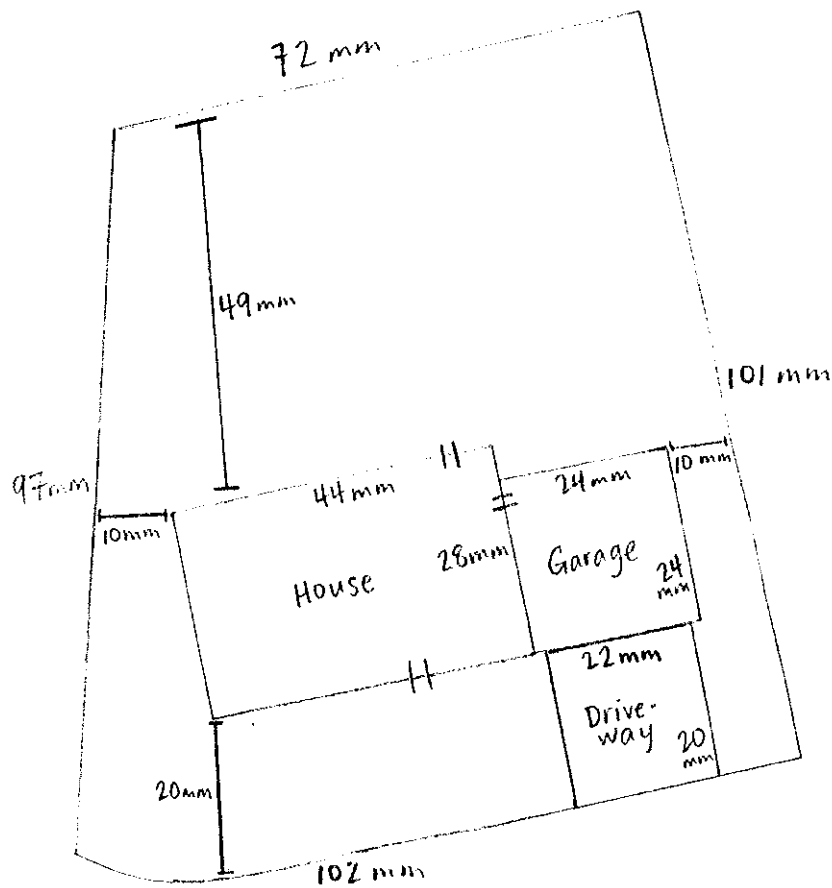
I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant *Josh Venn* Date: Dec. 20/19
Daniel McLeod

original



Scale: 1 mm = 1 foot

Approved
Jun 5/2020 TP

45 meters
\$1475

APPLICATION FOR AN ENTRANCE WAY / HIGHWAY ACCESS
Department of Transportation, Infrastructure and Energy

FILE COPY



Office Use Only:
\$25 Non-Refundable Fee Paid (✓)
Staff Initials: JWS

Please check (✓) the area applied for:

- () Entrance way on an Arterial Highway () New Access on all other Provincial highways
() Entrance way on a Seasonal Highway () Re-locate an existing Highway Access
() Extension of existing culvert (3m max.) (✓) New Access on municipal street or approved subdivision

Note: The allowable use of a parcel of land served by an entrance way (access) to a Provincial Highway is governed by the Roads Act - Highway Access Regulations (HAR's) and the location of an entrance way (access) is subject to the Minimum Safe Stopping Sight Requirements imposed by the HAR's.

General Information:

Applicants Name: JOSHUA (First) Michael (Middle) VRIENDS (Last) /
Contact Person, if different from Applicant: Daniel Alexander MacLeod
Mailing Address: 1007-20 MacKenzie Drive Postal Code: C1N 4J8
Daytime Phone #: 902-218-5255 Cell Phone: 902-218-5255 E-mail: josh.vriends@dal.ca

Location of the property:

Property Tax Number: 921064 Community: Kensington Civic Address: 5
Route No. _____ Road Name: Lions Dr. The property is located
on the North _____, South ✓, East, _____, West _____, of the highway, 1/4 Kilometers
North _____, South _____, East _____, West ✓ of the intersection with Garden Dr.
road, street

Entrance way use: Please check (✓)

Existing entrance way use: single family dwelling (✓) Commercial () Agriculture active ()
way use: duplex dwelling () Industrial () Agriculture idle ()
multiple dwelling () Institutional () Cottage ()
mobile home () Forestry () None ()

Other: _____

Proposed use: (please describe from list above) _____

I (we) understand that this application is subject to review by the Department of Transportation, Infrastructure and Energy and that no entrance way/access to a highway may be constructed or intensified without approval.

Please see the reverse side before signing.

Date: Dec. 20 119

Josh Vriends
Applicants Signature

Daniel MacLeod
Applicants Signature

314283

314893



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

For Office Use Only	
Permit #:	
Date Received:	JAN 4/20
Date Approved:	
PEI Planning:	
Permit Fee: \$	150.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 61 BROADWAY Property Tax Number (PID): 77974-000
Lot No.: _____ Subdivision Name: _____ Current Zoning: CL
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
KING GEORGE PLACE

Land Purchased from: _____ Year Purchased: _____

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

2. Contact Information

APPLICANT Name: KAREN SPITERI Address: 78 SEASIDE DR.
Phone: 438-828-9700 Cell: 438-828-9700 MALPEQUE P.O. BOX 893
Email: 55broadwayblc@gmail.com Postal Code: C0B 1M0 KITOWN

Same as Above: ☒

OWNER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: Jason Simmons Address: Kensington
Phone: 902-626-3757 Cell: _____
Email: simmons.jason.r@gmail.com Postal Code: _____

3. Infrastructure Components

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

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

4. Development Description

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

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

Type of Foundation	External Wall Finish	Roof Material	Chimney
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<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

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

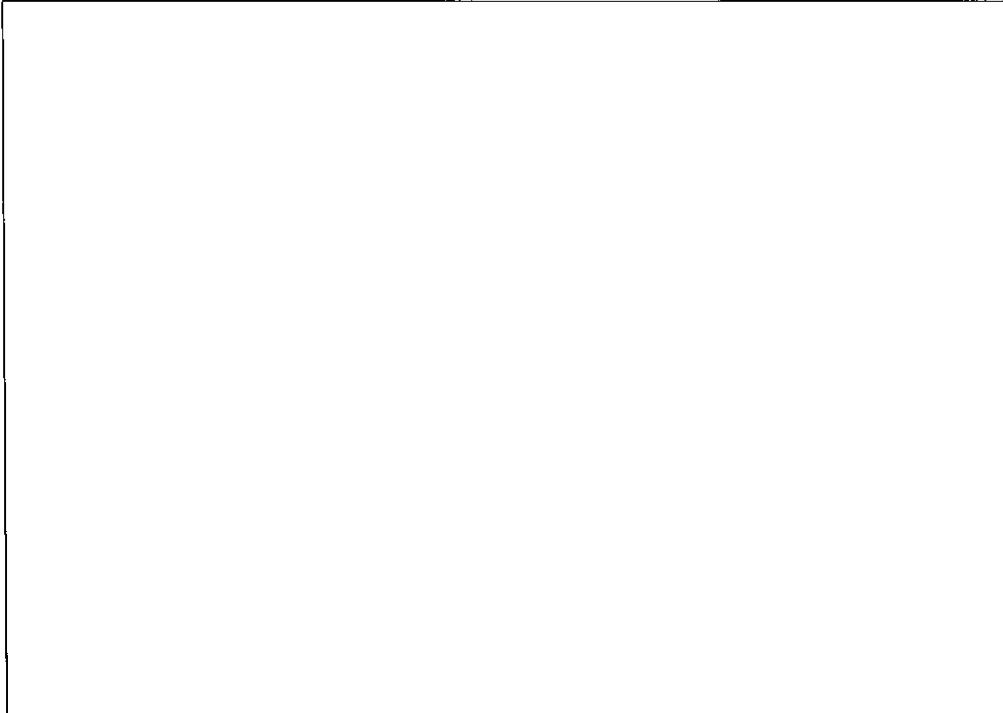
plumbing +
Detailed Project Description: Add sink to back office at 601 Broadway
to facilitate a single-chair hair salon.

Estimated Value of Construction (not including land cost): \$ 700

Projected Start Date: April 1 Projected Date of Completion: April 8

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.



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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

Kemfnetri

Date:

3 FEB 2020

Town of Kensington Bills List December 2019

Amalgamated Dairies Limited	4919340021	\$34.64
Amalgamated Dairies Limited	4919347019	\$25.53
Amalgamated Dairies Limited	4919361021	\$43.45
Amalgamated Dairies Limited	4919355013	\$6.75
Amalgamated Dairies Limited	4919355012	\$49.83
ADL Foods	2408436	\$497.41
ADL Foods	2408657	\$819.01
ADL Foods	4919340021	\$34.64
ADL Foods	2409891	\$430.09
ADL Foods	2409358	\$963.48
Aliant	7378383	\$30.48
Aliant	7375727	\$230.63
Andrew Griffin	DEC 2019 RRSP	\$557.60
Andrew Griffin	DEC 3 TRAINING MEALS	\$30.00
Bell Mobility	2-389927	\$201.25
AL Bell Ltd	2553	\$118.16
Bev Semple	DEC 2019 CROSSWALK	\$60.00
Biggar Overhead Doors	6575	\$156.40
Bill & Bev Hardy	2019 CHRISTMAS DECOR	\$40.00
Brenda MacIsaac	DEC 2019 RRSP	\$289.80
Building Blocs Home Improvements	2203	\$855.32
Capital "T" Electric	745	\$131.31
CFCY 95.1	15007/6127/6547	\$401.58
Christine & Gerald MacDonald	2019 CHRISTMAS DECOR	\$40.00
Combat Computer Inc	58258	\$706.36
Combat Computer Inc	58330	\$1,291.74
Combat Computer Inc	58261	\$562.05
Combat Computer Inc	58262	\$237.19
Combat Computer Inc	58263	\$129.38
Combat Computer Inc	59134	\$165.88
Commercial Construction	DEC 2019	\$3,323.50
Community Christmas Supper	DEC 2019 DONATION	\$100.00

