



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

Monday, July 9, 2018 @ 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
July 9, 2018 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 June 11, 2018 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 June 11, 2018 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List
 - 7.6 Summary Income Statement
 - 7.7 Credit Union Centre Report
 - 7.8 Mayor's Report - *Nil*
 - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2018-46 - Development Control Bylaw and Official Plan Amendment
- PID No. 842716 – Second Reading & Formal Adoption
 - 8.1.2 RFD2018-47 - Procedural Bylaw - First Reading
 - 8.1.3 RFD2018-48 - Sponsorship Request - Canadian Student Leadership
Conference
 - 8.1.4 RFD2018-49 - Elections PEI Information Sharing Agreement
 - 8.2 Other Matters
- 9. Correspondence**

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

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, June 11, 2018
7:00 PM**

Council Members Present: Mayor Rowan Caseley; Councillors: Deputy Mayor Mann, MacLean, Doucette, Pickering and Spencer.

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

Visitors: Millicent McKay – Journal Pioneer

1. Calling of Meeting to Order

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

2. Approval of Tentative Agenda

2.1 *Moved by Councillor MacLean, seconded by Councillor Mill to approve the tentative agenda for the June 11, 2018 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

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

3.2 Mr. Baker declared a conflict with item 8.1.10. Councillor Spencer declared a conflict with item 8.1.9.

4. Delegations / Presentations

4.1 *Nil*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Doucette, seconded by Councillor Spencer to approve the minutes from the May 14, 2018 regular meeting of Town Council. Unanimously carried.*

5.2 *Moved by Councillor Spencer, seconded by Councillor Pickering to approve the minutes from the June 7, 2018 public meeting minutes. Unanimously carried.*

6. Business Arising from Minutes

6.1 May 14, 2018 Regular Council Meeting – *Nil*

6.2 June 7, 2018 Public Meeting - *Nil*

7. Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to adopt the June 2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Pickering, seconded by Councillor Doucette to approve the April 2018 Fire Statistical report as prepared by Deputy Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Doucette, seconded by Councillor Mill to approve the April 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.3.2 Chief Sutherland thanked Councillors who attended the Annual Fishing Derby. The Annual Bike Rodeo will be held June 16, Councillors available to assist are encouraged to attend.

Chief Sutherland excused himself from the Council Chamber at 7:06PM.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the Development Permit Summary Report for the month of June 2018. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to approve the April 2018 Bills in the amount of \$238,925.01. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the Summary Income Statement for the month of April 2018. Unanimously carried.*

7.7 Credit Union Centre Report

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

7.8 Mayor's Report

7.8.1 *Moved by Councillor Mill, seconded by Councillor MacLean to approve the Mayors report for the month of June 2018 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Councillor Spencer acknowledged the section on the Mayor's report which indicated Mayor Caseley would not be re-offering in the upcoming municipal elections. Councillor Spencer thanked Mayor Caseley for his service and time on Town Council.

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

7.9.1 Deputy Mayor Mann provided updates on the Federation of PEI Municipalities activities over the previous month. FPEIM will postpone their semi-annual meeting until January due to the Municipal Elections. Deputy Mayor Mann will maintain his position as Vice President of the FPEIM Board for the upcoming year.

7.9.2 Deputy Mayor Mann provided updates on activities of the Kensington & Area Chamber of Commerce over the previous month. The KACC is currently working on rebranding the Chamber and will be working with MJS Marketing on a publication featuring chamber news.

8. New Business

8.1 Request for Decisions

8.1.1 **Annual Donation to Queen Elizabeth Elementary School (QEES) and Kensington Intermediate High School (KISH)**

8.1.1.1 *Moved by Councillor Spencer, seconded by Councillor Doucette*

BE IT RESOLVED THAT Town Council approve a \$150.00 donation to KISH Safe Grad prizes, \$300.00 to KISH Graduation prizes, and \$150.00 to QEES Graduation prizes. Unanimously carried.

8.1.2 **Home Based Business Request – Arlene MacAusland (Twisted Knickers) – 27 Broadway Street South**

8.1.2.1 Moved Councillor Spencer, seconded by Councillor MacLean

BE IT RESOLVED THAT Town Council approve a minor variance for the operation of a homebased business at a dwelling located at 27 Broadway Street South, to enable 26.5% of the floor area of the dwelling to be occupied by the business.

Unanimously carried.

8.1.2.2 Moved by Councillor Pickering, seconded by Councillor MacLean

BE IT RESOLVED THAT Town Council approve a request from Arlene MacAusland to operate an arts and crafts business out of a property located at 27 Broadway Street South subject to compliance with the Town of Kensington Development Control Bylaw. Unanimously carried.

8.1.3 Development Control Bylaw and Official Plan Amendment - PID No. 842716 – First Reading

8.1.3.1 First Reading

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of redeveloping the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment;

BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Unanimously carried.

8.1.3.2 Approval of First Reading

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of redeveloping the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment;

AND WHEREAS the Bylaw amendment was read a first time at this meeting;

BE IT RESOLVED THAT Kensington Town Council approve first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Unanimously carried.

8.1.4 Town of Kensington Flag Flying Policy

8.1.4.1 *Moved by Councillor Doucette, seconded by Councillor MacLean*

BE IT RESOLVED THAT the Flag Flying Policy, Policy # 01-1103-18 be hereby formally adopted as presented.

Unanimously carried.

8.1.5 FCM Special Advocacy Fund

8.1.5.1 *Moved by Councillor Pickering, seconded by Councillor Mill*

BE IT RESOLVED THAT the Town Council provide a financial contribution to the FCM Special Advocacy Fund in the amount of \$50.00 plus HST per year for 2018 and 2019.

5 for – 1 opposed (Spencer), Motion carried.

8.1.5.2 Councillor Spencer stated he did not agree with the required 15% HST charge on the contribution to the FCM Special Advocacy Fund.

8.1.6 Cancellation of July and August Committee of Council Meetings

8.1.6.1 *Moved by Councillor Doucette, seconded by Councillor Mill*

BE IT RESOLVED THAT the Kensington Committee of Council meetings scheduled for July 23, 2018 and August 27, 2017 at 6:30 PM be cancelled. Unanimously carried.

8.1.7 Kensington & Area Christian Council Request for Credit Union Centre Closure

8.1.7.1 *Moved by Councillor Pickering, seconded by Councillor MacLean*

BE IT RESOLVED THAT the request of the Kensington & Area Christian Council to close the Credit Union Centre until 12:00 PM on Remembrance Day each year be denied and that the Christian Council be encouraged to contact individual user groups on their use of the Credit Union Centre during the Remembrance Day Memorial Services.

Unanimously carried.

8.1.8 Credit Union Centre – Kensington Fitplex Equipment Upgrades\Replacement

8.1.8.1 *Moved by Councillor Mill, seconded by Councillor Doucette*

BE IT RESOLVED THAT the contract for the replacement\upgrade of three (3) pieces of equipment at the Credit Union Centre Fitplex be awarded to Spartan Fitness as per their quote in the amount of \$6703.57.00 plus HST. Unanimously carried.

Councillor Spencer declared a conflict and excused himself from the Council Chamber at 7:35 pm.

8.1.9 Credit Union Centre – Kensington Fitplex Aerobics Floor Replacement

8.1.9.1 *Moved by Councillor Pickering, seconded by Councillor Mill*

BE IT RESOLVED THAT the contract for the replacement of the Aerobics flooring area at the Credit Union Centre Fitplex be awarded to Castle Building Supplies as per their quote in the amount of \$5,250.00 plus HST. Unanimously carried.

Councillor Spencer returned to the Council Chamber at 7:37 pm.

Mr. Baker excused himself from the Council Chamber at 7:37 pm.

8.1.10 Blacksmith Shop/Go! Fish Development Permit Application

8.1.10.1 *Moved by Councillor Doucette, seconded by Councillor MacLean*

THAT Kensington Town Council approve a development permit application for the Town of Kensington for the renovation of the James Mullally Blacksmith Shop located at 29 Commercial St. to be converted into a fish and chip take out., subject to full compliance with the Architects Act of PEI and any other applicable municipal bylaws and/or provincial and federal legislation.

Unanimously carried.

8.1.10.2 Councillor MacLean inquired about waste disposal for the restaurant, Mrs. MacKinnon will confirm and report back to Council.

Mr. Baker returned to the Council Chamber at 7:42 pm.

8.2 Other Matters

- 8.2.1** Deputy Mayor Mann requested that the grass be trimmed along the sidewalk on Victoria Street W.
- 8.2.2** Deputy Mayor Mann requested that the Credit Union Centre staff update some aesthetic issues at the arena during the summer months.
- 8.2.3** Councillor Mill requested that the parking space lines at the Credit Union Centre be redone and extended.
- 8.2.4** Councillor Spencer noted that the traffic lights at the intersection has not been reset and continue to be out of sync with the waiting traffic.
- 8.2.5** Councillor Pickering provided updates on the Annual Harvest Festival. This year's theme will be 'Community Proud, Growing Together'.

9. Correspondence

- 9.1** A Thank You letter from HMCS Queen Charlotte for hosting this years Battle of the Atlantic Ceremony.
- 9.2** A Thank You card from the Kensington Lions Club for the use of the Town's BBQ.
- 9.3** A request from KISH Principal, Donald Mulligan on behalf of the Hockey Skills Academy at KISH, requesting a discounted hourly rate on ice time.

Moved by Councillor Spencer, seconded by Councillor MacLean to approve an hourly rate of \$112 per hour for the KISH Hockey Skills Academy for their requested ice time of 3:20-4:20pm on Wednesday's from October 2018 – March 2019. Unanimously carried.

9.4 A letter from Stephen Gallant, a researcher with the Department of Family and Human Services, requesting a member of Town Council to attend one of their upcoming community conversations.

9.5 A letter from Bill Drost, owner of Bay Winds Auto Sales, requesting the Town's support to operate a used car dealership located in the vacant lot located on the north side of the parking lot of 31 Broadway Street South.

Moved by Councillor Pickering, seconded by Councillor Doucette to support the request by Bay Winds Auto Sales to operate a used car dealership at the vacant land located at 31 Broadway Street South subject to compliance with all municipal and provincial regulations.

9.6 A letter from the Kensington Lions Club requesting a police escort for the PEI Lions Cavalcade for Diabetes on June 16, 2018 at 1:00pm.

Moved by Councillor Pickering, seconded by Councillor MacLean to approve the request from the Kensington Lions Club for a police escort for the PEI Lions Cavalcade for Diabetes on June 16, 2018 at 1:00pm. Unanimously carried.

9.7 An invitation from the PEI Humane Society to attend their 7th Annual Golf Tournament on August 24, 2018.

Moved by Councillor Doucette, seconded by Councillor Spencer to decline the request to enter a team in the 2018 PEI Humane Society Golf Tournament and to approve a \$300.00 donation be made to the PEI Humane Society. Unanimously carried.

9.8 A letter from PRIDE PEI requesting the Town to fly a Pride flag during the week of July 22-28, 2018 to support members of the LGBTQ community. *Request declined - per the Towns Flag Flying Policy.*

10. In-Camera

10.1 *Nil*

11. Adjournment

Moved by Councillor MacLean, seconded by Councillor Spencer to adjourn the meeting at 8:05 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Town Council - July 2018		
Item #	Project/Task	Status
1	Emergency Measures Organization	NO UPDATE
2	Exempt Staffing Policy	NO UPDATE
3	STEP Application	I completed the application on behalf of the Kensington Area Chamber of Commerce (KACC). The application has been submitted to ACOA on July 3rd.
4	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	The sign has been relocated. Cleaning and painting the sign by staff is scheduled for Monday, July 9.
5	Unsightly Properties	The Police Chief has been working on getting three unsightly properties in the town cleaned up. One of the properties has mowed their grass to a reasonable community standard. Attempts have been made to contact the other property owners.
6	Financial Policy Development	NO UPDATE
7	Wellfield Protection Plan	Project is progressing and is expected to be completed on schedule.
8	Procedural Bylaw	A copy of the Bylaw is circulated with the tentative agenda package. First reading is requested.
9	Crossing Guard Volunteers	NO UPDATE Direction was provided by Town Council to contact three volunteers who have expressed interest in the volunteer crossing guard positions. To date, this has not been completed.
10	Fire Department Policy Development	I met with the fire chief this week to discuss the contents of the standard operating procedures. The procedures were discussed with fire department members at a meeting on June 19, 2018. I am awaiting comments from the department.
11	Conflict of Interest Bylaw	NO UPDATE Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.
12	Street Transfer to Province of PEI	An update has been requested from the Department of Transportation on the status of the transfer of town owned streets. To date no response has been received. The province continues to complete all required maintenance on town streets.
13	Fitplex Flooring Replacement	The section of fitplex flooring approved by Town Council has been replaced.
14	Council Code of Conduct Bylaw	I continue to work on the draft of the Code of Conduct Bylaw as time permits. The first draft is near completion and will be provided to Councillors by email once complete.
15	BST Multi Unit Development	NO UPDATE
16	Rail Yards Clock Repair	NO UPDATE
17	Canada Post Sign - Corner of Victoria/Broadway	As can be seen, the Canada Post sign, at the corner of Victoria and Broadway has still not been replaced. I spoke to the province on Tuesday, July 3, and they have subsequently sent a request to Canada Post for an update. Canada Post has since communicated that they have requested an update from their sign company and will provide an update as soon as it is received.
18	Access to Information and Protection of Privacy Bylaw	NO UPDATE The Town currently possesses an Access to Information Bylaw however it will be required to be re-drafted to ensure it complies fully with the new Act. The Bylaw will be drafted by staff and presented to Town Council upon completion. It is understood that the Province of PEI are currently in the process of reviewing their Freedom of Information and Protection of Privacy Act.
19	Records Retention and Disposition Bylaw	NO UPDATE Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.
20	Letter to Contractors Re: Development Permits	We are still waiting on comments from AAPEI prior to circulating the letter.
21	Strategic Plan Development	Discussed at Committee of Council that this project would be delayed until September. A meeting is scheduled for August 6th between myself and MRSB to re-confirm timelines. This will allow both the current and newly elected Council's to both have input into the strategic direction of the Town.
22	Town Hall War Memorial	Summer staff have been scheduled to paint the War Memorial in front of the Town Hall and to generally clean up the area. The hedges have been trimmed and the painting is scheduled to be completed on July 9th, weather permitting.
23	Procurement Bylaw	NO UPDATE

Item #	Project/Task	Status
24	Signage	Staff are working on the replacement of the "Welcome" sign located adjacent to the train station. AutoTrim has provided an initial mock-up of the upgrade of the tall Rail Yards sign (at Broadway Street) the design was sent back for further revision. The intent is to accommodate more businesses on the sign and to remove some of the stand alone signage in the area.
25	Employee Code of Conduct	NO UPDATE
26	Annexation of Lands of M.S. Woodside's Ltd.	To date, the approval has not been received. In speaking with IRAC on July 6th, I am informed that the report should be finalized and forwarded to the Minister during the week of July 9th.
27	Victoria Street West Sidewalk Replacement	Approval of the re-profiling of funding for the project has been received. I have provided approval to WSP to proceed with the topographic survey at an estimated cost of \$7,000. The topo survey will pick up the street centre line, all affected property lines and the front of any buildings along the corridor. Initial discussions have also been held with the province about the relocation of utility poles in the area, as required. The province may be looking at a storm sewer replacement project in the area that may facilitate the relocation of poles at no cost. Staff continues to investigate ways to effectively complete the project.
28	Immigration - PNP Community Endorsement	Meetings with six applicants were held over the last week of June. I have advised all immigration consultants that the Town will not be entertaining PNP meetings over the months of July and August due to a busy schedule and anticipated vacation.
29	Official Plan and Zoning Bylaw 5 Year Review	We have received formal notification that the Town's application for the 5 year Development Control Bylaw and Official Plan review has been approved. I will draft a Request for Proposals to solicit proposals from planning consultants to complete the project. To date this has not been completed. It is anticipated that the formal contract docs/funding agreement will be received the week of July 9th.
30	Bunker Gear - Fire Department	Complete
31	Public Works Roof Replacement	Maintenance building roof replacement is complete.
32	2018 Municipal Election	I continue to work on the Elections Bylaw. The deadline for completion has been extended to September 5 by Municipal Affairs. A Request for Decision has been circulated with the tentative agenda package requesting Council's approval to enter into a service agreement/information sharing agreement with Elections PEI.
33	Transport Container on Legion Property	NO UPDATE I have reached out to the Kensington Legion in regards to the transport container located on their property. Further information will be provided as it becomes available.
34	Annexation of Lands of Ken and Jeanne Thibodeau	The annexation application has been submitted. WSP have provided a cost estimate of just over \$21,000 to extend water and sewer service to the property. The property owners have been informed of the cost and the fact that they would be responsible for 90% of the costs. They are currently considering whether or not they would like to proceed.
35	Development Control Bylaw and Official Plan Amendment - Lands of Jeff Thompson	A Request for Decision has been circulated with the tentative agenda package.
36	EVK Pool Repairs	The pool opened on July 1st as scheduled. We have run in to some minor staffing issues but the pool continues to operate without issue.
37	Street Sweeper Disposal	No action has been taken on this item to date.
38	Credit Union Centre Warm Room	NO UPDATE The Architects Association has advised that an architect and engineer will be required on the project. I have informed the KMHA of this requirement. I will continue to provide information as the project progresses.
39	Broadway Street/School Street Stop Sign	Staff were requested to have the sign painted. CUC Manager Robert Wood has agreed to have his summer staff paint the sign.
40	Annual Line Painting Program	The contractor did not make it to Kensington on June 25th as previously scheduled. He has indicated that his revised schedule puts him in Kensington on the evening of Monday, July 9th.
41	Pothole Patching	The Province have been out to complete pothole patching throughout the town. The greater majority of the town has been completed although there are some minor issues that continue to be addressed as time permits. The roads appear to be in generally good condition.
42	Intersection Traffic Lights	At the request of Town Council, I have requested that the work on the traffic lights be expedited. The representative from the department of Transportation has advised that she will confirm with the check with the contractor to determine if work can be completed quicker. No confirmation has been provided that the work can be expedited.

Fire Department Occurrence Report 2018

[illegible]

[illegible]

[illegible]

[illegible]

Police Report May 2018

KPS received 3 false alarms during the month.

May 12 1000hrs – AlleyMar, staff error no member attended.

May 21 0845hrs – ScotiaBank, member attended.

May 22 0617hrs – Valley Truss, member attended.

