



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

Monday, March 14, 2016 @ 7:00 PM

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

**Town of Kensington
Regular Meeting of Town Council
March 14, 2016 – 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**
 - 4.1 Kensington Librarian, Shelley Tamtom has requested to provide a presentation to Town Council on 2015 Library operations.
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 February 8, 2016 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 February 8, 2016 Regular Meeting
- 7. Reports**
 - 7.1 CAO's Report
 - 7.2 Mayor's Report
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2016-10 – Procedural Bylaw – Second Reading and Formal Adoption
 - 8.1.2 RFD2016-11 – Civic Numbering Policy – Approval
 - 8.1.3 RFD2016-12 – Snow and Ice Control Policy - Approval
 - 8.1.4 RFD2016-13 – 2016 Budget Estimates – Approval
 - 8.1.5 RFD2016-14 – 2016 Municipal Property Tax Rates – Approval
 - 8.1.6 RFD2016-15 – 2016 Operating Lines of Credit - Approval
 - 8.2 2016 Audited financial Statements – Approval
 - 8.3 Other Matters
- 9. Correspondence**
- 10. In-Camera (Closed Session)**
 - 10.1 One item of a legal nature.
- 11. Adjournment**

**Town of Kensington
Minutes of Regular Council Meeting
Monday, February 8, 2016
7:00 PM**

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

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

Regrets: Councillor Mill

1. Calling of Meeting to Order

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

2. Approval of Tentative Agenda

2.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the tentative agenda for the February 8, 2016 regular meeting of Town Council with the amendment that item #12 Snow and Ice Control Policy be added to the agenda. 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 Mayor Caseley declared a conflict with an item included in the correspondence package, specifically a letter from a resident in the vicinity of 2 North Street outlining concerns with the development of the property as a private parking area. Councillor MacLean and Councillor Mann declared a conflict with a financial donation request from Volleyball PEI as they are related to one of the signatories on the request.

4. Delegations / Presentations

4.1 Nil

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the minutes from the January 11, 2016 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 Nil

7. Committee Reports

7.1 Public Safety Committee

7.1.1 *Moved by Councillor Doucette, seconded by Councillor MacLean to adopt the January 2016 Public Safety Committee Report as presented by Councillor Doucette. Unanimously carried.*

7.1.2 *Moved by Councillor Doucette, seconded by Councillor Spencer to adopt the January 2016 Fire Chiefs Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

7.1.3 *Moved by Councillor Doucette, seconded by Councillor MacLean to approve the January 2016 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.1.4 Town resident, Rudy Croken wrote a letter to address concerns regarding the one way street, Francis Street. Mr. Croken has had several near accidents due to motorist not abiding by the one way street requirement and has requested increased police presence in the area or for the street to be converted to a legal two way street. The CAO was directed to draft a letter of response.

7.2 Community Services Committee

7.2.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the January 2016 Community Services Committee report as presented by Councillor Spencer. Unanimously carried.*

7.2.2 *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the Building Permit Summary Report for January 2016. Unanimously carried.*

7.3 Wellness and Culture Committee

7.3.1 *Moved by Councillor Pickering, seconded by Councillor Spencer to approve the January 2016 Wellness and Culture Committee report as prepared by Councillor Pickering. Unanimously carried.*

7.4 Finance and Administration Committee Report

7.4.1 *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to adopt the Finance and Administration Committee report for the month of January 2016, as presented by Deputy Mayor Mann. Unanimously carried.*

7.4.2 *Moved by Deputy Mayor Mann, seconded by Councillor Spencer THAT the CAO be authorized to move forward with the purchase of a new 51” ribbon*

style snow blower for the 2002 Trackless Sidewalk Tractor at a total net cost of \$7,400.00 plus HST as per a quote provided by Saunders Equipment Ltd. dated January 29, 2016. Unanimously carried.

Mayor Caseley requested Deputy Mayor Mann to Chair the Council meeting to allow Mayor Caseley to openly discuss the potential forthcoming financial request to assist in the Kensington & Area Welcome Centre 2016 operations at 7:25 pm.

Mayor Caseley resumed his seat as Chairperson at 7:41 pm.

7.4.3 Moved by Deputy Mayor Mann, seconded by Councillor MacLean THAT Town Council approve the procurement of a full page advertisement in the 2016 edition of the Welcome PEI Handbook and to remain as a featured advertiser on welcomepei.com for 2016 at a total cost of \$4,045.00 plus HST. 4 opposed – 1 abstention (MacLean). Motion denied.

Deputy Mayor Mann and Councillor MacLean declared a conflict and removed themselves from the Council Chamber at 7:44 pm.

7.4.3 Moved by Councillor Spencer, seconded by Councillor Doucette to approve a \$100 financial donation to the 2017 Woman's Canada Games Volleyball Training Team. Unanimously carried.

Deputy Mayor Mann and Councillor MacLean returned to the Council Chamber at 7:46 pm.

7.5 Mayor's Report

7.5.1 Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the Mayors report for the month of January 2016 as presented by Mayor Caseley. Unanimously carried.

8. Council Representative Reports

8.1 Deputy Mayor Mann reported that the FPEIM Annual meeting will be held in St. Peters Bay on April 25, 2016. Anyone wishing to attend should contact Wendy MacKinnon. At their recent meeting, Samantha Murphy from the Provincial Municipal Affairs office presented them with a draft copy of the new Municipalities Act.

8.2 Deputy Mayor Mann has been sworn in as a board member for the Kensington and Area Chamber of Commerce at the recent AGM.

8.3 CAO, Geoff Baker reported on the Kensington North Watershed Association. He met with Barry Murray and Gordon Jenkins to start researching funding opportunities to develop a wellfield protection plan.

8.4 Mr. Baker gave the following updates on ongoing projects:

8.4.1 The wind turbine is scheduled to be repaired on February 15, 2016.

8.4.2 The Pleasant Street lift station replacement project still has a few outstanding deficiencies which will be completed in early spring when weather permits.

8.4.3 Mr. Baker spoke with the Provincial Department of Transportation and requested additional funding for the storm water project on Broadway Street N. Discussions were had with Council regarding the options available for the project.

8.4.4 The sewage treatment pumps have not been maintained since their installation. One pump has been recently retrofitted and parts have been ordered to complete the maintenance on the second pump.

9. Procedural Bylaw – First Reading and Approval

9.1 Moved by Deputy Mayor Mann, seconded by Councillor MacLean

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 it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

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 "Procedural Bylaw of the Town of Kensington" be hereby read a first time.

Unanimously carried.

9.2 Moved by Deputy Mayor Mann, seconded by Councillor Pickering

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 it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

AND WHEREAS it is deemed desirable to provide rules for:

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- 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;***

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read a first time at this Council meeting;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby approved.

Unanimously carried.

10. Mobile Vendors Bylaw – Second Reading, Approval & Formal Adoption

10.1 Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to, by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

BE IT RESOLVED THAT the Town of Kensington Mobile Vendors Bylaw be hereby read a second time.

Unanimously carried.

10.2 Approval of Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor Spencer

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

AND WHEREAS the Town of Kensington Mobile Vendors Bylaw was read a second time at this meeting;

IT RESOLVED THAT the Town of Kensington Mobile Vendors Bylaw be hereby approved.

Unanimously carried.

10.3 Formal Adoption

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

WHEREAS Section 30(y) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to regulate certain business activities;

AND WHEREAS Section 64(o)(iii) of the Municipalities Act, R.S.P.E.I., 1988 authorizes a Municipality to , by bylaw, license and control certain business activities;

AND WHEREAS the Council of the Town of Kensington deems it advisable to establish a bylaw to regulate and control Vendor Licensing;

AND WHEREAS the Town of Kensington Mobile Vendors Bylaw was read and approved at two separate meetings of Town Council held on different days;

BE IT RESOLVED THAT the Town of Kensington Mobile Vendors Bylaw be hereby formally adopted.

Unanimously carried.

11. Kensington Fitplex – Staff and Council Family Rate

- 11.1** ***Moved by Councillor Pickering, seconded by Deputy Mayor Mann THAT Town Council authorize staff to move forward with the implementation of a 50% reduction in the cost of a membership to the Kensington Fitplex for immediate family members of staff and standing members of Town Council. Unanimously carried.***

12. Snow and Ice Control

- 12.1** A draft copy of the Snow and Ice Control Policy was distributed to council for their review and consideration at the March regular Council meeting.

13. Correspondence

- 13.1** A thank you letter from PEI Crime Stoppers for the Town's financial support.

Mayor Caseley declared a conflict and excused himself from the Council Chamber at 8:12 pm, Deputy Mayor Mann assumed his position as Chair.

- 13.2** A letter from residents expressing concern over the proposed sale of 2 North Street, known as the old warehouse property, for the development of a private parking area. Councillors agreed to defer any decision on the sale of the property until a review was completed by DV8 Consulting.

Mayor Caseley returned to the Council Chamber at 8:24 pm.

- 13.3** A thank you letter from IWK Foundation for the Town's financial support.

- 13.4** A letter from the Kensington Lion's Club thanking the Town for supporting the Christmas Hampers program by collecting food items during the Annual Christmas Parade.

- 13.5** KISH Newsletter

- 13.6** PEI Municipal Affairs Newsletter

- 13.7** A notice of the Special Olympics Team PEI Pep Rally on February 24, 2016. Mayor Caseley plans to attend.

- 13.8** Mayor Caseley will attend the Annual Generation XX Mayor's Dinner for Youth on February 15, 2016.

14. Adjournment

Moved by Councillor Spencer, seconded by Councillor Doucette to adjourn the meeting at 8:30 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor



Chief Administrative Officer's Report

March 2016

Each monthly CAO's report provides an opportunity to provide a snapshot to Town Council, our residents and other key stakeholders of some of the key work of staff. The report shall also serve as a reporting mechanism to Town Council on specific directions given to staff through the CAO.

Very generally, the CAO is responsible for the overall operation and administration of the Town including providing leadership to senior staff and providing business, policy guidance and technical advice to Town Council, and implementing Council decisions and directives, ensuring the timely delivery of programs and services, and a fiscally responsible budget while championing the programs and policies of Council.

Attached to this report are several staff reports including:

1. Fire Chief's Statistical Report
2. Police Chief's Statistical Report
3. Development Permit Summary Report
4. Summary Income Statement – January 2016
5. Bills List – January 2016
6. Community Gardens Complex

Capital Project Updates:

Water and Sewer

Pleasant Street Lift Station Replacement

The project was substantially completed on January 20, 2016 in general conformance with the specifications as tendered. A generator has been added to the facility to provide emergency power in power failure situations. In addition to safety improvements for staff and the public, increased capacity and efficiency have been added to the station. A number of outstanding items have been identified and are required to be completed prior to release of the contractors 5% guaranteed maintenance holdback. The items remaining to be completed are as follows:

- Wire damper and motor on exhaust louver
- Fix problem with damper end switch on supply fan.
- Adjust manhole covers to finished grade (spring)
- Topsoil and sod (spring)
- Pave cross cuts (spring)
- Repair of driveway (spring)
- Replace Survey Marker at SE corner of property.

- Place warning placards
- Secure guide rails with second bolt
- Test manholes (spring)
- Mandrel test new gravity main
- Video inspection of new gravity main.

We have been encountering several pump temperature alarms at the station since its commissioning. The underlying issue was identified as a faulty terminal port. The issue has been rectified since Wednesday, March 9th with no alarms being received since that time. We continue to monitor the lift station operation for issues. The general contractor, engineering and sub-contractor have worked diligently with the town to resolve any and all issues.

Wind Turbine Generator Replacement and Insurance Coverage

The generator replacement project began on Tuesday, February 16, 2016 and was completed on schedule. The scope of work included removing the rotor assembly from the nacelle, removing the nacelle from the tower and removing the generator from the nacelle assembly. The new generator was installed in the existing nacelle assembly, and the nacelle and rotor were reassembled. The turbine was recommissioned on February 20th and has run since that time with no issues being encountered.

We have been advised that Royal Sun Alliance no longer offers insurance coverage for small wind turbines and as such staff have begun the process of collecting insurance quotes from other insurers. This is being completed through Jerome Hannah of Cooke Insurance. Our current coverage has been extended for a period of 60 days.

Streets and Sidewalks

School Street Re-Paving & Woodleigh Drive Sidewalk Replacement

The School Street resurfacing project was substantially completed on November 19, 2016. There were a number of additions made to the project based on site conditions encountered throughout the project. The total value of the additions were in the vicinity of \$29,000 which was covered primarily through contingency funds included within the original project budget. Additions included:

Repair Water Services on School Street

Excavate curb box at 31 School Street

Repair step at 31 School Street

Repair retaining wall on Woodleigh Drive

Remove sidewalk on Woodleigh Drive and replace with asphalt

Miscellaneous Asphalt Repairs

Operational and Ongoing Items

Fire Department Policy Development

A draft Fire Bylaw has been provided by W.G. Hogan Fire Safety Specialties. The Bylaw is currently being reviewed by staff and will be brought forward to Committee of Council once in final draft format. It is hoped that the Bylaw will be presented at the March Committee of Council meeting.

Annexation of 149 Kelvin Grove Road

An application to annex a property located at 149 Kelvin Grove Road was made by the Town to the Province of PEI. The application has since been forwarded by the Minister to the Island Regulatory Appeals Commission. A public hearing was held on March 3, 2016 at 12:00 pm at the Kensington Town Council Chambers. No members of the public were in attendance. The hearing was administered by the Island Regulatory Appeals Commission (IRAC). IRAC will complete a report and recommendation for the Minister of Communities. It is anticipated that the application will be approved.

RCMP Dispatch Services

The Memorandum of Understanding (MOU) with the RCMP for the provision of dispatch/communication services to the Kensington Police Service was signed on February 17, 2016. The MOU took effect on March 1, 2016 and the RCMP has been providing dispatch services since that time.

Wellfield Protection Plan

Several meetings have been held with the Kensington North Watershed Association (KNWSA) to discuss ways in which the Town and the KNWSA can work collaboratively to develop a formal wellfield protection plan for the Town. As some Councillors may be aware, the Town purchased property in the vicinity of the wellfield in 2007 to provide a development buffer to further protect the Town's water system. Staff of the Town and the KNWSA continue to discuss the plan's development and potential funding sources to see the plan through completion.

Collective Bargaining Negotiations

The current Collective Bargaining Agreement (CBA) between the Town of Kensington and the Canadian Union of Public Employees is set to expire in April of 2016. Attempts have been made to set a negotiating schedule prior to the agreements expiry however no dates that worked for everyone could be found. Negotiating dates have currently been set from May 9th to the 13th and May 23rd to the 25th (if required). It is anticipated that the agreement will be negotiated by Town staff with legal assistance, if required, provided by Ian Pickard of McInnis Cooper. Further and more detailed information will be provided to Town Council as detailed preparation for negotiations is undertaken.

Development Control Bylaw Amendments

Several text amendments are required to be made to the Town's Development Control Bylaw. Currently, the required amendments have been identified as follows:

1. We currently carry two definitions of a "parking space". Section 2.59 defines a parking space as ".....nine feet wide and eighteen feet long". Section 5.4(6) defines a parking space as 10 feet wide and twenty feet long.
2. Removal of the word "masonry" from the semi-detached subdivision regulations (Town Council has previously directed staff to move forward on this amendment).
3. Accessory apartment regulations – As per DV8 Consulting Report of November 9th, we are recommending moving forward with the amendment to the definition of an Accessory Building (Section 2.1) and the removal of Section 4.25 (Garden Suite).
4. Section 9.5 – R3 lot requirements provide for a minimum height of 2 story's which should be a "maximum" height. Section 11.4 indicates a "C3" zone when no C3 zone exists in the Town.

DV8 Consulting completed a full report on the proposed bylaw amendments and any issues relating to each matter. Further amendments have been identified. It is anticipated the report will be presented at the March Committee of Council meeting for the Committee's consideration.

Transfer of 2 North Street Property

At the January Meeting of Town Council, Councillors approved the CAO to move forward with the disposal of a portion of a property located at 2 North Street. It was the intent that the property disposed of would be developed as a parking area to the benefit of affected properties located along Broadway Street North. It has become apparent that there may be an issue with the proposed development of the property as a parking area, more particularly, issues around access to the property and its intended use. DV8 Consulting reviewed the proposed use of the property and any potential implications under the Town's Development Control Bylaw. The full report will be presented at the March Committee of Council meeting along with recommendations on how to proceed.

2015 Audit

The 2015 financial audit is complete. Draft financial statements will be presented on March 14th at 6:00 pm. The transition to Arsenault, Best, Cameron and Ellis from Grant Thornton was

relatively seamless. The statements will be tabled for approval at the March 14th meeting of Town Council.

Unsightly Premises

Several complaints have been received from neighbouring property owners in regards to an unsightly property located at 105 Victoria Street West. A letter was sent to the owner of the property by registered mail as per the terms of the Town's Unsightly Premises Bylaw. A period of 20 days was given to bring the property up to an acceptable community standard. Further information will be provided to Town Council as the situation progresses.

February 8, 2016 Town Council Meeting

At the February regular meeting of Town Council several action items were provided to staff from council, through the CAO.

1. Staff were requested to investigate a shed which had been placed at 58 third street in the trailer park. The shed was placed prior to approval of the property owner being received by the Town. The shed was indeed placed prior to the approval being received. The property owner has since provided the required approval and no further action is recommended.
2. Staff were requested to draft a letter to a resident in response to correspondence received regarding transportation issues, primarily around the Francis Street area. A letter was drafted and has been provided previously to Councillors by email.
3. Staff were directed to move forward with the procurement of a new snow blower for one of the sidewalk tractors. The snow blower was purchased and arrived on February 10th.
4. Staff were directed to donate \$100.00 to volleyball PEI. The donation has been made as directed.
5. Second Reading and Formal Adoption was given to the Mobile Vendors Bylaw. The Bylaw was processed and submitted to the Department of Municipal Affairs for filing.
6. Staff were directed to implement a Fitplex policy to provide immediate family members of staff and Town Councillors with a 50% discount. The policy has been implemented through the Fitplex manager and all staff have been advised.

Kensington Fire Department Occurrence Report 2015

[illegible]

[illegible]

[illegible]

[illegible]

Year to Date Approved Building Permit Summary Report

Building Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Building Permit		Building Permit		Estimated Construction
														Count		Fees \$		Value \$
Single family dwelling (new)														0				
Semi detached dwelling (new) - permits, not units														0				
Multi unit residential (new)														0				
Modular/Mobile (new)														0				
Residential additions/alterations														0				
Modular/mobile renovations														0				
Accessory Buildings		1												1		\$100		\$4,000
Other - signs, etc.														0				
Institutional (new)														0				
Institutional renovations/additions														0				
Commercial (new)														0				
Commercial renovations/additions														0				
Industrial (new)														0				
Industrial renovations/additions														0				
Agriculture														0				
Demolition														0				
Totals	0	1	0	0	0	0	0	0	0	0	0	0		1		\$100		\$4,000

BUILDING PERMITS SUMMARY
February 2016

PERMIT NUMBER	DATE PERMIT ISSUED	PROPERTY NUMBER	APPLICANT’S NAME AND ADDRESS	TELEPHONE NUMBER	PERMIT STATUS	N E W	R E N	O T H	TYPE	ESTIMATED COST	ESTIMATED START AND COMPLETION DATE
01-16	Feb 10, 2016		Stephanie Shred Steeves 58 3 rd Street	902-439-0707	Approved			X	R	\$4,000	Start: February 2016 Finish: February 2016
					DESCRIPTION:	Construct storage shed 12x16					
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						

TYPE OF CONSTRUCTION

- R

Residential Single
- D

Residential Duplex
- M

Residential Multi-Family
- A

Agricultural
- I-C

Industrial (commercial)
- INST

Institutional
- ED

Educational
- O

Other

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

① Name and Address of Applicant Stephanie Shrod Steeves
Telephone 439-0707

② Property Address 58 3rd Street K'ton Property Number _____

3. Property Status:
Land purchased from _____ Year Purchased _____
If lot is located in an approved sub-division, please give
Name of Sub-Division: _____ Lot No. _____

④ Proposed Use:
Building or addition to be used for: Single Family Dwelling _____ Duplex _____ Store _____
Private Garage _____ Commercial Garage _____ Private Storage Building ☒ _____
Other (describe) _____

⑤ Location of property to be developed:
Located on North ☒ South _____ East _____ West 1 side of West Street
Between the property of _____ and the property of _____

6. Size of Property:
Road frontage _____ Property depth _____ Area _____ sq. ft.

⑦ Description of project and details of structure:
Works proposed consists of: New Construction ☒ Addition to existing _____
Repairing _____ Remodelling _____

Describe Project: Storage Shed 12x16

Ground floor: Length 16 Feet. Width 12 Feet.

Number of Stories 1 Number of Bedrooms 0

Type of Foundation	External Wall Finish	Roof Material	Chimney
Poured Concrete _____	Siding ☒ _____	Asphalt ☒ _____	Brick _____
Concrete block _____	Wood shingles _____	Steel _____	Prefab _____
Pier _____	Steel _____	Other _____	Other _____
Other _____	Other _____		

8. Water Supply: Private _____ Municipal _____

9. Sewerage System: Private _____ Municipal _____

⑩ Estimated cost of Project: \$4000.00

⑪ Name and Address of Contractor or Chief Contractor ME

⑫ Dates of expected start and finish of project: February 2016

13. Moving a building (Describe) _____

14. Demolishing a building (Describe) _____

15. Please provide a diagram of proposed construction

RECEIVED
FEB 12 2016

- 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.

As attached.

Signature of Applicant *S. Shind Steers*
Date: *Feb 2, 2016*

Please note this Permit is for twelve-months only. If work is not started by that time please reapply.

TOWN OF KENSINGTON
Income Statement Comparison of Actual to Budget for January 2016

GENERAL REVENUE	Current Month			Year to Date				
	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$77,368.40	\$89,415.00	-\$12,046.60	\$77,368.40	\$89,415.00	-\$12,046.60	\$955,010.00	8%
Police Service	\$4,549.70	\$1,700.00	\$2,849.70	\$4,549.70	\$1,700.00	\$2,849.70	\$20,400.00	22%
Town Hall Rent	\$15,572.40	\$15,768.00	-\$195.60	\$15,572.40	\$15,768.00	-\$195.60	\$101,216.00	15%
Recreation			\$0.00				\$5,200.00	0%
Sales of Service	\$20,892.00	\$32,200.00	-\$11,308.00	\$20,892.00	\$32,200.00	-\$11,308.00	\$386,400.00	5%
Subtotal Revenue	\$118,382.50	\$139,083.00	-\$20,700.50	\$118,382.50	\$139,083.00	-\$20,700.50	\$1,468,226.00	8%
GENERAL EXPENSES								
Town Hall	\$12,211.83	\$11,845.00	-\$366.83	\$12,211.83	\$11,845.00	-\$366.83	\$158,638.00	8%
General Town	\$17,562.93	\$28,941.00	\$11,378.07	\$17,562.93	\$28,941.00	\$11,378.07	\$372,592.00	5%
Police Department	\$21,669.75	\$31,372.00	\$9,702.25	\$21,669.75	\$31,372.00	\$9,702.25	\$409,132.00	5%
Public Works	\$11,714.39	\$25,140.00	\$13,425.61	\$11,714.39	\$25,140.00	\$13,425.61	\$259,895.00	5%
Train Station	\$2,009.78	\$2,519.00	\$509.22	\$2,009.78	\$2,519.00	\$509.22	\$29,128.00	7%
Recreation & Park	\$627.11	\$1,025.00	\$397.89	\$627.11	\$1,025.00	\$397.89	\$72,250.00	1%
Sales of Service	\$8,775.39	\$14,365.00	\$5,589.61	\$8,775.39	\$14,365.00	\$5,589.61	\$187,090.00	5%
Subtotal Expenses	\$74,571.18	\$115,207.00	\$40,635.82	\$74,571.18	\$115,207.00	\$40,635.82	\$1,488,725.00	5%
Net Income (Deficit)	\$43,811.32	\$23,876.00	-\$19,935.32	\$43,811.32	\$23,876.00	-\$19,935.32		
Community Gardens Complex								
Community Gardens Revenue	\$38,496.45	\$34,100.00	\$4,396.45	\$38,496.45	\$34,100.00	\$4,396.45	\$408,200.00	9%
Community Gardens Expenses	\$26,289.17	\$33,988.00	\$7,698.83	\$26,289.17	\$33,988.00	\$7,698.83	\$387,701.00	7%
Net Income (Deficit)	\$12,207.28	\$112.00	-\$12,095.28	\$12,207.28	\$112.00	-\$12,095.28		
Fire Department								
Fire Revenues	\$17,096.24	\$16,698.00	\$398.24	\$17,096.24	\$16,698.00	\$398.24	\$200,376.00	9%
Fire Department Expenses	\$15,841.47	\$15,160.00	-\$681.47	\$15,841.47	\$15,160.00	-\$681.47	\$200,376.00	8%
Net Income (Deficit)	\$1,254.77	\$1,538.00	\$283.23	\$1,254.77	\$1,538.00	\$283.23		
Consolidated Net Income (Deficit)	\$57,273.37	\$25,526.00	-\$31,747.37	\$57,273.37	\$25,526.00	-\$31,747.37		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$44,805.88	\$45,408.00	\$602.12	\$44,805.88	\$45,408.00	\$602.12	\$544,896.00	8%
Water & Sewer Expenses	\$55,345.58	\$42,835.00	-\$12,510.58	\$55,354.58	\$42,835.00	-\$12,519.58	\$544,896.00	10%
Water & Sewer Net Income (Deficit)	-\$10,539.70	\$2,573.00	\$13,112.70	-\$10,548.70	\$2,573.00	\$13,121.70		

Town of Kensington Bills List January 2016

Amalgamated Dairies Limited	3916028013	\$66.10
Amalgamated Dairies Limited	3916023013	\$78.82
Amalgamated Dairies Limited	6817	\$54.55
Amalgamated Dairies Limited	6879	\$19.96
Amalgamated Dairies Limited	3916015009	\$55.78
ADL Foods	2225486	\$906.33
ADL Foods	2225485	\$69.48
ADL Foods	2223457	\$396.45
ADL Foods	2222596	\$530.38
ADL Foods	2224485	\$744.33
ADL Foods	2222596P	\$530.38
ADL Foods	2223457P	\$396.45
ADL Foods	2224488	\$648.88
Aliant	4047581	\$30.21
Aliant	4043665	\$212.11
Alleymar Enterprise Ltd	9474	\$765.48
Andrew Griffin	JAN 2016 RRSP	\$544.56
Kensington Bedford Hockey Exchange	JAN 2016 DONATION	\$750.00
Bell Mobility	363949	\$199.50
Brad Parsons	TAX INCENTIVE 2016	\$549.18
Brenda MacIsaac	JAN 2016 RRSP	\$271.80
Brenda MacIsaac	BRENDA0116	\$47.00
Brent MacDonald	BRENT0116	\$243.71
CAMA	2016-2017	\$302.10
CAMA	WM2016	\$302.10
Campbell's Plumbing and Heating	7279	\$249.27
Canadian Association of Fire Chiefs	585	\$302.10
Capital Foodservice	1923086	\$434.25
Capital Foodservice	1917185	\$276.30
Central Coastal Tourism Partnership Inc.	2016	\$142.50
City of Summerside	1225301TECH	\$1,368.00
Coast Tire & Auto Service	32884	\$296.95
Coast Tire & Auto Service	32883	\$1,367.74
Cogsdale	1962	\$5,700.00
Commercial Construction	F#1	\$2,718.90
Commercial Construction	JAN 2016	\$2,114.70
Connolly Security Systems Ltd.	44019	\$273.60
Canadian Union of Public Employees	JAN 2016 UNION DUES	\$483.11
Darnley Development Ltd	527509	\$513.00
Desjardins Card Services FCDQ	138653753	\$855.62
Doug Killam	JAN 2016 RRSP	\$416.62
Eastlink	FIRE DEPT JAN 14, 16	\$52.38
Eastlink	FIRE DEPT JAN 7, 201	\$54.12
Eastlink	LIBRARY JAN 24, 2016	\$60.36