Connect Hearing	0568343	\$140.00
Controls & Equipment	47138	\$543.95
Cummins Sales and Service	36235	\$353.03
Canadian Union of Public Employees	DEC 2019 UNION DUES	\$561.08
D.W Mechanical	1745	\$603.75
D.W Mechanical	1743	\$120.75
D.W Mechanical	1742	\$201.25
D.W Mechanical	1741	\$563.50
DV8 Consulting	DV-19-K08	\$5,060.00
Eastlink	10585839	\$101.14
Eastlink	10750160	\$97.69
Eastlink	10750429	\$23.00
Eastlink	10749827	\$756.83
Eastlink	10821959	\$145.94
Elizabeth Hubley	DEC 2019 RENT	\$805.00
Family & Friends	09	\$1,441.13
Family & Friends	DEC 11, 19 VICKI'S	\$370.30
Family & Friends	DEC 19, 19 PARTY	\$145.48
Family & Friends	DEC 2019 CHRISTMAS	\$121.41
Fluff "N" Tuck	27	\$1,112.00
Fluff "N" Tuck	26 AUG 2019	\$325.00
Fluff "N" Tuck	24 AUG 2019	\$290.00
Fluff "N" Tuck	25	\$625.00
Freda Woodside	2019 CHRISTMAS DECOR	\$40.00
Friends & Flowers	0076	\$396.59
Frito Lay Canada	43757867	\$111.70
Frito Lay Canada	43758092	\$148.26
Frontline Outfitters	45304	\$126.01
Geo Net Technologies Inc	2486	\$5,750.00
Holland College	0000012157	\$329.92
Ideal Auto Parts Ltd	126129	\$33.29
Irving Oil	33224965	\$150.88
Irving Oil	749471	\$174.89
Irving Oil	748568	\$234.65

Irving Oil	33202826	\$472.33
Irving Oil	725502	\$498.98
Irving Oil	750032	\$496.78
Irving Oil	748568A	\$234.65
Irving Oil	749471A	\$174.89
Irving Oil	771547	\$155.94
Irving Oil	449003	\$178.07
Irving Oil	425702	\$417.46
Irving Oil	73804	\$192.85
Irving Oil	217325	\$542.23
Irving Oil	33231442	\$6,610.29
Irving Oil	422742	\$434.25
Irving Oil	724685	\$95.46
Irving Oil	736027	\$605.23
Irving Oil	21446	\$508.70
Irving Oil	812565	\$235.82
Irving Oil	123261	\$163.54
Irving Oil	327624	\$387.50
Irving Oil	545134	\$275.39
Irving Oil	521297	\$708.42
Irving Oil	839491	\$168.93
Irving Oil	51713	\$679.64
Irving Oil	33238331	\$157.48
Island First Aid Service	S1-1566	\$46.00
Island Petroleum	9550	\$313.68
Island Petroleum	9551	\$221.91
Island Petroleum	9556	\$200.46
Island Petroleum	9555	\$340.36
Island Petroleum	9559	\$247.39
Island Petroleum	9558	\$289.33
Island Petroleum	9557	\$345.29
Island Petroleum	9554	\$197.33
Island Petroleum	9553	\$214.13
Island Petroleum	9552	\$192.12

Jack Spencer	DEC 2019 CROSSWALK	\$60.00
Jamie Perry	DEC 2019 CROSSWALK	\$140.00
Joseph & Vanessa Laviotette	2019 CHRISTMAS DECOR	\$40.00
Kays Wholesale	Z03305	\$674.34
Kensington PickleBall Club	DEC 2019 DONATION	\$200.00
Kent Building Supplies	1216889	\$30.76
Kent Building Supplies	1215796	\$37.23
Kent Building Supplies	1214966	\$44.99
Kent Building Supplies	1215204	\$42.18
Kent Building Supplies	1214865	\$10.34
Kent Building Supplies	1216350	\$14.74
Kent Building Supplies	1216684	\$18.39
Kent Building Supplies	1216863	\$5.97
Kent Building Supplies	1219283	\$10.52
Kim Mullett	DEC 3 MILEAGE/MEAL	\$30.98
K'Town Auto Parts	24512/5	\$4.89
K'Town Auto Parts	24308/5	\$46.92
K'Town Auto Parts	24375/5	\$31.97
Lewis Sutherland	DEC 2019 RRSP	\$640.76
Lewis Sutherland	DEC 2019 MILEAGE	\$140.06
Lotus Garden Restaurant	DEC 19, 2019	\$92.58
Maritime Electric	FIRE HALL DEC 2019	\$413.53
Maritime Electric	PW SHOP DEC 2019	\$171.72
Maritime Electric	CUC BALLFIELD DEC 19	\$28.26
Maritime Electric	CUC RINK DEC 2019	\$9,584.78
Maritime Electric	CUC SIGN DEC 2019	\$114.82
Maritime Electric	SENIOR CENTRE DEC 19	\$224.76
Maritime Electric	TOWN HALL DEC 2019	\$1,455.74
Maritime Electric	LIBRARY DEC 2019	\$239.59
Maritime Electric	TRAIN STN DEC 2019	\$736.43
Maritime Electric	ART CO-OP DEC 19	\$519.40
Maritime Electric	EVK POOL DEC 2019	\$90.03
Maritime Electric	CAR CHARGER DEC 2019	\$36.39
Maritime Electric	SPEED RADAR DEC 2019	\$105.13

Mary's Bake Shoppe	DEC 2019 PARADE	\$210.00
Mary's Bake Shoppe	DEC 13, 2019 POL TEL	\$32.00
Malpeque Bay Credit Union	DEC 2019 RRSP	\$1,607.98
MDC	4011052	\$275.56
Medacom Atlantic Inc	011388	\$251.16
Minister of Finance	OCT - DEC 2019	\$6,900.00
Minister of Finance	313925	\$86.25
MJS Marketing & Promotions	2683009	\$51.75
MJS Marketing & Promotions	2683020	\$316.25
MJS Marketing & Promotions	2681011	\$51.75
MJS Marketing & Promotions	2681020	\$86.25
MJS Marketing & Promotions	2681026	\$747.50
MJS Marketing & Promotions	2681034	\$97.75
MJS Marketing & Promotions	2684028	\$747.50
Moase Plumbing & Heating	31047	\$57.50
Orkin Canada	9769400	\$44.28
Orkin Canada	9769100	\$28.75
Orkin Canada	9769103	\$73.03
Pepsico	48506753	\$1,017.61
Peter & Debbie Brighty	2019 CHRISTMAS DECOR	\$40.00
Petty Cash	DEC 2019	\$105.26
Pitney Bowes	3201302642	\$33.53
Pitney Bowes	3201302641	\$161.01
Princess Auto	1005082	\$206.99
Provincial Auto Parts Ltd	996-567112	\$55.13
Robert Wood	DEC 2019 MILEAGE	\$131.60
Rogers Plumbing & Heating	13516	\$74.75
Rowan Caseley	DEC 2019 MILEAGE	\$49.35
Saltwire Network	27121	\$172.50
Saltwire Network	SM00027194	\$262.20
Saltwire Network	SM00026949	\$235.75
Saunders Equipment Ltd	78417	\$276.24
Saunders Equipment Ltd	78391	\$242.88
Mikes Independent	419913	\$34.14

Mikes Independent	01 6479	\$42.66
Mikes Independent	01 9450	\$57.69
Mikes Independent	01 0281	\$36.96
Mikes Independent	01 9797	\$67.84
Mikes Independent	03 6572	\$34.14
Scotia Securities	DEC 2019 RRSP	\$438.34
Scotiabank Visa	DEC 19, 2019 DECORAT	\$130.61
Scotiabank Visa	ANNUAL FEE DEC 2019	\$75.00
Scotiabank Visa	CHARM DIAMOND	\$191.73
Scotiabank Visa	BLOOM HOUSE FLOWERS	\$46.00
Scotiabank Visa	BLOOM HOUSE	\$63.75
Scotiabank Visa	MARY'S BAKE SHOPPE	\$210.00
Spring Valley Building Centre Ltd	210270	\$60.72
Spring Valley Building Centre Ltd	210532	\$30.36
Spring Valley Building Centre Ltd	K10460	\$91.08
Spring Valley Building Centre Ltd	210585	\$30.36
Subway	DEC 19, 2019	\$20.00
Suncor Energy Products Partnership	DEC 2019	\$611.75
Superior Sanitation	694909	\$80.50
Superior Sanitation	694910	\$184.00
Superior Sanitation	694912	\$207.00
Superior Sanitation	694911	\$230.00
T & K Fire Safety Equipment Ltd	251374	\$430.10
T & K Fire Safety Equipment Ltd	251566	\$137.38
Telus	DEC 2019	\$740.20
Tessa MacKinnon	DEC 3 MILEAGE/MEALS	\$61.96
The Home Place	2019 CHRISTMAS DECOR	\$40.00
Thompson Well Drilling Ltd	3819	\$437.00
Traci Campbell	NOV & DEC 2019 CLASS	\$598.00
Vail's Fabric Services Ltd	343327	\$215.46
Vistaprint	JC7PM-M5A28-1P5	\$153.64
Water & Pollution Control Corporation	DEC 2019	\$200.83
Waugh's Construction Ltd	21475	\$12,362.50
Wayne Sherry	DRIVERS MEDICAL NOV	\$75.00

Wet n' Wild Car Wash	DEC 2019 CAR WASH	\$100.00
Yellow Pages Group	19-7718099	\$23.17
Yellow Pages Group	19-7681414	\$17.65
Subtotal		<u>\$100,905.49</u>

Payroll		\$121,986.26
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Capital Purchases

Carpenters Inc	135	\$28,226.69
Toombs Plumbing & Heating Ltd	62019	\$8,105.53
WSP Canada Inc	191-14830-00	\$3,926.54
Subtotal Capital		<u>\$40,258.76</u>

Total Bills		<u>\$263,150.51</u>
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TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for Dec 2019

