



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

Monday, February 8, 2021 @ 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 8, 2021 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 January 11, 2021 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 January 11, 2021 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List – Town
 - 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 PEI Initiative 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 RFD2021-04 - 2021 Census of Population

8.1.2 RFD2021-05 - Subdivision of Lands – Estate of Olive Champion (PID 80119, 79913 and 79921)

8.1.3 RFD2021-06 - Town of Kensington Water and Sewer Utility Bylaw – First Reading

8.2 Other Matters

9. Correspondence

10. Committee of the Whole (In-Camera) – *One item of a human resources nature as per Section 119(1)(d) of the Municipal Government Act*

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, January 11, 2021
7:00 PM**

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

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

Visitors: Jason Simmonds – 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 to the January meeting of Kensington Town Council. Mayor Caseley announced that the CAO accepted a letter of resignation from Councillor Adrien Bernard on Tuesday, January 5, 2021 and expressed his appreciation for her service to the Town of Kensington. Council agreed to postpone setting the date of a by-election until the March/April timeframe.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the tentative agenda for the January 11, 2021 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 *Nil.*

4. Delegations / Presentations

4.1 *Nil.*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Gallant, seconded by Councillor Spencer to approve the minutes from the December 14, 2020 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 December 14, 2020 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 2021 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the November 2020 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to approve the November 2020 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 Councillor Toombs to approve the January 2021 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the November 2020 Bills in the amount of \$348,740.88. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Spencer to approve the Summary Income Statement for the month of November 2020. 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 2020. Unanimously carried.*

7.7.2 Councillor Spencer noted that the downspout for the evestrough requires repairs and the concrete slab should be replaced by the Fitplex entrance. Mr. Baker will address these concerns with Mr. Wood.

7.8 Mayor's Report

7.8.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the Mayors report for the month of January 2021 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Mayor Caseley and Chief Sutherland addressed concerns regarding the intersection of Broadway Street N. and Commercial Street. It was determined that Mr. Baker will consult with the Provincial Department of Transportation and will bring information back to Town Council. Members of Council requested that the intersections of Pleasant Street W and Broadway Street N and School Street E and Broadway Street N also be considered for improvement.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 *Nil.*

7.10 Heart of the Island Initiative Report

7.10.1 Deputy Mayor Pickering announced that the Heart of the Island Initiative held two successful stakeholder fundraisers, raising approximately \$600.00. Committees are finalizing proposals for upcoming projects.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 Councillor Mann announced he will not be re-offering his name for a KACC board position in April.

7.12 PEI 55 Plus Games

7.12.1 *Nil.*

8. New Business

8.1 Request for Decisions

8.1.1 Microsoft Office 365 Monthly Subscription

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

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to proceed with updating to Microsoft Office 365 Basic and Business Standard (monthly subscription) for staff and Council, as required.

Unanimously carried.

8.1.2 Wastewater Treatment Plant Wind Turbine Service and Monitoring Agreement

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

BE IT RESOLVED THAT Kensington Town Council authorize the CAO and Mayor to sign a 5-year Service and Monitoring Agreement with PowerGrid Partners Ltd. at an annual cost of \$6,030.00 USD per year, payable annually over the term of the agreement. Such Agreement shall be effective February 2, 2021.

Unanimously carried.

8.1.3 Annexation of Lands of the Frosty Treat Dairy Bar - PID 76174

8.1.3.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering*

WHEREAS the Town of Kensington has received a request from Warren Ellis for the annexation of lands identified as PID # 76174 consisting of approximately 2.3 acres;

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

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

Unanimously carried.

8.2 Other Matters

8.2.1 Mayor Caseley shared a favourable compliment to the Public Works Department for their work to keep the sidewalks and streets cleared during the winter months.

8.2.2 Mayor Caseley announced that Town staff received verbal confirmation from IRAC, approving the Sewer & Water Rate application.

8.2.3 Mayor Caseley recognized resident Kara Sabeau who was recently named P.E.I. Soccer Association’s (PEISA) recipient of the 2020 Canada Soccer Nation Champions award.

8.2.4 Councillor Spencer expressed his concern of snowmobiles using roadways within Town limits. Councillor Spencer spoke of a recent incident on Linwood Drive that resulted in a snowmobile track stud puncturing the tire of his vehicle. Chief Sutherland requested that ATV’s and snowmobiles be called in and reported when they are seen in the area.

9. Correspondence

9.1 *Nil.*

Jason Simmonds excused himself from the Council Chamber at 8:08 pm.

10. In-Camera

10.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to enter into an in-camera session pertaining to one item of a legal nature as per Section 119(1)(h) of the Municipal Government Act. at 8:08 PM.*

10.2 *Moved by Councillor Spencer, seconded by Councillor Gallant to come out of an in-camera session at 8:34 PM.*

11. Adjournment

Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 8:35 PM. Unanimously carried.

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report for Council - January 2021		
Item #	Project/Task	Status
1	Exempt Staffing Policy	The policy was provided to Town Councillors by email on January 15th and is being circulated with the January Committee of Council tentative agenda package for Committee's consideration.
2	COVID-19 Pandemic	We continue to implement all facility plans until such time as the Public Health Office advises otherwise. Staff are consistently reviewing the plans for required updates, i.e. mandatory masks in all public places. Updated plans around the operation of the Credit Union Centre has been posted on the CPHO website. Updated plans will be posted to the Town's website as they are updated. The Town was recently advised of the approval of funding through the Safe Restart Program in the amount of \$87,000. The funds will be utilized for pandemic response supplies as well as facility upgrades as was approved by Town Council in November of 2020.
3	Victoria Street West Sidewalk Replacement	The project was completed in November 2020.
4	Official Plan and Zoning Bylaw 5 Year Review	Following completion of the Town's current annexation application process, work on the Development Bylaw and Official Plan can proceed.
5	Asset Management	I was requested by the consultant to return any asset management sheets to him, to address some deficiencies within them. The consultant is currently working on incorporating storm water management ponds and natural assets within the work sheets. The project is currently delayed. I would anticipate that within the next month or so, the (consultant) project will be completed.
6	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades	Sludge cleaning has been completed however the final sludge quantity removed from the lagoon has not yet been finalized (should not be greater than tendered quantity). The inlet baffle has been installed, the berm repairs have been completed and the lagoon was back to normal operating depth as of Saturday, January 3 rd . The contractor will be required to come back to site in the spring to perform final reinstatement of the site.
7	2019-2024 Gas Tax Capital Investment Plan	It was originally intended that the re-profiling would be presented to Committee of Council during their January regular meeting however I am still trying to assemble the project methodologies and cost estimates. The information should be ready for presentation at the February regular meeting of Town Council.
8	Emergency Warming/Reception Centre	NO UPDATE The operational guideline is still in development. Staff applied for \$20,000 in funding support through the Provincial Government which has been approved and received.
9	Fire Department Rescue Vehicle	The rescue vehicle was delivered to the Fire Department on December 19th. The old rescue vehicle has been advertised for sale as per Council's direction.
10	Wastewater Treatment Plant Blowers	Funds have been included in the 2020/21 Capital Budget to replace the existing sensors associated with the Blower #1 Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. While staff were preparing a recommendation for the September Council meeting, it was determined that Gas Tax may be a more appropriate funding source to complete the project. Another re-profiling of the Town's Capital Investment Plan is required of which this project will form a part. WSP are currently working on a project proposal, including a cost estimate, to enable the completion of the funding application.
11	Water and Wastewater Bylaw	The Water and Sewer Utility Bylaw has been circulated with the January tentative Committee of Council agenda for consideration.
12	Kensington Area Soccer Club - Clubhouse	Work continues on the soccer clubhouse. The ROW agreement for the water and sewer connections is still being worked on with the Province of PEI.
13	Municipal Restructuring	A copy of the IRAC recommendation report has been provided to Town Councillors. It is understood that the report has been provided to the Minister of Communities and will be considered by Cabinet in January/February 2021. .
14	Police Study/Service Model Review	The Police Study Report has been approved by Town Council and placed on the Town's website. Staff are working on an associated implementation plan for the report.

Item #	Project/Task	Status
15	Lion's Drive Re-Zoning Application - Ryan Simmonds	Staff have received a development concept for the property which proposes a variance requirement. The development concept has been provided to DV8 Consulting for review prior to proceeding to the Public Meeting to determine whether or not the application should proceed.
16	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	The SCADA panel and chlorine analyser have been mounted and all conduit run. The remaining work for these items includes wiring the equipment into the existing system and plumbing the 19 mm service into the chlorine analyzer. The contractor has been prompted to have the equipment wired and made operational as soon as possible however they are having difficulty getting to PEI due to the COVID-19 restrictions. The generators and supporting equipment are still delayed.
17	Railyards Garbage Receptacle Area	Commercial Construction have removed the top soil from the grassed area behind the freight shed. A tenant has expressed some resistance to relocating their garbage receptacle. More information will be brought before Town Council for discussion as the situation progresses. One waste container, which was initially moved to the area, has since been moved back to a parking space for the winter months. The owner has committed to moving the container back to the cleared area in the Spring.
18	Development Control Bylaw Amendment - Third Accessory Structure	The amendment has been approved by the Department of Communities.
19	Water and Sewer Rate Application	The new rate structure has been approved by IRAC. The new rates will be implemented for January 1st, 2021.
20	Railyards Fence Replacement	NO UPDATE I am informed that the cost shared portion of this project will not be completed until the Spring of 2021 due to unavailability of materials.
21	Utility Trailer - Broadway Street North	The utility transport container was supposed to have been removed by October 24, 2020. The property owner requested a further extension to the end of December 2020 which was granted. It is noted that the container is still present on the property. The matter has been referred back to the Police Department for follow up action. A letter will be drafted to the property owners providing a finite timeline for its removal prior to formal action being taken.
22	Active Transportation Fund	An application has been submitted to the Active Transportation Fund as directed by Town Council. No response has been received to date.
23	Town Council By-Election	With the resignation of former Councillor Bernard, the town will be required to move forward with a Byelection. The MGA provides Town Council with a period of six months from the resignation date to hold the byelection.
24	Broadway Street/Commercial Street Transportation Issues	I have reached out to a transportation engineer with the Province of PEI to provide advice/insight into potential solutions for the safety issues around the Broadway Street and Commercial Street Intersection.
25	Microsoft 365 Implementation	The order has been placed with Combat Computers. The transfer has been scheduled for February 9, 2021. Councillors can expect to leave their laptops at the Town Hall after the February Council meeting. The process should be complete by February 11th.
26	Turbine Service and Monitoring Agreement	The agreement has been signed and will take affect in early February.
27	Annexation of PID No. 76174 (Frosty Treat)	The application to annex this property inside the Town has been made.