Eastlink	JAN 24, 2016	\$643.61
Elizabeth Hubley	RENT010116	\$798.00
FCM	39625	\$355.60
Frito Lay Canada	43758425	\$124.62
Frito Lay Canada	43758197	\$222.54
Frito Lay Canada	43758358	\$158.52
Frontline Outfitters	24176	\$298.62
Geoff Baker	JAN 2016 MILEAGE	\$300.23
Green Diamond	966669	\$121.95
Hewitt Rentals Inc	5153499001	\$102.62
Hewitt Rentals Inc	5150755 001	\$68.42
Hewitt Rentals Inc	5152511001	\$102.62
Hewitt Rentals Inc	5152470001	\$68.42
Hewitt Rentals Inc	5149737	\$102.62
Hewitt Rentals Inc	5149797	\$68.42
Irving Oil	31194713	\$218.22
Irving Oil	230038	\$427.84
Irving Oil	245428	\$130.70
Irving Oil	951979	\$158.10
Irving Oil	636302	\$171.65
Irving Oil	535242	\$310.02
Irving Oil	425302	\$374.56
Irving Oil	830640	\$294.68
Irving Oil	31205838	\$120.85
Irving Oil	381325	\$125.88
Irving Oil	535438	\$320.78
Irving Oil	424651	\$273.86
Irving Oil	835278	\$259.82
Irving Oil	854467	\$211.83
Irving Oil	925836	\$292.34
Irving Oil	927583	\$98.56
Irving Oil	556710	\$318.28
Irving Oil	325402	\$211.54
Irving Oil	31200399	\$298.87
Irving Oil	138651	\$134.55
Irving Oil	25001	\$45.60
Irving Oil	638664	\$341.75
Irving Oil	747615	\$388.21
Irving Oil	748827	\$184.04
Irving Oil	31951	\$161.22
Irving Oil	832656	\$326.80
Island Petroleum	205221443594	\$245.13
Island Petroleum	2052213443380	\$287.25
Island Petroleum	205221477167	\$159.51
Island Petroleum	205221454431	\$188.73
Island Petroleum	205221467730	\$232.41
Island Petroleum	5565	\$276.23

Island Petroleum	5657	\$193.26
Island Petroleum	5704	\$218.46
JJ's Towing and Recovery	5263	\$68.30
JJ's Towing and Recovery	5262	\$68.30
Kensington Agricultural Services	65597	\$49.50
Kensington Country Store	557454	\$13.63
Kent Building Supplies	825887	\$5.91
Kent Building Supplies	827240	\$131.46
Kent Building Supplies	828239	\$17.31
Kole Waite	TAX INCENTIVE 2016	\$447.43
K'Town Auto Parts	162953	\$100.10
K'Town Auto Parts	162832	\$4.23
K'Town Auto Parts	162657	\$114.78
K'Town Auto Parts	162831	\$60.42
K'Town Auto Parts	162424	\$31.38
K'Town Auto Parts	162347	\$107.58
K'Town Auto Parts	161993	\$6.82
Kensington & Area Chamber of Commerce	73716	\$114.00
Kubota Canada Ltd	JAN 2016 LEASE	\$262.21
Langille Sharpening Service Inc	54236	\$102.60
Lewis Sutherland	JAN 2016 RRSP	\$604.40
Lewis Sutherland	LEWIE	\$104.34
Louise Blanchette	MEMBERSHIP REIMBURSE	\$162.50
M. D. Charlton Co. Ltd.	16168	\$3,437.91
MacInnes Express(1983) Ltd	002880	\$13.78
Mallet's Radiator Service Ltd.	45338	\$285.00
Maritime Electric	120598JAN16	\$28.57
Maritime Electric	192793JAN16	\$1,179.08
Maritime Electric	109347JAN16	\$371.47
Maritime Electric	188252JAN16	\$62.10
Maritime Electric	194120JAN16	\$264.21
Maritime Electric	180619JAN16	\$621.55
Maritime Electric	182646JAN16	\$290.51
Maritime Electric	182631JAN16	\$56.17
Maritime Electric	182630JAN16	\$47.46
Maritime Electric	195014JAN16	\$7,559.86
Maritime Electric	182586JAN16	\$28.01
Maritime Electric	183963JAN16	\$162.51
Maritime Electric	187876JAN16	\$60.09
Maritime Electric	000000JAN16	\$1,933.89
Malpeque Bay Credit Union	JANUARY 2016 RRSP	\$1,760.38
Medacom Atlantic Inc	7435	\$248.98
Mid Isle Electric	4838	\$296.63
MJS Marketing & Promotions	2541072	\$182.40
MJS Marketing & Promotions	2541062	\$51.30
Murphy's Kensington	154413	\$27.33
Orkin Canada	6688254	\$57.00

Orkin Canada	6714167	\$28.50
P&G Fire & Safety Inc	7353	\$188.84
PEI Association of Exhibitions	069	\$400.00
PEI Firefighter Association	DUES201612	\$1,058.90
Pepsico	53538851	\$181.00
Pepsico	04740207	\$1,279.37
Petty Cash	CASH JAN16	\$111.50
Pitney Bowes	JAN 1, 2016	\$905.49
Revolution Media	1110	\$342.00
Right on Board Locksmith	4521	\$158.46
Road Trax Sales and Service	159238	\$102.94
Robert Wood	ROBERT JAN16	\$159.80
Sansom Equipment Ltd	584795	\$387.60
Saunders Equipment Ltd	60926	\$237.12
Saunders Equipment Ltd	60863	\$419.52
Saunders Equipment Ltd	60987	\$419.52
Saunders Equipment Ltd	60689	\$132,865.86
Mikes Independent	01 7268	\$25.94
Mikes Independent	011416	\$8.58
Mikes Independent	012016	\$15.91
Mikes Independent	12616	\$30.47
Mikes Independent	154413	\$27.33
Scotia Securities	JAN 2016 RRSP DOUG K	\$416.62
Scotiabank Visa	PAPA JOES JAN 7, 16	\$34.09
Scotiabank Visa	CANADA POST JAN 11	\$162.11
Sherry's Heating Service	1981	\$290.70
Sherry's Heating Service	1982	\$68.40
Sign Station Inc	36454	\$137.48
Socan	43	\$210.98
Spring Valley Building Centre Ltd	599624	\$39.89
Spring Valley Building Centre Ltd	157275	\$60.39
Staples	49509	\$51.73
Staples	138653753	\$855.62
Staples	JAN 18, 2016	\$22.14
Stephen Manning	SMANNINGJAN16	\$250.00
Suncor Energy Products Partnership	JAN 2016	\$263.47
Superior Sanitation	574860	\$182.40
Superior Sanitation	574859	\$228.00
Superior Sanitation	574858	\$182.40
Superior Sanitation	574857	\$79.80
T & K Fire Safety Equipment Ltd	217834	\$1,258.81
Telus	TELUSJAN16	\$638.81
Vail's Fabric Services Ltd	249654	\$103.51
Visual Printing	4773	\$1,254.00
Water & Pollution Control Corporation	52773	\$202.33
Wet n' Wild Car Wash	469856	\$80.00
Yellow Pages Group	162406265	\$20.86

Subtotal		\$205,986.08
January Payroll		\$83,495.68
Total January Bills		\$289,481.76

CIP Project

Curran & Briggs Ltd	00037253	\$44,134.96
		\$44,134.96

TOWN OF KENSINGTON – MEMORANDUM

TO: GEOFF BAKER, CAO
FROM: ROBERT WOOD, COMMUNITY GARDENS COMPLEX MANAGER
SUBJECT: JANUARY COMMUNITY GARDENS COMPLEX REPORT
DATE: 19/02/2016
ATTACHMENT: NONE

Mr. Baker:

Please find following my report on Community Gardens Complex activities for the month of January 2016.

Fitplex

Total Members	214
Attendance	1250
Day Passes Sold	57
Memberships Sold	38
Monthly Payment Memberships	20

Programming:

Monday's	Aerobics- Dance-Fit-	Krista Shields	715-815 pm
Tuesday's	Seniors Aerobics- Boot Camp-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Thursday's	Seniors Aerobics- Hi-Lo-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Saturday's	Boxer-fit	Traci Campbell	8.00am-9.00am

Arena

Hours Rented	176
Preschool (Free)	4
Adult Skate	8
Total Hours Rented	188
Storm Days (no rentals)	3

Programming\Special Events

- The Kensington\Bedford Peewee 'A' hockey exchange was held Jan 30-31 and celebrated its 48th year.
- Hosted 3 Kensington Viper Games and 4 Kensington Wild games.
- Outdoor Ice surface was finished by volunteers and was in high demand while the weather co-operated.

Upcoming Events

- Kensington Harvest festival hosting PEI Association of Exhibitions at the Kensington Legion Feb 20, 2016.
- Hosting Aboriginal Hockey Skills and Drills Feb 26, 2016.
- Kensington Wild Playoffs begin Feb 27, 2016.
- ADL Ice Competition Feb 27, 2016.



Mayor's Report to Town Council

March 14, 2016

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

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

Committee of Council meetings are held on the 4th Monday of each month and Town Council meetings are held on the 2nd Monday of each month. These agenda's (along with supporting information) are emailed to the County Line Courier, Journal Pioneer and CBC on the Friday afternoon prior to the meetings.

Kensington Tourist Welcome Center Subcommittee – This committee still meets regularly to plan the summer and investigate sources of funding to operate this summer. A fundraiser will be held on Friday May 13, 2016 to show the Welcome Center to people and to raise money through a silent auction and a live auction. We have become aware there are many people who are not aware the Welcome Center exists. On this date, from 5 to 7pm, a silent auction and Live Auction will take place. Mark the date on your calendar and if you have any contacts where an item can be provided for the silent or live auction please advise me or a committee member. The subcommittee along with other volunteers met on Saturday March 12 at the Welcome Center to do a spring cleaning. We need the support of the community to ensure the continued survival of the Welcome Center in our area. The goal is to raise a minimum of \$10,000 from the auction. Auctioneer Allison Smith will auction off 6 to 10 larger items at the live auction scheduled to start at 6pm. Refreshments will be provided. Show your support for Tourism in the area. The silent auction will end following the live auction.

Summerside Chamber of Commerce – I attended (along with Councillor Pickering) the Presidents Dinner for the Summerside Chamber of Commerce. The new executive was installed and the president outlined the priorities for 2016. Guest speaker was Chef Michael Smith.

Valentine Tea Kensington Community Care – I was invited to attend a Valentines tea with the seniors at the Kensington Community Care. This was my first time in this facility and it is a great facility for the residents of the community. Carol Evans does a great job of providing activities for the residents.



Mayor's Banquet Generation XX – I attended the annual Mayor's banquet for Generation XX. They have an excellent program for children held in Summerside. I understand there are a few children from Kensington area who attend as well. It would be great to be able to have a satellite program going in Kensington for our youth. They have advised me if there was enough interest from the community we could hold an information session to determine the possibilities. If anyone is interested, please let me know.

ADL Starskate – Again this year, I was pleased to be able to attend the opening ceremony for the annual ADL Starskate Competition at the Community Gardens Complex. Deputy Mayor Rodney Mann was also in attendance representing ADL. This event takes a lot of work and we appreciate all the work the volunteers put into this provincial figure skating competition. Thanks to the sponsorship of ADL this figure skating competition has been going on now for over 30 years.

National Heritage Award – At the heritage awards presentation held at the Eptek Center in Summerside I was presented with the National Heritage Award Plaque for the Kensington Train Station by Honourable Doug W. Currie, Minister of Education, Early Learning and Culture. This plaque is to be displayed on the exterior of the Train Station. We will be installing it as instructed at a later date and will arrange for a formal unveiling of the plaque.

New Municipalities Act – As a member of the working committee of Mayors and FPEIM, we met with Honourable Allen F. Roach, Minister of Finance; Honourable Robert J. Mitchell, Minister of Communities, Land and Environment and Honourable Paula J. Biggar, Minister of Transportation, Infrastructure and Energy. The purpose was to receive a report from their consultant (Patsy MacLean) hired to help move this file forward and also get a sense of willingness from the committee to do so. Everyone agreed the file needed to be dealt with and efforts made to identify a satisfactory funding arrangement for municipalities. Honourable Allan F. Roach, Minister of Finance advised the grants would increase by 1% for 2016 but that was all that he could promise. We have a long road ahead of us to find ways to make municipalities sustainable but there seems to be a willingness of the Province to listen. Everyone recognizes there is only one taxpayer and we need to find the best way to fund all the expectation of our residents

Kensington Artist Co-op Exhibition – The Kensington Artist Co-op (started in June 2006) who operate out of our freight shed in the summer held an art exhibition at the Eptek Center in Summerside. I was pleased to be asked to represent the Town at the opening ceremony. Thanks to Geoff Baker and Jeff Spencer who attended as well to show their support. The turnout was well beyond what they expected and it was great to see the level of talent from these artists.

Stanley Bridge Funding Announcement from ACOA – I attended to announcement of \$750,000 funding support from ACOA through the Innovative Communities Fund, for the upgrade and development of the new Infrastructure for the Stanley Bridge Harbour Authority Marina. This development will provide more opportunity to draw tourists to the area as well as support the fishing



community. I am sure it also has the potential to benefit tourist operations and businesses in our area.

Kensington Seniors Center – Again this year it was great to attend and bring greeting on behalf of the Town at the Annual Senior New Horizons Program at the Kensington Seniors Center located next to the Community Gardens Complex.. There was standing room only and these seniors displayed and explained their work on the subjects studied – Photography, Story Telling, Card Making, Genealogy, and Painting. Attending the event as well were MLA Matthew MacKay and MP Honourable Wayne Easter.

Walk of Silence – Chief Lewie Sutherland organized a walk of silence to draw attention to Family Violence Week. We were joined by Grade 8 students from KISH as well as many other interested people. Thank you to Chief Sutherland and his department for taking the initiative to organize this event. After the short walk through the streets of Kensington we returned to Council Chambers for hot chili (made by Councillor Pickering) and conversation.

Minister of Economic Development and Tourism – Mr. Baker and I met with Honourable J. Heath MacDonald, Minister of Economic Development and Tourism. The meeting was set up to bring Minister MacDonald up to date on initiatives taking place in the Kensington area on Tourism and Economic Development. Minister MacDonald was supportive of our direction. Following the meeting Mr. Baker and I then met with Janet Wood to discuss some tourist development opportunities for Kensington and area.

Lunch and Learn – I attended the lunch and learn sponsored by Kensington and Area Chamber of Commerce at the Bedeque Rural Action Center. The turnout was great and we had the opportunity to see what the Rural Action Center does and how the Central Development Corporation (CDC) is working to generate economic development in the area. The CDC currently is responsible for the Natures Crop facility on Victoria Street East and the incubator mall in the Kensington Industrial Park. Currently there is one space vacant in the incubatory mall (about 5000 sq. ft.) if anyone knows of someone who may be interested.

Fire District Committee – Mr. Baker and I met with the Fire District 1910 Committee to discuss the need for more communication between the Town and the Fire District Committee. It was agreed the Town would meet with the Fire District Committees by November 15 each year to provide budget information and any reports deemed appropriate for the committee to consider during their Fire District Meetings.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: March 10, 2016	Request for Decision No: 2016-10 (Office Use Only)
Topic: Town of Kensington Procedural Bylaw (Bylaw # 2016-02)	
Proposal Summary/Background: At a working committee meeting of Town Council held on January 21, 2016, Town Councilors were presented with a draft Procedural Bylaw. The purpose of the Procedural Bylaw is to provide 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 and members of the public present at Meetings of Council and its Committees, and the establishment of a Committee of Council. The Bylaw was read and approved a first time at the regular February Meeting of Town Council held on February 8, 2016. To approve the Bylaw, Town Councillors are required to give it second reading, approval and formal adoption.	
Benefits: - Will provide the Town with specific and transparent procedures on meeting conduct and the calling of meetings. - Will establish a change in the governance structure for the Town, i.e. Committee of Council. - Should keep Councillors and the general public better informed on Town operations and initiatives..	
Disadvantages: None noted.	
Discussion/Comments:	
Options: 1. Give second reading and formal adoption to the Bylaw. 2. Not approve the Bylaw and direct staff to make any necessary amendments. 3. Not approve the Bylaw.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolutions to give second reading, approval and formal adoption to the Town of Kensington Procedural Bylaw: <u>Second Reading</u> <i>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</i>	

and others attending Council and Committee of Council meetings in the Town of Kensington;

AND WHEREAS it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

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;*

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved a first time at a meeting held on February 8, 2016;

BE IT RESOLVED THAT the "Procedural Bylaw of the Town of Kensington" be hereby read a second time.

Approval of Second Reading

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 it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

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;*

AND WHEREAS the "Procedural Bylaw of the Town of Kensington" was read and formally approved a first time at a meeting held on February 8, 2016;

AND WHEREAS the “Procedural Bylaw of the Town of Kensington” was read a second time at this Council meeting;

BE IT RESOLVED THAT the “Procedural Bylaw of the Town of Kensington” be hereby approved.

Formal Adoption

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 it is within Council’s jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988;

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988 with respect to prescribing procedure for meetings of the Council;

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;***

AND WHEREAS the “Procedural Bylaw of the Town of Kensington” was read and formally approved at two separate meetings of Council held on different days;

BE IT RESOLVED THAT the “Procedural Bylaw of the Town of Kensington” be hereby formally adopted.



**PROCEDURAL BYLAW
BYLAW 2016-02**

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 it is within Council's jurisdiction to bring forward bylaws for the peace, order and good government under Section 57 of the *Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988*:

AND WHEREAS Council is further authorized under Subsection 64(a)(i) of the *Municipalities Act, R.S.P.E.I., Chapter M-13, R.S.P.E.I. 1988* with respect to prescribing procedure for meetings of the Council;

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:

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) “CAO” means the Chief Administrative Officer of the Municipality.
- d) “Chairperson” means the person who is presiding at Council or Committee meetings.
- e) “Closed Meeting” means a Committee of Council meeting of the entire body of Council members present which 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.
- 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 the subject before 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) “Municipalities Act” means the Municipalities Act R.S.P.E.I., Cap M-13, 1988 as amended from time to time, or legislation substituted thereof.
- s) “Public Hearing” means an open meeting of Council structured to garner public input on a particular subject(s).
- t) “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” certain condition exist, etc.
- u) “Standing Committee Working Session” means an informal meeting to discuss information or to update Committee members on work in progress.
- v) “Statutory Holiday” means a holiday away from work during the work week which is officially recognized.

Application

- 3) This bylaw applies to all members attending meetings of Council and Committees established by a majority of Council or the Mayor of the Town of Kensington

Severability

- 4) 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.

Deputy Mayor

- 5) The position of Deputy Mayor shall be made by appointment of the Mayor.

Delegations

- 6) 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.

- 7) No item of business shall be considered by the Council if the item has not been placed on the agenda, unless members of Council present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Mayor, any Councillor, or the CAO shall be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

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 must 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 and the use of social media.
- 10) Notice of regularly scheduled meetings need not necessarily be given.
- 11) 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.
- 12) 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, where practical, the public will be given a minimum 24 hours notice.
- 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 Council meeting will be held the following day.
- 14) 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.
- 15) The times for the beginning of any other Council Committee meetings shall be set by the chairperson of each committee.
- 16) If a quorum is not present within fifteen (15) 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.

Delegations to Committee of Council

- 17) 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.
- 18) 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.
- 19) 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.
- 20) Matters for discussion before Committee of Council will only be sent to Council for decision by majority consensus of the Councillors present.
- 21) Members of the public may be allowed to ask questions of Council only on the topics being discussed at that meeting.

Conduct of Meetings

- 22) Each member or delegate, as the case may be, shall address the Mayor/Chair, but shall not speak until recognized by the Mayor/Chair.
- 23) The Mayor/Chair may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the Mayor/Chair.
- 24) A motion or resolution must be seconded to be discussed.
- 25) A motion may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
- 26) The following resolutions are not debatable by members:
- a) Adjournment
 - b) To take a recess
 - c) Question of privilege
 - d) Point of order
 - e) To limit debate on a matter before members
 - f) On division of a question
 - g) Postpone the matter to a certain time
 - h) To postpone the matter.
- 27) Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with “Roberts Rule of Order, Newly Revised, 10th Edition,” adopted by the Kensington Town Council as the official rules.
- 28) Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests.
- 29) In all cases not provided for in the proceedings of the Council, a simple majority of Council shall determine to uphold any ruling of the Mayor or not, as the case may be.
- 30) Should Council give consideration to repealing, amending or suspending this bylaw at any time, they shall do so in accordance with the Municipalities Act.

Agenda and Order of Council Meetings

- 31) 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.

- 32) The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 33) The business intended to be dealt with at **Regular Council Meetings** shall be stated in the agenda in the following order where applicable:
- 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) CAO's Report
 - h) New Business
 - i) Correspondence
 - j) In-Camera (Closed Session)
 - k) Adjournment
- 34) The order of business established in section 33 shall apply unless altered by the Mayor with no objection from members of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

Committees

- 35) 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.
- 36) The business intended to be dealt with at **Committee of Council (COC) Meetings** shall be stated in the agenda in the following order where applicable:
- 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

- 37) 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 the Mayor or Council deems the special mandate is completed. The Mayor may remove Committee members for just cause.
- 38) Special Committee meetings may be held at any time and place as determined by the Committee, providing that all Committee Members have been notified in advance of the time and place of the meeting.
- 39) 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.
- 40) 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.
- 41) 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.
- 42) 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.
- 43) Special Committees of Council shall be established and governed by this procedural bylaw.

Closed Sessions

- 44) Matters to be discussed which are within one of the categories of information referred to as dealing with “law, labor or land” or “sensitive in nature” may be considered at a Closed Meeting in keeping with section 22(4) of the Municipalities Act.
- 45) Council or any committee thereof has no power at a closed session to pass any Bylaw, Motion, or Resolution.
- 46) Council shall limit discussions in "Closed" meetings to the following items:
 - a) issues dealing with legal matters;

- b) issues dealing with the purchase, development, sale or disposal of land;
 - c) issues dealing with personnel;
 - d) Issues of a politically sensitive nature, where Council deems it appropriate and in the public interest for discussions to be held Closed.
- 47) Participants (i.e. Administration, Maintenance and Council members) in "Closed" meetings are morally and duty bound to treat all discussions, information, documentation or correspondence received and informal decisions reached in these meetings to be of a "Strictly Private and Confidential Nature".
- 48) All correspondence and documentation received as part of any "Closed" meeting will be returned to the CAO at the end of the "Closed" meeting in order that the correspondence or documentation may be shredded to avoid its circulation.
- 49) Minutes of "Closed" meetings may be recorded by the Mayor's request but will not be released to the public.

Conduct of Members of Council

- 50) 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.
- 51) Members of Council shall at all times conduct themselves in a manner and with decorum befitting their office. Members of Council shall not, during a public meeting, demean, be sarcastic towards, ridicule or threaten other Council members, Administration, the public, federal or provincial politicians or staff. Councillors shall be required to sign a Code of Conduct upon being sworn in as a member of Council.
- 52) Members of Council shall, when speaking, address the Chair and not individual members of the Council or the public.
- 53) Members of Council shall only speak after being recognized by the Chair.
- 54) The chairperson shall treat each question in a judicial spirit, but shall not take part in the debate of Council.
- 55) 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.
- 56) 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.

- 57) 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.
- 58) 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.
- 59) 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.

Prohibitions

- 60) Member of Council shall not:
- a) Use offensive words or unparliamentarily language in the meeting;
 - b) Disobey the rules of the meeting or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;
 - c) Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d) Interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;
 - e) Pass between a Member of Council who is speaking and the Mayor.
- 61) Members of Council who persist in a breach of the foregoing section, after having been called to order by the Mayor, or by interpretation of the rules as requested by Council, may, at the discretion of the Mayor, or by unanimous decision of Council in the case of an offence by the Mayor, be ordered to leave their seat for the duration of the meeting.
- 62) At the discretion of the Mayor, or with the unanimous consent of Council in regard to an offense committed by the Mayor, a Member of Council may resume their seat following an apology.

- 63) 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.

Voting – Pecuniary Interest (Conflict)

- 64) Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the *Municipalities Act*) in 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 pecuniary interest prior to any discussion of 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 shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

Public Hearings

- 65) Wherever possible, persons interested in speaking at a Public Hearing should register with the CAO prior to the Public Hearing.
- 66) The Mayor shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 67) The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose.
- 68) The Mayor shall request those who wish to make presentations to identify themselves. The Mayor shall then open the floor to public presentations.
- 69) 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.
- 70) 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.
- 71) Verbal presentations shall be limited to ten (10) minutes unless otherwise extended by the Mayor or Chairperson.
- 72) Following public presentations, the Mayor shall close the Public Hearing.

- 73) 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.
- 74) 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*.
- 75) When a Public Hearing on a proposed Bylaw or resolution is held, a Member;
- a) Must abstain from voting on the Bylaw or resolution if the member was absent from all of the Public Hearing, and
 - b) May abstain from voting on the Bylaw or resolution if the member was only absent from a part of the Public Hearing.

Giving Effect to the Town of Kensington Procedural Bylaw

This bylaw shall be known as The Town of Kensington Procedural Bylaw, Bylaw # 2016-02

READ A FIRST TIME THIS _____ DAY OF _____ 2016.

READ A SECOND TIME THIS _____ DAY OF _____ 2016.

PASSED BY RESOLUTION THIS _____ DAY OF _____ 2016.

ADOPTION AND APPROVAL

This Bylaw was adopted and approved by a majority of the Councillors present at the Council meeting held on the _____ day of _____, 2016.

