



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

***Monday, March 12, 2018 @ 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 12, 2018 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1 February 12, 2018 Regular Meeting**
  - 5.2 March 5, 2018 Public Meeting**
- 6. Business Arising from Minutes**
  - 6.1 February 12, 2018 Regular Meeting**
  - 6.2 March 5, 2018 Special Meeting**
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Statistical Report
  - 7.3 Police Department Statistical Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List
  - 7.6 Summary Income Statement
  - 7.7 Community Gardens Complex Report
  - 7.8 Mayor's Report
  - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
  - 8.1 Request for Decisions
    - 8.1.1 - RFD2018-13 - 2018-19 Town of Kensington Financial Plan
    - 8.1.2 - RFD2018-14 -2018 Municipal Property Taxation Rates
    - 8.1.3 - RFD2018-15 - Town of Kensington Tax Rate Groups Bylaw
    - 8.1.4 - RFD2018-16 - KISH 'AAA' Girls Volley Ball Team Donation Request
    - 8.1.5 - RFD2018-17 - Kensington Skating Club Advertising Request
    - 8.1.6 - RFD2018-18 - Team PEI Booster Club Fundraising Campaign Donation Request
    - 8.1.7 - RFD2018-19 - Official Plan and Zoning Bylaw Review Funding Application
    - 8.1.8 – RFD2018-20 – Re-Zoning Application (Portion of PID No. 880880)
  - 8.2 Other Matters
- 9. Correspondence**

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

**11. Adjournment**

**Town of Kensington  
Minutes of Regular Council Meeting  
Monday, February 12, 2018  
7:00 PM**

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

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

**Visitors:** Colin MacLean – Journal Pioneer

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the tentative agenda for the February 12, 2018 regular meeting of Town Council. Unanimously carried.*

**3. Declaration of Conflict of Interest**

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

**3.2** Councillor Spencer declared a conflict on an item of correspondence from the KISH Band Fundraiser request.

**4. Delegations / Presentations**

**4.1** *Nil*

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

**5.1** *Moved by Councillor Mill, seconded by Councillor MacLean to approve the minutes from the January 8, 2018 regular meeting of Town Council. Unanimously carried.*

**5.2** *Moved by Councillor MacLean, seconded by Councillor Pickering to approve the minutes from the January 11, 2018 special meeting of Town Council. Unanimously carried.*

## **6. Business Arising from Minutes**

**6.1** January 8, 2018 Regular Council Meeting - *Nil*

**6.2** January 11, 2018 Special Council Meeting - *Nil*

## **7. Reports**

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

**7.1.1** *Moved by Councillor Doucette, seconded by Councillor Pickering to adopt the February 2018 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

**7.1.2** Councillor Spencer inquired about the status of the volunteer school crossing guard, it was noted that three volunteers have shown interest.

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

**7.2.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the December 2017 Fire Statistical report as prepared by Deputy Fire Chief, Rodney Hickey. Unanimously carried.*

### **7.3 Police Department Statistical Report**

**7.3.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the December 2017 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

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

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

**7.4.2** Councillor Spencer inquired if all development permit applications should require a scale drawing of the proposed development. CAO Baker indicated that he will work with applicants to improve the drawings/sketches that are provided through the development permitting process.

*Colin MacLean joined the Council Chamber at 7:07 PM.*

### **7.5 Bills List**

**7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the December 2017 Bills in the amount of \$212,759.36. Unanimously carried.*

## **7.6 Summary Income Statement**

**7.6.1** *Nil.*

## **7.7 Community Gardens Complex Report**

**7.7.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the Community Gardens Complex report for the month of December 2017. Unanimously carried.*

**7.7.2** Councillor Spencer raised concerns about vehicles parking in an undesignated parking space located at the southwest corner of the caged area at the Community Gardens Complex. Chief Sutherland will speak with Mr. Wood to deal with the matter.

**7.7.3** Deputy Mayor Mann noted that the Community Gardens Complex parking lot requires more salt and sanding during the winter season.

## **7.8 Mayor's Report**

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

**7.8.2** Mayor Caseley thanked all Winter Carnival volunteers for organizing another successful event this year.

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

**7.9.1** Deputy Mayor Mann provided updates on the Federation of PEI Municipalities activities. They are currently in the process of a website remodel. Deputy Mayor Mann has recently been named as the FPEIM Vice-President.

**7.9.2** Deputy Mayor Mann provided updates on activities of the Kensington & Area Chamber of Commerce. The Chamber recently held their AGM on January 24, an upcoming Lunch and Learn is scheduled for March 14 and a Business Social is scheduled at Chez Shea on March 21, 2018.

## **8. New Business**

### **8.1 Request for Decisions**

#### **8.1.1 Public Works Vehicle**

**8.1.1.1** *Moved by Councillor Doucette, seconded by Councillor Mill BE IT RESOLVED THAT Town Council approve the purchase of a 2018 Dodge Ram 1500 from Summerside Chrysler as per their tendered amount of \$31,253.00 plus HST. Unanimously carried.*

## **8.1.2 Public Works Waste Site**

- 8.1.2.1** *Moved by Councillor Pickering, seconded by Councillor Doucette  
BE IT RESOLVED THAT Town Council authorize staff to  
proceed with ceasing operation of the yard waste site located at  
the Public Works property located 28 Stewart Street. 5 for – 1  
opposed (Spencer). Motion carried.*

## **8.1.3 Strategic Planning Process**

- 8.1.3.1** *Moved by Councillor Mill, seconded by Councillor Pickering  
BE IT RESOLVED THAT Town Council authorize staff to  
proceed with initiating a strategic planning process for the Town  
and further that staff be authorized to make application to an  
appropriate funding program to offset a portion of any associated  
costs. Unanimously carried.*

## **8.1.4 PEI Crime Stoppers Annual Donation**

- 8.1.4.1** *Moved by Councillor Doucette, seconded by Councillor Mill,  
BE IT RESOLVED THAT Town Council approve a 2018  
donation to PEI Crime Stoppers in the amount of \$240.00.  
Unanimously carried.*

## **8.1.5 Community Gardens Naming Rights**

- 8.1.5.1** *Moved by Councillor Spencer, seconded by Councillor Doucette*

*WHEREAS the Town is the owner of the Community Garden  
Complex located at 25 Garden Drive;*

*AND WHEREAS the Town issued a Request for Proposals (RFP)  
on February 18, 2015, which invited potential corporate partners  
to submit proposals to become Naming Rights Partners of the  
Complex;*

*AND WHEREAS the Malpeque Bay Credit Union submitted the  
only proposal and the Town deemed that MBCU's proposal  
provided value to the Town and were capable in all respects to  
perform the project fully;*

*AND WHEREAS the Malpeque Bay Credit Union have submitted  
the name "Credit Union Centre" for Town Council's  
consideration;*

*BE IT RESOLVED that Town Council formally accept and  
approve "Credit Union Centre" as the official name of the  
Community Gardens Complex subject to the terms and conditions  
of the Exclusive Naming Rights Agreement between the Town of*

*Kensington and the Malpeque Bay Credit Union.  
Unanimously Carried.*

#### **8.1.6 Annexation of Lands of M.S. Woodsides Ltd**

##### **8.1.6.1** *Moved by Deputy Mayor Mann, seconded by Councillor Pickering*

*WHEREAS the Town of Kensington has received a request from M.S. Woodsides Ltd. for the annexation of lands identified as PID # 747790 consisting of approximately 1.83 acres;*

*AND WHEREAS this land parcel is in close proximity to the Town of Kensington municipal boundary;*

*BE IT RESOLVED that the Town of Kensington, in accordance with Part 2 – Division 1 – Establishing and Restructuring of Municipalities, of the Municipal Government Act, formally apply to the Minister of Communities, Land and Environment for the annexation of lands as identified herein and as shown in the attached GIS documentation from the Province’s Geolinc database.*

*Unanimously carried.*

##### **8.1.6.2** Mr. Baker will confirm if the applicant can obtain a Development Permit from the Province of PEI and start construction prior to the approval of the annexation into the Town.

#### **8.1.7 Re-Zoning Application (Portion of PID No. 880880)**

##### **8.1.7.1** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean THAT Kensington Town Council authorize the CAO to proceed with the Zoning Bylaw and Official Plan Amendment application of Pam James regarding re-zoning a portion of PID No. 880880 to facilitate a commercial development on the subject property and adjacent commercial properties. Unanimously carried.*

#### **8.2 Other Matters**

##### **8.2.1** Councillor Mill noted that there are several pot holes throughout the Town that need to be addressed. CAO Baker noted that the Province of PEI have been very diligent in addressing any street issues.

##### **8.2.2** Councillor Spencer noted that the main intersection lights appear to be out of sync with the waiting traffic, as they had been prior to the motor vehicle accident which damaged the lights on the South side of the intersection over



the 2017 holiday season. Mr. Baker will report the matter to the Department of Transportation.

- 8.2.3** Mayor Caseley discussed the availability of Councillors for the March 26, 2018 Committee of Council Meeting as it scheduled during the Provincial March Break.

**8.2.3.1** *Moved by Councillor Spencer, seconded by Councillor Mill to cancel the March 26, 2018 Regular Committee of Council Meeting due to the lack of quorum. Unanimously carried.*

## **9. Correspondence**

- 9.1** An email from Bowl for Kids Sake inviting the Town to enter a team into their annual fundraiser. – *No action*
- 9.2** A Thank You card from the Pickering/Blacquiere Family for the floral donation for the late Emily Blacquiere.

*Councillor Spencer and Councillor Pickering declared a conflict and excused themselves from the Council Chamber at 7:51 PM.*

- 9.3** A letter from the KISH Band Candlelight Dinner Fundraiser requesting the Town to purchase tickets for their event on February 24, 2018. *No action*

*Councillor Spencer and Councillor Pickering returned to the Council Chamber at 7:53 PM.  
Colin MacLean excused himself from the Council Chamber at 7:57 PM.*

## **10. In-Camera**

- 10.1** *Moved by Councillor Pickering, seconded by Councillor Doucette to commence into a Committee of the Whole meeting at 7:58 PM to discuss a human resources matter. Unanimously carried.*
- 10.3** *Move by Councillor Doucette, seconded by Councillor Pickering to come out of the Committee of the Whole meeting at 8:21 PM. Unanimously carried.*

## **11. Adjournment**

*Moved by Councillor Mill, seconded by Councillor Spencer to adjourn the meeting at 8:22 PM. Unanimously carried.*

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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor

**Town of Kensington  
Minutes of Public Meeting  
Monday, March 5, 2018  
6:00 PM**

**Presiding:** Mayor Rowan Caseley

**Council Members Present:** Deputy Mayor Mann, Councillors: Pickering, Doucette, Spencer and MacLean

**Staff Members Present:** Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kim Caseley

**Regrets:** Councillor Mill

**Visitors:** Gordon Coffin – Malpeque Bay Credit Union  
Chris Ramsay – Resident  
Heather Peters – Property Owner  
George McMinn – Resident  
Grant Paynter – G&P Developments

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

**PURPOSE:**

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

- To re-zone lands of G&P Developments, located along Sunset Drive, from its current Multi-Unit Residential Zone (R3) to Commercial (C1) for the purpose of operating a financial institution.
- To amend the Official Plan Future Land Use Map in order to accommodate the above changes.

The applicant, Pam James (on behalf of G&P Developments), indicates that they would like to re-zone the property to C1 to “match the two adjacent lots”. It is

understood the if the property is re-zoned, it will be sold (the subject property and two adjacent properties) and used for the development of a financial institution. It is further understood that all three properties will be consolidated to a single lot prior to any development being undertaken.

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

*The application was received from Ms. James, on behalf of GP Developments, on January 31, 2018. The application was considered by Town Council, according to the Town's Development Control Bylaw and the PEI Planning Act on February 12, 2018 where staff were instructed to proceed with the application and to schedule a public meeting to hear resident's concerns or support for the application. A notification ad was placed in the Journal Pioneer on February 17<sup>th</sup>. Notification letters were delivered to all neighbouring property owners within a five hundred (500) foot radius of the subject property on February 22<sup>nd</sup>. Written comments were requested to be submitted by 4:00 this afternoon, for those unable to attend this public meeting, with no written submissions being received.*

*Following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the proposed Zoning Bylaw and Official Plan amendment.*

**Mayor Caseley** further indicated that a map showing the location of the subject property is available for all interested parties in attendance at the meeting.

**Mayor Caseley** opened the floor at 6:06 PM for any residents present at the meeting to make representation/comments on the proposed bylaw amendment.

**Gordon Coffin** spoke on behalf of the Malpeque Bay Credit Union (MBCU), who is the prospective purchaser. Mr. Coffin provided details on the Credit Unions intentions with the construction of the new location, including the ability to make the required upgrades in technology and to provide adequate parking for customers. It was noted that the ground level of the new development is roughly the same square footage as their current location but will provide for a more accessible building and drive thru.

**Heather Peters & George McMinn** expressed their concern regarding the possibility of additional on road parking along Sunset Drive as the area currently faces issues with overflow vehicles from the Davison Funeral Home. It was requested that the resident's privacy on the neighbouring property be considered

when the development is being designed. Ms. Peters expressed her overall support for the development.

**Gordon Coffin** noted that the MBCU will ensure that landscaping and lighting is non-intrusive and that there will be adequate on-site parking for staff and customers.

**Mayor Caseley** confirmed that the Town's Development Control Bylaw would provide regulation on buffer requirements between adjacent residential and commercial properties.

**Chris Ramsay** inquired where the proposed entrance to the development would be located. Mr. Ramsay also expressed his concern regarding the potential increase to the existing road side parking issue.