Kensington Fire Department

Occurrence Report 2020

[illegible]

DECEMBER 2020

The Kensington Fire Department responded to 6 calls in December and the average attendance for the fire calls was 16. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Dec. 1	Residential fire alarm	Darnley	13	3 - false alarm
Dec. 3	MFR	Barbara Weit Rd.	8	1
Dec. 3	Residential fire alarm	Darnley		called off
Dec. 5	Sight of smoke	Pleasant St.	21	4
Dec. 5	Appliance fire	Margate	21	4
Dec. 14	Big light in the sky	Spring Valley	18	3

Training was cancelled due to the Covid circuit-breaker measures.

On December 19, the new rescue truck arrived. Firefighters very pleased with it.

Rodney Hickey
Chief

Police Department Occurrence Report Summary 2020														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act			2	3	1	3	2	3	1		3		18	2.60%
Abandon Vehicle									1	1			2	0.29%
Abduction													0	0.00%
Alarms	1	1	2	5	3	3	2	1	3		4	3	28	4.05%
Animal Calls				1			1	1					3	0.43%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)	3				3	1	2	1	1			1	12	1.74%
Assistance Calls	10	8	7	8	24	29	29	20	14	7	13	2	171	24.75%
Breach of Peace	1						1						2	0.29%
Breach of Recognizance													0	0.00%
Break and Enter (business)												1	1	0.14%
Break and Enter (other)													0	0.00%
Break and Enter (residence)	1							1					2	0.29%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare						1							1	0.14%
Coroner's Act						2	1		1				4	0.58%
Crime Prevention													0	0.00%
Criminal Harassment						1		2					3	0.43%
Dangerous Driving		1							3			1	5	0.72%
Disturbing the Peace	2			1	1	2	3	1					10	1.45%
Dog Act		3	2	1			1	1	1	2			11	1.59%
Driving while disqualified	1				1	1		1	1	1	1	1	8	1.16%
Drug Charges		1									1		2	0.29%
Excise Act													0	0.00%
Fail to Comply Probation	1		1										2	0.29%
Fail to comply undertaking	1	1							2			1	5	0.72%
Fail to remain at scene of accident		1						1					2	0.29%
Family Relations Act					2		3		1	1	4		11	1.59%
Fingerprints taken													0	0.00%
Fire Prevention Act	1			1	2	2		2					8	1.16%

Police Department Occurrence Report Summary 2020														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act												1	1	0.14%
Forcible confinement													0	0.00%
Fraud				2		2	2					2	8	1.16%
Harrassing Phone Calls		1	1				1	1				1	5	0.72%
Impaired Driver	1		1		3	1	4	2	4		1	1	18	2.60%
Information Files	1	2	2			2			1				8	1.16%
Injury Accidents													0	0.00%
Liquor Offences		2	1	1								1	5	0.72%
Litter Act													0	0.00%
Lost and Found	1				2	2	4	1	2	3	3		18	2.60%
Luring Minors						1							1	0.14%
Mental Health Act	2	1			1	2	1	1			1		9	1.30%
Mischief	2		1	1	2	2	1		2	1	1	1	14	2.03%
Motor Vehicle Accidents	3	1	2			6	1	1	1		2		17	2.46%
Motor Vehicle Act	3	4	1	2	8	7	7	4	7	7	8	5	63	9.12%
Municipal Bylaws		1		1		1	9	2	1	2	1	4	22	3.18%
Off Road Vehicle Act		1		1		1	1		1	1			6	0.87%
Other Criminal Code											1		1	0.14%
Person Reported Missing													0	0.00%
Possession of restricted weapon													0	0.00%
Property Check	1			1							1		3	0.43%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference	1							1					2	0.29%
STEP (Integrated Traffic Enforcement)												4	4	0.58%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	2	1	3	1		1		4	2	5	1		20	2.89%
Theft Of Motor Vehicle													0	0.00%
Theft Over \$5000											1		1	0.14%
Theft Under \$5000		3	1	2	2	2	5	2		1	2		20	2.89%
Traffic Offences													0	0.00%
Trespass Act							2	1	2	1			6	0.87%

[illegible]

Police Report December 2020

There are 3 alarm calls to report for this month.

Dec 21 @ 1113hrs – Frosty Treat, member attended.

Dec 23 @ 2200hrs – KISH, member attended.

Dec 30 @ 1822hrs – Ktown Metal, member attended.

December assistance to other agencies

Dec 31 – RCMP with armed person.

No COVID 19 related incidents to report this month.

Year To Date Approved Development Permits Summary Report
2021

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Residential Accessory Structure	2													2	
New Single Family Dwelling	1													1	
Total:	1													3	

Total Estimated Construction Value
\$57,800.00
\$310,000.00
\$367,800.00

DEVELOPMENT PERMITS REPORT

For the period January 22, 2021 to February 04, 2021

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction	Value	Estimated Start	Estimated Finish
			Property Address							

Residential Accessory Structure

03-21	01/25/2021	78212	Steve & Helga MacNeill - 85 Broadway St. N		Approved	New	Residential Accessory Structure	\$50,000.00	01/25/2021	02/28/2021
			85 Broadway Street N				Description:	Construct 34'x30' storage shed		

Sub Total: \$50,000.00

Single Family Dwelling

02-21	01/22/2021	472175	Robert MacCarthy - 5 Linwood Drive		Approved	New	Single Family Dwelling	\$310,000.00	06/01/2021	08/15/2021
			5 Linwood Drive				Description:	Construct new single family dwelling		

Sub Total: \$310,000.00

Total: \$360,000.00



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
COB 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only	
Permit #:	03-21
Date Received:	JAN 25 / 21
Date Approved:	JAN 25 / 21
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 85 Broadway St N Property Tax Number (PID): 78212
Lot No.: _____ Subdivision Name _____ Current Zoning: R1

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

house, shed, greenhouse

Land Purchased from Charles & Doris Brown Year Purchased 2002

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: Steve & Helga MacNeill Address: _____
Phone: _____ Cell: _____
Email: _____ COB 1M0

Same as Above: ☒

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

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

3. Infrastructure Components

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

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1.5</u>	<u>N/A</u>	<u>N/A</u>	Width <u>30'</u> Length <u>34'</u>

15-80
15/25/2020
Detailed Project Description: equipment storage shed. 30'x34'
16' walls, with 12'x34' room in rafters

Estimated Value of Construction (not including land cost): \$50,000

Projected Start Date: November/2020 Projected Date of Completion: Feb, 2021

Please provide a diagram of proposed construction:

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

See attached (Bldg B)

I DO SOLEMNLY DECLARE & CERTIFY:

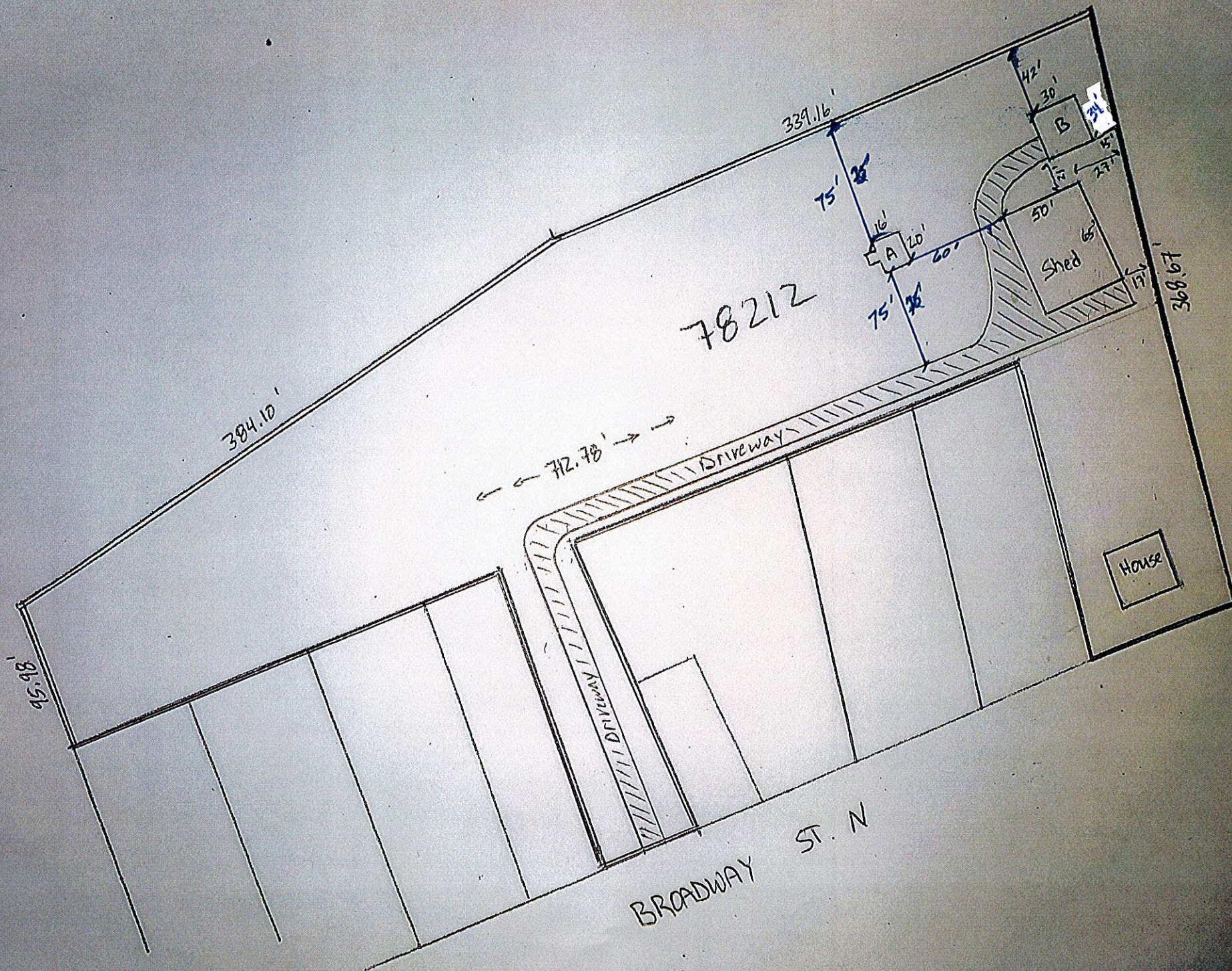
1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the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

