



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

***Monday, February 10<sup>th</sup> , 2025 @ 7:00 PM***

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

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

**Town of Kensington  
Regular Meeting of Town Council  
Monday, February 10, 2025 – 7:00 PM**

- 1. Call to Order/Land Acknowledgement**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers, and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1 January 13, 2025 Regular Meeting
  - 5.2 January 27, 2025 Special Meeting
- 6. Business Arising from Minutes**
  - 6.1 January 13, 2025 Regular Meeting
  - 6.2 January 27, 2025 Special Meeting
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Report
  - 7.3 Police Department Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List – Town - *Nil*
  - 7.6 Bills List - Water and Sewer Utility - *Nil*
  - 7.7 Bills List – Capital - *Nil*
  - 7.8 Consolidated Summary Income Statement -Town and Water and Sewer Utility - *Nil*
  - 7.9 Credit Union Centre Report

- 7.10 Mayor's Report
- 7.11 Federation of Prince Edward Island Municipalities Report – Councillor Mann
- 7.12 Kensington and Area Chamber of Commerce Report – Councillor MacRae
- 7.13 Heart of PEI Committee – Acting Mayor Jeff Spencer

**8. New Business**

- 8.1 Request for Decisions
  - 8.1.1 RFD2025-06 – KISH Hockey Tournament ice donation
  - 8.1.2 RFD2025-07 – Youth Ambassador Bedford trip donation
  - 8.1.3 RFD2025-08 – Suspension of Town Council Committee Meetings
  - 8.1.4 RFD2025-09 – Canada Community Building Fund Gas Tax Capital Plan

- 8.2 Other Matters

**9. Correspondence**

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

**11. Adjournment**

**Town of Kensington**  
**Minutes of Regular Council Meeting**  
**Monday, January 13, 2025**  
**7:00 PM**

**Council Members Present:** Acting Mayor, Jeff Spencer;  
Councillors: Toombs, Gallant, Doucette, MacRae and Mann

**Staff Members Present:** CAO, Geoff Baker  
Municipal Clerk, Kim Caseley  
Police Chief, Landon Yuill  
Administrative Assistant, Amy Morrell

---

**1. Calling of Meeting to Order**

1.1 Acting Mayor Spencer called the meeting to order at 7:00 PM and welcomed Council members and staff to the January meeting of Kensington Town Council. Acting Mayor Spencer acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

**2. Approval of Tentative Agenda**

2.1 *Moved by Councillor Toombs, seconded by Councillor Doucette to approve the tentative agenda for the January 13, 2025, regular meeting of Town Council with the addition of an in-camera item under 119(1)(d) of the Municipal Government Act, PEI.*

*Unanimously carried.*

**3. Declaration of Conflict of Interest**

3.1 Councillor Gallant declared a conflict with item 8.1.3 Development Permit Application – Spring Valley Building Centre Ltd.

**4. Delegations / Presentations**

4.1 *Nil.*

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

5.1 *Moved by Councillor MacRae, seconded by Councillor Doucette to approve the minutes from the December 9, 2024 regular meeting of Town Council. Unanimously carried.*

5.2 *Moved by Councillor Gallant, seconded by Councillor Toombs to approve the minutes*

*from the January 6, 2025 special meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1 December 9, 2024 Regular Meeting**

**6.1.1** *Nil.*

**6.2 January 6, 2025 Special Meeting**

**6.2.1** *Nil.*

**7. Reports**

**7.1 Chief Administrative Officer Report**

**7.1.1** *Nil.*

**7.2 Fire Department Statistical Report**

**7.2.1** *Moved by Councillor Gallant, seconded by Councillor MacRae to approve the November 2024 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

**7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor Gallant, seconded by Councillor Doucette to approve the November 2024 Police Statistical Report as prepared by Retired Chief Sutherland. Unanimously carried.*

*Chief Yuill excused himself from the Council Chamber at 7:04 pm.*

**7.4 Development Permit Summary Report**

**7.4.1** *Moved by Councillor Toombs, seconded by Councillor MacRae to approve the January 2025 – 5 Year Development Permit Summary Report as prepared by Municipal Clerk, Kim Caseley. Unanimously carried.*

**7.5 Bills List Town (General)**

**7.5.1** *Nil.*

**7.6 Bills List Water & Sewer Utility**

**7.6.1** *Nil.*

- 7.7 Bills List Capital Expenditures**
  - 7.7.1 *Nil.*
- 7.8 Summary Income Statement**
  - 7.8.1 *Nil.*
- 7.9 Credit Union Centre Report**
  - 7.9.1 *Moved by Councillor Toombs, seconded by Councillor MacRae to approve the Credit Union Centre report for the month of November 2024. Unanimously carried.*
  - 7.9.2 Councillor Mann inquired about the energy production of the recently installed solar panels at the Credit Union Centre. Mr. Baker will ask the CUC Manager, Robert Wood, to include the energy production data in the monthly report.
- 7.10 Mayor's Report**
  - 7.10.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the Mayor's report for the month of December 2024 as presented by Acting Mayor Spencer. Unanimously carried.*
- 7.11 Federation of PEI Municipalities (FPEIM) Report**
  - 7.11.1 *Nil.*
- 7.12 Kensington Area Chamber of Commerce (KACC) Report**
  - 7.12.1 *Nil.*
- 7.13 Heart of PEI Initiative Report**
  - 7.13.1 *Nil.*
- 8. New Business**
  - 8.1 Request for Decisions**
    - 8.1.1 Credit Union Centre Zamboni Replacement**
      - 8.1.1.1 *Moved by Councillor Mann, seconded by Councillor MacRae*  
*WHEREAS the current Zamboni at the Kensington Credit Union*

*Centre is aging and requires more frequent maintenance, leading to increased operational costs and potential disruptions to ice maintenance schedules;*

*AND WHEREAS Saunders Equipment Ltd. is the only authorized distributor of Zamboni in the Maritimes, offering both sales and parts and service support;*

*AND WHEREAS the Canada Games Legacy Fund has approved funding of \$112,000.00 towards the total project cost to support the purchase of the Zamboni;*

*BE IT RESOLVED THAT Town Council hereby approve the purchase of a new Zamboni from Saunders Equipment Ltd. with an added option of an integrated auger washout system, at a total cost of \$128,250.00 plus HST, as per their quote dated December 16, 2024.*

*Unanimously carried.*

- 8.1.1.2 Councillor Doucette expressed disappointment with the application being submitted without consulting Town Council. He felt that upgrades to the dressing rooms would have been a more suitable use of the Legacy Fund.
- 8.1.1.3 Councillor Gallant agreed with Councillor Doucette's comments and inquired if the sale of the current Zamboni would cover the remaining cost of the new Zamboni.
- 8.1.1.4 Mr. Baker confirmed the projected sale value of the current Zamboni is approximately \$25,000 – \$30,000 and noted that several local arenas are in the market for a used Zamboni, the vendor is also willing to take the current Zamboni in on trade value.
- 8.1.1.5 Councillor Toombs inquired whether the remaining funds from the sale of the Zamboni could be used for dressing room upgrades. Mr. Baker confirmed that the funds would typically be allocated to General Revenue, as they result from the sale of an asset.

## **8.1.2 Prince Edward Island Housing Corporation – Street Naming**

### **8.1.2.1 *Moved by Councillor Toombs, seconded by Councillor Gallant***

*BE IT RESOLVED THAT Kensington Town Council approve “Blair Ramsay Drive” as the official name of the street servicing the Prince Edward Island Housing Corporation’s 10 - unit multi-unit building*

*located off Victoria Street West, PID No. 1081561.*

*Unanimously carried.*

*Councilor Gallant declared a conflict and excused himself from the Council Chamber at 7:22 pm.*

**8.1.3 Development Permit Application – Spring Valley Building Centre Ltd.**

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

***BE IT RESOLVED that Town Council hereby approves a development permit application submitted by Spring Valley Building Centre Ltd. for the construction of a 50' x 120' warehouse on their property located at 24531 Highway 2, PID No. 778977.***

*Unanimously carried.*

*Councilor Gallant returned to the Council Chamber at 7:23 pm*

**8.2 Other Matters**

**8.2.1** Councillor Doucette requested an update on the projected date for receiving the current financial statements. Mr. Baker noted that there is no definitive timeline. However, the next statements Council is likely to receive will be the 2023/24 audited financial statements. Once completed, staff will begin the 2024/25 audit, which is expected to follow the regular audit timeline.

**8.2.2** Councillor Doucette thanked Municipal Clerk, Kim Caseley for her dedicated service to the Town of Kensington. Ms. Caseley is transitioning to another organization after 17 years with the Town.

**8.2.3** Councillor Doucette brought forward resident concerns regarding the ballfield gate being locked following the December Council Meeting, as dog owners have been utilizing the ballfield as a dog run. Town Council discussed the matter further, and it was determined the gate will remain locked.

**8.2.4** Councillor Toombs recommended that due to the current workload of staff, the January Committee of Council Meeting be canceled.

***Moved by Councillor Toombs, seconded by Councillor MacRae that Town Council cancel the January 27 Committee of Council Meeting.***

*Unanimously carried.*



## 9. Correspondence

9.1 A letter from Valerie Fitzpatrick on behalf of IRSA, introducing the DiverseCity Coordinator, Hai Nguyen.

9.2 A request to proclaim June 30<sup>th</sup> as Indigenous Survivors Day.

*Moved by Councillor Toombs, seconded by Councillor MacRae to proclaim June 30 as Indigenous Survivors Day in the Town of Kensington. Unanimously carried.*

9.3 A letter from the Community of Malpeque Bay was received, notifying the Town of Kensington of their decision to allocate up to \$35,000 in their 2025/26 budget to support the purchase of equipment for the recently acquired ladder truck for the Kensington Volunteer Fire Department.

9.4 Information on the Prime Minister's Awards for Teaching Excellence and Teaching Excellence – Deadline January 15, 2025.