**Grant Paynter** noted that the proposed subdivision road is located further North on Sunset Drive.

***Moved by Councillor Pickering, seconded by Councillor Spencer that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:24 PM.***

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Geoff Baker,  
Chief Administrative Officer

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Rowan Caseley,  
Mayor

<b>Town of Kensington</b>		
<b>CAO Monthly Report for Town Council - February 2018</b>		
<b>Item #</b>	<b>Project/Task</b>	<b>Status</b>
1	Emergency Measures Organization	NO UPDATE I have not, at this point had an opportunity to reach out to the EMO Coordinator to determine when the next meeting will be scheduled. I will update Council as further information becomes available.
2	Exempt Staffing Policy	NO UPDATE - A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.
3	2018/19 Financial Plan	The proposed 2018/19 Financial Plan was presented to Committee of Council at their meeting on February 26th. A final draft of the budget is being circulated with the March regular meeting tentative agenda package for consideration and approval.
4	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	This will be completed in the Spring of 2018.
5	Fire Hydrant Adoption Recognition Policy	NO UPDATE
6	Financial Policy Development	NO UPDATE
7	Wellfield Protection Plan	A draft proposal has been provided to the Mayor and CAO. The proposal is being discussed with the Provincial department of Environment prior to being submitted for Council's consideration. It is understood that a meeting between the department of Environment and the Kensington North Watershed Association is scheduled for March 9, 2018.
8	Procedural Bylaw	Required under the new MGA. The Town currently possesses a Procedural Bylaw however it will need to be reviewed and updated to comply with the MGA. The Bylaw will be reviewed and updated by staff and presented to Town Council upon completion.
9	Crossing Guard Volunteers	Direction was provided by Town Council to contact three volunteers who have expressed interest in the volunteer crossing guard positions. To date, this has not been completed.
10	Fire Department Policy Development	A final draft of the Policy Manual and Standard Operating Guidelines for the Fire Department has been submitted to the Town for review. The document will be reviewed by the CAO, Fire Chief and Deputies for comment/modification prior to it coming forward to Town Council for approval. Meetings have been set up for next week with the consultant regarding the development of the Master Plan. It was indicated by the consultant that the Master Plan will be completed by April 15, 2018.
11	Police Transition Steering Committee	A meeting was held on February 13, 2018. Discussions continue around the necessity for a singular radio system and RMS (Records Management System)for all police departments on the Island.
12	Conflict of Interest Bylaw	Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.
13	Street Transfer to Province of PEI	Staff have provided what information is available to the Province of PEI to affect the transfer of town owned streets. The Province has been invoiced for the Kensington Storm Water Project design which will allow the town to repay any funds claimed for the project through the Building Canada fund.
14	CGC Naming Rights	Town Council have formally approved the re-naming of the Community Gardens Complex to Credit Union Centre. Town staff will work with the MBCU team to initiate a formal ceremony/announcement/unveiling of the re-naming.
15	Tax Rate Groups Bylaw	The Tax Rate Groups Bylaw was reviewed by Committee of Council at their regular February meeting where it was recommended that the Bylaw be brought forward for first reading. A copy of the proposed Bylaw is circulated with the March meeting tentative agenda package.
16	Council Code of Conduct Bylaw	Council currently possesses a Code of Conduct however it is not in Bylaw form. Staff will draft the necessary Bylaw and present to Town Council upon completion.
17	BST Multi Unit Development	NO UPDATE It is understood that this project will move forward in 2018. All permitting for the water and sewer connection has been completed by the developer though IRAC and the Provincial Department of Environment.
18	Rail Yards Clock Repair	A copy of the wiring schematic for the clock has been provided to the electrician. He will review the information provided and determine how to make (and keep) the clock operational.
19	Canada Post Sign - Corner of Victoria/Broadway	Staff will continue to monitor to ensure the issues with the sign are adequately addressed prior to the 2018 tourist season.
20	Access to Information and Protection of Privacy Bylaw	The Town currently possesses an Access to Information Bylaw however it will be required to be re-drafted to ensure it complies fully with the new Act. The Bylaw will be drafted by staff and presented to Town Council upon completion.
21	Records Retention and Disposition Bylaw	Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.

Item #	Project/Task	Status
22	Letter to Contractors Re: Development Permits	NO UPDATE A letter is being drafted to local contractors advising on development permit requirements.
23	Strategic Plan Development	Staff have drafted a Request for Proposals and have submitted a funding application to the Community Capacity Fund, through CDC.
24	Flag and Proclamation Policy	Staff are working on a Flag Policy and Proclamation Policy. It was initially thought that a draft could be brought to February's Committee of Council meeting however time did not permit this. Staff will continue to dedicate effort to this policy as time permits.
25	Procurement Bylaw	The Town currently possesses a Procurement Policy however it will need to be re-drafted in Bylaw form. The Policy will be reviewed and re-drafted in the form of a Bylaw and presented to Town Council upon completion.
26	Rail Yards Map Stop Sign	The repairs to the map stop sign have begun. The roof has been replaced. The remaining required work will be completed as the weather allows, i.e. painting, etc.
27	Employee Code of Conduct	A Code of Conduct for staff will be drafted and presented to Town Council for approval upon completion.
28	Various MGA Immediate Requirements	There are various Bylaws required under the new MGA that are indicated as immediate requirements by Municipal Affairs. They include a Tax Rate Bylaw, Reserve Fund Bylaw, Borrowing Bylaw, Fees Bylaw, and an Animal Control Bylaw. These Bylaws will need to be drafted and adopted by Town Council prior to beginning work on other Bylaws indicated in this report.
29	Annexation of Lands of M.S. Woodside's Ltd.	To date, the application to annex the property inside the Municipal boundary. Staff will draft and submit the necessary application over the next week or so.
30	Pam James Re-Zoning Application	The Public meeting was held on March 5th. A request for decision has been circulated with the March regular meeting tentative agenda package for Council's consideration.
31	KISH Fuel Tank	A meeting with representatives from the Public Schools Branch was held on February 20, 2018. It was attended by Mayor Caseley and I. We continue to work towards a relocation of the fuel tank.
32	Immigration - PNP Community Endorsement	To date, I have met with 11 potential immigrants who have expressed an interest in setting up and operating a business in Kensington. No endorsements have been provided at this point however it is expected that endorsements will be made. This initiative continues to consume a considerable amount of staff time, setting up and preparing for meetings. Further meetings have been scheduled throughout March and contacts are being made with the town hall on a near daily basis.
33	Collective Bargaining Negotiations	Collective Bargaining Negotiations continue. Wage proposals have been made over the past two to three weeks however to date, no agreement has been reached. Staff continue to exert great effort in trying to secure a negotiated agreement.
34	Official Plan and Zoning Bylaw 5 Year Review	A request for decision has been circulated with the tentative agenda package requesting a resolution from Town Council to allow staff to make an application to the Municipal Strategic component of the Gas Tax Fund.

# Fire Department Occurrence Report 2017

[illegible]

[illegible]



[illegible]

[illegible]

## **Police Report January 2018**

KPS received 2 false alarms during the month.

January 9 @ 1615hrs- Island Stone Pub, unsure of cause of alarm. Member and Town employees all attended.

January 16 @ 2119hrs – Subway, alarm cancelled as people working on the building, member did not attend.

Year To Date Approved Development Permits Summary Report  
2018

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Residential Accessory Structure	1													1	
Total:	1													1	

Total Estimated Construction Value
\$10,000.00
<b>\$10,000.00</b>

## Town of Kensington Bills List January 2018

A1 - Vacuums	341025	\$431.25
Amalgamated Dairies Limited	4918026021	\$51.06
Amalgamated Dairies Limited	4918023028	\$21.19
Amalgamated Dairies Limited	4918019023	\$19.69
Amalgamated Dairies Limited	4918016026	\$31.51
Amalgamated Dairies Limited	4918030019	\$28.57
Amalgamated Dairies Limited	4918009024	\$24.61
Amalgamated Dairies Limited	4918003027	\$40.34
ADL Foods	2334524	\$490.89
ADL Foods	2335087	\$432.31
ADL Foods	2336215	\$136.32
ADL Foods	2335840	\$1,061.48
Aliant	5823059	\$228.35
Aliant	5826206	\$30.48
Andrew Griffin	JAN 2018 RRSP	\$502.14
Bell Mobility	2-377246	\$201.25
Brenda MacIsaac	JAN 2018 RRSP	\$273.00
Brenda MacIsaac	JAN 17, 18 MILEAGE	\$14.10
Broadway 45 Catering	157	\$508.88
Building Blocs Home Improvements	1210	\$71.30
CAMA	5972	\$316.25
CAMA	6257	\$316.25
Carleton Uniforms Inc	81282	\$441.60
Central Coastal Tourism Partnership Inc.	738	\$143.75
CIMCO Refrigeration	90594474	\$351.90
Combat Computer Inc	36463	\$172.50
Commercial Construction	JAN 1, 2018	\$1,546.75
Canada Revenue Agency Tax Centre	OCT - DEC 2017 HST	\$13,525.53
Canadian Union of Public Employees	JAN 2018 UNION DUES	\$458.02
D.W Mechanical	1642	\$40.25
D.W Mechanical	1644	\$40.25
D.W Mechanical	1646	\$120.75

D.W Mechanical	1645	\$80.50
D.W Mechanical	1643	\$80.50
D.W Mechanical	1648	\$362.25
Derek Folland	50/50 WINNER JAN 25	\$1,241.00
Eastlink	04196122	\$66.07
Eastlink	04137808	\$71.78
Eastlink	04278998	\$597.38
Eastlink	04279649	\$23.00
Eastlink	04279317	\$83.89
Elizabeth Hubley	JAN 2018 RENT	\$805.00
FCM	08924-J3C0M7	\$506.11
Frito Lay Canada	43758153	\$143.97
Frito Lay Canada	43758343	\$116.32
Frito Lay Canada	43758244	\$105.24
Frontline Outfitters	34755	\$847.26
G. LeBlanc Fire Truck Repair Ltd	10964	\$866.46
G. LeBlanc Fire Truck Repair Ltd	10965	\$764.97
GBS Technologies	137229	\$1,845.42
Geo Net Technologies Inc	11-2386	\$5,750.00
Generation XX	7332	\$100.00
Geoff Baker	JAN 2018 MILEAGE	\$320.02
Green Diamond	1348050	\$249.94
Battlefield Equipment Rentals	5317796 001	\$79.57
Battlefield Equipment Rentals	5316349 001	\$119.35
Holland College	540244	\$36.22
Holland College	540245	\$38.03
Holland College	540210	\$96.58
Holland College	540211	\$207.00
Irving Oil	8	\$69.00
Irving Oil	32215972	\$131.53
Irving Oil	32194101	\$1,314.01
Irving Oil	527042	\$318.79
Irving Oil	346318	\$132.71
Irving Oil	528652	\$809.64

Irving Oil	252766	\$387.17
Irving Oil	123083	\$315.75
Irving Oil	32221831	\$273.52
Irving Oil	925389	\$259.70
Irving Oil	25537	\$414.22
Irving Oil	322228161	\$281.16
Irving Oil	25376	\$46.00
Irving Oil	428067	\$330.43
Irving Oil	741944	\$394.02
Irving Oil	623556	\$611.85
Irving Oil	566401	\$258.06
Irving Oil	426237	\$146.96
Irving Oil	947894	\$638.13
Irving Oil	174887	\$193.19
Irving Oil	655289	\$439.32
Irving Oil	877883	\$109.31
Irving Oil	671421	\$334.77
Irving Oil	735668	\$267.16
Irving Oil	288049	\$547.61
Irving Oil	451607	\$540.98
Island Petroleum	3185	\$545.45
Island Petroleum	1613	\$588.86
Island Petroleum	0637	\$516.87
Island Petroleum	4692	\$316.05
Island Petroleum	4693	\$217.61
Island Petroleum	8844	\$604.18
Island Petroleum	7063	\$649.38
Kays Wholesale	Z01973	\$497.86
Kensington Agricultural Services	2608	\$3.31
Kensington Food Basket	JAN 5, 2018 GIFT BAS	\$30.00
Kent Building Supplies	1029914	\$22.99
Kent Building Supplies	1028735	\$45.03
Ketchum Manufacturing Inc	405145	\$73.59
Key Murray Law	230888	\$1,499.03

Kensington Metal Products Inc	41012	\$15.53
K'Town Auto Parts	6458/5	\$12.65
K'Town Auto Parts	6719/5	\$15.46
K'Town Auto Parts	6779/5	\$63.63
K'Town Auto Parts	6784/5	\$16.01
Kensington & Area Chamber of Commerce	74307	\$115.00
Langille Sharpening Service Inc	59511	\$103.50
Lewis Sutherland	JAN 2018 RRSP	\$613.48
Lewis Sutherland	JAN 2018 MILEAGE	\$132.55
MacInnis Express (1983) Ltd	188861	\$144.84
Maritime Electric	ART CO-OP JAN	\$327.80
Maritime Electric	TRAIN STATION JAN	\$567.90
Maritime Electric	20 STEWART ST JAN	\$64.35
Maritime Electric	SPEED RADAR JAN	\$102.78
Maritime Electric	CAR CHARGER JAN	\$34.37
Maritime Electric	SENIOR CENTER JAN	\$51.75
Maritime Electric	CGC SIGN JAN	\$61.82
Maritime Electric	CGC RINK JAN	\$8,461.04
Maritime Electric	CGC BALLFIELD JAN	\$28.26
Maritime Electric	LIBRARY JAN	\$380.71
Maritime Electric	PW SHOP JAN	\$295.80
Maritime Electric	TOWN HALL JAN	\$1,360.40
Maritime Electric	EVK POOL JAN	\$70.71
Maritime Electric	FIRE HALL JAN	\$393.94
Maritime Electric	STREET LIGHTS JAN	\$2,992.93
Marvin Mill	JAN 25, 2018 HOOKS	\$43.13
Mary's Bake Shoppe	20 - JAN 13, 2018	\$44.28
Mary's Bake Shoppe	JAN 16, 2018	\$14.50
Malpeque Bay Credit Union	JAN 2018 RRSP	\$1,544.26
MD Charleton Co Ltd	66595	\$120.74
Medacom Atlantic Inc	9560	\$251.16
Minister of Finance	297511	\$954.73
MJS Marketing & Promotions	2619052	\$207.00
MJS Marketing & Promotions	2619064	\$51.75



Orkin Canada	8233071	\$62.10
Orkin Canada	8233283	\$28.75
P&G Fire & Safety Inc	5255	\$187.05
PEI Association of Exhibitions	104	\$400.00
PEI Firefighters Association	DUES2018-12	\$1,105.00
Pepsico	29644606	\$1,417.41
Pitney Bowes	3200666790	\$33.53
Pitney Bowes	JAN 2018 POSTAGE	\$1,000.00
Purolator Courier Ltd	436881061	\$31.57
Robert Wood	JAN 2018 MILEAGE	\$159.40
Saltwire Network	7207	\$212.75
Saltwire Network	7248	\$172.50
Saunders Equipment Ltd	70321	\$1,173.00
Mikes Independent	01 0347	\$29.66
Mikes Independent	03 8129	\$10.29
Mikes Independent	03 0689	\$59.48
Mikes Independent	01 0187	\$29.16
Scotia Securities	DOUG K JAN 18 RRSP	\$380.20
Scotiabank Visa	ROBIN'S DONUTS JAN18	\$19.55
Scotiabank Visa	143179 IRVING OIL	\$11.50
Seacor Athletic	3474	\$723.01
Staples	5502029717	\$597.84
Staples	5502029717A	\$319.49
Staples	1865936	\$61.54
Summerside Chrysler Dodge (1984) Ltd	WS10412	\$58.87
Summerside Chrysler Dodge (1984) Ltd	WS10615	\$58.87
Suncor Energy Products Partnership	JAN 1, 2018	\$298.41
Superior Sanitation	635448	\$184.00
Superior Sanitation	635449	\$230.00
Superior Sanitation	635450	\$207.00
Superior Sanitation	635447	\$80.50
T & K Fire Safety Equipment Ltd	234493	\$1,489.25
T & K Fire Safety Equipment Ltd	234679	\$977.50
T & K Fire Safety Equipment Ltd	235045	\$1,934.30

Telus	JAN 2018	\$715.73
Vail's Fabric Services Ltd	297127	\$104.42
Vistaprint	DZ873-M4A66-8M6 VIST	\$20.68
Vistaprint	M8L8B-M4A62-0L2 VIST	\$29.52
Water & Pollution Control Corporation	JAN 2018 W&S	\$208.14
Yellow Pages Group	18-5465524	\$22.08
Subtotal		<hr/> \$87,354.36
Jan Payroll		\$83,268.36
<b>Total Jan Bills</b>		<hr/> <b>\$170,622.72</b> <hr/>



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## TOWN OF KENSINGTON – MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CGC MANAGER  
**SUBJECT:** JANUARY 2018 COMMUNITY GARDENS COMPLEX REPORT  
**DATE:** FEBRUARY 23, 2018  
**ATTACHMENT:** STATISTICAL REPORT

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**Jan 2018**

### **Fitplex**

#### **Programming: Aerobics Programming**

Hi Lo	Tuesdays 6.30pm
Boxer-fit	Thursdays 6.30pm
Multi -fit	Saturday 8.30am

### **Hours**

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

### **Arena**

- Hosted the Bedford 50<sup>th</sup> jamboree tournament for Kensington\Bedford Exchange on January 27-28, 2018. A Kensington/Bedford alumni game was hosted on January 27.
- Zamboni was serviced at Bell's Irving and needed hydraulic hoses replaced.
- New Hockey Goal net meshes were installed on all four nets.
- Initiation Islander Day Jamboree Tournament will be held in Feb and currently has over 200 participants registered.
- Jan 28, 2018 Hot 105.5 and Ocean 100 hosted a free family skate which attracted approximately 250 skaters.

