



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

***Monday, May 8, 2017 @ 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  
May 8, 2017 – 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 April 10, 2017 Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 April 10, 2017 Regular Meeting
- 7. Reports**
  - 7.1 CAO Report
  - 7.2 Fire Department Statistical Report
  - 7.3 Police Department Statistical Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List
  - 7.6 Summary Income Statement
  - 7.7 Community Gardens Complex Report
  - 7.8 Mayor's Report
  - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
  - 8.1 Request for Decisions
    - 8.1.1 RFD2017-23 - Blue Shank Trucking ZB and OP Amendment Request - Second Reading and Formal Adoption
    - 8.1.2 RFD2017-24 - Kensington Summer Camp Program
    - 8.1.3 RFD2017-25 - Home Place Inn Liquor License Request
    - 8.1.4 RFD2017-26 - Seafood Market Liquor License Support Request (2)
    - 8.1.5 RFD2017-27 - A&R Adventures Inc Development Permit Application
  - 8.3 Other Matters
- 9. Committee of the Whole (In-Camera) – 2 Items of a Human Resources and Legal Nature**
- 10. Correspondence**
- 11. Adjournment**

**Town of Kensington  
Minutes of Regular Council Meeting  
Monday, April 10, 2017  
7:00 PM**

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

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

**Visitors:** Millicent McKay – Journal Pioneer

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the tentative agenda for the April 10, 2017 regular meeting of Town Council with the amendment of moving item 8.1.6 to 8.1.4. Unanimously carried.*

**3. Declaration of Conflict of Interest**

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

**4. Delegations / Presentations**

**4.1** Nil

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

**5.1** *Moved by Councillor Pickering, seconded by Councillor Mill to approve the minutes from the March 13, 2017 regular meeting of Town Council. Unanimously carried.*

**5.2** *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the minutes from the April 4, 2017 Public Meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

## **6.1 March 13, 2017 Regular Council Meeting**

- 6.1.1** Councillor Spencer inquired about the emergency lighting at the Kensington Community Gardens Complex. Council discussed the requirement for additional emergency lighting in the stands area and it was determined that the current emergency lighting meets regulations and no further lighting would be required.
- 6.1.2** Deputy Mayor Mann inquired about the request to have the Kensington Police Service and Burlington Go-Karts partner for an event. Mr. Baker confirmed that no further information has been provided and they have been made aware of the concerns of Town Council.

## **6.2 April 4, 2017 Public Meeting**

- 6.2.1** *Nil*

## **7. Reports**

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

- 7.1.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to adopt the April 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*
  - 7.1.1.1** Councillor Doucette inquired if there was any further action taken on the property located at 21 Barrett Street. Mr. Baker confirmed that there was nothing further to report.

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

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

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

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

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

- 7.4.1** *Moved by Councillor Pickering, seconded by Councillor Mill to approve the Building Permit Summary Report for the month of April 2017.*

### **7.5 Bills List**

- 7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette to*



*approve the February 2017 Bills in the amount of \$217,727.56  
Unanimously carried.*

**7.6 Summary Income Statement**

**7.6.1** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the Summary Income Statement for the month of February 2017. Unanimously carried.*

**7.7 Community Gardens Complex Report**

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

**7.7.2** Councillor Spencer requested that line painting be done at the Community Gardens Complex. Mr. Baker will request quotations and report to Council.

**7.7.3** Council discussed concerns on vehicles parking on both sides of the road on Garden Drive. Mr. Baker will speak with the Provincial Department of Transportation regarding signage for the area.

**7.8 Mayor's Report**

**7.8.1** *Moved by Deputy Mayor Mann, seconded by Councillor Pickering to approve the Mayors report for the month of April 2017 as presented by Mayor Caseley. Unanimously carried.*

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

**7.9.1** Deputy Mayor Mann reported that the Kensington and Area Chamber of Commerce Presidents Dinner will be held on April 20. Those wishing to attend are asked to RSVP with Wendy MacKinnon.

**8. New Business**

**8.1 Request for Decisions**

**8.1.1 Treadmill and Elliptical Purchase**

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

*THAT Kensington Town Council approve the purchase of an elliptical and treadmill for the Fitplex from Spartan Fitness as per their quote dated March 13, 2017 in the amount of 9,048.45 plus HST. Unanimously carried.*

**8.1.2 Town of Kensington Development Permit Application**

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

*THAT Kensington Town Council approve a development permit application for the construction and placement of a gazebo at the Alysha Toombs Memorial Park. Unanimously carried.*

**8.1.3 Ranchland Estates Subdivision - Preliminary Approval**

**8.1.3.1** *Moved by Councillor Pickering, seconded by Councillor Doucette*

*BE IT RESOLVED THAT preliminary approval be given to a proposed 83 lot subdivision of lands of MAC Properties Inc., as per survey plan No. 1738 dated April 5, 2017, drawn by Derek A. French Professional Services Inc. Unanimously carried.*

*Councillor Pickering declared a conflict and excused herself from the Council Chambers at 7:45 PM.*

**8.1.4 Seafood Market Liquor License Support Request**

**8.1.4.1** Council discussed the request received from A&R Adventures for the Town's support in their request for a liquor licence for the property located at 49 Broadway Street. Town Council expressed concerns regarding adequate parking spaces for the property. The item was deferred until the April Committee meeting and staff will continue to work with the property owners to establish a proposed parking plan.

**8.1.5 A&R Adventures Inc Development Permit Application**

**8.1.5.1** Town Council deferred the decision on the development permit application until an appropriate parking solution has been reached.

*Councillor Pickering returned to the Council Chambers at 8:01 PM.*

**8.1.6 Ballfield Dugout Replacement**

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

*BE IT RESOLVED THAT the contract for the replacement of two dugouts at the Don Clark ballfield be awarded to GBB Construction as per their quote dated March 20, 2017 in the amount of \$7,817.62 plus HST. Unanimously carried.*

**8.1.7 Blue Shank Trucking ZB and OP Amendment Request**

**8.1.7.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer,*

*WHEREAS a request has been received from Blue Shank Trucking Ltd., the owner of PID No 792580, to amend the Town of Kensington Development Control Bylaw to re-zone the aforementioned properties from Single Unit Residential (R1) to Multi-Unit Residential (R3) for the purpose of constructing a multi-unit development;*

*AND WHEREAS town staff have evaluated and analyzed the request and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);*

*BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) to facilitate the construction of a multi-unit development.*

*Unanimously carried.*

#### **8.1.7.2 Resolution 2**

*Moved by Deputy Mayor Mann, seconded by Councillor Doucette,*

*WHEREAS a request has been received from Blue Shank trucking Ltd., the owner of PID No 792580, to amend the Town of Kensington Development Control Bylaw to re-zone the aforementioned properties from Single Unit Residential (R1) to Multi-Unit Residential (R3) for the purpose of constructing a multi-unit development;*

*AND WHEREAS town staff have evaluated and analyzed the request and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);*

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

*BE IT RESOLVED THAT Kensington Town Council approve first reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) to facilitate the construction of a multi-unit development.*

*Unanimously carried.*

#### **8.1.8 Transfer of Streets to Province of PEI**

**8.1.8.1** Deputy Mayor Mann inquired about the impact of transferring the streets would have on the Town's financials and how the auditors anticipate writing off the capital asset. Mr. Baker indicated that he has spoken to the town's auditing firm and representatives of the government department responsible for municipalities and no information is currently available. Further information will be provided to Town Council as it becomes available.

**8.1.8.2** *Moved by Councillor Pickering, seconded by Councillor Doucette,*

***BE IT RESOLVED That Kensington Town Council send a letter to the Minister of Transportation, Infrastructure and Energy requesting that the Province of Prince Edward Island take ownership of all town owned streets within the Town of Kensington and that the streets be formally deeded to the Province of Prince Edward Island.***

*Unanimously carried.*

## **8.2 Other Matters**

**8.2.1** Mayor Caseley discussed with Town Council the Town owned property listed for sale at 27 School Street. It is apparent that if the Town were to dispose of the lot, it will result in a loss on the disposal of a capital asset on the Town's financial statement.

*Moved by Councillor Spencer, seconded by Councillor Mill to take the property located at 27 School Street off the real estate market.  
Unanimously carried.*

**8.2.2** Councillor Pickering informed Council that the Town Clean-up day will be held on Saturday, May 13 at 9:00 AM and encouraged Council to spread the word with residents and neighbours.

## **9. Correspondence**

**9.1** An invitation to the Kensington and Area Chamber of Commerce Presidents Dinner and Silent Auction on April 20, 2017.

**9.2** A donation request from Bowl for Kids Sake – *No action*

**9.3** A Thank You note from the Kensington Jr. Vipers Initiation Hockey Team for the Towns support in their 2107 Family Day Jamboree.

**9.4** A Thank You note from the Kensington Pickle Ball group for the Towns support in purchasing a new net.

**9.5** A letter from the Department of Health and Wellness with information on Canada's Low-Risk Alcohol Drinking Guidelines.

**9.6** An invitation from the Town of Montague to attend the kick off for their Centennial Celebration on April 26, 217.

**9.7** KISH Newsletter

**9.8** A letter from the Special Olympics PEI requesting financial support for their 5 Pin Bowling Provincials.

*Moved by Councillor Pickering, seconded by Councillor Doucette to approve a \$100.00 financial donation to the Special Olympics PEI 5 Pin Bowling Provincials. Unanimously carried.*

**9.9** A letter from the Indian River Festival requesting the Town to become an event sponsor. – *No action*

**9.10** A letter from the Indian River Festival requesting the Town to purchase advertising in their 2017 program.

*Moved by Councillor Spencer, seconded by Councillor Pickering to purchase a ½ page colour ad in the 2107 Indian River Festival program. Unanimously carried.*

**9.11** A letter from the Department of Communities, Land and Environment regarding the \$20,000 Winter Conditions Grant given to the Town.

**9.12** A letter from the IWK Foundation requesting a financial donation. – *No action*

**9.13** A request from Francois Choquette, Member of Parliament requesting the Towns support for his Bill C-203. –*No action*

## **10. In-Camera**

**10.1** *Nil*

## **11. Adjournment**

*Moved by Councillor Doucette, seconded by Councillor MacLean to adjourn the meeting at 8:34 PM. Unanimously carried.*

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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor



## **Chief Administrative Officer's Report**

April 2017

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

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

## **Capital Project Updates:**

### **Streets and Sidewalks**

#### **Kensington Storm Water Project**

**\*NO UPDATE\***

The design of the project has been completed by WSP. Some minor revisions may be required to the design prior to it proceeding to construction. The construction of the project was deferred in 2016. It is recommended that the project be deferred again through 2017 pending the development of a Capital Plan and pending the outcome of discussions with the Department of Transportation on the potential for the transfer of ownership of Town streets to the Province. To date those discussions have not taken place. The Mayor has been in contact with the Minister of Transportation to try and schedule a meeting in this regard.

To date \$33,500 has been claimed against the Building Canada Fund (BCF) to complete the design of the project. If the Town were to cancel the project any funds (\$33,500) provided through the BCF would have to be repaid in full to the Provincial and Federal Governments.

#### **Kensington Sidewalk Replacement Plan Project**

**\*NO UPDATE\***

The funding application for the Kensington Sidewalk Replacement Plan Project was submitted in September 2016. The application was originally submitted to replace the section of sidewalk from the Bells Irving corner to Francis Street, along Victoria Street South. The estimated cost was approximately \$70,000. The Town received approval for a \$35,000 project therefore the scope of the project was reduced to account for that approval. The revised scope would see the replacement of approximately 80 deteriorated concrete sidewalk pads in various areas throughout the Town.

Approval of the revised scope was received on September 23<sup>rd</sup>, 2016. Public Works staff will mark the sidewalk pads to be replaced and take contractors around the Town to enable the contractors to provide quotes to the Town. This will be done as soon as the weather permits.

## **Operational and Ongoing Items**

### Duplicate Power Poles

Correspondence was drafted and forwarded to Maritime Electric in regards to duplicate power poles within the Town. The correspondence was sent on December 20, 2016. Duplicate power poles are poles which have been replaced with new ones but not yet removed. In many locations a new pole is installed adjacent to an existing pole with the existing pole not being removed at the time of the new pole being installed.

Maritime Electric responded to the correspondence on December 21, 2016 indicating that someone from Operations would be in contact with the Town in early 2017. We have been informed that Maritime Electric has been in contact with Bell and Eastlink to remove their infrastructure from duplicate poles and that work has begun in this regard. Upon the removal of Bell and Eastlink infrastructure from the poles Maritime Electric will begin with the removal of the duplicate poles. It is apparent that some of the work has been undertaken as of the writing of this report and some of the poles have been removed.

### Fire Department Policy Development

W.G. Hogan Fire Safety Specialties provided the first draft of the Policy and Standard Operating Guidelines Manual (SOG). It was forwarded to Town Councillors on Friday, February 10, 2017. Councillors provided feedback at the February 13<sup>th</sup> meeting of Town Council. I have reviewed the document in detail and provided all comments/concerns from staff, fire fighters and Town Councillors to Mr. Hogan.

