



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

Monday, March 8, 2021 @ 7:00 PM

55 Victoria Street
Kensington, PEI
C0B 1M0
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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 8, 2021 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 February 8, 2021 Regular Meeting
 - 5.2 February 11, 2021 Public Meeting
- 6. Business Arising from Minutes**
 - 6.1 February 8, 2021 Regular Meeting
 - 6.2 February 11, 2021 Public 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 – Town
 - 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 PEI Initiative Report – Deputy Mayor Pickering

7.11 Kensington and Area Chamber of Commerce Report – Councillor Gallant

7.12 PEI 55 Plus Games – Councillor Gallant

8. New Business

8.1 2021/22 Town of Kensington Draft Financial Plan

8.2 Request for Decisions

8.2.1 RFD2021-07 - Town of Kensington Water and Sewer Utility Bylaw – Second Reading & Formal Adoption

8.2.2 RFD2021-08 - Appointment of Municipal Electoral Officer and Deputy Municipal Electoral Officer

8.2.3 RFD2021-09 - Development Control Bylaw Amendment - PID No 915322 - First Reading

8.2.4 RFD2021-10 -Development Permit Application – 39 Woodleigh Drive (PID 79087)

8.3 Other Matters

9. Correspondence

10. Committee of the Whole (In-Camera) – *One item of a human resources nature as per Section 119(1)(d) of the Municipal Government Act*

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, February 8, 2021
7:00 PM**

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

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

Visitors: Jason Simmonds – 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 to the February meeting of Kensington Town Council.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the tentative agenda for the February 8, 2021 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 Spencer, seconded by Councillor Toombs to approve the minutes from the January 11, 2021 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 January 11, 2021 Regular Meeting

6.1.1 *Nil.*

7. Reports

7.1 Chief Administrative Officer Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to adopt the February 2021 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Spencer, seconded by Councillor Gallant to approve the December 2020 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the December 2020 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the February 2021 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the December 2020 Bills in the amount of \$592,443.35. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the Summary Income Statement for the month of December 2020. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to approve the Credit Union Centre report for the month of December 2020. Unanimously carried.*

7.8 Mayor's Report

7.8.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the Mayors report for the month of February 2021 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Mayor Caseley discussed with Council the potential of partnering with the KISH Industrial Arts Class to create covered seating areas in Town parks. Council supported the concept and requested additional information on price and timing.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 The FPEIM AGM will be held virtually on April 26, 2021.

7.10 Heart of the Island Initiative Report

7.10.1 Deputy Mayor Pickering reported that the Heart of the Island Initiative have completed their strategic plan and are awaiting the final report.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 Councillor Mann reported that the KACC has hired a new Executive Director, Julie Corbett.

7.11.2 The KACC AGM will be held virtually on February 19, 2021.

7.12 PEI 55 Plus Games

7.12.1 Councillor Gallant discussed with Town Council the timeline requirements for preparation of the 55 Plus Games. Concerns were addressed regarding COVID-19 and the uncertain potential for limiting Public Health Restrictions.

Moved by Councillor Toombs, seconded by Councillor Spencer to recommend postponing being the host community of the 55+ Games until 2022.

Unanimously carried.

7.12.2 Mr. Baker will review the Town's current Harassment Policy to include volunteers.

8. New Business

8.1 Request for Decisions

8.1.1 2021 Census of Population

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

WHEREAS Statistics Canada will be proceeding with the Federal census in May of 2021;

AND WHEREAS Towns and Cities are key benefactors of accurate census data, which provides key socio-economic trends and an opportunity for analysis to improve the effectiveness of programs and services that benefit our community;

AND WHEREAS accurate census data is directly tied to the allocation of Federal Gas Tax Funds

Unanimously carried.

8.1.2 Subdivision of Lands – Estate of Olive Champion (PID 80119, 79913 and 79921)

8.1.2.1 Moved by Councillor Spencer, seconded by Councillor Toombs

WHEREAS a subdivision plan (Plan #20253-S01) and a request has been received from the owner (estate of property owner) of properties located at 9 School Street (PID 79921), 11 School Street (PID 79913), and along Pleasant Street (PID 80119) for Town Council's consideration of adjusting the property lines of the properties;

AND WHEREAS the proposed subdivision plan has been reviewed against the Town's Development Control Bylaw and is found to be in general compliance therewith;

BE IT RESOLVED THAT approval be granted to append Parcel A and Parcel C to PID 79913 to create a new Lot 21-1, as per Survey Plan No. 20253-S01, dated January 21, 2021, drawn by Locus Surveys Ltd.;

BE IT FURTHER RESOLVED THAT approval be granted to append Parcel B and Parcel D to PID 79921 to create a new Lot 21-2, as per Survey Plan No. 20253-S01, dated January 21, 2021, drawn by Locus Surveys Ltd.;

Unanimously carried.

8.1.3 Town of Kensington Water and Sewer Utility Bylaw – First Reading

8.1.3.1 Resolution 1

Moved by Councillor Toombs, seconded by Deputy Mayor Pickering

WHEREAS Subsection 180(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

BE IT RESOLVED THAT the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) be hereby read a first time.

Unanimously carried.

8.1.3.2 Resolution 2

Moved by Councillor Toombs, seconded by Deputy Mayor Pickering

WHEREAS Subsection 180(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

AND WHEREAS the Town of Kensington Water and Sewer Utility Bylaw (Bylaw 2021-01) was read a first time at a duly held meeting February 8, 2021;

BE IT RESOLVED THAT the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) be hereby approved.

Unanimously carried.

- 8.1.3.3** Council requested that he CAO review and clarify the language in section 3.2 of the Bylaw – Deemed to Receive Service prior to presenting the Bylaw for second reading and formal adoption.

8.2 Other Matters

- 8.2.1** Mayor Caseley discussed the Kensington Area Chamber of Commerce AGM on February 19, 2021. Councillor Gallant has accepted his appointment as the Town of Kensington representative on the board.
- 8.2.2** A public meeting will be held at the Murray Christian Centre on Thursday, February 11, 2021 at 6:00 PM to present the re-zoning application from Ryan Simmonds, Lot No. 8 – Lions Drive.
- 8.2.3** Councillor Gallant addressed a concern for the proposed placement of the 2D – Fiddle Art Structure proposed by the Heart of PEI Initiative. He suggested that the structures be installed in a more visible area. Deputy Mayor Pickering confirmed the Heart of PEI Initiative would want the structure installed in a highly visible area and suggested that the final decision of the location be determined once the project has been completed and size determined.
- 8.2.4** Councillor Gallant spoke on his proposal to create a memorial of the late Nathan Condon and confirmed the families support of the initiative. Deputy Mayor Pickering offered her assistance with the project and will bring the idea forward

to the Heart of PEI Initiative.

Moved by Councillor Toombs, seconded by Councillor Gallant to allow Councillor Gallant to move forward in the planning process by developing a concept and cost proposal for Town Council's consideration.

Unanimously carried.

- 8.2.5** Councillor Mann addressed concern about the lateness of the street clearing following a recent storm and noted that some streets in Town were not cleared until 11:00 am.

9. Correspondence

- 9.1** A letter from Skate Canada's – Kensington Skating Club requesting the Town's financial contribution by purchasing an advertisement in their program for the 52nd Annual Ice Show being held at the Credit Union Centre on March 5, 2021.

Moved by Councillor Toombs, seconded by Councillor Spencer to approve a \$500.00 Silver Blade Sponsorship to the Kensington Skating Club for their 52nd Ice Show.

Unanimously carried.

- 9.2** A letter from Peter Holman with a proposal for becoming an Age-friendly community. – *No action*

Jason Simmonds, Wendy MacKinnon and Kim Caseley excused themselves from the Council Chamber at 8:11 pm.

10. In-Camera

- 10.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Gallant to enter into an in-camera session pertaining to One item of a human resources nature as per Section 119(1)(d) of the Municipal Government Act. at 8:12 PM.*

- 10.2** *Moved by Councillor Spencer, seconded by Deputy Mayor Pickering to come out of an in-camera session at 9:13 PM.*

11. Adjournment

Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to adjourn the meeting at 9:13 PM. Unanimously carried.

**Town of Kensington
Minutes of Public Meeting
Thursday, February 11, 2020
6:00 PM**

Presiding: Mayor Rowan Caseley

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

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

Visitors: Ryan Simmonds
James Harper

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

PURPOSE:

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

- To re-zone PID No. 915322 (Lot 8 – Lions Drive) from Single Residential (R1) to Low Density Residential (R2) for the purpose of constructing a semi-detached (duplex) residential dwelling.
- To amend the Official Plan General Land Use Map in order to accommodate the above zoning designation.
- A 2' variance on the NW side yard and a 3' variance on the SE side yard in order to accommodate the development request of the applicant.

Mayor Caseley outlined the Bylaw amendment process for the meeting attendees:

The proposed Bylaw amendment was initially considered by Town Council at their regular December meeting, held on December 14, 2020 where staff presented a report (Request for Decision) recommending that Town Council allow the proposed amendment to proceed to a public meeting. The recommendation was made based on a review of the application by DV8 Consulting, the Town's Planning Consultant. Town Council subsequently authorized staff to move the proposed amendment forward to a public meeting to solicit comments/feedback from the community.

A notification ad was placed in the Guardian newspaper on January 30, 2021, in accordance with the PEI Planning Act and the Town's Development Control Bylaw. In addition to providing notice of this meeting, the ad also provided an opportunity for residents to submit written submissions to Town Council regarding their support or opposition for the application. While no written submissions were received, two Lion's Drive Property Owners did contact the Town office to express concern around the potential extension of Lion's Drive through to Barrett Street. The residents were informed that there is currently no consideration being given to removing the dead-end at the end of Lion's Drive. The residents expressed no concern around the Bylaw/Official Plan amendment or variance request.

The ad also required anyone wishing to attend this meeting to register beforehand. Two impacted property owners registered: Wayne Clark and James Harper.

Following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the amendment which is planned for March 8, 2021.

Mayor Caseley opened the floor for comments from the applicant, Ryan Simmonds.

Mr. Simmonds shared with Town Council his wish to re-zone the property for the construction of a residential duplex, as there are currently no R2 lots available for purchase within the Town.

Mr. Baker noted that staff did speak with Mr. Wayne Clark to clarify information on the proposed variance.

Mayor Caseley announced a ten-minute recess to allow time for James Harper to arrive.

Mr. Harper arrived at the meeting at 6:15 pm. Mayor Caseley re-read the purpose of the meeting and opened the floor for comment.

Mr. Harper addressed concern that the re-zoning of the lot could negatively impact the property values of surrounding R1 properties.

Mr. Baker provided information regarding the existing duplex units on Lions Drive and the surrounding area.

Mr. Simmonds added that he intends to live in one half of the duplex and rent the second side to a long-term tenant.

Mr. Baker noted that a previous impact review regarding the decrease in property values in mixed use subdivisions did not result in a decrease of property value.

Mr. Harper was pleased to hear that Mr. Simmonds plans to live in one of the units and it eases his concerns regarding pride of ownership.

Moved by Councillor Spencer, seconded by Deputy Mayor Pickering that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting

adjourned at 6:25 PM.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report for Committee of Council - February 2021		
Item #	Project/Task	Status
1	Exempt Staffing Policy	The policy was provided to Town Councillors and discussed at the regular January Committee of Council meeting. Minor modifications were requested to be made to the policy. The changes will be made and the policy brought forward to the regular March meeting of Town Council for further consideration.
2	COVID-19 Pandemic	NO UPDATE We continue to implement all facility plans until such time as the Public Health Office advises otherwise. Staff are consistently reviewing the plans for required updates, i.e. mandatory masks in all public places. Updated plans around the operation of the Credit Union Centre has been posted on the CPHO website. Updated plans will be posted to the Town's website as they are updated. The Town was recently advised of the approval of funding through the Safe Restart Program in the amount of \$87,000. The funds will be utilized for pandemic response supplies as well as facility upgrades as was approved by Town Council in November of 2020.
3	Outdoor Furniture Construction	Direction was provided to staff at the regular February meeting of Town Council to discuss the construction of outdoor furnishings (covered picnic tables) with the KISH Industrial Arts teacher. No action has been take on this to date.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE Following completion of the Town's current annexation application process, work on the Development Bylaw and Official Plan can proceed.
5	Asset Management	All asset management files have been received. I am trying to set up a meeting with the consultant to ensure a proper interpretation of the asset class forecasts and next steps in the development of the asset management plan.
6	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades	The project is near completion. The contractor will be required to come back to site in the spring to perform final reinstatement of the site.
7	2019-2024 Gas Tax Capital Investment Plan	It was originally intended that the re-profiling would be presented to Committee of Council during their January regular meeting however I am still trying to assemble the project methodologies and cost estimates. WSP has been contracted to complete project scopes and cost estimates. Information will be brought forward for Town Council's consideration once it is complete.
8	Emergency Warming/Reception Centre	NO UPDATE The operational guideline is still in development. Staff applied for \$20,000 in funding support through the Provincial Government which has been approved and received.
9	Fire Department Rescue Vehicle	The rescue vehicle was delivered to the Fire Department on December 19th. The old rescue vehicle has been advertised for sale as per Council's direction. Much interest has been expressed in the vehicle however no offer has been made at this point.
10	Wastewater Treatment Plant Blowers	Funds have been included in the 2021/22 Capital Budget to replace the existing sensors associated with the Blower #1 Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. It is proposed that Gas Tax be used to complete the project. Another re-profiling of the Town's Capital Investment Plan is required of which this project will form a part. WSP are currently working on a project proposal, including cost estimates, to enable the completion of the re-profiling.
11	Water and Wastewater Bylaw	The Water and Sewer Utility Bylaw was given first reading at the February regular meeting of Town Council. It is anticipated that second reading and formal adoption of the Bylaw will be given at the regular March meeting.
12	Kensington Area Soccer Club - Clubhouse	NO UPDATE Work continues on the soccer clubhouse. The ROW agreement for the water and sewer connections is still being worked on with the Province of PEI.
13	Municipal Restructuring	A copy of the IRAC recommendation report has been provided to Town Councillors. It is understood that the report has been provided to the Minister of Communities and will be considered by Cabinet in January/February 2021. .

Item #	Project/Task	Status
14	Police Study/Service Model Review	Staff continue to work towards the development of an implementation plan emanating from the Review. It is anticipated that the Plan will be completed in the April/May timeframe.
15	Lion's Drive Re-Zoning Application - Ryan Simmonds	A public meeting was held on February 11, 2021 to hear residents concerns/support for the re-zoning application. Staff are working on a report to Town Council. The report will be brought forward to the March meeting of Town Council for consideration.
16	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	The SCADA panel and chlorine analyser were commissioned on February 19, 2021. The generators and supporting equipment have been placed on site however have not been commissioned. We continue to work with WSP and the contractor to get this work completed as expeditiously as possible.
17	Railyards Garbage Receptacle Area	NO UPDATE Commercial Construction have removed the top soil from the grassed area behind the freight shed. A tenant has expressed some resistance to relocating their garbage receptacle. More information will be brought before Town Council for discussion as the situation progresses. One waste container, which was initially moved to the area, has since been moved back to a parking space for the winter months. The owner has committed to moving the container back to the cleared area in the Spring.
18	Town of Kensington Harassment Policy	Staff have begun a review of the Town's Harassment Policy with the intent to amend it to include non-employees (volunteers, temporary employees, contractors working on behalf of the Town, etc.)
19	Water and Sewer Rate Application	The new water and sewer rates were implemented effective January 1, 2021.
20	Railyards Fence Replacement	NO UPDATE I am informed that the cost shared portion of this project will not be completed until the Spring of 2021 due to unavailability of materials.
21	Utility Trailer - Broadway Street North	NO UPDATE The utility transport container was supposed to have been removed by October 24, 2020. The property owner requested a further extension to the end of December 2020 which was granted. It is noted that the container is still present on the property. The matter has been referred back to the Police Department for follow up action. A letter will be drafted to the property owners providing a finite timeline for its removal prior to formal action being taken.
22	Active Transportation Fund	NO UPDATE An application has been submitted to the Active Transportation Fund as directed by Town Council. No response has been received to date.
23	Town Council By-Election	With the resignation of former Councillor Bernard, the town will be required to move forward with a By-Election. The MGA provides Town Council with a period of six months from the resignation date to hold the byelection. Staff will bring forward the necessary resolutions during the month of March with the intention of have the new Councillor sworn in for the May 2021 regular meeting of Town Council.
24	Broadway Street/Commercial Street Transportation Issues	I have reached out to a transportation engineer with the Province of PEI to provide advice/insight into potential solutions for the safety issues around the Broadway Street and Commercial Street Intersection. No response has been received to date. As was reported at the February Council meeting, a convex mirror was purchased for the intersection in an attempt to improve visibility in the area.
25	Microsoft 365 Implementation	The transition to Microsoft Office 365 was completed the week of February 15th.
26	Estate of Olive Champion - Subdivision/Consolidation	The subdivision plan has been processed as required by the Town's Development Control Bylaw and the PEI Planning Act.
27	Annexation of PID No. 76174 (Frosty Treat)	The application to annex this property inside the Town has been made. We have been requested to hold the application for a period of time until the Town's larger annexation application is considered by the Province of PEI.

JANUARY 2021

The Kensington Fire Department responded to 9 calls during the month of January and the average attendance for the fire calls was 15. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Jan. 2	MVC - 2 vehicles	Rte 2, Kensington	20	2
Jan. 8	Flue fire	Victoria St.	11	2
Jan. 15	MVC - 2 vehicles	Blue Shank Rd.	14	3
Jan. 17	Structure fire	Pleasant St.	22	5
Jan. 17	Fire alarm	Provincial Boat & Marine	12	stand down
Jan. 24	Reefer on fire	Albany	10 at station; wrong department	cancelled
Jan. 25	MVC - single vehicle	Norboro	16	3
Jan. 25	Snowmobile rollover	Linwood Dr.	16	2
Jan. 29	Carbon monoxide & smoke alarm activated	Irishtown	12	3

Regarding the snowmobile accident on January 25, Island EMS requested that a firefighter accompany them in the ambulance to QEH to provide assistance. The response unit then picked up the firefighter in Charlottetown as Island EMS has a no return policy.

Training was held on January 19 with 19 fire fighters present.

The Deputy Chief and myself met with staff at the Kensington Community Care Home on January 26 to discuss evacuation procedures in the event of an emergency.

