



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

Monday, March 9, 2020 @ 7:00 PM

*55 Victoria Street
Kensington, PEI
C0B 1M0*

Phone: (902) 836-3781

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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 9, 2020 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
 - 4.1 Mr. Rudy Croken has requested to speak to Town Councillors in regards to the drainage issues in the Maple Lane/Broadway Street North Area of Town.
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 February 10, 2020 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 February 10, 2020 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List
 - 7.6 Summary Income Statement
 - 7.7 Credit Union Centre Report
 - 7.8 Mayor's Report
 - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
 - 7.10 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering

7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann

7.12 PEI 55 Plus Games – Councillor Gallant

8. New Business

8.1 Request for Decisions

8.1.1 RFD2020-09 - Access to Information and Protection of Personal Information Bylaw - Second Reading and Formal Adoption

8.1.2 RFD2020-10 - Records Retention Bylaw - Second Reading and Formal Adoption

8.1.3 RFD2020-11 - Credit Union Centre Rate Adjustment

8.1.4 RFD2020-12 - 2020-21 Town of Kensington Financial Plan

8.1.5 RFD2020-13 - Town of Kensington 2020-21 Property Taxation Rates

8.1.6 RFD2020-14 - Town of Kensington & WPCC Operating Lines of Credit

8.1.7 RFD2020-15 - Tangible Capital Asset Capitalization and Amortization Policy – Amendment

8.1.8 RFD2020-16 - Fire Department Rescue Vehicle Borrowing Resolution

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 10, 2020
7:00 PM**

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

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

Visitors: Allison Jenkins – Journal Pioneer

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members, staff and visitors. Mayor Caseley expressed his condolences to the McCarville family and Councilor Gallant shared a few words in memory of the late Gerald McCarville, former Mayor of the Town of Kensington. The Council Chamber shared a moment of silence in his memory.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Bernard, seconded by Councillor Spencer to approve the tentative agenda for the February 10, 2020 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 *Nil*

4. Delegations / Presentations

4.1 *Nil*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve the minutes from the January 13, 2020 regular meeting of Town. Unanimously carried.*

6. Business Arising from Minutes

6.1 December 9, 2019 Regular Meeting

6.1.1 Deputy Mayor Pickering requested an update on the Maritime Electric service for the ballfield canteen located at the Credit Union Centre. Mayor Caseley confirmed

that the canteen has no usage for 7 months of the year, the cost to hook the services up to the arena would be more cost prohibitive at this point than to operate the service separately.

7. Reports

7.1 Chief Administrative Officer Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Gallant to adopt the February 2020 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

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

7.2.2 Councillor Gallant inquired if the fire department goes to tender for their equipment purchases. Mr. Baker noted that depending on what is being purchased, a tender process is followed. Due to equipment compatibility, specifically bunker gear, is purchased without tender. Chief Hickey and Mr. Baker review cost comparisons every few years on equipment options. Councillor Gallant noted it was reported to him by fireman that there are more cost-efficient equipment options available.

7.3 Police Department Statistical Report

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

7.3.2 Chief Sutherland reported that Cruiser 7B4 (Dodge Charger) is currently out of commission and the extent of the repair is being evaluated. Mr. Baker noted that a recommendation will be provided at the February Committee of Council meeting in this regard.

7.3.3 Chief Sutherland reminded Council that it is Family Violence Prevention Week and the Annual Walk in Silence will be held on Friday, February 14, 2020.

Chief Sutherland excused himself from the Council Chamber at 7:18 pm.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the February 2020 Development Permit Summary Report. Unanimously carried.*

7.4.2 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve a development permit application from Karen Spiteri to convert an office space into the single chair hair salon at 61 Broadway Street North. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the December 2019 Bills in the amount of \$263,150.51. Unanimously carried.*

7.6 Summary Income Statement

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

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the Credit Union Centre report for the month of December 2019. Unanimously carried.*

7.8 Mayor's Report

7.8.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the Mayors report for the month of February 2020 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Deputy Mayor Pickering added that Mayor Caseley and herself attended Queen Elizabeth Elementary School as judges for the Winter Carnival Poster Contest. They were also asked to participate in a small video in support of the school's entry into the Indigo Contest for free books.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 Approved a draft Code of Conduct Bylaw.

7.9.2 FPEIM recently signed an MOU with the Province of PEI for their 2020 Operational Grant.

7.9.3 FPEIM is currently in discussions with Telus for a potential partnership on mobile communication packages. More information to come.

7.10 Heart of the Island Initiative (STEP) Report

7.10.1 Robert Wood from the Credit Union Centre attended the recent roundtable meeting and provided updates on the Annual Harvest Festival. Discussions also included a representative from Fall Flavours and how to build on the event in the area.

7.10.2 The initiative is currently looking to hire a part-time co-ordinator on a one-year contract.

7.10.3 A social media session will be held on Wednesday February 12, 2020 for businesses wishing to attend.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 The board has completed the review of the final bylaw revisions.

7.11.2 The KACC AGM will be held on Friday, February 21 at the Town Hall.

7.12 PEI 55 Plus Games

7.12.1 Cindy Doucette has come on as co-chair of the committee.

7.12.2 Councillor Gallant noted that they plan to have a meeting in February.

Mr. Baker excused himself from the Council Chamber at 7:37 PM and returned at 7:39 PM

8. New Business

8.1 Request for Decisions

8.1.1 Access to Information and Protection of Personal Information Bylaw

8.1.1.1 First Reading

Moved by Councillor Bernard, seconded by Councillor Toombs

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby read a first time. Unanimously carried.

8.1.1.2 Approval of First Reading

Moved by Deputy Mayor Pickering, seconded by Councillor Toombs

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read a first time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby approved.

Unanimously carried.

8.1.2 Town of Kensington Records Retention Bylaw

8.1.2.1 First Reading

Moved by Councillor Toombs, seconded by Councillor Bernard

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby read a first time.

Unanimously carried.

8.1.2.2 Approval of First Reading

Moved by Councillor Spencer, seconded by Councillor Toombs

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read a first time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby approved.

Unanimously carried.

8.1.3 2020 Exempt Staff Wage Increase

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

THAT Town Council authorize the Chief Administrative Officer to provide a wage increase, effective January 1, 2020, to exempt staff including the CAO, Deputy Administrator, Administrative Assistant, Police Chief, Public Works Supervisor and Credit Union Centre Manager in the amount of 2.3%.

Unanimously carried.

8.1.4 Murray Christian Centre – Generator Fit-Up - Tender Recommendation

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

THAT Kensington Town Council award the contract for the Murray Christian Centre Generator Fit-Up project to RIKS Electric as per their tender submission in the amount of \$40,000.00 plus HST.

Unanimously carried.

8.2 Other Matters

8.2.1 Councillor Spencer inquired about the sidewalk clearing from the previous weekend. It was noted that School Street, alongside the Murray Christian Centre was not completed. Mr. Baker will speak with the Public Works department regarding the issue.

8.2.2 Mayor Caseley spoke to Councillors on a Rally for the Valley fundraiser that is being organized. Mr. Wood has requested the Town to wave the ice rentals fee for the event.

Moved by Deputy Mayor Pickering, seconded by Councillor Bernard to donate 5 hours of ice-rental for the Rally for the Valley fundraiser held at the Credit Union Centre. Unanimously carried.

8.3.3 Mayor Caseley wished Councillor Bernard a Happy Birthday.

9. Correspondence

9.1 A letter from Kensington Skating Club requesting the Town to purchase an advertisement in the 2020 Ice Show Program.

Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to purchase a

Silver Blade (Half Page) Advertisement in the Kensington Skating Club Ice Show Program for \$500.00. Unanimously carried.

- 9.2** A Thank You note from the parents and players who participated in the 52nd Kensington/Bedford Peewee Hockey Exchange.

Allison Jenkins excused herself from the Council Chamber at 8:10 pm.

10. In-Camera

- 10.1** ***Moved by Councillor Spencer, seconded by Councillor Toombs to move into In-Camera at 8:10 PM to discuss one item under Section 119 (d) of the Municipal Government Act – Human Resources Matter. Unanimously carried.***

Councillor Gallant left the Council Chamber at 8:24 PM and returned at 8:25 PM.

- 10.2** ***Moved by Councillor Toombs, seconded by Councillor Spencer to move out of In-Camera at 8:41 PM. Unanimously carried.***

11. Adjournment

Moved by Councillor Bernard, seconded by Councillor Toombs to adjourn the meeting at 8:41 PM. Unanimously carried.

Geoff Baker,
CAO

Rowan Caseley,
Mayor

| Town of Kensington | | |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CAO Monthly Report for Committee of Council - February 2020 | | |
| | | |
| | | |
| Item # | Project/Task | Status |
| | | |
| 1 | Exempt Staffing Policy | NO UPDATE The policy will be brought forward to the February Committee of Council meeting. The original intention was to present at January's COC meeting however it did not get reviewed in time for the meeting. |
| 2 | Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw | Both Bylaws were given first reading at the regular February meeting of Town Council. The Bylaw will be brought forward at the March meeting for Second Reading and Formal Adoption. |
| 3 | Victoria Street West Sidewalk Replacement | I am informed that the designs are still not complete and that a copy will be provided to the Town upon completion. I am further informed that the scope of the project may be adjusted to include the provision of a new storm sewer system along Garden Drive. |
| 4 | Official Plan and Zoning Bylaw 5 Year Review | NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process. |
| 5 | Asset Management | The Town's asset management plan is nearing completion and should arrive within the next three to four weeks. |
| 6 | Railyards/Boardwalk Renovation and Upgrade Project | I have requested a status update on the project from the consulting engineer. I hope to be in a position to provide a verbal update at the meeting. |
| 7 | Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades - Well Field Upgrades | Designs are being finalized for both projects. Staff continue to meet with the design engineers on a regular basis. It is anticipated that we will be ready to go for construction on the wellfield upgrades project in the April timeframe and shortly thereafter for the Lagoon Upgrades project. |
| 8 | 2019-2024 Gas Tax Capital Investment Plan | NO UPDATE We have been provided with formal approval of all projects included within the Town's Gas Tax Capital Investment Plan (including the paving of the Seniors Centre Parking area). |
| 9 | Emergency Warming/Reception Centre | The generator has been refurbished at Sansom's facility in Dieppe, NB and transported back to the Town. The contract for the installation of the concrete pad, wiring and automatic transfer switch was awarded to RIKS Electric with a 20 week construction schedule. A new schedule has been negotiated which would see the generator commissioned by May 15th (approx. 4 week reduction). |
| 10 | Unightly Property - 105 Victoria Street West | The structure on the property has been removed and the property cleaned up. The property owner has been invoiced for work completed. I am currently working with the Town's legal counsel to file the required statement of claim to apply a registered lien against the property. |
| 11 | Fire Department Rescue Vehicle | NO UPDATE Work is progressing on the construction of the rescue vehicle. It is anticipated that the truck will be delivered as per the original schedule. |
| 12 | Duplicate Power Poles | NO UPDATE I understand the Bell has been throughout the Town removing excess wire as a result of Hurricane Dorian. I have not had the opportunity at this point to survey the duplicate power poles to determine how many remain. |
| 13 | Wastewater Treatment Plant Blowers | Funds have bee included in the 2020/21 Capital Budget to replace the existing sensors associated with the Blower Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. |
| 14 | Water and Wastewater Bylaw | I have begun drafting the required Bylaw to allow the town to operate the water and wastewater system as a department of the town. It will be presented to Town Council for consideration once completed. |

| Item # | Project/Task | Status |
|--------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 | Welcome to Kensington Signs | NO UPDATE The screw pile bases for the "welcome" sign on Malpeque road has been completed. The "welcome" sign on the Kelvin Road has been dismantled in preparation for installing the support piles but ground froze before we could complete. The wood structures were left on location and the sign faces are stored in our shop until the ground can be excavated. The Park Road industrial park composite sign aluminum frame has been repaired, remounted on foundations, and secured for winter with ground anchors and guy wires. Stone pillars have been mostly reconstructed but temperatures and conditions would not allow for concrete pouring to fill the pillar voids and finish caps. These can be completed when we have 2 or 3 days of above freezing temperatures. The Gerald McCarville Drive industrial park sign base repair has not been started yet and will also need warmer temperatures to complete. We will continue to monitor weather and ground conditions and complete this work as soon as possible. |
| 16 | Disaster Financial Assistance | NO UPDATE Information for the claim to the Disaster Financial Assistance program is still being collected. Once insurance proceeds have been reconciled and all work has been completed and invoices received a final claim will be submitted. We would expect this to be completed over the next month or so. It is difficult at this point in time to provide a firm timeline on the submittal of the claim. |
| 17 | Kensington Area Soccer Club - Clubhouse | I received the required Architectural Drawings on February 21, 2020. The Development Permit application will be brought forward during the February Committee of Council Meeting for consideration and a recommendation of approval. |
| 18 | Train Station Basement | NO UPDATE Direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date. |
| 19 | Municipal Restructuring | I am informed by IRAC that the Town's application has been received. The IRAC Notice's are due to be published during the week of February 24th. I understand the Notice's will request written submissions from interested parties. Following that consultation process, IRAC will make a determination as to whether or not a public hearing will be required. |
| 20 | Policing Model Review | The RFP was issued on February 11th and is scheduled to close on March 20th. Staff continue to seek out an appropriate funding source to fund the study. |
| 21 | Business/Industrial Park Development | A topographic survey of the property has been completed and a lot layout completed (lots ranging in size from 0.75 acres to 1 acre). The Mayor and CAO continue to progress the project as expeditiously as possible. |
| 22 | Police Interview Room - Sound Proofing | The contract was awarded to Sharpe's Construction. Work on the project is scheduled to begin on April 26th. There were some delays related to the transportation blocking across Canada. |
| 23 | 2020/2021 Financial Plan | The 'draft' 2020/21 Financial Plan has been circulated with the tentative agenda package. Included is the proposed 2020/21 operational budget, the proposed 2020/21 capital budget and a projected 5-year capital plan. Thank you to Mayor Caseley for his assistance and wisdom in completing the budget process. |
| 24 | Credit Union Centre Rental Rate Review | A review of the rental rates at the Credit Union Centre was undertaken and a recommendation with respect to rate increases for the next three years is circulated with the tentative agenda package. |
| 25 | Lagoon Water Quality Monitoring | The annual report to Environment Canada on effluent quality from the sewage lagoons has been completed and submitted. There were no issues and the effluent quality is within the applicable acceptable standard. |

| Item # | Project/Task | Status |
|--------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | Medical Centre Lease Renewal | Staff are currently negotiating with the Provincial Government in regards to a 5 year extension to the current lease agreement. |
| 27 | Emergency Shelter Memorandum of Understanding | Staff are working to draft a MOU with the United Church in regards to the use of the Murray Christian Centre as an emergency warming shelter. Once completed the MOU will be circulated to the United Church representatives and Town Council for further deliberation. |

Kensington Fire Department

Occurrence Report 2019

[illegible]

JANUARY 2020

The Kensington Fire Department responded to 13 calls during the month of January and the average attendance for the fire calls was 13. Following is the breakdown of calls:

| Date | Call Details | Location | # Firefighters | # Trucks |
|----------------|------------------------------|--------------------------------|---------------------------|-----------------------|
| Jan. 4 | MVC | Rte 2, Traveller's Rest | 20 | 2 |
| Jan. 5 | MFR – Lift Assist | Rte. 104, Margate | 7 | 1 |
| Jan. 5 | MVC | Victoria St. K'Town | 14 | 2 |
| Jan. 7 | Commercial Fire Alarm | Hamilton | 11 | 2 |
| Jan. 10 | MFR | Sunset Dr. K'Town | 9 | 2 |
| Jan. 12 | MVC - snowmobile | Rte. 2 Traveller's Rest | 12 | 1 – called off |
| Jan. 13 | MFR | Pleasant St. K'Town | 9 | 1 |
| Jan. 16 | MVC | Blue Shank Rd. | 15 | 3 |
| Jan. 18 | MFR | Andrews Dr. K'Town | 11 | 2 |
| Jan. 20 | Vehicle Fire | Broadway St. K'Town | 9 | 2 |
| Jan. 22 | MVC | Rte 2, New Annan | 18 | 3 |
| Jan. 24 | MVC | Blue Shank Rd. | 15 | 3 |
| Jan. 27 | MFR | Freetown | 12 | 1 – called off |

An Association meeting and Fire Department meeting was held on January 7 with 18 firefighters present.

Training was held on January 21 with 15 firefighters participating.

The Kensington-Bedford hockey exchange used the fire hall on January 25 for the "Fishermen's Challenge" activity.

The fire department did a controlled burn of a barn on January 28.

Rodney Hickey
Chief

[illegible]

[illegible]

Police Report January 2020

KPS received 1 false alarm during the month.

January 26 @ 1300hrs – Malpeque Bay Credit Union, member attended.

Year To Date Approved Development Permits Summary Report
2020

| Development Permit Category | January | February | March | April | May | June | July | August | September | October | November | December | | Total | |
|-------------------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--|-------|--|
| New Institutional | | 1 | | | | | | | | | | | | 1 | |
| New Residential Accessory Structure | | 1 | 1 | | | | | | | | | | | 2 | |
| New Single Family Dwelling | | 1 | | | | | | | | | | | | 1 | |
| Other Commercial | 1 | 1 | | | | | | | | | | | | 2 | |
| Total: | 1 | 1 | | | | | | | | | | | | 6 | |

| Total Estimated Construction Value |
|---------------------------------------|
| \$220,000.00 |
| \$23,000.00 |
| \$220,000.00 |
| \$10,700.00 |
| \$473,700.00 |

DEVELOPMENT PERMITS REPORT
For the period February 11, 2020 to March 04, 2020

| Permit Number | Date Permit Issued | PID | Applicant's Name & Address | Telephone Number | Permit Status | Work Type | Type of Construction | Value | Estimated Start | Estimated Finish |
|---------------|--------------------|-----|----------------------------|------------------|---------------|-----------|----------------------|-------|-----------------|------------------|
| | | | Property Address | | | | | | | |

Institutional

| | | | | | | | | | | | |
|-------|------------|---------|-------------------------------------------|------------|----------|-----|---------------|----------------------------------|--------------|------------|------------|
| 05-20 | 02/24/2020 | 1083542 | Town of Kensington - 55 Victoria Street E | 9028363781 | Approved | New | Institutional | | \$220,000.00 | 03/18/2020 | 03/17/2021 |
| | | | 1 Saunders Lane | | | | Description: | Construct 52'x25' soccer complex | | | |

Sub Total: \$220,000.00

Residential Accessory Structure

| | | | | | | | | | | | |
|-------|------------|-------|------------------------------------------------|--------------|----------|-----|---------------------------------|---------------------------------------|-------------|------------|------------|
| 04-20 | 02/20/2020 | 77107 | Rowan & Melissa Caseley - 26 Victoria Street E | 902-836-5445 | Approved | New | Residential Accessory Structure | | \$18,000.00 | 05/15/2020 | 07/31/2020 |
| | | | 26 Victoria Street E | | | | Description: | Construct new 16'x26' detached garage | | | |
| 06-20 | 03/04/2020 | 78220 | Carla Arsenault - 87 Broadway Street N | 902-291-2008 | Approved | New | Residential Accessory Structure | | \$5,000.00 | 05/01/2020 | 08/01/2020 |
| | | | 87 Broadway Street N | | | | Description: | Construct a new 20'x10' Shed | | | |

Sub Total: \$23,000.00

Total: \$243,000.00



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

| For Office Use Only | |
|---------------------|-------------------------------|
| Permit #: | |
| Date Received: | |
| Date Approved: | |
| PEI Planning: | |
| Permit Fee: \$ | <input type="checkbox"/> Paid |

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: SAUNDERS LANE Property Tax Number (PID): 1083542
Lot No.: _____ Subdivision Name _____ Current Zoning: PSI
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:

Land Purchased from DEPT. OF EDUCATION Year Purchased 2016

| Location of Development | Property Size | |
|-------------------------------------------------------------------------|----------------------------|---------------------|
| <input type="checkbox"/> North <input type="checkbox"/> East | Road Frontage <u>N/A</u> | Acreage <u>0.92</u> |
| <input type="checkbox"/> South <input checked="" type="checkbox"/> West | Property Depth <u>140'</u> | Area sq. ft. _____ |

2. Contact Information

APPLICANT Name: D.J. Welton Address: 56 Centwood Ln.
Phone: 902 836-4591 Cell: 902 626-9866 Kelvin Grose
Email: djwelton@pei.sympatico.ca Postal Code: C0B 1M0

Same as Above: ☐
Name: TOWN OF KENSINGTON - GEOFF BAKER Address: 55 Victoria St. E
OWNER Phone: (902) 836-3781 Cell: (902) 439-8849
Email: townmanager@townofkensington.com Postal Code: C0B 1M0

CONTRACTOR, ARCHITECT OR ENGINEER Name: Sunrise Builders (Mike McKay) Address: 33 Clermont Rd
Phone: _____ Cell: 902 439-4023 New Annan
Email: sunrisebuilders@eastlink.ca Postal Code: C1N 4J8

3. Infrastructure Components

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

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

4. Development Description

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

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

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

| Number of Stories | Number of Bedrooms | Number of Bathrooms | Ground Floor (ft) |
|-------------------|-----------------------------|---------------------|------------------------------------|
| <u>1</u> | <u> </u> | <u>2</u> | Width <u>36'</u> Length <u>36'</u> |

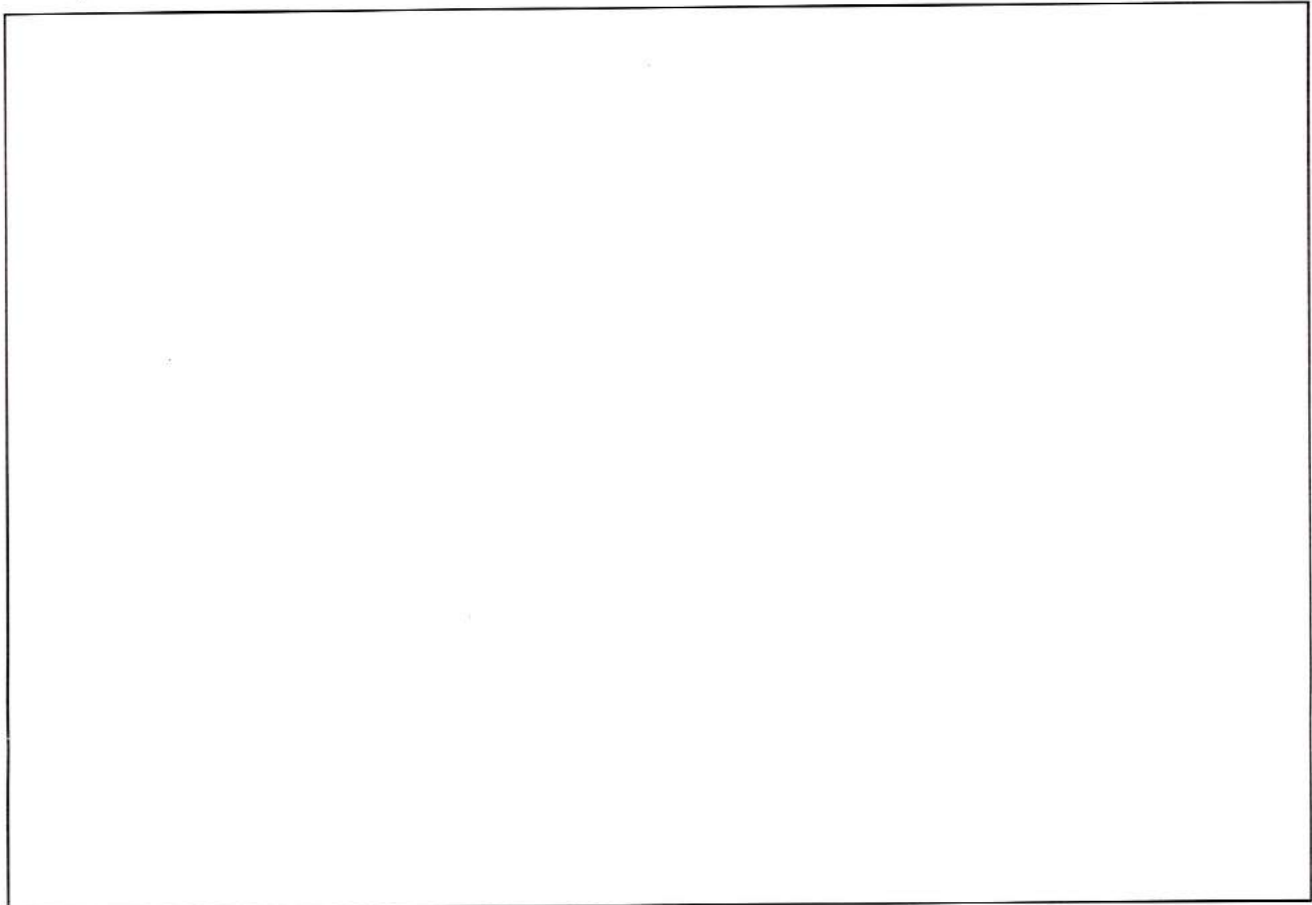
Detailed Project Description: Soccer Clubhouse For Kensington + Area Soccer Club
which will include Washroom facilities, equipment storage and a
canteen + meeting space.

Estimated Value of Construction (not including land cost): \$ 200,000.00

Projected Start Date: _____ Projected Date of Completion: _____

Please provide a diagram of proposed construction:

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

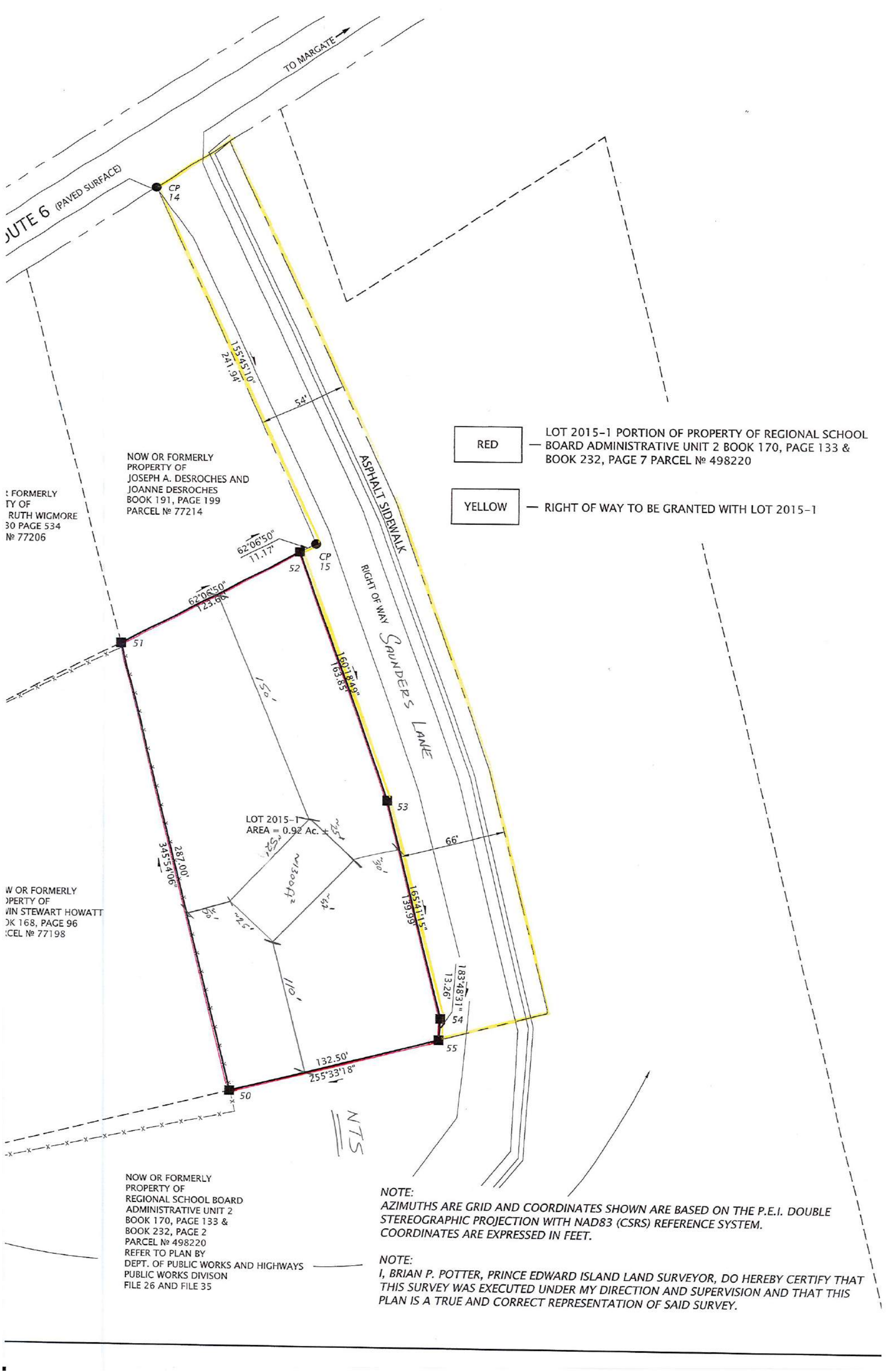


I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant  Date: Jan 22/2020



ROUTE 6 (PAVED SURFACE)

TO MARGATE

NOW OR FORMERLY
PROPERTY OF
JOSEPH A. DESROCHES AND
JOANNE DESROCHES
BOOK 191, PAGE 199
PARCEL № 77214

FORMERLY
TY OF
RUTH WIGMORE
30 PAGE 534
№ 77206

W OR FORMERLY
PERTY OF
VIN STEWART HOWATT
OK 168, PAGE 96
CEL № 77198

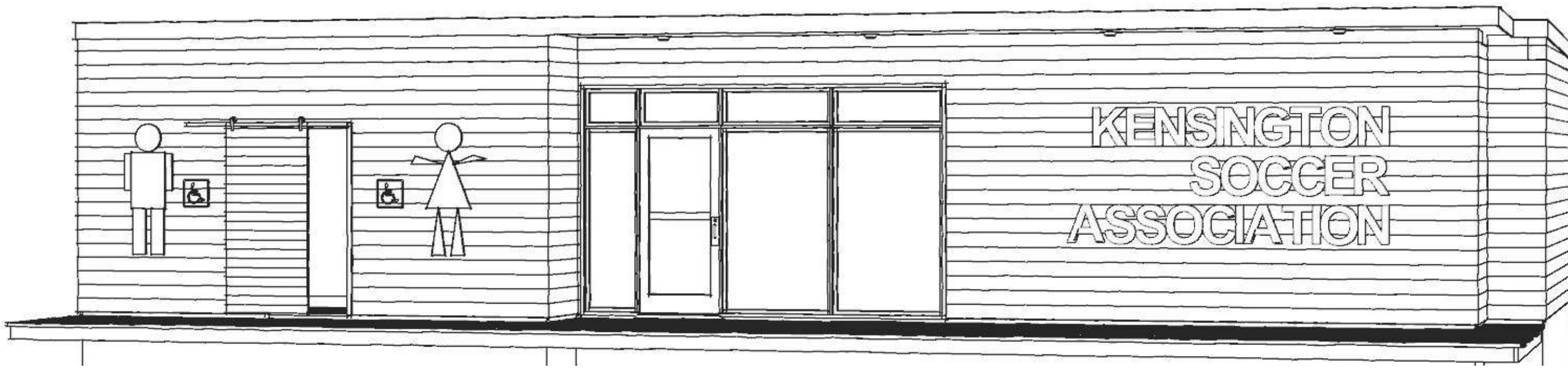
NOW OR FORMERLY
PROPERTY OF
REGIONAL SCHOOL BOARD
ADMINISTRATIVE UNIT 2
BOOK 170, PAGE 133 &
BOOK 232, PAGE 2
PARCEL № 498220
REFER TO PLAN BY
DEPT. OF PUBLIC WORKS AND HIGHWAYS
PUBLIC WORKS DIVISION
FILE 26 AND FILE 35

RED — LOT 2015-1 PORTION OF PROPERTY OF REGIONAL SCHOOL
BOARD ADMINISTRATIVE UNIT 2 BOOK 170, PAGE 133 &
BOOK 232, PAGE 7 PARCEL № 498220

YELLOW — RIGHT OF WAY TO BE GRANTED WITH LOT 2015-1

NOTE:
AZIMUTHS ARE GRID AND COORDINATES SHOWN ARE BASED ON THE P.E.I. DOUBLE
STEREOGRAPHIC PROJECTION WITH NAD83 (CSRS) REFERENCE SYSTEM.
COORDINATES ARE EXPRESSED IN FEET.