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

Signature of Applicant

Date:

Jan 25/21





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

For Office Use Only	
Permit #:	02-21
Date Received:	JAN 4/21
Date Approved:	JAN 22/21
PEI Planning:	JAN 26/21
Permit Fee: \$	200.00 <input checked="" type="checkbox"/> Paid

Provincial Report JAN 26/21

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 5 Linwood DR Property Tax Number (PID): 472175
Lot No.: 03-9 Subdivision Name: _____ Current Zoning: R1
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:

Land Purchased from Jeff Thompson Year Purchased 2020

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage <u>138'</u>	Acreage <u>.31</u>
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth <u>108'</u>	Area sq. ft. _____

2. Contact Information

APPLICANT Name: Robert McCarther Address: General Delivery
Phone: _____ Cell: _____ Kensington
Email: _____ Code: _____

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Travellers Home Centre Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

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

4. Development Description

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

<input 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 type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1.5</u>	<u>3</u>	<u>2</u>	Width <u>30</u> Length <u>46</u>

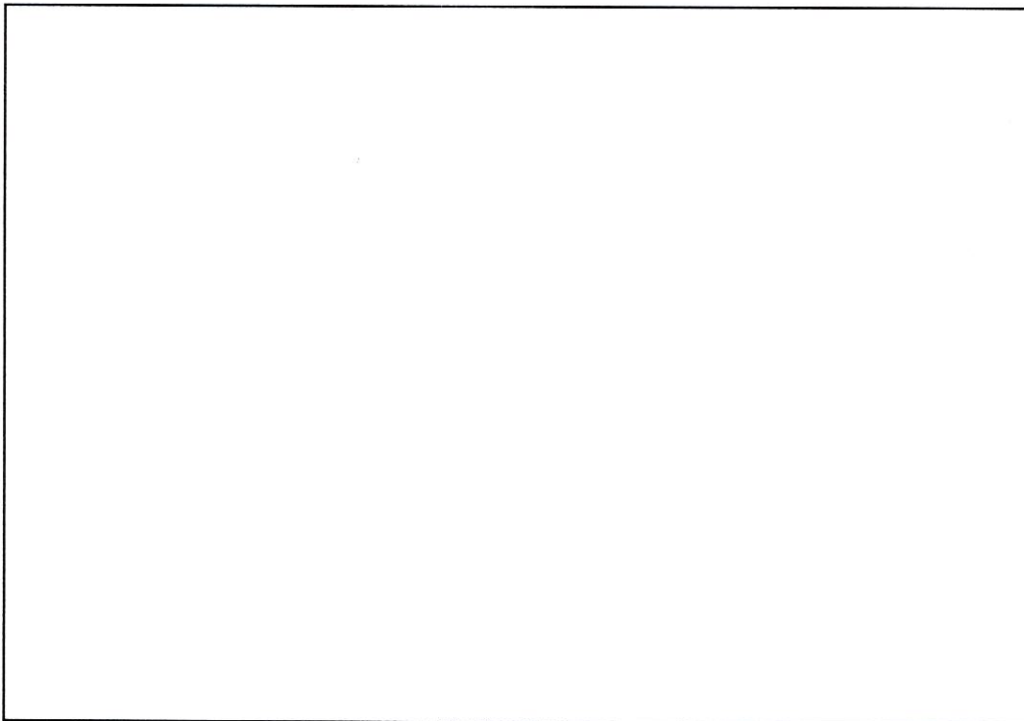
Detailed Project Description: Modular Home (See Attached)

Estimated Value of Construction (not including land cost): \$309,277.59

Projected Start Date: June 15 Projected Date of Completion: August 15

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.

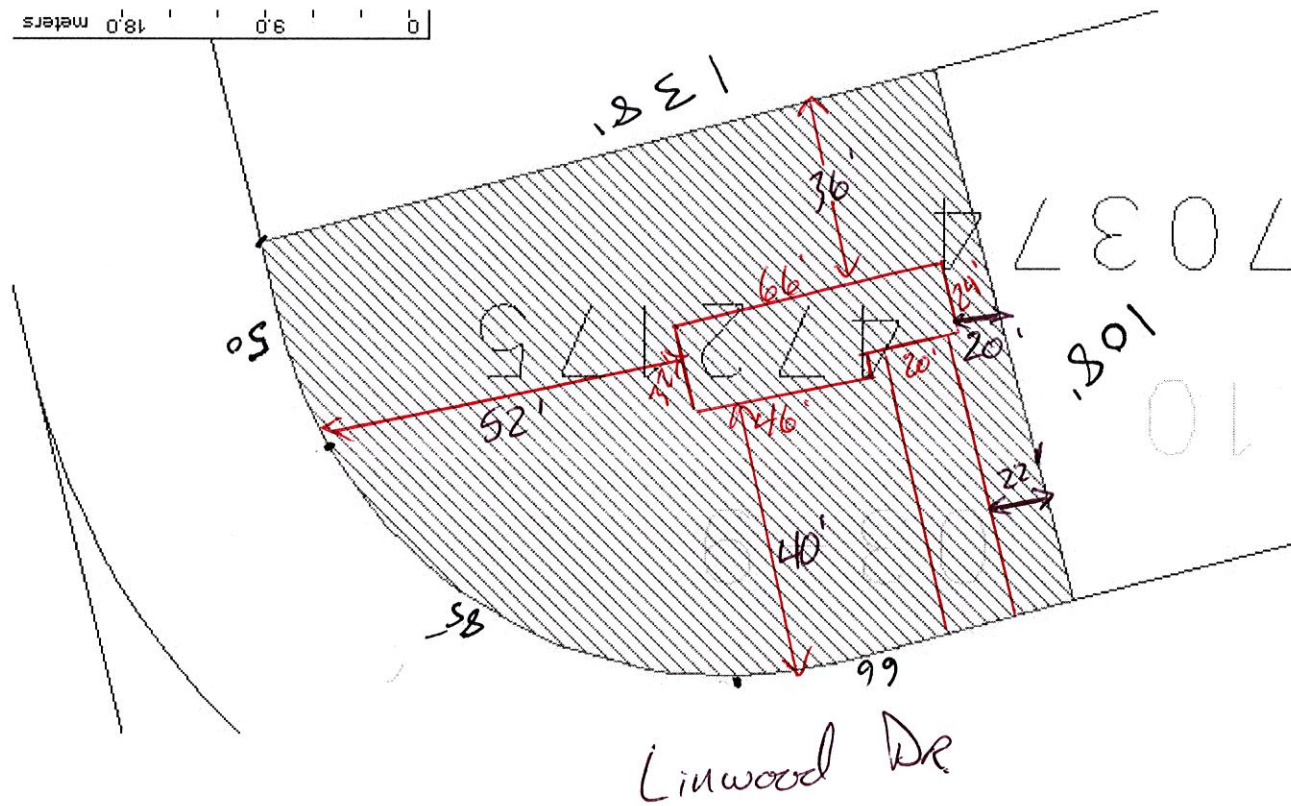
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant



January 22nd, 2021

0 9.0 18.0 meters





Transportation,
Infrastructure and Energy

03194

Entrance Way Installation Work Order

Issued to Robert McCarthy of Kensington

This is to authorize that an Entrance Way is to be **constructed** to serve Property Number 472175

on the 5 Linwood Drive Road in the Community of Kensington

in accordance with the *Roads Act*, RSPEI 1988. The entrance way shall be constructed or extended to a width not exceeding _____ metres and shall be located _____ metres north, south, east, west of the _____ boundary.

Date Jun 4, 2021 Authorized by Joe Bond Building Permit No. _____

Cash ☒ Cheque No. _____ Contact Person Robert McCarthy Phone (902) [REDACTED]