It is anticipated that the remaining required SOG's will be provided by Mr. Hogan over the next couple of weeks and Phase 1 of this project can be completed. Phase 2 of the project (KFD Master Plan is expected to be complete by the end of November, 2017. To enable this, staff has begun to pull together the following required information:

1. Names, civic addresses and place of employment for all members of the Fire Department,
2. A list of the fire calls for the past 10 years,
3. A list of all apparatus (trucks) type, (pumper/tanker/rescue) year of manufacture,
4. Equipment inventory,
5. List of all communities that receive fire protection,
6. A copy of the operating budget for the Department,
7. Any reports or studies carried out on the town's water system,
8. Number of and locations of fire hydrants in the Town,
9. Copy of any MOU's or other agreements affecting the Fire Dept. (Mutual Aid agreements, In-kind services, past practices, private sector contracts, etc.)
10. Copy of Town's emergency plan.



### Wellfield Protection Plan

\*NO UPDATE\*

We will continue to seek out adequate funding sources and towards application of the project as time permits.

### 5 Year Capital Plans

\*NO UPDATE\*

I continue to dedicate resources to the 5 year capital plan development as time allows.

### Community Gardens Complex Naming Rights Contract

A meeting was held on April 12, 2017 between Town Officials and MBCU representatives. It is understood that a meeting of the MBCU Board of Directors will be held to consider names and a request would be coming forward to Town Council for consideration.

### Map Development

It is anticipated that a draft copy of the map will be available and provided to Town Council for their May 8<sup>th</sup> meeting.

### Emergency Measures Plan

\*NO UPDATE\*

I have spoken with the Emergency Measures Coordinator, David Elliott to set up a meeting in regards to the implementation of the Town's Emergency Measures Plan. It was agreed that a meeting will be set up for early January (This meeting has not been held). Further information will be provided following that meeting.

### Community Gardens Complex

The Ballfield Dugouts are scheduled to be replaced prior to the end of May, 2017.

The protective netting along the east side of the Don Clark ballfield has been reinstalled for the 2017 season

The new elliptical and Treadmill is expected to arrive in two weeks.

#### Crime Prevention and Policing Services Model Review

Town Council has agreed to allow my appointment to the Provincial Poling Review Steering Committee. A meeting has been scheduled for Thursday, May 18<sup>th</sup>. Further updates will be provided to Town Council as the initiative progresses.

#### Unightly Property

Staff has tried for several years to have a property located at 21 Barrett Street brought to a reasonable community standard. The property has been vacant for an undetermined amount of time. Currently housed on the property is an abandoned mobile home and accessory structure. In a recent wind storm, roof cladding on the mobile home had become detached posing a safety hazard for residents in the area. I have requested a quote from a local contractor to demolish and clear the structures from the property. The estimated cost to complete the clean-up is \$4,250.00.

All required information has been provided to the Town's legal counsel. Further information will be provided as it becomes available. It is hoped that a verbal update can be provided to Town Councillors at their May 8<sup>th</sup> meeting.

#### Exempt Staffing Policy

**\*\*NO UPDATE\*\***

I continue to work, as time permits, on the development of an exempt staffing policy for all exempt employees of the Town. The policy is approximately 60% completed at this time. I had hoped to have the policy completed for the February Committee of Council meeting however I anticipate this will be delayed in favour of other priorities.

#### Memorial Forest Request - Kensington Lions Club

The Kensington Lions Club have made a request to the Town for consideration to designate the eco-gifted portion of the Gorman property as a memorial forest. Essentially, the Lions club would like to allow the placement of plaques in memory of lost loved ones.

As Councilors are aware, an eco-gifted property brings with it significant restrictions on the types of uses that are permitted. I have contacted Environment Canada to determine if such a use would be permitted. Further information will be provided to Town Council as it becomes available.

#### Relocation of Welcome to Kensington Sign (Charlottetown Road)

Mayor Caseley and I have viewed the potential areas for the relocation of the Welcome to Kensington sign to the east side of Highway 2 at the entrance to the Town. I anticipate bringing information forward to the May Committee of Council meeting requesting Council's approval of the desired location.

#### Public Works Maintenance Issues

The Public Works Department has begun preparation for the 2017 summer season. Furnishings (picnic tables, benches, etc.) have been moved from the freight shed and some have been placed throughout the town. Clean up of specific areas (CGC, Rail Yards, Centennial Park) has been completed and/or are ongoing. Street sweeping began on Tuesday, May 2<sup>nd</sup> and continues. Duane MacEachern has been brought back for two weeks to complete the sweeping as none of the current public works staff possess the required air brakes license.

Councillors over the past couple of weeks have provided an extensive list of maintenance items required throughout the Town. I will be meeting with Public Works in the coming days to prioritize the list and set schedules for their completion. We have applied for additional staff for Public Works for the 2017 summer season to facilitate the completion of some of this work. To date, we have made 3 applications for employment assistance, including one youth employment application.

*Respectfully Submitted,*

*Geoff Baker, CAO*

## Fire Department Occurrence Report 2017

[illegible]

[illegible]

[illegible]

[illegible]

Year To Date Approved Development Permits Summary Report  
Town Council Meeting May 8, 2017

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total Permits		Total Permit Fees		Total Estimated Construction Value
New Modular/Mobile Home		1												1		\$200.00		\$500,000.00
New Other				1										1				\$6,000.00
New Residential Accessory Structure	1													1				\$1,200.00
New Residential Deck/Fence/Pools				1	1									2		\$100.00		\$8,000.00
Total:	1	1		2	1									5		\$300.00		\$515,200.00



DEVELOPMENT PERMITS REPORT

For the period April 11, 2017 to May 05, 2017

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								
Residential Deck/Fence/ Pools											
04-17	04/21/2017	1037266	Greg Burness - 30 Sunset Drive	902-432-4474	Approved	New	Residential Deck/Fence/ Pools		\$5,000.00	05/01/2017	05/31/2017
			30 Sunset Drive				Description:	Construct additional fence and stairs to attach existing decks.			
05-17	05/01/2017	1054113	Paul Wolfe - 22 Sunset Drive	902-877-9054	Approved	New	Residential Deck/Fence/ Pools		\$3,000.00	05/01/2017	05/31/2017
			22 Sunset Drive				Description:	Construct stairs to attach lower/upper deck. Install a sliding door			

Sub Total: \$8,000.00

Total: \$8,000.00

**TOWN OF KENSINGTON  
APPLICATION FOR BUILDING PERMIT**

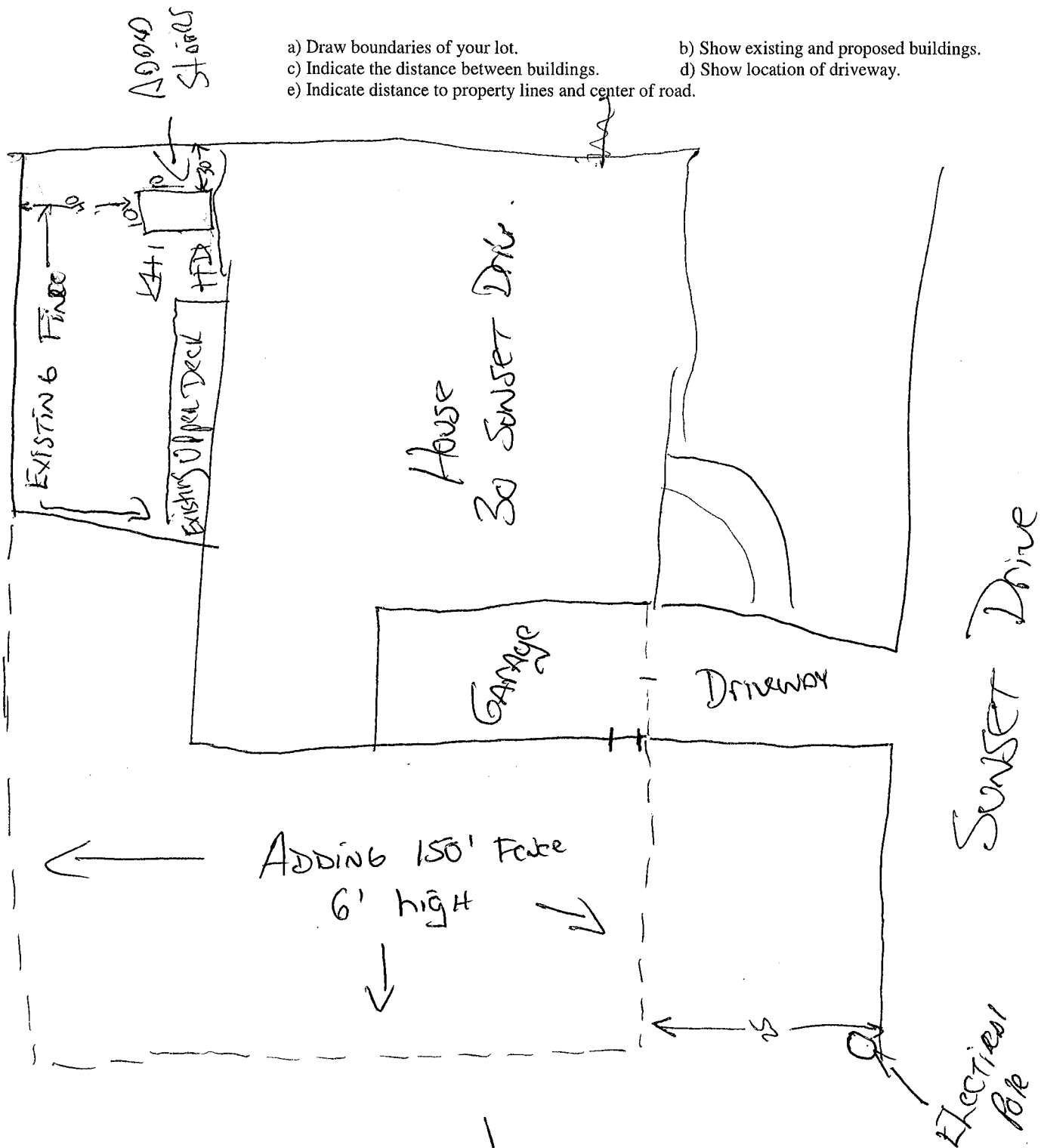
1. Name and Address of Applicant GREG BURNES 30 SUNSET DR.  
KENSINGTON PE COB LMO Telephone (902) 432-4474 (C)
2. Property Address 30 SUNSET DRIVE Property Number 1037266
3. Property Status:  
 Land purchased from DOUG GALLANT Year Purchased 2017  
 If lot is located in an approved sub-division, please give  
 Name of Sub-Division: \_\_\_\_\_ Lot No. \_\_\_\_\_
4. Proposed Use:  
 Building or addition to be used for: Single Family Dwelling \_\_\_\_\_ Duplex \_\_\_\_\_ Store \_\_\_\_\_  
 Private Garage \_\_\_\_\_ Commercial Garage \_\_\_\_\_ Private Storage Building \_\_\_\_\_  
 Other (describe) \_\_\_\_\_
5. Location of property to be developed:  
 Located on North \_\_\_\_\_ South / East \_\_\_\_\_ West \_\_\_\_\_ side of \_\_\_\_\_ Street  
 Between the property of \_\_\_\_\_ and the property of \_\_\_\_\_
6. Size of Property:  
 Road frontage \_\_\_\_\_ Property depth \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.
7. Description of project and details of structure:  
 Works proposed consists of: New Construction \_\_\_\_\_ Addition to existing \_\_\_\_\_  
 Repairing \_\_\_\_\_ Remodelling \_\_\_\_\_
- Describe Project: TO ADD 150' OF 6' FENCING  
AROUND THE SOUTH SIDE OF MY  
PROPERTY - one foot inside of property line  
WOODEN FENCE. ADDING WOODEN STAIRS FROM UPPER DECK TO  
LOWER DECK.
- Ground floor: Length \_\_\_\_\_ Feet. Width \_\_\_\_\_ Feet.
- Number of Stories \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_
- |                       |                      |               |              |
|-----------------------|----------------------|---------------|--------------|
| Type of Foundation    | External Wall Finish | Roof Material | Chimney      |
| Poured Concrete _____ | Siding _____         | Asphalt _____ | Brick _____  |
| Concrete block _____  | Wood shingles _____  | Steel _____   | Prefab _____ |
| Pier _____            | Steel _____          | Other _____   | Other _____  |
| Other _____           | Other _____          |               |              |
8. Water Supply: Private \_\_\_\_\_ Municipal X
9. Sewerage System: Private \_\_\_\_\_ Municipal X
10. Estimated cost of Project: \$5,000
11. Name and Address of Contractor or Chief Contractor ROBERT KEOGH  
BEDEQUE
12. Dates of expected start and finish of project: MAY 1 - 3
13. Moving a building (Describe) NO
14. Demolishing a building (Describe) NO
15. Please provide a diagram of proposed construction

RECEIVED  
APR 18 2017

04-17

PR

- Draw boundaries of your lot.
- Show existing and proposed buildings.
- Indicate the distance between buildings.
- Show location of driveway.
- Indicate distance to property lines and center of road.



