



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

Monday, January 13, 2020 @ 7:00 PM

55 Victoria Street

Kensington, PEI

C0B 1M0

Phone: (902) 836-3781

Fax: (902) 836-3741

Email: mail@townofkensington.com

Web Site: www.kensington.ca

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

**Town of Kensington
Regular Meeting of Town Council
January 13, 2020 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input - Nil**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 December 9, 2019 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 December 9, 2019 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 Federation of Prince Edward Island Municipalities Report – Councillor Mann
 - 7.10 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering
 - 7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann
 - 7.12 PEI 55 Plus Games – Councillor Gallant
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2020-01 - Municipal Restructuring Proposal
 - 8.1.2 RFD2020-02 - Home Based Business Request - 69 Victoria Street West
 - 8.1.3 RFD2020-03 - Retendering of Train Station Mechanical Upgrades Project
 - 8.1.4 RFD2020-04 - Development Permit Application – Willow Bakery Café (PID No 868646)

8.2 Other Matters

9. Correspondence

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

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, December 9, 2019
7:00 PM**

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

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

Regrets: Councillor Bernard

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 9, 2019 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations / Presentations

4.1 *Nil.*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the minutes from the November 12, 2019 regular meeting of Town. Unanimously carried.*

6. Business Arising from Minutes

6.1 November 12, 2019 Regular Meeting

6.1.1 Councillor Spencer inquired if there was additional information on the required upgrades to the interview room in the Kensington Police Department. Chief

Sutherland and Mr. Baker are reviewing options and will report to Town Council.

7. Reports

7.1 Chief Administrative Officer Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to adopt the December 2019 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the October 2019 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

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

Chief Sutherland excused himself from the Council Chamber at 7:16 pm

7.4 Development Permit Summary Report

7.4.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to approve the December 2019 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Spencer to approve the October 2019 Bills in the amount of \$247,550.85. Unanimously carried.*

7.6 Summary Income Statement

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

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 2019. Unanimously carried.*

7.8 Mayor's Report

7.8.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the Mayors report for the month of December 2019 as presented by Mayor Caseley. Unanimously carried.*

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 The Federation set their 2020 Membership rates to include an increase reflecting CPI.

7.9.2 FPEIM is looking into opening their Member Procurement Program to include local fire departments that are not currently managed by a municipality.

7.10 Heart of the Island Initiative (STEP) Report

7.10.1 The Heart of the Island Initiative hosted a public meeting on November 25 to launch their branding campaign.

7.10.2 Upcoming meetings include: January 14, 2020 on Beautification and a Round Table session on January 29, 2020.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 The Board continues to work on updating their Bylaws.

7.11.2 The Chamber will host their Awards Gala on Thursday, December 5, 2019.

7.12 PEI 55 Plus Games

7.12.1 *Nil*

8. New Business

8.1 Request for Decisions

8.1.1 Kensington and Community Christmas Supper – Donation Request

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

THAT Town Council approve a donation to the Kensington and Community Annual Christmas Supper, in the amount of \$100.00.

Unanimously carried.

8.1.2 Kensington Pickleball Tournament – Sponsorship Request

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

THAT Town Council approve a sponsorship in the amount of \$200.00 to the Kensington Pickleball Club, to help offset facility costs associated with their 2020 Winter Carnival Pickleball Tournament.

Unanimously carried.

8.1.3 Police Department Computer Replacement

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

THAT Town Council award a contract for the replacement of nine computers in the Police Department to Combat Computers as per their quote dated October 1, 2019 in the amount of \$10,950.00 plus HST/ACES.

Unanimously carried.

8.1.4 2019-2024 Capital Investment Plan Amendment – Seniors Centre Parking Area Paving - Malpeque Gas Tax Funds

8.1.4.1 *Moved by Councillor Mann, seconded by Councillor Toombs*

WHEREAS the Municipality of Malpeque has agreed to transfer \$25,410.00 of their notional Gas Tax Funds to the Town of Kensington to assist in the paving of the Seniors Recreational Centre located at 25A Garden Drive (adjacent to Credit Union Centre) in the Town of Kensington;

AND WHEREAS the Town of Kensington is prepared to receive such funds and is committed to completing the project on behalf of both municipalities in 2020;

BE IT RESOLVED that Town Council authorize staff to make an application to amend their 2019-2024 Capital Investment Plan to include the Seniors Centre Paving project, with the funds required to complete the project being transferred from the Municipality of Malpeque's Notional Gas Tax Funds in the amount of \$25,410.00. Town Council understands that they are responsible for all future operations and maintenance costs associated with the project.

Unanimously carried.

8.2 Other Matters

8.2.1 Mayor Caseley announced that Vicki MacEachern will be leaving the Kensington Police Service, there will be a farewell lunch on December 11th if Councillors are available to attend.

8.2.2 Mayor Caseley discussed that letters to the property owners identified in the Municipal Restructuring Proposal will be mailed by the middle of the week (December 11th).

8.3.3 Mayor Caseley confirmed that the purchase of the Waugh property has been finalized. He also noted that the Town has received letters from business owners who are interested in potentially purchasing lots in the new industrial park development.

9. Correspondence

9.1 A thank you letter from the PEI Humane Society for the Town's recent donation to their *Expanding Our Paw Print* Capital campaign.

9.2 Information from MBS Radio regarding their Holiday Greetings packages.

Moved by Councillor Pickering, seconded by Councillor Mill that Town Council purchase Package A of the MBS Radio Season's Greetings for the cost of \$349.00 plus applicable taxes. Unanimously carried.

10. In-Camera

10.1 *Nil*

11. Adjournment

Moved by Councillor Toombs, seconded by Councillor Spencer to adjourn the meeting at 7:54 PM. Unanimously carried.

Geoffrey Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Town Council - January 2020		
Item #	Project/Task	Status
1	Exempt Staffing Policy	The policy will be brought to the January Committee of Council meeting.
2	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	I understand the regulations have been drafted and are now available. Both Bylaws will be brought before Committee of Council in January for review and recommendation.
3	Victoria Street West Sidewalk Replacement	I have no update currently on this project. I understand the design is underway and on schedule. I will attempt to provide a more detailed update on the project once I have had the opportunity to speak with the Province of PEI.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	NO UPDATE The Town's asset management plan continues to be progressed. It is anticipated that the Plan will be completed by Public Sector Partners and submitted to the Town in the first quarter of 2020.
6	Railyards/Boardwalk Renovation and Upgrade Project	Fascia boards have been installed. A final coat of paint and caulking will be completed in the Spring. Insulation of the walls and attic space has been completed. The attic stairs have been ordered and arrived but not yet installed. Exterior painting and repairs will be completed in the spring. Boardwalk will be replaced when the frost has left the ground. The roofing portion of the project is just over 50% complete. The contractor is hopeful to complete the project by the end of January however this is entirely dependant upon weather. A request for decision has been circulated with the tentative agenda package requesting Town Council's consideration of re-tendering the mechanical portion of the project.
7	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades - Well Field Upgrades	Engineering/design work continues. Construction of the projects will take place as quickly as possible during the 2020 construction season.
8	2019-2024 Gas Tax Capital Investment Plan	We have been provided with formal approval of all projects included within the Town's Gas Tax Capital Investment Plan (including the paving of the Seniors Centre Parking area). More information will be brought forward to January's Committee of Council meeting in regards to scheduling, and potential borrowing/financing options.
9	Emergency Warming/Reception Centre	Transportation of the generator has been arranged. I am informed by Sansom (generator manufacturer) that the new generator components have been ordered and as soon as they arrive and shop time has been allocated they will contact me with a transportation timetable. The generator will be transported to Dieppe by Skip Bearisto (flatbed). The tender for the installation of the concrete pad and the associated wiring was issued on January 2 and is scheduled to close on January 16th. A memorandum of understanding is required to be drafted to facilitate the town's use of the facility. I will attempt to draft this as quickly as possible. Work on the MOU will begin the week of January 13th.
10	Unightly Property - 105 Victoria Street West	The structure on the property has been removed and the property cleaned up. The property owner has been invoiced for work completed.
11	Transport Container on Legion Property	NO UPDATE I understand that Mayor Caseley has had a conversation with a Legion representative and was informed that the Legion is still intent on removing the transport container. They are currently seeking out potential buyers of the container.

Item #	Project/Task	Status
12	Fire Department Rescue Vehicle	Work is progressing on the construction of the rescue vehicle. It is anticipated that the truck will be delivered as per the original schedule.
13	Duplicate Power Poles	NO UPDATE I understand the Bell has been throughout the Town removing excess wire as a result of Hurricane Dorian. It is noted and has been reported to Bell that there are still several duplicate power poles located throughout the town.
14	Wastewater Treatment Plant Blowers	NO UPDATE A second quote has been requested from Entire Mechanical for the repair of the Oxygen sensor and recording equipment for the sewage treatment system. The quote has not yet been received.
15	W&PCC Report	Work will continue on this initiative as time permits. Effort will be made to compete the report for January's Committee of Council meeting.
16	Welcome to Kensington Signs	Work has begun on the Welcome to Kensington signage to re-level the two that were damaged during Hurricane Dorian and to add reflective lettering to all signs. One of the signs have been repaired to date.
17	Disaster Financial Assistance	Information for the claim to the Disaster Financial Assistance program is still being collected. Once insurance proceeds have been reconciled and all work has been completed and invoices received a final claim will be submitted. We would expect this to be completed over the next month or so. It is difficult at this point in time to provide a firm timeline on the submittal of the claim.
18	Kensington Area Soccer Club - Clubhouse	I have had several meetings with the soccer association of the past two months. They are attempting to get the required architectural drawings completed to facilitate approval of a development permit application for their club house.
19	Train Station Basement	NO UPDATE Direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date.
20	Industrial Park Signage	One of the Park signs have been repaired (Park Road). The Gerald McCarville drive sign should be completed shortly.
21	Municipal Restructuring	A request for decision has been circulated with the tentative agenda package requesting Council's approval of authorizing the submittal of the required application.
22	EVK Pool Repairs	The repairs to the pool have been completed. The total cost of the repair was \$18,581.89. Staff submitted the repairs for funding and the Province has agreed to provide \$8,000 towards the project through the Rural Growth Initiative Fund.
23	Policing Model Review	The draft terms of reference has been approved by Town Council. Staff are currently seeking additional funding sources. It was originally intended to issue the RFP throughout the month of December however significant staff time was required to support the boundary restructuring project and as such the RFP did not get issued. It will be issued throughout the month of January.
24	Business/Industrial Park Development	The purchase of the Waugh Property is complete. A phase 1 drawing has been completed by WSP providing for approximately 31 lots, with an approximately 10 additional lots included in phase 2. We continue to seek out appropriate funding sources to allow construction to begin as quickly as possible. Thus far, significant interest has been expressed in the Park development by potential business interests. The purchase of the Caseley Property is expected to be completed shortly. a meeting is scheduled with the Department of Economic Development and Tourism on January 17th to discuss potential funding/financing of the project.
25	Police Interview Room - Sound Proofing	Quotes have been requested to sound proof the interview room. Once the quotes have been received it will be brought forward for approval.

NOVEMBER 2019

The Kensington Fire Department responded to 16 calls during the month of November and the average attendance for the fire calls was 14. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Nov. 1	MFR – Possible Stroke	Margate	12	1
Nov. 3	MVC – Single Vehicle	Freetown	16	2
Nov. 5	Commercial Fire Alarm	Schurman’s Point	13	2
Nov. 7	MVC - Rollover	Blue Shank Road	13	2
Nov. 7	Electrical panel on fire	North Bedeque	14	3
Nov. 11	MFR – Cardiac Arrest	Kensington	8	1
Nov. 12	MFR – Possible Stroke	Kensington	13	1
Nov. 12	MFR – Breathing Problems	Indian River	13	1
Nov. 14	MVC – Fluids Leaking	North Bedeque	13	1
Nov. 19	MVC Rollover with injuries	Irishtown Rd.	17	2
Nov. 21	MVC – Single Vehicle	Springfield	16	2
Nov. 23	MVC Rollover with entrapment	Springfield	17	2
Nov. 26	MVC – 2 vehicles	Traveller’s Rest	13	2
Nov. 26	Fire – 3 hay bales	Margate	15	4
Nov. 29	MVC – Rollover	Blue Shank Rd.	17	1
Nov. 29	MVC – Rollover	Irishtown Rd.	17	1

An Association meeting and Fire Department meeting was held on November 4 with 17 firefighters in attendance.

Training was held on November 19 with 15 firemen participating.

The Fire Department also participated in the Remembrance Day service and parade to the cenotaph on November 11.

Firemen attended the wake of Jeannie Mann, wife of former firefighter Grant Mann and also the wake of former New London Fire Chief Douglas Cole.

Fire Chief Hickey met with members of the Kensington Presbyterian Church regarding fire safety within the church.

Chief Hickey, Deputy Chief MacLeod and Captain Barry Donald attended the PEIFFA annual meeting in Charlottetown.

Rodney Hickey
Chief

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	2		4		3	3	3	1		3	1		20	2.62%
Abandon Vehicle			1		1								2	0.26%
Abduction													0	0.00%
Alarms	2	1		4	2	2	7	2	10	4	4		38	4.97%
Animal Calls	1		1		1	1		1	2				7	0.92%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)		2		1		1		1					5	0.65%
Assistance Calls	17	14	11	11	17	20	22	10	18	19	15		174	22.77%
Breach of Peace	1		1			1	1		1		1		6	0.79%
Breach of Recognizance						1							1	0.13%
Break and Enter (business)													0	0.00%
Break and Enter (other)									1				1	0.13%
Break and Enter (residence)		1						1	3	1			6	0.79%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare					2	2				1			5	0.65%
Coroner's Act	1		1	2			1						5	0.65%
Crime Prevention													0	0.00%
Criminal Harassment	1												1	0.13%
Dangerous Driving			2			1		1					4	0.52%
Disturbing the Peace			1	1									2	0.26%
Dog Act			1		1	2					1		5	0.65%
Driving while disqualified			1			2	1			1			5	0.65%
Drug Charges			2				1						3	0.39%
Excise Act													0	0.00%
Fail to Comply Probation	1									1	1		3	0.39%
Fail to comply undertaking									1				1	0.13%
Fail to remain at scene of accident											1		1	0.13%
Family Relations Act				2	1		1		1	1	1		7	0.92%
Fingerprints taken													0	0.00%
Fire Prevention Act	1							1					2	0.26%

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act					1								1	0.13%
Forcible confinement													0	0.00%
Fraud	1		1	2	1	1				1			7	0.92%
Harrassing Phone Calls	1		1			2	1	1			2		8	1.05%
Impaired Driver	1			3	1	3	4	4	2		1		19	2.49%
Information Files				1			1			1			3	0.39%
Injury Accidents													0	0.00%
Liquor Offences				1					1	1			3	0.39%
Litter Act													0	0.00%
Lost and Found	1		2	3	2	2	7	4	1	1			23	3.01%
Luring Minors													0	0.00%
Mental Health Act	2	2		4	1	2	2	1	1	1	3		19	2.49%
Mischief	1		3	3	2	1	1	4		1	1		17	2.23%
Motor Vehicle Accidents	3	3		2		7	2	4		4	1		26	3.40%
Motor Vehicle Act	7	4	6	5	7	5	9	7	5	5	4		64	8.38%
Municipal Bylaws	2	1			1	1		1	2	1	1		10	1.31%
Off Road Vehicle Act	5		1		1								7	0.92%
Other Criminal Code							5	5	2		1		13	1.70%
Person Reported Missing		1		1			1						3	0.39%
Possession of restricted weapon											1		1	0.13%
Property Check			1						1				2	0.26%
Resist Arrest				1									1	0.13%
Roadside Suspensions							1						1	0.13%
Robbery													0	0.00%
Sexual Assaults / Interference				1	1								2	0.26%
STEP (Integrated Traffic Enforcement)						1	2		1	1			5	0.65%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1	1	1		1		2	5	1	4	1		17	2.23%
Theft Of Motor Vehicle					1								1	0.13%
Theft Over \$5000							1	1	1				3	0.39%
Theft Under \$5000	1	2	4	2	4	1	2	4	4				24	3.14%
Traffic Offences													0	0.00%
Trespass Act	1	1	1	2	2		1		1	1			10	1.31%

[illegible]

Police Report November 2019

KPS received 5 false alarms during the month.

November 6 @ 0413hrs – Kensington Ag, member did not attend.

November 15 @ 0559hrs – Kensington Ag, member did not attend.

November 18 @ 2218hrs – Bakin Donuts, member attended.

November 19 @ 0301hrs – Bakin Donuts, member did not attend.

November 30 @ 0639hrs – Kensington Legion, member did not attend.

Year To Date Approved Development Permits Summary Report
2019

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential Deck/Fence/Pools							1							1	
Demolition										1				1	
New Industrial				1										1	
New Institutional										1				1	
New Modular/Mobile Home									1					1	
New Residential Accessory Structure					2		2							4	
New Residential Deck/Fence/Pools						1	1							2	
New Semi Detached Dwelling					1									1	
Other Demolition						1								1	
Other Institutional					1									1	
Renovation Residential additions/alterations			1											1	
Renovation Residential Deck/Fence/Pools				1										1	
Renovation Single Family Dwelling					1									1	
Total:					1									17	

Total Estimated Construction Value
\$900.00
\$12,362.50
\$250,000.00
\$450,000.00
\$450,000.00
\$25,100.00
\$32,500.00
\$310,000.00
\$4,800.00
\$59,000.00
\$60,000.00
\$5,000.00
\$40,000.00
\$1,699,662.50

Town of Kensington Bills List November 2019

Aaron Adams	2019 FIRE HONORARIUM	\$1,000.00
ACT Hydraulics	3365	\$380.91
Amalgamated Dairies Limited	4919309024	\$37.93
Amalgamated Dairies Limited	4919323023	\$37.93
Amalgamated Dairies Limited	4919312021	\$30.68
Amalgamated Dairies Limited	4919319019	\$59.14
Amalgamated Dairies Limited	4919326021	\$16.10
ADL Foods	2405797	\$927.91
ADL Foods	2406658	\$475.71
ADL Foods	2406281	\$706.90
ADL Foods	2407281	\$407.27
ADL Foods	2406896	\$710.59
Adrien Bernard	2019 HONORARIUM	\$2,819.00
Alan MacLeod	2019 FIRE HONORARIUM	\$1,200.00
Aliant	7313903	\$237.85
Aliant	7316569	\$30.48
Allan Sudsbury	2019 FIRE HONORARIUM	\$1,000.00
Alleymar Enterprise Ltd	17543	\$1,066.20
Alleymar Enterprise Ltd	17541	\$59.43
Alleymar Enterprise Ltd	17540	\$98.90
Andrew Griffin	NOV 2019 RRSP	\$519.20
Auto Trim Design of PEI	1767	\$166.75
Auto Trim Design of PEI	1775	\$4,936.95
Barret Campbell	2019 FIRE HONORARIUM	\$1,000.00
Barry Donald	2019 FIRE HONORARIUM	\$1,000.00
Bell Mobility	2-389417	\$207.29
Bev Semple	OCT 2019 CROSSWALK	\$80.00
Bev Semple	NOV 19 CROSSWALK	\$60.00
Brad Hickey	2019 FIRE HONORARIUM	\$1,000.00
Breann Davis	50/50 NOV 7, 19	\$1,415.00
Brenda MacIsaac	NOV 2019 RRSP	\$289.80
Building Blocs Home Improvements	2176	\$260.77

Clark Waite	2019 FIRE HONORARIUM	\$1,000.00
Cogsdale	MN0003560	\$7,695.82
Colby Dickieson	2019 FIRE HONORARIUM	\$1,000.00
Combat Computer Inc	57726	\$129.38
Combat Computer Inc	57727	\$150.94
Combat Computer Inc	57012	\$3,172.93
Combat Computer Inc	57725	\$3,339.46
Commercial Construction	NOV 19	\$644.00
Community Safety Net	472202	\$623.88
Coreen Pickering	2019 HONORARIUM	\$3,944.00
Cummins Sales and Service	36059	\$77.52
Canadian Union of Public Employees	NOV 2019 DUES	\$545.41
Darcy Cousins	2019 FIRE HONORARIUM	\$1,000.00
David Elliott	2019 FIRE HONORARIUM	\$1,000.00
David Gallant	2019 FIRE HONORARIUM	\$1,000.00
Donnie MacKenzie	2019 FIRE HONORARIUM	\$1,000.00
Driveline Truck & Trailer Inc	13699	\$430.46
Dylan Garnhum	2019 FIRE HONORARIUM	\$1,000.00
Eastlink	10235140	\$145.94
Eastlink	10290684	\$101.14
Eastlink	10455409	\$97.69
Eastlink	10455082	\$748.34
Eastlink	10455683	\$23.00
Eastlink	10529984	\$145.94
Elizabeth Hubley	NOV 2019 RENT	\$805.00
Family & Friends	01	\$451.31
FCM	19768-M7T8Q9	\$584.68
Frito Lay Canada	43757381	\$182.65
Frito Lay Canada	43757572	\$230.63
Geoff Baker	NOV 2019 MILEAGE	\$301.74
GeoLinc	NOV 26, 2019	\$250.00
Glen Steele	2019 FIRE HONORARIUM	\$1,000.00
Green Diamond	1708752	\$305.67
Holland College	541499	\$58.69

Holland College	541556	\$54.66
Holland College	541543	\$275.26
Hummingbird Creative	2537	\$477.18
Irving Oil	123563	\$871.76
Irving Oil	338549	\$207.47
Irving Oil	33196281	\$416.48
Irving Oil	524706	\$239.15
Irving Oil	33189726	\$240.97
Irving Oil	32062	\$51.56
Irving Oil	32522	\$235.00
Irving Oil	820802	\$83.18
Irving Oil	847617	\$194.63
Irving Oil	644997	\$371.73
Irving Oil	950704	\$10.45
Irving Oil	858450	\$516.05
Irving Oil	632195	\$329.10
Irving Oil	35138	\$229.29
Irving Oil	626456	\$271.54
Irving Oil	624885	\$280.05
Irving Oil	342973	\$149.99
Irving Oil	526781	\$430.80
Irving Oil	431184	\$262.45
Irving Oil	725922	\$218.53
Irving Oil	33167320	\$265.15
Irving Oil	33182739	\$572.76
Island First Aid Service	11395	\$46.00
Island Petroleum	9546	\$349.62
Island Petroleum	9545	\$454.27
Island Petroleum	9547	\$357.47
Island Petroleum	9549	\$165.46
Island Petroleum	9548	\$364.26
Ivan Gallant	2019 HONORARIUM	\$2,819.00
Jack Spencer	OCT 2019 CROSSWALK	\$60.00
Jack Spencer	NOV 19 CROSSWALK	\$60.00