White - Applicant

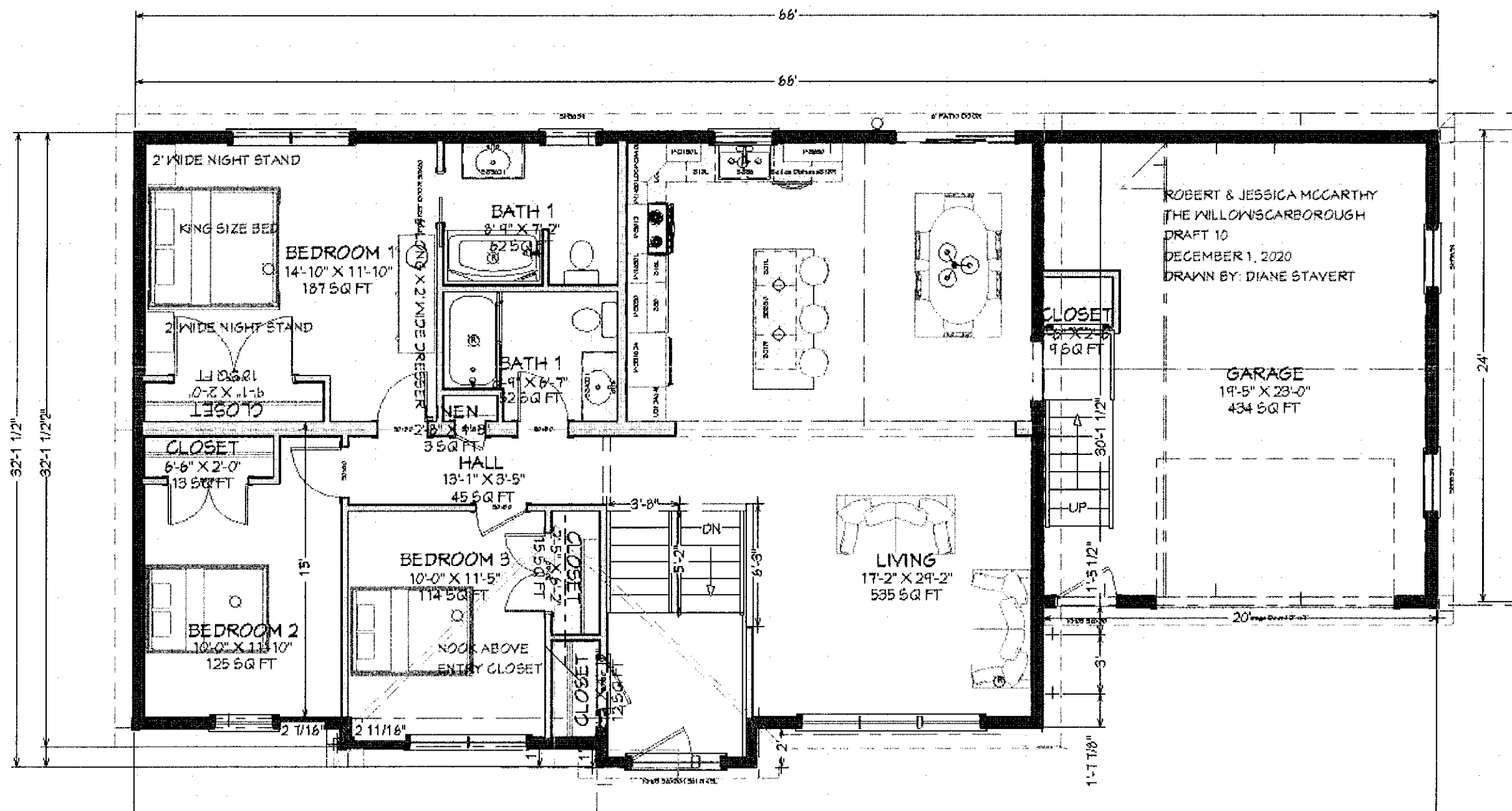
Yellow - TIE

Pink - TIE

Goldenrod - Book

18TR15-50187







Town of Kensington Bills List December 2020

Aaron Adams	2020 HONORARIUM	\$1,000.00
Alan MacLeod	2020 HONORARIUM	\$1,200.00
Allan Sudsbury	2020 HONORARIUM	\$1,000.00
Andrew Griffin	DEC 2020 RRSP	\$751.92
Barret Campbell	2020 HONORARIUM	\$1,000.00
Barry Donald	2020 HONORARIUM	\$1,000.00
Bell Mobility	2-396051	\$201.25
Betty Millar	BEST TEAM WORK	\$40.00
Bev Semple	DEC 2020 CROSSWALK	\$60.00
Brad Hickey	2020 HONORARIUM	\$1,000.00
Brenda MacIsaac	DEC 2020 RRSP	\$443.34
Building Blocs Home Improvements	2311 EVK POOL - DOOR, RAMP, AND BOX AROUND PIPES	\$2,137.32
Building Blocs Home Improvements	2331 FIRE - BUILT SHELVES	\$504.60
Canadian Tire	DEC 1, 2020 TOWN FLOAT LIGHTS	\$110.35
Capital "T" Electric	825 REPAIR LIGHT IN MEDICAL CENTRE	\$171.81
Capital "T" Electric	826 REPAIR WIRES IN PW SHOP	\$112.63
Chris Newson	MODERN CHRISTMAS	\$40.00
Clark Waite	2020 HONORARIUM	\$1,000.00
Colby Dickieson	2020 HONORARIUM	\$1,000.00
Controls & Equipment	55337 TOWN HALL AIR CONDITIONER MAINTENANCE	\$543.95
Canadian Union of Public Employees	DEC 2020	\$774.15
Darcy Cousins	2020 HONORARIUM	\$1,000.00
David Elliott	2020 HONORARIUM	\$1,000.00
David Gallant	2020 HONORARIUM	\$1,000.00
DC Tire Sales & Service	109979 BOB CAT TIRE	\$285.19
Donnie MacKenzie	2020 HONORARIUM	\$1,000.00
Doug Killam	DEC 8, 2020 MEALS - TRAINING EXP	\$45.31
Dylan Garnhum	2020 HONORARIUM	\$1,000.00
Eastlink	14352790	\$23.00
Eastlink	DEC 2020	\$812.94
Eastlink	14430747	\$145.94
Eastlink	14352539	\$100.70

Eastlink	14487656	\$110.34
Family & Friends	BEST BUSINESS	\$40.00
Frontline Outfitters	50481 POLICE UNIFORM	\$637.46
Frontline Outfitters	50482 POLICE UNIFORM	\$434.18
G. LeBlanc Fire Truck Repair Ltd	13037 UNIT #1 ANNUAL SERVICE	\$1,394.83
G. LeBlanc Fire Truck Repair Ltd	13036 UNIT #5 ANNUAL SERVICE	\$732.21
Gary Gallant	BEST TRADITIONAL	\$40.00
Geo Net Technologies Inc	2537 ANNUAL SOFTWARE LICENSING & HOSTING	\$5,750.00
Geoff Baker	DEC 2020 MILEAGE	\$315.37
Glen Steele	2020 HONORARIUM	\$1,000.00
HMS Office Supplies Ltd	792851 POLICE OFFICE SUPPLIES	\$90.85
Holland College	542087 POLICE GUN HOLSTER FOR TESSA	\$218.49
Ideal Auto Parts Ltd	129486 PW BAG OF RAGS	\$33.34
Ideal Auto Parts Ltd	129642 STROB LIGHT FOR 97 TRACKLESS	\$201.23
Irving Oil	33714276	\$215.99
Irving Oil	33735637	\$256.60
Irving Oil	822816	\$163.88
Irving Oil	821606	\$245.43
Irving Oil	628360	\$266.49
Irving Oil	33742299 FIRE TRUCK #1, #3 & #4 REPAIR & OIL CHANGE	\$2,381.82
Irving Oil	118869	\$109.03
Irving Oil	539978	\$217.00
Irving Oil	345209	\$331.84
Irving Oil	535756	\$133.65
Irving Oil	841170	\$105.57
Irving Oil	33749301	\$227.23
Irving Oil	226836	\$84.67
Irving Oil	247610	\$503.18
Irving Oil	227630	\$205.58
Irving Oil	33755672	\$173.36
Irving Oil	919902	\$82.33
Irving Oil	518509	\$90.76
Irving Oil	323723	\$199.75
Irving Oil	731987	\$128.74

Irving Oil	939761	\$347.11
Irving Oil	939393	\$133.68
Irving Oil	745942	\$241.35
Island First Aid Service	SI-13052	\$46.00
Island First Aid Service	SI-13087 40 BOXES OF DISPOSABLE MASKS	\$1,412.20
Island Petroleum	9599	\$264.86
Island Petroleum	9600	\$34.53
Island Petroleum	9601	\$135.38
Island Petroleum	9602	\$247.15
Island Petroleum	9603	\$160.15
Island Petroleum	9604	\$171.63
Island Petroleum	9605	\$249.86
Island Petroleum	9606	\$366.28
IWK Foundation	DEC 2020 DONATION	\$400.00
Jack Spencer	DEC 2020 CROSSWALK	\$40.00
Jamie Perry	DEC 2020 CROSSWALK	\$180.00
Jason Mann	2020 HONORARIUM	\$1,000.00
Jason Paynter	2020 HONORARIUM	\$1,000.00
Jimmy Rix	2020 HONORARIUM	\$1,000.00
Jimmy Woodside	2020 PARADE	\$100.00
Josh Gill	2020 HONORARIUM	\$1,000.00
Kensington Agricultural Services	58554	\$31.95
Kensington Food Basket	DEC 23, 2020 TURKEYS	\$603.74
Kensington Metal Products Inc.	54089 SHELF FOR FIRE RESCUE TRUCK	\$46.87
Kensington Metal Products Inc.	53829 BOB CAT REPAIR PTO	\$98.79
Kensington Metal Products Inc.	53973 CUTTING EDGE BOB CAT	\$320.90
Kensington Metal Products Inc.	54090 97 TRACKLESS REPAIR	\$34.29
Kensington Vipers	DONATION DEC2020	\$750.00
Kent Building Supplies	1324554	\$12.64
Kent Building Supplies	1325718	\$31.14
Kent Building Supplies	1326423	\$8.04
Kent Building Supplies	1327720	\$57.02
Kent Building Supplies	1323996	\$104.66
Kevin Gillian	2020 HONORARIUM	\$1,000.00