Signature of Applicant

Date: April 15, 2017

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

**TOWN OF KENSINGTON  
APPLICATION FOR BUILDING PERMIT**

① Name and Address of Applicant Paul Wolfe

22 Sunset Dr. Kensington P.E.I. Telephone 902-877-9054

② Property Address 22 Sunset Dr. Property Number 1054113

3. Property Status:

Land purchased from \_\_\_\_\_ Year Purchased \_\_\_\_\_

If lot is located in an approved sub-division, please give

Name of Sub-Division: \_\_\_\_\_ Lot No. \_\_\_\_\_

4. Proposed Use:

Building or addition to be used for: Single Family Dwelling ☒ Duplex \_\_\_\_\_ Store \_\_\_\_\_

Private Garage \_\_\_\_\_ Commercial Garage \_\_\_\_\_ Private Storage Building \_\_\_\_\_

Other (describe) \_\_\_\_\_

5. Location of property to be developed:

Located on North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West ☒ side of \_\_\_\_\_ Street

Between the property of \_\_\_\_\_ and the property of \_\_\_\_\_

⑥ Size of Property: \_\_\_\_\_ 0.26 Acre  
Road frontage \_\_\_\_\_ Property depth \_\_\_\_\_ Area ~~0.26~~ sq. ft.

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

α Describe Project: Constructing a deck on back of garage.  
Floating deck 12 inches high. 16 ft X 18<sup>ft</sup> long.  
Installing sliding door on back of garage-

Deck Ground floor: Length 18 Feet. Width 16 Feet.

Number of Stories \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Type of Foundation

Poured Concrete \_\_\_\_\_

Concrete block \_\_\_\_\_

Pier \_\_\_\_\_

Other \_\_\_\_\_

External Wall Finish

Siding \_\_\_\_\_

Wood shingles \_\_\_\_\_

Steel \_\_\_\_\_

Other \_\_\_\_\_

Roof Material

Asphalt \_\_\_\_\_

Steel \_\_\_\_\_

Other \_\_\_\_\_

Chimney

Brick \_\_\_\_\_

Prefab \_\_\_\_\_

Other \_\_\_\_\_

8. Water Supply: Private \_\_\_\_\_ Municipal \_\_\_\_\_

9. Sewerage System: Private \_\_\_\_\_ Municipal \_\_\_\_\_

⑩ Estimated cost of Project: \$ 3,000.00

⑪ Name and Address of Contractor or Chief Contractor Will build myself,

⑫ Dates of expected start and finish of project: Month of May. 2017

13. Moving a building (Describe) \_\_\_\_\_

14. Demolishing a building (Describe) \_\_\_\_\_

15. Please provide a diagram of proposed construction

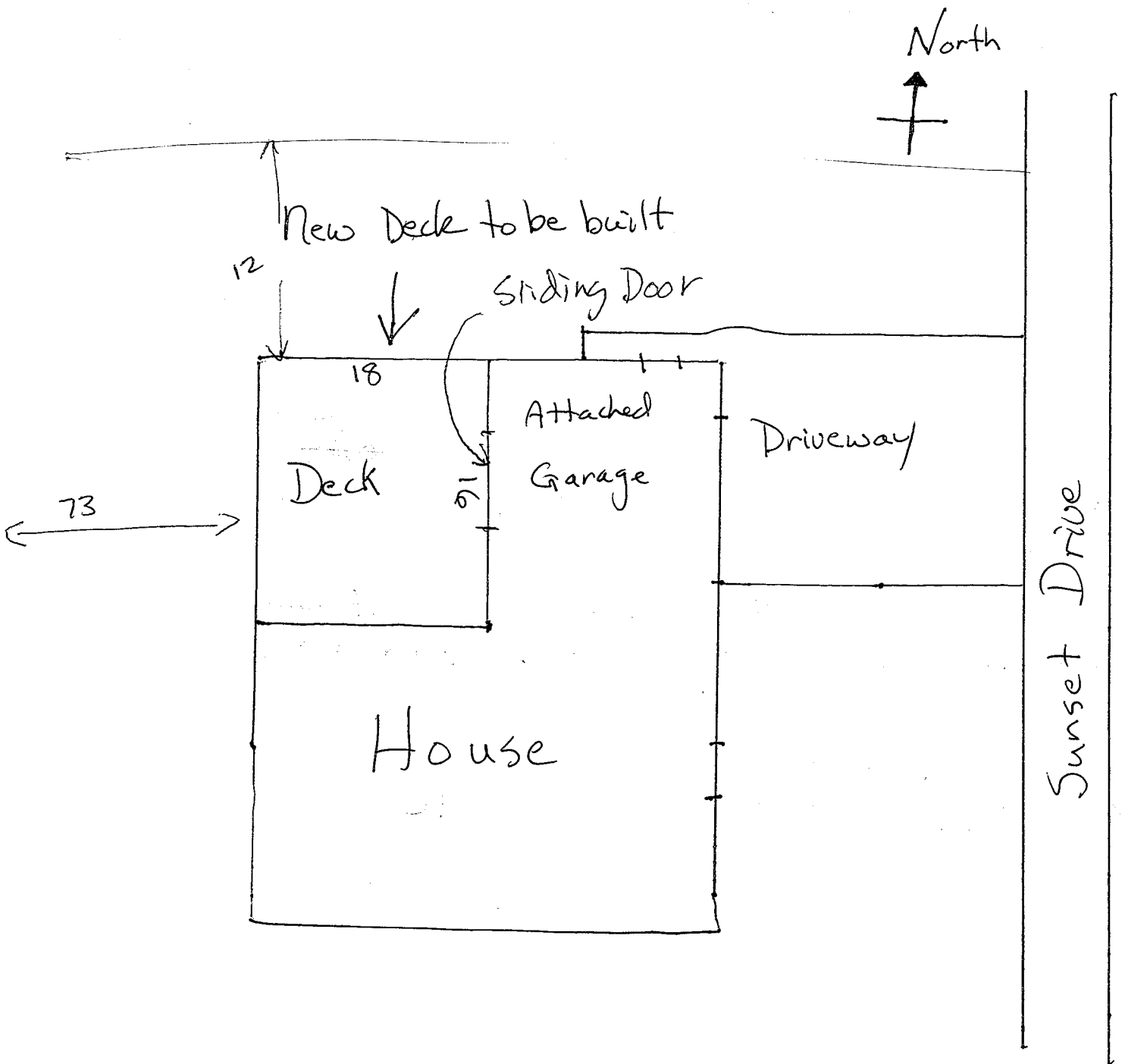
05-17

Approved April 26, 2017

RECEIVED  
APR 26 2017

PQ

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



Signature of Applicant Paul Wafer

Date: 26 April 2017

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

77-20

## Town of Kensington Bills List March 2017

A1 - Vacuums	324613	\$343.15
Amalgamated Dairies Limited	4917062018	\$67.33
Amalgamated Dairies Limited	4917076017	\$92.29
Amalgamated Dairies Limited	4917079022	\$5.80
Amalgamated Dairies Limited	4917083018	\$75.81
Amalgamated Dairies Limited	4917090018	\$49.35
Amalgamated Dairies Limited	4917089022	\$26.59
Amalgamated Dairies Limited	5422	\$41.21
Amalgamated Dairies Limited	5299	\$33.73
ADL Foods	2290296	\$242.71
ADL Foods	2291047	\$843.03
ADL Foods	2289715 P	\$867.71
ADL Foods	2288439	\$571.49
ADL Foods	2288436	\$523.92
ADL Foods	2288804	\$757.56
ADL Foods	2291954	\$334.29
ADL Foods	2291441	\$303.85
Aliant	POL 5098111	\$30.48
Aliant	CGC 5094683	\$218.42
Andrew Griffin	MAR 2017 RRSP	\$761.16
Andrew Griffin	MAR 2017 MILEAGE	\$47.00
Bell Mobility	2-371945	\$201.25
Brenda MacIsaac	MAR 2017 RRSP	\$409.50
C & M Inc.	549	\$690.00
Capital Foodservice	2098775	\$680.51
Combat Computer Inc	27587	\$74.75
Combat Computer Inc	46777	\$317.69
Commercial Construction	MARCH 2017	\$3,864.00
Community Safety Net	2017 DONATION	\$258.75
Canadian Union of Public Employees	MARCH 2017 DUES	\$730.36
Dunk River Industries	10617	\$132.85
DV8 Consulting	DV8-17-002	\$517.50

Eastlink	01830602	\$614.13
Eastlink	01830999	\$74.19
Eastlink	01831375	\$23.58
Eastlink	01897644	\$118.34
Eastlink	FIRE 01747764	\$55.20
Elizabeth Hubley	MARCH 2017 RENT	\$805.00
FCM	ORD-05329-C3S4V2	\$57.50
Frito Lay Canada	43754215	\$113.52
Frito Lay Canada	43754119	\$162.47
Frito Lay Canada	43754311	\$115.41
Frito Lay Canada	43754014	\$128.32
Geoff Baker	MAR 2017 MILEAGE	\$301.17
Green Diamond	1175860	\$406.99
Gulf Storm Atom	MARCH 2017 DONATION	\$50.00
Hewitt Rentals Inc	5243517 001	\$115.53
Hewitt Rentals Inc	5246087 001	\$115.53
Hewitt Rentals Inc	5244982 001	\$115.53
Hewitt Rentals Inc	5241914001	\$154.04
Hewitt Rentals Inc	5247054 001	\$115.53
Holland College	MARCH 10, 2017	\$229.99
Irving Oil	31796688	\$348.94
Irving Oil	31802522	\$1,152.15
Irving Oil	31791021	\$262.16
Irving Oil	31785086	\$166.43
Irving Oil	622965	\$207.36
Irving Oil	717758	\$263.56
Irving Oil	717183	\$262.02
Irving Oil	38118	\$536.53
Irving Oil	401251	\$486.59
Irving Oil	730821	\$153.36
Irving Oil	841120	\$501.13
Irving Oil	50447	\$351.11
Irving Oil	63631	\$275.82
Irving Oil	763147	\$281.33

Irving Oil	639386	\$398.95
Irving Oil	747511	\$472.28
Irving Oil	224427	\$342.58
Irving Oil	246494	\$253.52
Irving Oil	31756698	\$149.94
Irving Oil	31779425	\$421.72
Island Petroleum	7586	\$329.03
Island Petroleum	3373	\$389.13
Island Petroleum	00205221643702	\$217.38
Island Petroleum	00205221657645	\$307.61
Island Petroleum	4273	\$210.50
Island Petroleum	4272	\$217.46
Island Petroleum	0123	\$304.33
Island Petroleum	9118	\$347.68
Island Technology Professionals	669	\$140.00
Jason Rice	MAR 16, 2017 50/50	\$145.00
Kensington Figure Skating Association	KENS CASH SHARE	\$500.00
Kensington Food Basket	48	\$26.15
Kensington Minor Hockey	KENS CASH SHARE	\$500.00
Kent Building Supplies	939931	\$13.06
Kent Building Supplies	938281	\$18.35
Key Murray Law	225313	\$575.00
K'Town Auto Parts	20S183736	\$47.71
K'Town Auto Parts	20S184379	\$3.71
K'Town Auto Parts	20S184613	\$7.12
Kensington & Area Chamber of Commerce	74162	\$57.50
Langille Sharpening Service Inc	57143	\$103.50
Langille Sharpening Service Inc	57299	\$103.50
Lewis Sutherland	MAR 2017 MILEAGE	\$126.90
Lewis Sutherland	ALYSHA TOOMBS PARK	\$1,720.00
Lewis Sutherland	MAR 2017 RRSP	\$920.22
Maritime Electric	ART CO-OP MAR 17	\$211.30
Maritime Electric	EVK POOL MAR 17	\$44.06
Maritime Electric	FIRE HALL MAR 17	\$401.44