### **Kensington Cash**

January, 2018	\$190.00
	\$205.00
	\$210.00
	<u>\$200.00</u>
Total	<u>\$805.00</u>

### **Ball Fields**

Nothing to report.

### **Senior Center**

Nothing to report.

### **Upcoming Events**

- Initiation Islander Day Tournament on February 22, 2018.
- Pee wee 'A' Provincials in March.
- Novice 'A' Tournament March.
- "Still in the Water" movie shoot in April currently still in negotiations.
- ADL Annual Figure Skating Ice Show scheduled for February 24, 2018.

### **Free Family Skates**

- Feb 11 Winter Carnival skate.

# Town of Kenisngton

## Community Gardens Complex Monthly Statistical Data

### 2018

[illegible]

# Town of Kenisngton Community Gardens Complex Monthly Statistical Data 2017

[illegible]



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

**March 12, 2018**

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

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

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

**Parade against Family Violence** – I participated in the parade against family violence sponsored by the Kensington Police Services. This event was well attended and supported by KISH. Thanks to the food sponsors and the Kensington Police Services for coordinating this event again this year.

**Generation XX Fundraiser** – I attended the Mayor's Banquet in Summerside which is a fundraiser for the Generation XX youth center. This organization has big plans for an expansion to meet the needs of the youth some of whom live in Kensington.

**Well Field Protection** – Mr. Baker and I met with Barry Murray and Gordon Jenkins of Kensington North Watersheds Association to discuss the possibility of them moving forward with town support towards a Wellfield Protection Strategy.

**School Bus fuel tank at KISH** – Mr. Baker and I met with John Cummings and his operations person to discuss possible locations for the diesel fuel storage tank at KISH. While our first preference is to have the busses fueled at a local service station we did review other possible locations that may be acceptable and are outside our 25 year of influence to our wells. They have agreed to relocate the tank, but the location is still undecided.

**Municipal Roundtable on Infrastructure** – Mayors were invited to attend a federal government roundtable on infrastructure. This was an opportunity to see what amount were planned for the next 10 years and to listen to feedback on what kind of projects municipalities were interested in using



these types of funds for. Some projects are not eligible.

**ADL Star skate** – I attended the opening ceremonies of the ADL Star skate competition sponsored by ADL for the 34<sup>th</sup> year, and brought greeting on behalf of the Town and Council.

**Provincial Cannabis Meeting** – Mayors and CAO's were invited to a roundtable on Cannabis to hear what was being considered and to provide feedback to the government on the plans. Plans are still being developed for Prince Edward Island and the feedback from municipalities will be considered in the deliberations. The one thing that became clear was how complicated this issue is and the impact it has on all levels of government as well as enforcement.

**Provincial Cabinet Meeting** – Premier Wade MacLachlan and his Cabinet held a meeting at the new "The Meeting Place" at Broadway 45. I was invited to join them for lunch and bring greetings on behalf of the town. I took the opportunity to inform them of the great growth we are experiencing in Kensington and how pleased we are to see continued expansion of businesses within the town as well as outside town limits. We all benefit from this growth. The premier also had very positive things to say about Kensington and wished us continued success.

Rowan Caseley  
Mayor – Town of Kensington



## Town of Kensington - Request for Decision

<b>Date:</b> March 2, 2018	<b>Request for Decision No:</b> 2018-13 <b>(Office Use Only)</b>
<b>Topic:</b> 2018/19 Town of Kensington Financial Plan Approval	
<b>Proposal Summary/Background:</b> <p>The final draft of the proposed 2018/2019 operational and capital budgets (Financial Plan) is circulated with this Request for Decision (RFD).</p> <p>The financial plan includes a proposed capital budget for the 2018/2019 fiscal year. The capital budget includes capital purchases proposed for the upcoming fiscal year and includes the following revenue sources: transfer from operations, anticipated Federal Government/Gas Tax transfers, anticipated Provincial Government transfers and long- term borrowing. With the transfer of street responsibilities to the Province of PEI, Gas Tax funds allocated to the Pleasant Street Re-Surfacing project for 2018 (part of the town's 5-year Capital Investment Plan under the NDCC) are required to be re-profiled to other projects. It is proposed that these funds be tentatively redirected to a sewer replacement project (Commercial Street) and sidewalk replacement (to be determined). Information regarding these projects will be brought forward to Town Council for formal consideration at a later date.</p> <p>The attached "final draft" budget shows a surplus for fiscal year 2018/2019, however it should be noted that the budget does not include a transfer line from operations to the capital budget which will impact the surplus amount.</p> <p>Significant effort is being made by staff and Council to hold the line on property tax increases for 2018 and to offset any increases in expenditures by gaining efficiency or growth in revenues. Staff are recommending that current tax rates be maintained for 2018/2019. The Water and Pollution Control Corporation shows a slight budgeted surplus for the 15-month fiscal period. The 2018 water and sewer rates will see a small increase in revenue based on the 5-year rates approved by IRAC in 2015.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• None Noted.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>CAO Discussion/Comments:</b> <p>Under the new Municipal Government Act, municipalities are required to operate under a 15-month fiscal year in 2018/19. Therefore a 15-month operational and capital budget is required. Section 150 of the Act states that a council shall by resolution adopt a Financial Plan for the upcoming fiscal year on or before March 31, 2018 and that the Plan shall be submitted to the Minister prior to April 15<sup>th</sup>.</p>	

**Options:**

1. Approve the 2018/19 Financial Plan as presented and recommended.
2. Not approve the Financial Plan and direct staff to make any necessary amendments.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

It is recommended that Town Council consider and adopt the following resolution to approve the 2018/19 Town of Kensington Financial Plan:

***WHEREAS Section 149(2)(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. requires a municipality to operate under a 15-month fiscal year from January 1, 2018 to March 31, 2019;***

***AND WHEREAS Section 149(3)(a) requires a municipality at adopt, by resolution, an operating budget and a capital budget for the fiscal year, January 1, 2018 to March 31, 2019;***

***BE IT RESOLVED that Town Council approve the Town of Kensington 2018/19 Financial Plan with operational revenue estimates projected at \$2,864,877 and operational expenditure estimates projected at \$2,765,157.***



## 2018/19 Budget Estimates

Town of Kensington  
P.O. Box 418  
Kensington, PE  
C0B 1M0

*Incorporated 1914*

## Kensington Town Council



Mayor Rowan Caseley



Deputy Mayor Rodney Mann



Councillor Coreen Pickering



Councillor Jeff Spencer



Councillor Marvin Mill



Councillor David Doucette



Councillor Mack MacLean

## Background Financial Information

### **2018 Property Tax Rates (per \$100.00 of Assessed Value):**

Municipal Non-Commercial \$0.55	Provincial Non-Commercial \$1.50
Municipal Commercial \$1.30	Provincial Commercial \$1.50

**\*\*Provincial Property Tax rate may be subject to \$0.50 Credit\*\***

### **2018 Water and Pollution Control Corporation Rates (Annual)**

#### ***Sewer***

Metered Rate: \$255.30 plus \$.00269/gallon

Unmetered Rate: \$333.20

#### ***Water***

Metered Rate: \$194.00 plus \$.00128/gallon

Unmetered Rate: \$231.10

### **2018 Assessment Information**

2018 Non-Commercial Assessment Value \$76,476,230.00

2018 Commercial Assessment Value \$12,529,380.00

### **2018/19 Fund Summaries**

2018/19 Provincial Equalization \$285,765.00

2018/19 Property Tax & Tax Credit \$965,487.00

2018/19 Estimated Operational Revenue \$2,864,877.00

2018/19 Estimated Operational Expenditures \$2,765,157.00

2018/19 Estimated Water and Sewer Revenue \$716,503.00

2018/19 Estimated Water and Sewer Expenditures \$712,537.00

## Revenue and Expenditure Summary

	2018/19
<b>Revenue</b>	
General Government	\$ 1,316,202
Police	\$ 60,000
Rental Revenue	\$ 117,630
Recreation Revenue	\$ 2,250
Sale of Services	\$ 548,900
Fire Revenue	\$ 309,195
Community Gardens	\$ 510,700
<b>Total Revenue all Sources</b>	<hr/> \$ 2,864,877
<b>Expenditures</b>	
Town Hall	\$ 181,802
General Government	\$ 642,995
Police	\$ 553,994
Public Works	\$ 246,897
Train Station	\$ 35,700
Recreation	\$ 81,825
Sale of Services	\$ 233,563
Fire Department	\$ 309,195
Community Gardens Complex	\$ 479,186
<b>Total Expenditures</b>	<hr/> \$ 2,765,157
	<hr/>
<b>Net Revenue/Expenditure</b>	\$ 103,686

## Town Hall: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Depreciation	\$ 61,275
Property Taxes	\$ 10,125
Electricity	\$ 20,750
Heating Oil	\$ 17,500
Wages - Custodian	\$ 40,772
Repair and Main. - Building	\$ 18,000
Janitor Supplies - Town Hall	\$ 3,750
Town Hall Consolidation Loan Interest	\$ 9,300
Generator Interest Loan #5	\$ 330
<b>Total Expenditures</b>	<b>\$ 181,802</b>

## Sale of Services: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Office Expenses	\$ 1,875
Wages - Police Chief Allocation	\$ 30,000
Wages - Police Tech's	\$ 195,949
Professional Development	\$ 600
PROS	\$ 2,830
IT Services	\$ 2,309
<b>Total Expenditures</b>	<b>\$ 233,563</b>

## Public Works: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Depreciation	\$ 107,325
Property Taxes	\$ 465
Electricity	\$ 2,325
Heating Oil	\$ 5,200
Street Lights	\$ 46,500
Cellular	\$ 1,500
Wages	\$ 181,182
Repair and Main. - Equip	\$ 15,000
Repair and Main. - Vehicle	\$ 3,000
Repair and Main. - Building	\$ 3,000
Vehicle - Gas & Oil	\$ 6,000
Snow and Ice Control	\$ 18,000
Uniforms - Clothing & Supplies	\$ 900
Gas & Oil - Equipment Public Works	\$ 10,250
Small Tools & Shop Supplies	\$ 1,500
Miscellaneous	\$ 1,500
Garbage Disposal	\$ 2,625
Asphalt Patching/Sidewalk	\$ 22,500
Water and Sewer Share	\$ (186,000)
Public Works Interest on Loans	\$ 4,125

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<b>Total Expenditures</b>	<b>\$ 246,897</b>
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## Parks and Recreation: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Depreciation	\$ 7,125
Property Taxes	\$ 1,350
Electricity	\$ 3,200
Wages - EVK Pool	\$ 17,000
Repair and Maint - Equip	\$ 1,000
Repair and Maint. - Building	\$ 2,450
Uniforms - Clothing & Supplies	\$ 500
Special Events Expense	\$ 14,700
Chemicals	\$ 3,500
Canada Day Expenses	\$ 3,000
Community Gardens Grant	\$ 22,000
Park Improvements	\$ 6,000
<b>Total Expenditures</b>	<hr/> \$ 81,825

## Train Station: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Depreciation	\$ 3,600
Water & Sewer	\$ 1,800
Property Taxes	\$ 1,275
Electricity	\$ 10,950
Heating Oil	\$ 9,150
Freight Shed Electricity	\$ 3,150
Repair and Main. - Equip	\$ 375
Repair and Main. - Building	\$ 4,500
Train Station Loan Interest	\$ 900
<b>Total Expenditures</b>	<hr/> \$ 35,700

## General Government: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Reserve Fund	\$ 75,000
Property Taxes (Gorman & Walker)	\$ 300
Telephone	\$ 3,750
Cellular	\$ 5,400
Office Expenses	\$ 15,000
Advertising	\$ 10,500
Wages - Administration	\$ 296,150
Workers Compensation	\$ 7,020
Honorariums	\$ 22,250
Conventions and Meetings	\$ 4,500
Dues & Memberships	\$ 7,500
Travel and Mileage	\$ 6,750
Professional Development	\$ 1,240
Donations and Grants	\$ 12,000
Miscellaneous	\$ 5,750
Insurance - Other	\$ 104,000
Professional Fees - Accountant	\$ 22,200
Professional Fees - Other	\$ 60,000
Animal Control	\$ 150
Photocopier	\$ 4,250
Web Page Expenses	\$ 2,000
ADP Payroll Expenses	\$ 3,900
Bank Charges	\$ 9,000
Development Expense	\$ 4,000
Fire Protection Charge	\$ 69,930
Promotional Materials	\$ 3,750
W&S Share of General Government	\$ (189,000)
Francis St & School St Loan Int.	\$ 6,300
2012 Street Upgrade Interest	\$ 3,450
2013/14 Capital Loan Interest	\$ 4,200
Operating Line Interest	\$ 11,250
Loan on 12 School Street Interest	\$ 1,125
Cogsdale Maintenance Fee	\$ 12,100
Vue Works (GIS/Asset Mgmt.)	\$ 11,000
Library Expense	\$ 16,500
20 Stewart Street Bldg. R&M	\$ 4,500
IT Services	\$ 4,500
Storm Sewer Linwood/Maple Lane Interest	\$ 930
Fire Dues – Kensington	\$ 52,350
Fire Share of General Government	\$ (52,500)
<b>Total Expenditures</b>	<hr/> \$ 642,995

## Fire Protection: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Depreciation	\$ 94,125
Reserve Fund	\$ 30,665
Water & Sewer	\$ 2,030
Property Taxes	\$ 500
Electricity	\$ 6,150
Heating Oil	\$ 14,150
Telephone	\$ 3,750
Cellular	\$ 2,250
Advertising	\$ 1,000
Honorariums	\$ 22,200
Fire Equipment, Uniforms & Supplies	\$ 15,000
Repair and Main. - Equip	\$ 4,500
Repair and Main. - Vehicle	\$ 15,000
Repair and Main. - Building	\$ 6,000
Vehicle - Gas & Oil	\$ 4,500
Snow and Ice Control	\$ 5,250
Conventions and Meetings/Prof Dev	\$ 9,700
Insurance	\$ 3,200
Answering Service - Fire	\$ 3,750
2010 Truck Loan # 21	\$ 5,250
Fire Hall Loan Int. Loan #10	\$ 6,525
Administration Cost	\$ 52,500
<b>Total Expenditures</b>	<hr/> \$ 309,195