Kevin Mann	2020 HONORARIUM	\$1,000.00
Kevin Simmons	2020 HONORARIUM	\$1,000.00
Kevin Stewart	2020 HONORARIUM	\$1,000.00
K'Town Auto Parts	33123/5 FIRE CLEANING SUPPLIES	\$116.31
K'Town Auto Parts	33643/5 PW	\$3.09
K'Town Auto Parts	33568 FIRE	\$18.02
K'Town Auto Parts	33646/5 PW	\$5.12
K'Town Auto Parts	33611/5 PW	\$42.21
Langille Sharpening Service Inc	655472 ZAMBONI BLADE SHARPENING	\$177.10
Leslie Thomas	DEC 8, 2020 MEALS - TRAINING EXP	\$16.09
Lewis Sutherland	DEC 2020 RRSP	\$983.28
Lewis Sutherland	DEC 2020 MILEAGE	\$212.91
MacInnis Express (1983) Ltd	213447 DELIVERY CHARGE FOR ZAMBONI BLADES	\$169.14
Maritime Broadcasting	772-7077 CHRISTMAS RADIO AD	\$133.69
Maritime Broadcasting	774-7373 CHRISTMAS RADIO AD	\$133.69
Maritime Broadcasting	773-16920 CHRISTMAS RADIO AD	\$133.69
Maritime Electric	RADAR LTS DEC20	\$105.13
Maritime Electric	CAR CHARGER DEC20	\$47.97
Maritime Electric	ST LIGHTS DEC20	\$2,821.32
Maritime Electric	FIREHALL DEC20	\$485.27
Maritime Electric	EVK POOL DEC20	\$71.74
Maritime Electric	FREIGHT SD DEC20	\$371.06
Maritime Electric	CN STN DEC 20	\$988.60
Maritime Electric	LIBRARY DEC20	\$201.60
Maritime Electric	TOWN HALL DEC20	\$1,375.83
Maritime Electric	SR CENTRE DEC20	\$304.61
Maritime Electric	25 GARD SIGN DEC 20	\$109.54
Maritime Electric	RINK DEC20	\$10,063.12
Maritime Electric	CANTBALLFIELD DEC20	\$28.26
Maritime Electric	PUBWORKS DEC20	\$171.72
Mark Wall	2020 HONORARIUM	\$1,000.00
Mary's Bake Shoppe	03 DEC 18, 20 GIFT FOR RCMP DISPATCH	\$40.00
Malpeque Bay Credit Union	DEC 2020 RRSP	\$1,401.00
Medacom Atlantic Inc	12255	\$251.16

Mid Isle Electric	9845 REPLACE FURNACE CONTROL	\$906.20
Mid Isle Electric	9429 CUC HOOK UP EXHAUST FAN	\$146.97
Minister of Finance	321490 FIRE RESCUE TRUCK REGISTRATION	\$15.00
Minister of Finance	321974 2021 SUBSCRIPTION ROYAL GAZETTE	\$86.25
Mitchell Champion	BEST MOBILE HOME	\$40.00
MJS Marketing & Promotions	2712041 CUC AD	\$51.75
MJS Marketing & Promotions	2712028 SEASON GREETINGS AD	\$500.25
Morgan Bell	2020 HONORARIUM	\$1,000.00
Orkin Canada	C-2362078	\$44.28
Orkin Canada	C-2362242	\$28.75
Orkin Canada	C-2361982	\$96.03
PEI Association of Exhibitions	153 ANNUAL DUES	\$400.00
Pitney Bowes	0008542213 POSTAGE INK	\$310.47
Pitney Works	DEC 2020 POSTAGE	\$2,300.00
Princess Auto	1279170 SALTER FOR BOARDWALK	\$321.99
Princess Auto	1285758 FIRE RESCUE TRUCK EQUIPMENT	\$326.92
Reg MacLeod	2020 HONORARIUM	\$1,000.00
Robert Wood	DEC 2020 MILEAGE	\$150.40
Rodney Hickey	2020 HONORARIUM	\$1,500.00
Saunders Equipment Ltd	82755 ZAMBONI IMPELLER	\$176.97
Scotia Securities	DEC 2020 RRSP DOUG	\$611.52
Scotiabank Visa	ROWAN VISA ANNUALFEE	\$75.00
Scotiabank Visa	CHRISTMAS DECORATING - MEAL FOR JUDGES	\$185.24
Scotiabank Visa	KIDS HELP PHONE DEC	\$50.00
Scotiabank Visa	TIRE TAX FIRE RESCUE TRUCK	\$77.62
Scotiabank Visa	PETRO CAN GIFT CARDS	\$440.00
Scotiabank Visa	ANNE OF GREEN GABLES - GIFT BAG	\$62.70
Scotiabank Visa	ZOOM DEC 8, 20	\$23.00
Shawn Taylor	2020 HONORARIUM	\$1,000.00
Sherry's Heating Service	2794 ANNUAL FURNACE MAINTENANCE	\$1,515.13
Sherry's Heating Service	2813 TOWN HALL SERVICE CALL FOR FUMES	\$149.50
Shooter Made Equipment	12162020 CUSTOM HOLSTER FOR CHIEF	\$334.00
Spring Valley Building Centre Ltd	219629	\$136.62
Spring Valley Building Centre Ltd	219952	\$34.16

Spring Valley Building Centre Ltd	220146	\$102.47
Spring Valley Building Centre Ltd	220242	\$34.16
Stuart Brookins	BEST TEAM WORK	\$40.00
Subway	173196 - CUC GIFT CARD	\$20.00
Suncor Energy Products Partnership	DEC 2020	\$952.80
Superior Sanitation	732465	\$230.00
Superior Sanitation	732466	\$207.00
Superior Sanitation	732464	\$184.00
Superior Sanitation	732463	\$80.50
T & K Fire Safety Equipment Ltd	259767 COVID RELATED SAFETY GEAR	\$12,286.26
Tanner MacAusland	2020 HONORARIUM	\$1,000.00
Tanya Beairsto	20 26DEC20 POLCE VEHICLE CLEANED	\$175.00
Tara LeBlanc	11 FLOWER BED MAINTENANCE	\$1,075.00
Telus	DEC 2020	\$927.82
TnT... Marketing Inc	3122 SUPERVISOR SAFETY TRAINING DOUG & WENDY	\$572.70
Trevor Moase	2020 PARADE	\$100.00
Vail's Fabric Services Ltd	3062096	\$215.46
Vail's Fabric Services Ltd	365770	\$215.46
Vistaprint	DEC 8, 2020	\$33.35
Wade Graham	2020 HONORARIUM	\$1,000.00
Water & Pollution Control Corporation	DEC 2020	\$793.83
Wayne Sherry	2020 HONORARIUM	\$1,000.00
Wet n' Wild Car Wash	DEC 2020	\$100.00
Subtotal		<u>\$109,680.62</u>
Payroll		\$150,121.53
Capital		
Metalfab	20555 FIRE RESCUE TRUCK - BALANCE OWED	\$291,249.33
Curran & Briggs Ltd	00046447 INSTALL SEWER SERVICE ON VICTORIA ST (RT 2)	\$8,542.40
Curran & Briggs Ltd	00046453 INSTALL SEWER SERVICE ON 6 &10 SCHOOL ST	\$17,242.17
T & K Fire Safety Equipment Ltd	259831 CHARGER FOR BREATHING APPARATUS	\$1,174.93
WSP Canada Inc	0970157 BUSINESS PARK DESIGN	\$7,433.44

WSP Canada Inc	0968233 ICIP LAGOON INSPECTION & ADMINISTRATION	\$5,917.93
WSP Canada Inc	0969588 ICIP WELLFIELD ADMINISTRATION	\$1,081.00
Subtotal Capital		\$332,641.20
Total Bills		\$592,443.35

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for December 2020

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$125,474.17	\$107,422.00	\$18,052.17	\$930,811.85	\$850,346.00	\$80,465.85	\$1,118,772.00	83%
Police Service	\$918.90	\$3,000.00	-\$2,081.10	\$44,904.52	\$30,000.00	\$14,904.52	\$42,700.00	105%
Town Hall Rent	\$7,880.27	\$7,750.00	\$130.27	\$76,010.74	\$72,850.00	\$3,160.74	\$96,100.00	79%
Recreation	\$0.00	\$0.00	\$0.00	\$6,660.00	\$4,500.00	\$2,160.00	\$4,500.00	148%
Sales of Service	\$25,648.62	\$35,000.00	-\$9,351.38	\$189,716.77	\$346,200.00	-\$156,483.23	\$457,200.00	41%
Subtotal Revenue	\$159,921.96	\$153,172.00	\$6,749.96	\$1,248,103.88	\$1,303,896.00	-\$55,792.12	\$1,719,272.00	73%
GENERAL EXPENSES								
Town Hall	\$13,055.39	\$14,285.00	-\$1,229.61	\$118,088.22	\$120,730.00	-\$2,641.78	\$158,660.00	74%
General Town	\$44,698.74	\$43,912.00	\$786.74	\$404,666.58	\$428,925.00	-\$24,258.42	\$544,852.00	74%
Police Department	\$57,692.64	\$62,412.00	-\$4,719.36	\$407,151.63	\$404,836.00	\$2,315.63	\$539,259.00	76%
Public Works	\$13,334.43	\$19,430.00	-\$6,095.57	\$114,291.50	\$118,244.00	-\$3,952.50	\$152,275.00	75%
Train Station	\$2,826.41	\$3,310.00	-\$483.59	\$30,910.03	\$29,875.00	\$1,035.03	\$39,560.00	78%
Recreation & Park	\$5,512.76	\$1,545.00	\$3,967.76	\$46,338.98	\$65,650.00	-\$19,311.02	\$74,785.00	62%
Sales of Service	\$12,886.18	\$19,330.00	-\$6,443.82	\$70,145.69	\$119,900.00	-\$49,754.31	\$156,740.00	45%
Business Park	\$3,501.25	\$4,418.00	-\$916.75	\$33,282.11	\$39,762.00	-\$6,479.89	\$53,016.00	63%
Subtotal Expenses	\$153,507.80	\$168,642.00	-\$15,134.20	\$1,224,874.74	\$1,327,922.00	-\$103,047.26	\$1,719,147.00	69%
Net Income (Deficit)	\$6,414.16	-\$15,470.00	\$21,884.16	\$23,229.14	-\$24,026.00	\$47,255.14		
Credit Union Centre								
Credit Union Centre Revenue	\$19,883.67	\$35,600.00	-\$15,716.33	\$214,848.98	\$268,300.00	-\$53,451.02	\$386,200.00	56%
Credit Union Centre Expenses	\$44,444.64	\$37,331.00	\$7,113.64	\$256,609.61	\$274,447.00	-\$17,837.39	\$382,796.00	67%
Net Income (Deficit)	-\$24,560.97	-\$1,731.00	-\$22,829.97	-\$41,760.63	-\$6,147.00	-\$35,613.63		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$212,513.00	\$212,013.00	\$500.00	\$282,684.00	75%
Fire Department Expenses	\$66,288.88	\$21,265.00	\$45,023.88	\$246,246.93	\$215,035.00	\$31,211.93	\$282,680.00	87%
Net Income (Deficit)	-\$42,731.88	\$2,292.00	-\$45,023.88	-\$33,733.93	-\$3,022.00	-\$30,711.93		
Consolidated Net Income (Deficit)	-\$60,878.69	-\$14,909.00	-\$45,969.69	-\$52,265.42	-\$33,195.00	-\$19,070.42		
							\$3,533.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$52,634.83	\$51,497.00	\$1,137.83	\$462,044.83	\$463,473.00	-\$1,428.17	\$622,059.00	74%
Water & Sewer Expenses	\$57,134.32	\$56,455.00	\$679.32	\$543,643.86	\$518,795.00	\$24,848.86	\$688,160.00	79%
Water & Sewer Net Income (Deficit)	-\$4,499.49	-\$4,958.00	\$458.51	-\$81,599.03	-\$55,322.00	-\$26,277.03		
							-\$66,101.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: DECEMBER 2020 CREDIT UNION CENTRE REPORT
DATE: DECEMBER
ATTACHMENT: STATISTICAL REPORT

December 2020

Fitplex

Hours of operation are 5:00 am – 9:00 pm daily.