Maritime Electric	STREET LIGHTS MAR 17	\$3,102.93
Maritime Electric	TOWN HALL MAR 17	\$1,216.27
Maritime Electric	TRAIN STATION MAR 17	\$626.15
Maritime Electric	RADAR SIGNS MAR 17	\$102.78
Maritime Electric	CAR CHARGER MAR 17	\$28.65
Maritime Electric	20 STEWART ST MAR 17	\$68.85
Maritime Electric	PW SHOP MAR 17	\$149.49
Maritime Electric	CGC BALLFIELD MAR 17	\$28.26
Maritime Electric	CGC RINK MAR 17	\$8,305.07
Maritime Electric	CGC SIGN MAR 17	\$73.47
Maritime Electric	SENIOR CO-OP MAR 17	\$50.37
Maritime Electric	LIBRARY MAR 17	\$318.32
Malpeque Bay Credit Union	MAR 2017 RRSP	\$2,644.48
McInnes Cooper	2017007591	\$2,876.38
MD Charleton Co Ltd	48977	\$2,580.54
Medacom Atlantic Inc	008699	\$251.16
Micmac Fire & Safety Ltd	NS-00841820	\$989.00
Minister of Finance	291382	\$23.00
MJS Marketing & Promotions	2594015	\$373.75
MJS Marketing & Promotions	2595058	\$51.75
MJS Marketing & Promotions	2595014	\$207.00
MJS Marketing & Promotions	2593022	\$51.75
Norht Star Minor Hockey Association	MAR 2017 DONATION	\$50.00
Orkin Canada	IN-7576452	\$28.75
Orkin Canada	IN-7576101	\$57.50
Par-T-Perfect PEI	2017001 DEPOSIT	\$492.28
PEI Womens Institute	MAYOR GALA DINNER	\$75.00
PEI Firefighter Association	DUES2017-12	\$1,074.65
Pepsico	46322558	\$1,299.41
Petty Cash	MARCH 16, 2017 POLIC	\$300.00
Pitney Bowes	3200413340	\$194.55
Pitney Bowes	POSTAGE MAR 2017	\$1,200.00
Provincial Auto Parts Ltd	996-457008	\$128.75
Minister of Finance and Municipal Affairs	ANNEXATION REFUND	\$1,750.00

Purolator Courier Ltd	434227357	\$87.20
Robert Hartlen	MARCH 2017 EXP	\$82.57
Robert Wood	MARCH 2017 EXP	\$131.60
Rowan Caseley	MARCH 2017 EXPENSE	\$133.95
Saunders Equipment Ltd	66336	\$662.35
Saunders Equipment Ltd	0000066277	\$293.79
Mikes Independent	01 7585	\$19.35
Mikes Independent	01 5697	\$18.39
Mikes Independent	01 1460	\$20.00
Mikes Independent	03 8393	\$14.28
Mikes Independent	01 6101	\$11.98
Mikes Independent	01 6789	\$41.93
Scotia Securities	MAR 2017 RRSP DOUG K	\$544.66
Scotiabank Visa	325143	\$22.94
Scotiabank Visa	5501245946 A	\$114.49
Scotiabank Visa	MPWWA SEMINAR DOUG	\$293.25
Scotiabank Visa	STAPLES 5501245946	\$328.48
Scotiabank Visa	WCB CONF REG VICKI C	\$175.00
Scotiabank Visa	IRVING 1009	\$609.50
Scotiabank Visa	WCB 1ST INSTALLMENT	\$7,895.72
Scotiabank Visa	STAPLES MAR 9, 17	\$74.22
Scotiabank Visa	WCB REG WENDY	\$175.00
Scotiabank Visa	PICKLEBALL NET	\$228.85
Sheila Brander	MAR 9, 2017 50/50	\$1,700.00
Sheila Brander	K'TOWN CASH WINNER	\$130.00
Suncor Energy Products Partnership	MARCH 2017	\$626.20
Superior Sanitation	605815	\$80.50
Superior Sanitation	605816	\$184.00
Superior Sanitation	605817	\$230.00
Superior Sanitation	605818	\$184.00
T & K Fire Safety Equipment Ltd	226558	\$1,060.88
T & K Fire Safety Equipment Ltd	227221	\$189.75
T & K Fire Safety Equipment Ltd	227172	\$402.50
Telus	MARCH 2017	\$908.62

The Royal Canadian Legion	0025	\$37.00
Traci Campbell	MARCH AEROBICS	\$208.00
Transcontinental	185104	\$496.52
Transcontinental	1617	\$182.85
Vail's Fabric Services Ltd.	277360	\$104.42
Water & Pollution Control Corporation	MARCH 2017 W&S	\$214.90
Wet n' Wild Car Wash	237368	\$90.00
Yellow Pages Group	17-4151228	\$21.05
Subtotal		<hr/> \$83,062.13
March Payroll		\$118,163.26
<b>Total March Bills</b>		<hr/> <b>\$201,225.39</b> <hr/>

**TOWN OF KENSINGTON**  
Income Statement Comparison of Actual to Budget for March 2017

GENERAL REVENUE	Current Month			Year to Date				
	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$93,320.00	\$75,436.00	\$17,884.00	\$247,185.14	\$230,198.00	\$16,987.14	\$1,081,858.00	23%
Police Service	-\$250.25	\$4,000.00	-\$4,250.25	\$6,004.50	\$12,000.00	-\$5,995.50	\$48,000.00	13%
Town Hall Rent	\$7,852.96	\$7,830.00	\$22.96	\$23,558.88	\$23,490.00	\$68.88	\$93,960.00	25%
Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
Sales of Service	\$37,660.30	\$27,000.00	\$10,660.30	\$96,600.10	\$73,000.00	\$23,600.10	\$359,950.00	27%
Subtotal Revenue	\$138,583.01	\$114,266.00	\$24,317.01	\$373,348.62	\$338,688.00	\$34,660.62	\$1,588,268.00	24%
GENERAL EXPENSES								
Town Hall	\$12,043.39	\$12,422.00	\$378.61	\$32,603.18	\$34,740.00	\$2,136.82	\$146,118.00	22%
General Town	\$46,128.68	\$56,046.00	\$9,917.32	\$170,489.32	\$176,514.00	\$6,024.68	\$528,502.00	32%
Police Department	\$46,867.42	\$47,877.00	\$1,009.58	\$110,918.69	\$106,499.00	-\$4,419.69	\$431,072.00	26%
Public Works	\$30,119.17	\$34,514.00	\$4,394.83	\$88,655.24	\$83,104.00	-\$5,551.24	\$237,433.00	37%
Train Station	\$1,710.53	\$2,685.00	\$974.47	\$6,936.57	\$7,905.00	\$968.43	\$27,795.00	25%
Recreation & Park	\$6,543.29	\$7,025.00	\$481.71	\$8,512.45	\$9,075.00	\$562.55	\$72,250.00	12%
Sales of Service	\$20,653.54	\$19,171.00	-\$1,482.54	\$44,514.54	\$46,279.00	\$1,764.46	\$184,382.00	24%
Subtotal Expenses	\$164,066.02	\$179,740.00	\$15,673.98	\$462,629.99	\$464,116.00	\$1,486.01	\$1,627,552.00	26%
Net Income (Deficit)	-\$25,483.01	-\$65,474.00	-\$39,990.99	-\$89,281.37	-\$125,428.00	-\$36,146.63		
Community Gardens Complex								
Community Gardens Revenue	\$50,730.84	\$40,600.00	-\$10,130.84	\$129,710.01	\$108,800.00	\$20,910.01	\$402,900.00	32%
Community Gardens Expenses	\$44,047.06	\$46,738.00	\$2,690.94	\$112,954.25	\$109,194.00	-\$3,760.25	\$363,616.00	31%
Net Income (Deficit)	\$6,683.78	-\$6,138.00	-\$12,821.78	\$16,755.76	-\$394.00	-\$17,149.76		
Fire Department								
Fire Revenues	\$21,288.25	\$20,214.00	\$1,074.25	\$62,514.75	\$60,642.00	\$1,872.75	\$242,568.00	26%
Fire Department Expenses	\$18,512.66	\$19,213.00	\$700.34	\$60,373.58	\$58,989.00	-\$1,384.58	\$242,568.00	25%
Net Income (Deficit)	\$2,775.59	\$1,001.00	-\$1,774.59	\$2,141.17	\$1,653.00	-\$488.17		
Consolidated Net Income (Deficit)	-\$16,023.64	-\$70,611.00	-\$54,587.36	-\$70,384.44	-\$124,169.00	-\$53,784.56		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$47,776.54	\$46,297.00	-\$1,479.54	\$140,069.89	\$138,964.00	-\$1,105.89	\$555,637.00	25%
Water & Sewer Expenses	\$47,632.81	\$43,653.00	-\$3,979.81	\$146,209.68	\$131,589.00	-\$14,620.68	\$555,637.00	26%
Water & Sewer Net Income (Deficit)	\$143.73	\$2,644.00	\$2,500.27	-\$6,139.79	\$7,375.00	\$13,514.79		

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CGC MANAGER  
**SUBJECT:** MARCH 2017 COMMUNITY GARDENS COMPLEX REPORT  
**DATE:** 21/04/2017  
**ATTACHMENT:** STATISTICAL REPORT

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**March 2017**

**Fitplex**

Programming: Aerobics Programming

Monday	Krista Shields Multi Fit 7:15 PM – 8:15 PM
Tuesday	Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM Traci Campbell Hi-lo Aerobics 6:30 PM – 7:30 PM
Wednesday	Body for Life program 7:30 PM – 9:30 PM – Terry Adams \Krista Ramsay
Thursday	Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM Traci Campbell Boxer-fit Aerobics 6:30 PM – 7:30 PM
Friday	Krista Shields Multi Fit 6:00 PM – 7:00 PM
Saturday	Traci Campbell Aerobics 8:30 AM – 9:30 AM
Sunday	Krista Shields Multi Fit 6:00 PM – 7:00 PM

Hours

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

Krista Shields is a new employee starting last week of March and is a certified fitness trainer.

### **Arena**

- Arena operations ran normal and we had no storm days throughout March 2017
- Hosted the Novice A tournament, Atom AA Provincial's for minor hockey ,a mens rec tournament and Vipers Playoffs and Wild Playoffs
- Zamboni issue was fixed when a new throttle cable and bushings were ordered from Saunders Equipment arrived and then were installed by Bells Service Center..

Vipers indicated they would like arena open until April 15 and hopefully series would be wrapped up by then.

High School Hockey tournament to run April 3-8, 2017

### **Kensington Cash**

Feb, 2017	\$260.00
	\$220.00
	\$230.00
	<u>\$220.00</u>
	<u>Total \$930.00</u>

Three winners in march,2017

### **Ball Fields**

Wendell Warren will be replacing dugouts by May 31, 2017.

Owen Simpson has been contacted to roll out and install the safety netting along the Lowther St/Stewart Street intersection.

### **Summer Camp**

We have been informed by the Province that the Kensington summer camp will need to be licensed this year under the Early Childhood Education guidelines to enable the continuation of the Town's summer camp program. A copy of the Application Form and Guidelines are attached. At minimum the Town will require 2 certified instructor's\staff

plus one 18 year old (or older) for every 15 registered children and any staff under 18 will not qualify for the 1 to 15 ratio. The Town typically relies on provincially funded student employment programs to staff the summer camp program.

Town Council should consider whether or not the Town will continue to offer the summer camp program. I have also received concerns from a local early childhood education program that customers are leaving their centre for the summer months because of the reduced price offered through the Town's program.

**Harvest Festival:**

- Nothing new to report

**Upcoming Events**

- Playoffs- Vipers
- Harvest Festival 50<sup>th</sup> Anniversary
- Canada Day Celebrations
- Ballfields preparations

# Town of Kenisngton

## Community Gardens Complex Monthly Statistical Data

### 2016

[illegible]

**Town of Kenisngton  
Community Gardens Complex Monthly Statistical Data  
2017**

[illegible]





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

**May 8, 2017**

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

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

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

**Island Telecom** – Mr. Baker and I met with Daniel Mullins, owner of Island Telecom to discuss the issues and concerns we are experiencing with telecommunication infrastructure placed on our water tower. At one time the Fire Department also had a transmitter on the water tower but this has since been relocated to the roof of the fire hall. This infrastructure on the water tower seems to be resulting in many issues resulting in the consumption of staff time, apparent unauthorized entry on occasions, etc. Mr. Baker will attempt to get an inventory of what equipment is located there, who owns it, and Council may have to decide if we want to continue to accommodate all parties using our water tower. We generate no revenue but have incurred many costs. Last year we had to install a fence divider to keep people off the neighboring property.

**Summerside Chamber Provincial Budget Presentation** – I attended the breakfast sponsored by the Summerside Chamber of Commerce where Hon. Allan Roach gave an update of the recently proposed balanced budget for Prince Edward Island. It is good to see a balanced budget and also know that the province has committed to an extra \$2M funding for municipalities in 2017.

**Kensington and Area Chamber of Commerce** – I attended the annual presidents banquet and brought greeting on behalf of Council, Staff, Residents and Business owners in Kensington. It was great to have Deputy Mayor Mann and Councillor Pickering in attendance with me.

**Malpeque Bay Credit Union AGM** – Thank you to Deputy Mayor Mann for standing in for me at the last minute at the annual AGM for the Malpeque Bay Credit Union meeting. I had to call on Deputy



Mayor Mann at the last minutes as I had an unscheduled conflict for my time and could not attend. Thank you Deputy Mayor Mann. I do know many other Councillors were in attendance for this AGM and we all look forward to it each year.

**Federation of PEI Municipalities** – The Annual meeting of the Federation was held in Charlottetown. Attending with me were Deputy Mayor Mann, Mr. Baker and Mrs. MacKinnon. This event was packed full of information affecting municipalities and the next year should be an interesting and busy year.

**Montague 100<sup>th</sup>** – Deputy Mayor Mann and myself accepted an invitation to attend the kick off of Montague's 100 days of celebration as they celebrate their 100 years since incorporation. I was pleased to be able to bring them greeting on behalf of the Town of Kensington and to make a token presentation to congratulate them on their achievement.