9.5 A Thank You / Christmas Card from BGC Prince County.

## 10. In-Camera (Closed session)

10.1 *One item under 119(1)(d) of the Municipal Government Act, PEI.*

10.1.1 *Moved by Councillor Toombs, seconded by Councillor MacRae to enter into an In-Camera session at 7:48 pm. Unanimously carried.*

10.1.2 *Moved by Councillor Toombs, seconded by Councillor Gallant to come out of an In-Camera session at 9:25 pm. Unanimously carried.*

## 11. Adjournment

*Moved by Councillor MacRae, seconded by Councillor Toombs to adjourn the meeting at 9:25 PM. Unanimously carried.*

---

Geoff Baker,  
CAO

---

Jeff Spencer,  
Acting Mayor

**Town of Kensington  
Minutes of Special Council Meeting  
January 27, 2025  
5:30 PM**

**Council Members Present:** Acting Mayor Jeff Spencer;  
Councillors: Toombs, MacRae, Mann, Gallant  
Regrets: Councillor Doucette

**Staff Members Present:** Acting Chief Administrative Officer, Wes Sheridan  
Deputy Police Chief, Landon Yuill  
Manager of Finance, Nancy MacRae joined virtually

**Visitors:** Stewart Brookins – Town business owner

---

**1. Calling of Meeting to Order**

1.1 Acting Mayor Spencer called the meeting to order at 5:30 PM and welcomed Council members, staff, and visitors to the January 27<sup>th</sup> Special Meeting of Town Council. Acting Mayor Spencer acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

**2. Adoption of Agenda**

2.1 *Moved by Councillor MacRae, seconded by Councillor Gallant to approve the tentative agenda for the January 27<sup>th</sup>, 2025 Special Meeting of Town Council.*

*Unanimously carried.*

**3. RFD #2025-05 – Police vehicle replacement 2025**

3.1 *Moved by Councillor Mann, seconded by Councillor MacRae*

**Resolution 1**

***BE IT RESOLVED THAT Town Council authorize the CAO to proceed with purchasing the 2024***

***Ford Mustang Mach-E Police Cruiser through D. Alex MacDonald of Summerside at an all-in cost***

***of \$47,795 plus HST;***

***BE IT FURTHER RESOLVED THAT Town Council authorize the CAO to proceed with the***

***purchase of a full police package for the new Police Cruiser through Spence Communications at a***

*cost of \$11,105 plus HST;*

*Acting Mayor Spencer was called on to break a tie vote (Councillors Mann & MacRae in favour, Councillors Gallant & Toombs against), motion carried.*

**3.2** *Moved by Councillor Mann, seconded by Councillor MacRae*

**Resolution 2**

*WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money for capital projects;*

*AND WHEREAS Town Council has approved the purchase of a 2024 Ford Mustang Mach – E Select – Demo vehicle, from D. Alex MacDonald of Summerside, at a price of \$47,795 plus HST;*

*AND WHEREAS the amount to be borrowed will not cause the Town to exceed its legislated debt capacity;*

*BE IT RESOLVED that the Town of Kensington be empowered to borrow up to \$58,900 from the Scotiabank, under the following terms:*

*a/ repayable in full by Town Council over an amortization period up to 10 years.*

*b/ at an interest rate, as negotiated with the lender, with interest payable monthly.*

*Advances repayable on demand.*

*Acting Mayor Spencer was called on to break a tie vote (Councillors Mann & MacRae in favour, Councillors Gallant & Toombs against), motion carried.*

**4. Adjournment**

*Moved by Councillor Gallant, seconded by Councillor Toombs to adjourn the meeting at 6:42 PM. Unanimously carried.*



Wes Sheridan,  
Acting Chief Administrative Officer



Jeff Spencer,  
Acting Mayor

# Chief Administrative Officers Report

## February 2025 – Council Meeting

---

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

The Public Meeting on the rezoning application has been set and advertised pursuant to the Municipal Act, appearing in the Guardian newspaper on two occasions; Friday, February the 7<sup>th</sup>, and Saturday, February the 8<sup>th</sup>. The Public Meeting will take place on Wednesday, February the 19<sup>th</sup>, 2025.

### **2. Financing the new EV Police vehicle**

Ford Canada offers 0% financing on new EV's to municipalities but not for their police cruisers, but the sales person misinformed us on this technicality. When we pushed this exception, D. Alex MacDonald agreed to reduce the price of vehicle by a further \$6000, fully covering the interest charges. Final price before HST is now \$41,296. (Quote attached)

### **3. Cancellation of the Don Johnson Cup**

Due to the fact that both the Sherwood Falcons (2<sup>nd</sup> Island team) and the Newfoundland representative can no longer participate in the tournament, the organizers have decided to cancel it for this year. (Letter attached)

### **4. Retirement party for departing Town Staff**

Our plans for the retirement party are now finalized, below are the details:

When : Saturday, March 8<sup>th</sup>, doors open at 5:30 pm, dinner begins at 6:00 pm.

Where : Friends & Family Restaurant, 45 Broadway St., Kensington, PE

What : Retirement Celebration, sit down dinner, speeches, slideshow, presentations

### **5. Police Department restructuring with Chief Sutherland's retirement**

Chief Yuill has submitted his new Organizational Chart for approval and due to the fact that no new positions were created, and the final cost to the Town is below his existing Budget, the Acting CAO was able to approve the new chart. (Comparison charts are attached)

#### **6. Boys and Girls Club – Prince County Update**

We received word that the Club is putting up a sign on their fence next week and they asked permission to use our Town's logo on this sign. They are hosting an open house next week and we are waiting on final details for that event. (Signage sample attached)

#### **7. Under the Spire**

Met with the new Executive Director, Jennifer Bartlett, this past week and she has asked to attend the April Council meeting to present her plans for the upcoming season of entertainment, their 30<sup>th</sup> anniversary.

#### **8. Christmas Festival – Home for the Holidays**

We received a full report from the organizers on the event and the CAO has a copy in his office for all to see. With a few alterations, they hope to be able to put it together for a bigger and better event next year.

**Respectfully Submitted by: Wes Sheridan, Acting Chief Administrative Officer**



D ALEX MACDONALD FORD LTD. Rep: DONALD BURLEIGH  
 25 WATER STREET Phone: (902) 436-2138  
 SUMMERSIDE, PE, C1N 1A3 Fax: (902) 436-0232

Date: 01/30/2025  
 Key: TOWN250121  
 Tax: PE HST

**Vehicle**

2024 FORD MUSTANG MACH-E SELECT



**Customer**

Name	TOWN OF KENSINGTON	Source	Phone Up
Address	PO BOX 301	Lead	Phone
City, Province	KENSINGTON, PE	Business	(902) 836-1047
Postal Code	C0B 1M0	Cell	888-7120
Code	6978	Contract Date	01/27/2025
Email	mail@kensington.ca	Payment Date	01/27/2025

Stock	24421ET
VIN	3FMTK1S5XRMA10305
Type	New Vehicle
Model	K1S
Number	
Exterior	SHADOW BLACK
Interior	BLACK
Engine	DUAL EMOTOR (FRONT/REAR)
Transmission	Single Speed
Drive	All Wheel Drive
Body	AWD
Odometer	0

**Cash**

Selling Price	\$60,990.00	HST Taxable	\$47,045.25
demo discount	(\$3,000.00)	HST 15%	\$7,056.79
DELIVERY -EV FORD	(\$5,000.00)	Luxury Tax Taxable	\$0.00
delivery allowance	(\$6,500.00)	Luxury Tax 10%	\$0.00
License	\$0.00	Payout Lien Amount	\$0.00
Tire Levy	\$56.25	PROVINCIAL EV REBATE	(\$5,750.00)
PRODUCT PACKAGE	\$499.00	Cash Down	\$0.00
Trade	\$0.00	<b>Total Balance Due</b>	<b>\$48,352.04</b>
<b>Sub-Total</b>	<b>\$47,045.25</b>	Amount Received	\$0.00
		<b>Due on Delivery</b>	<b>\$48,352.04</b>

**Options**

Base Price	\$59,690.00
COMFORT PACKAGE LITE	\$500.00
19" HIGH GLOSS PTD BLK WHEEL	\$800.00
<b>Selling Price</b>	<b>\$60,990.00</b>

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

x  
 \_\_\_\_\_  
 TOWN OF KENSINGTON

x  
 \_\_\_\_\_  
 Dealer Acceptance



40 Enman Crescent, Suite 209  
Charlottetown, PE C1E 1E6  
T: 902.368.4334  
info@hockeypei.com  
www.hockeypei.com

---

February 4, 2025

To: Mike Field, Executive Director HNS  
Nic Jansen, Executive Director HNB  
Craig Tulk, Executive Director, HNL

Re: 2025 Don Johnson Cup

---

It is with great disappointment that we inform Hockey PEI will not be moving forward with hosting the 2025 Don Johnson Cup. After considerable consultation with the Kensington Vipers and Junior Council we are canceling the event for 2025.

The January 27<sup>th</sup> withdrawal of the HNL League was unfortunate news. It would be exceedingly difficult to host without them in an already revised schedule. We appreciate the work of the branches in making schedule accommodations when our IJHL Sherwood Metros took a leave of absence this season. And we understand this revised schedule inevitably was not appealing to a team traveling from Newfoundland and Labrador. It is just not feasible to proceed with the number of committed teams this season.

This tournament is rich in history, and we hope that with continued efforts and discussion we will revive this level of hockey within our branches and get back to a sustainable and successful tournament format.

To close out this season, the Kensington Vipers would like to propose they be permitted to continue play in the NB League and participate in the NB league playoffs. They propose another branch host a Maritime Championship between NB and NS leagues to close out this season.

We look forward to your thoughts on the above and appreciate your understanding that we cannot proceed with the DJC event this season.