Fitplex was shut down for 11 Days in December.

Arena

COVID-19 restrictions paused arena operations for 11 days in December.

The arena was disinfected, minor repairs and ice maintenance performed during the shutdown.

Kensington Cash

Dec 3	200.00
Dec 10	202.00
Dec 17	202.00
Dec 24	200.00
Dec 31	204.00
Total	1008.00

Ball Fields

Nothing to report.

Senior Center

Sewing Classes are being held on Tuesdays, Wednesdays and Saturdays

Central Community PEI Navigator

Minutes to follow

Christmas Parade December 6, 2020

The annual Christmas parade had over 20 entries and lasted approx. 1.5 hours and had a large volume of traffic through the one-way route. Over 500 treat bags were given out by the Lions club and a large amount of food donations were collected.

I'd like to thank everyone for there assistance in making the Christmas Parade a success this year, especially in light of the pandemic restrictions.

Upcoming Events

Nothing to report

Town of Kensington
Credit Union Centre Monthly Statistical Data
2020

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	265	245	245	245	200	204	200	215	220	225	220	2754
Attendance	1490	1550	700	0	0	872	866	836	934	953	973	731	9905
Day Passes Sold	28	22	10	0	0	6	10	12	20	21	18	12	159
Memberships Sold	42	33	12	0	0	32	36	30	35	35	40	25	320
Monthly Payment Memberships	54	52	51	0	0	40	37	38	40	48	52	52	464
Arena													
Hours Rented	158	169	62	0	0	0	0	0	47	150	166	99	851
Preschool (Free)	3	4	2	0	0	0	0	0	0	0	4	3	16
Adult Skate	3	4	2	0	0	0	0	0	0	0	4	3	16
Donated Ice Time	0	10	0	0	0	0	0	0	0	0	0	0	10
Total Hours Rented	164	187	68	0	0	0	0	0	47	150	174	106	896
Storm Days (no rentals)	4	2	0	0	0	0	0	0	0	0	0	11	17

2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
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

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: DECEMBER 2020 CREDIT UNION CENTRE REPORT
DATE: DECEMBER
ATTACHMENT: STATISTICAL REPORT

December 2020

Fitplex

Hours of operation are 5:00 am – 9:00 pm daily.

Fitplex was shut down for 11 Days in December.

Arena

COVID-19 restrictions paused arena operations for 11 days in December.

The arena was disinfected, minor repairs and ice maintenance performed during the shutdown.

Kensington Cash

Dec 3	200.00
Dec 10	202.00
Dec 17	202.00
Dec 24	200.00
Dec 31	204.00
Total	1008.00

Ball Fields

Nothing to report.

Senior Center

Sewing Classes are being held on Tuesdays, Wednesdays and Saturdays

Central Community PEI Navigator

Minutes to follow

Christmas Parade December 6, 2020

The annual Christmas parade had over 20 entries and lasted approx. 1.5 hours and had a large volume of traffic through the one-way route. Over 500 treat bags were given out by the Lions club and a large amount of food donations were collected.

I'd like to thank everyone for there assistance in making the Christmas Parade a success this year, especially in light of the pandemic restrictions.

Upcoming Events

Nothing to report

Town of Kensington
Credit Union Centre Monthly Statistical Data
2020

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	265	245	245	245	200	204	200	215	220	225	220	2754
Attendance	1490	1550	700	0	0	872	866	836	934	953	973	731	9905
Day Passes Sold	28	22	10	0	0	6	10	12	20	21	18	12	159
Memberships Sold	42	33	12	0	0	32	36	30	35	35	40	25	320
Monthly Payment Memberships	54	52	51	0	0	40	37	38	40	48	52	52	464
Arena													
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Preschool (Free)	3	4	2	0	0	0	0	0	0	0	4	3	16
Adult Skate	3	4	2	0	0	0	0	0	0	0	4	3	16
Donated Ice Time	0	10	0	0	0	0	0	0	0	0	0	0	10
Total Hours Rented	164	187	68	0	0	0	0	0	47	150	174	106	896
Storm Days (no rentals)	4	2	0	0	0	0	0	0	0	0	0	11	17

2019

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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



Mayor's Report to Town Council

February 8, 2021

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 spokesperson 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.

Commercial Street Traffic Safety Issue – At our last Town Council meeting, Council discussed the concerns around traffic safety entering Broadway Street as a result of insufficient lines of sight for oncoming traffic. Mr. Baker has reached out to the provincial Department of Transportation for feedback, but as of this date nothing has come forward for suggested preferred solutions.

I had a Town of Kensington resident request a meeting with me to propose the installation of a convex mirror to improve sight lines. This solution is used in other countries and apparently works well to increase sight line for oncoming traffic and thus improve safety. A rule of thumb is that every one inch of convex mirror gives one foot of improved sight line. After discussions with Mr. Baker and Chief Sutherland and further research, evaluation and sourcing of a supplier, Mr. Baker has ordered an outside 48" convex mirror to try. If this proves effective and is accepted by the travelling public, we may want to look at installing these at other locations.

Park Improvements – The picture of covered seating below was taken at a ball field in Summerside. I thought this could be a great idea for the Town of Kensington to consider for park improvements along the trail by the Gazebo, by the Town Clock, near John Hogg Forest or other park areas within the Town of Kensington. I was thinking we could use a couple similar to this design in front of the freight shed to provide sheltered seating area for Confederation Trail users, seating area for Music Nights at the Gazebo and for patrons of the local take-out food establishments such as Go Fish!, Willow Bakery, Island Stone Pub, etc. We may want to consider placing one around the Town Clock as many people gather there in the summer to eat their lunch. Additionally other possible areas of consideration could be around Credit Union Centre ball fields, Centennial Park on Pleasant Street and Roy Paynter Park. I understand from Deputy Mayor Pickering, through Mr. Baker, the KISH Industrial Art Class might be able to build them if we provide the material as they are often looking for projects for students to learn. Depending on cost each and how many we might want, these could be built under our park improvements budget or by using gas tax funds designated for park improvement. Does this sound of interest to Council?



Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: February 3, 2021	Request for Decision No: 2021-04 (Office Use Only)
Topic: 2021 Census of Population	
Proposal Summary/Background: <p>The next Federal census is scheduled to take place in May of 2021. The Town has been requested to support an increase in awareness of the census for the residents of our community, initially through the passing of the resolution below, and then through the promotion of the census through various media, i.e., social media, website, etc.</p> <p>For over a century, Canadians have relied on census data to tell them how their country is changing and to help determine what matters to them. We all depend on socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. This is of vital importance to municipalities to ensure our plans and policies are addressing the needs of our residents. Furthermore, as a municipality, we have access to Federal Gas Tax funds which is directly linked to accurate population data, i.e., higher population equals higher gas tax allotment.</p> <p>Statistics Canada are looking to hire approximately 32,000 Canadians across the country to assist with census data collection. The Town will work with them to ensure that our residents are aware of these employment opportunities.</p> <p>The support of the Town in encouraging our residents to complete the census will have a direct impact on the gathering of vital data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.</p>	
Benefits: <ul style="list-style-type: none">• Will result in more accurate census data being collected within our community.• May provide employment opportunities for local residents.	

Disadvantages:

- None Noted.

Discussion/Comments:

It is recommended that Town Council approve a resolution encouraging maximum participation of our residents in the 2021 Federal Census.

Options:

1. Approve a resolution, as proposed.
2. Not approve the resolution.
3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:

N/A

Staff will work with Statistics Canada staff to encourage participation in the 2021 census.

Source of Funding:

N/A

Recommendation:

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

WHEREAS Statistics Canada will be proceeding with the Federal census in May of 2021;

AND WHEREAS Towns and Cities are key benefactors of accurate census data, which provides key socio-economic trends and an opportunity for analysis to improve the effectiveness of programs and services that benefit our community;

AND WHEREAS accurate census data is directly tied to the allocation of Federal Gas Tax Funds

to Towns and Cities;

AND WHEREAS the 2021 Census may provide local employment opportunities;

BE IT RESOLVED THAT Kensington town Council support the 2021 Census, and encourage all residents to complete their census questionnaire online at www.census.gc.ca;

BE IT FURTHER RESOLVED that town staff be directed to work with staff of Statistics Canada to encourage maximum participation by Kensington residents in the 2021 Census, through social media and other promotion.

Town of Kensington - Request for Decision

Date: February 4, 2021	Request for Decision No: 2021-05 (Office Use Only)
Topic: Subdivision of Lands – Estate of Olive Champion (PID 80119, 79913 and 79921)	
Proposal Summary/Background: The attached subdivision plan # 20253-S01, dated January 21, 2021, drawn by Locus Surveys Ltd. was submitted to the Town along with a request to subdivide/consolidate property located at 9 School Street, 11 School Street and along Pleasant Street such that all structures, driveways, etc. located on the properties (Lot's 21-1, 21-2, and 21-3) are contained within each property. The Plan of Subdivision is being circulated with this Request for Decision. Subdivision of Lands – Estate of Olive Champion (PID 80119, 79913 and 79921)	
Benefits: <ul style="list-style-type: none">• N/A	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: The current zoning (land use) of the property is as follows: PID NO. 80119 – Multi-unit residential (R3) PID NO. 79913 – R1 – Single unit residential (R1) PID NO. 79921 – R1 – Single Unit Residential (R1) Lot subdivisions and consolidations are dealt with under section 20 of the Town's Development Control Bylaw. While section 20 deals primarily with larger scale subdivisions, i.e., multi-lot development, section 20.9 allows Council to approve applications for single lot subdivisions and consolidations at its discretion,	

having regard for only those provisions of the Bylaw which it deems applicable to each individual application, provided the application conforms with all other sections of the Bylaw.