Jamie Perry	NOV 2019 CROSSWALK	\$210.00
Jamie Perry	OCT 2019 CROSSWALK	\$280.00
Jason Mann	2019 FIRE HONORARIUM	\$1,000.00
Jason Paynter	2019 FIRE HONORARIUM	\$1,000.00
Jeff Spencer	2019 HONORARIUM	\$2,819.00
Jimmy Rix	2019 FIRE HONORARIUM	\$1,000.00
Jimmy Woodside	CHRISTMAS PARADE 19	\$100.00
Josh Gill	2019 FIRE HONORARIUM	\$1,000.00
Kays Wholesale	03238	\$283.83
Kays Wholesale	03192	\$519.88
Kenmac Auto Body Ltd	02476	\$287.50
Kensington Agricultural Services	37783	\$31.65
Kensington Agricultural Services	37693	\$41.84
Kensington Agricultural Services	37752	\$138.62
Kensington Agricultural Services	37859	\$21.14
Kensington Senior Surfers	SENIOR SURFER GRANT	\$2,402.00
Kent Building Supplies	1207002	\$179.70
Kent Building Supplies	1209910	\$71.29
Kent Building Supplies	1209518	\$11.56
Kent Building Supplies	1208957	\$123.44
Kent Building Supplies	1211127	\$1.84
Kent Building Supplies	1211256	\$32.65
Kent Building Supplies	1211379	\$24.82
Kent Building Supplies	1212130	\$6.76
Kent Building Supplies	1212015	\$30.31
Kent Building Supplies	1213990	\$99.41
Kent Building Supplies	1213278	\$9.15
Kent Building Supplies	1213074	\$53.57
Kent Building Supplies	1212321	\$126.49
Kent Building Supplies	1211793	\$233.44
Kevin Gillian	2019 FIRE HONORARIUM	\$1,000.00
Kevin Mann	2019 FIRE HONORARIUM	\$1,000.00
Kevin Simmons	2019 FIRE HONORARIUM	\$1,000.00
Kevin Stewart	2019 FIRE HONORARIUM	\$1,000.00

Kensington Intermediate Senior High School	CHRISTMAS PARADE 19	\$250.00
K'Town Auto Parts	23629/5	\$2.05
K'Town Auto Parts	23696/5	\$9.68
K'Town Auto Parts	23801/5	\$147.20
K'Town Auto Parts	23458/5	\$111.16
K'Town Auto Parts	23709/5	\$25.48
K'Town Auto Parts	23595/5	\$65.39
K'Town Auto Parts	23443/5	\$49.86
K'Town Auto Parts	24027	\$19.48
K'Town Auto Parts	24052	\$89.54
Kensington & Area Chamber of Commerce	74850	\$230.00
Lewis Sutherland	NOV 2019 RRSP	\$640.76
Lewis Sutherland	NOV 2019 MILEAGE	\$116.56
MacInnis Express (1983) Ltd	204454	\$176.24
Maritime Electric	STREET LIGHTS NOV19	\$2,917.27
Maritime Electric	LIBRARY NOV 19	\$219.88
Maritime Electric	TOWN HALL NOV 19	\$1,365.20
Maritime Electric	SENIOR CNT NOV 19	\$168.06
Maritime Electric	CUC SIGN NOV 19	\$114.21
Maritime Electric	CUC RINK NOV 19	\$10,315.11
Maritime Electric	CUC BALLFIELD NOV19	\$28.26
Maritime Electric	PW SHOP NOV 19	\$147.13
Maritime Electric	SPEED RADAR NOV 19	\$105.13
Maritime Electric	CAR CHARGER NOV 19	\$37.40
Maritime Electric	FIRE HALL NOV 19	\$417.60
Maritime Electric	EVK POOL NOV 19	\$97.35
Maritime Electric	ART CO-OP NOV 19	\$353.18
Maritime Electric	TRAIN STN NOV 19	\$709.40
Mark Wall	2019 FIRE HONORARIUM	\$1,000.00
Malpeque Bay Credit Union	NOV 2019 RRSP	\$1,683.40
Medacom Atlantic Inc	11313	\$251.16
Mid Isle Electric	8653	\$773.38
Minister of Finance	313618	\$1,066.90
Minister of Finance	NOV 2019 INSTALLMENT	\$7,839.70

MJS Marketing & Promotions	2680068	\$316.25
Morgan Bell	2019 FIRE HONORARIUM	\$1,000.00
Murphy's Kensington	344186 NOV 19	\$115.97
Orkin Canada	9742212	\$44.28
Orkin Canada	9741799	\$28.75
Orkin Canada	9741762	\$73.03
Palmer Automotive & Truck Center	95877	\$25.47
Pat Kelly	2019 HONORARIUM	\$2,000.00
Prince County Hospital Foundation	1514-1836	\$50.00
PEI Chiefs of Police	2019-6	\$60.00
PEI Humane Society	NOV 2019 DONATION	\$250.00
Pepsico	80707407	\$1,216.60
Perfect Pen & Stationery	100788545	\$604.78
Perry Glass	12692	\$166.75
Petty Cash	NOV 2019	\$199.90
Pitney Works	NOV 2109	\$1,725.00
Princess Auto	972248	\$414.43
Princess Auto	975114	\$26.42
Princess Auto	984401	\$85.03
Princess Auto	990886	\$51.72
Princess Auto	991155	\$132.21
Reg MacLeod	2019 FIRE HONORARIUM	\$1,000.00
Right on Board Locksmith	6164	\$54.63
Right on Board Locksmith	6163	\$70.15
Robert Wood	MILEAGE NOV 2019	\$169.20
Rodney Hickey	2019 FIRE HONORARIUM	\$1,500.00
Rodney Mann	2019 HONORARIUM	\$2,819.00
Rogers Plumbing & Heating	13469	\$339.25
Rowan Caseley	2019 HONORARIUM	\$5,636.00
Rowan Caseley	NOV 2019 MILEAGE	\$190.35
Saltwire Network	25953	\$178.25
Saltwire Network	25985	\$109.25
Mikes Independent	01 4538	\$10.26
Mikes Independent	01 9041	\$93.62

Mikes Independent	01 1376	\$53.28
Mikes Independent	03 2982	\$77.74
Scotia Securities	NOV 2019 RRSP	\$398.48
Scotiabank Visa	4IMPRINT 19155708	\$288.02
Scotiabank Visa	TOPS TO FLOORS	\$264.00
Scotiabank Visa	BLOOM HOUSE NOV 19	\$34.47
Scotiabank Visa	GEOFF ANNUAL FEE	\$75.00
Scotiabank Visa	DISCOUNT CAR RENTAL	\$43.98
Scotiabank Visa	AVENUE MACHINERY	\$1,569.00
Scotiabank Visa	BELLS IRVING NOV 19	\$11.50
Shawn Taylor	2019 FIRE HONORARIUM	\$1,000.00
Sherry's Heating Service	2607	\$1,776.75
Sommers Generator System	003193	\$105.80
Sommers Generator System	003196	\$2,616.48
Special Olympics PEI	NOV 19 UNIFORM DONAT	\$250.00
Spring Valley Building Centre Ltd	209149	\$60.72
Spring Valley Building Centre Ltd	210128	\$60.72
Spring Valley Building Centre Ltd	K14024	\$60.72
Spring Valley Building Centre Ltd	813797	\$78.15
Spring Valley Building Centre Ltd	209513	\$75.90
Spring Valley Building Centre Ltd	209705	\$60.72
Spring Valley Building Centre Ltd	209741	\$47.20
Spring Valley Building Centre Ltd	209954	\$91.08
Summerside Chrysler Dodge (1984) Ltd	29359	\$25.30
Suncor Energy Products Partnership	NOV 2019	\$1,026.51
Superior Sanitation	692316	\$207.00
Superior Sanitation	692315	\$230.00
Superior Sanitation	692314	\$184.00
Superior Sanitation	692313	\$80.50
Swyrich Corporation	24035	\$1,549.40
T & K Fire Safety Equipment Ltd	250837	\$302.45
Tanner MacAusland	2019 FIRE HONORARIUM	\$1,000.00
Telus	NOV 2019	\$726.23
Trevor Moase	CHRISTMAS PARADE 19	\$100.00

Vail's Fabric Services Ltd	341271	\$215.46
Vistaprint	54575-L5A03-2H1	\$94.20
Vistaprint	09F0C-L5A04-7H5	\$25.74
Visual Printing	6983	\$1,795.61
Wade Graham	2019 FIRE HONORARIUM	\$1,000.00
Wade Toombs	2019 HONORARIUM	\$2,819.00
Walmart	NOV 28, 2019	\$153.54
Water & Pollution Control Corporation	NOV 2019	\$196.77
Wayne Sherry	2019 FIRE HONORARIUM	\$1,000.00
WSP Canada Inc	0878468	\$725.88
WSP Canada Inc	0885403	\$9,036.13
Yellow Pages Group	19-7646714	\$23.17
Yellow Pages Group	19-7607606	\$17.65
Subtotal		<hr/> \$167,429.99 <hr/>

Payroll		\$85,824.43
---------	--	-------------

Capital Purchases

Building Blocs Home Improvements	2170	\$19,499.11
Island Hot Tubs & Pools	7550	\$21,369.17
Perry Glass	12688	\$11,270.00
Seacor Athletic	3712	\$1,224.23
Seacor Athletic	3713	\$923.45
Seacor Athletic	3706	\$10,214.30
Tri-Tech Services	24070	\$578.16
Subtotal Capital		<hr/> \$65,078.42 <hr/>

Total Bills		<hr/> \$318,332.84 <hr/>
--------------------	--	---------------------------------

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for Nov 2019

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$94,340.52	\$89,537.00	\$4,803.52	\$759,256.97	\$745,876.00	\$13,380.97	\$1,125,834.00	67%
Police Service	\$1,123.35	\$3,000.00	-\$1,876.65	\$19,179.10	\$24,000.00	-\$4,820.90	\$36,000.00	53%
Town Hall Rent	\$7,608.58	\$8,313.00	-\$704.42	\$64,307.95	\$65,404.00	-\$1,096.05	\$96,656.00	67%
Recreation	\$0.00	\$0.00	\$0.00	\$5,395.00	\$3,750.00	\$1,645.00	\$3,750.00	144%
Sales of Service	\$36,666.10	\$37,000.00	-\$333.90	\$309,383.00	\$296,000.00	\$13,383.00	\$444,000.00	70%
Subtotal Revenue	\$139,738.55	\$137,850.00	\$1,888.55	\$1,157,522.02	\$1,135,030.00	\$22,492.02	\$1,706,240.00	68%
GENERAL EXPENSES								
Town Hall	\$15,283.64	\$15,785.00	-\$501.36	\$102,456.44	\$107,586.00	-\$5,129.56	\$162,934.00	63%
General Town	\$76,470.02	\$60,899.00	\$15,571.02	\$330,025.14	\$339,902.00	-\$9,876.86	\$579,955.00	57%
Police Department	\$37,058.33	\$31,167.00	\$5,891.33	\$315,182.08	\$288,290.00	\$26,892.08	\$458,961.00	69%
Public Works	\$17,881.77	\$14,487.00	\$3,394.77	\$131,024.99	\$130,697.00	\$327.99	\$205,465.00	64%
Train Station	\$3,699.83	\$3,195.00	\$504.83	\$22,411.43	\$21,465.00	\$946.43	\$31,940.00	70%
Recreation & Park	\$3,133.43	\$2,675.00	\$458.43	\$63,061.75	\$65,105.00	-\$2,043.25	\$75,785.00	83%
Sales of Service	\$15,225.29	\$13,943.00	\$1,282.29	\$129,643.92	\$119,687.00	\$9,956.92	\$190,071.00	68%
Subtotal Expenses	\$168,752.31	\$142,151.00	\$26,601.31	\$1,093,805.75	\$1,072,732.00	\$21,073.75	\$1,705,111.00	68%
Net Income (Deficit)	-\$29,013.76	-\$4,301.00	-\$24,712.76	\$63,716.27	\$62,298.00	\$1,418.27		
Credit Union Centre								
Credit Union Centre Revenue	\$36,228.51	\$35,100.00	\$1,128.51	\$225,619.80	\$242,200.00	-\$16,580.20	\$397,700.00	57%
Credit Union Centre Expenses	\$35,491.24	\$31,679.00	\$3,812.24	\$227,161.23	\$242,410.00	-\$15,248.77	\$397,408.00	57%
Net Income (Deficit)	\$737.27	\$3,421.00	-\$2,683.73	-\$1,541.43	-\$210.00	-\$1,331.43		
Fire Department								
Fire Revenues	\$20,834.50	\$20,772.00	\$62.50	\$166,687.00	\$166,176.00	\$511.00	\$249,264.00	67%
Fire Department Expenses	\$49,660.11	\$50,577.00	-\$916.89	\$147,758.06	\$172,366.00	-\$24,607.94	\$249,264.00	59%
Net Income (Deficit)	-\$28,825.61	-\$29,805.00	\$979.39	\$18,928.94	-\$6,190.00	\$25,118.94		
Consolidated Net Income (Deficit)	-\$57,102.10	-\$30,685.00	-\$26,417.10	\$81,103.78	\$55,898.00	\$25,205.78		
							\$1,421.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$48,561.80	\$49,222.00	-\$660.20	\$393,649.81	\$393,776.00	-\$126.19	\$593,079.00	66%
Water & Sewer Expenses	\$54,848.34	\$49,115.00	\$5,733.34	\$389,972.13	\$397,620.00	-\$7,647.87	\$590,480.00	66%
Water & Sewer Net Income (Deficit)	-\$6,286.54	\$107.00	-\$6,393.54	\$3,677.68	-\$3,844.00	\$7,521.68		
							\$2,599.00	

TOWN OF KENSINGTON – MEMORANDUM

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

November 2019

Fitplex

Programming: Aerobics\Fitness Classes Programming

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

Sundays 4:00pm	Pee wee Matrix
----------------	----------------

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

Hours

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

New counter tops ordered for the Fitplex locker rooms, to be installed first week of Dec, 2019

Arena

0 Wild home games and 4 Vipers home games in November.

Kensington Cash

November, 2019	\$210.00
	\$214.00
	\$212.00
	<u>\$214.00</u>
	<u>Total \$850.00</u>

Ball Fields

Nothing to report.

Senior Center

Activities at the senior center on a weekly basis

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

Upcoming Events

- Christmas Parade Sunday Dec 1, 2019
- Midget A David Martin Memorial Jan 17-19, 2020
- Bedford Exchange Jan 24-26, 2020
- Kensington Wild Hockey Tournament Feb 15-16, 2020
- Initiation Jamboree Feb 17, 2020
- ADL Ice Competition Feb 22, 2020
- Kensington Figure Skating Ice Show March 6, 2020
- Aaron Doyle Mardi Gras Tournament March 26-29, 2020
- KISH High School Hockey Tournament March 30-April 4, 2020
- Shane Cormier Memorial Tournament Pee wee 'A' April 3-5, 2020

**Town of Kensington
Credit Union Centre Monthly Statistical Data
2019**

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	262	258	250	242	230	218	215	226	245	255		2671
Attendance	1525	1420	1200	1140	1080	950	875	820	1011	1225	1350		12596
Day Passes Sold	26	18	20	22	20	22	20	15	21	25	24		233
Memberships Sold	44	32	25	22	20	21	18	19	22	37	24		284
Monthly Payment Memberships	54	53	52	53	51	52	50	49	50	51	52		567
Arena													
Hours Rented	149	144	135	110	0	0	0	0	58	158	175		929
Preschool (Free)	4	4	3	0	0	0	0	0	0	0	4		15
Adult Skate	4	4	3	0	0	0	0	0	0	0	4		15
Donated Ice Time	0	10	0	7	0	0	0	0	0	0	0		17
Total Hours Rented	157	162	141	117	0	0	0	0	58	158	183		976
Storm Days (no rentals)	2.5	2	1	1	0	0	0	0	11	0	0		17.5

2018

[illegible]



Mayor's Report to Town Council

January 13, 2020

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

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

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

KISH Scavenger Hunt – Participated in the KISH Scavenger Hunt at the request of one of the teachers. I understand this event happens every year and students are expected to compete for the best scavenger hunt class by earning points for items brought to the school. I understand it was a great success again this year with items from tractors to potatoes being collected for points.

Town Christmas Dinner – Our staff and Council Christmas Dinner was well attended this year and thanks to Family and Friends restaurant who hosted our event and provided the dinner. It was good to have staff and Council get together like this and celebrate Christmas and get ready to start the year 2020. Thanks to all former Mayors who were able to join us again this year.

PCH Holiday Gathering – I was invited to attend the 2019 Prince County Hospital Holiday Gathering where guest were thanked for their sponsorship and also given a tour of the new Ambulatory Care facility that was just opened. The town will have to review our contribution level as we are nearing the end of our 10 year commitment. Our last payment on this is this year 2020. We should review this at our next Committee of Council meeting in January so we can ensure it is in our next year budget.

Kensington Christmas Decorating – Our judges completed their task this year on December 19. The awards were presented to those in attendance at the New Year's Levee. I delivered the rest to the successful contestants at their doors.



Levee's – Thank you to all Council and Staff who helped make this year's Levee a success. I believe we had the highest attendance this year. The weather cooperated and we had around 125 attend our Levee. For the last 4 years we presented our Good Neighbour Award at the New Year's Levee. In 2019 the Senior Surfers Group were the successful recipients. This group provide an event filled year of activities to seniors and I understand they have a membership now in excess of 40. This year it was an honour to have the Lieutenant Governor, Her Honour Antoinette Perry in attendance during the presentation and assisted me with the presentation.

Business Park – Still working on the final purchase and sale agreement for property adjacent to the Waugh property which the town has already purchased. Mr. Baker and I are continuing to work with the Provincial Agencies and respective decision makers to identify funding sources for the development of the business park. All efforts are being made to ensure we are able to break ground in 2020 as we have several businesses who have expressed interest in locating in the park as soon as possible.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: January 8, 2020	Request for Decision No: 2020-01
Topic: Municipal Boundary Restructuring Proposal	
Proposal Summary/Background: <p>In September of 2019 Town Council awarded a project to DV8 Consulting (Hope Parnham) to undertake a study to assess the current growth and development opportunities of the municipality and to review the need to restructure the municipal boundary. The study included a review of the demographics, land use patterns, development trends, and municipal and community service provisions. The study area included properties within the municipality, and the surrounding unincorporated area in which residents share a common interest in the quality and affordability of regional and municipal services.</p> <p>The study recommended, based on four overarching criteria, that 106 properties be brought inside the municipal boundary. The properties cover approximately 1.57 square kilometres of land area and increases the Town's overall land area by approximately 50%. Although the land area increase appears significant, the number of properties increases by only 13%, and similarly the municipal property tax assessment increases by only 7.8% (approximately \$78,527.00). The determining criteria utilized were:</p> <ul style="list-style-type: none">• Currently benefit from municipal services;• Are surrounded by municipal properties - where the municipal boundary has leap-frogged properties in the past;• Present an opportunity for future economic growth and investment through subdivision and development; and,• Require improved environmental management and/or protection through the provision of land use planning. <p>A consultation process was initiated by town staff to garner the level of support (or non-support as the case may be) for restructuring the town's boundary. Letters were drafted and sent to all impacted property owners on or about December 11, 2019. Written comments were requested to be returned to the Town Hall by December 31, 2019. A copy of the letter and comment form are included as Appendix D in the attached report. In total, 45 responses were received with 16 being supportive of the town's proposal and 29 not supporting. 61 property owners did not respond. Follow-up conversations (face to face meetings, phone calls, etc.) were held with 19 impacted property owners.</p> <p>Responses supporting the town's proposal centred mainly around the recognition that the town required additional land for growth and sustainability. Responses not supporting the town's proposal primarily cited the increased tax burden (affordability) and the lack of perceived value of any services offered by the municipality. A community consultation response summary spreadsheet has been included in the attached report (Appendix E).</p> <p>The need for a boundary extension is clear. The Town currently cannot accommodate growth within its current boundaries. Although, extending the municipal boundary comes with the benefit of increasing the tax base, the primary objective of this restructuring proposal is increasing the future development and economic growth opportunities and to expand the provision of land use planning to</p>	

ensure more sustainable and environmentally sensitive growth. Sharing the costs of municipal services across a larger population will more accurately reflect all residents and businesses who currently have access to these services. Following the restructuring the municipality will be better positioned to provide enhanced services, to develop programs and initiatives, to attract investment opportunities, to promote economic growth, and to access funding programs.

While the study finds that the Town of Kensington continues to thrive with steady population and development growth, future growth is restricted. The Town has grown to the full extent of its boundary and is at present landlocked with few opportunities for development. As a result, development has continued on the periphery, where property owners, residents and businesses utilize municipal services and operate as part of the Town's social and economic community. These property owners, residents and businesses however do not contribute to the municipal tax base, and do not receive the benefits associated with having representation within the Town's municipal government.

Benefits:

- Will increase future development and economic development opportunities.
- Will provide land use planning to properties not currently covered by a land use plan.
- Will provide for more sustainable and environmentally sensitive growth.
- Will increase the Town's property tax base allowing the provision of enhanced services and the development of additional programs and initiatives.
- With the future business park property included in the proposal, it will attract investment opportunities and jobs to the area which will have far-reaching positive impact on the community, i.e. local school system, recreational services, etc.

Disadvantages:

- None Noted.

Discussion/Comments:

The Restructuring Proposal is supported by the Town's Official Plan (Updated, 2016). It sets out goals and actions which, in part, address boundary extension.

Section 3.3 of the Official Plan states:

3.3. Boundary Extension

The future economic health of the Town of Kensington, and thus the economic health of the region, is dependent on the Town being able to accommodate, and stimulate further residential, commercial and industrial growth. Kensington continues to explore logical expansion of the Town's boundaries. This will include efforts to fill in or to incorporate currently un-incorporated areas surrounded by municipal lands.

The rural areas around Kensington are largely reliant on the Town to supply many vital services such as fire protection, recreational programs and facilities, schools, churches, banking, retail and other services, a post office, medical services, and a wide range of other cultural programs and activities. The Town's Industrial Park and other businesses provide employment for many rural residents. The infrastructure and administration provided by the Municipality facilitate provision of this wide range of services in a

compact area.

Urban development within the Town occurs in an efficient and centrally serviced manner, while development outside the Town boundaries is relatively uncontrolled and privately serviced. This pattern of development outside municipal boundaries leads to dispersed and wasteful development patterns which remove valuable farm land from production. This pattern has led to the creation of widespread land use conflicts including increased risks to ground water supplies, and decreased highway efficiency due to more and more driveways and uncontrolled turning movements.