Rodney Hickey
Chief

[illegible]

[illegible]

[illegible]

Police Report January 2021

There are 3 alarm calls to report for this month.

Jan 11 @ 1600hrs – Family & Friends, member attended.

Jan 15 @ 1030hrs – Frosty Treat, member did not attend.

Jan 22 @ 0038hrs – Credit Union, member attended.

Year To Date Approved Development Permits Summary Report
2021

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Residential Accessory Structure	2													2	
New Single Family Dwelling	1	1												2	
Total:	1	1												4	

Total Estimated Construction Value
\$57,800.00
\$560,000.00
\$617,800.00

DEVELOPMENT PERMITS REPORT
For the period February 08, 2021 to March 05, 2021

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								
Single Family Dwelling											
04-21	02/25/2021	916536	Brian Arsenault - [REDACTED]	[REDACTED]	Approved	New	Single Family Dwelling		\$250,000.00	05/15/2021	11/15/2021
			12 Linwood Drive				Description:	Construct new single residential dwelling			

Sub Total: \$250,000.00

Total: \$250,000.00



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 #:	04-21
Date Received:	Feb 9, 2021
Date Approved:	Feb 25/21
PEI Planning:	MARCH 2/21
Permit Fee: \$	200.00 <input checked="" type="checkbox"/> Paid

Prov. Report March 2/21

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 12 LINWOOD DR Property Tax Number (PID): 916536-00
Lot No.: 03-4 Subdivision Name _____ Current Zoning: R1
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe: _____

Land Purchased from JORDEN MAYHEW Year Purchased 2020

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage <u>104.99</u>	Acreage <u>.280</u>
<input checked="" type="checkbox"/> South <input type="checkbox"/> West	Property Depth <u>116.0</u>	Area sq. ft. _____

2. Contact Information

APPLICANT Name: BRIAN JOSEPH ARSENAULT Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: C1N 4H1

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: ABOVE Address: _____
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 checked="" type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

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

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

1752 sq'

15-40
1505, P 007
Detailed Project Description: SINGLE FAMILY HOME 5' FOUNDATION + SLAB
ONE LEVEL - 2 CAR GARAGE ATTACHED

Estimated Value of Construction (not including land cost): \$250,000.00

Projected Start Date: SPRING 2021 Projected Date of Completion: FALL 2021

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 DRAWING

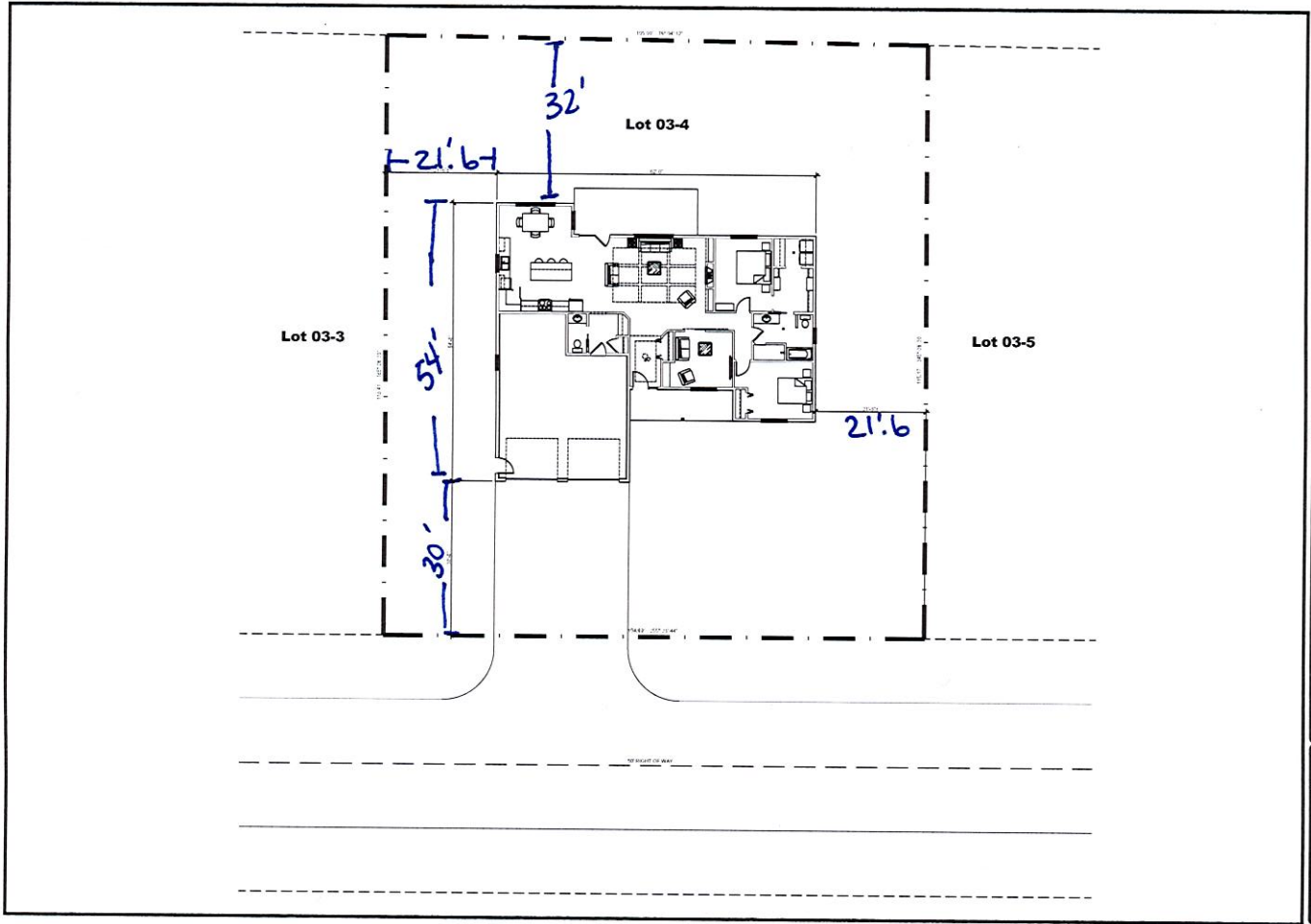
I DO SOLEMNLY DECLARE & CERTIFY:

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: Feb 9 / 21



A New Home for...

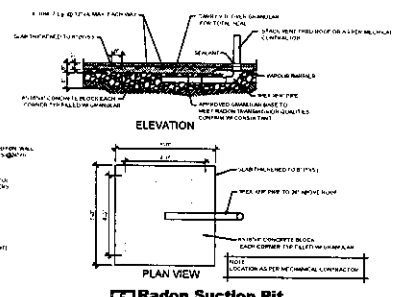
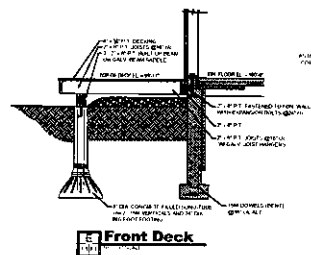
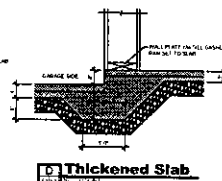
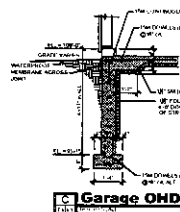
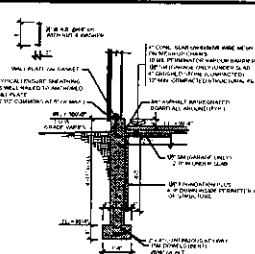
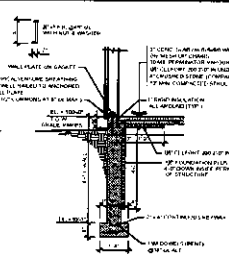
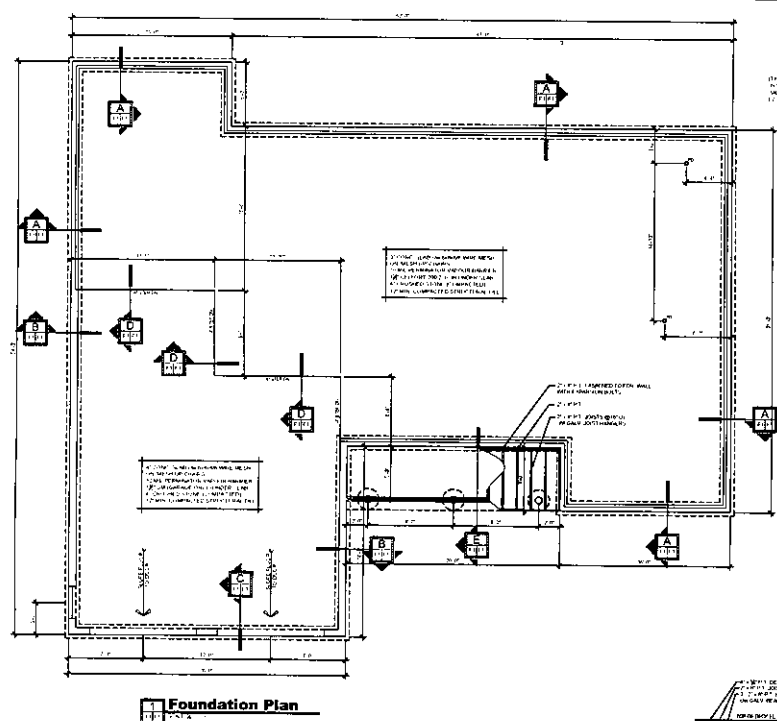
Brian & Marie Arseneault

DATE: April, 2020

SCALE: 1/8" = 1'-0"

SP-1

Site Plan



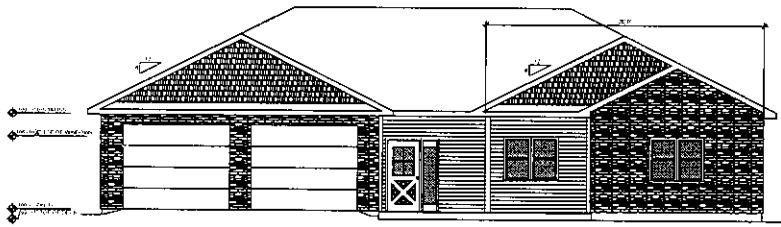
A New Home for...
Brian & Marie Arsenault

[illegible]

April, 2020

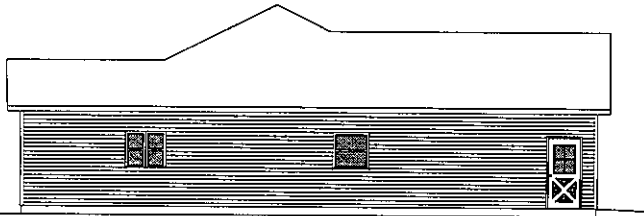
$$1.4'' = 1'-0''$$
F-1

Foundation Plan & Design

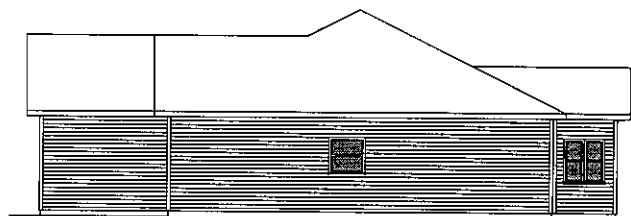


1 Front Elevation

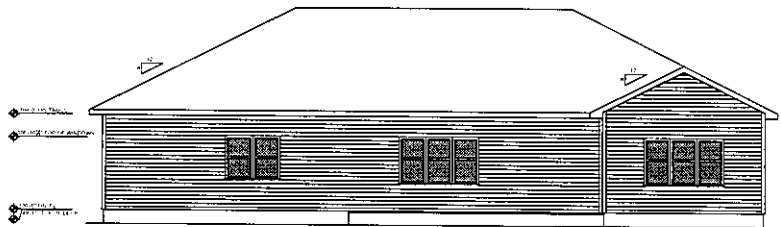
NOTE:
ALL DIMENSIONS ARE AS SHOWN. ALL
DIMENSIONS SHALL BE TO FACE UNLESS
OTHERWISE NOTED.



2 Left Elevation



3 Right Elevation



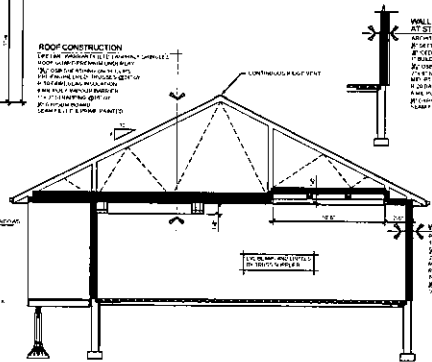
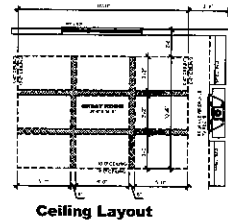
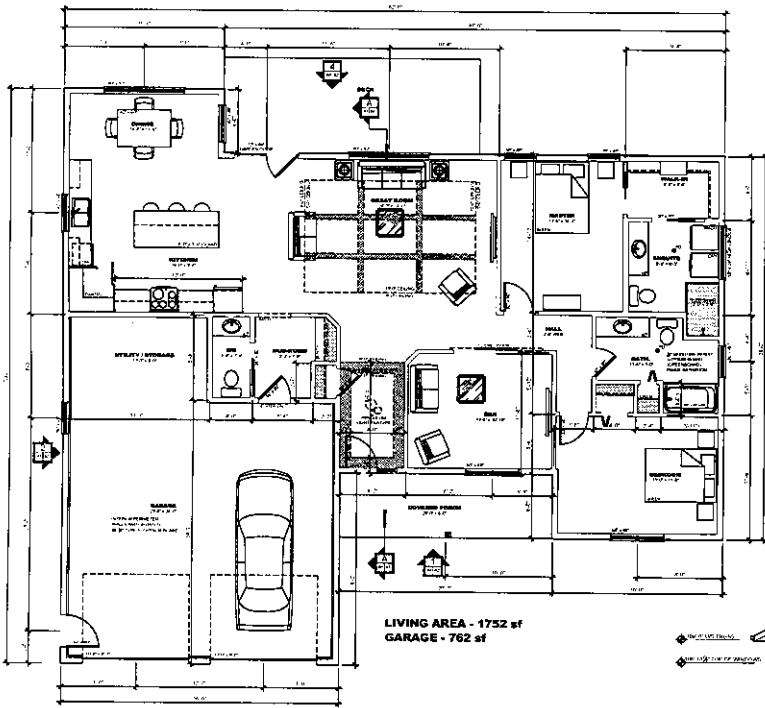
4 Rear Elevation

A New Home For...
Brian & Marie Arseneault

DATE
April, 2020

SCALE
1/8" = 1'-0"

DRAWING BY
A-2
Exterior Elevations



A New Home For...

Brian & Marie Arseneault

DATE: April, 2020

SCALE: 1/4" = 1'-0"

A-1

Floor Plan & Details

Approved TP

\$ 75.00

FILE COPY

APPLICATION FOR AN ENTRANCE WAY / HIGHWAY ACCESS
Department of Transportation, Infrastructure and Energy



Office Use Only:

\$25 Non-Refundable Fee Paid (✓)

Staff Initials: SW

Please check (✓) the area applied for:

- () Entrance way on an Arterial Highway () New Access on all other Provincial highways
() Entrance way on a Seasonal Highway () Re-locate an existing Highway Access
() Extension of existing culvert (3m max.) () New Access on municipal street or approved subdivision

Note: The allowable use of a parcel of land served by an entrance way (access) to a Provincial Highway is governed by the Roads Act - Highway Access Regulations (HAR's) and the location of an entrance way (access) is subject to the **Minimum Safe Stopping Sight Requirements** imposed by the HAR's.

General Information:

Applicants Name: Brian (First) Joseph (Middle) Arseault (Last)

Contact Person if different from Applicant: MARIE Arseault

Mailing Address: [REDACTED] Postal Code: C1N 4H1

Telephone: Residence: [REDACTED] Business: [REDACTED] Cell Phone: [REDACTED]

Location of the property:

Property Tax Number: [REDACTED] Community: Kensington Civic Address: 12

Route No. [REDACTED] Road Name: LINWOOD Drive The property is located

on the North [REDACTED], South [REDACTED], East [REDACTED], West [REDACTED], of the highway, Y2 Kilometers

North [REDACTED], South [REDACTED], East [REDACTED], West [REDACTED] of the intersection with Sunset Hwy #2 road, street

Entrance way use: Please check (✓)

Existing entrance way use: single family dwelling (✓) Commercial () Agriculture active ()
way use: duplex dwelling () Industrial () Agriculture idle ()
multiple dwelling () Institutional () Cottage ()
mobile home () Forestry () None ()

Other: [REDACTED]

Proposed use: (please describe from list above) Single Family Dwelling

I (we) understand that this application is subject to review by the Department of Transportation, Infrastructure and Energy and that no entrance way/access to a highway may be constructed or intensified without approval.

Please see the reverse side before signing.