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$111,722.41	\$107,537.00	\$4,185.41	\$870,979.38	\$853,413.00	\$17,566.38	\$1,125,834.00	77%
Police Service	\$2,599.60	\$3,000.00	-\$400.40	\$21,778.70	\$27,000.00	-\$5,221.30	\$36,000.00	60%
Town Hall Rent	\$7,608.58	\$7,813.00	-\$204.42	\$71,916.53	\$73,217.00	-\$1,300.47	\$96,656.00	74%
Recreation	\$0.00	\$0.00	\$0.00	\$5,395.00	\$3,750.00	\$1,645.00	\$3,750.00	144%
Sales of Service	\$33,759.47	\$37,000.00	-\$3,240.53	\$343,142.47	\$333,000.00	\$10,142.47	\$444,000.00	77%
Subtotal Revenue	\$155,690.06	\$155,350.00	\$340.06	\$1,313,212.08	\$1,290,380.00	\$22,832.08	\$1,706,240.00	77%
GENERAL EXPENSES								
Town Hall	\$13,174.00	\$14,085.00	-\$911.00	\$115,630.44	\$121,671.00	-\$6,040.56	\$162,934.00	71%
General Town	\$57,908.84	\$40,593.00	\$17,315.84	\$387,426.67	\$380,495.00	\$6,931.67	\$579,955.00	67%
Police Department	\$52,404.00	\$44,929.00	\$7,475.00	\$367,586.08	\$333,219.00	\$34,367.08	\$458,961.00	80%
Public Works	\$19,332.34	\$18,275.00	\$1,057.34	\$150,357.33	\$148,972.00	\$1,385.33	\$205,465.00	73%
Train Station	\$2,515.92	\$2,680.00	-\$164.08	\$24,927.35	\$24,145.00	\$782.35	\$31,940.00	78%
Recreation & Park	\$6,078.34	\$1,545.00	\$4,533.34	\$69,140.09	\$66,650.00	\$2,490.09	\$75,785.00	91%
Sales of Service	\$15,572.14	\$17,125.00	-\$1,552.86	\$145,216.06	\$136,812.00	\$8,404.06	\$190,071.00	76%
Subtotal Expenses	\$166,985.58	\$139,232.00	\$27,753.58	\$1,260,284.02	\$1,211,964.00	\$48,320.02	\$1,705,111.00	77%
Net Income (Deficit)	-\$11,295.52	\$16,118.00	-\$27,413.52	\$52,928.06	\$78,416.00	-\$25,487.94		
Credit Union Centre								
Credit Union Centre Revenue	\$36,609.56	\$36,100.00	\$509.56	\$262,229.36	\$278,300.00	-\$16,070.64	\$397,700.00	66%
Credit Union Centre Expenses	\$40,358.23	\$36,044.00	\$4,314.23	\$267,519.46	\$278,454.00	-\$10,934.54	\$397,408.00	67%
Net Income (Deficit)	-\$3,748.67	\$56.00	-\$3,804.67	-\$5,290.10	-\$154.00	-\$5,136.10		
Fire Department								
Fire Revenues	\$20,834.50	\$20,772.00	\$62.50	\$187,521.50	\$186,948.00	\$573.50	\$249,264.00	75%
Fire Department Expenses	\$22,263.66	\$18,477.00	\$3,786.66	\$170,021.72	\$190,843.00	-\$20,821.28	\$249,264.00	68%
Net Income (Deficit)	-\$1,429.16	\$2,295.00	-\$3,724.16	\$17,499.78	-\$3,895.00	\$21,394.78		
Consolidated Net Income (Deficit)	-\$16,473.35	\$18,469.00	-\$34,942.35	\$65,137.74	\$74,367.00	-\$9,229.26		
							\$1,421.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$49,998.56	\$49,222.00	\$776.56	\$443,648.37	\$442,998.00	\$650.37	\$593,079.00	75%
Water & Sewer Expenses	\$78,202.39	\$48,215.00	\$29,987.39	\$468,174.52	\$445,835.00	\$22,339.52	\$590,480.00	79%
Water & Sewer Net Income (Deficit)	-\$28,203.83	\$1,007.00	-\$29,210.83	-\$24,526.15	-\$2,837.00	-\$21,689.15		
							\$2,599.00	

TOWN OF KENSINGTON – MEMORANDUM

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

December 2019

Fitplex

Programming: Aerobics\Fitness Classes Programming

Mondays 9:00 am Darcey Busch
Tuesdays 6:30 pm Traci Campbell
Wednesdays 8:30 am Darcey Busch
Thursday 6:30 pm Traci Campbell
Saturday 8:30 am Traci Campbell

Sundays 4:00 pm Peewee Matrix

Mondays 6:30 pm Kensington Wild
Wednesdays 6:30 pm Kensington Wild

Hours

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

New bathroom counter tops installed in the Fitplex locker rooms.

Arena

3 Wild home games and 3 Vipers home games in December.

Kensington Cash

November, 2019	\$210.00
	\$216.00
	\$214.00
	<u>\$214.00</u>
Total	<u>\$854.00</u>

Ball Fields

Senior Center

Activities at the senior center on a weekly basis

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

Upcoming Events

- Midget A David Martin Memorial Jan 17-19, 2020
- Bedford Exchange Jan 24-26, 2020
- Kensington Wild Hockey Tournament Feb 15-16, 2020
- Initiation Jamboree Feb 17, 2020
- ADL Ice Competition Feb 22, 2020
- Kensington Figure Skating Ice Show March 6, 2020
- Aaron Doyle Mardi Gras Tournament March 26-29, 2020
- KISH High School Hockey Tournament March 30-April 4, 2020
- Shane Cormier Memorial Tournament Pee wee 'A' April 3-5, 2020

Town of Kensington Credit Union Centre Monthly Statistical Data 2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	262	258	250	242	230	218	215	226	245	255	260	2931
Attendance	1525	1420	1200	1140	1080	950	875	820	1011	1225	1350	1300	13896
Day Passes Sold	26	18	20	22	20	22	20	15	21	25	24	20	253
Memberships Sold	44	32	25	22	20	21	18	19	22	37	24	30	314
Monthly Payment Memberships	54	53	52	53	51	52	50	49	50	51	52	52	619
Arena													
Hours Rented	149	144	135	110	0	0	0	0	58	158	175	140	1069
Preschool (Free)	4	4	3	0	0	0	0	0	0	0	4	4	19
Adult Skate	4	4	3	0	0	0	0	0	0	0	4	4	19
Donated Ice Time	0	10	0	7	0	0	0	0	0	0	0	0	17
Total Hours Rented	157	162	141	117	0	0	0	0	58	158	183	148	1124
Storm Days (no rentals)	2.5	2	1	1	0	0	0	0	11	0	0	0	17.5

2018

[illegible]



Mayor's Report to Town Council

February 10, 2020

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

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

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

STEP Heart of PEI Initiative – I attended meetings with a committee of this initiative to discuss possible areas of consideration for the Town and the surrounding communities to consider regarding beautification, flower beds, directional signage, etc. Deputy Mayor Pickering has been attending all these committee meeting as co-chair and representing the Town on this initiative. The goal is to identify potential areas where Kensington and the surrounding communities can be tied together under the umbrella of the "Heart of PEI" branding.

Summerside Infrastructure Announcement – At the invitation of Mayor Stewart I attended, along with Councillor Rodney Mann, the announcement of the expansion of phase two of Summerside's solar energy project which is intended to bring Summerside over 60% generation of electricity by renewable resources. The total investment between the Federal Government, Provincial Government and City of Summerside is over \$60 Million. Congratulation to our nearest City as they work to reduce their carbon footprint.

Kensington / Bedford Friendship Hockey Exchange – This was the 52nd year this exchange has been taking place and is a credit to the original organizers of the event as well as all those organizers who have volunteered to keep this exchange going. Thank you to all the organizers, coaches, players, parents, grandparents, volunteers and sponsors for making 2020 another successful year. Perhaps we do not appreciate just how much this exchange means to the economic development of the area and the good will it provides for players, coaches and all involved. It is a great way to showcase our Town and Credit Union Centre.



Health PEI – I met with Stephon from Health PEI to discuss the progress with the upcoming placement of the Doctor coming to Kensington to assume the practice of Dr. McKeen. It is hoped that we can have a formal public announcement of this placement by the Minister of Health and Wellness, Hon James Aylward in the weeks ahead and ensure the doctor is made welcome in this community.

Former Mayor Gerald McCarville – As all Council are aware the Town of Kensington's former Mayor Gerald McCarville passed away. We are all saddened by this and as a Town we recognized his two years of service as a Councillor and 25 years as Mayor by lowering the town flag at Town Hall to half-mast. Thank you to all Councillors and Staff who joined with me at the wake and funeral. The family were very appreciative and Mayor McCarville always had high appreciation for "his" Town of Kensington.

EMO Municipal Training – Attending with me at the EMO training for municipalities were Deputy Mayor Coreen Pickering, Councillor Rodney Mann, CAO Geoff Baker, Deputy Administrator Wendy MacKinnon and Administrative Assistant Kim Caseley. Councillor Jeff Spencer was scheduled to attend the evening session. This training session gave the several steps that municipalities must have in place by the end of 2020. Fortunately Kensington is already quite far along in this process and just need to update the plan which has already been written and passed by Council in 2015.

Kensington Winter Carnival – We are currently in the middle of the Kensington Winter Carnival and I want to express my thanks to the many volunteers who make this Winter Carnival successful. Thank you to the Chair David Gallant for working with his committee to carry off these few days of winter fun. Deputy Mayor Pickering and I will be judging the QEES posters once again this year. We are fortunate to have the schools take a keen interest in this carnival and support the organizers.