The need for a boundary extension is clear. Incorporation under a municipal umbrella would serve to create a clear and transparent process to manage land use and development. The Town will continue to work with the surrounding community and with the Province of Prince Edward Island to develop a plan to address the concerns of all those involved, to protect agricultural activities and to efficiently service all properties within the municipality. The Town will work toward incorporating recommendations from the “New Foundations” Report of the Commission on Land and Local Governance 2009.

Section 4.34 of the Official Plan states:

4.3.4. Physical

- *To establish a plan for future development which minimizes potential land use conflicts.*
- *To foster efficiency of services through compact urban form.*
- *To ensure an adequate supply of serviced land to accommodate the projected needs of various land uses within the Town.*
- ***To promote expansion of municipal boundaries.***
- *To encourage the maintenance of a safe and efficient vehicular and pedestrian circulation system in the Town.*
- *To manage storm water run-off in a safe and environmentally sustainable manner.*
- *To encourage the maintenance of high standard of physical appearance for all properties in the Town.*
- *To foster urban beautification through programs and services. (Such as tree planting programs to offset carbon emissions.)*

5.2. Boundaries

Kensington has a stable (residential and) commercial base, which continues to develop. However, the impact of dispersed and sprawled development (outside Town boundaries) continues to affect the long-term viability of the Town. This largely uncontrolled and individually serviced development has led to poor land use practices on the periphery of the Town’s boundaries. Such uncontrolled growth has consumed prime agricultural land and has led to increased land use conflicts. Uncontrolled development just outside the municipal boundaries has undermined municipal efforts to promote a sustainable and compact urban form.

The Town of Kensington will promote environmentally sustainable land use management. The Town will continue to focus on promoting a compact urban form through infill and redevelopment. The Town will develop strategies to expand the existing boundaries to encompass logical growth patterns. Boundary changes are necessary to ensure the long-term sustainability of the Town.

Objectives

- 1. Ensure the continued orderly growth and development of the Town of Kensington by implementing environmentally sustainable land use policies.***
- 2. Minimize land use conflicts and premature loss of agricultural land in the rural areas adjacent to the Town.***

3. *Ensure an adequate land base for the Town of Kensington to accommodate future growth and to provide adequate, effectively controlled buffers.*
4. *Consider sensitive land use, development, servicing and taxation policies for any newly annexed portions of the Town.*
5. *Ensure that agricultural land in active production is zoned accordingly, to protect its existing use, and to minimize conflicting land uses.*

Policies

Policy BE-1. Boundary Extension

It shall be the policy of Council to continue to pursue an appropriate extension to the boundaries of the Town and to ensure clear policies exist for land use and zoning, agricultural preservation, servicing, area utility rates and real property taxation for newly annexed areas.

Plan Action:

- *Council shall immediately prepare a servicing strategy and submission to the Island Regulatory and Appeals Commission to annex land on the periphery of the Town boundary.*
- *Council shall prepare a strategy to identify and annex an appropriate area of land necessary to provide for the long-term sustainability of the Town.*
- *To develop a land inventory and a community housing profile.*

It is recommended by the CAO that Town Council authorize the CAO to make an application, based on the attached study, to the Island Regulatory Appeals Commission to restructure Kensington's municipal boundary as proposed.

Options:

1. Authorize the CAO to complete and submit the municipal restructuring application and proposal, as recommended.
2. Not submit the application and proposal.
3. Refer the matter back to staff.

Costs/Required Resources:

The Town will be responsible for costs associated with the application which may include notice publication costs, public hearing costs and such other related costs.

Source of Funding:

General Government Operational Budget.

Recommendation:

That Town Council consider and adopt the following resolution:

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

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

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

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



TOWN OF KENSINGTON MUNICIPAL RESTRUCTURING PROPOSAL



PREPARED ON BEHALF OF
Town of Kensington

BY
Hope Parnham CSLA MCIP

Dv8 CONSULTING

January 13, 2019

EXECUTIVE SUMMARY

The Town of Kensington has undertaken a study to assess the current growth and development opportunities of the municipality and the present need to restructure the municipal boundary. The study included a review of the demographics, land use patterns, development trends, and municipal and community service provisions. The study area included properties within the municipality, and the surrounding unincorporated area in which residents share a common interest in the quality and affordability of regional and municipal services.

The study finds that the Town of Kensington continues to thrive with steady population and development growth, but future growth is currently restricted. The Town has grown to the full extent of its boundary and is at present landlocked with few opportunities for development. As a result, development has continued on the periphery, where property owners, residents and businesses utilize municipal services and operate as part of the Town's social and economic community. These property owners, residents and businesses however do not contribute to the municipal tax base, and do not receive the benefits associated with having representation within the Town's municipal government.

In comparison to other recent municipal restructuring that has occurred across Prince Edward Island under the new *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, the Town of Kensington does not have adjacent municipalities to collaborate with, or to consider merging with through amalgamation. The Town is also not interested in pursuing a large annexation of surrounding agricultural, unincorporated land within their regional service area until such time as those residents express interest in local municipal representation and the services associated with a municipal government. Should residents in the unincorporated area of the Kensington Fire District (see Figure 5), the surrounding municipalities and/or the province, pursue a larger regional study, Kensington would welcome the opportunity to work collaboratively on such a municipal restructuring initiative to address the existing deficiencies in regional service provisions of the unincorporated areas.

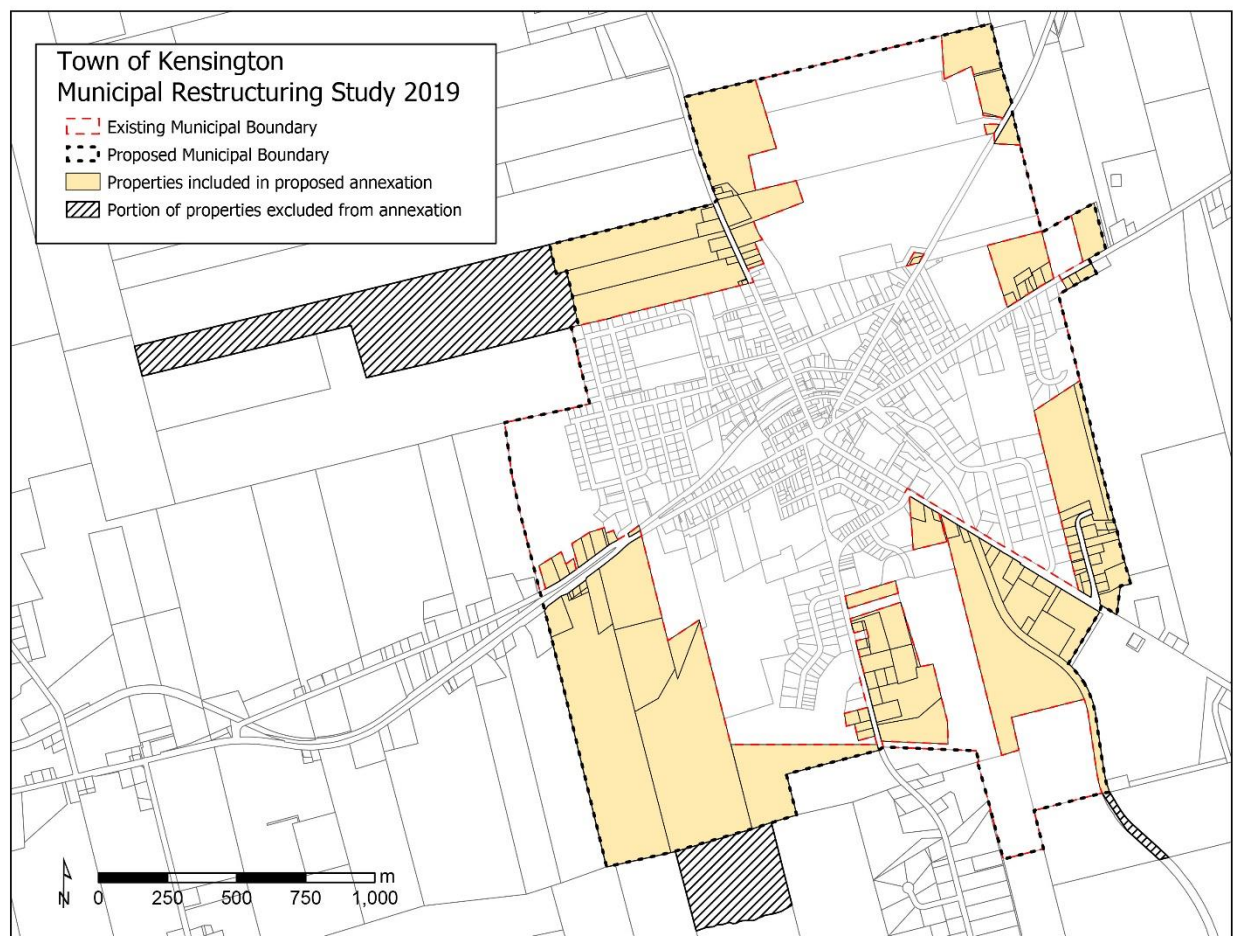
Instead, Kensington's current interest is in pursuing a measured restructuring of the municipal boundary to address properties which:

- Currently benefit from municipal services;
- Are surrounded by municipal properties - where the municipal boundary has leap-frogged properties in the past;
- Present an opportunity for future economic growth and investment through subdivision and development; and,
- Require improved environmental management and/or protection through the provision of land use planning.

It is intended that through this measured approach to restructuring that the municipality will be able to continue to offer municipal services and programs for both new and existing residents in a fair and sustainable manner.

The following report provides the necessary background information on current demographics, land use, development trends and municipal services. The proposed restructuring is described in accordance with the principles set out in the *Principles, Standards and Criteria Regulations (PSCR)*, of the *Municipal Government Act*. The proposal includes the annexation of 106 parcels (based on unique PID), equivalent to 1.57 km² of land area, in other words an increase to the overall land area of the Town by almost 50%. (See Figure 1, and Appendix A for a complete list of properties).

FIGURE 1 TOWN OF KENSINGTON. MUNICIPAL RESTRUCTURING PROPOSAL, 2019.

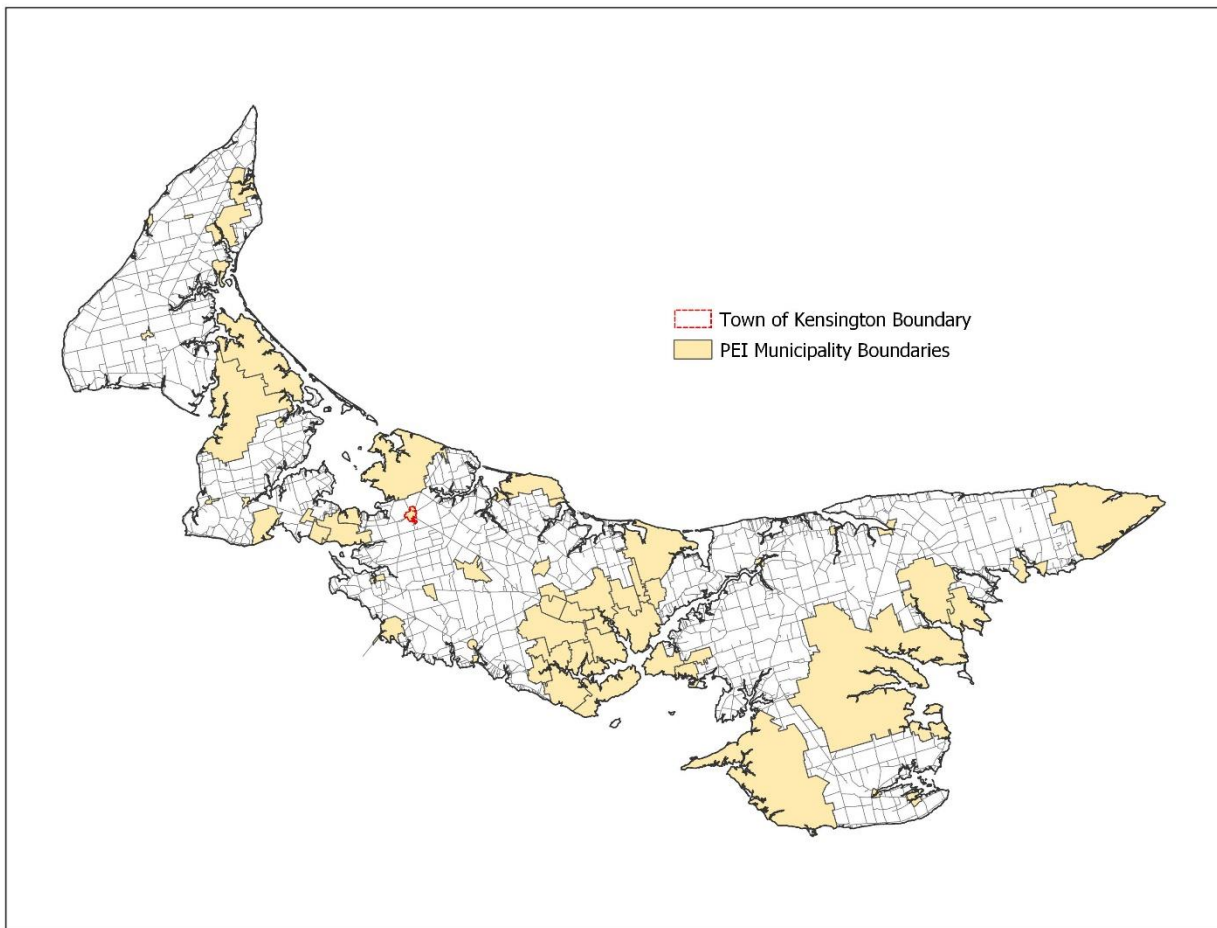


Owners of the properties included in the proposed annexation were sent a notification letter by the Town, on or about December 11. Property owners were invited to provide comments on the proposal and all comments will be included as an appendix in the final application submission to the province.

1. BACKGROUND INFORMATION AND CONTEXT

The Town of Kensington is located on a prominent node within PEI's transportation network – a point at which roads from five different communities converge. As such, it naturally grew into a major service center for the surrounding local communities and rural area, and continues as such today. The Town is located 1.5 km south of the Rural Municipality of Malpeque Bay, and about 15 km northeast of the City of Summerside (Figure 2).

FIGURE 2 TOWN OF KENSINGTON CONTEXT MAP



1.1 DEMOGRAPHICS

Kensington covers approximately 3.24 km² and has a population of about 1,619 residents (Census, 2016). In comparison to other Towns on the Island, it is one of the smallest in land area (with only O'leary and North Rustico being smaller) but it has one of the highest population densities, second only to the City of Charlottetown. Note: The former Town of Montague previously had a higher density but it has since been reduced with the formation of the Rural Municipality of Three Rivers.

TABLE 1. CENSUS OVERVIEW (2016) OF TEN PEI MUNICIPALITIES (*NOTE THAT GEORGETOWN AND MONTAGUE ARE NOW INCLUDED IN THE RURAL MUNICIPALITY OF THREE RIVERS)

Community	2016	2011	Growth	Density (2016) /km2
PEI	142,907	140,204	1.9%	25.1
Charlottetown	36,094	34,562	4.4%	814.1
Summerside	14,829	14,751	0.5%	520.5
Stratford	9,706	8,574	13.2%	430.8
Cornwall	5,348	5,162	3.6%	189.7
Montague*	1,961	1,895	3.5%	620.8
Kensington	1,619	1,513	7.0%	537.9
Souris	1,053	1,173	-10.2%	303.5
Alberton	1,145	1,135	0.9%	253.3
Tignish	719	779	-7.7%	122.5
Georgetown*	555	675	-17.8%	348.1

Perhaps, most importantly, Kensington's population is continuing to grow, with an increase of approximately 17% since 2001. And between 2011 and 2016, the population grew 7%, which was significantly higher than the provincial population growth rate and comparable only to that of the Town of Stratford.

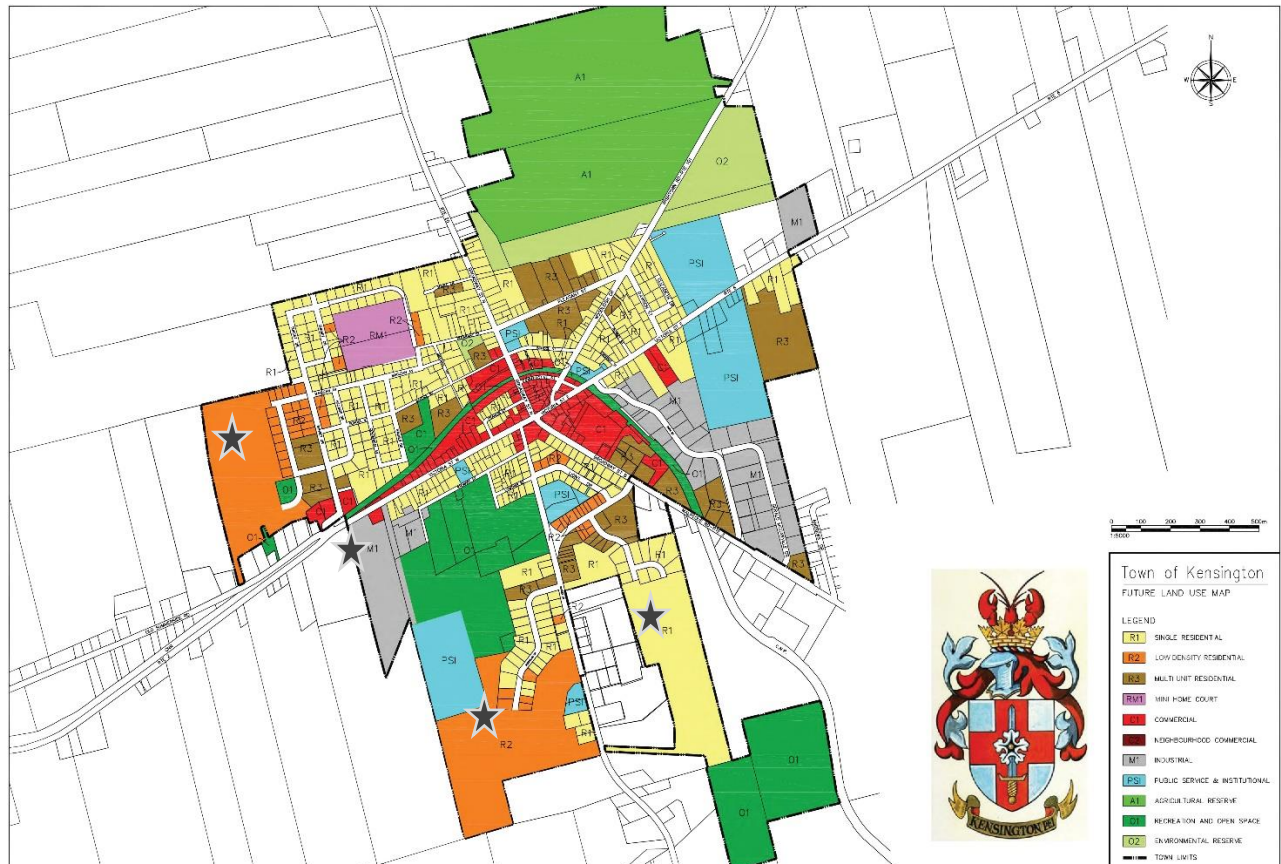
TABLE 2 DISTRIBUTION OF POPULATION BY AGE GROUPS (CENSUS 2016)

	Town of Kensington
0 to 19 years	325
20 to 29 years	160
30 to 39 years	135
40 to 49 years	205
50 to 59 years	255
60 to 69 years	245
70 to 74 years	155
80 and older	135
Average age of the population	46.2

The age distribution of residents within the Town is fairly consistent with that of the province as a whole. The average age is 46.2 years and the Town has a growing seniors demographic, with about 33% of residents being over the age of 60.

1.2 LAND USE PATTERNS

FIGURE 3 TOWN OF KENSINGTON, FUTURE LAND USE MAP (2016). UNDEVELOPED LAND WITHIN THE MUNICIPAL BOUNDARY IS IDENTIFIED WITH A STAR SYMBOL.



Kensington has a relatively well defined commercial core in the centre of the Town (Figure 3 – Red). Institutional land uses are scattered throughout the core area, and two large schools are located close to the eastern boundary (Figure 3 – Blue). Commercial uses, while centred in the core have also developed beyond the Town boundaries on Route 2 to the west and southeast. The Town’s Industrial Park is located in the southeast with access off Route 2 and Victoria St E (Figure 3 – Grey). Industrial uses have also developed outside of the Town’s boundary.

Open space and recreation facilities are located throughout the Town, including the school properties and sports fields. The Confederation Trail plays a prominent role in the recreational and transportation network running through the Town from the southeast to the western boundary. (Figure 3 – Dark Green)

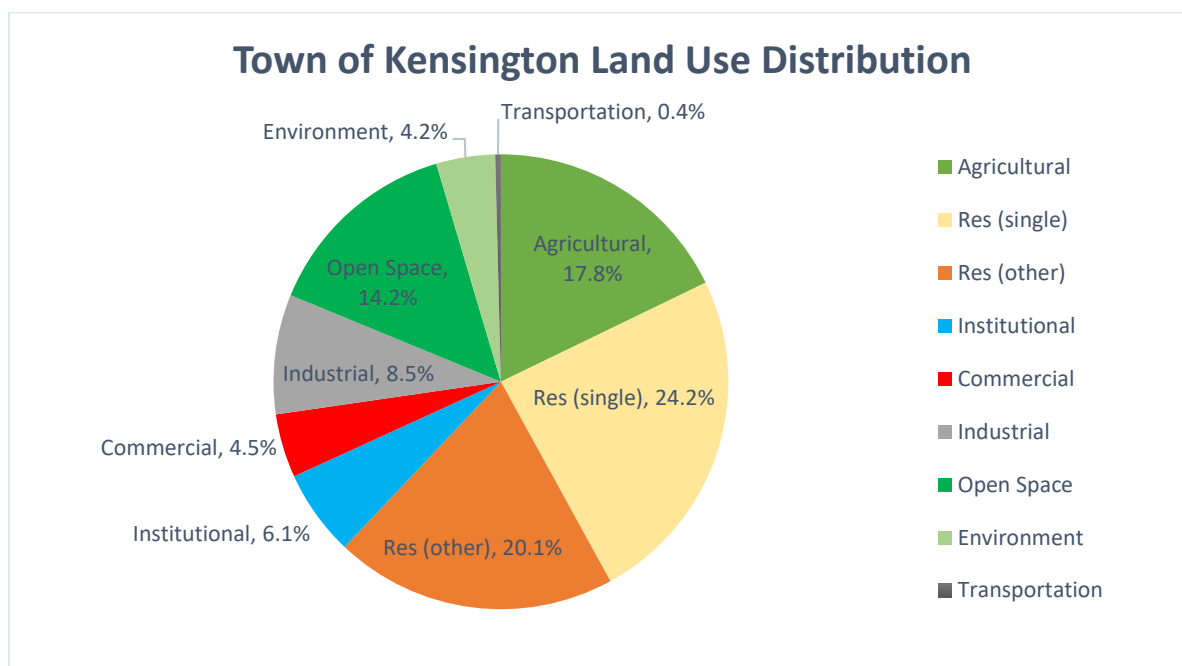
Residential neighbourhoods (Figure 3 – Yellow, Orange and Brown) are located throughout the Town with new development occurring primarily in the east (ex. Brookins Dr) and in the southwest (ex. Barrett St, Rosewood Dr and Douglas St). As with other land uses, residential

development also continues outside the municipal boundary, with a fairly continuous extension of residential lots subdivided to the south on Kelvin Rd.