Date: Feb 18 / 2007

[REDACTED]

Applicants Signature

[REDACTED]

Applicants Signature

Town of Kensington Bills List January 2021

Adam MacDonald	EXP ADAM M 21JAN21	\$56.40
ADL Foods	2443248	\$470.29
Aliant	8151608	\$230.59
Aliant	8153874	\$30.48
Aliant	8093192	\$230.78
Aliant	8095500	\$30.48
Andrew Griffin	JAN 2021 RRSP	\$515.64
Bell Mobility	2-396569	\$207.29
Bev Semple	JAN 2021 CROSSWALK	\$60.00
Big Boot Shooting Club	403826 AMMUNITION	\$2,139.00
Big Boot Shooting Club	403827 MEMBERSHIPS	\$782.00
Brenda MacIsaac	JAN 2021 RRSP	\$303.16
CAMA	334 GEOFF MEMBERSHIP	\$333.50
CAMA	17 WENDY MEMBERSHIP	\$333.50
Capital "T" Electric	830 TOWN HALL LIGHTS	\$140.98
Coastal Refrigeration	3254 TRAIN STN HEAT PUMP	\$227.70
Combat Computer Inc	70866 COPIES	\$324.81
Combat Computer Inc	71695 ANTIVIRUS RENEWAL	\$69.00
Combat Computer Inc	71794 CUC CAMERA/DVR SYSTEM	\$172.50
Combat Computer Inc	71795 TOWN HALL SERVER	\$43.13
Combat Computer Inc	71796 POL SERVICE CALL	\$129.38
Combat Computer Inc	70723 FIRE INTERNET	\$534.74
Commercial Construction	JAN 2021 CUC	\$1,155.75
Commercial Construction	JAN 2021 FIRE HALL	\$552.00
Commercial Construction	JAN 2021 FRONT ST	\$2,673.75
Commercial Construction	JAN 2021 PW	\$345.00
Commercial Construction	JAN 2021 TOWN HALL	\$920.00
Credit Union Financial Management	JAN 2021 RRSP	\$488.26
Canadian Union of Public Employees	JAN 2021	\$524.51
Davtech Analytical Services (Canada) Inc	SI-129724 POL SER ALCO SENSOR	\$211.35
Eastlink	14660441	\$814.92
Eastlink	14661206	\$23.00

Eastlink	14739187	\$145.94
Elizabeth Hubley	JAN 2021 RENT	\$805.00
Frontline Outfitters	51137 DAKOTA UNIFORM	\$411.47
Gemini Screen Print Embroidery	5601 FIRE 2 LAYER FACE MASK	\$626.75
Gemini Screen Print Embroidery	6385 FIRE 3 LAYER FACE MASK	\$748.65
Geoff Baker	JAN 2021 MILEAGE	\$305.50
Holland College	542107 POL GLOVES	\$44.64
Irving Oil	123470	\$570.62
Irving Oil	215547	\$174.37
Irving Oil	215999	\$118.71
Irving Oil	222518	\$13.00
Irving Oil	240159	\$66.27
Irving Oil	24225	\$184.23
Irving Oil	25988	\$46.00
Irving Oil	28363	\$162.05
Irving Oil	321999	\$191.31
Irving Oil	322686	\$349.16
Irving Oil	337792	\$427.23
Irving Oil	369581	\$183.25
Irving Oil	417132	\$129.00
Irving Oil	419640	\$138.67
Irving Oil	424671	\$538.53
Irving Oil	424878	\$238.50
Irving Oil	476765	\$250.52
Irving Oil	536737	\$289.25
Irving Oil	636583	\$128.35
Irving Oil	640778	\$517.90
Irving Oil	642007	\$49.53
Irving Oil	650177	\$77.37
Irving Oil	651033	\$116.15
Irving Oil	724247	\$9.26
Irving Oil	734513	\$464.82
Irving Oil	735315	\$226.63
Irving Oil	917820	\$134.13

Irving Oil	972652	\$130.03
Irving Oil	33781462	\$288.11
Irving Oil	33788165	\$151.92
Irving Oil	33794577	\$180.21
Island First Aid Service	SI-13219	\$22.99
Island First Aid Service	SI-13220	\$46.00
Island First Aid Service	SI-13218 CUC AED BATTERY	\$213.84
Island Petroleum	9610	\$268.31
Island Petroleum	9607	\$193.81
Island Petroleum	9608	\$163.55
Island Petroleum	9609	\$285.33
Island Petroleum	9611	\$108.11
Island Petroleum	9612	\$319.37
Island Petroleum	9613	\$275.94
Island Petroleum	9614	\$124.76
Jack Spencer	JAN 2021 CROSSWALK	\$100.00
Jamie Perry	JAN 2021 CROSSWALK	\$240.00
Kensington Agricultural Services	60197 PW BOB CAT R&M	\$37.40
Kensington Country Store	02810125319 SALT	\$546.76
Kensington Figure Skating Association	JAN 2021 KTOWN CASH	\$500.00
Kensington Minor Hockey	JAN 2021 KTOWN CASH	\$500.00
Kent Building Supplies	1329939	\$21.19
Kent Building Supplies	1331704	\$7.56
Kent Building Supplies	1332582	\$57.02
Kent Building Supplies	1333342	\$14.21
Kent Building Supplies	1333643	\$16.89
Kent Building Supplies	1335983	\$37.92
Kent Building Supplies	1336073	\$10.57
Kensington Metal Products Inc	54341 PW KUBOTA R&M	\$277.50
K'Town Auto Parts	33896/5 PW	\$1.74
K'Town Auto Parts	34069/5 PW	\$36.18
Landon Yuill	EXP LANDON 21JAN21	\$44.18
Lewis Sutherland	JAN 2021 RRSP	\$655.52
Liftow Limited	563847 BOB CAT R&M	\$167.44

Liftow Limited	571962 BOB CAT R&M	\$378.90
Linkletter's Welding Ltd	429077 PW	\$40.41
Linkletter's Welding Ltd	428798 PW	\$8.35
Maritime Electric	TRAIN STN JAN 21	\$1,017.28
Maritime Electric	ART CO-OP JAN 21	\$337.36
Maritime Electric	EVK POOL JAN 2021	\$67.63
Maritime Electric	FIRE HALL JAN 2021	\$424.75
Maritime Electric	CAR CHARGER JAN 21	\$69.31
Maritime Electric	RADAR JAN 2021	\$108.27
Maritime Electric	STREET LIGHTS JAN 21	\$2,905.33
Maritime Electric	LIBRARY JAN 2021	\$229.77
Maritime Electric	TOWN HALL JAN 2021	\$1,626.11
Maritime Electric	SENIOR CNT JAN 2021	\$298.62
Maritime Electric	CUC SIGN JAN 2021	\$100.90
Maritime Electric	CUC RINK JAN 2021	\$10,213.70
Maritime Electric	CUC BALLFIELD JAN 21	\$28.26
Maritime Electric	PW SHOP JAN 2021	\$220.08
Malpeque Bay Credit Union	JAN 2021 RRSP	\$503.84
MDC	4022836 POL TASER CARTRIDGES	\$1,174.15
Medacom Atlantic Inc	012324	\$251.16
Mid Isle Electric	9885 FIRE NEW RECEPTACLE	\$227.82
Minister of Finance	322646 SALT	\$684.39
Orkin Canada	2403062	\$44.28
Orkin Canada	2402954	\$96.03
Orkin Canada	2403466	\$28.75
PEI Firefighters Association	DUES 2021-12A	\$690.00
Princess Auto	1304884 FIRE EQUIPMENT	\$269.02
Princess Auto	1306771 PW EQUIPMENT	\$350.39
Provincial Auto Parts Ltd	996-609392 FIRE WIPER BLADES	\$66.17
Purolator Courier Ltd	446594534	\$48.47
Revolution Media	3176-2020	\$172.50
Rogers Plumbing & Heating	14022 MEDICAL CENTRE TOILET	\$102.24
Saltwire Network	32174 PUBLIC MEETING AD	\$563.50
Saunders Equipment Ltd	83041 TRACKLESS GEAR SHIFT	\$486.78

Mikes Independent	01 6869	\$12.48
Mikes Independent	03 0408	\$43.03
Mikes Independent	IND11042020	\$14.58
Scotia Securities	JAN 2021 RRSP	\$407.68
Scotiabank Visa	CPR TRAINING TESSA	\$34.95
Scotiabank Visa	JAN KIDS HELP PHONE	\$50.00
Scotiabank Visa	61571212 ZOOM	\$23.00
Scotiabank Visa	398183 MYSAFETYSIGN	\$262.39
Spring Valley Building Centre Ltd	220375	\$68.31
Spring Valley Building Centre Ltd	220562	\$68.31
Spring Valley Building Centre Ltd	220758	\$68.31
Spring Valley Building Centre Ltd	K20903	\$72.11
Staples	550539-4530	\$515.45
Staples	550539-4530B	\$106.94
Suncor Energy Products Partnership	JAN 2021	\$825.60
Superior Sanitation	735025	\$80.50
Superior Sanitation	735026	\$184.00
Superior Sanitation	735027	\$230.00
Superior Sanitation	735028	\$207.00
T & K Fire Safety Equipment Ltd	2502 FIRE WIPES & GLOVES	\$289.80
T & K Fire Safety Equipment Ltd	2503 FIRE GLOVES & SUPPLIES	\$1,342.08
T & K Fire Safety Equipment Ltd	260252 FIRE EXTINGUISHER/BOOTS	\$331.20
T & K Fire Safety Equipment Ltd	260429 GLOVE DISPENSER	\$69.00
Telus	JAN 2021	\$929.66
Toshiba Finance	JAN 9, 2021	\$607.20
Vail's Fabric Services Ltd	367654	\$215.46
Vistaprint	SLEDDING HILL SIGN	\$64.23
Water & Pollution Control Corporation	JAN 2021	\$838.56
WSP Canada Inc	976826 ENGINEERING	\$638.25
Yellow Pages Group	1629872	\$23.17
Yellow Pages Group	1604230	\$17.65
Subtotal		<hr/> \$62,476.43 <hr/>
Payroll		\$150,121.53

Capital		
Combat Computer Inc	71793 TOWN 3 LAPTOPS	\$4,655.09
Combat Computer Inc	70805 POL KEY FOB ENTRY	\$4,347.00
Mid Isle Electric	9883 FIRE GENERATOR	\$19,032.50
WSP Canada Inc	0977362 BUSINESS PARK	\$19,728.25
WSP Canada Inc	0977345 ICIP SEWER LAGOON	\$19,182.60
Subtotal Capital		<hr/> \$66,945.44
Total Bills		<hr/> \$279,543.40 <hr/>

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for January 2021

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$146,552.17	\$89,502.00	\$57,050.17	\$1,077,364.02	\$939,848.00	\$137,516.02	\$1,118,772.00	96%
Police Service	\$2,522.35	\$6,700.00	-\$4,177.65	\$47,426.87	\$36,700.00	\$10,726.87	\$42,700.00	111%
Town Hall Rent	\$7,917.88	\$7,750.00	\$167.88	\$83,928.62	\$80,600.00	\$3,328.62	\$96,100.00	87%
Recreation	\$0.00	\$0.00	\$0.00	\$6,660.00	\$4,500.00	\$2,160.00	\$4,500.00	148%
Sales of Service	\$26,308.25	\$36,000.00	-\$9,691.75	\$216,025.02	\$382,200.00	-\$166,174.98	\$457,200.00	47%
Subtotal Revenue	\$183,300.65	\$139,952.00	\$43,348.65	\$1,431,404.53	\$1,443,848.00	-\$12,443.47	\$1,719,272.00	83%
GENERAL EXPENSES								
Town Hall	\$12,567.75	\$12,910.00	-\$342.25	\$130,655.97	\$133,640.00	-\$2,984.03	\$158,660.00	82%
General Town	\$24,394.40	\$37,414.00	-\$13,019.60	\$429,060.98	\$466,339.00	-\$37,278.02	\$544,852.00	79%
Police Department	\$40,688.95	\$40,873.00	-\$184.05	\$447,840.58	\$445,709.00	\$2,131.58	\$539,259.00	83%
Public Works	\$15,040.81	\$11,160.00	\$3,880.81	\$129,332.31	\$129,404.00	-\$71.69	\$152,275.00	85%
Train Station	\$2,770.87	\$3,380.00	-\$609.13	\$33,680.90	\$33,255.00	\$425.90	\$39,560.00	85%
Recreation & Park	\$613.61	\$1,045.00	-\$431.39	\$46,952.59	\$66,695.00	-\$19,742.41	\$74,785.00	63%
Sales of Service	\$8,194.45	\$11,855.00	-\$3,660.55	\$78,340.14	\$131,755.00	-\$53,414.86	\$156,740.00	50%
Business Park	\$3,529.15	\$4,418.00	-\$888.85	\$36,811.26	\$44,180.00	-\$7,368.74	\$53,016.00	69%
Subtotal Expenses	\$107,799.99	\$123,055.00	-\$15,255.01	\$1,332,674.73	\$1,450,977.00	-\$118,302.27	\$1,719,147.00	75%
Net Income (Deficit)	\$75,500.66	\$16,897.00	\$58,603.66	\$98,729.80	-\$7,129.00	\$105,858.80		
Credit Union Centre								
Credit Union Centre Revenue	\$32,441.43	\$34,000.00	-\$1,558.57	\$247,290.41	\$302,300.00	-\$55,009.59	\$386,200.00	64%
Credit Union Centre Expenses	\$33,743.10	\$32,878.00	\$865.10	\$290,352.71	\$307,325.00	-\$16,972.29	\$382,796.00	76%
Net Income (Deficit)	-\$1,301.67	\$1,122.00	-\$2,423.67	-\$43,062.30	-\$5,025.00	-\$38,037.30		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$236,070.00	\$235,570.00	\$500.00	\$282,684.00	84%
Fire Department Expenses	\$23,148.17	\$21,665.00	\$1,483.17	\$269,395.10	\$236,700.00	\$32,695.10	\$282,680.00	95%
Net Income (Deficit)	\$408.83	\$1,892.00	-\$1,483.17	-\$33,325.10	-\$1,130.00	-\$32,195.10		
Consolidated Net Income (Deficit)	\$74,607.82	\$19,911.00	\$54,696.82	\$22,342.40	-\$13,284.00	\$35,626.40		
							\$3,533.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$53,669.39	\$52,862.00	\$807.39	\$515,714.22	\$516,335.00	-\$620.78	\$622,059.00	83%
Water & Sewer Expenses	\$54,768.75	\$56,455.00	-\$1,686.25	\$598,412.61	\$575,250.00	\$23,162.61	\$688,160.00	87%
Water & Sewer Net Income (Deficit)	-\$1,099.36	-\$3,593.00	\$2,493.64	-\$82,698.39	-\$58,915.00	-\$23,783.39		
							-\$66,101.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: JANUARY 2021 CREDIT UNION CENTRE REPORT
DATE: FEBRUARY 3, 2021
ATTACHMENT: STATISTICAL REPORT

January 2021

Fitplex

Hours of operation are 5:00 am -9:00 pm daily.

Opening of the gym is now 5:00 am daily.

Arena

COVID-19 restrictions were eased by CPHO in January four cohorts are now permitted the same as before the circuit breaker restrictions. one group on-ice, one group in dressing rooms and two groups in the stands.

Sledding hill has been groomed and is now available for use.

Kensington Cash

January 7	200.00
January 14	212.00
January 21	202.00
January 28	208.00

Ball Fields

Nothing to report.

Senior Center

Sewing Classes are on Tuesday, Wednesdays and Saturdays.

Meetings have started in smaller groups.

Central Community PEI Navigator

Newcomer skate will be held on February 14th at Credit Union Centre.

Upcoming Events

Newcomer Skate February 14, 2021.

ADL Figure Skating Competition February 27th, 2021.

Kensington Area Figure Skating Club wrap-up ice show in March.

Town of Kensington Credit Union Centre Monthly Statistical Data

2021

[illegible]

2020

[illegible]



Mayor's Report to Town Council

March 8, 2021

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 spokesperson 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.

Business Park – Mr. Baker and I met with our engineers at WSP to review the status of the Business Park. The street designs have been submitted to the Provincial Department of Transportation for any feedback or changes with regard to design etc. Preliminary plans are to be in a position to go to tender by the end of March 2021, with construction starting as soon as possible in the spring. However, this will be greatly influenced by the approval process on our restructuring application. While we are still waiting for the Province to approve this property becoming part of the Town, we continue to proceed with the understanding this approval should be forthcoming soon. Once the property becomes part of the Town of Kensington, we can move forward with the trade off of a portion of our property with the Brown's property. This will enable the second roadway to be located across from Sunset Drive. This change was requested by the Provincial Department of Transportation for our consideration and has been incorporated into the final design phase of the project.

Newcomers Skate – Thank you to Deputy Mayor Pickering for attending this skate on my behalf. This free skate was sponsored by CBDC Community Navigators program and I understand was well attended and enjoyed by all. Many in attendance have not worn skates before. Thank you to Robert Wood, Manager of Credit Union Centre for all his efforts working with Peggy Miles and others to make this event successful.

Kensington and Area Chamber of Commerce AGM – Due to COVID restrictions, this AGM was held both virtually and with the Board of Directors. I attended along with Minister Matthew Mackay. It was my pleasure to swear in the officers for 2021, namely John Davison as President and Iain McCarvill as Vice President. Councillor Ivan Gallant was appointed to the Board to represent the Town of Kensington. Julie Corbett was introduced as the new Executive Director of the Kensington and Area Chamber of Commerce.

Scotiabank Review – Mr. Baker, Mrs. MacKinnon and I met with our account representative to review the past year service level and discuss on-going capital projects and upcoming capital projects. Another meeting will be scheduled following final approval of our operating and capital budget.



90th Birthday – I had the pleasure of delivering a Congratulation to Doris Paynter on the occasion of her 90th birthday on behalf of Town Council. She is doing well and still lives on her own. Although no big celebration party was being held, she did have a few close friends in to share a cake with. I got to take a piece home.

Central Development Corporation (CDC) – Mr. Baker and I had a great meeting with the Executive Director of CDC, Barbara Weeks to discuss our progress on the Business Park in Kensington. CDC currently owns the Kensington Enterprise Centre in the Kensington Industrial Park and they may be interested in some sort of development in our new Business Park. More discussion will be held when we are in a final position to sell lots. She will be keeping the Board informed and looking for opportunity for the CDC to support our Business Park.

ADL Starskate – This was the 37th year for this event. While it could not be held in the traditional format with public presentations, etc. I was asked to provide a video welcome message on behalf of Town Council, Staff, Residents and Business Owners in Kensington.

Kensington Medical Centre – Following discussion with Dr. MacNearney on her upcoming semi-retirement and a meeting with Nurse Practitioner, John Millar, I wish to provide an update to Town Council. I have received positive feedback from some of the patients who have met with Nurse Practitioner John Millar. They highly recommend him and encouraged me to do all I can to ensure the Kensington Medical Centre does not lose him. I have conveyed these positive comments to him directly.

Dr. MacNearney has advised me she has been working 3 to 4 days per week but is semi retiring on April 19, 2021. She will be maintaining her medical license and working with addictions and also be available for locum positions in Kensington. Dr. Andre Cellier will be taking over the practice of Dr. MacNearney on April 19, 2021 and will be working full time. Currently there is one full time Nurse Practitioner and one casual Nurse Practitioner. Mr. Millar was employed on a casual basis as support staff for Dr. MacNearney when she was unable to provide her full duties while she dealt with some health issues. This does not provide any guarantee of employment at the Kensington Medical Centre for Nurse Practitioner Millar. He has indicated he would welcome a full-time position, preferable here in Kensington.