**Economic Development** – Mr. Baker and I met with Mr. Shane MacDougall from Innovation PEI to discuss assistance on furthering our needs for economic development growth in the area. Discussions were positive. Mr. Baker will prepare a summary of our project desire. Mr. MacDougall will then discuss this with appropriate persons and hopefully report back to us with some proposed steps forward.

Rowan Caseley  
Mayor – Town of Kensington

## Town of Kensington - Request for Decision

<b>Date:</b> May 2, 2017	<b>Request for Decision No:</b> 2017-23 <b>(Office Use Only)</b>
<b>Topic:</b> Development Control Bylaw and Official Plan Amendment – Re-Zoning of Lands of Blue Shank Trucking Ltd.	
<b>Proposal Summary/Background:</b>  Please see the attached report.	
<b>Benefits:</b>  <ul style="list-style-type: none"> <li>Will provide the Town with the potential for a new multi-unit development.</li> </ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Discussion/Comments:</b>  Please see the attached report.	
<b>Options:</b>  <ol style="list-style-type: none"> <li>1. Give second reading, formal adoption and approval to the Zoning Bylaw Amendment and approval to the Official Plan amendment as proposed.</li> <li>2. Not give second reading, formal adoption and approval to the Zoning Bylaw Amendment and Official Plan amendment as proposed.</li> <li>3. Refer back to staff for further information, if required.</li> </ol>	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A
<b>Recommendation:</b>  It is recommended that Town Council consider and approve the following resolutions:  <b><u>Zoning Bylaw Amendment Resolution 3 – Second Reading</u></b>  <i>WHEREAS a request has been received from Blue Shank Trucking Ltd., the owner of PID No 792580, to amend the Town of Kensington Development Control Bylaw to re-zone PID No 792580 (Lots 17-1 &amp; 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) for the purpose of constructing a multi-unit development;</i>  <i>AND WHEREAS town staff have evaluated and analyzed the request and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);</i>  <i>AND WHEREAS the Bylaw amendment was first read and approved at a regular meeting of Town</i>	

*Council held on April 10, 2017;*

***BE IT RESOLVED THAT Kensington Town Council give second reading to amend the Zoning and Subdivision Control Bylaw to re-zone PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) to facilitate the construction of a multi-unit development.***

**Zoning Bylaw Amendment Resolution 4 – Approval of Second Reading**

***WHEREAS a request has been received from Blue Shank Trucking Ltd., the owner of PID No 792580, to amend the Town of Kensington Development Control Bylaw to re-zone PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) for the purpose of constructing a multi-unit development;***

***AND WHEREAS town staff have evaluated and analyzed the request and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);***

***AND WHEREAS the Bylaw amendment was read and approved at a regular meeting of Town Council held on April 10, 2017;***

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

***BE IT RESOLVED THAT second reading of an amendment to the Zoning and Subdivision Control Bylaw to re-zone PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) to facilitate the construction of a multi-unit development be hereby approved.***

**Zoning Bylaw Amendment Resolution 5 – Formal Adoption**

***WHEREAS a request has been received from Blue Shank Trucking Ltd., the owner of PID No 792580, to amend the Town of Kensington Development Control Bylaw to re-zone PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) for the purpose of constructing a multi-unit development;***

***AND WHEREAS town staff have evaluated and analyzed the request and are recommending that Town Council proceed with the Bylaw amendment (re-zoning);***

***AND WHEREAS the Bylaw amendment was read and approved at a regular meeting of Town Council held on April 10, 2017;***

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

***BE IT RESOLVED THAT an amendment to the Zoning and Subdivision Control Bylaw to re-zone PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) to facilitate the construction of a multi-unit development be hereby formally adopted.***

**General Land Use Map (Official Plan) Amendment Approval Resolution**

***WHEREAS a request has been received from Blue Shank Trucking Ltd., the owner of PID No***

*792580, to amend the Town of Kensington Official Plan General Land Use Map to change the land use of PID No 792580 (Lots 17-1, 17-2 and remainder of PID No. 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) for the purpose of constructing a multi-unit development;*

*AND WHEREAS Town Council has examined the Official Plan to ensure that the proposed amendment is in compliance therewith;*

*BE IT RESOLVED that an amendment to the General Land Use Map, that is part of the Town's Official Plan, to change the land use of PID No 792580 (Lots 17-1 & 17-2 and remainder of PID No 792580) along Douglas Street from Single Unit Residential (R1) to Multi-Unit Residential (R3) to facilitate the construction of a multi-unit development be hereby formally adopted.*

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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCILLORS  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** ZONING BYLAW AND OFFICIAL PLAN AMENDMENT –  
PID NO. 792580 – LANDS OF BLUE SHANK TRUCKING  
**DATE:** 02/05/2017  
**ATTACHMENTS:** PROPERTY MAPPING

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### Summary

An Application has been received from David Webster (Blue Shank Trucking Ltd. (BST)), to re-zone PID No. 792580 (Lots 17-1 and 17-2 and remainder of PID 792580) from single unit residential (R1) to multi-unit residential (R3) to facilitate a multi-unit residential development on Lot 17-1. First reading was given to the Development Control Bylaw amendment at the April 10<sup>th</sup> regular meeting of Town Council.

### Background

**Owner/Applicant:** David Webster (Blue Shank Trucking Ltd.)

**Existing Land Use:** Single Unit Residential (R1)

**Existing Zoning:** Single-Unit Residential (R1)

**Existing Use (Physical):** The property is currently vacant.

**Proposed Zoning:** It is being proposed by the applicant/property owner to re-zone the property to R3 to facilitate future multi-unit development on the property.

**Adjacent Zones/Uses:** The subject property lies adjacent to multi-unit residential properties to the north with the remainder of the surrounding lands being outside of the boundaries of the Town. As such, the remaining surrounding lands contain no land use or zoning designations, although generally appears to be of a single unit use.

**Servicing:** All developments in an R3 Zone shall be serviced by Municipal sewer services and Municipal water supply.

**PID No.:** 792580

## **Official Plan**

Staff have reviewed the Official Plan in its entirety and find that the current amendment application (re-zoning and Official Plan) does not contravene any policies of the Plan.

The goals of the Official Plan relevant to this application include:

- S.4.3.2 Social – To provide a range of residential zoning to support housing opportunities to meet various socio-economic and physical needs.
- S. 4.3.3 Economic – To increase the Town’s employment and assessment base.
- S.4.3.3 Economic – To maintain reasonable property tax rates.
- S 4.3.4 Physical – To ensure an adequate supply of serviced land to accommodate the projected needs of various land uses within the Town.

The policies of the Official Plan relevant to this application include:

## **Section 5.4 Residential**

Housing demand in Kensington is strong. Serviced residential lots, however, are in short supply. The Town intends to address the marketplace for more innovative, energy efficient and diverse housing types.

### **Objectives**

1. To actively promote the Town as a residential location.
2. To encourage residential development standards which stress energy efficiency and land use compatibility.

### **Policy PR-1: Zoning**

*It shall be the policy of Council to designate sufficient residential land to accommodate the projected and potential housing needs of the Town.*

### **Plan Action:**

- The Development Bylaw shall zone sufficient residential land to meet the projected needs of the Town.
- Residential zoning shall be in conformance with the General Land Use Plan.

- The Development Bylaw shall establish zones and development standards for Single Detached, Low Density and Multi-unit forms of residential development.

### **Policy PR-3: Residential Development Standards**

It shall be the policy of Council to establish residential development standards relating to density, architectural harmony, building type, lot sizes, setbacks, amenity areas, parking, buffering and other matters in order to enhance the health, safety and convenience of residents.

#### **Plan Action:**

- The Development Bylaw shall establish residential designations for low, medium and high density.
- The Town will carefully analyze new developments within established residential neighbourhoods prior to permits being issued to ensure that they are compatible and not detrimental. Compatibility, while not readily measurable, will be examined in terms of building types and forms, street line, density and levels of activity including projected traffic generation.
- The standards and criteria on which Council's decision will be based will be outlined in the Zoning and Subdivision Control Bylaw.

### **Policy PR-7: Housing Development and Promotion**

It shall be the policy of Council to work with the private sector and government agencies to actively promote Kensington as a residential development opportunity. *Council shall work with land owners and developers to provide a variety of residential development opportunities.*

### **Zoning and Subdivision Control Bylaw**

*Existing Zoning is Single Unit Residential (R1).*

*The Zoning and Subdivision Bylaw states the following as it relates to development within the R1 zone:*

#### **7.2 PERMITTED USES**

No building or part thereof and no land shall be used for purposes other than:

- (1) Single detached Dwellings
- (2) Parks and Playgrounds



- (3) Accessory Buildings
- (4) Private Garages
- (5) Bed and Breakfasts

### **7.3 SPECIAL PERMIT USES**

Notwithstanding Section 7.2 above, Council may issue a special development permit for the following uses where it deems the development is appropriate, all other relevant provisions of this Bylaw are met, and subject to such conditions as Council may impose:

- (1) Group homes
- (2) Child care facilities
- (3) Inns or Bed and Breakfasts with over 3 bedrooms

### **7.4 SERVICING**

All developments in an R1 Zone shall be serviced by municipal sewer services and municipal water supply where services exist.

### **7.5 LOT REQUIREMENTS**

The following regulations shall apply to fully serviced development in an R1 Zone:

- (i) Minimum Lot Area 6,500 sq.ft.(585sq.m)
- (ii) Minimum Frontage 65 feet (20 m)
- (iii) Minimum Front Yard 15 feet (4.5 m)
- (iv) Minimum Rear Yard 15 feet (4.5 m)
- (v) Minimum Side Yard 10 feet (2.3 m)
- (vi) Minimum Flankage Yard 15 feet (4.5 m)
- (vii) Maximum Height of any Building 35 feet (10.5 m)
- (viii) Minimum floor area 500 sq. ft.
- (ix) Maximum lot coverage 35%

***The Zoning and Subdivision Bylaw states the following as it relates to development within the multi - family residential (R3) zone:***

### **9.2 PERMITTED USES**

No building or part thereof and no land shall be used for purposes other than:

- (1) Duplex & Semi-Detached Dwellings
- (3) Row or Town House Dwellings up to eight (8) units
- (4) Apartments up to 12 units
- (5) Parks and Playgrounds
- (6) Accessory Buildings
- (7) Private Garages
- (8) Bed & Breakfasts
- (9) Community Care Facility

The following conditional uses subject to such terms and conditions as shall be imposed by Council:

- (1) Multi-Unit Dwellings with over 12 units

### **9.3 SPECIAL PERMIT USES**

The provisions of Section 8.3 shall also apply to an R3 Zone.

### **9.4 SERVICING**

All developments in an R3 Zone shall be serviced by municipal sewer services and municipal water supply.

### **9.5 LOT REQUIREMENTS**

The following regulations shall apply to development in an R3 Zone:

- (i) For Duplex or Semi-Detached Dwellings, the lot requirements shall be the same as Section 8.5 Two-Family Residential;
- (ii) For Apartments and Townhouse Dwellings the lot requirements shall be as follows:

#### **Apartments**

- (1) Minimum Lot Area - 6,000 sq. ft. (540 sq. m.), plus 1,000 sq.ft. (90 sq. m) for each dwelling unit
- (2) Minimum Frontage 75 ft. (22.5 m)
- (3) Minimum Front Yard 15 ft. (4.5 m)
- (4) Minimum Rear Yard 15 ft. (4.5 m)

- (5) Minimum Side Yard 10 ft. (3 m)
- (6) Minimum Flankage Yard 15 ft. (4.5 m)
- (7) Maximum Height of any Building 2.5 stories or 35 ft. (10.5 m)
- (8) Maximum Lot Coverage 35%

### **Row or Townhouse Dwellings**

- (1) Minimum Lot Area 10,000 sq. ft. (900 sq. m) for the 1<sup>st</sup> 3 units plus 3,000 sq. ft. (270 sq. m) for each additional unit
- (2) Minimum Frontage 100 feet (30 m) for the 1<sup>st</sup> 3 units plus 25 feet (7.5 m) for each additional unit
- (3) Minimum Front Yard 15 feet (4.5 m)
- (4) Minimum Rear Yard 15 feet (4.5 m)
- (5) Minimum Side Yard 10 feet (3 m)
- (6) Minimum Flankage Yard 15 feet (4.5 m)
- (7) Maximum Height of any Building 35 ft. (10.5 m)
- (8) Maximum Lot Coverage 35%

Notwithstanding the above lot requirements, Council may authorize reduced lot requirements where the applicant agrees to provide underground parking.

### **Public Meeting**

A Public Meeting was held on April 4, 2017 at 6:00 PM at the Kensington Town Hall. Mayor Caseley called the Public 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 an application to re-zone lands of Blue Shank Trucking, being lots Lot 17-1, 17-2 and the remainder of PID #792580 along Douglas Street from its current Single Residential Zone (R1) to Multi-Unit Residential Zone (R3).