A land use inventory (Figure 4), based on the designations in the Town's Future Land Use map (Figure 3), indicates that approximately 44% of the land area within the municipality is allocated to residential development (24% for single detached dwellings; and 20% for attached and/or other forms); 13% for industrial and commercial uses combined; and approximately 18% for agricultural.

The Town has a healthy 18% land area dedicated to parks and other open spaces, which includes an environmental reserve area in the northeast, adjacent to the Town's wells. While a large protected forest stand in the south accounts for approximately 1/3 of the open space designation, also included in this land use category, and also accounting for approximately 1/3, is the Town's wastewater treatment ponds and its surrounding buffer area.

FIGURE 4 TOWN OF KENSINGTON LAND USE DISTRIBUTION



With regards to land available for development, there are four (4) properties which account for 16% of the total land area in the municipality that are either undeveloped, or are not currently being used to their full development capacity (i.e., land zoned residential but currently vacant or being used for agricultural purposes). One (1) of these properties (2% of the Town's total land area) is zoned for commercial use and the remaining three (3) (accounting for 14% of the Town's total land area) are allocated for future residential subdivisions. The problem with having the bulk of the undeveloped land within the Town held by so few property owners, is that the future development potential of the Town is directly impacted by the interest (or lack of interest) these few properties owners have in pursuing development.

1.3 DEVELOPMENT TRENDS

Development trends in Kensington and the surrounding region have been relatively stable for the past 10 years. Housing growth has been primarily located in new subdivisions in the southern portion of the Town, with a higher demand for attached dwelling types than single detached dwellings in recent years (Table 3). Based on the 2016 census data (Table 4), this trend indicates that the ratio between single detached homes and alternative dwelling types (i.e. duplex, semi-detached, and apartments) is shifting towards an even balance. This shift is consistent with the demographics of an aging population, as seniors no longer want, or can no longer manage, a large single detached dwelling and property. Furthermore, younger families Island-wide are finding it financially difficult to enter the housing market. As a result more people are seeking options for rental housing. In 2016, less than 2/3 of the dwellings in Kensington were owner-occupied.

TABLE 3 DEVELOPMENT PERMIT RECORDS BY DWELLING TYPE AND LAND USE

	2010	2011	2012	2013	2014	2015	2016	2017	2018
Single Detached	3	4	5	4	4	2	1	2	0
Attached - Semi/Duplex	3	1	4	2	4	3	1	2	2
Attached - Apartment	1	1	5	2	0	0	2	0	0
Commercial/Industrial	7	0	0	0	0	1	1	1	0
Institutional	2	0	0	0	0	0	1	0	0
Recreation	0	0	0	0	0	0	0	0	0
Other	23	33	26	21	6	9	10	14	17

* Other: includes renovations and accessory buildings on existing properties

TABLE 4 NUMBER OF OCCUPIED DWELLINGS BY TYPE (CENSUS 2016)

Dwelling Type	Number of dwellings
Single-detached house	410
Attached dwellings:	
Semi-detached house	90
Row house	60
Apartment	120
Movable dwelling (Mobile and/or Mini Home)	65
Total number of occupied dwellings	745

With limited vacant land available for commercial and/or industrial development, the Town has approved rezoning applications to support opportunities for commercial development when they arise. In recent years, one rezoning changed an Institutional Zone (PSI) property to Commercial (C1), and another a Multi-unit Residential (R3) zoned property to Commercial (C1). Although these particular applications haven't resulted in any perceived land use conflicts, strategic planning for commercial growth in the Town is restricted.

While planning and development control within the Town is regulated, land use and development outside the Town boundary is relatively uncontrolled. This development has led to dispersed and wasteful subdivision patterns which removes valuable agricultural land from production. This pattern has also led to land use conflicts and increased risks to ground water resources from private services, and decreased highway efficiency due to the increased number of driveway accesses with uncontrolled turning movements on the highway.

1.4 MUNICIPAL SERVICES

The Town's Administration Department is responsible for the day to day management of the Municipal Corporation in accordance with the *Municipal Government Act*. The department provides support services to and on behalf of the Kensington Town Council and provides general leadership to support the Town's operations. The department is currently made up of three full time employees; the Town Manager who is the Chief Administrative Officer, the Deputy Administrator whose primary function is related to financial services, and an Administrative Assistant who provides office administration duties.

PLANNING AND DEVELOPMENT CONTROL

The Town provides planning and development control services. The first Official Plan for the Town of Kensington was prepared in 1992. Prior to that date, development was controlled under a development bylaw which was passed under the Town Act in 1980. Currently, planning services are provided by the CAO in consultation with a planning consultant, when required. The Town's Official Plan and Bylaw were last updated in 2016. A review of the planning policies and bylaw is currently underway however the project has been put on hold pending the outcome of the municipal restructuring application and to allow proposed new residents an opportunity to participate in the process.

SEWERAGE TREATMENT AND CENTRAL WATER SUPPLY

The Town of Kensington currently operates the Town of Kensington Water and Pollution Control Corporation which is responsible for providing clean water and effective wastewater treatment. Sewer and water services are billed separately from property tax rates, and as such only those properties with access to the services (i.e. services run adjacent to the property line) pay for these services.

The Town's sewage collection and treatment infrastructure consists of a network of collection pipes, two lift stations and two waste stabilization lagoons. Sewer collection throughout the Town is primarily gravity fed, except the north side of Pleasant Street and the northeastern side of Town which requires adequate pumping facilities to move the wastewater. This creates limits for expansion of the system without the construction of additional pumping stations. Ten properties outside the municipal boundary have been connected to and currently receive sewerage services from the Town.

The Town's water supply is provided by four wells. Most properties within the Town are connected to the central water supply system, as well as 4 additional properties outside the municipal boundary. A 300,000 gallon water tower is located at the top of Gerald McCarville Drive. The Town owns approximately 24 acres of property where the water wells are located in order to provide increased protection of its water supply. Although extensions of the water supply are feasible, water pressure limitations may influence future land use decisions.

A Wellfield Protection Plan was prepared earlier this year with recommendations relating to land use and development controls within and around the wellfield. The plan also identified possible locations for new well sites should a second water source be required in the future. The Town has recently implemented a wellfield protection program, including a 300 foot development buffer zone, however a number of properties within the wellfield protection zone are currently outside of the municipal boundary where land use and development control fall within provincial jurisdiction.

STORM WATER MANAGEMENT

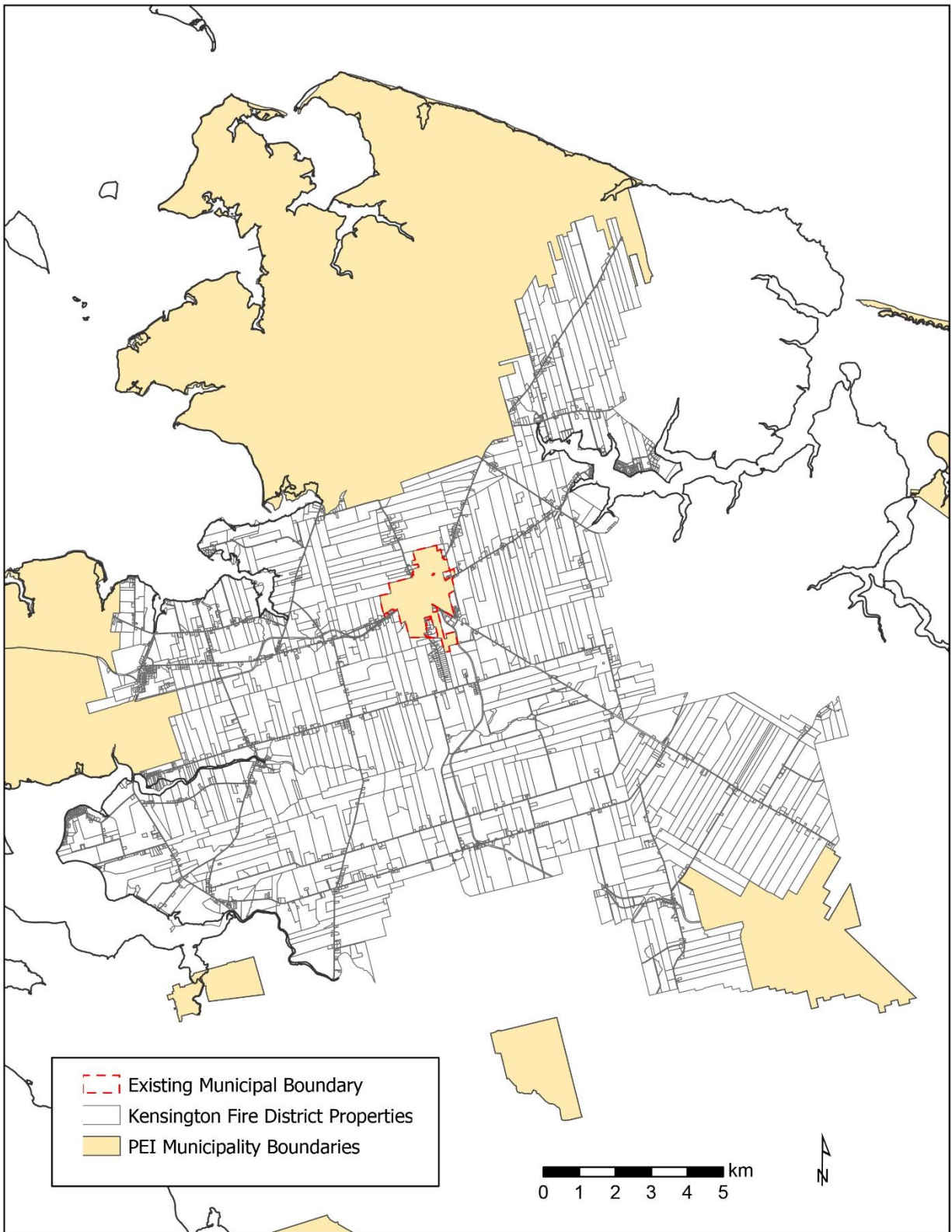
While some areas of the Town are provided with a system of catch basins and storm drains, other parts of the Town have no storm sewers or proper ditches on their streets. Standards for new public roads in new subdivisions must meet provincial standards and regulations.

There is currently no comprehensive Storm Water Management Plan in place for the Town.

FIRE PROTECTION

The Town operates a municipal fire department. The department supplies services to the Town as well as to outlying communities in the Fire District (Figure 5). A regional fire services levy is collected on behalf of the Town by the provincial government. The Kensington fire district is very large compared to others in the province, making the need for a well-equipped department very important. The department consists of 31 volunteer fire fighters including a Fire Chief and Deputy Fire Chief. A Fire Services Master Plan was completed in 2018. Annual reports on fire services indicates that on average 25% of the calls are for properties within the Town, 25% are for the Malpeque area, and 50% are for Zones 1 to 5 in the Fire District (outside the municipal boundary).

FIGURE 5 TOWN OF KENSINGTON FIRE DISTRICT AND SURROUNDING MUNICIPALITIES



POLICE PROTECTION

The Town maintains its own municipal police force. The department consists of a Police Chief, Corporal, one full time constable, and one part time constable and several casual constables. In addition to serving the Town, the police provide support to the RCMP for calls in the regional service area. Annual police reports indicate that on average approximately 10% of the police calls are in response to provincial *Highway Traffic Act* violations and/or traffic accidents, and 20% of the calls are Assistance Calls for the RCMP which typically take the Kensington Police outside of the municipal boundary.

PUBLIC WORKS AND PROPERTY MAINTENANCE

The Public Works Department provides a wide range of services within the Town. They are responsible for the daily upkeep, maintenance and cleanliness of Town properties. Some of the responsibilities include, grass mowing on all Town owned property; snow clearing and removal from all sidewalks, boardwalk and other Town owned properties; maintenance of the EVK Memorial Pool; and maintenance of Town owned buildings. The Public Works Department is also responsible for operational duties related to the Kensington Water and Pollution Control Corporation. The department is made up of two full time employees; a supervisor and an assistant. A seasonal employee is normally brought on during the summer to assist with grass mowing and general upkeep.

RECREATIONAL AND SOCIAL SERVICES

Recreational services provided by the Town include maintenance of the Credit Union Centre and Fitplex, two ball fields, parks, playgrounds, the EVK Swimming Pool, and a variety of other recreational facilities. The Town also provides the building at 25A Garden Drive for meetings and activities of the Senior Surfers Club of Kensington and Area.

Fees associated with recreational services and other social activities are currently the same for both municipal residents and non-residents, all are welcome to participate.

1.5 COMMUNITY SERVICES

INSTITUTIONAL FACILITIES

The Town of Kensington is well supplied with a range of high quality institutional facilities including two schools, Queen Elizabeth Elementary School and Kensington Intermediate Senior High School, and Fun Times, an early childhood education centre. There are also five churches: Kensington United Church; Kensington Presbyterian Church; Holy Family Roman Catholic Church; Community Christian Church and Kensington Anglican Church. And the Royal Canadian Legion, Branch #9 recently relocated from Victoria St W to Garden Drive.

There is no hospital in Kensington but Prince County Hospital in Summerside is within 15 km and ambulance services are provided by Island EMS. The Kensington Medical Clinic includes

office space for 4 family physicians, a nurse practitioner and a public health nurse. The Town also has a dentist, a veterinary clinic and a pharmacy.

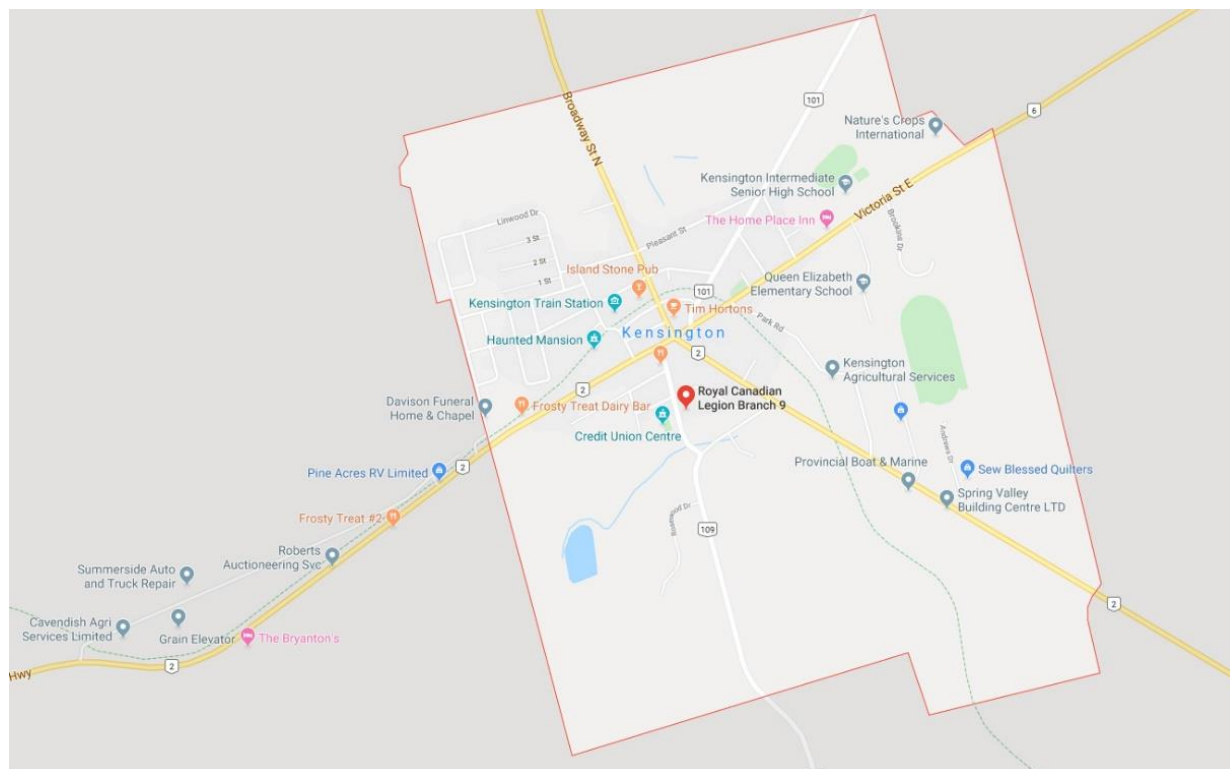
COMMERCIAL SERVICES AND EMPLOYMENT OPPORTUNITIES

Kensington offers a variety of retail and service businesses, as well as professional, financial and government services. However the Town also functions as a bedroom community for many residents who commute between the Town and the City of Summerside for work. In the 2016 census approximately 2/3 of the workforce residing within Kensington reported a commute distance of over 15 minutes and beyond Town limits. The Kensington and Area Chamber of Commerce serves approximately 120 member organizations.

The Town has two banks, the Credit Union and Scotiabank, both of which are located in the commercial core. Other local economic development includes businesses in the Kensington Industrial Park. A variety of restaurants and cafés operate in and around the Town, and in 2016, the intersection of Victoria and Broadway Streets was redeveloped with a new combined Robin's Donuts, Subway and Greco restaurant.

Despite its thriving commercial and service centre, a google map of Kensington with businesses and services labeled, shows how commercial and industrial operations continue to develop outside the municipal boundaries due to a lack of development opportunities within the Town (Figure 6).

FIGURE 6 GOOGLE MAPS. KENSINGTON AREA COMMERCIAL OPERATIONS (NOTE: GOOGLE INCORRECTLY REPRESENTS THE MUNICIPAL BOUNDARY WHICH OVER ESTIMATES THE NUMBER OF BUSINESSES WITHIN THE TOWN)



The community's current industrial park is full and with little to no commercial retail space available in the Town, Council and residents identified finding a location for the construction of a new industrial park as a top priority in the town's recently adopted Strategic Plan (2019). In response, Council has recently (November 29, 2019) purchased land for the new Industrial Park however it is located outside Town limits adjacent to the west boundary.

2. RESTRUCTURING PROPOSAL

2.1 REASON FOR PROPOSAL

The future sustainability of the Town of Kensington is dependent on the municipality being able to accommodate future residential, commercial and industrial growth, which it is currently unable to do. The surrounding agricultural area is largely reliant on the Town to supply services including: fire protection, recreational programs and facilities, schools, churches, financial and postal services, retail, medical, and a wide range of other cultural programs and activities. The Town's Industrial Park and other businesses provide employment opportunities for residents of the Town and surrounding rural area. As such, the health and future prosperity of the Town of Kensington, directly benefits the regional service area as a whole.

The need for a boundary extension is clear. The Town currently cannot accommodate future growth within its current boundaries. Although extending the municipal boundary, comes with the benefit of increasing the tax base, the primary objective of this restructuring proposal is with regards to increasing future development and economic growth opportunities and to expand the provision of land use planning to ensure sustainable and environmentally sensitive growth. Sharing the costs of municipal services across a larger population will more accurately reflect all residents and businesses who currently have access to these services. Following the restructuring the municipality will be better positioned to provide enhanced services, to develop programs and initiatives, to attract investment opportunities, to promote economic growth, and to access funding programs. For example, the Town is currently investing in a warming shelter for Town residents during severe weather events with power outages and such services will be made available to new residents as well.

In comparison to other recent municipal restructuring that has occurred across Prince Edward Island under the new *Municipal Government Act*, the Town of Kensington does not have adjacent municipalities to collaborate with, or to consider merging with through amalgamation. The Town is also not interested in pursuing a large annexation of the surrounding agricultural, unincorporated land that falls within their regional service area, until such time as those residents express interest in having local municipal representation. If at some time in the future, residents of the larger regional service area are interested in collaborating on a proposal for restructuring with the municipality in a mutually beneficial way, the Town would welcome the opportunity to work with them and other municipalities to pursue common interests.

For now however, Kensington's intent is to pursue a measured restructuring of the municipal boundary through the annexation of properties which:

- Currently benefit from municipal services but are not within the municipal boundary;
- Are surrounded by municipal properties - where the municipal boundary has leap-frogged properties in the past;

- Present an opportunity for future economic growth and investment through subdivision and development; and/or
- Require improved environmental management and protection through the provision of land use planning.

It is intended that through this measured approach to restructuring that the municipality will be able to continue to offer municipal services and programs for both new and existing residents in a fair and sustainable manner, and as such will continue to support the region as a whole.