Dr. MacNearney has advised me that currently the doctors in Kensington serve patients who live in many other communities in Prince Edward Island such as Montague, Summerside and Charlottetown, and all places in between. I suspect this probably results from people moving from this area and do not want to give up a doctor.

I am informed the Kensington Medical Centre should be able to handle many more patients with proper support staff. I will be sending a letter to the Minister of Health encouraging the Minister or the appropriate authority to consider making the casual Nurse Practitioner position at the Kensington medical Centre a full-time position.

If we have a two full time doctors and two full time Nurse practitioners, this should enable the Kensington Medical Centre to be in a position to take on more patients. Some other considerations may be needed such as support staff and facilities layout. We constantly hear of the high number of patients without a doctor and this seems like a practical approach using a facility that is centrally located with qualified and willing staff.

Rowan Caseley
Mayor – Town of Kensington



Budget 2021/2022

A preliminary budget was reviewed by Town Councillors on February 26, 2021 at our regular meeting of Committee of Council for the fiscal year April 1, 2021 to March 31, 2022. A review of our financial position as of January 31, 2021 indicates the Town of Kensington should not have a deficit at the end of March 31, 2021.

Thanks to the support from the Federal and Provincial Government. With funding assistance to cover a portion of the increased operating costs due to COVID-19 through the safe restart program, we have been able to minimize some departmental losses. The Water and Sewer Utility has experienced high maintenance costs this year and will end the year in a loss position. The rate increase approved by IRAC effective on January 1, 2021 will help offset some of this loss over time. Our thanks and appreciation to all our municipal staff who have taken appropriate steps to reduce operating costs, ensure safe operating facilities and meeting the Chief Public Health Office protocols. This did require working from home at certain times to ensure our town continued to provide the necessary services to residents, businesses and visitors.

The budget for 2021/22 reflects a small budget surplus of \$25,874, with revenues of \$3,021,342 and expenditures of \$2,995,468. The department budget breakdown provides for an operational loss in the Credit Union Centre of \$ 38,236, Town operations provides a surplus of \$117, 296, the Water and Sewer Utility shows a surplus of \$390, the Fire Department shows a surplus of \$1,840 and the new Business Park being developed in 2021 has a budgeted loss of \$55,416. Bear in mind, the budgeted loss for the Business Park does NOT include any revenue for the sale of any lots. However, we are very optimistic that we will be in a position to sell lots prior to our fiscal year end. When all is considered we should end the fiscal year 2021/22 in a positive position and be well positioned to meet the growing needs of the community.

This budget does reflect any increase in property taxes of \$12,000. It does reflect the increase in equalization grant from the province of \$12,960. Therefore, this budget reflects the property tax rate to remain unchanged for non-commercial and commercial assessments at \$0.55/\$100 non-commercial and \$1.30/\$100 for commercial. The property tax rates have been at this level for several years now and we continue to improve our level of service through growth and cost savings where possible. Thank you to our municipal staff who are able to improve and increase service levels within the budgets that are approved by Town Council on behalf of the residents and business owners.

Councillors will notice we have removed some revenue lines from the General Government Department for the Police Department and Sale of Services Department. These revenue lines can now be found in the respective Police Department and Sales of Services Department. This does

Town of Kensington

not affect the bottom line but will help to understand the true operating cost of these respective departments.

Council has requested the Town of Kensington review the potential of having a dedicated person work more closely on recreational activities within the Town of Kensington. Mr. Baker, Mr. Wood and I met to discuss this opportunity using our current resources. Mr. Wood felt he could work more closely on recreational activities if we could provide additional resources to cover some of his other tasks. This budget reflects some changes in the allocation of funds within the Credit Union Centre, General Government and Public Works. We have budgeted more funds to the Credit Union Centre to enable the Credit Union Manager to dedicate more of his time to recreation activities and less to some of the operational duties he has assumed such as mowing the grass, etc. We have also increased the allocation of funds transferred from the Town of Kensington (\$6,000 in 2020 to \$25,200 in 2021) to help offset these increased costs which is more appropriately a cost item for the Town as opposed to the Credit Union Centre. The Credit Union Centre is set up such that it is to be operated on a user pay system as it is used by all surrounding communities. The Town of Kensington does contribute and manage the facility and assumes the financial liability for the facility. The plan is to have the Public Works Department take over some of the operational tasks such as lawn mowing using equipment already owned by the Public Works Department.

Our 2021/22 Capital Budget for operational items is budgeted at \$318,842 which is provided on the separate current Capital Plan and forms part of the Town of Kensington five-year capital Plan. As always, this capital list will not move forward without final authorization on each item by Council after due analysis and costing. This year will be another busy year if we are able to carry out the significant capital projects that have been proposed. These capital project would not be possible if not for the partial funding provided by the Federal Gas Tax, Provincial and Federal Funding through the Investment in Canada Infrastructure Program, Provincial Rural Growth Initiative, and other Provincial support. Without these funding support streams from the Federal and Provincial Government we would not be in a financial position to fund them ourselves. Unfortunately, our list of demands and needs is greater than our ability to provide, but we continually move forward and pick the most critical projects. We continue to work with the Provincial Government on upgrades to our streets, water drainage issues and other traffic related issues as they arise.

While we present a realistic budget, we are vulnerable to unexpected expenses. Fuel price increases have been projected to remain stable, electricity has reflected a 3% increase and wages have been projected to reflect the Consumer Price Index or wage rates negotiated under the collective agreement. This collective agreement does come due on April 30, 2021 and Mr. Baker will have the negotiating of a new collective agreement added to his workload this year.

Thank you to Council and Staff for all the efforts to ensure Kensington continues to be the place people choose to live.

Rowan Caseley
Mayor

Town of Kensington
Summary
Budget 2021/22

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual

Revenue

General Government	1,006,644	1,118,772	1,077,364	\$ 1,223,740.88
Police	217,996	42,700	47,427	\$ 22,033.22
Rental Income	99,508	96,100	83,929	\$ 95,638.47
Recreation and EVK Pool	4,500	4,500	6,660	\$ 5,395.00
		-	-	
Sale of Services	411,200	457,200	216,025	\$ 438,937.77
	-	-	-	
Total Town Revenue	1,739,848	1,719,272	1,431,405	\$ 1,785,745.34
Fire Revenue	282,684	282,684	236,070	\$ 250,025.00
Water & Pollution	669,510	622,059	515,714	\$ 594,270.73
Credit Union Centre	329,300	386,200	247,290	\$ 378,928.69
Business Park	-	-	-	
Total Revenue all Sources	3,021,342	3,010,215	2,430,479	\$ 3,008,969.76
	-	-	-	
Expenses	-	-	-	
Town Hall	162,041	158,660	130,656	\$ 156,838.23
General Government	422,085	544,852	429,061	\$ 458,610.05
Police	522,689	539,259	447,841	\$ 498,659.25
Public Works	171,817	152,275	129,332	\$ 218,701.23
Train Station	51,795	39,560	33,681	\$ 33,900.44
Parks and Recreation	95,785	74,785	46,953	\$ 74,816.60
Sale of Services	196,340	156,740	78,340	\$ 168,198.97
Total Town Expenses	1,622,552	1,666,131	1,259,052	\$ 1,609,724.77
Total Business Park	55,416	53,016	36,811	
Total Fire Expenses	280,844	282,680	269,395	\$ 234,467.32
Total Water & Pollution Exp	669,120	688,160	598,413	\$ 638,111.11
Total CUC Expenses	367,536	375,596	290,353	\$ 404,473.49
	-	-	-	
Total Expenses All Sources	2,995,468	3,065,583	2,454,024	\$ 2,886,776.69
	-	-	-	
Variance Water & Sewer	\$ 390	\$ (66,101)	\$ (82,698)	\$ (43,840)
Variance Town	\$ 117,296	\$ 125	\$ 172,352	\$ 176,020.57
Variance Business Park	\$ (55,416)			
Variance Fire Department	\$ 1,840	\$ 4	\$ (33,325)	\$ 15,557.68
Variance CUC	\$ (38,236)	\$ 10,604	\$ (43,062)	\$ (25,544.80)

Surplus (Deficit) 25,874 - 55,368 \$ 13,266.27

Town of Kensington
Town Hall
Budget 2021/22

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Depreciation	\$ 49,020	\$ 49,020	\$ 40,850.00	\$ 46,133.85
Property Taxes	\$ 10,800	\$ 12,000	\$ 10,242.40	\$ 10,199.50
Electricity	\$ 17,600	\$ 17,600	\$ 14,021.61	\$ 16,804.92
Heating Oil	\$ 19,150	\$ 19,150	\$ 9,195.37	\$ 18,230.51
Wages - Custodian	\$ 36,815	\$ 32,990	\$ 29,537.42	\$ 33,483.01
Repair and Main. - Building	\$ 20,400	\$ 18,000	\$ 19,446.41	\$ 21,576.96
Janitor Supplies - Town Hall	\$ 4,800	\$ 3,000	\$ 4,316.13	\$ 3,159.80
Town Hall Consolidation Loan Interest	\$ 3,300	\$ 6,600	\$ 2,905.67	\$ 6,947.60
Generator Interest Loan #5	\$ 156	\$ 300	\$ 140.96	\$ 302.08
	\$ -	\$ -		
	\$ -	\$ -		
Expenditures	\$ 162,041	\$ 158,660	\$ 130,655.97	\$ 156,838.23

Draft

**Town of Kensington
Fire Department
Budget 2021/22**

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Revenue				
Fire Dues District 1910	\$ 147,804	\$ 147,804	\$ 123,170.00	\$ 128,850.00
Fire Dues Malpeque	\$ 87,360	\$ 87,360	\$ 72,800.00	\$ 79,295.00
Fire Dues Kensington (see a44)	\$ 47,520	\$ 47,520	\$ 39,600.00	\$ 41,880.00
Donations Fire	\$ -	\$ -	\$ 500.00	\$ -
	\$ -	\$ -		\$ -
Revenue	\$ 282,684	\$ 282,684	\$ 236,070.00	\$ 250,025.00
	\$ -	\$ -		\$ -
Depreciation	\$ 120,000	\$ 103,020	\$ 85,850.00	\$ 81,963.82
Reserve Fund	\$ -	\$ 5,976	\$ 4,980.00	\$ -
Water & Sewer	\$ 1,644	\$ 1,644	\$ 1,445.19	\$ 1,605.95
Property Taxes	\$ 2,100	\$ 2,100	\$ 2,242.35	\$ 2,239.05
Electricity	\$ 4,920	\$ 4,920	\$ 3,967.21	\$ 4,769.17
Heating Oil	\$ 9,000	\$ 12,200	\$ 4,728.16	\$ 11,179.41
Telephone	\$ 3,960	\$ 3,960	\$ 3,364.89	\$ 3,999.86
Cellular	\$ 2,400	\$ 2,100	\$ 1,952.89	\$ 1,929.93
Advertising	\$ 1,450	\$ 1,450	\$ 264.00	\$ 1,438.14
Honorariums	\$ 30,700	\$ 32,000	\$ 30,700.00	\$ 30,700.00
Fire Equipment, Uniforms & Supplies	\$ 12,000	\$ 8,400	\$ 38,542.58	\$ 10,360.23
Repair and Main. - Equip	\$ 1,200	\$ 1,200	\$ 1,656.05	\$ 1,115.33
Repair and Main. - Vehicle	\$ 6,000	\$ 12,000	\$ 11,877.58	\$ 12,587.88
Repair and Main. - Building	\$ 4,800	\$ 4,800	\$ 14,297.20	\$ 2,937.67
Vehicle - Gas & Oil	\$ 4,800	\$ 4,800	\$ 3,947.71	\$ 4,662.41
Snow and Ice Control	\$ 3,250	\$ 3,250	\$ 528.00	\$ 2,601.50
Conventions and Meetings/Proff Dev	\$ 1,200	\$ 2,400	\$ 1,234.72	\$ 4,757.82
Insurance	\$ 2,000	\$ 2,000	\$ -	\$ 1,315.00
Answering Service - Fire	\$ 2,880	\$ 2,880	\$ 2,402.40	\$ 2,380.56
2010 Truck Loan # 21	\$ 2,100	\$ 3,900	\$ 1,803.76	\$ 4,067.94
Fire Hall Loan Int. Loan #10	\$ 2,520	\$ 4,800	\$ 2,162.27	\$ 4,876.48
2019 F1/2 ton Truck Interest	\$ 900	\$ 1,920	\$ 798.66	\$ 977.29
2020 Rescue Command Vehicle	\$ 960	\$ 900	\$ 599.48	
Administration and operating costs	\$ 60,060	\$ 60,060	\$ 50,050.00	\$ 42,000.00
	\$ -			\$ -
Expenditures	\$ 280,844	\$ 282,680	\$ 269,395.10	\$ 234,467.32
	\$ -			\$ -
	\$ 1,840	\$ 4	\$ (33,325.10)	\$ 15,557.68

Town of Kensington
General Government
Budget 2021/22

Revenue	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Animal Control	\$ 208	\$ 208	272.00	144.00
Building Permits	\$ 4,800	\$ 4,800	5,750.00	2,250.00
Donations	\$ 2,500	\$ 2,500	100.00	5,725.00
Canada Day Grant	\$ 1,000	\$ 1,000	1,000.00	1,000.00
Employment Grant	\$ 24,000	\$ 24,000	11,630.38	31,449.83
Equalization Grants	\$ 285,756	\$ 253,380	227,331.70	253,388.03
Miscellaneous Revenue	\$ 3,000	\$ 3,000	106,606.79	116,350.84
PST Refund (MCEG)	\$ 18,000	\$ 18,000	34,012.15	-
Property Taxes and Tax Credit Less Police Tax Credit	\$ 667,380	\$ 811,884	690,661.00	812,683.07
Gain or Loss on Disposal of Assets	\$ -	\$ -		750.11
	\$ -			
Subtotal General Revenue	\$ 1,006,644	\$ 1,118,772	1,077,364.02	1,223,740.88
	\$ -			
	\$ -			
Kensington Family Medical Centre	\$ 49,440	\$ 49,440	41,200.00	49,060.00
Miscellaneous Rent	\$ 1,700	\$ 200	2,400.00	300.00
Kiddie Town Daycare	\$ 5,160	\$ 5,160	4,297.29	5,102.01
Chamber of Commerce	\$ 1,476	\$ 1,476	1,227.73	1,457.67
Go Fish	\$ 2,900	\$ 2,900	3,082.18	3,139.31
Indian River Festival	\$ 1,080	\$ 1,080	909.01	1,089.72
Train Station	\$ 27,000	\$ 26,748	22,308.29	26,485.80
Kensington Physiotherapy	\$ 9,180	\$ 9,096	7,583.78	9,003.96
CBDC - Peggy Miles	\$ 1,572		920.34	-
	\$ -			-
Subtotal Rental Revenue	\$ 99,508	\$ 96,100	83,928.62	95,638.47
	\$ -			-
	\$ -	\$ -		-
Recreation & Aqua Program	\$ 4,500	\$ 4,500	6,660.00	5,395.00
	\$ -	\$ -		-
Subtotal Recreation Revenue	\$ 4,500	\$ 4,500	6,660.00	5,395.00
	\$ -	\$ -		-
	\$ -	\$ -		-
Total Revenue	\$ 1,110,652	\$ 1,219,372	1,215,379.51	\$ 1,324,774
	\$ -			
Depreciation	\$ 10,980	\$ 10,980	9,150.00	-
Deficit Recovery	\$ -	\$ -		-
Reserve Fund	\$ -	\$ 95,700	80,560.00	-
Property Taxes(Gorman & Walker)	\$ 321	\$ 312	320.85	311.55
Telephone	\$ 3,480	\$ 3,480	3,075.48	3,461.71
Cellular	\$ 3,900	\$ 3,600	3,351.11	3,351.10
Office Expenses	\$ 12,000	\$ 12,000	11,074.98	14,484.55
IT Services	\$ 3,600	\$ 8,400	2,921.36	7,757.10
Advertising	\$ 8,400	\$ 8,400	6,081.64	5,836.54
Wages - Administration	\$ 236,493	\$ 233,816	200,739.96	232,693.49
Workers Compensation	\$ 7,200	\$ 7,200	5,837.62	6,173.53
Honorariums	\$ 26,200	\$ 26,200	25,175.00	25,675.00
Conventions and Meetings	\$ 3,600	\$ 3,600	338.89	
Dues & Memberships	\$ 6,850	\$ 6,850	4,230.82	6,454.25
Travel and Mileage	\$ 5,400	\$ 5,400	3,584.70	5,610.66
Proff Development	\$ 2,400	\$ 2,400	383.90	59.90
Donations and Grants	\$ 14,400	\$ 14,400	11,739.27	13,448.57
KISH Scholarship	\$ 1,000	\$ 1,000	1,000.00	1,000.00
Miscellaneous	\$ 4,500	\$ 5,600	878.83	29,081.39
Crosswalk Duties	\$ 3,600	\$ 4,000	1,740.00	3,260.00
Emergency Shelter Expense	\$ 1,200		2,171.90	
Insurance - Other	\$ 66,694	\$ 58,700	43,746.66	54,786.88
Professional Fees - Accountant	\$ 13,000	\$ 13,000	12,155.00	12,045.00
Professional Fees - Other	\$ 96,000	\$ 96,000	65,493.80	68,533.76
ByLaw Enforcement	\$ 2,400		1,532.05	
Fire Share of General Government	\$ (48,360)	\$ (48,360)	\$ (40,300.00)	\$ (42,000.00)
Animal Control	\$ 120	\$ 120	95.67	91.36
Photocopier	\$ 3,275	\$ 2,400	5,107.76	5,351.17
Web Page Expenses	\$ 1,450	\$ 1,450	435.38	540.32
ADP Payroll Expenses	\$ 4,806	\$ 4,200	3,800.45	4,530.92
Bank Charges	\$ 2,220	\$ 2,820	1,863.62	2,046.53
Promotional Materials & Flags	\$ 7,200	\$ 6,000	4,218.68	4,338.65
Operating Loan Interest	\$ 3,960	\$ 7,560	2,977.17	7,873.98
Fire Protection Charge	\$ 57,120	\$ 57,120	47,600.00	55,944.00
W&S Share of General Government	\$ (198,000)	\$ (198,000)	\$ (165,000.00)	\$ (151,200.00)
Kensington Fire Dues	\$ 47,520	\$ 47,520	39,600.00	41,880.00
Fire Dept Reserve Loan Interest	\$ 5,160		955.30	
Francis St & School St Loan Int.	\$ 2,040	\$ 4,200	1,834.81	4,387.11
2013/2014 Capital Loan Interest	\$ 1,440	\$ 2,880	1,565.84	2,988.40
Capital Loan 2020	\$ 3,600	\$ 2,340	627.27	
2012 Street Upgrade Interest	\$ 1,200	\$ 2,340	1,007.88	2,409.92
12 School Street Loan Interest	\$ 360	\$ 720	325.08	777.30
Storm Sewer Linwood/Maple Lane Interest	\$ 336	\$ 684	295.53	706.65
Cogsdale Maintenance Fee	\$ 8,520	\$ 8,520	7,497.02	7,194.81
COVID Expense	\$ 1,200		1,515.77	
Library Expense	\$ 13,800	\$ 13,800	10,253.93	12,949.37
Vue Work	\$ 5,500	\$ 5,500	5,500.00	1,375.00
Allocation to Sales and Services	\$ (36,000)			-
	\$ -			-
Expenditures	\$ 422,085	\$ 544,852	429,060.98	458,610.05

