



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

***Monday, January 14, 2019 @ 7:00 PM***

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

**Town of Kensington  
Regular Meeting of Town  
Council January 14, 2019 – 7:00PM**

- 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 December 10, 2018 Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 December 10, 2018 Regular Meeting
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Statistical Report
  - 7.3 Police Department Statistical Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List
  - 7.6 Summary Income Statement
  - 7.7 Credit Union Centre Report
  - 7.8 Mayor's Report
  - 7.9 FPEIM and KACC Report – Councillor Mann
- 8. New Business**
  - 8.1 Request for Decisions
    - 8.1.1 RFD2019-01- Financial Contribution Request - STEP Committee
    - 8.1.2 RFD2019-02 - Official Plan and Zoning Bylaw Review - Consulting Contract
    - 8.1.3 RFD2019-03 - Family and Friends Liquor License Transfer Request
    - 8.1.4 RFD2019-04 - Islander Day Jamboree - Ice Time Donation
  - 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, December 10, 2018  
7:00 PM**

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

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

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Spencer, seconded by Deputy Mayor Pickering to approve the tentative agenda for the December 10, 2018 regular meeting of Town Council with the addition of item 8.1.3 – Appointment of Volunteer Firefighters. Unanimously carried.*

**3. Declaration of Conflict of Interest**

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

**3.2** Deputy Mayor Mann declared a conflict with a request from the Kensington Minor Hockey Board regarding the Islander Day Initiation Jamboree.

**4. Delegations / Presentations**

**4.1** *Nil*

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

**5.1** *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve the minutes from the November 13, 2018 regular meeting of Town Council with the correction of the name in item 9.11 to read MBS Radio. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1** *Nil*

## **7. Reports**

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

**7.1.1** *Moved by Councillor Gallant, seconded by Councillor Bernard to adopt the November 2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

**7.1.2** Deputy Mayor Pickering noted that the warm room at the Credit Union Centre looks great and people are enjoying the space.

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

**7.2.1** *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the October 2018 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 Toombs to approve the October 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

**7.3.2** Chief Sutherland spoke to Council regarding the recent false alarm calls. It was noted that October was a very busy month for the office and many charges were laid.

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

**7.4.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to approve the Development Permit Summary Report for the month of December 2018. Unanimously carried.*

**7.4.2** Councillor Spencer inquired about the storage trailer at the Kensington Legion. Mr. Baker will look into the matter.

### **7.5 Bills List**

**7.5.1** *Moved by Councillor Mann, seconded by Councillor Spencer to approve the October 2018 Bills in the amount of \$180,640.99. 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 October 2018. Unanimously carried.*

**7.6.2** Deputy Mayor Pickering inquired if ice rentals were down from the estimated budget for the month of October. Mr. Baker will follow up with Mr. Wood and provide the information to Council through email.

## **7.7 Credit Union Centre Report**

**7.7.1** *Moved by Councillor Spencer, seconded by Deputy Mayor Pickering to approve the Credit Union Centre report for the month of October 2018. Unanimously carried.*

**7.7.2** Deputy Mayor Pickering thanked staff for organizing another successful Christmas Parade.

## **7.8 Mayor's Report**

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

**7.8.2** Council discussed Mayor Caseley's meeting with Minister Biggar regarding safety concerns with traffic issues surrounding Garden Drive/Victoria Street West.

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

**7.9.1** The KACC successfully held their Business Awards Night on November 21, 2018.

**7.9.2** Councillor Gallant announced that he was asked to sit on the FPEIM Board in the position of Past President.

## **8. New Business**

### **8.1 Request for Decisions**

#### **8.1.1 Investing in Canada Infrastructure Program – Expressions of Interest**

**8.1.1.1** *Moved by Councillor Bernard, seconded by Councillor Gallant*

*BE IT RESOLVED THAT Kensington Town Council authorize the Chief Administrative Officer to submit the following Invest In Canada Infrastructure Program Expressions of Interest to the Canada-PEI Infrastructure Secretariat, prioritized as follows:*

**Priority #                      Project Name**

#### **Green Infrastructure (Environmental Quality)**

- |          |   |
|----------|---|
| <i>1</i> | <i>Broadway Street South Water Main Extension</i> |
| <i>2</i> | <i>Sewer Main Replacement</i>                     |
| <i>3</i> | <i>Water Tower Replacement</i>                    |

#### **Community Culture and Recreation**

- |          |  |
|----------|--|
| <i>1</i> | <i>Kensington Train Station Upgrades</i>             |
| <i>2</i> | <i>Credit Union Centre Parking Area Improvements</i> |

**Rural and Northern Communities**

- 1        *Barrett Street/Broadway Street South Sidewalk Replacement and Rehabilitation***

**Green Infrastructure (Climate Change Mitigation)**

- 1        *Credit Union Centre Solar Panel Installation***

***Unanimously carried.***

*Councillor Mann declared a conflict and excused himself from the Council Chamber at 8:18 pm.*

**8.1.2    *Islander Day Jamboree - Ice Time Donation***

- 8.1.2.1**    Councillor Gallant expressed concern regarding the ice time donation request and requested additional time to review. Council requested staff to compile a complete list of donations and grants approved by Town Council. The donation request was deferred until the January meeting of Town Council.

*Councillor Mann returned to the Council Chamber at 8:30 pm.*

**8.1.3    *Fire Fighter Appointment***

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

***THAT Town Council approve the appointment of Morgan Bell, Barrett Campbell, Colby Dickieson and Tanner MacAusland to the Kensington Volunteer Fire Department, subject to a 24-month probationary period as per the Fire Departments Policy Manual***

***Unanimously carried.***

**8.2       *Other Matters***

- 8.2.1**    Councillor Bernard addressed a concern brought forward by a resident regarding the unsightly condition of the properties located at 103 & 105 Victoria Street W. Council discussed the need to update the Unsightly Premises Bylaw and requested staff to prepare the bylaw prior to the spring. Staff will make further attempts to contact the property owners to have the area cleaned up.
- 8.2.2**    Councillor Spencer noted that there was a parade participant wearing a Santa costume as part of an entry at the Christmas Parade. Staff will continue to encourage participants to follow the suggested parade regulations.
- 8.2.3**    Councillor Spencer noted that additional emergency lighting is required at the Credit Union Centre during power outages. Mr. Baker will request quotes based on the Fire Marshal requirements and bring forward for Council's consideration.

- 8.2.4** Councillor Spencer requested that staff look into the removal of the flower bed located between the road and deck of the Frosty Treat Dairy Bar at 109 Victoria Street. Mayor Caseley noted that it was brought forward in his recent meeting with Minister Biggar and would like to see it removed prior to the summer.
- 8.2.5** Councillor Gallant requested that a path be cleared between the road and sidewalk to allow pedestrians to access the sidewalks, especially near churches. Councillor Spencer requested that these areas be moved closer to the start of the snow clearing route. Mr. Baker will review with the Public Works Supervisor.
- 8.2.6** Councillor Mann inquired about a presentation to outgoing Councillors. Mr. Baker noted that it is being worked on and staff will be in contact with all outgoing Councillors to arrange a suitable time.

**9. Correspondence**

**9.1** A Thank You note from the Indian River Festivals

**9.2** A financial donation request from the STEP Program – *Deferred until January meeting*

**10. In-Camera**

**10.1** *Nil*

**11. Adjournment**

*Moved by Deputy Mayor Pickering, seconded by Councillor Gallant to adjourn the meeting at 9:14 PM. Unanimously carried.*

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Geoffrey Baker,  
CAO

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Rowan Caseley,  
Mayor

<b>Town of Kensington</b>		
<b>CAO Monthly Report for Town Council - January 2018</b>		
<b>Item #</b>	<b>Project/Task</b>	<b>Status</b>
1	Emergency Measures Organization	Information has been included with the Mayor's report requesting Council's approval in principle to move forward with the establishment of a warming centre in the Town. While this is not directly related to the Town's EMO plan, it will facilitate the receiving of people in the event of an extended power failure situation. Further to this, it is anticipated that information will be brought forward in the coming months regarding the appointment of an emergency measures coordinator and updates to the EMO plan.
2	Exempt Staffing Policy	This is a policy that will guide the employment of those staff that are exempt from the Collective Bargaining Agreement. This project has not been priority over the past number of year due primarily to other commitments. I am going to suggest that any work on this project be deferred until after the current fiscal year to enable a budget to be put forward to hire a consultant to draft the policy.
3	Strategic Tourism Expansion Program (ACOA) Application	A consultant has been hired to facilitate the STEP process. A meeting between the consultant and the STEP committee was held on January 10th. Information has been circulated with the tentative agenda package requesting Council's consideration of making a financial contribution to STEP. Further information will be communicated to Council as the project progresses.
4	Unsightly Premises Bylaw	I have begun the process of drafting an Unsightly Premises Bylaw that complies with the new Municipal Government Act. It is anticipated that a draft of the Bylaw will be available for the January Committee of Council meeting for discussion.
5	Financial Policy Development	Financial polices are being drafted by staff as time permits.
6	Access to Information and Protection of Privacy Bylaw	The deadline for the adoption of this Bylaw has been extended o June 23, 2018. Staff will complete the work required to ensure the Bylaw is completed prior to the legislated deadline.
7	Records Retention and Disposition Bylaw	The deadline for the adoption of this Bylaw has been extended to June 23, 2018. Staff will complete the work required to ensure the Bylaw is completed prior to the legislated deadline.
8	Procurement Bylaw	The Bylaw is required under the new Municipal Government Act. The Bylaw will be drafted by staff and presented to Town Council upon completion. In the interim staff will continue to work according to the Procurement Policy approved by Council.
9	Signage	A new map stop sign has been installed at the rail yards. The second map stop sign is expected to be installed prior to January 14, 2019. The 'slats' for the main roadside sign have all been manufactured and are currently being stored at the freight shed. The new signs will be installed and modifications made as soon as weather permits.
10	Wellfield Protection Plan	A draft of the Wellfield Protection Plan has been submitted by the Kensington North Watershed Association and is currently being reviewed by staff. Once the document is in final draft form it will be circulated to Town Council for review and approval. A meeting has been scheduled with the Kensington North Watersheds Association on Tuesday, January 15th to discuss and make adjustments to the draft plan.
11	Strategic Plan Development	The staff, resident and business leader sessions were held on November 15, 2018. The business leader session was well attended with approximately 25 attendees. The resident session had approximately 7 people in attendance. An exploratory session was held with council on January 10th. Councillors are reminded of their upcoming session on January 31st from 5 pm to 9 pm.
12	Victoria Street West Sidewalk Replacement	A meeting is scheduled on Monday, January 14th with staff from the Department of Transportation to discuss the possibility of moving their Victoria Street West storm sewer upgrade project forward to 2019. This would enable the town to proceed with the replacement of the sidewalk, relocate utility poles, etc. simultaneously. A further update will be provided to Town Council following the meeting.
13	Official Plan and Zoning Bylaw 5 Year Review	A request for decision has been circulated with the tentative agenda package requesting Council's consideration of awarding the consulting contract to facilitate the completion of the project.
14	Credit Union Centre Warm Room	The warm room construction is complete. Staff have received all positive comments in regards to the room.
15	Investing in Canada Infrastructure Program (ICIP)	Expressions of Interest have been submitted to the Infrastructure Secretariat as directed by Town Council. Seven projects were submitted for consideration.



Item #	Project/Task	Status
16	Asset Management	Work will continue on the development of an Asset Management Policy for the Town. It is hoped that a draft of the policy will be brought forward to the January Committee of Council meeting.
17	Indian River Festival MOU for Office Space	The Town, in 2018, agreed to a Memorandum of Understanding with the Indian River Festival which saw a reduction in their rental rate amount in exchange for some value added services
18	Emergency Lights at Credit Union Centre	Concerns were raised at the December Council meeting in regards to emergency lighting at the Credit Union Centre. Currently the Centre has sufficient lighting to meet the minimum requirements of the Fire Marshalls office. The lighting is inspected annually by the Fire Marshall's office. However, it is acknowledged that there are still several dark areas at the centre in a power failure situation. As such, staff have proceeded to install four additional emergency lights throughout the facility. This should drastically improve the lighting in a power failure situation.