## Police Protection: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Depreciation	\$ 32,115
Telephone	\$ 7,500
Cellular	\$ 1,875
Office Expenses	\$ 6,450
Wages - Police Full Time	\$ 308,407
Wages - Part Time/Casual	\$ 132,490
Workers Compensation	\$ 7,020
Repair and Main. - Equip	\$ 5,600
Repair and Main. - Vehicle	\$ 9,000
Vehicle - Gas & Oil	\$ 15,000
Professional Development	\$ 6,000
Uniforms - Clothing & Supplies	\$ 7,027
Insurance - Life	\$ 1,785
Answering Service - Police	\$ 33,000
Meals While on Duty	\$ 450
Vehicle - Rental	\$ 300
Court Costs & Witness Fees	\$ 1,500
Crime Prevention Initiatives	\$ 750
PROS	\$ 1,800
2016 Dodge Charger Interest	\$ 1,125
Police Share of Sales of Service	\$ (30,000)
IT Services	\$ 4,800
<b>Total Expenditures</b>	<hr/> <b>\$ 553,994</b> <hr/>

## Community Gardens Complex: 2018/19 Budget Estimates

	2018/19
<b>Expenditures</b>	
Depreciation	\$ 25,920
Electricity Arena	\$ 89,005
Heating Oil	\$ 20,400
Electricity Sign	\$ 750
Electricity Ball Field / Canteen	\$ 575
Telephone	\$ 3,000
Cellular	\$ 1,500
Office Supplies	\$ 750
Advertising	\$ 2,900
Wages and Salaries	\$ 203,756
Workers Compensation	\$ 1,480
Repair and Main Ice Plant	\$ 3,100
Repair and Main Property	\$ 750
Repair and Main Ice Surface	\$ 3,700
Repair and Main Building/Zamboni	\$ 6,250
Repair and Main Equip	\$ 1,125
Zamboni Propane	\$ 3,300
Ball Field Expenses	\$ 600
Canteen Expenses	\$ 46,750
Harvest Festival Expenses	\$ 9,000
Fitplex Expenses	\$ 1,500
Snow Removal	\$ 5,100
MBCU Loan Interest	\$ 6,375
Fund Raising Expenses	\$ 9,000
Dehumidifier Interest	\$ 450
Senior Center Oil	\$ 2,750
Senior Center Electricity	\$ 1,125
Senior Center Repair and Main	\$ 1,800
Travel and Mileage	\$ 2,250
Insurance	\$ 15,000
Janitorial Supplies	\$ 4,125
Bank Charges	\$ 2,100
Garbage Removal	\$ 3,000
<b>Total Expenditures</b>	<hr/> \$ 479,186

## Kensington Water & Pollution Control Corporation: 2018/19 Budget Estimates

	2018/19
<b>Revenue</b>	
Water Revenue	\$ 259,500
Water Miscellaneous Revenue	\$
Interest Water A/R	\$ 3,750
Water Rating Charge	\$ 70,003
Sewer Misc. Revenue	\$
Sewer Revenue	\$ 382,250
<b>Total Revenue</b>	<hr/> \$ 716,503
<b>Expenditures</b>	
Depreciation	\$ 137,400
Property Tax	\$ 2,700
Electricity	\$ 29,826
Telephone	\$ 3,900
Advertising	\$ 1,500
Honorarium	\$ 4,200
Professional Development	\$ 4,200
Professional fees Other	\$ 6,500
Repairs & Maintenance water	\$ 18,750
Bank Charges water	\$ 3,225
Interest on LT Debt Water	\$ 37,500
Water Analysis	\$ 6,000
Water Chlorination	\$ 1,800
Bank Charges	\$ 3,225
Interest on LT Debt Sewer	\$ 27,000
Repairs and Maintenance Sewer	\$ 42,311
CGC Allocation	\$ 7,500
Reserve	\$
Share of Gen Gov't	\$ 189,000
Share of Public Works	\$ 186,000
<b>Total Expenditures</b>	<hr/> \$ 712,537
Variance	\$ 3,996

**Town of Kensington**  
**2018/19 Proposed Capital Plan**

<b>Project Category</b>	<b>Budget 2018</b>	<b>Transfer from Operations</b>	<b>Federal/Gas Tax</b>	<b>Provincial</b>	<b>Long Term Borrowing</b>
<b>Community Gardens Complex</b>					
Zamboni	\$ 100,000.00				\$ 100,000.00
<b>Police Department</b>					
Computer Replacement	\$ 3,000.00	\$ 3,000.00			
<b>Fire Department</b>					
Annual Bunker Gear Replacement (5 sets)	\$ 13,500.00	\$ 13,500.00			
Rescue Craft	\$ 8,700.00	\$ 8,700.00			
Upgrade Breathing Apparatus' (3 units)	\$ 19,500.00	\$ 19,500.00			
<b>Town Hall/General Government</b>					
Flooring and Paint	\$ 10,000.00	\$ 10,000.00			
Strategic Plan	\$ 22,000.00	\$ 12,000.00	\$ 10,000.00		
Official Plan/Zoning Bylaw Review	\$ 20,000.00	\$ 12,000.00		\$ 8,000.00	
<b>Public Works</b>					
Maintenance Vehicle	\$ 40,000.00	\$ 40,000.00			
Building Upgrades (Roof Leak, Chimney)	\$ 2,500.00	\$ 2,500.00			
Sidewalk Replacement	\$ 135,000.00		\$ 135,000.00		
<b>Water</b>					
Wellfield Protection Plan	\$ 10,000.00	\$ 10,000.00			
<b>Sewer</b>					
Lagoon Pump	\$ 4,500.00	\$ 4,500.00			
Sewer Replacement	\$ 50,000.00		\$ 50,000.00		
<b>Total</b>	<b>\$ 438,700.00</b>	<b>\$ 135,700.00</b>	<b>\$ 195,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 100,000.00</b>

## Town of Kensington - Request for Decision

<b>Date:</b> March 7, 2018	<b>Request for Decision No:</b> 2018-14 <b>(Office Use Only)</b>
<b>Topic:</b> Town of Kensington - 2018 Property Tax Rates	
<b>Proposal Summary/Background:</b>  Section 160(1) of the <i>Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1.</i> states:  <i>Subject to this Act, the Real Property Assessment Act R.S.P.E.I. 1988, Cap.R-4, and the Real Property Tax Act, a council shall by resolution, after estimating the probable revenue from all sources other than taxes, approve a tax rate or rates applicable to all real property within the jurisdiction and boundaries of the municipality for the purpose of raising revenue sufficient to defray projected municipal expenditures for that year including any deficit carried forward from the previous year, and shall notify the Provincial Tax Commissioner in accordance with the Real Property Tax Act respecting the approved tax rate or rates.</i>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• None Noted.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Discussion/Comments:</b>  The Town is in the process of adopting a Tax Rate Groups Bylaw. While the Bylaw has not been enacted at this point in time, it will provide Town Council with the authority (as does the <i>Act</i> ) to adopt property taxation rates by resolution.  Based on the projected revenues and expenditures included in the 2018/19 proposed financial plan staff are proposing no increase in property taxation rates for 2018.	
<b>Options:</b>  1. Approve the 2018 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.	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A



**Recommendation:**

It is recommended that Town Council consider and adopt the following resolution to approve the Non-Commercial and Commercial Property Tax rates for 2018:

***WHEREAS Section 160(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. requires a municipality to establish tax rates by resolution;***

***BE IT RESOLVED THAT the 2018 municipal property tax rates for the Town of Kensington of \$0.55/\$100 of assessment for Non-Commercial properties and \$1.30/\$100 of assessment for Commercial properties be hereby adopted and approved.***

## Town of Kensington - Request for Decision

<b>Date:</b> March 7, 2018	<b>Request for Decision No:</b> 2018-15 <b>(Office Use Only)</b>
<b>Topic:</b> Town of Kensington – Tax Rate Groups Bylaws	
<b>Proposal Summary/Background:</b>  As part of the transition under the new Municipal Government Act (MGA) the Town is required to implement a “ <i>Tax Rate Groups Bylaw</i> ”. The Bylaw essentially sets property taxation categories and provides Town Council with the authority to set tax rates by resolution.	
<b>Benefits:</b>  <ul style="list-style-type: none"> <li>• None noted.</li> </ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"> <li>• None noted.</li> </ul>	
<b>Discussion/Comments:</b>	
<b>Options:</b>  1. Give and approve first reading the Tax Rate Groups Bylaw as presented. 2. Not approve first reading of the Tax Rate Groups Bylaw.	
<b>Costs/Required Resources:</b>	<b>Source of Funding:</b>
N/A	N/A
<b>Recommendation:</b>  It is recommended that Town Council consider and adopt the following resolutions to give first reading and approval to the Town of Kensington Tax Rate Groups bylaw:  <u><b>Resolution 1</b></u>  <i><b>WHEREAS Subsection 8(1) of the Real Property Tax Act, R.S.P.E.I. 1988 c. R-5, provides the authority for Town Council to establish tax rates.</b></i>  <i><b>AND WHEREAS Subsection 160(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables Council to set and approve property tax rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality.</b></i>  <i><b>AND WHEREAS Subsection 160(2) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables Council to establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.</b></i>	

***BE IT RESOLVED that the Tax Rate Groups Bylaw (Bylaw #2018-01) be hereby read a first time.***

**Resolution 2**

***WHEREAS Subsection 8(1) of the Real Property Tax Act, R.S.P.E.I. 1988 c. R-5, provides the authority for Town Council to establish tax rates.***

***AND WHEREAS Subsection 160(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables Council to set and approve property tax rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality.***

***AND WHEREAS Subsection 160(2) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables Council to establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.***

***BE IT RESOLVED that the Tax Rate Groups Bylaw (Bylaw #2018-01) be hereby approved.***



**Town of Kensington**  
**A Bylaw to Establish Tax Rate Groups**  
**Bylaw # 2018 – 01**

**BE IT ENACTED** by the Council of the Town of Kensington as follows:

**1. Title**

1.1. This bylaw shall be known and cited as the “Tax Rate Groups Bylaw.”

**2. Authority**

2.1. Subsection 8(1) of the *Real Property Tax Act, R.S.P.E.I. 1988 c. R-5*, provides the authority for Town Council to establish tax rates.

2.2. Subsection 160(1) of the *Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1.*, enables Council to set and approve property tax rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality.

2.3. Subsection 160(2) enables Council to establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

**3. Application**

3.1. This bylaw applies to all real property within the boundaries of a municipality that is liable each calendar year to taxation by the municipality.

**4. Definitions**

4.1. “Act” means the *Municipal Government Act*.

4.2. “Council” means the Mayor and members of the Kensington Town Council.

4.3. “Municipality” means the Town of Kensington.

4.4. “Operating Budget” is the annual budget of Kensington Town Council.

4.5. “Tax Rate Group” means commercial or non-commercial real property in the Town of Kensington that has similar specified attributes, including but not limited to; (a) property use; or (b) property ownership.

## **5. General**

- 5.1. Council, through this bylaw, establishes tax rate groups within the municipality and may apply different tax rates to each group to reflect the differences in services provided.
- 5.2. Council will set tax rates within the municipality by resolution.
- 5.3. Council may set a different tax rate where it has created a tax rate group based on property use or type in accordance with subsection 160(2) of the Act.

## **6. Tax Groups**

- 6.1. The Town of Kensington establishes under this bylaw, the following tax rate groups:
  - a. Commercial
  - b. Non-commercial

## **7. Establishing Group Rates**

- 7.1. The tax rates for each group shall be established by resolution of Council on an annual basis prior to March 31<sup>st</sup>. Tax rate groups established in this bylaw are identified in “Schedule A” of this bylaw.

## **8. Notification**

- 8.1. Council shall notify the Provincial Tax Commissioner in writing regarding rate or rates of taxation to be set for the period of January to December prior to March 31 of the year to which the rates apply.
- 8.2. Where Council has established or changed a tax rate group, Council shall notify the Provincial Tax Commissioner on or before December 31 of the preceding calendar year.

## **9. Restrictions on Rate Setting**

- 9.1. Council shall not approve a change to a tax rate to take effect at any time except on January 1 of the year in which the new tax rate applies.
- 9.2. Council shall not approve a change in tax rate to apply for a period of time less than a full calendar year.

## **10. Enforcement**

- 10.1. The Minister of Finance collects and is responsible for enforcing the collection of taxes on behalf of the Town of Kensington.

## **11. Repeal of Existing Bylaw**

11.1. All previous Bylaws of the Town of Kensington pertaining to the setting of tax rates and/or tax rate groups re hereby repealed.

## **12. Effective Date**

12.1. This Tax Rate Groups Bylaw, Bylaw # 2018-01, shall be effective on the date of approval and adoption below.

### **First Reading:**

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

### **Second Reading:**

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was read a second time at the Council meeting held on the day of \_\_\_\_\_, 2018.

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

### **Approval and Adoption by Council:**

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

## Town of Kensington Tax Rate Groups Bylaw

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**Signatures:**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

This Tax Rate Groups Bylaw adopted by the Council of the Town of Kensington is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer**

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

**Schedule A**

<b>Tax Rate Group Name</b>	<b>Description</b>
Commercial	Any property assessed for a commercial use.
Non-Commercial	Any property assessed for a non-commercial use.



## Town of Kensington - Request for Decision

<b>Date:</b> March 7, 2018	<b>Request for Decision No:</b> 2018-16 <b>(Office Use Only)</b>
<b>Topic:</b> KISH Volleyball Donation Request	
<b>Proposal Summary/Background:</b>  <p>At February's Committee of Council, Committee received a presentation from Jaunita Boucher on the KISH 'AAA' senior girl's volleyball teams upcoming trip to Edmonton for a national volleyball tournament from May 17<sup>th</sup> to May 23<sup>rd</sup>. The team consists of 10 girls from Kensington and area (all KISH students). The total cost of the trip is estimated at \$17,000. To date, the team has fundraised approximately \$11,000, with more fundraisers planned.</p> <p>Committee of Council recommended a donation of \$1,000 to support the teams fundraising efforts.</p>	
<b>Benefits:</b>  <ul style="list-style-type: none"> <li>Will support the KISH 'AAA' senior girl's volleyball team in their fundraising efforts to attend a national volleyball tournament in Edmonton, AB.</li> </ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"> <li>None noted.</li> </ul>	
<b>Discussion/Comments:</b>	
<b>Options:</b>  <ol style="list-style-type: none"> <li>1. Approve the donation as recommended by Committee of Council.</li> <li>2. Not approve the donation.</li> </ol>	
<b>Costs/Required Resources:</b>	<b>Source of Funding:</b>
\$1,000	General Government – Donations and Grants
<b>Recommendation:</b>  <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><i><b>WHEREAS a request was received from Jaunita Boucher, on behalf of the KISH 'AAA' senior girl's volleyball team, for Town Council's consideration of a financial contribution towards their upcoming trip to Edmonton, AB for a national volleyball tournament;</b></i></p> <p><i><b>AND WHEREAS the request was received and considered at a meeting of Committee of Council on February 26, 2018;</b></i></p> <p><i><b>BE IT RESOLVED THAT Town Council authorize a financial contribution to the KISH 'AAA' senior girl's volleyball team in the amount of \$1,000.00.</b></i></p>	

## Town of Kensington - Request for Decision

<b>Date:</b> March 7, 2018	<b>Request for Decision No:</b> 2018-17 <b>(Office Use Only)</b>
<b>Topic:</b> Kensington Skating Club Donation Request	
<b>Proposal Summary/Background:</b>  <p>At February's Committee of Council, a request was received from the Kensington Skating Club to request Council's consideration of purchasing an advertisement in their program for their annual ice show being held at the Community Garden Complex on March 9, 2018. Committee of Council recommended that Council purchase an ad at a cost of \$500.00. In reviewing the request, it was discovered that the ice show was scheduled in advance of March's Council meeting therefore staff proceeded with the purchase of the ad, as per Committee's recommendation.</p>	
<b>Benefits:</b>  <ul style="list-style-type: none"> <li>Will support the Kensington Skating Club's Annual Ice Show being held at the Community Gardens Complex.</li> </ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"> <li>None noted.</li> </ul>	
<b>Discussion/Comments:</b>	
<b>Options:</b>  <ol style="list-style-type: none"> <li>1. Approve the ad purchase as recommended by Committee of Council, and completed by staff.</li> <li>2. Not approve the ad purchase.</li> </ol>	
<b>Costs/Required Resources:</b>	<b>Source of Funding:</b>
\$500.00	General Government – Donations and Grants
<b>Recommendation:</b>  <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><b><i>WHEREAS a request was received from Vicki Webster, President of the Kensington Skating Club, for Town Council's consideration of purchasing an advertisement in the Skating Club's Annual Ice Show program;</i></b></p> <p><b><i>AND WHEREAS the request was received and considered at a meeting of Committee of Council on February 26, 2018;</i></b></p> <p><b><i>BE IT RESOLVED THAT Town Council authorize the purchase of an advertisement in the Kensington Skating Club's Annual Ice Show program in the amount of \$500.00.</i></b></p>	



Kensington Skating Club  
PO Box 539  
Kensington, PE  
COB 1M0

Dear Mr. Baker,

For half a century, the Kensington Skating Club has been hosting an annual ice show; allowing the children young and old to demonstrate their accomplishments and skills attained throughout the season. This year is the Kensington Skating Club's 50th anniversary, a grand event and local tradition that brings families, friends, and the community together.