Business Park – Mr. Baker and I met with Minister Matt MacKay and two of his staff people with Innovation PEI to discuss the potential funding opportunities for the placement of infrastructure of the business park. We anticipate the estimated costs for roadway, sewer and water for phase one to cost around \$3 million and will provide for an estimated 31 lots for sale. We continue to have interest expressed for lots in the park and it is very important we do whatever we can to get this park moving forward in 2020. A purchase and sale agreement has been prepared and sent to the lawyer for the Caseley property. I am advised the agreement has been signed and is now in the hands of the lawyers to process the necessary paperwork.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: February 4, 2020	Request for Decision No: 2020-05
Topic: Access to Information and Protection of Personal Information Bylaw (Bylaw # 2020-01)	
Proposal Summary/Background: <p>Under the <i>Municipal Government Act (MGA)</i>, certain bylaws are required by all municipalities. Other bylaws are required only if the municipality decides to provide the service or regulate an activity. One of the Bylaws required by the MGA (for all municipalities) is the <i>Access to Information and Protection of Personal Information Bylaw</i>. The Bylaw is set to take effect on April 1, 2020.</p> <p>Generally, the Bylaw regulates what information is accessible to the public and the processes involved to access such information, i.e. timelines, cost, etc. The Bylaw further provides regulation of the collection, use and protection of personal information.</p>	
Benefits: <ul style="list-style-type: none">• Will provide Council, administration and the general public with clear direction as it relates to access to information and the protection of personal information.	
Disadvantages: <ul style="list-style-type: none">• None Noted.	
Discussion/Comments: <p>Division 5 (Sections 147 and 148) of the MGA provides for the authority (and mandate) for a Council to, by Bylaw, regulate access to information and protection of personal information. Division 5 states:</p> <p><i>147. Access to information</i></p> <p><i>(1) A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality, including but not limited to information in relation to the following matters:</i></p> <ul style="list-style-type: none"><i>(a) assessment information;</i><i>(b) approved financial plans;</i><i>(c) approved annual financial statements;</i><i>(d) auditor reports;</i><i>(e) minutes of all meetings of the council and council committees;</i><i>(f) bylaws or proposed bylaws which have received first reading;</i><i>(g) resolutions of the council and council committees passed at open meetings of the council or council committee together with any relevant information that was taken into consideration in the decision to pass the resolution;</i><i>(h) permits which have been issued;</i><i>(i) approvals which have been granted;</i><i>(j) all grants, contributions and donations, with the name of each recipient;</i><i>(k) all contracts, except a contract</i>	

- (i) in respect of which the release of information could jeopardize an individual's safety or security, or*
- (ii) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of a municipality;*
- (l) all compensation, expenses and other payments made annually to each council member pursuant to section 82;*
- (m) strategic plans;*
- (n) all policies;*
- (o) all documents that have been tabled or adopted at open meetings of the council or council committees that*
 - (i) are not included in clauses (a) to (n),*
 - (ii) do not fall within the scope of subsection 119(1), and*
 - (iii) are not subject to solicitor–client privilege.*

Personal information

(2) No personal information, except a person's address, that is included in any of the types of information listed in clauses (1)(a) to (o) shall be disclosed except in accordance with the regulations and

- (a) to the person whose personal information it is;*
- (b) to a person authorized by the person referred to in clause (a); or*
- (c) in accordance with a bylaw made under section 148.*

Personal information, defined

(3) In this section and in clause 119(1)(c) and section 148, "personal information" means personal information as defined in clause 1(i) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, Cap. F-15.01.

New municipality

(4) The council of a municipality established after the coming into force of this section shall comply with subsection (1) within 12 months after the date of the order of the Lieutenant Governor in Council that established the municipality. 2016,c.44,s.147.

148. Protection of privacy

(1) A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that protects the personal information collected by the municipality and provides rules in accordance with the regulations respecting

- (a) what personal information may be collected by the municipality;*
- (b) the purposes for which the personal information may be collected;*
- (c) how the personal information may be used; and*
- (d) who may have access to the personal information.*

Correction of personal information

(2) A bylaw made under subsection (1) shall provide for access by an individual to the individual's personal information for the purpose of verifying and, if necessary, correcting the personal information.

Notice to individual

(3) A council shall ensure that, when an individual's personal information is collected by the municipality, the individual is informed of the purposes for which the information is being collected, how the personal information may be used and who may have access to the personal information.

Application

(4) This section applies in respect of personal information in a record or document created on and after the coming into force of this section.

New municipality

(5) The council of a municipality established after the coming into force of this section shall comply with subsection (1) within 12 months after the date of the order of the Lieutenant Governor in Council that established the municipality. 2016, c.44,s.148.

It is recommended by the CAO and Committee of Council that Town Council give first reading and approval to the Town of Kensington Access to Information and Protection of Personal Information Bylaw as presented.

Options:

1. Give first reading and approval to the Town of Kensington Access to Information and Protection of Personal Information Bylaw.
2. Not give first reading and approval to the Bylaw.
3. Refer the matter back to staff.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

That Town Council consider and adopt the following resolution:

Resolution 1

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby read a first time.

Resolution 2

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read a first time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby approved.



**ACCESS TO INFORMATION AND PROTECTION OF PERSONAL
INFORMATION BYLAW
BYLAW 2020-01**

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

1. Title

- (1) This bylaw shall be known and cited as the “Access to Information and Protection of Personal Information Bylaw.”

2. Definitions

- (1) “Act” means the Municipal Government Act.
- (2) “Applicant” means a person applying for access to information under the Act or this bylaw.
- (3) “Chief Administrative Officer” or “CAO” means the administrative head of the municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- (4) “Coordinator” means an Access to Information and Protection of Privacy Coordinator appointed by Council in accordance with the Regulations and this bylaw.
- (5) “Council” means the Mayor and Councillors for the Municipality
- (6) “Development” means development as defined in the *Planning Act* R.S.P.E.I. 1988, Cap P-8.
- (7) “Law enforcement” means
 - (a) policing, including criminal intelligence operations,
 - (b) a police, security or administrative investigation, including the complaint giving rise to the investigation, that leads or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the investigation or by another body to which the results of the investigation are referred, or
 - (c) proceedings that lead or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the

proceedings, or by another body to which the results of the proceedings are referred.

- (8) “Municipality” means the Town of Kensington.
- (9) “Personal information” means personal information as defined in clause 1(i) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I., 1988, Cap. F-15.01, but does not include a person’s address.
- (10) “Record” means any information that a municipality is required to provide access to under subsection 147(1) of the *Municipal Government Act*.
- (11) “Regulations” mean the Access to Information and Protection of Personal Information Regulations under the Act.
- (12) “Third party” means a person, a group of persons or an organization other than an applicant or a municipality.

3. General

- (1) Records shall be available for public inspection at the office of the municipality.
 - (a) During regular office hours.
- (2) Schedule ‘1’ may be amended by resolution as permitted in clause 135(2)(c) of the Act but shall comply with all legal requirements for the access to information and protection of personal information.
- (3) Council shall not appoint a person to act as the Coordinator who is
 - (a) a member of Council; or
 - (b) the CAO of another municipality.
- (4) The Coordinator’s duties shall include
 - (a) accepting and processing applications for access to information;
 - (b) clarifying and responding to access to information applications, including deciding whether to grant or refuse the application for access to information;
 - (c) providing education and training to members of council and employees of the municipality with respect to the bylaw and the Act as it applies to access to information and the protection of personal information;
 - (d) assisting municipal staff in conducting searches in response to access to information applications;
 - (e) preparing fee estimates;
 - (f) appointing a Coordinator replacement in the instance of their temporary absence, i.e. vacation, sick; and

- (g) providing a written annual report to the council of the municipality which includes, at a minimum,
 - (i) the number of applications for access to information,
 - (ii) the number of applications where access to information was granted, and the number of applications where access to information was denied.

4. Application process for access to information

- (1) An application for access to information shall be made by the applicant, in writing, to the Coordinator.
- (2) An application for access to information shall
 - (a) provide sufficient detail to enable the Coordinator to identify the information sought, and
 - (b) indicate whether the applicant is requesting a photocopy of the information or to examine the information.
- (3) An application for access to information made under subsection 4(1) may be made by an application in electronic format where the Coordinator consents to receiving the application by electronic means.
- (4) Subsequent communications between an applicant and the Coordinator may be by electronic means where both the Coordinator and the applicant consent to communicate by that means.
- (5) The Coordinator may exempt an applicant from the requirement for requests to be made in writing for requests to access the records referred to in subsection 6(2) of this bylaw.

5. Entitlement to access

- (1) Subject to subsection 5(2) of this bylaw and subsection 6(3) of the regulations, an applicant is entitled to access records and the Coordinator shall provide records that were created or collected by the municipality which, at a minimum, includes access to the types of information referred to in subsection 147(1) of the Act.
- (2) An application for access to information that contains personal information of another individual or information of a third party, or information not referred to in subsection 6(2) of this bylaw shall be made to the Coordinator in accordance with the requirements of section 4.

6. Records available for inspection

- (1) Subject to the restrictions on information set out in subsection 6(3) of the Regulations, access to information includes, but is not limited to, records in relation to the following matters:
 - (a) assessment information;

- (b) approved financial plans;
 - (c) approved annual financial statements;
 - (d) auditor reports;
 - (e) minutes of all meetings of the council and council committees;
 - (f) bylaws or proposed bylaws which have received first reading;
 - (g) resolutions of the council and council committees passed at open meetings of the council or council committee together with any relevant information that was taken into consideration in the decision to pass the resolution;
 - (h) permits which have been issued;
 - (i) approvals which have been granted;
 - (j) all grants, contributions and donations, with the name of each recipient;
 - (k) all contracts, except a contract
 - (i) in respect of which the release of information could jeopardize an individual's safety or security, or
 - (ii) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of a municipality;
 - (l) all compensation, expenses and other payments made annually to each council member pursuant to section 82 of the Act;
 - (m) strategic plans;
 - (n) all policies;
 - (o) all documents that have been tabled or adopted at open meetings of the council or council committees that
 - (i) are not included in clauses (a) to (n),
 - (ii) do not fall within the scope of subsection 119(1) of the Act, and
 - (iii) are not subject to solicitor-client privilege.
- (2) The following records shall be available within two business days upon request:
- (a) current approved financial plans,
 - (b) current approved annual financial statements,
 - (c) audited financial reports,
 - (d) approved minutes of all council and council committee meetings,

- (e) resolutions contained in the register referred to in clause 93(3)(i) of the Act
 - (f) current strategic plans,
 - (g) all policies,
 - (h) bylaws or proposed bylaws that have received first reading,
 - (i) all compensation, expenses and other payments made annually to each council member, council committee member and all members of any boards or other bodies established by council for the previous year.
- (3) For records not included in subsection 6(2) of this bylaw to which access is authorized by the Act, the bylaw or any other Act; and where the information is reasonably accessible to the municipality, the Coordinator shall, within 30 days of the application for access to information,
- (a) provide the applicant with a written estimate of any fees that may be charged for copies of the record or document containing the information; and
 - (b) subject to the payment of any fees required under section 20 of this bylaw, allow the applicant access to the information.
- (4) Where, in the opinion of the Coordinator, the requested information cannot reasonably be accessed within 30 days of the date of receipt of the application, the Coordinator
- (a) shall inform the applicant, in writing, when the information will be accessible; and
 - (b) shall provide the applicant with a written estimate of any fees that will be charged for copies of the record or document containing the information.
- (5) Where the Coordinator refuses the application for access to information, the Coordinator shall provide the applicant with written notification of the reasons for the refusal and the provision of the Act or bylaw on which the refusal is based.