Rowan Caseley, Mayor

Geoff Baker, CAO

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: March 10, 2016	Request for Decision No: 2016-11 (Office Use Only)
Topic: Town of Kensington Civic Numbering Policy (Policy # 01-1104-16)	
Proposal Summary/Background: A Civic Addressing Policy will guide staff, who have been given the responsibility by Council, to conduct civic addressing activities by assigning and maintaining civic identification numbers (civic numbers), ensuring that the appropriate civic number signs are installed, administering and maintaining road names, and ensuring that appropriate road signs are installed. The Policy will ensure that the Municipality's system of civic addressing is upheld in order to maintain a complete and consistent civic addressing system within the Municipality. A properly maintained civic addressing system is necessary for the proper operation of the 9-1-1 system. An absolute requirement is that there be no duplication of a civic addresses (civic number plus street name) within the boundaries of the Municipality as well as the Kensington Fire Coverage Area. The Policy will ensure that suitable records are kept and appropriate agencies are notified regarding changes to the Municipality's civic addresses and road names. The draft Civic Addressing Policy was circulated to Town Council at their January meeting. Councillors were requested to review the draft Policy prior to February's Committee of Council meeting and to bring forward any concerns, questions, proposed amendments at that time. Councillor Spencer brought forward a concern at the February COC meeting regarding Articles 6.1.2 and 6.1.3, specifically whether or not the articles were achievable or reasonable. The original wording was stated as follows: 6.1.2 The civic number shall be displayed on the right hand side of the door at a height not less than 1.2metres (4 feet) and not greater than 1.8 metres (6 feet) above the door threshold. The civic number shall not be displayed on the door. 6.1.3 Where the door does not face the road or street to which the civic address applies, the property number shall be displayed on the right-hand side of the wall facing the travelled road at 1.5 metres (5 feet) to 2.1 metres (7 feet) above grade. After reviewing the policy, staff has amended the articles to provide a little more flexibility with respect to the location of civic numbering on a building, recognizing that Article 6.1.4 provides that in all circumstances, civic numbers shall face towards and be clearly visible from the road or street to which the civic address applies. Articles 6.1.2 and 6.1.3 have been amended to read as follows: 6.1.2 <i>The preferred location</i> of the civic number is on the right hand side of the door at a height not less than 1.2metres(4 feet) and not greater than 1.8 metres (6 feet) above the door threshold. The civic number shall not be displayed on the door. 6.1.3Where the door does not directly face the road or street <i>the preferred location</i> of the civic number is on the right-hand side of the wall facing the travelled road at 1.5 metres (5 feet) to 2.1 metres (7 feet) above grade.	

Benefits:

- Will provide staff with clear policy direction on civic numbering requirements within the Town.
- Will provide a consistent approach to Civic Numbering within the Town.
- Will provide safer and more efficient emergency response.

Disadvantages:

- None noted.

Discussion/Comments:**Options:**

1. Approve the Civic Numbering Policy as presented.
2. Not approve the Policy and direct staff to make any necessary amendments.
3. Not approve the Policy.

Costs/Required Resources:**Source of Funding:****Recommendation:**

It is recommended that Town Council consider and adopt the following resolution to approve the Town of Kensington Civic Numbering Policy:

“BE IT RESOLVED THAT the Town of Kensington Civic Numbering Policy be hereby adopted and formally approved.”



Town of Kensington Policy

Policy Title:	Civic Addressing Policy	Policy Number:	01-1104-16
Department:	Police/Emergency Services	Approval/Effective Date:	March 14, 2016

1. PURPOSE

- 1.1 This policy will guide the municipal staff, who have been given the responsibility by Council, to conduct civic addressing activities by assigning and maintaining civic identification numbers (civic numbers), ensuring that the appropriate civic number signs are installed, administering and maintaining road names, and ensuring that appropriate road signs are installed.
- 1.2 This Policy is to ensure that the Municipality's system of civic addressing is upheld in order to maintain a complete and consistent civic addressing system within the Municipality. A properly maintained civic addressing system is necessary for the proper operation of the Enhanced 9-1-1 system. An absolute requirement is that there be no duplication of a civic addresses (civic number plus street name) within the boundaries of the Municipality as well as the Kensington Fire Coverage Area.
- 1.3 This Policy will ensure that suitable records are kept and appropriate agencies are notified regarding changes to the Municipality's civic addresses and road names.

2. PROPERTY NUMBERING PRINCIPLES

Interval Method

- 2.1 The frontage interval method is used to determine civic numbers. The frontage interval is 10 metres (32.8 feet), which means that a different civic address number is available (but not necessarily used) every 10 metres along a road. Should the road adjoin to a Provincial road or highway the frontage interval will follow the Provincial standard of 5 meters (16.4 feet).
- 2.2 Two civic numbers are available for every unit of frontage: one number for each side of the road in accordance with the even/odd convention for that road.

Measuring Points

- 2.3 Civic numbering starting points are in accordance with the road direction established by the Municipality. The centre of the driveway is used as the measuring point for civic numbers assigned to individual properties unless there are exceptional circumstances. For comprehensive development through the plan of subdivision process, adjacent numbering patterns, the layout of new lots and street, and/or the assigning of numbers at the time of registration before driveways are built (see Section 4.2) may require a more arbitrary application of the frontage interval method. In these cases, the goals will be to provide balance, logic and flexibility in the assigned number scheme.

Boundary Roads

- 2.4 At municipal boundary lines, the Municipality shall continue sequentially with the civic numbers generated by the adjoining Provincial road or highway.

Multiple Dwellings

- 2.5 In general, up to two separate dwellings can be identified by unit numbers at the same civic address (e.g., *123 Any Road Unit A*; *123 Any Road Unit B*).
- 2.6 An apartment building or a multiple attached dwelling (e.g., building composed of townhouse units) on one apparent parcel of land with a common doorway access is given one civic number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the civic number.
- 2.7 A multi-storey apartment building with multiple units on each floor should generally be assigned unit numbers that correspond with the floor number (e.g., Unit 101, Unit 102, Unit 103 on the first floor, Unit 201, Unit 202, Unit 203 on the second floor).
- 2.8 On-street housing projects (e.g., semi-detached or townhouse dwellings), which have direct access to the street for each unit, will be assigned a separate civic number for each unit.

Mobile Home Parks

- 2.9 Mobile home parks may be addressed with road names for their internal roads and a separate civic number for each mobile home as per the terms of this policy.

Multiple Commercial/Industrial

- 2.10 A multiple unit commercial/industrial building, such as a shopping plaza, on one apparent parcel of land with a common access is given one civic number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the civic number. Units in a multi-storey commercial/industrial building should generally be assigned unit numbers in accordance with Section 2.8.

Corner Lots

- 2.11 Corner lots shall be allocated a civic number on the road which provides the main access to the property.

Coordination with Existing Numbering in Built Up Areas

- 2.12 Established civic numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding pattern of numbers.

Cul-de-Sac

- 2.13 Normally, properties accessing a new cul-de-sac are to be assigned civic numbers with odd numbers on the left and even numbers on the right beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers.

Private Roads

- 2.14 The policies described herein shall apply to lots/development on private roads.

3. DETERMINING NEW CIVIC NUMBERS

General

- 3.1 Once civic addressing is in place within the Municipality, new civic numbers usually will be determined using a nearby known civic address as a reference point.
- 3.2 Where difficulties occur, the Municipality will consult the Provincial 911 Administration Office for assistance in calculating a civic number.

Checking

- 3.3 New civic numbers can be checked against the Provincial records in the Civic Address Registry to ensure that the new number is logical.

4. ISSUING NEW CIVIC NUMBERS

- 4.1 Civic numbers for existing vacant lots shall be issued when the owner or contractor submits a request for a development permit. With respect for new lots created by consent (severance) request, shall be issued when the owner or contractor submits a request for a building permit.
- 4.2 Civic numbers for new lots in plans of subdivision should be assigned forthwith after the plan has been registered in the Land Registry Office in order that numbering can be posted during preliminary development. The approval to assign the civic numbers shall be in consultation with the CAO. Civic numbers should be confirmed by the Provincial 911 Administration Office at the building permit stage.

5. INSTALLING CIVIC NUMBER SIGNS

Fees

- 5.1 Any costs related to the purchase of the property civic number plate, post (if required) and materials, and the cost of the installation is the responsibility of the property owner / developer.

Responsibility for Installation

- 5.2 The installation of signage is the responsibility of the property owner / developer at their expense and must meet the standards outlined within this policy.

6. GUIDELINES FOR POSTING CIVIC NUMBER SIGNS

- 6.1 *Applies where the main building to which the civic number applies is within 15.2 metres (50 feet) of the edge of the road surface.*

- 6.1.1 Where the main building to which the civic number applies is within 15.2 metres (50 feet) of the edge of the road surface, and is clearly visible from the road, the number shall be placed on the main building.
- 6.1.2 The preferred location of the civic number is on the right hand side of the door at a height not less than 1.2 metres (4 feet) and not greater than 1.8 metres (6 feet) above the door threshold. The civic number shall not be displayed on the door.
- 6.1.3 Where the door does not directly face the road or street the preferred location of the civic number is on the right-hand side of the wall facing the travelled road at 1.5 metres (5 feet) to 2.1 metres (7 feet) above grade.
- 6.1.4 The numbers shall be a minimum of 10.2 centimetres (4 inches) in height and shall face towards and be clearly visible from the road or street to which the civic address applies.
- 6.1.5 Civic numbers shall read horizontally.
- 6.1.6 The civic number shall be displayed in numeral form (eg. 116) and not in written form (eg. *one hundred and sixteen*).
- 6.1.7 Where there are two units or more at a single address, the number or letter representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such a unit. The civic number shall be displayed as per 6.1.1).

- 6.2 *Applies where the main building to which the civic number applies is not within 15.2 metres (50 feet) of the edge of the road surface.*

- 6.2.1 Where the main building is not within 15.2 metres (50 feet) of the edge of the road surface, the civic number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies.
- 6.2.2 The first priority for sign post placement will be clear visibility from the travelled portion of the road. Secondly, the post should be as far back as possible from the travelled portion of the road so as to minimize vandalism while maintaining clear visibility.
- 6.2.3 The civic number shall be displayed on a post approximately 1.7 metres (5.5 feet) above grade but in no case less than 1.2 metres (4 feet) above grade.

6.3 *Other guidelines for civic number sign installations*

- 6.3.1 The posting of civic number signs in any future development shall comply with these performance standards. Existing property owners are encouraged to convert their signage to these standards.
- 6.3.2 Where the above performance standards cannot be met, the location of the civic number sign shall be decided upon through consultation with municipal staff.
- 6.3.3 The civic number sign and post shall be maintained by the property owner.
- 6.3.4 Vegetation shall be maintained, i.e. pruned or spaced, to allow the civic number sign to be seen from vehicles travelling on the road which is used to access the property.
- 6.3.5 There shall be no duplication of civic number signs.

7. **NEW ROAD NAMES**

General

- 7.1 When new road names are assigned or accepted they must not duplicate a name within the Kensington Fire Coverage Area. Furthermore, since emergency services are dispatched from a variety of locations, including centres outside the Municipality, it is necessary to ensure that there will be no confusion with regard to locating a property. Therefore, a new name should not be overly difficult to pronounce or sound the same as another road name in the Kensington Fire Coverage Area.

Road Name Registry

- 7.2 When a development proposal, such as a plan of subdivision, will involve the dedication of a new road to the Municipality, or where the Municipality intends to open a road allowance or rename an existing road, the Municipality shall first consult with the Provincial 911 Administration Office. The 911 Administration Office will review the Road Name Registry to determine whether a proposed road name would be in conflict with current civic addresses within the Kensington Fire Coverage Area.
- 7.3 The Municipality will advise the 911 Administration Office as to the selected road name so that the registry can be maintained.

8. **NOTIFICATION OF ASSIGNED ADDRESS**

- 8.1 Immediately following the assigning of a new or changed address number for a building or a lot, the CAO is responsible for providing written notice to the applicable agencies and departments which require continuous update of municipal address changes. These agencies would include but are not limited to the following:

Provincial 911 Administration Office
Kensington Fire Department
Kensington Police Department
Canada Post Corporation

Town of Kensington - Request for Decision

Date: March 11, 2016	Request for Decision No: 2016-12 (Office Use Only)
Topic: Town of Kensington Snow and Ice Control Policy (Policy # 02-1105-16)	
Proposal Summary/Background: The purpose of the Snow and Ice Control Policy is to establish the effective and efficient provision of snow and ice control operations to allow the municipality to function under normal winter weather conditions. A policy is necessary to make a clear statement of the intent of Municipal Snow and Ice Control Operations and to establish a framework for the priorities within which resources will be applied. The intent of Snow and Ice Control Operations is to maintain municipal streets and sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on municipal streets or sidewalks at all times. They are intended to assist vehicles which are properly equipped for winter driving and being operated in a manner consistent with good winter driving habits and to maintain safe and passable walking conditions (which may not always be on sidewalks) for pedestrians in winter footwear. The Town is responsible for Snow and Ice Control Operations on municipally owned streets and sidewalks. Snow and Ice Control on Province of Prince Edward Island owned streets, including Broadway Street North, Broadway Street South, Victoria Street East, Victoria Street West, Garden Drive, Barrett Street and Woodleigh Drive, is the responsibility of the Provincial Department of Transportation, Infrastructure and Energy. The draft Snow and Ice Control Policy was circulated to Town Council at their January meeting. Councillors were requested to review the draft Policy prior to February's Committee of Council meeting and bring to forward any concerns, questions, proposed amendments at that time. Concern was brought forward at the February COC meeting on the priority list for sidewalk clearing, specifically the fact that the timing of a snow event may impact the stated priorities. The original wording of the policy stated: 1. Snow and Ice Control Priorities following the end of a typical snow event for sidewalks and walkways shall be as follows.... The policy wording has been modified to account for this concern as follows: 1. Snow and Ice Control Priorities are subject to change based on circumstances surrounding a particular snow event. The timing of a snow event will in some instances, and based on management's discretion; dictate that priorities should be modified to meet certain requirements, i.e. a snow event on a weekend will lower the priority of clearing the sidewalk to the schools and increase the priority of providing access to churches. Snow and Ice Control priorities following the end of a typical snow event for sidewalks and walkways shall be as follows...	

Benefits: • Will provide staff with clear policy direction on snow and ice control requirements within the Town. • Will provide a consistent approach to snow and ice control within the Town • Will provide specific expectations to resident and business owners in the Town on Snow and Ice Control Operations. • Will provide safer and more efficient Snow and Ice Control Operations.	
Disadvantages: • None noted.	
Discussion/Comments:	
Options: 1. Approve the Snow and Ice Control Policy as presented. 2. Not approve the Policy and direct staff to make any necessary amendments. 3. Not approve the Policy.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolution to approve the Town of Kensington Civic Numbering Policy: <i>“BE IT RESOLVED THAT the Town of Kensington Snow and Ice Control Policy be herby adopted and formally approved.”</i>	



Policy Title:	Snow and Ice Control	Policy Number:	02-1105-16
Department:	Public Works	Approval/Effective Date:	March 14, 2016

Purpose

The purpose of this policy is to establish the effective and efficient provision of snow and ice control operations to allow the municipality to function under normal winter weather conditions. A policy is necessary to make a clear statement of the intent of Municipal Snow and Ice Control Operations and to establish a framework for the priorities within which resources will be applied.

Policy

1. The intent of Snow and Ice Control Operations is to maintain municipal streets and sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on municipal streets or sidewalks at all times. They are intended to assist vehicles which are properly equipped for winter driving and being operated in a manner consistent with good winter driving habits and to maintain safe and passable walking conditions (which may not always be on sidewalks) for pedestrians in winter footwear.
2. The Town is responsible for Snow and Ice Control Operations on municipally owned streets and sidewalks. Snow and Ice Control on Province of Prince Edward Island owned streets, including Broadway Street North, Broadway Street South, Victoria Street East, Victoria Street West, Garden Drive, Barrett Street and Woodleigh Drive, is the responsibility of the Provincial Department of Transportation, Infrastructure and Energy.

Operational Procedures

1. Snow and Ice Control Operations, including sanding and/or the application of de-icing materials, on Town owned streets will be undertaken by the Town through contracted services with the Provincial Department of Transportation, Infrastructure and Energy. The level of service shall be as stipulated from time to time by the Department and forms Schedule A to this policy.
2. Snow and Ice Control Operations for sidewalks, walkways and Municipal Facilities will be undertaken by Town owned or leased equipment supplemented if necessary by Private Sector Equipment.
3. Snow and Ice Control Priorities are subject to change based on circumstances surrounding a particular snow event. The timing of a snow event will in some instances, and based on

management's discretion; dictate that priorities should be modified to meet certain requirements, i.e. a snow event on a weekend will lower the priority of clearing the sidewalk to the schools and increase the priority of providing access to churches. Snow and Ice Control priorities following the end of a typical snow event for sidewalks and walkways shall be as follows:

1. Core Area (Includes Post Office Sidewalks and Main Intersection)
 2. Broadway Street North (East side from Intersection to Pleasants Street)
 3. Broadway Street North (West Side from Pleasant Street to Bells Irving)
 4. Commercial Street (Including Library)
 5. Town Hall Area (including steps and walkways)
 6. Woodleigh Drive (From Commercial Street to Victoria Street East)
 7. Victoria Street East to School Cross Walk
 8. Victoria Street East (South side to Co-op)
 9. Broadway Street South from Barrett Street to Victoria Street
 10. Victoria Street West from Bells Irving to Sunset Drive
 11. Woodleigh Drive (From MBCU to Davison)
 12. Davison Street
 13. Pleasant Street (From Broadway Street North to Woodleigh Drive)
 14. Garden Drive from Victoria Street West to Barrett Street
 15. Barrett Street from Garden Drive to Rosewood Drive
 16. School Street (From Woodleigh Drive to Broadway Street North)
 17. Broadway Street North (From Pleasant to Boundary)
 18. Imperial Street to Francis to Broadway Street North
 19. Remainder of School Street to Sunset Drive
 20. Sunset Drive
 21. Woodleigh Drive (from Davison to Watershed)
 22. Boardwalk at Railyards
4. The Town does not normally utilize overtime for clearing sidewalks and walkways.
 5. Fire Hydrant locations will be cleared of accumulated snow following sidewalk clearing to maintain Fire Department access. Clearing of Fire Hydrants may be supplemented through the Adopt-a-Hydrant program wherever possible.
 6. Vehicles will be prohibited from parking on any roadway from November 15 to April 15 between the hours of 12:01 AM and 7:00 AM. Vehicles failing to comply with the above restrictions may be removed at the vehicle owners cost.
 7. It is the Town's intent that Snow and Ice Control Operations shall be carried out in a manner so as to minimize impact on the Environment. The use of salt and other de-icing chemicals will be minimized whenever possible. It is recognized that under certain conditions it is necessary to apply salt and de-icing chemicals to municipal sidewalks to maintain safe and passable conditions.

Town of Kensington Snow and Ice Control Policy

8. Snow placed on municipal streets, lanes or sidewalks or in a manner so as to create a hazard by private individuals or companies will not be permitted. Removal costs for such snow or ice incurred by the Town maybe charged to the property owner/tenant.

Date of Passage: _____

I certify that this policy was adopted by Town Council as indicated above.

Chief Administrative Officer

Date

SCHEDULE "A"

Department of Transportation and Public Works Province of Prince Edward Island SALT AND WINTER SAND APPLICATION STORM RESPONSE GUIDE					
					Application Guidelines for Class Service Level
Temp.		Pavement Condition	Precipitation	Instructions	
0°C and warmer	1	Wet	Snow	Plow, then salt or sand	Sand hills, curves, intersections, slippery spots.
	2		Freezing Rain	Sand or salt	Sand hills, curves, intersections, slippery spots.
-4° to 0°	3	Wet	Snow	Plow, then salt or sand Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
	4		Freezing Rain	Sand or salt Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
-4°C to -12°C	5	Wet	Snow	Plow, then salt or sand Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
	6		Freezing Rain	Sand or salt	Sand hills, curves, intersections, slippery spots.
Below -12°C	7	Snow packed	Nil	Sand or salt 250 kg only, some sections	Sand hills, curves, intersections, slippery spots.
	8	Dry	Snow	Plow, then sand	Sand hills, curves, intersections, slippery spots.

Note: Class C Roads -- Low Traffic Collectors and Local roads

SNOW REMOVAL RESPONSE GUIDE

Primary Objective is to be met within 24 hours after end of snowfall, whenever possible.

Class "C" Roads - Primary Objective: Centre bare pavement to snow covered.

This level of service requires that plowing will commence when snow accumulations reach a depth of 6.0 cm. Plowing is to continue with travel lanes maintained to a maximum depth accumulation of 10.0 cm. Plowing on this class road will continue at night until such time as majority of traffic is off road. The Department will be the sole determining factor of when plows will be pulled off roads. Weather permitting, plowing operations will resume in morning as to allow plows time to complete one return trip of entire run prior to normal morning traffic patterns.

Town of Kensington - Request for Decision

Item 8.1.4

Date: March 11, 2016	Request for Decision No: 2016-13 (Office Use Only)
Topic: Town of Kensington Annual Budget Approval	
Proposal Summary/Background: The Municipalities Act of PEI requires that the estimates and budget of a municipality be fixed on or before April 1 in each year. It further states that the council shall not project a deficit in its estimates and budget for any fiscal year in respect of expenditures other than capital expenditures. A copy of the 2016 Town of Kensington Budget estimates including Town operations, Fire Department Operations and the Community Gardens Complex is being circulated with this Request for Decision.	
Benefits: • None Noted.	
Disadvantages: • None noted.	
Discussion/Comments:	
Options: 1. Approve the 2016 Budget Estimates as presented. 2. Not approve the Budget Estimates and direct staff to make any necessary amendments.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolution to approve the 2016 Town of Kensington Budget Estimates: <i>“BE IT RESOLVED THAT Town Council approve the Town of Kensington 2016 Budget Estimates with revenue estimates projected at \$2,125,932 and expenditure estimates projected at \$2,125,932.”</i>	



Budget 2016

A preliminary budget was approved by Town Council in December 2015 for the year 2016. Following the annual audit and the completion of the end of the year accounting we are now fully aware of our financial position at the end of 2015. As a result it is necessary to present a revised budget for 2016. As required by the Municipalities Act, the Town is required to budget any loss from the previous year in the current operation year. As such the new budget for 2016 reflects a balanced budget. The budget provides for the operational loss in Community Gardens Complex of \$ 46,944 and Town operations of \$ 6,300. The loss for the year in the Water and Pollution Control Corporation amounted to \$ 33,923. Therefore the loss for the year of 2015 was \$87,167 from all operations.

The loss which occurred in the Water and Pollution Control Corporation is not legislatively required to be budgeted in the next year. As Councillors are aware, a rate increase of 1.5% for water and 3% for sewer each year for the next 5 years was approved by the Directors of the Corporation (approved by IRAC) and took effect on January 1, 2016. It is anticipated with this increase and the recommissioning of the wind turbine, this deficit will be eliminated within the next 5 years.

The largest deficit occurred in the Community Gardens Complex (\$46,944) and is budgeted to be eliminated in 2016. Some operational changes have been implemented at the Fitplex which has resulted in more usage and reduced operational costs. Mr. Wood is looking to generate more revenues through the fund raising events and a review of the ice rental rates will take place in April. Barring any large unexpected expenses in 2016 the year is budgeted to breakeven. If this occurs, this will be the first time in many years this has happened and definitely the first time since the Town took over the management of the operation in 2012. This is a community arena and as such must depend on the users to support the operation. Fortunately the Community Gardens Complex has received financial support for many years from the Malpeque Bay Credit Union. Without their support we would not be able to maintain this valuable asset to the greater community.

Town operations reflect a loss in 2015 of \$6,300 and this has been budgeted to be erased in 2016. While we are able to provide a balanced budget it is getting increasingly more difficult to find areas of saving or areas to improve efficiency. The reduction in oil prices has had an improved impact on operations. However, this is a volatile market and operational costs can change quickly. No allowance has been made for changes to property tax revenue or equalization grants as we are not aware of the new figures from the province as yet. Any increased revenue from these sources will help to offset unexpected expenses.

Town of Kensington

Our Capital budget for 2016 for operational items is budgeted at \$200,000. This does not include the large water drainage project scheduled for completion in 2016 to direct water from the Jennie Lyn Trailer Park and Linwood Drive area away from the residents of Maple Lane. This project is supported by the Federal and Provincial Government and the Town's portion is budgeted to be around \$550,000. This project will also control water drainage issues on Pleasant Street.

Revenues are budgeted to increase by 2.5% in 2016 which amounts to \$52,583. The majority of this increase comes from the Community Gardens Complex which reflects an increase in Fitplex sales, an increase in sponsorship and increased fund raising activities. Expenditures are budgeted to remain flat, actually showing a decrease of \$1,066.

We have been fortunate in 2015-2016 winter to date to not have incurred as much snow and therefore have reflected reduced snow removal where possible. However, some snow removal costs are fixed such as town street snow clearing where we contract with the province for the winter at a fixed rate. However, we have incurred less overtime this winter and less fuel and repairs so reducing this line items seems prudent.

While we present a balanced budget, we are vulnerable to unexpected expenses. Fuel price increases have been projected to remain stable, electricity has reflected a 2.3% increase and street repairs are only budgeted at \$15,000. Street repairs could easily turn into a \$30,000 expenditure. The town has been putting effort into keeping our streets in good repair but each year varies depending on the spring.

Councillors will notice a small change in the Fire Department line items in the 2016 budget. Traditionally we have combined all revenue under one line item. In 2016 we have broken this out for more transparency to reflect the revenue for Fire Services for the areas serviced. The portion of Town revenue is based on .05/\$100 property assessment located in the Town. In the past the town revenue and town administration has been netted out. However, for transparency purposes we have now included each with its own line item. Administration and operational costs for the fire department reflect a portion of the expenses that are not charged directly to the fire department such as building insurance, truck insurance, accounting, audit, office expense and administration.

The proposed budget is recommended for approval by Mr. Baker, CAO and myself. Revenues for the Town, Fire Department and Community Gardens Complex are budgeted to be \$2,125,932, with expenditures of \$2,125,932. As a result it will not be necessary to increase our property tax rate for 2016. Revenues for Water and Pollution Control Corporation are budgeted at \$ 544,896, with a corresponding expenditure of \$ 544,896.