2.2 RESTRUCTURING OVERVIEW

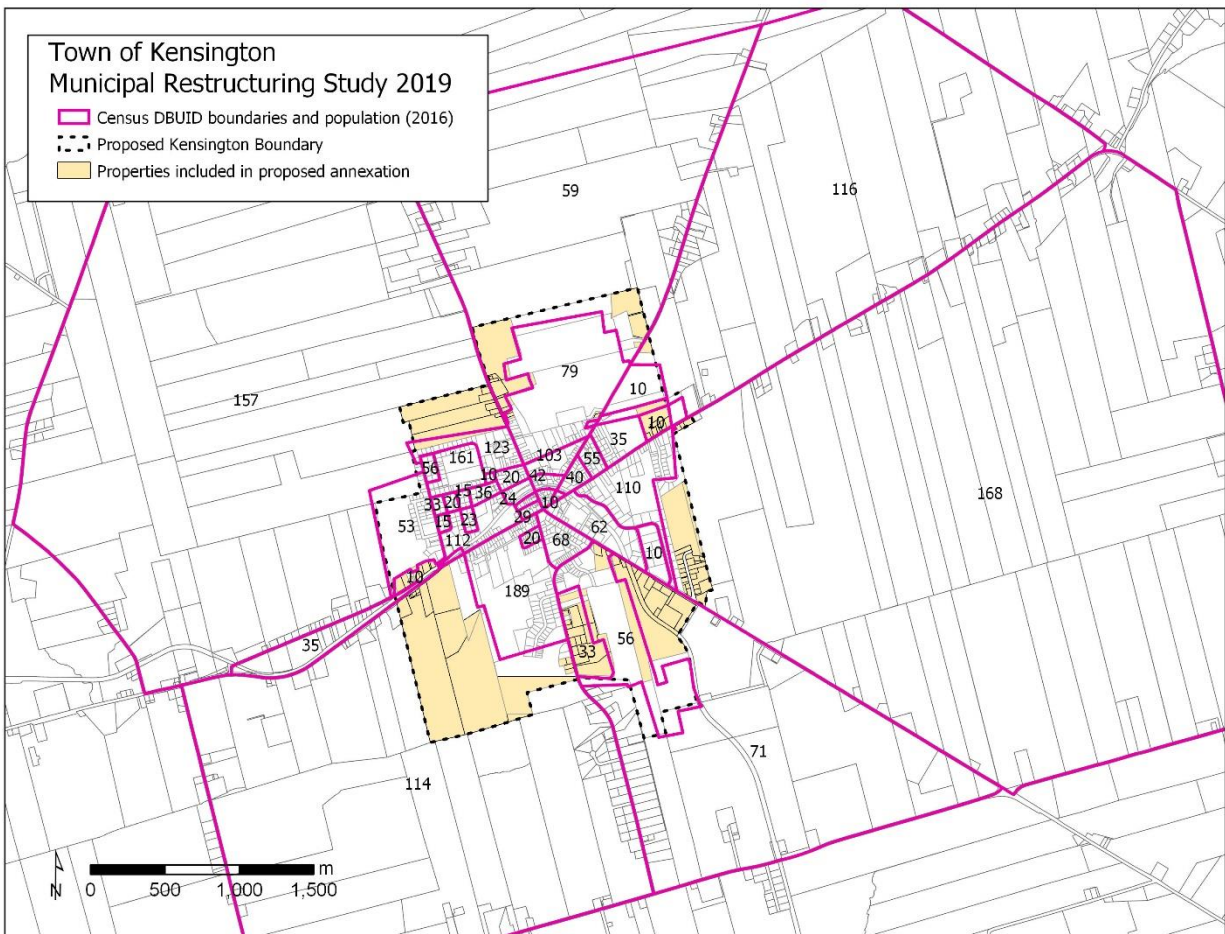
The restructuring proposal includes the annexation of 106 properties (unique PID). The properties cover 1.57 km² of land area, and would account for an increase to the overall land area within the Town boundary by approximately 50%. Although the land area increase appears to be substantial, the number of properties increases by only 13%, and similarly the municipal assessment would increase by only 7.8% (\$78,527).

	Current (2019-11-26, MAPCO)	Proposed Additional	Proposed Total	Tax Rate	Total Municipal Taxes to be Collected
Number of Properties (by unique PID)	808	106	914		
Non-Commercial Assessment Value	\$79,374,550	\$9,957,066	\$89,341,616	0.55	\$491,379
Commercial Assessment Value	\$12,701,390	\$1,823,700	\$14,525,090	1.30	\$188,826
Total Municipal Assessment	\$92,075,940	\$11,781,300	\$103,866,706		\$680,205

The population of the Town of Kensington in 2016 was 1,619. By extrapolating the previous growth rate of 7% (which was over 5 years), the 2019 population is estimated at approximately 1,640. Figure 7 shows the census count within the Town and surrounding area by dissemination block (DBUID). A DBUID is an area bounded on all sides by roads and/or boundaries of standard geographic areas and is the smallest geographic area for which population and dwelling count data is made available. Although the DBUID areas outside of the municipal boundary are significantly larger than that of the proposed areas to be annexed, the estimated population within the proposed new boundary was determined by counting the number of existing dwellings (approximately 76) and by using the average household size of 2.1,

as per the 2016 census for the Town. It is estimated that the new population will be approximately 1,800, an increase of approximately 11% over the 2016 census count.

FIGURE 7 CENSUS (2016) PROFILE OF THE TOWN OF KENSINGTON AND SURROUNDING AREA BY CENSUS DBUID (DISSEMINATION BLOCK).



2.3 CRITERIA FOR CONSIDERATION

As previously described, there were four (4) primary criteria for evaluating properties for the proposed restructuring, and many of the properties were found to fall into more than one of these categories. Appendix A includes information on each individual property in question and the criteria by which it was considered for inclusion in the proposal.

The first criteria established, was to identify those properties outside the municipal boundary that already receive or have access to municipal services in an equivalent way to that of Town residents. In general, existing residential, commercial or industrial properties that were developed immediately beyond the Town's current boundary have been found to utilize municipal services such as fire, police, recreation and various community services, such as

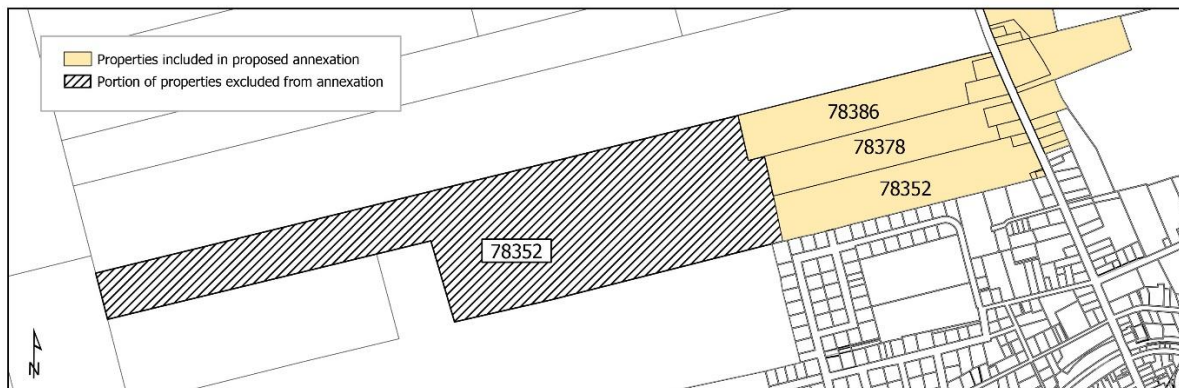
banking, retail and institutional uses. In addition, ten (10) of these properties are also connected to the municipal water and/or sewer services.

The Town of Kensington has grown over the years in a piece-meal fashion, and has accommodated requests for extensions of services and annexations on a property by property basis. As a result, many properties have been excluded or skipped over for no apparent reason when the Town's boundary expanded in the past. Unincorporated properties that are currently surrounded by the Town boundary create holes in the municipal service coverage area. To address these deficiencies in the current service coverage, these properties are included in the current proposal. Also included are properties that are currently partially incorporated within the boundary.

As previously mentioned, the primary objective of this restructuring proposal is with regards to increasing future development and economic growth opportunities in the Town and to expand the provision of land use planning to ensure sustainable and environmentally sensitive growth. The Town has had a preliminary engineering study done on the proposed location for the new business/ industrial park, the land for which is included in the current annexation proposal. Future residential development is also anticipated and these properties are included as well.

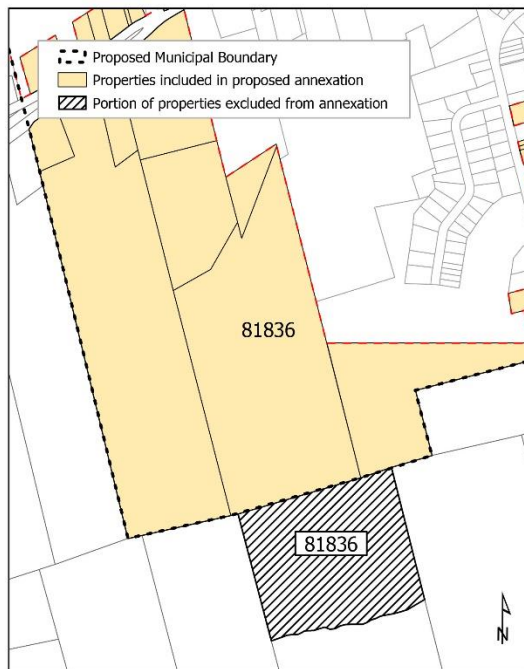
Identifying potential areas for future residential subdivisions is important to enable the Town to undertake secondary plans as necessary, to ensure an effective street network is established over time, rather than the continuing piece-meal development of multiple, individual private street subdivisions. This will also aid in providing consistent civic addressing between future residential developments and the existing street network, which is important for emergency management operations and response times. In addition to future development opportunities on properties already surrounded by the Town boundary. There are additional development opportunities off the northwest boundary, where an existing right-of-way extends northward at the intersection of Sunset Cres and Linwood Dr. If these properties are to be developed in the future, the road network would ideally connect between Linwood Dr and Broadway St N. A portion of one of these properties (PID 78352) has been excluded from the proposed restructuring in order to direct future development towards Broadway St N and to limit a potential westward extension (*see*, Figure 9).

FIGURE 9 A PORTION OF A LARGE PROPERTY ON THE NORTHWEST BOUNDARY IS EXCLUDED FROM THE PROPOSED RESTRUCTURING APPLICATION TO SUPPORT FUTURE SUSTAINABLE DEVELOPMENT WITH ADEQUATE ACCESS TO EXISTING ROADS AND SERVICES.



Similarly, a property on the south boundary (PID 81836) which consists of two parcels with the same PID, extends beyond the limits of the proposed annexation, and as such one of the two parcels has been excluded from the proposal (see, Figure 10).

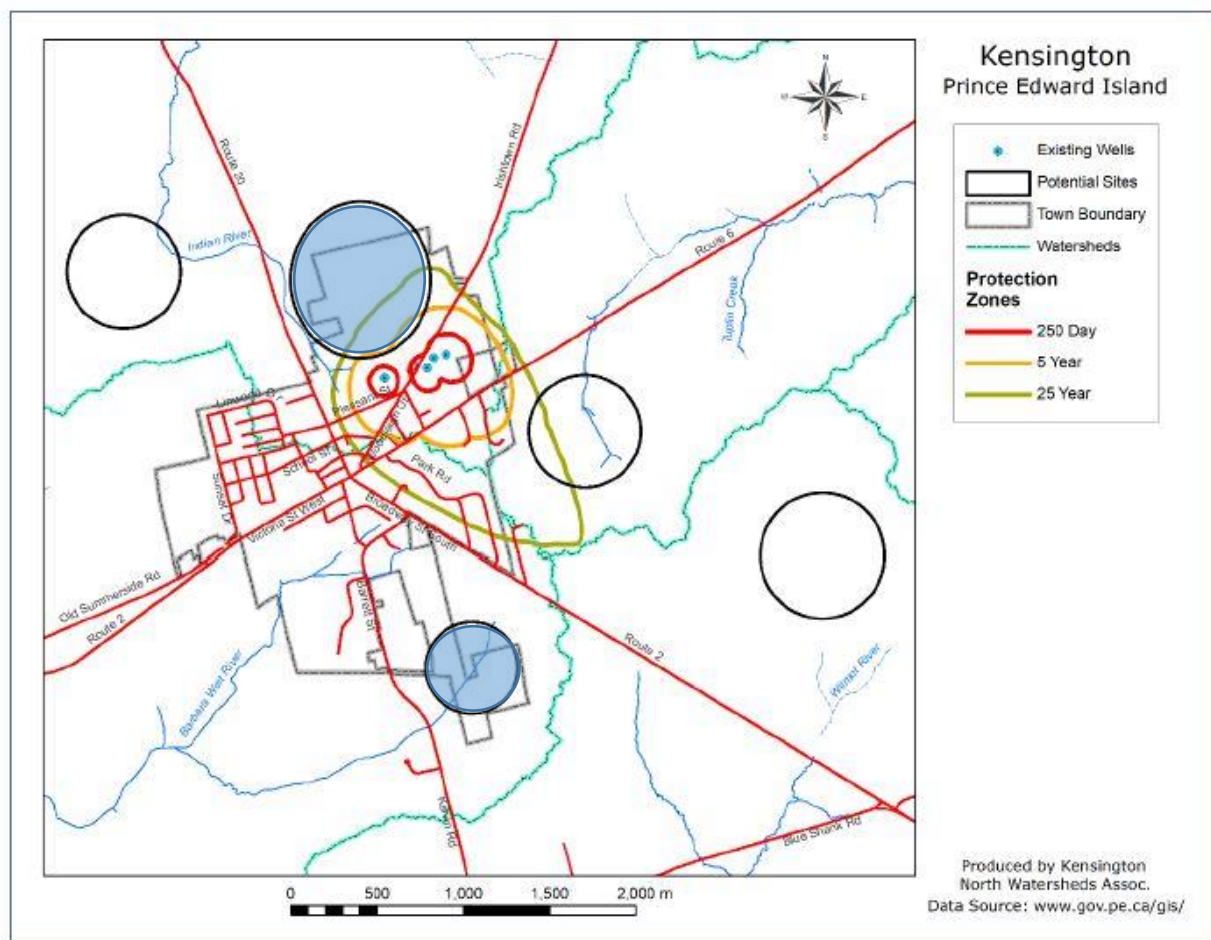
FIGURE 10 A PORTION OF A LARGE PROPERTY ON THE SOUTH BOUNDARY IS EXCLUDED FROM THE PROPOSED RESTRUCTURING APPLICATION TO SUPPORT FUTURE SUSTAINABLE DEVELOPMENT WITH ADEQUATE ACCESS TO EXISTING ROADS AND SERVICES.



Finally, the protection of ground water resources is fundamental for the long term sustainability of the Town. Figure 11 shows the existing well field protection zones and potential alternative well field sites as recently published in the *Town of Kensington's Well Field Protection Plan*. Recommendations in the Plan include regulating the land use and potential sources of contaminants, including private wells and septic systems in the existing well field protection

zones, and contingency planning in case there is a future need for an alternative water source. The most effective way to protect ground water resources is through land use and development control regulations offered through municipal planning. As such, properties within the current well field protection zone have been included in the proposed restructuring application. Of the five (5) potential future well sites identified in the study, two (2) currently overlap with the Town's current boundary. As such the properties within and around these two (2) sites have also been included in this restructuring proposal.

FIGURE 11 WELL FIELD PROTECTION ZONES AND POTENTIAL SITES FOR FUTURE WELLS (TOWN OF KENSINGTON WELL FIELD PROTECTION PLAN, 2019). THE BLUE SHADING HAS BEEN ADDED TO IDENTIFY THE TWO POTENTIAL WELL SITES THAT ARE CURRENTLY PARTIALLY WITHIN THE TOWN OF KENSINGTON'S MUNICIPAL BOUNDARY.



The following sections of the report address each of the fundamental principles to be considered in the review of a proposal to restructure a municipality as per Section 2 of the *Principles, Standards and Criteria Regulations (PSCR)* of the *Municipal Government Act*.

2.4 MUNICIPAL CAPACITY FOR SERVICE PROVISION

DOES THE PROPOSAL DEMONSTRATE THAT THE MUNICIPALITY HAS OR WILL HAVE THE ABILITY AND CAPACITY TO MEET THE IMMEDIATE AND LONG-TERM NEEDS OF THE RESIDENTS WITHIN THE BOUNDARIES PROPOSED? (Section 2a, *PSCR*)

The Town has the administrative and technical resources to govern the unincorporated area proposed for annexation. Most of the municipal services offered by the Town (as described above in Section 1.4) are already provided to, or have at least been made available to, the residents of these properties today.

Administrative services, including planning and development control, are not anticipated to increase beyond Town staff's current capacity. The new residents and property owners will be invited to participate in the Town's Official Plan and Bylaw review process that was initiated earlier this year. The public engagement sessions previously scheduled for the review were postponed for this purpose, as the inclusion of the new residents will be critical to the planning process for the Town as a whole. Through this process, residents will have an opportunity to participate in establishing future land use designations for their own properties. The Official Plan and Bylaw review process is intended to start again as soon as a decision is made on the restructuring application, and therefore there will be minimal time delay between incorporation and the provision of planning and development control services.

Ten (10) of the properties in question are already connected to the Town's water and/or sewer service lines, and others will be eligible to connect immediately where the services are already in place in the adjacent public right-of-way. Currently the Town has proposed extensions of the central water and sewer services to the properties on the west boundary of the municipality where the new business/industrial park is proposed; and an extension of the water main on Broadway South to Gerald McCarville Drive. Only those properties that will have access to these services will pay for these services, and as such the Town intends to work directly with the property owners to establish a plan for connections and future extensions of the service lines.

2.5 FINANCIAL VIABILITY

IS THE PROPOSED MUNICIPALITY FINANCIALLY VIABLE? (Section 2b, *PSCR*)

The financial viability of the Town of Kensington is currently stable. However, the inability for the Town to grow further will impact the long term sustainability of the Town and its ability to continue to offer the level of services that it currently does. The annexation proposal will result in an increase in revenue of municipal taxes by about 13%. As there are no immediate costs

anticipated for the provision of new services to these properties, the additional revenue will be reinvested into the Town benefiting both existing and new residents. The costs of the existing municipal services will be shared across a larger population and as such the municipality will be better positioned to provide services, to develop programs and initiatives, to attract investment opportunities, to promote economic growth, and to access funding programs. The 2019/20 Financial Plan for the Town of Kensington is attached (see Appendix E).

2.6 STABLE BASE OF ECONOMIC ACTIVITY

DOES THE PROPOSED MUNICIPALITY HAVE A STABLE BASE OF ECONOMIC ACTIVITY? (Section 2c, *PSCR*)

The Town of Kensington has a stable base of economic activity and continues to have development growth in both resource and non-resource commercial and industrial sectors. Kensington offers a variety of retail and service businesses, as well as professional, financial and government services. The driving force behind the proposal is to continue to meet the need for future residential and business development opportunities, as identified as a priority by residents of the Town and regional service area.

2.7 IMPACTS ON OTHER MUNICIPALITIES

WILL THE PROPOSED MUNICIPALITY HINDER AN EXISTING MUNICIPALITY'S ABILITY TO EXPAND ITS BOUNDARIES OR PROVIDE SERVICES TO ITS RESIDENTS? (Section 2d, *PSCR*)

With no adjacent municipalities within close proximity to the Town of Kensington's boundaries, the proposed annexation is not anticipated to impact another municipality's ability to expand its boundaries in the future or to hinder future service delivery. The unincorporated area surrounding Kensington, spans between Kensington and other municipalities including Malpeque Bay, Summerside, Hunter River, Breadalbane, Kinkora, Bedeque and the Resort Municipality. The Kensington Fire Department currently services the majority of this area, extending to the boundaries of Breadalbane (south), Malpeque Bay (north) and Summerside (west).

The Town is not currently interested in pursuing a large annexation of the surrounding agricultural, unincorporated land that falls within their regional service area of the Fire District, until such time as those residents express interest in having local municipal representation. If at some time in the future, these residents are interested in collaborating on a proposal for restructuring with the municipality in a mutually beneficial way, the Town would welcome the opportunity to work with them, as well as with other nearby municipalities, to pursue common interests.

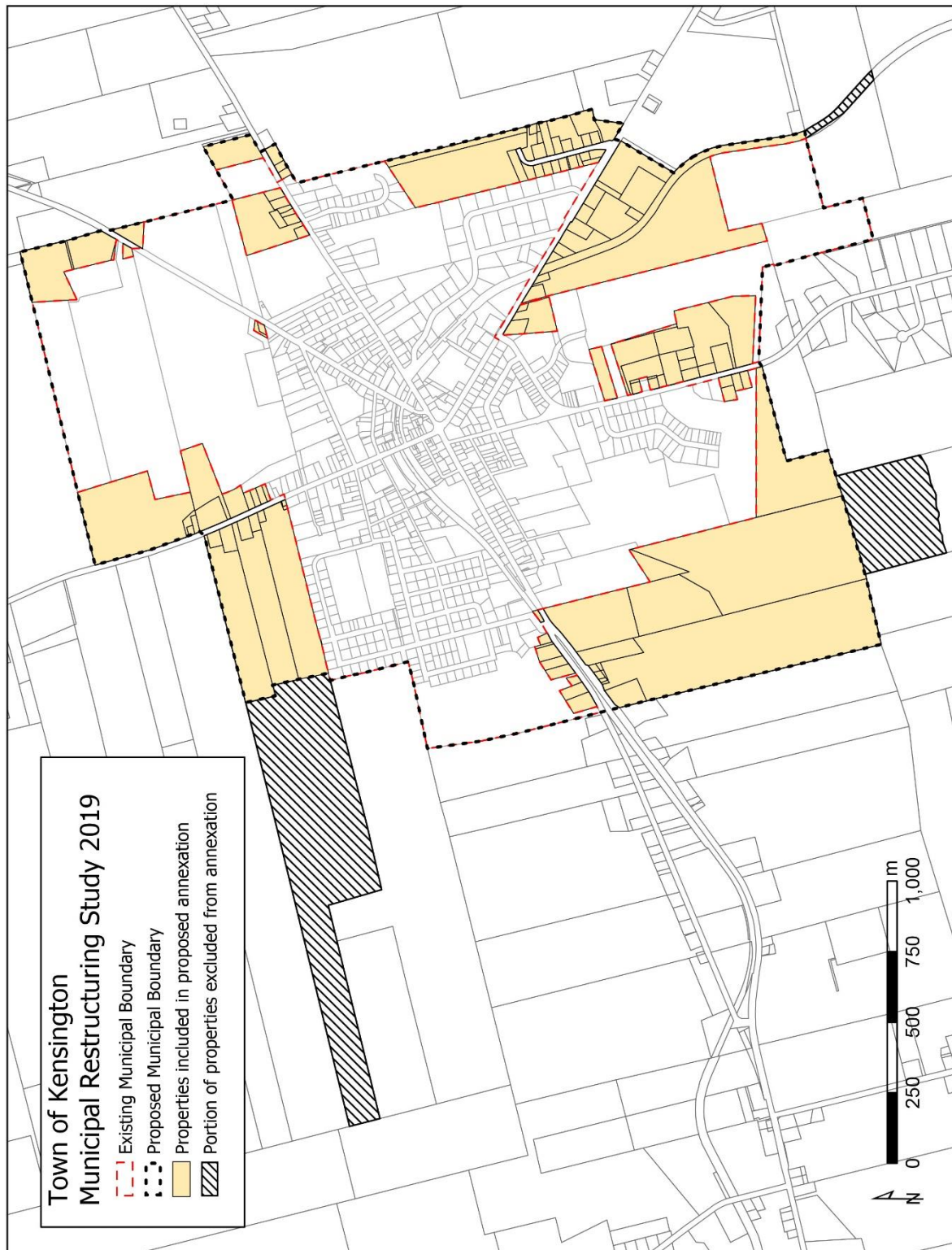
2.8 LONG TERM VISION

DOES THE PROPOSAL DEMONSTRATE THAT THE MUNICIPALITY HAS A VISION OF THE SERVICES IT INTENDS TO PROVIDE ITS RESIDENTS IN THE IMMEDIATE AND LONG TERM? (Section 2e, *PSCR*)

The Town of Kensington Strategic Plan (2019) includes a 10 year vision for the municipality, but more importantly the Town already has an action plan in place for implementing the goals of this vision. The Town is pursuing a progressive strategy to enhance development opportunities in the municipality through a measured approach to restructuring. The current proposal to incorporate a relatively large land area, is a strategic investment in the long-term growth of the municipality. Once developed, the future business/industrial park will eventually increase the commercial assessment value for the municipality and will act as a large contributor to the long-term sustainability of Kensington and the surrounding area. Furthermore, the increased revenue will support enhanced municipal services and programs for both new and existing residents in a fair and sustainable manner, and as such will continue to support the region as a whole.