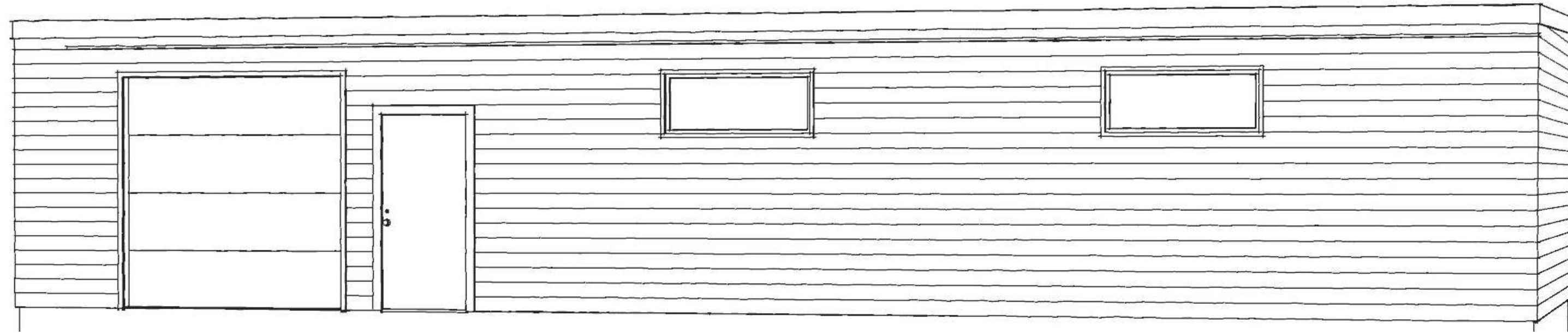
NOTE:
I, BRIAN P. POTTER, PRINCE EDWARD ISLAND LAND SURVEYOR, DO HEREBY CERTIFY THAT
THIS SURVEY WAS EXECUTED UNDER MY DIRECTION AND SUPERVISION AND THAT THIS
PLAN IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.



NEW ACTIVITY / STORAGE BUILDING

KENSINGTON SOCCER ASSOCIATION

FINAL PLAN
FOR CONSTRUCTION
FEB 18, 2020



SHEET TITLE:

COVER SHEET

PROJECT DESCRIPTION:

KENSINGTON
SOCCER ASSOCIATION

DRAWINGS PROVIDED BY:

KENT BUILDING SUPPLY
SUMMERSIDE, PEI

DATE:

2/20/2020

DRAWN BY:

JAB

SHEET:

A-1

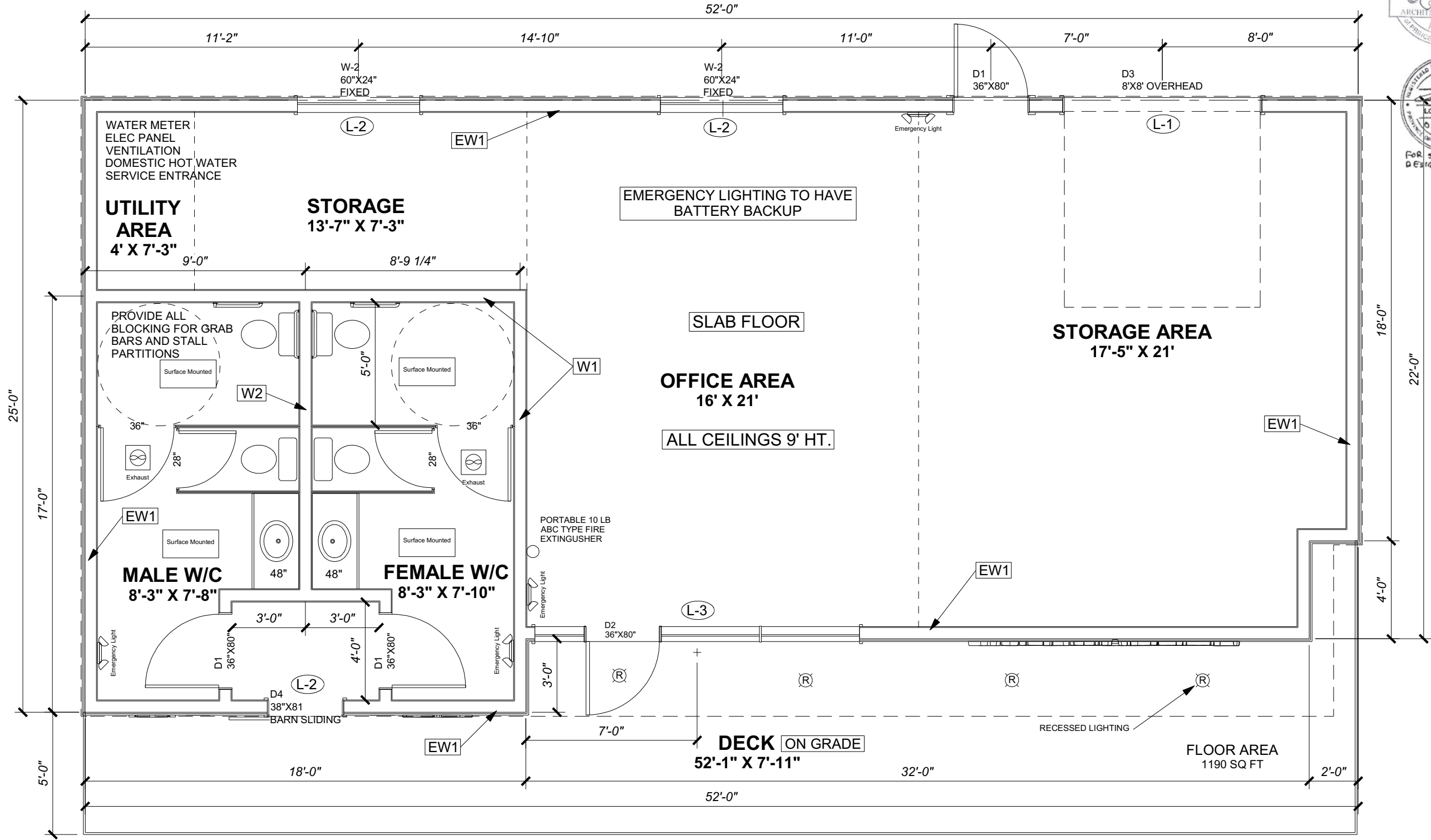
LINTLE SCHEDULE

- L-1 3 - 2X12 2 JACK STUDS + 2 KING POST
L-2 3 - 2X10 2 JACK STUDS + 1 KING POST
L-3 3 - 1 3/4"X16"LVL (2.1E) 3 JACK STUDS + 2 KING POST

WALL TYPES

- W1 W5B (FRR 1HR, STC 54)
-2X4 WALLS
-WOOD STUDS @16" O.C.
-4" THICK ABSORDTIVE MATERIAL IN CAVITY
-RESILIENT METAL CHANNELS ON BOTH ONE SPACED @ 24" O.C.
-1 LAYER 5/8" TYPE 'X' GYPESUM BOARD ON RESILIENT CHANNEL SIDE
-2 LAYERS 58" TYPE 'X' GYPSUM BOARD ON OTHER SIDE
- W2 W5B (FRR 1HR, STC 54)
-2X4 WALLS
-WOOD STUDS @16" O.C.
-4" THICK ABSORDTIVE MATERIAL IN CAVITY
-RESILIENT METAL CHANNELS ON BOTH ONE SPACED @ 24" O.C.
-1 LAYER 5/8" TYPE 'X' GYPESUM BOARD O RESILIENT CHANNEL SIDE
-2 LAYERS 58" TYPE 'X' GYPSUM BOARD ON OTHER SIDE

- EW1 -EXTERIOR WOOD SIDING AS PER ARCHITECT
-SIDING TO BE INSTALLED AS PER SPECS STRAPPING MAY BE REQUIRED
-BUILDING PAPER (TYVEK)
-1/2 PLYWOOD - NAIL EDGES @ 3' C/C AND MIDDLE 6" C/C
-2X6 FRAMING 16" O.C. BLOCKING AT ALL PLYWOOD JOINTS
-WOOD STUDS @16" O.C.
-R24 BATT INSULATION
-6 MILL POLY VAPOR BARRIER CSA APPROVED
-INTERIOR TO BE FINISHED AS PER OWNER EXCEPT W/C TO HAVE
1 LAYER 5/8" TYPE 'X' FILLED,PRIMED AND PAINTED



SHEET TITLE:
MAIN FLOOR PLAN

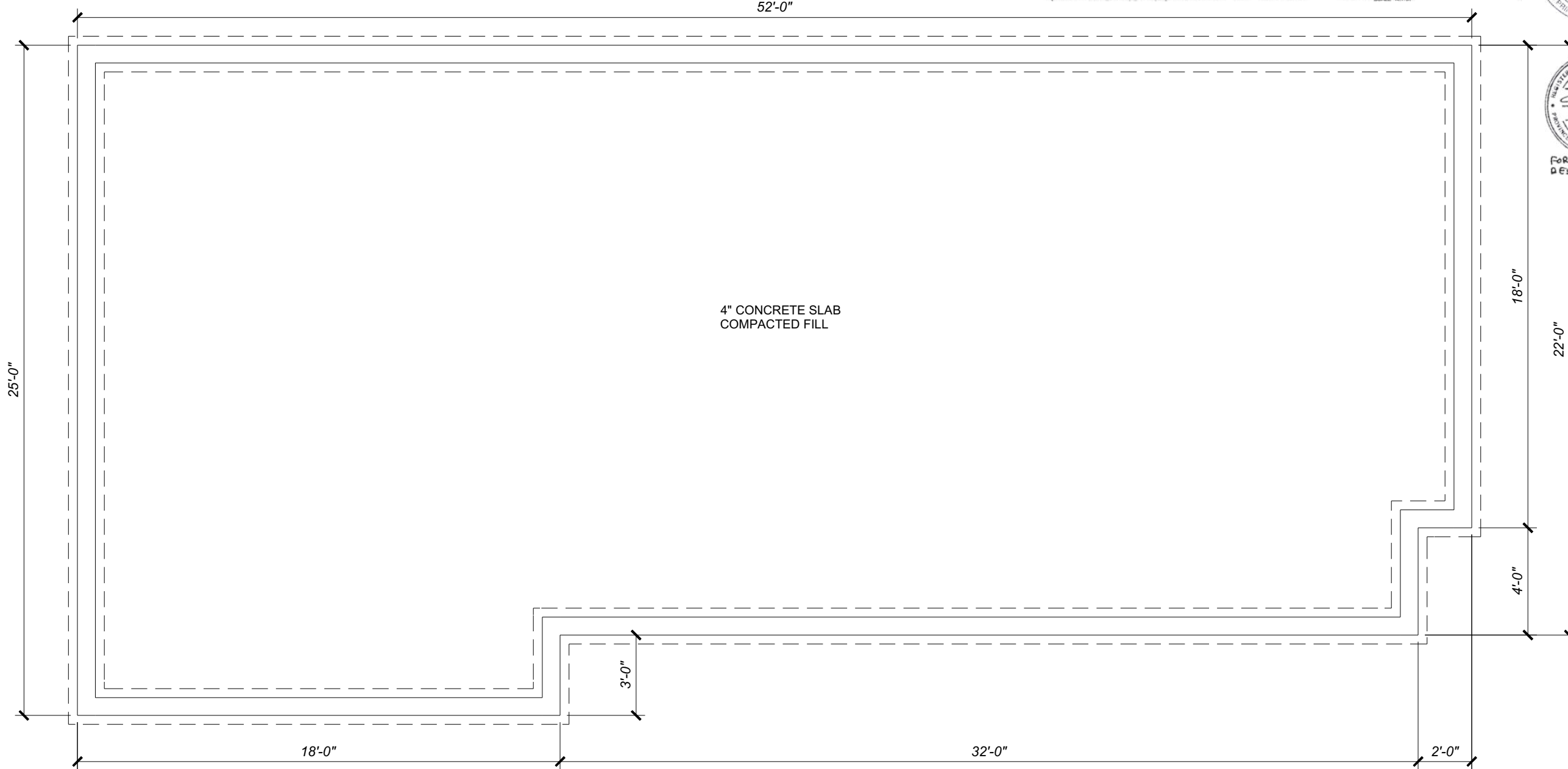
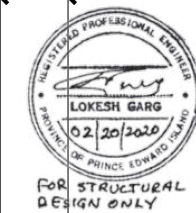
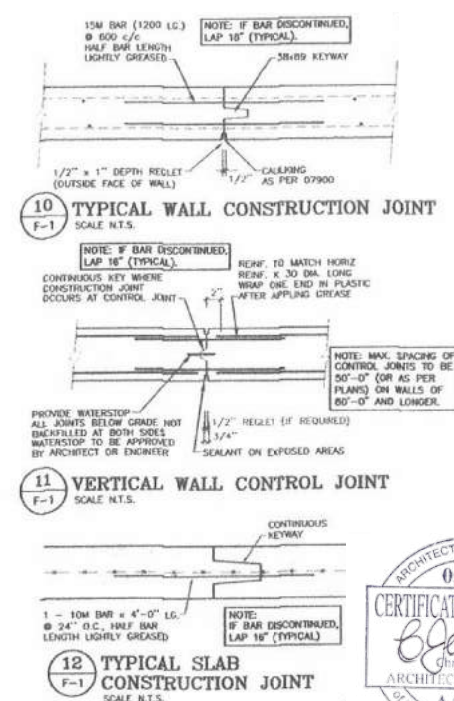
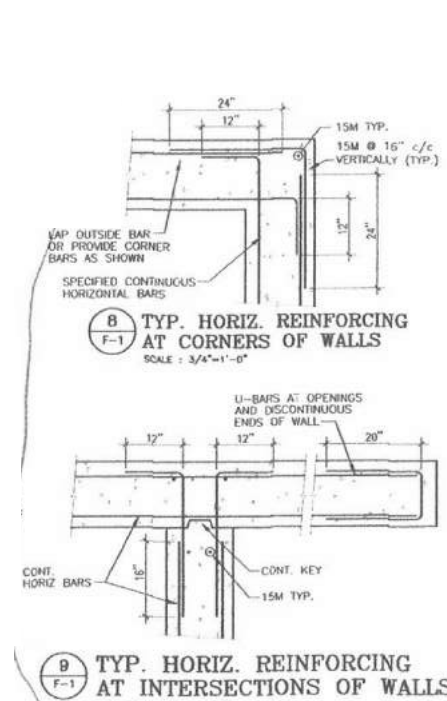
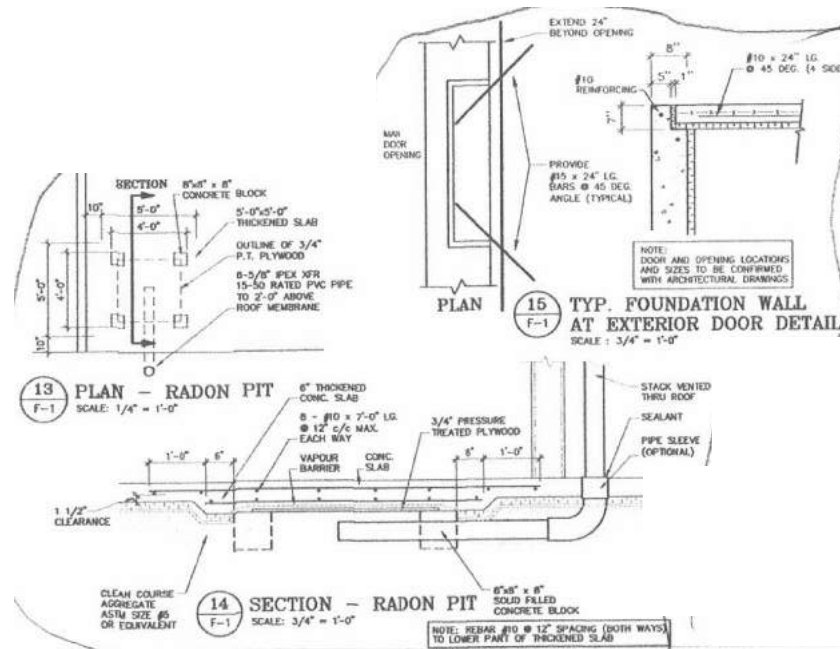
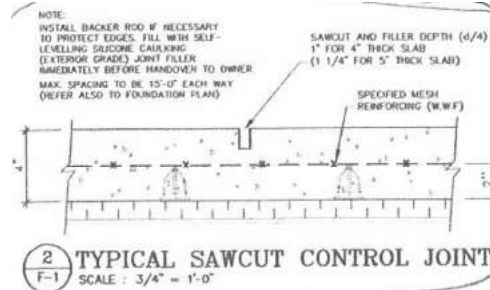
PROJECT DESCRIPTION:
KENSINGTON
SOCCER ASSOCIATION