Rowan Caseley
Mayor

Summary
Town of Kensington
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 30-Nov	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Revenue										
General Government	\$ 957,760.00	\$ -	\$ 923,662.00	\$ 987,676.34	\$ 1,014,199.00	\$ 969,169.98	\$ 859,162.00	\$ 909,314.60	\$ 860,773.00	\$ 898,488.94
Police	\$ 20,400.00	\$ -	\$ 30,000.00	\$ 20,400.00	\$ 48,000.00	\$ 28,168.60	\$ 48,000.00	\$ 58,165.50	\$ 48,500.00	\$ 68,493.75
Rental Revenue	\$ 101,516.00	\$ -	\$ 148,706.00	\$ 114,063.43	\$ 145,350.00	\$ 146,584.31	\$ 201,836.00	\$ 146,793.51	\$ 139,442.08	\$ 148,980.10
Recreation Revenue	\$ 5,200.00	\$ -	\$ 5,200.00	\$ 3,940.00	\$ 4,200.00	\$ 5,060.00	\$ 2,500.00	\$ 4,201.25	\$ 1,000.00	\$ 2,500.00
Sale of Services	\$ 387,600.00	\$ -	\$ 371,200.00	\$ 370,575.50	\$ 368,122.00	\$ 379,661.02	\$ 422,100.00	\$ 412,566.30	\$ 371,077.48	\$ 429,798.31
Total Town Revenue	\$ 1,472,476.00	\$ -	\$ 1,478,768.00	\$ 1,496,655.27	\$ 1,579,871.00	\$ 1,528,643.91	\$ 1,533,598.00	\$ 1,531,041.16	\$ 1,420,792.56	\$ 1,548,261.10
Fire Revenue	\$ 242,256.00	\$ -	\$ 202,036.00	\$ 202,471.00	\$ 202,036.00	\$ 198,645.00	\$ 196,800.00	\$ 198,843.98	\$ 214,848.00	\$ 196,568.00
Community Gardens	\$ 411,200.00	\$ -	\$ 421,100.00	\$ 374,223.67	\$ 379,800.00	\$ 406,572.51	\$ 374,400.00	\$ 365,353.09	\$ 299,995.00	\$ 332,146.35
Total Revenue all Sources	\$ 2,125,932.00	\$ -	\$ 2,101,904.00	\$ 2,073,349.94	\$ 2,161,707.00	\$ 2,133,861.42	\$ 2,104,798.00	\$ 2,095,238.23	\$ 1,935,635.56	\$ 2,076,975.45
Expenses										
Town Hall	\$ 153,095.00	\$ -	\$ 161,490.00	\$ 146,660.24	\$ 164,400.00	\$ 164,608.42	\$ 160,280.00	\$ 150,897.61	\$ 156,823.38	\$ 155,357.46
General Government	\$ 374,091.00	\$ -	\$ 383,767.00	\$ 417,700.40	\$ 431,216.00	\$ 412,676.53	\$ 433,245.00	\$ 374,116.88	\$ 434,298.19	\$ 397,141.03
Police	\$ 421,992.00	\$ -	\$ 403,522.00	\$ 408,178.66	\$ 383,050.00	\$ 387,670.61	\$ 369,122.00	\$ 369,084.42	\$ 342,156.01	\$ 388,945.26
Public Works	\$ 239,895.00	\$ -	\$ 240,595.00	\$ 277,442.50	\$ 216,066.00	\$ 261,302.41	\$ 209,024.00	\$ 207,519.43	\$ 176,490.55	\$ 215,889.65
Train Station	\$ 26,823.00	\$ -	\$ 28,004.00	\$ 26,691.15	\$ 27,569.00	\$ 28,178.37	\$ 33,558.00	\$ 34,988.38	\$ 33,858.03	\$ 32,807.94
Recreation	\$ 72,250.00	\$ -	\$ 62,710.00	\$ 69,415.22	\$ 170,850.00	\$ 150,091.06	\$ 84,525.00	\$ 78,732.27	\$ 62,871.76	\$ 56,399.63
Sale of Services	\$ 184,330.00	\$ -	\$ 184,012.00	\$ 179,194.85	\$ 186,530.00	\$ 194,269.95	\$ 243,844.00	\$ 239,834.31	\$ 214,294.64	\$ 225,992.57
Total Town Expenses	\$ 1,472,476.00	\$ -	\$ 1,464,100.00	\$ 1,525,283.02	\$ 1,579,681.00	\$ 1,598,797.35	\$ 1,533,598.00	\$ 1,455,173.30	\$ 1,420,792.56	\$ 1,472,533.54
Total Fire Expenses	\$ 242,256.00	\$ -	\$ 202,036.00	\$ 180,557.59	\$ 278,317.00	\$ -	\$ -	\$ -	\$ -	\$ 207,021.81
Total CGC Expenses	\$ 411,200.00	\$ -	\$ 388,175.00	\$ 421,158.11	\$ 379,800.00	\$ 421,953.65	\$ 372,650.00	\$ 376,016.60	\$ 328,115.00	\$ 330,546.52
Total Expenses All Sources	\$ 2,125,932.00	\$ -	\$ 2,054,311.00	\$ 2,126,998.72	\$ 2,237,798.00	\$ 2,020,751.00	\$ 1,906,248.00	\$ 1,831,189.90	\$ 1,748,907.56	\$ 2,010,101.87
Variance Water & Sewer	\$ -	\$ -	\$ 14,668.00	\$ (28,627.75)	\$ 190.00	\$ (70,153.44)	\$ -	\$ 75,867.86	\$ (0.00)	\$ 75,727.56
Variance Fire Department	\$ -	\$ -	\$ -	\$ 21,913.41	\$ (76,281.00)	\$ 198,645.00	\$ 196,800.00	\$ 198,843.98	\$ 214,848.00	\$ (10,453.81)
Variance CGC	\$ -	\$ -	\$ 32,925.00	\$ (46,934.44)	\$ -	\$ (15,381.14)	\$ 1,750.00	\$ (10,663.51)	\$ (28,120.00)	\$ 1,599.83
Deficit Recovery	\$ -		\$ 47,593.00	\$ (53,648.78)	\$ (76,091.00)	\$ 113,110.42	\$ 198,550.00	\$ 264,048.33	\$ 186,728.00	\$ 66,873.58

Town of Kensington
Town Hall
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 31-Dec	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Expenses										
Depreciation	\$ 58,200.00	\$ -	\$ 58,200.00	\$ 49,081.25	\$ 61,800.00	\$ 61,800.00	\$ 52,800.00	\$ 52,800.00	\$ 46,308.00	\$ 45,977.11
Property Taxes	\$ 6,345.00	\$ -	\$ 10,350.00	\$ 6,487.45	\$ 9,750.00	\$ 10,118.12	\$ 10,500.00	\$ 9,866.76	\$ 10,455.00	\$ 10,463.83
Electricity	\$ 15,600.00	\$ -	\$ 15,100.00	\$ 15,590.30	\$ 16,400.00	\$ 14,532.78	\$ 18,000.00	\$ 15,020.82	\$ 13,200.00	\$ 16,647.63
Heating Oil	\$ 14,400.00	\$ -	\$ 16,000.00	\$ 14,072.81	\$ 15,000.00	\$ 17,712.75	\$ 18,000.00	\$ 15,494.37	\$ 14,850.00	\$ 17,363.03
Wages - Custodian	\$ 31,980.00	\$ -	\$ 32,500.00	\$ 31,053.75	\$ 30,500.00	\$ 29,978.16	\$ 30,500.00	\$ 27,479.99	\$ 27,876.73	\$ 30,451.72
Repair and Main. - Equip (delete)	\$ -	\$ -	\$ -	\$ -	\$ 7,200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Main. - Building	\$ 14,400.00	\$ -	\$ 14,400.00	\$ 17,491.90	\$ 7,200.00	\$ 15,974.55	\$ 12,000.00	\$ 14,103.35	\$ 15,240.00	\$ 9,734.04
Janitor Supplies - Town Hall	\$ 2,810.00	\$ -	\$ 3,000.00	\$ 2,769.31	\$ 2,810.00	\$ 2,358.22	\$ 3,600.00	\$ 2,328.94	\$ 2,700.00	\$ 3,088.31
Town Hall Consolidation Loan Interest	\$ 9,000.00	\$ -	\$ 11,460.00	\$ 9,719.42	\$ 13,200.00	\$ 11,624.86	\$ 14,160.00	\$ 13,206.74	\$ 25,463.82	\$ 20,935.86
Generator Interest Loan #5	\$ 360.00	\$ -	\$ 480.00	\$ 394.05	\$ 540.00	\$ 508.98	\$ 720.00	\$ 596.64	\$ 729.83	\$ 695.93
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 153,095.00	\$ -	\$ 161,490.00	\$ 146,660.24	\$ 164,400.00	\$ 164,608.42	\$ 160,280.00	\$ 150,897.61	\$ 156,823.38	\$ 155,357.46

Town of Kensington
Fire Department
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 31-Dec	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Revenue										
Fire District Malpeque	\$ 74,820.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire District 1910	\$ 125,556.00		\$ 202,036.00	\$ 202,471.00	\$ 202,036.00	\$ 198,645.00	\$ 196,800.00	\$ 198,843.00	\$ 214,848.00	\$ 196,568.00
Fire District Kensington	\$ 41,880.00									
Donations Fire	\$ -	\$ -								
		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Revenue	\$ 242,256.00	\$ -	\$ 202,036.00	\$ 202,471.00	\$ 202,036.00	\$ 198,645.00	\$ 196,800.00	\$ 198,843.98	\$ 214,848.00	\$ 196,568.00
	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 75,300.00	\$ -	\$ 79,428.00	\$ 72,029.31	\$ 82,653.00	\$ 82,680.00	\$ 82,653.00	\$ 82,680.00	\$ 65,844.00	\$ 76,705.77
Reserve Fund	\$ 9,294.00	\$ -	\$ 12,842.00	\$ -	\$ 6,403.00	\$ 6,408.00	\$ -	\$ 7,920.00	\$ 5,471.56	\$ -
Water & Sewer	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,486.37	\$ 1,500.00	\$ 1,322.81	\$ 1,500.00	\$ 1,475.80	\$ 1,320.00	\$ 1,467.97
Property Taxes	\$ 6,450.00	\$ -	\$ 6,450.00	\$ -	\$ 6,450.00	\$ 2,234.69	\$ 2,207.00	\$ 4,169.50	\$ 2,400.00	\$ 230.79
Electricity	\$ 4,440.00	\$ -	\$ 4,440.00	\$ 4,514.18	\$ 4,440.00	\$ 4,139.26	\$ 4,440.00	\$ 4,326.09	\$ 4,020.00	\$ 4,103.08
Heating Oil	\$ 12,100.00	\$ -	\$ 10,950.00	\$ 9,781.34	\$ 10,950.00	\$ 10,881.72	\$ 9,500.00	\$ 11,624.17	\$ 8,900.00	\$ 9,587.71
Telephone	\$ 3,360.00	\$ -	\$ 3,360.00	\$ 3,186.11	\$ 3,360.00	\$ 2,743.48	\$ 3,360.00	\$ 2,972.94	\$ 3,840.00	\$ 3,128.77
Cellular	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 1,979.42	\$ 2,400.00	\$ 1,957.04	\$ 2,400.00	\$ 2,068.28	\$ 1,260.00	\$ 849.82
Advertising	\$ 750.00	\$ -	\$ 750.00	\$ 854.56	\$ 750.00	\$ 706.32	\$ 750.00	\$ 831.06	\$ -	\$ 759.00
Honorariums	\$ 24,400.00	\$ -	\$ 24,400.00	\$ 22,200.00	\$ 24,400.00	\$ 20,875.00	\$ 24,400.00	\$ 22,100.00	\$ 22,800.00	\$ 21,500.00
Fire Equipment, Uniforms & Supplies	\$ 6,600.00	\$ -	\$ 2,100.00	\$ 7,666.07	\$ 2,100.00	\$ 811.41	\$ 2,100.00	\$ 2,410.70	\$ 5,100.00	\$ 1,804.61
Repair and Main. - Equip	\$ 2,400.00	\$ -	\$ 3,600.00	\$ 2,721.46	\$ 3,600.00	\$ 6,360.42	\$ 3,600.00	\$ -	\$ 3,360.00	\$ 3,360.00
Repair and Main. - Vehicle	\$ 12,000.00	\$ -	\$ 9,600.00	\$ 16,760.84	\$ 9,600.00	\$ 8,838.82	\$ 9,600.00	\$ -	\$ 4,400.00	\$ 8,085.22
Repair and Main. - Building	\$ 4,800.00	\$ -	\$ 1,800.00	\$ 4,615.46	\$ 1,650.00	\$ 5,712.13	\$ 1,650.00	\$ 12,982.08	\$ 1,650.00	\$ 1,650.00
Vehicle - Gas & Oil	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 4,233.38	\$ 6,000.00	\$ 3,842.25	\$ 6,000.00	\$ 4,451.13	\$ 6,000.00	\$ 5,308.67
Snow and Ice Control	\$ 3,250.00	\$ -	\$ 2,000.00	\$ 3,534.90	\$ 2,000.00	\$ 1,411.55	\$ 2,000.00	\$ 780.00	\$ 2,000.00	\$ 1,065.00
Conventions and Meetings/Proff Dev	\$ 6,000.00	\$ -	\$ 8,960.00	\$ 5,012.02	\$ 8,960.00	\$ 2,272.15	\$ 8,960.00	\$ 3,125.88	\$ 11,000.00	\$ 4,792.32
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,470.00	\$ 1,500.00	\$ 1,470.00	\$ 1,500.00	\$ 1,470.00	\$ 1,500.00	\$ 1,470.00
Answering Service - Fire	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,094.78	\$ 2,100.00	\$ 2,802.78	\$ 2,100.00	\$ 2,051.00	\$ 2,100.00	\$ 1,925.00
2010 Truck Loan # 21	\$ 9,840.00	\$ -	\$ 10,584.00	\$ 10,092.58	\$ 11,280.00	\$ 10,821.50	\$ 11,880.00	\$ 11,458.28	\$ 12,913.00	\$ 12,452.27
Fire Hall Loan Int. Loan #10	\$ 4,872.00	\$ -	\$ 6,372.00	\$ 5,324.81	\$ 7,440.00	\$ 6,538.37	\$ 16,200.00	\$ 8,852.17	\$ 18,710.00	\$ 16,276.37
Share of General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,499.44	\$ 30,499.44
Administration and Operating Costs	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 242,256.00	\$ -	\$ 202,036.00	\$ 180,557.59	\$ 241,536.00	\$ 184,829.70	\$ 196,800.00	\$ 187,749.08	\$ 215,088.00	\$ 207,021.81

Town of Kensington
General Government
Budget 2016

Revenue	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 30-Nov	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Animal Control	\$ 240.00	\$ -	\$ 200.00	\$ 280.00	\$ 200.00	\$ 256.00	\$ 384.00	\$ 200.00	\$ 384.00	\$ 352.00
Building Permits	\$ 4,850.00	\$ -	\$ 3,650.00	\$ 2,600.00	\$ 4,500.00	\$ 3,750.00	\$ 1,170.00	\$ 1,040.00	\$ 1,170.00	\$ 1,120.00
Donations	\$ 6,250.00	\$ -	\$ 3,500.00	\$ 7,879.89	\$ 2,000.00	\$ 3,369.00	\$ 4,000.00	\$ 4,200.00	\$ 5,000.00	\$ 4,254.00
Canada Day	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,537.00	\$ 1,500.00	\$ 1,537.00	\$ 1,400.00	\$ 1,500.00	\$ 2,000.00	\$ 1,400.00
Employment Grant	\$ 16,000.00	\$ -	\$ 16,000.00	\$ 15,481.06	\$ 12,000.00	\$ 15,775.18	\$ 12,000.00	\$ 13,694.70	\$ 10,000.00	\$ 12,003.33
Equalization Grants	\$ 345,000.00	\$ -	\$ 342,900.00	\$ 342,899.52	\$ 342,051.00	\$ 342,899.52	\$ 345,000.00	\$ 339,504.48	\$ 339,504.00	\$ 344,965.02
Community Support Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,735.90	\$ 10,000.00	\$ -
Police Training Grant	\$ 3,900.00	\$ -	\$ 3,900.00	\$ 3,740.46	\$ 3,700.00	\$ 3,740.46	\$ 3,736.00	\$ -	\$ 3,619.00	\$ 3,619.98
Miscellaneous Revenue	\$ 21,000.00	\$ -	\$ 15,000.00	\$ 28,098.47	\$ 31,200.00	\$ 15,761.50	\$ -	\$ 42,327.40	\$ -	\$ 40,561.71
GST/PST Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167.26	\$ -	\$ -	\$ -	\$ 2,166.19
Property Taxes	\$ 550,020.00	\$ -	\$ 537,012.00	\$ 543,234.24	\$ 519,885.00	\$ 518,560.83	\$ 491,472.00	\$ 500,436.00	\$ 489,096.00	\$ 488,046.71
Gain or Loss on Disposal of Assets	\$ 9,000.00	\$ -	\$ -	\$ 41,925.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kensington 2014 Revenue	\$ -	\$ -	\$ -	\$ -	\$ 97,163.00	\$ 63,353.23	\$ -	\$ 2,676.12	\$ -	\$ -
Subtotal General Revenue	\$ 957,760.00	\$ -	\$ 923,662.00	\$ 987,676.34	\$ 1,014,199.00	\$ 969,169.98	\$ 859,162.00	\$ 909,314.60	\$ 860,773.00	\$ 898,488.94
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Dept Revenue	\$ 20,400.00	\$ -	\$ 30,000.00	\$ 20,400.00	\$ 48,000.00	\$ 28,168.60	\$ 48,000.00	\$ 58,165.50	\$ 48,500.00	\$ 68,493.75
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Police Services Revenue	\$ 20,400.00	\$ -	\$ 30,000.00	\$ 20,400.00	\$ 48,000.00	\$ 28,168.60	\$ 48,000.00	\$ 58,165.50	\$ 48,500.00	\$ 68,493.75
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dr. MacKean	\$ -	\$ -	\$ -	\$ -	\$ 14,532.00	\$ 9,688.88	\$ 15,000.00	\$ 14,533.32	\$ 14,532.00	\$ 14,533.32
Dr. McNearney	\$ -	\$ -	\$ -	\$ -	\$ 14,532.00	\$ 9,688.88	\$ 15,000.00	\$ 14,533.32	\$ 14,532.00	\$ 14,533.32
Kensington Family Medical Centre	\$ 48,300.00	\$ -	\$ 48,000.00	\$ 48,125.00	\$ 14,532.00	\$ 23,405.88	\$ 15,000.00	\$ 14,533.32	\$ 14,532.00	\$ 14,533.32
Miscellaneous Rent	\$ 15,272.00	\$ -	\$ 15,272.00	\$ 15,048.00	\$ 13,450.00	\$ 16,226.00	\$ 11,376.00	\$ 12,368.50	\$ 1,500.00	\$ 11,730.00
Kiddie Town Daycare	\$ 5,004.00	\$ -	\$ 5,004.00	\$ 5,010.36	\$ 4,956.00	\$ 4,960.80	\$ 4,920.00	\$ 4,960.80	\$ 4,730.64	\$ 4,724.52
Public Health Nurse	\$ -	\$ -	\$ -	\$ -	\$ 2,724.00	\$ 1,819.60	\$ 2,880.00	\$ 2,729.40	\$ 2,736.00	\$ 2,729.40
Chamber of Commerce	\$ 1,428.00	\$ -	\$ 1,428.00	\$ 1,431.49	\$ 1,416.00	\$ 1,417.32	\$ 1,440.00	\$ 1,417.32	\$ 1,349.88	\$ 1,349.88
Unit 17	\$ -	\$ -	\$ 1,872.00	\$ 784.00	\$ -	\$ 155.25	\$ 3,600.00	\$ 280.70	\$ 3,380.88	\$ 3,368.40
Indian River Festival	\$ 2,136.00	\$ -	\$ 2,136.00	\$ 2,147.28	\$ 2,124.00	\$ 2,126.04	\$ 2,160.00	\$ 2,303.21	\$ 2,031.00	\$ 2,024.76
Train Station	\$ 20,544.00	\$ -	\$ 16,842.00	\$ 16,846.80	\$ 18,932.00	\$ 18,932.50	\$ 20,360.00	\$ 20,350.29	\$ 19,380.96	\$ 19,380.96
Kensington Physiotherapy	\$ 8,832.00	\$ -	\$ 8,832.00	\$ 8,842.20	\$ 8,832.00	\$ 8,842.20	\$ 9,360.00	\$ 8,847.33	\$ 8,668.80	\$ 8,668.80
Fun Times Kindergarden	\$ -	\$ -	\$ 49,320.00	\$ 15,828.30	\$ 49,320.00	\$ 49,320.96	\$ 52,740.00	\$ 49,936.00	\$ 52,067.92	\$ 51,403.42
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000.00	\$ -	\$ -	\$ -

Town of Kensington
General Government
Budget 2016

Revenue	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 30-Nov	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Subtotal Rental Revenue	\$ 101,516.00	\$ -	\$ 148,706.00	\$ 114,063.43	\$ 145,350.00	\$ 146,584.31	\$ 201,836.00	\$ 146,793.51	\$ 139,442.08	\$ 148,980.10
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation & Aqua Program	\$ 5,200.00	\$ -	\$ 5,200.00	\$ 3,940.00	\$ 4,200.00	\$ 5,060.00	\$ 2,500.00	\$ 4,201.25	\$ 1,000.00	\$ 2,500.00
Support for Recreation Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Recreation Revenue	\$ 5,200.00	\$ -	\$ 5,200.00	\$ 3,940.00	\$ 4,200.00	\$ 5,060.00	\$ 2,500.00	\$ 4,201.25	\$ 1,000.00	\$ 2,500.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIS Secondment	\$ -	\$ -	\$ -	\$ -	\$ 17,722.00	\$ 14,975.12	\$ 71,700.00	\$ 62,585.77	\$ 64,485.48	\$ 69,620.79
Police Chief Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	\$ 16,000.00
Contract Revenue	\$ 372,000.00	\$ -	\$ 354,000.00	\$ 357,165.50	\$ 342,000.00	\$ 349,165.90	\$ 342,000.00	\$ 337,030.53	\$ 279,600.00	\$ 336,517.52
Record Checks	\$ 15,600.00	\$ -	\$ 17,200.00	\$ 13,410.00	\$ 8,400.00	\$ 15,520.00	\$ 8,400.00	\$ 12,950.00	\$ 10,992.00	\$ 7,660.00
Subtotal Sales of Services	\$ 387,600.00	\$ -	\$ 371,200.00	\$ 370,575.50	\$ 368,122.00	\$ 379,661.02	\$ 422,100.00	\$ 412,566.30	\$ 371,077.48	\$ 429,798.31
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,472,476.00	\$ -	\$ 1,478,768.00	\$ 1,496,655.27	\$ 1,579,871.00	\$ 1,528,643.91	\$ 1,533,598.00	\$ 1,531,041.16	\$ 1,420,792.56	\$ 1,548,261.10
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,620.00	\$ -
Deficit Recovery	\$ 6,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ 6,721.00	\$ 6,564.00	\$ -	\$ -	\$ 99,436.95	\$ -
Property Taxes(Gorman & Walker)	\$ 150.00	\$ -	\$ 3,900.00	\$ 91.96	\$ 3,900.00	\$ 263.90	\$ 4,050.00	\$ 4,627.10	\$ 6,600.00	\$ 3,931.00
Telephone	\$ 2,760.00	\$ -	\$ 3,300.00	\$ 2,740.39	\$ 3,300.00	\$ 3,179.96	\$ 3,300.00	\$ 3,166.06	\$ 3,150.00	\$ 3,151.70
Cellular	\$ 4,200.00	\$ -	\$ 4,200.00	\$ 4,485.37	\$ 5,100.00	\$ 4,274.70	\$ 3,960.00	\$ 5,274.64	\$ 4,800.00	\$ 3,901.53
Office Expenses	\$ 11,400.00	\$ -	\$ 11,400.00	\$ 10,799.87	\$ 16,200.00	\$ 14,012.96	\$ 12,000.00	\$ 14,276.92	\$ 13,500.00	\$ 12,849.79
IT Services	\$ 3,600.00	\$ -	\$ 3,000.00	\$ 3,453.31	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -
Advertising	\$ 8,400.00	\$ -	\$ 7,250.00	\$ 9,953.99	\$ 10,250.00	\$ 11,299.48	\$ 10,000.00	\$ 6,902.18	\$ 9,000.00	\$ 10,763.38
Wages - Administration	\$ 230,220.00	\$ -	\$ 221,794.00	\$ 226,794.62	\$ 240,061.00	\$ 236,924.87	\$ 222,400.00	\$ 200,861.21	\$ 191,036.04	\$ 214,681.04
Workers Compensation	\$ 5,800.00	\$ -	\$ 5,800.00	\$ 4,205.44	\$ 5,800.00	\$ 4,735.85	\$ 5,800.00	\$ 5,264.17	\$ 5,800.00	\$ 4,972.64
Honorariums	\$ 21,700.00	\$ -	\$ 21,700.00	\$ 21,121.92	\$ 22,770.00	\$ 21,291.44	\$ 21,865.00	\$ 21,037.13	\$ 21,420.00	\$ 20,582.88
20 Stewart Street Bldg R&M	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 3,132.15	\$ 3,400.00	\$ 5,071.48	\$ -	\$ -	\$ -	\$ -
Repair and Maint - Vehicle (Delete)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,278.95	\$ 1,500.00	\$ 3,496.23
Vehicle - Gas & Oil (Delete)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,320.00	\$ 2,054.43
Conventions and Meetings	\$ 5,500.00	\$ -	\$ 6,594.00	\$ 5,688.03	\$ 9,594.00	\$ 5,464.72	\$ 10,044.00	\$ 7,459.09	\$ 5,750.00	\$ 5,102.54