Occurrence Report 2018

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	1	2	2			2	2		2	1	1		13	13.27%
Motor Vehicle Accident	1	2	5	1	4		5	2	2	3	2		27	27.55%
Emergency Response - Fuel Spill, etc							1		1	2	4		8	8.16%
Fire Related														
Smoke Investigation	1			1	1				1	1			5	5%
Outside Fire - Brush, Grass, Utility Pole, etc.				1	1	1		4					7	7%
Structure Fire - House, Building, Vehicle, etc.	2	1	3	1	2		2	3	3	1	1		19	19%
Alarms			1	1	1		4	4	1	1	4		17	17%
Total Fire Related	3	1	4	4	5	1	6	11	5	3	5	0	48	
Total Incidents	5	5	11	5	9	3	14	13	10	9	12	0	96	
Mutual Aid Call Out							1				1		2	2%
Total Incidents (Inclcluding Mutual Aid Provided by KFD)	5	5	11	5	9	3	15	13	10	9	13	0	98	100%
Mutual Aid Call in													0	
Average Firefighter Attendance	13	13	13	15	13	8	14	13	12	13	12			
Regular Monthly Training - No. of Firefighters	13	21	21	21	21	15	18	0	19	23	15			
Training School - Level 1, etc. - No. of Firefighters														
Call Area														
Kensington	2	2	2	1	2	1	2	1	4	2	2		21	21.88%
Malpeque CIC			1	1			5	4	1	1	2		15	15.63%
Zone's 1 to 5	3	3	8	3	7	2	7	8	5	6	7		59	61.46%
Other											1		1	1.04%

Police Department Occurrence Report Summary 2018														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act		1		1				1		3	3		9	1.28%
Abandon Vehicle													0	0.00%
Abduction													0	0.00%
Alarms	2	2	3	1	3	1	2	3	3	4	4		28	3.98%
Animal Calls	1					2	2	2	2				9	1.28%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)	1		1		1	1			2	2			8	1.14%
Assistance Calls	8	10	17	18	13	11	19	20	13	8	14		151	21.45%
Breach of Peace	1		1	1				2		1			6	0.85%
Breach of Recognizance			1	2		1			1				5	0.71%
Break and Enter (business)					1					1			2	0.28%
Break and Enter (other)													0	0.00%
Break and Enter (residence)			1							1			2	0.28%
Carry concealed weapon													0	0.00%
Child Pornography			1							1			2	0.28%
Child Welfare						2							2	0.28%
Coroner's Act	1	3	1							1			6	0.85%
Crime Prevention						2							2	0.28%
Criminal Harassment					1		1						2	0.28%
Dangerous Driving		1	1				1	3					6	0.85%
Disturbing the Peace			1	1	1						1		4	0.57%
Dog Act			1		1	1		2		2			7	0.99%
Driving while disqualified											1		1	0.14%
Drug Charges	1	1								1			3	0.43%
Excise Act													0	0.00%
Fail to Comply Probation								1	1				2	0.28%
Fail to comply undertaking					1		2			1			4	0.57%
Fail to remain at scene of accident			1										1	0.14%
Family Relations Act	1	1		1		1							4	0.57%
Fingerprints taken													0	0.00%
Fire Prevention Act			1										1	0.14%
Firearm Act					1	2					1		4	0.57%

Police Department Occurrence Report Summary 2018														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Forcible confinement													0	0.00%
Fraud	2				1		1						4	0.57%
Harrassing Phone Calls	1			1	1		1		1				5	0.71%
Impaired Driver		1	1		2			1	4	1	1		11	1.56%
Information Files		2	1		1	1			1				6	0.85%
Injury Accidents													0	0.00%
Liquor Offences				1	1	1	1			2			6	0.85%
Litter Act													0	0.00%
Lost and Found	1	1	1	2	3	2	5	2		4	3		24	3.41%
Luring Minors													0	0.00%
Mental Health Act				4	1	3	1	3	2	3	1		18	2.56%
Mischief		1	3	1		2	1	2		1	1		12	1.70%
Motor Vehicle Accidents	1	2	3		3	1	2	2	2	2	4		22	3.13%
Motor Vehicle Act	8	3	6	6	5	5	8	8	6	6	3		64	9.09%
Municipal Bylaws			3	1		2	5	2	1	1			15	2.13%
Off Road Vehicle Act	1				1						1		3	0.43%
Other Criminal Code					1		1		1				3	0.43%
Person Reported Missing			1										1	0.14%
Possession of restricted weapon													0	0.00%
Property Check			1		2		2				1		6	0.85%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference					1								1	0.14%
STEP (Integrated Traffic Enforcement)				1	2	1	1			1			6	0.85%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1	1	2	1	2	1	1	2	1	2	2		16	2.27%
Theft Of Motor Vehicle											3		3	0.43%
Theft Over \$5000													0	0.00%
Theft Under \$5000	4	1		1	3		4	2	3	1	2		21	2.98%
Traffic Offences													0	0.00%
Trespass Act													0	0.00%
Trespass at Night													0	0.00%
Uttering Threats	1		2	1	1	1			1	2			9	1.28%

Police Department Occurrence Report Summary 2018														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
SOTS Issued	13	2	10	8	12	15	36	21	18	17	25		177	25%
<b>Total Incidents</b>	49	33	65	53	66	59	97	79	63	52	71		704	100%
HTA Warnings	4	1	3		7	3	17	10	8	12	10		75	
<b>Fine Revenue</b>	\$4,100.00	\$1,070.00	\$1,460.00	\$1,642.00	\$1,720.00	\$1,855.00	\$4,595.00	\$2,327.50	\$1,960.00	\$2,430.00	\$2,745.00		25,904.50	
Foot Patrols in hours	6	4	2	5.5	1.5		5			6.5	2		32.5	
Community policing school	7	7	4	4.5	2.5					6	5			
Record Checks A ( BC )	14,263	13,116	15,082	17,131	16,291	14,236	14,764	16,315	17,411	18,512	14,103		171,224	
Record Checks B ( NB )	309	316	492	463	411	433	419	423	394	440	351		4451	
Record Checks C ( KPS )	7	8	7	6	5	17	2	9	19	10	8		98	

## **Police Report November 2018**

KPS received 4 false alarms during the month.

November 3<sup>rd</sup>@ 2248hrs - Malpeque Bay Credit Union, member attended.

November 4<sup>th</sup>@ 0138hrs - Kindred Spirits, member attended.

November 16<sup>th</sup>@1804hrs - Kindred Spirits, member attended.

November 27<sup>th</sup>@2254hrs – Greco, member attended.

### Five Year Approved Development Permits Summary Report 2014 - 2018

Development Permit Category	2014	2015	2016	2017	2018	Total Permits	Total Estimated Construction Value
Addition Commercial		1		1	1	3	\$106,500.00
Addition Institutional			1			1	\$350,000.00
Addition Residential additions/alterations	1			2		3	\$57,000.00
Addition Residential Deck/Fence/Pools				1		1	\$7,000.00
Addition Single Family Dwelling	1				1	2	\$65,000.00
Demolition		1		1		2	\$9,500.00
New Commercial		1	1			2	\$590,000.00
New Industrial				1	1	2	\$76,000.00
New Modular/Mobile Home	1			2		3	\$1,000,000.00
New Multi-unit Family Dwelling			2	1		3	\$1,425,000.00
New Other				1		1	\$6,000.00
New Residential Accessory Structure	2	4	3	6	8	23	\$80,600.00
New Residential Deck/Fence/Pools			1	5	3	9	\$76,500.00
New Semi Detached Dwelling	4	3	1	2	2	12	\$3,285,000.00
New Single Family Dwelling	4	2	1			7	\$962,500.00
Other Demolition	3		2			5	\$20,000.00
Other Modular/Mobile Home	1			1		2	\$5,400.00
Other Residential additions/alterations			1			1	\$40,000.00
Other Residential Deck/Fence/Pools				1		1	\$2,500.00
Other Single Family Dwelling		1				1	\$2,000.00
Renovation Commercial	1	1	1	1	1	5	\$445,000.00
Renovation Other					1	1	\$5,000.00
Renovation Residential additions/alterations				1	1	2	\$102,000.00
Renovation Single Family Dwelling		2	2			4	\$225,000.00
Residential additions/alterations					1	1	\$3,500.00
<b>Total Count:</b>	<b>18</b>	<b>16</b>	<b>16</b>	<b>27</b>	<b>20</b>	<b>97</b>	
<b>Total Estimated Value:</b>	<b>\$2,053,000.00</b>	<b>\$1,529,250.00</b>	<b>\$2,556,800.00</b>	<b>\$1,964,250.00</b>	<b>\$843,700.00</b>		<b>\$8,947,000.00</b>

## Town of Kensington Bills List Nov 2018

A1 - Vacuums	357073	\$343.44
A1 - Vacuums	357344	\$52.79
Aaron Adams	2018 HONORARIUM	\$700.00
Amalgamated Dairies Limited	4918306019	\$40.72
Amalgamated Dairies Limited	4918313030	\$52.96
Amalgamated Dairies Limited	4918320017	\$56.21
Amalgamated Dairies Limited	4918327020	\$33.81
Amalgamated Dairies Limited	4918330018	\$15.32
Amalgamated Dairies Limited	4918334020	\$40.20
ADL Foods	2368505	\$345.24
ADL Foods	2367929	\$732.32
ADL Foods	2367323	\$517.92
ADL Foods	2366465	\$434.84
ADL Foods	2366240	\$318.77
Atlantic Infrastructure Management Network	338	\$2,300.00
Alan MacLeod	2018 HONORARIUM	\$800.00
Aliant	6525688	\$30.48
Aliant	6522789	\$227.99
Allan Sudsbury	2018 HONORARIUM	\$900.00
Alleymar Enterprise Ltd	15504	\$59.43
Alleymar Enterprise Ltd	15505	\$423.85
Alleymar Enterprise Ltd	15399	\$896.00
Andrew Griffin	NOV 2018 RRSP	\$487.90
Barry Donald	2018 HONORARIUM	\$700.00
Bell Mobility	2-382657	\$201.25
AL Bell Ltd	1903	\$305.27
Betts Mills Ltd	NOV 13, 2018	\$345.00
Bev Semple	NOV 18 HONORARIUM	\$80.00
Brad Hickey	2018 HONORARIUM	\$700.00
Brenda MacIsaac	RRSP NOV 2018	\$284.08
Building Blocs Home Improvements	2030	\$509.82
Caitlyn Pocock	NOV 18 HONORARIUM	\$90.00



Capital "T" Electric	617	\$431.62
Capital "T" Electric	626	\$581.72
Capital "T" Electric	627	\$154.54
Clark Waite	2018 HONORARIUM	\$700.00
Combat Computer Inc	46932	\$722.18
Combat Computer Inc	46276	\$747.50
Commercial Construction	NOV 2018	\$3,197.00
Coreen Pickering	2018 HONORARIUM	\$2,775.00
Canadian Union of Public Employees	NOV 2018 UNION DUES	\$571.91
Darcy Cousins	2018 HONORARIUM	\$700.00
David Doucette	2018 HONORARIUM	\$2,775.00
David Elliott	2018 HONORARIUM	\$700.00
David Gallant	2018 HONORARIUM	\$700.00
Davtech Analytical Services (Canada) Inc	108737	\$49.01
Donnie MacKenzie	2018 HONORARIUM	\$700.00
Driveline Truck & Trailer Inc	11908	\$136.85
Dylan Garnhum	2018 HONORARIUM	\$700.00
Eastlink	6994150	\$23.00
Eastlink	06836258	\$99.99
Eastlink	06993543	\$655.11
Elizabeth Hubley	NOV RENT LIBRARY	\$805.00
Family & Friends	NOV 5, 18 ELECTION	\$51.38
Frito Lay Canada	43752268	\$127.35
Frito Lay Canada	43752453	\$122.12
Frontline Outfitters	39235	\$123.54
G & Cy's Welding & Manufacturing	326534	\$69.00
Geoff Baker	NOV MILEAGE	\$335.58
GeoLinc	Nov-18	\$100.00
Glen Steele	2018 HONORARIUM	\$700.00
Ideal Auto Parts Ltd	122424	\$125.29
Island Regulatory & Appeals Commission	20180842	\$364.09
Irving Oil	32670323	\$52.19
Irving Oil	366675	\$421.77
Irving Oil	449724	\$307.73

Irving Oil	345810	\$570.68
Irving Oil	435006	\$1,160.39
Irving Oil	526982	\$810.27
Irving Oil	347376	\$596.95
Irving Oil	637963	\$258.11
Irving Oil	32650957	\$117.38
Irving Oil	32627508	\$549.00
Irving Oil	55228	\$676.38
Irving Oil	418477	\$425.48
Irving Oil	32657339	\$240.58
Irving Oil	32664003	\$299.59
Island First Aid Service	SI-9718	\$74.75
Island First Aid Service	SI-9724	\$22.89
Island First Aid Service	SI-9757	\$79.22
Island Petroleum	9494	\$490.90
Island Petroleum	9492	\$339.64
Island Petroleum	9493	\$278.47
Island Petroleum	9491	\$509.73
Island Petroleum	9490	\$827.69
Island Petroleum	9489	\$717.03
Jack Spencer	NOV 18 HONORARIUM	\$80.00
Jamie Perry	OCT 2018 HONOURARIUM	\$180.00
Jamie Perry	NOV 2018 CROSSWALK	\$160.00
Jason Jones	2018 HONORARIUM	\$700.00
Jason Mann	2018 HONORARIUM	\$700.00
Jason Paynter	2018 HONORARIUM	\$700.00
Jed Burt	2018 HONORARIUM	\$700.00
Jeff Spencer	2018 HONORARIUM	\$2,775.00
Jimmy Rix	2018 HONORAIUM	\$700.00
Jimmy Woodside	CHRISTMAS PARADE 18	\$100.00
Josh Gill	2018 HONORARIUM	\$700.00
Kays Wholesale	Z02457	\$736.44
Kays Wholesale	Z02424	\$337.92
Kensington Agricultural Services	33072	\$1,968.86