Our annual ice show is scheduled for Friday March 9<sup>th</sup>, 2018, at the Community Gardens Arena in Kensington. Skaters Ellie Fisher and Simon- Pierre Malette Paquette will be attending the ice show: they are a Canadian Junior Ice Dance Team from Quebec who have successfully competed internationally, nationally, and provincially this season.

It is the sponsors that so generously donate that enable the purchases of all necessary items for this event to happen; such as printing of tickets and programs, props, music and lighting, and costumes. We truly hope you consider becoming a sponsor for the event this. Available categories include:

Sponsor Type	Cost	Ice Show Program Advertisement
Skating Friend	Below \$200	Business Card
Steel Blade	Between \$200 & \$500	¼ page
Silver Blade	Between \$500 & \$750	½ page
Gold Blade	Above \$750	Full page

In addition, we would like to include a welcome message from the Mayor of Kensington, Mr. Caseley, in our Ice Show Program which can be sent to my email address before March 3<sup>rd</sup>, in time for publication.

If you have any questions and or concerns, please feel to contact me at (902) 132-4047 or [vicwebster07@gmail.com](mailto:vicwebster07@gmail.com) . Thank you for taking the time to consider this letter, we look forward to hearing from you.

Sincerely,

## Vicki Webster

Vicki Webster  
Kensington Skating Club Present

## Town of Kensington - Request for Decision

<b>Date:</b> March 7, 2018	<b>Request for Decision No:</b> 2018-18 <b>(Office Use Only)</b>
<b>Topic:</b> Team PEI Booster Club Fundraising Campaign	
<b>Proposal Summary/Background:</b>  At February's Committee of Council, a request was received from the Team PEI Booster Club (Special Olympics) for Town Council's consideration of supporting Team PEI Special Olympic athletes through a financial donation. Committee of Council recommended that Council donate \$250.00 to the fundraising campaign.	
<b>Benefits:</b>  <ul style="list-style-type: none"> <li>Will support the PEI Special Olympics athletes (including a Kensington athlete) in their bid to attend the national games.</li> </ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"> <li>None noted.</li> </ul>	
<b>Discussion/Comments:</b>  In exchange for a financial contribution the Town will receive the following recognition: <ol style="list-style-type: none"> <li>1. Invitation to and an introduction at the Team PEI Send-off Rally.</li> <li>2. A certificate acknowledging the Town's support.</li> <li>3. A charitable tax receipt for the full amount of the donation.</li> </ol>	
<b>Options:</b>  <ol style="list-style-type: none"> <li>1. Approve the donation as recommended by Committee of Council.</li> <li>2. Not approve the donation.</li> </ol>	
<b>Costs/Required Resources:</b>  \$250.00	<b>Source of Funding:</b>  General Government – Donations and Grants

**Recommendation:**

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

***WHEREAS a request was received from the Team PEI Booster Club Fundraising Campaign for Town Council's consideration of providing financial support to Team PEI Special Olympics Athletes;***

***AND WHEREAS the request was received and considered at a meeting of Committee of Council on February 26, 2018;***

***BE IT RESOLVED THAT Town Council approve a donation to the Team PEI Booster Club Fundraising Campaign (Team PEI Special Olympics) in the amount of \$250.00.***

## Team PEI Booster Club Fundraising Campaign



The Team PEI Booster Club is a fundraising campaign that allows supporters of the Special Olympics movement to fund our Team PEI athlete's journey to National Games.

Thank you for supporting Team PEI 2016! We hope to be able to count on your support again in 2018.

### Join the Team PEI Booster Club!

The Team PEI Booster Club allows local businesses and individuals to sponsor athletes and / or coaches in their communities. Sponsorship of the Team PEI Booster will showcase your support for Special Olympics PEI and will help offset the cost of these Games.

### Athlete Benefits

When given an opportunity to experience the thrill of competition at a Special Olympics National event, words cannot describe the positive impact this has on an athlete and their family. Through competition, these athletes gain self-esteem, confidence and strength, which benefits all aspects of their lives.

By supporting the Team PEI Booster Club, you are giving an athlete the full National Games experience, including staying in an athlete's village while attending Games, the opportunity to participate in opening and closing ceremonies, high caliber athletic venues with qualified officials, access to social and Healthy Athletes events, and memories that will last a lifetime.

### Donor Benefits

As a thank you for your donation to the Team PEI Booster Club, you will receive the following recognition:

- **Send-off:** Invitation to and an introduction at the Team PEI Send-off Pep Rally.
- **Certificate:** A certificate acknowledging your support.
- **Tax Receipt:** You will receive a charitable tax receipt for the full amount of your donation.

### Show your Support for Team PEI

For information about the Team PEI Booster Club please contact Sarah Profitt, either via email at [sarah@sopei.com](mailto:sarah@sopei.com) or by calling 902-368-8919. If you would like to pledge your support for Team PEI 2018, please fill out and return the enclosed **Team PEI Booster Club Commitment Form**.

Thank you for enriching the lives of our Team PEI athletes!



# Meet Team PEI 2018

## National Bowling Championships & National Summer Games



**Chef de Mission:** Matthew McNally, Mount Stewart  
Genna Phelan, Charlottetown (Bowling Championships)

**Team Manager:** Genna Phelan, Charlottetown  
Lynda Hontscharowicz, Charlottetown (Bowling Championships)

**Mission Staff:** Chanelle MacIsaac, Charlottetown  
Fran Gillis, Summerside  
Craig Watson, Hunter River  
CY Holland, Charlottetown  
Ellen Murphy, Borden-Carleton  
Matthew MacDonald, Mount Stewart

### 5-Pin Bowling (5 Athletes, 1 Coach)

Degan Hackett, West Devon  
Donna Pyke, Charlottetown  
Jonathan Watts, York  
Kaitlyn MacKinnon, Charlottetown  
Patti Bradley, Charlottetown  
**Head Coach:** Rickey Burns, Charlottetown

### 10-Pin Bowling (4 Athletes, 1 Coach)

Jenna Smith, Ellerslie  
Kevin Ramsay, Tyne Valley  
Paul Phillips, Summerside  
Wayne Dymont, Summerside  
**Head Coach:** Ann Kilby, Tyne Valley

### Athletics (2 Athletes, 1 Coach)

Jeremy Wall, Summerside  
Teri Cudmore, Charlottetown  
**Head Coach:** Jodi Harper, Brackley

### Bocce (4 Athletes, 1 Coach)

Janet Charchuck, Alberton  
Jennifer Hickox, Charlottetown  
Rick Chan, Charlottetown  
Tommy Ling, Charlottetown  
**Head Coach:** Carole Ann French, Charlottetown

### Golf (1 Athlete, 1 Coach)

Phillip Chugg, Stratford  
**Head Coach:** Jamie Matheson, Montague

### Powerlifting (1 Athlete, 1 Coach)

Kolton Doucette, Wellington Station  
**Head Coach:** Ross MacIntosh, Nova Scotia

### Rhythmic Gymnastics (1 Athlete, 1 Coach)

Rachael Loggie, Charlottetown  
**Head Coach:** Sarah Profitt, York

### Soccer (12 Athletes, 3 Coaches)

Alyssa Chapman, Murray Harbour  
Andrew Maloney, Montague  
Callie Wood, Montague  
Geoffrey Bridges, Charlottetown  
Jeremy Cheverie, Cornwall  
John Anthony Laybolt, Johnstons River  
John Rafuse, Montague  
Logan Robbins, Charlottetown  
Marlee MacDonald, Murry River  
Sarah MacDonald, Souris  
Scott Brousseau, Montague  
Shawn Mitchell, Charlottetown  
**Co-Head Coach:** Emilie Boucher, Charlottetown  
**Co-Head Coach:** Terry Nabuurs, Charlottetown  
**Assistant Coach:** Dave Morrow, Covehead

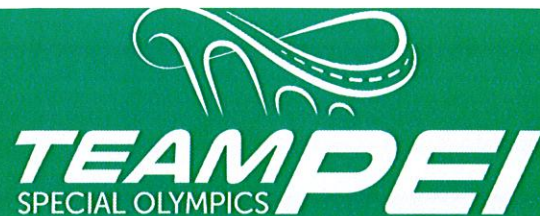
### Softball (13 Athletes, 3 Coaches)

Aaron Myers, Charlottetown  
Glendon Arsenaault, Summerside  
Brandon Younker, Charlottetown  
Billy Acorn, Charlottetown  
Brian McNab, Charlottetown  
Cedric Gallant, Charlottetown  
Chris MacPherson, Charlottetown  
Jerred Affleck, Charlottetown  
John Morton, Charlottetown  
Lisa Bernard, Charlottetown  
Sherry Hiscock, Charlottetown  
Tommy MacGuigan, Charlottetown  
Wallace MacMaster, Charlottetown  
**Head Coach:** Judy Gallant, Charlottetown  
**Assistant Coach:** Alan Stewart, Hunter River  
**Assistant Coach:** Jamie Henry, Cornwall

### Swimming (2 Athletes, 1 Coach)

Ellen MacNearney, Montague  
Roy Paynter, Kensington  
**Head Coach:** Sarah Paynter, Kensington

# Team PEI Booster Club Commitment Form



\_\_\_\_\_ Yes! We would like to join the **Team PEI 2018 Booster Club**

To help you determine how you can best support Team PEI, please consider the following costs per athlete:

_____ Travel to Games	\$500	\$ _____ Donation to Team PEI
_____ Official Team Uniform	\$250	
_____ Competitive Uniform	\$150	

Company Name: \_\_\_\_\_

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

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

City / Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Our payment is attached \_\_\_\_\_

Please invoice us \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Returning this Form**

**By Mail:** Special Olympics PEI  
40 Enman Cres, Rm 240  
Charlottetown, PE C1E 1E6

**By Fax:** 902-892-4553  
**By Email:** sarah@sopei.com

**Team PEI—Booster Club**  
2018 National Bowling Championships &  
2018 National Summer Games

***Thank You!***



## Town of Kensington - Request for Decision

<b>Date:</b> March 8, 2018	<b>Request for Decision No:</b> 2018-19 <b>(Office Use Only)</b>
<b>Topic:</b> Kensington Official Plan and Development Control Bylaw Review	
<b>Proposal Summary/Background:</b>  Section 15.1(1) of the PEI <i>Planning Act</i> states that a Council of a municipality shall review its official plan and bylaws (development control) at intervals of not more than five years and shall by resolution confirm or amend them. The Town of Kensington's Official Plan and Development Control Bylaw was last reviewed (comprehensively updated and amended) in 2013. Therefore, the Town is required to review its Official Plan and Zoning and Subdivision Control Bylaw in 2018. Funding for the updates may be available through the Municipal Strategic Component of the Gas Tax Fund. The fund may contribute a maximum of 50% of the funds to complete the project. To make application to the fund a resolution of Council is required.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• May contribute 50% of the cost to complete the project.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Discussion/Comments:</b>	
<b>Options:</b>  1. Provide a resolution authorizing staff to make application to the Gas Tax MSC Fund. 2. Not provide the necessary resolution to allow application to the fund.	
<b>Costs/Required Resources:</b>	<b>Source of Funding:</b>
<b>Recommendation:</b>  It is recommended that Town Council consider and adopt the following resolution:  <i>THAT the Town of Kensington submit an application to the Municipal Strategic Component of the Gas Tax Fund to fund a portion of the cost of the Town of Kensington Official Plan and Zoning Bylaw Review Project.</i>  <i>The Council understands that all future operational costs associated with and resulting from the project will be the responsibility of the Town of Kensington.</i>	

**Canada – Prince Edward Island Agreement  
Municipal Strategic Component 2014 - 2019**

**Guidelines and Criteria**

# **Canada – Prince Edward Island Agreement Municipal Strategic Component 2014 - 2019**

## **Guidelines and Criteria**

### **BACKGROUND**

In May 2014, the Government of Canada and the Province of Prince Edward Island signed the Administrative Agreement on the Federal Gas Tax Fund.

The Province will receive funding to be disbursed under four different programs:

- 1) The Direct Allocation Component will allocate funds to the 26 municipalities which provide central water and/or wastewater to their residents;
- 2) The Notionally Allocated Municipal Component will allocate funds to municipalities which do not provide central water or wastewater;
- 3) The Municipal Strategic Component (MSC) is a fund available to all Local Government and Unincorporated Areas for projects of strategic significance; and;
- 4) The Roads and Bridges Component will allocate funds to the Department of Transportation and Infrastructure Renewal for use on provincial roads and bridges located in municipalities.

### **1.0 STATEMENT OF OBJECTIVES**

The MSC is targeted at “making a transformative difference in the sustainability and future prosperity of Local Governments and Unincorporated Areas in Prince Edward Island”. The Program seeks to foster sustainable Local Governments and Unincorporated Areas, which can achieve a higher quality of life and standard of living for its residents.

The purpose of the MSC is to provide financial resources for Local Governments and Unincorporated Areas in need of funding for projects of **strategic** merit.

### **2.0 MUNICIPAL STRATEGIC COMPONENT (MSC)**

The MSC has allocated up to \$10.66 million for projects over the next five years, approximately \$2.05 million per year, which includes administration costs. The Project Review Committee reserves the right not to commit all the funds in any given year. Strategic merit based project(s) may be funded over multiple years.

### **3.0 PROJECT CATEGORIES ELIGIBLE FOR MSC**

- 3.1 The MSC will consider funding all Eligible Project categories, but priority will be given to projects in the following categories:
- drinking water;
  - wastewater projects; and
  - capacity building for those projects investing in growth management with the emphases on growth management studies.