Town of Kensington
General Government
Budget 2016

Revenue	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 30-Nov	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Town Functions (Delete see Special Events)	\$ -	\$ -	\$ 2,500.00	\$ 2,088.94	\$ 2,000.00	\$ 2,834.63	\$ 1,800.00	\$ 1,653.60	\$ 2,000.00	\$ 1,685.45
Dues & Memberships	\$ 5,050.00	\$ -	\$ 4,300.00	\$ 4,533.71	\$ 4,000.00	\$ 4,217.70	\$ 4,000.00	\$ 3,879.10	\$ 4,000.00	\$ 3,989.36
Travel and Mileage	\$ 4,200.00	\$ -	\$ 4,200.00	\$ 4,632.22	\$ 4,200.00	\$ 3,998.62	\$ 4,200.00	\$ 4,126.07	\$ 600.00	\$ 456.30
Proff Development	\$ 800.00	\$ -	\$ 1,600.00	\$ 125.00	\$ 1,600.00	\$ 740.00	\$ 1,600.00	\$ 275.00	\$ 1,600.00	\$ -
Donations and Grants	\$ 14,000.00	\$ -	\$ 13,000.00	\$ 14,400.00	\$ 13,200.00	\$ 11,638.00	\$ 12,000.00	\$ 11,788.07	\$ 10,000.00	\$ 30,650.78
Miscellaneous	\$ 600.00	\$ -	\$ 1,200.00	\$ 561.04	\$ 1,200.00	\$ 1,307.80	\$ 1,200.00	\$ 3,999.77	\$ -	\$ 22,951.74
Insurance - Other	\$ 43,000.00	\$ -	\$ 39,751.00	\$ 42,433.00	\$ 40,000.00	\$ 38,792.00	\$ 40,800.00	\$ 38,396.00	\$ 39,651.00	\$ 47,827.00
Professional Fees - Accountant	\$ 13,000.00	\$ -	\$ 14,700.00	\$ 22,810.00	\$ 14,700.00	\$ 21,611.30	\$ 17,500.00	\$ 15,375.50	\$ 20,000.00	\$ 25,125.23
Professional Fees - Other	\$ 3,600.00	\$ -	\$ 9,000.00	\$ 3,530.11	\$ 9,000.00	\$ 7,648.05	\$ 12,000.00	\$ 7,300.20	\$ 6,000.00	\$ 19,812.61
Animal Control	\$ 120.00	\$ -	\$ 120.00	\$ 59.31	\$ 120.00	\$ 55.24	\$ 120.00	\$ -	\$ 120.00	\$ 114.77
Photocopier	\$ 3,000.00	\$ -	\$ 3,650.00	\$ 3,545.45	\$ 2,850.00	\$ 3,622.11	\$ 3,000.00	\$ 2,678.51	\$ 3,600.00	\$ 5,528.03
Web Page Expenses	\$ 1,020.00	\$ -	\$ 1,200.00	\$ 850.20	\$ 1,200.00	\$ 449.62	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 270.73
ADP Payroll Expenses	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 2,803.76	\$ 2,700.00	\$ 2,599.97	\$ 1,800.00	\$ 2,637.11	\$ 1,800.00	\$ 1,828.14
Bank Charges	\$ 7,200.00	\$ -	\$ 9,600.00	\$ 8,762.33	\$ 8,400.00	\$ 9,892.22	\$ 7,800.00	\$ 8,486.40	\$ 7,800.00	\$ 10,130.03
Development Expense	\$ 5,000.00	\$ -	\$ 2,000.00	\$ 9,740.81	\$ 7,000.00	\$ 8,597.08	\$ 2,000.00	\$ -	\$ -	\$ 5,320.85
Planning (combine with Prof Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00	\$ -
Promotional Materials	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,789.20	\$ 3,000.00	\$ 1,615.61	\$ 2,640.00	\$ 1,963.56	\$ 800.00	\$ 1,000.77
Fire Protection Charge	\$ 55,944.00	\$ -	\$ 55,944.00	\$ 55,944.00	\$ 55,950.00	\$ 55,950.00	\$ 55,950.00	\$ 55,950.00	\$ 55,950.00	\$ 55,950.00
W&S Share of General Government	\$ (151,200.00)	\$ -	\$ (151,200.00)	\$ (151,200.00)	\$ (151,200.00)	\$ (151,200.00)	\$ (151,200.00)	\$ (151,200.00)	\$ (159,296.52)	\$ (159,296.64)
Fire Share of General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (30,499.44)	\$ (30,499.44)
Francis St & School St Loan Int.	\$ 5,160.00	\$ -	\$ 6,156.00	\$ 5,472.75	\$ 6,540.00	\$ 6,099.93	\$ -	\$ 6,534.95	\$ 2,400.00	\$ 2,555.97
2013/2014 Capital Loan Interest	\$ -	\$ -	\$ 4,092.00	\$ 1,603.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gorman Property Loan Interest	\$ 11,200.00	\$ -	\$ 11,200.00	\$ 10,862.04	\$ 12,160.00	\$ 10,600.69	\$ 12,336.00	\$ 11,123.79	\$ 12,822.53	\$ 10,689.33
2012 Street Upgrade Interest	\$ 2,820.00	\$ -	\$ 3,276.00	\$ 2,971.95	\$ 11,520.00	\$ 5,200.39	\$ 11,820.00	\$ 11,593.32	\$ -	\$ 1,198.19
Gas Tax Loan Interest	\$ 7,440.00	\$ -	\$ -	\$ 2,360.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan # 15 Walker property Interest	\$ 5,256.00	\$ -	\$ 6,168.00	\$ 5,549.81	\$ 6,420.00	\$ 6,087.18	\$ 6,732.00	\$ 6,462.18	\$ 7,086.30	\$ 7,034.77
Loan on 12 School Street Interest	\$ 1,200.00	\$ -	\$ 1,452.00	\$ 1,294.07	\$ 1,800.00	\$ 455.08	\$ 6,828.00	\$ -	\$ 2,621.25	\$ 2,352.01
FunTimes Loan interest	\$ -	\$ -	\$ 4,944.00	\$ 1,406.93	\$ 5,400.00	\$ 4,925.62	\$ 5,700.00	\$ 5,395.19	\$ 6,160.00	\$ 5,883.06
Storm sewer Linwood/Maple Lane Interest	\$ 1,200.00	\$ -	\$ 1,608.00	\$ 1,191.11	\$ -	\$ 423.90	\$ -	\$ -	\$ -	\$ -
Cogsdale Maintenance Fee	\$ 5,000.00	\$ -	\$ 4,360.00	\$ 4,905.00	\$ 4,360.00	\$ 4,360.00	\$ 12,000.00	\$ 13,370.50	\$ 4,000.00	\$ 2,228.42
Fun Times Expense	\$ -	\$ -	\$ 22,800.00	\$ 8,955.64	\$ 22,800.00	\$ 23,403.50	\$ 22,800.00	\$ 22,297.00	\$ 24,300.04	\$ 23,963.05
Library Expense	\$ 13,200.00	\$ -	\$ 13,200.00	\$ 13,010.85	\$ 13,200.00	\$ 13,666.93	\$ 13,200.00	\$ 18,883.61	\$ 13,150.04	\$ 12,903.36
Vu Works	\$ 3,939.00	\$ -	\$ -	\$ 37,239.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Kensington
General Government
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 30-Nov	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Revenue										
	\$ (41,880.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 374,091.00	\$ -	\$ 383,767.00	\$ 417,700.40	\$ 431,216.00	\$ 412,676.53	\$ 433,245.00	\$ 374,116.88	\$ 434,298.19	\$ 397,141.03

Town of Kensington
Police Department
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 31-Dec	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Expense										
Depreciation	\$ 25,692.00	\$ -	\$ 21,600.00	\$ 25,823.13	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 17,892.00	\$ 15,710.02
Telephone	\$ 6,000.00	\$ -	\$ 7,020.00	\$ 5,909.48	\$ 7,020.00	\$ 6,613.52	\$ 7,020.00	\$ 6,753.54	\$ 5,220.00	\$ 6,981.46
Cellular	\$ 1,500.00	\$ -	\$ 2,400.00	\$ 1,539.12	\$ 2,040.00	\$ 2,017.49	\$ 2,040.00	\$ 2,261.80	\$ 4,560.00	\$ 2,502.88
Office Expenses	\$ 3,300.00	\$ -	\$ 3,000.00	\$ 3,301.05	\$ 5,640.00	\$ 9,128.32	\$ 5,400.00	\$ 6,020.76	\$ 5,400.00	\$ 5,304.57
IT Services	\$ 2,160.00	\$ -	\$ 3,000.00	\$ 2,167.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wages - Police Full Time	\$ 240,780.00	\$ -	\$ 233,858.00	\$ 210,291.88	\$ 215,688.00	\$ 221,492.70	\$ 230,700.00	\$ 205,754.07	\$ 204,550.01	\$ 223,999.91
Wages - Part Time/Casual	\$ 103,940.00	\$ -	\$ 100,920.00	\$ 126,289.24	\$ 92,476.00	\$ 93,993.40	\$ 70,200.00	\$ 93,495.68	\$ 60,000.00	\$ 86,465.27
Workers Compensation	\$ 4,900.00	\$ -	\$ 5,600.00	\$ 4,205.44	\$ 5,600.00	\$ 4,735.84	\$ 5,000.00	\$ 5,264.15	\$ 5,000.00	\$ 4,972.63
Repair and Main. - Equip	\$ 2,400.00	\$ -	\$ 1,200.00	\$ 3,052.65	\$ 1,200.00	\$ 2,964.12	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00
Repair and Main. - Vehicle	\$ 3,600.00	\$ -	\$ 3,600.00	\$ 11,802.80	\$ 3,600.00	\$ 2,974.48	\$ 3,600.00	\$ 4,478.48	\$ 3,600.00	\$ 7,424.28
Vehicle - Gas & Oil	\$ 12,000.00	\$ -	\$ 14,040.00	\$ 11,263.58	\$ 16,800.00	\$ 13,890.67	\$ 12,500.00	\$ 15,833.59	\$ 12,500.00	\$ 18,153.32
Proff Development	\$ 4,800.00	\$ -	\$ 4,800.00	\$ 2,306.47	\$ 4,800.00	\$ 4,166.81	\$ 4,800.00	\$ 3,884.33	\$ 9,600.00	\$ 5,823.96
Uniforms - Clothing & Supplies	\$ 4,200.00	\$ -	\$ 4,200.00	\$ 4,044.52	\$ 4,200.00	\$ 4,193.64	\$ 4,200.00	\$ 5,125.52	\$ 5,100.00	\$ 2,581.09
Insurance - Life	\$ 1,080.00	\$ -	\$ 1,080.00	\$ 1,079.88	\$ 1,080.00	\$ 989.89	\$ 1,080.00	\$ 1,079.88	\$ 1,080.00	\$ 1,079.88
Answering Service - police	\$ 24,000.00	\$ -	\$ 15,696.00	\$ 15,696.00	\$ 15,696.00	\$ 15,696.00	\$ 14,700.00	\$ 15,264.00	\$ 14,400.00	\$ 14,400.00
Meals While on Duty	\$ 360.00	\$ -	\$ 360.00	\$ 205.67	\$ 540.00	\$ 229.73	\$ 540.00	\$ 371.35	\$ 480.00	\$ 494.50
Vehicle - Rental	\$ 300.00	\$ -	\$ 300.00	\$ 288.87	\$ 300.00	\$ 189.71	\$ 300.00	\$ 163.90	\$ 600.00	\$ 113.19
Court Costs & Witness Fees	\$ 1,200.00	\$ -	\$ 1,800.00	\$ 2,248.16	\$ 1,800.00	\$ 1,358.39	\$ 900.00	\$ 2,068.12	\$ 540.00	\$ 1,052.98
Crime Prevention Initiatives	\$ 600.00	\$ -	\$ 600.00	\$ 225.00	\$ 600.00	\$ 428.16	\$ 600.00	\$ -	\$ -	\$ 135.00
PROS	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ 2,830.00	\$ 1,800.00	\$ 2,830.00	\$ -	\$ 2,830.00	\$ 2,264.00
2013 Ford Police Car Interest	\$ 360.00	\$ -	\$ 648.00	\$ 438.18	\$ 912.00	\$ 717.21	\$ 1,128.00	\$ 985.55	\$ -	\$ 812.97
2016 Dodge Charger Interest	\$ 1,020.00	\$ -	\$ -	\$ -	\$ 228.00	\$ 90.53	\$ 384.00	\$ 279.70	\$ 600.00	\$ 469.35
Police Share of Sales of Service	\$ (24,000.00)	\$ -	\$ (24,000.00)	\$ (24,000.00)	\$ (24,000.00)	\$ (24,000.00)	\$ (24,000.00)	\$ (24,000.00)	\$ (12,996.00)	\$ (12,996.00)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 421,992.00	\$ -	\$ 403,522.00	\$ 408,178.66	\$ 383,050.00	\$ 387,670.61	\$ 369,122.00	\$ 369,084.42	\$ 342,156.01	\$ 388,945.26

Town of Kensington
Public Works
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 31-Dec	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Expense										
Depreciation	\$ 85,860.00	\$ -	\$ 71,328.00	\$ 82,713.29	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00	\$ 50,093.22	\$ 67,384.57
Property Taxes	\$ 465.00	\$ -	\$ 465.00	\$ 559.96	\$ 465.00	\$ 705.52	\$ 465.00	\$ 462.00	\$ 465.00	\$ 466.03
Electricity	\$ 1,320.00	\$ -	\$ 1,680.00	\$ 1,440.99	\$ 1,620.00	\$ 1,880.44	\$ 1,620.00	\$ 1,507.13	\$ 1,500.00	\$ 1,612.75
Heating Oil	\$ 4,350.00	\$ -	\$ 3,800.00	\$ 3,582.09	\$ 4,400.00	\$ 3,140.89	\$ 4,000.00	\$ 4,900.70	\$ 3,000.00	\$ 3,962.73
Street Lights	\$ 37,200.00	\$ -	\$ 35,600.00	\$ 36,105.69	\$ 30,000.00	\$ 32,338.98	\$ 30,000.00	\$ 28,083.74	\$ 27,200.00	\$ 27,604.94
Telephone (Disconnected)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.58
Cellular	\$ 1,200.00	\$ -	\$ 1,500.00	\$ 1,364.48	\$ 1,500.00	\$ 1,140.91	\$ 1,500.00	\$ 1,167.06	\$ 1,740.00	\$ 1,477.18
Wages	\$ 142,800.00	\$ -	\$ 125,738.00	\$ 142,982.67	\$ 117,601.00	\$ 126,917.36	\$ 126,300.00	\$ 116,860.07	\$ 109,747.53	\$ 121,425.19
Repair and Main. - Equip	\$ 12,000.00	\$ -	\$ 9,600.00	\$ 14,780.36	\$ 4,800.00	\$ 16,828.62	\$ 4,800.00	\$ -	\$ 12,000.00	\$ 4,358.81
Repair and Main. - Vehicle	\$ 2,400.00	\$ -	\$ 4,800.00	\$ 1,863.25	\$ 4,800.00	\$ 4,666.75	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 4,000.00
Repair and Main. - Building	\$ 2,400.00	\$ -	\$ 1,200.00	\$ 3,595.80	\$ 1,200.00	\$ 3,737.80	\$ 700.00	\$ 17,122.40	\$ 700.00	\$ 500.00
Vehicle - Gas & Oil	\$ 4,800.00	\$ -	\$ 4,800.00	\$ 3,593.65	\$ 4,800.00	\$ 4,966.94	\$ 6,000.00	\$ 4,011.77	\$ 6,000.00	\$ 5,307.28
Snow and Ice Control	\$ 60,000.00	\$ -	\$ 65,488.00	\$ 79,619.16	\$ 60,000.00	\$ 69,572.88	\$ 58,000.00	\$ 44,580.13	\$ 58,000.00	\$ 57,086.46
Uniforms - Clothing & Supplies	\$ 900.00	\$ -	\$ 900.00	\$ 479.20	\$ 900.00	\$ 1,184.69	\$ 750.00	\$ 617.03	\$ 750.00	\$ 596.24
Gas & Oil - Equipment Public Works	\$ 8,000.00	\$ -	\$ 6,000.00	\$ 7,932.71	\$ 3,600.00	\$ 7,912.35	\$ 3,600.00	\$ 7,763.02	\$ 6,000.00	\$ 3,296.94
Small Tools & Shop Supplies	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,144.66	\$ 1,200.00	\$ 1,038.25	\$ 600.00	\$ 1,595.71	\$ 600.00	\$ 1,232.09
Miscellaneous	\$ 1,200.00	\$ -	\$ 2,400.00	\$ 3,150.53	\$ 2,400.00	\$ 2,337.99	\$ 2,400.00	\$ 5,807.48	\$ -	\$ 2,740.28
Garbage Disposal	\$ 2,100.00	\$ -	\$ 2,400.00	\$ 1,764.70	\$ 2,400.00	\$ 2,458.04	\$ 1,740.00	\$ 2,216.29	\$ 1,080.00	\$ 1,761.34
Asphalt Patching/Sidewalk	\$ 15,000.00	\$ -	\$ 30,000.00	\$ 19,498.96	\$ 30,000.00	\$ 36,562.39	\$ 18,617.00	\$ 26,255.92	\$ 10,500.00	\$ 27,347.20
Water and Sewer Share	\$ (148,800.00)	\$ -	\$ (132,000.00)	\$ (132,000.00)	\$ (132,000.00)	\$ (132,000.00)	\$ (132,000.00)	\$ (132,000.00)	\$ (121,593.12)	\$ (121,593.12)
Public Works Interest on Loans	\$ 3,000.00	\$ -	\$ 696.00	\$ 273.71	\$ 1,380.00	\$ 914.97	\$ 1,872.00	\$ 1,559.02	\$ 2,520.00	\$ 2,157.24
Operating Lease Kubota	\$ 2,500.00	\$ -	\$ 3,000.00	\$ 2,996.64	\$ 3,000.00	\$ 2,996.64	\$ 3,060.00	\$ 3,009.96	\$ 3,187.92	\$ 3,049.92
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 239,895.00	\$ -	\$ 240,595.00	\$ 277,442.50	\$ 216,066.00	\$ 261,302.41	\$ 209,024.00	\$ 207,519.43	\$ 176,490.55	\$ 215,889.65

Town of Kensington
Train Station
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 31-Dec	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Expense										
Depreciation	\$ 2,880.00	\$ -	\$ 2,604.00	\$ 2,880.25	\$ 2,825.00	\$ 2,825.00	\$ 9,300.00	\$ 9,300.00	\$ 12,576.00	\$ 9,296.12
Water & Sewer	\$ 1,020.00	\$ -	\$ 864.00	\$ 955.69	\$ 864.00	\$ 745.14	\$ 864.00	\$ 834.59	\$ 864.00	\$ 915.21
Property Taxes	\$ 1,275.00	\$ -	\$ 1,950.00	\$ 1,277.00	\$ 1,950.00	\$ 1,322.29	\$ 1,950.00	\$ 1,945.62	\$ 1,659.00	\$ 1,944.00
Electricity	\$ 7,560.00	\$ -	\$ 7,560.00	\$ 7,507.09	\$ 7,560.00	\$ 7,701.51	\$ 7,200.00	\$ 7,416.02	\$ 6,000.00	\$ 6,887.76
Heating Oil	\$ 6,300.00	\$ -	\$ 7,550.00	\$ 5,977.80	\$ 7,050.00	\$ 8,334.13	\$ 6,900.00	\$ 7,424.99	\$ 4,500.00	\$ 6,669.21
Freight Shed Electicity	\$ 2,520.00	\$ -	\$ 2,400.00	\$ 2,530.20	\$ 2,760.00	\$ 1,925.51	\$ 2,760.00	\$ 2,587.28	\$ 4,200.00	\$ 2,738.73
Repair and Main. - Equip	\$ 300.00	\$ -	\$ 1,200.00	\$ 73.97	\$ 1,200.00	\$ 890.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00
Repair and Main. - Building	\$ 3,600.00	\$ -	\$ 2,400.00	\$ 3,958.87	\$ 1,800.00	\$ 3,124.34	\$ 1,800.00	\$ 3,517.45	\$ 1,200.00	\$ 1,520.51
Train Station Int Infrast Loan #23	\$ 1,368.00	\$ -	\$ 1,476.00	\$ 1,530.28	\$ 1,560.00	\$ 1,310.45	\$ 1,584.00	\$ 1,962.43	\$ 1,659.03	\$ 1,636.40
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 26,823.00	\$ -	\$ 28,004.00	\$ 26,691.15	\$ 27,569.00	\$ 28,178.37	\$ 33,558.00	\$ 34,988.38	\$ 33,858.03	\$ 32,807.94

Town of Kensington
Recreation & Parks
Budget 2016

	2016 Annual Budget	2015 Actual	2015 Annual Budget	2015 Actual 31-Dec	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Expense										
Depreciation	\$ 5,700.00	\$ -	\$ 4,610.00	\$ 5,704.29	\$ 4,950.00	\$ 4,950.00	\$ 5,400.00	\$ 5,400.00	\$ 4,271.76	\$ 5,222.59
Property Taxes	\$ 1,350.00	\$ -	\$ 1,350.00	\$ 3,707.95	\$ 1,350.00	\$ 5,425.20	\$ 1,425.00	\$ 1,330.04	\$ 750.00	\$ 1,409.78
Electricity	\$ 3,050.00	\$ -	\$ 3,050.00	\$ 2,517.44	\$ 3,050.00	\$ 2,981.05	\$ 3,350.00	\$ 2,853.41	\$ 3,500.00	\$ 3,168.83
Wages - EVK Pool	\$ 17,000.00	\$ -	\$ 15,500.00	\$ 16,545.67	\$ 18,000.00	\$ 15,223.96	\$ 16,800.00	\$ 17,692.66	\$ 15,000.00	\$ 16,343.48
Repair and Maint - Equip	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 127.96	\$ 1,500.00	\$ 645.21	\$ 750.00	\$ -	\$ 750.00	\$ 750.00
Repair and Maint. - Building	\$ 2,450.00	\$ -	\$ 2,100.00	\$ 2,800.07	\$ 1,800.00	\$ 2,241.64	\$ 900.00	\$ 2,685.91	\$ 2,400.00	\$ 895.62
Uniforms - Clothing & Supplies	\$ 500.00	\$ -	\$ 500.00	\$ 100.00	\$ 500.00	\$ 337.79	\$ 1,000.00	\$ 283.79	\$ 450.00	\$ 966.21
Special Events Expense	\$ 13,200.00	\$ -	\$ 9,600.00	\$ 11,877.75	\$ 8,000.00	\$ 11,117.89	\$ 8,000.00	\$ 9,042.22	\$ 8,750.00	\$ 10,079.59
Chemicals	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,733.71	\$ 3,000.00	\$ 2,643.46	\$ 2,900.00	\$ 2,659.32	\$ 3,000.00	\$ 2,771.83
Canada Day Expenses	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,612.41	\$ 3,000.00	\$ 2,870.82	\$ 2,000.00	\$ 2,314.64	\$ 2,000.00	\$ 1,616.84
Community Gardens Grant	\$ 16,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 10,000.00
Park Improvements	\$ 6,000.00	\$ -	\$ 4,000.00	\$ 5,687.97	\$ 3,000.00	\$ 4,675.21	\$ 3,000.00	\$ 3,105.44	\$ 2,000.00	\$ 2,784.57
Kensington 2014	\$ -	\$ -	\$ -	\$ -	\$ 107,700.00	\$ 81,978.83	\$ 24,000.00	\$ 16,364.84	\$ -	\$ 390.29
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 72,250.00	\$ -	\$ 62,710.00	\$ 69,415.22	\$ 170,850.00	\$ 150,091.06	\$ 84,525.00	\$ 78,732.27	\$ 62,871.76	\$ 56,399.63

Town of Kensington
Sales of Service
Budget 2016

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 31-Dec	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Expenses										
Office Expenses	\$ 1,500.00	\$ -	\$ 3,000.00	\$ 1,262.55	\$ 3,600.00	\$ 4,041.42	\$ 4,800.00	\$ 2,449.52	\$ 6,000.00	\$ 4,525.92
IT Services	\$ 1,800.00	\$ -	\$ 3,000.00	\$ 1,889.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wages - Police Chief Allocation	\$ 24,000.00	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 12,996.00	\$ 12,996.00
Wages - Police Full Time	\$ -	\$ -	\$ -	\$ -	\$ 17,722.00	\$ 18,779.24	\$ 74,700.00	\$ 70,221.76	\$ 64,485.48	\$ 72,529.52
Wages - Police Tech's	\$ 153,720.00	\$ -	\$ 150,702.00	\$ 149,213.26	\$ 138,464.00	\$ 144,619.29	\$ 137,600.00	\$ 140,899.03	\$ 130,133.16	\$ 133,623.85
Proff Development	\$ 480.00	\$ -	\$ 480.00	\$ -	\$ 480.00	\$ -	\$ 480.00	\$ -	\$ 480.00	\$ 53.28
PROS	\$ 2,830.00	\$ -	\$ 2,830.00	\$ 2,830.00	\$ 2,264.00	\$ 2,830.00	\$ 2,264.00	\$ 2,264.00	\$ 200.00	\$ 2,264.00
IT Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 184,330.00	\$ -	\$ 184,012.00	\$ 179,194.85	\$ 186,530.00	\$ 194,269.95	\$ 243,844.00	\$ 239,834.31	\$ 214,294.64	\$ 225,992.57

Revenue

Expenditures

CGC Deprecia

[illegible]

**Town of Kensington
Community Gardens Complex
Budget 2016**

Revenue

	2016 Annual Budget	2016 Actual	2015 Annual Budget	2015 Actual 30-Nov	2014 Annual Budget	2014 Actual 31-Dec	2013 Annual Budget	2013 Actual 31-Dec	2012 Annual Budget	2012 Actual 31-Dec
Repair and Main - Vehicle (Delete)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Main - Building (Delete)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CGC Repair and Main Equip	\$ 600.00	\$ -	\$ 3,500.00	\$ 855.96	\$ 2,500.00	\$ 495.21	\$ 1,400.00	\$ 3,642.36	\$ 1,200.00	\$ 3,835.54
CGC Repair Vehicle (Zamboni)	\$ 1,200.00	\$ -	\$ 3,750.00	\$ 1,092.40	\$ 5,250.00	\$ 3,204.26	\$ 7,000.00	\$ 8,640.95	\$ 5,000.00	\$ 3,859.02
CGC Repair Building	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 5,491.30	\$ 33,550.00	\$ 4,743.82	\$ 28,670.00	\$ 3,907.28	\$ 21,140.00	\$ 28,321.24
CGC Repair and Main Ice Plant	\$ 2,450.00	\$ -	\$ 2,450.00	\$ 2,213.00	\$ -	\$ 4,976.74	\$ -	\$ -	\$ -	\$ -
CGC Repair and Main Property	\$ 750.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 885.98	\$ -	\$ -	\$ -	\$ -
CGC Repair and Main Ice Surface	\$ 2,550.00	\$ -	\$ -	\$ 2,803.80	\$ -	\$ 2,592.06	\$ -	\$ -	\$ -	\$ -
CGC Zamboni Propane	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,485.75	\$ 3,200.00	\$ 2,532.95	\$ 5,500.00	\$ 2,647.19	\$ 3,000.00	\$ 5,825.93
CGC Ballfield Expenses	\$ 600.00	\$ -	\$ 1,250.00	\$ 358.92	\$ 900.00	\$ 101.96	\$ 900.00	\$ 265.95	\$ 1,500.00	\$ 769.46
CGC Canteen Expenses	\$ 34,750.00	\$ -	\$ 38,500.00	\$ 39,465.15	\$ 21,175.00	\$ 36,914.01	\$ 4,600.00	\$ 31,049.27	\$ 2,050.00	\$ 4,119.17
CGC Harvest Festival Expenses	\$ 9,000.00	\$ -	\$ 9,000.00	\$ 9,617.12	\$ 13,000.00	\$ 10,226.91	\$ 13,000.00	\$ 11,953.06	\$ 13,000.00	\$ 10,226.88
CGC Fitplex Expenses	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 2,373.98	\$ 1,200.00	\$ 2,544.65	\$ 2,700.00	\$ 106.61	\$ 4,600.00	\$ 2,393.30
CGC Snow Removal	\$ 3,300.00	\$ -	\$ 2,500.00	\$ 5,330.00	\$ 2,000.00	\$ 2,122.95	\$ 2,600.00	\$ 870.00	\$ 1,940.00	\$ 1,710.00
CGC MBCU Loan Interest	\$ 5,640.00	\$ -	\$ 7,586.00	\$ 7,484.22	\$ 9,600.00	\$ 8,116.91	\$ 10,740.00	\$ 9,275.30	\$ 13,090.00	\$ 12,518.54
CGC Summer Camp Expenses	\$ 600.00	\$ -	\$ 800.00	\$ 308.73	\$ 600.00	\$ 702.68	\$ 600.00	\$ 124.08	\$ 600.00	\$ 568.56
CGC Fund Raising Expenses	\$ 8,000.00	\$ -	\$ 5,000.00	\$ 11,266.72	\$ 700.00	\$ 4,188.25	\$ 2,450.00	\$ 3,736.34	\$ 900.00	\$ 1,863.54
CGC Dehumidifier Interest	\$ 540.00	\$ -	\$ 900.00	\$ 649.38	\$ 1,380.00	\$ 886.03	\$ -	\$ 143.51	\$ -	\$ -
CGC Senior Center Oil	\$ 2,150.00	\$ -	\$ 2,150.00	\$ 1,501.37	\$ 1,800.00	\$ 3,175.64	\$ 600.00	\$ 143.51	\$ 550.00	\$ 468.34
CGC Senior Center Electricity	\$ 900.00	\$ -	\$ 900.00	\$ 767.77	\$ 900.00	\$ 815.59	\$ 600.00	\$ 1,833.29	\$ 900.00	\$ 931.36
CGC Senior Center Repair and Main	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 1,560.96	\$ 1,800.00	\$ 1,939.37	\$ 2,475.00	\$ 843.78	\$ 1,300.00	\$ 2,556.65
CGC Senior Center Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 2,135.24	\$ 1,650.00	\$ 1,691.47
CGC Travel and Mileage	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 1,335.78	\$ 1,800.00	\$ 1,754.55	\$ 7,200.00	\$ -	\$ 6,600.00	\$ 6,876.19
CGC Insurance	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	\$ 2,000.00	\$ 1,858.64	\$ 4,400.00	\$ -
CGC Professional Fees Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900.00	\$ 7,381.00	\$ 2,200.00	\$ 2,931.08
CGC Janitorial Supplies	\$ 3,300.00	\$ -	\$ 4,000.00	\$ 3,661.25	\$ 2,400.00	\$ 3,112.44	\$ -	\$ 8,353.80	\$ 1,100.00	\$ 1,548.28
CGC Bank Charges	\$ 1,680.00	\$ -	\$ 600.00	\$ 2,014.97	\$ 1,200.00	\$ 656.42	\$ 2,600.00	\$ 2,490.96	\$ 2,750.00	\$ 2,655.56
CGC Garbage Removal	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,500.92	\$ 2,400.00	\$ 2,400.00	\$ 14,000.00	\$ 1,208.43	\$ 2,200.00	\$ 1,295.69
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 411,200.00	\$ -	\$ 388,175.00	\$ 421,158.11	\$ 379,800.00	\$ 421,953.65	\$ 372,650.00	\$ 376,016.60	\$ 328,115.00	\$ 329,247.33
Variance	\$ -	\$ -	\$ 42,000.00	\$ (46,934.44)	\$ -	\$ (15,381.14)	\$ -	\$ (10,663.51)	\$ -	\$ 2,899.02

Town of Kensington - Request for Decision

Date: March 11, 2016	Request for Decision No: 2016-14 (Office Use Only)
Topic: Town of Kensington 2016 Annual Property Tax Rates	
Proposal Summary/Background: Section 37 of the Municipalities Act of PEI states: 37. (1) Following approval of the estimates for any year (a) in the case of a town, by the council; (b) in the case of a community, by the residents, and after crediting the probable revenue from all sources other than taxes, the council may by resolution levy a rate of municipal taxation sufficient to raise the sum required to defray projected municipal expenditures for that year.	
Benefits: • None Noted.	
Disadvantages: • None noted.	
Discussion/Comments:	
Options: 1. Approve the 2016 Non-Commercial and Commercial Property Tax Rates as presented. 2. Not approve the Non-Commercial and Commercial Property Tax Rates as presented and propose alternative rates.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolution to approve the Non-Commercial and Commercial Property Tax rates for the 2016 fiscal year: <i>“BE IT RESOLVED THAT the municipal tax rates for the Town of Kensington for the 2016 fiscal year of \$0.55 / \$100 of assessment for Non-Commercial properties and \$1.30/ \$100 of assessment for Commercial properties be hereby adopted and approved.”</i>	

Town of Kensington - Request for Decision

Date: March 11, 2016	Request for Decision No: 2016-15 (Office Use Only)
Topic: Town of Kensington 2016 Operating Lines of Credit – Town of Kensington and Kensington Water and Pollution Control Corporation	
Proposal Summary/Background: Section 44 (4) of the Municipalities Act of PEI permits a council to borrow money to be used on an interim basis to finance current operations. It is a requirement of the Scotiabank that the Town approve formal borrowing resolutions on an annual basis to provide for the Town's operating lines of credit, for general operations and the Water and Pollution Control Corporation. The operating lines of credit are proposed to remain at the same levels as in previous years.	
Benefits: • None Noted.	
Disadvantages: • None noted.	
Discussion/Comments:	
Options: 1. Approve the Operating Lines of Credit as presented. 2. Not approve the Operating Lines of Credit.	
Costs/Required Resources:	Source of Funding:
Recommendation: It is recommended that Town Council consider and adopt the following resolutions to approve the Operating Lines of Credit for the Town's General Account and the Water and Pollution Control Corporation Account: <u>General Account</u> <i>BE IT RESOLVED THAT Kensington Town Council approve an operating line of credit of \$325,000 from the Scotiabank for the General Account # 10793 00034 17. Any two of the Mayor, Chief Administrative Officer and Deputy Administrator are authorized as legal signing officers.</i>	

Water and Pollution Control Corporation Account

THAT Kensington Town Council approve an operating line of credit of \$160,000 from the Scotiabank for the Water and Pollution Control Corporation Account #10793 00625 10. Any two of the Mayor, Chief Administrative Officer and Deputy Administrator are authorized as legal signing officers.