In balance with the Town's future development objectives, the Town has also recognized the importance of natural asset management. The restructuring of the municipality as outlined in this proposal, will equally contribute the long term protection of the Town's existing ground water resources and will secure future ground water sources for the growing Town, through an expansion of municipal land use planning services.

Appendix A. Map of existing and proposed municipal boundary and properties included in proposed annexation.



Appendix B. Properties to be included in proposed annexation and the criteria by which each property was considered for inclusion.

	PID		Periphery development with access to municipal services	Located within or surrounded by existing boundary	Environment management strategy	Future development opportunity
1	76208	E W BROWN HOLDINGS INC	x			
2	76216	E W BROWN HOLDINGS INC	x			x
3	76406	TOWN OF KENSINGTON				x
4	76885*	GOVERNMENT OF PRINCE EDWARD ISLAND		x		
5	77230	WESTERN SCHOOL BOARD OF PEI		x		
6	77271**	PAMELA JAMES		x		
7	77305	CODY JASON & DONALD RYAN CORBETT	x	x		
8	77313	GOVERNMENT OF PRINCE EDWARD ISLAND		x		
9	77321	DAVID DAVIS & PAMELA BLANCHARD	x	x		
10	77339	LEITH DOUGLAS & MIDGE GWEN MURRAY & LEAH CATHERINE MARCHBANK	x	x		
11	77370	MICHAEL NORMAN & THERESA LIDSTONE	x			
12	77503	KENNETH & JEANNE THIBODEAU	x			
13	77511	WILLIAM FOLLAND	x			
14	77529	EARL DAVISON & GWYNNETH MACDONALD &	x			
15	77545	CAROLYN R FRANCIS & JAMES LINUS BLANCHAR	x			
16	77552	ERIC & VICKI PROCTOR	x			
17	77594	NORTH SIDE HOLDINGS INC	x		x	x
18	77610	MILDRED STEWART	x	x		
19	77628	AUDREY & BRUCE MANN	x	x		
20	78253	TRUDY CASELEY	x			
21	78261	STEVEN PROVOST	x			
22	78295	TRIPLE M FARMS LTD	x			
23	78303	MARYIAN JEAN KUER	x			
24	78311	ROBERT WILLIAM & BRENDA L TESTU	x			
25	78352***	TRIPLE M FARMS LTD				x

	PID		Periphery development with access to municipal services	Located within or surrounded by existing boundary	Environment management strategy	Future development opportunity
26	78360	WILLIAM REEVES	x			
27	78378	PERCY M MACGOUGAN			x	
28	78386	HUBERT & JOYCE MARCHBANK				x
29	78394	JOSEPH EDUINO MONIZ	x		x	
30	78402	NEWTON LEE & ANNETTE MARIE MACARTHUR (JR)	x		x	
31	78410	WILLIAM EDWIN COUSINS			x	
32	79244	HAROLD DAVID STEWART	x	x		
33	80606	MIKE & MARIE KUZEL	x	x		
34	80960	RONALD JOSEPH GALLANT	x	x		
35	80978	JOANNE & DARRYL POWER	x	x		
36	80994	LINDSAY CUDMORE & TAMMI CUDMORE	x	x		
37	81000	CHRISTOPHER & LISA FUDGE	x	x		
38	81018	MICHAEL URBAN MURPHY	x	x		
39	81836****	SUMMERFIELD FARMS LTD		x	x	x
40	99895	KENSINGTON HORSEMENS CLUB	x			
41	400564	JAMES ALEXANDER & CARYL ANN CUMMINGS	x			
42	426189	DONALD & ORALIE MACKAY	x			
43	426205	DON RAMSAY	x	x		
44	426213	RONALD JAMES & MYRTLE WINNIFRED MACLELLAN	x	x		
45	426346	PIONEER MARINE PRODUCTS INC	x			
46	433003	KAREN BRYANTON	x	x		
47	448985	KENNETH & JEANNE THIBODEAU	x			x
48	461525	ANNA RUTH WINDSOR		x		x
49	461533	DOROTHY MARITA VINCENT	x	x		
50	498246	MICHAEL & KAREN GAUDET	x	x		
51	498253	WAYNE & JEAN CROZIER	x			
52	498261	DALE & KAREN PAYNTER	x			
53	560441	JOHN DAVID & ANGEL KELLY	x			
54	560458	NORTH SIDE HOLDINGS INC	x			
55	565754	JOHN STEPHEN BERNARD	x			

	PID		Periphery development with access to municipal services	Located within or surrounded by existing boundary	Environment management strategy	Future development opportunity
56	566612	CAROL DIANNE HOWATT	x	x		
57	580407	DONALD & BARBARA MOASE	x	x		
58	580860	KEVIN J GALLANT	x	x		
59	591586	NATASHA KEOUGH & LORNE L SHAW	x			
60	606582	CHARLES THERIAULT	x	x		
61	614925	WENDY L DICKIESON	x			
62	620849	BOYCE & SHIRLEY CAMPBELL	x			
63	628891	KENT NUNN & HAILEY DAWSON	x			
64	628909	KENT NUNN & HAILEY DAWSON	x			x
65	646539	JOHN LEITH & M JOAN BERNARD	x			
66	646737	PATRICK MCCARDLE & PAMELA MURRAY	x	x		
67	667386	FAITH LECLAIR	x			
68	672576	GERARD & MAXINE BIDGOOD	x	x		
69	680827	PARKWOOD INDUSTRIES INC	x			
70	692145	WILLIAM CORNFIELD	x	x		
71	695726	JORDAN TYLER MAYTHEW	x			
72	704890	SPENCER MACDOUGALL & MARY BETH SHARPE	x	x		
73	707943	PETER R & WENDY C MCALEER	x		x	
74	709063	DONALD & BARBARA MOASE		x		x
75	715615	ANNA RUTH WINDSOR		x		x
76	718486	EDWIN & WENDY BROWN			x	
77	740191	KENSINGTON PEOPLES CEMETERY INC			x	
78	740506	PHILLIP & JUDITH SIZER	x			
79	747170	GREGORY H GILLIS & OTHERS	x			
80	749283	EARL & IRENE DAVISON	x			
81	750372	JEFF BERNARD & JODI AMI- LYNN WAITE	x	x		
82	752329	ALAN R CHAMPION		x		x

	PID		Periphery development with access to municipal services	Located within or surrounded by existing boundary	Environment management strategy	Future development opportunity
84	767673	G MORRIS CASELEY				x
85	772210	PHILLIP & JUDITH SIZER	x			
86	772418	REGINALD & NANCY MURPHY	x			
87	772426	LEAMING & GWENDY MURPHY	x			
88	778878	RONALD MELVIN & MARY CAROL REEVES	x			
89	778977	SPRING VALLEY BUILDING CENTRE LTD	x			
90	818245	GLEN & SHELLEY MCKENNA	x			
91	821504	GEORGE & BEVERLEY AIKEN	x			
92	847269	PIONEER MARINE PRODUCTS INC	x			
93	852517	NICHOLAS DENNIS & MERRIDITH MILLIGAN	x	x		
94	883611	DANIEL (DAN) & WENDY MACKINNON	x			
95	901249	HUBERT & JOYCE MARCHBANK	x			
96	912493	DONNA D & MARK E OATWAY			x	
97	924340	PATRICK MACDONALD & HOLLY OSBORNE	x	x		
98	927731	WALTER LECLAIR	x			
99	929216	CHARLES WHITNEY CASELY	x	x		
100	937631	IVAN NEWRICK JR & LAURA ELIZABETH NEWRICK	x			
101	1022078	ACHIEVE MARKETING INC	x			
102	1039379	CODY JASON & DONALD RYAN CORBETT	x	x		
103	1043645	CENTURY PROPERTY MANAGEMENT INC	x			
104	1070994	MICHAEL GILL & PATRICIA ANN BAIRD GILL	x			
105	1081561 *****	DEBRA RAMSAY		x		
106	1090315 *****	SUMMERFIELD FARMS LTD		x		x

* PID 76885 is the Confederation Trail. Only 37% of the property has been included in the assessment evaluation, and the remaining portion has been excluded from the proposed restructuring (see hatched area on map).

** 63% of PID 77271 is already within the municipality.

*** The proposed annexation includes 16.25 acres (19%) of PID 78352, the remaining portion has been excluded from the proposed restructuring (see hatched area on map).

**** The proposed annexation includes 46.55 acres (63%) of PID 81836, the remaining portion has been excluded from the proposed restructuring (see hatched area on map).

***** 90% of PID 1081561 is already within the municipality.

***** 40% of PID 1090315 is already within the municipality.

Appendix C. Town of Kensington 2019/20 - 2024/25 Financial Plan - Proposed

Summary

Town of Kensington

5 Year Income and Expense Projection

	2019/20 Annual Projection	2020/21 Annual Projection	2021/22 Annual Projection	2022/23 Annual Projection	2023/24 Annual Projection	2024/25 Annual Projection
Revenue						
General Government	\$ 1,125,334	\$ 1,125,334	\$ 1,139,565	\$ 1,159,697	\$ 1,179,829	\$ 1,199,960
Police	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
Rental Revenue	\$ 96,656	\$ 100,257	\$ 100,800	\$ 101,365	\$ 103,005	\$ 103,545
Recreation Revenue	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
Sale of Services	\$ 444,000	\$ 449,000	\$ 454,000	\$ 459,000	\$ 464,000	\$ 469,000
Fire Revenue	\$ 249,264	\$ 292,080	\$ 296,730	\$ 298,730	\$ 300,730	\$ 302,730
Credit Union Centre Revenue	\$ 400,238	\$ 401,191	\$ 406,391	\$ 413,451	\$ 418,991	\$ 425,716
Total Revenue all Sources	\$ 2,355,242	\$ 2,407,612	\$ 2,437,236	\$ 2,471,993	\$ 2,506,305	\$ 2,540,701
Expenses						
Town Hall	\$ 162,934	\$ 158,810	\$ 159,295	\$ 159,890	\$ 160,500	\$ 161,125
General Government	\$ 580,584	\$ 510,936	\$ 494,097	\$ 500,189	\$ 499,066	\$ 504,337
Police	\$ 458,961	\$ 460,730	\$ 469,248	\$ 477,913	\$ 489,728	\$ 498,878
Public Works	\$ 205,465	\$ 263,145	\$ 284,860	\$ 289,135	\$ 298,475	\$ 302,880
Train Station	\$ 31,940	\$ 41,760	\$ 41,960	\$ 42,160	\$ 42,460	\$ 42,660
Recreation	\$ 75,785	\$ 85,015	\$ 87,345	\$ 89,790	\$ 92,125	\$ 94,580
Sale of Services	\$ 190,071	\$ 193,945	\$ 197,310	\$ 200,735	\$ 204,230	\$ 207,795
Total Fire Expenses	\$ 249,264	\$ 292,080	\$ 296,730	\$ 298,730	\$ 300,730	\$ 302,730
Total CUC Expenses	\$ 400,238	\$ 401,191	\$ 406,391	\$ 413,451	\$ 418,991	\$ 425,716
Total Expenses All Sources	\$ 2,355,242	\$ 2,407,612	\$ 2,437,236	\$ 2,471,993	\$ 2,506,305	\$ 2,540,701
Variance Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix D. Consultation Letter and Comment Form



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

December 2019

[Address]

Re: PID No.

Dear Property Owner:

The Town of Kensington has recently commissioned a study to assess the current growth and development opportunities of the municipality and the present need to restructure its boundary. The study included a review of the area's demographics, land use patterns, development trends, and municipal and wider community service provisions. The study area included properties within the Town, and the surrounding unincorporated area in which residents share a common interest in the quality and affordability of regional and municipal services.

While the study found that we continue to thrive with steady population and development growth, its ability for future growth is severely restricted. The Town has essentially grown to the full extent of its boundary and is at present landlocked with few opportunities for development. As such, development continues on the periphery of the town, where property owners, residents and businesses utilize municipal services and operate as part of the Town social and economic community. These property owners however do not receive the benefits associated with having representation within the Town's municipal government and do not contribute to the municipal tax base.

Kensington's current interest is in pursuing a 'measured' restructuring of the municipal boundary to address properties which meet one or more of the following four criteria:

1. Properties that benefit from municipal services;
2. Properties that are surrounded by municipal properties;
3. Properties that present an opportunity for future economic growth and investment through subdivision and development;
4. Properties that require improved environmental management and/or protection through the provision of land use planning.

It is intended that through our 'measured' approach to restructuring the municipal boundary, we will be able to continue to offer municipal services and programs for both new and existing residents in a fair and sustainable manner.

Your property has been identified as being in close proximity to the Town and meeting one or more of the preceding criteria, and as such, is proposed to be included in our restructuring

Page 1 of 3

application.

The benefits to property owners within the area proposed for restructuring vary from the short to the longer term. There are services which we will provide immediately upon approval of the restructuring proposal, such as police, fire, public works and maintenance, recreation and social type services. Land use planning and development control will also be provided in the short term. As you may be aware, the Town is in the process of reviewing and updating its Official Plan and Development Control Bylaw however the project has been put on hold pending the outcome of the restructuring application to provide proposed new residents an opportunity to participate in the process. Water and sewer services will be extended into new areas as required and as budgets permit.

The town's current non-commercial and commercial property tax rates are \$0.55 and \$1.30 per \$100.00 of assessed property value respectively. Town Council is proposing to stagger the tax rate implementation over a four-year period, i.e. Year 1 – 25%, Year 2 – 50%, etc., such that in year 4 your property will be subject to the full municipal tax rate (which is inclusive of fire dues). Based on your current assessed value of **[Insert Property Assessment Value]**, your Year 1 property tax is estimated at **[Insert Value]** increasing to **[Insert Value]** in Year 4. Only those properties that are physically connected to the Town's central water and sewer system, or have adjacent access and are able to connect to the systems, are charged the annual water and sewer rates (separate from property taxation).

We request that you complete the attached form to provide valuable feedback which will form part of the Town's anticipated application to the Province for boundary restructuring. In addition, you can provide feedback by emailing townmanager@townofkensington.com. A copy of the Town's restructuring proposal/application to the Minister of Communities is available in its entirety at www.kensington.ca/ or can be picked up at the Kensington Town Hall, 55 Victoria Street East.

The future sustainability of the Town of Kensington is dependent on the municipality being able to accommodate future growth which it is currently unable to do. And although extending the boundary comes with the benefit of increasing the tax base of the municipality, the primary objective of our application is to strengthen and increase regional economic growth opportunities. This is vitally important to our community if we want to continue to maintain the types of services that residents in the area expect and require, such as sustaining our local school system through orderly population growth.

We thank you sincerely for your cooperation and look forward to future discussions on how Kensington and Area can move forward in a sustainable fashion.

Best Regards,

Rowan Caseley
Mayor

Geoff Baker
Chief Administrative Officer



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

Do you support the Town of Kensington's Municipal Restructuring Proposal?

Yes _____ No _____

Comments:

Name

Civic Address

Date

****PLEASE RETURN BY December 31, 2019****

****Pre-Paid Postage Envelope Enclosed****

Appendix E. Community Consultation Response

			SUPPORT				
	PID	Property Owner	Yes	No	No Response	Follow-Up Conversations Held (Phone call, face to face meeting)	Comments
1	76182	KENSINGTON RENTALS INC			X		
2	76208	E W BROWN HOLDINGS INC			X	X	
3	76216	E W BROWN HOLDINGS INC			X	X	
4	76406	TOWN OF KENSINGTON	X				
5	76885	GOVERNMENT OF PRINCE EDWARD ISLAND			X		
6	77230	WESTERN SCHOOL BOARD OF PEI			X		
7	77271	PAMELA JAMES	X			X	
8	77305	CODY JASON & DONALD RYAN CORBETT			X		
9	77313	GOVERNMENT OF PRINCE EDWARD ISLAND			X		
10	77321	DAVID DAVIS and PAMELA BLANCHARD		X		X	The reason I don't support is it adds extra taxes and added bills to my household that I am worried I won't be able to afford the added bills.
11	77339	LEITH DOUGLAS & MIDGE MURRAY			X		
12	77370	MICHAEL NORMAN & THERESA LIDSTONE		X			This would not benefit our household at this time we have our own well and sewage system. There are no sidewalks in front of our home and our ditches are not filled in, but our taxes would go up. Does not seem like a great idea to me.
13	77503	KENNETH & JEANNE THIBODEAU		X			
14	77511	WILLIAM FOLLAND			X		
15	77529	EARL DAVISON & GWYNNETH MACDONALD			X		
16	77545	CAROLYN R FRANCIS & JAMES BLANCHARD	X				Indicated that the towns correspondence was confusing (page 2). Since the current property tax they pay is yearly \$1608.28, the <u>increase</u> in year 1 would be \$144.73 and \$803.90 in year 4.
17	77552	ERIC & VICKI PROCTOR			X		
18	77594	NORTH SIDE HOLDINGS INC			X	X	
19	77610	MILDRED STEWART			X		
20	77628	AUDREY & BRUCE MANN			X		
21	78253	TRUDY CASELEY			X		
22	78261	STEVEN PROVOST			X		
23	78295	TRIPLE M FARMS			X		
24	78303	MARYIAN JEAN KUER	X				How long before this would be in place? Who would pay for the connection and the cost would be?
25	78311	ROBERT WILLIAM & BRENDA L TESTU		X			We have our own water and septic. Don't need anything else.
26	78352	TRIPLE M FARMS			X		
27	78360	WILLIAM REEVES			X		
28	78378	PERCY M MACGOUGAN			X		

			SUPPORT				
	PID	Property Owner	Yes	No	No Response	Follow-Up Conversations Held (Phone call, face to face meeting)	Comments
29	78386	HUBERT & JOYCE MARCHBANK		X		X	The land in question that you wish to incorporate into the Town of Kensington is farm land that has been under cultivation over the last 150 years. In your proposal on page 14, paragraph 3, you state "the Town is not interested in pursuing a large annexation of the surrounding agricultural unincorporated land that falls within their regional service area until such time as those residents express interest in having local municipal representation. After all this is farmland that does not need sidewalks, street lights, sewage, police or fire services. Page 1 of your letter lists four criteria that property needs to meet for restructuring. Our property meets none of these criteria.
30	78394	JOSEPH EDUINO MONIZ			X		
31	78402	NEWTON LEE & ANNETTE MARIE MACARTHUR			X		
32	78410	WILLIAM EDWIN COUSINS			X		
33	79244	HAROLD DAVID STEWART			X		
34	80606	MIKE & MARIE KUZEL		X			I refuse to pay Kensington taxes for services not provided where I live, such as sidewalks, lighting, sewage, water.
35	80960	RONALD JOSEPH GALLANT			X		
36	80978	JOANNE & DARRYL POWER		X			
37	80994	LINDSAY & TAMMI CUDMORE			X		
38	81000	CHRISTOPHER & LISA FUDGE		X			Thank you for providing some information on your Municipal Restructuring Proposal. I would like to express concern with an annexation of our property, not because I am opposed to change or growth, but because I feel I do not have enough information at this time, or have adequate time to research the benefits before December 31'st 2019. I am not opposed to endorsing this proposal, but I would like to discuss further how this will affect my property first. Most notably how it will be affected by new developments in and around it (Strategic Plan 2019 - Industrial Park). In short, more transparent discussion is requested.
39	81018	MICHAEL URBAN MURPHY		X		X	I do not see the benefit of being part of the town of Kensington. I believe the only benefit would be access to water and sewage lines which you cannot guarantee. Also, if these lines are available to install would cause damage to my property with not outline if we would have property fixed. If I saw my tax money to be used to offer more services for youth or concrete plans with benefits to justify increase taxes I may agree to the restructuring plan.
40	81836	SUMMERFIELD FARMS LTD			X		

			SUPPORT				
	PID	Property Owner	Yes	No	No Response	Follow-Up Conversations Held (Phone call, face to face meeting)	Comments
41	99895	KENSINGTON HORSEMENS CLUB		X			The Kensington Horsemens Club don't feel being incorporated in the Town would be any advantage to our group. We would be concerned it could mean the end of our group as it presently exists. We don't want to be in a position where we are forced out by Town bylaws or complaining residents.
42	400564	JAMES ALEXANDER & CARYL ANN CUMMINGS			X		
43	426189	DONALD & ORALIE MACKAY		X			I feel it won't benefit me or my interest. Only cost money. I have my own water, sewage, as far as sidewalks I'm in no need of them in front of my home. Perhaps 10 years ago would have been good when the kids were small. Its just me paying you. With nothing in return. I live here at my home on Margate Road only 7 months of the year, work in Summerside and have my other business in Stanley Bridge. No gain for this household.
44	426205	DON RAMSAY			X		
45	426213	RONALD JAMES & MYRTLE WINNIFRED MACLELAN			X		
46	426346	PIONEER MARINE PRODUCTS INC	X			X	At sizeable economic cost, we support expansion. That said, we are concerned with further expansion of the town (i.e. taking in the house and farm) simply to compete with other municipalities in terms of size and population and for the increase revenue our demographics change. We are not interested in connecting to town water and sewer and are not interested in it being run by the shop. We appreciate the town's approach to this expansion.
47	433003	KAREN BRYANTON		X			I really feel that we really aren't gaining anything as we do have both fire and police service now (RCMP) and no one wants to pay more taxes. We weren't in favour before when the town looked at extending boundaries and nothing has changed. Also feel it will be a hassle to change civic address for receiving our mail (contacting everyone and paying for a change of address).
48	448985	KENNETH & JEANNE THIBODEAU		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
49	461525	ANNA RUTH WINDSOR			X		
50	461533	DOROTHY MARITA VINCENT			X		
51	498246	MICHAEL & KAREN GAUDET			X		
52	498253	WAYNE & JEAN CROZIER		X			We would much rather stay the way we are now (outside the town) as it could take years for us to get water and sewage, we would have higher taxes and not much service for years.
53	498261	DALE & KAREN PAYNTER			X		