Year To Date Approved Development Permits Summary Report
2018

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Commercial						1								1	
Addition Single Family Dwelling				1										1	
New Residential Accessory Structure	1			1										2	
New Residential Deck/Fence/Pools				1	1		1							3	
New Semi Detached Dwelling				1										1	
Renovation Commercial						1								1	
Residential additions/alterations						1								1	
Total:						1								10	

Total Estimated Construction Value
\$25,000.00
\$45,000.00
\$12,500.00
\$22,000.00
\$300,000.00
\$10,000.00
\$3,500.00
\$418,000.00

For the period June 09, 2018 to July 06, 2018

Commercial											
08-18	06/11/2018	868646	Town of Kensington - 55 Victoria Street	902-836-3781	Approved	Renovation	Commercial		\$10,000.00	06/04/2018	07/02/2018
			Description:				Convert Blacksmith shop to Go!Fish Restuarant				

Sub Total: \$10,000.00

09-18	06/21/2018	498196	Brent & Peggy Holland - 13 Pleasant Street	902-315-0770	Approved		Residential additions/alterations	\$3,500.00	07/02/2018	07/31/2018
			13 Pleasant Street				Description:	Construct new veranda on front of house		

Sub Total: \$3,500.00

10-18	07/05/2018	1038454	Merle & Willow Blanchard - 190 Kelvin Grove Road	902-836-5206	Approved	New	Residential Deck/Fence/Pool	\$15,000.00	07/09/2018	07/24/2018
			190 Kelvin Road				Description:	Construct new deck and concrete sidewalk		

Sub Total: \$15,000.00

Total: \$28,500.00



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

For Office Use Only	
Permit #:	09-18
Date Received:	June 18, 2018
Date Approved:	June 21, 2018
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 13 Pleasant St Property Tax Number (PID): 498196
Lot No.: _____ Subdivision Name: _____ Current Zoning: R3
Are there any existing structures on the property?: ☒ No ☒ Yes, please describe:
house, garage

Land Purchased from: _____ Year Purchased: 2013

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

2. Contact Information

APPLICANT Name: Brent & Peggy Holland Address: 13 Pleasant St
Phone: _____ Cell: 902-315-0770
Email: _____ 902 315-2438 Postal Code: C0B 1M0
Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____
CONTRACTOR, ARCHITECT OR ENGINEER Name: MIKE HARVEY Address: Borden PE
Phone: _____ Cell: 902 439 3449
Email: mharvey123@live.ca Postal Code: _____

3. Infrastructure Components

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

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 checked="" type="checkbox"/> Decks/Fence/Pools	

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

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

Detailed Project Description: adding A veranda to front
of house and new roof

Estimated Value of Construction (not including land cost): 2000. + 1500.00 = 3500

Projected Start Date: middle of July Projected Date of Completion: End of July

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 and center of road.



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 subject to a 21-day appeal period 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

[Handwritten Signature]

Date: June 4, 2018



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 #: 10-18
Date Received: July 3, 2018
Date Approved: July 5, 2018
PEI Planning: July 6, 2018
Permit Fee: \$ 50.00 ☒ Paid

DEVELOPMENT PERMIT APPLICATION**1. Property Information**

Project Address: 190 Kelvin Grove Rd., Kensington, PE PO Box 714 Property Tax Number (PID): 1038454000
Lot No.: B43 Subdivision Name Caseley Farms Ltd. Current Zoning: R1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
Thier house

Land Purchased from Church of the Nazarene Year Purchased 2015

Location of Development		Property Size	
<input checked="" type="checkbox"/> North <input type="checkbox"/> East		Road Frontage <u>184.02</u>	Acreage <u>.76</u>
<input type="checkbox"/> South <input checked="" type="checkbox"/> West		Property Depth <u>231.07</u>	Area sq. ft. <u>33105.6</u>

2. Contact Information

APPLICANT Name: Denis Richard Address: 66 Kelly Dr., Miscouche, PE
Phone: 902-954-1797 Cell: 902-954-1797 PO Box 57
Email: dmrconstruction@outlook.com Postal Code: C0B 1T0

Same as Above: ☐ Name: Merle & Willow Blanchard Address: 190 Kelvin Grove Rd., Kensington, PE
OWNER Phone: 902-836-5206 Cell: 902-836-5206 PO Box 714
Email: 902-836-5206 Postal Code: C0B 1M0

CONTRACTOR, ARCHITECT OR ENGINEER Name: Denis Richard Address: 66 Kelly Dr., Miscouche, PE
Phone: 902-954-1797 Cell: 902-954-1797 PO Box 57
Email: dmrconstruction@outlook.com Postal Code: C0B 1T0

3. Infrastructure Components

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

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 checked="" type="checkbox"/> Decks/Fence/Pools	

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

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

Detailed Project Description: A 58'x12' pressure treated deck at ground level. There will be a concrete sidewalk on the north side connection the new deck to the existion deck. There will also be a set of strairs going on the front of the deck that will land on a second new concrete sidewalk that will lead to a new 10x10 octogone concrete pad.

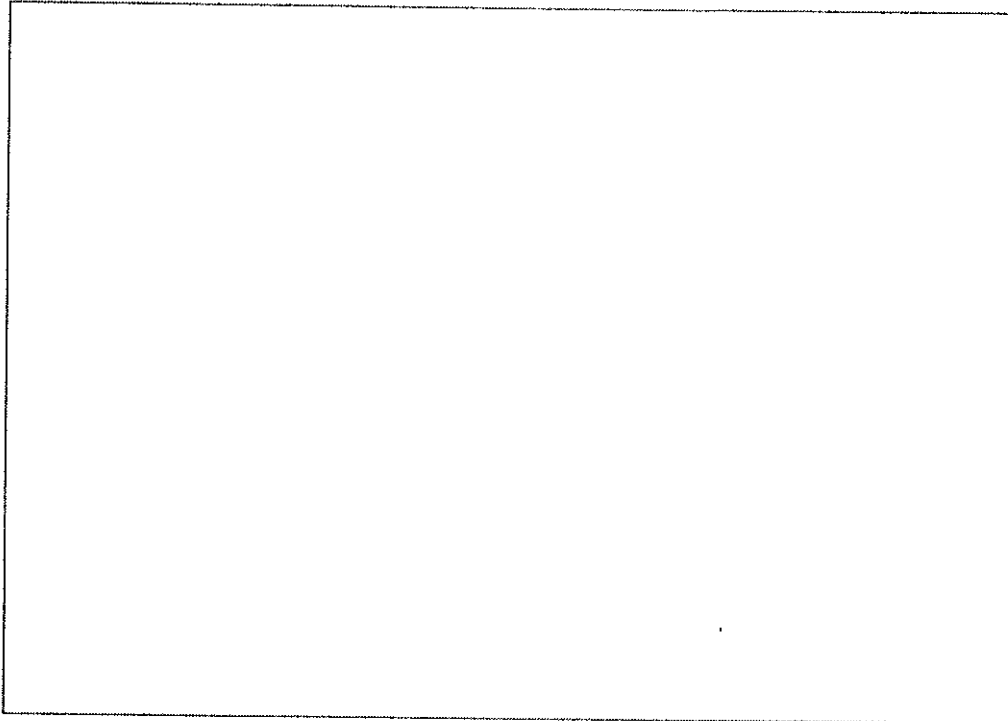
Estimated Value of Construction (not including land cost): \$15000

Projected Start Date: July 9, 2018

Projected Date of Completion: July 24, 2018

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 and center of road.



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.
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Signature of Applicant

Neil Blanchard
Neil Blanchard

Date: July 2, 2018

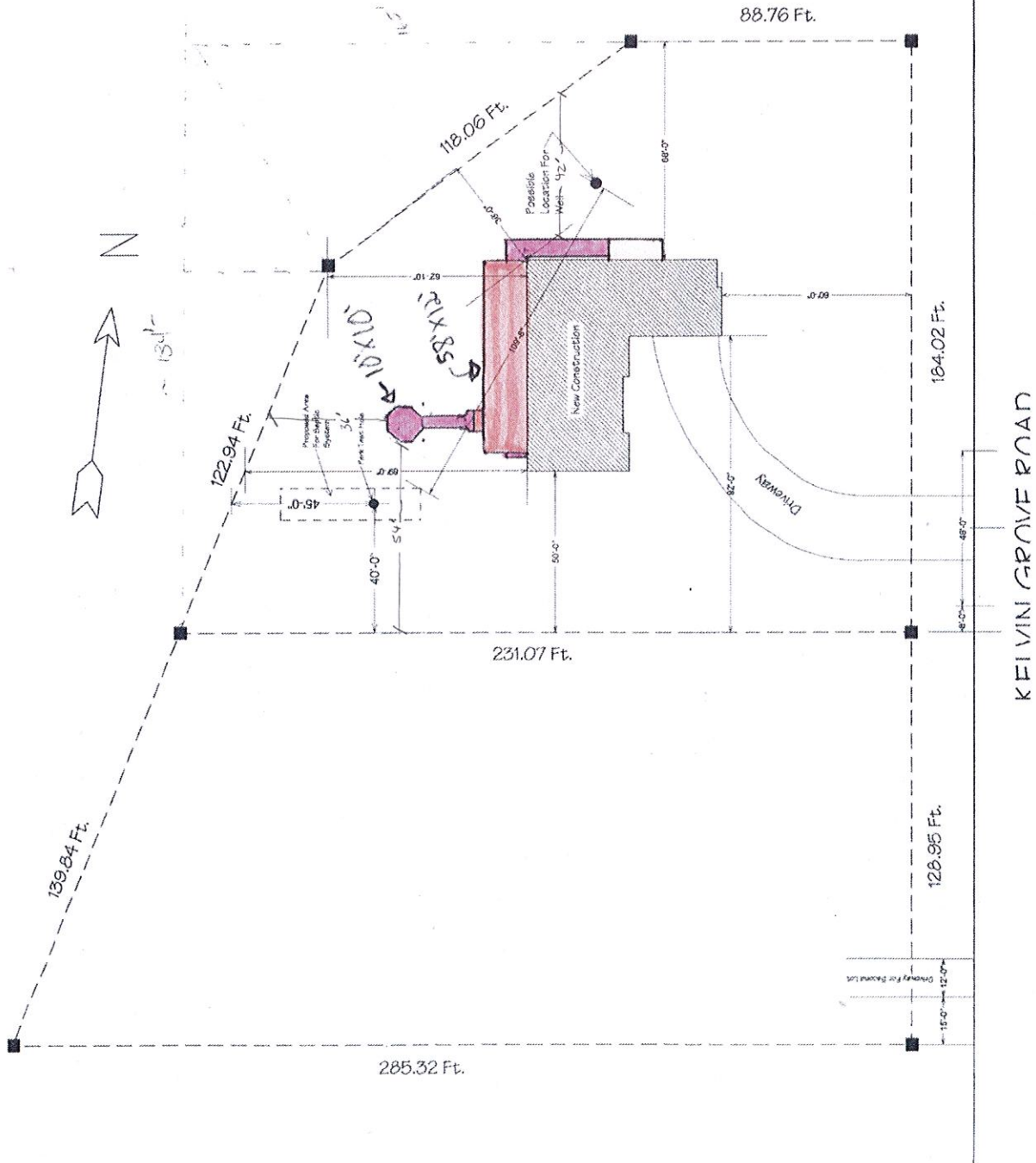
SITE PLAN

Scale - $\frac{1}{16}'' = 3'$
sidewalks 4 feet wide

New Concrete sidewalk/Pad

New Wood deck/stairs

Existing Deck



Town of Kensington Bills List May 2018

A1 - Vacuums	346131	\$521.70
Arsenault Best Cameron Ellis	1401	\$9,775.00
Aliant	6098534	\$228.62
Aliant	6101632	\$30.48
AMA PEI	AMA MEMBERSHIP & REG	\$170.00
Andrew Griffin	MAY 2018 RRSP	\$562.94
Bell Mobility	2-379392	\$201.25
Bill Hogan	APRIL 22, 2018	\$7,810.00
Brenda MacIsaac	MAY 2018 RRSP	\$303.40
Brenda MacIsaac	MEETING MILEAGE MAY	\$47.00
Campbell's Plumbing and Heating	9461	\$99.02
Clean Heroes	191	\$2,242.50
Coles Doors	3384	\$461.11
Combat Computer Inc	40056	\$237.19
Combat Computer Inc	40044	\$172.50
Combat Computer Inc	40048	\$43.13
Combat Computer Inc	40054	\$2,756.80
Combat Computer Inc	40046	\$86.25
Combat Computer Inc	40045	\$107.81
Combat Computer Inc	40744	\$550.97
Controls & Equipment	29456	\$599.15
Canada Revenue Agency Tax Centre	JAN - MAR 2018 HST	\$17,679.49
Canadian Union of Public Employees	MAY 2018 UNION DUES	\$543.09
Eastlink	05132944	\$129.84
Eastlink	05239815	\$66.07
Eastlink	05184763	\$98.84
Eastlink	05334413	\$676.06
Eastlink	05335032	\$23.00
Eastlink	05334722	\$83.89
Elizabeth Hubley	MAY 2018 RENT	\$805.00
Frontline Outfitters	36511	\$450.06
Geoff Baker	MAY 2018 MILEAGE	\$305.63

Irving Oil	32384172	\$117.50
Irving Oil	32390154	\$266.35
Irving Oil	946848	\$330.44
Irving Oil	330996	\$579.12
Irving Oil	32361592	\$113.52
Irving Oil	32396549	\$498.09
Irving Oil	145341	\$448.99
Irving Oil	947992	\$246.79
Irving Oil	47932	\$665.54
Irving Oil	32402687	\$1,204.82
Irving Oil	348354	\$210.30
Irving Oil	946019	\$225.70
Island Petroleum	00123	\$521.91
Kensington Agricultural Services	7495	\$218.44
Kensington Agricultural Services	6116	\$172.60
Kensington Country Store	2810035985	\$83.37
Kensington Country Store	02810036999	\$1.03
Kensington Ladies Auxiliary	45	\$750.00
Kent Building Supplies	1057113	\$20.26
Kent Building Supplies	1052044	\$87.56
Kent Building Supplies	1051830	\$16.00
Kent Building Supplies	1051769	\$25.88
Kent Building Supplies	1049107	\$15.50
Kent Building Supplies	1049117	\$3.04
K'Town Auto Parts	9387/5	\$115.00
K'Town Auto Parts	10117/5	\$18.73
K'Town Auto Parts	10182/5	\$17.71
K'Town Auto Parts	10145/5	\$27.17
Kensington & Area Chamber of Commerce	74459	\$155.25
Lewis Sutherland	MAY 2018 RRSP	\$628.20
Lewis Sutherland	MAY 2018 MILEAGE	\$137.24
MacInnis Express (1983) Ltd	187903	\$20.53
Maritime Electric	EVK POOL MAY 18	\$52.23
Maritime Electric	RADAR SIGNS MAY 18	\$105.13

Maritime Electric	CAR CHARGER MAY 18	\$41.06
Maritime Electric	FIRE HALL MAY 18	\$411.50
Maritime Electric	ART CO-OP MAY 18	\$218.45
Maritime Electric	TRAIN STATION MAY 18	\$820.15
Maritime Electric	LIBRARY MAY 18	\$195.70
Maritime Electric	TOWN HALL MAY 18	\$1,414.04
Maritime Electric	SENIOR CENTER MAY 18	\$45.53
Maritime Electric	CUC SIGN MAY 18	\$67.28
Maritime Electric	CUC RINK MAY 18	\$1,450.91
Maritime Electric	CUC BALLFIELD MAY 18	\$28.26
Maritime Electric	PW SHOP MAY 18	\$118.47
Maritime Electric	20 STEWART ST MAY 18	\$67.98
Maritime Electric	STREET LIGHTS MAY 18	\$2,932.35
Mary's Bake Shoppe	9	\$14.50
Malpeque Bay Credit Union	MAY 2018 RRSP	\$2,013.50
McInnes Cooper	2018012597	\$733.84
Minister of Finance	300726	\$20.00
Minister of Finance	MAY 2018 PROP TAX	\$5,409.94
MJS Marketing & Promotions	2635011	\$51.75
Moase Plumbing & Heating	28231	\$62.11
MRSB Consulting Services Inc	C003928	\$10,975.00
Orkin Canada	8485543	\$62.10
Orkin Canada	8486271	\$28.75
Par-T-Perfect PEI	2018027	\$443.00
Princess Auto	393026	\$11.49
Ralph Wadman	MAY 2018 PAINTING	\$5,670.00
Robert Wood	MAY 2018 MILEAGE	\$178.20
Rogers Electrical Wholesale Ltd	242318	\$141.12
Rogers Plumbing & Heating	12589	\$224.25
Rowan Caseley	50/50 MAY 31, 2018	\$900.00
Saltwire Network	11558	\$401.06
Mikes Independent	02 4036	\$34.14
Mikes Independent	01 8925	\$27.19
Mikes Independent	614	\$26.38

Scotia Securities	DOUG K MAY 18 RRSP	\$390.68
Scotiabank Visa	SPARTAN ATHLETIC	\$32.19
Scotiabank Visa	FLIGHT - KIM MULLETT	\$1,023.10
Source for Sports	S30031014	\$175.91
Spring Valley Building Centre Ltd	191262	\$441.88
Spring Valley Building Centre Ltd	191127	\$10.34
Summerside Chrysler Dodge (1984) Ltd	13590	\$381.28
Suncor Energy Products Partnership	MAY 2018	\$992.07
Superior Sanitation	643590	\$230.00
Superior Sanitation	643589	\$184.00
Superior Sanitation	643588	\$80.50
Superior Sanitation	643591	\$207.00
T & K Fire Safety Equipment Ltd	238223	\$160.43
T & K Fire Safety Equipment Ltd	237160	\$366.85
T & K Fire Safety Equipment Ltd	237161	\$37.66
Telus	MAY 2018	\$773.75
Toshiba Finance	705553	\$530.37
Town 'n Country Carpet One	32691	\$120.75
Town 'n Country Carpet One	32732	\$864.89
Town 'n Country Carpet One	32730	\$5,448.57
Traci Campbell	143288	\$260.00
Traci Campbell	MAY 2018 AEROBICS	\$468.00
Transcontinental	10086474	\$278.30
Transcontinental	10086475	\$278.30
Vail's Fabric Services Ltd	304983	\$104.42
Water & Pollution Control Corporation	MAY 2018	\$275.63
Yellow Pages Group	18-5973881	\$22.08
Subtotal		<hr/> \$105,346.68 <hr/>
May Payroll		\$77,595.03
Total May Bills		<hr/> \$182,941.71 <hr/>

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for May 2018

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$101,876.21	\$88,216.00	\$13,660.21	\$435,511.19	\$414,869.00	\$20,642.19	\$1,316,202.00	33%
Police Service	\$1,769.90	\$4,000.00	-\$2,230.10	\$10,411.40	\$20,000.00	-\$9,588.60	\$60,000.00	17%
Town Hall Rent	\$7,762.15	\$7,842.00	-\$79.85	\$39,410.75	\$39,210.00	\$200.75	\$117,630.00	34%
Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0%
Sales of Service	\$38,276.30	\$37,000.00	\$1,276.30	\$177,983.60	\$184,000.00	-\$6,016.40	\$548,900.00	32%
Subtotal Revenue	\$149,684.56	\$137,058.00	\$12,626.56	\$663,316.94	\$658,079.00	\$5,237.94	\$2,044,982.00	32%
GENERAL EXPENSES								
Town Hall	\$21,067.21	\$13,725.00	\$7,342.21	\$74,368.25	\$61,010.00	\$13,358.25	\$181,802.00	41%
General Town	\$43,401.79	\$32,177.00	\$11,224.79	\$232,398.72	\$232,809.00	-\$410.28	\$642,995.00	36%
Police Department	\$35,033.28	\$30,116.00	\$4,917.28	\$195,691.55	\$175,419.00	\$20,272.55	\$553,994.00	35%
Public Works	\$8,738.70	\$12,544.00	-\$3,805.30	\$67,336.28	\$75,723.00	-\$8,386.72	\$246,897.00	27%
Train Station	\$2,533.61	\$2,410.00	\$123.61	\$11,253.03	\$12,750.00	-\$1,496.97	\$35,700.00	32%
Recreation & Park	\$12,494.47	\$18,075.00	-\$5,580.53	\$22,462.23	\$29,525.00	-\$7,062.77	\$81,825.00	27%
Sales of Service	\$15,224.10	\$16,553.00	-\$1,328.90	\$71,994.82	\$77,146.00	-\$5,151.18	\$233,563.00	31%
Subtotal Expenses	\$138,493.16	\$125,600.00	\$12,893.16	\$675,504.88	\$664,382.00	\$11,122.88	\$1,976,776.00	33%
Net Income (Deficit)	\$11,191.40	\$11,458.00	-\$266.60	-\$12,187.94	-\$6,303.00	-\$5,884.94		
Credit Union Centre								
Credit Union Centre Revenue	\$32,275.68	\$28,000.00	\$4,275.68	\$173,635.00	\$156,900.00	\$16,735.00	\$510,700.00	34%
Credit Union Centre Expenses	\$13,445.08	\$21,640.00	-\$8,194.92	\$142,964.16	\$161,798.00	-\$18,833.84	\$479,186.00	30%
Net Income (Deficit)	\$18,830.60	\$6,360.00	\$12,470.60	\$30,670.84	-\$4,898.00	\$35,568.84		
Fire Department								
Fire Revenues	\$20,770.33	\$20,613.00	\$157.33	\$103,851.70	\$103,065.00	\$786.70	\$309,195.00	34%
Fire Department Expenses	\$24,673.91	\$18,529.00	\$6,144.91	\$104,899.21	\$99,345.00	\$5,554.21	\$309,195.00	34%
Net Income (Deficit)	-\$3,903.58	\$2,084.00	-\$5,987.58	-\$1,047.51	\$3,720.00	-\$4,767.51		
Consolidated Net Income (Deficit)	\$26,118.42	\$19,902.00	\$6,216.42	\$17,435.39	-\$7,481.00	\$24,916.39		
							\$99,720.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$48,802.49	\$47,762.00	\$1,040.49	\$240,194.98	\$238,810.00	\$1,384.98	\$716,503.00	34%
Water & Sewer Expenses	\$46,616.73	\$48,240.00	-\$1,623.27	\$237,195.84	\$234,000.00	\$3,195.84	\$712,537.00	33%
Water & Sewer Net Income (Deficit)	\$2,185.76	-\$478.00	\$2,663.76	\$2,999.14	\$4,810.00	-\$1,810.86		
							\$3,966.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CGC MANAGER
SUBJECT: MAY 2018 CREDIT UNION CENTRE REPORT
DATE: JUNE 22, 2018
ATTACHMENT: STATISTICAL REPORT, CANADA DAY PROGRAM,
HARVEST FESTIVAL PROGRAM

May 2018

Fitplex

Programming: Aerobics Programming

Hi Lo Tuesdays 6.30pm
Boxer-fit Thursdays 6.30pm

Hours

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

Men's wash room lighting upgraded\repaired to new LED fixture. All future repairs\upgrades will be to LED as well.