**Town of Kensington
Police Department
Budget 2021/22**

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Expense				
Depreciation	\$ 25,692	\$ 25,692	\$ 21,400.00	\$ 19,936.52
Telephone	\$ 6,500	\$ 6,500	\$ 5,347.84	\$ 6,890.44
Cellular	\$ 1,500	\$ 1,500	\$ 1,061.07	\$ 1,540.34
Office Expenses	\$ 5,160	\$ 5,160	\$ 3,159.17	\$ 4,079.27
IT Services & Cameras	\$ 3,000	\$ 12,000	\$ 1,908.47	\$ 13,339.32
Wages - Police Full Time	\$ 260,726	\$ 253,135	\$ 195,517.58	\$ 249,454.63
Wages - Part Time/Casual	\$ 118,248	\$ 114,814	\$ 148,785.67	\$ 145,034.25
Wages - Training	\$ 12,000	\$ 24,000	\$ 8,294.03	\$ -
Workers Compensation	\$ 7,020	\$ 7,020		\$ 6,173.50
Repair and Main. - Equip	\$ 6,400	\$ 5,300	\$ 7,812.08	\$ 5,190.01
Repair and Main. - Vehicle	\$ 11,100	\$ 11,100	\$ 7,235.32	\$ 13,145.39
Vehicle - Gas & Oil	\$ 12,600	\$ 14,400	\$ 11,821.63	\$ 17,169.39
Proff Development	\$ 4,800	\$ 4,800	\$ 3,954.18	\$ 4,217.09
Uniforms - Clothing & Supplies	\$ 5,620	\$ 5,620	\$ 5,955.71	\$ 5,036.35
Insurance - Life	\$ 1,428	\$ 1,428	\$ 1,181.40	\$ 1,417.68
Answering Service - police	\$ 24,000	\$ 26,400	\$ 12,000.00	\$ 26,400.00
Travel and Mileage	\$ 1,800	\$ 360	\$ 508.24	\$ 433.43
Vehicle - Rental	\$ 300	\$ 300	\$ 14.32	\$ 733.97
Court Costs & Witness Fees	\$ 600	\$ 1,200	\$ -	\$ 180.00
Crime Prevention Initiatives	\$ 300	\$ 600	\$ -	\$ 120.93
PROS	\$ 1,475	\$ 1,250	\$ 1,477.10	\$ 1,308.69
Police Vehicle Loan Interest	\$ 420	\$ 1,080	\$ 358.84	\$ 858.05
Administration from Sales of Services	\$ 12,000	\$ 15,600	\$ 10,037.03	\$ -
	\$ -			\$ -
Expenditures	\$ 522,689	\$ 539,259	\$ 447,840.58	\$ 498,659.25

Revenue

Police Training Grant	\$ 3,700	\$ 3,700	\$ 3,682.36	\$ -
Police Dept Revenue (Fines)	\$ 36,000	\$ 36,000	\$ 18,434.05	\$ 22,033.22
Police Miscellaneous Revenue	\$ 3,000	\$ 3,000	\$ 25,310.46	\$ -
Policing Provincial Tax Credit	\$ 175,296	\$ -		
Subtotal Police Services Revenue	\$ 217,996	\$ 42,700	\$ 47,426.87	\$ 22,033.22
	\$ -			
Net Cost of Policing	\$ 304,693	\$ 496,559	\$ 400,413.71	\$ 476,626.03

Town of Kensington
Public Works
Budget 2021/22

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Expense				
Depreciation	\$ 95,640	\$ 95,640	\$ 79,700.00	\$ 98,447.32
Property Taxes	\$ 480	\$ 480	\$ 478.50	\$ 474.00
Electricity	\$ 2,275	\$ 2,400	\$ 1,401.62	\$ 1,880.02
Heating Oil	\$ 2,450	\$ 2,100	\$ 2,040.64	\$ 3,208.04
Electricity - Street Lights	\$ 33,600	\$ 34,800	\$ 28,024.96	\$ 34,716.90
Cellular	\$ 2,400	\$ 1,500	\$ 2,032.54	\$ 1,766.10
Wages Public Works	\$ 161,992	\$ 144,345	\$ 117,717.71	\$ 138,524.92
Repair and Main. - Equip	\$ 9,600	\$ 12,000	\$ 8,493.52	\$ 9,048.30
Repair and Main. - Vehicle	\$ 600	\$ 1,200	\$ 381.58	\$ 602.75
Repair and Main. - Building	\$ 2,400	\$ 2,400	\$ 2,567.13	\$ 3,271.08
Vehicle - Gas & Oil	\$ 4,800	\$ 4,800	\$ 3,438.48	\$ 4,576.51
Snow and Ice Control	\$ 14,500	\$ 14,500	\$ 3,900.12	\$ 14,821.99
Uniforms - Clothing & Supplies	\$ 800	\$ 450	\$ 870.28	\$ 324.38
Gas & Oil - Equipment Public Works	\$ 7,200	\$ 8,400	\$ 1,908.57	\$ 6,918.73
Small Tools & Shop Supplies	\$ 1,800	\$ 1,800	\$ 1,638.15	\$ 2,268.79
Miscellaneous/ signge, fencing, trees	\$ 6,000	\$ 1,200	\$ 5,235.50	\$ 21,921.64
Garbage Disposal	\$ 4,500	\$ 2,100	\$ 2,428.40	\$ 2,621.91
Patching & Sidewalk Repairs	\$ 27,000	\$ 27,000	\$ 38,883.90	\$ 19,260.82
Water and Sewer Share	\$ (207,600)	\$ (207,600)	\$ (173,000.00)	\$ (148,800.00)
Public Works Interest on Loans	\$ 1,380	\$ 2,760	\$ 1,190.71	\$ 2,847.03
	\$ -			
Expenditures	\$ 171,817	\$ 152,275	\$ 129,332.31	\$ 218,701.23

Town of Kensington
Train Station
Budget 2021/22

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Expense				
Depreciation	\$ 24,000	\$ 10,680	\$ 8,900.00	\$ 5,871.29
Water & Sewer	\$ 720	\$ 1,800	\$ 521.18	\$ 1,092.41
Property Taxes	\$ 2,100	\$ 1,995	\$ 2,009.00	\$ 1,996.00
Electricity	\$ 10,550	\$ 8,200	\$ 7,977.20	\$ 8,576.79
Heating Oil	\$ 6,900	\$ 9,060	\$ 2,476.34	\$ 7,857.76
Freight Shed Electicity	\$ 3,325	\$ 3,325	\$ 2,945.35	\$ 4,030.70
Repair and Main. - Equip	\$ 300	\$ 300	\$ 173.60	\$ 235.46
Repair and Main. - Building	\$ 3,600	\$ 3,600	\$ 8,417.15	\$ 3,615.79
Train Station Int Infracst Loan #23	\$ 300	\$ 600	\$ 261.08	\$ 624.24
Expenditures	\$ 51,795	\$ 39,560	\$ 33,680.90	\$ 33,900.44

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Town of Kensington
 Recreation & Parks
 Budget 2021/22

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Expense				
Depreciation	\$ 5,700	\$ 5,700	\$ 4,750.00	\$ 7,549.82
Property Taxes	\$ 3,390	\$ 3,390	\$ 2,013.00	\$ 2,639.56
Electricity	\$ 2,845	\$ 2,845	\$ 3,006.74	\$ 2,757.06
Wages - EVK Pool	\$ 19,000	\$ 17,200	\$ 17,601.61	\$ 16,850.03
Repair and Maint - Equip	\$ 1,000	\$ 1,000	\$ 594.47	\$ 203.29
Repair and Maint. - Building	\$ 5,450	\$ 5,450	\$ 3,913.04	\$ 3,925.89
Uniforms - Clothing & Supplies	\$ 500	\$ 500	\$ 402.05	\$ 635.95
Special Events Expense	\$ 15,200	\$ 15,200	\$ 5,514.01	\$ 18,176.30
Chemicals	\$ 3,500	\$ 3,500	\$ 3,001.25	\$ 3,040.90
Canada Day Expenses	\$ 3,000	\$ 3,000	\$ 410.00	\$ 2,986.22
CUC Operational Grant	\$ 25,200	\$ 6,000		\$ 10,000.00
Park Improvements	\$ 11,000	\$ 11,000	\$ 5,746.42	\$ 6,051.58
	\$ -			
Expenditures	\$ 95,785	\$ 74,785	\$ 46,952.59	\$ 74,816.60

Draft

Town of Kensington
Sales of Service
Budget 2021/22

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Expenses				
Office Expenses	\$ 1,500	\$ 1,500	\$ 372.35	\$ 1,252.30
IT Services	\$ 1,860	\$ 1,860	\$ 2,451.03	\$ 2,416.35
Wages - Police Tech's	\$ 166,000	\$ 166,000	\$ 82,599.59	\$ 161,991.02
Proff Development	\$ 480	\$ 480	\$ 400.00	\$ 400.00
PROS	\$ 2,500	\$ 480	\$ 2,954.20	\$ 2,539.30
Administration to Police Department	\$ (12,000)	\$ (15,600)	\$ (13,000.00)	
Allocation from General Government	\$ 36,000			\$ -
Expenditures	\$ 196,340	\$ 156,740	\$ 78,340.14	\$ 168,198.97

Revenue				
Contract Revenue	\$ 411,200	\$ 433,200	\$ 216,025.02	418,402.77
Record Checks	\$ -	\$ 24,000		20,535.00
Sales of Services Revenue	\$ 411,200	\$ 457,200	\$ 216,025.02	438,937.77
	\$ -			
Gross Revenue	\$ 214,860	\$ 300,460	\$ 137,684.88	\$ 270,738.80

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Town of Kensington Water & Sewer Corp Summary Budget 2021/22	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual
Revenue				
Water Revenue	\$ 237,450	\$ 215,913	178,689.52	\$ 210,814.76
Interest Water A/R	\$ 2,160	\$ 2,160	903.80	\$ 2,581.54
Water Rating Charge	\$ 68,820	\$ 68,820	57,350.00	\$ 55,944.00
Sewer Revenue	\$ 361,080	\$ 335,166	278,770.90	\$ 324,930.43
Total Revenue	\$ 669,510	\$ 622,059	515,714.22	\$ 594,270.73
	\$ -			\$ -
Expense	\$ -			\$ -
Capital Expense	\$ 108,000	\$ 109,920	91,600.00	\$ 111,247.00
Deficit Recovery	\$ -			\$ -
Reserve	\$ -			\$ -
Property Tax	\$ 2,700	\$ 2,700	2,720.50	\$ 2,841.05
Electricity	\$ 26,400	\$ 33,600	29,061.54	\$ 35,536.71
Telephone	\$ 3,720	\$ 3,720	3,662.68	\$ 3,760.91
Advertising	\$ 120	\$ 120	-	\$ -
Professional Development	\$ 1,200	\$ 1,200	2,238.80	\$ 1,482.06
Professional fees Other	\$ -	\$ 8,000	-	\$ 7,937.97
Repairs & Maintenance water	\$ 21,600	\$ 10,800	34,001.33	\$ 28,715.70
Bank Charges water	\$ 3,540	\$ 3,540	2,856.28	\$ 3,881.79
Interest on LT Debt Water	\$ 24,000	\$ 30,000	15,760.26	\$ 30,583.79
Water Analysis	\$ 5,160	\$ 5,160	6,289.80	\$ 7,510.80
Water Chlorination	\$ 1,800	\$ 1,800	761.60	\$ 1,776.72
Bank Charges - Sewer	\$ 3,600	\$ 3,600	2,855.82	\$ 3,881.32
Interest on LT Debt Sewer	\$ 19,680	\$ 21,600	11,806.16	\$ 22,109.77
Repairs and Maintenance Sewer	\$ 42,000	\$ 46,800	56,797.84	\$ 67,871.94
Share of Gen Gov't	\$ 198,000	\$ 198,000	165,000.00	\$ 151,200.00
Share of Public Works	\$ 207,600	\$ 207,600	173,000.00	\$ 148,800.00
Expenditures	\$ 669,120	\$ 688,160	598,412.61	\$ 638,111.11
	\$ -			\$ -
Variance	\$ 390	\$ (66,101.00)	\$ (82,698.39)	\$ (43,840.38)

**Town of Kensington
Credit Union Centre
Budget 2021/22**

	2021 Annual Budget	2020 Annual Budget	2020 Actual to Jan 31, 2021	2019 Actual to Jan 31, 2020
Revenue				
CUC Ice Rental	\$ 149,500	\$ 149,500	\$ 94,621.23	\$ 152,375.82
CUC Canteen Sales	\$ 35,000	\$ 56,800	\$ 671.02	\$ 58,610.93
CUC Fitplex Sales	\$ 42,000	\$ 42,000	\$ 27,436.05	\$ 39,653.42
CUC Harvest Festival Sales	\$ -	\$ 37,000	\$ 5,716.00	\$ 32,939.47
CUC Building Rentals	\$ 2,800	\$ 1,600		\$ 1,800.00
CUC Ballfield Sales	\$ 3,500	\$ 3,500	\$ 3,485.88	\$ 4,541.74
CUC Sign Rentals	\$ 14,600	\$ 14,600	\$ 15,709.56	\$ 10,976.52
CUC Donations	\$ 10,000	\$ 10,000		\$ 13,300.00
CUC Fund Raising Events	\$ 18,000	\$ 26,500	\$ 19,229.11	\$ 25,302.97
CUC Grants - Operational	\$ 33,700	\$ 24,500	\$ 8,500.00	\$ 18,500.00
CUC Wage Grants	\$ 19,000	\$ 19,000	\$ 51,391.54	\$ 20,177.82
CUC Miscellaneous Revenue	\$ 1,200	\$ 1,200	\$ 20,530.02	\$ 750.00
	\$ -			
Total Revenue	\$ 329,300	\$ 386,200	\$ 247,290.41	\$ 378,928.69
	\$ -			
Expenditures	\$ -			
CUC Depreciation	\$ 26,196	\$ 26,196	\$ 21,830.00	\$ 38,499.00
CUC Deficit Recovery	\$ -	\$ -		\$ -
CUC Water and Sewer	\$ 6,000	\$ 7,200	\$ 5,085.36	\$ -
CUC Property Taxes	\$ 540	\$ 540	\$ 531.00	\$ 530.99
CUC Electricity Arena	\$ 73,155	\$ 73,155	\$ 48,838.12	\$ 74,081.64
CUC Heating Oil	\$ 14,000	\$ 14,000	\$ 5,429.74	\$ 14,024.44
CUC Electricity Sign	\$ 1,700	\$ 1,200	\$ 1,346.45	\$ 1,452.76
CUC Electricity Ball Field / Canteen	\$ 360	\$ 360	\$ 252.06	\$ 366.95
CUC Telephone	\$ 2,700	\$ 2,700	\$ 2,306.90	\$ 2,785.54
CUC Cellular	\$ 780	\$ 660	\$ 650.00	\$ 672.70
CUC Office Supplies	\$ 600	\$ 600	\$ 1,616.03	\$ 431.88
CUC Advertising	\$ 1,200	\$ 360	\$ 1,055.00	\$ 810.07
CUC Wages and Salaries	\$ 159,755	\$ 137,635	\$ 145,474.63	\$ 154,071.45
CUC Workers Compensation	\$ 1,480	\$ 1,480	\$ 1,024.64	\$ 1,548.15
CUC Repair and Main Equip	\$ 480	\$ 480	\$ 1,983.74	\$ 764.80
CUC Repair and Main Vehicle (Zamboni)	\$ 1,600	\$ 1,440	\$ 1,395.65	\$ 650.76
CUC Repair and Main Building	\$ 6,000	\$ 12,000	\$ 6,435.84	\$ 11,068.09
CUC Repair and Main Ice Plant	\$ 4,050	\$ 4,050	\$ 2,253.51	\$ 4,309.72
CUC Repair and Main Property	\$ 1,200	\$ 120	\$ 2,692.98	\$ -
CUC Repair and Main Ice Surface	\$ 3,850	\$ 3,850	\$ 1,739.46	\$ 4,738.62
CUC Zamboni Propane	\$ 2,400	\$ 3,150	\$ 1,353.99	\$ 1,671.55
CUC Ballfield Expenses	\$ 600	\$ 600	\$ 907.40	\$ 6,363.05
CUC Canteen Expenses	\$ 17,500	\$ 30,750	\$ 458.92	\$ 32,250.95
CUC Harvest Festival Expenses	\$ -	\$ 16,000	\$ 2,100.00	\$ 15,177.05
CUC Fitplex Expenses	\$ 4,800	\$ 4,800	\$ 6,894.84	\$ 4,130.10
CUC Snow Removal	\$ 3,300	\$ 3,300	\$ 1,005.00	\$ 3,025.00
CUC MBCU Loan Interest	\$ 1,980	\$ 2,400	\$ 1,535.09	\$ 2,629.54
CUC Fund Raising Expenses	\$ 2,000	\$ 8,000	\$ 5,260.00	\$ 5,945.00
CUC Dehumidifier Interest	\$ 180	\$ 360	\$ 141.61	\$ 338.61
CUC Zamboni Loan Interest	\$ 2,230	\$ 2,830	\$ 780.89	\$ 2,729.78
CUC Senior Center Oil	\$ 900	\$ 900	\$ 918.71	\$ 1,882.21
CUC Senior Center Electricity	\$ 2,400	\$ 2,400	\$ 1,516.62	\$ 1,425.55
CUC Senior Center Repair and Main	\$ 600	\$ 600	\$ 693.62	\$ 130.00
CUC Travel and Mileage	\$ 1,800	\$ 1,800	\$ 1,209.51	\$ 1,670.52
CUC Donations and Grants	\$ -	\$ -		\$ 5,000.00
CUC Insurance	\$ 8,000	\$ 8,000	\$ 6,452.05	\$ 1,047.95
CUC Janitorial Supplies	\$ 8,400	\$ 4,080	\$ 2,987.29	\$ 3,829.07
CUC Bank Charges	\$ 2,400	\$ 2,400	\$ 1,996.06	\$ 2,119.08
CUC Garbage Removal	\$ 2,400	\$ 2,400	\$ 2,200.00	\$ 2,300.92
Total Expenditures	\$ 367,536	\$ 375,596	\$ 290,352.71	\$ 404,473.49
	\$ -			\$ -
Variance	\$ (38,236)	\$ 10,604	\$ (43,062.30)	\$ (25,544.80)