Best Regards,

Tami Lewis  
Executive Director

Cc: Robert Maddix, Junior Council Chair  
Andrew MacAdam, IJHL Commissioner  
Robert MacMillan, Hockey PEI President  
Pat McIver, Kensington Jr B Vipers



## Organizational Chart (Under Chief Sutherland)

### 1. Chief

- **Salary:** \$100,000
  - **Non-unionized position**
- 

### 2. Deputy Chief (Full-Time)

- **Salary:** \$83,000
  - **Non-unionized position**
- 

### 3. Corporal

- **Status:** Vacant
  - **Salary:** \$85,176
  - **Hourly Rate:** \$39/hour  
*(Not included in the total wage calculation since vacant)*
- 

### 4. Constable (Full-Time, Shift Rotation)

- **2 Positions**
  - **Salary per Position:** \$80,655.12
    - **Overtime:** After 42 hours, \$36.93/hour
  - **Total for 2 Positions:**
    - $\$80,655.12 \times 2 = \mathbf{\$161,310.24}$
- 

### 5. Constable (Part-Time, Shift Rotation)

- **2 Positions**
  - **Salary per Position:** \$71,919.12
    - **Overtime:** After 40 hours, \$32.93/hour
  - **Total for 2 Positions:**
    - $\$71,919.12 \times 2 = \mathbf{\$143,838.24}$
-



## 6. Constable (Part-Time, 2 Days a Week, Court Officer)

- **Salary:** \$27,397.76
  - **Hourly Rate:** \$32.93/hour
    - **Note:** This is a part-time position, covering court officer duties.
- 

## 7. Constable (Part-Time, JFO, Reimbursed)

- **Salary:** \$68,494.40
  - **Hourly Rate:** \$32.93/hour (Reimbursed)
    - **Note:** This position is reimbursed, likely for specific project or job-related work.
- 

## 8. Constable (Part-Time, Weekend Nights, Covers Vacation/Training/Sick Time)

- **3 Positions**
  - **Hourly Rate:** \$32.93/hour
    - **Estimated Salary per Position:**
      - **16 hours/week × 52 weeks = \$32.93 × 16 hours × 52 weeks = \$27,408.64**  
per position
  - **Total for 3 Positions:**
    - $\$27,408.64 \times 3 = \$82,225.92$
- 

## Total Wages for All Positions (excluding vacant Corporal):

1. **Chief:** \$100,000
  2. **Deputy Chief:** \$83,000
  3. **Constable (Full-Time, Shift Rotation) (2 Positions):** \$161,310.24
  4. **Constable (Part-Time, Shift Rotation) (2 Positions):** \$143,838.24
  5. **Constable (Part-Time, 2 Days a Week, Court Officer):** \$27,397.76
  6. **Constable (Part-Time, JFO, Reimbursed):** \$68,494.40
  7. **Constable (Part-Time, Weekend Nights, Covers Vacation/Training/Sick Time) (3 Positions):** \$82,225.92
- 

## Total Wages for All Positions:

$\$100,000 + \$83,000 + \$161,310.24 + \$143,838.24 + \$27,397.76 + \$68,494.40 + \$82,225.92 =$   
**\$665,266.56**

## Proposed Organizational Chart

---

### 1. Chief

- **Salary:** \$96,100
  - **Note:** Non-unionized position
- 

### 2. Sergeant (Part-Time, Non-Union, Court Officer)

- **Salary:** \$27,397.76
  - **Hourly Rate:** \$32.93/hour
  - **Note:** No pay increase (non-unionized position)
- 

### 3. Corporal (Full-Time, Shift Rotation)

- **Hourly Rate:** \$39/hour
  - **Overtime:** After 42 hours
  - **Salary:** \$85,176
- 

### 4. Constable (Full-Time, Shift Rotation)

- **Salary:** \$80,655.12
  - **Overtime:** After 42 hours, \$36.93/hour
- 

### 5. Constable (Full-Time, Shift Rotation)

- **Salary:** \$80,655.12
  - **Overtime:** After 42 hours, \$36.93/hour
- 

### 6. Constable (Part-Time, Shift Rotation)

- **Salary:** \$71,919.12
- **Hourly Rate:** \$32.93/hour

- **Overtime:** After 40 hours, \$32.93/hour
- 

### **7. Constable (Part-Time, JFO, Reimbursed)**

- **Salary:** \$68,494.40
  - **Hourly Rate:** \$32.93/hour (Reimbursed)
- 

### **8. Constable (Part-Time, Weekend Nights, Covers Vacation/Training/Sick Time)**

- **3 Positions**
  - **Salary:** \$32.93/hour
  - **Estimated Salary per Position:** \$34,243.20 (based on 20 hours per week for 52 weeks)
  - **Total for 3 Positions:** \$102,729.60
- 

### **Total Salaries for All Positions:**

1. **Chief:** \$96,100
  2. **Sergeant (Part-Time, Non-Union, Court Officer):** \$27,397.76
  3. **Corporal (Full-Time, Shift Rotation):** \$85,176
  4. **Constable (Full-Time, Shift Rotation):** \$80,655.12
  5. **Constable (Full-Time, Shift Rotation):** \$80,655.12
  6. **Constable (Part-Time, Shift Rotation):** \$71,919.12
  7. **Constable (Part-Time, JFO, Reimbursed):** \$68,494.40
  8. **Constable (Part-Time, Weekend Nights, Covers Vacation/Training/Sick Time):**
    - **Total for 3 Positions:** \$82,225.92
- 

### **Total Wages:**

**\$96,100 + \$27,397.76 + \$85,176 + \$80,655.12 + \$80,655.12 + \$71,919.12 + \$68,494.40 + \$82,225.92 = \$592,623.44**

**CHARLOTTETOWN AREA OFFICE – BUREAU DE CHARLOTTETOWN**

26, promenade Paramount Drive, Charlottetown, PE C1E 0C7  
Tel./Tél.: (902) 566-4006 Fax/Télé.: (902) 892-0452 / cupe.ca / scfp.ca

January 22, 2025

BY REGISTERED MAIL

Geoff Baker, Chief Administrative Officer  
Town of Kensington  
P.O. Box 418  
KENSINGTON, PEI C0B 1M0

Dear Mr. Baker:

**Re: Notice to Bargain – CUPE Local 4893**

Please be advised that in accordance with Article 31 of the Collective Agreement, CUPE Local 4893 is requesting to proceed with bargaining at the expiration of the existing Collective Agreement.

Yours truly,



ROSE BEST  
CUPE National Servicing Representative

:mev/cope 491

cc: J. Fulford, President, CUPE Local 4893

**MARK HANCOCK**

National President/Président national

**CANDACE RENNICK**

National Secretary-Treasurer/Secrétaire-trésorière nationale

**PATRICK GLOUTNEY, FRED HAHN, SHERRY HILLIER, GINA MCKAY, KAREN RANALLETTA**

General Vice-Presidents/Vice-présidences générales

**DEVELOPMENT PERMITS REPORT**

For the period January 13, 2025 to February 07, 2025

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

**Commercial**

01-2025	01/13/2025		Mike James - 24531 Highway 2	██████████	Approved	New	Commercial	\$300,000.00	03/01/2025	06/01/2025	
							Description:	Construction of new 50'x120' commercial warehouse			

**Sub Total: \$300,000.00**

**Residential Accessory Structure**

02-2025	01/21/2025		Chris & Claire Smith - ██████████ 15 School Street	██████████	Approved	New	Residential Accessory Structure	\$8,000.00	04/15/2025	06/18/2025	
							Description:	Placement of pre-fabricated 20'x12' shed			

**Sub Total: \$8,000.00**

**Total: \$308,000.00**



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

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

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 24531 Highway 2 Property Tax Number (PID): 778977

Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: \_\_\_\_\_

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

Retail store and warehouses

Land Purchased from Kensington Co-op Year Purchased 2009

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

### 2. Contact Information

APPLICANT Name: Mike James Address: 24531 Highway 2  
 Phone: [REDACTED] Kensington  
 Email: [REDACTED] Postal Code: C0B1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Grant Paynter Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: [REDACTED]  
 Email: [REDACTED] 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 checked="" 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 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)
			Width _____ Length _____