Added two new overhead aerobics ball holders on South end to free up storage space and make it easier for members and aerobic classes to access the balls.

Arena

- Repairs and spring maintenance started
- Men's Public washrooms painted, new sink added and new taps with longer faucets to allow water-bottles to be filled.
- Ladies Public washrooms painted and taps replaced.

- Canteen painting has started.
- Eaves trough liners ordered and will be ready to be installed in June
- New taps and faucets ordered for all dressing rooms
- New Credit Union Centre Signs installed.

Kensington Cash

May, 2018	\$220.00
	\$225.00
	\$220.00
	<u>\$220.00</u>
<u>Total</u>	<u>\$915.00</u>

Ball Fields

- Repairs and maintenance to fields and fencing were done in May.
- Ballfields were rolled.
- Ballfields are Booked Mon-Thursday with Men's League and Minor ball Sunday-Saturday for full field usage.
- Minor Ball has six teams Rally Cap, Mosquito Jr A 1 and 2, Mosquito A, Mosquito AA and Pee wee AA
- Netting was installed in May.

Senior Center

- Repaired 3 light fixtures, railing and steps to the building.
- Sewing class will be using basement starting in June.

Upcoming Events

- Fishing Derby- June 9, 2018

- Bike Rodeo- June 16, 2018
- Canada Day - see attached Program, also hoping some Councillors will be able to help with the cooking and distribution of Hot Dogs.
- Harvest Festival- Meetings have been progressing well, see attached Projected program (still some events to be confirmed, so some changes may be made)
- Lady Slipper Kennel Club Dog Show- 3 days this year instead of 2. July 20-22, 2018
- Danny Hughes Memorial Ball Tournament, July 20-22, 2018

Respectfully Submitted,

Robert Wood
Credit Union Centre Manager

Town of Kensington Credit Union Centre Monthly Statistical Data 2018

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	265	270	267	265	260								1327
Attendance	1620	1450	1400	1200	1100								6770
Day Passes Sold	30	25	22	20	22								119
Memberships Sold	40	30	25	25	40								160
Monthly Payment Memberships	53	54	54	54	55								270
Arena													
Hours Rented	150	152	130	48	0								480
Preschool (Free)	4	4	2	0	0								10
Adult Skate	4	4	2	0	0								10
Donated Ice Time	0	10	4	5	0								19
Total Hours Rented	158	170	138	53	0								519
Storm Days (no rentals)	3	1	3	0	0								7

Town of Kensington Credit Union Centre Monthly Statistical Data 2017

[illegible]

Program

12.00-12.30 Lady Slipper Dancers

12:30 Opening Ceremonies

Welcome by Mayor Rowan Caseley

Prayer by Rev Margie Fagan

Royal Canadian Legion Branch #9 Color Party

Raising of the Flag by Kensington Police Service

O'Canada sung by Emily Smith

Remarks by:

Honorable Wayne Easter, Government of Canada

MLA Matthew MacKay, Province of PEI

Community Awards – Citizen and Youth of the Year

12:00-2:00 Bunny Trails Petting Zoo

12:00-2:00 Henna Tattoos (temporary tattoos)

12:00-2:00 Balloon Artists

12:45 Cake Cutting

12:45-1:30 Live entertainment by Allan Sonier



Canada Day Celebrations

Kensington Rail Yards

Sunday, July 1st, 2018

12:00 – 2:00 pm



Canadian
Heritage

Patrimoine
canadien

Program

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Canada Day Celebrations

Kensington Rail Yards

Sunday, July 1st, 2018

12:00 – 2:00 pm



Canadian
Heritage

Patrimoine
canadien

We would like to thank our sponsors for their generous support this summer;
without their support these events would not be able to happen.



Kensington Harvest Festival

August 17 - 22, 2018

Theme: Community Proud,
Growing Together

Brought to you by:



Clark Insurance
Member of the Huestis Insurance Group

FRENCH RIVER GOLF COURSE | CLINTON VIEW LODGE | MARITIME CONSTRUCTION
RED SANDS GOLF COURSE | KENSINGTON AGRICULTURAL SERVICES | BROADWAY 45 |
ANDREW BUILDING COMPANY | D. ALEX MACDONALD | K'TOWN AUTO PARTS
TOOMBS HOWARD MACDOUGALL CHARTERED PROFESSIONAL ACCOUNTANTS
KENSINGTON VET CLINIC | ENMANS AUDIO | HICKEY & HYNDMAN INSURANCE | GREEN
GABLES/ANDERSON'S CREEK GOLF COURSE | KOOL BREEZE FARMS | CURRAN & BRIGGS
CASELEY'S BRIDAL BOUTIQUE | THOMPSON WELL DRILLING | CAPITAL "T" ELECTRIC
NOONAN PETROLEUM | SHARPE CONSTRUCTION | COUNTYLINE COURIER | MALLETT EXTERIORS
MOUNTAIN WOODWORKING | LOTUS GARDEN | SUMMERSIDE CHRYSLER DODGE | BUILDING BLOCS
TRAVELLERS REST MINI HOMES LTD | MARY'S BAKE SHOPPE | BEAIRSTO INSURANCE
NOVUS GLASS | COMMERCIAL CONSTRUCTION | ISLAND SOFTENERS | MARITIME PRIDE EGGS
TOWNSHIP CHEVROLET BUICK GMC | EGG FARMERS OF PEI | CALLBECKS HOME HARDWARE
| COOP COUNTRY STORE | KMP | PINE ACRES R.V.



Event Schedule

Friday August 17, 2018

Sponsored by Cavendish Farms

8:00pm-1:00am How Well Do You know Your Spouse

Followed by Leon Gallant and Friends.

Location: Family and Friends

Tickets \$12 individual or

Tables of 4, 6 and 8 available

Saturday August 18, 2018

Sponsored by Bell Aliant

7:30 - 10:30 am Shriner's Pancake Breakfast, Kensington Legion

8:30 am 45th Annual Malpeque Bay Credit Union 25km Foot Race, start at Church of Scotland, Stanchel

9:00 am (All Day) Kensington Firemen's Beach Volleyball & Entertainment @ Fire hall

2:00 - 3:00 pm Bell Aliant Mammoth Street Parade –Theme: Community Proud, Growing Together

3:00 - 6:00 pm **Family Day- Credit Union Centre Kensington (indoors)**

Admission \$2.00 per person \$5.00 Family

Sponsored by Kensington Food Basket

-In door Mini Golf Course

-Bounce Houses & Bunny Trails Petting Zoo

-Tattoo Artist & Balloon Twisters

-Carnival Games

-Ice Cream, Community BBQ

Sunday August 19, 2018

Sponsored by Tim Hortons

9:00 am (All Day) Kensington Firemen's Beach Volleyball @Fire hall

9:30 am Ecumenical Service, Guest Speaker _____
Community Gardens Arena

1:00pm Harness Racing at Kensington Race Track

1:00pm **Harvest Festival Golf Tournament**

Sponsored by PE AQUA FARMS

4 person Scramble- Eagles Glenn Golf Course

\$340.00 per team

Includes Cart, Green Fee and Meal after the round.

On Course food and beverages Sponsored by Kensington Food Basket and Broadway 45

Prizes – \$10,000 Hole In One (Sponsored by Castle Spring Valley

Building Supplies) Longest drive, Closest to the Hole & Draw Prizes.

To register email: or Robert at cgardens@pei.aibn.com

Sponsored by Atlantic Lottery

9:00 - 12:00 pm Reg Hiltz Memorial Flower Show

9:00 - 12:00 pm WI Food and Vegetable Exhibit / WI Handicraft Exhibit Registration

6:00 pm Flower Show Awards

6:30 – 7:30 pm Get Hooked on Seafood

6:30 pm Opening Ceremonies, Guest Speaker: Gardiner MacDougall

Head Coach UNB Reds

Clair Mayhew Volunteer of the Year Award

7:00 pm Miss Community Gardens Pageant Talent Portion

8:30 pm Ultimate Fisherman's Challenge

Tuesday August 21, 2018

Sponsored by Murphy's Pharmacy

6:00 - 7:30 pm Poutine Stations Competition Who has the best Kensington Poutine!

PEI Mussels Competition Who makes the Best Mussel Dish!

– Sponsored by East Coast Furnishings

6.30-7.30 Meet and greet your favorite Characters

Spidey, Beauty, PEIs little Mermaid and Snow (photo Opportunities)

7:00 – 8:30 pm PEI Mutual Youth Talent Contest

Wednesday August 22, 2018

Sponsored by Castle Building Supplies

12:00 - 4:00 pm Crokinole, Sponsored by Murphy's Pharmacy & Malpeque Bay Credit Union

6:30 - 7:00 pm _____

7:00 - 8:00 pm Miss Community Gardens Pageant Evening Wear Portion

8:00 pm Not all There band

9:15 pm Miss Community Gardens 2018 Crowning Ceremony

*Event Location: 25 Garden Drive,
Credit Union Centre, Kensington*

Daily Admission

Mon-Wed

Family \$15.00

Adult \$7.00

Senior/Student \$5.00

Children under 10 \$3.00

Preschool Free

For more information

Call 902-836-3509

Visit www.kensington.ca

Email cgardens@pei.aibn.com

Monday August 20, 2018

Town of Kensington - Request for Decision

Date: July 5, 2018	Request for Decision No: 2018-46
Topic: Development Control Bylaw and Official Plan Amendment - PID No. 842716 – Second Reading & Formal Adoption, Official Plan Amendment	
Proposal Summary/Background: <p>A request has been received from Jeff Thompson for Town Council’s consideration of re-zoning PID No. 842716 (47 Victoria Street East, former Nazarene Church property) from its current Public Service and Institutional (PSI) zoning designation to Single Residential (R1) to permit a single detached dwelling with an office space for an electrical contracting business. It should be noted that regardless which zoning designation is applied to the property, it will be considered as legal non-conforming according to Section 4.8 of the Town’s Development Control Bylaw.</p> <p>Re-zoning the subject property requires an amendment to the Town’s Development Control Bylaw as well as to the general land use map that is part of the Town’s Official Plan.</p> <p>The application was received from Mr. Thompson on April 19, 2018. The application was considered by Town Council, according to the Town’s Development Control Bylaw and the PEI Planning Act on May 14, 2018 where staff were instructed to proceed with the scheduling of a public meeting to hear resident’s concerns or support for the application.</p> <p>The public meeting was held on June 7th with six members of the public in attendance (including the applicant). No objections were made to the application however the lack of adequate off-street parking was identified as a concern. It was generally recognized that there are constraints around the re-development of the property. The applicant stated his intention to create at least one parking space on the west side of the property.</p> <p>First reading of the Bylaw amendment was given at Town Council’s regular meeting held on June 11, 2018.</p> <p>The following information is being circulated with this request for decision:</p> <ol style="list-style-type: none">1. Mr. Thompson’s original request2. DV8 Consulting Initial Report3. DV8 Consulting Final Report4. Mapping and Public Meeting Information5. Public Meeting Minutes	
Benefits: <ul style="list-style-type: none">• Will result in a less intense use of the subject property.• Will allow the property to be re-developed as a single residential dwelling.	
Disadvantages: <ul style="list-style-type: none">• The property will remain as legal non-conforming under the town’s Development Control Bylaw.	

Discussion/Comments:

It is recommended by the CAO that Town Council give second reading and formal adoption to a Development Control Bylaw amendment to allow the property to be re-zoned from its current Public Service and Institutional (PSI) zoning designation to Single Residential (R1) as recommended by DV8 Consulting in their attached report. It is further recommended that Town Council amend the Town's Official Plan General Land Use Map to facilitate the re-zoning (bylaw amendment).

Options:

1. Proceed to give second reading, formal adoption and Official Plan Amendment.
2. Not proceed with the application.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

That Town Council consider and adopt the following resolutions:

Second Reading**Resolution 3**

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment;

AND WHEREAS the Bylaw amendment was read and approved a first time at a meeting held on June 11, 2018;

BE IT RESOLVED THAT Kensington Town Council give second reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Resolution 4

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment;

AND WHEREAS the Bylaw amendment was read and approved a first time at a meeting held on June 11, 2018;

AND WHEREAS the Bylaw amendment was read a second time at this meeting;

BE IT RESOLVED THAT Kensington Town Council approve second reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Resolution 5

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment;

AND WHEREAS the Bylaw amendment was read and approved a first time at a meeting held on June 11, 2018;

AND WHEREAS the Bylaw amendment was read and approved a second time at this meeting;

BE IT RESOLVED THAT Kensington Town Council formally adopt an amendment to the Zoning and Subdivision Control Bylaw to re-zone PID No. 842716 from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

Resolution 6

General Land Use Map (Official Plan) Amendment Approval Resolution

WHEREAS a request has been received from Jeff Thompson, owner of PID No 842716, to amend the Town of Kensington Development Control Bylaw to re-zone the property (47 Victoria Street East) from Public Service and Institutional (PSI) to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling;

AND WHEREAS a public meeting was held on June 7, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment;

BE IT RESOLVED THAT an amendment to the General Land Use Map, that is part of the Town's Official Plan, to change the land use PID No. 842717 from Public Service and Institutional (PSI)

to Single Residential (R1) for the purpose of re-developing the property to a single unit residential dwelling be hereby approved.

Geoff Baker

From: Jeff Thompson <CapitalTElectric@hotmail.com>
Sent: April 19, 2018 12:05 PM
To: Geoff Baker
Subject: Re: Nazarene Church Lot

As per our conversation earlier I would like to apply to get the church or the Nazarene which I recently purchased re-zoned from institutional to the appropriate zoning so I can renovate and turn it into a 2 bedroom apartment and an office space out front for myself and my company . Thank you very much .

Sent from my iPhone

On Apr 17, 2018, at 12:10 PM, Geoff Baker <townmanager@townofkensington.com> wrote:

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

<Nazarene Church Lot.pdf>

Geoff Baker

From: Jeff Thompson <CapitalTElectric@hotmail.com>
Sent: April 23, 2018 12:40 PM
To: Geoff Baker
Subject: Re: Nazarene Church Lot

I would like to apply for a residential zone for the purpose of a 2 bedroom single family dwelling on the property I have purchased.

Sent from my iPhone

On Apr 23, 2018, at 9:12 AM, Geoff Baker <townmanager@townofkensington.com> wrote:

Hey Jeff

Email below as mentioned.

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

From: Hope Parnham <hparnham@outlook.com>
Sent: April 20, 2018 9:11 PM
To: Geoff Baker <townmanager@townofkensington.com>
Subject: RE: Nazarene Church Lot

Hi Geoff

The applicant hasn't specified what zone he would like to rezone the property to and there are two alternatives that could be considered:

1. If the proposed land use is for a single (2 bedroom) dwelling unit, we can drop the term 'apartment' and refer to it as a single detached dwelling, and the proposed office can be considered a home occupation. If this is the case, the applicant can apply for residential zoning but we should confirm that the proposal will meet the requirements of the Home Occupation Section (4.40) before pursuing this route.
2. Alternatively, we could consider the proposal as a 'dwelling unit in a commercial building' which is permitted under Section 10.3. The Commercial zone should be considered if:
 - a. the proposed use doesn't meet the Home Occupation Section (4.40); or
 - b. the applicant would like flexibility to change the business and/or to rent the apartment in the future.

The challenge with this option will be with the lack of parking on the property, but I'm not ruling it out as a possibility yet.

May 5, 2018

Town of Kensington
PO Box 418 Kensington, PE
COB 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: townmanager@kensington.com

Re: Rezoning of 47 Victoria St

Dear Mr. Baker,

I have reviewed the Town of Kensington's *Official Plan* and *Zoning and Subdivision Control (Development) By-law* with respect to the rezoning application for the property located at 47 Victoria St East. Please note that the proposed rezoning also requires an amendment to the *Official Plan Future Land Use Map*.

The property in question is currently zoned PS1 (Public Service/Institutional) Zone, as is the adjacent property which is a cemetery. Other properties within the immediate area are zoned R1 (Single Residential) Zone. The applicant has requested to rezone the property from PS1 Zone to a Residential Zone to permit a single detached dwelling with an office space for an electrical contracting business. The proposed use is currently not permitted within the PS1 Zone.

The existing building on the property was the former Nazarene Church. I understand that the property has been vacant for a few years, and that the sale of the property has been stalled due to perceived redevelopment restrictions associated with the current zoning. Institutional zones are unique in that they generally exist as spot zones within communities. When an institutional land use no longer occupies a property the future land use of the property should consider that of the surrounding properties rather than to enforce the redevelopment to conform to an institutional use.

The challenge with this property is that the existing building occupies the majority of the lot with zero on-site parking and no vacant land area for the addition of parking. Therefore we must also consider that the alternative, which is to maintain the PS1 Zone, will result in the continuation of a non-conforming land use regardless of what type of institutional use might occupy the property. The ideal redevelopment proposal is for a land use which is less intensive than the previous non-conforming use and generally speaking a single family home is considered the 'least intensive' use for any property. If the property is rezoned to Single Residential (R1), the church can be redeveloped as a single detached dwelling (as proposed) and the proposed office can be run as a home occupation, subject to the Home Occupation regulations (Section 4.40). The proposed use is found to be less intensive than the previous non-conforming use and is therefore preferable to the alternative of a continuation of the non-conforming use.

With regards to whether the proposed application is supported by the objectives and policies of the Official Plan, Section 5.4 states that:

"It shall be the policy of Council to designate sufficient residential land to accommodate the projected and potential housing needs of the Town." (PR-1); and

"It shall be the policy of Council to encourage infilling in residential neighbourhoods." (PR-2) – with the specific Plan Action to identify and catalogue all undeveloped and/or underdeveloped parcels of residential land in the Town.