7. Application of bylaw

- (1) This bylaw applies to information that was created or collected on and after the coming into force of the Act by or otherwise under the control of the municipality.
- (2) This bylaw also applies to information that was created or collected prior to the coming into force of the Act by or otherwise under the control of the municipality, where that information was required to be public under previous legislation, including but not limited to:
 - (a) minutes of all meetings of council;

- (b) audited financial statements;
- (c) approved budgets;
- (d) bylaws; and
- (e) any information required to be shared publicly under section 23.1 of the *Planning Act*.

8. Inspection of records or documents

- (1) The inspection of records or documents containing the information requested by an applicant shall be made under the supervision of an employee of the municipality.
- (2) Subject to any fees that may be charged, copies of records or documents shall be provided by the municipality to an applicant on the request by the applicant as a photocopy of the record or document or by an electronic version of the record or document if available.

9. Records not available

- (1) Notwithstanding anything contained in this bylaw, no person, other than members of council or staff authorized by the CAO, shall have the right to inspect or obtain a copy of any record that:
 - (a) is subject to solicitor-client privilege;
 - (b) is a record of a closed meeting of council or a council committee where the matters discussed related to:
 - (i) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
 - (ii) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
 - (iii) personal information, other than a person's address, that is protected under the Act;
 - (iv) relates to confidential human resource matters relating to specific employees;
 - (v) is a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;
 - (vi) relates to the conduct of existing or anticipated legal proceedings;
 - (vii) relates to the conduct of an investigation under, or enforcement of, an Act or bylaw; or
 - (viii) is information which, if disclosed, could prejudice security and the maintenance of the law.

- (2) The minutes of a closed meeting shall be made available to the public and shall be restricted to
 - (a) the date of the meeting;
 - (b) the type of matter under subsection 119(1) of the Act that was discussed during the meeting; and
 - (c) who was present at the meeting.
- (3) The municipality shall make public, when confidentiality is no longer required, any matter which has been considered at a council or council committee meeting closed to the public pursuant to subsection 119(4) of the Act.

10. Personal information contained within records

- (1) No personal information, except a person's address, that is included in any of the types of records listed in subsection 6(2) of this bylaw shall be disclosed except
 - (a) to the person whose personal information it is;
 - (b) to a person authorized in writing by that person; or
 - (c) in accordance with this bylaw.
- (2) A person's address shall only be disclosed where the person's address is pertinent to the matter being considered by council, including matters such as:
 - (a) an application made pursuant to an official plan and bylaw where the address is the subject of the application;
 - (b) a matter dealing with the enforcement of a bylaw where the address is the subject of the discussion.

11. Authority to collect personal information

- (1) No personal information may be collected unless
 - (a) the collection of that information is expressly authorized by or under an enactment of Prince Edward Island or Canada or a bylaw of the municipality;
 - (b) the information relates directly to and is necessary for operating a program or activity of the municipality; or
 - (c) the information is collected for the purposes of law enforcement.

12. Manner of collection of personal information

- (1) All personal information shall be collected directly from the individual to whom it relates unless
 - (a) the information may be disclosed to the municipality under the *Freedom of Information and Protection of Privacy Act*;

- (b) another method of collection is authorized by that individual or by an enactment or bylaw referred to in clause 12(1)(a);
 - (c) the information is necessary to determine the eligibility of an individual to participate in a program of or receive a benefit, product or service from the municipality and is collected in the course of processing an application made by or on behalf of the individual the information is about, or to verify the eligibility of an individual who is participating in a program of or receiving a benefit, product or service from the municipality and is collected for that purpose;
 - (d) the information is collected for the purpose of collecting a fine or a debt owed to the municipality;
 - (e) the information is collected for the purpose of managing or administering personnel of the municipality;
 - (f) the information concerns an individual who is designated as a person to be contacted in an emergency, or other specified circumstances;
 - (g) the information is collected for the purpose of determining suitability for an honour or award; or
 - (h) the information is collected for the purpose of law enforcement.
- (2) Where personal information is collected directly from an individual under subsections 11(1) or 12(1), the individual is to be informed of
- (a) the purpose for which the information is collected;
 - (b) the specific legal authority for the collection; and
 - (c) the contact information of an employee of the municipality who can answer the individual's questions about the collection.

13. Use of personal information

- (1) Where an individual's personal information is used by the municipality, the municipality shall
 - (a) make every reasonable effort to ensure that the information is accurate and complete; and
 - (b) retain the personal information in accordance with the records retention bylaw of the municipality.
- (2) For greater certainty, a reference in this section and in sections 14, 16 and 17 to the collection, use or disclosure of personal information by the municipality includes the collection, use or disclosure of the personal information by
 - (a) an employee of the municipality;
 - (b) a volunteer, including a volunteer firefighter;

- (c) a person appointed to conduct an inquiry under subsection 217(2) of the Act;
- (d) a supervisor appointed under subsection 219(2) of the Act; and
- (e) an official trustee appointed under subsection 220(1) of the Act.

14. Correction to personal information

- (1) An individual has the right to request that the coordinator correct personal information where the individual believes there is an error or omission in the individual's personal information.
- (2) The coordinator is prohibited from correcting or otherwise altering an opinion included in an individual's personal information, including a professional or expert opinion.
- (3) A request for a correction to personal information shall be made in writing by the individual whose personal information it is, or by an authorized person on that individual's behalf.
- (4) A request for a correction to personal information shall provide sufficient detail to enable the coordinator to identify the personal information that is the subject of the request.
- (5) A request in writing may be satisfied by a request in electronic format where the coordinator consents to receiving the request by electronic means.
- (6) Subsequent communications between an individual making a request for correction and the coordinator may be by electronic means where both the coordinator and the individual consent to communicate by that means.
- (7) The coordinator shall make the correction requested in accordance with the procedure specified in section 15 unless prohibited by law from doing so.

15. Record of a request to correct personal information

- (1) Following a request to correct personal information
 - (a) where a correction is made in response to a request under subsection 14(1), the coordinator shall make a notation either on the record or document in question or attached to it that a correction has been requested and made; or
 - (b) where no correction is made in response to a request under subsection 14(1), or a correction is prohibited under subsection 14(2), the coordinator shall make a notation that there was a request to make a correction to the individual's personal information either on the record or document in question or attached to it.
- (2) Within 60 days after the request under subsection 14(1) is received, the coordinator shall give written notice to the individual that
 - (a) the correction has been made under clause 15(1)(a); or

- (b) no correction has been made under clause 15(1)(b).
- (3) The coordinator shall notify any third party to whom personal information has been disclosed within the preceding year that a request to correct that personal information has been made and the decision that was made in response to the request.
- (4) Notwithstanding subsection (3), the Coordinator may dispense with notifying a third party as required in that subsection if
 - (a) in the opinion of the Coordinator, the request to correct the personal information and the decision that was made is not material; and
 - (b) the individual who requested the correction is advised and agrees in writing that notification is not necessary.
- (5) Where the personal information that is the subject of a request for correction was collected by another party or another party created the record or document containing the personal information, the coordinator may, within 30 days from receiving the request to correct the personal information under section 14, transfer the request to that party.
- (6) Where a request is transferred under subsection 15(5), the Coordinator shall notify the individual of the transfer as soon as possible.

16. Protection of personal information

- (1) The CAO shall ensure that personal information is protected by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, disposal or destruction of personal information
- (2) In order to ensure that personal information is protected, the municipality may use personal information only:
 - (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
 - (b) if the individual to whom the information pertains has identified the information and consented, in writing, to the use;
 - (c) for a purpose for which that information may be disclosed by the municipality under section 17; or
 - (d) to the extent necessary to enable the municipality to carry out its purpose in a reasonable manner.

17. Disclosure of personal Information

- (1) The municipality may disclose personal information only:
 - (a) for the purpose of complying with the Act or the bylaw;
 - (b) for the purpose of complying with an enactment of Prince Edward Island or Canada;

- (c) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
 - (d) if the individual the information is about has identified the information and consented, in writing, to the disclosure;
 - (e) for determining an individual's suitability or eligibility for a program or benefit, including determining if an individual remains eligible or suitable for a program or benefit that individual is already participating in;
 - (f) if the information is necessary for the delivery of a program or service of the municipality;
 - (g) for the purpose of managing or administering personnel of the municipality or to a representative of a bargaining agent who has been authorized, in writing, by the employee to whom the information pertains to make an inquiry; or
 - (h) to a law enforcement agency in Canada to assist in an investigation
 - (i) undertaken with a view to a law enforcement proceeding, or
 - (ii) from which a law enforcement proceeding is likely to result.
- (2) The municipality may disclose personal information about an individual
- (a) when the information is available to the public;
 - (b) if the information is of a type that is routinely disclosed in a business or professional context and the disclosure is
 - (i) limited to the individual's name and business contact information, including business title, address, telephone number, facsimile number and email address, and
 - (ii) does not reveal other personal information about the individual or personal information about another individual; or
 - (c) if the CAO believes, on reasonable grounds, that the disclosure will avert or minimize an imminent danger to the health or safety of any person.
- (3) For the purposes of sections 16 and 17, a use or disclosure of personal information is consistent with the purpose for which the personal information was collected or compiled if the use or disclosure
- (a) has a reasonable and direct connection to that purpose; and
 - (b) is necessary for performing the statutory duties of, or for operating an authorized program of, the municipality that uses or discloses the personal information.
- (4) Notwithstanding any other provision of this bylaw in relation to the protection of personal information