Kensington Country Store	02810054157	\$28.74
Kensington Country Store	02810054158	\$21.26
Kensington Country Store	02810052675	\$21.83
Kensington Figure Skating Association	143485	\$500.00
Kensington Minor Hockey	NOV 2018	\$500.00
Kent Building Supplies	1110351	\$37.86
Kent Building Supplies	1110673	\$650.29
Kent Building Supplies	1114155	\$24.78
Kent Building Supplies	1111918	\$11.93
Kent Building Supplies	1109488	\$24.77
Kent Building Supplies	1109478	\$9.22
Kent Building Supplies	1109854	\$27.92
Kent Building Supplies	1111956	\$14.06
Kevin Gillian	NOV 30, 2018	\$100.00
Kevin Gillian	2018 HONORARIUM	\$700.00
Kevin Mann	2018 HONORARIUM	\$700.00
Kevin Simmons	2018 HONORARIUM	\$700.00
Kevin Stewart	2018 HONORARIUM	\$700.00
K'Town Auto Parts	14246/5	\$38.73
K'Town Auto Parts	14270/5	\$19.95
K'Town Auto Parts	14749/5	\$61.32
K'Town Auto Parts	14673/5	\$120.97
Kensington & Area Chamber of Commerce	74555	\$258.75
Langille Sharpening Service Inc	61625	\$138.00
Leslie Thomas	2018 ELECTION	\$300.00
Lewis Sutherland	RRSP NOV 2018	\$628.20
Lewis Sutherland	NOV 2018 EXP	\$119.85
Liftow Limited	PSI-268662	\$502.70
MacInnis Express (1983) Ltd	195875	\$171.12
Mack MacLean	2018 HONORARIUM	\$2,775.00
Maritime Electric	STREET LIGHTS NOV 18	\$2,912.82
Maritime Electric	SPEED RADAR NOV 18	\$105.13
Maritime Electric	CAR CHARGER NOV 18	\$31.71
Maritime Electric	FIRE HALL NOV 18	\$392.81

Maritime Electric	EVK POOL NOV 18	\$66.25
Maritime Electric	ART CO-OP NOV 18	\$243.25
Maritime Electric	TRAIN STN NOV 18	\$680.74
Maritime Electric	LIBRARY NOV 18	\$211.96
Maritime Electric	TOWN HALL NOV 18	\$1,410.56
Maritime Electric	SENIOR CNT NOV 18	\$60.77
Maritime Electric	CUC SIGN NOV 18	\$131.89
Maritime Electric	CUC RINK NOV 18	\$9,305.13
Maritime Electric	BALLFIELD NOV 18	\$28.26
Maritime Electric	PW SHOP NOV 18	\$250.36
Maritime Electric	20 STEWART ST NOV 18	\$88.45
Mark Wall	2018 HONORARIUM	\$700.00
Marvin Mill	2018 HONORARIUM	\$2,775.00
Mary's Bake Shoppe	09 NOV 6, 2018	\$11.75
Malpeque Bay Credit Union	NOV 2018 RRSP	\$1,733.78
Medacom Atlantic Inc	010296	\$251.16
Men of Harvest	CHRISTMAS PARADE 18	\$250.00
Minister of Finance	NOV 2018 PROP TAX	\$8,172.82
Minister of Finance	305106	\$952.55
MJS Marketing & Promotions	2649003	\$690.00
MJS Marketing & Promotions	2649009	\$51.75
MJS Marketing & Promotions	2647048	\$207.00
MJS Marketing & Promotions	2647015	\$80.50
Moase Plumbing & Heating	29081	\$114.92
Moase Plumbing & Heating	29204	\$57.50
Murphy's Kensington	875664	\$23.53
Orkin Canada	8923623	\$67.28
Orkin Canada	8918327	\$28.75
Palmer Automotive & Truck Center	PPSIN0079026	\$28.35
Pepsico	69242859	\$1,216.64
Petty Cash	NOV 30, 2018	\$467.11
Pitney Works	NOV 2018	\$2,000.00
Reg MacLeod	2018 HONORARIUM	\$700.00
Resolve HR	NOV 30, 2018	\$52.80

Robert Wood	NOV MILEAGE 2018	\$178.20
Rodney Hickey	2018 HONORARIUM	\$900.00
Rodney Mann	2018 HONORARIUM	\$3,882.00
Rogers Electrical Wholesale Ltd	252311	\$86.05
Rowan Caseley	2018 HONORARIUM	\$5,547.00
Saltwire Network	15999	\$109.25
Saltwire Network	15960	\$178.25
Mikes Independent	20181109	\$34.14
Mikes Independent	01 0801	\$53.58
Mikes Independent	01 2690	\$183.73
Mikes Independent	03 3821	\$22.74
Scotia Securities	D KILLAM NOV 18 RRSP	\$410.22
Scotiabank Visa	FAMILY & FRIENDS	\$51.38
Scotiabank Visa	TIM HORTONS OCT 18TH	\$30.83
Scotiabank Visa	ANNUAL FEE GEOFF	\$75.00
Scotiabank Visa	ROBINS DONUT	\$45.00
Scotiabank Visa	TIM HORTONS NOV 18	\$40.00
Shane MacLennan	2018 HONORARIUM	\$700.00
Shawn Taylor	2018 HONORARIUM	\$700.00
Sherbrooke Mechanical Inc	85187	\$19.55
Spring Valley Building Centre Ltd	198840	\$83.49
Spring Valley Building Centre Ltd	198730	\$67.84
Spring Valley Building Centre Ltd	198758	\$49.35
Spring Valley Building Centre Ltd	199005	\$83.49
Spring Valley Building Centre Ltd	199239	\$125.24
Spring Valley Building Centre Ltd	199238	\$25.29
Spring Valley Building Centre Ltd	762575	\$29.82
Spring Valley Building Centre Ltd	199421	\$83.49
Staples	5502998792	\$147.48
Suncor Energy Products Partnership	NOV 2018	\$903.28
Superior Sanitation	660458	\$80.50
Superior Sanitation	660459	\$184.00
Superior Sanitation	660460	\$230.00
Superior Sanitation	660461	\$207.00

Telus	NOV 2018	\$756.08
Toshiba Finance	865331	\$530.37
Traci Campbell	NOV 2018	\$286.00
Traci Campbell	MAY 2018 CLASSES	\$260.00
Vail's Fabric Services Ltd	316993	\$104.42
Vicki MacEachern	MEETING MILEAGE	\$94.00
Vinyl FX	13372	\$96.72
Vistaprint	NOV 22, 2018	\$189.88
Wade Graham	2018 HONORARIUM	\$700.00
Water & Pollution Control Corporation	NOV 2018	\$235.93
Wayne Sherry	2018 HONORARIUM	\$700.00
Wet n' Wild Car Wash	NOV 26, 2018	\$90.00
Yellow Pages Group	18-6652981	\$22.08
Subtotal		<hr/> \$119,507.63 <hr/>
Nov Payroll		\$88,623.88

#### Capital Purchases

Hummingbird Creative	2451	\$5,455.60
Hummingbird Creative	2452	\$1,058.00
Subtotal Capital		<hr/> \$6,513.60 <hr/>

<b>Total Nov Bills</b>		<hr/> <b>\$214,645.11</b> <hr/>
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### Income Statement Comparison of Actual to Budget for Nov 2018

[illegible]

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CUC MANAGER  
**SUBJECT:** NOVEMBER 2018 CREDIT UNION CENTRE REPORT  
**DATE:**  
**ATTACHMENT:** STATISTICAL REPORT

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**November 2018**

**Fitplex**

Programming: Aerobics Programming

Tuesday	6.30pm	Hi Lo	Traci Campbell
Thursday	11.00am	Chair Fit	Michelle MacDonald
Thursday	6.30pm	Boxer Fit	Traci Campbell
Saturday	8.30am	Multi Fit	Traci Campbell

Mondays and Wednesdays    Kensington Wild Off Ice training    6.00-7.00pm

Hours

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

All machines were semi-annually serviced and inspected by Spartan athletics in November.  
No issues found.

**Arena**

- Two storm days in November the arena was not opened.
- Kensington Wild played 2 home games in Nov
- Kensington Vipers played 3 home games in Nov
- Warm room construction in 90 % complete and heated just waiting on elevated benches to be built. Soft opening of the room with chairs started last week of November and with a sign posted staff has no issues to date.



- Road signs Light bulbs were replaced by Mid Isle Electric.
- Storm damage to front brick wall of arena by Fitplex door as the wind and snow knocked out a section of the bricks.

### **Kensington Cash**

Nov, 2018	\$220.00
	\$220.00
	\$230.00
	<u>\$230.00</u>
<u>Total</u>	<u>\$900.00</u>

### **Ball Fields**

- Ball field netting taken down for season.
- Minor Balls Pitching cage has completely collapsed and damaged in wind and snow storm in November.

### **Senior Center**

Furnace Issues repaired by Sherry's Home Heating replaced a pump on the unit.

### **Upcoming Events**

Christmas Parade Dec 2, 2018

Vipers and Wild are playing Boxing day games in Kensington this year

Midget A Tournament Booked for Jan 2019

Bedford exchange end of Jan 2019

ADL Ice competition Feb 2019

Novice A Tournament Booked for April 2019

Atom A Tournament Booked for April, 2019

Kensington Vipers Jr b Team will be hosting the Don Johnson Memorial Cup Atlantics in April 23-28, 2019.

# Town of Kensington Credit Union Centre Monthly Statistical Data 2018

[illegible]

# Town of Kensington Credit Union Centre Monthly Statistical Data 2017

[illegible]



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

**January 14, 2019**

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

The Mayor is the designated spokespersons for the town and communicates decisions made by Town Council. The Mayor chairs the monthly Town Council Meetings and the monthly Committee of Council meetings. All efforts are made to keep discussions and decisions transparent as we represent the town on behalf of the residents. Agenda's (along with supporting information) for Committee of Council meetings and Town Council meetings are posted on the town website on the Friday afternoon prior to the meeting. ([www.kensington.ca](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 6:30pm and Town Council meetings are held on the 2<sup>nd</sup> Monday of each month at 7:00pm. The agenda's (along with supporting information) are emailed to the County Line Courier, Journal Pioneer and CBC on the Friday afternoon prior to the meetings.

**Sidewalk Snow Clearing** – I have received complaints from one person on our snow clearing of sidewalks. Mr. Baker and I have discussed the concerns and have addressed them as best we can with the resources we have available. On a positive note, I have received many compliments and feedback on the great job our public works staff are doing with keeping the sidewalks clear. While we are not always able to clear and salt all sidewalks at the same time, we do have a policy set by Council stating which areas are to be done first and the level of service we are to provide with the resources we have. If special events are taking place such as funerals and we are made aware of them, we will take extra care and time to ensure the area gets special attention. Our sidewalk clearing policy needs to be reviewed to ensure it is meeting Council's expectations. Mr. Baker has that on his to do list.

**Birthday Celebration** – It was my pleasure to recognize two people who have reached a special birthday this past month. Certificates of recognition were presented to Enid MacKay and Eldon MacKay.

**Mayor's Levee** – Thank you to all Councillors and Staff who joined with me for the Levee on Jan 1, 2019. The weather was not great but I believe we made the right decision to go ahead as many people mentioned to me they may not have been able to attend if we rescheduled it. We did have approximately 75 attend which is a bit smaller crowd, as we would normally have around 90 to 100. Thanks to all those who attended and brought us their good wishes for the New Year. Thank you as well to the Journal Pioneer, County Line Courier, MLA Matt MacKay and Hon. Wayne Easter for attending. Presentations were made for the Good Neighbour Award to Kensington Meals on Wheels and the



Kensington Christmas Decorating Awards to several residents of our Town.

**Warming Center** – During the power outage in November it came to light that as a Town we have some responsibility for providing a warming center should we experience a period when the power is out and the weather is cold. Many other communities had opened warming centers during the last long power outage. At that time the weather was reasonably warm but it occurred to us that we did not have a strategy in place to deal with such an occurrence. We were just on the verge of opening the fire department should people need it when the power came back on.

I communicated with the Kensington United Church to see if they would be willing to allow the Murray Christian Education Centre to be considered a warming center in times of emergency. They have responded they are willing to consider such a proposal and look forward to future discussions with the Town. The Red Cross have also expressed interest to be involved as required as they could provide services that the Town might not be able to provide. What this would mean for the town is setting up a generator to provide backup power when needed and inform the public where to go. Obviously certain protocols need to be determined as to when this is needed and also be part of the provincial EMO communication. Currently the Fire Department is the only building that could be used. However, this does not lend itself well as a warming center as there are no real kitchen facilities, chairs, etc. Additionally if the trucks have to be moved out to allow room for a large influx of people and it is extremely cold then freeze ups of truck will occur. Additionally during times like this, the fire department is most likely to get an emergency call and having the hall full of people may not be acceptable or safe. I am looking for Council to approve, in principle, for staff to investigate further the possibilities of this and the protocols that need to be put in place and any funding programs that may be accessed to fund this. Before we move forward a full proposal would come before Council for approval.