The purpose of the meeting is to also allow residents and other interested persons to make representation prior to a request being made to the Minister of Communities, Land and Environment to approve an amendment to the general land use map that is part of the Town's Official Plan as it relates to the application.

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

Bob Roberts requested clarification on the process required for the developer to proceed with the development. Mayor Caseley responded that the developer would be required to submit a development permit application, but is unable to do so with the current zoning of the property. It is understood the development plan will be similar to others in this area which include duplexes, multi-unit dwellings, but will not exceed 12 units. Mayor Caseley also clarified that if the development intent changes in the future, the owner would be required to submit a re-zoning application to change it to the appropriate zone.

Donnie Harris commented that his family owns an adjoining property to the lands subject for re-zoning, which is located outside of the current Town boundary. He expressed concern regarding the proposed development impacting their future development of their land and if the owner of the property intended on using the development for rentals or if the units would be sold individually. Mayor Caseley commented that the development permit will not be received until the completion of the re-zoning process, but reiterated that we have been informed that the proposed development would mirror that of the one located at 9 Imperial Street. It was also noted that the height restriction for this zone is 35 ft.

There being no further comments or questions the meeting adjourned at 6:22 PM.

### **Staff Recommendation**

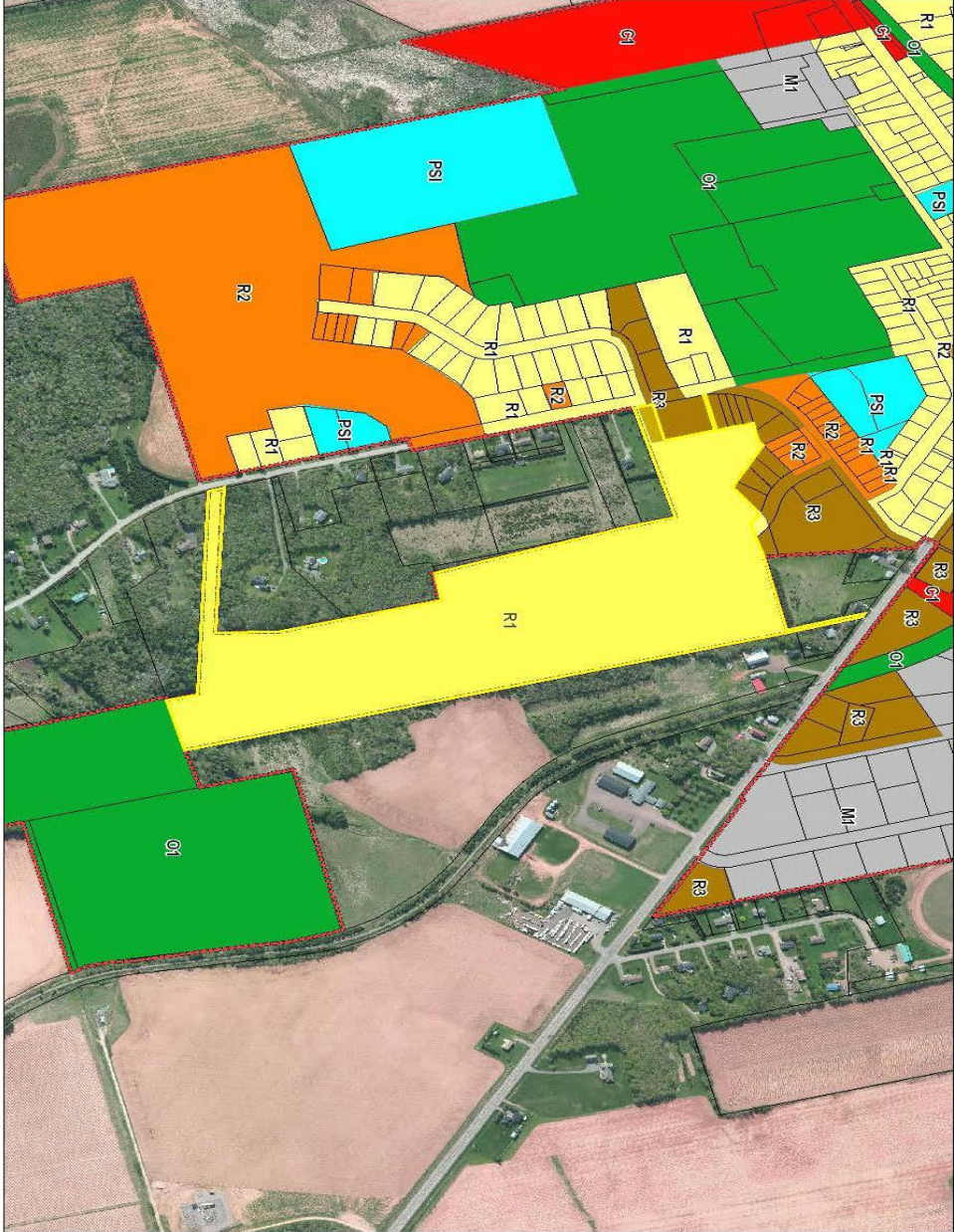
***That approval be given to an amendment to the Zoning and Subdivision Control Bylaw to re-zone Property No. 792580 (Lot 17-1, 17-2 and remainder of 792580) from single-unit residential (R1) to multi-unit residential (R3) and that such amendment be given second reading and formal adoption at the May 10, 2017 regular meeting of Town Council.***

***Further that approval be given to an amendment to the General Land Use Map that is part of the Town's Official Plan as it relates to the application.***



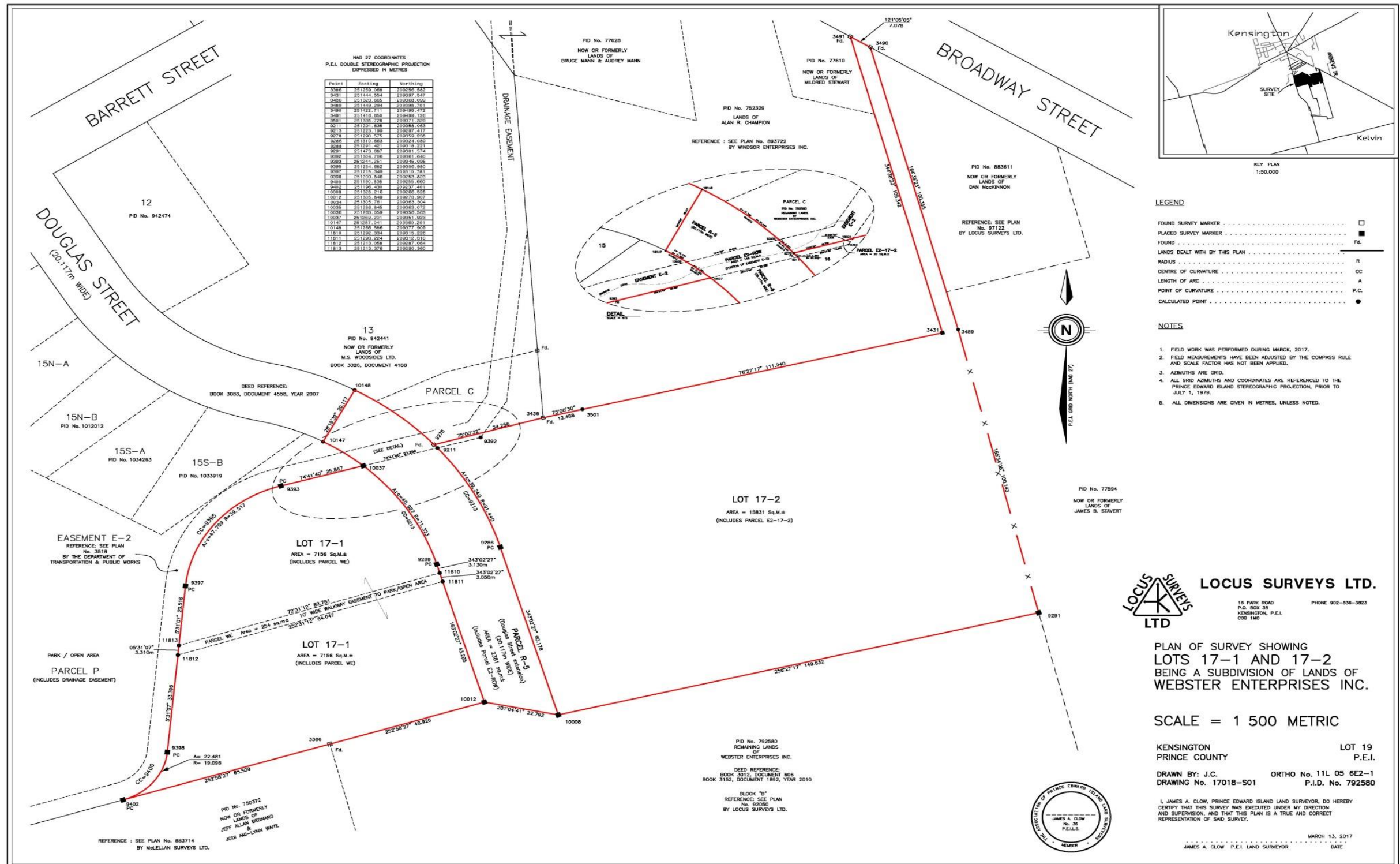


PUD No. 79280



79280 Zoning Map





## Town of Kensington - Request for Decision

<b>Date:</b> May 4, 2017	<b>Request for Decision No:</b> 2017-24 <b>(Office Use Only)</b>
<b>Topic:</b> Kensington Summer Recreation Program	
<b>Proposal Summary/Background:</b> <p>We have been advised by the Department of Education, Early Learning and Culture that in order for the Town to continue to operate its summer child care program, the program will have to be licensed under the Early Learning and Child Care Act (2010) as a <u>school-age child care centre</u>. A discussion was held at the April 24, 2017 Committee of Council meeting where a recommendation was put forward by the Committee to <u>not</u> deliver the summer program in 2017.</p> <p>The Town has operated the child care program for the past 4 to 5 years. The Kensington Area Recreation Association operated the program in years previous. In 2016, the program employed 4 youth staff (funded through the Jobs for Youth program) with approximately 30 school aged children enrolled. Previous years would have seen similar staffing and enrollment numbers.</p> <p>Under the <u>Early Learning and Child Care Act</u> (“the Act”), a “school-age child care centre” is defined as a licensed centre where the operator is authorized to provide services to school-age children on weekdays during one or more of the following time periods:</p> <ul style="list-style-type: none"><li>(i) Before or after regular school hours,</li><li>(ii) The school lunch period,</li><li>(iii) Regular school hours, if schools are closed for the day.</li></ul> <p>“Child Care” is defined in the Act as the provision of care, support and attention to the needs of a child in the absence of the child’s parent or guardian.</p> <p>Section 14 (1) of the Act states that no person shall operate a centre unless the person hold a license for that centre.</p> <p>The Early Learning and Child Care Act Regulations (“the Regulations”) provide for the regulation of early learning and child care centres. The Regulations state that an applicant may apply for a license to operate one of the following categories of centre:</p> <ul style="list-style-type: none"><li>(a) an early childhood centre;</li><li>(b) a family home centre;</li><li>(c) a preschool centre;</li><li>(d) <u>a school-age centre.</u></li></ul> <p>An application for a license shall be accompanied by the following documents:</p> <ul style="list-style-type: none"><li>(a) a business plan for the centre;</li><li>(b) a service plan that describes the services the applicant proposes to provide at the centre and includes:<ul style="list-style-type: none"><li>(i) the early learning and child care philosophy under which the services will be provided,</li><li>(ii) a description of how the services will meet the developmental needs of children,</li><li>(iii) the proposed utilization of the centre premises, indoors and outdoors, to provide services,</li><li>(iv) the proposed utilization of community resources to provide services,</li></ul></li></ul>	

- (v) the proposed nature and scope of parental involvement in the services provided at the centre,
- (vi) a process of ongoing evaluation and improvement of the services.
- (c) A staffing plan, including:
  - (i) A list of staff member positions and responsibilities,
  - (ii) The certification and training requirements for staff members, including first aid,
  - (iii) An orientation process for staff members with respect to the policies and procedures of the centre, and
  - (iv) A description of how the applicant will screen staff members.
- (d) The administrative policies and procedures relating to the operation of the centre;
- (e) A statement of the results of a criminal record check and a vulnerable sector search conducted in the CPIC system, dated not earlier than six months prior to the date of the application;
- (f) If the applicant is a corporation,
  - (i) A statement of the corporate status of the applicant, and
  - (ii) A copy of the letters patent or articles of incorporation of the corporation
- (g) A floor plan of the centre;
- (h) A copy of any certificate, permit or report issued by an appropriate provincial authority evidencing compliance with health and safety standards set out in the regulations;
- (i) Documentation confirming the property on which the centre will operate is zoned for the operation of that type of centre in accordance with and applicable municipal bylaws;
- (j) Documentation confirming that access from the property on which the centre will operate to a highway meets and requirements and is in compliance with the Roads Act R.S.P.E.I. 1988, Cap. R-15, and its regulations;
- (k) A copy of the liability insurance certificate for the centre.