Detailed Project Description: new warehouse

---

---

Estimated Value of Construction (not including land cost): \$300,000

Projected Start Date: March 1st Projected Date of Completion: May

**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 architect drawings

**I DO SOLEMNLY DECLARE & CERTIFY:**

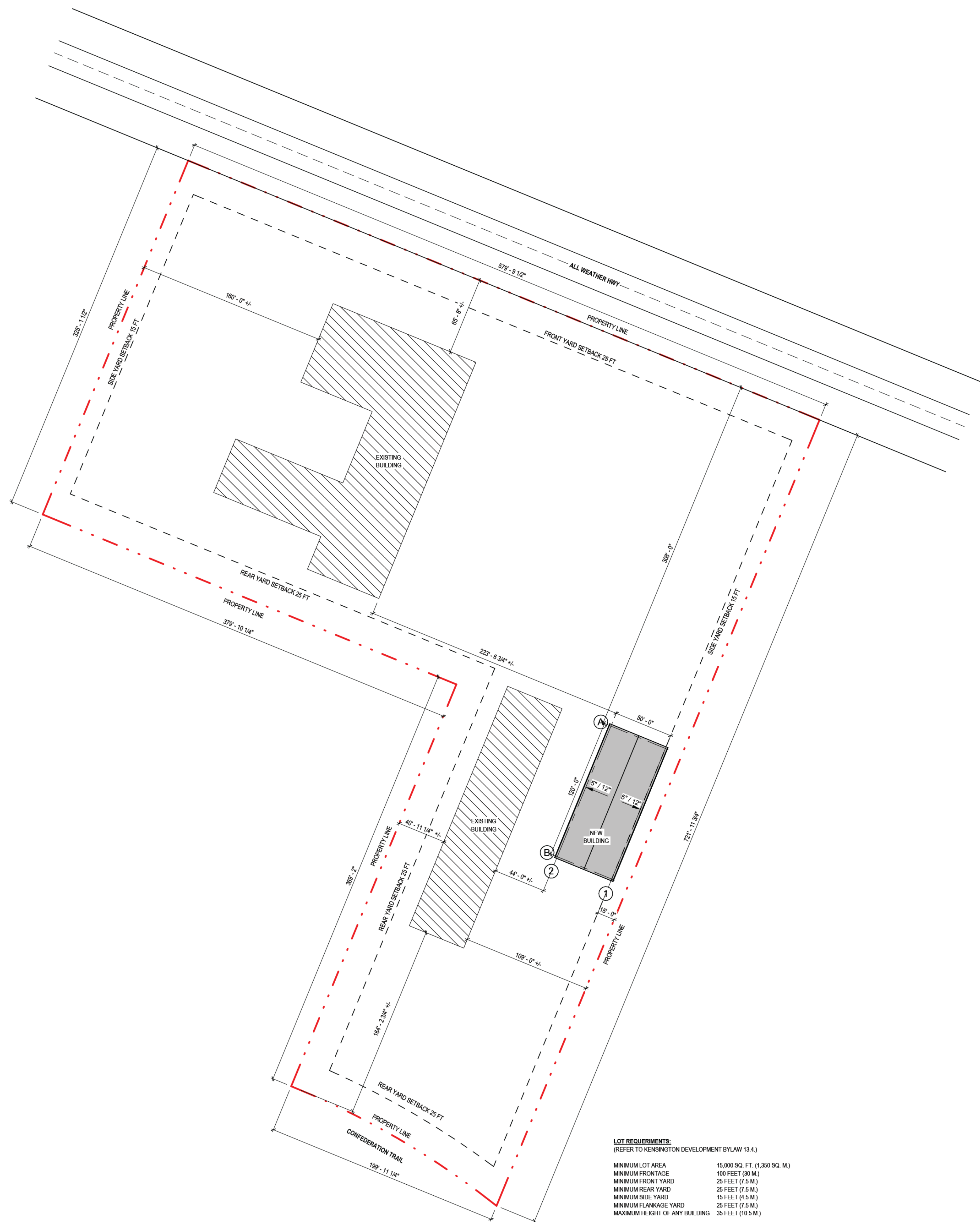
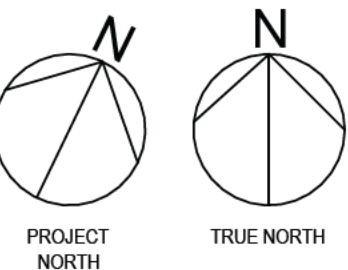
1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the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

Further, I realize that the [redacted] application does not constitute approval of a permit nor approval to commence any

Signature of Applicant [redacted]

Date: JAN 8/25





**LOT REQUIREMENTS:**  
(REFER TO KENSINGTON DEVELOPMENT BYLAW 13.4.)

MINIMUM LOT AREA	15,000 SQ. FT. (1,350 SQ. M.)
MINIMUM FRONTAGE	100 FEET (30 M.)
MINIMUM FRONT YARD	25 FEET (7.5 M.)
MINIMUM REAR YARD	25 FEET (7.5 M.)
MINIMUM SIDE YARD	15 FEET (4.5 M.)
MINIMUM FLANKAGE YARD	25 FEET (7.5 M.)
MAXIMUM HEIGHT OF ANY BUILDING	35 FEET (10.5 M.)

**1 SITE PLAN**  
A100 SCALE 1" = 50'-0"

Rev | Description | Date



PROJECT:  
**Mike James Warehouse**

PID: 778977  
24531 RTE 2, KENSINGTON, PE.  
DRAWING TITLE:  
**Site Plan**

DRAWN: AM FILE NO: 24095  
DWG:





Mailing Address:  
 55 Victoria Street E  
 PO Box 418  
 Kensington, PE  
 C0B 1M0  
 Tel: 902-836-3781  
 Fax: 902-836-3743  
 Email: CAD@kensington.ca  
 Website: www.kensington.ca

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

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 15 School St. Property Tax Number (PID): \_\_\_\_\_  
 Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Are there any existing structures on the property?:  No  Yes, please describe:  
house + mini barn

*existing property*

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: Chris + Claire Smith Address: 15 School St.  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Int Code: COB1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: purchased offsite 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 type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete	<input checked="" 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 type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1	0	0	Width <u>12'</u> Length <u>20'</u>

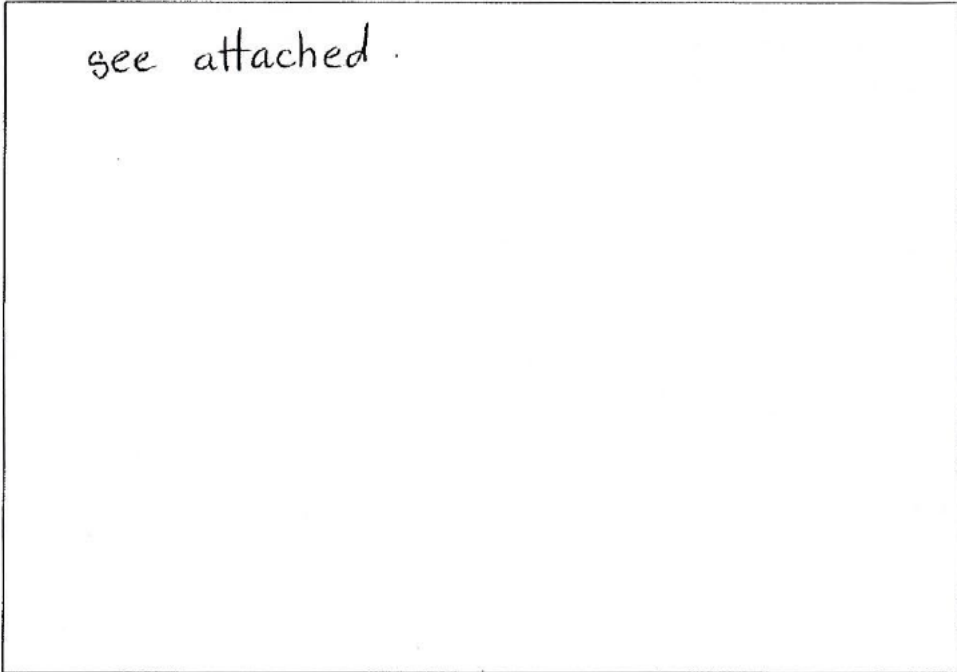
Detailed Project Description: purchasing a shed from an outside source to be delivered to the house and be set up.

Estimated Value of Construction (not including land cost): \$8000.00

Projected Start Date: spring 2025 Projected Date of Completion: —

Please provide a diagram of proposed construction:

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



**I DO SOLEMNLY DECLARE & CERTIFY:**

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

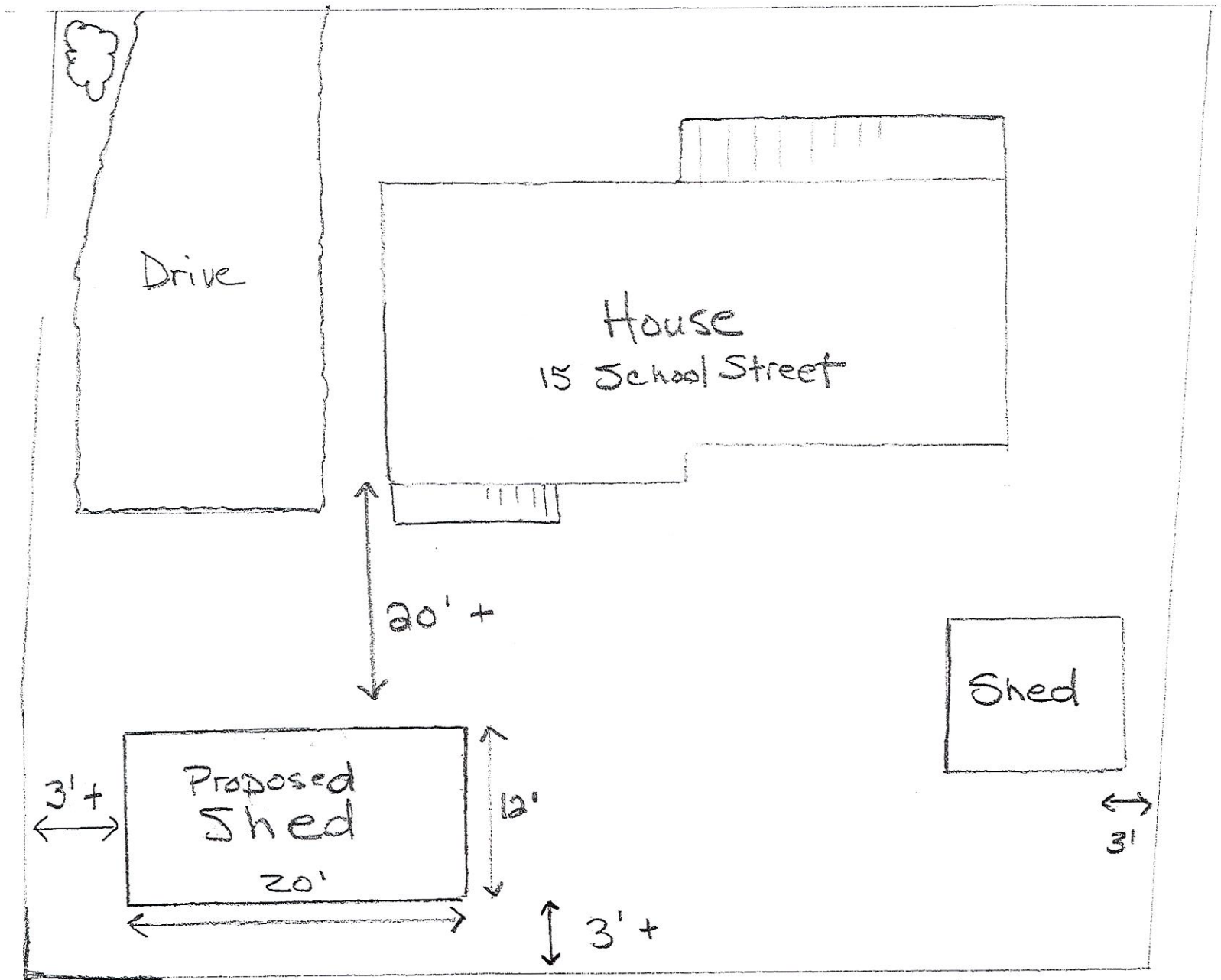
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant



Date: Jan. 17/25

← School Street →





## Mayor's Report to Town Council

February 6, 2025

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

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

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

**Kensington/Bedford Hockey Exchange** – It was my great pleasure to attend and bring greetings at the Opening Ceremonies of the tournament. Thank you to Councillor Mann who represented the Town at the Closing Banquet.