Rowan Caseley  
Mayor – Town of Kensington

## Town of Kensington - Request for Decision

<b>Date:</b> January 7, 2019	<b>Request for Decision No:</b> 2019-01 <b>(Office Use Only)</b>
<b>Topic:</b> Financial Contribution Request – Strategic Tourism Expansion Program (STEP) Committee	
<b>Proposal Summary/Background:</b>  <p>A request has been received from Don Quarles, Chairperson of the STEP Leadership Committee requesting Council’s consideration of making a \$500.00 to \$1000.00 financial contribution in addition to the previously committed \$500.00 in-kind contribution. The \$500.00 in-kind contribution from the Town was to generally include the use of town facilities (boardroom, photocopier, printer, etc.) and staff (CAO) to complete and review funding applications, and other administrative type services as required.</p> <p>The objective of STEP is to foster economic growth and maximize the potential of the many great businesses within the tourism sector in the Kensington Area. STEP is a community-driven initiative led by local industry members and is designed to assist communities in becoming sustainable tourism destinations and accelerating the exposure of experiential tourism techniques and tools to a wide audience of tourism entrepreneurs and influencers.</p> <p>As of about mid-December, 2018 the STEP Committee have raised \$2,220.00 in financial contributions from various groups and businesses in the area. It is my understanding that the Committee are responsible for contributing up to 10% of the estimated \$52,000.00 project cost (i.e. \$5,200.00).</p>	
<b>Benefits:</b> <ul style="list-style-type: none"> <li>Will provide the Committee with the necessary funds to complete the STEP Project.</li> </ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Discussion/Comments:</b>  <p>None</p>	
<b>Options:</b> <ol style="list-style-type: none"> <li>Provide a \$500 to \$1000 financial contribution to the STEP Committee.</li> <li>Provide an alternative financial contribution as Councillors deem appropriate.</li> <li>Not provide a financial contribution to the Committee.</li> </ol>	
<b>Costs/Required Resources:</b>  <p>\$500.00 to \$1,000.00</p>	<b>Source of Funding:</b>  <p>General Government – 2019/20 Donations and Grants</p>

**Recommendation:**

It is recommended that Town Council consider the request from the STEP Committee and direct the CAO accordingly.

## Geoff Baker

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**From:** Don Quarles <don@indianriverfestival.com>  
**Sent:** December 10, 2018 12:26 PM  
**To:** Geoff Baker  
**Subject:** Fwd: STEP Follow up - URGENT

Hi Geoff

So far, we have over \$2000 committee in support of the STEP initiative.

I will be sending out an updated to our committee, which I have included both you and the Mayor on. Hope that's ok.

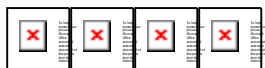
When we spoke a while back, you had said the town would commit to in-kind support and I am wondering if you might be comfortable with supporting with a cash contribution of \$500-1000 as well.

Central Coastal has committed to \$500, as has the Malpeque Bay Credit Union.

Let me know

Don

**Don Quarles**  
**Executive Director**  
The Indian River Festival  
Box 769 Kensington  
PE CoB 1Mo  
p: 902.836.4933  
[www.indianriverfestival.com](http://www.indianriverfestival.com)



*Presented by the Confederation Bridge, the [Indian River Festival](#) offers entertainment throughout the year with a special focus on the summer long series of concerts in the magnificent [Historic St. Mary's](#). We present diverse and acclaimed international, national, and local award winning artists; most of our performances are held in the world class acoustically perfect setting of [Historic St. Mary's](#), in Indian River, Prince Edward Island.*

*Présenté par le pont de la Confédération, [Indian River Festival](#) offre des divertissements tout au long de l'année, en mettant l'accent sur la série de concerts estivale dans la magnifique [église historique St. Mary](#). Nous présentons divers artistes primés internationaux, nationaux et locaux; la plupart de nos spectacles se déroulent dans le cadre acoustique de classe mondiale de l'[église historique St. Mary](#), à Indian River à l'Île-du-Prince-Édouard.*

----- Forwarded message -----

**From:** Don <[don@indianriverfestival.com](mailto:don@indianriverfestival.com)>  
**Date:** Fri, Nov 9, 2018 at 9:42 AM  
**Subject:** STEP Follow up - URGENT  
**To:** Indian River Festival <[music@indianriverfestival.com](mailto:music@indianriverfestival.com)>  
**Cc:** Amanda <[amanda@wedgetours.com](mailto:amanda@wedgetours.com)>, Anne-Marie Jarrett <[amcjarrett@msn.com](mailto:amcjarrett@msn.com)>, Arlene

<arlene@twistedknickers.ca>, Bakindonuts <bakindonuts@hotmail.com>, Brian <brian@twinshores.com>, Brody <brody@summersidechrysler.pe.ca>, Community Gardens <cgardens@pei.aibn.com>, Coreen Pickering <coreen@broadway45.com>, Cpickering <cpickering@townofkensington.com>, Debbie Crowther <crowtherd@yahoo.com>, Crystal <crystal@redrockspottery.ca>, Daniel Oatway <danieloatway@live.ca>, Dbjmac <dbjmac@pei.sympatico.ca>, Duncan <duncan@broadway45.com>, Julie Tifo <foxtrotantiques@gmail.com>, George <george@annesociety.org>, Golf <golf@golfredsands.com>, Heather Bernard <hbernard@mb.creditu.net>, Hmaclean <hmaclean@murphyspharmacies.com>, HOLLY ONEIL <holly@oneilhomegallery.com>, Info <info@gallery18.com>, Kensington Chamber <info@kensingtonchamber.ca>, Info <info@malpeque.ca>, Dianne Schurman <info@malpequefineiron.com>, Island Stone Pub Kensington <islandstonepei@gmail.com>, Jessica Caseley <jcaseley@gmail.com>, John <john@hauntedmansionpei.ca>, Kensington Chamber <kensingtonandareachamber@gmail.com>, Katherine Murphy <kjmurphy@gmail.com>, Karen Murphy <kjmurphy65@gmail.com>, Kkenedy <kkennedy@redshoreconsulting.com>, Linda Crozier <linda.crozier@gmail.com>, Linda Whaley <linda.whaley@bellaliant.net>, Lotus Garden <lotusgardenpei@gmail.com>, Mack <mack@townofkensington.com>, Maribeth Roberts <maribeth@clintonhills.ca>, Markcao747 <markcao747@qq.com>, Mayor <mayor@townofkensington.com>, Mitch <mitch@basinview.ca>, Mleclair <mleclair@mb.creditu.net>, Nicole Mountain <nicole@twinshores.com>, Nshore <nshore@bellaliant.net>, Peggy Miles <peggy@centralcoastalpei.com>, Phyllisatcarrs <phyllisatcarrs@gmail.com>, Pixmpc <pixmpc@bellaliant.net>, Ramona Roberts <ramonaroberts1@gmail.com>, Rita Crosby <rcrosby@iglide.net>, Rosalie <rosalie@caseleys.com>, Rene Hurtubise <rvhurtubise@gmail.com>, ryan simmonds <ryansimmonds390@hotmail.com>, oralie mackay <sandhillmotel@gmail.com>, Scott O'Neil <scottoneil.fineart@gmail.com>, Sheila Summersidechrysler <sheila.summersidechrysler@gmail.com>, Steve Dimond <steve@dimond.ca>, Susan <susan@twinshores.com>, Sutton <sutton@pei.sympatico.ca>, Suzanne Scott <suzanne@villagepottery.ca>, Travis Bertram <tbertram@bdo.ca>, Thetablepei <thetablepei@gmail.com>, V Clark <v.clark@pei.sympatico.ca>, Victoriainn <victoriainn@gmail.com>, Victoriainn <victoriainn@mail.com>, Warrenellis <warrenellis@summersidechrysler.pe.ca>, Aaron Wedge <wedgetours@gmail.com>, giseleandfred <giseleandfred@bellaliant.net>

Hi all

If you haven't already sent to me, can you send a letter of support this morning for this initiative?

Thanks in advance!

Don

**Don Quarles**  
**Executive Director**  
The Indian River Festival  
Box 769  
Kensington, PE CoB 1Mo  
p: 902.836.4933  
f: 902.836. 4139  
[www.indianriverfestival.com](http://www.indianriverfestival.com)

On Nov 2, 2018 at 12:44 PM, <[Indian River Festival](#)> wrote:

Hi all,

Thank you to those that were able to attend the STEP update meeting this morning. To those that could not make it, here is an update:



The ACOA application has been submitted by the Kensington and Area Chamber of Commerce as the lead organization on this initiative. For those of you who would like more information on the STEP process please visit their [website](#), and do not hesitate to ask us for more information on our project. In order for our application to be complete, ACOA asked us to provide two additional things:

**1. A tentative plan for financing.**

**2. A list of who is on the leadership committee and what organization they represent / their role in the community.**

#### **FINANCING:**

The tentative plan will include **organizations and companies in the private sector in the Kensington Area**; Central Coastal Tourism Partnership; the Province of Prince Edward Island (through the Rural Growth Initiative Capacity Building Program) and Atlantic Canada Opportunities Agency (ACOA).

Note the total project cost in the application are estimated at: **\$52,000**

ACOA usually covers ~70%~ of total costs. They need to see a **minimum of 10%** from organizations and companies in the Kensington Area (*YOU*). We have a verbal commitment from the Province for approximately \$10,000. We will respond with an outline, but need to hear from all interested supporters ASAP.

#### **What we need from YOU immediately:**

A letter from your company / organization stating your support of this initiative (we have attached two letters from two organizations for you to use as a guide).

This letter should include:

1. Your name
2. Your company / organization(s) that you will be representing
3. Your role in the community
4. Your intended support (cash , in-kind, etc)

**Note:** If your support is in-kind, please state explicitly what the in-kind cost associated would be.

**\* we ask that this letter be sent as soon as possible BUT no later than Friday Nov 9th\***

#### **COMMITTEE**

The current list of those on the committee are:

Don Quarles - Committee Chair (Indian River Festival)  
Kelsey McIsaac - Indian River Festival  
Julia Cameron - Kensington and Area Chamber of Commerce  
Rosalie Profitt - Kensington and Area Chamber of Commerce  
Pix Butt - Princetown United Church, Malpeque; Southwest River, Margate  
Nicole Wilson - Twin Shores  
Mitch Jollimore - Basinview Seafoods  
Camillia Block - Victoria Inn  
Scott O'Neil - O'Neil Home Gallery & Cafe  
Peggy Miles - Central Coastal Tourism Partnership  
Geoff Baker - Town of Kensington  
Mayor Rowan Caseley - Town of Kensington

If you are interested in being part of this leadership committee please provide your name and organization / role in the community to [Don or Kelsey](#) so that we may include you.

We will keep you updated with regard to the progress on this initiative by updating the FACEBOOK group and via email.