Further, in support of the proposed home occupation, PR-5 states that:

"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."

With regards to potential impacts on adjacent properties, the proposed use is considered less intensive than the previous use which should be preferred by neighbours. It is anticipated that the home based business will generate minimal traffic or noise as it is intended to operate as a home office for work that will be done off-site.

In conclusion, my recommendation is to support the application and to proceed to the public consultation stage of the rezoning process. Should the rezoning be approved, the applicant will need to submit a Development Permit application to convert the existing building into a single detached dwelling (with a home occupation) and to have the parking requirement for the dwelling waived as per Section 4.8(c) which states that *"no person who owns a lot... .. shall be deprived of the ability to make reasonable use of the lot in accordance with the zone in which it is located..."*.

Should you have any further questions, please feel free to contact me.

Best regards,



Hope Parnham

Dv8 CONSULTING
CHARLOTTETOWN PE
E. HPARNHAM@OUTLOOK.COM
T. 902-393-1815

June 8, 2018

Town of Kensington
PO Box 418 Kensington, PE
COB 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: townmanager@kensington.com

Re: Rezoning of 47 Victoria St

Dear Mr. Baker,

I understand that the public meeting to consider the rezoning application for the property located at 47 Victoria St East was recently held and that to date there has been no opposition to the application. I also understand that residents in attendance at the meeting had concerns regarding the lack of parking on the property and that the applicant indicated that they intend to accommodate a single parking space on the property in the location of the existing oil tank.

To reiterate the key findings of my previous report on the application, the following points were made:

- When an institutional land use no longer occupies a property the future land use of the property should consider that of the surrounding properties rather than to enforce the redevelopment to conform to an institutional use. ... Other properties within the immediate area [of the subject parcel] are zoned R1 (Single Residential) Zone.
- The challenge with this property is that the existing building occupies the majority of the lot with zero on-site parking and no vacant land area for the addition of parking. [It is further noted that the applicant has since proposed a way to accommodate a parking space.]
- The ideal redevelopment proposal [for the subject parcel] is for a land use which is less intensive than the previous non-conforming use and generally speaking a single family home is considered the 'least intensive' use for any property.
- If the property is rezoned to Single Residential (R1), the church can be redeveloped as a single detached dwelling (as proposed) and the proposed office can be run as a home occupation, subject to the Home Occupation regulations (Section 4.40).

After reviewing the application in regards to the Town of Kensington's *Official Plan and Zoning and Subdivision Control (Development) By-law* my recommendation is to support the application to rezone 47 Victoria St East from PS1 to R1 and to amend the *Official Plan Future Land Use Map* accordingly.

Should you have any further questions, please feel free to contact me.

Best regards,



Hope Parnham

Dv8 CONSULTING

CHARLOTTETOWN PE

E. HPARNHAM@OUTLOOK.COM

T. 902-393-1815



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

May 28, 2018

RE: Notice to Property Owners in the Vicinity of 47 Victoria Street East (PID No. 842716) – Former Nazarene Church, Being Lands of Jeff D Thompson.

Dear Property Owner:

An application has been made by the owner of 47 Victoria Street East, PID No. 842716 (Jeff D Thompson), to the Town of Kensington to consider re-zoning the property, from its current Public Service and Institutional designation (PSI) to Single Unit Residential (R1) to facilitate the re-development of the property to a single unit residential dwelling.

The information on the back side of this letter was advertised in the Journal Pioneer on May 26, 2018 and is being provided to certain property owners in accordance with the PEI Planning Act and the Town of Kensington's Zoning and Subdivision Control (Development) Bylaw.

For further information, please do not hesitate to contact the undersigned at (902) 836-3781.

Best Regards,

Geoff Baker
Chief Administrative Officer
Town of Kensington



Town of Kensington

Notice of Public Meeting



Take notice that, pursuant to the Planning Act and the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw, a Public Meeting will be held at 6:00 PM on Thursday, June 7, 2018 at the Kensington Town Hall, 55 Victoria Street East, Town of Kensington.

The purpose of the meeting is to allow residents and other interested persons an opportunity to make representation concerning the following amendment to the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw and:

- **To re-zone lands of Jeff D Thompson, located at 47 Victoria Street East, from its current Public Service and Institutional Zone (PSI) to Residential (R1) for the purpose of constructing a residential dwelling.**
- **To amend the Official Plan Future Land Use Map in order to accommodate the above changes.**

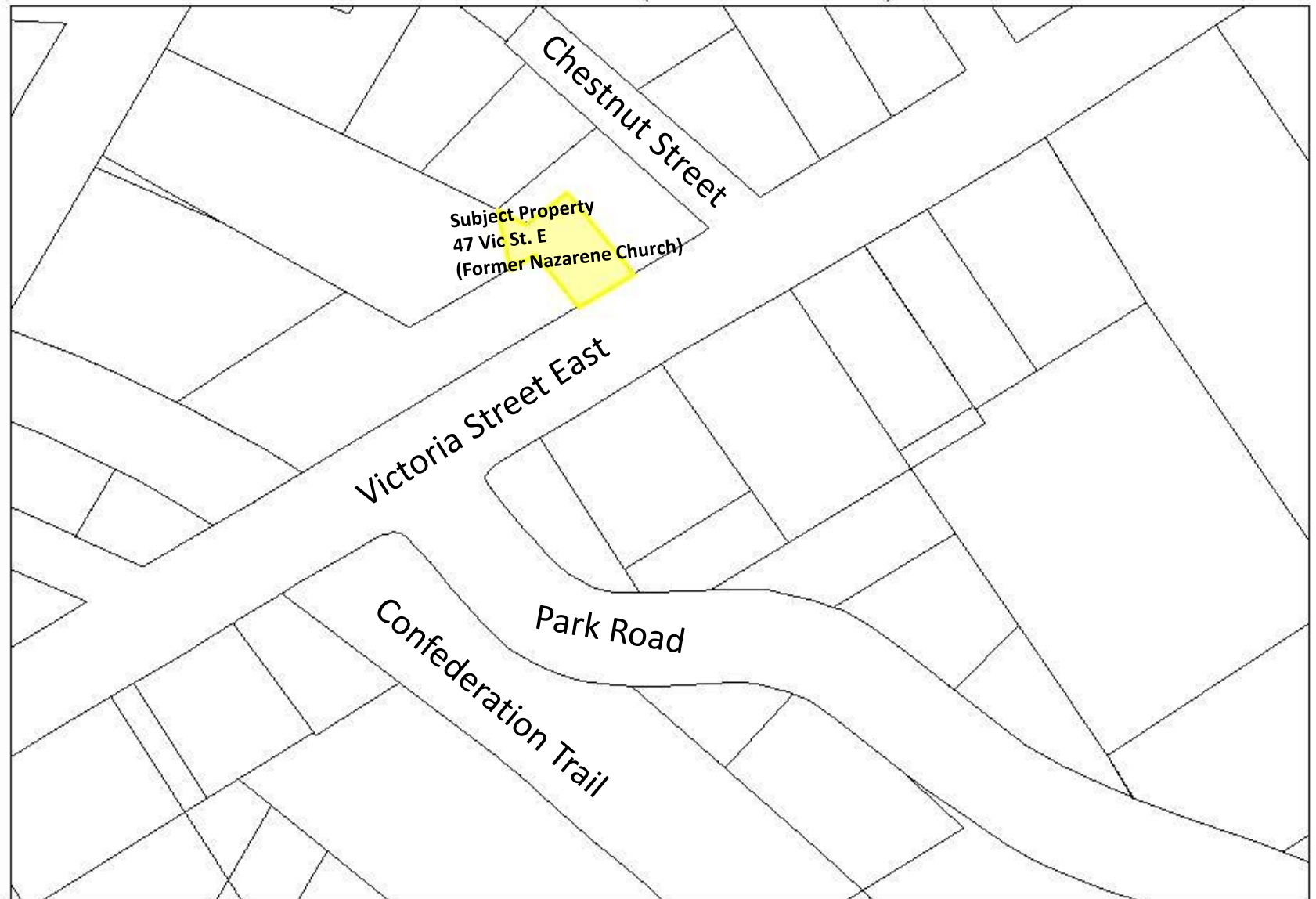
Individuals wishing to comment in writing are invited to send comments to PO Box 418, Kensington, PE, COB 1M0 or by email to: townmanager@townofkensington.com. Written comments should be received no later than 4:00 pm on June 7, 2018. You may also review the application at the Town Hall prior to the meeting.

Geoff Baker
Chief Administrative Officer

47 Victoria Street East (Former Nazarene Church)



47 Victoria Street East (Former Nazarene Church)



Subject Property
47 Vic St. E
(Former Nazarene Church)

**Town of Kensington
Minutes of Public Meeting
Thursday, June 7, 2018
6:00 PM**

Presiding:	Mayor Rowan Caseley
Council Members Present:	Deputy Mayor Mann, Councillors: Doucette and Spencer
Staff Members Present:	Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kim Caseley
Regrets:	Councillor Mill
Absent:	Councillor Pickering and MacLean
Visitors:	Alan Paynter – St. Marks Anglican Church Marlyn Clark – St. Marks Anglican Church Hubert & Joyce Marchbank – Neighbouring property owners Jeff Thompson – Property owner Alton Ramsay – Neighbouring property owner

Mayor Caseley called the meeting to order at 6:00 PM and explained the purpose of the meeting.

PURPOSE:

The purpose of the meeting is to allow residents and other interested persons an opportunity to make representation concerning the following request for an amendment to the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw and:

- To re-zone lands of Jeff D Thompson, located at 47 Victoria Street East, from its current Public Service and Institutional Zone (PSI) to Residential (R1) for the purpose of constructing a residential dwelling.
- To amend the Official Plan Future Land Use Map in order to accommodate the above changes.

The applicant, Jeff Thompson, indicates that he would like to re-zone the property to R1 to facilitate the development of a 2-bedroom apartment and a home-based business office for his electrical business.

Mayor Caseley outlined the re-zoning process for the meeting attendees:

The application was received from Mr. Thompson on April 19, 2018. The application was considered by Town Council, according to the Town's Development Control Bylaw and the PEI Planning Act on May 14, 2018 where staff were instructed to proceed with the scheduling of a public meeting to hear resident's concerns or support for the application. A notification ad was placed in the Journal Pioneer on May 26, 2018^h. Notification letters were delivered to all neighbouring property owners within a five hundred (500) foot radius of the subject property. Written comments were requested to be submitted by 4:00 this afternoon, for those unable to attend this public meeting, with no written submissions being received.

Alan Paynter requested clarification on the plan for off street parking.

Jeff Thompson indicated that there is adequate space to create two, possibly three parking spaces on the existing green space along the west property line.

Deputy Mayor Mann joined the meeting at 6:11 pm.

Hubert & Joyce Marchbank requested detail on the permitted use of the R1 zoning, confirmed location of the parking and what the intended use would be.

CAO, Geoff Baker spoke on the permitted uses of an R1 zone and the current PSI zoning. It was noted that the current zoning is considered legal non-conforming due to the lack of parking and set back requirements under the Town's current Development Control Bylaw. Mr. Baker spoke about the unique challenges and constraints against the property. It was noted that under the current zoning the property could be used for a more intense use than what is permitted under the R1 zone.

Mayor Caseley indicated that following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the proposed Zoning Bylaw and Official Plan amendment.

Moved by Councillor Doucette, seconded by Councillor Spencer that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:25 PM.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor

Town of Kensington - Request for Decision

Date: July 5, 2018	Request for Decision No: 2018-47 (Office Use Only)
Topic: Town of Kensington – Procedural Bylaw – First Reading (Bylaw # 2018-03)	
Proposal Summary/Background: <p>Under the new Municipal Government Act, Municipalities are required to adopt a Procedural Bylaw. The Bylaw provides regulation around maintaining order and good government. It provides rules for the calling of meetings of Council and its Committees, the procedures of Council, the calling of public meetings of Council, the behaviour of Council members, staff and members of the public present at Meetings of Council and its Committees, the establishment of a Committee of Council, and other areas requiring regulation under the Act.</p> <p>Kensington Town Council adopted its first Procedural Bylaw in 2016, however with the passing of the new Act, the Bylaw did not comply fully with the Act. The revised (new) Bylaw presented, is in full compliance with the Act and is based largely on the template provided by the Province.</p> <p>A copy of the Bylaw was provided to Town Councillors by email on June 8, 2018. The Bylaw was formally considered at June's Committee of Council meeting. Clarification was requested around two issues:</p> <ol style="list-style-type: none">1. <u>Consideration be given to allowing Town Council to dissolve Council Committee's should a Committee fail to meet its mandate.</u> Section's 15 and 39 of the Bylaw have been modified to reflect Council's ability to dissolve a Committee for this reason. Language has also been included language that allows the Mayor to appoint committee's and Town Council to dissolve.2. <u>Consideration be given to allow Town Council to restrict the audio/video recording of public meetings of Council and/or Committee.</u> While the Act is silent on allowing or disallowing the recording of public meetings, Municipal affairs have advised that Council's would not typically have the ability to apply this restriction or to regulate such an issue, unless during a closed meeting of Council or Committee. <p>A copy of the revised Town of Kensington Procedural Bylaw is circulated with this Request for Decision.</p>	
Benefits: <ul style="list-style-type: none">• Will provide staff and Council with guidance on procedural issues.• Will ensure compliance with the Municipal Government Act.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments:	

Options:

1. Give and approve first reading the Procedural Bylaw as presented.
2. Not approve first reading of the Procedural Bylaw.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

It is recommended that Town Council consider and adopt the following resolutions to give first reading and approval to the Town of Kensington Borrowing Bylaw:

Resolution 1

WHEREAS Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;***
- b) The procedures of Council;***
- c) The calling of public meetings of Council;***
- d) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and***
- e) The establishment of a Committee of Council;***

BE IT RESOLVED that the Town of Kensington Procedural Bylaw (Bylaw #2018-03) be hereby read a first time.

Resolution 2

WHEREAS Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- f) The calling of meetings of Council and its Committees;***
- g) The procedures of Council;***
- h) The calling of public meetings of Council;***
- i) The behaviour of Council members and members of the public present at meetings of***

Council and its Committees; and

j) The establishment of a Committee of Council;

AND WHEREAS the Procedural Bylaw (Bylaw #2018-03) was read a first time at this meeting;

BE IT RESOLVED that the first reading of the Town of Kensington Procedural Bylaw (Bylaw #2018-03) be hereby approved.



PROCEDURAL BYLAW BYLAW 2018-03

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COMMITTEE OF COUNCIL MEETINGS.

WHEREAS the Council of the Town of Kensington considers it expedient and desirable for effective governance, to regulate the procedure and conduct of Town Council, Town Councillors and others attending Council and Committee of Council meetings, in the Town of Kensington;

AND WHEREAS Subsection 86(2)(e) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.;

AND WHEREAS it is deemed desirable to provide rules for:

- a) The calling of meetings of Council and its Committees;
- b) The procedures of Council;
- c) The calling of public meetings of Council;
- d) The behaviour of Council members and members of the public present at meetings of Council and its Committees; and
- e) The establishment of a Committee of Council;

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

PART I – INTERPRETATION AND APPLICATION

Citation

- 1) This bylaw may be cited as “The Procedural Bylaw of the Town of Kensington”.

DEFINITIONS

2) In this bylaw

- a) “Administration” means the employees of the town.
- b) “Business Day” means a day on which the town offices are regularly open for business.
- c) “Chief Administrative Officer” or “CAO” means the administrative head of the municipality as appointed by Council under subsection 86(2) of the *Municipal Government Act*.
- d) “Chairperson” means the person who is presiding at Council or Committee meetings.
- e) “Closed Meeting” means a meeting of Council or Committee of Council that is closed to the media and the public.
- f) “Committee of Council” means a meeting of the entire Council, for the purpose of discussing matters for Council’s consideration.
- g) “Council” means the duly elected Council of the Town of Kensington, including the Mayor.
- h) “Council Chambers” means the assembly location of the Town of Kensington.
- i) “Council Member” means a member of Council.
- j) “Delegation” means any person wishing to appear before Council, Committee of Council, or a Council Committee to provide pertinent information and views about a subject matter that is currently before Council, Committee of Council or Council Committee.
- k) “Deputy-Mayor” means the Deputy-Mayor of the Town of Kensington.
- l) “Ex-Officio” means the appointed members of Council and Committees that have exactly the same rights and privileges as do all other members excluding the right to vote.
- m) “Mayor” means the presiding Council member and the Chief Executive Officer of the Municipal Corporation of the Town of Kensington.
- n) “Meeting” means a duly constituted Regular, Special or Committee of Council meeting where municipal business is conducted or issues are discussed.

- o) “Member” means a Councillor or a person at large appointed by Council to a Council Committee.
- p) “Motion” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting. It must be seconded before discussion and voted on.
- q) “Municipality” means the Town of Kensington, a municipal corporation of the Province of Prince Edward Island and includes the area contained within the boundaries of the Municipality.
- r) “Point of Information” means the procedural mechanism by which a member may present or receive information of interest to Council.
- s) “Point of Order” means the procedural mechanism by which a member may rise where this bylaw or any other procedural legislation is believed to have been infringed.
- t) “Point of Privilege” means the procedural mechanism by which a member may rise to address incorrect, defamatory or slanderous statements made about the Council, councillors, or employees of the municipality.
- u) “Public Hearing” means an open meeting of Council structured to garner public input on a particular subject(s).
- v) “Quorum” is a majority of all the members of Council or a Council Committee. Vacancies are not counted in determining quorum except where the remaining number of council members is not less than 4.
- w) “Regulations” means the regulations adopted by the Lieutenant Governor in Council pursuant to the *Municipal Government Act*.
- x) “Resolution” means a formal expression by a meeting, agreed to by a vote. A resolution typically provides preamble to the decision required such as “Whereas” a certain condition exists, etc.
- y) “Standing Committee Working Session” means an informal meeting to discuss information or to update Committee members on work in progress.
- z) “Statutory Holiday” means a holiday away from work during the work week which is officially recognized.

APPLICATION

- 3) This bylaw applies to all members of Council, the Chief Administrative Officer (CAO), members of Council Committees, Town of Kensington employees, those who appear before Council and members of the general public.
- 4) When any matter relating to proceedings arise which is not covered by a provision of this bylaw or the Act, the matter shall be decided by reference to Robert's Rules of Order.
- 5) In the event of any conflict between the provisions of the Act and this bylaw, the Act will prevail.

SEVERABILITY

- 6) If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

PART II – MEETINGS OF COUNCIL

FIRST MEETING

- 7) A newly elected Council shall not transact any business until the Oaths of Office have been taken and subscribed to by persons present who have been elected to office.

MEETINGS

- 8) The Regular Meetings of Council of the Town of Kensington shall be established as the second Monday of each month beginning at 7:00 p.m. and terminating by 10:00 p.m.
 - a) Council may, by motion, extend the time limit for any regular Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 10:00 p.m.
 - b) If a Statutory Holiday falls on a Monday, the regular Council meeting will be held the following day.
- 9) If Council changes the date, time or place of a regularly scheduled meeting, the municipality shall give at least 24 hours notice of the change:
 - a) Notice will be provided to any Member of Council not present at the meeting at which the change was made, and

- b) Notice will be provided to the public by posting on the town's website, the use of social media and a poster will be posted on the public bulletin board located at the Town Hall.
- 10) Notices and/or agendas of all Regular, Special, and Committee of Council meetings may be posted on the Town's website 24 hours in advance of the meetings.
- 11) Special Meetings of Council shall be established as required by Council and the public shall be given notice.
- a) all Special Meetings will be held in accordance with the provisions set forward in the Municipalities Act and the public will be given a minimum 24 hours' notice.
- 12) Council will establish by resolution a Committee of Council that will be the main standing committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision. The Mayor will serve as the chairperson of Committee of Council.
- 13) Meetings of Committee of Council shall be established as the fourth Monday of each month beginning at 6:30 p.m. and terminating by 9:30 p.m.
- a) committee members may, by motion, extend the time limit for any Committee of Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 9:30 p.m.
 - b) if a Statutory Holiday falls on a Monday, the regular Committee of Council meeting will be held the following day.
- 14) The Mayor may establish and appoint standing and/or ad hoc committees (Council committees) that will consider, discuss and debate matters of Council interest before such matters are forwarded to Council for decision. The Mayor is an ex-officio member of every committee and when in attendance, subject to section 115 of the Act, will possess all the rights, privileges, powers and duties of other members of the committee.
- 15) Council committees will cease to exist when Council, by resolution, decides that the objectives of the committee have been achieved and tasks have been completed, or the committee fails to meet its mandate.
- 16) Standing Committee working sessions may be called by the Mayor to discuss information or to update Committee members on work in progress. No minutes will be recorded at these sessions.
- 17) The times for the beginning of Council committee meetings shall be set by the chairperson of each committee.