**Business Park** – We are having strong interest in our Business Park and hope to have some sales in the near future. Our meetings have been very encouraging around these lots and with other potential developments as well.

**Interim CAO** – I want to express my thanks to Wes Sheridan for interrupting his retirement to assist the Town by filling in as our Interim CAO.

**Black History Month** – We have raised the flag celebrating Black History Month and I had the opportunity to say a few words to affirm our dedication to inclusiveness as a Town and wider community.

I would like to thank all Town staff for their incredible dedication they continue to display in their day to day duties. We are lucky to have many wonderful employees in the organization.

Jeff Spencer, Acting Mayor  
Town of Kensington

## Town of Kensington - Request for Decision

<b>Date:</b> February 10 <sup>th</sup> , 2025	<b>Request for Decision No:</b> 2025-06
<b>Topic:</b> Kensington Intermediate & Senior High School (KISH) Ice Donation Request	
<b>Proposal Summary/Background:</b> <p>Kensington Intermediate &amp; Senior High School (KISH) is hosting their annual High School Hockey Tournament between April 6<sup>th</sup> and 12<sup>th</sup>, 2025, at the Kensington Credit Union Centre and have requested that Town Council consider donating (5) hours of the required (22) hours ice time for this event. This ask would represent a donation from the Town in an amount of \$1000.00.</p> <p>The Town has supported and donated ice time to KISH a number of times over the past 10 years. The donation has provided an opportunity for Kensington Town Council to support youth from the Kensington area. The tournament is typically a large draw for the Credit Union Centre and the Town as the multi-day event attracts large fan bases from all the participating high schools.</p> <p>The request is for (5) hours in total at a value of approximately \$1,000.00. The donation can be accommodated through the Town's General Government annual Donations and Grants budget.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will allow Town Council to continue to support KISH and the youth that attend our local school.</li><li>• Will provide an opportunity for the CUC to take in additional revenue at a traditionally quiet time of the season, revenue from the additional (17) hours of ice time (value of \$3400), as well as big days of sales from the canteen with the large crowds in attendance.</li></ul>	
<b>Disadvantages:</b> <p>None noted.</p>	
<b>Discussion/Comments:</b> <p>It is recommended that Town Council approve the ice time donation request for the KISH organizers.</p>	

**Options:**

1. Approve the ice time donation, as recommended.
2. Not approve the ice time donation.
3. Approve an ice time donation of a varying amount.
4. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

\$1,000.00

**Source of Funding:**

General Government – Donations and Grants

**Recommendation:**

That Town Council consider and adopt the following resolution(s):

***BE IT RESOLVED THAT the ice time rental donation request for the Annual KISH Hockey Tournament being held at the Kensington Credit Union Centre between April 6<sup>th</sup> and April 12<sup>th</sup>, be hereby approved.***

## Town of Kensington - Request for Decision

<b>Date:</b> February 10 <sup>th</sup> , 2025	<b>Request for Decision No:</b> 2025-07
<b>Topic:</b> Kensington Bedford Youth Ambassador Financial Contribution - 2025	
<b>Proposal Summary/Background:</b>  A request was received from Roxanne Paynter as Chair on behalf of the 57 <sup>th</sup> Annual Kensington/Bedford Friendship Hockey Exchange Organizing Committee requesting Town Council's consideration of providing \$1000 in financial support for the 2025 Youth Ambassador to accompany the team to Bedford for the 2025 Exchange. This amount will cover the Ambassador's hotel arrangements in Valcartier for one night (\$306) and three nights in Bedford(\$700).  The Youth Ambassador has not opted to attend the Bedford segment of the Exchange since this new format was adopted.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will help support the concept of a Youth Ambassador being an integral piece of the friendship and cultural exchange in 2025.</li><li>• Will help support an important youth initiative in our community.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Discussion/Comments:</b>  This an additional ask to the \$1,500 donation to the Kensington Bedford Hockey Exchange that was approved in December 2024. Council may want to make it clear to the organizers next year that they bring their full needs to Council in one ask, as it is difficult to fully assess what our contribution should be when we don't have all the information in front of you.	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Provide the \$1,000 contribution, as recommended.</li><li>2. Not provide the \$1,000.</li><li>3. Provide a contribution in a different amount.</li></ol>	

4. Refer the matter back to staff.

**Costs/Required Resources:**

\$1,000.00

**Source of Funding:**

General Government – Donations and Grants

**Recommendation:**

That Town Council consider and adopt the following motion:

***BE IT RESOLVED THAT Kensington Town Council provide a financial contribution to assist in sending the Youth Ambassador to Bedford in support of the 2025 Kensington-Bedford Friendship Hockey Exchange in the amount of \$1,000.***



## Town of Kensington - Request for Decision

<b>Date:</b> February 10 <sup>th</sup> , 2025	<b>Request for Decision No:</b> 2025-08
<b>Topic:</b> Kensington Town Council Committee meeting schedule – 2025	
<b>Proposal Summary/Background:</b>  A request is being put forth by the Town’s CAO, supported by the Acting CAO, asking Town Council’s consideration in suspending Committee meetings of the Council until the return of the full time CAO.  This ask will remove the need for additional hours to be charged for the services of the Acting CAO in preparation of these meetings, as well as to eliminate an additional demand on the Acting CAO.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will save the Town the funds associated with the Acting CAO’s time in preparation of the Committee meetings.</li><li>• Will help support the workload of the Acting CAO.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• Council will not have the opportunity to discuss these RFD’s in a Committee meeting before they come before the Council for a final decision. The Acting CAO will make his best attempt at getting the information to Council Members in a timely fashion before Council meetings.</li></ul>	
<b>Discussion/Comments:</b> <ul style="list-style-type: none"><li>• As stated above.</li></ul>	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Suspend the Committee meetings of Council as recommended.</li><li>2. Do not suspend the Committee meetings of Council.</li><li>3. Refer the matter back to staff.</li></ol>	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A

<p><b>Recommendation:</b></p> <p>That Town Council consider and adopt the following motion:</p> <p><i><b>BE IT RESOLVED THAT Kensington Town Council suspend Committee Meetings of Council until the return of the full-time CAO.</b></i></p>	

## Town of Kensington - Request for Decision

<b>Date:</b> February 10, 2025	<b>Request for Decision No:</b> 2025-06 <b>(Office Use Only)</b>
<b>Topic:</b> Canada Community Building Fund – Project Applications	
<p><b>Proposal Summary/Background:</b></p> <p>The Town has been advised by the Infrastructure Secretariat that Project Applications can now be submitted under the new Canada Community Building Fund (CCBF) Agreement covering fiscal years 2024/25 through 2028/29. The total allotment for the Town over the 5-year period is \$892,880.52, broken down as follows:</p> <ul style="list-style-type: none"><li>• 2024/25 - \$168,346.41</li><li>• 2025/26 - \$176,881.83</li><li>• 2026/27 - \$176,881.83</li><li>• 2027/28 - \$185,385.23</li><li>• 2028/29 - \$185,385.23</li></ul> <p><b>Total - \$892,880.53</b></p> <p>Funds are allocated to the Town in semi-annual increments. The eligible funding categories under the CCBF for 2024-2029 are as follows:</p> <ul style="list-style-type: none"><li>• Public Transit</li><li>• Community Energy Systems</li><li>• Local Roads, Bridges, and Highways</li><li>• Brownfield Redevelopment</li><li>• Short Sea Shipping</li><li>• Recreation Infrastructure</li><li>• Regional and Local Airports</li><li>• Resilience</li></ul>	

- Solid Waste
- Sport Infrastructure
- Drinking Water
- Tourism Infrastructure
- Broadband Connectivity
- Wastewater
- Cultural Infrastructure
- Firehalls and Fire Station Infrastructure

The Town of Kensington is committed to advancing critical infrastructure projects that align with community priorities and funding opportunities. As part of this effort, the Town intends to leverage its allocation under the CCBF to implement key projects that address long-term sustainability, safety, and community development. These projects reflect a strategic approach to enhancing the Town's infrastructure while maximizing external funding opportunities and minimizing local financial impacts.

The Town of Kensington intends to apply under the CCBF to support key infrastructure projects. After careful consideration, two initially proposed projects (See RFD 2024-41 – October 2024), the Speed Radar Sign Replacement and Freight Shed Upgrades, are proposed to be removed from the application. The revised list of priority projects includes:

**1. Playground Equipment Replacement at Roy Paynter Park**

- The project consists of upgrading the existing playground with modern, safe, and inclusive equipment.
- The scope of work consists of removing outdated structures, installing new equipment, and enhancing site amenities.
- The aim of the project is to provide a safe and engaging recreational space for children and families, fostering community well-being.

**2. Town Hall Solar Panels**

- The project consists of installing solar panels on the roof of the Town Hall facility to generate renewable energy.
- The scope of work consists of procuring and installing solar panels, integrating the system into the facility's electrical infrastructure, and conducting performance testing.
- The aim of the project is to reduce energy costs, lower greenhouse gas emissions, and

demonstrate the Town’s commitment to sustainability.