Staff have reviewed the subdivision plan and find it in general compliance with the Development Control Bylaw.

Options:

1. Approve the subdivision plan as proposed.
2. Not approve the subdivision plan.
3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

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

WHEREAS a subdivision plan (Plan #20253-S01) and a request has been received from the owner (estate of property owner) of properties located at 9 School Street (PID 79921), 11 School Street (PID 79913), and along Pleasant Street (PID 80119) for Town Council's consideration of adjusting the property lines of the properties;

AND WHEREAS the proposed subdivision plan has been reviewed against the Town's Development Control Bylaw and is found to be in general compliance therewith;

BE IT RESOLVED THAT approval be granted to append Parcel A and Parcel C to PID 79913 to create a new Lot 21-1, as per Survey Plan No. 20253-S01, dated January 21, 2021, drawn by Locus Surveys Ltd.;

BE IT FURTHER RESOLVED THAT approval be granted to append Parcel B and Parcel D to PID 79921 to create a new Lot 21-2, as per Survey Plan No. 20253-S01, dated January 21, 2021, drawn by Locus Surveys Ltd.;

BE IT FUTHER RESOLVED THAT approval be granted to the creation of a new Lot 21-3, consisting of the remaining lands of PID 80119;

BE IT FURTHER RESOLVED that Survey Plan No. 20253-S01 drawn by Locus Surveys Ltd., showing Lots 21-1, 21-2, and 21-3, being a Subdivision of Lands of the Estate of Olive Champion be hereby formally adopted.

Town of Kensington - Request for Decision

Date: February 5, 2021	Request for Decision No: 2021-06 (Office Use Only)
Topic: Town of Kensington Water and Sewer Utility Bylaw – First Reading	
Proposal Summary/Background: <p>Staff have drafted the attached proposed Water and Sewer Utility Bylaw. The Bylaw was reviewed at the January 2021 Committee of Council Meeting where Committee members recommended the adoption of the Bylaw by Town Council.</p> <p>The purpose of the Bylaw is to create a public utility as a department of the Town as opposed to its current Corporate model. The Bylaw has been developed largely using the template provided by the Province of Prince Edward Island. The newly created Utility will continue to operate as an independent entity under the policy guidance of Town Council and management of the CAO.</p> <p>Three minor modifications were made to the Bylaw since Committee’s review of the draft:</p> <ul style="list-style-type: none">• Added an operative preamble to clarify Town Council’s intent in drafting the Bylaw;• Re-worded Section 3.2 to clarify Town Council’s intent with the “deemed to receive service” provision;• Added additional wording to Section 5.2 to ensure directives, special contracts and regulations of the Island Regulatory and Appeals Commission are incorporated into the Bylaw.	
Benefits: <ul style="list-style-type: none">• Will provide for the operation of the water and sewer utility as a department of the Town.• Will provide additional efficiency within the governance and operation of the department, i.e. removal of additional monthly meeting.	
Disadvantages: <ul style="list-style-type: none">• None noted.	

Discussion/Comments:

It is recommended that Town Council give first reading to the Water and Sewer Utility Bylaw, as proposed.

Options:

1. Give first reading to the Water and Sewer Utility Bylaw, as proposed.
2. Not give first reading to the Bylaw.
3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

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

Resolution 1

WHEREAS Subsection 180(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

BE IT RESOLVED THAT the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) be hereby read a first time.

Resolution 2

WHEREAS Subsection 180(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

AND WHEREAS the Town of Kensington Water and Sewer Utility Bylaw (Bylaw 2021-01) was read a first time at a duly held meeting February 8, 2021;

BE IT RESOLVED THAT the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) be hereby approved.



Town of Kensington
A Bylaw to Establish a Water and Sewer Utility
Bylaw # 2021 – 01

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO ESTABLISH A WATER AND SEWER UTILITY AS A DEPARTMENT OF THE TOWN OF KENSINGTON.

WHEREAS Subsection 180(b) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

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

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

1. Title

1.1. This bylaw shall be known and cited as the “Kensington Water and Sewer Utility Bylaw.”

2. Authority

2.1. Section 180(b) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1 authorizes a Council to establish, by bylaw, a public utility for the purpose of delivering water and sewerage services.

2.2. Pursuant to subsection 183(1) of the *Act*, Kensington’s public utility for the purpose of delivering water and sewerage services, will be established as a department of the Municipality.

3. Application

- 3.1. This bylaw applies to all Councillors, employees and customers of the public utility.
- 3.2. Pursuant to Section 185 of the *Act*, unless a residence, building or other structure located on a property is physically connected, by lateral lines, to a water or sewer main, the property shall not be deemed to receive service and a property owner shall not be required to pay for such service. Property owners shall only be charged for the water and sewer services in which they are physically connected.

4. Definitions

- 4.1. “Act” means the *Municipal Government Act*.
- 4.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Kensington as appointed by Council under section 86(2)(c) of the *Act*.
- 4.3. “Commission” means the Island Regulatory and Appeals Commission established under *the Island Regulatory and Appeals Commission Act R.S.P.E.I. 1988, Cap I-11*.
- 4.4. “Council” means the Mayor and members of the Kensington Town Council.
- 4.5. “Customer” means a property, person, firm or corporation who requests, or is supplied with water and sewer service at a specific location or locations.
- 4.6. “Municipality” means the Town of Kensington.
- 4.7. “Public Utility” means a public utility as defined in the *Water and Sewerage Act R.S.P.E.I. 1988, Cap. W-2*.
- 4.8. “Utility” means the municipal utility department established herein.

5. Municipal Department Established

- 5.1. There is hereby established the Town of Kensington Water and Sewer Utility Department.
- 5.2. The Water and Sewer Utility Department shall conduct its affairs in accordance with generally accepted public utility practices and in any case, in accordance with directives, special contracts and regulations as approved by the Commission.

6. Water and Sewer Utility Administration

- 6.1. Pursuant to subsection 93(1)(d) of the *Act*, the CAO shall manage and supervise the employees that are responsible for the day-to-day operation of the public utility.

7. Functions of the Water and Sewer Utility Department

- 7.1. Pursuant to subsection 183(2) of the *Act*, and in accordance with the *Water and Sewerage Act* and its regulations, the water and sewer utility shall be responsible for constructing, altering, extending, managing and controlling a system for providing water and sewer utility services to the residents of the municipality.
- 7.2. Acquiring, alienating, holding and disposing of real or personal property with Council approval.
- 7.3. Financing, with the approval of Town Council, any of its undertakings.
- 7.4. Collecting rates and charges for services provided to any customer, as approved by Town Council.

8. Rates, Charges and Interests

- 8.1. Pursuant to subsection 184(1) of the *Act*, Council shall levy rates in respect of real property for the services of the water and sewer utility that are sufficient to cover the costs of providing the services of the water and sewer utility following approval of the Commission in accordance with the *Water and Sewerage Act*.
- 8.2. Pursuant to section 187 of the *Act*, all overdue and unpaid rates bear interest from the due date at the rate prescribed for real property tax pursuant to the Real Property Tax Act R.S.P.E.I. 1988, Cap.R-5.

9. Financial

- 9.1. Pursuant to subsection 183(4) of the *Act*, the Water and Sewer Utility Department shall maintain separate financial accounts for the public utility.

10. Liens

- 10.1. Pursuant to subsection 186(1) of the *Act*, rates that are overdue and unpaid, and any interest accrued, constitute a lien on the real property on which they are levied until payment is made in full.
- 10.2. Pursuant to subsection 186(2) of the *Act*, the lien referred to in section 10.1 of this Bylaw, has priority over every claim, privilege or encumbrance against the property of every person, except the Crown, and may be enforced on application to the Supreme Court for an order for the sale of the property.

11. Complaints

- 11.1. In accordance with subsection 184(4) of the *Act*, a complaint in respect of the terms and standards of service, rates, charges or schedules or any combination of them, of the public utility, is subject to appeal to the Commission under the *Water and Sewerage Act* in accordance with that *Act*.

12. Penalties

- 12.1. Fines and penalties, as considered necessary by Town Council can be established in accordance with subsection 162(1)(a)(ii) of the Act.
- 12.2. Any fines and/or penalties developed by Town Council shall be outlined in a Schedule 'A', as considered necessary by Town Council.

13. Repeal

- 13.1 All previous Bylaws of the Town of Kensington pertaining to the establishment of the Kensington Water and Pollution Control Corporation and/or the operation of a water and sewer utility are hereby repealed.

14. Effective Date

- 14.1 The Town of Kensington Water and Sewer Utility Bylaw, Bylaw #2021-01, is declared to be passed by Town Council on this, the _____ day of _____, 2021.

First Reading:

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was read a first time at the Council meeting held on the _____ day of _____, 2021.

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2021.

Second Reading:

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was read a second time at the Council meeting held on the _____ day of _____, 2021.

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2021.

Approval and Adoption by Council:

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2021.

Signatures:

Mayor

Chief Administrative Officer

This Water and Sewer Utility Bylaw adopted by the Council of the Town of Kensington is certified to be a true copy.

Chief Administrative Officer

Date

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 5th. 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 2021 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 52nd 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 902-888-7842 or kafsc@hotmail.com.

Sincerely,

Jodi Bernard

Kensington Skating Club

Correspondence

December 17, 2020

Mayor Rowan Caseley
55 Victoria St. E.
P.O. Box 418
Kensington, PE C0B 1M0

Dear Mayor Caseley

I want to thank you and Geeff for meeting with myself and Don Reid recently to discuss the benefits of becoming Age-friendly. I am enclosing a binder of information relating to the steps and ideas in how the Town of Kensington can become Age-friendly. Our committee is more than willing to help the Town achieve being recognized as an Age-friendly Town.