Two priority levels have been established. The first level consists of the water, wastewater, and capacity building categories, which are the first priority for funding. The remaining categories comprise the second priority level.

### *First Priority Categories*

Drinking water	Wastewater, including storm sewer separation projects that provide solutions to address the CWSMMWE
Capacity Building (projects investing in growth management)	

### *Second Priority Categories*

Local roads and bridges	Sport Infrastructure
Highways	Public transit
Cultural Infrastructure	Disaster mitigation
Tourism Infrastructure	Brownfield Redevelopment
Solid waste	Broadband connectivity
Community energy systems	Regional and local airports
Recreational Infrastructure	Short-line rail
Short-sea shipping	Capacity Building
Storm sewer separation projects that do not provide solutions to address the CWSMMWE	

- 3.2 Capacity Building projects for Growth Management will be required to meet the Department of Communities, Land, and Environment - Municipal Affairs Division Funding Guidelines for Municipal Growth Management Studies.

Applicants may apply for funding under the MSC and Municipal Affairs program. Municipal Affairs should be contacted for information on their funding program. Separate application forms will be required.

## **4.0 APPLICATION SUBMISSIONS**

Application calls under the MSC will take place twice per year.

- i. Submission Deadline for the May Project Review Committee Meeting:  
**Third Friday in March**
- ii. Submission Deadline for October Project Review Committee Meeting:  
**Fourth Friday in September**

These deadlines allow adequate time for all projects to be fully assessed and considered by the Project Review Committee prior to the Project Selection Meeting.

Applicants may request to have an application reviewed for completeness and eligibility; however, it is recommended that they submit their application eight (8) weeks prior to the deadline.

Applications will be accepted anytime throughout the year and will be considered for the next application deadline, however once the submission deadline for an upcoming meeting has passed, projects submitted after that date will be considered for funding at the following Project Review Committee Meeting.

It will be at the discretion of the Project Review Committee Co-chairs to call special meetings to deal with emergency projects.

Projects put forward for funding should clearly indicate the issue, what would result if no action is taken, the proposed solution, and the expected results. Submissions should clearly state on the application form how these results will be achieved

## **5.0 FUND ADMINISTRATION**

The MSC will be managed by a four-person Project Review Committee, composed of a Co-chair and one alternate from the Government of Prince Edward Island, and a Co-chair and one alternate from the Federation of Prince Edward Island Municipalities.

## **6.0 PROJECT SELECTION AND SCREENING**

6.1 Applications will be first screened to ensure that the project meets the eligibility requirements of the program. Applications meeting the requirements will then be reviewed and scored against project selection criteria.

- a) The Project Review Committee will be guided by the following criteria in approving Eligible Projects under this Fund:
  - i. Priority will be given to projects that provide significant benefits to Local Governments and Unincorporated Areas.
  - ii. Priority will be given to projects that resolve significant water and/or wastewater issues.
  - iii. Priority will be given to capacity building project(s) that address growth management with emphases on community restructuring. The project shall provide direction on existing services and infrastructure to develop stronger, more viable municipalities.
  - iv. Priority will be given to projects that demonstrate municipal cooperation.
  - v. Priority will be given to projects which are expected to have strategic or broad reaching benefits for the residents of the municipality or municipalities, the region and/or the Province and must demonstrate how proposed projects strategically address economic, social and environmental outcomes.
  - vi. Priority will be given to projects which are innovative, and promote the use of new technologies.
  - vii. Priority will be given to projects which appear as the highest priority on a municipality's Infrastructure Capital Plan.
- b) Non-Municipal applicants must show that benefits from a project will significantly and predominately contribute to the public good, and must be shown to be widely supported by vested and non- vested residents of the area by way of written endorsements.
- c) To be eligible for funding under the MSC, a project cannot have been started and contracts for the work to be undertaken cannot have been awarded prior to approval by the Project Selection Committee.

- 6.2 All projects will be scored. Projects that receive the highest ranking within their priority levels will be considered first for funding approval. Applicants are responsible for ensuring that applications include full and accurate information so that a fair assessment can be completed.

## 7.0 **CONTRIBUTION FORMULA**

### 7.1 Local Governments that receive a Direct or Notional Allocation

- i. Applicants that receive Direct or Notional Allocations are eligible to receive a maximum 50% of total Eligible Expenditures from the MSC.
- ii. At least 10% of Eligible Expenditures must be from the Applicant's own funds, and up to 40% of Eligible Expenditures may be funded from Gas Tax Allocations and/or any other funding sources.

Example:

Total Project Cost	600,000
MSC 50% share	<u>300,000</u>
Balance 50% to be funded by Applicant*	300,000

10% Minimum of Applicant funds	60,000
40% Balance of Applicant's share (any source)	240,000

### 7.2 Non-Allocated Applicants\_(Not-For-Profit Organizations, For-Profit Organizations, Non-Governmental Organizations)

- i. Non-Allocated Applicants are eligible to receive a maximum 50% of total Eligible Expenditures funding from the MSC.
- ii. Non-Allocated Applicants are responsible for the remaining 50%. Non-Allocated Applicants must commit a minimum 10% of total costs towards the project that cannot be sourced from other federal or provincial or municipal sources. The remaining 40% of eligible costs may to be funded from any other available funding sources.

Example:

Total Project Cost	600,000
MSC 50% share of costs	<u>300,000</u>
Balance 50% to be funded by Applicant	300,000

10% minimum of Applicant funds	60,000
40% Balance of Applicant's share (any source)	240,000

**Note:** All costs are based on Eligible Expenditures. *Ineligible Expenditures are not considered towards any party's contribution. Ultimately, funding amounts will be decided by the Project Review Committee as per Section 7.4). Successful applicants will be awarded funding of either: a) agreed funding in ratio of the actual final Eligible Expenditures project cost, or b) agreed funding in ratio of the approved Eligible Expenditures identified in the application, whichever is the lesser amount.*

- 6.2 The Project Selection Committee reserves the right to determine the funding level for any project funded under the MSC.

## **7.0 INCREMENTALITY**

Funds under this program may not be used to substitute or replace expenditures, which are currently covered in existing budgets, or to duplicate or replace funding already approved under established Federal or Provincial funding programs.

## **8.0 INFRASTRUCTURE CAPITAL PLAN SUMMARY AND ASSET MANAGEMENT**

Under the permanent GTF, the federal government is encouraging Provinces and Territories to move towards municipal Asset Management Plans by March 2018. The Province recognizes its role in helping municipalities to achieve this. In the short term, the Province is requiring that municipalities seeking MSC funds for capital projects submit an Infrastructure Capital Plan (ICP) for a five- year period. The ICP form will be provided in Schedule "A".

If the application does not have this attached, the project will be deferred until this document is submitted. The project must appear in the ICP.

The exception to this requirement would be those municipalities applying for a Capacity Building projects.

## **9.0 SUPPORTING DOCUMENTATION**

For an application to be complete and considered for funding under the MSC, the following supporting documentation is required:

- i. A Council and/or board resolution, as appropriate, in support of the project, including the full of cost of the project, as well as a commitment through the resolution to maintain, operate, and insure the asset. The resolution must be signed and sealed.

All applications must include a signed statement by the Applicant indicating that any long-term implementation impacts of the project have been considered, and that the projected outcome is achievable and sustainable as follows:

- ii. Applications for projects which will have on-going operational and maintenance costs must demonstrate the applicant's capacity to fund the proposed project's future operational and capital maintenance expenditures, or identify existing sources of funding which are available to fund such expenditures.
- iii. Letters of confirmation from other funding partners / financial institutions, if applicable.
- iv. Any supporting documentation that will assist in the project review, such as:
  - Engineering estimates
  - Tender documents
  - Study or reports



Transportation,  
Infrastructure and Energy

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# **Gas Tax - Municipal Strategic Component Application (GT-MSC)**

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**Please Prepare a Separate Plan for Each Project**





Transportation,  
Infrastructure and Energy

**GAS TAX  
MUNICIPAL STRATEGIC COMPONENT  
APPLICATION (GT-MSC)**  
(Please Prepare a Separate Plan for Each Project)

<b>Project Title</b>		Priority # _____
----------------------	--	---------------------

**1. Contact Information** (NOTE: If there is more than one applicant, please submit contact info separately)

Legal Name of Applicant		
Street Address/P.O. Box		
Community/Town/City of		Postal Code
Municipal Tel	Municipal Fax	Municipal Email
Contact Name		Official Title
Street Address/P.O. Box		
Community/Town/City of		Postal Code
Home Tel	Home Fax	Home Email

**2. Eligible Project Categories** (Check only one box that applies to your project)

First Priority Level Categories			
Wastewater		Drinking Water	
Capacity Building (projects investing in growth management)			
Second Priority Level Categories			
Local Roads/Bridges		Highways	
Short Sea Shipping		Short Line Railroad	
Regional/Local Airports		Broadband Connectivity	
Public Transit		Cultural Infrastructure	
Solid Waste		Community Energy	
Brownfield Redevelopment		Sport Infrastructure	
Recreational Infrastructure		Tourism Infrastructure	
Disaster Mitigation		Capacity Building (Land Use Planning and/or Asset Management)	

### 3. Project Information

Brief Project Description (Keep description short and to the point)	
Project Location (Street Address or PID)	
Nearest Start/End Intersections (If not one location)	
Signed & Sealed Council Resolution Included? Y / N	Date of Resolution

#### 4. a) Estimated Eligible Costs

Cost Breakdown	Amount
Design/Engineering	\$
Construction/Demolition	\$
Contingency	\$
Other (Specify)	\$
Other (Specify)	\$
Other (Specify)	\$
<b>Total Eligible Costs</b>	\$

#### 4. b) Estimated Ineligible Costs

Cost Breakdown	Amount
Land acquisition costs	\$
Legal Fees	\$
Other (Specify)	\$
Other (Specify)	\$
Total HST Costs	\$
<b>Total Ineligible Costs</b>	\$

## 5. Proposed Project Financing

Year	Estimated Project Cost*	MSC Funding Requested	DA Gas Tax Funding**	Municipal Funding	Other Funding (specify)
2016-2017					
2017-2018					
2018-2019					
<b>TOTALS</b>					

\*This amount is the municipality's estimate of the total eligible project costs. If other municipalities are involved in this project; please indicate only the portion of the project that relates to your municipality.

\*\* The Gas Tax Funding is the amount of the municipality's Gas Tax Allocation that the municipality requests be provided for this project.

## 6. Proposed Sources of Funding

Projects involving funding from other sources require confirmation that the funding has been approved.

Project Funding Sources	Confirmed	Amount
Municipal Strategic Component		\$
Applicant's Share	Y / N	\$
Other Provincial Source (Specify)	Y / N	\$
Other Federal Source (Specify)	Y / N	\$
Other (Specify)	Y / N	\$
Other (Specify)	Y / N	\$
	Total	\$

## 7. Project Timelines

Activity	Start Date	Completion Date
Tender or Request for Quotation Date		
Tender or Request for Quotation Award Date		
Design/Engineering Date		
Other (Specify)		
Expected Construction Start/Completion Dates		

## 8. Beneficial Impact of Project and Implementation Impact

### **8.1 List of the outcomes & benefits of the completed project to your municipality (SEE SCHEDULE H):**

*At the end of this application you will find Schedule H, which features a list of outcomes for every category. Select all applicable outcomes and list them below.*

### **8.2 Demonstrate how the municipality will fund ongoing operational and maintenance costs:**

### **8.3 Clearly describe the issue, and identify the risks associated with inaction:**

### **8.4 Describe how the project would not proceed if it is not granted funding under this program:**

9. Explanation of why the project should be considered a “Strategic” project for the Province. (Explain how the project improves the environment, economic and social pillars of the province.)

**Environment:**

**Economic:**

**Social:**

## 10. Project Review Requirements

The following are requirements of the program:

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

## 11. Capital Investment Plans returned to:

Infrastructure Secretariat

P.O. Box 2000, Charlottetown, PE C1A 7N8 Tel: 902-620-3380 Fax: 902 620-3383

Toll Free #: 1-888-240-4411

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

The Council of the **CITY/TOWN/COMMUNITY of** \_\_\_\_\_  
does hereby submit this application to the Gas Tax Municipal Strategic Component Fund.

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

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

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

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

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

## Town of Kensington - Request for Decision

<b>Date:</b> March 8, 2018	<b>Request for Decision No:</b> 2018-20 <b>(Office Use Only)</b>
<b>Topic: Development Control Bylaw Amendment - Application – Portion of PID No. 880880 (Lot 28 of Proposed Subdivision) – First Reading</b>	
<b>Proposal Summary/Background:</b>  <p>A request has been received from Pam James on behalf of GP Developments for Town Council's consideration of re-zoning a portion of PID No. 880880 (Lot 28 of proposed subdivision) from its current multi-family (R3) zoning designation to Commercial (C1) for the purpose of constructing a financial institution on the subject property as well as the two adjacent commercial properties.</p> <p>Re-Zoning the subject property will require an amendment to the Town's Development Control Bylaw as well as to the general land use map that is part of the Town's Official Plan.</p> <p>The proposed Bylaw amendment was reviewed by Town Council at their regular meeting held on February 12, 2018, where direction was provided to staff to take the proposed amendment forward to a public meeting. The Public meeting was held on Monday, March 5, 2018.</p> <p>The following information is being circulated with this request for decision:</p> <ol style="list-style-type: none"><li>1. Ms. James initial application</li><li>2. DV8 Consulting Initial Report</li><li>3. Mapping information</li><li>4. Public Meeting Minutes</li></ol>	
<b>Discussion/Comments:</b>  <p>Staff have reviewed the request and the DV8 Consulting report on the proposed Bylaw amendment. Staff are recommending that Town Council give first reading of the Bylaw amendment to allow the property to be re-zoned from R3 to C1. The applicant and prospective purchaser of the subject property have stated their intention of consolidating the three properties (subject property and adjacent commercial properties) to facilitate a singular commercial development. The consolidation is to be addressed prior to the approval of a development permit application.</p>	
<b>Benefits:</b>  <ul style="list-style-type: none"><li>• Will facilitate a commercial development in the town.</li></ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Options:</b>  <ol style="list-style-type: none"><li>1. Proceed to give first reading and approval to the proposed Bylaw amendment.</li><li>2. Not give first reading or approval to the proposed Bylaw amendment.</li></ol>	

<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A
<p><b>Recommendation:</b></p> <p>It is recommended that Town Council consider and adopt the following resolution as recommended by the CAO:</p> <p><b>First Reading</b></p> <p><b><u>Resolution 1</u></b></p> <p><i>WHEREAS a request has been received from Pam James, owner of PID No 880880, on behalf of P&amp;G Developments, to amend the Town of Kensington Development Control Bylaw to re-zone a portion of their property (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution;</i></p> <p><i>AND WHEREAS a public meeting was held on March 5, 2018 in accordance with the PEI Planning Act and the Town’s Development Control Bylaw;</i></p> <p><i>AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment;</i></p> <p><i>BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to re-zone a portion of PID No. 880880 (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution.</i></p> <p><b><u>Resolution 2</u></b></p> <p><i>WHEREAS a request has been received from Pam James, owner of PID No 880880, on behalf of P&amp;G Developments, to amend the Town of Kensington Development Control Bylaw to re-zone a portion of their property (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution;</i></p> <p><i>AND WHEREAS a public meeting was held on March 5, 2018, in accordance with the PEI Planning Act and the Town’s Development Control Bylaw;</i></p> <p><i>AND WHEREAS town staff have evaluated the application in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);</i></p> <p><i>AND WHEREAS the Bylaw amendment was read a first time at this meeting;</i></p> <p><i>BE IT RESOLVED THAT Kensington Town Council approve first reading to amend the Zoning and Subdivision Control Bylaw to re-zone a portion of PID No. 880880 (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution.</i></p>	







## Geoff Baker

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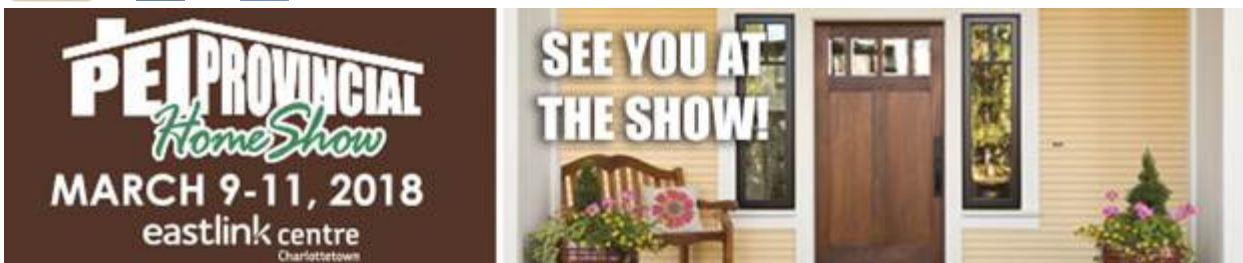
**From:** Mike James <mike@springvalleybc.ca>  
**Sent:** January 31, 2018 5:13 PM  
**To:** 'Geoff Baker'  
**Subject:** Ranchland Estates

Good Afternoon Geoff:

G&P Developments would like to apply for re-zoning of lot 28 (proposed Sub-Div) from R3 to C1 to match the other 2 adjacent lots.