DRAWINGS PROVIDED BY:
KENT BUILDING SUPPLY
SUMMERSIDE, PEI

DATE:
2/20/2020

DRAWN BY:
JAB

SHEET:
A-2





FOUNDATION PLAN
AND DETAILS

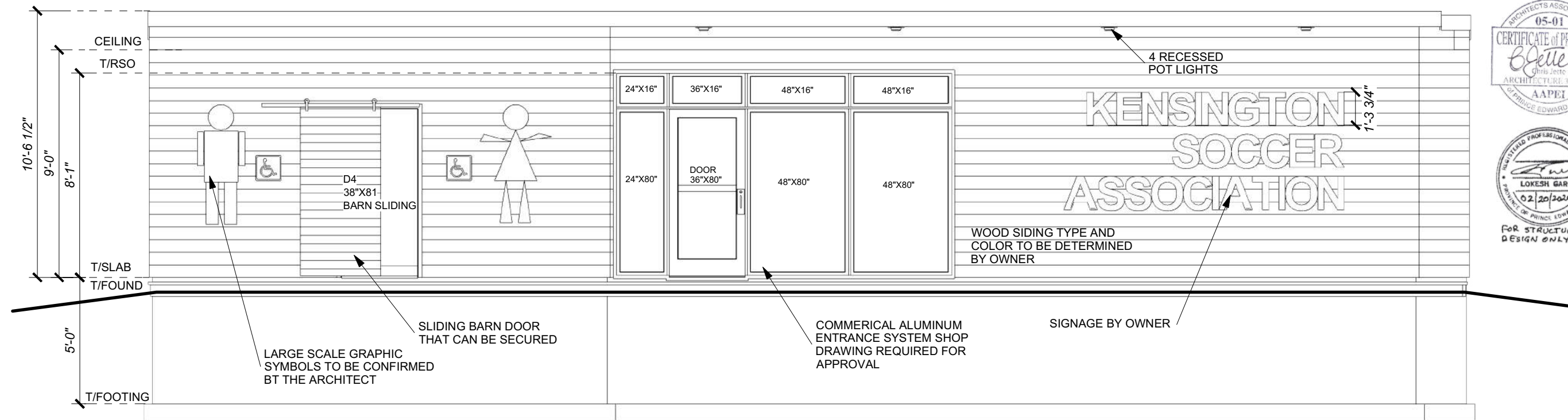
KENTSON
SOCCER ASSOCIATION

KENT BUILDING SUPPLY
SUMMERSIDE, PEI

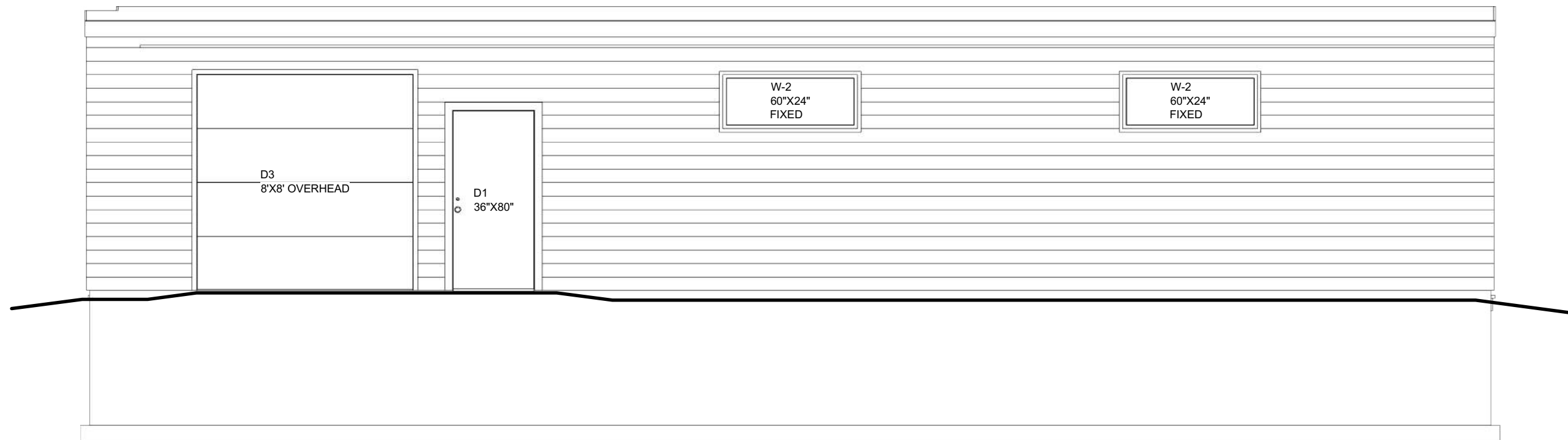
DATE:
2/20/2020

DRAWN BY:
JAB

SHEET:
A-3

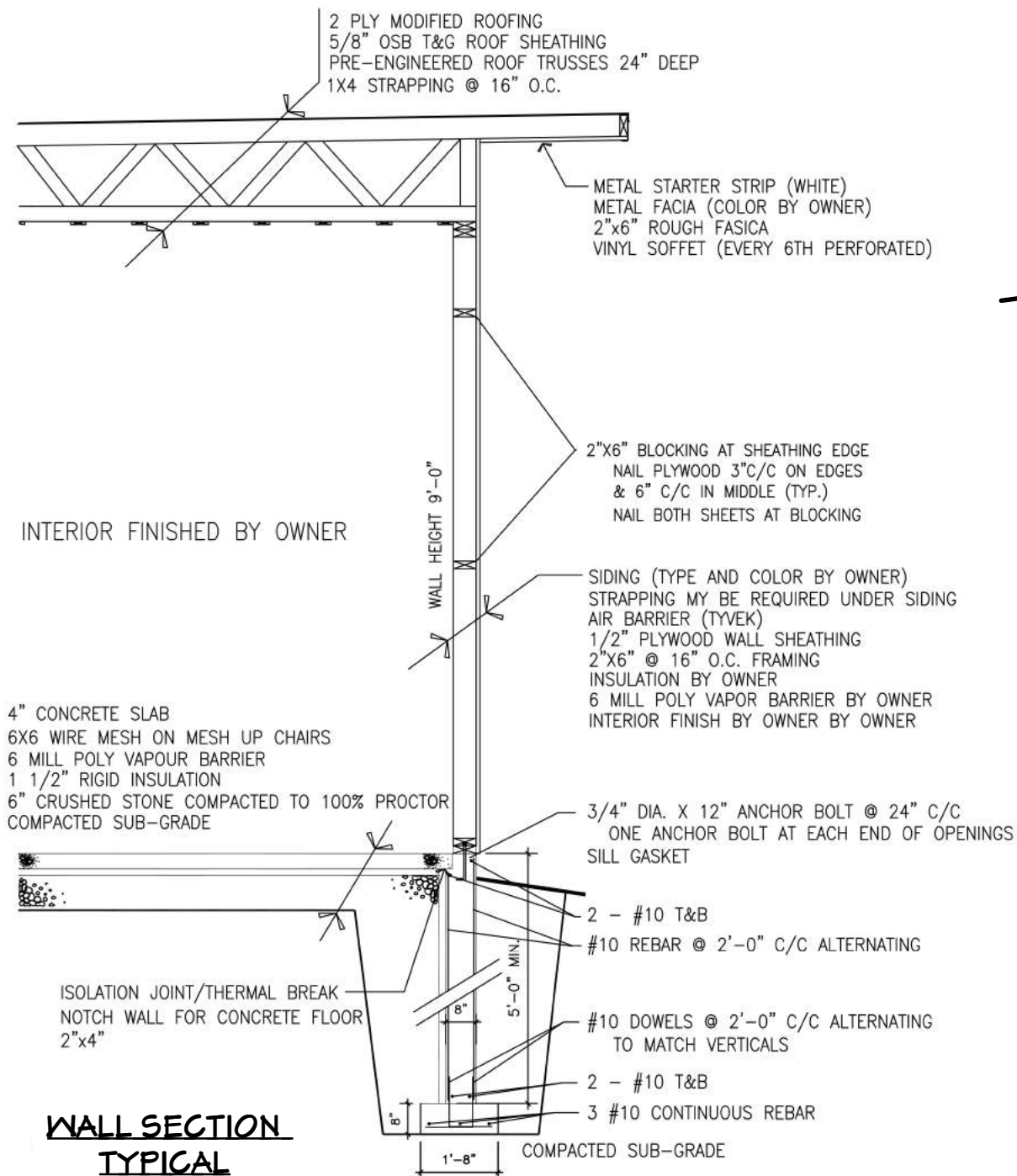


FRONT ELEVATION

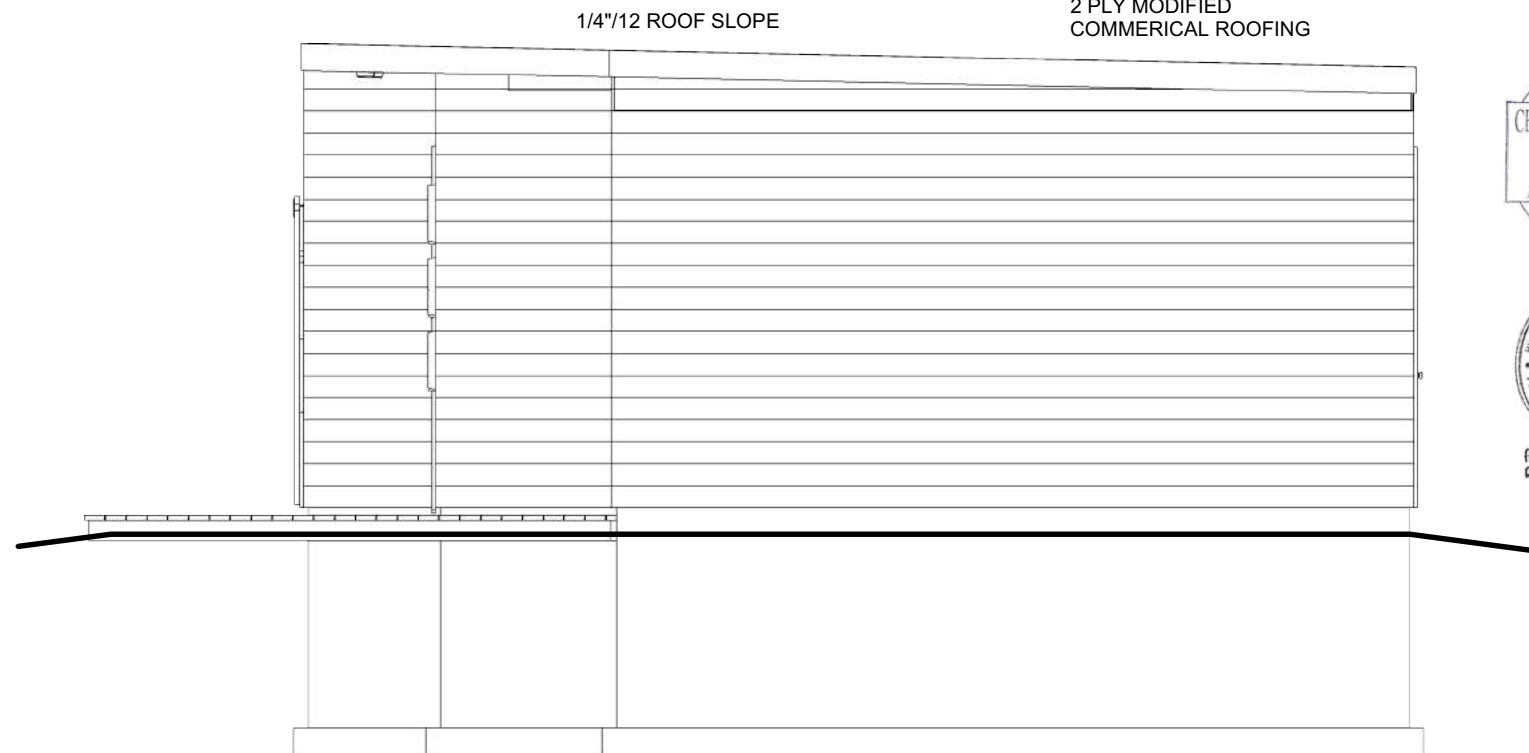


BACK ELEVATION

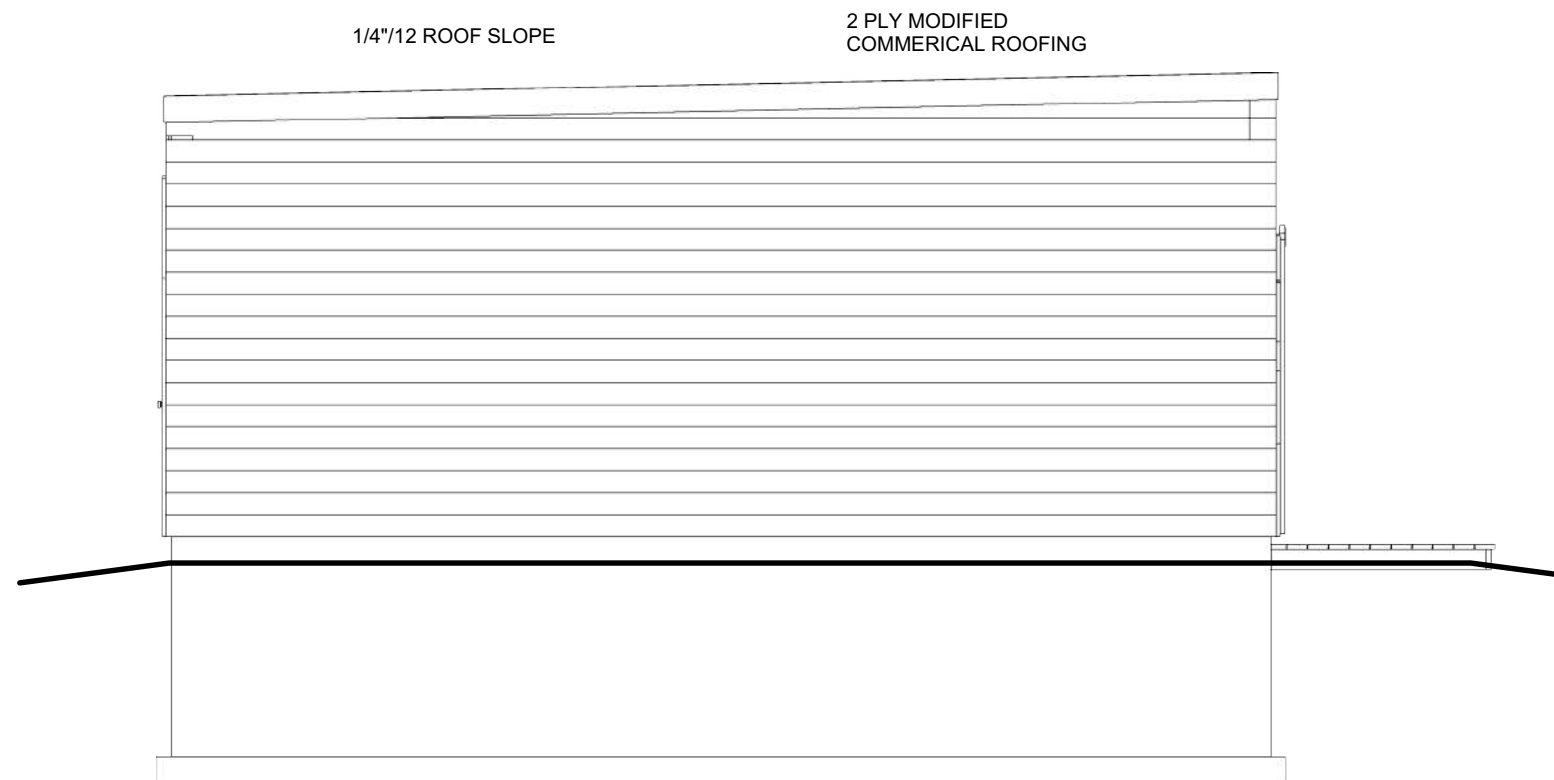
ROOF DESIGN LOAD
SNOW LOAD (LL) = 64 PSF
DEAD LOAD (DL) TC = 10 PSF
DEAD LOAD BC = 10 PSF
PROVIDE HURRICANE CLIPS FOR UPLIFT



**WALL SECTION
TYPICAL**

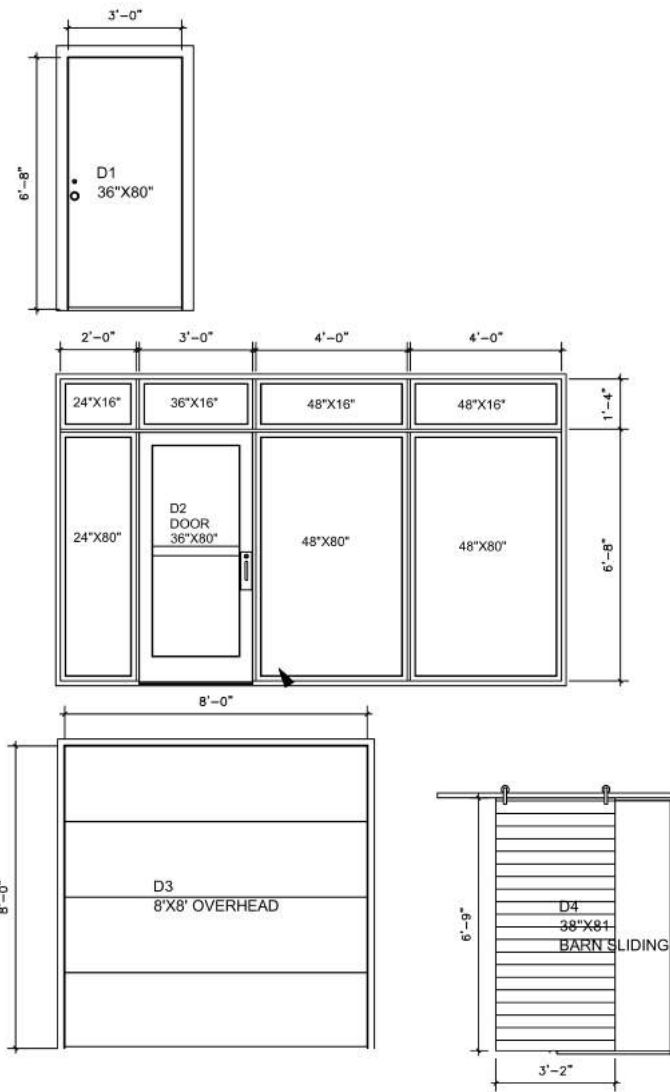


LEFT ELEVATION

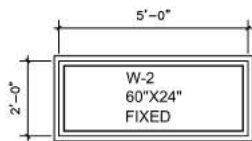


RIGHT ELEVATION





DOORS



WINDOWS

CONCRETE NOTES:

1. CONCRETE WORKS TO BE IN ACCORDANCE WITH CAN/ CSA-A23.1-04.
2. CONCRETE STRENGTH REQUIREMENTS INCLUDE:
 - CLASS "F-2" EXPOSURE (MINIMUM 25 MPa) FOR FOOTINGS AND FOUNDATION WALLS.
 - CLASS "N" EXPOSURE (MINIMUM 25 MPa) FOR INTERIOR SLABS.
3. CONCRETE PROTECTION (MINIMUM COVER) OF REINFORCEMENT TO BE:
 - FOOTINGS..... 3"
 - FOUNDATION WALLS..... 1 1/2"
 - FLOOR SLAB..... AS DETAILED
4. ALL FOOTINGS AND FOUNDATION WALLS TO BE INSPECTED PRIOR TO POURING.
5. ALL REINFORCING BARS SHALL BE DEFORMED AS PER CSA G30.18 WITH A YIELD STRENGTH OF 400 MPa.
6. SLAB ON GRADE AS SHOWN ON DRAWINGS.
7. CURING COMPOUNDS OR WET CURING OF ALL CONCRETE SLABS REQUIRED. CURING COMPOUNDS SUBJECT TO APPROVAL (SEE SPECIFICATIONS) AND TO BE IN CONFORMANCE WITH FLOOR FINISHES.
8. PROVIDE WINTER PROTECTION FOR CONC. WORK AS PER CSA-A23.1, A23.2 WHEN TEMPERATURE IS BELOW 10 ° C.

TIMBER NOTES:

1. ALL WOOD STRUCTURAL MEMBER ASSEMBLIES AND FASTENERS SHALL CONFORM TO THE REQUIREMENTS OF CSA STANDARD O-86. FASTENERS/CONNECTORS FROM WOOD 'I' TO STRUCTURAL STEEL TO BE PROVIDED BY TRUSS MANUFACTURER.
2. ALL LUMBER SHALL BE S-P-F, S-DRY NUMBER 2 MINIMUM STRUCTURAL. STUD GRADE, # WET LUMBER IS NOT ACCEPTABLE.
3. ALL PLYWOOD SHALL BE MANUFACTURED WITH WATERPROOF GLUE.
4. ROOF AND WALL SHEATHING SHALL BE NAILED AT 3" *o/c* AT EDGES OR END SUPPORTS AND AT 6" *o/c* AT INTERMEDIATE SUPPORTS.
5. ALL TIMBER TO TIMBER CONNECTIONS SHALL BE MADE WITH GALVANIZED STEEL CONNECTORS AS MANUFACTURED BY SIMPSON OR APPROVED EQUAL. ALL CONNECTORS FOR TRUSSES SHALL BE DESIGNED AND SUPPLIED BY TRUSS MANUFACTURER. TRUSS MANUFACTURER SHALL SHOW THE DETAILS FOR CONNECTORS ON TRUSS DRAWING.
6. ALL WOOD BUILT-UP LINTELS SHALL BE NAILED TOGETHER WITH TWO ROWS OF NAILS STAGGERED. WOOD BEAMS SHALL BE NAILED TOGETHER AND BOLTED WITH 1/2" DIA. BOLTS 2'-0" *o/c*.
7. ALL WALL PLATES SHALL BE PERFECTLY LEVEL. USE GROUT OR HARDWOOD SHIMS IF NECESSARY.
8. PROVIDE 2x6 OR STEEL DOUBLE THICKNESS DIAGONAL BRACING AT EACH CORNER OR AS SHOWN ON PLANS.
9. GENERAL CONTRACTOR IS TO PROVIDE TEMPORARY SUPPORT AND BRACINGS AS REQUIRED WHILE CONSTRUCTION IS IN PROGRESS.
10. CONTRACTOR IS RESPONSIBLE TO CHECK AND VERIFY ALL DIMENSIONS AND ELEVATIONS ON SITE AND CO-ORDINATE WITH ARCH. DRAWINGS. IF ANY DISCREPANCY, CONTRACTOR SHALL NOTIFY THE ENGINEER AND THE OWNER BEFORE PROCEEDING WITH THE WORK.
11. IF THERE IS ANY DISCREPANCY BETWEEN THE ARCHITECTURAL AND STRUCTURAL DRAWINGS AND SPECIFICATIONS, THE MOST STRINGENT CONDITIONS SHALL GOVERN.
12. ALL FLOOR & ROOF TRUSSES SHALL BE DESIGNED AS PER NBC LATEST EDITION. STRUCTURAL DESIGN.
13. PROVIDE 2x4 @ 8'-0" *o/c* BRIDGING AT BOTTOM CHORD OF TRUSSES IF CEILING IS NOT DIRECTLY ATTACHED TO BOTTOM CHORD OF TRUSSES.
14. SUBMIT FLOOR & ROOF TRUSS DRAWINGS SHOWING ALL DETAILS ON PLAN (NOT CATALOGUE) WITH P.ENG. STAMP FOR REVIEW.
15. ALL LAMINATED BEAMS SHALL HAVE MINIMUM BEARING OF 4.5".
16. PROVIDE 4 STUDS UNDER GIRDERS (BUILT-UP TRUSSES OR BUILT-UP BEAMS.)

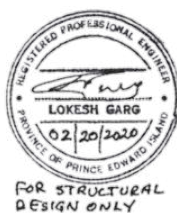
TRUSS NOTES:

1. ALL TRUSSES SHALL BE DESIGNED FOR SNOW AND WIND LOAD CONDITIONS AS PER 2005 NBC. SNOW LOAD SHALL BE INCREASED AS PER NBC FOR SNOW DRIFTS AGAINST HIGHER OBSTRUCTIONS, ETC.
2. ALL ROOF AND FLOOR TRUSSES SHALL BE DESIGNED FOR DRY LUMBER CONDITION AT FABRICATION.
3. TRUSS FABRICATOR SHALL CHECK ARCHITECTURAL, MECHANICAL AND ELECTRICAL DRAWINGS FOR ANY REQUIREMENTS BEFORE FABRICATING THE TRUSSES.
4. FABRICATOR IS RESPONSIBLE THROUGH THE GENERAL CONTRACTOR TO CONFIRM SITE DIMENSIONS BEFORE FABRICATING THE TRUSSES. IF TRUSSES DON'T FIT DUE TO DIMENSION MISTAKE THE CONTRACTOR WILL BE RESPONSIBLE FOR CORRECTIONS TO BE MADE.
5. TRUSS FABRICATOR SHALL SUBMIT SHOP DRAWINGS INCLUDING COMPLETE ROOF PLAN SHOWING TRUSS MARKS FOR REVIEW. ALL SHOP DRAWINGS SHALL BEAR THE STAMP OF A PROFESSIONAL ENGINEER REGISTERED IN P.E.I. FOR THE CURRENT CALENDAR YEAR. SHOP DRAWINGS WILL NOT BE REVIEWED WITHOUT COMPLETE ROOF PLAN. ALL DRIFT LOADS (WHERE APPLICABLE) SHALL BE SHOWN ON ROOF PLAN.
6. CONTRACTOR SHALL PROVIDE TEMPORARY ROOF BRACINGS AS REQUIRED BEFORE ROOF IS INSTALLED. THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN, SUPPLY, ERECTION AND REMOVAL OF TEMPORARY BRACINGS.
7. CONNECT BRIDGING FOR TRUSS TO END WALLS.
8. GABLE TRUSS SHALL BE CHECKED FOR FASCIAL WIND.
9. ALL WOOD TRUSSES SHALL BE CONNECTED TO BEARING PLATES WITH TOE NAILS AND GALVANIZED STEEL CONNECTORS. ALL OTHER TIMBER TO TIMBER CONNECTIONS SHALL ALSO HAVE STEEL CONNECTORS TO BE SUPPLIED BY TRUSS MANUFACTURER.
10. TRUSS MANUFACTURER IS TO CHECK FOR BEARING AVAILABLE FROM ARCH. AND STRUCTURAL DRAWINGS.

GENERATL NOTES:

1. ALL DIMENSIONS AND CONDITIONS ARE TO BE VERIFIED ON SITE AND ALL DESCREPANCIES REPORTED TO THE ARCHITECT IN WRITING AND AGREED UPON BEFORE PROCEEDING. IF DIMENSIONS ARE MISSING, CONTACT THE ARCHITECT. DO NOT SCALE THESE DRAWINGS FOR CONSTRUCTION PURPOSES. USE FIGURED DIMENSIONS AS NOTED.
2. THESE DRAWINGS ARE TO BE USED FOR THIS PROJECT ONLY AND SHALL NOT BE USED FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.
3. THESE DRAWINGS SHOULD BE READ IN CONJUNCTION WITH SPECIFICATIONS AND GENERAL CONTRACTUAL CONDITIONS.
4. THE CONTRACTOR MUST CONFIRM THAT THE DESIGN AS SHOWN IS SATISFACTORY FOR SITE-SPECIFIC CONDITIONS AND REQUIREMENTS.
5. ALL SURFACES ARE TO BE MADE READY TO RECEIVE NEW FINISHES.
6. ALL WORK TO BE DONE IN ACCORDANCE WITH LOCAL, PROVINCIAL AND NATIONAL BUILDING CODE STANDARDS OF LATEST EDITION.
7. ALL SPANS TO NATIONAL BUILDING CODE OF CANADA (NBCC) STRUCTURAL REQUIREMENTS.
8. ALL STRUCTURAL LUMBER TO BE NO.1 OR NO.2 GRADE.
9. ALL LUMBER USED AS BLOCKING IN CAVITY WALLS & AS BLOCKING IN ROOF ASSEMBLIES IS TO BE PRESSURE TREATED.
10. GENERAL CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR THE CORRECT INSTALLATION OF ALL EXTERIOR FINISHES, VAPOUR BARRIERS & WEATHER PROOFING.
11. FOUNDATION DETAILING ASSUMES THAT THE EXISTING SOIL'S BEARING CAPACITY IS CAPABLE OF SUPPORTING FOUNDATION LOADS ON SITE. CONTRACTOR IS TO REVIEW AND FOLLOW RECOMMENDATIONS OF THE GEO-TECHNICAL ENGINEER AND CONFIRM CONDITIONS WITH GEO-TECHNICAL AND STRUCTURAL ENGINEERS REGARDING ADEQUACY OF FOUNDATIONS AS DRAWN AND BEARING CAPACITIES OF EXISTING SOILS AND GRADING OF SITE, PRIOR TO PERFORMING FOUNDATION & SLAB WORK.
12. ALL FOOTINGS TO BE ON UNDISTURBED SOIL OR COMPACTED SOIL AS APPROVED BY GEO-TECHNICAL ENGINEER. BEARING CAPACITY OF SOIL ASSUMED 3000 PSF. OWNER SHALL CONFIRM.
13. ALL FOOTINGS TO BE A MINIMUM OF 1500mm BELOW FINISH GRADE.
14. REQUIRED EXIT DOORS SHALL OPEN IN THE DIRECTION OF EXIT TRAVEL AND SHALL BE OPERABLE FROM THE INTERIOR WITHOUT THE USE OF KEYS, CARDS, SPECIAL DEVICES OR SPECIALIZED KNOWLEDGE OF THE DOOR OPENING MECHANISM.
15. AC/DC EMERGENCY LIGHTING IS REQUIRED FOR EXITS AND ACCESS PATHS LEADING TO EXITS.
16. INSTALLATION AND TESTING OF THE AC/DC FIRE ALARM SYSTEM SHALL CONFORM TO THE 2008 NBC, CAN/ UCL-S524-M AND CAN/ ULC-537-M. UPON COMPLETION OF WORK, THE FIRE ALARM SYSTEM MUST BE VERIFIED BY A CONTRACTOR/ COMPANY OTHER THAN THE INSTALLING CONTRACTOR/ COMPANY. PROVIDE A COPY OF THE COMPLETED VERIFICATION REPORT TO THE FIRE INSPECTOR AND MAINTAIN A COPY ON SITE FOR FUTURE FIRE ALARM INSPECTION MAINTENANCE.
17. A CONSTRUCTION SAFETY PLAN & PROGRAM IS REQUIRED DURING THE CONSTRUCTION OF THIS BUILDING.
18. ALL ELECTRICAL, MECHANICAL AND STRUCTURAL PENETRATIONS THROUGH WALL ASSEMBLIES SHALL BE FILLED WITH INSULATION AND ACOUSTICALLY SEALED.
19. ALL STRUCTURAL, MECHANICAL AND ELECTRICAL ITEMS (COLUMNS, RISERS, CONDUITS, VENT, STACKS, ETC.) ARE TO BE ENCLOSED AS PART OF THIS CONTRACT. ITEMS LOCATED IN OR ADJACENT MASONRY WALLS ARE TO BE THE RESPONSIBILITY OF THE MASONRY CONTRACT. ALL OTHER ITEMS ARE TO BE ENCLOSED WITH STEEL STUDS AND GYPSUM BOARD.
20. PROVIDE TEMPORARY BRACING FOR WALLS AND ROOFS AS REQUIRED.
21. PLACE FILL AGAINST FOUNDATION WALL BOTH SIDES SIMULTANEOUSLY.
22. INSTALL ROOF TRUSSES ON BEARING WALLS AFTER THE PLYWOOD IS NAILED AND ALSO PROVIDE LATERAL BRACING FOR WALLS AS REQUIRED.
23. AT THE END OF PROJECT, THE GENERAL CONTRACTOR SHALL PROVIDE A LETTER STATING THAT ALL WORK HAS BEEN COMPLETED AS PER DRAWINGS< ADDENDUM AND SIT INSTRUCTIONS.

SOME OF THE NOTES MAY NOT BE APPLICABLE TO THIS PROJECT>



NOTES
DOORS & WINDOWS

PROJECT DESCRIPTION:
KENSINGTON
SOCCER ASSOCIATION

DRAWINGS PROVIDED BY:
KENT BUILDING SUPPLY
SUMMERSIDE, PEI

DATE:

2/20/2020

DRAWN BY:

JAB

SHEET:

A-6



BUILDING CODE DESIGN CERTIFICATE

Project Address: TOWN OF KENSINGTON

Project Description: KENSINGTON SOCCER ASSOCIATION - NEW BUILDING

This Document verifies that the Owner or Owner's Representative of the above mentioned Property has retained CHRIS JETTE, ARCHITECT to carry out the Design

(Name of Professional Engineer/Architect, Please Print)

and inspection of the work at said project in Accordance with:

NBC of C (Latest Edition as amended) ☒ and /or **NBC 2010**

NFPA 101 Life Safety Code (2003 Edition) ☐ (Check box applicable to the work being done)

Signature of Owner / Representative

FEBRUARY 02, 2020

Date

CHRIS JETTE, ARCHITECT

Please Print

902-940-0357 c.

Telephone Number

This document verifies that I have been retained by the Owner or Owners representative. I also do hereby verify that the plans attached hereto, dated 02/02/2020 and signed by

CHRIS JETTE, ARCHITECT & LOKESH GARG, ENGINEER

(Name of Professional Engineer/Architect) (Please Print)

comply with :

the **NBC of C** (Latest Edition) for a building with the use or occupancy that is considered to be

D _____ and ☒ **NBC 2010**

Group

Division

the **NFPA 101 Life Safety Code** (2003 Edition) for a building with the use and occupancy considered to be _____ and _____ ☐ (Check box applicable to the work being done)

Group

Division

I, or my designate will carry out a review of the work at intervals appropriate to ensure that the work is carried out in compliance with the objectives of either NBC of C or NFPA 101, and upon request, make reports to the Provincial Fire Marshal's Office.

If for any reason my services are terminated prior to the completion of the above mentioned project, I will immediately notify the Office of the Provincial Fire Marshal in writing.

Signature

FEBRUARY 02, 2020

Date

ARCHITECTURE 360 INC, GARG ASSOCIATES

Firm

902 940-0357

Telephone Number



FOR STRUCTURAL
DESIGN ONLY



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

| For Office Use Only | |
|---------------------|----------------------------------------------|
| Permit #: | 04/20 |
| Date Received: | Feb 19/20 |
| Date Approved: | Feb 20/20 |
| PEI Planning: | |
| Permit Fee: \$ | 100 <input checked="" type="checkbox"/> Paid |

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 26 Victoria Street East Property Tax Number (PID): 77107-000
Lot No.: 19 Subdivision Name Kensington Current Zoning: Residential
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
Purgola 10' X 10' will be located between the house and proposed garage.

Land Purchased from Barbara Auld Year Purchased 2008

| Location of Development | | Property Size | |
|-------------------------------------------|-------------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/> North | <input type="checkbox"/> East | Road Frontage <u>100</u> | Acreage <u>.33</u> |
| <input checked="" type="checkbox"/> South | <input type="checkbox"/> West | Property Depth <u>120 & 160</u> | Area sq. ft. <u>14375</u> |

2. Contact Information

APPLICANT Name: Rowan & Melissa Caseley Address: P O Box 297
Phone: 902-836-5445 Cell: 902-432-4492 Kensington, PE
Email: rowan@islandtelecom.com Postal Code: C0B 1M0

Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: Owen MacDonald and Self Address: Summerside, PE
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

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

4. Development Description

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

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

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

| Number of Stories | Number of Bedrooms | Number of Bathrooms | Ground Floor (ft) |
|-------------------|--------------------|---------------------|----------------------------------|
| | | | Width <u>16</u> Length <u>26</u> |

Detailed Project Description: Single car garage

16' x 26'

Estimated Value of Construction (not including land cost): \$18,000

Projected Start Date: May 15, 2020

Projected Date of Completion: July 31, 2020

Please provide a diagram of proposed construction:

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

See Attached

I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant

Date: February 28, 2020

VICTORIA STREET EAST
(ROUTE No. 6)
(50' WIDE)

PID No. 77107
REFERENCE: SEE PLAN
No. 933789
BY L.V. WINDSOR, P.E.I.L.S.

PID No. 77149

PID No. 77081
REFERENCE: SEE PLAN
No. 00571
BY LOCUS SURVEYS LTD.

PID No. 77065

ASPHALT DRIVEWAY

ASPHALT DRIVEWAY

DWELLING
CIVIC No. 26

GARAGE

35.2'±

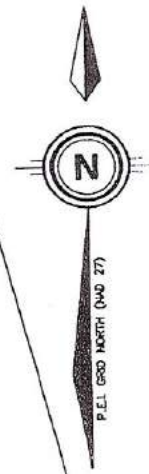
19.6'±

37.2'±

31

31

2029014



LOCATION AND
CIVIC ADDRESS
TOWNSHIP AND
PROPERTY LOC
COUNTY: PRIN
PROVINCE: PE
REGISTERED O
DEED REFERENCE
MORTGAGE: I
ENCROACHMENT

SCAL
30
BAR SCALE

NOTES:
Distances and
Building lines
Any covenant
by legal outl

CERTIFIED BY
6/1

This location
party above
this location
Locus Survey

Any use whil
on or distal
parties. Loc
suffered by
based on it

The field su
7 th day of

This location
of the Prin
Locus Survey

James C. H.
JAMES C. H.
Drawing No.
Drawn by: I

Owner Name: ROWAN B & A MELLISA CASELEY
Location: 26 VICTORIA ST E KENSINGTON



PROVINCE OF PEI DEPARTMENT OF
PROVINCIAL TREASURY
GEOMATICS INFORMATION CENTRE
11 KENT ST. CHARLOTTETOWN
PEI C1A 7N8

PHONE: 902-368-5167
FAX: 902-368-5255

WHILE THIS MAP MAY NOT BE FREE FROM ERROR OR OMISSION, CARE HAS BEEN TAKEN TO ENSURE THE BEST POSSIBLE QUALITY. THIS MAP IS A GRAPHICAL REPRESENTATION. IT IS NOT INTENDED TO BE USED TO CALCULATE EXACT DIMENSIONS OR AREAS.