Town of Kensington
Business Park
Budget 2021/22

	2021 Annual Budget	2020 Annual Budget	2020 Actual	2019 Actual
Revenue				
Sales	\$ -			
	\$ -			
	\$ -			
Total Revenue	\$ -			
	\$ -			
	\$ -			
Expense	\$ -			
Depreciation	\$ 30,744	\$ 30,744	\$ 25,620	\$ -
Property Taxes	\$ 2,400	\$ 2,400	\$ 874	\$ 122.76
Business Park Expense	\$ 2,400	\$ -	\$ 1,417	
Loan Interest	\$ 19,872	\$ 19,872	\$ 8,901	\$ 4,960.84
	\$ -	\$ -		
Total Expenses	\$ 55,416	\$ 53,016	\$ 36,811	\$ 5,083.60
	\$ -	\$ -		

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**Town of Kensington
2021/22 Proposed Capital Plan**

Project Category	Budget 2021/22	Municipal Funding	MBCU 50/50/Other	Federal/Gas Tax	Provincial/Federal Funding (RGI, MSC, ICIP, etc)	Long Term Borrowing
Credit Union Centre						
Hockey Nets	\$2,859	\$1,429			\$1,429	
Lawn Equipment Replacement	\$16,700	\$8,350			\$8,350	
Ice Plant Condensor	\$60,000	\$30,000			\$30,000	
Total Credit Union Centre	\$79,559	\$39,779	\$0	\$0	\$39,779	\$0
Police Department						
Equipment Replacement	\$1,500	\$1,500				
Speed Radar	\$2,500	\$2,500				
Taser Replacement	\$2,000	\$2,000				
Total Police Department	\$6,000	\$6,000	\$0	\$0	\$0	\$0
Fire Department						
Bunker Gear Replacement	\$15,000	\$15,000				
Tanker Truck Replacement	\$250,000					\$250,000
Water Rescue Craft	\$60,000					\$60,000
Total Fire Department	\$325,000	\$15,000	\$0	\$0	\$0	\$310,000
Town Hall/General Government						
Website Development	\$10,000	\$10,000				
Miscellaneous Capital	\$50,000	\$50,000				
Business Park Development	\$5,276,000				\$2,550,000	\$2,726,000
Official Plan/Development Control Bylaw Review	\$18,860	\$18,860				
Total Town Hall/General Government	\$5,354,860	\$78,860	\$0	\$0	\$2,550,000	\$2,726,000
Public Works						
Maintenance Building(s) Upgrades	\$7,500	\$7,500				
Barrett Street/Broadway Street Sidewalk	\$510,000			\$510,000		
Total Public Works	\$517,500	\$7,500	\$0	\$510,000	\$0	\$0
Parks/Recreation/Railyards						
Park Improvements - Various	\$86,559			\$86,559		
Active Transportation Project	\$476,075				\$238,038	\$238,038
EVK Pool Filtration System	\$40,000	\$40,000				
EVK Pool Cover	\$10,000	\$10,000				
Kent Fence	\$11,000	\$11,000				
Total Parks/Recreation/Railyards	\$623,634	\$61,000	\$0	\$86,559	\$238,038	\$238,038
Water						
Broadway Street South W/M Extension	\$782,000				\$521,333	\$260,667
Water Meter Upgrades	\$70,000			\$70,000		
Wellfield Signage	\$2,500	\$2,500				
Wastewater						
Mechanical System Upgrades	\$100,000			\$100,000		
Building - Roof and Eavestrough Replacement	\$10,000			\$10,000		
Total Water and Wastewater	\$964,500	\$2,500	\$0	\$180,000	\$521,333	\$260,667
Total	\$7,871,053	\$210,639	\$0	\$776,559	\$3,349,150	\$3,534,704

Town of Kensington
2020 - 2025 Proposed 5 year Capital Plan

Project/Category	Estimated Cost	2021/22	2022/23	2023/24	2024/25	2025/26
Credit Union Centre						
Hockey Nets	\$2,859.00	\$2,859.00				
Lawn Equipment Replacement	\$16,700.00	\$16,700.00				
Ice Plant	\$60,000.00	\$60,000.00				
Fitplex Upgrades	\$11,405.00		\$11,405.00			
Solar Panel Installation	\$285,000.00		\$285,000.00			
Parking Area Improvements	\$740,000.00			\$740,000.00		
LED Lighting Replacement	\$16,000.00		\$16,000.00			
Total Credit Union Centre	\$1,131,964.00	\$79,559.00	\$312,405.00	\$740,000.00	\$0.00	\$0.00
Police Department						
Vehicle Replacement	\$50,000.00				\$50,000.00	
Equipment Replacement	\$4,500.00	\$1,500.00	\$1,500.00		\$1,500.00	
Taser Replacement	\$2,000.00	\$2,000.00				
Speed Radar	\$7,500.00	\$2,500.00	\$2,500.00	\$2,500.00		
Computer Replacement	\$10,000.00				\$10,000.00	
Total Police Department	\$74,000.00	\$6,000.00	\$4,000.00	\$2,500.00	\$61,500.00	\$0.00
Fire Department						
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				
Pumper Truck	\$400,000.00				\$400,000.00	
Total Fire Department	\$835,000.00	\$325,000.00	\$65,000.00	\$15,000.00	\$415,000.00	\$15,000.00
Town Hall/General Government						
Website (including app)	\$10,000.00	\$10,000.00				
Heating/Ventillation Upgrades	\$100,000.00		\$100,000.00			
Parking Area Improvements	\$40,000.00		\$40,000.00			
Sign Replacement	\$7,500.00			\$7,500.00		
Business Park Development (Phased)	\$5,276,000.00	\$5,276,000.00				
Core Area Re-Development/Street Scape (Phased)	\$1,500,000.00			\$500,000.00	\$500,000.00	\$500,000.00
Official Plan and Zoning Bylaw Update	\$18,860.00	\$18,860.00				
Miscellaneous Capital	\$50,000.00	\$50,000.00				
Total Town Hall/General Government	\$7,002,360.00	\$5,354,860.00	\$140,000.00	\$507,500.00	\$500,000.00	\$500,000.00
Public Works						
Asphalt Saw/Jackhammer	\$2,500.00		\$2,500.00			
Maintenance Building Upgrades	\$7,500.00	\$7,500.00				
Trackless V-Blade	\$8,000.00		\$8,000.00			
Lawn Mower Deck Replacement	\$5,000.00		\$5,000.00			
Broadway Street/Barrett Street Sidewalk Replacement	\$510,000.00	\$510,000.00				
Trackless Replacement	\$125,000.00				\$125,000.00	
Lawn Equipment Replacement	\$18,000.00			\$18,000.00		
Total Public Works	\$676,000.00	\$517,500.00	\$15,500.00	\$18,000.00	\$125,000.00	\$0.00
Parks/Recreation/Railyards						
Park Improvements - Various	\$86,559.00	\$86,559.00				
Active Transportation	\$476,075.00	\$476,075.00				
EVK Pool Filtration System	\$40,000.00	\$40,000.00				
EVK Pool Cover	\$10,000.00	\$10,000.00				
EVK Pool Replacement	\$125,000.00					\$125,000.00
Kent Fence	\$11,000.00	\$11,000.00				
Total Parks/Recreation/Railyards	\$748,634.00	\$623,634.00	\$0.00	\$0.00	\$0.00	\$125,000.00
Water & Sewer Utility						
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 Replacement	\$1,500.00		\$1,500.00			
Water Meter Upgrades	\$70,000.00	\$70,000.00				
Wellfield Signage	\$2,500.00	\$2,500.00				
Mechanical Systems Upgrade	\$100,000.00	\$100,000.00				
Building - Roof and Eavestroughing Replacment	\$10,000.00	\$10,000.00				
	\$5,240,000.00	\$964,500.00	\$1,500.00	\$1,150,000.00	\$2,624,000.00	\$500,000.00
Total	\$15,707,958.00	\$7,871,053.00	\$538,405.00	\$2,433,000.00	\$3,725,500.00	\$1,140,000.00

Town of Kensington - Request for Decision

Date: March 2, 2021	Request for Decision No: 2021-07 (Office Use Only)
Topic: Town of Kensington Water and Sewer Utility Bylaw – Second Reading & Formal Adoption	
Proposal Summary/Background: <p>Staff have drafted the attached proposed Water and Sewer Utility Bylaw. The Bylaw was reviewed at the January 2021 Committee of Council Meeting where Committee members recommended the adoption of the Bylaw by Town Council. The Bylaw was read a first time at Town Council’s regular meeting held on February 8, 2021 following which, staff were requested to consider a modification to the wording around Section 3.2 of the Bylaw – “Deemed to Receive Service”. The proposed modified wording (amendment) is as follows (to be read aloud during the meeting):</p> <p>Section 3.2</p> <p>1.1. Pursuant to Section 185 of the <i>Act</i>, a property shall only be charged for water and/or sewer services where a residence, building or other structure located on the property, is physically connected, by lateral lines, to a water or sewer main. Property owners shall only be charged for water and sewer services in which they are physically connected. Properties that are connected to a water or sewer main and service has been terminated through a curb stop valve, the customer shall only be charged the base and customer component of the applicable rate, as approved by the Commission.</p> <p>The purpose of the Bylaw is intended to create the Water and Pollution Control Corporation (public utility) as a department of the Town as opposed to its current Corporate model. The Bylaw has been developed largely using the template provided by the Province of Prince Edward Island. The newly created Utility will continue to operate as an independent entity under the policy guidance of Town Council and management of the CAO.</p>	
Benefits: <ul style="list-style-type: none">• Will provide for the operation of the water and sewer utility as a department of the Town.• Will provide additional efficiency within the governance and operation of the department, i.e. removal of additional monthly meeting.	

Disadvantages:

- None noted.

Discussion/Comments:

It is recommended that Town Council give second reading and formal adoption to the Water and Sewer Utility Bylaw, as amended, and proposed.

Options:

1. Give second reading and formal adoption to the Water and Sewer Utility Bylaw, as proposed.
2. Not give second reading and formal adoption to the Bylaw.
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 resolutions:

Resolution 3

WHEREAS Subsection 180(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

AND WHEREAS the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) was read and approved a first time at a duly held meeting of Town Council on February 8, 2021;

AND WHEREAS an amendment to Section 3.2 of the Bylaw was made following first reading and approval;

AND WHEREAS such amendment to Section 3.2 of the Bylaw was read aloud at this meeting;

BE IT RESOLVED THAT the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) be hereby read a second time.

Resolution 4

WHEREAS Subsection 180(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

AND WHEREAS the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) was read and approved a first time at a duly held meeting of Town Council on February 8, 2021;

AND WHEREAS an amendment to Section 3.2 of the Bylaw was made following first reading and

approval;

AND WHEREAS such amendment to Section 3.2 of the Bylaw was read aloud at this meeting;

AND WHEREAS the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) was read a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) be hereby approved.

Resolution 5

WHEREAS Subsection 180(b) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

AND WHEREAS the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) was read and approved a first time at a duly held meeting of Town Council on February 8, 2021;

AND WHEREAS an amendment to Section 3.2 of the Bylaw was made following first reading and approval;

AND WHEREAS such amendment to Section 3.2 of the Bylaw was read aloud at this meeting;

AND WHEREAS the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) was

read and approved a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Water and Sewer Utility Bylaw (Bylaw #2021-01) be hereby formally adopted.



Town of Kensington
A Bylaw to Establish a Water and Sewer Utility
Bylaw # 2021 – 01

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO ESTABLISH A WATER AND SEWER UTILITY AS A DEPARTMENT OF THE TOWN OF KENSINGTON.

WHEREAS Subsection 180(b) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council may pass a bylaw and provide services for municipal utilities, public utilities, facilities, works and improvements on private and public land;

AND WHEREAS Subsection 183(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that where a Council provides a public utility pursuant to subsection 180(b), the Council shall establish its public utility as a department of the municipality or a controlled corporation and specify the functions of the public utility;

AND WHEREAS the Council for the Town of Kensington desires to operate the public utility as a department of the municipality, in accordance with all applicable legislation, regulations, directives and special contracts;

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

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

1. Title

1.1. This bylaw shall be known and cited as the “Kensington Water and Sewer Utility Bylaw.”

2. Authority

- 2.1. Section 180(b) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1 authorizes a Council to establish, by bylaw, a public utility for the purpose of delivering water and sewerage services.
- 2.2. Pursuant to subsection 183(1) of the *Act*, Kensington’s public utility for the purpose of delivering water and sewerage services, will be established as a department of the Municipality.

3. Application

- 3.1. This bylaw applies to all Councillors, employees and customers of the public utility.
- 3.2. Pursuant to Section 185 of the *Act*, a property shall only be charged for water and/or sewer services where a residence, building or other structure located on the property, is physically connected, by lateral lines, to a water or sewer main. Property owners shall only be charged for water and sewer services in which they are physically connected. Properties that are connected to a water or sewer main and service has been terminated through a curb stop valve, the customer shall only be charged the base and customer component of the applicable rate, as approved by the Commission.

4. Definitions

- 4.1. “Act” means the *Municipal Government Act*.
- 4.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Kensington as appointed by Council under section 86(2)(c) of the *Act*.
- 4.3. “Commission” means the Island Regulatory and Appeals Commission established under *the Island Regulatory and Appeals Commission Act R.S.P.E.I. 1988, Cap I-11*.
- 4.4. “Council” means the Mayor and members of the Kensington Town Council.
- 4.5. “Customer” means a property, person, firm or corporation who requests, or is supplied with water and sewer service at a specific location or locations.
- 4.6. “Municipality” means the Town of Kensington.
- 4.7. “Public Utility” means a public utility as defined in the *Water and Sewerage Act R.S.P.E.I. 1988, Cap. W-2*.
- 4.8. “Utility” means the municipal utility department established herein.

5. Municipal Department Established

- 5.1. There is hereby established the Town of Kensington Water and Sewer Utility Department.
- 5.2. The Water and Sewer Utility Department shall conduct its affairs in accordance with generally accepted public utility practices and in any case, in accordance with directives, special contracts and regulations as approved by the Commission.

6. Water and Sewer Utility Administration

- 6.1. Pursuant to subsection 93(1)(d) of the *Act*, the CAO shall manage and supervise the employees that are responsible for the day-to-day operation of the public utility.

7. Functions of the Water and Sewer Utility Department

- 7.1. Pursuant to subsection 183(2) of the *Act*, and in accordance with the *Water and Sewerage Act* and its regulations, the water and sewer utility shall be responsible for constructing, altering, extending, managing and controlling a system for providing water and sewer utility services to the residents of the municipality.
- 7.2. Acquiring, alienating, holding and disposing of real or personal property with Council approval.
- 7.3. Financing, with the approval of Town Council, any of its undertakings.
- 7.4. Collecting rates and charges for services provided to any customer, as approved by Town Council.

8. Rates, Charges and Interests

- 8.1. Pursuant to subsection 184(1) of the *Act*, Council shall levy rates in respect of real property for the services of the water and sewer utility that are sufficient to cover the costs of providing the services of the water and sewer utility following approval of the Commission in accordance with the *Water and Sewerage Act*.
- 8.2. Pursuant to section 187 of the *Act*, all overdue and unpaid rates bear interest from the due date at the rate prescribed for real property tax pursuant to the Real Property Tax Act R.S.P.E.I. 1988, Cap.R-5.

9. Financial

- 9.1. Pursuant to subsection 183(4) of the *Act*, the Water and Sewer Utility Department shall maintain separate financial accounts for the public utility.

10. Liens

- 10.1. Pursuant to subsection 186(1) of the *Act*, rates that are overdue and unpaid, and any interest accrued, constitute a lien on the real property on which they are levied until payment is made in full.
- 10.2. Pursuant to subsection 186(2) of the *Act*, the lien referred to in section 10.1 of this Bylaw, has priority over every claim, privilege or encumbrance against the property of every person, except the Crown, and may be enforced on application to the Supreme Court for an order for the sale of the property.

11. Complaints

- 11.1. In accordance with subsection 184(4) of the *Act*, a complaint in respect of the terms and standards of service, rates, charges or schedules or any combination of them, of the public utility, is subject to appeal to the Commission under the *Water and Sewerage Act* in accordance with that *Act*.

12. Penalties

- 12.1. Fines and penalties, as considered necessary by Town Council can be established in accordance with subsection 162(1)(a)(ii) of the Act.
- 12.2. Any fines and/or penalties developed by Town Council shall be outlined in a Schedule 'A', as considered necessary by Town Council.

13. Repeal

- 13.1 All previous Bylaws of the Town of Kensington pertaining to the establishment of the Kensington Water and Pollution Control Corporation and/or the operation of a water and sewer utility are hereby repealed.

14. Effective Date

- 14.1 The Town of Kensington Water and Sewer Utility Bylaw, Bylaw #2021-01, is declared to be passed by Town Council on this, the _____ day of _____, 2021.

First Reading:

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was read a first time at the Council meeting held on the _____ day of _____, 2021.

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2021.

Second Reading:

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was read a second time at the Council meeting held on the _____ day of _____, 2021.

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2021.

Approval and Adoption by Council:

This Town of Kensington Water and Sewer Utility Bylaw, Bylaw# 2021-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2021.