- (a) the municipality may disclose personal information in an individually identifiable form for a research purpose, including statistical research, only if
 - (i) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form,
 - (ii) the provision of information is not harmful to the individual the information is about and the benefits to be derived from the provision of information are clearly in the public interest,
 - (iii) the CAO has approved conditions relating to the following:
 - (A) security and confidentiality,
 - (B) the removal or destruction of individual identifiers at the earliest reasonable time, and
 - (C) the prohibition of any subsequent use or disclosure of the information in individually identifiable form without the express authorization of the council; and
 - (b) the person to whom the information is disclosed has signed an agreement to comply with the approved conditions, the Act, the bylaw and any other bylaws, policies and procedures of the municipality relating to the confidentiality of personal information.
- (5) The only personal information that a municipality shall disclose to an applicant in relation to a third party is information authorized to be disclosed under the Act or the bylaw made in accordance with the Regulations.
- (6) The Coordinator may refuse to disclose to an applicant
- (a) information, including personal information about the applicant, if the disclosure could reasonably be expected to
 - (i) threaten anyone else's safety or mental or physical health, or
 - (ii) interfere with public safety;
 - (b) personal information about the applicant if, in the opinion of a physician, psychologist, psychiatrist or any other appropriate expert depending on the circumstances of the case, the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's health or safety; and
 - (c) information in a record or document that reveals the identity of an individual who has provided information to the municipality in confidence about a threat to an individual's safety or mental or physical health.

18. Complaints

- (1) An individual who believes that the individual's personal information has been collected, used or disclosed, or has not been corrected, in contravention

of the Act or the bylaw may, in writing, file a complaint with the council of the municipality and request that a review of the matter be conducted.

19. Adjudicator

- (1) Upon receiving a complaint and a request for a review of the matter referred to in subsection 18(1), the council of the municipality shall, by resolution and as soon as practicable, appoint an adjudicator.
- (2) The adjudicator referred to in subsection 19(1) shall be an independent third party.
- (3) All costs associated with the review of the complaint by the adjudicator, including the fees and expenses of the adjudicator, shall be the responsibility of the municipality.
- (4) The adjudicator has authority to decide all questions of fact and law arising during the course of the review.
- (5) The individual requesting the review and the municipality shall be given the opportunity to make representations to the adjudicator.
- (6) No person, other than the individual who requested the review and the municipality is entitled to be present during, to have access to or to comment on representations made to the adjudicator, except with the written consent of both parties.
- (7) The adjudicator has the authority to decide whether the representations may be made orally, in writing or both.
- (8) The individual who requested the review and the municipality may be represented by legal counsel or an agent.
- (9) The adjudicator's review shall be completed within 90 days after the council of the municipality receives the request unless the adjudicator
 - (a) notifies the individual who requested the review and the municipality that the adjudicator is extending that period; and
 - (b) provides an anticipated date for the completion of the review.
- (10) Upon completion of the review, the adjudicator shall issue a decision, in writing, including reasons for the decision, ordering one or more of the following:
 - (a) that the municipality not correct the personal information of the individual who requested the review;
 - (b) that the municipality correct the personal information of the individual who requested the review;
 - (c) that the municipality stop collecting, using or disclosing personal information in contravention of the Act or the bylaw;

- (d) that the CAO destroy personal information collected in contravention of the Act or the bylaw;
 - (e) that the complaint be dismissed.
- (11) In addition to the order referred to in subsection 19(10), the adjudicator may make other recommendations that the adjudicator determines appropriate.
- (12) The adjudicator shall provide a copy of the decision
 - (a) to the person who requested the review;
 - (b) to the CAO of the municipality concerned; and
 - (c) to the council of the municipality concerned.
- (13) The municipality shall comply with the decision not later than 40 days after being given a copy of a decision of the adjudicator except
 - (a) the municipality shall not take any steps to comply with the decision of the adjudicator until the end of the period for bringing an application for judicial review of the decision under the *Judicial Review Act* R.S.P.E.I. 1988 Cap. J-3; and
 - (b) if an application for judicial review is made before the end of the period referred to in clause (a), the decision of the adjudicator is stayed until the application is dealt with by the court.
- (14) The adjudicator may, at any time during the review, attempt to informally resolve the complaint referred to in section 18.

20. Fees

- (1) At no time shall an applicant be charged fees that exceed the actual cost of the services and materials provided by the Municipality.
- (2) An applicant requesting a record or document shall pay to the Municipality the fees set out in Schedule 1 for the purpose of
 - (a) locating, retrieving and producing the record;
 - (b) preparing the record for disclosure;
 - (c) shipping and handling the record;
 - (d) supervising the examination of records; and
 - (e) providing copies of the record.
- (3) Notwithstanding any other provision of this Bylaw, fees do not apply to requests for an applicant's own personal information, except for photocopying fees.
- (4) An applicant may, in writing, request that the coordinator waive all or part of the fee for a specified request, and

- (a) the Coordinator may waive all or part of the fee, if in the coordinator's opinion
 - (i) the applicant cannot afford to pay the fee or for any reason it is appropriate, or
 - (ii) the record or document containing the information relates to a matter of public interest, including public health, safety or environment

21. Effective Date

- (1) This Access to Information and Protection of Personal Information Bylaw, Bylaw # 2020-01, shall be effective on April 1, 2020.

First Reading:

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01, was read a first time at the Council meeting held on the _____ day of _____, 2020.

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Second Reading:

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01, was read a second time at the Council meeting held on the _____ day of _____, 2020.

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Approval and Adoption by Council:

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Signatures:

Rowan Caseley, Mayor

Geoff Baker, CAO

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01 adopted by the Council of the Town of Kensington on _____
is certified to be a true copy of the original as seen by me.

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

Schedule 1 – Fees for accessing or copies of records

Type of information	Timeframe	Photocopying/ printing	Services/Time
Category I – available on demand (bylaw subsection 6(2))	Office hours/as agreed to between applicant and Coordinator if no office hours	Max \$0.08 per page	No charge.
Category II – readily available but not necessarily on hand – (bylaw subsection 6(3)) or available on demand under 6(2) but older than two years	30 days from application to when the fee estimate and access to records or copies if requested must be provided to applicant	Max \$0.08 per page	<p>Charged at \$20.00 per hour for Administration staff.</p> <p>Charged at \$45.00 per hour for senior staff.</p> <p>Any legal fees charged at cost.</p> <p>Coordinator to provide cost estimate prior to beginning search/retrieval process.</p> <p>Such cost estimate shall not be exceeded without the prior written consent of the applicant.</p>
Category III – Information that cannot reasonably be accessed within 30 days of the application (Bylaw subsection 6(4))	30 days from application the estimate of time and the written estimate of fees must be provided to applicant	Max \$0.08 per page	<p>Charged at \$20.00 per hour for Administration staff.</p> <p>Charged at \$45.00 per hour for senior staff.</p> <p>Any legal fees charged at cost.</p> <p>Coordinator to provide cost estimate prior to beginning search/retrieval process.</p> <p>Such cost estimate shall not be exceeded without the prior written consent of the applicant.</p>

Category IV – applicant’s own personal information (subsection 10(3) of the Regulations)		Max \$0.08 per page	No charge
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Town of Kensington - Request for Decision

Date: February 5, 2020	Request for Decision No: 2020-06
Topic: Town of Kensington Records Retention Bylaw (Bylaw #2020-02)	
Proposal Summary/Background: <p>Under Section 117 of the <i>Municipal Government Act (MGA)</i>, all municipalities are required to, by Bylaw, establish a records retention and disposal schedule that provides for the management and disposal of all records and other documents in the municipality. The draft Bylaw presented is set to take effect on April 1, 2020.</p> <p>Generally, the Bylaw constitutes what qualifies as a “record” of the municipality and how it will be managed, retained and/or disposed of.</p>	
Benefits: <ul style="list-style-type: none">• Will provide Council, administration and the general public with clear direction as it relates to the management, retention and disposal of municipal records.	
Disadvantages: <ul style="list-style-type: none">• None Noted.	
Discussion/Comments: <p>Section 117 of the MGA provides for the authority (and mandate) for a Council to regulate records management, including retention and disposal. Section 117 states:</p> <p><i>117. Management and disposal of records</i> <i>(1) Subject to this section, a council shall by bylaw, within 12 months after the coming into force of this section, establish a records retention and disposal schedule that provides for the management and disposal of all records and other documents in the municipality.</i></p> <p><i>Retention</i> <i>(2) Minutes, bylaws, policies and resolutions of a council and records that are required by this or another enactment to be retained shall be retained in accordance with the enactment and the regulations.</i></p> <p><i>Idem</i> <i>(3) A council may, by bylaw, specify further classes of records that shall not be destroyed or that shall be retained for specified time periods.</i></p> <p><i>Certifying copies</i> <i>(4) The chief administrative officer may, where</i> <i>(a) a municipal record referred to in subsection (2) or specified by a council pursuant to subsection (3) is inadvertently destroyed, certify a copy that has been made by photographic, photostatic or electronic means of a reproduction of the original document that is part of the records of the municipality; and</i> <i>(b) an original municipal record is not available to be produced in court, certify a copy</i></p>	

*of the original municipal record that has been made by photographic, photostatic or electronic means,
and the certified copy is admissible in evidence to the same extent as the reproduction or original municipal record and is, in the absence of proof to the contrary, proof of the record.*

New municipality

(5) The council of a municipality established after the coming into force of this section shall comply with subsection (1) within 12 months after the date of the order of the Lieutenant Governor in Council that established the municipality. 2016,c.44,s.117.

It is recommended by the CAO and Committee of Council that Town Council give first reading and approval to the Town of Kensington Records Retention Bylaw as presented.

Options:

1. Give first reading and approval to the Town of Kensington Records Retention Bylaw.
2. Not give first reading and approval to the Bylaw.
3. Refer the matter back to staff.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

That Town Council consider and adopt the following resolutions:

Resolution 1

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby read a first time.

Resolution 2

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read a first time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby approved.