SCALE: 1:2500
DATE: Dec 15, 2008
TIME: 11:29:15 AM
ACREAGE: 0.33
WORK UNIT: 1203

SAMPLE





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

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

| For Office Use Only | |
|---------------------|-------------------------------------------------|
| Permit #: | |
| Date Received: | MARCH 3/20 |
| Date Approved: | |
| PEI Planning: | |
| Permit Fee: \$ | 100.00 <input checked="" type="checkbox"/> Paid |

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 87 Broadway St. N Property Tax Number (PID): 78220
Lot No.: _____ Subdivision Name _____ Current Zoning: R1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
House and Barn.

Land Purchased from _____ Year Purchased 2000?

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

2. Contact Information

Name: Carla Arsenault Address: 87 Broadway St. N
APPLICANT Phone: 902-911-2008 Cell: _____
Email: _____ Postal Code: COB 1M0

Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____

Name: _____ Address: _____
CONTRACTOR, ARCHITECT OR ENGINEER Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached N/A.

4. Development Description

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

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

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

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

Detailed Project Description: Construct New 10 x 20 Shed.

Estimated Value of Construction (not including land cost): \$5,000

Projected Start Date: May 1, 2020 Projected Date of Completion: August 1, 2020

Please provide a diagram of proposed construction:

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

See attached

I DO SOLEMNLY DECLARE & CERTIFY:

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
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7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

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

Signature of Applicant

Date:

March 3 2020



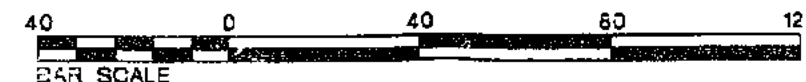
Land and Engineering Surveys

Kevin C. Brown PEIS, NSLS, P.Eng.
James A. Clow PEIS, P.Eng.
Derek A. French PEIS, CLS, P.Eng.
James C. Banks PEIS, NSLS, CLS

LOCATION CERTIFICATE

CIVIC ADDRESS DISPLAYED: 87 BROADWAY ST. NORTH
TOWNSHIP NUMBER: LOT 19
PROPERTY LOCATION: KENSINGTON
COUNTY: PRINCE COUNTY
PROVINCE: PRINCE EDWARD ISLAND
REGISTERED OWNER: KEITH & WILLIS SILLIKER
DEED REFERENCE: Book 611 ; Page 15
MORTGAGEE: SCOTIA MORTGAGE CORPORATION
ENCROACHMENTS: NONE

SCALE : 1" = 40'



NOTES:

1. Distances shown are expressed in feet, unless noted otherwise.
2. Building ties are to exterior finish, unless noted otherwise.

CERTIFIED TO: WILLIS AND NORMA SILLIKER
c/o: ANDREW WALKER (WALKER & AYLWARD)
BARRISTERS & SOLICITORS
82 SUMMER STREET
P.O. BOX 1417
SUMMERSIDE, P.E.I.
C1N 3H9

This survey has been prepared for the sole use and benefit of the party above named, and no person may copy, reproduce, distribute, or alter this plan in whole or in part without the written permission of Locus Surveys Ltd.

The field survey represented on this plan was completed on the 20th day of SEPTEMBER, 1996.

This document is not a valid copy unless it bears the original signature of the Prince Edward Island Land Surveyor, identified hereafter and seal of Locus Surveys Ltd.

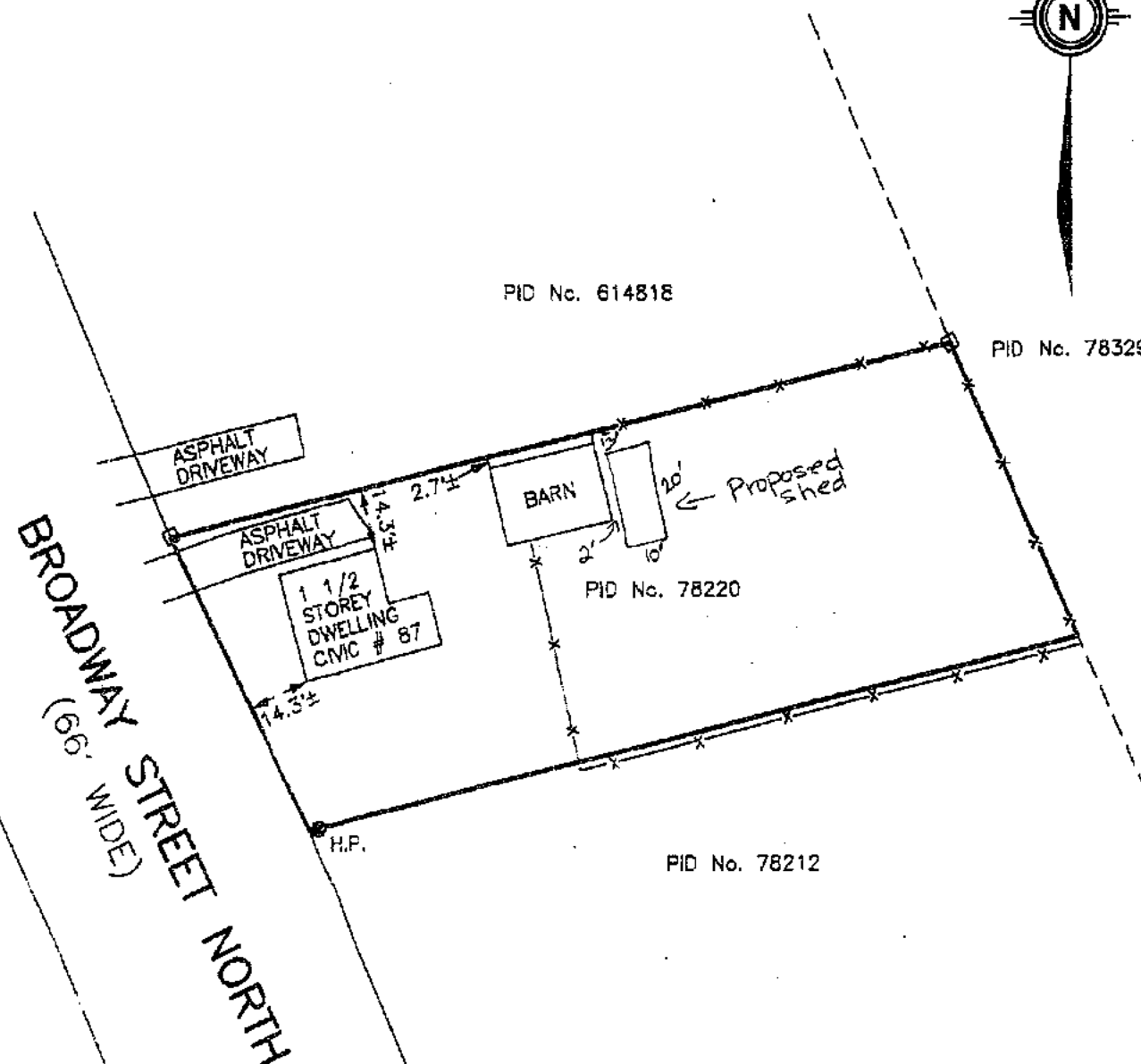
COPY

JAMES C. BANKS, P.E.I.L.S.

SIGNED
this 23rd day of SEPTEMBER, 1996.

Drawing Number: 96433

Drawn by: D.C.



LEGEND

Lands dealt with by this plan ————
Found fence ————
Found survey marker ————
Hydro pole ————



Town of Kensington Bills List January 2020

| | | |
|------------------------------------------|---------------------|-------------|
| A1 - Vacuums | 377110 | \$662.55 |
| Amalgamated Dairies Limited | 4920003022 | \$27.59 |
| Amalgamated Dairies Limited | 4920011009 | \$28.62 |
| Amalgamated Dairies Limited | 4920024019 | \$41.39 |
| Amalgamated Dairies Limited | 4920018009 | \$40.36 |
| ADL Foods | 2412130 | \$882.89 |
| ADL Foods | 2411481 | \$504.14 |
| ADL Foods | 2410551 | \$506.46 |
| ADL Foods | 2410996 | \$305.07 |
| ADL Foods | 2411479 | \$446.80 |
| Aliant | 7437171 | \$230.79 |
| Aliant | 7439778 | \$30.48 |
| Andrew Griffin | JAN 2020 RRSP | \$933.66 |
| Andrew Griffin | JAN 13, 2020 MEAL | \$15.00 |
| Auto Trim Design of PEI | 1822 | \$2,242.50 |
| Kensington Bedford Hockey Exchange | JAN 2020 DONATION | \$750.00 |
| Bell Mobility | 2-390431 | \$201.25 |
| Bev Semple | JAN 2020 CROSSWALK | \$40.00 |
| Black & McDonald Limited | 80-1070794 | \$1,291.68 |
| Brenda MacIsaac | JAN 2020 RRSP | \$441.04 |
| CAMA | 7427 | \$327.75 |
| CAMA | 7122 | \$327.75 |
| Capital "T" Electric | 751 | \$940.23 |
| Central Coastal Tourism Partnership Inc. | 1371 | \$143.75 |
| Combat Computer Inc | 60113 | \$462.27 |
| Commercial Construction | JAN 2020 | \$1,345.50 |
| Commercial Construction | TOWN HALL JAN 2020 | \$1,449.00 |
| Commercial Construction | FIRE HALL JAN 2020 | \$724.50 |
| Commercial Construction | FRONT STREET JAN 20 | \$4,755.25 |
| Canada Revenue Agency Tax Centre | OCT - DEC 2019 HST | \$45,755.04 |
| Canadian Union of Public Employees | JAN 2020 UNION DUES | \$775.31 |
| Curran & Briggs Ltd | 44667 | \$1,009.93 |

| | | |
|--------------------------------|-------------------|------------|
| D.W Mechanical | 1753 | \$563.50 |
| Eastlink | 10876350 | \$104.59 |
| Eastlink | 11115379 | \$145.94 |
| Eastlink | 11040883 | \$23.00 |
| Eastlink | 11040616 | \$97.69 |
| Eastlink | 11040280 | \$755.44 |
| Elizabeth Hubley | JAN 2020 RENT | \$805.00 |
| Family & Friends | JAN 1, 2020 LEVEE | \$1,200.70 |
| Frito Lay Canada | 43758249 | \$161.41 |
| Frito Lay Canada | 43758441 | \$164.39 |
| Frontline Outfitters | 45979 | \$173.35 |
| Geoff Baker | JAN 2020 MILEAGE | \$309.73 |
| Holland College | 541637 | \$314.89 |
| Hummingbird Creative | 2556 | \$210.45 |
| Island Respiratory Specialists | 21482 | \$280.00 |
| Irving Oil | 33270457 | \$170.09 |
| Irving Oil | 33276905 | \$350.90 |
| Irving Oil | 33264929 | \$184.03 |
| Irving Oil | 233433 | \$312.64 |
| Irving Oil | 33244203 | \$230.22 |
| Irving Oil | 222746 | \$206.70 |
| Irving Oil | 221949 | \$585.14 |
| Irving Oil | 250960 | \$340.77 |
| Irving Oil | 823509 | \$432.24 |
| Irving Oil | 820237 | \$121.62 |
| Irving Oil | 633683 | \$299.93 |
| Irving Oil | 822855 | \$471.09 |
| Irving Oil | 940343 | \$652.88 |
| Irving Oil | 646096 | \$316.51 |
| Irving Oil | 640869 | \$668.46 |
| Irving Oil | 530835 | \$653.29 |
| Irving Oil | 932612 | \$692.24 |
| Irving Oil | 949852 | \$226.60 |
| Irving Oil | 826105 | \$285.55 |

| | | |
|------------------------------------------------------|----------------------|----------|
| Irving Oil | 344253 | \$431.03 |
| Irving Oil | 339837 | \$653.15 |
| Irving Oil | 652815 | \$419.72 |
| Irving Oil | 622699 | \$196.25 |
| Irving Oil | 919287 | \$284.40 |
| Irving Oil | 33283237 | \$145.83 |
| Irving Oil | 25766 | \$46.00 |
| Irving Oil | 838068 | \$391.61 |
| Island First Aid Service | SI-11732 | \$46.00 |
| Island First Aid Service | SI-11738 | \$22.99 |
| Island Petroleum | 9566 | \$329.05 |
| Island Petroleum | 9567 | \$468.72 |
| Island Petroleum | 9563 | \$299.49 |
| Island Petroleum | 9562 | \$286.86 |
| Island Petroleum | 9564 | \$65.28 |
| Island Petroleum | 9560 | \$186.96 |
| Island Petroleum | 9561 | \$438.75 |
| Island Petroleum | 9565 | \$275.80 |
| Jack Spencer | JAN 2020 CROSSWALK | \$80.00 |
| Jamie Perry | JAN 2020 CROSSWALK | \$190.00 |
| Kays Wholesale | Z03386 | \$422.22 |
| Kay's Wholesale | Z03451 | \$425.91 |
| Kensington Agricultural Services | 39993 | \$86.51 |
| Kensington Agricultural Services | 40540 | \$615.34 |
| Kensington Agricultural Services | 40686 | \$85.82 |
| Kensington Figure Skating Association | JAN 2020 K'TOWN CASH | \$500.00 |
| Kensington Minor Hockey | JAN 2020 K'TOWN CASH | \$500.00 |
| Kensington Minor Hockey | JAN 2020 DONATION | \$100.00 |
| Kensington/Bedford Peewee Friendship Hockey Exchange | IN MEMORY MCCARVILLE | \$100.00 |
| Kent Building Supplies | 1224961 | \$35.60 |
| Kent Building Supplies | 1223656 | \$15.13 |
| Ketchum Manufacturing Inc | 418530 | \$95.51 |
| K'Town Auto Parts | 25379/5 | \$6.91 |
| Langille Sharpening Service Inc | 64265 | \$138.00 |

| | | |
|---------------------------------|----------------------|------------|
| Lewis Sutherland | JAN 2020 RRSP | \$961.14 |
| Lewis Sutherland | JAN 2020 MILEAGE | \$137.71 |
| Macey Waite Trust Fund | IN MEMORY CJ WAITE | \$50.00 |
| Maritime Electric | LIBRARY JAN 20 | \$249.14 |
| Maritime Electric | FIRE HALL JAN 20 | \$423.09 |
| Maritime Electric | CAR CHARGER JAN 20 | \$33.74 |
| Maritime Electric | TOWN HALL JAN 20 | \$1,369.82 |
| Maritime Electric | PW SHOP JAN 20 | \$164.00 |
| Maritime Electric | RADAR LTS JAN 20 | \$105.13 |
| Maritime Electric | EVK POOL JAN 20 | \$64.23 |
| Maritime Electric | STREET LIGHTS JAN 20 | \$2,909.73 |
| Maritime Electric | TRAIN STN JAN 20 | \$659.62 |
| Maritime Electric | ART CO-OP JAN 20 | \$402.16 |
| Maritime Electric | SENIOR CNT JAN 20 | \$269.46 |
| Maritime Electric | CUC SIGN JAN 20 | \$107.92 |
| Maritime Electric | CUC RINK JAN 20 | \$9,822.91 |
| Maritime Electric | CUC BALLFIELD JAN 20 | \$28.26 |
| Maritime Fire Chief Association | 2020-236 | \$70.00 |
| Mary's Bake Shoppe | JAN 13, 2020 #18 | \$21.00 |
| Malpeque Bay Credit Union | JAN 2020 RRSP | \$2,003.96 |
| Medacom Atlantic Inc | 11462 | \$251.16 |
| Minister of Finance | 79236 | \$44.97 |
| Minister of Finance | 314511 | \$168.00 |
| MJS Marketing & Promotions | 2688076 | \$51.75 |
| MJS Marketing & Promotions | 2688019 | \$276.00 |
| MJS Marketing & Promotions | 2686095 | \$276.00 |
| Moase Plumbing & Heating | 31157 | \$1,010.68 |
| Murphy's Kensington | 951965 | \$18.35 |
| Orkin Canada | 1063712 | \$44.28 |
| Orkin Canada | 1063680 | \$73.03 |
| Orkin Canada | 1063675 | \$28.75 |
| P&G Fire & Safety Inc | 8331 | \$485.99 |
| PEI Association of Exhibitions | 142 | \$400.00 |
| Pepsico | 49158205 | \$1,163.77 |

| | | |
|------------------------------------|----------------------|------------|
| Pitney Works | FEB 2020 | \$1,725.00 |
| Princess Auto | 1038309 | \$53.44 |
| Provincial Auto Parts Ltd | 996-568631 | \$165.65 |
| Revolution Media | 2657-2019 | \$172.50 |
| Robert Wood | JAN 2020 MILEAGE | \$188.00 |
| Rogers Electrical Wholesale Ltd | 272960 | \$284.18 |
| Rowan Caseley | JAN 2020 MILEAGE | \$197.40 |
| Saltwire Network | 27533 | \$278.07 |
| Mikes Independent | 01 8404 | \$13.61 |
| Mikes Independent | 01 5587 | \$36.12 |
| Mikes Independent | IND20200127 | \$106.89 |
| Mikes Independent | IND20200124 | \$47.08 |
| Scotia Securities | DOUG K JAN 2020 RRSP | \$671.66 |
| Scotiabank Visa | PAPA JOES JAN 30, 20 | \$43.42 |
| Scotiabank Visa | SPECTRUM FIRE RADIO | \$485.44 |
| Sherry's Heating Service | 2637 | \$284.63 |
| Spring Valley Building Centre Ltd | 211012 | \$102.47 |
| Spring Valley Building Centre Ltd | 10842 | \$60.72 |
| Spring Valley Building Centre Ltd | 211378 | \$121.44 |
| Staples | 550425-2799 | \$110.39 |
| Staples | 5504252799 | \$394.80 |
| Staples | JAN 21, 2020 | \$201.63 |
| Suncor Energy Products Partnership | JAN 2020 | \$830.67 |
| Superior Sanitation | 698004 | \$80.50 |
| Superior Sanitation | 698006 | \$230.00 |
| Superior Sanitation | 698005 | \$184.00 |
| Superior Sanitation | 698007 | \$207.00 |
| T & K Fire Safety Equipment Ltd | 252574 | \$1,690.27 |
| T & K Fire Safety Equipment Ltd | 252251 | \$504.62 |
| T & K Fire Safety Equipment Ltd | 252252 | \$720.44 |
| T & K Fire Safety Equipment Ltd | 252467 | \$517.50 |
| Telus | JAN 2020 | \$726.23 |
| Vail's Fabric Services Ltd | 345312 | \$215.46 |
| Vistaprint | JAN 23, 20 ADAM | \$30.35 |

| | | |
|---------------------------------------|-------------|---------------------|
| Water & Pollution Control Corporation | JAN 2020 | \$201.44 |
| WSP Canada Inc | 0899577 | \$1,837.13 |
| Yellow Pages Group | 20-7784335 | \$23.17 |
| Yellow Pages Group | 20-77851128 | \$17.65 |
| Subtotal | | <u>\$126,441.09</u> |

| | | |
|---------|--|--------------|
| Payroll | | \$131,424.70 |
|---------|--|--------------|

Capital Purchases

| | | |
|--------------------------------------|--------------------------|----------------------------|
| Carpenters Inc | Train Station | \$4,887.50 |
| Carpenters Inc | Train Station | \$40,991.66 |
| Kelly's Carpentry & Seamless Gutters | Town Hall Stairs | \$4,808.73 |
| Key Murray Law | Caseley Property Deposit | \$1,000.00 |
| WSP Canada Inc | Wellfield System Upgrade | \$3,421.48 |
| Subtotal Capital | | <u>\$55,109.37</u> |
| Total Bills | | <u>\$312,975.16</u> |

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for Jan 2020

| | Current Month | | | Year to Date | | | | |
|-----------------------------------------|---------------|--------------|--------------|----------------|----------------|--------------|----------------|-------------|
| GENERAL REVENUE | Actual | Budget | Variance | Actual | YTD Budget | Variance | Annual Budget | % Full Year |
| General Revenues | \$120,682.97 | \$93,267.00 | \$27,415.97 | \$991,662.35 | \$946,680.00 | \$44,982.35 | \$1,125,834.00 | 88% |
| Police Service | \$1,489.90 | \$3,000.00 | -\$1,510.10 | \$23,268.60 | \$30,000.00 | -\$6,731.40 | \$36,000.00 | 65% |
| Town Hall Rent | \$7,653.98 | \$7,813.00 | -\$159.02 | \$79,570.51 | \$81,030.00 | -\$1,459.49 | \$96,656.00 | 82% |
| Recreation | \$0.00 | \$0.00 | \$0.00 | \$5,395.00 | \$3,750.00 | \$1,645.00 | \$3,750.00 | 144% |
| Sales of Service | \$36,672.10 | \$37,000.00 | -\$327.90 | \$379,814.57 | \$370,000.00 | \$9,814.57 | \$444,000.00 | 86% |
| Subtotal Revenue | \$166,498.95 | \$141,080.00 | \$25,418.95 | \$1,479,711.03 | \$1,431,460.00 | \$48,251.03 | \$1,706,240.00 | 87% |
| GENERAL EXPENSES | | | | | | | | |
| Town Hall | \$20,807.33 | \$14,520.00 | \$6,287.33 | \$136,437.77 | \$136,191.00 | \$246.77 | \$162,934.00 | 84% |
| General Town | \$39,358.01 | \$53,031.00 | -\$13,672.99 | \$425,667.03 | \$433,526.00 | -\$7,858.97 | \$579,955.00 | 73% |
| Police Department | \$50,681.88 | \$45,023.00 | \$5,658.88 | \$418,267.96 | \$378,242.00 | \$40,025.96 | \$458,961.00 | 91% |
| Public Works | \$24,978.25 | \$21,182.00 | \$3,796.25 | \$175,335.58 | \$170,154.00 | \$5,181.58 | \$205,465.00 | 85% |
| Train Station | \$2,255.59 | \$2,750.00 | -\$494.41 | \$27,182.94 | \$26,895.00 | \$287.94 | \$31,940.00 | 85% |
| Recreation & Park | \$2,228.02 | \$1,045.00 | \$1,183.02 | \$71,368.11 | \$67,695.00 | \$3,673.11 | \$75,785.00 | 94% |
| Sales of Service | \$19,314.26 | \$20,116.00 | -\$801.74 | \$164,530.32 | \$156,928.00 | \$7,602.32 | \$190,071.00 | 87% |
| Industrial Park | \$1,322.78 | \$0.00 | \$1,322.78 | \$2,440.43 | | \$2,440.43 | | |
| Subtotal Expenses | \$160,946.12 | \$157,667.00 | \$3,279.12 | \$1,421,230.14 | \$1,369,631.00 | \$51,599.14 | \$1,705,111.00 | 86% |
| Net Income (Deficit) | \$5,552.83 | -\$16,587.00 | \$22,139.83 | \$58,480.89 | \$61,829.00 | -\$3,348.11 | | |
| Credit Union Centre | | | | | | | | |
| Credit Union Centre Revenue | \$38,195.13 | \$34,500.00 | \$3,695.13 | \$300,424.49 | \$312,800.00 | -\$12,375.51 | \$397,700.00 | 76% |
| Credit Union Centre Expenses | \$44,347.95 | \$39,293.00 | \$5,054.95 | \$311,867.41 | \$317,747.00 | -\$5,879.59 | \$397,408.00 | 78% |
| Net Income (Deficit) | -\$6,152.82 | -\$4,793.00 | -\$1,359.82 | -\$11,442.92 | -\$4,947.00 | -\$6,495.92 | | |
| Fire Department | | | | | | | | |
| Fire Revenues | \$20,834.50 | \$20,772.00 | \$62.50 | \$208,356.00 | \$207,720.00 | \$636.00 | \$249,264.00 | 84% |
| Fire Department Expenses | \$18,341.68 | \$18,727.00 | -\$385.32 | \$188,363.40 | \$209,570.00 | -\$21,206.60 | \$249,264.00 | 76% |
| Net Income (Deficit) | \$2,492.82 | \$2,045.00 | \$447.82 | \$19,992.60 | -\$1,850.00 | \$21,842.60 | | |
| Consolidated Net Income (Deficit) | \$1,892.83 | -\$19,335.00 | \$21,227.83 | \$67,030.57 | \$55,032.00 | \$11,998.57 | | |
| | | | | | | | \$1,421.00 | |
| Water and Pollution Control Corporation | | | | | | | | |
| Water & Sewer Revenue | \$51,373.15 | \$50,027.00 | \$1,346.15 | \$495,021.52 | \$493,025.00 | \$1,996.52 | \$593,079.00 | 83% |
| Water & Sewer Expenses | \$63,070.39 | \$48,215.00 | \$14,855.39 | \$531,244.91 | \$494,050.00 | \$37,194.91 | \$590,480.00 | 90% |
| Water & Sewer Net Income (Deficit) | -\$11,697.24 | \$1,812.00 | -\$13,509.24 | -\$36,223.39 | -\$1,025.00 | -\$35,198.39 | | |
| | | | | | | | \$2,599.00 | |

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: JANUARY 2020 CREDIT UNION CENTRE REPORT
DATE:
ATTACHMENT: STATISTICAL REPORT

January 2020

Fitplex

Programming: Aerobics\Fitness Classes Programming

| | |
|--------------------|-----------------|
| Mondays 9:00 am | Darcey Busch |
| Mondays 6:30 pm | Kensington Wild |
| Tuesdays 4:00 pm | Darcey Busch |
| Tuesdays 6:30 pm | Traci Campbell |
| Wednesdays 8:30 am | Darcey Busch |
| Wednesdays 6:30 pm | Kensington Wild |
| Thursday 4:00 pm | Darcey Busch |
| Thursday 6:30 pm | Traci Campbell |
| Saturday 8:30 am | Traci Campbell |
| Sundays 4:00 pm | Peewee Matrix |

Hours

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

Arena

- 3 Wild home games and 2 Vipers home games.
- Hosted David Martin Memorial Midget A tournament
- Hosted Kensington \Bedford Exchange
- Hot water heater was added to supply shower water to dressing rooms 5-6-7 to lessen load on rooms 1-2-3 and have faster hot water to showers.

- Electric heaters added to dressing room 5 and dressing room 6 to address the on-going heat issues at back end of the building.

Kensington Cash

| | |
|-----------|-----------------------|
| Jan, 2020 | \$210.00 |
| | \$220.00 |
| | \$220.00 |
| | <u>\$225.00</u> |
| | <u>Total \$875.00</u> |

Ball Fields

Nothing to report

Senior Center

Activities at the senior center on a weekly basis

- Exercise classes
- Story Board
- Leather working
- Meetings
- Painting
- Touch therapy
- Furnace was repaired –no heat from radiators but hot water was working.

Upcoming Events

- Kensington Winter Carnival Feb 6-9, 2020
- Kensington Wild Hockey Tournament Feb 15-16, 2020
- Initiation Jamboree Feb 17, 2020
- ADL Ice Competition Feb 22, 2020
- Kensington Figure Skating Ice Show March 6, 2020
- Aaron Doyle Mardi Gras Tournament March 26-29, 2020
- Shane Cormier Memorial Tournament Pee wee 'A' April 3-5, 2020
- KISH High School Hockey Tournament April 6-11, 2020

Town of Kensington

Credit Union Centre Monthly Statistical Data

2020

| Category | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
|-----------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|------|
| Fitplex | | | | | | | | | | | | | |
| Total Members | 270 | | | | | | | | | | | | 270 |
| Attendance | 1490 | | | | | | | | | | | | 1490 |
| Day Passes Sold | 28 | | | | | | | | | | | | 28 |
| Memberships Sold | 42 | | | | | | | | | | | | 42 |
| Monthly Payment Memberships | 54 | | | | | | | | | | | | 54 |
| Arena | | | | | | | | | | | | | |
| Hours Rented | 158 | | | | | | | | | | | | 158 |
| Preschool (Free) | 3 | | | | | | | | | | | | 3 |
| Adult Skate | 3 | | | | | | | | | | | | 3 |
| Donated Ice Time | 0 | | | | | | | | | | | | 0 |
| Total Hours Rented | 164 | | | | | | | | | | | | 164 |
| Storm Days (no rentals) | 4 | | | | | | | | | | | | 4 |

2019

| Category | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
|-----------------------------|---------|----------|-------|-------|------|------|------|--------|-----------|---------|----------|----------|-------|
| | | | | | | | | | | | | | |
| Total Members | 270 | 262 | 258 | 250 | 242 | 230 | 218 | 215 | 226 | 245 | 255 | 260 | 2931 |
| Attendance | 1525 | 1420 | 1200 | 1140 | 1080 | 950 | 875 | 820 | 1011 | 1225 | 1350 | 1300 | 13896 |
| Day Passes Sold | 26 | 18 | 20 | 22 | 20 | 22 | 20 | 15 | 21 | 25 | 24 | 20 | 253 |
| Memberships Sold | 44 | 32 | 25 | 22 | 20 | 21 | 18 | 19 | 22 | 37 | 24 | 30 | 314 |
| Monthly Payment Memberships | 54 | 53 | 52 | 53 | 51 | 52 | 50 | 49 | 50 | 51 | 52 | 52 | 619 |
| Arena | | | | | | | | | | | | | |
| Hours Rented | 149 | 144 | 135 | 110 | 0 | 0 | 0 | 0 | 58 | 158 | 175 | 140 | 1069 |
| Preschool (Free) | 4 | 4 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 4 | 19 |
| Adult Skate | 4 | 4 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 4 | 19 |
| Donated Ice Time | 0 | 10 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17 |
| Total Hours Rented | 157 | 162 | 141 | 117 | 0 | 0 | 0 | 0 | 58 | 158 | 183 | 148 | 1124 |
| Storm Days (no rentals) | 2.5 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 11 | 0 | 0 | 0 | 17.5 |



Mayor's Report to Town Council

March 9, 2020

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

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

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

Baden Powell Banquet – I had the pleasure of attending the banquet which the local scout troop hold every year to recognize and celebrate the founder of the Scout movement. Awards were handed out to recognize years of scout leadership to some leaders and A. J. Cahill, representing Malpeque Bay Credit Union made a donation to the troop. Fire Chief Rodney Hickey was the guest speaker and informed the attendees of interesting facts about fire safety and things you should do and do not do in the case of a fire.