**3. Broadway Street South Sidewalk Replacement (Including Utility Pole Relocation)**

- The project consists of replacing the sidewalk along Broadway Street South and relocating utility poles to improve pedestrian safety.
- The scope of work consists of removing the existing sidewalk, installing a new accessible sidewalk, and relocating utility poles to ensure proper clearance.
- The aim of the project is to enhance pedestrian safety and accessibility while improving the streetscape.

**4. Wastewater Collection System Inflow and Infiltration Study**

- The project consists of conducting a study to identify and assess sources of inflow and infiltration (I&I) in the wastewater system.
- The scope of work consists of field investigations, data analysis, and the development of recommendations to address I&I issues.
- The aim of the project is to optimize system performance, reduce treatment costs, and maintain compliance with environmental regulations.

**5. Wastewater Treatment Plant Baffle Installation**

- The project consists of installing a baffle system in the aerated lagoon to increase retention time and enhance treatment capacity.
- The scope of work consists of designing, procuring, and installing the baffle, as well as conducting testing and adjustments to ensure optimal functionality.
- The aim of the project is to improve wastewater treatment efficiency and support future capacity needs.

**Proposed Project Timelines:**

<b>Project</b>	<b>Start Date</b>	<b>End Date</b>
Playground Equipment (Roy Paynter Park)	May 1, 2025	September 30, 2025
Town Hall Solar Panels	May 1, 2026	September 30, 2026
Broadway Street South Sidewalk Replacement	May 1, 2025	September 30, 2025
Wastewater Collection System I&I Study	September 1, 2025	October 30, 2026
Wastewater Treatment Plant Baffle	May 1, 2026	September 30, 2026

**Financial Implications:**

The total estimated cost for the proposed projects is \$967,881, with \$892,881 being requested under the CCBF and \$75,000 funded by the Town of Kensington as follows:

<b>Project</b>	<b>CCBF Contribution</b>	<b>Town Contribution</b>	<b>Total Cost</b>
Playground Equipment (Roy Paynter Park)	\$52,881	\$75,000	\$127,881
Town Hall Solar Panels	\$135,000	\$0	\$135,000
Broadway Street South Sidewalk Replacement	\$200,000	\$0	\$200,000
Wastewater Collection System I&I Study	\$120,000	\$0	\$120,000
Wastewater Treatment Plant Baffle	\$385,000	\$0	\$385,000
<b>Total</b>	<b>\$892,881</b>	<b>\$75,000</b>	<b>\$967,881</b>

It is proposed that the Town secure a capital line of credit (or borrow the full amount of the funding allotment, except for the Wastewater Treatment Plant Baffle Installation project and Solar Panel project, for which funds will be borrowed upon the commencement of the projects) to allow for the timely execution of projects. The capital line of credit (or loan) will be structured for repayment, such that payments can be made as annual CCBF Funds are remitted to the Town.

The Town's \$75,000 contribution towards the Roy Paynter Park Upgrades may be covered by the Municipality of Malpeque as part of their proposed contribution to the Roy Paynter Park Equipment Replacement project. Malpeque has proposed transferring these funds in 2027. While this has not been fully confirmed, Malpeque plans to seek approval from their Council in February of 2025. At a meeting held in 2024 involving Geoff Baker, CAO, Former Kensington Mayor Rowan Caseley, Malpeque Mayor Paul Brown, and Malpeque CAO Joanne McCarvill, it was indicated that Malpeque intends to secure the contribution towards the project.

**Benefits:**

- Leverages external funding under the CCBF to complete key infrastructure projects with minimal local financial impact.

- Addresses critical infrastructure needs, such as wastewater treatment, pedestrian safety, and recreational upgrades, improving overall quality of life.
- Aligns with long-term sustainability goals through the installation of solar panels and other energy-efficient measures.
- Enhances the Town’s infrastructure and community spaces, fostering growth and development.
- Staggered borrowing approach minimizes immediate financial strain.

**Disadvantages:**

- Potential financial risk if the Municipality of Malpeque is unable to transfer their proposed contribution, necessitating additional borrowing by the Town.

**Discussion/Comments:**

The proposed projects are supported by the goals and strategies contained within the Town’s Strategic Planning document, more specifically:

- Strategy 2.1.2 Ensure sidewalks are adequately maintained and extended in new areas, where feasible.
- Strategy 2.1.4 Promote and enhance public spaces and trails.
- Strategy 2.1.5 Promote and facilitate community access to the right mix of recreational opportunities that meet the needs of the population.
- Strategy 2.3.1 Promote and support recreational activities and events for families and youth.
- Strategy 3.3 Prioritize investments in infrastructure modernization and technology advancements that will positively impact future generations
- Strategy 4.3 Deliver a reasonable quality of service that meets the needs of the community.

Following Town Council’s consideration and approval of the CCBF project list, staff will proceed to submit the attached project applications (capital investment plan) for each specific project.

**Options:**

1. Approve the 2024-2029 proposed CCBF Project Applications, as recommended.

2. Not approve the Project Applications
3. Alternative direction as deemed appropriate by Town Council.

**Costs/Required Resources:**

See above

**Source of Funding:**

CCBF/Malpeque/Town

**Recommendation:**

*WHEREAS Project Applications can now be submitted under the new Canada Community Building Fund Agreement for fiscal years 2024/25 through 2028/29;*

*AND WHEREAS the Town of Kensington has identified priority infrastructure projects eligible for funding under the CCBF program;*

*BE IT RESOLVED THAT the Town Council of Kensington approves the following projects for submission under the Canada Community Building Fund (CCBF):*

1. *Playground Equipment Replacement at Roy Paynter Park*
2. *Town Hall Solar Panels*
3. *Broadway Street South Sidewalk Replacement (Including Utility Pole Relocation)*
4. *Wastewater Collection System Inflow and Infiltration Study*
5. *Wastewater Treatment Plant Baffle Installation*



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

		<b>Start Date</b>	<b>End Date</b>	<b>Canada Community Building Fund</b>	<b>Town/Malpeque</b>	<b>Total</b>
1	Roy Paynter Park Playground Equipment Upgrades	May 1, 2025	September 30, 2025	\$ 52,881	\$ 75,000	\$ 127,881
2	Town Hall Solar Panels	May 1, 2025	September 30, 2025	\$ 135,000		\$ 135,000
3	Broadway Street South Sidewalk Replacement	May 1, 2025	September 30, 2025	\$ 200,000		\$ 200,000
4	Wastewater Collection System Inflow and Infiltration Study	September 1, 2025	October 30, 2026	\$ 120,000		\$ 120,000
5	Wastewater Treatment Plant Baffle Installation	May 1, 2026	September 30, 2026	\$ 385,000		\$ 385,000
	<b>Total</b>			<b>\$ 892,881</b>		<b>\$ 967,881</b>

\*\*Funds provided by the Town in 2025 towards the Roy Paynter Park Playground Upgrades will be paid for from town funds and paid to the Town by Malpeque as they are prepared to remit their gas tax funds.



---

**Canada Community Building Fund  
Capital Investment Plan Application  
CCBF-DA-CIP  
CCBF-NA-CIP**

---

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

<b>Project Title:</b>	Roy Paynter Park Playgroud Upgrades
-----------------------	-------------------------------------

### 1. Contact Information

<b>Rural Municipality/Town/City of:</b>	Kensington		
<b>Street Address/P.O. Box:</b>	55 Victoria Street East		
<b>Postal Code:</b>	COB 1M0		
<b>Municipal Tel:</b>	(902) 836-3781		
<b>Municipal Email:</b>	<a href="mailto:cao@kensington.ca">cao@kensington.ca</a>		
<b>Contact Name:</b>	Wes Sheridan		
<b>Official Title:</b>	Acting CAO		

### 2. Eligible Project Categories

<b>Project Category:</b>	Recreational Infrastructure
--------------------------	-----------------------------

### 3. Project Information

<b>Brief Project Description</b> (Short description of the issue and physical work required to resolve issue):			
<p>The project consists of upgrading the playground at Roy Paynter Park to provide enhanced recreational opportunities for children and families. This will involve the replacement of aging equipment and the addition of new features to improve safety, accessibility, and overall user experience.</p> <p>The scope of work consists of removing outdated playground structures, installing modern and inclusive play equipment, upgrading the safety surfacing to meet current standards, and improving site amenities such as benches, signage, and landscaping. The work will also include ensuring compliance with accessibility standards to accommodate children of all abilities.</p>			
<b>Project Location(s) (Street Address and/or PID):</b>			
Town of Kensington Wastewater Collection System			
<b>Municipality:</b>	Kensington	<b>Postal Code:</b>	COB 1M0
<b>Signed &amp; Sealed Council Resolution Mailed?</b>		Yes	
<b>Date of Resolution:</b>	February 10, 2025		

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

Cost Breakdown		Amount
1. Design/Engineering		\$15,000.00
2. Construction/Demolition		\$92,881.00
3. Contingency		\$20,000.00
4a. Other (Please Specify):		
4b. Other (Please Specify):		
4c. Other (Please Specify):		
5. Subtotal		\$127,881.00
6. Total HST		\$19,182.15
7. Minus HST Rebate	\$6,394.05	\$12,788.10
8. Total Eligible Costs		\$140,669.10

**5. Proposed Project Financing**

Year	Estimated Eligible Project Costs*	MSC Funding Requested	DA/NA CCBF Funding	Applicant's Funding	Other
2024/25	\$140,669.10		\$52,881.00	\$75,000.00	\$12,788.10
2025/26					
2026/27					
2027/28					
2028/29					
<b>TOTALS</b>	<b>\$140,669.10</b>	<b>\$0.00</b>	<b>\$52,881.00</b>	<b>\$75,000.00</b>	<b>\$12,788.10</b>

## 6. Proposed Sources of Funding

Project Funding Sources	Confirmed?	Amount
CCBF Direct/Notional Allocation	No	\$52,881.00
Applicant's Share	Yes	\$75,000.00
Other Provincial Source (Specify the Program Below) " MCEG	No	\$12,788.10
Other Federal Source (Specify the Program Below) "		
Other (Specify the Program Below) "		
<b>Total</b>		<b>\$140,669.10</b>

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

## 7. Project Timelines

Activity	Start Date	Completion Date
Tender or Request for Quotation Date	April 21, 2025	May 7, 2025
Tender or Request Award Date	May 12, 2025	
Design/Engineering Date	April 1, 2025	September 30, 2025
Other (Specify Below) "		
Expected Project Start and Completion Dates	April 21, 2025	September 30, 2025

## 8. Housing - Project Level Reporting Identification

Ultimate Recipients with a population of 30,000 or more and have identified housing pressures that can be addressed through closing infrastructure gaps or capacity building, must fill out the table below:

UR Name (Municipality)	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures - Identify key housing gaps and needs related to Infrastructure.
	Municipal population >30,000 as per the 2021 Census data.	