18) A regular meeting of Council may be rescheduled:

- a) by resolution of Council;
- b) in accordance with this bylaw;
- c) by the CAO if it is apparent that quorum will not be achievable.

19) Notice of a meeting or hearing must be given at least seven days before the Council meeting of public hearing, as the case may be, at which any of the following matters is to be considered:

- a) a proposal by Council to transfer land below fair market value;
- b) a local improvement to which one or more objections were made to the CAO within 30 days of receipt of notice thereof;
- c) a permanent street closure.

SPECIAL MEETINGS

20) Pursuant to section 121 of the Act, a special meeting of Council shall be called by the CAO when requested in writing by:

- a) the Mayor; or
- b) a majority of councilors.

21) The request for a special meeting shall include a statement of the purpose of the meeting.

22) A special meeting of Council shall be held at:

- a) the first available date where quorum can be achieved; or
- b) no later than 21 days after the date that the CAO receives the request.

CLOSED MEETINGS

23) Council, Committee of Council or any other Council committee may, by resolution passed at a public meeting of the Council or committee, hold a meeting that is closed to the public when the subject matter of the meeting is considered to be confidential in accordance with section 119(1) of the *Municipal Government Act*.

24) Council may, by resolution, establish a regular schedule of standing closed meetings, and notice of the schedule of closed meetings shall be provided through a sign posted in a prominent location available to the public.

25) No resolution of bylaw will be passed during a meeting closed to the public other than a resolution set out in section 119(2) of the *Municipal Government Act*.

- 26) A resolution to close a meeting to the public must state the reason(s) for closing the meeting, in accordance with section 119(3) of the *Municipal Government Act*.
- 27) The Council, Committee of Council or Council committee will make any matter considered at a closed meeting public when confidentiality is no longer required, in accordance with subsection 119(4) of the Act.
- 28) No Council member, Committee of Council member, Council committee member or employee of a municipality shall, subject to 119(5) of the Act, disclose or act on any information acquired at a closed meeting respecting a matter or report disclosed or discussed at the meeting, prior to the matter or report being dealt with at an open meeting of Council, Committee of Council or Council committee.

PART III – MEETING PROCEDURES

GENERAL

- 29) The Mayor will preside over all Council and Committee of Council meetings except where the Act provides otherwise and shall perform the duties enumerated in section 89 of the Act, including preserving order, enforcing rules, deciding points of privilege and order, and advising on points of procedure.
- 30) Pursuant to subsection 91(1) of the Act, the deputy Mayor will preside in the Mayor's absence.
- 31) Member of Council may appoint an acting Mayor in accordance with subsection 90(4) of the Act, where:
- a) the Mayor and deputy Mayor are absent, incapacitated or otherwise unavailable and neither of them has appointed another member of Council to act in his or her stead; or
 - b) the offices of Mayor and deputy Mayor are vacant.
- 32) Pursuant to subsection 91(5) of the Act, the term of an acting Mayor continues only until the Mayor or deputy Mayor is no longer absent, incapacitated or otherwise unavailable and only until a new Mayor is declared elected, unless the appointment is revoked earlier by the Council.

AGENDA AND ORDER OF COUNCIL MEETINGS

- 33) The agenda for each Regular, Committee of Council and Special Meetings shall be prepared by the CAO, or his/her designate, and shall be submitted together with copies of all pertinent correspondence, statements and reports, and be ready for

Council to be sent by electronic means, to each member of Council on the **Friday immediately preceding** the meeting. Should the Friday be a statutory holiday then the information is supplied to Council on the Thursday immediately preceding the meeting. In order to do so, the CAO shall receive all documentation prior to 12:00 PM on the **Wednesday preceding** the meeting.

- 34) The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 35) The CAO shall prepare an agenda for the Regular Council Meetings to be made available to the public. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes
 - f) Business Arising from Minutes
 - g) Reports
 - i) Mayor's Report
 - ii) Staff Reports
 - h) New Business
 - i) Correspondence
 - j) In-Camera (Closed Session)
 - k) Adjournment
- 36) The Order of Business established in section 33 shall apply unless altered by a majority vote of the Council members present.

COMMITTEES

- 37) Council will establish by motion a Committee of Council that will be the main Committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision.
- 38) The CAO shall prepare an agenda for Committee of Council Meetings to be made available to the public. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:
- a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Conflict of Interest
 - d) Delegations, Special Speakers and Public Input
 - e) Adoption of Previous Minutes of Committee of Council Meeting
 - f) Business arising from the minutes

- g) Staff Reports
- h) New Business
- i) Councillor Issues/Inquiries
- j) Correspondence
- k) In-Camera (Closed Session)
- l) Adjournment

- 39) The Mayor may appoint a Special Committee chaired by a Council member, designate its mandate, term, composition and authorities, duties and responsibilities, and appoint its members to deal with any matter. Such a committee will cease to exist when Council deems the special mandate is completed. The Mayor may remove Committee members for just cause and the Council may dissolve the Committee if it fails to meet its mandate.
- 40) The Committee of Council or a Special Committee have no powers to pass any by-law or policy but will make recommendations to Council on any matter within its mandate. Motions shall only be passed to facilitate the orderly conduct of the meeting.
- 41) Each Special Committee will consist of a minimum of three (3) members appointed by the Mayor or Council with the Chairperson of that committee being a Council member.
- 42) Where, in the opinion of the Committee, it is in the public interest to discuss matters in private, a committee may hold the meeting in private, conditional on the agreement of two thirds (2/3) of the members present.
- 43) The Committee of Council, Special Committee, or its appointed representatives have no authority or power to commit Council or the municipality to any course of action or to incur any expenditure on behalf of Council or the municipality.
- 44) Special Committees of Council shall be established and governed by this procedural bylaw.

QUORUM

- 45) A quorum is required at all times for Council meetings, in accordance with section 113 of the Act.
- 46) A quorum is majority of all members of the Council.
- a) any act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

- 47) Pursuant to subsection 113(3), where there is a vacancy on Council, but there are at least four Council members remaining on Council, a quorum will be a majority of the remaining members of Council.
- 48) Where the number of Council members is reduced to less than four by reason of vacancies, the Council shall apply to the Minister, in accordance with subsection 113(4) of the Act, to have the remaining Council member or members to be considered to be a quorum until elections are held to fill the vacancies.
- 49) If a quorum is not present within twenty (20) minutes after the time fixed for the meeting, the Chair or CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- 50) Where the CAO has confirmed in advance of the meeting that quorum will not be present, the CAO may provide notice of the cancellation of the meeting to the members of Council and the public in accordance with this bylaw.

PUBLIC HEARINGS

- 51) Wherever possible, persons interested in speaking at a Public Hearing should register with the CAO prior to the Public Hearing.
- 52) The Mayor shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 53) The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose.
- 54) The Mayor shall request those who wish to make presentations to identify themselves. The Mayor shall then open the floor to public presentations.
- 55) The Mayor shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 56) Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the CAO and retained for information purposes.
- 57) Verbal presentations shall generally be limited to ten (10) minutes unless otherwise extended by the Mayor or Chairperson.
- 58) If no one is present to speak to a proposed matter which requires a Public Hearing, Council may hear an introduction of the matter from the CAO, ask relevant questions, and then must vote to close the Public Hearing.

59) After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the Regular Committee of Council meeting following the Public Hearing and may:

- a) recommend action to Council as per the provisions of the *Municipalities Act*;
- b) make any necessary amendments to the bylaw or resolution before recommending action to Council as per the provisions of the *Municipalities Act*.

VOTING

60) Voting at meetings of Council shall be undertaken in accordance with section 115 of the Act:

- a) each Council member present, except the Mayor, shall vote on every matter unless a council member is excused specifically from voting, by resolution, or the Council member is prohibited from voting because the member has a conflict of interest.
- b) no vote of Council will be taken by ballot or any other method of secret voting and any vote taken by any form of secret voting is of no effect.
- c) all votes of Council, both for and against, will be recorded.
- d) the failure or refusal of a member of Council to vote on a matter that is properly before the Council will be considered a vote in favour except when the member is excused or prohibited from voting.
- e) where there are an equal number of votes for and against a bylaw or motion, the Mayor or presiding officer will vote for the purposes of breaking the tie.

DELEGATIONS

61) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their notification. Where the Mayor determines that additional time shall be granted to a delegation, the length of the extension shall be specified and the Mayor may limit the time.

62) Delegations wishing to appear before Committee of Council will advise the CAO or his/her designate of their intention to do so, including the nature of their appearance by Friday noon prior to the meeting.

63) Delegations presenting themselves to Committee of Council or Council unannounced and without proper notice/documentation may not be heard. The delegation may be asked to present their concerns or issues at a subsequent Committee of Council meeting in the prescribed form. The decision to hear or not hear any delegation is at the discretion of the Mayor or Chairperson or his/her designate.

64) Council will listen to the delegations before it. Council will then take their concern(s), issue(s) or request(s) under advisement and may defer any decision on the matter to

later on in the meeting or to a subsequent Council Meeting. This deferment will then allow Council time for thoughtful discussion and debate, or an opportunity to obtain input from Town administration prior to having to arrive at a decision. This deferment will avoid any situation where Council might feel pressured into making a hasty decision.

65) Matters for discussion before Committee of Council will only be sent to Council for decision by majority consensus of the Councillors present.

66) Members of the public may be allowed to ask questions of Council only on the topics being discussed at that meeting.

CONDUCT DURING COUNCIL AND COMMITTEE OF COUNCIL MEETINGS

Public

67) All persons in the public gallery at a Council meeting will:

- a) refrain from addressing Council or a member of Council unless permitted to do so;
- b) maintain quiet and order
- c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- d) refrain from talking on electronic mobile devices; and,
- e) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

Delegations and Council Members

68) Delegates and member of Council shall refrain from:

- a) speaking disrespectfully;
- b) using offensive language;
- c) reflecting on a vote of Council except when moving to rescind or reconsider it;
- d) reflecting on the motives of the members of Council who voted on the motion or the mover of the motion;
- e) shouting or using an immoderate tone, profane, vulgar or offensive language.

69) When member of Council or delegate is addressing the Council, all other members and delegates will:

- a) remain quiet and seated;
- b) refrain from interrupting the speaker, except on a point of order or point of procedure; and

- c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 70) Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.
- 71) Members of Council shall notify the Mayor or Chief Administrative Officer in the event that they are unable to attend a Regular, Committee of Council, or Special Council meeting.
- 72) Members of Council shall at all times conduct themselves in a manner and with decorum befitting their office.
- 73) Members of Council shall, when speaking, address the Chair and not individual members of the Council or the public.
- 74) Members of Council shall only speak after being recognized by the Chair.
- 75) The chairperson shall treat each question in a judicial spirit but shall not take part in the debate of Council.
- 76) The chairperson must step down from the chair for the purpose of taking part in the debate, in which case the Deputy Mayor or other member may be called to take the chair.
- 77) Individual Councillors have no authority to give direction to Town Staff members. Any direction from Council will be by means of a Council motion or directive channelled through the Mayor or the CAO's office.
- 78) No Councillor may leave the room during discussion of a motion or resolution once moved and seconded, but must wait until the motion is voted on, unless the Councillor is in a conflict of interest.
- 79) When a Councillor or the Mayor wishes to declare a "Conflict of Interest" in a matter to be discussed, the following steps must be taken:
 - a) the conflict of interest must be declared; and
 - b) the Councillor or Mayor must leave the room prior to discussion of the matter so that it is clear that the member has not participated in the discussion or attempted to influence the voting of the other members of Council.
- 80) Individual Council members are not authorized to commit Council to any course of action or to commit the municipality to any expenditure of monies other than collectively by Council motion, in Council duly assembled. Before Council makes a decision on a matter, it will typically be discussed and/or debated at a Committee of Council Meeting.

81) Members of Council who have a reasonable belief that they have a conflict of interest, as defined in the Act, with any matter before Council, any Committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the conflict of interest prior to any discussion on the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes of the meeting shall indicate the conflict of interest declaration, the time at which the Member left the room and the time the Member returned.

82) A Member of Council who wishes to leave the meeting prior to adjournment shall so advise the Chair, and the time of departure shall be noted in the minutes.

POINTS OF ORDER, PROCEDURE OR PRIVILEGE

83) A Member of Council may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease and the “point” shall be clearly stated by the member and, if applicable, ruled upon by the Mayor.

84) A Member of Council may, at any time during debate, request that the question, motion or matter under discussion be clarified or restated.

85) Where the Mayor is called upon to decide a point of order or practice in accordance with section 111 of the Act, he or she shall state the question without unnecessary comment and the issue citing the rule or authority applicable thereto.

Appeal of Decision of the Mayor

86) Whenever a member wishes to appeal any ruling of the Mayor or a point of order or point of privilege to the whole of Council pursuant to section 112 of the Act.

- a) the motion of appeal shall be made immediately after the ruling is made by the Mayor or otherwise the ruling will be final;
- b) the member may offer a brief reason for the challenge;
- c) the Mayor may state the reason for the decision he or she made.

87) The Mayor will be governed by the vote of the majority of the member of Council present.

88) Neither the Mayor nor the appellant will participate in the vote on an appeal.

MOTIONS AND DEBATE

- 89) A motion will express fully and clearly the intent of the mover.
- 90) A motion will not be considered unless it has been seconded.
- 91) Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 92) When a motion is under debate, no other motion may be made, except a motion to:
- a) amend a motion;
 - b) refer a motion to a Council committee, Committee of Council or administration for a report back to Council;
 - c) postpone a motion to a fixed date;
 - d) request that a motion be put to a vote;
 - e) extend the time for a Council meeting;
 - f) adjourn the meeting.
- 93) Notwithstanding any other provision of this bylaw, the member of Council who moved a motion after a motion is under debate may, with the consent of Council, change the wording of the motion or agree to a change proposed by another member if the alteration does not change the intention of the motion.
- 94) Any motion will be considered in the order in which they were moved.

MINUTES

- 95) The CAO shall ensure that minutes are kept of all Council meetings, Committee of council meetings, Council committee meetings, both open and closed to the public, in accordance with section 116 of the Act.
- 96) The CAO shall ensure that the minutes of meetings record all resolutions, decisions and proceedings of the Council and shall include at minimum:
- a) the date and names of all Council or committee members and employees present at the meeting;
 - b) the subject matter of the issues discussed;
 - c) any decisions made.
- 97) Where a meeting is closed to the public, the minutes of the meeting that may be disclosed to the public will be restricted to:
- a) the date of the meeting;
 - b) the names of Council members of committee members and employees present;
and
 - c) the type of matter, under section 119(1) of the Act, that was discussed.

98) Copies of the minutes will be open for inspection by any person during regular office hours and copies of the minutes will be provided to any person, in accordance with subsection 116(3) of the Act.

99) Minutes of Council and Committee of Council meetings, when approved shall be signed by the Mayor and the CAO, or their designates. Meetings of Council committee meetings shall be signed by the chairperson of the committee and the CAO.

PART V – BYLAWS

100) Council may make, amend or repeal a bylaw in accordance with the procedures established in Part 5, Division 2 of the Municipal Government Act.

101) A bylaw is only validly made by Council if it is read and formally approved by a majority of the Council members present and voting takes place on two occasions at meetings of the Council that are held on different days.

102) A bylaw may be approved and adopted by Council by resolution after being read a second time.

103) Pursuant to section 125 of the Act, if copies of the proposed bylaw have been available to the public at a Council meeting or prior to the meeting in which the proposed bylaw is to be read, the reading may consist of the recitation of the bylaw name and number and a brief description of its effect. Where copies of the proposed bylaw have not been made available to the public at or prior to the meeting, the entire proposed bylaw will be read word for word.

104) A bylaw adopted by Council must be printed, signed by the Mayor and CAO, and sealed with the corporate seal of the Town.

105) Council may, in accordance with subsection 125(3) of the Act, amend a proposed bylaw after its first reading. If it is amended, the amendment will be read word by word at the meeting even if copies of the bylaw with the proposed amendment are made available to the public.

106) Pursuant to section 127 of the Act, the first and second readings of a proposed bylaw are rendered null and void if the bylaw is not passed within two years from the date of the first reading.

107) A bylaw established by Council will come into force and effect at the time it is passed unless otherwise provided for in the Act or in the bylaw. If the Act or another Act requires a bylaw to be approved by the Minister, the bylaw will not come into force until approval of the Minister is given.

- 108) The CAO shall ensure that a copy of every bylaw passed is filed with the Minister within 21 days of adoption or as required by provincial statute. The copy will be certified by the CAO as being “a true copy of the original seen by me” on the document, and shall be signed, dated and printed with the CAO’s name under the signature, as well as their occupation, address and telephone number.
- 109) Council will make copies of all bylaws available for inspection by any person, in accordance with section 128 of the Act.
- 110) Planning bylaws undertaken under the authority of the Planning Act shall be made in accordance with that Act.

REPEAL OF EXISTING BYLAW

- 111) On adoption, this bylaw replaces Bylaw # 2016-02 – Town of Kensington Procedural Bylaw.

EFFECTIVE DATE

- 112) This Procedural Bylaw, Bylaw # 2018-XX shall be effective on the date of approval and adoption below.

First Reading:

This Procedural Bylaw, Bylaw # 2018-XX, was read a first time at the Council meeting held on the _____ day of _____, 2018.

This Procedural Bylaw, Bylaw # 2018-XX was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Second Reading:

This Procedural Bylaw, Bylaw # 2018-XX, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This Procedural Bylaw, Bylaw # 2018-XX was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Procedural Bylaw, Bylaw # 2018-XX, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Signatures:

Rowan Caseley, Mayor

Geoff Baker, CAO

This Procedural Bylaw, Bylaw # 2018-XX adopted by the Council of the town of Kensington on _____ is certified to be a true copy of the original as seen by me.