Kensington and Area Chamber of Commerce AGM – The meeting this year was held on Friday afternoon in the lower room of Town Hall. The attendance was reasonable and the annual reports were received and accepted. A new Constitution recommended by the Board of Directors was presented and adopted by the AGM. I had the pleasure of swearing in the new president – John Davison and vice president – Iain McCarville. Minister Matthew McKay attended and represented the province. All those in attendance were invited to gather at the Island Stone Pub following the meeting for social time.

Beautification Committee (Heart of PEI initiative) – This committee meets regularly and are working to identify areas within the town as well as the surrounding communities for opportunity to improve the beauty of the area. This committee had requested a list of the number of public parking spaces within the town. I provided them with a list and location of 254 public parking spaces within close proximity to downtown. The committee agreed to attend the next meeting of the Rural Beautification Society and see what can be gleaned from them to try to build on what they are doing across the Island.



Family Violence Walk – After having to reschedule this “Walk Against Family Violence” twice due to extremely cold days, we finally had our walk around town on Thursday March 5. Thank you to over 100 students and teachers from KISH who joined with us and to Police Chief Sutherland for organizing this event. It is a great way to draw attention and awareness to the need to end family violence. Thank you to all helped make this event an annual event with donation of goods, etc. At the risk of missing someone I will name the ones I know and apologies for the ones I have missed - Malpeque Bay Credit Union, KISH, Mary’s Bake Shop, Coreen Pickering and Town Staff.

Iain McCarville - Barrister, Solicitor and Attorney – One of our own former residents Iain M. McCarvill was sworn in as a Barrister, Solicitor and Attorney of the Supreme Court of Prince Edward Island. He works at Key Murray Law in Summerside. I was pleased to have received an invitation to attend as Iain is well known in Kensington, having been brought up here (parents Shawn and Joanne McCarvill), is currently the vice president of the Kensington and Area Chamber of Commerce and is also well known for his musical talents. Congratulations Iain. We wish you all the best in your new career.

Rural Beautification Committee – Deputy Mayor Pickering, Julia Cameron, Jaimie Zehr, Grace Jenkins and I attended a regular meeting of the Rural Beautification Society of Prince Edward Island. Councillors will recall the Town of Kensington in one of the sponsors of this organization. The committee welcomed us as guests and were very interested in hearing about what the “Heart of PEI” is looking to accomplish. It fits in well with their mandate which is to encourage people to make their property and communities look good for our visitors. The Heart of PEI are interested in getting more people to be aware of the Rural Beautification Society and some attendees even agreed to consider becoming sponsors as well.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Date: March 2, 2020 | Request for Decision No: 2020-09 |
| Topic: Access to Information and Protection of Personal Information Bylaw (Bylaw # 2020-01) – Second Reading and Formal Adoption | |
| <p>Proposal Summary/Background:</p> <p>Under the <i>Municipal Government Act (MGA)</i>, certain bylaws are required by all municipalities. Other bylaws are required only if the municipality decides to provide the service or regulate an activity. One of the Bylaws required by the MGA (for all municipalities) is the <i>Access to Information and Protection of Personal Information Bylaw</i>. The attached Bylaw is set to take effect on April 1, 2020.</p> <p>Generally, the Bylaw regulates what information is accessible to the public and the processes involved to access such information, i.e. timelines, cost, etc. The Bylaw further provides regulation of the collection, use and protection of personal information.</p> <p>The Bylaw was given first reading and approval at the February regular meeting of Town Council. It was agreed, at that time, that the Bylaw would be brought forward for second reading, approval and formal adoption at Council's regular March meeting.</p> | |
| <p>Benefits:</p> <ul style="list-style-type: none"> Will provide Council, administration and the general public with clear direction as it relates to access to information and the protection of personal information. | |
| <p>Disadvantages:</p> <ul style="list-style-type: none"> None Noted. | |
| <p>Discussion/Comments:</p> <p>Division 5 (Sections 147 and 148) of the MGA provides for the authority (and mandate) for a Council to, by Bylaw, regulate access to information and protection of personal information. Division 5 states:</p> <p><i>147. Access to information</i></p> <p><i>(1) A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality, including but not limited to information in relation to the following matters:</i></p> <ul style="list-style-type: none"> <i>(a) assessment information;</i> <i>(b) approved financial plans;</i> <i>(c) approved annual financial statements;</i> <i>(d) auditor reports;</i> <i>(e) minutes of all meetings of the council and council committees;</i> <i>(f) bylaws or proposed bylaws which have received first reading;</i> <i>(g) resolutions of the council and council committees passed at open meetings of the council or council committee together with any relevant information that was taken into</i> | |

consideration in the decision to pass the resolution;
(h) permits which have been issued;
(i) approvals which have been granted;
(j) all grants, contributions and donations, with the name of each recipient;
(k) all contracts, except a contract
 (i) in respect of which the release of information could jeopardize an individual's safety or security, or
 (ii) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of a municipality;
(l) all compensation, expenses and other payments made annually to each council member pursuant to section 82;
(m) strategic plans;
(n) all policies;
(o) all documents that have been tabled or adopted at open meetings of the council or council committees that
 (i) are not included in clauses (a) to (n),
 (ii) do not fall within the scope of subsection 119(1), and
 (iii) are not subject to solicitor–client privilege.

Personal information

(2) No personal information, except a person's address, that is included in any of the types of information listed in clauses (1)(a) to (o) shall be disclosed except in accordance with the regulations and

(a) to the person whose personal information it is;
(b) to a person authorized by the person referred to in clause (a); or
(c) in accordance with a bylaw made under section 148.

Personal information, defined

(3) In this section and in clause 119(1)(c) and section 148, "personal information" means personal information as defined in clause 1(i) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, Cap. F-15.01.

New municipality

(4) The council of a municipality established after the coming into force of this section shall comply with subsection (1) within 12 months after the date of the order of the Lieutenant Governor in Council that established the municipality. 2016,c.44,s.147.

148. Protection of privacy

(1) A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that protects the personal information collected by the municipality and provides rules in accordance with the regulations respecting

(a) what personal information may be collected by the municipality;
(b) the purposes for which the personal information may be collected;
(c) how the personal information may be used; and
(d) who may have access to the personal information.

Correction of personal information

(2) A bylaw made under subsection (1) shall provide for access by an individual to the individual's personal information for the purpose of verifying and, if necessary, correcting the personal information.

Notice to individual

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

Application

(4) This section applies in respect of personal information in a record or document created on and after the coming into force of this section.

New municipality

(5) The council of a municipality established after the coming into force of this section shall comply with subsection (1) within 12 months after the date of the order of the Lieutenant Governor in Council that established the municipality. 2016, c.44,s.148.

It is recommended that Town Council give second reading, approval and formal adoption to the Town of Kensington Access to Information and Protection of Personal Information Bylaw as presented.

Options:

1. Give second reading, approval and formal adoption to the Town of Kensington Access to Information and Protection of Personal Information Bylaw.
2. Not give second reading, approval or formal adoption to the Bylaw.
3. Refer the matter back to staff.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

That Town Council consider and adopt the following resolution:

Resolution 1

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a first time at a regularly scheduled meeting of Town Council on February 10, 2020;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby read a second time.

Resolution 2

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a first time at a regularly scheduled meeting of Town Council on February 10, 2020;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby approved.

Resolution 3

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a first time at a regularly scheduled meeting of Town Council on February 10, 2020;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby formally adopted.



**ACCESS TO INFORMATION AND PROTECTION OF PERSONAL
INFORMATION BYLAW
BYLAW 2020-01**

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

1. Title

- (1) This bylaw shall be known and cited as the “Access to Information and Protection of Personal Information Bylaw.”

2. Definitions

- (1) “Act” means the Municipal Government Act.
- (2) “Applicant” means a person applying for access to information under the Act or this bylaw.
- (3) “Chief Administrative Officer” or “CAO” means the administrative head of the municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- (4) “Coordinator” means an Access to Information and Protection of Privacy Coordinator appointed by Council in accordance with the Regulations and this bylaw.
- (5) “Council” means the Mayor and Councillors for the Municipality
- (6) “Development” means development as defined in the *Planning Act* R.S.P.E.I. 1988, Cap P-8.
- (7) “Law enforcement” means
 - (a) policing, including criminal intelligence operations,
 - (b) a police, security or administrative investigation, including the complaint giving rise to the investigation, that leads or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the investigation or by another body to which the results of the investigation are referred, or
 - (c) proceedings that lead or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the

proceedings, or by another body to which the results of the proceedings are referred.

- (8) “Municipality” means the Town of Kensington.
- (9) “Personal information” means personal information as defined in clause 1(i) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I., 1988, Cap. F-15.01, but does not include a person’s address.
- (10) “Record” means any information that a municipality is required to provide access to under subsection 147(1) of the *Municipal Government Act*.
- (11) “Regulations” mean the Access to Information and Protection of Personal Information Regulations under the Act.
- (12) “Third party” means a person, a group of persons or an organization other than an applicant or a municipality.

3. General

- (1) Records shall be available for public inspection at the office of the municipality.
 - (a) During regular office hours.
- (2) Schedule ‘1’ may be amended by resolution as permitted in clause 135(2)(c) of the Act but shall comply with all legal requirements for the access to information and protection of personal information.
- (3) Council shall not appoint a person to act as the Coordinator who is
 - (a) a member of Council; or
 - (b) the CAO of another municipality.
- (4) The Coordinator’s duties shall include
 - (a) accepting and processing applications for access to information;
 - (b) clarifying and responding to access to information applications, including deciding whether to grant or refuse the application for access to information;
 - (c) providing education and training to members of council and employees of the municipality with respect to the bylaw and the Act as it applies to access to information and the protection of personal information;
 - (d) assisting municipal staff in conducting searches in response to access to information applications;
 - (e) preparing fee estimates;
 - (f) appointing a Coordinator replacement in the instance of their temporary absence, i.e. vacation, sick; and

- (g) providing a written annual report to the council of the municipality which includes, at a minimum,
 - (i) the number of applications for access to information,
 - (ii) the number of applications where access to information was granted, and the number of applications where access to information was denied.

4. Application process for access to information

- (1) An application for access to information shall be made by the applicant, in writing, to the Coordinator.
- (2) An application for access to information shall
 - (a) provide sufficient detail to enable the Coordinator to identify the information sought, and
 - (b) indicate whether the applicant is requesting a photocopy of the information or to examine the information.
- (3) An application for access to information made under subsection 4(1) may be made by an application in electronic format where the Coordinator consents to receiving the application by electronic means.
- (4) Subsequent communications between an applicant and the Coordinator may be by electronic means where both the Coordinator and the applicant consent to communicate by that means.
- (5) The Coordinator may exempt an applicant from the requirement for requests to be made in writing for requests to access the records referred to in subsection 6(2) of this bylaw.

5. Entitlement to access

- (1) Subject to subsection 5(2) of this bylaw and subsection 6(3) of the regulations, an applicant is entitled to access records and the Coordinator shall provide records that were created or collected by the municipality which, at a minimum, includes access to the types of information referred to in subsection 147(1) of the Act.
- (2) An application for access to information that contains personal information of another individual or information of a third party, or information not referred to in subsection 6(2) of this bylaw shall be made to the Coordinator in accordance with the requirements of section 4.

6. Records available for inspection

- (1) Subject to the restrictions on information set out in subsection 6(3) of the Regulations, access to information includes, but is not limited to, records in relation to the following matters:
 - (a) assessment information;

- (b) approved financial plans;
 - (c) approved annual financial statements;
 - (d) auditor reports;
 - (e) minutes of all meetings of the council and council committees;
 - (f) bylaws or proposed bylaws which have received first reading;
 - (g) resolutions of the council and council committees passed at open meetings of the council or council committee together with any relevant information that was taken into consideration in the decision to pass the resolution;
 - (h) permits which have been issued;
 - (i) approvals which have been granted;
 - (j) all grants, contributions and donations, with the name of each recipient;
 - (k) all contracts, except a contract
 - (i) in respect of which the release of information could jeopardize an individual's safety or security, or
 - (ii) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of a municipality;
 - (l) all compensation, expenses and other payments made annually to each council member pursuant to section 82 of the Act;
 - (m) strategic plans;
 - (n) all policies;
 - (o) all documents that have been tabled or adopted at open meetings of the council or council committees that
 - (i) are not included in clauses (a) to (n),
 - (ii) do not fall within the scope of subsection 119(1) of the Act, and
 - (iii) are not subject to solicitor-client privilege.
- (2) The following records shall be available within two business days upon request:
- (a) current approved financial plans,
 - (b) current approved annual financial statements,
 - (c) audited financial reports,
 - (d) approved minutes of all council and council committee meetings,

- (e) resolutions contained in the register referred to in clause 93(3)(i) of the Act
 - (f) current strategic plans,
 - (g) all policies,
 - (h) bylaws or proposed bylaws that have received first reading,
 - (i) all compensation, expenses and other payments made annually to each council member, council committee member and all members of any boards or other bodies established by council for the previous year.
- (3) For records not included in subsection 6(2) of this bylaw to which access is authorized by the Act, the bylaw or any other Act; and where the information is reasonably accessible to the municipality, the Coordinator shall, within 30 days of the application for access to information,
- (a) provide the applicant with a written estimate of any fees that may be charged for copies of the record or document containing the information; and
 - (b) subject to the payment of any fees required under section 20 of this bylaw, allow the applicant access to the information.
- (4) Where, in the opinion of the Coordinator, the requested information cannot reasonably be accessed within 30 days of the date of receipt of the application, the Coordinator
- (a) shall inform the applicant, in writing, when the information will be accessible; and
 - (b) shall provide the applicant with a written estimate of any fees that will be charged for copies of the record or document containing the information.
- (5) Where the Coordinator refuses the application for access to information, the Coordinator shall provide the applicant with written notification of the reasons for the refusal and the provision of the Act or bylaw on which the refusal is based.

7. Application of bylaw

- (1) This bylaw applies to information that was created or collected on and after the coming into force of the Act by or otherwise under the control of the municipality.
- (2) This bylaw also applies to information that was created or collected prior to the coming into force of the Act by or otherwise under the control of the municipality, where that information was required to be public under previous legislation, including but not limited to:
 - (a) minutes of all meetings of council;

- (b) audited financial statements;
- (c) approved budgets;
- (d) bylaws; and
- (e) any information required to be shared publicly under section 23.1 of the *Planning Act*.

8. Inspection of records or documents

- (1) The inspection of records or documents containing the information requested by an applicant shall be made under the supervision of an employee of the municipality.
- (2) Subject to any fees that may be charged, copies of records or documents shall be provided by the municipality to an applicant on the request by the applicant as a photocopy of the record or document or by an electronic version of the record or document if available.

9. Records not available

- (1) Notwithstanding anything contained in this bylaw, no person, other than members of council or staff authorized by the CAO, shall have the right to inspect or obtain a copy of any record that:
 - (a) is subject to solicitor-client privilege;
 - (b) is a record of a closed meeting of council or a council committee where the matters discussed related to:
 - (i) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
 - (ii) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
 - (iii) personal information, other than a person's address, that is protected under the Act;
 - (iv) relates to confidential human resource matters relating to specific employees;
 - (v) is a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;
 - (vi) relates to the conduct of existing or anticipated legal proceedings;
 - (vii) relates to the conduct of an investigation under, or enforcement of, an Act or bylaw; or
 - (viii) is information which, if disclosed, could prejudice security and the maintenance of the law.

- (2) The minutes of a closed meeting shall be made available to the public and shall be restricted to
 - (a) the date of the meeting;
 - (b) the type of matter under subsection 119(1) of the Act that was discussed during the meeting; and
 - (c) who was present at the meeting.
- (3) The municipality shall make public, when confidentiality is no longer required, any matter which has been considered at a council or council committee meeting closed to the public pursuant to subsection 119(4) of the Act.

10. Personal information contained within records

- (1) No personal information, except a person's address, that is included in any of the types of records listed in subsection 6(2) of this bylaw shall be disclosed except
 - (a) to the person whose personal information it is;
 - (b) to a person authorized in writing by that person; or
 - (c) in accordance with this bylaw.
- (2) A person's address shall only be disclosed where the person's address is pertinent to the matter being considered by council, including matters such as:
 - (a) an application made pursuant to an official plan and bylaw where the address is the subject of the application;
 - (b) a matter dealing with the enforcement of a bylaw where the address is the subject of the discussion.

11. Authority to collect personal information

- (1) No personal information may be collected unless
 - (a) the collection of that information is expressly authorized by or under an enactment of Prince Edward Island or Canada or a bylaw of the municipality;
 - (b) the information relates directly to and is necessary for operating a program or activity of the municipality; or
 - (c) the information is collected for the purposes of law enforcement.

12. Manner of collection of personal information

- (1) All personal information shall be collected directly from the individual to whom it relates unless
 - (a) the information may be disclosed to the municipality under the *Freedom of Information and Protection of Privacy Act*;

- (b) another method of collection is authorized by that individual or by an enactment or bylaw referred to in clause 12(1)(a);
 - (c) the information is necessary to determine the eligibility of an individual to participate in a program of or receive a benefit, product or service from the municipality and is collected in the course of processing an application made by or on behalf of the individual the information is about, or to verify the eligibility of an individual who is participating in a program of or receiving a benefit, product or service from the municipality and is collected for that purpose;
 - (d) the information is collected for the purpose of collecting a fine or a debt owed to the municipality;
 - (e) the information is collected for the purpose of managing or administering personnel of the municipality;
 - (f) the information concerns an individual who is designated as a person to be contacted in an emergency, or other specified circumstances;
 - (g) the information is collected for the purpose of determining suitability for an honour or award; or
 - (h) the information is collected for the purpose of law enforcement.
- (2) Where personal information is collected directly from an individual under subsections 11(1) or 12(1), the individual is to be informed of
- (a) the purpose for which the information is collected;
 - (b) the specific legal authority for the collection; and
 - (c) the contact information of an employee of the municipality who can answer the individual's questions about the collection.

13. Use of personal information

- (1) Where an individual's personal information is used by the municipality, the municipality shall
 - (a) make every reasonable effort to ensure that the information is accurate and complete; and
 - (b) retain the personal information in accordance with the records retention bylaw of the municipality.
- (2) For greater certainty, a reference in this section and in sections 14, 16 and 17 to the collection, use or disclosure of personal information by the municipality includes the collection, use or disclosure of the personal information by
 - (a) an employee of the municipality;
 - (b) a volunteer, including a volunteer firefighter;

- (c) a person appointed to conduct an inquiry under subsection 217(2) of the Act;
- (d) a supervisor appointed under subsection 219(2) of the Act; and
- (e) an official trustee appointed under subsection 220(1) of the Act.

14. Correction to personal information

- (1) An individual has the right to request that the coordinator correct personal information where the individual believes there is an error or omission in the individual's personal information.
- (2) The coordinator is prohibited from correcting or otherwise altering an opinion included in an individual's personal information, including a professional or expert opinion.
- (3) A request for a correction to personal information shall be made in writing by the individual whose personal information it is, or by an authorized person on that individual's behalf.
- (4) A request for a correction to personal information shall provide sufficient detail to enable the coordinator to identify the personal information that is the subject of the request.
- (5) A request in writing may be satisfied by a request in electronic format where the coordinator consents to receiving the request by electronic means.
- (6) Subsequent communications between an individual making a request for correction and the coordinator may be by electronic means where both the coordinator and the individual consent to communicate by that means.
- (7) The coordinator shall make the correction requested in accordance with the procedure specified in section 15 unless prohibited by law from doing so.

15. Record of a request to correct personal information

- (1) Following a request to correct personal information
 - (a) where a correction is made in response to a request under subsection 14(1), the coordinator shall make a notation either on the record or document in question or attached to it that a correction has been requested and made; or
 - (b) where no correction is made in response to a request under subsection 14(1), or a correction is prohibited under subsection 14(2), the coordinator shall make a notation that there was a request to make a correction to the individual's personal information either on the record or document in question or attached to it.
- (2) Within 60 days after the request under subsection 14(1) is received, the coordinator shall give written notice to the individual that
 - (a) the correction has been made under clause 15(1)(a); or

- (b) no correction has been made under clause 15(1)(b).
- (3) The coordinator shall notify any third party to whom personal information has been disclosed within the preceding year that a request to correct that personal information has been made and the decision that was made in response to the request.
- (4) Notwithstanding subsection (3), the Coordinator may dispense with notifying a third party as required in that subsection if
 - (a) in the opinion of the Coordinator, the request to correct the personal information and the decision that was made is not material; and
 - (b) the individual who requested the correction is advised and agrees in writing that notification is not necessary.
- (5) Where the personal information that is the subject of a request for correction was collected by another party or another party created the record or document containing the personal information, the coordinator may, within 30 days from receiving the request to correct the personal information under section 14, transfer the request to that party.
- (6) Where a request is transferred under subsection 15(5), the Coordinator shall notify the individual of the transfer as soon as possible.

16. Protection of personal information

- (1) The CAO shall ensure that personal information is protected by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, disposal or destruction of personal information
- (2) In order to ensure that personal information is protected, the municipality may use personal information only:
 - (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
 - (b) if the individual to whom the information pertains has identified the information and consented, in writing, to the use;
 - (c) for a purpose for which that information may be disclosed by the municipality under section 17; or
 - (d) to the extent necessary to enable the municipality to carry out its purpose in a reasonable manner.

17. Disclosure of personal Information

- (1) The municipality may disclose personal information only:
 - (a) for the purpose of complying with the Act or the bylaw;
 - (b) for the purpose of complying with an enactment of Prince Edward Island or Canada;

- (c) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
 - (d) if the individual the information is about has identified the information and consented, in writing, to the disclosure;
 - (e) for determining an individual's suitability or eligibility for a program or benefit, including determining if an individual remains eligible or suitable for a program or benefit that individual is already participating in;
 - (f) if the information is necessary for the delivery of a program or service of the municipality;
 - (g) for the purpose of managing or administering personnel of the municipality or to a representative of a bargaining agent who has been authorized, in writing, by the employee to whom the information pertains to make an inquiry; or
 - (h) to a law enforcement agency in Canada to assist in an investigation
 - (i) undertaken with a view to a law enforcement proceeding, or
 - (ii) from which a law enforcement proceeding is likely to result.
- (2) The municipality may disclose personal information about an individual
- (a) when the information is available to the public;
 - (b) if the information is of a type that is routinely disclosed in a business or professional context and the disclosure is
 - (i) limited to the individual's name and business contact information, including business title, address, telephone number, facsimile number and email address, and
 - (ii) does not reveal other personal information about the individual or personal information about another individual; or
 - (c) if the CAO believes, on reasonable grounds, that the disclosure will avert or minimize an imminent danger to the health or safety of any person.
- (3) For the purposes of sections 16 and 17, a use or disclosure of personal information is consistent with the purpose for which the personal information was collected or compiled if the use or disclosure
- (a) has a reasonable and direct connection to that purpose; and
 - (b) is necessary for performing the statutory duties of, or for operating an authorized program of, the municipality that uses or discloses the personal information.
- (4) Notwithstanding any other provision of this bylaw in relation to the protection of personal information

- (a) the municipality may disclose personal information in an individually identifiable form for a research purpose, including statistical research, only if
 - (i) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form,
 - (ii) the provision of information is not harmful to the individual the information is about and the benefits to be derived from the provision of information are clearly in the public interest,
 - (iii) the CAO has approved conditions relating to the following:
 - (A) security and confidentiality,
 - (B) the removal or destruction of individual identifiers at the earliest reasonable time, and
 - (C) the prohibition of any subsequent use or disclosure of the information in individually identifiable form without the express authorization of the council; and
 - (b) the person to whom the information is disclosed has signed an agreement to comply with the approved conditions, the Act, the bylaw and any other bylaws, policies and procedures of the municipality relating to the confidentiality of personal information.
- (5) The only personal information that a municipality shall disclose to an applicant in relation to a third party is information authorized to be disclosed under the Act or the bylaw made in accordance with the Regulations.
- (6) The Coordinator may refuse to disclose to an applicant
- (a) information, including personal information about the applicant, if the disclosure could reasonably be expected to
 - (i) threaten anyone else's safety or mental or physical health, or
 - (ii) interfere with public safety;
 - (b) personal information about the applicant if, in the opinion of a physician, psychologist, psychiatrist or any other appropriate expert depending on the circumstances of the case, the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's health or safety; and
 - (c) information in a record or document that reveals the identity of an individual who has provided information to the municipality in confidence about a threat to an individual's safety or mental or physical health.

18. Complaints

- (1) An individual who believes that the individual's personal information has been collected, used or disclosed, or has not been corrected, in contravention

of the Act or the bylaw may, in writing, file a complaint with the council of the municipality and request that a review of the matter be conducted.

19. Adjudicator

- (1) Upon receiving a complaint and a request for a review of the matter referred to in subsection 18(1), the council of the municipality shall, by resolution and as soon as practicable, appoint an adjudicator.
- (2) The adjudicator referred to in subsection 19(1) shall be an independent third party.
- (3) All costs associated with the review of the complaint by the adjudicator, including the fees and expenses of the adjudicator, shall be the responsibility of the municipality.
- (4) The adjudicator has authority to decide all questions of fact and law arising during the course of the review.
- (5) The individual requesting the review and the municipality shall be given the opportunity to make representations to the adjudicator.
- (6) No person, other than the individual who requested the review and the municipality is entitled to be present during, to have access to or to comment on representations made to the adjudicator, except with the written consent of both parties.
- (7) The adjudicator has the authority to decide whether the representations may be made orally, in writing or both.
- (8) The individual who requested the review and the municipality may be represented by legal counsel or an agent.
- (9) The adjudicator's review shall be completed within 90 days after the council of the municipality receives the request unless the adjudicator
 - (a) notifies the individual who requested the review and the municipality that the adjudicator is extending that period; and
 - (b) provides an anticipated date for the completion of the review.
- (10) Upon completion of the review, the adjudicator shall issue a decision, in writing, including reasons for the decision, ordering one or more of the following:
 - (a) that the municipality not correct the personal information of the individual who requested the review;
 - (b) that the municipality correct the personal information of the individual who requested the review;
 - (c) that the municipality stop collecting, using or disclosing personal information in contravention of the Act or the bylaw;

- (d) that the CAO destroy personal information collected in contravention of the Act or the bylaw;
 - (e) that the complaint be dismissed.
- (11) In addition to the order referred to in subsection 19(10), the adjudicator may make other recommendations that the adjudicator determines appropriate.
- (12) The adjudicator shall provide a copy of the decision
 - (a) to the person who requested the review;
 - (b) to the CAO of the municipality concerned; and
 - (c) to the council of the municipality concerned.
- (13) The municipality shall comply with the decision not later than 40 days after being given a copy of a decision of the adjudicator except
 - (a) the municipality shall not take any steps to comply with the decision of the adjudicator until the end of the period for bringing an application for judicial review of the decision under the *Judicial Review Act* R.S.P.E.I. 1988 Cap. J-3; and
 - (b) if an application for judicial review is made before the end of the period referred to in clause (a), the decision of the adjudicator is stayed until the application is dealt with by the court.
- (14) The adjudicator may, at any time during the review, attempt to informally resolve the complaint referred to in section 18.

20. Fees

- (1) At no time shall an applicant be charged fees that exceed the actual cost of the services and materials provided by the Municipality.
- (2) An applicant requesting a record or document shall pay to the Municipality the fees set out in Schedule 1 for the purpose of
 - (a) locating, retrieving and producing the record;
 - (b) preparing the record for disclosure;
 - (c) shipping and handling the record;
 - (d) supervising the examination of records; and
 - (e) providing copies of the record.
- (3) Notwithstanding any other provision of this Bylaw, fees do not apply to requests for an applicant's own personal information, except for photocopying fees.
- (4) An applicant may, in writing, request that the coordinator waive all or part of the fee for a specified request, and

- (a) the Coordinator may waive all or part of the fee, if in the coordinator's opinion
 - (i) the applicant cannot afford to pay the fee or for any reason it is appropriate, or
 - (ii) the record or document containing the information relates to a matter of public interest, including public health, safety or environment

21. Effective Date

- (1) This Access to Information and Protection of Personal Information Bylaw, Bylaw # 2020-01, shall be effective on April 1, 2020.