**Recipients with a population of 30,000 or more must complete APPENDIX A of this Capital Investment Plan form. Recipients are also required to complete a Housing Needs Assessment by March 31, 2025.**



## 9. Program Requirements

### The following are requirements of the program:

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

## 10. Capital Investment Plans returned to:

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

[CPEI-Infrastructure@gov.pe.ca](mailto:CPEI-Infrastructure@gov.pe.ca)

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

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

The Council of the **City/Town/Rural Municipality of:** Kensington  
does hereby submit this application to the Direct Allocation/Notional Allocation Capital Investment Plan Fund, which has been approved at a Council meeting dated February 10, 2025

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

\_\_\_\_\_  
**MAYOR/CHAIR (Sealed signature)**

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

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER (Sealed Signature)**

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



---

**Canada Community Building Fund  
Capital Investment Plan Application  
CCBF-DA-CIP  
CCBF-NA-CIP**

---

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



<b>Project Title:</b>	Town Hall Solar Panels
-----------------------	------------------------

### 1. Contact Information

<b>Rural Municipality/Town/City of:</b>	Kensington		
<b>Street Address/P.O. Box:</b>	55 Victoria Street East		
<b>Postal Code:</b>	COB 1M0		
<b>Municipal Tel:</b>	(902) 836-3781		
<b>Municipal Email:</b>	<a href="mailto:cao@kensington.ca">cao@kensington.ca</a>		
<b>Contact Name:</b>	Wes Sheridan		
<b>Official Title:</b>	Acting CAO		

### 2. Eligible Project Categories

<b>Project Category:</b>	Community Energy Systems
--------------------------	--------------------------

### 3. Project Information

<b>Brief Project Description</b> (Short description of the issue and physical work required to resolve issue):			
The project consists of installing a solar photovoltaic (PV) system on the roof of the Town Hall building. This system will harness renewable energy to reduce the facility's reliance on traditional energy sources and lower operational greenhouse gas emissions.			
The scope of the work consists of the procurement and installation of solar panels, inverters, and mounting equipment, as well as any required electrical system upgrades to integrate the solar system with the existing power supply. The work will also include the installation of performance monitoring equipment and the commissioning of the system to ensure its effective operation.			
The aim of the project is to advance municipal sustainability goals by reducing energy consumption			
<b>Project Location(s) (Street Address and/or PID):</b>			
55 Victoria Street East			
<b>Municipality:</b>	Kensington	<b>Postal Code:</b>	COB 1M0
<b>Signed &amp; Sealed Council Resolution Mailed?</b>		Yes	
<b>Date of Resolution:</b>	February 10, 2025		

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

Cost Breakdown		Amount
1. Design/Engineering		\$10,000.00
2. Construction/Demolition		\$125,000.00
3. Contingency		
4a. Other (Please Specify):		
4b. Other (Please Specify):		
4c. Other (Please Specify):		
5. Subtotal		\$135,000.00
6. Total HST		\$20,250.00
7. Minus HST Rebate	\$6,750.00	\$13,500.00
8. Total Eligible Costs		\$148,500.00

**5. Proposed Project Financing**

Year	Estimated Eligible Project Costs*	MSC Funding Requested	DA/NA CCBF Funding	Applicant's Funding	Other
2024/25	\$148,500.00		\$135,000.00		\$13,500.00
2025/26					
2026/27					
2027/28					
2028/29					
<b>TOTALS</b>	<b>\$148,500.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$13,500.00</b>

## 6. Proposed Sources of Funding

Project Funding Sources	Confirmed?	Amount
CCBF Direct/Notional Allocation	No	\$135,000.00
Applicant's Share	No	
Other Provincial Source (Specify the Program Below) " MCEG	No	\$13,500.00
Other Federal Source (Specify the Program Below) "		
Other (Specify the Program Below) "		
<b>Total</b>		<b>\$148,500.00</b>

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

## 7. Project Timelines

Activity	Start Date	Completion Date
Tender or Request for Quotation Date	May 2, 2026	May 22, 2026
Tender or Request Award Date	June 9, 2026	
Design/Engineering Date	April 1, 2026	September 30, 2026
Other (Specify Below) "		
Expected Project Start and Completion Dates	June 10, 2026	September 30, 2026

## 8. Housing - Project Level Reporting Identification

Ultimate Recipients with a population of 30,000 or more and have identified housing pressures that can be addressed through closing infrastructure gaps or capacity building, must fill out the table below:

UR Name (Municipality)	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures - Identify key housing gaps and needs related to Infrastructure.
	Municipal population >30,000 as per the 2021 Census data.	

**Recipients with a population of 30,000 or more must complete APPENDIX A of this Capital Investment Plan form. Recipients are also required to complete a Housing Needs Assessment by March 31, 2025.**



## 9. Program Requirements

### The following are requirements of the program:

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

## 10. Capital Investment Plans returned to:

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

[CPEI-Infrastructure@gov.pe.ca](mailto:CPEI-Infrastructure@gov.pe.ca)

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

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

The Council of the **City/Town/Rural Municipality of:** Kensington  
does hereby submit this application to the Direct Allocation/Notional Allocation Capital Investment Plan Fund, which has been approved at a Council meeting dated February 10, 2025

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

\_\_\_\_\_  
**MAYOR/CHAIR (Sealed signature)**

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

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER (Sealed Signature)**

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



---

**Canada Community Building Fund  
Capital Investment Plan Application  
CCBF-DA-CIP  
CCBF-NA-CIP**

---

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

<b>Project Title:</b>	Broadway Street South Sidewalk Replacement
-----------------------	--------------------------------------------

### 1. Contact Information

<b>Rural Municipality/Town/City of:</b>	Kensington		
<b>Street Address/P.O. Box:</b>	55 Victoria Street East		
<b>Postal Code:</b>	COB 1M0		
<b>Municipal Tel:</b>	(902) 836-3781		
<b>Municipal Email:</b>	<a href="mailto:cao@kensington.ca">cao@kensington.ca</a>		
<b>Contact Name:</b>	Wes Sheridan		
<b>Official Title:</b>	Acting CAO		

### 2. Eligible Project Categories

<b>Project Category:</b>	Local Roads and Bridges and Highways
--------------------------	--------------------------------------

### 3. Project Information

<b>Brief Project Description</b> (Short description of the issue and physical work required to resolve issue):			
The project consists of replacing the existing sidewalk along Broadway Street South and relocating utility poles to enhance pedestrian safety and improve accessibility. The upgrades are designed to provide a safer and more user-friendly pedestrian environment.			
The scope of work consists of the removal and disposal of the current sidewalk, the installation of a new, wider sidewalk constructed to modern accessibility standards, and the relocation of utility poles to ensure proper clearance and eliminate obstructions. The work will also include grading, curb adjustments, and restoration of any disturbed areas.			
The aim of the project is to improve pedestrian safety, enhance accessibility, and create a more			
<b>Project Location(s) (Street Address and/or PID):</b>			
Broadway Street South			
<b>Municipality:</b>	Kensington	<b>Postal Code:</b>	COB 1M0
<b>Signed &amp; Sealed Council Resolution Mailed?</b>		Yes	
<b>Date of Resolution:</b>	February 10, 2025		

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

Cost Breakdown		Amount
1. Design/Engineering		\$20,000.00
2. Construction/Demolition		\$160,000.00
3. Contingency		\$20,000.00
4a. Other (Please Specify):		
4b. Other (Please Specify):		
4c. Other (Please Specify):		
5. Subtotal		\$200,000.00
6. Total HST		\$30,000.00
7. Minus HST Rebate	\$10,000.00	\$20,000.00
8. Total Eligible Costs		\$220,000.00

**5. Proposed Project Financing**

Year	Estimated Eligible Project Costs*	MSC Funding Requested	DA/NA CCBF Funding	Applicant's Funding	Other
2024/25	\$220,000.00		\$200,000.00		\$20,000.00
2025/26					
2026/27					
2027/28					
2028/29					
<b>TOTALS</b>	<b>\$220,000.00</b>	<b>\$0.00</b>	<b>\$200,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>



## 6. Proposed Sources of Funding

Project Funding Sources	Confirmed?	Amount
CCBF Direct/Notional Allocation	No	\$200,000.00
Applicant's Share	No	
Other Provincial Source (Specify the Program Below) MCEG	No	\$20,000.00
Other Federal Source (Specify the Program Below)		
Other (Specify the Program Below)		
<b>Total</b>		<b>\$220,000.00</b>

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

## 7. Project Timelines

Activity	Start Date	Completion Date
Tender or Request for Quotation Date	April 21, 2025	May 7, 2025
Tender or Request Award Date	May 12, 2025	
Design/Engineering Date	April 1, 2025	September 30, 2025
Other (Specify Below)		
Expected Project Start and Completion Dates	April 21, 2025	September 30, 2025

## 8. Housing - Project Level Reporting Identification

Ultimate Recipients with a population of 30,000 or more and have identified housing pressures that can be addressed through closing infrastructure gaps or capacity building, must fill out the table below:

UR Name (Municipality)	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures - Identify key housing gaps and needs related to Infrastructure.
	Municipal population >30,000 as per the 2021 Census data.	