Thanks  
Pam James (on behalf of GP Dev)

Mike James  
President  
Spring Valley & O'Leary Building Centres  
1 902 836 4289 (office)  
1 902 439 0597 (cell)  
[mike@springvalleybc.ca](mailto:mike@springvalleybc.ca)  
[www.springvalleybc.ca](http://www.springvalleybc.ca)  
[www.olearybc.ca](http://www.olearybc.ca)  
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February 4, 2018

Town of Kensington  
PO Box 418 Kensington, PE  
C0B 1M0  
Phone: (902) 836-3781  
Fax: (902) 836-3741  
Email: [townmanager@kensington.com](mailto:townmanager@kensington.com)

**Re: Rezoning Application. Portion of PID 880880 (Lot 28 of Proposed subdivision)**

Dear Mr. Baker,

I have reviewed the Town of Kensington's *Official Plan* and *Zoning and Subdivision Control (Development) By-law* with respect to the request to rezone a portion of PID 880880 (identified as Lot 28 in the proposed Ranchland Estates subdivision) from R3 Multi-Unit Residential to C1 – General Commercial Zone. As per Section 19 of the *By-law*, an application to rezone a property shall be deemed to be an application to amend the *By-law* and no amendment shall be made contrary to the policies in the *Official Plan*. The subject property is identified as an R3 – Multi Unit Residential property on the *Future Land Use Map*, as such the application to amend the *By-law* also requires an amendment to the *Official Plan*.

Detailed information about the intended use of the parcel is not a requirement of a rezoning application, however the applicant should be advised that providing additional information can assist in the review at this stage. Further if the application involves other parcels (i.e. a proposed consolidation of the subject property with another) this information could significantly influence the perceived impacts of the rezoning. Affected property owners in the area often have concerns about increased traffic levels and safety issues when commercial properties are encroaching towards a residential area. For example, as proposed there could be three independent commercial developments on three adjacent lots, however a single commercial development occupying three consolidated parcels would have fewer access/egress points and potentially more space for a landscape buffer between adjacent properties.

Assuming for now that no additional information on the proposed development will be provided, the application must be considered on the merits of the policies of the *Official Plan* alone. The general position of the Town, as stated in the *Official Plan*, is to encourage commercial development, to promote the Town as a commercial location and to expand the commercial property tax base. As the Town has not ear-marked future commercial growth areas on the *Future Land Use Map*, the only way to achieve the stated objectives is to support applications for commercial growth in appropriate areas. For this particular application, the two adjacent lots and the property across the street (funeral home) are currently zoned C1 – General Commercial, as such the application can be considered as an expansion to the existing commercial cluster which already existing on the *Future Land Use Map*. However, as the two adjacent commercial lots are currently vacant, there does not appear to be a need for the expansion of the commercial zone at this time.

If the applicant can confirm that the existing two vacant parcels are not sufficient to meet the needs of the proposed development and that the intent is to consolidate the three parcels for a single development, there is a much stronger case to be made for the rezoning application because it support a commercial development on the existing C1 parcels that will otherwise not happen because they are too small. A single, larger development proposal would not be expected to have any more of an impact on the adjacent residential properties then would be anticipated from the existing 2 separate commercial properties. The transition between the C1 and R3 properties is simply shifting over by the width of one parcel and the regulations in Section 10.7 of the *By-law* will address the need for a buffer between the two zones.

At this time, with minimum information disclosed on the proposed development, I would cautiously recommend that Council consider the rezoning application and amendment to the Future Land Use Plan, as an extension of the existing commercial cluster of properties. If Council agrees to proceed to the public meeting phase, the applicant should be advised that questions regarding the intent of the rezoning will likely be raised at the public meeting. Further, if the applicant is prepared to confirm that the intent is to consolidate the 3 parcels for a single development and that the development will support the growth of an existing local business in the community, I can provide additional supporting policies from the *Official Plan* to back my recommendation.

Finally, on a side note relating to the future development on the property, the subject property will eventually become a through-lot with access on both Sunset Dr and the future street within the Ranchland Estates subdivision. As a commercial property, through-lot configurations can be a traffic hazard and nuisance when vehicular access is permitted on both streets and people use the parking lot as a short-cut. The applicant should be made aware that vehicular access from Sunset Dr to the new street will not be permitted (Section 4.14).

As always, please feel free to contact me with any further questions.

Best regards,



Hope Parnham, CSLA MCIP

**Dv8 CONSULTING**

CHARLOTTETOWN PE

E. [HPARNHAM@OUTLOOK.COM](mailto:HPARNHAM@OUTLOOK.COM)

T. 902-393-1815

**Town of Kensington  
Minutes of Public Meeting  
Monday, March 5, 2018  
6:00 PM**

**Presiding:** Mayor Rowan Caseley

**Council Members Present:** Deputy Mayor Mann, Councillors: Pickering, Doucette, Spencer and MacLean

**Staff Members Present:** Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon; Administrative Assistant, Kim Caseley

**Regrets:** Councillor Mill

**Visitors:** Gordon Coffin – Malpeque Bay Credit Union  
Chris Ramsay – Resident  
Heather Peters – Property Owner  
George McMinn – Resident  
Grant Paynter – G&P Developments

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

**PURPOSE:**

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

- To re-zone lands of G&P Developments, located along Sunset Drive, from its current Multi-Unit Residential Zone (R3) to Commercial (C1) for the purpose of operating a financial institution.
- To amend the Official Plan Future Land Use Map in order to accommodate the above changes.

The applicant, Pam James (on behalf of G&P Developments), indicates that they would like to re-zone the property to C1 to “match the two adjacent lots”. It is

understood the if the property is re-zoned, it will be sold (the subject property and two adjacent properties) and used for the development of a financial institution. It is further understood that all three properties will be consolidated to a single lot prior to any development being undertaken.

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

*The application was received from Ms. James, on behalf of GP Developments, on January 31, 2018. The application was considered by Town Council, according to the Town's Development Control Bylaw and the PEI Planning Act on February 12, 2018 where staff were instructed to proceed with the application and to schedule a public meeting to hear resident's concerns or support for the application. A notification ad was placed in the Journal Pioneer on February 17<sup>th</sup>. Notification letters were delivered to all neighbouring property owners within a five hundred (500) foot radius of the subject property on February 22<sup>nd</sup>. Written comments were requested to be submitted by 4:00 this afternoon, for those unable to attend this public meeting, with no written submissions being received.*

*Following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the proposed Zoning Bylaw and Official Plan amendment.*

**Mayor Caseley** further indicated that a map showing the location of the subject property is available for all interested parties in attendance at the meeting.

**Mayor Caseley** opened the floor at 6:06 PM for any residents present at the meeting to make representation/comments on the proposed bylaw amendment.

**Gordon Coffin** spoke on behalf of the Malpeque Bay Credit Union (MBCU), who is the prospective purchaser. Mr. Coffin provided details on the Credit Unions intentions with the construction of the new location, including the ability to make the required upgrades in technology and to provide adequate parking for customers. It was noted that the ground level of the new development is roughly the same square footage as their current location but will provide for a more accessible building and drive thru.

**Heather Peters & George McMinn** expressed their concern regarding the possibility of additional on road parking along Sunset Drive as the area currently faces issues with overflow vehicles from the Davison Funeral Home. It was requested that the resident's privacy on the neighbouring property be considered

when the development is being designed. Ms. Peters expressed her overall support for the development.

**Gordon Coffin** noted that the MBCU will ensure that landscaping and lighting is non-intrusive and that there will be adequate on-site parking for staff and customers.

**Mayor Caseley** confirmed that the Town's Development Control Bylaw would provide regulation on buffer requirements between adjacent residential and commercial properties.

**Chris Ramsay** inquired where the proposed entrance to the development would be located. Mr. Ramsay also expressed his concern regarding the potential increase to the existing road side parking issue.

**Grant Paynter** noted that the proposed subdivision road is located further North on Sunset Drive.

***Moved by Councillor Pickering, seconded by Councillor Spencer that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:24 PM.***

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Geoff Baker,  
Chief Administrative Officer

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Rowan Caseley,  
Mayor

# Correspondence

**Geoff Baker**

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**From:** Donna MacKinnon <donna@technomediapei.com>  
**Sent:** February 24, 2018 7:53 PM  
**To:** Donna MacKinnon  
**Subject:** Book Your 2018 Central Coastal Guidebook Ad & SAVE 10% if Booked and Paid by March 9th!! And Other Great Offers!!  
**Attachments:** Central Coastal Rate Sheet 2018 (Web).pdf; Central Coastal Rate Sheet 2018 (Guidebook).pdf

Hi,

I am here to offer you a wonderful advertising opportunity for the 2018 season! Please take a moment to read through and see how you can be part of this and take advantage of some great ways to save at the same time!!

The 2018 Central Coastal Guidebook will, once again, be a beautiful 52-page, full colour, must-have booklet for Visitors from here or away - whether it's a day trip or a long term stay! An ad in our booklet will point them in your direction! And of course, our website has information for vacationers planning their trips in advance or on the fly! A 1-year rotating ad on our website will capture their interest any time of the year and ensure your establishment is on their To Do List! We're coming off a banner summer season with Canada 150 but the tourism forecast looks great! All those visiting for the first time last year are more apt to become regular visitors to the Island - now that they know all we have to offer! So make sure your name is at their fingertips - whether they're holding the Guidebook in their hands or typing on a keyboard!

We have some exciting offers this year - I hope you are able to take advantage of at least 1 of them - or more!

## **WAYS TO SAVE:**

### **Early Bird Booking Special for Guidebook!**

If you book and pay for your Guidebook Ad before March 9/18, you can take advantage of a **10% DISCOUNT!** That's not far away, so don't delay! *Please note this offer does not apply to Web Ads.*

## **Special Offer!**

If you book a Full Page ad in our Guidebook, you will receive 50% off a FULL YEAR Web Ad! An ad on our website ([centralcoastalpei.com](http://centralcoastalpei.com)) will be a way of reaching tourists all year long! And a full page ad in the Guidebook is sure to catch the attention of readers! Space is limited on the website so act fast!

## **Web Ads!**

If you book a Web Ad on the *Homepage* of our Website as well as the *Category Page* (Things to Do, Stay, Dine, Anne), you will save 15% off the cost of purchasing each separately! More info in the attached Web Spec Sheet. Your ad(s) will run from April 1, 2018 – March 31, 2019. An ad on our Homepage ensure that anyone visiting our website - regardless of Category - will see your ad! An ad on your specific Category page will point them in your direction!

## **Priority Listings!**

A Priority Listing is a great way to bump your establishment's name up to the top of the alphabetized listings on the website! It is in a highlighted box at the very top of your Category Page (Things to Do, Stay, Dine, Anne). And if you purchase this on our English website as well as our French website, you will save 12%! See the attached Spec Sheet for more details. Go to [centralcoastaldrive.com](http://centralcoastaldrive.com) and see what they look like and how they can ensure your establishment's name is seen first!

## **Membership!**

**If you aren't already a member, then it's time to join and take advantage of GREAT benefits! One of which is discounted advertising rates for the Central Coastal Drive Guidebook and Website! Depending on what ad size you book, the savings can pay for your Membership! But there are many other benefits so take a moment to contact Peggy Miles, Tourism Development Manager, CCTP at [peggy@centralcoastalpei.com](mailto:peggy@centralcoastalpei.com) or at (902)963-3613. You'll be glad you did!**



## **DATES TO REMEMBER:**

- Early Bird Discount of 10% - Book & Pay for Guidebook Ad by March 9/18
- Web Ad/Priority Listing Booking Ad – March 16/18
- Web Ad/Priority Listing Materials Deadline – March 23/18 (Ads go Live on April 1/18 and run until March 31/19)
- Guidebook Booking Deadline (no Early Bird discount)– March 23/18
- Guidebook Materials Deadline – March 29/18

Payment methods offered include Cheque, Credit Card, PayPal, eTransfer – please indicate payment method on your contract.

Let me know if you have any questions at all – or require more information.

I look forward to hearing from you and having you participate in this amazing advertising opportunity!

Best regards,

Donna

---

**Donna MacKinnon**

Office Manager

T 902-368-3043

F 902-566-5447

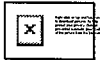
[donna@technomediapei.com](mailto:donna@technomediapei.com)

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

[www.facebook.com/TechnoMediaPEI](http://www.facebook.com/TechnoMediaPEI)

[www.twitter.com/TechnoMediaPEI](http://www.twitter.com/TechnoMediaPEI)

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# Explore Everything to "Love" about Prince Edward Island



## Central Coastal Region

### Website Artwork Specifications 2018

#### SPECIAL OFFER:

Book a full page or cover ad in the Guidebook and receive 50% off a full year web ad!

#### ADVERTISING OPPORTUNITIES ON OUR WEBSITE!

The Central Coastal Tourism Partnership Inc. (CCTP) is a member-based Regional Tourism Association representing tourism operators from all over central Prince Edward Island.

##### Website Ads

As an added benefit we are offering advertising space on both our English and French websites. It is a cost-effective way to reach a targeted audience. Operators can use the site as an advertising medium and place promotional messages for one year on the [centralcoastalpei.com](http://centralcoastalpei.com) or [circuitcotierducentre.ca](http://circuitcotierducentre.ca) sites using web ads.

##### Priority Listings

Want your listing highlighted and at the top of the category page? Then purchase a cost-effective priority listing on the category pages. They are available for one year on the [centralcoastalpei.com](http://centralcoastalpei.com) or [circuitcotierducentre.ca](http://circuitcotierducentre.ca) sites.