You will also find in the package a proposed budget as mentioned during our conversation which is required to basically hire a part time Age-friendly coordinator for 700 hours over the next year. We have also included a list of the many organizations and boards that we are affiliated with through our Age-friendly journey.

Should you have any questions or require further information please do not hesitate to contact me at 902-439-4495

We look forward to hearing from you at your convenience.

Regards

A handwritten signature in black ink, appearing to read 'Peter Holman', with a long horizontal flourish extending to the right.

Peter Holman
Co chair

Proposed Budget Requirements

Age-friendly Coordinator for administrative duties, grant proposal writing etc

700hrs @\$15/hr = \$10,500

Assessment of age-friendly strengths and gaps

\$2,500

Ink, paper, and other office incidentals

\$2,000

Total : \$15,000

Definition of Age-friendly Community

An Age-friendly Community (AFC) is a community that enables all people, regardless of age, to live in a secure environment, enjoy good health and continue to participate fully in society.

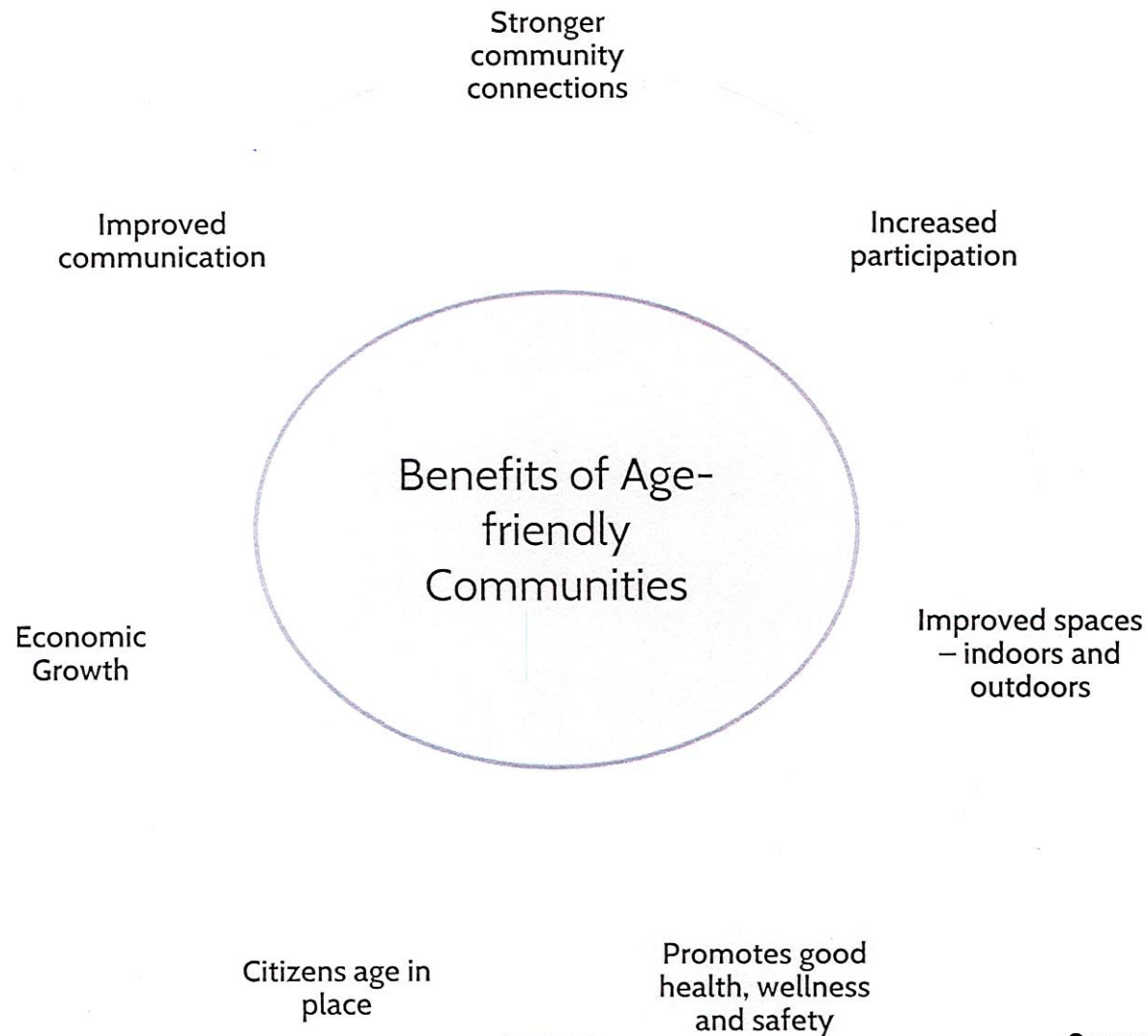


Why Consider Becoming an AFC?

- Age-related needs of citizens are recognized
- Decisions and lifestyle choices are respected
- Vulnerable citizens are protected
- Intergenerational initiatives are promoted
- The potential of all citizens is realized and, in turn, benefits the community as a whole

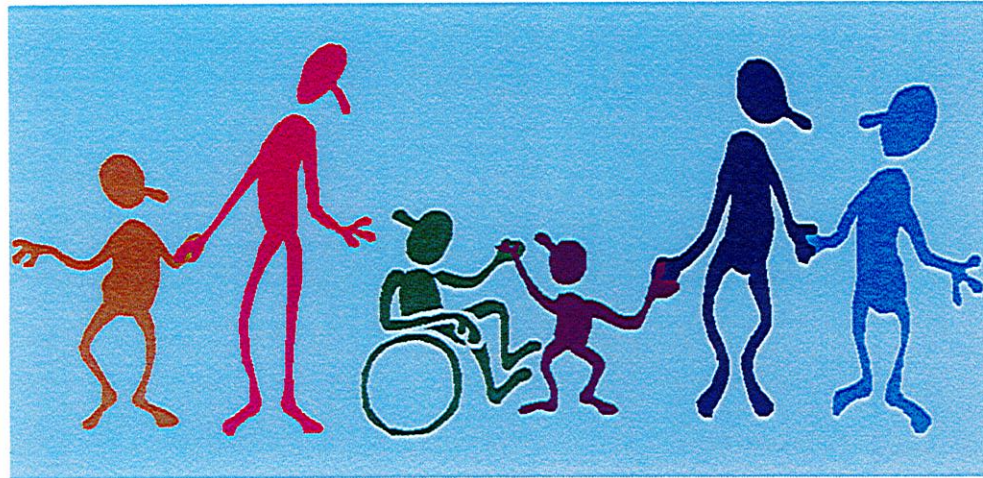


Age-Friendly Community Benefits



Source: Province of PEI

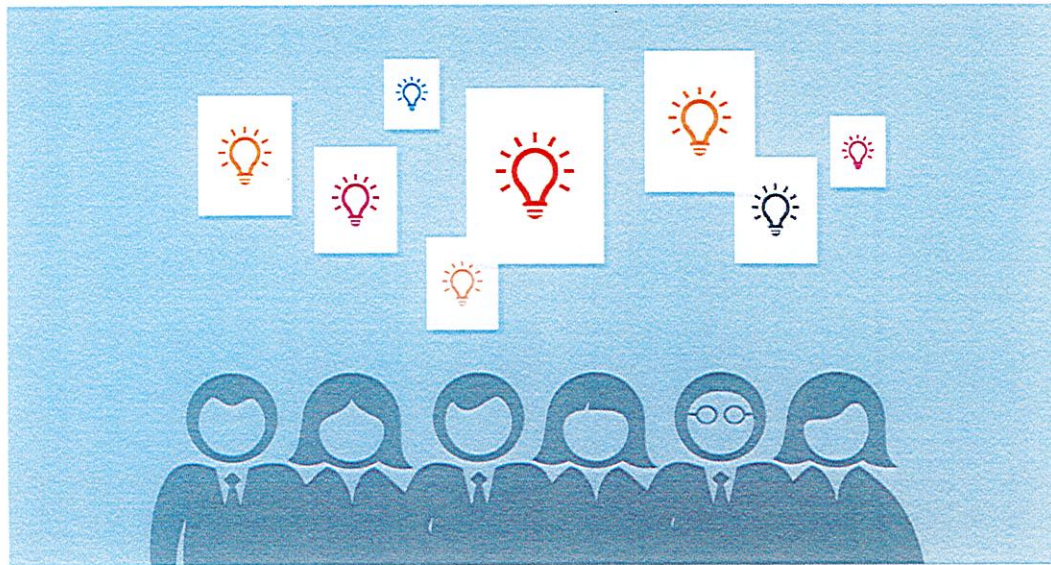
Who Benefits from AFC?



- Everyone benefits from age-friendly communities.
- Age-friendly communities foster stronger community connections and enable/encourage considerations and planning in infrastructure that benefit all members of society.

How is Your Community Already Contributing to AF?

What age-friendly projects or initiatives have your communities already undertaken?



How Can Your Community Become Even More Age-friendly?

Let's brainstorm potential AF activities.



Template for Identifying Potential Age-friendly Activities

Community	
What AF Activities can be undertaken?	1. 2. 3.
Who could take a lead ?	1. 2. 3.
Partnerships that would help with each activity	1. 2. 3.
Resources that are available	1. 2. 3.
Resources required	1. 2. 3.
Possible barriers/challenges identified	
Strategies to overcome barriers	
What could be done in the next 60 days?	

8 Domains of AF Cities and Communities

Source : World Health Organization



Ideas that Have Worked for Smaller Communities!

- Sidewalk Improvement
- Work with Developers to Address Housing Issues
- Outdoor Exercise Equipment
- Improve / Create Walking Paths
- Accessible Public Washrooms
- Intergenerational Activities
- Automatic Doors and Ramps
- Benches and Seating Areas
- Community Vans
- Volunteer Driving Programs
- “Free Delivery” Days