Thanks very much for your support,

Don

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**Kelsey McIsaac**

*Office Coordinator - Indian River Festival*

Box 769, Kensington, PE CoB 1M0

p: 902.836.4933

[www.indianriverfestival.com](http://www.indianriverfestival.com)

*Presented by the Confederation Bridge, the [Indian River Festival](#) offers entertainment throughout the year with a special focus on the summer long series of concerts in the magnificent [Historic St. Mary's](#). We present diverse and acclaimed international, national, and local award winning artists; most of our performances are held in the world class acoustically perfect setting of [Historic St. Mary's](#), in Indian River, Prince Edward Island.*

*Présenté par le pont de la Confédération, [Indian River Festival](#) offre des divertissements tout au long de l'année, en mettant l'accent sur la série de concerts estivale dans la magnifique [église historique St. Mary](#). Nous présentons divers artistes primés internationaux, nationaux et locaux; la plupart de nos spectacles se déroulent dans le cadre acoustique de classe mondiale de [l'église historique St. Mary](#), à Indian River à l'Île-du-Prince-Édouard.*



Virus-free. [www.avg.com](http://www.avg.com)

## Town of Kensington - Request for Decision

<b>Date:</b> January 8, 2019	<b>Request for Decision No:</b> 2019-02 <b>(Office Use Only)</b>
<b>Topic:</b> Official Plan and Zoning Bylaw Review – Consulting Contract	
<b>Proposal Summary/Background:</b> <p>Section 15.1 of the Planning Act of Prince Edward Island states that the council of a municipality shall review its official plan and planning bylaws at intervals of not more than five years. The last legislated Official Plan and Development Bylaw review for the Town was completed in 2013. Several updates to the Development Bylaw were made in 2016 and a new Official Plan and Development Bylaw were adopted at that time. While not significant in nature, the 2016 amendments included clarification around several definitions and other minor ‘housekeeping’ items.</p> <p>Staff submitted an application to the Municipal Strategic Component of the Gas Tax Program (MSC) in March of 2018 to fund 50% of the cost of reviewing and updating the Town’s Official Plan and Development Control Bylaw. The total estimated budget as indicated in the funding application was \$25,000 (cost shared at \$12,500 MSC, \$12,500 town).</p> <p>A Request for Proposals (RFP) was issued on November 15, 2018 to solicit proposals from qualified planning consultants. The RFP was advertised on the Province of PEI’s tendering website. Three responses to the RFP were received from: DV8 Consulting, Upland Planning and Design and Stantec. The proposals were reviewed independently by the CAO and Mayor Caseley. The proposals were evaluated under a two-envelope system where the technical component was submitted in a separate envelope than the financial proposal. This allows for an evaluation based on technical merit as opposed to being based solely on cost.</p> <p>A copy of the RFP is circulated with this Request for Decision. It should provide Town Councillors with a clear definition of the objectives and general work plan required to complete the project. The project is scheduled to be completed by August of 2019.</p> <p>Based on the review of the proposals, it is recommended that DV8 Consulting be awarded a contract to review and update the Town’s Official Plan and Development Control Bylaw as their proposal was deemed to provide the best value and they are capable in all respects to complete the project.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide the town with an updated Official Plan and Development Control Bylaw.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None Noted</li></ul>	
<b>Discussion/Comments:</b> <p>The three proposals received in response to the RFP were evaluated by the CAO and Mayor Caseley. The proposals were reviewed against the following qualitative criteria and scored accordingly:</p>	

Understanding of the project, Project methodology, Qualifications and experience of firms, Project team, Past performance and references, Project schedule and Cost of services. The results of the evaluation (ranked out of a possible 100 points) were as follows:

DV8 Consulting	94
Upland Planning and Design Studio	91
Stantec	85.5

The bids received were as follows:

DV8 Consulting - \$23,500 plus HST (DV8's proposal included an optional Development/Subdivision Review services at 0.5 days per month for 8 months which is included in the \$23,500. The cost of advertising and hosting public meetings are in addition to the contract amount).

Stantec - \$18,966 plus HST (Stantec's price did not include any travel in excess of 100 kms one-way, related travel costs such as hotel accommodations and meals, outside production of display materials, and similar costs – it is noted that Stantec's project lead is situated in Dartmouth).

Upland - \$27,320 plus HST (appears to be inclusive of all associated expenses).

Based on the formal review and evaluation of the proposals it is recommended that the contract for the review and update of the Town of Kensington's Official Plan and Development Control Bylaw be awarded to DV8 Consulting as per their proposal in the amount of \$23,500.00 plus HST.

#### **Options:**

1. Award the contract to DV8 Consulting as recommended.
2. Award the contract to one of the other proponents.
3. Not award a contract.

#### **Costs/Required Resources:**

\$23,500 plus HST (5 % of the HST reimbursable – 10% HST may be reimbursable)

#### **Source of Funding:**

Municipal Strategic Component of the Gas Tax Program  
2018/19 Capital Budget

#### **Recommendation:**

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

***WHEREAS Section 15.1 of the Prince Edward Island Planning Act requires a Council to review and update its Official Plan and Development Control Bylaw at intervals not to exceed five years;***

***AND WHEREAS the Town issued a Request for Proposals on November 15, 2018 requesting submissions from qualified consultants to complete the review and update, as per the requirements of the town's Procurement Policy;***

***AND WHEREAS DV8 Consulting successfully met the requirements of the RFP process and, following a formal and independent review of all proposals, were deemed to provide best value to***

*the Town;*

***BE IT RESOLVED that Kensington Town Council award a contract to DV8 Consulting to review and update the Town's Official Plan and Development Control Bylaw as per their proposal in the amount of \$23, 500.00 plus HST.***



## **REQUEST FOR PROPOSALS**

**FOR A REVIEW AND UPDATE OF THE TOWN OF KENSINGTON OFFICIAL PLAN AND ZONING  
AND SUBDIVISION CONTROL (DEVELOPMENT) BYLAW AND OFFICIAL PLAN**

**TOWN OF KENSINGTON  
P.O. Box 418  
KENSINGTON, PE  
C0B 1M0**

**PROPOSALS DUE: DECEMBER 14, 2018**

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## **1.0 GENERAL**

The following is a request for proposals for the provision of planning services to the Town of Kensington. The requirements of the submission are outlined in Section 4 – Proposal Requirements and Evaluation, and the requirements and objectives of the project are outlined in the Terms of Reference.

### **1.1 Definitions**

The Town:	The Town of Kensington, Prince Edward Island.
The RFP:	This Request for Proposals for the provision of planning services.
The Proponent:	The firm submitting a proposal in response to this RFP.
The Project:	The work and services that are described in the Scope of Work of this Request for Proposal.

### **1.2 Introduction**

The Town of Kensington is requesting proposals from qualified proponents for the provision of planning services to undertake a review and update of the Town's Official Plan and Zoning and Subdivision Control (Development) Bylaw.

### **1.3 Context**

Kensington is centrally located in Eastern Prince County between Malpeque Bay and New London Bay. Route 2 (Veteran's Memorial Highway), which bisects the Town, is the major arterial highway connecting the eastern and western portions of the province. Kensington is 48km west of the Provincial Capital, Charlottetown, and 13km east of Summerside, the second largest city in the Province. It is 38km from the Confederation Bridge and 109km from the Wood Islands Ferry, connecting to Nova Scotia.

The Town has a population of just over 1600 residents (2016 Census) and a land area of just over 300 hectares. Approximately 20 percent of the population is under the age of 20 and approximately 25% is 65 years of age or older.

Throughout its history Kensington has continued to grow and to respond to the changing forces of time and in doing so has continued to thrive as a service centre. Its central location and ease of access have made Kensington an attractive place to do business. Kensington has an arterial road, a collector road and three local roads which are laid out like a spoked wheel leading to the commercial core of the Town. These roads connect Kensington to more than thirty smaller communities which make up its geographical service area. The influence of agriculture, fishing and tourism has been a major contributor to the development of the Town.

While growth constraints exist, such as a short supply of developable commercial/industrial property, the Town is well situated to accommodate more growth. A range of retail services, excellent schools, a

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variety of churches and meeting places, including recreational facilities, are all located within a fairly compact downtown area. Despite the relatively rapid growth of the Charlottetown and Summerside economies, Kensington has been able to maintain a strong retail/service sector and a growing industrial base. The Town's location leaves it well positioned to continue to grow and develop. Ongoing tourism and seasonal residential growth along the north shore should also continue to strengthen the Town's commercial sector.

Local governance is provided by a Mayor and Town Council with day to day management provided by a Chief Administrative Officer. The town is responsible for the provision of the following services:

- Sewer Treatment and Collection and Central Water Supply
- Fire Protection
- Police Protection
- General Government and Administration Services (including Subdivision, Land Use and Development Control).
- Public Works and Maintenance Services (all road maintenance activities provided by the Province of PEI.
- Recreation Services

The Town's Official Plan and Development Bylaw are implemented through the office of the Chief Administrative Officer and supplemented with external consulting services as required.

Providing a rich cultural heritage and progressive attitude, the Town continues to be an attractive community in which to live, raise a family, conduct business or just to visit. Its business and services include a

- Library, community medical centre, day care facilities, dental office, physiotherapist office, veterinary clinic, pharmacy, post office;
- Gift store, flower shop, real estate office, food and beverage establishments, gas stations, hair salons, bed and breakfast facilities, and a variety of other service related businesses;
- Royal Canadian Legion, clubs, churches, schools (K–12) and fraternal organizations.

## **2.0 INSTRUCTIONS TO PROPONENTS**

### **2.1 Submission**

The proponents shall submit two (2) copies of the sealed proposal, clearly labelled with the proponent's name and address, and the name of the project: "Review and Update the Town of Kensington Official Plan and Development Control Bylaw".



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Proposals shall be submitted using a two (2) envelope system. The first envelope shall include the technical proposal and the second envelope shall include the financial proposal. Each envelope shall be clearly marked as to its contents. Proposals not using the two-envelope system, or which do not have the envelopes clearly marked, may not be accepted and may be returned to the Proponent.

The proposals are to be submitted to:

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

Attention: Mr. Geoff Baker  
Chief Administrative Officer

**No later than 4:00 pm on December 14, 2018.**

Facsimile transmitted, electronic and late proposals will **not** be accepted.

## **2.2 Contact and Addenda**

All inquiries concerning this Request for Proposal are to be directed to:

Mr. Geoff Baker  
Town of Kensington  
P. O. Box 418  
Kensington, PE  
COB 1M0

Phone: 902-836-3781, Fax: 902-836-3741

Email: [townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)

To ensure consistency and fairness to all proponents, the town will use written addenda to issue any clarifications or provide any further information in relation to this Request for Proposals. Any and all addenda will be published on the Province of PEI Tendering website (<https://www.princeedwardisland.ca/en/tenders>) by **December 3, 2018**. It is the responsibility of proponents to check the PEI Tendering website for any addenda to this Request for Proposals. Verbal explanations or instructions will not be binding.

## **2.3 Proponents Requirements**

A proponent may be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island if the proponent is selected as the successful proponent. The proposed Project Lead for the proponent's project team and the project team member who will serve as

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the Project Lead in case of a contingency must be a Full Member of the Canadian Institute of Planners (MCIP) prior to the commencement of the project.

### **3.0 TERMS AND CONDITIONS**

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposals and any addenda issued in relation to this Request for Proposals.
- The Town will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Town of Kensington does not bind itself to accept the lowest price, the highest scored, or any proposal submitted.
- The Town has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Proposals.
- The Town will not be responsible for any proposal that does not indicate the Request for Proposals name and the proponent's name.
- The Town will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFP.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Town's opinion, provides the best potential value to the Town and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Town decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
- The Town reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Town and issuing of a Letter of Intent.
- Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.

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- The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.

### **3.1 Validity of Offer**

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

## **4.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The Technical Proposal shall include all the information required to evaluate the proposal with the exception of the financial component.

The Technical Proposal will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience, and project team.

The requirements of this project are outlined in Section 6 -Terms of Reference.

### **4.1 Understanding of the Project**

The proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the project. The proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the project and delivery of services.

### **4.2 Work Plan/Project Methodology**

The proponent shall provide a detailed work plan, which demonstrates the proposed project methodology. The work plan should demonstrate the proponents understanding of the project and its major challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

The work plan is the proponent's opportunity to present their project methodology as well as showing an understanding of the project. It is also their opportunity to present innovative ideas or approaches to the project.

### **4.3 Qualifications and Experience of Firms**

The proponent shall present the firm(s) who shall comprise the Project Team. The prime consultant and any sub-consultants shall be identified, and the roles of all firms shall be described.

The proponent must demonstrate previous experience on projects of a similar scope and scale. A description of maximum of five (5) projects completed by the prime consultant, and three (3) for each

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sub-consultant shall be included. Descriptions of projects shall be limited to two single sided pages each including photographs and graphics.

The project descriptions should include:

- description of the project,
- key personnel and their roles and responsibilities on the project,
- client reference, including client name, email address and telephone number.

#### **4.4 Project Team**

The proponent shall present the Project Team's key personnel, including their roles and responsibilities, including the identification of the Team Lead and the project team member who will act in the capacity of the team lead in case of a contingency.

The proponent should demonstrate the experience and qualifications of the project team members to provide the services to fulfill the objectives and scope of work of this project as set out in the Terms of Reference. Their experience on similar projects should be demonstrated. The Project Team should demonstrate combined qualifications and experience in relation to land use planning including: data collection and management; visual analysis and GIS mapping; public engagement and community consultation; demographic, economic and intensification analysis; and policy formulation and implementation.

Curriculum vitae for each project team member and backup should be included. The qualifications and experience of each project team member shall be considered in the evaluation.

Information to be included for each project team member should include:

- Name
- Education (relevant)
- Work Experience
- Similar projects involved and role in this project
- Licensing, certification and/or authorization

#### **4.5 Past Performance and References**

As part of the evaluation of the submission, the Town shall review the proponents past performance on similar projects and their references from other clients for similar or related projects.

References shall be obtained from the descriptions of similar projects provided as part of Qualifications and Experience of Firm(s).

#### **4.6 Project Schedule**

The proponent shall provide a detailed schedule that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate the project can be completed within the allotted time frame and within budget.

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The project schedule will be evaluated based on how closely it meets the project requirements, and how it demonstrates a logical approach to delivering the required services.

#### **4.7 Financial Proposal**

The financial proposal shall be submitted in a separate envelope. The envelope shall be clearly marked “Financial Proposal” and include the project title. Failure to clearly mark the envelope may result in the proposal not being accepted.

The Town is requesting the work be undertaken on a per diem basis with an upset limit. The financial proposal shall clearly state the upset limit with HST shown separately.

Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted.

At no time shall the contract upset limit be exceeded without prior written authorization of the Town of Kensington.

The financial proposal shall include a breakdown of all fees in the form of a Fee Schedule. The Fee Schedule shall be a matrix with project tasks on the vertical axis, and project personnel on the horizontal axis. The Fee Schedule shall show the corresponding value of work for each Project Team member and the disbursements relating to each task. In addition, per diem rates shall be provided for all Project Team members.

Disbursements will be reimbursed at cost and must be job related. Backup documentation for all disbursements is to be submitted with each invoice. Operating and overhead expenses will not be considered as a disbursement. The following are examples of acceptable and unacceptable disbursements:

Acceptable Disbursements:	Travel Accommodations Meals Printing and Reproduction Communications (telephone bills)
Unacceptable Disbursements:	AutoCAD Charges Computer Charges Equipment Charges (unless clearly identified in proposal)

#### **4.8 Evaluation of Proposals**

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

<b>Table 1</b> <b>EVALUATION RATING TABLE</b>	
<b>Rating Factors</b>	<b>Weight Factor</b>
1. Understanding of the Project	5
2. Work Plan/Project Methodology	30
3. Qualifications and Experience of Firms	15
4. Project Team	15
5. Past Performance and References	10
6. Project Schedule	5
<b>Subtotal Technical Submission</b>	<b>80</b>
7. Cost of Services	20
TOTAL	
<b>MAXIMUM TOTAL POINTS</b>	<b>100</b>

#### **4.9 Proposal Submission Format**

Submissions shall meet the following formatting or they may not be evaluated.

- Paper Size - 8 ½" x 11";
- Minimum font size - 11-point Times or equal;
- Minimum margins - 12 mm top, bottom, left, and right;

## **5.0 TERMS OF PAYMENT**

The selected proponent shall be reimbursed on a monthly basis for works completed. Monthly invoices shall include backup for all disbursements (time sheets will not be required but may be requested). The invoice shall include the project title, purchase order number, a description of the work completed, and a billing summary.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

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## **6.0 TERMS OF REFERENCE**

### **6.1 Background**

The first Development Bylaw for the Town of Kensington was passed pursuant to the former Town Act in 1980. The first Official Plan for the Town, prepared pursuant to the Planning Act, was approved in 1992. The first Plan was primarily a traditional land use document.

In 2002, Kensington started the preparation of a more comprehensive Official Plan which was approved in 2004. This document was prepared with the benefit of significant public consultation and represented a much more comprehensive and planning framework for the Town. It not only addressed land use and development, it also addressed: potential boundary extension; property taxes; residential development; commercial development; tourism; industrial development; promotion; institutional services; parks and recreation; central sewage collection and treatment; central water supply; storm water management; solid waste management; police services; fire protection services; streets, roads and sidewalks; ground and surface water protection; air quality; and budgeting, both operating and capital. A more comprehensive Development Bylaw was also passed in 2004. It divided the Town into the following development zones: Mini Home Court (RM1); Single Family Residential (R1); Two-family Residential (R2); Multiple Family Residential (R3); General Commercial (C1); Heritage District (HD); Industrial (M1); Agricultural Reserve (A1); Public Service and Institutional (PSI); Recreation and Open Space (O1); and Environmental Reserve (O2).

The last legislated Official Plan and Development Bylaw review for the Town of Kensington was completed in 2013. Several updates to the Development Bylaw were made in 2016 and a new Official Plan and Development Bylaw were adopted in 2016 for clarity. While not significant in nature, the 2016 amendments included clarification around several definitions and other minor ‘housekeeping’ items.

### **6.2 Scope of Work/Deliverables**

The scope of work to be completed by the selected proponent as part of this project is summarized in the following sections. This scope of services is not to be considered all-inclusive. Tasks required to meet the project objectives will be considered to be required under this Terms of Reference unless they are deemed unforeseeable or are required to meet expanded project objectives.

The overall objective of the project is to review and update Kensington’s Official Plan and Development Bylaw based on technical analysis and stakeholder input, and in compliance with the Planning Act and applicable Regulations. The scope of work includes the following high-level deliverables:

- Undertake a public consultation process to ensure meaningful feedback from the public, residents, business owners & operators and public and private developers informs the content of a revised Official Plan and Development Bylaw;
- Assess the amount and characteristics of land supply in relation to residential, commercial, industrial, institutional and recreational trends and needs in the Town of Kensington, to estimate demand for various land uses over a 15-year planning horizon and to inform the provisions of a revised Official Plan, Development Bylaw and associated mapping;

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- Explore, stress, and assess the vitally important relationship between the Town and its service area and the corresponding impact upon future land use needs and the supply of suitable land in a revised Official Plan and Development Bylaw;
  - Prepare a revised Official Plan and Development Bylaw that facilitates orderly growth, preservation, sustainability and economic development and address the following matters:
    - Review and update of the existing Official Plan for the Town of Kensington, including its goals, objectives, policies and plan actions, present and future land use maps, and the timing of implementation;
    - Review and update of the provisions of the existing Development Bylaw for the Town of Kensington, including but not limited to the requirements and processes pertaining to subdivision and development;
    - Ensure the development, over the life off the Official Plan and Development Bylaw, of a culturally and socially healthy community;
  - Ensure the revised Official Plan and Development Bylaw are internally consistent as well as consistent with other Town Bylaws and policies and Council's priorities;
  - Ensure the revised Official Plan and Development Bylaw conform with Provincial Legislation, regulation and policy, as may be amended from time to time, in particular taking into account recent amendments to the Planning Act and the implications of the new Building Codes Act and Water Act;
  - Prepare and provide all necessary documentation required by the Town of Kensington for the approval and enactment of the revised Official Plan and Development Bylaw;
  - Prepare and provide all necessary mapping in a format appropriate to facilitate its update into the Town of Kensington's GIS system;
  - Prepare and provide a draft copy of the Official Plan and Development Bylaw in Microsoft Word and a PDF version;
  - Prepare and provide a final copy of the Official Plan and Development Bylaw in Microsoft Word and a PDF version;
  - Prepare, provide and deliver a presentation to Town Council at a public meeting on the completed project.



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### **6.3 Documents**

The following information and documents will be made available:

- Application and approval data regarding subdivision and development activity in the Town of Kensington, as available;
- Any relevant maps and plans, as available;
- Town of Kensington Zoning and Subdivision Control (Development) Bylaw, and amendments thereto;
- Town of Kensington Official Plan, and amendments thereto;
- Town of Kensington Integrated Community Sustainability Plan;
- Town of Kensington Strategic Plan (Currently underway and will be provided, if available);
- Municipal Government Act; and
- Planning Act and Regulations and recent amendments thereto.

### **6.4 Selected Proponents Responsibilities**

The Selected Proponents responsibilities will include, but not necessarily be limited to:

- Meet with Town Staff to discuss the project requirements and workplan at the commencement of the project;
- Review and assess all relevant data and documents;
- Consult and coordinate with all relevant provincial government staff to ensure that the draft and final deliverables meet all review requirements and comply with all applicable enactments, as necessary;
- Report to Town staff regarding the progress and completion of the workplan, as required;
- Fulfil the requirements of the project as listed in the Scope of Work/Deliverables (Section 6.2 of this RFP)

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## **6.5 Town's Responsibilities**

The Town's responsibilities will include:

- Review proposals and select successful proponent;
- Enter into negotiations with the successful proponent;
- Provide selected proponent with existing information and reports where available;
- Review all deliverables and provide comments to the selected proponent.

## **6.6 Project Submission Formats**

Draft and final reports shall be formatted to standard size paper (8 ½" x 11"), and may be double sided, unless otherwise directed.

## **6.7 Proposed Schedule**

Request for Proposal Issued	November 15, 2018
Deadline for Inquiries	November 23, 2018
Deadline for Issuing Addenda	December 3, 2018
Submission of Proposal	December 14, 2018
Award of Contract	January 14, 2019
Submission of Draft Official Plan and Development Bylaw	June 28, 2019
Submission of Final Official Plan and Development Bylaw	August 30, 2019

## Town of Kensington - Request for Decision

<b>Date:</b> January 9, 2019	<b>Request for Decision No:</b> 2019-03 <b>(Office Use Only)</b>
<b>Topic:</b> Family and Friends Restaurant – Liquor License(s) Transfer Request	
<b>Proposal Summary/Background:</b> <p>A request has been received from Charlene Gill requesting a letter of support from Town Council for the transfer of the liquor licenses (Dining and Lounge) currently held by the Family and Friends Restaurant, from their current location at the Trailside Plaza to their new location at 45 Broadway Street North.</p> <p>A copy of the email request is attached to this Request for Decision. The request provides details pertinent to the transfer, i.e. hours of operation, video lotto terminals, etc.</p> <p>A letter of support is required from the Town to enable an application to the PEI Liquor Control Commission (PEILCC) for the transfer.</p> <p>The following information regarding Dining Room and Lounge Liquor Licenses is taken from the PEILCC Website:</p> <p><u><b>DINING ROOM</b></u></p> <p>A Dining Room License authorizes the licensee to purchase liquor from the PEILCC and sell the liquor so purchased by the glass and beer and wine by the glass or open bottle with meals.</p> <p><u><b>LOUNGE</b></u></p> <p>Only a Dining Room License holder may apply for a Lounge License. A Lounge License authorizes the licensee to purchase liquor from the PEILCC and to sell the liquor so purchased by the glass and beer and wine by the glass or open bottle, with or without meals.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide the town with a licensed facility in the core area.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None Noted</li></ul>	
<b>Discussion/Comments:</b> <p>It is recommended that Town Council authorize the CAO to provide a letter of support to the Family and Friends Restaurant for the transfer of their lounge and dining room liquor licenses to their new location at 45 Broadway Street North.</p>	

**Options:**

1. Direct staff to provide a letter of support for the transfer of the liquor licenses.
2. Not provide a letter of support.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

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

***BE IT RESOLVED THAT Town Council provide a letter of support to Family and Friends Restaurant for their application to the Prince Edward Island Liquor Control Corporation to transfer their lounge and dining room liquor licenses from their current location to their new location at 45 Broadway Street North.***

## Geoff Baker

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**From:** Charlene Gill <familyandfriendsrest@hotmail.com>  
**Sent:** January 2, 2019 7:18 PM  
**To:** Geoff Baker  
**Subject:** Re: Family & Friends moving to the Broadway 45 location

It would be both, lounge and dining

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**From:** Geoff Baker <townmanager@townofkensington.com>  
**Sent:** January 2, 2019 12:18 PM  
**To:** 'Charlene Gill'  
**Subject:** RE: Family & Friends moving to the Broadway 45 location

Thanks Charlene. Can you give me an indication as to what classifications of liquor license (i.e. lounge, dining room, etc.) you currently hold and what licenses you are requesting to have transferred?

Happy New Year to you! I hope you guys had a successful levee at the new location.

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

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**From:** Charlene Gill <familyandfriendsrest@hotmail.com>  
**Sent:** December 28, 2018 2:17 PM  
**To:** townmanager@townofkensington.com  
**Subject:** Family & Friends moving to the Broadway 45 location

To the town manager & town council:

I am writing to inform you that we are taking over the location at 45 Broadway Street presently occupied by Broadway 45. We are looking for you approval for the move and would need written consent for the Liquor Commission.

We presently have a restaurant & lounge which includes lottery machines, we presently have 3 machines and are hoping in the future to have 2 more. We are looking at switching the area that was the deli into the pub and gambling area. This location has it's own entrance which would be the ideal area.

Our hours of operation presently are 11:00 am to 10 pm for the pub & 11:30 to 7 pm Sunday to Thursday , Friday & Saturday 11:30 -8 pm for the restaurant, with that being said it is subject to change if we have a demand for later hours. We would consider doing some entertainment nights on the weekend but would not be a regular thing as of right now,.

The rumor going around is the old club but have no intentions on going that route, we have a successful business with the restaurant and would be focusing on increasing our revenue in that area.

We have heard nothing but good reviews about our move into the downtown area of Kensington and we are very excited about it and feel we will bring a lot of business to the town.