A BYLAW TO MANAGE AND DISPOSE OF RECORDS

BYLAW 2020-02

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

1. Title

- (1) This bylaw shall be known and cited as the “Records Retention Bylaw.”

2. Authority

- (1) The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipalities to manage and retain municipal records.
- (2) Subsection 117(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires council to provide, by bylaw, a schedule for the management and disposal of all records and other documents that are required to be retained by the municipality.

3. Application

- (1) This bylaw applies to members of Council, Council Committees, and municipal staff related to the creation, retention, management and disposal of records.

4. Definitions

- (1) “Act” means the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.
- (2) “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- (3) “Council” means the Mayor and other members of the Council of the Municipality.
- (4) “Councillor” means a member of the Council other than the Mayor.
- (5) “Municipality” means the Town of Kensington.
- (6) “Permanent record” means a record the Municipality is required to retain permanently.

- (7) “Record” means information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing, or otherwise processing information.
- (8) “Regulations” means the Records Retention Regulations pursuant to clause 261(1)(f) of the Act.
- (9) “Temporary record” means a record that the Municipality is required to maintain for a minimum period of time in accordance with the schedule in the Regulations.

5. General

- (1) The Municipality establishes under this bylaw a records retention schedule for maintenance and disposal of records as contained in Schedule ‘A’
- (2) The CAO shall administer this bylaw and is responsible for ensuring that records are managed and retained in accordance with the Act and Regulations.
- (3) Schedule ‘A’ may be amended by resolution as permitted in clause 135(2)(c) of the Act but shall comply with all legal requirements for records retention.

6. General Retention and Disposition Requirements

- (1) Council shall ensure for each record, that
 - (a) the record is retained in accordance with the Regulations and this bylaw;
 - (b) where the record is not stored in the municipal office, the record is stored in a location and manner that is secure and will preserve the integrity of the record; and
 - (c) documentation, which provides details of the destruction of the record or its transfer to permanent storage, of the final disposition of the record is permanently maintained.

7. Temporary Records

- (1) Council shall ensure temporary records
 - (a) shall be retained in the municipal office for a minimum of two years; and
 - (b) during this two-year period, shall be accessible within 24 hours.
- (2) Temporary records may be moved at the end of the retention period in 7(1)(a) to a storage facility outside the municipality for the remainder of the retention period specified in Schedule ‘A’ if
 - (a) the storage facility meets the requirements of 6(1)(b); and
 - (b) is accessible within three business days.

8. Destruction of Records

- (1) Council may,
 - (a) at the end of the retention period specified for a temporary record, provide for the secure destruction of the record;
 - (b) authorize the destruction of a duplicate copy of a record at any time, subject to the requirements for retention of duplicate copies in Schedule 'A.'

9. Permanent Records

- (1) Council shall ensure permanent records
 - (a) are retained in the municipal office for a minimum period of five years and, during that period, are accessible within 24 hours; and
 - (b) are not destroyed
- (2) Council shall, as soon as reasonably possible after the end of the retention period specified in 9(1)(a), move a record to which subsection (1) applies
 - (a) to permanent storage in a secure facility that will preserve the integrity of the record; and
 - (b) ensure the record is accessible within three business days.

10. Electronic and Microfilm

- (1) Council shall ensure electronic records
 - (a) are retained and retrievable for the minimum retention period; and
 - (b) in the case of permanent records, are copied to paper or microfilm for the purpose of transfer to permanent storage.
- (2) Microfilm applications of permanent records shall conform to industry-accepted technical standards and established preparation and documentation procedures.

11. Protection of Records

- (1) Council shall ensure that reasonable care is taken to protect records against damage, deterioration, unauthorized destruction, sale or other disposition or theft.

12. Schedule Adopted

- (1) The schedule to this bylaw is adopted and forms part of this bylaw.

13. Effective Date

- (1) This Records Retention Bylaw, Bylaw# 2020-02, shall be effective on April 1, 2020.

First Reading:

This Records Retention Bylaw, Bylaw #2020-02, was read a first time at the Council meeting held on the _____ day of _____, 2020.

This Records Retention Bylaw, Bylaw #2020-02. was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Second Reading:

This Records Retention Bylaw, Bylaw #2020-02, was read a second time at the Council meeting held on the _____ day of _____, 2020.

This Records Retention Bylaw, Bylaw #2020-02, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Approval and Adoption by Council:

This Records Retention Bylaw, Bylaw #2020-02, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Schedule A

RECORDS RETENTION SCHEDULE

Note: The subject matter is listed alphabetically followed by a retention period. The retention period is identified either as “PERMANENT” or expressed as a number of years. Retention periods are labelled as:

- (a) CY - a retention period that concludes after the end of a calendar year (i.e. after December 31st of a given year).
- (b) FY - a retention period that concludes after the end of a fiscal year as established in section 149 of the *Municipal Government Act*.
- (c) closed after information is superseded (replaced or take the place of) or obsolete (no longer in use) (S/O)

In the event of a conflict between this schedule and the *Municipal Government Act* Records Retention Regulations, the Regulations shall apply.

SUBJECT	DESCRIPTION	RETENTION PERIOD (YEARS)	ENDS
Accountants	Working Papers	7	FY
Accounts	Paid (summary sheet)	7	FY
	Payable vouchers	7	FY
	Receivable duplicate invoices	7	FY
Administration	Reports (not part of Minutes)	7	CY
Advertising	Electoral	4	CY
	Other notices- MGA, other legislation	2	CY
Agendas	Part of Minutes	PERMANENT	
Agreement	General	12	S/O
	Development	12	S/O
	Major legal	12	S/O
	Minor legal	12	S/O
Annexations	Correspondence	7	CY
	Final Order	PERMANENT	
Annual Reports	Council, Boards, Commissions	5	CY
Applications	Site plan approval	2	CY
	Subdivision (after final approval)	3	CY
	Part-time employees (after end of employment)	1	CY
Appointments	Other than those in Minutes	3	FY
Assessment	Rolls	PERMANENT	
	Assessment Review Board (ARB)		
	Minutes	PERMANENT	
	ARB work file	5	FY
	Appeals	12	FY
	ARB records	7	FY

	Duplicate roll	7	FY
	Review Court records	7	FY
Assessment Appeal	Board file	5	FY
Assets	Asset Management Inventory	20	S/O
	Records of surplus	7	FY
	Temporary files	2	FY
Bank	Deposit books	7	FY
	Deposit slips	7	FY
	Memos (credit/debit)	7	FY
	Reconciliations	2	FY
	Statements	7	FY
Boards	Minutes	PERMANENT	S/O
	Authority & Structure	5	CY
	Correspondence	5	CY
Briefings/Reports	To Council	7	CY
Budgets	Operating (in minutes)	PERMANENT	
	Capital (in minutes)	PERMANENT	
	Working papers	3	FY
Bylaws	All	PERMANENT	
Cash	Receipts journal	7	FY
	Disbursements journal	7	FY
	Duplicate receipts	7	FY
Certificates	Of Title	PERMANENT	
Census	Reports	12	CY
Cheques	Cancelled (paid)	7	FY
	Register	7	FY
	Stubs	7	FY
Claims	Notice of	12	S/O
	Statements of	12	S/O
Committee	Minutes	PERMANENT	
Compensation	Records	10	FY
Contracts	Files (completion of)	12	S/O
	Forms	12	FY
	Major legal	12	S/O
	Minor legal	12	S/O
Council	Minutes	PERMANENT	
Court Cases		12	S/O
Destroyed Records	Index	PERMANENT	
	Signed destroyed records statements	PERMANENT	
Documents	Not part of bylaws	12	S/O

	Agreements, major legal	12	S/O
	Agreements, minor legal	12	S/O
	Contracts legal	12	S/O
	Easements	12	S/O
	Leases (after expiration)	12	S/O
	Notices of change of land titles	12	S/O
Elections	All election documents other than ballot box contents	4	CY
	Ballot box contents	In accordance with the MGA	CY
Engineering	Drawings	PERMANENT	
Employee Benefits	Health, Dental, WCB Claims, etc.	5	CY
Employees	Job applications (hired)	3	CY
	Job application (not hired)	1	CY
	Job descriptions	3 (after position abolished)	CY
	Oaths of Office	1 (after position vacated)	CY
	Personnel file	3 (after cessation of employment) or 6 (after dismissal)	CY
Financial Statements	Interim	10	FY
	Working papers	7	FY
	Final	12	FY
Franchises		PERMANENT	
Income Tax	Deductions	7	FY
	TD1	7	FY
	T4	7	FY
	T4 Summaries	7	FY
Inquiries	From the public	3	CY
Insurance	Claims	12 (after settled)	FY
	Records (after expiration)	12	FY
Land	Appraisals	1 (after sold)	
Leases	After expiration	7	S/O
Legal	Opinions	12	S/O
	Proceedings	12	S/O
Legislation	Acts (after superseded)	1	CY
Licenses	Applications	3	CY
	Business (after expired)	5	CY
	Literature	2	CY
Local Improvements	Records	PERMANENT	
Maps	Base (original)	PERMANENT	

	Contour	PERMANENT	
Maintenance Reports		12	CY
Minutes	Council Boards Committees	PERMANENT PERMANENT PERMANENT	
Monthly Reports	Road	5	FY
Municipal Affairs	Annual reports	5	FY
Organization	Structure and records	2	S/O
Payroll	Garnishees	7 (after garnish is removed)	FY
	Individual earning records	7	FY
	Journal	7	FY
	Time cards	7	FY
	Time sheets - daily	7	FY
	Time sheets - Overtime	7	FY
	Time sheets - weekly	7	FY
	Employment Insurance	5 (after cessation of employment)	FY
Permits	Development	12	S/O
Petitions		10	CY
Plans	Official Amendments Subdivision	PERMANENT PERMANENT PERMANENT	
Policy	After superseded	5	CY
Progress Reports	Project	5	CY
	Under contract (final payment)	7	S/O
Property Files		Until sold +10	FY
Prosecution	All	12	S/O
Publications	Local reports	3	CY
Purchase	Land	Until Sold +12	FY
Receipts	Books	7	FY
	Duplicate cash	7	FY
	Registration	7	FY
Receptions & Special Events (non-historic)		3	CY
Reports	Accident	12	S/O
	Accident statistics	12	S/O