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

Schedule A

Town of Kensington - Request for Decision

Date:	Request for Decision No: (Office Use Only)
Topic:	
Proposal Summary/Background:	
Benefits:	
Disadvantages:	
Discussion/Comments:	
Options:	
Costs/Required Resources:	Source of Funding:
Recommendation:	

Town of Kensington - Request for Decision

Date: July 5, 2018	Request for Decision No: 2018-48 (Office Use Only)
Topic: Sponsorship Request – KISH – Canadian Student Leadership Conference	
Proposal Summary/Background: <p>A request was received and considered at June’s Committee of Council meeting from Kelly Gallant, Student Council Advisor at KISH, requesting Council’s support for five student delegates attending this year’s Canadian Student Leadership Conference in Edmonton, Alberta. The conference is being held from September 22nd to September 30th, 2018.</p> <p>It is indicated in the request letter that students who attend the conference <i>“will learn skills that will not only benefit themselves, but also schools and communities in which they are involved. Attendees learn acceptance towards others, enthusiasm or life, and teamwork skills that will allow them to be role models for others.”</i></p> <p>The cost per student to attend the conference is \$1,350.00. Students have been encouraged to fundraise to help offset some of the costs of registration and travel. It is indicated that some group fundraisers will also be held.</p> <p>All students requesting support attend KISH. It is unknown if the students are actually residents of Kensington or the Kensington Area. The five students attending are: Emilie Reilly (specific request attached to this RFD, Hillary MacLean, Cassandra MacLeod, Chloe Green, Frouke de Backer.</p>	
Benefits: <ul style="list-style-type: none"> • Will help offset costs for local students attending a national leadership conference. 	
Disadvantages: <ul style="list-style-type: none"> • None noted. 	
Discussion/Comments: <p>It is recommended that Town Council provide support to each student in the amount of \$100.00 each.</p>	
Options: <ol style="list-style-type: none"> 1. Provide financial support as recommended. 2. Not provide financial support. 	
Costs/Required Resources: \$500.00	Source of Funding: 2018/19 Donations and Grants – General Government

Recommendation:

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

THAT Town Council provide a financial contribution of \$500.00 to KISH to support five students attending the Canadian Student Leadership Conference in Edmonton Alberta from September 22 to September 30, 2018.



Kensington Intermediate Senior High School

<http://www.edu.pe.ca/kish>

Telephone: 902-836-8901

Fax: 902-836-8903

P.O. Box 340, Kensington
Prince Edward Island
C0B 1M0

Donald Mulligan, Principal
Michelle Beaman, Vice-Principal
Carolyn Black, School Counsellor

2 May 2018

To Whom it May Concern:

This September, selected student delegates and two advisors are attending the national Canadian Student Leadership Conference being held in Edmonton, Alberta. From this conference students will learn skills that will not only benefit themselves, but also the schools and communities in which they are involved. Attendees learn acceptance towards others, enthusiasm for life, and teamwork skills that will allow them to be role models for others.

This wonderful opportunity brings with it a significant expense to students. The approximate cost to attend the conference this year will be about \$1350.00 per student. Therefore students have been encouraged to try to fundraise to help offset some of the costs of registration and travel. We are hoping to hold a couple of group fundraisers between now and then, however, any help you could give us towards this trip would be greatly appreciated! Please know that you will be investing in the future of this community by helping a student to network with other leaders from across this nation, enhance leadership skills, and develop an awareness of community, national, and global issues.

We thank you for your time and consideration in reviewing this letter. Please do not hesitate to call (902-836-8901) or e-mail us (kxgallant@edu.pe.ca) here at the school about any questions you may have.

Sincerely,

Kelly Gallant

CSLC 2018/Student Council Advisor
Kelly Gallant

*How many students from
Kensington?
How many students attending?*

June 21st, 2018

Town of Kensington
Mr. Geoffrey S. Baker
Chief Administrative Officer
PO Box 418
Kensington, PE
C0B 1M0

Re: Sponsorship for CSLC

Dear Mr. Baker,

My name is Emilie Reilly and I have been selected to represent my school and PEI at this year's CSLC, the 34th Annual Canadian Student Leadership Conference, in Alberta.

During that week, I will attend conferences given by:

- Colonel Chris Hadfield
First Canadian Commander of the International Space Station
- Keith Hawkins
Recognized as one of the world's top motivational speakers and leadership consultants

And will be attending various workshops including:

- Enhancing and Influencing Positive School Culture
- Mentorship from Innovators and Entrepreneurs
- Practical Skills for School Leadership
- Mentorship from Innovators and Entrepreneurs

The trip comes out at 1350\$ per student attending.

I seek your sponsorship to help cover the cost of the conference and to help the leaders of tomorrow. This conference is an amazing opportunity to develop leadership skills and I would be honoured to have your company help sponsor me.

Thank you for taking the time and consideration to review this letter. The attached letter will provide more information and any cheques may be addressed to 'KISH Student Council'.

Sincerely,
Emilie Reilly.

Geoff Baker

From: Kelly Gallant <kxgallant@edu.pe.ca>
Sent: June 26, 2018 11:13 AM
To: Geoff Baker
Subject: Re: Canadian Student Leadership Conference

Hi Geoff,

Thank you so much for the email. We are traveling to Edmonton, Alberta on September 22 and returning on September 30 this fall. We will be participating in a pre-conference where delegates get to take in some cultural activities and see the beautiful scenery in Jasper Provincial Park and then the Conference itself begins on Tuesday, September 25. There are 5 students attending along with myself and another advisor from KISH. I am not sure about delegates who live inside the Town of Kensington, but here is a list of students attending:

Emilie Reilly
Hillary MacLean
Cassandra MacLeod
Chloe Green
Frouke de Backer

I really appreciate you reaching out. If I can be of any more assistance, please let me know.

Thanks,
Kelly

>>> "Geoff Baker" <townmanager@townofkensington.com> 6/26/2018 9:48 AM >>>
Good Morning Kelly

I called and left a message for you to call me back but thought I would go ahead and send an email instead. We received a sponsorship request from yourself and Emilie Reilly in regards to the CSLC in Alberta. I have a couple of questions that would help Council decide on an appropriate sponsorship level.

What is the date of the conference?
How many students from KISH will be attending?

Also, if you had any information on how many of those students actually live inside the Town of Kensington (or the names of the students attending), that would be helpful.

Thanks,

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

Town of Kensington - Request for Decision

Date: July 6, 2018	Request for Decision No: 2018-49 (Office Use Only)
Topic: Elections PEI – Service Agreement - Information Sharing Agreement	
Proposal Summary/Background: <p>Municipal elections are scheduled to take place on Monday, November 5, 2018.</p> <p>One option, under the <i>Municipal Government Act</i>, to get the information required for the town's list of electors, is to enter into a service agreement with Elections PEI (EPEI) for the data to create our list of electors.</p> <p>The Town can also create its own list using information from enumerating our residents or setting up our own registration system. If the town wants to use a system of enumeration or registration, then it must be enabled in an election bylaw and there are certain requirements that must be met. To date, the town's election bylaw has not been drafted. The deadline for the adoption of the required elections bylaw is September 5, 2018.</p> <p>A Council resolution, authorizing the Mayor and CAO, is required to enter into the service agreement with Elections PEI.</p> <p>A draft of the Information Sharing Agreement (ISA) to obtain data from Elections PEI for the town's list of electors is circulated with this Request for Decision.</p> <p>For the Town to enter into this agreement, the following needs to be done:</p> <ol style="list-style-type: none">1. Council resolution at public meeting to enter into agreement with Elections PEI to use their data for creating the list of electors2. Complete the ISA (Signed and sealed)3. Mail both copies of the ISA to Elections PEI with a cheque for \$100 (made payable to the Minister of Finance) (Includes, ballot boxes, ballots, etc.)4. Elections PEI will sign both copies of the ISA and send one back to the town <p>Election PEI will provide the list of electors at least 20 days before the election.</p> <p>A report was considered by Committee of Council at their regular June meeting where it was agreed that a recommendation would be brought forward to the July regular meeting of Town Council for the Town to enter into the agreement with Elections PEI and that the Mayor and CAO be authorized to sign such agreement.</p>	
Benefits: <ul style="list-style-type: none">• Will provide a simple and more economical process for the town to access required election information.	
Disadvantages:	

- None noted.

Discussion/Comments:

It is recommended by the CAO and Committee of Council that Town Council enter into a service agreement with elections PEI for the provision of data to complete the Town's list of electors, in preparation for the upcoming municipal election.

Options:

1. Enter into the service agreement as recommended.
2. Not enter into the service agreement and begin a process of enumeration and/or registration.

Costs/Required Resources:

\$100.00

Source of Funding:

General Government

Recommendation:

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

- 1. That Town Council agree to enter into a service agreement with Elections PEI for the provision of data to complete the Town's list of electors and that the Mayor and CAO be authorized to sign an Information Sharing Agreement with Elections PEI.*

THIS INFORMATION SHARING AGREEMENT is made in duplicate

BETWEEN

THE CHIEF ELECTORAL OFFICER OF PRINCE EDWARD ISLAND
Acting through and as represented by the Office of the Chief
Electoral Officer of Prince Edward Island
(hereinafter referred to as “Elections PEI”)

AND

THE TOWN OF KENSINGTON

PART I – INTERPRETATION

1. Purpose

- 1.1 The purpose of this ISA is to establish a secure and efficient method for the transfer of:
- (a) Electors' Personal Information between the Parties in order for the Parties to maintain and update their respective register of electors.

2. Authority

- 2.1 Elections PEI is authorized to enter into this ISA to collect and disclose Electors' Personal Information pursuant to sections 24.1 (8) of the *Election Act*, and in accordance with section 41 (2) of the *Municipal Government Act*.
- 2.2 **Town of Kensington** is authorized to enter into this ISA to collect and disclose Electors' Personal Information to Elections PEI pursuant to section 41 (2) of the *Municipal Government Act*.

3. Definitions

- 3.1 In this ISA, unless the context otherwise requires:

"Acknowledgment of Receipt of Sensitive Information and Property" means the Acknowledgment of Receipt of Sensitive Information and Property template attached hereto as Annex B.

"Addressee" means a person listed in Annex A who is authorized to receive Electors' Personal Information and Election Officers' Personal Information under this ISA;

"Business Day" means a day other than a Saturday, Sunday or statutory holiday in the Province of Prince Edward Island;

"Election Act" means the *Election Act*, R.S.P.E.I. 1988, Cap.E-1.1, as amended from time to time;

"Certificate of Destruction" means the certificate of destruction template attached hereto as Annex C;

"Electoral Event" means an election, a by-election, a referendum or any such types of activities prescribed under the *Election Act R.S.P.E.I. 1988, Cap. E1.1*, the *Plebiscites Act R.S.P.E.I. 1988, Cap. P-10*, the *Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1*, or any of their regulations as amended from time to time;

“Electors’ Personal Information” means the information of electors contained in the Provincial Register and identified in Subsections 6.2 and 6.3, herein, as the context requires;

“ISA” means this information sharing agreement as amended from time to time;

“Freedom of Information and Protection of Privacy Act” means the *Freedom of Information and Protection of Privacy Act, Stats. P.E.I. 2001, c.37.*, as amended from time to time;

“Legislative Framework” means the laws, regulations and policies applicable to Elections PEI and identified in Paragraph 10.6(a), and those applicable to **Town of Kensington** and identified in Paragraph 10.6(b);

“Municipal voters list” means the list of persons eligible to vote at a municipal election, created from the data obtained from Elections PEI under this ISA.

“Officially designated email address” means an email address used for the administration of both Parties and to which access is limited for the purposes of correspondence between Parties and the transfer of data.

“Original Data File” means the file, in whatever format, containing the Personal Information transferred under this ISA, and any copy thereof;

“Party” means Elections PEI or **Town of Kensington**, and “Parties” means both of them;

“Personal Information” means, for the purpose of this ISA, Electors’ Personal Information as set out in subsection 6.2 and 6.3;

“Privacy Assurance Declaration” means the Privacy Assurance Declaration template attached hereto as Annex D;

“Provincial Register” means the Register of Electors as defined in subsection 24.1 (1) of the *Election Act*;

“Sender” means a person within Elections PEI or within **Town of Kensington** who is authorized to send Personal Information to the other Party;

- 3.2 The definitions in Subsection 3.1 shall apply equally to both the singular and the plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

4. Duration and Termination

- 4.1 This ISA shall come into effect on the day it is signed by the last Party to do so, and shall be reviewed prior to an electoral event for any subsequent changes, unless it is terminated by either Party in accordance with Subsections 4.2 or 13.2.
- 4.2 This ISA may be terminated at any time by mutual consent of the Parties or by one Party giving within 30 calendar days written notice to the other Party.

5. Roles and Responsibilities

- 5.1 The Parties are responsible for the actions of their employees, agents and contractors with respect to the use, disclosure and disposition of Personal Information transferred under this ISA.
- 5.2 The Parties shall make reasonable efforts to promptly resolve any dispute arising between them in relation to this ISA. A Party shall send a written notice to the other Party of any unresolved dispute for consideration and resolution.
- 5.3 The Party receiving the data from Elections PEI shall pay the set-fee of \$100 prior to obtaining any data and upon implementation of this ISA.

PART II – INFORMATION TO BE TRANSFERRED

6. Electors' Personal Information

- 6.1 The **Town of Kensington** shall transfer to Elections PEI its Electors' Personal Information. Elections PEI shall transfer to **Town of Kensington** only the Electors' Personal Information of electors residing within the geographical limits of the municipality for which this ISA has been authorized.
- 6.2 Electors' Personal Information to be transferred by Elections PEI to **Town of Kensington** shall be limited to the following information:
- (a) elector unique identifier;

- (b) elector family name;
 - (c) elector given name;
 - (d) elector middle name (if available);
 - (e) gender; and
 - (f) residential address
- 6.3 Electors' Personal Information to be transferred by **Town of Kensington** to Elections PEI shall include the following information:
- (a) elector unique identifier;
 - (b) elector family name;
 - (c) elector given name;
 - (d) elector middle name (if available);
 - (e) gender;
 - (f) complete date of birth;
 - (g) residential address; and
 - (h) mailing address
- 6.4 **Town of Kensington** shall transfer to Elections PEI the Electors' Personal Information of electors who are deceased.

PART III – TRANSFER OF INFORMATION

7. Frequency of Transfer

- 7.1 The Parties agree to the following frequency of transfers:
- (a) Elections PEI shall transfer to **Town of Kensington** Electors' Personal Information at least 20 calendar days prior to the date of a municipal election as set out in section 37 of the *Municipal Government Act*.
 - (b) Upon receiving a written request from **Town of Kensington**, Elections PEI shall transfer the Electors' Personal Information within 30 calendar days following receipt of the notice.
 - (c) **Town of Kensington** shall transfer to Elections PEI, within 60 calendar days following an electoral event for which the data was used, all updates made to the original data file.

8. Method of Transfer

- 8.1 Personal Information shall be transferred on Business Days through an encrypted digital file, which shall require password credentials in order to access the document.
- 8.2 At least one Business Day prior to transferring Personal information, Elections PEI shall send a confirmation by e-mail to the other Party indicating the password credentials required to access the data file. Emails to Elections PEI shall be sent to info@electionspei.ca and e-mails to **Town of Kensington** shall be sent to mail@townofkensington.com.
- 8.3 In the event that an Addressee of **Town of Kensington** is having problems accessing the encrypted data file, **Town of Kensington** shall inform Elections PEI by sending an e-mail to info@electionspei.ca. Elections PEI shall take the necessary measures to resolve the problem.
- 8.4 Elections PEI shall keep a record of each transfer of Personal Information, which shall include the following:
- (a) the date of each transfer;
 - (b) the name, title, function and address of the Addressee and the Sender;
 - (c) a general description of the Personal Information;
 - (d) a copy of the signed Acknowledgment of Receipt of Sensitive Information form.

PART IV – SECURITY OF PERSONAL INFORMATION

9. Confidentiality

- 9.1 The Parties acknowledge the confidential nature of Personal Information transferred under this ISA.
- 9.2 The Parties are responsible for the security and integrity of Personal Information entrusted to them under this ISA and shall safeguard such information against accidental or unauthorized access, disclosure, use, modification and disposal.

10. Safeguards

- 10.1 The Parties shall use encryption or another form of technical safeguard acceptable to the Parties when transferring Personal Information under this ISA. When encryption is used, the Addressee shall contact the Sender to obtain the key required for the decryption upon receipt of the Personal Information.
- 10.2 Each Party shall notify the other Party in writing of any changes to the lists of Addressees. Within 30 calendar days following receipt of such notice, the other Party shall deliver a written Acknowledgment of Receipt to the Party that delivered the notice. Upon delivery of such written acknowledgement, the list of Addressees shall be deemed amended.
- 10.3 Personal Information shall only be accessed by the Addressee and persons assigned by the Parties to maintain and update such information to the extent that the performance of their duties so requires.
- 10.4 The Parties shall keep an up-to-date record of the names, work addresses and work telephone numbers of all persons provided access to Personal Information pursuant to Subsection 10.3. A Party may request, by written notice to the other Party, a copy of that record, which shall be delivered by the other Party to the requesting Party within 30 calendar days following receipt of the notice.
- 10.5 The Parties shall inform the persons identified in Subsection 10.3 that Personal Information transferred under this ISA is subject to requirements of confidentiality and protection against unauthorized access, disclosure, use, modification and disposal as set out in this ISA and as established by the Legislative Framework.
- 10.6 The Parties shall securely hold, collect, disclose, use and dispose of Personal Information in accordance with this ISA and the laws, security policies, guidelines and directives applicable, from time to time, to each Party as follows:
 - (a) in the case of Elections PEI, the applicable laws and policies as of the effective date of this ISA are the *Election Act R.S.P.E.I. 1988, Cap. E1.1*, and the *Freedom of Information and Protection of Privacy Act, Stats. P.E.I. 2001, c.37* as amended from time to time; and
 - (b) in the case of **Town of Kensington**, the applicable laws and policies as of the effective date of this ISA are **Freedom of Information and Protection of Privacy Act, Stats.P.E.I. 2001, c.37**.
- 10.7 Each Party shall notify the other Party in writing of any changes to the Legislative Framework applicable to it. Within 30 calendar days following receipt of such notice, the other Party shall deliver a written Acknowledgment of receipt to the Party that delivered the notice. Upon delivery of such written acknowledgement, Subsection 10.6 shall be deemed to be amended.
- 10.8 The Parties shall only use officially designated email addresses for correspondence and for transfer of Personal Information under this ISA.

PART V – DISCLOSURE, USE AND DISPOSAL OF PERSONAL INFORMATION

11. Disclosure and Use of Personal Information

- 11.1 The Parties shall not disclose, use or retain Personal Information for purposes other than those identified in this ISA or as required by law.
- 11.2 The Parties shall not transfer Electors' Personal Information if the elector to whom it pertains has requested in writing that it be removed from either the Provincial Register, municipal voters list or that it not be shared with other electoral agencies.
- 11.3 If a Party is legally obliged to disclose Personal Information collected pursuant to this ISA to a third party, it must:
- (a) notify the other Party prior to taking any actions to comply with the request; and
 - (b) provide the other Party with a reasonable opportunity to intervene, if it deems necessary, prior to such disclosure.
- 11.4 The obligations set out in Subsection 11.3 do not apply:
- (a) if the disclosure of the Personal Information is to the individual to whom the information pertains; and
 - (b) if the disclosure of the Personal Information is done in accordance with the Party's Legislative Framework.
- 11.5 Electors' Personal Information transferred under this ISA includes the elector unique identifier. This number is exclusively controlled by the Party that has assigned it. A Party must use the other Party's elector unique identifier only to ensure the quality of the Electors' Personal Information received.

12. Disposal of the Original Data File Containing Personal Information

- 12.1 The purpose of Section 12 is to ensure that **Town of Kensington** dispose of the Original Data File in which the Personal Information was transferred from Elections PEI.
- 12.2 Each Party shall retain and dispose of the Original Data File in accordance with its Legislative Framework.
- 12.3 If a Party's Legislative Framework does not provide specific obligations regarding the disposal of Personal Information, such Party shall dispose of the Original Data File on the later of:
- (a) when it is no longer required, or

(b) 90 calendar days after the date of receipt by the Party of the Original Data File.

- 12.4 **Town of Kensington**, shall dispose of the Original Data File in such a way that re-identification is not possible after disposal and shall complete, sign and return to Elections PEI the Certificate of Destruction.