			SUPPORT				
	PID	Property Owner	Yes	No	No Response	Follow-Up Conversations Held (Phone call, face to face meeting)	Comments
54	560441	JOHN DAVID & ANGEL KELLY		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
55	560458	NORTH SIDE HOLDINGS INC			X		
56	565754	JOHN STEPHEN BERNARD			X		
57	566612	CAROL DIANNE HOWATT			X		
58	580407	DONALD & BARBARA MOASE	X			X	This appears to be a fair proposal for restructuring the town to square up the boundaries. Being long time residents in this area, it is most important to us to see the town continue to grow. We are also very pleased to see the property tax increase implemented over a four year period.
59	580860	KEVIN J GALLANT			X	X	
60	591586	NATASHA KEOUGH & LORNE L SHAW			X		
61	606582	CHARLES THERIAULT		X			No interested in being in the Town of Kensington. Only to pay more taxes without any services supplied. We pay for fire services now. We have the RCMP coverage. You say water and sewage when the town can afford it that may never come to fruition. No sidewalks, street lights, don't know what municipal services are. I am totally against this takeover. Happy the way things are.
62	614925	WENDY L DICKIESON			X		
63	620849	BOYCE & SHIRLEY CAMPBELL		X			Retired and can't pay the extra taxes.
64	628891	KENSINGTON RENTALS INC			X		
65	628909	KENSINGTON RENTALS INC			X		
66	646539	JOHN LEITH & M JOAN BERNARD			X		
67	646737	PATRICK MCCARDLE & PAMELA MURRAY			X		
68	667386	FAITH LECLAIR		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
69	672576	GERARD & MAXINE BIDGOOD	X				Requesting clarity around water and sewer if expansion goes ahead and water and sewer are expanded past their property. Requesting clarity on whether it is mandatory to connect to water and sewer. Home is set a long way from the main road, who is responsible for digging and laying pipe from house to connection point.
70	680827	PARKWOOD INDUSTRIES INC			X		
71	692145	WILLIAM CORNFIELD			X		
72	695726	JORDAN TYLER MAYTHEW		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
73	704890	SPENCER MACDOUGALL & MARY BETH SHARPE		X			Benefits are minimal. Definitely not worth \$1200 per year. Please leave as is.
74	707943	PETER R & WENDY C MCALEER			X		

			SUPPORT				
	PID	Property Owner	Yes	No	No Response	Follow-Up Conversations Held (Phone call, face to face meeting)	Comments
75	709063	DONALD & BARBARA MOASE	X			X	This appears to be a fair proposal for restructuring the town to square up the boundaries. Being long time residents in this area, it is most important to us to see the town continue to grow. We are also very pleased to see the property tax increase implemented over a four year period.
76	715615	ANNA RUTH WINDSOR			X		
77	718486	EDWIN & WENDY BROWN			X	X	
78	740191	KENSINGTON PEOPLES CEMETERY INC			X		
79	740506	PHILLIP & JUDITH SIZER		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
80	747170	GREGORY H GILLIS & OTHERS			X		
81	749283	EARL & IRENE DAVISON	X				
82	750372	JEFF & JODI AMI-LYNN WAITE BERNARD			X		
83	752329	ALAN R CHAMPION	X			X	Mostly in favour with some concern about what services will be available and the effect on future use of the property. Would like to have input into the type of zone the property is given. Hopes to have access to water and sewer. Would be great to have sidewalks extend to new town boundaries, especially on route 2. Concerned that the town will have more restrictions on the type and size of dwelling allowed, specifically as it relates to smaller, more energy efficient homes, i.e. tiny homes, mini homes, etc.
84	767673	G MORRIS CASELEY	X			X	
85	772210	PHILLIP & JUDITH SIZER			X		
86	772418	REGINALD & NANCY MURPHY		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
87	772426	LEAMING & GWENDY MURPHY		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
88	778878	RONALD MELVIN & MARY CAROL REEVES		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
89	778977	SPRING VALLEY BUILDING CENTRE LTD	X			X	There are positives and negatives to the proposed restructuring. Obviously the negative financial impact on the increased taxes per annum. Hopefully with the increased tax revenue to the town will allow them to expand, grow and attract new people and business which should have a reciprocal effect on my business.
90	818245	GLEN & SHELLEY MCKENNA		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.

			SUPPORT			Follow-Up Conversations Held (Phone call, face to face meeting)	Comments
			Yes	No	No Response		
91	821504	GEORGE & BEVERLEY AIKEN		X			We the residents of Andrews Drive respectfully object to being part of the town restructuring.
92	847269	PIONEER MARINE PRODUCTS INC	X			X	<p>At sizeable economic cost, we support expansion.</p> <p>That said, we are concerned with further expansion of the town (i.e. taking in the house and farm) simply to compete with other municipalities in terms of size and population and for the increase revenue our demographics change.</p> <p>We are not interested in connecting to to water and sewer and are not interested in it being run by the shop.</p> <p>We appreciate the town's approach to this expansion.</p>
93	852517	NICHOLAS DENNIS & MERRIDITH MILLIGAN		X			The current location of our home and its unincorporated status were both considered prior to our purchase of the property. The fact that we are located outside of a municipality and subject to a reduced tax rate and lack of bylaw requirements were considered to be selling features of our current home. I do not see the direct benefit to our household provided by an additional \$1535.05 in yearly tax. Further I feel no need to have the access to water and septic services or pay a fee when "adjacent access" is available. We currently support Kensington with our business in shops and stores. We are <u>not</u> interested in this Municipal Restructuring Proposal.
94	883611	DANIEL (DAN) & WENDY MACKINNON	X				
95	901249	HUBERT & JOYCE MARCHBANK		X		X	<p>On the top of page 2 of your letter to us you outline the "benefits" we will receive through restructuring. Well, we already pay for fire services, have police services (RCMP) and our road is maintained through the PEI Dept of Public Works and Transportation, we have no need for street lights or sidewalks, we have our own well and this year paid \$16,000 for a new septic system. Clearly you are looking for additional tax dollars to provide services for your existing residents. If you can't service your existing clients, then what services can we expect from you and when?</p> <p>On the bottom of page 3 of your restructuring proposal you claim that the letters to property owners were sent out on or about December 1st, this is not the case as our letter was post marked Dec 11th? So property owners have to review all materials, call for more info and reply by your New Years Eve deadline. This leads us to the conclusion that you are not interested in the property owners concerns and input into this process. We will be contacting our MP and MLA to let them know how you are "providing proposed new residents an opportunity to participate in the process"</p>

			SUPPORT				
	PID	Property Owner	Yes	No	No Response	Follow-Up Conversations Held (Phone call, face to face meeting)	Comments
96	912493	DONNA D & MARK E OATWAY			X		
97	924340	PATRICK MACDONALD & HOLLY OSBORNE			X		
98	927731	WALTER LECLAIR			X		
99	929216	CHARLES WHITNEY CASELEY			X		
							We do not want to be included in the town's expansion plans. I am a seasonal carpenter and Laura works at the daycare. We are raising two children on a limited budget and cannot afford to pay the town an extra tax each year. On top of the provincial tax we will end up paying over \$5000.00 a year. If you do this to us you will force us to sell our property. We think this will be a cruel and unfair act on the town's part. We are the only property on our side of the Irishtown Road you are going after. We feel targeted and it is a tremendous worry you have brought upon us out of the blue. Please do not include us in your expansion. We have voiced our displeasure to the Mayor as well, Ivan Gallant, Rodney Mann, Wade Toombs and Adrien Bernard. We would appreciate an indication from the town if you will possibly change your minds. <u>Additional comments received by email:</u> "In regards to the letter we received from the town absorbing our property into town limits. No Thanks. Very misleading letter I will add. You don't mention that the town tax will be added to the pei tax, and I will be paying a fortune. I cannot afford to pay you such an amount and I hope you don't bother me again. As you should very well know I am a seasonal carpenter and my wife is a day care worker in the basement of your town hall. We are doing our best to make ends meet, raising two children and now you ask this. I built this house outside town limits to avoid high taxation. This would not be fair on your part and certainly not forgotten on mine.
100	937631	IVAN & LAURA NEWRICK		X		X	
101	1022078	ACHIEVE MARKETING INC	X			X	
102	1039379	CODY JASON & DONALD RYAN CORBETT			X		
103	1043645	CENTRAL PROPERTY MANAGEMENT INC	X				
104	1070994	MICHAEL GILL & PATRICIA ANN BAIRD GILL			X		
105	1081561	DEBRA RAMSAY			X		
106	1090315	SUMMERFIELD FARMS LTD			X		

Appendix F. Capital Asset Schedule - Current

Town of Kensington Capital Assets

DESCRIPTION

LAND

Town Hall (PID # 78691 / 76836 / 76810)
MacDougall Property - EVK Pool (PID # 79822 / 79814)
Watson Property - EVK Pool (PID # 79525)
Stewart Property (PID # 629790 / 80572)
Bryanton Property (PID # 79111)
Gorman Property (PID# 78329)
CN Station Land (PID # 868646)
Pat Glover's and 12 Francis St (PID # 79806)
1 North St Property (PID # 80028)
20 Stewart St (PID # 80580)
65 Woodleigh Drive (PID # 80036)
12 School St (PID # 80002)
Tim Horton's Corner Lot (PID # 1085307)
Business Park (PID # 76406)

BUILDING

Fire Hall
EVK Memorial Pool Building
40 * 80 Work shop
Maintenance Building
Gorman Property - Monument
Town Hall Building
Train Station

STREETS/SIDEWALKS

Streets and Sidewalks

VEHICLES

2016 Dodge Charger
2017 Ford Taurus Turbo
2007 Chev 1/2 Ton Truck
2018 Ram 1500 Truck

FIRE VEHICLES

1960 La France Pumper
1995 International Pumper
1993 Emergency One Truck
1997 Freightliner
2003 Freightliner
2011 Pumper Truck

2019 Ford 1/2 Ton Truck

EQUIPMENT

Equipment - Fire
Equipment - Police
Equipment - Public Works
Equipment - Recreation
Equipment - EVK Pool
Office Equipment - Town Hall

SIGNS

2011 Industrial Park Sign
2012 Industrial Park Sign
2014 Town of Kensington Signs

ELECTRONIC EQUIPMENT

Police Electronic Equipment
Town Office Electronic Equipment

CREDIT UNION CENTRE

Land (PID # 80648)
Buildings
Equipment

WATER

Land (PID # 79236)
Transmission and Distribution Mains
Structures
Tower
Wells and Springs
Pumping Equipment
Services
Hydrants
Tools

SEWER

Land (PID # 80739)
Structures and Improvements
Collecting Sewers
Structures and Improvements
Pumping Equipment
Outfall Sewer Lines
Treatment and Disposal Equipment
Plant Sewers
Tools

Appendix G. Application Form: Proposal to Establish, Restructure, Dissolve a Municipality



FORM MGA-MR-1

PROPOSAL TO ESTABLISH, RESTRUCTURE, DISSOLVE A MUNICIPALITY

PURSUANT TO THE *MUNICIPAL GOVERNMENT ACT* R.S.P.E.I. 1988, CAP. M-12.1., SEC. 15, AND PRINCIPLES, STANDARDS AND CRITERIA REGULATIONS

Completing your Application: Important Information

- ✓ The Principles, Standards and Criteria regulations will be used to evaluate all proposals. Proposals must demonstrate the ways in which they meet the requirements in the regulations.
- ✓ If your proposal is below thresholds set out in the MGA, a record of ministerial approval must be attached to this submission in order for the application to proceed.
- ✓ It is the responsibility of the municipality or the person or persons petitioning to establish, restructure or dissolve a municipality to ensure that all applicable provisions in the *Municipal Government Act* and Regulations have been addressed in this proposal.

PART 1: GENERAL INFORMATION: DESCRIPTION OF PROPOSAL

1. This proposal is to: Restructure a municipality
2. Reason for the proposal: The proposed restructuring of the municipal boundary of the Town of Kensington will address existing deficiencies in the municipal service area by way of annexation of unincorporated properties which: currently have access to municipal services; are surrounded by municipal properties - where the municipal boundary has leap-frogged properties in the past; present an opportunity for future economic growth and investment through subdivision and development; and, require improved environmental management and/or protection through the provision of land use planning. It is intended that through this measured approach to restructuring that the municipality will be able to continue to offer municipal services and programs for both new and existing residents in a fair and sustainable manner, and as such will continue to support the regional service area as a whole.
3. Names of all adjoining municipalities or unincorporated areas and any other municipality or unincorporated area that may be affected: The Town of Kensington has no adjoining municipalities and no other municipalities are expected to be affected by the proposed restructuring. The unincorporated area/properties affected by the proposal fall within the historic school district/community of Kensington and are adjacent to the community of Kelvin Grove.

PART 2: INSTRUCTIONS FOR COMPLETION OF THIS FORM

- Complete **Box A** if proposing to **establish** or **restructure** a municipality
Or
- Complete **Box B** if proposing to **dissolve** a municipality.

Box A: Proposal to Establish or Restructure a Municipality

Required Information: If you are proposing to establish or restructure a municipality, you must submit the following information:

- ✓ Financial plan
- ✓ Capital assets, both existing and proposed
- ✓ A map depicting, in detail, the new boundaries being proposed
- ✓ A copy of the resolution by council to approve making application to establish or restructure a municipality
- ✓ If proposal is being submitted by a group of petitioning electors, a copy of the petition and the name of the representative for the petitioning electors in a format that complies with subsection 15.(6) of the MGA

1. What is the proposed name: Town of Kensington
2. What is the proposed class: Town
3. What is the office location: Kensington Town Office, 55 Victoria St E, Kensington, PE C0B 1M0
4. A financial plan is included: Yes
5. What is the estimated total property assessment: \$104,569,740
6. What is the estimated population: 1,800
7. List proposed services to be provided: See municipal service provisions in attached report (Section 1.4)
8. List of all capital assets, existing and proposed: See Appendix F – Capital Asset Schedule

Submission Checklist – please ensure that the following information is included:

- ☐ A map depicting the new boundaries being proposed;
 - ☐ The financial plan for the new municipality;
 - ☐ A copy of the resolution(s) approving submission of the application; and
 - ☐ All additional information and documentation demonstrating compliance with the *Municipal Government Act* Principles, Standards and Criteria Regulations.
-

PART 3: ADDITIONAL INFORMATION

Please provide any additional information that you think will assist in the assessment of this proposal: Please see the attached report entitled Town of Kensington Restructuring Proposal for more information.

Signature:

Name (Print)

Name (Sign)

Title

Date of Submission

Contact Information:

Municipality (If Applicable):

Town of Kensington

Address:

55 Victoria Street East, PO Box 418, Kensington, PE, C0B 1M0

E-Mail:

townmanager@townofkensington.com

Phone Number(s):

(902) 836-3781

Personal information of applicant(s) on this application is collected under the *Freedom of Information and Protection of Privacy Act* of PEI, Section 31(c), as it is necessary for processing this application to establish, restructure or dissolve a municipality.

Town of Kensington - Request for Decision

Date: January 9, 2020	Request for Decision No: 2020-02 (Office Use Only)
Topic: Home Based Business Request – Brenda Oslawsky (69 Victoria Street West – PID No. 76638)	
Proposal Summary/Background: <p>A request has been received from Brenda Oslawsky (the applicant), prospective owner of a property located at 69 Victoria Street West, to operate a home-based ‘household and personal care container refill’ business. As indicated Ms. Oslawsky is the prospective owner of the subject property and it is recommended that Council’s approval (if provided) be subject to the condition that she becomes the legal owner of the property. It is understood that Ms. Oslawsky’s conditional offer on the property has been accepted.</p> <p>Section 2.37 of the Town’s <i>Development Control Bylaw</i> defines a “<u>Home Occupation</u>” as an <u>accessory use of a dwelling for gainful employment involving the provision or sale of goods and/or services</u>. Home Based Businesses are regulated under Section 4.40 of the Bylaw; Parking requirements are regulated under Section 5.2.</p> <p><u>Development Control Bylaw Regulation</u></p> <p>SECTION 4.40. HOME OCCUPATIONS</p> <p><i>A home occupation is a permitted use in a single detached dwelling subject to the following:</i></p> <ul style="list-style-type: none">a) <i>Commercial uses permitted as home occupations include:</i><ul style="list-style-type: none">i. <i>Domestic and household arts (dressmaking and tailoring, hairdressing; instruction or tutoring, arts and crafts, weaving, painting, sculpture, and repair of garden or household ornaments, personal effects or toys);</i>ii. <i>Business or professional offices</i>b) <i>the dwelling shall be occupied as a residence by the principal operator and the external appearance of the dwelling shall not be changed by the business use.</i>c) <i>there shall be no more than two non-resident assistants employed in the business.</i>d) <i>not more than 25% of the total floor area of the dwelling shall be occupied by the business.</i>e) <i>adequate off-street parking, in accordance with this Bylaw, separate from that required for the dwelling, shall be provided.</i>f) <i>there shall be no open storage or display area.</i>g) <i>premise signs shall be restricted to a maximum of 400 square inches in total.</i>h) <i>domestic and household arts shall include:</i><ul style="list-style-type: none">i. <i>Dressmaking and tailoring</i>ii. <i>Hairdressing</i>iii. <i>Instruction or tutoring</i>iv. <i>Arts and crafts, weaving, painting, sculpture, and repair of garden or household ornaments, personal effects or toys.</i> <p>5. Parking Requirements</p>	

5.2. Parking Requirements

Single Detached Dwelling 2 Parking spaces/unit

Business and Professional Offices 1 Parking space per 300 sq. feet of floor area

The decision to allow the operation of a home-based business is supported by the Town's Official Plan (Policy PR-5).

Policy PR-5. In-Home Occupations

It shall be the policy of Council to permit a range of home businesses, provided that there are no significant negative impacts on adjacent properties or the immediate neighbourhood.

Plan Action:

- The Development Bylaw shall permit the establishment of limited in-home occupations in all single detached residences.*
- The Development Bylaw shall define the types of business activities which may be permitted in a residence.*
- The Development Bylaw shall establish standards for home occupations, which limit potential residential conflicts such as noise, hours of operation, square footage, number of employees, parking, signage, physical changes to the structure, outside storage and any other factors which may represent an impediment to the safety, convenience or enjoyment of neighbouring residents.*

A copy of the request from Ms. Oslawsky and aerial photos of the subject property are being circulated with this Request for Decision.

Benefits:

- N/A

Disadvantages:

- N/A

Discussion/Comments:

I have reviewed the Town's Development Control Bylaw and Official Plan with respect to the request to operate a home-based business out of the property located at 69 Victoria Street West and find the proposal to be in general compliance therewith. The subject property currently carries a Single Residential land use designation. The Official Plan Future Land Use Map indicates a Commercial (C1) Zoning land use designation.

It is intended that the property will be owned by the principal operator of the business. There will be no modifications to the external appearance of the property. It is indicated that a sign may be installed not to exceed the 400 sq. in bylaw regulation.

The area of the home that will be used for the business is approximately 146 sq. ft. (single room) Based on a total approximate floor area of the home of 1087 sq. ft.; approximately 13% of the total floor area will be dedicated to the business.

The parking requirements under the bylaw mandate the minimum requirement for a single detached dwelling at 2 parking spaces. Business and Personal Service Office/Shops require an additional 1 parking space per 300 sq. ft. of floor area. Given the proposed floor area (retail) sits at approximately 150 ft², one (1) additional parking space would be required to facilitate the addition of the business to the home. The current residential driveway provides adequate area to facilitate the required parking.

It is not anticipated that significant traffic increases will be generated by the business.

The hours of operation for the business are proposed as 10:00 am to 4:00 pm, Wednesday, Friday and Saturday and 2:00 pm to 8:00 pm on Thursdays.

Options:

1. Approve the operation of the home-based business as recommended.
2. Not approve the home-based business.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

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

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

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

Brenda Oslawsky
505 County Line Road, Spring Valley, PE C0B 1M0

Geoff Baker, C.E.T.
Chief Administrative Officer
Town of Kensington, PE

January 9, 2020

Re: Home Occupation for Refill Business at 69 Victoria Street West

Mr. Baker,

I am writing to you regarding permission for a Home Occupation in a single detached dwelling. I am proposing to conduct this business in the residence located at 69 Victoria Street West. Thank you for sending me the requirements for such a business and I have outlined below how my business would comply with such requirements.

The purpose of the business is to allow people to bring their empty containers and refill them with household and personal care products such as dish soap, laundry detergent, shampoo and conditioner, etc. - but no food items. All of the products will be non-toxic and in most cases, safer than the original products that were in these containers.

Currently, people have to buy these products in containers, which are usually plastic, and which need to be collected for recycling or thrown out. However, it is becoming increasingly obvious that plastic recycling is fraught with difficulties, with materials that are slated for recycling often ending up as garbage, sometimes shipped to third world countries, due to lack of local and Canadian markets for such materials. My shop would allow residents in Kensington and surrounding communities the ability to buy basic personal care and cleaning products without buying containers because they are able to simply refill containers that they already have.

Since I would not have extensive amounts of merchandise, the main items that would be visible would be the large (10 to 20 litres) jugs of the products that I would use to refill customer containers. Additional items advertised on our catalogue on both our website and FB page, would allow people to shop online, minimizing the need for display. These items would include bathmats, baskets, etc. that I have crafted from recycled T-shirts and original artworks I've created from repurposed and reclaimed materials. These items would be stocked behind closed doors in cabinets in the business space. Our aim will be to create a clean, minimalist feel in the business space.

Myself and my daughter would be living in the residence and would be the only employees of the business. The store would be open limited hours as it would be manned by myself at all

times, with help from my daughter. The hours would likely be from 10 am to 4 pm Wednesday, Friday and Saturday and then 2 to 8 on Thursday.

While I would like to have a sign on the deck or outside of the building, and I would ensure that the sign fell within the 400 square inch requirements, there wouldn't be any changes to the exterior of the building. The space I want to locate the business in would be just under 150 square feet (13'6" x 10'10"), which is well under 25% of the total 1087 square footage of the residence. And I have been told that previously there had been a small hairdressing operation in the studio area where I want to locate the business.

As I would only require one business parking space for 150 square feet, I should easily be able to accommodate that and two residential parking spaces with the drive through lane on the property. If need be, I could have a pull over area behind the back of the house on the rear of the property to allow a vehicle to park without blocking the driveway.

The non-traditional nature of the business, would value shifting consumer attitudes to consumption as much as making sales. The small overhead of a space within my home would allow me to open this kind of venture as it would be unlikely to generate the kind of income that a more traditional business would and would take some time to establish a clientele base.