First Reading:

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01, was read a first time at the Council meeting held on the _____ day of _____, 2020.

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Second Reading:

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01, was read a second time at the Council meeting held on the _____ day of _____, 2020.

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Approval and Adoption by Council:

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Signatures:

Rowan Caseley, Mayor

Geoff Baker, CAO

This Access to Information and Protection of Personal Information Bylaw, Bylaw #2020-01 adopted by the Council of the Town of Kensington on _____
is certified to be a true copy of the original as seen by me.

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

Schedule 1 – Fees for accessing or copies of records

| Type of information | Timeframe | Photocopying/ printing | Services/Time |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category I – available on demand (bylaw subsection 6(2)) | Office hours/as agreed to between applicant and Coordinator if no office hours | Max \$0.08 per page | No charge. |
| Category II – readily available but not necessarily on hand – (bylaw subsection 6(3)) or available on demand under 6(2) but older than two years | 30 days from application to when the fee estimate and access to records or copies if requested must be provided to applicant | Max \$0.08 per page | <p>Charged at \$20.00 per hour for Administration staff.</p> <p>Charged at \$45.00 per hour for senior staff.</p> <p>Any legal fees charged at cost.</p> <p>Coordinator to provide cost estimate prior to beginning search/retrieval process.</p> <p>Such cost estimate shall not be exceeded without the prior written consent of the applicant.</p> |
| Category III – Information that cannot reasonably be accessed within 30 days of the application (Bylaw subsection 6(4)) | 30 days from application the estimate of time and the written estimate of fees must be provided to applicant | Max \$0.08 per page | <p>Charged at \$20.00 per hour for Administration staff.</p> <p>Charged at \$45.00 per hour for senior staff.</p> <p>Any legal fees charged at cost.</p> <p>Coordinator to provide cost estimate prior to beginning search/retrieval process.</p> <p>Such cost estimate shall not be exceeded without the prior written consent of the applicant.</p> |

| | | | |
|------------------------------------------------------------------------------------------------------|--|------------------------|-----------|
| Category IV – applicant’s own personal information (subsection 10(3) of the Regulations) | | Max \$0.08 per page | No charge |
|------------------------------------------------------------------------------------------------------|--|------------------------|-----------|

Town of Kensington - Request for Decision

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Date: March 2, 2020 | Request for Decision No: 2020-10 |
| Topic: Town of Kensington Records Retention Bylaw (Bylaw #2020-02) – Second Reading and Formal Adoption | |
| Proposal Summary/Background: <p>Under Section 117 of the <i>Municipal Government Act (MGA)</i>, all municipalities are required to, by Bylaw, establish a records retention and disposal schedule that provides for the management and disposal of all records and other documents in the municipality. The Bylaw presented is set to take effect on April 1, 2020.</p> <p>Generally, the Bylaw constitutes what qualifies as a “record” of the municipality and how it will be managed, retained and/or disposed of.</p> <p>The Bylaw was given first reading and approval at the February regular meeting of Town Council. It was agreed, at that time, that the Bylaw would be brought forward for second reading, approval and formal adoption at Council’s regular March meeting.</p> | |
| Benefits: <ul style="list-style-type: none">• Will provide Council, administration and the general public with clear direction as it relates to the management, retention and disposal of municipal records. | |
| Disadvantages: <ul style="list-style-type: none">• None Noted. | |
| Discussion/Comments: <p>Section 117 of the MGA provides for the authority (and mandate) for a Council to regulate records management, including retention and disposal. Section 117 states:</p> <p><i>117. Management and disposal of records</i> <i>(1) Subject to this section, a council shall by bylaw, within 12 months after the coming into force of this section, establish a records retention and disposal schedule that provides for the management and disposal of all records and other documents in the municipality.</i></p> <p><i>Retention</i> <i>(2) Minutes, bylaws, policies and resolutions of a council and records that are required by this or another enactment to be retained shall be retained in accordance with the enactment and the regulations.</i></p> <p><i>Idem</i> <i>(3) A council may, by bylaw, specify further classes of records that shall not be destroyed or that shall be retained for specified time periods.</i></p> <p><i>Certifying copies</i> <i>(4) The chief administrative officer may, where</i></p> | |

(a) a municipal record referred to in subsection (2) or specified by a council pursuant to subsection (3) is inadvertently destroyed, certify a copy that has been made by photographic, photostatic or electronic means of a reproduction of the original document that is part of the records of the municipality; and
(b) an original municipal record is not available to be produced in court, certify a copy of the original municipal record that has been made by photographic, photostatic or electronic means,
and the certified copy is admissible in evidence to the same extent as the reproduction or original municipal record and is, in the absence of proof to the contrary, proof of the record.

New municipality

(5) The council of a municipality established after the coming into force of this section shall comply with subsection (1) within 12 months after the date of the order of the Lieutenant Governor in Council that established the municipality. 2016,c.44,s.117.

It is recommended by the CAO that Town Council give second reading and formal adoption to the Town of Kensington Records Retention Bylaw as presented.

Options:

1. Give second reading, approval and formal adoption to the Town of Kensington Records Retention Bylaw.
2. Not give second reading, approval and formal adoption to the Bylaw.
3. Refer the matter back to staff.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

That Town Council consider and adopt the following resolutions:

Resolution 1

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a first time at a regularly scheduled meeting held on February 10, 2020;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby read a second time.

Resolution 2

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations

require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a first time at a regularly scheduled meeting held on February 10, 2020;

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

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby approved.

Resolution 3

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a first time at a regularly scheduled meeting held on February 10, 2020;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby formally adopted.



A BYLAW TO MANAGE AND DISPOSE OF RECORDS

BYLAW 2020-02

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

1. Title

- (1) This bylaw shall be known and cited as the “Records Retention Bylaw.”

2. Authority

- (1) The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipalities to manage and retain municipal records.
- (2) Subsection 117(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires council to provide, by bylaw, a schedule for the management and disposal of all records and other documents that are required to be retained by the municipality.

3. Application

- (1) This bylaw applies to members of Council, Council Committees, and municipal staff related to the creation, retention, management and disposal of records.

4. Definitions

- (1) “Act” means the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.
- (2) “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- (3) “Council” means the Mayor and other members of the Council of the Municipality.
- (4) “Councillor” means a member of the Council other than the Mayor.
- (5) “Municipality” means the Town of Kensington.
- (6) “Permanent record” means a record the Municipality is required to retain permanently.

- (7) “Record” means information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing, or otherwise processing information.
- (8) “Regulations” means the Records Retention Regulations pursuant to clause 261(1)(f) of the Act.
- (9) “Temporary record” means a record that the Municipality is required to maintain for a minimum period of time in accordance with the schedule in the Regulations.

5. General

- (1) The Municipality establishes under this bylaw a records retention schedule for maintenance and disposal of records as contained in Schedule ‘A’
- (2) The CAO shall administer this bylaw and is responsible for ensuring that records are managed and retained in accordance with the Act and Regulations.
- (3) Schedule ‘A’ may be amended by resolution as permitted in clause 135(2)(c) of the Act but shall comply with all legal requirements for records retention.

6. General Retention and Disposition Requirements

- (1) Council shall ensure for each record, that
 - (a) the record is retained in accordance with the Regulations and this bylaw;
 - (b) where the record is not stored in the municipal office, the record is stored in a location and manner that is secure and will preserve the integrity of the record; and
 - (c) documentation, which provides details of the destruction of the record or its transfer to permanent storage, of the final disposition of the record is permanently maintained.

7. Temporary Records

- (1) Council shall ensure temporary records
 - (a) shall be retained in the municipal office for a minimum of two years; and
 - (b) during this two-year period, shall be accessible within 24 hours.
- (2) Temporary records may be moved at the end of the retention period in 7(1)(a) to a storage facility outside the municipality for the remainder of the retention period specified in Schedule ‘A’ if
 - (a) the storage facility meets the requirements of 6(1)(b); and
 - (b) is accessible within three business days.

8. Destruction of Records

- (1) Council may,
 - (a) at the end of the retention period specified for a temporary record, provide for the secure destruction of the record;
 - (b) authorize the destruction of a duplicate copy of a record at any time, subject to the requirements for retention of duplicate copies in Schedule 'A.'

9. Permanent Records

- (1) Council shall ensure permanent records
 - (a) are retained in the municipal office for a minimum period of five years and, during that period, are accessible within 24 hours; and
 - (b) are not destroyed
- (2) Council shall, as soon as reasonably possible after the end of the retention period specified in 9(1)(a), move a record to which subsection (1) applies
 - (a) to permanent storage in a secure facility that will preserve the integrity of the record; and
 - (b) ensure the record is accessible within three business days.

10. Electronic and Microfilm

- (1) Council shall ensure electronic records
 - (a) are retained and retrievable for the minimum retention period; and
 - (b) in the case of permanent records, are copied to paper or microfilm for the purpose of transfer to permanent storage.
- (2) Microfilm applications of permanent records shall conform to industry-accepted technical standards and established preparation and documentation procedures.

11. Protection of Records

- (1) Council shall ensure that reasonable care is taken to protect records against damage, deterioration, unauthorized destruction, sale or other disposition or theft.

12. Schedule Adopted

- (1) The schedule to this bylaw is adopted and forms part of this bylaw.

13. Effective Date

- (1) This Records Retention Bylaw, Bylaw# 2020-02, shall be effective on April 1, 2020.

First Reading:

This Records Retention Bylaw, Bylaw #2020-02, was read a first time at the Council meeting held on the _____ day of _____, 2020.

This Records Retention Bylaw, Bylaw #2020-02. was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Second Reading:

This Records Retention Bylaw, Bylaw #2020-02, was read a second time at the Council meeting held on the _____ day of _____, 2020.

This Records Retention Bylaw, Bylaw #2020-02, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Approval and Adoption by Council:

This Records Retention Bylaw, Bylaw #2020-02, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Schedule A

RECORDS RETENTION SCHEDULE

Note: The subject matter is listed alphabetically followed by a retention period. The retention period is identified either as “PERMANENT” or expressed as a number of years. Retention periods are labelled as:

- (a) CY - a retention period that concludes after the end of a calendar year (i.e. after December 31st of a given year).
- (b) FY - a retention period that concludes after the end of a fiscal year as established in section 149 of the *Municipal Government Act*.
- (c) closed after information is superseded (replaced or take the place of) or obsolete (no longer in use) (S/O)

In the event of a conflict between this schedule and the *Municipal Government Act* Records Retention Regulations, the Regulations shall apply.

| SUBJECT | DESCRIPTION | RETENTION PERIOD (YEARS) | ENDS |
|-----------------------|-----------------------------------------------|--------------------------|------|
| Accountants | Working Papers | 7 | FY |
| Accounts | Paid (summary sheet) | 7 | FY |
| | Payable vouchers | 7 | FY |
| | Receivable duplicate invoices | 7 | FY |
| Administration | Reports (not part of Minutes) | 7 | CY |
| Advertising | Electoral | 4 | CY |
| | Other notices- MGA, other legislation | 2 | CY |
| Agendas | Part of Minutes | PERMANENT | |
| Agreement | General | 12 | S/O |
| | Development | 12 | S/O |
| | Major legal | 12 | S/O |
| | Minor legal | 12 | S/O |
| Annexations | Correspondence | 7 | CY |
| | Final Order | PERMANENT | |
| Annual Reports | Council, Boards, Commissions | 5 | CY |
| Applications | Site plan approval | 2 | CY |
| | Subdivision (after final approval) | 3 | CY |
| | Part-time employees (after end of employment) | 1 | CY |
| Appointments | Other than those in Minutes | 3 | FY |
| Assessment | Rolls | PERMANENT | |
| | Assessment Review Board (ARB) | | |
| | Minutes | PERMANENT | |
| | ARB work file | 5 | FY |
| | Appeals | 12 | FY |
| | ARB records | 7 | FY |

| | | | |
|--------------------------|-------------------------------------|-----------|-----|
| | Duplicate roll | 7 | FY |
| | Review Court records | 7 | FY |
| Assessment Appeal | Board file | 5 | FY |
| Assets | Asset Management Inventory | 20 | S/O |
| | Records of surplus | 7 | FY |
| | Temporary files | 2 | FY |
| Bank | Deposit books | 7 | FY |
| | Deposit slips | 7 | FY |
| | Memos (credit/debit) | 7 | FY |
| | Reconciliations | 2 | FY |
| | Statements | 7 | FY |
| Boards | Minutes | PERMANENT | S/O |
| | Authority & Structure | 5 | CY |
| | Correspondence | 5 | CY |
| Briefings/Reports | To Council | 7 | CY |
| Budgets | Operating (in minutes) | PERMANENT | |
| | Capital (in minutes) | PERMANENT | |
| | Working papers | 3 | FY |
| Bylaws | All | PERMANENT | |
| Cash | Receipts journal | 7 | FY |
| | Disbursements journal | 7 | FY |
| | Duplicate receipts | 7 | FY |
| Certificates | Of Title | PERMANENT | |
| Census | Reports | 12 | CY |
| Cheques | Cancelled (paid) | 7 | FY |
| | Register | 7 | FY |
| | Stubs | 7 | FY |
| Claims | Notice of | 12 | S/O |
| | Statements of | 12 | S/O |
| Committee | Minutes | PERMANENT | |
| Compensation | Records | 10 | FY |
| Contracts | Files (completion of) | 12 | S/O |
| | Forms | 12 | FY |
| | Major legal | 12 | S/O |
| | Minor legal | 12 | S/O |
| Council | Minutes | PERMANENT | |
| Court Cases | | 12 | S/O |
| Destroyed Records | Index | PERMANENT | |
| | Signed destroyed records statements | PERMANENT | |
| Documents | Not part of bylaws | 12 | S/O |

| | | | |
|-----------------------------|-------------------------------------------------------|----------------------------------------------------------|-----|
| | Agreements, major legal | 12 | S/O |
| | Agreements, minor legal | 12 | S/O |
| | Contracts legal | 12 | S/O |
| | Easements | 12 | S/O |
| | Leases (after expiration) | 12 | S/O |
| | Notices of change of land titles | 12 | S/O |
| Elections | All election documents other than ballot box contents | 4 | CY |
| | Ballot box contents | In accordance with the MGA | CY |
| Engineering | Drawings | PERMANENT | |
| Employee Benefits | Health, Dental, WCB Claims, etc. | 5 | CY |
| Employees | Job applications (hired) | 3 | CY |
| | Job application (not hired) | 1 | CY |
| | Job descriptions | 3 (after position abolished) | CY |
| | Oaths of Office | 1 (after position vacated) | CY |
| | Personnel file | 3 (after cessation of employment) or 6 (after dismissal) | CY |
| Financial Statements | Interim | 10 | FY |
| | Working papers | 7 | FY |
| | Final | 12 | FY |
| Franchises | | PERMANENT | |
| Income Tax | Deductions | 7 | FY |
| | TD1 | 7 | FY |
| | T4 | 7 | FY |
| | T4 Summaries | 7 | FY |
| Inquiries | From the public | 3 | CY |
| Insurance | Claims | 12 (after settled) | FY |
| | Records (after expiration) | 12 | FY |
| Land | Appraisals | 1 (after sold) | |
| Leases | After expiration | 7 | S/O |
| Legal | Opinions | 12 | S/O |
| | Proceedings | 12 | S/O |
| Legislation | Acts (after superseded) | 1 | CY |
| Licenses | Applications | 3 | CY |
| | Business (after expired) | 5 | CY |
| | Literature | 2 | CY |
| Local Improvements | Records | PERMANENT | |
| Maps | Base (original) | PERMANENT | |

| | | | |
|-------------------------------------------------------|---------------------------------------|-------------------------------------|-----|
| | Contour | PERMANENT | |
| Maintenance Reports | | 12 | CY |
| Minutes | Council Boards Committees | PERMANENT PERMANENT PERMANENT | |
| Monthly Reports | Road | 5 | FY |
| Municipal Affairs | Annual reports | 5 | FY |
| Organization | Structure and records | 2 | S/O |
| Payroll | Garnishees | 7 (after garnish is removed) | FY |
| | Individual earning records | 7 | FY |
| | Journal | 7 | FY |
| | Time cards | 7 | FY |
| | Time sheets - daily | 7 | FY |
| | Time sheets - Overtime | 7 | FY |
| | Time sheets - weekly | 7 | FY |
| | Employment Insurance | 5 (after cessation of employment) | FY |
| Permits | Development | 12 | S/O |
| Petitions | | 10 | CY |
| Plans | Official Amendments Subdivision | PERMANENT PERMANENT PERMANENT | |
| Policy | After superseded | 5 | CY |
| Progress Reports | Project | 5 | CY |
| | Under contract (final payment) | 7 | S/O |
| Property Files | | Until sold +10 | FY |
| Prosecution | All | 12 | S/O |
| Publications | Local reports | 3 | CY |
| Purchase | Land | Until Sold +12 | FY |
| Receipts | Books | 7 | FY |
| | Duplicate cash | 7 | FY |
| | Registration | 7 | FY |
| Receptions & Special Events (non-historic) | | 3 | CY |
| Reports | Accident | 12 | S/O |
| | Accident statistics | 12 | S/O |

| | | | |
|---------------------------------------|-------------------------|-----------|-----|
| | Field | 12 | S/O |
| Requisitions | Copies | 2 | FY |
| | Duplicate | 7 | FY |
| | Paid | 7 | FY |
| Resolutions | Minutes | PERMANENT | |
| Subdivision | After Final Approval | 12 | CY |
| Street | Sign Inventory Register | PERMANENT | |
| Tax Recovery | Records | PERMANENT | |
| Taxes | Arrears | 7 | FY |
| | Final Billing | 12 | FY |
| | Municipal Credits | 7 | FY |
| | Receipts | 7 | FY |
| | Rolls | PERMANENT | |
| | Sale Deeds | PERMANENT | |
| Termination | Employees | 7 | CY |
| Tenders | Files | 12 | FY |
| | Successful | 12 | FY |
| | Purchase Quotations | 12 | FY |
| | Unsuccessful | 10 | FY |
| Traffic | Streets | 7 | CY |
| Training and Development Files | | 5 | CY |
| Trial Balances | Monthly | 5 | FY |
| | Year End | 7 | FY |
| Vendors | Acknowledgments To | 2 | FY |
| | Contracts | 12 | FY |
| | Suppliers Files | 12 | FY |
| Vouchers | Duplicate | 7 | FY |
| Weed Control Reports | Until updated | 1 | CY |
| Zoning | Bylaws | PERMANENT | |
| | Bylaw Enforcement | 5 | CY |

Town of Kensington - Request for Decision

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Date: March 3, 2020 | Request for Decision No: 2020-11 |
| Topic: 2020/21 -2022/23 Credit Union Centre Ice Rental Rates | |
| Proposal Summary/Background: <p>Staff were requested to review the current rental rates for the Credit Union Centre, specifically for ice rentals and ballfield rentals and to recommend rates for the next three years. <i>A spreadsheet is circulated with this memo showing the historical rental rates for the ice surface since 2014 as well as the rates charged in other similar type facilities.</i></p> <p>The proposed increases result primarily from increases in electricity usage, increases in heating oil cost and consumption, an increase in the water and sewer expense and the requirement for future capital investment in the facilities.</p> <p>Potential Impact to Minor Sport (Based on estimated annual rental and an average rate increase of \$3.00 per hour)</p> <p><u>Minor Hockey (approximately 335 hours per year)</u></p> <ul style="list-style-type: none">• Approximately 210 registered participants.• Average rate increase of \$3.00/hour results in an increase to minor hockey of approximately \$1,000/ year.• \$4.80/year increase per register member. <p><u>(approximately 180 hours per year)</u></p> <ul style="list-style-type: none">• Approximately 100 registered participants.• Average rate increase of \$3.00 per hour results in an increase to figure skating of approximately \$540.00/year.• \$5.40/year increase per registered member. <p>The new proposed rates were presented and discussed at the regular February Committee of Council meeting where direction was provided to staff by a majority of Committee members to adjust the Sunday, open to noon rate, the birthday party rate and the ballfield rates, over what was recommended by staff. Staff have made the adjustments as presented in the attached spreadsheet analysis. Committee Members requested that staff further review the ballfield rental rates as well, however no adjustment over the original proposal is recommended as two new fees have been added; a per field tournament rental and a staff charge for tournaments.</p> | |
| Benefits: <ul style="list-style-type: none">• Will generate additional revenue for the Credit Union Complex.• Will provide user groups with rate projection and stability for the next three-year period. | |
| Disadvantages: <ul style="list-style-type: none">• Will add additional cost for user groups. | |

Discussion/Comments:

It is recommended by the CAO and Committee of Council that Town Council approve the new rental rates for the Credit Union Centre, as presented.

Options:

1. Approve the CUC rates for 2020/21 through 2022/23 as presented.
2. Approve modified rates.
3. Not approve the recommended rates and refer the matter back to staff for further review.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

That Town Council consider and adopt the following resolutions:

Resolution 1

BE IT RESOLVED THAT that Town Council consider and approve Ice Rental rates at the Credit Union Centre for the 2020/21 through 2022/23 ice rental seasons as follows:

| Minor Sport Hockey | | 2020/21 | 2021/22 | 2022/23 |
|------------------------------------|-------|------------------|------------------|------------------|
| Monday to Friday, Open to 3:30pm | | \$ 115.00 | \$ 120.00 | \$ 125.00 |
| Monday to Friday, 3:30pm to 9:30pm | Prime | \$ 165.00 | \$ 167.50 | \$ 170.00 |
| Monday to Friday, 9:30pm to Close | | \$ 150.00 | \$ 152.50 | \$ 155.00 |
| Saturday, Open to Close | Prime | \$ 165.00 | \$ 167.50 | \$ 170.00 |
| Sunday, Open to Noon | | \$ 150.00 | \$ 152.50 | \$ 155.00 |
| Sunday, Noon to Close | Prime | \$ 165.00 | \$ 167.50 | \$ 170.00 |
| Birthday Party | | \$ 125.00 | \$ 130.00 | \$ 135.00 |
| | | | | |
| Other Hockey Users | | | | |
| Monday to Friday, Open to 3:30pm | | \$ 115.00 | \$ 120.00 | \$ 125.00 |
| Monday to Friday, 3:30pm to 9:30pm | Prime | \$ 170.00 | \$ 172.50 | \$ 175.00 |
| Monday to Friday, 9:30pm to Close | | \$ 150.00 | \$ 152.50 | \$ 155.00 |
| Saturday, Open to Close | Prime | \$ 170.00 | \$ 172.50 | \$ 175.00 |
| Sunday, Open to Noon | | \$ 150.00 | \$ 152.50 | \$ 155.00 |
| Sunday, Noon to Close | Prime | \$ 170.00 | \$ 172.50 | \$ 175.00 |
| Birthday Party | | \$ 125.00 | \$ 130.00 | \$ 135.00 |

Resolution 2

BE IT RESOLVED THAT that Town Council consider and approve Ballfield Rental rates at the Credit Union Centre for the 2020 through 2022 seasons as follows:

| Ballfield | | 2020 | 2021 | 2022 |
|--------------------------|--|------------------|------------------|------------------|
| Minor Ball/Team | | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| Tournaments per Field | | \$50/day | \$50/day | \$50/day |
| Recreation | | \$ 375.00 | \$ 375.00 | \$ 375.00 |
| Per Fields | | \$100/day | \$100/day | \$100/day |
| 1 Games (2 to 2.5 hours) | | \$ 35.00 | \$ 35.00 | \$ 35.00 |
| Staff for Tournaments | | \$15/hour | \$15/hour | \$15/hour |

Credit Union Centre Rental Rate Increase

| | | Rates | | | | | Current | | | | Rustico | Cornwall | Crapaud |
|------------------------------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | Current | Current | Current |
| Minor Sport | | | | | | | | | | | | | |
| Monday to Friday, Open to 3:30pm | | \$ 92.00 | \$ 100.00 | \$ 100.00 | \$ 102.00 | \$ 112.00 | \$ 112.00 | \$ 115.00 | \$ 120.00 | \$ 125.00 | | \$ 134.00 | |
| Monday to Friday, 3:30pm to 9:30pm | Prime | \$ 150.00 | \$ 150.00 | \$ 150.00 | \$ 157.00 | \$ 162.00 | \$ 162.00 | \$ 165.00 | \$ 167.50 | \$ 170.00 | | \$ 166.00 | \$ 160.00 |
| Monday to Friday, 9:30pm to Close | | \$ 125.00 | \$ 135.00 | \$ 137.00 | \$ 137.00 | \$ 142.00 | \$ 147.00 | \$ 150.00 | \$ 152.50 | \$ 155.00 | | \$ 134.00 | |
| Saturday, Open to Close | Prime | \$ 150.00 | \$ 150.00 | \$ 150.00 | \$ 157.00 | \$ 162.00 | \$ 162.00 | \$ 165.00 | \$ 167.50 | \$ 170.00 | | \$ 166.00 | \$ 160.00 |
| Sunday, Open to Noon | | \$ 125.00 | \$ 135.00 | \$ 137.00 | \$ 137.00 | \$ 142.00 | \$ 147.00 | \$ 150.00 | \$ 152.50 | \$ 155.00 | | \$ 134.00 | |
| Sunday, Noon to Close | Prime | \$ 150.00 | \$ 150.00 | \$ 150.00 | \$ 157.00 | \$ 162.00 | \$ 162.00 | \$ 165.00 | \$ 167.50 | \$ 170.00 | | \$ 166.00 | \$ 160.00 |
| Birthday Party | | \$ 92.00 | \$ 100.00 | \$ 100.00 | \$ 102.00 | \$ 112.00 | \$ 112.00 | \$ 125.00 | \$ 130.00 | \$ 135.00 | | | |
| Other Users | | | | | | | | | | | | | |
| Monday to Friday, Open to 3:30pm | | \$ 92.00 | \$ 100.00 | \$ 100.00 | \$ 102.00 | \$ 112.00 | \$ 112.00 | \$ 115.00 | \$ 120.00 | \$ 125.00 | \$ 105.00 | \$ 140.00 | |
| Monday to Friday, 3:30pm to 9:30pm | Prime | \$ 150.00 | \$ 155.00 | \$ 155.00 | \$ 162.00 | \$ 167.00 | \$ 167.00 | \$ 170.00 | \$ 172.50 | \$ 175.00 | \$ 162.00 | \$ 182.00 | \$ 185.00 |
| Monday to Friday, 9:30pm to Close | | \$ 125.00 | \$ 135.00 | \$ 137.00 | \$ 137.00 | \$ 142.00 | \$ 147.00 | \$ 150.00 | \$ 152.50 | \$ 155.00 | \$ 124.00 | \$ 140.00 | |
| Saturday, Open to Close | Prime | \$ 150.00 | \$ 155.00 | \$ 155.00 | \$ 162.00 | \$ 167.00 | \$ 167.00 | \$ 170.00 | \$ 172.50 | \$ 175.00 | \$ 162.00 | \$ 182.00 | \$ 185.00 |
| Sunday, Open to Noon | | \$ 125.00 | \$ 135.00 | \$ 137.00 | \$ 137.00 | \$ 142.00 | \$ 147.00 | \$ 150.00 | \$ 152.50 | \$ 155.00 | \$ 124.00 | \$ 140.00 | |
| Sunday, Noon to Close | Prime | \$ 150.00 | \$ 155.00 | \$ 155.00 | \$ 162.00 | \$ 167.00 | \$ 167.00 | \$ 170.00 | \$ 172.50 | \$ 175.00 | \$ 162.00 | \$ 182.00 | \$ 185.00 |
| Birthday Party | | \$ 92.00 | \$ 100.00 | \$ 100.00 | \$ 102.00 | \$ 112.00 | \$ 112.00 | \$ 125.00 | \$ 130.00 | \$ 135.00 | | | |

| | | | | |
|--------------------------|-----------|-----------|-----------|-----------|
| Ballfield | Current | 2020 | 2021 | 2022 |
| Minor Ball/Team | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| Tournaments per Field | Free | \$50/day | \$50/day | \$50/day |
| Recreation | \$ 350.00 | \$ 375.00 | \$ 375.00 | \$ 375.00 |
| Per Fields | \$75/day | \$100/day | \$100/day | \$100/day |
| 1 Games (2 to 2.5 hours) | \$ 35.00 | \$ 35.00 | \$ 35.00 | \$ 35.00 |
| Staff for Tournaments | Free | \$15/hour | \$15/hour | \$15/hour |

Town of Kensington - Request for Decision

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Date: March 5, 2020 | Request for Decision No: 2020-12 |
| Topic: 2020/21 Town of Kensington Financial Plan | |
| Proposal Summary/Background: <p>Section 150(1) of the Municipal Government Act states that a council shall on or before March 31st in each year, adopt by resolution a financial plan for the upcoming fiscal year.</p> <p>The financial plan shall contain:</p> <ul style="list-style-type: none">(a) An operating budget that includes estimates of the amount of money required for expenditures and to be received as revenue;(b) A capital budget; and(c) A five-year capital expenditure program that includes an asset management (AM) plan. <p>As Councillors are aware, we are currently in the process of completing a comprehensive asset management plan which should be completed within the next 30 days. As it is completed, it will be submitted to Municipal Affairs as required by the Municipal Government Act.</p> | |
| Benefits: <ul style="list-style-type: none">• None noted. | |
| Disadvantages: <ul style="list-style-type: none">• None noted. | |
| Discussion/Comments: <p>The draft 2020/21 operational and capital budgets, as well as a proposed 5-year capital plan (Financial Plan) are being presented in final draft form for consideration. A copy of the proposed 2020/21 Financial Plan is circulated with this RFD.</p> <p>The proposed capital budget for the 2020/21 fiscal year includes capital purchases proposed for the upcoming fiscal year and includes the following revenue sources: transfer from operations (Municipal Funding), the Malpeque Bay Credit Union 50/50 (CUC Capital), the Federal Gas Tax Program, Provincial/Federal Infrastructure Programs, and long-term borrowing.</p> <p>The 5-year Capital Plan contains budget estimates based on identified needs over the next five years. The projects are generally based on the priorities as enunciated in the Town's 5-year strategic plan.</p> <p>The attached final 'draft' budget projects a consolidated <u>deficit</u> position for fiscal year 2020/21 of \$-62,568 which includes a <u>deficit</u> of \$-66,10 in the Water and Pollution Control Corporation, a <u>surplus</u> of \$125 in the Town operations, a \$4.00 <u>surplus</u> in the Fire Department and a <u>surplus</u> in the Credit Union Centre operations of \$3,404.00. Every effort is being made by staff and Council to hold the line</p> | |

on property taxes and to offset increases in expenditures by gaining efficiency and through growth in property assessment revenues.