If you have any questions or concerns feel free to contact me at 902-303-4711

Thank you for your time  
Charlene Gill

## Town of Kensington - Request for Decision

<b>Date:</b> January 11, 2019	<b>Request for Decision No:</b> 2019-04 <b>(Office Use Only)</b>
<b>Topic:</b> Kensington Area Minor Hockey Association – Initiation Jamboree Fundraiser – Donation of Ice Time	
<b>Proposal Summary/Background:</b>  <p>A request from the Kensington Area Minor Hockey Association (KAMHA) was presented at the December meeting of Town Council requesting Council’s consideration of donating the ice time for their 2019 Initiation Jamboree Tournament on Islander Day (February 18, 2019).</p> <p>Councillors deferred any decision until the January regular meeting of Town Council and requested staff to provide information on donations and grants that have been made throughout 2018 to afford newly elected Councillors an opportunity to see what types of activities, groups and events the Town has typically supported. A summary of 2018 donation and grants is attached to this Request for Decision.</p> <p>The Town has supported and donated the ice time to the KAMHA’s Initiation Tournament for at least the past 3 years. It has provided an opportunity to support youth from Kensington and Area. Further, it has been an opportunity for the Town to support the growth of our local minor hockey association. The tournament is typically a very large day for the Credit Union Centre and town as the event attracts up to 160 initiation aged players (four to seven years old) and their families. The event provides an opportunity for these young players to participate in a tournament style event for the very first time and provides an opportunity to experience the excitement and friendship that accompanies the sport of hockey.</p> <p>The request is for 10 hours in total at a value of \$1,120.00.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"> <li>Will provide the Kensington Area Minor Hockey Association with fundraising revenue.</li> <li>Will help promote sport and healthy living in youth.</li> <li>Will attract approximately 150 players and their families to the Town.</li> </ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Discussion/Comments:</b>  <p>It is recommended by the CAO that Town Council agree to donate the required ice time (10 hours) to the Kensington Area Minor Hockey Association for their annual Islander Day Initiation Jamboree.</p>	
<b>Options:</b> <ol style="list-style-type: none"> <li>Approve the donation of the ice time.</li> <li>Not approve the donation of the ice time.</li> </ol>	
<b>Costs/Required Resources:</b>	<b>Source of Funding:</b>

N/A	N/A
<p><b>Recommendation:</b></p> <p>It is recommended that Town Council consider and adopt the following resolution as recommended by the CAO:</p> <p><b><i>BE IT RESOLVED THAT Kensington Town Council donate the ice time rental for the Kensington Area Minor Hockey Association's 2019 Annual Initiation Family Day Jamboree being held at the Community Gardens Complex.</i></b></p>	



**Geoff Baker**

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**From:** Craig Walsh <craig.walsh@ufcw.ca>  
**Sent:** December 5, 2018 3:30 PM  
**To:** townmanager@townofkensington.com  
**Subject:** Request for donation

Hi Geoff,

This is Craig Walsh, President of Kensington Minor Hockey. I am writing in behalf of the Novice Hockey Tournament that is held every year on Islander Day. Last year the Town was able to donate the ice times for all the games for this event. We are putting in a request to see if this would be possible again.

This is a great event that brings young kids and parents from all over the Island to Kensington for a day of fun at your facility. They will be here all day and be spending money at many local businesses.

Thank you for your consideration.

Craig

Sent from my Bell Samsung device over Canada's largest network.

General Gov't  
Donations & Grants

Jan 1- Dec 31, 2018

Kensington Skating Club	\$500.00	Purchase ad to support annual ice show
Crime Stoppers	\$240.00	Annual donation
Special Olympics	\$250.00	Team PEI Support to the National Games
KISH Volleyball	\$1,000.00	Edmonton Trip
Girl Guides	\$2,000.00	Education Tour to Toronto and Ottawa
Team Schut	\$125.00	Curling Trip Support
Team Ferguson	\$125.00	Curling Trip Support
PCH Foundaton	\$3,000.00	Annual 10 year agreement
Saults Gymnastic	\$300.00	Atlantic Gymnastics Championships
Lady Slipper Kennel Club	\$100.00	Annual Dog Show
KISH Prizes	\$450.00	Graduation and Year End Prizes
QEES Prizes	\$150.00	Graduation Prizes
PEI Humane Society	\$300.00	Donation instead of entering the Golf Tournament
K'town Ballfield Committee	\$100.00	Sign Sponsor
Childrens Wish	\$100.00	Donation
KISH Leadership Conference	\$500.00	5 Students attending Canadian Student Leadership Conference
Rural Beautification	\$300.00	Annual Support
Kensington Wild	\$750.00	Annual Sponsorship - Player Sponsor
Kensington Viper	\$750.00	Annual Sponsorship - Player Sponsor
Camp Triumph	\$100.00	Donation instead of purchasing Gala Dinner Tickets
KISH Breakfast Program	\$360.00	Annual Support
PEI Military	\$100.00	PEI Military Family Resource Centre
Ryan Simmonds	\$302.75	Newfoundland Exchange - Miss Community Gardens
Bedford Exchange	\$750.00	Annual Sponsorship
	<u>\$12,652.75</u>	

Non Financial - In Kind

Islander Day Jamboree	\$1,120.00	10 Hours of time
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Dear Mayor Caseley and Town of Kensington Councilors,

We, the Kensington Men's Recreational Hockey League members, are writing this letter to you in hopes of bringing forth some positive changes in regards to the facilities at the Credit Union Centre rink.

Many of us grew up playing in Kensington and the rink holds many great memories and stories for us. Our goal is to make you aware of our concerns so that the younger generations can experience the same feeling of pride in the rink as we did when we were young.

For the last number of years many of us have noticed the lack of hot water when it came time to use the facilities' showers after each ice time. In fact, some nights the first player in the shower may get warm water, but after a minute or two, the temperature drops and we are all left with the unpleasant feeling of a cold shower. We're sure you can appreciate how uncomfortable it is to have a cold shower in a cold rink.

Besides our league, the Credit Union Centre is home to many other hockey teams. We are only aware of the water situation in the regular dressing rooms, not the Wild or the Vipers' rooms. We believe that all players should have access to warm water.

With the Don Johnson Memorial Tournament being hosted in Kensington this year, those of us who have had the honor to play in this tournament at different facilities want to advocate for our rink and community. We believe fixing these issues prior to April is essential to ensuring our facility is showcased to the best of its ability.

Another concern we have is the lighting, primarily, the lack thereof during our ice times. During other hockey league games, the lights are on to full brightness. While we understand the difference of competitive versus recreational leagues, we are still paying the same amount of money per hour to rent the ice as every other team regardless of the league. Many of us have noticed the difference in lighting and it is frustrating trying to play a game in a dimly lit facility. Because we pay the same amount as other teams, should we not be entitled to the same degree of lighting?

We want to welcome the new councilors to the table and are looking forward to the great things you will all accomplish. We understand how busy you are, but we hope that our concerns are considered and that we may be able to have a warm shower before the end of the season.

Thank you

The Kensington Men's Recreational Hockey League.

Town of Kensington,

Thank-you VERY much  
for your generous donation  
to the Breakfast Program  
here at KISH!!  
😊

From all the staff + Students  
at KISH!



National Eating Disorder Information Centre

200 Elizabeth St., ES 7-421, Toronto, ON M5G 2C4  
ph 416-340-4156 | f 416-340-4736 | t 1-866 NEDIC-20 | [nedic@uhn.ca](mailto:nedic@uhn.ca)  
[www.nedic.ca](http://www.nedic.ca)

January 2, 2019

To whom it may concern,

I am writing to request a proclamation from Kensington to recognize the week of February 1<sup>st</sup> to February 7<sup>th</sup> 2019 as Eating Disorder Awareness Week (EDAW). EDAW has been commemorated across Canada since 1988 by established eating disorder organizations, education and public health institutions, and concerned members of the public. It draws attention to the causes, prevalence and impact of eating disorders.

Eating disorders are the number one cause of death among all psychiatric illnesses and are the third most common cause of death in teenage girls. In fact, approximately 1,000,000 Canadians – almost the population of Saskatchewan – meet the diagnostic criteria for an eating disorder. Eating disorders can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability. Unfortunately, stigma and secrecy still surround eating disorders, causing many people who are suffering to refrain from seeking help, and to struggle in silence.

We know that through open, supportive dialogue, we can help break the shame and silence that affect Canadians that are living with a diagnosed eating disorder and the millions of others who are struggling with unhealthy food and weight preoccupation. EDAW is a time to increase awareness about eating disorders, their impact and to shed light on the dangerous and pervasive myths that surround them. It is a time of year when Canadians can learn more about eating disorders and about the resources that are available for individuals and family members who are impacted by them.

Municipal recognition of EDAW would help to affirm the experiences of those with a friend, family member, or important person in their life who is dealing with this life-threatening mental illness, and draw attention to the need for eating disorder prevention, research, treatment, and resources. Attached is a document outlining the stated goals of Eating Disorder Awareness Week 2019.

Please proclaim EDAW in Kensington and help raise awareness and hope among the many who are impacted by this illness.

For more information about Eating Disorder Awareness Week and this request, please contact me.

Thank You.

Kind Regards,

Stephanie  
Outreach & Education Team Member

## *Proclamation*

### **Eating Disorder Awareness Week (EDAW) February 1<sup>st</sup> - 7<sup>th</sup> 2019**

WHEREAS: Eating Disorder Awareness Week will be from February 1 – 7, 2019; and

WHEREAS: Eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability; and

WHEREAS; Stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help; and

WHEREAS; Open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation; and

WHEREAS; Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones; and

WHEREAS, Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness.



# Correspondence

**Geoff Baker**

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**From:** Jim Brown <peijim@hotmail.com>  
**Sent:** January 3, 2019 7:23 PM  
**To:** townmanager@townofkensington.com  
**Subject:** Stanley Bridge Centre website query  
**Attachments:** STANLEY BRIDGE.mp3

Sent from [Outlook](#)

Hi Geoff:

Well, it's a new year so I guess it's time for a new pitch from the Stanley Bridge Centre for an ad (as little as \$500 a year).

A lot has changed since the last time I contacted you, including a recent interview with CBC Radio officially introducing the news website to the rest of the Island (audio link provided above).

As mentioned earlier I had worked for more than three decades at newspapers across the country before leaving paid journalism for good in 2012.

The SBC website is a non-profit online publication operated by the Stanley Bridge Memorial Society, owner of a former United Church in Stanley Bridge, now called the Stanley Bridge Centre (SBC) building. The SBC is a beehive of activity in the summer, hosting history circles, farmers markets and a wide range of cultural events. I believe our website is the only one of its kind in Canada, offering a glimpse into the future of independent, community-based journalism.

Basically, we can run the site for an entire year, using links to newspapers around the world and local and provincial content, for just \$5,000. Anything above that goes towards the SBC building, which desperately needs renovations, including fixing a leaky roof. All told the cost of those renovations exceeds \$150,000.

If you want to reach me by phone you can try 902-886-2363 or 902-856-1870 (cell).

I hope to begin covering council meetings in Kensington early in the new year.

All the best, Jim B.



## Stanley Bridge Centre – Stanley Bridge Centre

The Stanley Bridge Centre is pleased to offer news from the Resort Municipality such as events, meetings, programs.

[stanleybridgecentre.ca](http://stanleybridgecentre.ca)

# Correspondence

**Geoff Baker**

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**From:** Donna MacKinnon <donna@technomediapei.com>  
**Sent:** December 30, 2018 8:54 PM  
**To:** Donna MacKinnon  
**Subject:** NEW for 2019! Exciting Changes to Central Coastal Guidebook, Package Deals, Early Bird Savings & More!  
**Attachments:** image001.png; CCTP Rate Sheet 2019.pdf

Hi !

I hope you all had a great Christmas and are ready for a stellar New Year! And what better way to ring in the new year then by booking some great space in our 2019 Central Coast Drive Guidebook or a 1 Year Online Ad or a Priority Listing! Better yet - book all 3 in a package deal and SAVE!

I have *exciting* news regarding our 2019 Central Coastal Drive Guidebook! It will be hitting the shelves in a **NEW SIZE & DESIGN!** It will now be 7" x 10" which means it will really stand out among the other digest size publications! And the best part? All ad sizes will need to be increased for this new format but there is **NO INCREASE** in the Advertising Rates! So you will be getting a larger ad\* in this new Guidebook for the same rate as the previous smaller Guidebook! *\*Please note, artwork sizes for Guidebook have changed so make note when submitting materials.*

Want to save **MORE** money? If you Book and Pay by January 31, 2019 the you will be eligible for a **10% Discount!**

Also NEW for 2019 are Advertising Packages! Please see page 3 of the attached Rate Sheet to see some GREAT package offers that will cover all your advertising needs! More Bookings = More Savings!

So please take a moment to read through the attachment and book your advertising space for 2019 - a year that is sure to break more records than last year in the Tourism industry! PEI is the place to be in Summer 2019 - ensure tourists and stay-cationers see YOUR ad when they grab the CCTP Guidebook off the shelf or log onto [centralcoastalpei.com](http://centralcoastalpei.com)! Point them in your direction with an eye catching full colour print ad in our Guidebook, a 1 year Web Ad or a Priority Listing that highlights your establishment and places you at the top of the Category Page on our website! Package all three together for some GREAT Savings!

## Dates to Remember:

- **January 31, 2019** - Book and Pay by this date to **SAVE 10%** off your Advertising Rate!
- **February 22, 2019** - Booking Deadline for all Print and Web Ads
- **March 15, 2019** - Materials Deadline for Artwork

Just a reminder to ensure your **2019 CCTP Membership** has been renewed so you can take advantage of the Reduced Advertising Rates! If you have not yet been contacted by CCTP regarding your Membership, please email Peggy Miles, Tourism Development Manager, at [peggy@centralcoastalpei.com](mailto:peggy@centralcoastalpei.com) or call her (902)963-3613. Member Rates can only be applied if your Membership has been renewed and paid.