To operate a school-age child care centre the Town would have to hire at minimum, two certified child care providers (possessing school-age child care provider certificates). To obtain a school-age child care provider certificate an applicant shall have completed a 30-hour course related to the care and education of school-age children, approved by the Early Learning and Child Care Board and be at least 18 years of age.

Further, the Town would have to develop and post behavior management policies that:

- (a) Demonstrate a positive approach to behavior management and guidance;
- (b) Require behavior management to be reasonable in accordance with the circumstances and age of the child; and
- (c) Prohibit physical punishment, verbal or emotional abuse and denial of necessities.

The maximum number of children to whom an operator may provide services at a licensed centre at one time is 50 children. The minimum staff member to child ratios for a school-age child care centre is as follows:

- (a) Indoor ratio        1:15
- (b) Outdoor Ratio     1:22

Based on 2016 enrolment numbers and as indicated earlier, the town would require a minimum of 2 certified school-age child care providers to host 30 children.

The Kensington Summer Childcare Program typically operated out of the bottom floor of the Seniors Centre at the Community Gardens Complex and to a lesser extent, the rink. Outdoor areas included the Community Gardens Complex ballfields, green spaces, fenced in parking area at the front of the property, etc. Generally, children and staff could have been seen anywhere on the property (supervised). It is unclear at this point in time whether or not any of the aforementioned facilities



would require improvements to enable the continuance of the program. The Regulations state that the centre shall have a layout that is conducive to the effective supervision of children and that adequate space is provided for administrative and staff needs. The centre would require at minimum 3.5 square metres of indoor activity space per child for indoor space and a minimum of 7 square metres of outdoor activity space per child. The outdoor activity space is to be adjacent to the licensed centre and securely enclosed on all sides.

In light of the above information, staff are requesting direction from Town Council as to whether or not the Town will deliver the summer child care program in 2017. To enable the delivery of the program, sufficient resources have to be dedicated to its delivery including the development of a business plan, servicing plan, staffing plan, facility assessment and inspection (and potentially upgrades), establishment of an enclosed outdoor area, development of specific policies and procedures including behavior management, hiring of certified staff, etc.

**Benefits:**

- Will provide child care for school aged children in the community for the summer season.

**Disadvantages:**

- May require upgrades to the Senior Centre Facility.
- Will require significant staff resources to make application and manage a child care facility.
- Will significantly increase the cost of delivering the child care program.

**Discussion/Comments:**

Staff have fielded several phone calls, messages and visits to Town Hall from parents inquiring whether or not the summer program will be operated in 2017. There appears to be significant demand for the program. Unfortunately, it is staff's belief that there isn't sufficient capacity within the Town to enable us to deliver a regulated child care program effectively. Developing the application and ensuring legislative compliance will take significant staff resources to complete. In addition it is anticipated that significant upgrades would be required to allow the Seniors Centre lower floor space to be utilized as a child care centre. With the size of the space available the typical enrollment (30 school age children) would have to be reduced by a minimum of one-half (15 children).

Summer child care services is a service the Town offered at a much cheaper rate than private child care centres, primarily due to the fact that the Town's program was staffed by youth with all funding coming through the provincial Employment for Youth funding program. It is felt that this puts local service providers at a distinct disadvantage and puts the Town's program in direct competition with private service providers.

As such, it is recommended that Town Council consider not offering the Kensington Summer Child Care Program.

**Options:**

1. Not operate the Kensington Summer Child Care Program as recommended.
2. Direct staff to complete the required work to enable the continuation of the Child Care Program.
3. Refer the matter back to staff for more information.

<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A
<b>Recommendation:</b>  It is recommended that Town Council consider the following resolution:  <p><i><b>WHEREAS the Town of Kensington has been advised by the Department of Education, Early Learning and Culture that the Kensington Summer Child Care Program is required to be licensed under the Early Learning and Child Care Act (2010);</b></i></p> <p><i><b>AND WHEREAS Town Staff have evaluated the requirements under the Act to enable the program to continue;</b></i></p> <p><i><b>AND WHEREAS the requirements are deemed to be beyond the current capacity of the Town, including facility upgrades and/or expansion, hiring of certified child care providers, curriculum and program/policy development, etc.;</b></i></p> <p><i><b>AND WHEREAS it is felt that Child Care Services are best delivered through Early Learning Centres, Day Care Centres and/or educational facilities;</b></i></p> <p><i><b>BE IT RESOLVED THAT Town Council cancel the Kensington Summer Camp Child Care Program.</b></i></p>	



## Kensington Summer Recreation Program 2016

July 4-Aug 19, 2016

Limited Numbers

\$400.00 HST Included for the 7 Week Program

- Camp Counselors are students who are trained in Leadership and CPR
- Drop Off Times starting at 7:30am and Pick Up times available until 5:30 pm
- Facility -Kensington Seniors Center Lower Level on CGC Property
- Open to Ages 7-12 Years
- Activities include: swimming, games, arts, crafts, coloring, painting, theme days, daily recreation and much more.
- Participants are required to bring their own snacks and lunch, as well as sun screen.

To register: Mail application form (below) along with Cash, Cheque, Money Order, Master Card or Visa Number to: Community Gardens Complex PO Box 301 Kensington, PEI. C0B1M0 or Drop Off form and payment at Kensington Fitplex. Unpaid applications will not be accepted. For more information contact Robert 836-3509 email:cgardens@pei.aibn.com

Name: \_\_\_\_\_  
First Last

Date of Birth: \_\_\_\_\_  
Month Day Year

Parent's Name/Guardian's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_ Work #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

Favorite Activities: \_\_\_\_\_  
\_\_\_\_\_

Special Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Master Card/ Visa Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Please Circle

\$ \_\_\_\_\_

Cheque Amount

\$ \_\_\_\_\_

Cash Amount

\$ \_\_\_\_\_

Master Card/Visa/Debit

Rec# \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT OF EDUCATION, EARLY LEARNING AND CULTURE

**EARLY LEARNING AND CHILD CARE**

**LICENCE APPLICATION FORM**

Collection of Personal Information

The information collected on this form will be used for licensing under the Early Learning and Child Care Act and Regulations. The information is collected under the authority of the Early Learning and Child Care Board and managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any question about the collection, use or disclosure of your personal information, please contact the Early Learning and Child Care Board, Department of Education, Early Learning and Culture, 902-368-6513.

**General Instructions:**

- Please PRINT all information clearly.
- Complete all sections of the Application Form.
- In addition to the Application Form, a Comprehensive Business Plan, Comprehensive Service Plan and Staffing Plan must be submitted to the Early Learning and Child Care Board.
- Applicants and Associated Persons must submit a copy of a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of the application.
- Incomplete or illegible applications will not be processed.

**CATEGORY OF LICENSE FOR WHICH YOU ARE APPLYING** (check only one category):

- ☐ Early Childhood Centre
- ☐ Family Home Centre
- ☐ Preschool Centre
- ☐ School-Age Child Centre

**Section 1 – Applicant Information**

Name of Applicant or Contact Person if Applicant is a Corporation:

Telephone Number (include area code):

Email Address:

<b>Section 2 – Centre Information</b>	
Name of Centre:	
Civic Address of Centre:	
Mailing Address if Different from Above:	
Telephone Number:	Email Address:

<b>Section 3 – Centre Governance (indicate only one):</b>	
( ) <b>Private Owner</b>	Name: _____ Address: _____ Registered with Corporate /Business Names Registry (Yes/No): _____
( ) <b>Partnership</b> (list all partners)	Organization Name: _____ Name: _____ Address: _____ Name: _____ Address: _____ Name: _____ Address: _____ Legal Status: _____
( ) <b>Corporation</b>	Organization Name: _____ Officer (1) Name: _____ Address: _____ Officer (2) Name: _____ Address: _____ Legal Status: _____

**Section 4 – Program Information**

Sessions (check most appropriate):

- ☐ Full Day
- ☐ ½ Day (Morning Only)
- ☐ ½ Day (Afternoon Only)
- ☐ Before or After School
- ☐ Before or After School/School Closures

Hours of Operation: \_\_\_\_\_

Days of Operation (specify): \_\_\_\_\_

Months of Operation (specify): \_\_\_\_\_

Enrollment: Total Number of Children Centre Operator Will Allow Per Session: \_\_\_\_\_

Will The Centre Register Children (check all that apply):

- ☐ Birth – 22 Months
- ☐ 22 Months – 3 Years
- ☐ 3 Years – School Age
- ☐ School Age

**Section 5 – Application Fee**

The application fee for a licence to operate a centre where the operator proposes to provide services at the centre to not more than 25 children is \$75.

The application fee for a licence to operate a centre where the operator proposes to provide services at the centre to more than 25 children is \$150.

The required fee may be paid by cheque or money order made payable to the *Minister of Finance*.

The required fee is due with the completed application.

<b>Section 6 – Declaration and Consent to Share Information</b>	
I declare that all information given on this application is true, correct and complete to the best of my knowledge and I hereby authorize the Registrar to the Early Learning and Child Care Board to verify the above information.	
Date:	Signature:

**Is your application complete? Check all that apply.**

Note: Only completed applications are reviewed by the Registrar to the Early Learning and Child Care Board. Incomplete or illegible applications will not be processed.

- ☐ Comprehensive Business Plan is attached.
- ☐ Comprehensive Service Plan is attached.
- ☐ Staffing Plan is attached.
- ☐ A letter from the Municipality stating the property is correctly zoned for a centre is attached.
- ☐ Written verification of required liability insurance is attached.
- ☐ Approved declaration for registration of a business name is attached.
- ☐ A copy of my results from a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of application is attached.
- ☐ If applicable, A copy of the results from a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of application for any individuals associated with the centre is attached.
- ☐ Required documentation for a corporation, partnership, or sole proprietorship is attached.
- ☐ Application fee is paid.
- ☐ This application form is signed and dated.

Send completed application to: Early Learning and Child Care Board  
Department of Education, Early Learning and Culture  
P.O. Box 2000, 3 Brighton Road  
Charlottetown, PE  
C1A 7N8

<b>For Office Use Only</b>	
Application Received: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> Email  Date:	Attached Documents:
<input type="checkbox"/> Application Fee	Staff Signature:
Licence Application Report Prepared:  Date: Staff Signature:	
Written Notice of Early Learning and Child Care Board Decision to Applicant:   Staff Signature: Date:	



# DEPARTMENT OF EDUCATION, EARLY LEARNING AND CULTURE

## EARLY LEARNING AND CHILD CARE

### LICENCE APPLICATION GUIDELINES

#### Section 1 – General Information

- Upon receipt of the application for a licence, the Registrar to the Early Learning and Child Care Board will arrange for the Fire Marshal, or an inspector, appointed under the *Fire Prevention Act* R.S.P.E.I. 1988, Cap.F-11, to inspect the premises of the centre in accordance with the *Fire Prevention Act* and regulations.
- Upon receipt of the application for a licence, the Registrar to the Early Learning and Child Care Board will arrange for an inspection in accordance with the *Public Health Act* R.S.P.E.I. 1988, Cap. P-30.1.
- The time frame for completion of inspections depends on the length of the waiting list for inspections at the time of the application. Also, final approval may be delayed if renovations are required for the proposed facility (for example, requirement for exit stairs or additional washroom facilities).

#### Section 2 – Comprehensive Business Plan

Applicant(s) must submit the following information, typed and double spaced:

Description of the Business: Sole Proprietorship, Corporation, or Partnership.

##### **Sole Proprietorship**

If the applicant is a sole proprietorship, please submit a copy of a valid declaration filed respecting the sole proprietorship, in accordance with section 53 of the *Partnership Act* R.S.P.E.I. 1988, Cap. P-1, if applicable.

##### **Corporation**

If the applicant is a corporation, please submit a

- (i) statement of the corporate status of the applicant, and
- (ii) a copy of the letters patent or articles of the corporation.