Staff are recommending that current tax rates be maintained for 2020/21. The 2020/21 Water and Pollution Control Corporation rates will see a slight increase in revenue (effective January 1, 2020) based on the 5-year rates approved by IRAC in 2015. Staff are currently working on a rate review for the Corporation which will likely see further incremental rate increases over the next 5 years.

Options:

1. Approve the 2020/21 Financial Plan as recommended.
2. Not approve the 2020/21 Financial Plan.
3. Refer the Financial Plan back to staff for further work.

Costs/Required Resources:

N/A

Source of Funding

N/A

Recommendation:

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

WHEREAS Section 150(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. requires a council to, on or before March 31 in each year, to adopt by resolution a financial plan for the upcoming fiscal year;

BE IT RESOLVED that Town Council approve the Town of Kensington 2020/21 Financial Plan with operational revenue estimates projected at \$2,388,156 and operational expenditure estimates projected at \$2,384,611.

BE IT FURTHER RESOLVED that Town Council approve the 2020/21 Water and Pollution Control Corporation with operational revenue estimates projected at \$622,059 and operational expenditure estimates at \$688,160.

BE IT FURTHER RESOLVED that Town Council approve the 2020/21 Capital Expenditure Plan and the 2020 – 2025, 5 Year Capital Expenditure Plan, as presented.



2020/21 Financial Plan

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

Incorporated 1914

Kensington Town Council



Mayor Rowan Caseley



Deputy Mayor Coreen
Pickering



Councillor Ivan Gallant



Councillor Rodney Mann



Councillor Adrien Bernard



Councillor Jeff Spencer



Councillor Wade Toombs

Background Financial Information

2020/21 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****

2020 Water and Sewer Rates **(Effective Jan 1, 2020)**

Sewer

Unmetred \$353.50 per year

Metred \$270.90 plus \$2.85 per thousand gallons

Water

Unmetred \$238.10

Metred \$199.85 plus \$1.31 per thousand gallons

2020/21 Assessment Information

2020/21 Non-Commercial Assessment Value \$80,904,150.00

2020/21 Commercial Assessment Value \$12,761,700.00

2020/21 Fund Summaries

2020/21 Provincial Equalization (Estimated) \$253,380.00

2020/21 Property Tax & Tax Credit (Estimated) \$811,884.00

2020/21 Estimated Operational Revenue \$2,388,156.00

2020/21 Estimated Operational Expenditures \$2,384,611.00

2020/21 Estimated Water and Sewer Revenue \$626,151.00

2020/21 Estimated Water and Sewer Expenditures \$688,160.00

Revenue and Expenditure Summary

| | | 2020/21 |
|----------------------------------|-----------|------------------|
| Revenue | | |
| General Government | \$ | 1,118,772 |
| Police | \$ | 42,700 |
| Rental Revenue | \$ | 96,100 |
| Recreation Revenue | \$ | 4,500 |
| Sale of Services | \$ | 457,200 |
| Fire Revenue | \$ | 282,684 |
| Credit Union Centre | \$ | 386,200 |
| Total Revenue all Sources | \$ | 2,388,156 |
| Expenditures | | |
| Town Hall | \$ | 158,660 |
| General Government | \$ | 544,852 |
| Police | \$ | 539,259 |
| Public Works | \$ | 152,275 |
| Train Station | \$ | 39,560 |
| Recreation | \$ | 74,785 |
| Sale of Services | \$ | 156,740 |
| Fire Department | \$ | 282,680 |
| Credit Union Centre | \$ | 382,796 |
| Business Park | \$ | 53,016 |
| Total Expenditures | \$ | 2,384,623 |
| Net Revenue/Expenditure | \$ | 3,533 |

Town Hall: 2020/21 Budget Estimates

| | 2020/21 |
|---------------------------------------|-------------------|
| Expenditures | |
| Depreciation | \$ 49,020 |
| Property Taxes | \$ 12,000 |
| Electricity | \$ 17,600 |
| Heating Oil | \$ 19,150 |
| Wages – Custodian | \$ 32,990 |
| Repair and Main. - Building | \$ 18,000 |
| Janitor Supplies - Town Hall | \$ 3,000 |
| Town Hall Consolidation Loan Interest | \$ 6,600 |
| Generator Interest Loan #5 | \$ 300 |
| Total Expenditures | \$ 158,660 |

Sale of Services: 2020/21 Budget Estimates

| | 2020/21 |
|------------------------------------|-------------------|
| Expenditures | |
| Office Expenses | \$ 1,500 |
| Wages – Charged to Police Services | \$ (15,600) |
| Wages - Police Tech's | \$ 166,000 |
| Professional Development | \$ 480 |
| PROS | \$ 2,500 |
| IT Services | \$ 1,860 |
| Total Expenditures | \$ 156,740 |

Public Works: 2020/21 Budget Estimates

| | 2020/21 |
|------------------------------------|--------------|
| Expenditures | |
| Depreciation | \$ 95,640 |
| Property Taxes | \$ 480 |
| Electricity | \$ 2,400 |
| Heating Oil | \$ 2,100 |
| Street Lights | \$ 34,800 |
| Cellular | \$ 1,500 |
| Wages | \$ 144,345 |
| Repair and Main. - Equip | \$ 12,000 |
| Repair and Main. - Vehicle | \$ 1,200 |
| Repair and Main. - Building | \$ 2,400 |
| Vehicle - Gas & Oil | \$ 4,800 |
| Snow and Ice Control | \$ 14,500 |
| Uniforms - Clothing & Supplies | \$ 450 |
| Gas & Oil - Equipment Public Works | \$ 8,400 |
| Small Tools & Shop Supplies | \$ 1,800 |
| Miscellaneous | \$ 1,200 |
| Garbage Disposal | \$ 2,100 |
| Asphalt Patching/Sidewalk | \$ 27,000 |
| Water and Sewer Share | \$ (207,600) |
| Public Works Interest on Loans | \$ 2,760 |

| | |
|---------------------------|------------------|
| Total Expenditures | <hr/> \$ 152,275 |
|---------------------------|------------------|

Parks and Recreation: 2020/21 Budget Estimates

| | 2020/21 |
|--------------------------------|-----------------|
| Expenditures | |
| Depreciation | \$ 5,700 |
| Property Taxes | \$ 3,390 |
| Electricity | \$ 2,845 |
| Wages - EVK Pool | \$ 17,200 |
| Repair and Maint - Equip | \$ 1,000 |
| Repair and Maint. - Building | \$ 5,450 |
| Uniforms - Clothing & Supplies | \$ 500 |
| Special Events Expense | \$ 15,200 |
| Chemicals | \$ 3,500 |
| Canada Day Expenses | \$ 3,000 |
| Credit Union Centre Grant | \$ 6,000 |
| Park Improvements | \$ 11,000 |
| Total Expenditures | <hr/> \$ 74,785 |

Train Station: 2020/21 Budget Estimates

| | 2020/21 |
|-----------------------------|-----------------|
| Expenditures | |
| Depreciation | \$ 10,680 |
| Water & Sewer | \$ 1,800 |
| Property Taxes | \$ 1,995 |
| Electricity | \$ 8,200 |
| Heating Oil | \$ 9,060 |
| Freight Shed Electricity | \$ 3,325 |
| Repair and Main. - Equip | \$ 300 |
| Repair and Main. - Building | \$ 3,600 |
| Train Station Loan Interest | \$ 600 |
| Total Expenditures | <hr/> \$ 39,560 |

General Government: 2020/21 Budget Estimates

| | 2020/21 |
|-----------------------------------------|------------------|
| Expenditures | |
| Depreciation | \$ 10,980 |
| Reserve Fund | \$ 98,040 |
| Property Taxes | \$ 312 |
| Telephone | \$ 3,480 |
| Cellular | \$ 3,600 |
| Office Expenses | \$ 12,000 |
| Advertising | \$ 8,400 |
| Wages - Administration | \$ 233,816 |
| Workers Compensation | \$ 7,200 |
| Honorariums | \$ 26,200 |
| Conventions and Meetings | \$ 3,600 |
| Dues & Memberships | \$ 6,850 |
| Travel and Mileage | \$ 5,400 |
| Professional Development | \$ 2,400 |
| Donations and Grants | \$ 14,400 |
| KISH Scholarship | \$ 1,000 |
| Miscellaneous | \$ 5,600 |
| Crosswalk Duties | \$ 4,000 |
| Insurance - Other | \$ 58,700 |
| Professional Fees - Accountant | \$ 13,000 |
| Professional Fees - Other | \$ 96,000 |
| Animal Control | \$ 120 |
| Photocopier | \$ 2,400 |
| Web Page Expenses | \$ 1,450 |
| ADP Payroll Expenses | \$ 4,200 |
| Bank Charges | \$ 2,820 |
| Fire Protection Charge | \$ 57,120 |
| Promotional Materials | \$ 6,000 |
| W&S Share of General Government | \$ (198,000) |
| Francis St & School St Loan Int. | \$ 4,200 |
| 2012 Street Upgrade Interest | \$ 2,340 |
| 2013/14 Capital Loan Interest | \$ 2,880 |
| Operating Line Interest | \$ 7,560 |
| Loan on 12 School Street Interest | \$ 720 |
| Cogsdale Maintenance Fee | \$ 8,520 |
| Vue Works (GIS/Asset Mgmt.) | \$ 5,500 |
| Library Expense | \$ 13,800 |
| IT Services | \$ 8,400 |
| Storm Sewer Linwood/Maple Lane Interest | \$ 684 |
| Fire Dues – Kensington | \$ 47,520 |
| Fire Share of General Government | \$ (48,360) |
| Total Expenditures | <hr/> \$ 544,852 |

Fire Protection: 2020/21 Budget Estimates

| | 2020/21 |
|--------------------------------------|------------------|
| Expenditures | |
| Depreciation | \$ 103,020 |
| Reserve Fund | \$ 17,676 |
| Water & Sewer | \$ 1,644 |
| Property Taxes | \$ 2,100 |
| Electricity | \$ 4,920 |
| Heating Oil | \$ 12,200 |
| Telephone | \$ 3,960 |
| Cellular | \$ 2,100 |
| Advertising | \$ 1,450 |
| Honorariums | \$ 32,000 |
| Fire Equipment, Uniforms & Supplies | \$ 8,400 |
| Repair and Main. - Equip | \$ 1,200 |
| Repair and Main. - Vehicle | \$ 12,000 |
| Repair and Main. - Building | \$ 4,800 |
| Vehicle - Gas & Oil | \$ 4,800 |
| Snow and Ice Control | \$ 3,250 |
| Conventions and Meetings/Prof Dev | \$ 2,400 |
| Insurance | \$ 2,000 |
| Answering Service - Fire | \$ 2,880 |
| 2010 Truck Loan # 21 | \$ 3,900 |
| Fire Hall Loan Int. Loan #10 | \$ 4,800 |
| Administration Cost | \$ 48,360 |
| 2019 ½ Ton Fire Truck | \$ 1,920 |
| 2020 Rescue Command Vehicle Interest | \$ 900 |
| Total Expenditures | <hr/> \$ 282,680 |

Police Protection: 2020/21 Budget Estimates

| | 2020/21 |
|-----------------------------------|-------------------|
| Expenditures | |
| Depreciation | \$ 25,692 |
| Telephone | \$ 6,500 |
| Cellular | \$ 1,500 |
| Office Expenses | \$ 5,160 |
| Wages - Police Full Time | \$ 253,135 |
| Wages - Part Time/Casual | \$ 114,814 |
| Workers Compensation | \$ 7,020 |
| Repair and Main. - Equip | \$ 5,300 |
| Repair and Main. - Vehicle | \$ 11,100 |
| Vehicle - Gas & Oil | \$ 14,400 |
| Professional Development | \$ 4,800 |
| Uniforms - Clothing & Supplies | \$ 5,620 |
| Insurance - Life | \$ 1,428 |
| Answering Service - Police | \$ 26,400 |
| Meals While on Duty | \$ 360 |
| Vehicle - Rental | \$ 300 |
| Court Costs & Witness Fees | \$ 1,200 |
| Crime Prevention Initiatives | \$ 600 |
| PROS | \$ 1,250 |
| Police Vehicle Loan Interest | \$ 1,080 |
| Wages (Training) | \$ 24,000 |
| IT Services | \$ 12,000 |
| Administration (Sale of Services) | \$ 15,600 |
| Total Expenditures | \$ 539,259 |

Credit Union Centre: 2020/21 Budget Estimates

| | 2020/21 |
|-----------------------------------|-------------------|
| Expenditures | |
| Depreciation | \$ 26,196 |
| Electricity Arena | \$ 73,155 |
| Heating Oil | \$ 14,000 |
| Property Taxes | \$ 540 |
| Water and Sewer Expense | \$ 7,200 |
| Zamboni Loan Interest | \$ 2,830 |
| Electricity Sign | \$ 1,200 |
| Electricity Ball Field / Canteen | \$ 360 |
| Telephone | \$ 2,700 |
| Cellular | \$ 660 |
| Office Supplies | \$ 600 |
| Advertising | \$ 360 |
| Wages and Salaries | \$ 137,635 |
| Workers Compensation | \$ 1,480 |
| Repair and Main Equip | \$ 480 |
| Repair and Main Vehicle (Zamboni) | \$ 1,440 |
| Repair and Main Building | \$ 12,000 |
| Repair and Main Ice Plant | \$ 4,050 |
| Repair and Main Property | \$ 120 |
| Repair and Main Ice Surface | \$ 3,850 |
| Zamboni Propane | \$ 3,150 |
| Ball Field Expenses | \$ 600 |
| Canteen Expenses | \$ 30,750 |
| Harvest Festival Expenses | \$ 16,000 |
| Fitplex Expenses | \$ 4,800 |
| Snow Removal | \$ 3,300 |
| MBCU Loan Interest | \$ 2,400 |
| Fund Raising Expenses | \$ 8,000 |
| Dehumidifier Interest | \$ 360 |
| Senior Center Oil | \$ 900 |
| Senior Center Electricity | \$ 2,400 |
| Senior Center Repair and Main | \$ 600 |
| Travel and Mileage | \$ 1,800 |
| Insurance | \$ 8,000 |
| Janitorial Supplies | \$ 4,080 |
| Bank Charges | \$ 2,400 |
| Garbage Removal | \$ 2,400 |
| Total Expenditures | \$ 382,796 |

Kensington Water & Pollution Control Corporation: 2020/21 Budget Estimates

| | 2020/21 |
|-------------------------------|------------------|
| Revenue | |
| Water Revenue | \$ 215,913 |
| Water Miscellaneous Revenue | \$ |
| Interest Water A/R | \$ 2,160 |
| Water Rating Charge | \$ 68,820 |
| Sewer Misc. Revenue | \$ |
| Sewer Revenue | \$ 335,166 |
| Total Revenue | <hr/> \$ 622,059 |
| Expenditures | |
| Depreciation | \$ 109,920 |
| Property Tax | \$ 2,700 |
| Electricity | \$ 33,600 |
| Telephone | \$ 3,720 |
| Advertising | \$ 120 |
| Professional Development | \$ 1,200 |
| Professional fees Other | \$ 8,000 |
| Repairs & Maintenance water | \$ 10,800 |
| Bank Charges water | \$ 3,540 |
| Interest on LT Debt Water | \$ 30,000 |
| Water Analysis | \$ 5,160 |
| Water Chlorination | \$ 1,800 |
| Bank Charges | \$ 3,600 |
| Interest on LT Debt Sewer | \$ 21,600 |
| Repairs and Maintenance Sewer | \$ 46,800 |
| Share of Gen Gov't | \$ 198,000 |
| Share of Public Works | \$ 207,600 |
| Total Expenditures | <hr/> \$ 688,160 |
| Variance | \$ (66,101) |

Business Park: 20120/21 Budget Estimates

| | 2020/21 |
|---------------------------|-----------------|
| Expenditures | |
| Depreciation | \$ 30,744 |
| Property Tax | \$ 2,400 |
| Loan Interest | \$ 19,872 |
| Total Expenditures | <hr/> \$ 53,016 |

Town of Kensington
2020/21 Proposed Capital Plan

| Project Category | Budget 2020/21 | Municipal Funding | MBCU 50/50/Other | Federal/Gas Tax | Provincial/Federal Funding (RGI, MSC, ICIP, etc) | Long Term Borrowing |
|---------------------------------------------------------------------|-----------------------|---------------------|--------------------|---------------------|--------------------------------------------------|-----------------------|
| Credit Union Centre | | | | | | |
| Eavestroughing Replacement | \$30,000.00 | \$15,000.00 | | | \$15,000.00 | |
| Canteen Upgrades (fire suppression, tables, chairs) | \$15,000.00 | | \$7,500.00 | | \$7,500.00 | |
| Fitplex Upgrades (equipment replacement, painting, minor carpentry) | \$20,000.00 | \$15,000.00 | | | \$5,000.00 | |
| Senior's Centre Renovations | \$3,500.00 | | \$1,750.00 | | \$1,750.00 | |
| Seniors Centre Paving | \$25,410.00 | | | \$25,410.00 | | |
| Ice Plant | \$10,000.00 | | \$5,000.00 | | \$5,000.00 | |
| Total Credit Union Centre | \$103,910.00 | \$30,000.00 | \$14,250.00 | \$25,410.00 | \$34,250.00 | \$0.00 |
| Police Department | | | | | | |
| Camera | \$24,000.00 | \$24,000.00 | | | | |
| Vehicle Replacement | \$50,000.00 | | | | | \$50,000.00 |
| Equipment Replacement | \$1,500.00 | \$1,500.00 | | | | |
| E-Ticketing Supply and Installation | \$32,000.00 | | | | \$32,000.00 | |
| Office Renovations | \$15,000.00 | \$15,000.00 | | | | |
| Police Study | \$25,000.00 | \$25,000.00 | | | | |
| Total Police Department | \$147,500.00 | \$65,500.00 | \$0.00 | \$0.00 | \$32,000.00 | \$50,000.00 |
| Fire Department | | | | | | |
| Bunker Gear Replacement | \$15,000.00 | \$15,000.00 | | | | |
| Rescue Truck | \$365,665.29 | | \$78,000.00 | | | \$287,665.29 |
| Back-Up Emergency Power | \$35,350.00 | | | | | \$35,350.00 |
| Breathing Apparatus Upgrades | \$36,000.00 | | | | | \$36,000.00 |
| Water Rescue Equipment | \$60,000.00 | | | | | \$60,000.00 |
| Portable Pump | \$8,000.00 | \$8,000.00 | | | | |
| Total Fire Department | \$520,015.29 | \$15,000.00 | \$78,000.00 | \$0.00 | \$0.00 | \$419,015.29 |
| Town Hall/General Government | | | | | | |
| Website (including app) | \$10,000.00 | \$10,000.00 | | | | |
| Emergency Shelter | \$40,000.00 | | | | | \$40,000.00 |
| Town Hall Window/Door Replacement | \$7,500.00 | \$7,500.00 | | | | |
| Server Upgrade | \$20,000.00 | | | | | \$20,000.00 |
| Official Plan and Zoning Bylaw Update | \$18,860.00 | \$9,430.00 | | | \$9,430.00 | |
| Business Park Development | \$4,102,000.00 | | | | \$2,051,000.00 | \$2,051,000.00 |
| Total Town Hall/General Government | \$4,198,360.00 | \$26,930.00 | \$0.00 | \$0.00 | \$2,060,430.00 | \$2,111,000.00 |
| Public Works | | | | | | |
| Storage Building Upgrades | \$7,500.00 | \$7,500.00 | | | | |
| Victoria Street West Sidewalk Replacement | \$185,000.00 | | | \$185,000.00 | | |
| Overhead Crosswalk Lights | \$24,000.00 | | | \$24,000.00 | | |
| Total Public Works | \$216,500.00 | \$7,500.00 | \$0.00 | \$209,000.00 | \$0.00 | \$0.00 |
| Parks/Recreation/Railyards | | | | | | |
| Boardwalk Replacement & General Carpentry | \$112,215.00 | | | \$112,215.00 | | |
| Train Station Mechanical Upgrades | \$40,000.00 | | | \$40,000.00 | | |
| EVK Pool - Filtration System Replacement | \$40,000.00 | \$20,000.00 | | | \$20,000.00 | |
| EVK Pool Cover | \$10,000.00 | \$5,000.00 | | | \$5,000.00 | |
| EVK Pool - Door Replacement | \$1,500.00 | \$750.00 | | | \$750.00 | |
| Playground Equipment | \$50,935.00 | | | \$50,935.00 | | |
| Total Parks/Recreation/Railyards | \$254,650.00 | \$25,750.00 | \$0.00 | \$203,150.00 | \$25,750.00 | \$0.00 |
| Water | | | | | | |
| Wellfield Generator | \$38,500.00 | \$3,850.00 | | \$15,400.00 | \$19,250.00 | |
| Chlorination Building - Window and Door Replacement | \$2,000.00 | \$2,000.00 | | | | |
| Water Meter Upgrades | \$50,000.00 | | | | | \$50,000.00 |
| 4-Log Reduction | \$355,000.00 | | | | \$261,000.00 | \$94,000.00 |
| Wellfield Signage | \$2,500.00 | \$2,500.00 | | | | |
| Wastewater | | | | | | |
| Lagoon Upgrades | \$530,800.00 | | | | \$390,000.00 | \$140,800.00 |
| Aeration Blowers VFD | \$60,000.00 | | | | | \$60,000.00 |
| Building - Roof and Eavestroughing Replacement | \$10,000.00 | \$10,000.00 | | | | |
| Total Water and Wastewater | \$1,048,800.00 | \$18,350.00 | \$0.00 | \$15,400.00 | \$670,250.00 | \$344,800.00 |
| Total | \$6,489,735.29 | \$189,030.00 | \$92,250.00 | \$452,960.00 | \$2,822,680.00 | \$2,924,815.29 |

Town of Kensington
2020 - 2025 Proposed 5 year Capital Plan

| Project/Category | Estimated Cost | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
|---------------------------------------------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Credit Union Centre | | | | | | |
| Eavestroughing Replacement | \$30,000.00 | \$30,000.00 | | | | |
| Canteen Upgrades (fire suppresion, tables, chairs) | \$15,000.00 | \$15,000.00 | | | | |
| Fitplex Upgrades (equipment replacement, painting, minor carpentry) | \$20,000.00 | \$20,000.00 | | | | |
| Senior's Centre Renovations | \$3,500.00 | \$3,500.00 | | | | |
| Seniors Centre Paving | \$25,410.00 | \$25,410.00 | | | | |
| Ice Plant | \$70,000.00 | \$10,000.00 | \$60,000.00 | | | |
| Solar Panel Installation | \$285,000.00 | | \$285,000.00 | | | |
| Parking Area Improvements | \$740,000.00 | | | \$740,000.00 | | |
| LED Lighting Replacement | \$30,000.00 | | | | \$30,000.00 | |
| Re-Build Compressor | \$6,500.00 | | \$6,500.00 | | | |
| Total Credit Union Centre | \$1,225,410.00 | \$103,910.00 | \$351,500.00 | \$740,000.00 | \$30,000.00 | \$0.00 |
| Police Department | | | | | | |
| Vehicle Replacement | \$100,000.00 | \$50,000.00 | | | | \$50,000.00 |
| Equipment Replacement | \$4,500.00 | \$1,500.00 | \$1,500.00 | | \$1,500.00 | |
| E-ticketing Supply and Installation | \$32,000.00 | \$32,000.00 | | | | |
| Office Renovations | \$15,000.00 | \$15,000.00 | | | | |
| Police Study | \$25,000.00 | \$25,000.00 | | | | |
| Surveillance Camera | \$18,000.00 | | \$6,000.00 | \$6,000.00 | \$6,000.00 | |
| Speed Radar | \$7,500.00 | | \$2,500.00 | \$2,500.00 | \$2,500.00 | |
| Computer Replacement | \$10,000.00 | | | | | \$10,000.00 |
| Vehicle GPS | \$2,500.00 | | \$2,500.00 | | | |
| Camera | \$24,000.00 | \$24,000.00 | | | | |
| Total Police Department | \$238,500.00 | \$147,500.00 | \$12,500.00 | \$8,500.00 | \$10,000.00 | \$60,000.00 |
| Fire Department | | | | | | |
| Fire Truck (Rescue) | \$365,665.29 | \$365,665.29 | | | | |
| Bunker Gear Replacement | \$75,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| Tanker Truck Replacement | \$250,000.00 | | \$250,000.00 | | | |
| Jaws of Life Replacement | \$50,000.00 | | | \$50,000.00 | | |
| Water Rescue Craft | \$60,000.00 | \$60,000.00 | | | | |
| Portable Pump | \$8,000.00 | \$8,000.00 | | | | |
| Pumper Truck | \$400,000.00 | | | | | \$400,000.00 |
| Breathing Apparatus | \$36,000.00 | \$36,000.00 | | | | |
| Backup Generator | \$35,350.00 | \$35,350.00 | | | | |
| Total Fire Department | \$1,280,015.29 | \$520,015.29 | \$265,000.00 | \$65,000.00 | \$15,000.00 | \$415,000.00 |
| Town Hall/General Government | | | | | | |
| Website (including app) | \$10,000.00 | \$10,000.00 | | | | |
| Heating/Ventillation Upgrades | \$100,000.00 | | \$100,000.00 | | | |
| Server Upgrade | \$20,000.00 | \$20,000.00 | | | | |
| Financial Software Upgrade | \$16,000.00 | | \$16,000.00 | | | |
| Parking Area Improvements | \$40,000.00 | | | \$40,000.00 | | |
| Sign Replacement | \$7,500.00 | | | | \$7,500.00 | |
| Emergency Shelter | \$40,000.00 | \$40,000.00 | | | | |
| Business Park Development (Phased) | \$4,102,000.00 | \$4,102,000.00 | | | | |
| Core Area Re-Development/Street Scape (Phased) | \$1,500,000.00 | | | \$500,000.00 | \$500,000.00 | \$500,000.00 |
| Town Hall Window/Door Replacement | \$7,500.00 | \$7,500.00 | | | | |
| Official Plan and Zoning Bylaw Update | \$18,860.00 | \$18,860.00 | | | | |
| Total Town Hall/General Government | \$5,861,860.00 | \$4,198,360.00 | \$116,000.00 | \$540,000.00 | \$507,500.00 | \$500,000.00 |
| Public Works | | | | | | |
| Heating for Storage Building | \$7,500.00 | \$7,500.00 | | | | |
| Overhead Crosswalk Lights | \$24,000.00 | \$24,000.00 | | | | |
| Broadway Street/Barrett Street Sidewalk Replacement | \$510,000.00 | | \$510,000.00 | | | |
| Victoria Street West Sidewalk Replacement | \$185,000.00 | \$185,000.00 | | | | |
| Trackless Replacement | \$125,000.00 | | | | | \$125,000.00 |
| Lawn Equipment Replacement | \$36,000.00 | | \$18,000.00 | | | \$18,000.00 |
| Total Public Works | \$887,500.00 | \$216,500.00 | \$528,000.00 | \$0.00 | \$0.00 | \$143,000.00 |
| Parks/Recreation/Railyards | | | | | | |
| Boardwalk Replacement and General Carpentry | \$112,215.00 | \$112,215.00 | | | | |
| Train Station Mecahnical Upgrades | \$40,000.00 | \$40,000.00 | | | | |
| Playground Equipment | \$101,871.00 | \$50,935.00 | \$50,936.00 | | | |
| Gazebo Replacement | \$30,000.00 | | | | \$30,000.00 | |
| EVK Pool Filtration system | \$40,000.00 | \$40,000.00 | | | | |
| EVK Pool Cover | \$10,000.00 | \$10,000.00 | | | | |
| EVK Door Replacement | \$1,500.00 | \$1,500.00 | | | | |
| EVK Pool Replacement | \$125,000.00 | | | | | \$125,000.00 |
| Total Parks/Recreation/Railyards | \$460,586.00 | \$254,650.00 | \$50,936.00 | \$0.00 | \$30,000.00 | \$125,000.00 |
| Water & Sewer Utility | | | | | | |
| Wellfield Generator | \$38,500.00 | \$38,500.00 | | | | |
| Sewer Main Replacement | \$2,150,000.00 | | | \$1,150,000.00 | \$500,000.00 | \$500,000.00 |
| Water Tower Replacement | \$2,124,000.00 | | | | \$2,124,000.00 | |
| Broadway Street South Water Main Extension | \$782,000.00 | | \$782,000.00 | | | |
| Chlorination Building - Window and Door Replacement | \$2,000.00 | \$2,000.00 | | | | |
| Water Meter Upgrades | \$50,000.00 | \$50,000.00 | | | | |
| 4-Log Reduction | \$355,000.00 | \$355,000.00 | | | | |
| Wellfield Signage | \$2,500.00 | \$2,500.00 | | | | |
| Lagoon Upgrades | \$530,800.00 | \$530,800.00 | | | | |
| Aeration Blowers VFD | \$60,000.00 | \$60,000.00 | | | | |
| Building - Roof and Eavestroughing Replacment | \$10,000.00 | \$10,000.00 | | | | |
| | \$6,104,800.00 | \$1,048,800.00 | \$782,000.00 | \$1,150,000.00 | \$2,624,000.00 | \$500,000.00 |
| Total | \$16,058,671.29 | \$6,489,735.29 | \$2,105,936.00 | \$2,503,500.00 | \$3,216,500.00 | \$1,743,000.00 |