	Field	12	S/O
Requisitions	Copies	2	FY
	Duplicate	7	FY
	Paid	7	FY
Resolutions	Minutes	PERMANENT	
Subdivision	After Final Approval	12	CY
Street	Sign Inventory Register	PERMANENT	
Tax Recovery	Records	PERMANENT	
Taxes	Arrears	7	FY
	Final Billing	12	FY
	Municipal Credits	7	FY
	Receipts	7	FY
	Rolls	PERMANENT	
	Sale Deeds	PERMANENT	
Termination	Employees	7	CY
Tenders	Files	12	FY
	Successful	12	FY
	Purchase Quotations	12	FY
	Unsuccessful	10	FY
Traffic	Streets	7	CY
Training and Development Files		5	CY
Trial Balances	Monthly	5	FY
	Year End	7	FY
Vendors	Acknowledgments To	2	FY
	Contracts	12	FY
	Suppliers Files	12	FY
Vouchers	Duplicate	7	FY
Weed Control Reports	Until updated	1	CY
Zoning	Bylaws	PERMANENT	
	Bylaw Enforcement	5	CY

Town of Kensington - Request for Decision

Date: February 5, 2020	Request for Decision No: 2020-07
Topic: 2020 Exempt Staff Wage Increase	
Proposal Summary/Background: Typically, Town Council approves an annual wage increase for exempt staff according to the consumer price index for PEI. The 2019 CPI increase (December 2018 to December 2019), as indicated by Statistics Canada, is 2.3%.	
Benefits: <ul style="list-style-type: none"> • None Noted. 	
Disadvantages: <ul style="list-style-type: none"> • None Noted. 	
Discussion/Comments: It is recommended by the CAO and Committee of Council that Town Council approve a wage increase to exempt staff, including the CAO, Deputy Administrator, Administrative Assistant, Police Chief, Public Works Supervisor and Credit Union Centre Manager in the amount of 2.3%.	
Options: <ol style="list-style-type: none"> 1. Approve the 2020 exempt staff wage increase as recommended. 2. Not approve the wage increase and approve an alternate amount. 3. Refer the matter back to staff. 	
Costs/Required Resources: \$8,379.51	Source of Funding: Department Operational Budgets – Salary and Wage Expense
Recommendation: That Town Council consider and adopt the following resolution: <i>THAT Town Council authorize the Chief Administrative Officer to provide a wage increase, effective January 1, 2020, to exempt staff including the CAO, Deputy Administrator, Administrative Assistant, Police Chief, Public Works Supervisor and Credit Union Centre Manager in the amount of 2.3%.</i>	

Town of Kensington - Request for Decision

Date: February 7, 2020	Request for Decision No: 2020-08						
Topic: Murray Christian Centre – Generator Fit-Up - Tender Recommendation							
Proposal Summary/Background: <p>The Town recently issued tender documents through WSP for the installation of a generator at the Murray Christian Centre to facilitate its use as an Emergency/Warming/Reception Centre for the town.</p> <p>As Councillors are aware, the town refurbished an existing mobile generator from three-phase to single-phase at the manufacturer's facility in Dieppe, NB. The refurbishment work was completed the week of February 3rd and the generator has been provided back to the town. While we have not yet been invoiced for this work, the quote provided</p> <p>The current tender is to take the refurbished generator and tie it in to the Murray Christian Centre electrical system. The tendered work generally includes wiring (feed, controls, and internal), the installation of an automatic transfer switch, the installation of a concrete pad, minor construction and permitting).</p> <p>The Generator Fit-Up Tender closed on January 16, 2020 with three bids being received from RIKS Electric, Hansen Electric and Ainsworth Inc.</p> <table style="width: 100%; border: none;"><tr><td style="width: 40%;">RIKS Electric</td><td>\$40,000.00 plus HST</td></tr><tr><td>Hansen Electric</td><td>\$60,000.00 plus HST</td></tr><tr><td>Ainsworth Inc.</td><td>\$73,750.00 plus HST</td></tr></table> <p>The tenders were reviewed by WSP with all three bids being considered compliant. The low bidder, RIKS Electric, was contacted in an effort to reduce their bid amount, however it was determined that there were no cost items within their bid that could be removed to reduce the cost of the project.</p> <p>It is recommended that the contract be awarded to RIKS Electric, in the amount of \$40,000 plus HST. Their construction schedule is set for a total of 20 weeks seeing the project completed by June 20, 2020. Negotiations are currently underway to try and expediate this schedule.</p>		RIKS Electric	\$40,000.00 plus HST	Hansen Electric	\$60,000.00 plus HST	Ainsworth Inc.	\$73,750.00 plus HST
RIKS Electric	\$40,000.00 plus HST						
Hansen Electric	\$60,000.00 plus HST						
Ainsworth Inc.	\$73,750.00 plus HST						
Benefits: <ul style="list-style-type: none">• Will provide a permanent source of back up power to the Murray Christian Centre.• Will allow the Murray Christian Centre to be used as an emergency/reception/warming centre for the Town and area residents.							
Disadvantages: <ul style="list-style-type: none">• None noted.							
Discussion/Comments: <p>It is recommended by the CAO and WSP that Town Council proceed with the award of the aforementioned tender to the low bidder as they are determined to provide the best value to the Town.</p>							

Options: <ol style="list-style-type: none"> 1. Award the tender, as recommended. 2. Not award the tenders. 3. Alternative direction as determined appropriate by Town Council. 	
Costs/Required Resources: \$40,000.00 plus HST	Source of Funding: Current Cash Flow
Recommendation: That Town Council consider and adopt the following motion: <i>THAT Kensington Town Council award the contract for the Murray Christian Centre Generator Fit-Up project to RIKS Electric as per their tender submission in the amount of \$40,000.00 plus HST.</i>	



February 4, 2020

Town of Kensington
P.O. Box 418
Kensington, PE
C0B 1M0

Attention: Mr. Geoff Baker, Town Manager

Dear Mr. Baker

Subject: Murray Christian Education Centre - Generator Fit-Up - Tender Recommendation

Tenders were received for the above project at 12:00 PM, Thursday, January 16, 2020, and have been reviewed and verified and attached for your review.

A summary of the tenders is as follows:

<u>Low Bidder</u>	<u>Bid Amount</u>	<u>Construction Schedule</u>
RIKS Electric	\$46,000.00	Feb. 01, 2020 – June 20, 2020 (20 construction weeks)
<u>Other Bidders</u>		
Hansen Electric	\$69,000.00	Jan. 20, 2020 - March 20, 2020 (9 construction weeks)
Ainsworth Inc.	\$84,812.50	March 30, 2020 – May 01, 2020 (5 construction weeks)

The low bidder, RIKS Electric, has provided a cost breakdown which is representative of the work to be completed. In discussion with RIKS, it was determined there are no items that can be removed for the purpose of cost savings to the project.

It is therefore recommended that the contract be awarded to the low bidder, RIKS Electric, in the amount of \$46,000.00, includes HST, if the necessary funds are available.

Please contact me if there are any questions regarding the above.

Best regards,

Spencer Hay, E.I.T.

SH/gd

195 MacEwen Road
Summerside, PE
Canada C1N 5Y4

T: +1 902 436-2669
F: +1 902 436-8601
wsp.com

MURRAY CHRISTIAN EDUCATION CENTRE GENERATOR FIT-UP
TOWN OF KENSINGTON
- BID EVALUATION -
January 16, 2020

*** BIDDERS ***								
Item	Description	Quantity	RIKS Electric		Hansen Electric		Ainsworth Inc.	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Placement of Existing Generator at Murray Christian Centre	1 L.S.	\$35,000.00	\$35,000.00	\$55,000.00	\$55,000.00	\$68,750.00	\$68,750.00
2	Cash Allowance	1 L.S.	\$5,000.00	<u>\$5,000.00</u>	\$5,000.00	<u>\$5,000.00</u>	\$5,000.00	<u>\$5,000.00</u>
Subtotal				\$40,000.00		\$60,000.00		\$73,750.00
HST (15%)				<u>\$6,000.00</u>		<u>\$9,000.00</u>		<u>\$11,062.50</u>
Total Bid Amount				\$46,000.00	Total Bid Amount	\$69,000.00	Total Bid Amount	\$84,812.50
Construction Schedule			Feb 01, 2020 to June 20, 2020 = 20 weeks		Jan 20, 2020 to March 20, 2020 = 9 weeks		March 30, 2020 to May 01, 2020 = 5 weeks	

Correspondence



SKATECANADA
KENSINGTON SKATING CLUB

Town of Kensington
PO Box 418
Kensington, PEI
C0B 1M0

Dear Rowan;

A true Island tradition! Each year, skating clubs from across PEI hold an annual ice show allowing skaters young and old to demonstrate their accomplishments and skills attained throughout the season. For over half a century our club has taken great pride in creating and delivering a show that engages skaters, their families, friends and our community.

This year's edition of our ice show will take place at the Credit Union Centre in Kensington on March 8. Our committee is working hard to identify ways to make our show even more special than the year before. We do this by coming up with a creative set design, unique costumes, engaging music and like many years, we invite special guest skaters to perform.

To ensure that our 2020 ice show is as successful as possible, we must rely on donations from generous community supporters like you. Your support will provide our committee with the funds needed to acquire items such as props, music, lighting and costumes as well as pay for services such as printing tickets and programs.

On behalf of the Kensington Skating Club, I would like to invite you to support our event by joining our team of sponsors. With your support, we will be able to ensure that the 51st edition of our ice show will be magical.

Sponsor Type	Cost	Ice Show Program Advertisement
Skating Friend	Up to \$199	Business Card
Steel Blade	\$200 - \$499	¼ page
Silver Blade	\$500 - \$749	½ page
Gold Blade	\$750 & Above	Full page

On behalf of the over 100 skaters, coaches and volunteers who make up the Kensington Skating Club, thank-you for considering this opportunity to support our show. To confirm your level of support or for more information, please feel to contact me at <number> or <email> .

Sincerely,

Kensington Skating Club