My objective is to provide the people in Kensington access to non-toxic, zero-waste products at a reasonable price to encourage a shift away from our reliance on disposable and unnecessary packaging, plastic or otherwise. These uniquely structured types of zero-waste and refill venues are starting up in various locations throughout Canada, the U.S and Europe. It would be terrific to have something like this in Kensington that would benefit our community by reducing waste and carbon emissions by reducing the carbon required to manufacture, transport and dispose of the traditional packaging for these kinds of products.

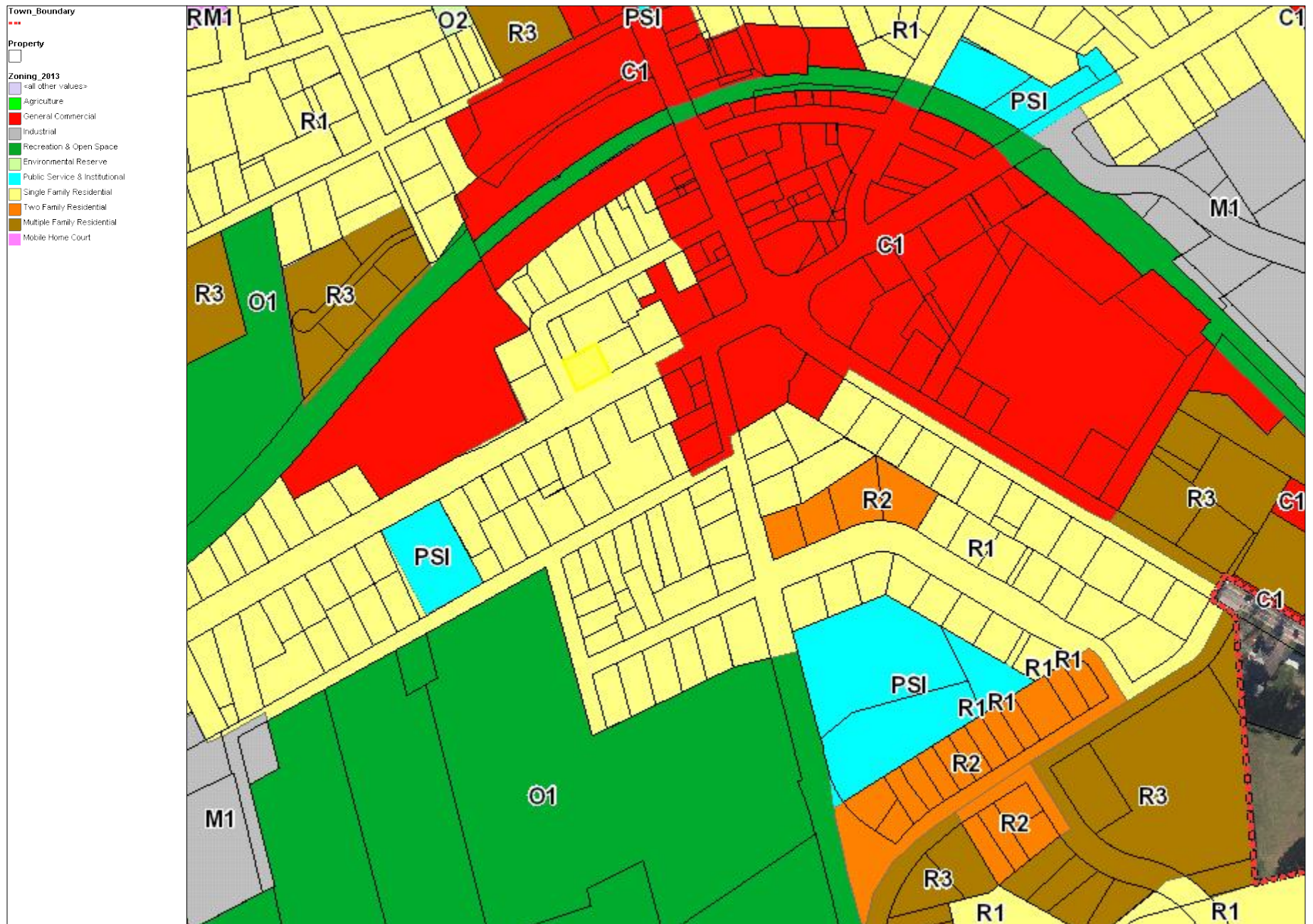
I thank you for your time in considering my proposal. Please feel free to contact me at 902-303-4278 or by email at brenda_o63@hotmail.com , regarding any questions or concerns about this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'B Oslawsky', with a stylized, cursive script.

Brenda Oslawsky

69 Vic St E - R1 Zone



69 Vic St W

Town_Boundary

Property

□



69 Victoria Street West

Town_Boundary

Property

□



Town of Kensington - Request for Decision

Date: January 10, 2020	Request for Decision No: 2020-03 (Office Use Only)
Topic: Re-Tendering of Kensington Train Station Mechanical Upgrades	
Proposal Summary/Background: <p>Councillors will recall that in October of 2019, a contract was awarded, based on a recommendation from the project engineer and CAO, to Poirier Heating and Cooling Inc. for mechanical upgrades at the Kensington Train Station/Island Stone Pub. The total contract amount awarded was for \$53,4310.00 plus HST. The work, at that time, generally included the relocation of the existing kitchen exhaust fan from above the roof to the attic; the supply and installation of a new turn down goose neck; and associated duct work; the supply and installation of a four-ton heat pump unit complete with three ceiling mounted cassette units; and associated duct work. It is the opinion of the engineer that the pricing for this work was two to three times higher than reasonable.</p> <p>Staff did not formally award the mechanical contract and based on further deliberations with the project engineer it is being recommended that the project tender be re-written and retendered. Moving the kitchen hood exhaust fan into the attic was more expensive than anticipated and opened up some issues that lead to further more complex issues. It is recommended to leave the fan in its current location for now and if there is any funding remaining in the project upon completion, then it could be revisited.</p> <p>In a re-drafted tender it is recommended to keep the plan for the heat pumps largely unchanged and that two further items be added: 1. Exhaust fans in washroom (currently, neither washroom has an exhaust fan and tenants have requested), and 2. It was reported by the roofers that a lot of heat is escaping the building through the kitchen exhaust duct even when the fan is shut off. It is recommended to install a powered exhaust louver that is interlocked with the fan or an exhaust louver that is gravity closed.</p> <p>A new HVAC tender package can be ready to issue in approximately 2 weeks.</p>	
Benefits: <ul style="list-style-type: none">• Should result in more reasonable cost to the town.	
Disadvantages: <ul style="list-style-type: none">• Will extend the project duration.	
Discussion/Comments: <p>It is recommended by the project engineer and the CAO that Town Council rescind their resolution from their October regular meeting of Town Council and that staff be authorized to move forward with re-drafting and retendering the Train Station Mechanical Upgrades Project.</p>	

Options:

1. Authorize staff to re-tender the Train Station Mechanical Upgrades project, as recommended
2. Direct staff to move forward with the project in accordance with Council's October 2019 resolution.
3. Cancel the mechanical upgrades project.
4. Refer the matter back to staff.

Costs/Required Resources:

It is estimated by staff that the cost to re-tender the project would be in the vicinity of \$2,500.00.

Source of Funding:

Gas Tax (2014 – 2019)
Gas Tax (One-Time Top Up)

Recommendation:

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

Resolution 1

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

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

Resolution 2

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

Town of Kensington - Request for Decision

Date: January 10, 2020		Request for Decision No: 2020-04 (Office Use Only)	
Topic: Development Permit Application – Willow Bakery Café (PID No 868646)			
Proposal Summary/Background: A development permit application has been submitted by Jared Tobias to convert a rental unit in the multi-unit commercial building located at the Kensington Rail Yards (13 Commercial Street) from its previous use as an office furniture store to a bakery/café. While the renovation/construction of the space does not trigger the requirement for a development permit application, the change in use of the building does. Under the Town’s Development Control Bylaw “Use” <i>means any purpose for which a building or other structure or parcel of land may be designed, arranged, intended, maintained or occupied, and includes any activity, occupation, business or operation carried on or intended to be carried on, in a building or other structure or on a parcel.</i> Renovation of the space will include converting the existing space into a bakery/café generally including the development of a small kitchen space and seating area. Parking to facilitate the operation of the business will be through the on-site parking available on the property. The seating capacity is proposed to be approximately 30, which will be subject to the approval of the Provincial Fire Marshall.			
Benefits: <ul style="list-style-type: none">• Will provide for the establishment of a new business in the town.			
Disadvantages: <ul style="list-style-type: none">• None noted.			
Discussion/Comments: The development permit application for the change of use of the commercial space has been reviewed against the Development Control Bylaw and is found to be in general compliance therewith. It is recommended that Town Council approve the application as submitted.			
Options: <ol style="list-style-type: none">1. Approve the development permit application, as recommended2. Not approve the development permit application.3. Refer the matter back to staff.			
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 Kensington Town Council approve a development permit application for Jared Tobias to facilitate a change of use for a commercial rental space located within the commercial building located at 13 Commercial Street, from an office furniture sales store to a bakery/café subject to full compliance with the Town's Development Control Bylaw and all other applicable municipal, provincial and federal legislation and regulations.



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

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

For Office Use Only	
Permit #:	
Date Received:	JAN 8 2020
Date Approved:	
PEI Planning:	
Permit Fee: \$	150.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 13 Commercial Street Property Tax Number (PID): 868646
Lot No.: _____ Subdivision Name _____ Current Zoning: C1

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

Multi Unit Commercial Building

Land Purchased from _____ Year Purchased _____

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

2. Contact Information

Name: Jared Tobias Address: Bakery Willow Bakery Cafe
APPLICANT Phone: 306-737-3927 Cell: _____
Email: Khouri.Tobias@gmail.com Postal Code: _____

Same as Above: ☐

Name: Wayne Thompson Address: _____
OWNER Phone: _____ Cell: 902-432-0202
Email: _____ Postal Code: _____

Name: Bill Doast Address: _____
CONTRACTOR, ARCHITECT OR ENGINEER Phone: _____ Cell: 902-303-2767
Email: Wayne@gardenislefarms.com Postal Code: _____

3. Infrastructure Components

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

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

4. Development Description

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

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

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

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

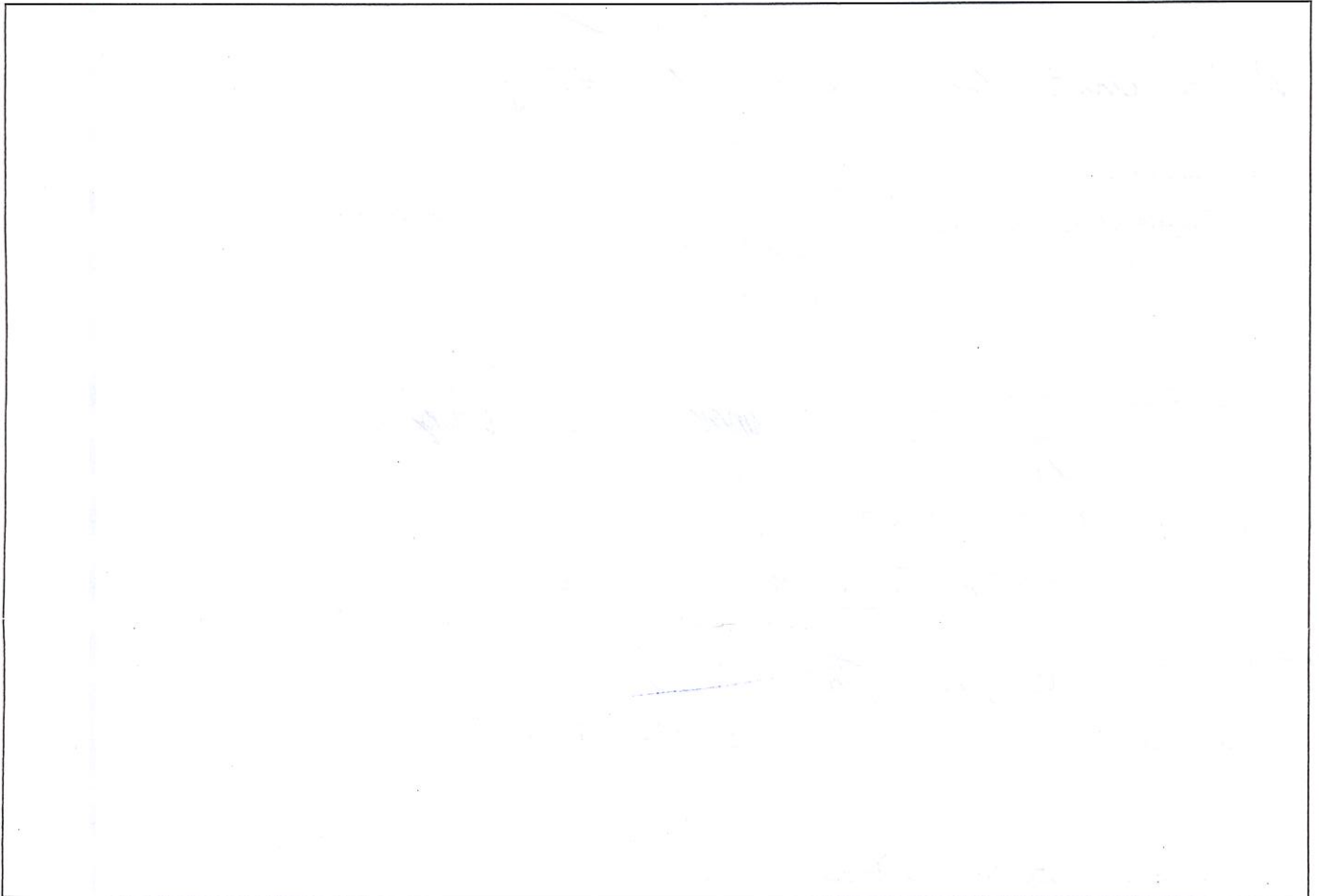
Detailed Project Description: Turning existing space into a bakery
Cafe, developing small kitchen space and
seating area

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

Projected Start Date: Jan 1st, 2020 Projected Date of Completion: March 1st 2020

Please provide a diagram of proposed construction:

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



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant



Date: Jan 8, 2020

Geoff Baker

From: Wayne @ Garden Isle Farms <wayne@gardenislefarms.com>
Sent: January 8, 2020 2:09 PM
To: 'Geoff Baker'
Cc: 'Willow House Bakery'
Subject: Change of use 13 Commercial Street

Geoff,

I am following up to notify you and the Town that I have entered into a lease with Jocelyn – Willow House Bakery - to open up a bakery and café in the front unit – 13 Commercial Street. If there are any questions or clarifications I can be reached at the below numbers.

Regards,

Wayne Thompson

Garden Isle Farms Ltd.

Albany, PE
902 437-2100 off
902 432-0202 cel

Geoff Baker

From: Coreen Pickering <shiptoshorepei@outlook.com>
Sent: January 9, 2020 5:10 PM
To: Geoff Baker
Subject: Fwd: Islander Day Initiation Jamboree Ice Time Donation Request

Get [Outlook for Android](#)

From: Susan Gill <susan710@hotmail.com>
Sent: Thursday, January 9, 2020 5:08:14 PM
To: shiptoshorepei@outlook.com <shiptoshorepei@outlook.com>
Subject: Islander Day Initiation Jamboree Ice Time Donation Request

Hi Coreen,

I'm manager of the Kensington Initiation hockey squad. Just talking with the coach, Mitchell Jollimore here.

We'd like to ask if the town is willing to donate the ice time for our annual Islander Day Jamboree- Monday, February 17th. We have 16 teams participating in a fun jamboree that brings together about 240 4-6 year olds. We have the ice booked for 9 hours- 7:30am-4:30pm. All the money we do raise from team registrations is donated to our minor hockey program.

Thanks for your consideration,
Susan Gill

Wendy MacKinnon

From: Rowan Caseley <mayor@townofkensington.com>
Sent: December 30, 2019 10:42 AM
To: Wendy MacKinnon
Subject: FW: Thank you from Jennifer Harkness at the PEI Humane Society

Correspondence

Rowan Caseley
Mayor – Town of Kensington
P O Box 418
55 Victoria Street East
Kensington, PE C0B 1M0

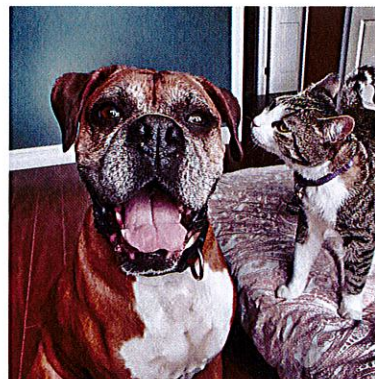
Office 902-836-3781
Home 902-836-5445
Cell 902-432-4492
Web www.kensington.ca
Email mayor@townofkensington.com
Connect with us on: [Facebook](#) and [Twitter](#)

From: PEI Humane Society [mailto:jharkness@peihumanesociety.com]
Sent: December 28, 2019 8:00 PM
To: mayor@townofkensington.com
Subject: Thank you from Jennifer Harkness at the PEI Humane Society

Dear Town of Kensington,

I hope you and your furry family members enjoyed the Holiday season. I want to personally thank you for your time and support of the PEI Humane Society. Your gifts have provided rewards such as warm blankets knitted from caring hands, toys, donated heaters, special food for unhealthy animals, and having the funds to care for complicated medical conditions and surgeries. It is the animals that reap the benefits of our community's continued generosity and support.

This year the PEIHS was the lucky recipient of a Workers Compensation Board grant. The training developed because of this grant included safe animal handling, bite prevention, pet and people first aid, administration of products and safety equipment on and off-site to ensure the safest approaches to animal wellness and handler safety. The Animal Protection team, in partnership with the Atlantic Police Academy, developed a specialized course for new officers focused on the use of safety equipment, self-defense, and de-escalation techniques. The Animal Protection vans were retrofitted with new emergency lighting for rescuing injured animals on roads and cell phone boosters for remote areas. This grant has been significant for the PEI Humane



Society. Since we are the only shelter on PEI, there have been limited external resources/materials available in the province to meet our specialized safety training needs. This is critical to improve health, wellness and employee, volunteer safety.

The other grant received was from PetSmart Charities for spaying and neutering stray cats and kittens. Services were offered to Cat Action Team and Keeping Cats Homed, thus reducing disease and the pet population on PEI. With this funding we increased our feral kitten intakes. Our shelter veterinarian provided the care they needed while foster care parents helped socialize these tiny vulnerable kittens. These kittens were adopted to homes where they will live out a healthy life. Partnerships are essential, and the PEIHS will continue to work with animal welfare organizations to strengthen animal advocacy Island wide.

The year ahead will be a year of changes and transitions. I am proud to announce we recently surpassed the two million mark for the Expanding our Paw Print project. With now less than \$900,000 to go, the dream is closer to being a reality. We are researching the possibility of starting the animal care renovation in the Spring with a goal of a finished building in the Spring of 2021. The next step will be to find space that can occupy the shelter for a year while the major construction takes place. The relocation will not be easy for staff and animals, but imagining walking into a healthy, beautiful building is what makes it all worthwhile. Although this is a renovation, the shelter will look brand new with re-configured spaces; new surgery suite, new dog kennels and proper ventilation and heating throughout. All protecting the staff and animals for long into the future.

I am also pleased to introduce Carolyn Thorne, our new Executive Director. Carolyn has an extensive background in animal welfare, including the Yukon Wildlife Preserve, Greater Moncton SPCA, and Saint John SPCA Animal Rescue. She, along with the rest of the team, is passionate about creating real change for Prince Edward Island companion animals.

Once again, thank you from myself, staff, and the animals for your continued support of our mission. I wish you all the best for a Happy New Year. Please feel free to keep in touch or follow us on Facebook/[peihumanesociety](https://www.facebook.com/peihumanesociety) for updates on the Expanding Our Paw Print project.



Sincerely and with great thanks,

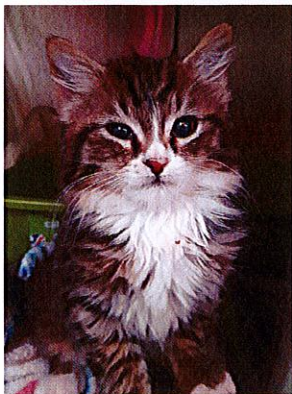
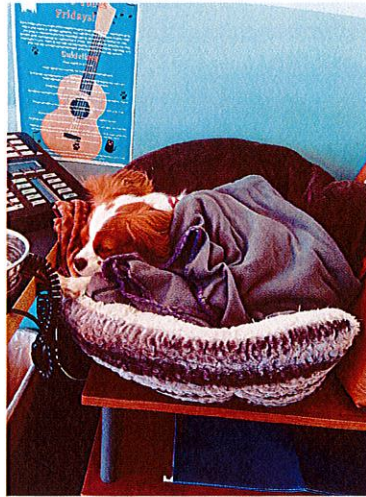
Jennifer Harkness

Development Manager

PEI Humane Society

jharkness@peihumanesociety.com

902-892-1190 ext 24





838
ANIMALS ADOPTED
PER YEAR

195
LOST ANIMALS
RETURNED TO OWNERS

Happy Tails from the Heart

**Help us raise \$80,000
for animal care and shelter operations!**

For more information or to make a donation, visit our website
www.peihuamensociety.com



PEI Humane Society | 309 Sherwood Rd , PO Box 20022, Charlottetown, Prince Edward Island
C1A 9E3 Canada

[Unsubscribe \[unsubscribe_mayor@townofkensington.com\]\(mailto:unsubscribe_mayor@townofkensington.com\)](mailto:unsubscribe_mayor@townofkensington.com)

[Update Profile](#) | [About Constant Contact](#)

Sent by jharkness@peihumanesociety.com in collaboration with



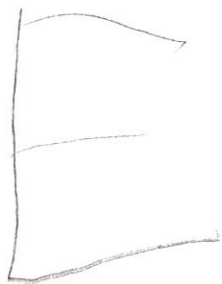
Try email marketing for free today!

Merry
Christmas

The image shows a festive Christmas card. The text "Merry Christmas" is written in a vibrant red, elegant cursive script. The word "Merry" is on the top line, and "Christmas" is on the bottom line, with the 'C' being particularly large and ornate. The text is surrounded by decorative elements: green holly leaves with pointed tips and clusters of small red berries. These elements are arranged in a circular, wreath-like pattern around the text. The entire design is set against a plain white background, which is framed by a thin black border.

Thanks for Connecting us with the
Police for the Parade
Griffith

Thinking of you and wishing you
a joyful holiday.



mom / +