Signatures:

Mayor

Chief Administrative Officer

This Water and Sewer Utility Bylaw adopted by the Council of the Town of Kensington is certified to be a true copy.

Chief Administrative Officer

Date

Town of Kensington - Request for Decision

Date: March 8, 2021	Request for Decision No: 2021-08 (Office Use Only)
Topic: Appointment of Municipal Electoral Officer and Deputy Electoral Officer and Setting By-Election Date	
Proposal Summary/Background: <p>According to the <i>Municipal Government Act</i>, Town Councils are required to appoint a Municipal Electoral Officer (MEO) and a Deputy (MEO) and set a date for the by-election.</p> <p>Section 40 of the <i>Municipal Government Act</i>, <i>PEI</i> states:</p> <p><i>“A council shall by resolution, on or before the second Monday in May in each election year, and at other times as required, appoint a municipal electoral officer and a deputy municipal electoral officer to be responsible for the administration of the election.”</i></p> <p>Section 60 of the <i>Municipal Government Act</i>, <i>PEI</i> states:</p> <p><i>“Where a vacancy occurs on a council, the council shall, subject to subsection (3)</i> <i>(a) Declare a by-election to fill the vacancy; and</i> <i>(b) Set a date for election day that is not later than six months after the vacancy occurred.”</i></p> <p>With the resignation of a Town Councillor on January 5th, Council will be required to set a date for a by-election before July 5, 2021. It is recommended that the by-election be scheduled to take place on Monday, May 3, 2021 from 9:00 am to 7:00 pm and that the advance poll be set for April 24th from 9:00 am to 3:00 pm.</p> <p>It is further recommended that the CAO be appointed as the Municipal Electoral Officer and the Deputy Administrator be appointed as the Deputy Municipal Electoral Officer.</p>	
Benefits: <ul style="list-style-type: none">• None noted.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: <p>N/A</p>	
Options: <ol style="list-style-type: none">1. Appoint the MEO and Deputy MEO as recommended.2. Appoint other individuals as MEO and Deputy MEO.3. Set the by-election date for May 3, 2021.4. Set the by-election for another date.	

Costs/Required Resources: Estimated at \$4000.00.	Source of Funding: Operating Funds
Recommendation: It is recommended that Town Council consider and adopt the following resolution: <p><i>WHEREAS a current vacancy on the Kensington Town Council triggers a requirement, under the Municipal Government Act, for a Municipal By-Election;</i></p> <p><i>AND WHEREAS Town Council are required under the Municipal Government Act to appoint a Municipal Electoral Officer and a Deputy Municipal Electoral Officer;</i></p> <p><i>AND WHEREAS Town Council are required under the Municipal Government Act, to set a date for the By-Election;</i></p> <p><i>BE IT RESOLVED THAT Kensington Town Council appoint Geoff Baker, Chief Administrative Officer, as the Municipal Electoral Officer for the 2021 Municipal By-Election;</i></p> <p><i>BE IT FURTHER RESOLVED THAT Kensington Town Council appoint Wendy MacKinnon, Deputy Administrator, as the Deputy Municipal Electoral Officer for the 2021 Municipal By-Election:</i></p> <p><i>BE IT FURTHER RESOLVED THAT Kensington Town Council set the by-election date for May 3, 2021 between the hours of 9:00 AM and 7:00 PM, with an advanced poll date of April 24, 2021 between the hours of 9:00 AM and 3:00 PM.</i></p>	

Town of Kensington - Request for Decision

Date: March 3, 2020	Request for Decision No: 2021-09 (Office Use Only)
Topic: Proposed Development Control Bylaw Amendment (PID No. 915322) – First Reading	
Proposal Summary/Background: <p>A request has been received from Ryan Simmonds, the owner of a property along Lions Drive (Lot 8 – PID 915322), to re-zone his property from its current Single Residential (R1) designation to Low Density Residential (R2).</p> <p>Re-Zoning the subject property requires an amendment to the Town’s Development Control Bylaw as well as to the general land use map that is part of the Town’s Official Plan.</p> <p>Town Councillors initially considered the amendment at their regular December meeting held on December 14, 2020, where direction was provided to staff to proceed with a public meeting to solicit feedback on the proposed amendment from the public. The public meeting was held on Thursday, February 11, 2021 with one resident in attendance. The resident expressed a singular concern that re-zoning the property to a higher density use may reduce neighbouring single-unit (R1) property values. Given the property’s current proximity to other high-density property uses along Barrett Street and Lions Drive, it is staff’s opinion that re-zoning the property would have virtually no impact on neighbouring property values.</p> <p>To facilitate the development of a duplex on the property a variance will be required. Based on a recommendation from DV8 Consulting, staff included the variance application within the public meeting agenda to allow members of the public to provide comment prior to Town Council’s consideration. There were no concerns noted with the variance as proposed. Variances are regulated under Section 18 of the Development Control Bylaw. Section 18.1(4) states “Notwithstanding any other section of this Bylaw, Council may authorize variances in excess of ten (10%) percent variance from the provisions of the Bylaw if Council deems such a variance desirable and appropriate and if such variance is in keeping with the general intent and purpose of this Bylaw”.</p> <p>The following information is being circulated with this Request for Decision:</p>	

<ol style="list-style-type: none"> 1. Mr. Simmonds original request. 2. DV8 initial report 3. Mapping information (including a proposed site plan) 4. Public Meeting minutes 	
Benefits: <ul style="list-style-type: none"> • N/A 	
Disadvantages: <ul style="list-style-type: none"> • N/A 	
Discussion/Comments: <p>Staff have reviewed the relevant information and the DV8 Consulting report on the proposed Bylaw amendment. Staff are recommending that Town Council proceed with amending the Development Control Bylaw and the General Land Use Map that is part of the Official Plan to formally re-zone the property from Single Unit Residential (R1) to Low Density Residential (R2) to facilitate the future construction of a semi-detached unit on the property.</p> <p>Staff are also recommending that Town Council proceed with approving two side yard variances for the property: two (2) feet on the Northwest side yard and three (3) feet on the Southeast side yard.</p>	
Options: <ol style="list-style-type: none"> 1. Proceed with the Bylaw and Official Plan amendment, as proposed. 2. Not proceed with the Bylaw and Official Plan amendment. 3. Proceed with approving the side yard variances, as proposed. 4. Not approve the side yard variances. 5. Refer the matter(s) back to staff for further direction and deliberation. 	
Costs/Required Resources: <p>N/A</p>	Source of Funding: <p>N/A</p>

Recommendation:

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

Variance

WHEREAS an application has been received from the owner of Lot #8 (PID 915322) in the Lions Subdivision for a variance on the Northwest and Southeast side yard requirements for the property;

AND WHEREAS the owner of the property is intent on constructing a semi-detached unit on the property;

AND WHEREAS the variances have been reviewed against the Development Control Bylaw and the Official Plan and are deemed to be desirable and appropriate and generally keeping to the spirit and intent of the Bylaw;

AND WHEREAS neighbouring property owners have been consulted through a public meeting process and no concerns were noted;

BE IT RESOLVED THAT Town Council approve a variance application from Ryan Simmonds, being the owner of Lot #8 in the Lions Subdivision, to reduce the side yard requirement on the Northwest side yard from 10 feet to 8 feet and to reduce the side yard requirement from 10 feet to 7 feet on the Southeast side of the lot.

First Reading of Development Control Bylaw Amendment

Resolution 1

WHEREAS a request has been received from Ryan Simmonds, owner of PID No 915322, to amend the Town of Kensington Development Control Bylaw to re-zone the property from Single Residential (R1) to Low Density Residential (R2);

AND WHEREAS a public meeting was held on February 11, 2021, in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

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

BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 915322 from Single Residential (R1) to Low

Density Residential (R2).

Resolution 2

WHEREAS a request has been received from Ryan Simmonds, owner of PID No 915322, to amend the Town of Kensington Development Control Bylaw to re-zone the property from Single Residential (R1) to Low Density Residential (R2);

AND WHEREAS a public meeting was held on February 11, 2021, in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

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

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

BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No. 915322 from Single Residential (R1) to Low Density Residential (R2).

townmanager@townofkensington.com

From: Ryan <ryansimmonds390@hotmail.com>
Sent: November 16, 2020 1:12 PM
To: townmanager@townofkensington.com
Subject: Rezoning Lions Drive Lot

Good afternoon Geoff,

I was speaking with Kim this morning and wanted to send you an email to put a request forward to council in regards to rezoning Lot#8 which i own at the end of Lions Drive. It is currently an R1 and I would like to have it rezoned to an R2. Please let me know if you require any additional information.

Thanks in advance

Ryan

November 29, 2020

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

Re: Rezoning application for PID 915322 (Lot 8 – Lion’s Drive)

Dear Mr. Baker,

I have reviewed the Town of Kensington’s *Official Plan and Zoning and Subdivision Control (Development) By-law* with respect to the request to rezone PID 915322, located on Lion’s Drive (Lot 8). The property is currently zoned R1 Single Residential Zone, and the applicant is requesting a change to R2 Low Density Residential Zone in order to develop a duplex and/or semi-detached on the property. As per Section 19 of the *By-law*, an application to rezone a property shall be deemed to be an application to amend the *By-law* and no amendment shall be made contrary to the policies in the *Official Plan*. The subject property is identified as R1 Single Residential on the *Future Land Use Map*, and as such the application to amend the *By-law* also requires an amendment to the *Official Plan*.

Lion’s Drive is a mixed density residential street, with most of the properties zoned R1 and developed as single detached dwellings and the first four (4) properties on the street being R2 and developed as semi-detached dwellings. Barrett Street which abuts the end of Lion’s Drive is also a mixed density residential street, with R2 on the north side (rear yards abutting properties on Lion’s Drive) and a mix of R2 and R3 on the south side of the street.

The goals of the *Official Plan* state that the Town will “foster the creation and maintenance of safe, efficient, stable and visually appealing residential neighbourhoods”; “provide a range [in] residential zoning to support housing opportunities to meet various socio-economic and physical needs”; and “foster efficiency of services through compact urban form.”

Although a review of the Town’s housing stock and the market demands for single detached dwellings vs multiple unit dwellings is still ongoing as part of the *Official Plan* review, one can easily observe the development trends within the Town. In contrast to other towns in PEI which contain undeveloped land that is predominantly R1 or Agricultural zone with limited other residential options, Kensington has benefited by supporting development of a variety of housing types. This has allowed development to steadily continue as market-demand for 2-unit and multi-unit dwellings has increased over the past number of years and which may be contributing to the Town’s population increase since the last census where other Towns and Rural Municipalities have seen a decrease in recent years.

With regards to whether this particular lot is suited for the development of a duplex, the lot area is approximately 778 sq m and the lot frontage is approximately 35 m, both of which exceed the minimum requirements of the R2 zone for the development of a duplex or semi-detached. The property further benefits from additional green space on the north side, as there is a right-of-way to the property in the rear between this lot and the adjacent property.

As the proposed rezoning is supported by the Official Plan goals and meets the necessary lot size requirements for a 2-unit dwelling on a R2 lot, it is recommended that the application proceed to a public meeting to consider rezoning the property to R2 – Low Density Residential. Furthermore, it would be in the applicant's best interest to request that a site plan of the proposed duplex/semi-detached be prepared prior to the public meeting, should anyone have specific questions about whether the development will be able to meet the minimum setbacks and lot coverage requirements of the zone. This would also ensure that no variances will be required/requested as a result of the proposed development.

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

Best regards,



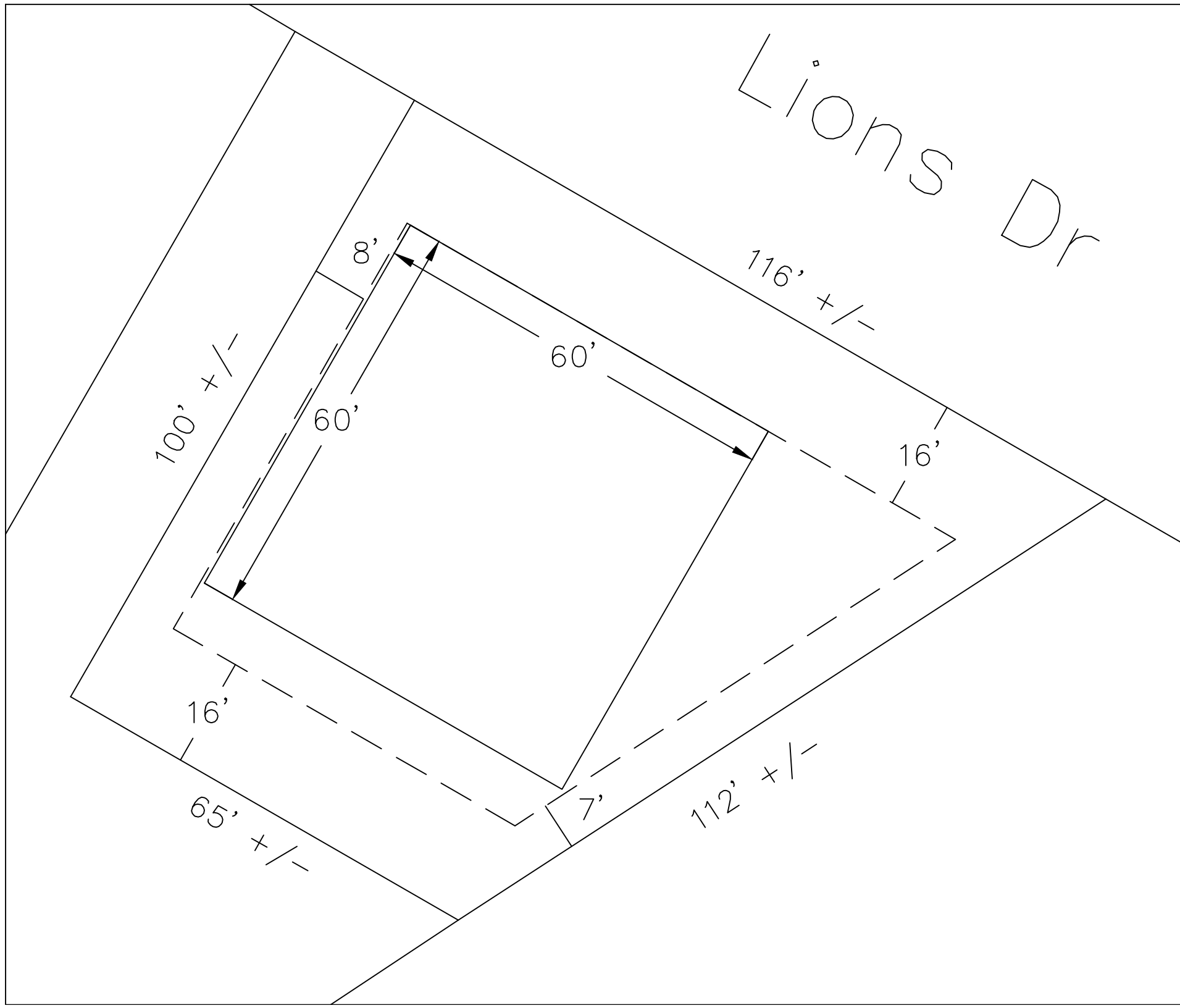
Hope Parnham, CSLA MCIP

Dv8 CONSULTING

CHARLOTTETOWN PE

E. HPARNHAM@OUTLOOK.COM

T. 902-393-1815

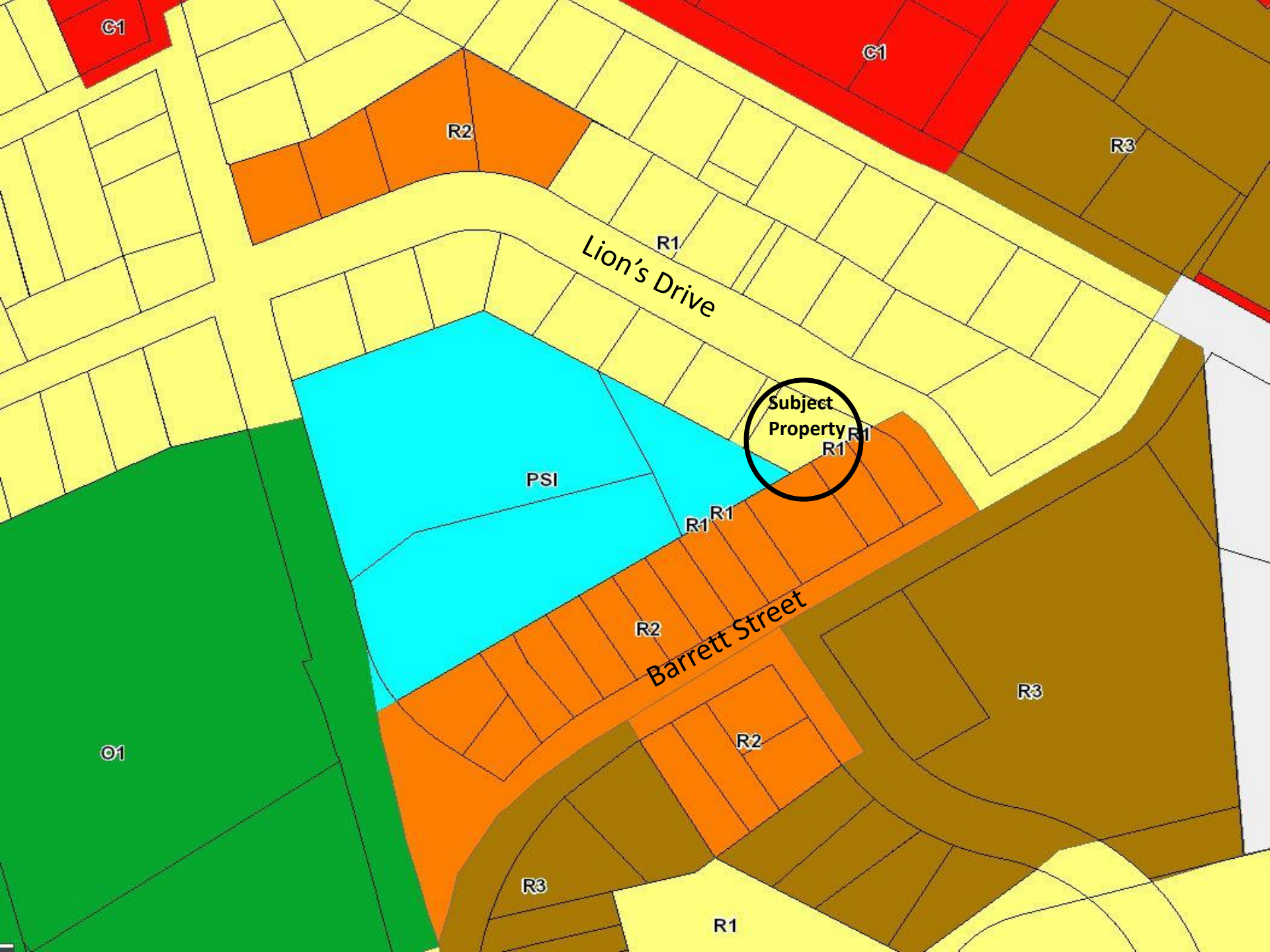




Lion's Drive

Lot 8
PID 915322

Barrett Street



**Town of Kensington
Minutes of Public Meeting
Thursday, February 11, 2020
6:00 PM**

Presiding: Mayor Rowan Caseley

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

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

Visitors: Ryan Simmonds
James Harper

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

PURPOSE:

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

- To re-zone PID No. 915322 (Lot 8 – Lions Drive) from Single Residential (R1) to Low Density Residential (R2) for the purpose of constructing a semi-detached (duplex) residential dwelling.
- To amend the Official Plan General Land Use Map in order to accommodate the above zoning designation.
- A 2' variance on the NW side yard and a 3' variance on the SE side yard in order to accommodate the development request of the applicant.