1 Kirkdale Rd,
Charlottetown, PE
C1E 1R3



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

MEMORANDUM

To: FPEIM Member Municipalities
c/o Chief Administrative Officer

From: John Dewey, Executive Director

Date: January 22, 2016

Re: Call for Nominations for Election to the FPEIM Board
Invitation to Submit Resolutions
Call for Nominations for the Bruce H. Yeo Memorial Award and the
Municipal Achievement Award.

The 2016 FPEIM Annual Meeting will be held on Monday, April 25, 2016, at the St. Peter's Bay Complex in the Community of St. Peter's Bay.

This is an election year for the FPEIM Board of Directors. A call for nominations for president and board members is enclosed. I have also attached an invitation to submit resolutions for consideration at the annual meeting, as well as a call for nominations for the Bruce H. Yeo Memorial Award and the FPEIM Municipal Achievement Award.

Please make note of the following deadlines:

- The deadline for nominations for the board election is 4:00 pm on March 11, 2016.
- The deadline for resolutions is 4:00 pm on March 11, 2016.
- Nominations for awards will be accepted until 4:00 pm on March 29, 2016.

Please distribute the attached documents to all members of council.

CALL FOR NOMINATIONS FOR ELECTION TO THE FPEIM BOARD

NOMINATIONS

Nominations for the positions listed below may be made, in writing, by any member municipality for any elected member(s) of the council of that municipality:

- President

- Prince County Representatives

- One seat for the Cities/Towns Caucus to be filled by a member town situated in Prince County.
- Two seats for the Communities Caucus to be filled by member communities situated in Prince County.
- One seat, which may be filled by either a town or a community situated in Prince County. (Note: One Cities/Towns Caucus seat is reserved for the City of Summerside and will be filled by appointment).

- Queens County Representatives

- One seat for the Communities Caucus to be filled by member communities situated in Queens County.
- One seat, which may be filled by either a town or a community situated in Queens County (Note: One Cities/Towns Caucus seat is reserved for the City of Charlottetown, one seat is reserved for the Town of Cornwall, and one seat is reserved for the Town of Stratford. These seats will be filled by appointment).

- Kings County Representatives

- Two seats for the Cities/Towns Caucus to be filled by member towns situated in Kings County.
- Two seats for the Communities Caucus to be filled by member communities situated in Kings County.
- One seat, which may be filled by either a town or a community situated in Kings County.

Nomination forms are attached. The individual nominated must advise the Chair of the Nominating Committee, in writing, of his/her intention to accept the nomination and to serve if elected, as provided for on the nomination form. Each member municipality may not hold more than one county seat at any given time, however, members of the same municipal council may hold the office of president and a county seat.

At the close of nominations, the returning officer shall declare all uncontested candidates elected by acclamation. If any seat remains vacant following the close of nominations, the returning officer shall issue a second call for nominations to those member municipalities that are eligible to fill the vacancy or vacancies. All contested seats will be determined by a secret ballot to be held at the annual meeting on April 25, 2016.

The term of office for the President and the caucus representatives is three years, commencing the day after the annual meeting.

DEADLINES

The deadline for Nominations is 4:00 pm on March 11, 2016.

The deadline for Nominations to fill vacancies, if applicable, is 4:00 pm on March 29, 2016.

FPEIM Nomination Form
Board of Directors

The _____ of _____
(City, Town, Community) (Name of municipality)

nominates _____
(Title) (Name)

to the position of _____ County representative of
(Prince, Queens, Kings)

the _____ Caucus of FPEIM.
(Cities/Towns, Communities)

This nomination was approved by Council on _____
(month, day, year)

Signed: _____
Mayor/Chairperson

Seal of municipality _____
CAO/Administrator

In accordance with section 7, paragraph e of the FPEIM Constitution,
I, _____, hereby advise the chair of the FPEIM nominating committee
that I accept the above nomination, and I intend to serve if elected.

Nominee

FPEIM Nomination Form
President

The _____ of _____
(City, Town, Community) (Name of municipality)

nominates _____
(Title) (Name)

to the position of PRESIDENT of FPEIM.

This nomination was approved by Council on _____
(month, day, year)

Signed: _____
Mayor/Chairperson

Seal of municipality _____
CAO/Administrator

In accordance with section 7, paragraph e of the FPEIM Constitution,
I, _____, hereby advise the chair of the FPEIM nominating committee
that I accept the above nomination, and I intend to serve if elected.

Nominee

CALL FOR RESOLUTIONS

- Resolutions may be submitted to FPEIM until **4:00 pm, March 11, 2016**.
- Resolutions policy, guidelines for preparing resolutions and resolution form are below.

Resolutions Policy

The resolutions process gives members the opportunity to directly influence the policy and advocacy work of the Federation of Prince Edward Island Municipalities (FPEIM), as well as the organization itself.

1. RESOLUTIONS COMMITTEE

1.1 The Board shall appoint a resolutions committee of three members.

2. SUBMISSION OF RESOLUTIONS FOR CONSIDERATION BY THE MEMBERS

2.1 Member municipalities and the FPEIM Board of Directors may submit resolutions to the Resolutions Committee for consideration at the annual or semi-annual meeting.

2.2 Resolutions submitted for consideration should address a topic of direct responsibility or concern of Prince Edward Island municipalities and fall within the jurisdiction of the provincial government. The operative clause(s) should clearly set out what action is to be undertaken by the Federation. A request for a change in federal government policy should be expressed as the Federation recommending an action to the Federation of Canadian Municipalities.

2.3 The deadline for receiving resolutions shall be at 4 pm on the forty-fifth calendar day prior to the annual or semi-annual meeting.

2.4 Proof of endorsement by the sponsoring council must accompany all resolutions submitted to FPEIM.

3. ASSESSMENT AND CATEGORIZATION OF RESOLUTIONS

3.1 The Resolutions Committee shall categorize each resolution received into one of the following categories:

Category "A" – Municipal issues

Resolutions on issues that are the direct responsibility or concern of Prince Edward Island municipalities, and that fall within the jurisdiction of the provincial or federal governments.

Category "B" – Local Issues

Resolutions that deal with issues of primarily local concern.

Category "C" – Non-municipal Issues

Resolutions that deal with non-municipal matters. This category contains resolutions that are not a municipal responsibility and/or do not fall within provincial or federal jurisdiction.

Category “D” – Recently Addressed and Ongoing Issues

Resolutions that deal with matters on which the Federation has taken a position in the past three years, or which have been the subject of a resolution brought before the members at any of the three immediately previous annual meetings or the three previous semi-annual meetings.

Category “E” – FPEIM Issues

Resolutions on matters relating to the Federation and its organization, structure or operation.

3.2 The Resolutions Committee shall prepare an assessment of each resolution received. The Committee may recommend concurrence or non-concurrence on Category “A” and Category “E” resolutions. The reasons for the recommendation shall be briefly explained in the report of the Resolutions Committee. For clarity, a recommendation of “concurrence” means it is recommended that the resolution be adopted by the membership and a recommendation on “non-concurrence” means it is recommended that the resolution be defeated by the membership.

3.3 If the Resolutions Committee deems it necessary or appropriate, it may amend resolutions submitted by the member municipalities, however any such amendment must not alter the intent of the resolution. These changes need not be noted in the report of the Resolutions Committee.

3.4 The Resolutions Committee shall submit each resolution to the Board, along with:

- 3.4.1 the assessment of the resolution;
- 3.4.2 the recommended resolution category;
- 3.4.3 any proposed amendments to the resolution; and
- 3.4.4 a recommendation, if desired, of concurrence or non-concurrence on any Category “A” or Category “E” resolution.

3.5 After considering the information presented by the Resolutions Committee, the Board:

- 3.5.1 Shall approve, reject or amend any amendments to resolutions made by the Resolutions Committee;
- 3.5.2 Shall approve or amend the categorization of each resolution;
- 3.5.3 May amend the assessment of a resolution;
- 3.5.4 May recommend concurrence or non-concurrence on any Category “A” or Category “E” resolution.

3.6 The Resolutions Committee shall, at least thirty (30) days prior to the annual or semi-annual meeting, forward to all member municipalities a copy of:

- 3.6.1 all Category A and Category E resolutions that will be considered at that meeting; and
- 3.6.2 all Category B, C and D resolutions, for information purposes.

3.7 The Board may, on a two-thirds majority vote of Board member present, determine that a resolution, regardless of categorization, shall not be forwarded to its members on the basis that it:

- 3.7.1 Is contrary to the mission and/or goals of the Federation;
- 3.7.2 Contains private or personal information;
- 3.7.3 Addresses an existing or anticipated legal matter;
- 3.7.4 Addresses a human resources matter; and/or

3.7.5 Is discriminatory, defamatory or offensive.

3.8 The Resolutions Committee shall, as soon as practicable, notify the CAO of any municipality that has submitted a resolution of:

3.8.1 any amendment(s) made to the resolution, and the categorization, assessment and recommendation, if any; or

3.8.2 that a resolution will not be distributed to members in accordance with section 3.7.

4. LATE RESOLUTIONS

4.1 Resolutions received following the deadline shall be held for consideration at a meeting of the FPEIM Board of Directors, unless the sponsoring municipality requests that the resolution be brought forward at a subsequent general membership meeting. However, if the Board determines that:

4.1.1 a resolution is of an emergency nature;

4.1.2 sufficient research has been done to understand the implications of the resolution;

and 4.1.3 the resolution concerns a matter that has clear implications for municipalities;

it may assess and categorize the resolution, distribute it to member municipalities if time permits, and the resolution may be presented at the annual or semi-annual meeting. The resolution may only be brought to the floor of the meeting on a motion receiving a two thirds (2/3) majority vote by the accredited voting delegates. If approved, a separate motion is required to debate and vote on the resolution.

5. VOTING AND DEBATE ON RESOLUTIONS AT MEMBERSHIP MEETINGS

5.1 At the resolutions session the Chair of the Resolution Committee shall report to the meeting delegates on all resolutions forwarded to members and all emergency resolutions.

5.2 Each Category "A" and Category E resolution in the report of the Resolutions Committee, after being moved and seconded, shall be debated and voted upon individually.

5.3 Category B, C and D resolutions are provided for information purposes and shall only be brought to the floor on a motion made and passed by a majority vote of accredited voting delegates to:

5.3.1 change the category of the resolution to A or E; or

5.3.2 bring the resolution to the floor, without changing the category.

5.4 Only accredited voting delegates may move, second and vote on motions. All delegates that are elected members of a council that is a member municipality may debate motions.

5.5 The debate and vote on any motion to change the category assigned to a resolution or to bring a resolution to the floor shall be on the merits of changing the category or bringing the resolution to the floor, as the case may be; not on the merits of the resolution itself.

5.6 The vote on any resolution brought to the floor shall be on the merits of the resolution itself and not on the recommendation of the Resolutions Committee or the Board.

5.7 A representative from the sponsoring municipality will be given the first opportunity to speak. All speakers must identify themselves and their municipality and must confine their remarks to a maximum of two minutes. No delegate will be permitted to speak more than once on any resolution until other delegates that wish to speak have been heard, except to explain a

misinterpretation of that delegate's remarks. The representative from the sponsoring municipality shall have the right to speak to reply and sum up in closing the debate.

5.8 Motions from the floor to amend a resolution will only be permitted if they propose minor changes that do not alter the intent of the resolution.

6. SUBMISSION OF RESOLUTIONS FOR CONSIDERATION BY THE BOARD

6.1 Member municipalities may submit resolutions at any time to the Resolutions Committee for consideration by the FPEIM Board of Directors.

Passed by the FPEIM Board at the March 24, 2015, meeting.

GUIDELINES ON PREPARING RESOLUTIONS FOR FPEIM

THE CONSTRUCTION OF A RESOLUTION

Resolutions generally contain a preamble and operative clause. The preamble describes the issue and the operative clause outlines the action being requested. The resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a "WHEREAS" clause. Each clause is a separate but concise statement providing information as to the nature of the problem or the reason for the request.

The preliminary clauses should clearly and briefly set out the reasons for the resolution, including the implications for municipalities. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in supporting documentation.

Operative clause:

The "operative clause" begins with the words "BE IT RESOLVED". This clause should be as short as possible and it must clearly describe the action being requested.

The operative clause of the resolution must clearly set out the intent of the resolution, stating a specific proposal for action by FPEIM. The wording should leave no doubt as to the action being requested and be appropriate to the problem outlined in the preamble.

HOW TO DRAFT A RESOLUTION FOR FPEIM

1. *The language of a resolution should be simple, action oriented, and free of ambiguous terms.*

A resolution that contains well-chosen words will be easier to understand, and increase the likelihood that the municipality will achieve its objective.

2. *Each resolution should embody only one subject.*

Since your municipality seeks to influence attitudes and actions, the resolution should directly state the desired action. The delegates need to have a clear understanding of the action that is being requested.

3. *Council resolutions submitted to FPEIM should be accompanied by additional information.*

Where possible, a resolution should be accompanied by background information to ensure that the "intent" of the resolution is understood, and to facilitate efforts by the FPEIM Board of Directors to achieve the objectives outlined in the resolution.

Consideration of resolutions submitted without adequate background documentation/information may be delayed until the sponsor has been consulted and material has been provided that outlines the intent of the resolution.

4. *Resolutions should be properly titled.*

A title will assist in identifying the intent of the resolution and, reduce the possibility of misinterpretation.

A title is usually determined from the "operative clause" of the resolution. For ease of printing in the Annual Report and for clarity of intent, a title should not be comprised of more than three or four words.

5. *Resolutions should contain accurate legislative references.*

The municipality that is sponsoring the resolution should ensure that the jurisdictional responsibility has been correctly identified (e.g. ministry or department within the federal or provincial governments).

When references are made within a resolution to particular legislation and responsible ministry, the municipality should ensure that the correct Act has been identified.

6. *Resolutions should deal with issues that are province-wide.*

It is important to ensure that the issue identified in the resolution is relevant to other municipalities across the province so the proper debate on the issue can be undertaken and so FPEIM can effectively represent your concern to the provincial/federal government on behalf of all of the municipalities in the province.

FPEIM RESOLUTION FORM

Proposed Title: _____

Preamble

WHEREAS _____

WHEREAS _____

WHEREAS _____

Operative Clause

BE IT RESOLVED _____

Submitted by: _____

(Name of Municipality)

Approved by Council on: _____

(Month/Day/Year)

Signed: _____

(Signature of Mayor/Chairperson)

(Signature of Administrator)

Contact Person: _____

Date of Submission: _____

(Month/Day/Year)

Please attach any supplementary information that may assist FPEIM in consideration of this resolution.

FOR FPEIM OFFICE USE ONLY:

Resolution Number:	
Recommendation of FPEIM Resolution Committee:	
Recommendation of FPEIM Board	
Decision of FPEIM Board:	

CALL FOR NOMINATIONS FOR THE FPEIM BRUCE H. YEO MEMORIAL AWARD

The FPEIM Bruce H. Yeo Memorial Award is presented annually to an individual in recognition of their outstanding contribution to municipal government in Prince Edward Island. This award was established in memory of Bruce H. Yeo, the first President of FPEIM, on the occasion of FPEIM's 40th Anniversary, in 1997.

ELIGIBILITY:

Any individual that has made an outstanding contribution to municipal government in Prince Edward Island is considered eligible to receive the Bruce H. Yeo Memorial Award except:

- the President of the Federation of Prince Edward Island Municipalities holding office at the time of the award selection;
- an individual that is employed by the Federation of Prince Edward Island Municipalities at the time of the award selection; or
- an individual that has previously received the Award.

Nominations will stand for a period of three years.

NOMINATION:

Please complete the enclosed form or provide the requested information in writing to the FPEIM office prior to the deadline. The nomination may be supplemented with a biography of the nominee and letters of support for the nomination. (If you require more space than provided, please attach the appropriate number of pages.) Nominations may be submitted by email to info@fpeim.ca.

All entries must be submitted to:

FPEIM Bruce H. Yeo Memorial Award
Federation of Prince Edward Island Municipalities
1 Kirkdale Road
Charlottetown PE C1E 1R3
Fax: (902) 566-2880
Email: info@fpeim.ca

The deadline for nominations is 4:00 pm on **March 29, 2016, at 4:00 pm.**

The winner of the FPEIM Bruce H. Yeo Memorial Award will be announced at the 2016 FPEIM Annual Meeting on Monday, April 25, 2016.

FPEIM BRUCE H. YEO MEMORIAL AWARD NOMINATION FORM

Municipality: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Name of Nominee: _____

Explain why the nominee should receive the FPEIM Bruce H. Yeo Memorial Award, including a description of the contributions that this person has made to municipal government on PEI. Applications may be supplemented with a biography of the nominee and letters of support for the nomination. (If you require more space than provided, please attach additional pages.)

The deadline for nominations is 4:00 pm on **March 29, 2016.**

Forward Nomination forms to:

Federation of Prince Edward Island Municipalities
1 Kirkdale Road
Charlottetown, PE C1E 1R3

Fax: (902) 566-2880
Email: info@fpeim.ca

**CALL FOR NOMINATIONS FOR THE
FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES
MUNICIPAL ACHIEVEMENT AWARD**

The Municipal Achievement Award is presented annually to recognize a municipality that has demonstrated an outstanding commitment to improving the quality of life of its residents.

ELIGIBILITY:

Municipalities that are a member of the Federation of PEI Municipalities are eligible to receive the Municipal Achievement Award.

NOMINATION:

Nominations must provide the name and contact information for both the nominee and the nominator and clearly state the reasons why the nominee should receive the award. A one or two page description is adequate. A nomination form has been attached.

Nominations will stand for a period of three years

SELECTION:

Entries will be reviewed by a selection committee. In its assessment of nominations, the Committee shall consider the achievements of the nominee in relation to the size and capacity of the municipality. The winner or winners (in the case of a tie) of the Municipal Achievement Award will be announced at the 2016 FPEIM Annual Meeting on Monday, April 25, 2016.

All nominations must be submitted to:

FPEIM Municipal Achievement Awards
Federation of Prince Edward Island Municipalities
1 Kirkdale Road
Charlottetown PE C1E 1R3
Fax: (902) 566-2880
Email: info@fpeim.ca

The deadline for nominations is 4:00 pm on **March 29, 2016.**

Municipality: _____
 Contact Person: _____
 Phone Number: _____
 E-mail Address: _____
 Name of Nominee: _____

[illegible]

Fax: (902) 566-2880
Email: info@fpeim.ca

DATE: FRIDAY MARCH 11th, 2016
TO: JEOFF BAKER
FROM: REBECCA MATTE
MESSAGE: My phone number is
 1 877 632-8157 ext. 8603

<http://www.nursesplanner.com>

pei nurses
 Prince Edward Island Nurses' Union

Price list before taxes

Product dimension:

back cover color	2:7/8 x 4:7/8	\$1426.00
Back ins. cover	2:7/8 x 4:7/8	\$1196.00
Front ins. cover	2:7/8 x 4:7/8	\$1196.00
1 Page:	2:7/8 x 4:5/8	\$956.00
1/2 Page:	2:7/8 x 2:5/16	\$656.00
1/3 Page:	2:7/8 x 1:9/16	\$496.00
1/4 Page:	2:7/8 x 1:1/8	\$436.00
1/6 Page:	2:7/8 x 11/16	\$326.00
1/8 Page:	2:7/8 x 1/2	\$256.00
1/10 Page:	2:7/8 x 3/8	\$236.00
Listing	Listing	\$150.00

PARTICIPATION OFFER

The *Prince Edward Island Nurses' Union* is developing next year's daily planner to be distributed to its members.

Recent surveys of Registered Nurses have aided in the design of the *Prince Edward Island Nurses' Union Planner*. It will be:

- ✓ a daily reference tool logging the daily work schedule, holidays, union activities, meetings, etc.
- ✓ a practical size that will fit easily into the RN's pocket or purse.
- ✓ a little book that reminds Registered Nurses daily of sponsors in their community who have supported them by taking out advertisements.
- ✓ a guide that advertises special promotions offered to Registered Nurses.

All profits will help us to carry out projects of great importance to Registered Nurses, particularly those which assist women and children in significant ways. For example, the PEINU has donated funds to Anderson House which is an emergency shelter for women and children who are victims of domestic violence, as well as to Big Brothers and Big Sisters of PEI which pairs youths who need a positive adult role models in their lives with adult volunteers and mentors.

The *Nurses' Planner* representatives will be contacting you again by telephone in the next few days to finalize your participation in what promises to be a popular and well-used daily planner.

This planner is financed entirely by the advertising of Prince Edward Island merchants and we hope you will see this as an opportunity to both support your local Registered Nurses and reach an important consumer group.

N. B.: No one is authorized to canvass you or collect funds at your home or place of business.

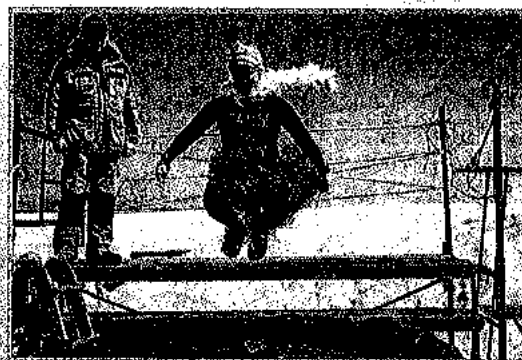
LAW ENFORCEMENT
TORCH RUN[®]
FOR SPECIAL OLYMPICS
PRINCE EDWARD ISLAND



April 10, 2016
Registration at 11:30
Plunge at 1:00pm

Charlottetown

RCMP "L" Division Headquarters
450 University Ave



Summerside

Holland College Marine Centre
100 Water St

For more info contact 902-368-8919

Or visit www.sopei.com

**Special
Olympics**
Prince Edward Island





LAW ENFORCEMENT
TORCH RUN®
FOR SPECIAL OLYMPICS
PRINCE EDWARD ISLAND

**Special
Olympics**
Prince Edward Island



Contributions may be paid in cash or cheque to **Special Olympics PEI**. Please use this form to keep track of pledges and hand it in at the registration desk on Plunge day. Please note that amounts under \$20 will not be issued a tax receipt.



Transportation,
Infrastructure
and Energy

Transports,
Infrastructure
et Énergie



Infrastructure Secretariat

75 Fitzroy Street, 3rd floor, Suite 301
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Secrétariat de l'infrastructure

75, rue Fitzroy, 3^e étage, Suite 301
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

March 7, 2016

Mr. Geoffrey Baker, CAO
Town of Kensington
P.O. Box 418
Kensington, PE C0B 1M0

Dear Mr. Baker:

The Infrastructure Secretariat is writing to advise you that the Municipal Strategic Component (MSC) of the Gas Tax program is now accepting applications. The program has undergone a review and revisions have been made to the Guidelines and Criteria document as well as the application form. The MSC has limited funds for the 2016/17 fiscal year and all funds may not necessarily be approved depending on projects submitted being "Strategic". Project applications will be ranked on criteria from the Guidelines and Criteria document.

Due to the lateness in advising you of these changes, the first intake deadline of March 18, 2016 has been extended to **April 18, 2016**. The Guidelines and Criteria and Application forms can be downloaded by going to <http://www.gov.pe.ca/tir/index.php3?number=1051931&lang=E> or by contacting our office at 902-620-3380.

Once again, applications for this program should clearly identify how the project is "**strategic**" under the environmental, economic and/or social lenses. In order to be considered for this intake, everything requested in the Guidelines and Criteria should accompany your application. If documentation is missing or if questions are not answered completely, the application will be deferred until the required information has been submitted.