Send your **Photos!** Please submit any photos you have and we may use them to promote the region in our Guidebook or on our Social Media platforms! At NO additional cost to you!

Please contact me with any questions you may have. I hope to hear from you to take advantage of these great advertising offers!



# Explore Everything to "Love" about Prince Edward Island



## Central Coastal Region

### BOOKING SPECIAL:

Book and pay before  
January 31, 2019  
and receive a 10%  
discount!

## 2019 Advertising Opportunities!

### 2019 Guidebook ~ New Design and Format!

The Guidebook is a comprehensive insider's guide to the very best things to see and do, places to stay, and places to eat in central PEI. For 2019, we are changing the format to 7"x10" and printing 25,000 copies. It will be found in every location possible - from cottages to hotel rooms; gas stations to Visitor Information Centres - always at the fingertips of visitors and Islanders alike. This will be the regional fulfillment piece sent from Tourism PEI's provincial distribution.

### 2019 Online Advertisements

We are offering advertising space on both our English and French websites. It is a cost-effective way to reach a targeted audience. Operators can use the site as an advertising medium and place promotional messages for one year on the centralcoastalpei.com or circuitcotierducentre.ca sites using rotating web ads.

### 2019 Online Priority Listing

Want your listing highlighted and at the top of our website category page? Then purchase a cost-effective priority listing! They are available for one year on the centralcoastalpei.com or circuitcotierducentre.ca sites.

### Advertising space is limited, so book early and don't be disappointed!

Contact Donna MacKinnon at donna@technomediapei.com or call 902.368.3043 for more information. All Guidebook ads, online web ads and/or priority listings will be confirmed with a signed advertising contract and payment. **SPECIAL OFFER: If you Book and Pay before January 31, 2019, you will receive a 10% discount on your entire purchase!**

### CCTP will be leveraging the hashtag: #WeLovePEI

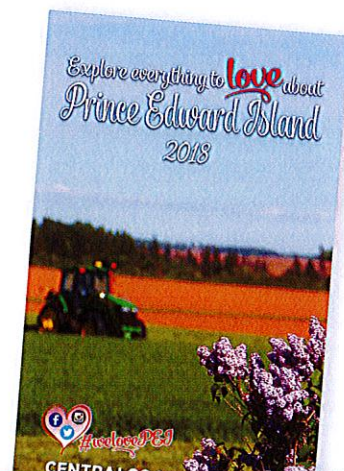
Visitors will be encouraged to post a photo on social media using the hashtag #WeLovePEI, thereby making them eligible to win prizes throughout the 2019 tourism season. We anticipate this will generate buzz around the hashtag and for the Central Coastal Region.

The CCTP will also use the #WeLovePEI hashtag on social media to promote the availability of the Guidebook at locations across the Island. Social media posts will encourage followers to look for special offers in the Guidebook from our advertisers (therefore, we are challenging YOU, our advertisers, to get creative! It could be a coupon, a value-added offer, a free cookie or drink, etc. *Bonus: Providing a special offer in your ad will allow you to track the success of your ad, as visitors redeem your offer!*).

*Share your Photos! Any high resolution photos submitted by January 31, 2019 may be used to promote the region in the Guidebook or on our social media platforms at no additional cost to you.*

**Booking deadline: February 22, 2019**

**Materials deadline: March 15, 2019**





# Explore Everything to “Love” about Prince Edward Island

## 2019 Specifications

**GUIDEBOOK:** All advertisements are to be supplied electronically as print quality PDF or Adobe Illustrator. All fonts must be converted to paths or curves. Advertisers will be contacted for missing files or ads supplied in the wrong formats. It is the advertisers responsibility to ensure that all information supplied is accurate. All production and graphics costs are the responsibility of the advertiser. Central Coastal Tourism Partnership Inc. (CCTP) is not responsible for the colour of ads printed within acceptable printer standards. Please email all ads to donna@technomediapei.com.

TechnoMedia and the CCTP are not liable for advertising not placed because ads or revised ads were received after provided deadlines.

**Booking deadline: February 22, 2019**

**Materials deadline: March 15, 2019**

*Please note: Ad sizes have changed to reflect the new format.*

Guidebook Rates & Specs:	Member	Non-Member
Inside Front Cover* (7" w x 10" h)	\$1,625.00	\$1,925.00
Inside Back Cover* (7" w x 10" h)	\$1,625.00	\$1,925.00
Outside Back Cover* (7" w x 10" h)	\$2,100.00	\$2,475.00
Full Page* (7" w x 10" h)	\$1,050.00	\$1,250.00
Full Page (without bleed) (6" w x 8 5/8" h)	\$1,050.00	\$1,250.00
Half Page (6" w x 4 5/16" h)	\$615.00	\$725.00
Quarter Page (2 7/8" w x 4 5/16" h)	\$375.00	\$450.00
Eighth Page (2 7/8" w x 2" h)	\$275.00	\$325.00

\*Please allow 1/4" bleed on full page ads. Prices do not include HST.

Advertiser will be invoiced at booking and payment is expected to confirm booking.

## Online Ad Rates & Specs:

Web Ad: (340px w x 300px h)	Home Page	Category Page	Home & Category Page
Rotating ads in the right hand column for one year starting April 1, 2019	\$450.00	\$425.00	\$725.00 Savings of 17%

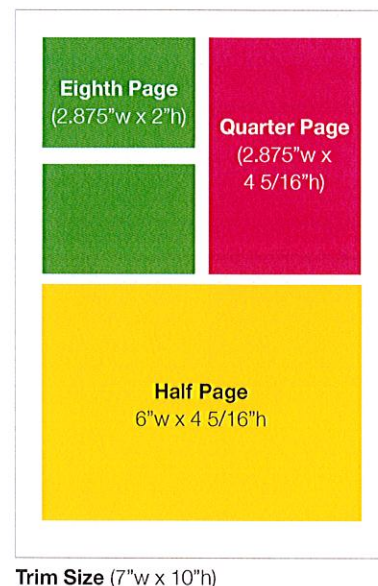
- English ad must be purchased to receive placement on the French website
- Add \$100 to appear on both English and French website
- Non-Members** ~ please add 20% to rates quoted
- Advertiser will be invoiced at booking and payment is expected to confirm booking.
- Prices do not include HST

## Online Priority Listing Rates:

Priority Listing:	English	French	Eng & Fre
(Under Things to Do, Stay, Dine, Anne)			
Highlight your name at the top of category page for one year starting April 1, 2019	\$200.00	\$50.00	\$225.00 Savings of 10%

- English priority listing must be purchased to receive a priority listing on the French website
- Non-Members** ~ please add 20% to rates quoted
- Advertiser will be invoiced at booking and payment is expected to confirm booking.
- Prices do not include HST

*See next page for additional saving opportunities!*



## Home Page Web Ads:



## Priority Listings / Category Page Ads:





# Explore Everything to "Love" about Prince Edward Island

**New for 2019!**

**Book a Package and Save!**

## FULL PAGE AD PACKAGES: Based on Member Rates.

	PKG #1	PKG #2
Full Page (interior page)	\$1,050.00	\$1,050.00
Online Website Ad* (Home Page or Category Page - limited number available)	\$425.00	\$425.00
Priority Listing (English & French)		\$200.00
Less Multiple Product Discount	-\$212.50	-\$262.50
Less Discount if Booked and Paid by January 31, 2019	-\$126.25	-\$141.25
<b>TOTAL</b>	<b>\$1,136.25</b>	<b>\$1,271.25</b>
<b>TOTAL SAVINGS!</b>	<b>\$338.75</b>	<b>\$403.75</b>

- English ad must be purchased to receive placement on the French website
- Add \$100 to appear on both English and French website
- **Non-Members** ~ please add 20% to rates quoted
- Prices do not include HST

## HALF PAGE AD PACKAGES: Based on Member Rates.

	PKG #3	PKG #4
Half Page	\$615.00	\$615.00
Online Website Ad* (Home Page or Category Page - limited number)	\$425.00	\$425.00
Priority Listing (English & French)		\$200.00
Less Multiple Product Discount	-\$105.00	-\$155.00
Less Discount if Booked and Paid by January 31, 2019	-\$93.50	-\$108.50
<b>TOTAL</b>	<b>\$841.50</b>	<b>\$976.50</b>
<b>TOTAL SAVINGS!</b>	<b>\$198.50</b>	<b>\$263.50</b>

- English ad must be purchased to receive placement on the French website
- Add \$100 to appear on both English and French website
- **Non-Members** ~ please add 20% to rates quoted
- Prices do not include HST

This order will be confirmed upon receipt of a signed copy of this Advertising Contract and arrangements made for payment. A signed copy is accepted on the understanding that the advertiser assumes full liability for the advertising space. Cancellations or changes requested after the order deadline cannot be guaranteed. Unless specifically stated, graphic and production costs are not included in the advertising rates and final material is the responsibility of the advertiser. All orders must be accompanied by a signed contract. The acceptance or execution of an order is subject to the approval of the Central Coastal Tourism Partnership Inc. (The Publisher) and advertising copy subject to the approval of the Publisher. The Publisher reserves the right to refuse any material deemed by the Publisher to be unsuitable. All contracts are accepted on the understanding that the Advertiser assumes full liability for all advertising submitted and printed. Publisher is not liable for delays in delivery and/or non-delivery event of Acts of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes, whether legal or illegal, labour or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the Publisher, affecting production or delivery in any manner. The liability of the Publisher for any error which it may be held legally responsible will not exceed the cost of the advertising space. The Publisher specifically assumes no responsibility for any error caused as a result of orders or final material received after published deadlines. All rates quoted as net, non-commissionable. Cancellations will not be accepted after March 15, 2019. The Publisher does not guarantee placement unless purchased above (outside back cover, inside front cover, or inside back cover).

## NOT A MEMBER? JOIN TODAY TO RECEIVE BENEFITS:

*It's not too late to become a member and take advantage of the discounted advertising rates.  
To inquire about membership dues & benefits of joining the Central Coastal  
Tourism Partnership, please contact Peggy Miles, Tourism Development Manager,  
CCTP at (902) 963-3613 or [peggy@centralcoastalpei.com](mailto:peggy@centralcoastalpei.com).*





## Central Coastal Region

## 2019 Central Coastal Tourism Partnership Inc. Advertising Contract

Advertiser: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

### GUIDEBOOK:

	Member	Non-Member	
<input type="checkbox"/> Inside Front Cover	\$1,625.00	\$1,925.00	_____
<input type="checkbox"/> Inside Back Cover	\$1,625.00	\$1,925.00	_____
<input type="checkbox"/> Outside Back Cover	\$2,100.00	\$2,475.00	_____
<input type="checkbox"/> Full Page	\$1,050.00	\$1,250.00	_____
<input type="checkbox"/> Half Page	\$615.00	\$725.00	_____
<input type="checkbox"/> Quarter Page	\$375.00	\$450.00	_____
<input type="checkbox"/> Eighth Page	\$275.00	\$325.00	_____

\* 2018 advertisers have the first-right-of-refusal for the Inside Covers and Back Page.

### Online Ads:

	Member	Non-Member	
<input type="checkbox"/> Home page	\$450.00	\$540.00	_____
<input type="checkbox"/> Category page	\$425.00	\$480.00	_____
<input type="checkbox"/> Dual Ad	\$725.00	\$870.00	_____
<input type="checkbox"/> French additional to above	\$100.00	\$100.00	_____

### Priority Listing:

<input type="checkbox"/> English site, 1-year starting April 1, 2019	\$200.00	\$240.00	_____
<input type="checkbox"/> French site, 1-year starting April 1, 2019 (additional to English site rates)	\$50.00	\$60.00	_____
<input type="checkbox"/> English & French site	\$225.00	\$270.00	_____

### Package:

<input type="checkbox"/> Package #1	\$1,262.50	\$1,515.00	_____
<input type="checkbox"/> Package #2	\$1,412.50	\$1,695.00	_____
<input type="checkbox"/> Package #3	\$935.00	\$1,122.00	_____
<input type="checkbox"/> Package #4	\$1,085.00	\$1,302.00	_____

Subtotal \$ \_\_\_\_\_

☐ Payment by cheque to Central Coastal Tourism  
Partnership Inc., Unit 1, 7591 Cawnpore Lane  
RR#2, Hunter River, PE C0A 1N0

\* Less 10% \$ \_\_\_\_\_  
**Before**  
**Jan. 31, 2019**

☐ Payment with credit card, please call Donna at (902) 368-3043

HST (15%) \$ \_\_\_\_\_

☐ Payment by e-Transfer to donna@technomediapi.com

Total \$ \_\_\_\_\_

**\* Must be booked and paid by Jan. 31, 2019 to receive 10% discount.**

- Contract to be emailed to donna@technomediapi.com or faxed to (902) 566-5447
- Invoice will be emailed upon receipt of contract and payment is required to confirm the booking