Mayor Caseley outlined the Bylaw amendment process for the meeting attendees:

The proposed Bylaw amendment was initially considered by Town Council at their regular December meeting, held on December 14, 2020 where staff presented a report (Request for Decision) recommending that Town Council allow the proposed amendment to proceed to a public meeting. The recommendation was made based on a review of the application by DV8 Consulting, the Town's Planning Consultant. Town Council subsequently authorized staff to move the proposed amendment forward to a public meeting to solicit comments/feedback from the community.

A notification ad was placed in the Guardian newspaper on January 30, 2021, in accordance with the PEI Planning Act and the Town's Development Control Bylaw. In addition to providing notice of this meeting, the ad also provided an opportunity for residents to submit written submissions to Town Council regarding their support or opposition for the application. While no written submissions were received, two Lion's Drive Property Owners did contact the Town office to express concern around the potential extension of Lion's Drive through to Barrett Street. The residents were informed that there is currently no consideration being given to removing the dead-end at the end of Lion's Drive. The residents expressed no concern around the Bylaw/Official Plan amendment or variance request.

The ad also required anyone wishing to attend this meeting to register beforehand. Two impacted property owners registered: Wayne Clark and James Harper.

Following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the amendment which is planned for March 8, 2021.

Mayor Caseley opened the floor for comments from the applicant, Ryan Simmonds.

Mr. Simmonds shared with Town Council his wish to re-zone the property for the construction of a residential duplex, as there are currently no R2 lots available for purchase within the Town.

Mr. Baker noted that staff did speak with Mr. Wayne Clark to clarify information on the proposed variance.

Mayor Caseley announced a ten-minute recess to allow time for James Harper to arrive.

Mr. Harper arrived at the meeting at 6:15 pm. Mayor Caseley re-read the purpose of the meeting and opened the floor for comment.

Mr. Harper addressed concern that the re-zoning of the lot could negatively impact the property values of surrounding R1 properties.

Mr. Baker provided information regarding the existing duplex units on Lions Drive and the surrounding area.

Mr. Simmonds added that he intends to live in one half of the duplex and rent the second side to a long-term tenant.

Mr. Baker noted that a previous impact review regarding the decrease in property values in mixed use subdivisions did not result in a decrease of property value.

Mr. Harper was pleased to hear that Mr. Simmonds plans to live in one of the units and it eases his concerns regarding pride of ownership.

Moved by Councillor Spencer, seconded by Deputy Mayor Pickering that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting

adjourned at 6:25 PM.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor

Town of Kensington - Request for Decision

Date: March 5, 2021	Request for Decision No: 2021-10 (Office Use Only)
Topic: Development Permit Application – 39 Woodleigh Drive	
Proposal Summary/Background: A development permit application has been submitted by Steve Lund to construct a single residential unit on a property located at 39 Woodleigh Drive (PID No. 79807). The subject property is an undersized lot and has sat vacant for approximately the past 5 to 6 years (an aerial photo from 2013 is being circulated with this RFD). The current road frontage for the property sits at 50 feet. The applicant is proposing a reduction in the side yard on the western end of the property from 10 feet to 7 feet, and a reduction on the required front yard setback from 15 feet to 10 feet.	
Benefits: <ul style="list-style-type: none">• None Noted	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: The applicant is proposing to construct a 2 story, 3-bedroom single residential home on the property. The property is classified under Section 4.8 of the Town's Development Control Bylaw as an existing non-conforming lot. Section 4.8(1)(c) supports property owners who have legal non-conforming lots, to ensure they can make reasonable use of their property. The most reasonable, least intensive use of the undersized lot in the R1 zone, is a single detached dwelling. Section 4.8(1)(c) provides Town Council with two options in considering reduced setbacks: (1) Council can waive the setback requirements where they are considered 'reasonable' for the undersized lot, or (2) the application needs to go through a variance process to address the reduced setbacks. The primary difference is that the adjacent property owner would be notified and given a chance to	

comment on the proposed variance in the second option, however since their driveway is on that side of the property, it is not anticipated that there would be any concern with the variance as proposed. If the walls of the two homes were going to be unusually close together, or if the windows lined up between them there may be more cause for concern. It is likely worth noting that the proposed 7 foot side yard is actually more than what some municipalities would require for side yard setbacks in ‘small lot’ subdivisions or in town centres.

With respect to the reduced front yard, no concerns are noted. If anything, pushing the house back any further may be awkward for the adjacent houses that are currently positioned at the front of their lots. In dealing with infill development (building between two existing lots), the preference is usually to line up the fronts of each of the buildings or to find an average between them. At the proposed 10 foot side yard, it is apparent that the proposed home would be set back a little further than the houses on either side but not significant enough to cause concern and the proposed front porch should balance things out.

Staff are recommending that Council waive the setback requirements and to allow the proposed development to proceed as proposed with a reduction in the side yard setback on the west side of the property from 10 feet to 7 feet and a reduction in the front yard requirement from 15 feet to 10 feet.

Options:

1. Waive the setback requirements and approve the development permit application, as proposed.
2. Not waive the setback requirements and direct staff to initiate a variance process.
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 an application has been made for the development of a single unit residential home on

a property located at 39 Woodleigh Drive (PID No. 79087);

AND WHEREAS the property is undersized and would be classified as an Existing Non-Conforming Lot under the Town's Development Control Bylaw;

AND WHEREAS Section 4.8(1)(c) provides Town Council with authorization to waive rear yard, front yard or side yard setback requirements to an extent that is reasonable and feasible and does not compromise safety, convenience or the aesthetic character of a neighbourhood;

BE IT RESOLVED THAT Town Council waive the side yard and front yard set back requirements for a property located at 39 Woodleigh Drive (PID No 79087) to the following extent: the side yard requirement on the west side of the property from 10 feet to 7 feet, and the front yard requirement from 15 feet to 10 feet;

BE IT FURTHER RESOLVED THAT Town Council approve a development permit application for Steve Lund, owner of a property located at 39 Woodleigh Drive (PID No. 79087), to construct a single unit residential dwelling.



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:	
Date Approved:	
PEI Planning:	
Permit Fee: \$	<input type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 39 Woodleigh Drive Property Tax Number (PID): 79087
Lot No.: 39 Subdivision Name Woodleigh Drive Current Zoning: R1
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:

Land Purchased from Betty Pound / Jamie Pound Year Purchased 2020

Location of Development		Property Size	
<input checked="" type="checkbox"/> North <input type="checkbox"/> East	Northwest side of Woodleigh Drive	Road Frontage <u>50 FEET</u>	Acreage <u>0.1</u>
<input type="checkbox"/> South <input checked="" type="checkbox"/> West		Property Depth <u>92 FEET</u>	Area sq. ft. <u>4416</u>

2. Contact Information

APPLICANT Name: Stephen Lund Address: [REDACTED]
Phone: [REDACTED] Cell: [REDACTED] Clinton, PE
Email: [REDACTED] Postal Code: C0B1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Stephen Lund Address: [REDACTED]
Phone: [REDACTED] Clinton, PE
Email: [REDACTED] Postal Code: C0B1M0

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

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input checked="" type="checkbox"/> Poured Concrete	<input checked="" 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 checked="" type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>2</u>	<u>3</u>	<u>1.5</u>	Width <u>20</u> Length <u>26</u>

Detailed Project Description: Build of a new house. Detailed plans are attached.

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

Projected Start Date: May 2021 Projected Date of Completion: Nov 2021

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. | |

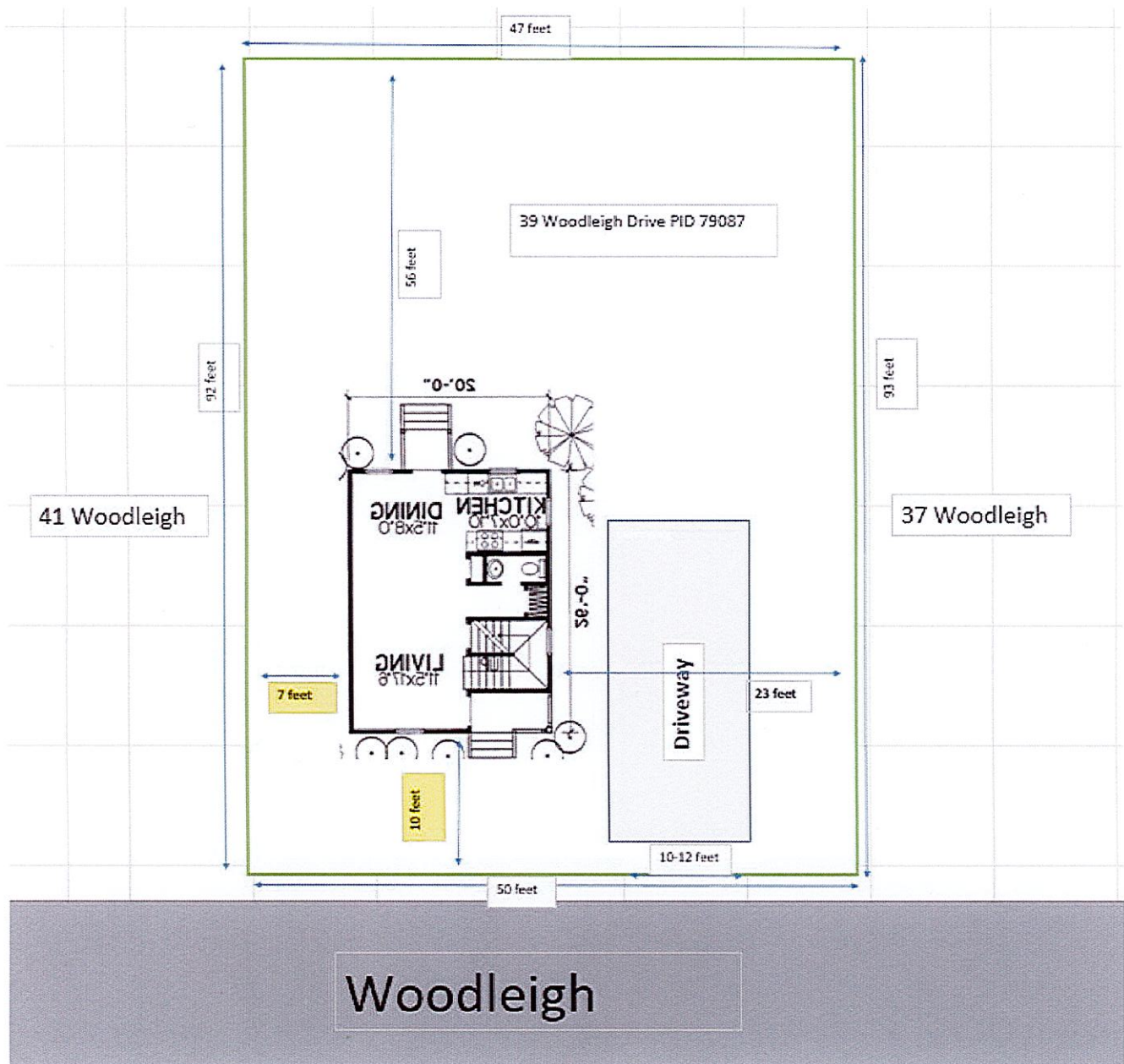
See attached

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: March 2nd 2021

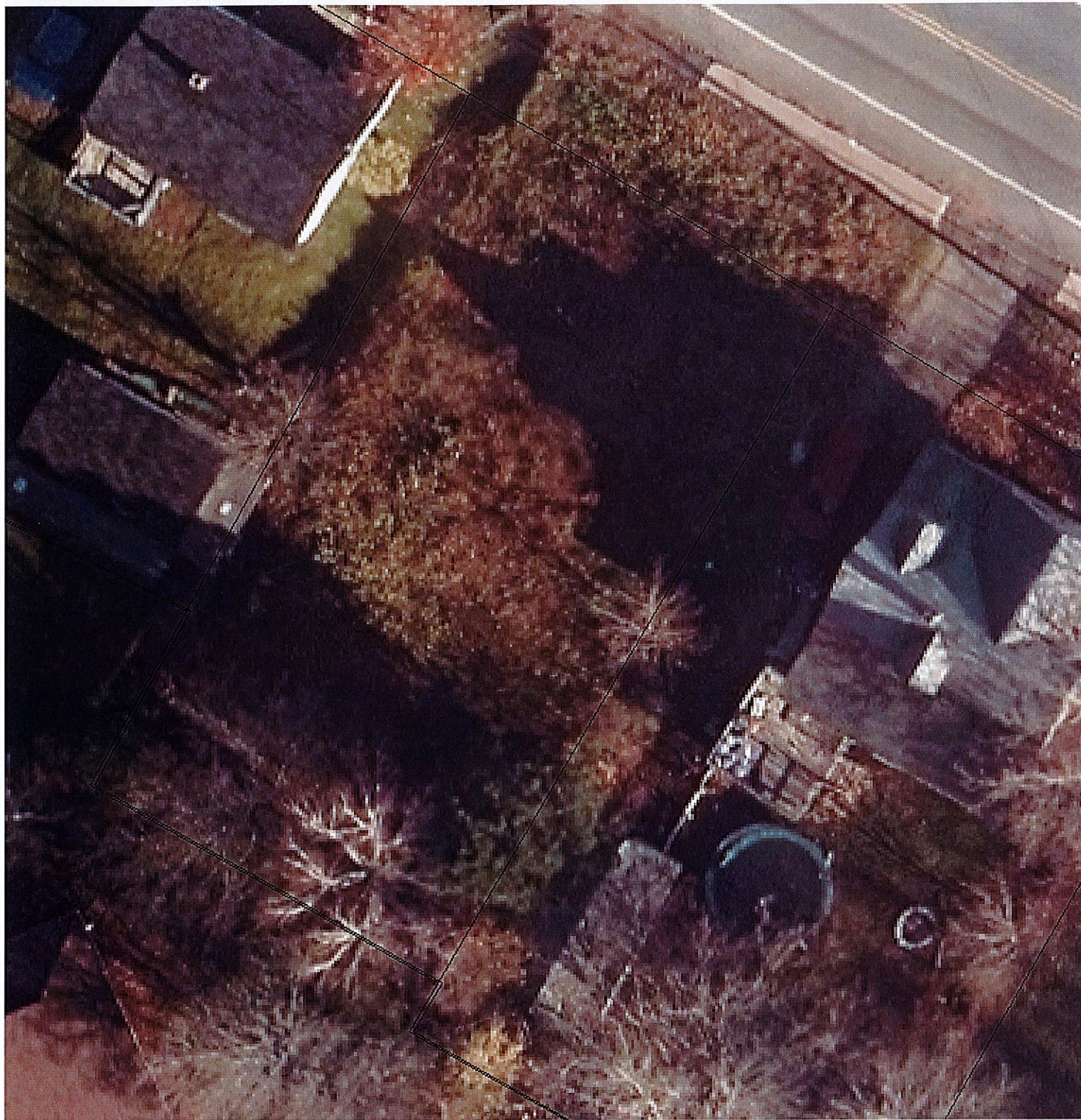


PLAN 50-237



Front Porch will
be on east side
of house.







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

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

February 15, 2021

Mayor Rowan Caseley
Town of Kensington
55 Victoria Street E
Kensington, PE C0B 1M0

PEI Crime Stoppers Request for Financial Support - 2021

Dear Mayor Caseley,

This year marks the 32nd year of operation for PEI Crime Stoppers. We are a PEI based registered non-profit organization, encompassing the community and law enforcement agencies, established to assist in crime prevention and promotion of safer communities across our province. Our Board of Directors is comprised of volunteer community members and police representatives. The program has been very successful on PEI due in part to the strong ties and partnerships that have developed between these two components of the program. Another key to the success of the program is the strong sense of community found in PEI and the desire of Islanders to maintain the high quality of life that exists here.

As our program relies entirely on donations from private citizens, organizations, local business, government and fund raising activities, all contributions are significant. We have been proud of our record in serving communities throughout PEI, and to ensure that we are able to continue to operate our program in the future, we find it necessary to ask for financial support. By working together, we can create safer communities for all Islanders!

Your financial support would help to ensure the continuation of the operation our Crime Stoppers Tip Line as well as numerous programs and initiatives throughout the year such as: the Anti-Bullying school visit with the Charlottetown Islanders hockey players, Fraud Prevention presentation to seniors and the community at large and the Toonies for Youth program. In addition, your financial support would allow us to continue to generate community awareness of PEI Crime Stoppers programs and initiatives through our annual Awareness Guide which is distributed across PEI as well as attending many parades on PEI. As our program continues to grow so do our associated operating costs.

The ongoing financial support of the Town of Kensington for PEI Crime Stoppers is greatly appreciated.

Respectfully,

Mark Pharand
President
PEI Crime Stoppers

Don Rodd
Provincial Coordinator
PEI Crime Stoppers

"Working to make PEI a better place to live, learn and do business"