If you have any further questions, please do not hesitate to contact the Infrastructure Secretariat at 902-620-3380.

Yours truly,

Darlene Rhodenizer
Provincial Infrastructure Manager



Tel 902 368 5060
Fax1 902 368 5395
Fax2 902 569 0590
www.gov.pe.ca

**Public Works and Planning Division
Transportation, Infrastructure and Energy**

PO Box 2000
Charlottetown
Prince Edward Island
Canada C1A 7N8

Geoff Baker
Town of Kensington
PO Box 418
Kensington, PE C0B 1M0

March 7, 2016

Dear Geoff,
Regarding: Kensington Health Center, Kensington – Safe workplace requirements

The Provincial Government, as an employer of staff in your building, has a duty to ensure staff safety and is required to have information available to ensure staffs are not exposed to occupational health and safety risks.

Most buildings constructed prior to 1990 are likely to contain Asbestos-Containing Materials (ACM) in one form or another. While the mere presence of ACM does not present a danger, these materials can present a degree of risk to workers and building occupants when maintenance or renovation work is performed which disturbs ACM and appropriate precautions are not taken.

ACM can be managed in place and does not necessarily require abatement (removal) provided that within the scope of the building's operations and maintenance program these materials are managed by trained personnel and handled by qualified contractors as required by OHS regulations.

To ensure the safety of occupants of your leased building, we are asking landlords who have buildings older than 1990 to provide information on any ACM in their building and provide an asbestos management plan of safe work procedures for handling ACM.

If you are unsure whether you have ACM in your building materials, we require that you not carry out any maintenance or renovation work which may disturb potential ACM until you have had your building assessed by an independent testing agency knowledgeable in the inspection of ACM and handle those ACM as required by OH&S regulations.

The goal of this information is to have you, as the lessor of your property, be informed and eliminate exposure to all building occupants to possible ACM.

Should you have any questions please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly Hinds", with a long horizontal flourish extending to the right.

TIR Maintenance and Accommodations
Holly Hinds, Manager
368-4854

For your reference the following older building materials (older than 1990) have a likelihood to be Asbestos-Containing Materials (ACM):

- Sprayed fireproofing used to maintain the fire integrity of structural steelwork in buildings;
- Thermal insulation used as lagging for boilers, heaters, pipes and hot water tanks;
- Acoustic or decorative finishes applied to ceilings and walls(tiles, panels);
- Acoustic lay in ceiling tiles;
- Vermiculite insulation (e.g. Zonolite-brand) used as loose fill insulation inside masonry block walls of buildings;
- Asbestos-cement sheets used for roofing and cladding of buildings, decorative and acoustic paneling, laboratory table tops and internal sidings for fume hoods and ovens;
- Asbestos-cement pipe used for electric and telephone conduits, water supply, sewage, irrigation and drainage applications;
- Asbestos floor coverings (vinyl tiles and vinyl sheet flooring);
- Paper and felt products including roofing felts, gaskets, pipeline wrap, table pads, heat protective mats and appliance insulation applications;
- Asbestos textile products including gaskets, thermal and electric insulation, welding curtains and protective clothing;
- Coatings, sealants and adhesives including roofing, wall-treating compounds and “gap” and “hole” fillers.

CHARLOTTETOWN AREA OFFICE / BUREAU DE CHARLOTTETOWN

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

March 8, 2016

Via: *Registered Mail*

Geoff Baker, Town Manager/Administrator
Town of Kensington
P.O. Box 418
Kensington, PEI
C0B 1M0

Dear Mr. Baker:

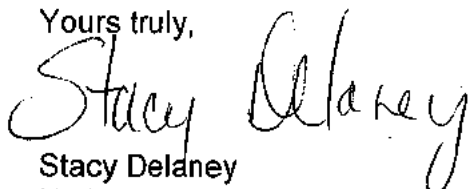
Re: CUPE Local 4893 – Notice to Bargain

Please be advised that CUPE Local 4893 would like to enter into contract negotiations as per Article 30 of the Collective Agreement.

Should you wish to contact me please call (902) 566-4006 or email sdelaney@cupe.ca.

Thank you.

Yours truly,

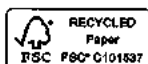

Stacy Delaney
National Representative

cc: Andrew Griffin, President CUPE Local 4893

kl  P:\Locals\4893\Bargaining\trsd Geoff Baker Notice to Bargain 3.8.16.docx

MARK HANCOCK – National President / Président national **CHARLES FLEURY** – National Secretary-Treasurer / Secrétaire-trésorier national

FRED HAHN – DANIEL LÉGÈRE – LUCIE LEVASSEUR – KELLY MOIST – MARLE ROBERTS – General Vice-Presidents / Vice-présidences générales



Correspondence



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

February 23, 2016

Honourable Paula J. Biggar
Minister of Transportation, Infrastructure and Energy
PO Box 2000, Charlottetown, PE C1A 7N8

Dear Minister Biggar;

I want to bring to your attention an issue of concern in the Town of Kensington and ask that your department investigate the issue and advise what steps can be taken to minimize any risk to the municipal central water supply.

It has come to our attention that there are two fuel storage tanks located on the Kensington Intermediate Senior High School property in Kensington. We understand these storage tanks are currently exempt from any monitoring and/or inspection regulations.

One of the tanks is above ground and is used to supply diesel fuel for school buses. To our knowledge there is no secondary containment in the event of a spill. Furthermore, we are concerned about a possible accident whereby it could be struck by a vehicle as it is located beside a parking area and no barriers are evident to protect the tank. The second tank is located underground and used to store furnace oil. We are not sure how long it has been there and what procedures are in place to identify if a leak occurs. If by chance it was installed at the time the initial school was built then it was installed in the late 60's.

Could you please advise if our facts are correct and if so, what steps are being considered to minimize any risk? They are located in close proximity and sit directly uphill from our municipal central water supply. We are very concerned that should a leak occur our water supply could become contaminated in a very short period of time. These storage tanks sit within the 5 year Kensington wellfield zone of influence and closely border the 250 day zone of influence.

I appreciate your attention to this matter. If it does not fall under your mandate then I trust you will forward it to the appropriate person and advise me of such.

Best Regards;

Rowan Caseley
Mayor

Cc Geoff Baker, CAO
Barry Murray, Kensington North Watershed Association
Honourable Robert Mitchell, Minister of Communities, Land and Environment

Correspondence.



Office of the Minister

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Transportation,
Infrastructure
and Energy

Transports,
Infrastructure
et Énergie



Bureau du ministre

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

February 29, 2016

Rowan Caseley, Mayor
Town of Kensington
PO Box 418
Kensington, PE C0B 1M0

Dear Mayor Caseley:

This will acknowledge receipt of your letter regarding the concern you have with the two fuel storage tanks located on the property of Kensington Intermediate Senior High School in Kensington.

I have forwarded your letter to John Cummings, Director Corporate Services at the English Language School Board. The School Board is responsible for the operations and maintenance of the schools.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Paula".

Paula Biggar
Minister

cc: John Cummings, Director English Language School Board
Minister Robert Mitchell, Communities, Land & Environment
Alan Maynard, Director Public Works and Planning

Correspondence

Geoff Baker

From: John Davison <john@hauntedmansionpei.ca>
Sent: Friday, February 26, 2016 10:11 AM
To: townmanager@townofkensington.com
Subject: Welcome Centre Directional Map

Geoff Baker
CAO
Town of Kensington

With the assumption of control of the Kensington Welcome Centre by the Central Coastal Tourism Partnership, the Kensington and Area Tourist Association is currently settling up its accounts and divesting itself of assets. As such, KATA would like to offer the Town of Kensington the map board located between the Welcome Centre and the Island Stone Pub. There have been a number of discussions about signs in this area over the years and ownership. I cannot confirm that the sign posts are property of KATA, but without question KATA paid for the creation of the original sign and have been responsible for updating (or not updating as the case may be) the map sign on the side facing the pub. Work had been underway to update the information on the map this winter but that has come to a halt. By having control of this the Town can proceed to use the space as it sees fit. Feel free to contact me for any other information you need to go forward on this.

Thank you,
John Davison
KATA Vice President

Correspondence



Justice and
Public Safety

Justice et
Sécurité publique



Minister and Attorney General
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Ministre et procureure générale
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

February 22, 2016

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

Dear Mayor Caseley:

I am pleased to advise you that the Department of Justice and Public Safety is issuing an RFP seeking a consulting firm with expertise in crime prevention and policing services to conduct a review of policing services in Prince Edward Island. While different agencies and aspects of policing have been examined over the years (2002 Summerside Review; 2009 Charlottetown Review; 2005 Police Response to Domestic Violence review; 1991 McQuaid Inquiry; 1977 Charlottetown Review) the last time we conducted a province wide review of policing services was 1974.

The needs of the Island have evolved over the years and while our crime severity index is declining in accordance with national trends, we also see an increase in non-criminal calls for policing; continued increases in legal complexity in the handling of cases; a growing demand for police response to mental health and addictions; and an increase in technical demands on policing services.

Economics of Policing summits have been hosted by Public Safety Canada in 2013 and 2015 bringing police together with public safety and community leaders to explore new models of community safety. Through these summits, many innovative community initiatives have been recognized for their successes in contributing to enhanced safety.

It is our goal to ensure that police agencies, as well as other public safety service providers, are responsive to the current and expected needs of Islanders. As a small jurisdiction we have unique opportunities for partnership and collaboration to support vibrant communities across Prince Edward Island. Safety is the most fundamental of our community needs, underpinning both our economic progress and our social development.

I seek your cooperation and participation to ensure a complete picture of community safety, crime prevention and policing priorities is captured and a collaborative plan is developed. It is necessary to ensure the model for crime prevention, community safety and policing services for the future builds on current successes and is innovative in design. Engagement and consultation with key stakeholders is a critical step in this process and I trust we can count on your support to complete this important work.

Sincerely,

Wade MacLauchlan
Minister and Attorney General

c Geoff Baker
Chief Lewie Sutherland

Correspondence

Geoff Baker

From: info@kensingtonchamber.ca
Sent: Tuesday, February 23, 2016 11:58 AM
To: townmanager@townofkensington.com; Rowan Caseley
Cc: 'Rodney Mann'
Subject: Doing Business in Kensington

Hi Geoff and Rowan,

The Chamber is exploring options around creating a website that promotes doing business in Kensington. It would serve as a tool for new businesses and the Business Development officers with the province researching potential locations. It also falls in line with the survey results, one of the top three items the Chamber membership wants us to focus on: attracting businesses to Kensington.

These businesses are dealing with the province's Business Development Officers and it might aid them if they can get a complete picture of Kensington, what is available here and why we are worthy of investment. I mentioned the concept in a breakout session at Matt's Economic Development Meeting, and it seemed to be positively received by both Nicole Warren, the Economic Development officer with CDC, and Steve Reaman with Innovation PEI.

The kind of information I see on the site would be:

- Available Locations for Rent
- Available Real Estate
- Tax Rates
- Incentives (if the Town were to undertake something like this again for businesses)
- Permits Required
- Demographics (of Kensington and surrounding communities, indicating potential size of workforce)
- Business Directory
- Benefits of Kensington
 - Location, proximity to harbours, airports, etc

For reference, take a look at:

City of Charlottetown Economic Development Office website: <http://charlottetowneconomic.ca/>

Summerside ED website: <http://www.bigpossibilities.ca/home--2/>

Holman Centre (project of SRDC): <http://holmancentre.com>

The Chamber is prepared to build something like this in-house, as we lack the funds to pay for a new website outright. In our last board meeting, it was suggested that perhaps the Town would be interested in partnering on the project, since the municipality would see financial gain from more businesses setting up shop in Kensington.

There is some funding available from Innovation, (I think 40% of the project), and I think we could get it done for \$2000-3000 if we use a company like Revolution Media or Higher Design.

We were wondering if the Town would like to partner on the project, and if yes, if you would be willing to take on the cost, while the Chamber manages the project. We could be partners on the project, and have equal ownership of the finished product. It could be a great opportunity to help build the brand, and let the rest of the world know that Kensington is open for business.

Let me know your thoughts, and if you wanted to chat.

Thanks,
Jessica

Jessica Caseley
Membership and Events Coordinator
Kensington and Area Chamber of Commerce
902-836-3209
www.kensingtonchamber.ca
Find us on [Facebook](#) and [Twitter](#)!

Health PEI

One Island Health System

Hillsborough Hospital
115 Deacon Grove Lane
PO Box 1929, Charlottetown
Prince Edward Island
Canada C1A 7N5

Santé Î.-P.-É.

Un système de santé unique

Hôpital Hillsborough
115, allée Deacon Grove
C.P. 1929, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N5

February 2, 2016

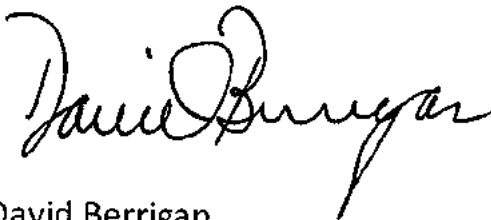
Rowan Caseley
Town of Kensington
Po Box 418
Kensington, PE C0A 1M0

Dear Rowan Caseley:

Earlier this year you attended the 15th annual "Spring Is in the Air" Gala Dinner sponsored by the Federated Women's Institute of Prince Edward Island that was held at Holland College's Culinary Institute. Proceeds from this year's dinner were given to Hillsborough Hospital for the purchase of recumbent exercise bicycles.

We would like to thank you for your participation in this worthy event. I am enclosing an official tax receipt #18880 for the amount of your donation.

Sincerely,



David Berrigan
Manager Administration and Finance



PEI CRIME STOPPERS
1-800-222-TIPS (8477)

P.O. Box 2708
Charlottetown, PE
C1A 8C3

Feb. 08, 2016

Mayor Rowan Casley
Town of Kensington
PO Box 494
Kensington, PE C0B 1M0

Support of PEI Crime Stoppers

Dear Mayor Casley,

It was a pleasure having you attend our recent Annual General Meeting of PEI Crime Stoppers. Just wanted you to know we appreciate you taking the time out of your busy schedule to attend and hope you were able to gain some insight into the work we do in our province. The Crime Stoppers program has been successful on PEI due in large part to the strong ties and partnerships that have been developed over the years and the strong sense of community that exists in PEI. The support of the Town of Kensington and the Kensington Police Service emulates that spirit of community and partnership and is much appreciated.

Together we are making a difference!

Respectfully,

Don Reid
President
PEI Crime Stoppers



February 2016

Mayor Rowan Caseley
Town of Kensington
P.O. Box 418
Community Center
Kensington, PE C0B 1M0

Dear Mayor Caseley,

Thank you. Purely and simply, thank you.

When the PCH Foundation Board received its mandate in 2015, we were cautiously optimistic. It was such a challenging goal and we hoped that our caring communities would join us in the task. You did join us. With great passion and in great numbers, you joined us.

We had known the goal would be large and that it would include a CT Scanner, but the prospect of raising nearly \$2.3 million in one year was daunting to say the least. This was the largest single year goal since the Foundation opened its doors in 1993. Since that first year, we've been secure in the knowledge that PCH matters. We know this because our donors, volunteers and the patients tell us so – with their actions and their generosity. But, this year felt different. The goal was twice that of previous years. Could it be done? You and your peers told us the answer with a resounding "YES." Your actions and your generosity made it possible. The hospital is at the forefront of your thoughts and your charitable giving ... for that we are incredibly grateful.

Thanks to your support and the kindness of many others, the patients at PCH will receive every item listed in the 2015 *Vital Signs* greatest needs appeal. From the \$1million CT Scanner to the basic necessities like hospital beds and wheelchairs, it will all be purchased. You can feel proud and comforted in knowing that you helped to make this possible. As we sit down to plan our year for 2016, we too are comforted by last year's phenomenal support. Because, as we both know, medical equipment needs do not cease at our hospital. There will always be new standards of care introduced, older equipment will meet the end of its usefulness, and new technologies will arise. But, we again take solace in the fact that you and many others like you know the importance of keeping this hospital well equipped for your communities.

Again, thank you for making a difference in the lives of your family, your friends, and your community.

Yours very truly,

PRINCE COUNTY HOSPITAL FOUNDATION

Sandy Rundle
President

Hickey & Hyndman Insurance Ltd.

P.O. Box 1535

292 Water Street

Summerside, PE C1N 4K4

www.hickeyhyndman.ca

Phone: (902) 436-9215

Fax: (902) 436-8367



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Insurance Brokers

February 12, 2016

Town of Kensington

Attn: Geoff Baker

PO Box 418

Kensington, PE C0B 1M0

Mr Baker:

We would like to set up an appointment with you to discuss the opportunity of Hickey & Hyndman Insurance Ltd. providing a quote for your Community's Insurance. We have many years experience handling Municipal Accounts and strongly believe we could provide a competitive quote on Premium and Coverage which would benefit your community.

As an industry leader, we are pleased to provide tailored insurance coverage for our clients across PEI and the Maritime Provinces including risk management needs of individual consumers, professional offices, business institutions and a variety of governmental agencies.

We are Island owed and operated with business roots dating back to 1872.

As a regional independent Insurance brokerage, we have strong relationships with a large number of Insurance Companies. These relationships allow us to assist our clients in finding the best coverage and pricing to meet their unique needs. We act as trusted advisors by learning about each individual client, identifying their loss exposures and providing coverage options tailored for each client.

We have a strong relationship with **Frank Cowan Insurance Company**, a leader in Municipal Insurance.

Thank you for your consideration of the above. I look forward to hearing from you and arranging a convenient time to meet.

Regards,

Mark Hickey, CIP, CAIB
President

Mary P. Lambe, CIP
Commercial Broker





PEI CRIME STOPPERS
1-800-222-TIPS (8477)

P.O. Box 2708
Charlottetown, PE
C1A 8C3

Feb. 08, 2016

Mr. Geoff Baker
Town of Kensington
PO Box 494
Kensington, PE C0B 1M0

Support of PEI Crime Stoppers

Dear Mr. Baker,

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Together we are making a difference!

Respectfully,

Don Reid
President
PEI Crime Stoppers

Geoff Baker

From: Julie McMurrer <jmcmurrer@fpeim.ca>
Sent: Monday, March 07, 2016 9:07 AM
To: Julie McMurrer
Subject: FW: FPEIM Annual Meeting - Cabinet Ministers' Forum

Good morning,

I am forwarding you this email we sent back in February as a reminder to send any questions that you may have for Cabinet Ministers at the FPEIM annual meeting in to the FPEIM office by April 1, 2016.

Thank you,

Julie

Julie McMurrer
Administrative Assistant
Federation of PEI Municipalities



1 Kirkdale Road
Charlottetown PE C1E 1R3
Tel: (902) 566-1493
Fax: (902) 566-2880



Follow us on Twitter

From: Julie McMurrer [<mailto:jmcmurrer@fpeim.ca>]
Sent: February-10-16 10:56 AM
Subject: FPEIM Annual Meeting - Cabinet Ministers' Forum

Good morning,

The 59th Annual Meeting of the Federation of PEI Municipalities is scheduled for Monday April 25, 2016 at the St. Peter's Bay Complex. The agenda will once again include a "Cabinet Ministers' Forum" and all members of the Provincial Cabinet have been invited to participate.

In an attempt to engage members and make the forum more focussed and productive, FPEIM's Board of Directors has decided to put out a call to all member municipalities to submit questions, in advance, to be put to the Ministers during the Forum.

The Executive would select questions to be asked from those submitted, giving consideration to factors such as:

- whether or not the subject of the question relates directly to municipal governments;

- the importance to municipalities of the matter that is the subject of the question;
- the urgency of the matter; and
- whether the subject has the potential to unite or divide municipalities.

The selected questions would then be submitted in advance to the appropriate Minister(s) to enable them to prepare responses to be given during the Forum.

At the Forum, Ministers will be given an opportunity to speak for two to three minutes to highlight the work of their department, especially as it relates to municipal government.

A member of council of the municipality that submitted each selected question will be invited to come to the microphone to ask their question. Once the selected questions have all been asked, the floor will be opened for additional questions, including any submitted, but not selected.

It is hoped that this approach will:

- increase the number of questions asked;
- ensure the questions that are most important to municipal governments are asked;
- enable the ministers to prepare a response in advance;
- engage members and make the forum more focussed and productive.

We ask that your municipality submit any questions that you would like to be considered to jmcmurrer@fpeim.ca by Friday April 1, 2016.

Thank you,

Julie

Julie McMurrer
Administrative Assistant
Federation of PEI Municipalities



1 Kirkdale Road
Charlottetown PE C1E 1R3
Tel: (902) 566-1493
Fax: (902) 566-2880



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YOU'RE INVITED

President Patricia Bennett
& the Board of Directors of
The Kensington & Area
Chamber of Commerce
invite you to join them for the
Annual President's Dinner
& Silent Auction
Thursday, April 14th

Loyalist Lakeview Resort

6:00 pm Reception

7:00 Dinner & Silent Auction

Early Ticket Price: \$45 plus HST
(After April 1, price is \$50 plus HST)

RSVP by April 8, 2016 to
info@kensingtonchamber.ca

Geoff Baker

Correspondence

To: Rowan Caseley
Subject: RE: 2016 Census of Population Program / Programme du Recensement de la population de 2016

From: Clarke, Ashley (STATCAN) [<mailto:ashley.clarke@canada.ca>]
Sent: February 29, 2016 2:44 PM
To: 'mayor@townofkensington.com' <mayor@townofkensington.com>
Subject: 2016 Census of Population Program / Programme du Recensement de la population de 2016

(La version française suit)

Dear Mayor Caseley,

I am writing to seek your support to increase awareness of the 2016 Census among residents of your community.

Statistics Canada will be hiring approximately 35,000 people across the country to assist in the collection of the census, which will take place in May. We would therefore like to discuss how we can effectively promote these job opportunities in your area.

Additionally, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as daycare, family services, police, fire protection, public transportation and skills training for employment. Census data is also vital for planning infrastructure including schools, housing and roads.

In the coming weeks, a Statistics Canada employee will contact you to discuss ways of reaching out to residents. Should you have any questions, please do not hesitate to contact me.

Thank you in advance for your support of the 2016 Census.

Sincerely,

Ashley Clarke

Public Relations, Outreach and Media Manager

Gestionnaire des relations publiques, du rayonnement et des médias

Statistics Canada | Statistique Canada

Atlantic Regional Census Centre | Centre régional d'Atlantique du recensement

1557 Hollis Street, 9th Floor | 1557 rue Hollis, étage 9

Halifax, Nova Scotia B3J 3V4 | Halifax, (Nouvelle-Écosse) B3J 3V4

Ashley.Clarke@canada.ca

Telephone | Téléphone: (902) 402-9380

Government of Canada | Gouvernement du Canada

As a user of Statistics Canada's online information, your right to privacy and security is very important to us. Statistics Canada is both legally and institutionally bound to ensure that the information you provide to us is fully protected as required under the federal Privacy Act. For more information, please read our Privacy notice (<http://www.statcan.gc.ca/eng/reference/privacy-privee-eng>).



2016

CENSUS • RECENSEMENT

COMMUNITY SUPPORTER
TOOLKIT FOR THE 2016
CENSUS OF POPULATION

ENGLISH

TROUSSE DE SOUTIEN À
LA COLLECTIVITÉ POUR
LE RECENSEMENT DE LA
POPULATION DE 2016

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Why is supporting your community during the 2016 Census so important?

The census is one of the most important sources of statistics for our country. Census information is important for all communities and is vital for planning services such as schools, daycare, housing, police services, fire protection, roads, public transit, and skills training for employment.

Your efforts to help us promote the benefits of the census will increase the reach of key messages channeled through a variety of media outlets, including television, radio, print, social media and the Internet.

In the Community Supporter Toolkit, we have brought together products and resources to help you and your organization spread the word about the benefits and positive impact of the census on your community.

By partnering with us, you will increase the participation of your community in the 2016 Census.



2016

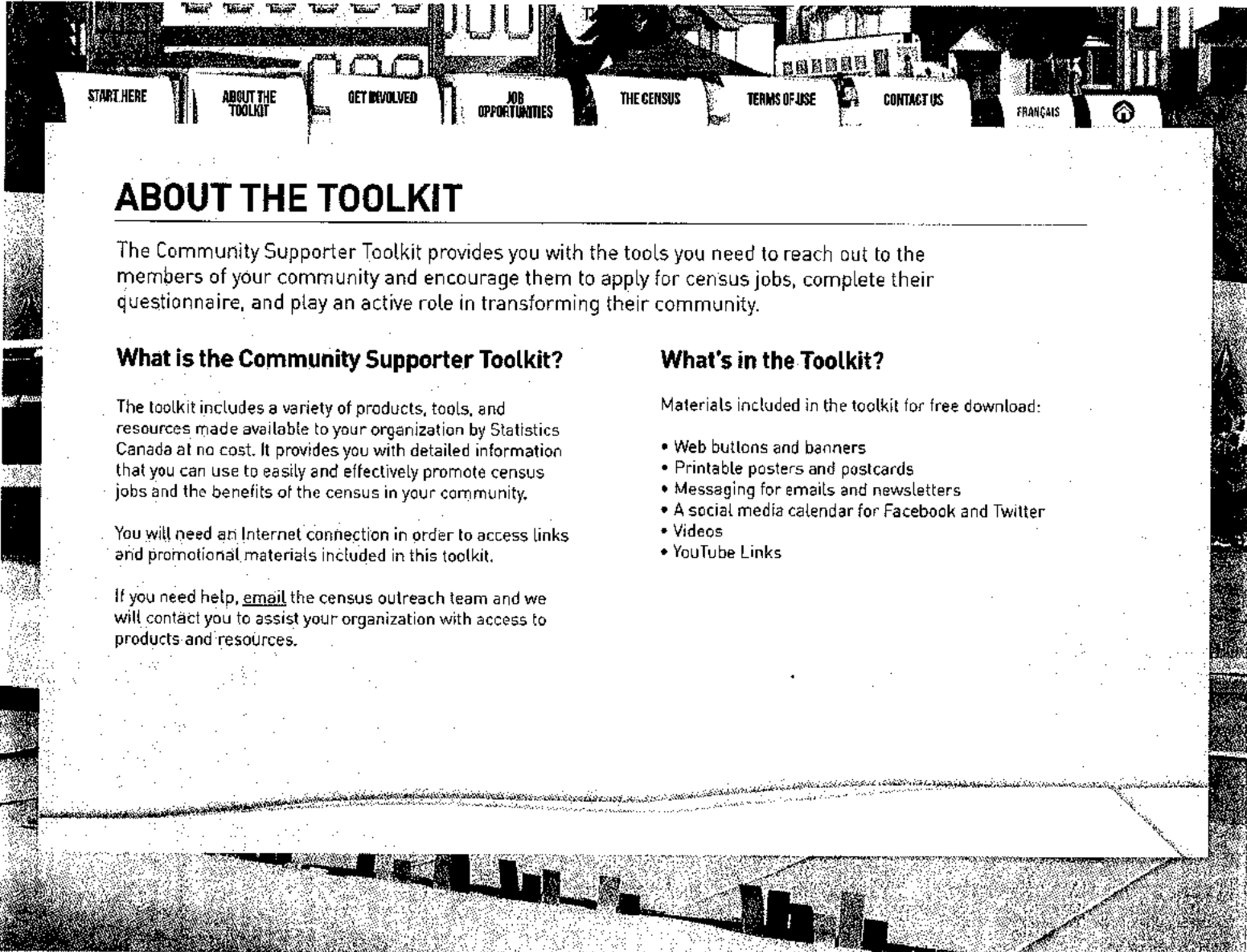
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Useful Links

[About the 2016 Census](#)

[Census jobs](#)

[Resources for teachers](#)



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ABOUT THE TOOLKIT

The Community Supporter Toolkit provides you with the tools you need to reach out to the members of your community and encourage them to apply for census jobs, complete their questionnaire, and play an active role in transforming their community.