PART VI – PRIVACY BREACH

13. Notification

- 13.1 In the event that **Town of Kensington**, becomes aware of an unauthorized access, disclosure or use of the Original Data File and Elections PEI's unique identifiers, it shall promptly take all reasonable steps to:
- (a) contain the breach;
 - (b) mitigate the harm resulting from the breach;
 - (c) retrieve any lost Personal Information, if applicable;
 - (d) prevent a recurrence of the breach; and
 - (e) promptly notify Elections PEI of the breach.
- 13.2 Upon Elections PEI receiving a notice under Subsection 13.1, it may at its discretion, terminate this ISA immediately by written notice to the other Party and may request in writing that the other Party return, within a time frame specified in the request, the Original Data File.

PART VII – COMPLIANCE

14. Compliance Monitoring

- 14.1 **Town of Kensington**, shall complete, during an election year, the Privacy Assurance Declaration to ensure compliance with this ISA. Upon receipt by a Party of a written request from Elections PEI, the Party receiving the request shall provide a copy of its completed Privacy Assurance Declaration to the requesting Party within 30 calendar days following receipt of the request.
- 14.2 **Town of Kensington**, shall, on request by Elections PEI, conduct a review of its practices and procedures referred to in or relating to the implementation of this ISA and document such review. Upon receipt of a written request made by Elections PEI, the Party receiving the request shall deliver to the requesting Party a report detailing the result of such review within 30 calendar days following receipt of the request.

PART VIII – LIABILITY

15. Limitation of Liability

- 15.1 Neither Party warrants the completeness or accuracy of information transferred under this ISA. Each Party uses such information at its own risk. Neither Party shall
- (a) be liable to the other Party for any damages, costs, losses or expenses, or
 - (b) commence or otherwise maintain against the other Party any claim, action, suit or other proceeding, resulting from or related to the disclosure to, or the use of such information by, the other Party.

PART IX – GENERAL PROVISIONS

16. Annexes

- 16.1 The following annexes form an integral part of this ISA:
- Annex A Persons Authorized to Receive Personal Information
 - Annex B Acknowledgment of Receipt of Sensitive Information and Property
 - Annex C Certificate of Destruction
 - Annex D Privacy Assurance Declaration
- 16.2 This ISA is binding upon, and ensures to the benefit of, the Parties and the respective successors of the Parties.
- 16.3 Section 13 (Notification), Section 14 (Compliance Monitoring), and Section 15 (Limitation of Liability), as well as any other provision which by the nature of the rights or obligations might reasonably be expected to survive, shall survive the termination or expiry of this ISA.
- 16.4 Neither Party shall be permitted to assign any of its rights or delegate any of its obligations under this ISA without the prior written consent of the other Party.

17. Notice

- 17.1 All notices, requests, reports and forms necessary for or to be delivered or provided under this ISA shall be in writing and shall be delivered either in person, by courier, by registered mail, by prepaid post, or by e-mail to:

(a) in the case of Elections PEI:

Attention: Chief Electoral Officer
Address: 176 Great George St, Suite 160
Charlottetown, PE
C1A 4K9
E-mail: info@electionspei.ca

or to such other address, e-mail address or addressed to such other person as Elections PEI may, from time to time, designate in writing to **Town of Kensington**;

(b) in the case of **Town of Kensington**:

Attention:
Address:

E-mail:

or to such other address, e-mail address or addressed to such other person as **Town of Kensington** may, from time to time, designate in writing to Elections PEI.

- 17.2 Any notice shall be considered to have been received:

- (a) in the case of e-mail, on actual receipt; and
(b) in all other cases, on the date of delivery.

If the postal service is interrupted, is threatened to be interrupted or is substantially delayed, any notice shall be delivered personally or by e-mail.

- 17.3 The transfer of Personal Information to an Addressee must be conducted in accordance with Section 8. The transfer is not considered a notice for the purpose of this Section 17.

18. Amendments

- 18.1 To be effective, an amendment to this ISA must be in writing and be signed by an authorized representative of each Party.

19. Applicable Laws

- 19.1 This ISA shall be governed by and construed in accordance with the applicable laws of the Province of Prince Edward Island and the applicable by-laws of **Town of Kensington** therein, subject to provincial paramountcy.

PART X – SIGNATURE

This ISA is signed in duplicate by an authorized signatory of each Party, each copy being equally authentic.

FOR THE CHIEF ELECTORAL OFFICER OF PRINCE EDWARD ISLAND

WITNESS

[INSERT NAME OF SIGNATORY]

[If not CEO that signs – Insert title of the signatory If
CEO – Delete “FOR”]

Date

Date

FOR: **TOWN OF KENSINGTON**

WITNESS

MAYOR ROWAN CASELEY signature sealed

Date

Date

WITNESS

CAO GEOFF BAKER signature sealed

Date

Date

Annex A
Persons Authorized to Receive Personal Information

On behalf of Elections PEI:

Tim Garrity
Chief Electoral Officer
Elections PEI
Telephone: (902) 368-5895

Stephanie Roberts
Deputy Chief Electoral Officer
Elections PEI
Telephone: (902) 368-5895

Paul Alan
Manager of Operations and Communications
Elections PEI
Telephone: (902) 368-5895

Mailing Address

Elections PEI
Office of the Chief Electoral Officer
176 Great George St, Suite 160
Charlottetown, PE C1A 4K9
E-mail Address: info@electionspei.ca

On behalf of Town of Kensington:

Geoff Baker
CAO
Town of Kensington
Telephone: (902) 836-3781

Wendy MacKinnon
Deputy CAO
Town of Kensington
Telephone: (902) 836-3781

Mailing Address

Town of Kensington
55 Victoria Street East
PO Box 418
Kensington, PE

COB 1M0

E-mail Address: *mail@townofkensington.com*

Annex B

**ACKNOWLEDGMENT OF RECEIPT OF SENSITIVE INFORMATION AND
PROPERTY**

An administrator/designate for a municipality will be granted access to the List of Electors for their municipality however, access will only be granted to one person/email address.

Administrator Name: _____ email address: _____
(Print Name)

or;

Designate: _____ email address: _____
(Print Name)

Security Classification: Confidential – to be used for Municipal Election purposes only.

Safeguarding the privacy of the personal information contained in the list of electors is a legal requirement and is of paramount importance to Elections PEI.

The list of electors may only be used by authorized individuals as outlined in the *Municipal Government Act* and its regulations for the purpose of conducting an election. Until use at an election, or by authorized election official, the information must be protected with access limited to those outlined in this ISA.

Municipal Government Act

148. Protection of privacy

Notice to individual

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

Prior to obtaining access to the List of Electors, the administrator or their designate must read and sign this document indicating they understand the legal requirements to receive a list of electors.

Dated this _____ **of** _____, _____.

(Signature of administrator or designate)

Annex C
Certificate of Destruction

TO: ELECTIONS PEI

FROM: **TOWN OF KENSINGTON**

I, _____ (Given name) _____ (Surname)

of **[Insert name of the Party sending the certificate]**, certify that all originals and copies of the following Original Data File pursuant to the Information Sharing Agreement between Elections PEI and **Town of Kensington** dated **[Insert date]**, have been permanently deleted from the information holdings of **[Insert name of the Party sending the certificate]**.

Description of information/records destroyed:

Date information/records were destroyed:

Method used to destroy the information/records:

Location where the information/records were destroyed:

Name of the individual who destroyed the information/records:

(Signature)

(Date)

Original: Send to Elections PEI
Copy: Signatory of Certificate

Annex D

**Privacy Assurance Declaration in relation to the
Information Sharing Agreement between Elections PEI
and Town of Kensington dated [Insert date] ("ISA")**

1. Is the information regarding the Addressees in Annex A of the ISA up to date?

Yes No If no, please provide updated information:

2. Have individuals assigned by both Parties to have access to Electors' Personal Information in accordance with Subsection 10.5 of the ISA been informed that such information is confidential, can only be used or disclosed for purposes identified in the ISA and must be protected from accidental or unauthorized access, disclosure and use?

Yes No If no, please indicate planned corrective action:

3. Is Electors' Personal Information (regardless of the format in which it is transferred) kept in a secure location (e.g. computer with limited access, paper list - locked cabinet) to which access is restricted solely to individuals authorized to receive and access such information?

Yes No If no, please indicate planned corrective action:

4. Are the computer(s) and systems used for storing and processing Electors' Personal Information secure (e.g. located in a secure room, and access to the system/data is restricted by the use of passwords)?

Yes No If no, please indicate planned corrective action:

5. Subject to the Parties' obligations as set out in Section 12.2, are procedures and processes in place to dispose of Electors' Personal Information?

Yes No If no, please indicate planned corrective action:

6. Is your organization required to comply with the applicable privacy legislation for your jurisdiction?

Yes No If no, please explain:

I hereby certify that all information provided in this declaration is true to the best of my knowledge.

(Signature)

(Date)

(Title)

(Name of the Party)

Please remit to the appropriate Party:

<i>Elections PEI</i> OFFICE OF THE CHIEF ELECTORAL OFFICER ELECTIONS PEI 176 Great George St, Suite 160 Charlottetown, PE C1A 4K9	<i>Town of Kensington</i> Geoff Baker CAO 55 Victoria Strret E Kensington, PE C0B 1M0
--	---

Original: Send to Elections PEI
 Copy: Signatory of Declaration

Town of Kensington
Mayor Caseley and Councilors

The Kensington Moase Plumbing and Heating Vipers are in the bid process to host the 2019 Don Johnson Memorial Cup at Credit Union Centre during the last week of April 2019. This event comes to PEI every 4 years and brings 3 teams from outside PEI as well as 1 team from PEI as well as numerous parents, fans, scouts, media and many more people attending the event. This will be a major economic generator for the Town of Kensington and surrounding areas.

We are now in the bid process and are looking for the Towns support to help us land this event. As you can see in the attached bid guidelines this will be an expensive event to host for the Vipers. This is where we feel the town can help. We are looking for a donation of \$5000 to help offset the over \$45000 in expenses to host this event. We have also requested this same amount from the provincial government as well as the Summerside hotel levy and have had positive feed back from both so far. The Kensington Vipers have been a staple in the Community since 1999 and have had a lot of success over those years bringing thousands of fans to the community annually as well as numerous IJHL championships and Don Johnson Cup championships.

I thank you for your time and welcome a meeting if required to discuss this great event. If there are any questions please do not hesitate to reach out.

Regards
Pat McIver
Kensington Vipers
9024398654



2019 Don Johnson Cup Atlantic Jr. B Championships

Bid Guidelines



40 Enman Crescent, Suite 209 Charlottetown, PEI, C1E 1E6
Ph: 902-368-4334 Fax: 902-367-4337 www.hockeypei.com

2019 Don Johnson Cup Atlantic Junior B Championships

Introduction

Hockey PEI is now in the process of accepting bids for the 2019 Don Johnson Cup Atlantic Junior B Championships.

The 2019 Atlantic Junior B Championships will be held **April 23-28, 2019**. There are ten (10) round robin games, followed by two (2) semi final games and a gold medal game. There are thirteen (13) games in total.

The 2019 Atlantic Junior B Championships will be comprised of five (5) teams, including the host team that will be joined by the four (4) Atlantic branch representatives:

Participating teams:

- Prince Edward Island
- Nova Scotia
- New Brunswick
- Newfoundland and Labrador
- Host Team

Bid Application Process

Hockey PEI will establish a selection committee that will review the submitted bids. Upon review the committee will provide a recommendation to the Hockey PEI board of directors for approval. All parties that submit a bid will be notified of the final selection.

Deadline to submit a bid is August 1, 2018 at 4:00 pm.

All bid applicants must submit:

- Four (4) copies of their written proposal; and
- One (1) electronic copy CD or send proposal by e-mail to the Hockey PEI office at info@hockeypei.com

Please send bid information to:

**Hockey PEI
40 Enman Crescent.
Suite 209
Charlottetown, PE C1E 1E6**

All bids must include a cover letter that provides the name and contact details of one person from the bid group that can answer any questions from the selection committee related to the bid.

Bid Applicants may submit questions by email pertaining to the bid requirements during the bidding process. Should Hockey PEI receive any bid questions or make changes to the bid guidelines, they will notify all parties of such changes and/or information in writing.

Thank you for your interest in this bid process and we look forward to receiving your application. For further information or any questions, please contact Hockey PEI Executive Director Rob Newson at the Hockey PEI office at 368-4334 or by email at rob@hockeypei.com

2019 Atlantic Junior B Championships Bid Guidelines

- ☐ The host team must demonstrate the ability to stage regional events in a highly successful manner, both financially and logistically;
- ☐ The host team must have a strong volunteer base within the business and hockey community to draw on for leadership; and
- ☐ The host team must have an arena complex, which would be suitable to serve as the main site for all games.

In order to do this, the Host Committee in its bid package must support the following sections.

Section A - Community Overview

- ☐ The bid presentation should contain an overview of the host community and region, as well as any other unique characteristics, which may enhance the bid;
- ☐ Rationale for the bid by the potential host team; and
- ☐ Introduction to the key personnel, which will potentially serve on the Host Committee.

Section B - Business Plan

The bid presentation should include a Business Plan that will serve as a primary guide for the organization and the financing of the event. The Business Plan should include at minimum the following information:

- ☐ Host Committee mandate and objectives;
- ☐ Financial forecast reflecting, in general terms, all potential revenues and expenditures associated with the staging of the event;
- ☐ Sales and promotional plan outlining the advertising and promotional strategy for ticket pricing, ticket sales and sponsorships; and
- ☐ Critical path for the organization of the event.

Section C – Financial

The bid presentation must indicate the steps that will be taken to ensure that the Host Committee does not incur a deficit and a plan for managing the deficit should one occur. Each bid should include a detailed budget for the event.

The Host Committee's obligations for event expenses include the following items:

- ☐ Responsible for all game expenses, including arena facility rental (ice rental) and staffing (building staff and security). See sample schedule included;
- ☐ Arrange all event administration expenses, including staffing, offices and meetings;
- ☐ Responsible for awards banquet. See Section K – Banquet;
- ☐ Responsible for other related costs outlined in Section I – Protocol;
- ☐ Costs associated with the on-ice officials according to Hockey PEI policy. This includes game fees and any applicable inter province travel (.45 cents per km). For this event, we will be utilizing the 4 man officiating system. The game fees have been set at: Referee (\$70 x 2) and Linesmen (\$45 x 2). Total per game is \$230.00
- ☐ Costs related to off-ice officials such as scorekeeper, time keeper, music etc.;
- ☐ Host Committee will be responsible for related ground transportation. See Section F – Transportation;
- ☐ Any related marketing, promotional, and public relations expenses;
- ☐ Responsible for all media services and related expenses; and
- ☐ Costs associated with any ancillary events in conjunction with the event.
- ☐ Host Committee is responsible for applicable team allowances as per the chart below. Allowances must be paid at the beginning of each day:

DAY	TEAMS	AMOUNT
Tuesday	All teams that arrive on Tuesday	\$1,000 per team
Wednesday	All	\$1,000 per team
Thursday	All	\$1,000 per team
Friday	All	\$1,000 per team
Saturday	All	\$750 per team
Sunday	Two Finalists	\$1,000 per team

NOTES:

- At the discretion of the host league and/or branch and upon agreement, the provincial rep teams may not be provided with a daily per diem if their travel distance is limited to attend games. This shall be determined annually by the host league and/or branch.
- If Newfoundland is not a finalist and are flying home on Sunday, they will also receive \$1,000.00 for Sunday. If team Newfoundland can depart before Sunday (flight change) their Sunday Per Diem will be adjusted.
- The Host Committee must also provide at least one pre game meal per team per day excluding breakfast. At the discretion of the host committee, the host may serve this meal at the arena. The host must provide pizzas after the game for teams who participate in the last game of the day, including Championship game and both semi final games.

- Each branch representative receives \$200.00 each for incidental expenses while at Championship.
- All of the expenses will be paid by the Host Committee for a designated family representative of Mr. Don Johnson. This includes airfare/ground travel, hotel and meals. This also includes transportation from and to the airport when applicable.

Please provide details on the following (attach any related documentation):

- ☐ Outline a plan for the potential of surplus funds that may be realized from hosting the event. Where will the surplus be used/donated?
- ☐ Outline who will be the financial guarantor of the event – should the event not be profitable, ensuring all bills are paid upon completion of the event.

Section D - Arena Facilities

The Host Committee must have facility agreements in place prior to the bid being awarded. Please demonstrate that a facility has been booked and an agreement is in place.

The host arena(s) must meet the following minimum standards:

- ☐ Minimum 5 dressing rooms, plus an adequate official's room. Each team must be given their own dressing room for the duration of the event. If that is not possible, provide details on a secondary plan to accommodate teams. For example, an adequate and secure separate storage and drying facilities must be provided if each team is not allocated their own dressing room for the championships;
- ☐ Adequate seating for spectators;
- ☐ Daily laundry, towel service, and equipment repair services are to be made available to participating teams. Use of these services are at the team's expense;
- ☐ Exclusive use of the arena facility for the duration of the event;
- ☐ Approval to display sponsors' advertising throughout the arena, including, but not limited to exclusive use of rink boards and ice logos;
- ☐ Exclusive right to sell event merchandise, souvenir programs, and photographs;
- ☐ Right to display trophies and other awards in lobby or concourse of arena;
- ☐ Media press box facilities with a minimum one (1) high speed internet line capable of hosting local and regional media representatives;
- ☐ Provide a hospitality room for parents, coaches, special guests etc.; and
- ☐ All arena contracts entered into by the Host Organizing Committee regarding the event will be subject to approval by Hockey PEI. Bids must include copies of rental agreements or letter of confirmation from arena.

Section E - Hotel Accommodation

The Host Committee must have hotel agreements in place prior to the bid being awarded. Bids must meet the following hotel requirements:

- ☐ Provide the availability of a minimum of 15 hotel rooms per team (excluding host team) to house the participating teams;
- ☐ Rooms should be blocked for Wednesday night through to the departure date on Sunday of the event;
- ☐ Hotels should be within reasonable proximity of the host arena;
- ☐ Preferred hotel room rates must be negotiated by the Host Committee. The host committee is not responsible for the payment of hotels. All teams are responsible for the payment of accommodations;
- ☐ If possible, recommend and secure a secondary hotel that can be blocked for parents of all teams with a preferred hotel rate for the event; and
- ☐ Bids must include a copy of hotel agreements that have been reached with proposed hotel properties. Agreements should outline negotiated prices and confirmation of dates, services etc.

Section F - Transportation

The Host Organizing Committee will be responsible to provide the following transportation services:

- ☐ All teams are required to provide their own transportation to event and return;
- ☐ The Host committee are only responsible for on-site ground transportation during the event for the team from Hockey Newfoundland and Labrador only which would include transfer from the hotel to arena and return for all related Championship events;
- ☐ All other teams are responsible for all their transportation needs while on site at the event: and
- ☐ Provide emergency transportation assistance from arenas and hotels, as required.

Section G - Marketing & Sales

The bid presentation should outline the degree of support the Host Committee anticipates from the following sources:

- ☐ A ticket sales plan outlining a strategy for the pricing, packaging and distribution of ticket sales for the overall event;
- ☐ Venue sales plans should indicate the level of sales which can be achieved at the arena venues, in such areas as photography, merchandise and souvenir program; as well as any other revenue potential that may be available. Host committees are permitted to sell event merchandise;
- ☐ Provincial and municipal support available should also be addressed, including major financial contributions for hosting regional events; and
- ☐ Other contributions, such as in-kind donations and services, should also be outlined in the bid.

Every effort to maximize the cost efficiencies surrounding the staging of the event would be taken into account in the bid presentation. For instance, the Host Committee's ability to obtain support in the area of advertising and promotion, hotel rates, transportation services and other subsidies that could significantly enhance the financial success of the event.

Event Logo

Please be advised that there is an official Don Johnson Cup event logo adopted by the Atlantic Branches. A sample is provided below. This logo will be provided to the host committee for their use in promotional opportunities. This logo must be included in any event print material etc.