Town of Kensington - Request for Decision

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Date: March 5, 2020 | Request for Decision No: 2020-13 |
| Topic: 2020/21 Town of Kensington Property Taxation Rates | |
| Proposal Summary/Background: Section 160(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. 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> It is recommended that the Property Tax Rates for the 2020/21 fiscal year remain unchanged at \$0.55/\$100 of assessment for Non-Commercial properties and \$1.30/\$100 of assessment for Commercial properties | |
| Benefits: <ul style="list-style-type: none">• None noted. | |
| Disadvantages: <ul style="list-style-type: none">• None noted. | |
| Discussion/Comments: <ul style="list-style-type: none">• None noted. | |
| Options: <ol style="list-style-type: none">1. Approve the 2020/21 Property Tax Rates as recommended.2. Not approve the 2020/21 Property Tax Rates as recommended.3. Approve different Property Tax Rates. | |
| Costs/Required Resources: N/A | Source of Funding N/A |

Recommendation:

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

WHEREAS Section 160(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. and Section 5.2 of the Town of Kensington's Tax Rate Groups Bylaw requires the town to establish tax rates by resolution;

BE IT RESOLVED THAT the 2020/21 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

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Date: March 5, 2020 | Request for Decision No: 2020-14 |
| Topic: 2020/21 Town of Kensington and Water and Pollution Control Corporation Operating Lines of Credit | |
| Proposal Summary/Background: <p>Section 166(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. states that a council may by bylaw authorize the borrowing of money on a short-term basis for the purpose of financing operating expenditures. Section 166(2) states that, except as authorized by the Lieutenant Governor in Council, the amount borrowed for the purpose of financing operating expenditures shall not exceed 50% of the total estimated revenues of the municipality as set out in the adopted operating budget contained in the financial plan for that fiscal year.</p> <p>Section 5.1 of Town Council's Borrowing Bylaw authorizes Town Council to borrow money for the purpose of financing operating expenditures on a short-term basis.</p> <p>The town's current operating line of credit is set at \$150,000. The W&PCC's operating line of credit is set at \$75,000. It is proposed that Town Council maintain these same levels for 2020/21.</p> | |
| Benefits: <ul style="list-style-type: none">• Will allow the Town to finance operating expenditures on a short-term basis as required. | |
| Disadvantages: <ul style="list-style-type: none">• None noted. | |
| Discussion/Comments: <ul style="list-style-type: none">• None noted. | |
| Options: <ol style="list-style-type: none">1. Approve the Town and W&PCC operating lines of credit as recommended.2. Not approve the operating lines of credit as recommended.3. Approve operating lines of credit of a different amount. | |
| Costs/Required Resources: N/A | Source of Funding N/A |

Recommendation:

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

WHEREAS Section 166(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money on a short-term basis for the purpose of financing operating expenditures;

AND WHEREAS Town Council currently carries short term borrowing in the amount of \$150,000 for the General Account and \$75,000 for the Water and Pollution Control Corporation Account;

AND WHEREAS no change is being proposed in the amounts to be borrowed for the 2020/21 fiscal year;

AND WHEREAS the amounts to be borrowed will not cause the Town to exceed its legislated debt capacity;

BE IT RESOLVED THAT Kensington Town Council approve an operating line of credit of \$150,000.00 from Scotiabank for the General Account with the Chief Administrative Officer, or his designate, and the Mayor, or his designate, being authorized as legal signing officers, under the following terms:

- i. An interest rate of Prime, less 0.25% per annum with interest payable monthly; and***
- ii. Advances repayable on demand;***

BE IT FURTHER RESOLVED THAT Kensington Town Council approve an operating line of credit of \$75,000.00 from Scotiabank for the Water and Pollution Control Corporation Account with the Chief Administrative Officer, or his designate, and the Mayor, or his designate, being authorized as legal signing officers, under the following terms:

- i. An interest rate of Prime, less 0.25% per annum with interest payable monthly; and***
- ii. Advances repayable on demand;***

Town of Kensington - Request for Decision

| | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------|-------------|---------------------|-------------|------------------------|------------|------------------------|------------|------------------|-------------|----------------------|--------------|-----------------|------------|-----------------------------|------------|------------------|------------|------------------|--------------|---------------------|-----------|
| Date: March 5, 2020 | Request for Decision No: 2020-15 | | | | | | | | | | | | | | | | | | | | | | |
| Topic: Town of Kensington Tangible Capital Asset Capitalization and Amortization Policy Amendment | | | | | | | | | | | | | | | | | | | | | | | |
| Proposal Summary/Background: <p>Town Council adopted a Tangible Capital Asset Capitalization and Amortization Policy in 2019 to, among other things, set appropriate amortization (depreciation) rates for specific capital asset classifications. Section 5 of the Policy states:</p> <p><u>Amortization Method</u></p> <p><i>The cost of amortized tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost is amortized on a straight-line basis over the estimated useful life as follows:</i></p> <table><tbody><tr><td><i>Sewer system and lagoon</i></td><td><i>1.2%</i></td></tr><tr><td><i>Water system</i></td><td><i>1.2%</i></td></tr><tr><td><i>Sewer equipment</i></td><td><i>20%</i></td></tr><tr><td><i>Water equipment</i></td><td><i>20%</i></td></tr><tr><td><i>Buildings</i></td><td><i>2.5%</i></td></tr><tr><td><i>Fire Vehicles</i></td><td><i>6.67%</i></td></tr><tr><td><i>Vehicles</i></td><td><i>20%</i></td></tr><tr><td><i>Electronic Equipment</i></td><td><i>25%</i></td></tr><tr><td><i>Equipment</i></td><td><i>10%</i></td></tr><tr><td><i>Sidewalks</i></td><td><i>6.67%</i></td></tr><tr><td><i>Wind turbine</i></td><td><i>5%</i></td></tr></tbody></table> <p><i>Full amount of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.</i></p> <p>Following a review of the Policy by staff, it is being recommended that Town Council consider revising the policy such that Fire Vehicles (specifically, emergency response apparatus') are depreciated at 5% (20 years) as opposed to the current 6.67% (15 years). The Fire Underwriters Survey (FUS) provides a guideline for the replacement of fire apparatus as follows:</p> <ul style="list-style-type: none">• Small municipalities and rural fire departments 20 years., with an additional 5 years second line or reserve. <p>While level of use, preventative maintenance and compliance with specific codes and regulations (NFPA and ULC) are all factors in determining when to replace a fire apparatus, it has been the town's experience that fire vehicles (excluding passenger vehicles) are typically lasting a minimum of 20 years within the Town's fire department.</p> <p>A copy of Town Council's current Policy and the amended version are circulated with this Request for Decision.</p> | | <i>Sewer system and lagoon</i> | <i>1.2%</i> | <i>Water system</i> | <i>1.2%</i> | <i>Sewer equipment</i> | <i>20%</i> | <i>Water equipment</i> | <i>20%</i> | <i>Buildings</i> | <i>2.5%</i> | <i>Fire Vehicles</i> | <i>6.67%</i> | <i>Vehicles</i> | <i>20%</i> | <i>Electronic Equipment</i> | <i>25%</i> | <i>Equipment</i> | <i>10%</i> | <i>Sidewalks</i> | <i>6.67%</i> | <i>Wind turbine</i> | <i>5%</i> |
| <i>Sewer system and lagoon</i> | <i>1.2%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Water system</i> | <i>1.2%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Sewer equipment</i> | <i>20%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Water equipment</i> | <i>20%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Buildings</i> | <i>2.5%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Fire Vehicles</i> | <i>6.67%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Vehicles</i> | <i>20%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Electronic Equipment</i> | <i>25%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Equipment</i> | <i>10%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Sidewalks</i> | <i>6.67%</i> | | | | | | | | | | | | | | | | | | | | | | |
| <i>Wind turbine</i> | <i>5%</i> | | | | | | | | | | | | | | | | | | | | | | |
| Benefits: | | | | | | | | | | | | | | | | | | | | | | | |

- Will accurately match the depreciation rate for fire apparatus with their typical life cycle.

Disadvantages:

- None noted.

Discussion/Comments:

- None noted.

Options:

1. Amend the Tangible Capital Asset Capitalization and Amortization Policy, as recommended.
2. Not amend the Policy.
3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:

N/A

Source of Funding

N/A

Recommendation:

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

WHEREAS Town Council adopted a Policy on March 11, 2019 to provide direction to staff on the capitalization and depreciation of tangible capital assets;

AND WHEREAS staff have reviewed the policy and are recommending Town Council's consideration of amending the policy to change the amortization rate associated with fire apparatus' to more closely align with their actual typical life span;

BE IT RESOLVED that Town Council amend the Town of Kensington Tangible Capital Asset Capitalization and Amortization Policy such that the amortization rate for vehicles is changed from 6.67% to 5%.



| | | | |
|----------------------|---------------------------------------------------------------|---------------------------------|----------------|
| Policy Title: | Tangible Capital Asset Capitalization and Amortization Policy | Policy Number: | 01-1-103-19 |
| Department: | Administration | Approval/Effective Date: | March 11, 2019 |

1. **Purpose**

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in the Town of Kensington's financial statements.

2. **Tangible Capital Asset Definition**

A "Tangible Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; and (2) was acquired or produced for a cost of \$1000.00 or more. Tangible capital assets must be capitalized and depreciated for financial statement purposes.

Tangible capital assets include all amounts that are directly attributable to the acquisition, construction, development and betterment of the asset. All costs associated with placing an asset in service, including freight, installation costs, site preparation costs, alterations and professional fees are included in the capitalized value.

3. **Capitalization Thresholds**

Town of Kensington establishes \$1000.00 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in the Town of Kensington's financial statements.

4. **Capitalization Method and Procedure**

All tangible capital assets are recorded at historical cost as of the date acquired.

Tangible assets costing below the aforementioned threshold amount are recorded as an expense for Town of Kensington's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

5. **Amortization Method**

The cost of amortized tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost is amortized on a straight-line basis over the estimated useful life as follows:

| | |
|-------------------------|------|
| Sewer system and lagoon | 1.2% |
|-------------------------|------|

Town of Kensington – Tangible Capital Asset Capitalization and Amortization Policy

| | |
|----------------------|-------|
| Water system | 1.2% |
| Sewer equipment | 20% |
| Water equipment | 20% |
| Buildings | 2.5% |
| Fire Vehicles | 6.67% |
| Vehicles | 20% |
| Electronic Equipment | 25% |
| Equipment | 10% |
| Sidewalks | 6.67% |
| Wind turbine | 5% |

Full amount of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

6. **Record Keeping**

The Chief Administrative Officer will maintain records of the complete inventory of the Town's tangible capital assets and the related amortization based on historical tangible capital assets acquisitions and disposals.

Date of Passage: _____

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

Chief Administrative Officer

Date



| | | | |
|----------------------|---------------------------------------------------------------|---------------------------------|----------------|
| Policy Title: | Tangible Capital Asset Capitalization and Amortization Policy | Policy Number: | 01-1-103-19 |
| Department: | Administration | Approval/Effective Date: | March 11, 2019 |
| | | Amended: | March 9, 2020 |

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This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in the Town of Kensington's financial statements.

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Town of Kensington – Tangible Capital Asset Capitalization and Amortization Policy

| | |
|-------------------------|-------|
| Sewer system and lagoon | 1.2% |
| Water system | 1.2% |
| Sewer equipment | 20% |
| Water equipment | 20% |
| Buildings | 2.5% |
| Fire Vehicles | 5% |
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The Chief Administrative Officer will maintain records of the complete inventory of the Town's tangible capital assets and the related amortization based on historical tangible capital assets acquisitions and disposals.

Date of Passage: _____

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

Chief Administrative Officer

Date

Town of Kensington - Request for Decision

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date: March 6, 2020 | Request for Decision No: 2020-16 |
| Topic: Kensington Fire Department – Rescue Vehicle Purchase – Borrowing Resolution | |
| Proposal Summary/Background: <p>In August of 2019 Town Council authorized, through resolution, the purchase of a new rescue vehicle for the Fire Department through METALFAB Ltd. The total cost of the purchase was tendered at \$365,665.29; funded through Fire District Committee funds and long-term borrowing. Assumptions were made at that time with respect to the amount of District Committee funds available and no indication was provided as to how the Town’s long-term borrowing would be allocated internally between General Government and the Fire Department. Further, at that time, the amortization period associated with fire apparatuses was 15 years, which is now proposed to be amended to 20 years (see RFD2020-15).</p> <p>It is requested that Town Council rescind their August 2019 borrowing resolution and replace it with the revised borrowing resolution given below.</p> | |
| Benefits: <ul style="list-style-type: none"> Will modify the borrowing associated with the new Fire Department rescue vehicle to align with the funding available and the internal allocation of long-term borrowing. Will align the borrowing with the actual depreciation rate associated with fire apparatuses. | |
| Disadvantages: <ul style="list-style-type: none"> None noted. | |
| Discussion/Comments: <ul style="list-style-type: none"> None noted. | |
| Options: <ol style="list-style-type: none"> Rescind the August 2019 borrowing resolution and replace with the resolution below, as recommended. Not rescind or approve the recommended resolutions. Refer the matter back to staff for further deliberation. | |
| Costs/Required Resources: \$365,665.29 plus HST HST fully recoverable | Source of Funding Long Term Borrowing Town - \$287,665.29 <ul style="list-style-type: none"> General Government - \$242,681.00 Fire Department - \$ 44,984.29 Fire District Committee Funds - \$78,000.00 |

Recommendation:

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

Resolution 1

BE IT RESOLVED THAT Town Council rescind the following resolution from their August 12, 2019 regular meeting:

“WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money for the completion of a capital project;

AND WHEREAS Town Council has authorized the purchase of a new custom-built rescue vehicle for the Kensington Fire Department;

AND WHEREAS the amount to be borrowed will not cause the Town to exceed its legislated debt capacity;

BE IT RESOLVED that the Town of Kensington be empowered to borrow \$286,959.02 from the Scotiabank, under the following terms:

- i. repayable in full by Town Council over an amortization period not to exceed 15 years.***
- ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.***
- iii. Advances repayable on demand.”***

Resolution 2

WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money for the completion of a capital project;

AND WHEREAS Town Council has authorized the purchase of a new custom-built rescue vehicle for the Kensington Fire Department from METALFAB Ltd;

AND WHEREAS the amount to be borrowed will not cause the Town to exceed its legislated debt capacity;

AND WHEREAS the total cost of the rescue vehicle is \$365,665.29; funded as follows: \$78,000 from the Fire District Committee; \$242,681.00 from the Town of Kensington’s long-term debt; and \$44,984.29 from the Fire Dept long-term debt;

BE IT RESOLVED that the Town of Kensington be empowered to borrow \$287,665.29 from the Scotiabank;

- i. repayable in full by Town Council over an amortization period not to exceed 20 years.***
- ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.***
- iii. advances repayable on demand.***

Explore Everything to "Love" about Prince Edward Island!



Correspondence

Central Coastal Region

BRAND NEW ADVERTISING OPPORTUNITY FOR 2020!

NEW!! 2020 Tour Map Advertising Opportunities

The Central Coastal Tourism Partnership tour map is **brand new for 2020** and will be an insider's guide for things to see and do, places to stay and places to eat in central PEI. With 30,000 copies being printed, it will be found in every location possible – from cottages to hotel rooms; gas stations to Visitor Information Centres – always at the fingertips of visitors and Islanders alike. This will be the regional fulfillment piece sent from Tourism PEI's provincial distribution. See following pages for ad positions available.

Only 27 advertising spaces are available.

Advertising space is very limited, so book soon and don't be disappointed!

This will be a first come first serve basis.

2020 Online Advertisements

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

2020 Online Priority Listing

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

Space is limited, so book early and don't be disappointed!

Contact Donna MacKinnon at donna@technomediapei.com or call 902.368.3043 for more information. All tour map ads, online web ads and/or priority listings will be confirmed with a signed advertising contract and payment. ***If payment is not received by March 13, 2020, your ad placement is not guaranteed.***

Booking deadline: March 6, 2020

Guaranteed placement payment deadline: March 13, 2020

Materials deadline: March 20, 2020

Contact Donna at donna@technomediapei.com or 902.368.3043

Explore Everything to "Love" about Prince Edward Island!

2020 Specifications

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

TechnoMedia and the CCTP are not liable for advertising not placed because ads or revised ads were received after provided deadlines. **See following pages for a visual reference mockup of the layout.**

Booking deadline: March 6, 2020

Guaranteed placement payment deadline: March 13, 2020

Materials deadline: March 20, 2020

Tour Map Rates & Specs:

| | Member | Non-Member |
|----------------------------------------|------------|------------|
| Inside Map (4.5" wide x 2.25" high) | \$550.00 | \$660.00 |
| Outside Map (2.3125" wide x 3.5" high) | \$450.00 | \$540.00 |
| Back Cover (5.1875" wide x 9" high) | \$2,000.00 | \$2,400.00 |

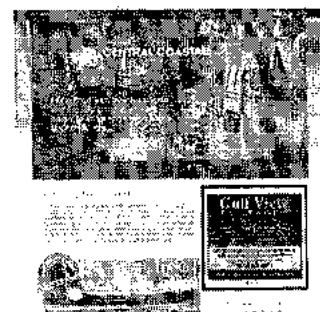
Online Ad Rates & Specs:

Web Ad: (340px w x 300px h)

| | Home Page | Category Page | Home & Category Page |
|---------------------------------------------------------------------------|-----------|---------------|----------------------|
| Rotating ads in the right hand column for one year starting April 1, 2020 | \$500.00 | \$450.00 | \$900.00 |
| | | | Savings of 6% |

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

Home Page Web Ads:

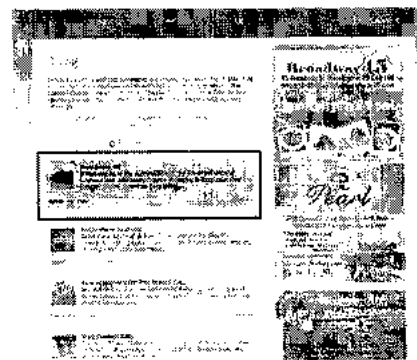


Online Priority Listing Rates:

| Priority Listing: | English | French | Eng & Fre |
|-------------------------------------------------------------------------------------|----------|----------|----------------|
| (Under Things to Do, Stay, Dine, Anne) | | | |
| Highlight your name at the top of category page for one year starting April 1, 2020 | \$250.00 | \$100.00 | \$300.00 |
| | | | Savings of 17% |

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

Priority Listings / Category Page Ads:



Contact Donna at donna@technomediapei.com or 902.368.3043



Central Coastal Region

2020 Central Coastal Tourism Partnership Inc. Advertising Contract

Advertiser: _____

Address: _____

Contact: _____

Phone: _____ Email: _____

Order Date: _____ Signature: _____

TOUR MAP:

| | Member: | Non-Member: | |
|-----------------------------------------------------|-----------|-------------|-------|
| <input type="checkbox"/> Inside of Map (10 spaces) | \$550.00 | \$660.00 | _____ |
| <input type="checkbox"/> Outside of Map (16 spaces) | \$450.00 | \$540.00 | _____ |
| <input type="checkbox"/> Back Cover | \$2000.00 | \$2400.00 | _____ |

**2019 advertisers have the first-right-of-refusal for ad space.*

ONLINE ADS:

| | Member: | Non-Member: | |
|-----------------------------------------------------|----------|-------------|-------|
| <input type="checkbox"/> Home Page | \$500.00 | \$600.00 | _____ |
| <input type="checkbox"/> Category Page | \$450.00 | \$540.00 | _____ |
| <input type="checkbox"/> Dual Ad | \$900.00 | \$1080.00 | _____ |
| <input type="checkbox"/> French additional to above | \$100.00 | \$120.00 | _____ |

PRIORITY LISTING:

| | Member: | Non-Member: | |
|----------------------------------------------------------------------|----------|-------------|-------|
| <input type="checkbox"/> English site, 1-year starting April 1, 2020 | \$250.00 | \$300.00 | _____ |
| <input type="checkbox"/> French site, 1-year starting April 1, 2020 | \$100.00 | \$120.00 | _____ |
| <i>(additional to English site rates)</i> | | | |
| <input type="checkbox"/> English & French site | \$300.00 | \$360.00 | _____ |

Subtotal \$ _____

HST (15%) \$ _____

Total \$ _____

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

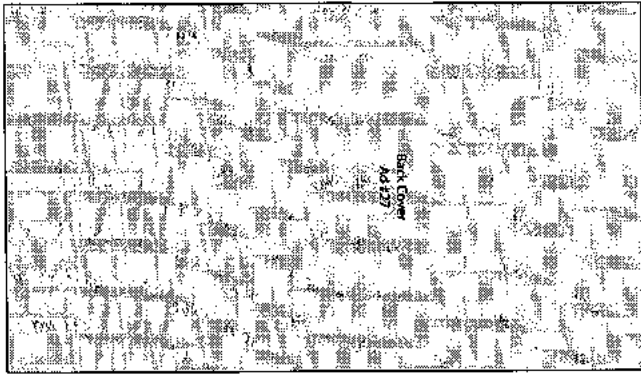
☐ Payment with credit card, please call Donna at (902) 368-3043

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

- Contract to be emailed to donna@technomediapei.com
- Invoice will be emailed upon receipt of contract
- Payment is required to confirm the booking

This order will be confirmed upon receipt of a signed copy of this Advertising Contract and arrangements made for payment. A signed copy is accepted on the understanding that the advertiser assumes full liability for the advertising space. Cancellations or changes requested after the order deadline cannot be guaranteed. Unless specifically stated, graphic and production costs are not included in the advertising rates and final material is the responsibility of the advertiser. All orders must be accompanied by a signed contract. The acceptance or execution of an order is subject to the approval of the Central Coastal Tourism Partnership and advertising copy subject to the approval of the Publisher. The Publisher reserves the right to refuse any material deemed by the Publisher to be unsuitable. All contracts are accepted on the understanding that the Advertiser assumes full liability for all advertising submitted and printed. Publisher is not liable for delays in delivery and/or non-delivery event of Acts of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes, whether legal or illegal, labour or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the Publisher, affecting production or delivery in any manner. The liability of the Publisher for any error which it may be held legally responsible will not exceed the cost of the advertising space. The Publisher specifically assumes no responsibility for any error caused as a result of orders or final material received after published deadlines. All rates quoted as net, non-commissionable. Cancellations will not be accepted after March 20, 2020. The Publisher does not guarantee placement.

Contact Donna at donna@technomediapei.com or 902.368.3043



Outside Ad #111

Outside Ad #112

Outside Ad #113

Outside Ad #114

Outside Ad #115

Outside Ad #116

Outside Ad #117

Outside Ad #118

Editorial Content

Outside Ad Actual Size
23125" wide x 315" high

Editorial Content

Outside Ad #201

Outside Ad #202

Outside Ad #203

Outside Ad #204

Outside Ad #205

Outside Ad #206

Outside Ad #207

Outside Ad #208

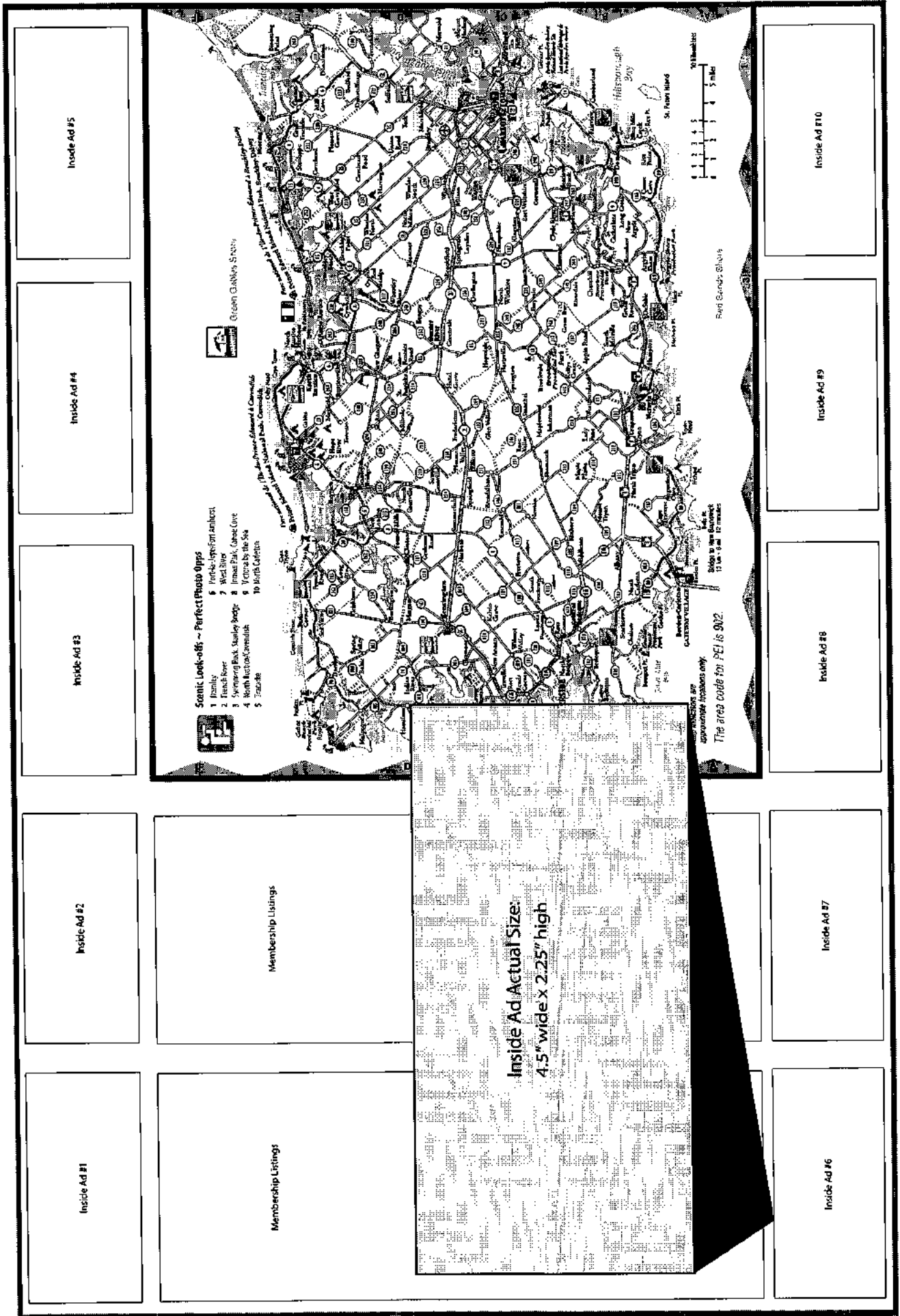
CENTRAL COASTAL DRIVE
PRINCE EDWARD ISLAND



Explore everything to love about
Prince Edward Island

2020 | CENTRALCOASTALPEI.COM

Inside Spread for 2020 Map MOCKUP





March 4, 2020

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.

Since 1945, 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, flower/vegetable gardens and many more). In special recognition of our Diamond Anniversary, this year we are offering several Heritage Competitions. Annually, the Rural Beautification Society hosts The Awards Dinner, where winning entries receive their well-deserved recognition and prize money totaling over \$15,000 is presented.

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, 2020. 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.

Please help us celebrate our 75th Anniversary!

Regards,
Janet Cotton
Board Member
PEI Rural Beautification Society
902-886-2528



2020 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, 2020**

**Please confirm your sponsorship by contacting:
Glenn Holmes - Executive Director
rglennholmes@outlook.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.**