**Recipients with a population of 30,000 or more must complete APPENDIX A of this Capital Investment Plan form. Recipients are also required to complete a Housing Needs Assessment by March 31, 2025.**



## 9. Program Requirements

### The following are requirements of the program:

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

## 10. Capital Investment Plans returned to:

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

[CPEI-Infrastructure@gov.pe.ca](mailto:CPEI-Infrastructure@gov.pe.ca)

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

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

The Council of the **City/Town/Rural Municipality of:** Kensington  
does hereby submit this application to the Direct Allocation/Notional Allocation Capital Investment Plan Fund, which has been approved at a Council meeting dated February 10, 2025

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

\_\_\_\_\_  
MAYOR/CHAIR (Sealed signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER (Sealed Signature)

\_\_\_\_\_  
Date



---

**Canada Community Building Fund  
Capital Investment Plan Application  
CCBF-DA-CIP  
CCBF-NA-CIP**

---

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

<b>Project Title:</b>	Wastewater Collection System Inflow and Infiltration Study
-----------------------	------------------------------------------------------------

### 1. Contact Information

<b>Rural Municipality/Town/City of:</b>	Kensington		
<b>Street Address/P.O. Box:</b>	55 Victoria Street East		
<b>Postal Code:</b>	COB 1M0		
<b>Municipal Tel:</b>	(902) 836-3781		
<b>Municipal Email:</b>	<a href="mailto:cao@kensington.ca">cao@kensington.ca</a>		
<b>Contact Name:</b>	Wes Sheridan		
<b>Official Title:</b>	Acting CAO		

### 2. Eligible Project Categories

<b>Project Category:</b>	Wastewater
--------------------------	------------

### 3. Project Information

<b>Brief Project Description</b> (Short description of the issue and physical work required to resolve issue):			
The project consists of conducting a comprehensive study to identify and assess sources of inflow and infiltration (I&I) within the Town of Kensington's wastewater collection system. This study aims to reduce excess flow, improve system efficiency, and prevent unnecessary treatment costs.			
The scope of work consists of field investigations, including flow monitoring, smoke testing, dye testing, and CCTV inspections of sewer lines. Data analysis will identify problem areas, quantify the impact of I&I on the system, and recommend targeted remediation measures. The project will also include preparing a detailed report outlining findings and prioritized recommendations.			
The aim of the project is to minimize inflow and infiltration in the wastewater collection system, ensuring			
<b>Project Location(s) (Street Address and/or PID):</b>			
Town of Kensington Wastewater Collection System			
<b>Municipality:</b>	Kensington	<b>Postal Code:</b>	COB 1M0
<b>Signed &amp; Sealed Council Resolution Mailed?</b>		Yes	
<b>Date of Resolution:</b>	February 10, 2025		

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

Cost Breakdown		Amount
1. Design/Engineering		\$120,000.00
2. Construction/Demolition		
3. Contingency		
4a. Other (Please Specify):		
4b. Other (Please Specify):		
4c. Other (Please Specify):		
5. Subtotal		\$120,000.00
6. Total HST		\$18,000.00
7. Minus HST Rebate	\$6,000.00	\$12,000.00
8. Total Eligible Costs		\$132,000.00

**5. Proposed Project Financing**

Year	Estimated Eligible Project Costs*	MSC Funding Requested	DA/NA CCBF Funding	Applicant's Funding	Other
2024/25	\$132,000.00		\$120,000.00		\$12,000.00
2025/26					
2026/27					
2027/28					
2028/29					
<b>TOTALS</b>	<b>\$132,000.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>

## 6. Proposed Sources of Funding

Project Funding Sources	Confirmed?	Amount
CCBF Direct/Notional Allocation	No	\$120,000.00
Applicant's Share		
Other Provincial Source (Specify the Program Below) MCEG	No	\$12,000.00
Other Federal Source (Specify the Program Below)		
Other (Specify the Program Below)		
<b>Total</b>		<b>\$132,000.00</b>

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

## 7. Project Timelines

Activity	Start Date	Completion Date
Tender or Request for Quotation Date	N/A	N/A
Tender or Request Award Date	N/A	
Design/Engineering Date	September 1, 2025	October 30, 2026
Other (Specify Below)		
Expected Project Start and Completion Dates		

## 8. Housing - Project Level Reporting Identification

Ultimate Recipients with a population of 30,000 or more and have identified housing pressures that can be addressed through closing infrastructure gaps or capacity building, must fill out the table below:

UR Name (Municipality)	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures - Identify key housing gaps and needs related to Infrastructure.
	Municipal population >30,000 as per the 2021 Census data.	

**Recipients with a population of 30,000 or more must complete APPENDIX A of this Capital Investment Plan form. Recipients are also required to complete a Housing Needs Assessment by March 31, 2025.**





## 9. Program Requirements

### The following are requirements of the program:

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

## 10. Capital Investment Plans returned to:

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

[CPEI-Infrastructure@gov.pe.ca](mailto:CPEI-Infrastructure@gov.pe.ca)

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

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

The Council of the **City/Town/Rural Municipality of:** Kensington  
does hereby submit this application to the Direct Allocation/Notional Allocation Capital Investment Plan Fund, which has been approved at a Council meeting dated February 10, 2025

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

\_\_\_\_\_  
**MAYOR/CHAIR (Sealed signature)**

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

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER (Sealed Signature)**

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



---

**Canada Community Building Fund  
Capital Investment Plan Application  
CCBF-DA-CIP  
CCBF-NA-CIP**

---

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

<b>Project Title:</b>	Wastewater Treatment Plant Baffle Installation
-----------------------	------------------------------------------------

### 1. Contact Information

<b>Rural Municipality/Town/City of:</b>	Kensington		
<b>Street Address/P.O. Box:</b>	55 Victoria Street East		
<b>Postal Code:</b>	COB 1M0		
<b>Municipal Tel:</b>	(902) 836-3781		
<b>Municipal Email:</b>	<a href="mailto:cao@kensington.ca">cao@kensington.ca</a>		
<b>Contact Name:</b>	Wes Sheridan		
<b>Official Title:</b>	Acting CAO		

### 2. Eligible Project Categories

<b>Project Category:</b>	Wastewater
--------------------------	------------

### 3. Project Information

<b>Brief Project Description</b> (Short description of the issue and physical work required to resolve issue):			
The project consists of the installation of a baffle system across the aerated lagoon at the Town of Kensington's wastewater treatment plant. This baffle will be strategically positioned to enhance the lagoon's hydraulic performance by increasing retention time.			
The scope of work consists of the design, procurement, and installation of the baffle system, including site preparation, anchoring the baffle within the lagoon, and ensuring proper alignment and functionality. The work will also involve testing and adjustments to optimize its effectiveness within the existing aeration infrastructure.			
The aim of the project is to increase the treatment capacity of the aerated lagoon, thereby improving			
<b>Project Location(s) (Street Address and/or PID):</b>			
Stewart Street - Wastewater Treatment Plant			
<b>Municipality:</b>	Kensington	<b>Postal Code:</b>	COB 1M0
<b>Signed &amp; Sealed Council Resolution Mailed?</b>		Yes	
<b>Date of Resolution:</b>	February 10, 2025		

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

Cost Breakdown		Amount
1. Design/Engineering		\$25,000.00
2. Construction/Demolition		\$340,000.00
3. Contingency		\$20,000.00
4a. Other (Please Specify):		
4b. Other (Please Specify):		
4c. Other (Please Specify):		
5. Subtotal		\$385,000.00
6. Total HST		\$57,750.00
7. Minus HST Rebate	\$19,250.00	\$38,500.00
8. Total Eligible Costs		\$423,500.00

**5. Proposed Project Financing**

Year	Estimated Eligible Project Costs*	MSC Funding Requested	DA/NA CCBF Funding	Applicant's Funding	Other
2024/25	\$423,500.00		\$385,000.00		\$38,500.00
2025/26					
2026/27					
2027/28					
2028/29					
<b>TOTALS</b>	<b>\$423,500.00</b>	<b>\$0.00</b>	<b>\$385,000.00</b>	<b>\$0.00</b>	<b>\$38,500.00</b>

## 6. Proposed Sources of Funding

Project Funding Sources	Confirmed?	Amount
CCBF Direct/Notional Allocation	No	\$385,000.00
Applicant's Share	No	
Other Provincial Source (Specify the Program Below) " MCEG	No	\$38,500.00
Other Federal Source (Specify the Program Below) "		
Other (Specify the Program Below) "		
<b>Total</b>		<b>\$423,500.00</b>

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

## 7. Project Timelines

Activity	Start Date	Completion Date
Tender or Request for Quotation Date	April 2, 2026	April 16, 2026
Tender or Request Award Date	May 11, 2026	
Design/Engineering Date	March 1, 2026	September 30, 2026
Other (Specify Below) "		
Expected Project Start and Completion Dates	March 1, 2026	September 30, 2026

## 8. Housing - Project Level Reporting Identification

Ultimate Recipients with a population of 30,000 or more and have identified housing pressures that can be addressed through closing infrastructure gaps or capacity building, must fill out the table below:

UR Name (Municipality)	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures - Identify key housing gaps and needs related to Infrastructure.
	Municipal population >30,000 as per the 2021 Census data.	

**Recipients with a population of 30,000 or more must complete APPENDIX A of this Capital Investment Plan form. Recipients are also required to complete a Housing Needs Assessment by March 31, 2025.**







**Prince County  
Quality Programming  
Coming Soon!**







# Kensington Skating Club

Town of Kensington  
PO Box 494  
Kensington PEI  
COB 1M0

Greetings,

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 February-25. 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 2025 ice show is as successful as possible, we 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 again. With your support, we will be able to ensure that the 57th edition of our ice show will be magical. Thank you again for your generous donation of \$500.00 last year.

<b>Sponsor Type</b>	<b>Cost</b>	<b>Ice Show Program Advertisement</b>
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) 439-8942 or kafsc@hotmail.com.

Sincerely,

*Susan Murphy*

Susan Murphy,  
Kensington Skating Club