Section H - Media Services

The bid presentation should include an outline of the proposed media advertising and publicity campaign for the event. The campaign should describe anticipated contributions from local/regional media leading up to the event, as well as the overall budget for advertising and promotional activities. It is anticipated the Host Committee will be in a position to secure advertising contributions from local/regional print and electronic media.

The Host Committee will be directly responsible for the servicing of all media during the event, if required. The Host Committee, therefore, will be responsible to provide the following equipment and services:

Results

The host committee must provide an in-venue scoreboard that displays tournament results etc.

Website

The Atlantic branches have created an event website and will be used for the 2019 Championships. The site is managed and updated by a group of volunteers. The site will include tournament schedule, rosters, game scores, standings etc. The host committee will be responsible to provide some applicable event information for the site.

Net Broadcasting

Web broadcasting of games may be conducted by Bell TV1. This agreement is currently under review by Bell and the Atlantic branches.

Section I - Protocol

The Host Committee will be responsible to co-ordinate all protocol arrangements for the event in accordance with guidelines provided by Hockey PEI. This will ensure activities such as opening and closing ceremonies, awards, special receptions and hospitality arrangements are conducted in accordance with the event protocol.

In this regard, the Host Committee will be responsible for the following:

Opening and Closing Ceremonies

The host must establish and deliver an opening and closing ceremony. Scripts and format for the opening and closing festivities for each game will be subject to the approval of Hockey PEI. The Hockey PEI event manager will work with the host committee on the creation and delivery of event ceremonies.

Game Tickets

Reserve a total of 15 event passes (complimentary) for Hockey PEI.

Hospitality

Provide a hospitality space for parents, coaches, special guests etc.

Awards

The host committee must provide the following awards for the championship. This includes:

- ☐ Player of the Game Awards after each game. One player per team.
- ☐ Gold and Silver medals presented to the top two teams.

There is an existing Championship Trophy for this tournament. The host committee must provide a Championship Banner approved by Hockey PEI.

The following awards shall be presented at the awards banquet based on round robin play:

- ☐ Most Valuable Player
- ☐ Most Sportsmanlike Player
- ☐ All Star Team

Note: All awards will be selected by an Awards Committee. This committee must be established by the host committee and be independent of the host team.

The host committee is encouraged to provide a supplemental gift to each "Player of the Game" recipient. Related costs to such gifts are the responsibility of the host committee.

Tournament Program

The host committee should provide a souvenir program for the event. The program should include team profiles, tournament schedule etc. Please note that a full page must be reserved for Hockey PEI as the host branch. Hockey PEI will assist in the layout of the program as it relates to team information etc.

The host committee may control and sell advertising for the program to offset related costs.

Backup goalies

There will be a back-up goalie assigned to the championship. Hockey PEI will coordinate and schedule a goalie for the event. Such player(s) should be included in such areas as player gifting, invitation to banquet etc.

Other

The host committee must provide the following and are responsible for related costs:

- ☐ Provide suitable snacks and drinks for all teams (in their dressing rooms) for each game.

Section J - Accreditation

The Host Committee will be responsible to provide accreditation which includes an identification card. The host committee is responsible for the costs of the accreditation passes.

Accreditation will be provided for the following participants:

- ☐ Players/team officials (30 per team)
- ☐ On-ice officials
- ☐ Tournament Committee
- ☐ Designated Media
- ☐ Designated VIPs
- ☐ Branch Representatives (4 per branch)

Section K – Banquet

The Host Committee will be responsible for the organization and costs of the awards banquet. This includes facility costs, guest speaker and meal costs for all players, team officials, designated VIP's and Hockey PEI officials. Each team is allocated a maximum of 30 banquet tickets which is used for players and team officials. This does not include the designated branch representatives with each team. Each branch receives at minimum 4 banquet tickets.

Sale of banquet tickets to other groups (ie. parents) is encouraged. Please outline a plan of action for the tournament banquet (ie. location, budget etc.). The banquet will be held the Saturday April 27th at 11:00 am (brunch).

Section L – Special Events

The Host Committee is encouraged to expand the event into the community to the furthest extent possible through the staging of various special events to promote the championship. The plan for any special events should be outlined in general terms through the bid application.

Section M - Medical Facilities and Emergency Services

Include in the Bid Submission a plan for dealing with medical matters according to the areas listed below:

- ☐ Outline services available at local hospitals and clinics (including dental, physiotherapy, athletic therapy); and
- ☐ First Aid medical services available on-call at all games.

Final Report

The selected hosts will be required to file a final report with Hockey PEI no later 60 days upon completion of the event. The report should include a summary of activities, financial report (income statement), report on positives, negatives, how the event can be better, future recommendations etc.

Such reports are vital to ensure that the hosting process is effective to Hockey PEI. We appreciate the support of the selected host committee with this request.

NOTE: The contents of this document are the primary guidelines for this event. Details surrounding this event are subject to change by Hockey PEI or the partner branches prior to the event. Once the event is awarded, Hockey PEI will work closely with the Host Committee on the specific details and any additional requirements etc. related to the Championships.



**2019 Don Johnson Cup
Junior B
Atlantic Championship
April 23-28, 2019**

SAMPLE SCHEDULE
(subject to change)

	Game	Away	vs.	Home	
Tuesday, April 23	1	HPEI	vs.	Host	7:00 pm
Wednesday, April 24	2	HNS	vs.	HNL	12:00 pm
	3	HNB	vs.	HPEI	4:00 pm
	4	Host	vs.	HNL	8:00 pm
Thursday, April 25	5	HNB	vs.	HNS	12:00 pm
	6	HNL	vs.	HPEI	4:00 pm
	7	HNS	vs.	Host	8:00 pm
Friday, April 26	8	HNL	vs.	HNB	12:00 pm
	9	HPEI	vs.	HNS	4:00 pm
	10	Host	vs.	HNB	8:00 pm
Saturday, April 27		Banquet			11:00 am
	11	Semi Final #1			3:00 pm
	12	Semi Final #2			7:00 pm
Sunday, April 28	13	Gold Medal Game			2:00 pm

The length of games will be three twenty (20) minute stop time periods. The ice will be re-surfaced at the end of each period. For round robin games, there is a 10 minute sudden death overtime period followed by a shoot out if deemed necessary. For the semi finals and Championship game, teams that are tied after regulation time will play sudden death until a winner is declared.

Geoff Baker

From: Ryan McCarvill <mccarvillryan@gmail.com>
Sent: July 3, 2018 1:42 PM
To: townmanager@townofkensington.com
Subject: Kensington Promotional Video

Hi Geoff,

I hope you're well. We've met a few times over the years, and you likely know my parents Shawn and Joanne quite well. I'm living in Charlottetown these days and recently started a video production company.

I wanted to offer an opportunity to create a promotional video for the Town of Kensington. You could place the video on the Town's website and social media channels to invite people to lay down roots or simply visit. I picture a 2-3 minute video showcasing the community and culture that make our town unique, and maybe feature interviews from the mayor and other community figures. With the summer weather we're having, it's a great time to show off Kensington at its best.

If this idea interests you, please let me know and I'd be happy to discuss the opportunity in detail. Thanks for your consideration, Geoff.

Ryan

--

Ryan McCarvill

Producer

416-200-1942 | RETROSPECTIVE PICTURES

www.retrospectivepictures.ca

Geoff Baker

From: Ruby Cousins <ruby84eleanor@gmail.com>
Sent: July 2, 2018 12:06 PM
To: townmanager@townofkensington.com
Subject: Thanks!

Mayor Caseley, Town Councillors,, Manager Geoff & Staff,

I don't know who was responsible for this but I was deeply touched by the honour of being chosen as Citizen of the Year for 2018 at the Kensington Canada Day celebrations. Our own Canada Day celebs were cancelled at Spring Valley so I just went over to the station after church to celebrate with Kensington. Little did I know about the well kept secret my son, Scott had about the presentation which was and always will be a precious moment in my lifetime of memories.

You all made Ruby(the oldest senior in Spring Valley) feel very special with the flowers, the kind words on the citation and the honour of the title "Citizen of the Year 2018.

Thanks so much!

Ruby

From: FCM Communiqué <communique@fcm.ca>
Sent: June 25, 2018 5:18 PM
To: mayor@townofkensington.com
Subject: Cannabis legalization: what you need to know

June 25, 2018

[f](#) [in](#) [t](#) [v](#)



Cannabis legalization: what you need to know

On June 21, 2018 the federal [Cannabis Act \(Bill C-45\)](#) received royal assent, meaning it received approval from both the House and Senate to become law. But non-medical cannabis will not be allowed to be consumed or sold until October 17, 2018.

The Prime Minister delayed the legalization date to allow provinces, territories, municipalities, law enforcement, industry and Indigenous partners more time to prepare. What this means for our communities is that that non-medical cannabis cannot be sold or consumed until October 17 and in accordance with both federal and provincial/territorial laws.

A second law also passed the Senate last week—[Bill C-46](#), which lays out a framework for drug impaired driving enforcement by police. It also makes changes to the rules around alcohol impairment screening.

FCM will continue to engage with the federal government and provincial/territorial associations (PTAs) over the coming months to discuss the work that will be necessary

to ensure cannabis legalization happens safely and effectively. There are two main tracks to this work:

- Ensuring that municipalities receive a fair share of the excise tax revenues from cannabis sales to address local costs.
- Working with the federal government and PTAs to ensure there are other programs to support local implementation and ongoing administration/enforcement.

We will be working with PTAs and FCM members to establish data and monitor the municipal costs associated with legalizing cannabis. This work will help inform important decisions about local government expectations in regulating cannabis and the supports allocated to help them address local concerns.

Our [Municipal Guide to Cannabis Legalization](#) can help you work through the key considerations your municipality will need to make when regulating cannabis. Now that the Cannabis Act will become law in 17 weeks, you will need to work with your PTAs to ensure local bylaws and policies align with province/territory legislation and regulation.

The federal government has also made a commitment to introduce regulations for the production, sale and consumption of edible cannabis products within a year of the legalization date. This means that on October 17, 2018 it will still be illegal to produce, sell, or consume cannabis edible products for non-medical purposes. However, all orders of government, including municipalities, should start thinking about their own roles and responsibilities in regard to cannabis edibles, given the timeline the government has set for their legal production, sale and consumption.

FCM will continue to closely monitor developments on this file and engage with the federal government to ensure that municipalities have the tools to be prepared for the legalization of cannabis.

Find us:    



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24 Clarence Street, Ottawa, Ontario K1N 5P3 | T. 613-241-5221 | F. 613-241-7440

This newsletter was sent to mayor@townofkensington.com.
To opt-out, follow this link: [Unsubscribe](#) | [Privacy Policy](#)
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1 Kirkdale Rd,
Charlottetown, PE
C1E 1R3



Tel : 902-566-1493
Fax : 902-566-2880
Website: fpeim.ca

June 26, 2018

Dear Mayor and Councillors,

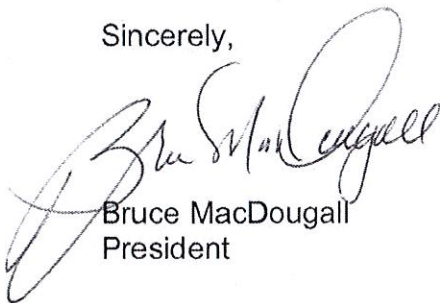
An endowment fund is being established as a tribute to Honourable Frank Lewis, Lieutenant Governor of PEI from 2011 to 2017, and Dorothy Lewis, for their lifelong commitment to volunteer service and community building.

The Honourable Frank and Dorothy Lewis Community Strength Fund will make financial contributions to non-profit organizations for small to medium scale projects that strengthen PEI communities.

Community based organizations are doing tremendous work across the province, including many initiatives that improve quality of life in our cities, towns and rural municipalities. I appreciate the time and dedication of the countless volunteers that make the work of these organizations possible. I also recognize that, sometimes, great ideas don't move ahead due to the limited financial resources of community based organizations.

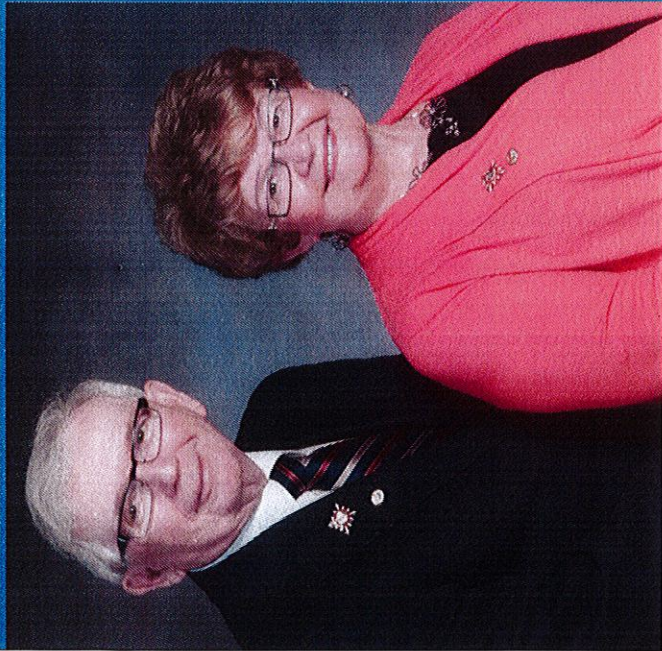
I welcome the creation of the Honourable Frank and Dorothy Lewis Community Strength Fund and encourage municipal councils to support this fund if your municipality is in a position to do so.

Sincerely,



Bruce MacDougall
President

Hon. Frank & Dorothy Lewis
COMMUNITY STRENGTH FUND




Information package



You are invited to be a part of the creation of the ***Hon. Frank and Dorothy Lewis Community Strength Fund.***

- ❑ This endowment fund is being established as a tribute to Hon. Frank Lewis, O.P.E.I., Lieutenant Governor of PEI from 2011 to 2017, and Dorothy Lewis, O.P.E.I., for their lifelong commitment to volunteer service, community building and their natural gift for hospitality and example of hard work.
- ❑ The Honourable Frank and Dorothy Lewis Community Strength Fund (the "Fund") will make financial contributions toward small-medium scale community-strengthening projects for PEI not-for-profit and community organizations.
- ❑ Examples of eligible projects are: mental health and wellness programs in rural PEI; youth fitness programs; parents and pre-school children initiatives; seniors' in-home care; community centre improvements; and community history publications.
- ❑ Application received each year on or before May 8 will be considered for grants announced annually on August 25.

In cooperation with the Community Foundation of PEI, your kind corporate sponsorship or personal donation to "the Fund" can be made as a one-time or multi-year commitment at your discretion. Your gift would be announced at a time of your choosing, hopefully at the event.



This not-to-miss event will be *the* opportunity for all Islanders to celebrate Frank and Dorothy Lewis for their contributions to PEI and to launch the Community Strength Fund in their honour.

Join us for a night of special guests, down-home entertainment, and fundraising for this new Fund with a silent auction, 50/50 and much more!

August 14, 2018
Murphy's Community Centre
7 – 9 p.m.

Thank you for your generous support

Committee members

Robert Ghiz

Bruce Howatt

Connie Matheson

Bill Dow

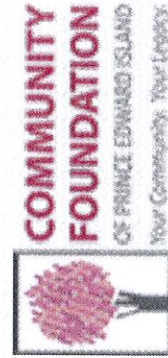
John Reddin

Kevin Lewis

Paul MacNeill

Jennifer Evans

David Hilchey



Support for this project made possible by The
Community Fund of PEI.

Kensington Intermediate Senior High School

Donald Mulligan, Principal
Michelle Beaman, Vice-Principal



<http://www.edu.pe.ca/kish>
P.O. Box 340, Kensington,
PEI, COB 1M0
Telephone: 836-8901
Fax: 836-8903

Thank you for your support:

On behalf of the Kensington Intermediate Senior High school graduating class of 2018, we would like to acknowledge and thank you for generously donating to our Safe Prom celebration and assisting with our grad class barbeque fundraising activity. Both events were immensely successful, as our alcohol and chem free Safe Prom saw 45 of 47 potential grads celebrate prom at the high school until 4 am. The grads and their dates enjoyed a mock casino, food, giant inflatable games and a hypnotist before they finished the night with a prize draw. Your support, donations and contributions allowed for perhaps our most successful Safe Prom yet in its 15 year history.

Our fundraising barbeque was hosted at the Scotiabank in Kensington to help fundraise for the evenings activities. Once again the community of Kensington provided amazing support which saw over \$1400 raised in 3 hours and which the Scotiabank generously matched. Thank you to those individuals and groups who helped make the barbeque possible.

On behalf of all the Kensington Intermediate Senior High graduates of 2018, we thank you again for your generous support.

The KISH Grad Class Executive
Bevin MacLellan- President
Carleigh MacLeod - Communications Officer
Josie Green - Yearbook Prophet
Brent Cousins - Valedictorian

Correspondence

1083 Spring Valley Rd.
Kensington, PEI, C0B1M0
June 10, 2018

The Mayor and Council of the Town of Kensington,
Another year has passed by for the Senior Surfers at 25 A Garden Drive and we feel very grateful to have such a comfortable space offered to us to carry out the objectives of the club-that is to provide educational programs and activities for seniors and to make them aware of the issues facing other seniors in the area. With grants from both the Federal and Provincial Governments we have been able to add to the comfort of the building and do many projects. With funding from the Provincial Grant known as LEAP, we had a very successful 8 week course of painting under the direction of Scott O'Neill and with the Federal Grant of \$8340, we were able to have new kitchen cupboards, a screen, mats for the floor, blinds for the windows and \$500 on floor finishing and pay the presenters from Newcomers Assoc. New equipment has to tie in with the program we are doing so we try to be very inventive at times. As well, we must not forget to say "thank you" for the crushed pavement at the front of the building.

The following is a list of the activities of a very busy club at 25A Garden Drive for 2017-18.

Meetings: Monthly meetings on the second Monday of each month except for July and August.

Exercise classes every Mon. at 1 p.m. Except for June, July and Aug.

Speakers: Palestine, China Iran, Kuwait, India, Nepal were represented by presenters.

Lisa Dollar -Cultural Diversity

Rebecca Dunn-Murphy's Pharmacy

Programs-Newcomers (6 sessions)

Painting (8 sessions)

55 Alive Driving Course (2 days) Sister Norma Gallant

Card Making (1 day) Ms. Squarebriggs

Scrapbooking-Cynthia Frizzell (3 days)

Shadow Boxes Ms. Mac Bride (4 days)

Journey into Life- Maureen Cobb (1 day)

Leathercraft LEAP-Beth and Dave Smith(on going)

Awards Lifetime Membership Certificates over 80 Lois Brown, Mary Houston

Senior of the Year Award from Senior's Fed. of PEI-Ruby Cousins May 2018

150 Past President's Medal to Betty Millar

Publicity from County Line Courier, Island Morning with Karen Mair, CBC Halifax on Aging

Storyboards showing at W.I. Area Convention

Donations to the Club

First Aid Kit from Murphy's Pharmacy

Blackout drapes for windows -Grace Mac Leod

Hours of time with installation of blinds, bulletin boards, screens etc. Blois Weeks

Helping hands from rink staff for extra chairs when needed.

Donations from the Senior Surfers Club to the Lions Club instead of gifting to each other at Dec. meeting.

We are now 28 members and growing which tells us we are doing something right. We do invite more of the Council members to visit us on Open House Day or anytime.

.In closing we have an important request- that the contractors for snow removal at the rink keep the walkways at the Seniors' Centre free of snow after each snowfall.

Sincere thanks,

Ruby Cousins for the Senior Surfers Club

Thank you so much for you

Thank you so much
for your kindness!

GEES Grads of 2018