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

Contact Donna MacKinnon at [donna@technomediapei.com](mailto:donna@technomediapei.com) or call 902.368.3043 for more information. Ad space and/or priority listing will be confirmed with a signed advertising contract and payment.

All advertisements are to be supplied electronically as a .jpg saved for web. Advertisers will be contacted for missing files or if in the wrong format. It is the advertisers responsibility to ensure that all information supplied is accurate. All production, graphics and translation costs are the responsibility of the advertiser. Artwork may be supplied electronically to [donna@technomediapei.com](mailto:donna@technomediapei.com).

TechnoMedia and the CCTP are not liable for advertising not placed because ads or revised ads were received after provided deadlines. All specifications, ad sizes and rates can be found on the next page.

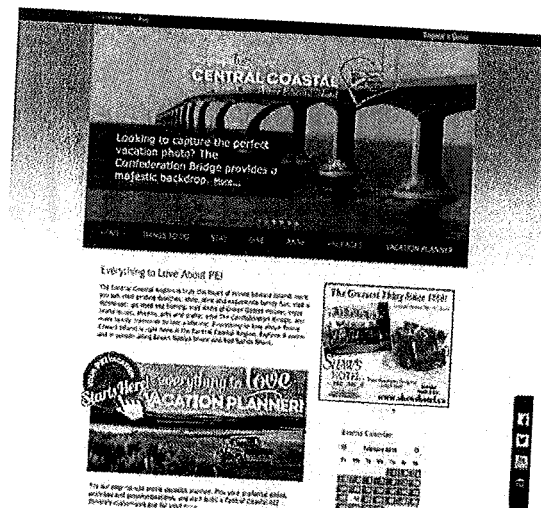
##### *CCTP will be leveraging the hashtag, #WeLovePEI:*

Visitors will be encouraged to post a photo on social media using the hashtag **#WeLovePEI**, thereby making them eligible to win prizes throughout the 2018 tourism season. We anticipate this will generate buzz around the hashtag and for the Central Coastal Region.

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

**Booking deadline: March 16, 2018**

**Material deadline: March 23, 2018**



**For Ad Sales Contact Donna at [donna@technomediapei.com](mailto:donna@technomediapei.com) or 902.368.3043**

# Explore Everything to "Love" about Prince Edward Island



## Central Coastal Region Website Artwork Specifications 2018

### Rates:

Web Ad: (340 pixels wide x 300 pixels high)	Home Page	Category Page	Home & Category Page
Rotating ads in the right hand column for one year starting April 1, 2018	\$450.00	\$400.00	\$725.00 <b>Savings of 15%</b>

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

Priority Listing: (Under Things to Do, Stay, Dine, Anne)	English Priority Listing	French Priority Listing	English & French Priority Listing
Highlight your name at the top of category page for one year	\$200.00	\$50.00	\$225.00 <b>Savings of 12%</b>

- English priority listing must be purchased to receive a priority listing on the French website
- **Non-Members rate** ~ please add 20% to above rates quoted
- Prices do not include HST

### ~ SPECIAL OFFER ~

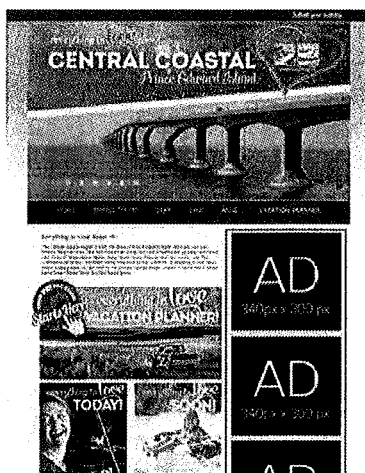
Book a full page or cover ad in the Guidebook  
and receive 50% off a full year web ad!

For Ad Sales Contact Donna at [donna@technomediapei.com](mailto:donna@technomediapei.com) or 902.368.3043

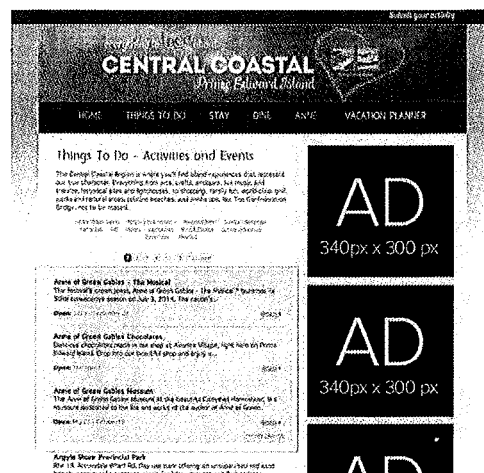
### NOT A MEMBER? JOIN TODAY TO RECEIVE BENEFITS:

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

### Home Page Web Ads:



### Priority Listings / Category Page Ads:





## Central Coastal Region

## Central Coastal Tourism Partnership Inc. Website Advertising Contract 2018

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

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

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

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

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

### Website Ads:

### Member

### Non-Member

<input type="checkbox"/> Home page	\$450	\$540	_____
<input type="checkbox"/> Category page	\$400	\$480	_____
<input type="checkbox"/> Dual Ad	\$725	\$870	_____
<input type="checkbox"/> French additional to above	\$100	\$100	_____

Category: \_\_\_\_\_

*Less 50% discount from  
Guidebook Special Offer* \_\_\_\_\_

Name of member or listing to be highlighted:  
\_\_\_\_\_

### Priority Listing:

<input type="checkbox"/> English site, one year starting April 1, 2018	\$200	\$240	_____
<input type="checkbox"/> French site, one year starting April 1, 2018 (additional to English site rates)	\$50	\$60	_____
<input type="checkbox"/> English & French site	\$225	\$270	_____

Category: \_\_\_\_\_

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

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

Name of member or listing to be highlighted:  
\_\_\_\_\_

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

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

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

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

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

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

# Correspondence

**Geoff Baker**

---

**From:** Katherine Elsinga <katherine@parkerrealty.pe.ca>  
**Sent:** February 28, 2018 3:00 PM  
**To:** townmanager@townofkensington.com  
**Subject:** Under 18 Curling Nationals

Dear Geoff,

I am writing on behalf of Colin MacKenzie and Lauren Ferguson.

They are grade 11 students at KISH.

This past weekend, their respective curling teams win the Under 18 mens and woman's provincial titles.

The Nationals are in St.Andrews NB from April 8th to the 15th.

This is pretty exciting but daunting also as we figured out the cost to be about \$5,500 for each team and their sponsors.

They have 40 days to fundraise this amount.

Lauren also won the right to go to Edmonton on march break because her and her partner won the mixed doubles.

These two teams have also earned the right to advance to the Canada Games training. There have been two mens and two woman's teams chosen for training. They will battle it out in November for the chance to represent PEI at the winter games in Red Deer next year.

Is there any funding available from the Town of Kensington to support them?

We are also making swag bags to exchange with the other provincial teams. We have 70 PEI pins now. Are there Kensington pins or pens or something like that available for this?

We figure 65 pins should cover both teams in all their draws.

Thank- you so very much for your consideration in this!

Katherine

902-439-9972

# Correspondence

## **Team Schut and Team Ferguson,**

### **Male and Female Under 18 Curling Nationals**

We are Colin MacKenzie and Lauren Ferguson, high school students at KISH. Our respective curling teams have both just won the male and female divisions in the provincial Under 18 Championships. This means that we have earned the right to represent PEI at the Nationals from Aprils 9<sup>th</sup> to the 14<sup>th</sup>. The Nationals are being held in St. Andrews NB.

This is pretty exciting but daunting also as we figured out the cost to be about \$5,500 for each team and their coaches- 11,000 for the both teams. They have just over 3 weeks to fundraise this amount.

Lauren also won the right to go to Edmonton on march break because her and her partner won the mixed doubles.

Our two teams have also earned the right to advance to the Canada Games training. There have been two mens and two woman's teams chosen for training. They will battle it out in November for the chance to represent PEI at the winter games in Red Deer next year.

Both of us have worked for many years to get this far and we are so excited to be able to go even farther!

We are humbly asking for your support, whether it be an item for an online auction or a gift basket we may put together or a financial contribution. We realize that businesses are asked for donations all the time so we will really appreciate any help that you can give us.

Thank- you so very much for your consideration in this!

Colin MacKenzie 902-439-9972

Lauren Ferguson 902-888-7821





March 6, 2017

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

**Dear Mayor Caseley,**

Thank you again for your kind sponsorship last year of \$300. We were very pleased to have the Town of Kensington as a Silver Sponsor.

For 73 years, the PEI Rural Beautification Society has been encouraging Islanders to enhance the rural landscape of our beautiful province. Each year, our organization offers various competitions in (farm home improvement, community improvement, new home construction and flower / vegetable gardens, just to name a few) and we receive many entries from one end of PEI to the other. Prizes are awarded in each county with the judge's overall winners capturing the Annual Provincial Prizes. In addition to offering up to \$15,000 in prizes each year, the Rural Beautification Society also hosts The Annual Awards Dinner, where the winning entries receive their well deserved recognition.

As you can imagine, it takes a great deal of funds to make all of this happen. In the past, we have had tremendous support and we are hoping we can count on your support again this year. All we need at the moment is your confirmation to support. **We will send an invoice with payment not required until August 01, 2018. We are a registered "Not for Profit Charity" and we will provide receipts for tax purposes.**

We believe our combined efforts are truly making a difference in the rural landscape of Prince Edward Island, in a Province that all "Islanders" are proud to call "home". We are very grateful for your continued support.

Regards,

Janet Cotton  
Past President  
PEI Rural Beautification Society  
902-886-2528





## **2018 Sponsorship Agreement**

**There are five levels of sponsorship. We don't need to receive payment today. All we need is your commitment to support.  
We will send an invoice with payment not due until August 01, 2018**

**Please confirm your sponsorship by contacting:  
Glenn Holmes~ Executive Director  
peirbs@gmail.com / 902-569-3701**

**or you can complete this Sponsorship Agreement and mail to:  
PEI Rural Beautification Society  
PO BOX 1194  
Charlottetown, PE  
C1A 7M8**

**Business Name**\_\_\_\_\_

**Contact**\_\_\_\_\_ **Phone**\_\_\_\_\_ **Cell**\_\_\_\_\_

**Address**\_\_\_\_\_

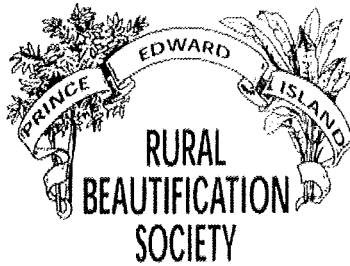
**Email**\_\_\_\_\_ **Sponsorship Amount \$**\_\_\_\_\_

### **SPONSORSHIP LEVEL**

- \_\_\_ **Sponsor (up to \$100)**
- \_\_\_ **Bronze Sponsor (\$101-\$250) – 1 complimentary ticket to Awards Dinner**
- \_\_\_ **Silver Sponsor (\$251-\$500) – 2 complimentary tickets to Awards Dinner**
- \_\_\_ **Gold Sponsor (\$501-\$999) – 2 complimentary tickets to Awards Dinner**
- \_\_\_ **Major Sponsor (\$1000+) – 2 Awards Dinner Tickets – Company logo on the front cover of the Competition Book and Awards Dinner Program.**

**\*All sponsors/donors confirmed at the time of printing, will be listed in the PEI Rural Beautification Competition Book & Awards Dinner Program.**

**Charitable receipts issued for all sponsorships.**



***We gratefully acknowledge the support from the following sponsors!***

***Sponsors***

*VanKampen's Greenhouses, Kelvin Grove Women's Institute, Dewar's Bed & Breakfast, James & Laretta MacAulay, North Milton Women's Institute, Mid Isle Electric, D. Alex MacDonald Ltd., Red Sands Golf Course, Charlottetown Toyota, Ching Bros., Kent Building Suppliers-Bloomfield, Rooney Funeral Home, Milo & Val Moucha, Jewell's Country Market, Vernon & Bertha Campbell, Errol & Shirley Waugh, Lawns & Beyond, Victoria Women's Institute, Nabuurs Gardens, Brian & Beverly Cooper, Kim & Betty Aitken, North Winds Inn & Motel, Dock Road Dairy Farm, W.P. Griffin Inc.*

***Bronze Sponsors***

*Horace & Lucille Carver, Island Coastal Services, Montgomery Inn at Ingleside, Bennett Carr Insurance, Maritime Electric, Century 21 Northumberland Realty, Brackley Beach Women's Institute, Ron & Kathy Holmes, MacKenzie's Grocery, Kent Building Supplies-Summerside, Casely's Auto Sales, Tignish Cooperative, Sterling Women's Institute, Carr's Oyster Bar & Gift Shop, Leone Bagnall, L&C Enterprises, New London Women's Institute, Centennial Carstar Collision Centre, Sharpe Construction, Family of Nina Crozier, Cardigan Excavators, Jim Steele in Memory of Neillie Lanigan*

***Silver Sponsors***

*Spring Valley Building Centre, Kool Breeze Farms, Monaghan Farms, Town of Kensington, Amalgamated Dairies Ltd., PEI Preserve Company, Kennedy Metal Products, Mike Bradley-Cooperators Insurance, Town of Souris, Credit Unions of PEI, RE/MAX Realty-Charlottetown, Town of Montague, Mid Isle Farms, Dairy Farmers of PEI, PEI Women's Institute, PEI Potato Board, Phillips Agri Services, Reta MacDonald*

***Gold Sponsors***

*Belvedere Funeral Home, Jean Pickard & Family, PEI Potato Board, Tourism Industry Association of Prince Edward Island, Cavendish Farms.*

***Major Sponsors***

*Veseys Seeds, Twin Shores Camping Area, Master Packaging, Innovation PEI, Catherine Callbeck Endowment Fund, Island Waste Management Corporation, PEI Mutual Insurance*

*Correspondence*

PRESIDENT ROSALIE PROFITT AND THE BOARD OF  
DIRECTORS OF THE KENSINGTON AND AREA  
CHAMBER OF COMMERCE INVITE YOU TO ATTEND THE

# ANNUAL PRESIDENT'S DINNER

PRESENTED BY *eastlink business*

WEDNESDAY, APRIL 25, 2018  
EMERALD COMMUNITY CENTRE  
1910 NODD ROAD, EMERALD

TICKETS \$45 + HST  
TABLE OF 6 \$250

RSVP: [INFO@KENSINGTONCHAMBER.CA](mailto:INFO@KENSINGTONCHAMBER.CA)  
OR CALL 902-836-3209



# Correspondence

**Geoff Baker**

---

**From:** Donald Mulligan <damulligan@edu.pe.ca>  
**Sent:** March 8, 2018 9:27 AM  
**To:** townmanager@townofkensington.com  
**Subject:** High School Hockey

Geoff,

We are planning our hockey tournament for April 9th-14th. We will be booking the rink for 20 games approximately. Last year we received 7 hours free ice time from the Town. (That is what our memory says, cannot find paper trail! Done over the phone.)

We'd be happy with any in-lieu contribution from the town. Let me know what to tell Robert!

Thanks,

Donald

Donald Mulligan  
Principal  
Kensington Intermediate Senior High  
Phone (902) 836-8901  
Fax (902) 836-8903  
damulligan@edu.pe.ca

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#162.00/hr