What is the Community Supporter Toolkit?

The toolkit includes a variety of products, tools, and resources made available to your organization by Statistics Canada at no cost. It provides you with detailed information that you can use to easily and effectively promote census jobs and the benefits of the census in your community.

You will need an Internet connection in order to access links and promotional materials included in this toolkit.

If you need help, [email](#) the census outreach team and we will contact you to assist your organization with access to products and resources.

What's in the Toolkit?

Materials included in the toolkit for free download:

- Web buttons and banners
- Printable posters and postcards
- Messaging for emails and newsletters
- A social media calendar for Facebook and Twitter
- Videos
- YouTube Links

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GET INVOLVED

How to get involved

1. Explore

Go to the **JOB OPPORTUNITIES** and **THE CENSUS** tabs and click on any of the available products and resources for download. If you have any questions, email the census outreach team and we will contact you to assist your organization with access to products and resources. Consult the **TERMS OF USE** tab for details on approved use.

2. Keep coming back!

The toolkit will be updated regularly.

3. Spread the word

Do you know of other organizations or associations who could use the Community Supporter Toolkit? Please email the census outreach team.

4. Follow us on social media



Proud Community
Supporter 
2016
CENSUS

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JOB OPPORTUNITIES

There are 35,000 census job opportunities across Canada. Promote them to members of your community.

Tools and Resources

Web buttons and banners

Web images

Content for articles and newsletters

Content

Statistics Canada social media

Social media
calendar

Posters and postcards

Print materials

Videos and YouTube links

Videos

What do I do?

Click on a tab to view and download products from the toolkit.

Terms of Use

For information on appropriate usage, please consult the [TERMS OF USE](#) tab.

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THE CENSUS

Planning services for your community requires an accurate count of all of its members. The benefits to your community increase with every completed questionnaire.



CENSUS - RECENSEMENT

What do I do?

Click on a tab to view and download products from the toolkit.

Terms of Use

For information on appropriate usage, please consult the [TERMS OF USE](#) tab.

Tools and Resources

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Web images

Content for articles and newsletters

Content

Statistics Canada social media

Social media
calendar

Posters and postcards

Print materials

Videos and YouTube links

Videos

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TERMS OF USE

Government of Canada wordmark

Canada

The Canada wordmark is displayed on materials. It cannot be cropped, modified, or removed.

Statistics Canada identifier



Statistics
Canada

Statistique
Canada

The Statistics Canada identifier is displayed on materials. It cannot be cropped, modified, or removed.

The 2016 Census visual identifier



2016
CENSUS • RECENSEMENT

The 2016 Census visual identifier is displayed on some materials. It cannot be cropped, modified, or removed.

Community Supporter Badge

The Community Supporter Badge is made available to organizations that would like to create some of their own materials to promote census job opportunities and the benefits of completing the questionnaire.

*Proud Community
Supporter*
**2016
CENSUS**

The Community Supporter badge may not be used on materials or products for sale, or to imply any endorsement on the part of Statistics Canada for services and/or messaging.

Modification to materials

Materials downloaded from the 2016 Census Community Supporter Toolkit web repository are to be used as provided.

They may not be modified in any way.

Custom sizes for web banners

Some materials, such as web banners, may be made available in other sizes.

Official languages

All materials are available in both English and French.

We invite you to publish and distribute all materials in both official languages.

For more information on Statistics Canada's terms of use, please [EMAIL US](#).

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TOOLKIT

GET INVOLVED

JOB
OPPORTUNITIES

THE CENSUS

TERMS OF USE

CONTACT US

FRANÇAIS



CONTACT US

Your organization will play a very important role in delivering census messaging to members of your community.

The support and advice of organizations like yours will help make the 2016 Census a success.

We look forward to your comments and suggestions on how to best promote the benefits of the census to your community.

Thank you for your support.



2016

CENSUS • RECENSEMENT

For more information or help with this toolkit, email the 2016 Census Communications Team:
statcan.2016censusoutreach-rayonnementdurec2016.statcan@canada.ca



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2016

RECENSEMENT • CENSUS

TROUSSE DE SOUTIEN À
LA COLLECTIVITÉ POUR
LE RECENSEMENT DE LA
POPULATION DE 2016

FRANÇAIS

COMMUNITY SUPPORTER
TOOLKIT FOR THE 2016
CENSUS OF POPULATION

ENGLISH

Canada



COMMENCEZ ICI

LA TROUSSE

PARTICIPEZ

OCCASIONS
D'EMPLOIS

LE RECENSEMENT

MODALITÉS
D'USAGE

COMMUNIQUEZ
AVEC NOUS

ENGLISH



COMMENCEZ ICI

Pourquoi est-ce si important d'appuyer votre collectivité lors du Recensement de 2016?

Le recensement est l'une des sources de statistiques les plus importantes pour notre pays. Les renseignements qu'on en tire sont importants pour toutes les collectivités et sont déterminants dans la planification de services tels que les écoles, les garderies, les logements, les services de police, la protection contre les incendies, les routes, le transport en commun et la formation professionnelle en vue d'un emploi.

En nous aidant à faire la promotion des avantages du recensement, vous augmenterez la portée des messages clés véhiculés par divers médias, y compris la télévision, la radio, la presse, les médias sociaux et Internet.

Dans la Trousse de soutien à la collectivité, nous avons réuni des produits et des ressources pour vous aider, vous et votre organisation, à faire connaître les avantages et les répercussions positives du recensement pour votre collectivité.

En collaborant avec nous, vous favoriserez la participation de votre collectivité au Recensement de 2016.



2016

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Liens utiles

[À propos du recensement](#)

[Emplois au recensement](#)

[Ressources pour les enseignants](#)



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LA TROUSSE

La Trousse de soutien à la collectivité met à votre disposition les outils dont vous avez besoin pour joindre les membres de votre collectivité et les inciter à poser leur candidature aux emplois offerts au recensement, à remplir leur questionnaire et à participer activement à la transformation de leur collectivité.

Qu'est ce que la Trousse de soutien à la collectivité?

La trousse comprend divers produits, outils et ressources offerts gratuitement à votre organisation par Statistique Canada. Elle renferme des renseignements détaillés que vous pourrez utiliser pour faire facilement et efficacement la promotion des emplois offerts au recensement et des avantages du recensement dans votre collectivité.

Vous aurez besoin d'une connexion Internet pour avoir accès aux liens et au matériel promotionnel compris dans cette trousse.

Si vous avez besoin d'aide, [envoyez un courriel](#) à l'équipe de sensibilisation au recensement et nous communiquerons avec vous pour aider votre organisation à avoir accès aux produits et aux ressources.

Que contient la trousse?

La trousse comprend le matériel suivant, à télécharger gratuitement :

- Boutons et bannières Web
- Affiches et cartes postales à imprimer
- Messages pour courriels et bulletins
- Calendrier de publication pour Facebook et Twitter
- Vidéos
- Liens YouTube

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PARTICIPEZ

Comment participer

1. Explorez

Sous les onglets **OCCASIONS D'EMPLOIS** et **LE RECENSEMENT**, cliquez sur les produits et ressources offerts pour les télécharger. Si vous avez des questions, [envoyez un courriel](#) à l'équipe de sensibilisation au recensement et nous communiquerons avec vous pour aider votre organisation à avoir accès aux produits et aux ressources. Consultez l'onglet **MODALITÉS D'USAGE** pour obtenir des détails sur l'utilisation approuvée de ces outils.

2. Consultez-la souvent!

La trousse sera mise à jour régulièrement.

3. Partagez la nouvelle

Connaissez-vous d'autres organisations ou associations qui pourraient utiliser la Trousse de soutien à la collectivité? Veuillez [envoyer un courriel](#) à l'équipe de sensibilisation au recensement.

4. Suivez-nous sur les médias sociaux



*Fiers de soutenir
notre collectivité*
**RECENSEMENT
DE 2016**

COMMENCEZ ICI

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OCCASIONS D'EMPLOIS

Il y a 35 000 occasions d'emplois au recensement partout au Canada. Faites-en la promotion auprès des membres de votre collectivité.

Outils et ressources

Boutons et bannières Web

Images web

Contenu pour courriels et lettres d'information

Contenu

Médias sociaux de Statistique Canada

Calendrier de
publication

Affiches et cartes postales

Matériaux imprimés

Vidéos et liens sur YouTube

Vidéos

Que dois-je faire?

Cliquez sur un onglet pour voir et télécharger les produits de la trousse.

Modalités d'usage

Pour obtenir de l'information sur l'usage approprié, veuillez consulter l'onglet **MODALITÉS D'USAGE**.

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LE RECENSEMENT

Pour planifier les services dans votre collectivité, vous devez connaître le nombre exact de ses membres. Les avantages pour votre collectivité ne font que croître à chaque questionnaire rempli.



RECENSEMENT • CENSUS

Que dois-je faire?

Cliquez sur un onglet pour voir et télécharger les produits de la trousse.

Modalités d'usage

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MODALITÉS D'USAGE

Mot-symbole du gouvernement du Canada

Canada

Le mot-symbole du Canada figure sur le matériel. Il ne peut pas être coupé, modifié ou enlevé.

Identificateur de Statistique Canada



Statistique
Canada

Statistics
Canada

L'identificateur de Statistique Canada figure sur le matériel. Il ne peut pas être coupé, modifié ou enlevé.

Identificateur visuel du Recensement de 2016



L'identificateur visuel du Recensement de 2016 figure sur certains outils. Il ne peut pas être coupé, modifié ou enlevé.

Insigne de soutien à la collectivité

L'insigne de soutien à la collectivité est remis aux organisations qui souhaitent créer leur propre matériel pour faire la promotion des emplois offerts au recensement et des avantages qu'il y a à remplir le questionnaire.

*Fiers de soutenir
notre collectivité*
**RECENSEMENT
DE 2016**

L'insigne de soutien à la collectivité ne peut être utilisé pour le matériel ou les produits destinés à la vente, ni pour sous-entendre que Statistique Canada approuve des services ou des messages.

Modification du matériel

Le matériel téléchargé de la Trousse de soutien à la collectivité du Recensement de 2016 doit être utilisé tel quel.

Il ne peut être modifié d'aucune façon.

Formats personnalisés des bannières Web

Certains outils, tels que les bannières Web, sont offerts dans divers formats.

Langues officielles

Le matériel est disponible en français et en anglais.

Nous vous invitons à publier et diffuser le matériel dans les deux langues officielles.

Pour en savoir plus au sujet des modalités d'usage de Statistique Canada, veuillez [envoyer un courriel](#).

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COMMUNIQUEZ AVEC NOUS

Votre organisation jouera un rôle très important dans la communication du message sur le recensement aux membres de votre collectivité.

Le soutien et les conseils d'organisations comme la vôtre contribueront grandement au succès du Recensement de 2016.

Faites-nous part de vos commentaires et de vos suggestions sur la meilleure façon de faire la promotion des avantages du recensement pour votre collectivité.

Merci beaucoup pour votre soutien.



2016

RECENSEMENT • CENSUS

Pour en savoir plus sur cette trousse ou pour obtenir de l'aide, veuillez envoyer un courriel à l'équipe des communications pour le Recensement de 2016 à :
statcan.2016censusoutreach-rayonnementdurec2016.statcan@canada.ca



KENSINGTON INT-SR HIGH SCHOOL

P.O. Box 340/19 Victoria St. E.

Kensington, PE C0B 1M0

Phone 902-836-8901/Fax 902-836-8903

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

Newsletter #7

March 2016

Upcoming

March 8.....KISH Science Fair
March 8.....Jr. high report cards
March 10/11.....Jr. high parent-teacher interviews
March 11.....Teacher in-service (no classes)
March 18-24.....March break
March 25.....Good Friday (no classes)
March 28.....Easter Monday (no classes)
March 29.....SHAPES presentation for parents
June 4.....Senior prom

Staff Appreciation Week

WOW! What a week we had! Every day there were treats and on the Friday of that week, we had a complete meal! We certainly felt "appreciated". Many, many thanks to the following parents: Patricia Cole, Carolyn Hill, Donna Murray, Tracy Christopher, Sheila Simmonds, Grace Haslam, Sandra Marchbank, Lori Clark, Tara Webster, Kristen Rogerson, Vanessa Latimer, Calvin Burt, Jaime Cole, Donna MacLeod, Sandra McKenna, Emma Gallant, Tracy MacLean, Becky Donald, Darcey Busch, Nicole Sellar, Trudy Moase, Beth Lauwerijssen, Mary Mulligan and everyone else who sent in food/treats!!

Junior High Report Cards & Parent-Teacher Interviews

Report cards for students in grades 7, 8 & 9 will be sent home on Tuesday, March 8, with parent-teacher interviews being held on Thursday, March 10 from 3:00-5:00pm and 6:00-7:00pm. Friday's interview times are between 8:30-10:00am. **Please note that this set of interviews is for parents of junior high students only.** You can schedule a time starting March 2 by using the online form at <http://kishwebsite.wordpress.com/interviews/> or by contacting Cathy Hickey in the office at 902-836-8901.

No Classes Friday, March 11

Junior high teachers have parent-teacher interviews on the morning of March 11 and an in-service in the afternoon. Senior high teachers have an in-service all day; therefore, there are no classes for all students on March 11.

Thank You!!

Student Council executive members recently prepared a pancake breakfast for students and staff of KISH as part of Winter Carnival. A **HUGE THANK YOU** to Mike Gallant of Mike's Independent Grocer in Kensington for his donation towards the breakfast.

KISH Science Fair

Our annual Science Fair will be held on Tuesday, March 8. Parents, relatives and friends are invited to view the projects on that day between 12:00-1:00pm in the library.

Your Vote is Needed!

Our 8B class has entered a contest through the [My Parks Pass](#). This contest is open to grade 8 classes across Canada and to enter, students must make a one-minute video about one of Canada's national parks. Obviously the 8B class chose the PEI National Park and are hoping to win the grand prize of a trip to Jasper National Park in Alberta. You are asked to go online at www.myparkspass.ca/en/vote/ and vote for their video, "Prince Edward Island National Park" by entering an email address. You can vote once daily per email address. Voting starts February 29 and ends March 18. You can also find them on Facebook – "KISH 8B Journey to Alberta" or their Instagram & Twitter @KISH8B. Thank you for your support!

Green & White Revue

Our annual Green & White Revue (variety show) will be held on Wednesday, April 20 at 7pm. There will be 2 matinee performances for KISH & QEES students during the day and an evening performance for family and friends. Admission for the evening performance is \$7 for adults and \$5 for seniors/students.

Auditions will be held on Wednesday, March 30 and Thursday, March 31 and are open to any student or group of students. We're looking for any style of singers, dancers, bands and comedians. Students wishing to perform in the Revue must audition beforehand and can sign up for auditions in the office.

Student Achievements

- Congratulations to the junior girls' dodge ball team on finishing 2nd at the Island Dodge Ball Championships held in February. Ten teams from across the province participated in the championships, so our girls did an awesome job!
- Kensington & Area Knights of Columbus Free Throw Championships were held recently, with the following students winning in their age category: Skye Boutilier, Emily MacDonald, Ellen Cole, Zachery Andrew, Reid MacKay and AJ Cahill. Congratulations!
- January Students of the Month:
 - Gr. 7 – Jordan Haslam, Ellen Murphy
 - Gr. 8 – Emmalee Coulson, Parker Whitehead
 - Gr. 9 – AJ Cahill, Kristin Champion
 - Gr. 10 – Hannah Johnstone, Victoria Bond
 - Gr. 11 – Jillian Marchbank, Jaimie Wood
 - Gr. 12 – Keegan Dymment, Kelsey MacLean

Canadian Parents for French KISH Chapter

French Week, March 4-11 – There are several activities/contests planned for this week.

- **Contest #1** – Open to all junior high students in French Immersion and core French. Come to the office and enter your guess (in French) for how many goodies are in the 3 smoothie cups. Refer to the posted French number key if you need help. Remember to include your name and grade on the ballot.
- **Contest #2** – A poster contest for French Immersion and core French students in **ALL** grades. Design your poster on a letter-sized (8.5x11) piece of paper and remember your name, grade and title (if necessary). These posters will decorate the school hallways during French Week and a \$25 movie card for the winner in junior high and senior high.
- **Food & Music** – During French Week, the food in the cafeteria and the music in the morning will have a French influence.
- **Trophy Case** – Check it out to see the plaques that recognize the French students who were awarded prizes in 2015.
- **Motivational Posters** will be on the walls in the library. Check them out.
- **"La Voix Acadienne"**, a French language newspaper, is now an additional newspaper in the library reading rack.

- **Next meeting** of the KISH Chapter of Canadian Parents for French is Thursday, March 18 at 6:30pm in the library. All are welcome to stop by and see what we're about!

Spirit Week

In conjunction with French Week, Student Council is planning some activities:

- **French Trivia** at lunch in the cafeteria (don't worry, the questions are in English).
- **March 8 Twin Day** – Find a friend (or your twin) and come to school dressed the same.
- **March 9 Acadian Colors Day** – Dress in red, white, blue & yellow.
- **March 10 Tacky Tourist Day**
- **March 17** – Dress up for St. Patrick's Day.

The junior high Student Council is also planning "Minute-To-Win-It" activities at lunch on March 1,3,8,10,15,17.

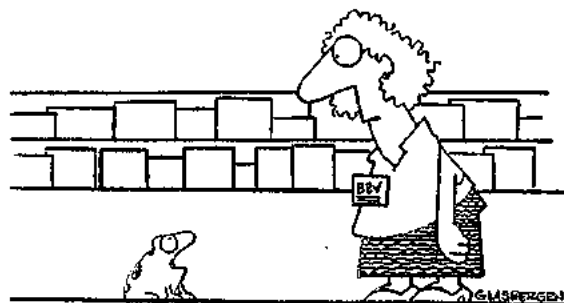
SHAPES

On March 29 at 6pm in the library, the 2014-2015 KISH School Health Action Planning and Evaluation Survey (SHAPES) will be shared with parents. This survey provides us with a school health profile that focuses on mental fitness, physical activity, healthy eating, smoking and substance abuse.

The School Health Profile is intended to help schools, together with students, parents and other community partners, to:

- Identify trends in mental fitness, physical activity, healthy eating and tobacco/substance use at the school.
- Make decisions, plan programs and take action based on identified school health issues.
- Coordinate these efforts with other groups (families of schools, school board, local health and education organizations, businesses, etc.)

Parents are encouraged to attend this presentation and help develop a plan for the future.



**"I need a Get Well card for my cousin.
He got dissected this morning."**

Correspondence

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

Celebrate

Canada's 150th Anniversary

Showcase your Community
by participating in the
Communities in Bloom Program
and prepare for 2017



CANADA 150
1867-2017

www.communitiesinbloom.ca

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

***An Invitation to participate in a program that will
showcase, involve and benefit your community***

Since 1995, communities have recognized numerous benefits from participating in the program:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing, promotional opportunities and tourism promotion

Social benefits

- Increased civic pride, community involvement and improved quality of life
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with national and international communities

Environmental stewardship through the enhancement of green spaces

- Reducing soil erosion
- Improving air quality
- Responsible use of water

Communities in Bloom will:

- ❖ provide a jury formed of two volunteer judges for an evaluation in July or August;
- ❖ supply an evaluation report, mention and bloom rating;
- ❖ communicate with the community throughout the participation process;
- ❖ provide access to a reputable information exchange network;
- ❖ promote the community during the 2016 National Edition and the Awards Ceremonies (Regina, Saskatchewan – October 26-29, 2016)

Participating communities will:

- ❖ involve their community and prepare for the evaluation;
 - ❖ provide lodging for the two volunteer judges for the evaluation (2 nights generally);
 - ❖ provide transportation to and from the previous/next community or the airport
 - ❖ pay a registration fee (based on population)
- | | |
|---|--|
| ☐ Up to 1,000: \$395 + \$19.75 GST = \$414.75 | ☐ 10,000 + population: \$725 + \$36.25 GST = \$761.25 |
| ☐ 1,001-5,000: \$475 + \$23.75 GST = \$498.75 | ☐ Friends (Non Evaluated): \$235 + \$11.75 GST = \$246.75 |
| ☐ 5,001 - 10,000: \$575 + \$28.75 GST = \$603.75 | |

Please visit www.communitiesinbloom.ca/cib2016 for the online registration form



How to Participate in Communities in Bloom

www.communitiesinbloom.ca

People, Plants and Pride...Growing Together

THE PROGRAM

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community participation and the challenge of a national program, with focus on enhancing green spaces in communities. National beautification programs have flourished in Europe – including Great Britain, France and Ireland – for decades, and were the inspiration for Communities in Bloom.

The program began in 1995 with 29 Canadian communities and has grown to improve the quality of life in hundreds of participating communities in the provincial, national and international editions.

All communities are invited to participate in the provincial or national editions, within their population category.

Trained volunteer judges travel across Canada during the summer to evaluate communities and the overall contributions of municipality, businesses & institutions and residents, including volunteer efforts in regards to the following criteria:

Tidiness. Includes an overall tidiness effort. Elements for evaluation are green spaces (parks, etc.), medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots and buildings; weed control, litter clean-up (including cigarette butts and gum), graffiti and vandalism programs.



Castlegar, BC - Tidiness Award Winner,
presented by Natura

Environmental Action. Includes efforts and achievement with respect to: policies, by-laws, programs and best practices, 3-R initiatives (reduce/reuse/recycle), waste reduction, composting sites, hazardous waste collections, water conservation, naturalization, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.



Brandon, MB - Environmental Action Award Winner,
presented by the Canadian Nursery and Landscape Association

Heritage Conservation. The criteria includes efforts to preserve heritage within their community. Priority in evaluation is given to natural heritage, as well as the integration of landscape and streetscapes as it pertains to the built heritage of a community. Also consists of preservation of cultural heritage which includes monuments, memorials, artefacts, museums and history, archives, traditions, customs, festivals and celebrations.



Grand Falls-Windsor, NL - Heritage Conservation Award Winner,
presented by Beauti-Tone

Urban Forestry. Includes the efforts with regards to written policies, by-laws, standards for tree management (selection, planting and maintenance), long and short-term management plans, tree replacement policies, tree inventory, Integrated Pest Management (IPM), heritage memorial and commemorative trees.



Kelowna, BC - Urban Forestry Award Winner,
presented by CN

Landscape. This section of the evaluation supports all efforts to create an environment showcasing the overall surroundings. The overall plan and design must be suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials, balance of plants, materials and constructed elements, appropriate integration of hard surfaces and soft elements, use of turf and groundcovers.



Sun Rivers Resort Community, BC - Landscape Award Winner,
presented by Scotts Turf Builders

Floral Displays. Evaluates efforts to design, plan, execute, and maintain floral displays. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses) in the context of originality, distribution, location, diversity and balance, colour and harmony. This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.



Rosemere, QC - Floral Displays Award Winner,
presented by the National Capital Commission

PROGRAM COMMITMENT

The participating communities have a responsibility to:

- Involve the entire community to participate (with the support of municipal council)
- Prepare for the judging during the summer
- Provide lodging for 1 or 2 nights for 2 judges.
- Provide transportation for the judges to and from the nearest airport/train station.
- Attend the Provincial and/or National awards ceremonies.
- Pay a registration fee, based on population categories and level of competition.

THE JUDGES' VISIT – USEFUL TIPS

- Prepare information that addresses all criteria in the evaluation form.
- Make good use of the time spent by the judges in your community, to benefit from their expertise.
- The judges' itinerary should include all of the criteria.
- Provide the judges with the opportunity to interact with key individuals and network in your community.
- Let them see that you are proud of your achievements.

AWARDS CEREMONIES

The Provincial Awards Ceremonies are held in the fall and include presentations and awards to all participants along with the judges' feedback.

The National Awards Ceremonies, hosted in a different city each year, is held in the fall, in conjunction with the National Symposium on Parks and Grounds. All National Finalists are encouraged to attend. The communities are showcased by means of community exhibits and promotional material.

PROMOTIONS

www.communitiesinbloom.ca: CiB's website gives visibility to our participants in the NewsComm and Explore our Communities section of our website. The website also includes a resource centre featuring information from sponsors and communities along with electronic copies of our magazines.

Social Networks: CiB participants are welcomed to send us updates, news and photos to post on our Facebook and Twitter pages.
www.facebook.com/communitiesinbloom
www.twitter.com/cibcef

Information Exchange Network: Information and documents gathered by the judges and made available on the Leisure Information Network (LIN) website (www.lin.ca/communitiesinbloom)

Magazine: Published twice-yearly, also showcases participants with photos, results and articles. The magazine is also presented electronically on the website (in the resource centre).

SPECIAL PROJECTS

Home Hardware Charity Calendar: A fundraiser for the SickKids Foundation featuring participating communities. (www.sickkidsfoundation.com)

Canada's Garden Street Contest (Sponsored by Home Hardware): A contest, held in conjunction with Garden Days to recognize gardeners working together in their neighborhood.

Home Hardware Dealer Involvement Contest: A contest that encourages communities to share their Home Hardware initiatives.

Scotts Best Garden Program: A program that recognizes the hard work and dedication of citizens to create and maintain their gardens. (<https://www.facebook.com/ScottsCanada>)

Scotts Miracle-Gro GRO1000 Grassroots Gardens: A commitment to install 1,000 gardens and green spaces in the United States, in Canada and in Europe by 2018.
 (<http://scottsmiraclegro.com/corporate-responsibility/gro1000/canada/>)

CN EcoConnexions – From the Ground Up: A program that aims to promote the greening of municipal properties across Canada. (www.cnfromthegroundup.ca)

Canada's Garden Route: Presented by VIA Rail, Canada's Garden Route is the most comprehensive listing of Canadian gardens and garden experiences.

Gardens of Remembrance Program: The program aims to engage communities throughout Canada to honour Veterans by means of remembrance gardens along with local activities.

Yarmouth, NS - Land Reclamation Award Winner, presented by The Butchart Gardens



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 Tel.: 514-694-8871 • Fax: 514-694-3725
bloom@cib-cef.com
www.communitiesinbloom.ca

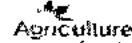
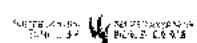
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2016 Symposium and Awards Ceremonies
 hosted in conjunction with the
2016 Saskatchewan Parks and Recreation Association Conference
 October 26 to 29, 2016



Saskatchewan Parks and Recreation Association
 Recreation
 An Investment for life

Cornes pendence

Roland Caseley
Mayor of Kensington

The Happy Group Seniors Club would like to invite you and your family to an open house to view our rug hooking exhibits the seniors took this year sponsored by the L.E.A.P. (Learning Elders Arts Program). It is being held at the Seniors Co-op Housing at 8 Walker Drive, Kensington on Sunday March 20, 2016, storm date Tuesday March 22, 2016 from 1 p.m. to 3 p.m. Refreshments will be served.

If you are able to attend or not, please contact me at 902-836-4496.

Pearl MacCallum
President
Happy Group Seniors Club