##### **Partnership**

If the applicant is a partnership, please submit a copy of a valid declaration filed respecting the partnership in accordance with section 48 of the *Partnership Act* R.S.P.E.I. 1988, Cap. P-1

Floor Plan	Include clearly defined dimensions of proposed space and intended use.
Management	Please describe the management structure: names, what strengths they bring to the business (experience, expertise, etc.).
Opportunity	<p><b>The Service:</b>  Describe what you will offer.  Describe unique or innovative features.  Do you have plans to modify or expand in the future?</p> <p><b>The Market:</b>  Who are your potential clients?  How does your service satisfy their needs?  Are there other types of early learning and child care centres available in your area? If so, what services are they providing?  Is enrolment in other centres increasing or decreasing? Why?  Strengths and challenges: compare your centre with theirs (size, reputation, location, cost, hours, ages of children, nature of program, etc.).</p> <p><b>Pricing:</b>  Can you offer competitive rates?  What are your rates?</p> <p><b>Promotion:</b>  How do you plan to advertise/promote your business?</p>
Service	<p><b>Location:</b>  What makes your location suitable?</p> <p><b>Facilities:</b>  Are facilities owned or leased? State the terms.  Will renovations be required? At what cost?</p> <p><b>Personnel:</b>  How many staff do you plan to hire?  Will owner be included in child-staff ratio?  What additional skills or training will be required for your staff?  What will be the cost of training?  List the compensation and benefits that will be provided for each position.  Include salaries, benefits, overtime, and cost for substitutes.</p> <p><b>Set Up:</b>  How long will it take to acquire facilities, equipment, personnel, etc., and to be ready to begin operation?</p>

Financial Data	Provide a detailed statement of projected income and expenses for your first year of operation, including cash flow trends.
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### Section 3 – Comprehensive Service Plan

A comprehensive service plan is a written service plan that demonstrates the applicant's ability to provide a safe and effective early learning and child care program and includes a description of:

- (i) the early learning and child care philosophy under which the services will be provided;
- (ii) a description of how the services will meet the developmental needs of children;
- (iii) the proposed utilization of the centre premises, indoors and outdoors, to provide services;
- (iv) the proposed utilization of community resources to provide services;
- (v) the proposed nature and scope of parental involvement in the services provided at the centre, and
- (vi) a process for ongoing evaluation and improvement of the services.

Service plans shall be organized with a Table of Contents according to the format outlined below.

Service plans are evaluated for compliance with the *Early Learning and Child Care Act and Regulations*.

In order to determine the applicant's ability to provide a safe and effective early learning and child care program, the following information and format is required in the service plan.

The Program	<p>The description of the early learning and child care program shall include:</p> <ul style="list-style-type: none"> <li>- the early learning and child care philosophy under which the services will be provided</li> <li>- approaches for developing and stimulating child development, including the physical, social, intellectual, language, creative and emotional needs of children</li> <li>- specific philosophies of an integrated program for children with exceptional needs</li> <li>- a behaviour management policy that demonstrates a positive approach to behaviour management and guidance; is reasonable and in accordance with circumstances and ages of children; and prohibits physical punishment, verbal or emotional abuse and denial of necessities</li> <li>- description of how behaviour management policies are communicated to parents of children receiving services at the centre</li> <li>- description of how behaviour management policies are</li> </ul>
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	<p>communicated to staff members of the centre; how will you ensure staff members comply with the policy?</p> <ul style="list-style-type: none"> <li>- organization of daily routines for each group of children for eating, individual and group activities, indoor and outdoor activities, toileting, nap/rest time, transitions</li> <li>- detailed description of a curriculum framework used for programming</li> <li>- description of one week's programming</li> <li>- methods for inclusion of children with exceptional needs</li> <li>- methods of ensuring children's hygiene practices, for example, hand washing before and after eating</li> <li>- food service approach (food provided by licence holder or parents, where is it prepared?)</li> <li>- sample menus for meals and snacks (minimum 2 weeks)</li> <li>- meal time routines – timing of meals and snacks, provision for children with food allergies and special diets</li> <li>- description of emergency evacuation procedures, including staff orientation to procedures and schedule for practicing procedures</li> <li>- description of procedure followed for accident or illness involving a child</li> <li>- description of storage and administration of medication (both indoors and when outdoors)</li> </ul>
Parental Involvement	<p>The nature and scope of parental involvement shall be described with regard to methods of:</p> <ul style="list-style-type: none"> <li>- ensuring parent awareness of daily program;</li> <li>- dealing with concerns, expectations of parents;</li> <li>- communicating child's progress to parent;</li> <li>- please submit a copy of your parent handbook</li> <li>- the proposed nature and scope of parental involvement in the services provided at the centre</li> <li>- a process for ongoing evaluation and improvement of the services</li> </ul>
Administrative Policies and Procedures	<p>Please submit the following:</p> <ul style="list-style-type: none"> <li>- health and safety policies not previously submitted: diapering (if applicable), transportation of children, activities off premises, staff illness</li> <li>- operating policies and procedures regarding such matters as: hours of operation, holiday closures, fees (including</li> </ul>

	<p>acceptable methods of payment), late pick up, admission, fees during vacations, policy for termination of child's space and transportation of children;</p> <ul style="list-style-type: none"> <li>- copy of forms: registration, child attendance, medication administration, accident/incident report, emergency medical treatment, field trips (Sample forms are included in Appendix A</li> </ul>
Premises and Equipment	<p>A description of the facility, including:</p> <ul style="list-style-type: none"> <li>- indoor floor plan:</li> <li>- room dimensions</li> <li>- windows – exposure to natural light</li> <li>- exits</li> <li>- floor surfaces</li> <li>- storage for children's belongings</li> <li>- storage of first aid supplies</li> <li>- storage for hazardous materials and equipment</li> <li>- storage of children's records</li> <li>- storage of staff files</li> <li>- storage of other staff records</li> <li>- furnace/ utility area</li> <li>- food preparation, eating and storage areas</li> <li>- washrooms</li> <li>- water sources</li> <li>- sleeping areas</li> <li>- room layout and usage plan showing (can be included in the floor plan)</li> <li>- basic furniture: <ul style="list-style-type: none"> <li>- shelving - fixed and moveable</li> <li>- dividers</li> <li>- tables and chairs</li> </ul> </li> <li>- utilization of the outdoor play space, including a plan showing: <ul style="list-style-type: none"> <li>- fixed equipment</li> <li>- fencing</li> <li>- gates</li> <li>- access from building</li> <li>- list of portable equipment</li> <li>- shaded and sheltered areas</li> <li>- play and protective surfaces, for example grass, asphalt, sand, cushioning</li> </ul> </li> <li>- inventory of indoor and outdoor equipment, toys and materials</li> </ul>

#### **Section 4 – Staffing Plan**

The following staffing information shall be included:

- a list of staff member positions and responsibilities
- certification levels of staff
- copy of first aid certification for staff
- personnel policies and procedures for staff supervision, evaluation, and discipline
- an orientation process for staff members with respect to the policies and procedures of the centre
- a description of how the applicant will screen staff members
- policy for use of substitute staff
- names and phone numbers of substitute staff
- a copy of the staff handbook for the centre
- proposed schedule for staff – including assignment to groups and provision for breaks
- a copy of the results of a criminal record check and vulnerable sector search conducted in the Canadian Police Information Centre system, dated not earlier than six months prior to the date of the application, with respect to every associated person of the centre

Note: The *Early Learning and Child Care Act and Regulations* defines associated persons as:

- (a) a person who resides in a residence in which a centre is operated;
- (b) a staff member\*;
- (c) an individual operator
- (d) where the operator is a partnership of individuals, each individual partner;
- (e) where the operator is a corporation or a partnership that includes a corporation, the shareholders and directors of the corporation.

“Staff Member” means an individual who works at a centre in either an employment or volunteer capacity.

## Appendix A: Sample Forms

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1. Field Trip Consent Form
2. Emergency Consent Form
3. Emergency Medical Form
4. Incident Accident Report
5. Permission to Administer Medication

## FIELD TRIP CONSENT FORM

I \_\_\_\_\_ give permission for my child \_\_\_\_\_  
(Name of Parent or Guardian)

to travel to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

I understand my child will be travelling with \_\_\_\_\_.  
(Name of Staff Person, Volunteer)

by \_\_\_\_\_. Staff and Children will leave the centre at  
(Transportation: e.g. personal vehicle, walking)

\_\_\_\_\_ and returning to the centre at approximately \_\_\_\_\_.  
(Time) (Time)

Notes:

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\_\_\_\_\_  
Parent Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



## Emergency Consent Form

[Insert Centre Name]	
Full Name of Child _____	Date of Birth _____
Male or Female _____	
Address _____	
Home Phone: _____	
Parent /Guardian _____	Relationship _____
Home Phone _____	Cell Phone _____
	Work Phone _____
Parent /Guardian _____	Relationship _____
Home Phone _____	Cell Phone _____
	Work Phone _____
Emergency Contact _____	Phone _____
Child's Doctor _____	Phone _____
Child's Dentist _____	Phone _____
Allergies/medications/health conditions _____	
_____	
<p>It is the policy of <u>name of centre</u> to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we cannot contact parents/guardians and we need to get immediate medical assistance for the child. Our procedure is to take the child to the nearest emergency service.</p> <p>Please sign the consent below so that we can take appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.</p> <p>I hereby give consent for my child, _____, when ill or injured, to be taken to the nearest emergency centre by the staff at [Insert Centre Name] when I cannot be contacted.</p> <p>I hereby give consent for my child, _____, to receive medical treatment if necessary.</p> <p>Date: _____ Signature of Parent/Guardian _____</p> <p>Signature of Administrator/Director _____</p>	

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## Emergency Medical Form

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Name of Child: \_\_\_\_\_

In the event of a serious injury to my child, and the staff of [Centre Name] are unable to reach me (or my emergency contacts), I hereby give permission for [Centre Name] to act on my behalf in obtaining and/or authorizing emergency medical treatment for my child. I understand that any treatment would be on the advice of a qualified medical physician.

Father: \_\_\_\_\_  
Print Signature Date

Mother: \_\_\_\_\_  
Print Signature Date

Guardian: \_\_\_\_\_  
(if applicable) Print Signature Date

Health Card # \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

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## Incident Report

<b>Incident/Accident Report</b>		
	Name of Child Involved in the Incident/Accident:	
	Staff Person Who Addressed the Incident/Accident	
	Date of Incident/Accident	
	Time of Day	
	Setting	
	<i>Detailed Description of the Accident/Incident</i>	
	<i>Course of Action Taken or Treatment Provided</i>	
	<i>Additional Comments</i>	
	Report Filed By:	
Parent/Guardian Signature:		

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## Permission to Administer Medication

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I hereby give my permission to the staff of [Centre Name] to administer:

\_\_\_\_\_  
Name of medication

\_\_\_\_\_  
Prescription number

to my child, \_\_\_\_\_, according to the medical physician's  
instructions printed on the prescription container or on the request for administration of non-  
prescription medication completed by the physician.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

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## Appendix B: Early Childhood Development Association

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### EARLY CHILDHOOD DEVELOPMENT ASSOCIATION

## About the ECDA

### We are:

A provincial, non-profit organization committed to promoting and supporting quality early childhood development programs and services for our Island's children and families. The Early Childhood Development Association of PEI was formed in 1974. Annual membership is approximately 420 certified early childhood professionals.

We are Affiliate Members of the [Canadian Child Care Federation](#).

### We provide:

- information and guidance linking early childhood knowledge and information to those who need it;
- resources and professional development opportunities for early childhood educators;
- a voice representing healthy child development for PEI children aged 0 years to 8, their families and those educating them;

### We work with:

- Early childhood professionals
- Provincial and Municipal Governments and Opposition parties
- Parents and grandparents
- Other early years professionals
- Community and various organizations

### Why:

- To support Early Childhood Educators to deliver high quality early learning and child care services and programs for all of PEI's children. Helping families make the early years count.



## Town of Kensington - Request for Decision

<b>Date:</b> May 5, 2017	<b>Request for Decision No:</b> 2017-25 <b>(Office Use Only)</b>
<b>Topic:</b> Home Place Inn – Tourist Home Liquor License	
<b>Proposal Summary/Background:</b> <p>A request has been received from Ramona Roberts for a <u>letter of support from the Town of Kensington for a Tourist Home Liquor License for the Home Place Inn</u>. The Home Place was licensed when it was operated as a restaurant however that license ended when the restaurant moved to Broadway 45.</p> <p>It is indicated in the request that the operators would offer drinks for purchase to guests staying at the inn for an hour or two in the evenings. The menu would be focused on local beer, wine and spirits and service would only be to guests – not to the general public.</p> <p>The following information regarding Tourist Home Liquor Licenses is taken from the PEILCC Website:</p> <p><b>TOURIST HOME LICENSE</b></p> <p>The holder of a Tourist Home License may sell and serve liquor upon the licensed premises to guests of the tourist home.</p> <p>The PEILCC will consider a Tourist Home License if satisfied that:</p> <ol style="list-style-type: none"><li>1. the premises have been designated as an inn, bed and breakfast, guest home or tourist home by an accommodations rating program recognized by the PEILCC;</li><li>2. the premises has accommodations of not less than 3 rooms that are rented to the travelling public.</li></ol> <p>An application for a Tourist Home License shall be accompanied by a non-refundable application fee of \$100.00.</p> <p>The annual fee for a Tourist Home License is \$125.00 or \$75.00 for 6 months.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>Discussion/Comments:</b> <p>It is recommended that Town Council provide a letter of support to the Home Place Inn to license their facility with a Tourist Home Liquor License.</p>	

**Options:**

1. Provide a letter of support as recommended.
2. Not provide a letter of support.
3. Refer the matter back to staff for further information.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

It is recommended that Town Council consider the following resolution:

***BE IT RESOLVED THAT Town Council provide a letter of support to the owners of the Home Place Inn to facilitate a Tourist Home Liquor License for the Inn.***



## Geoff Baker

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**From:** Ramona Roberts <ramonaroberts1@gmail.com>  
**Sent:** Wednesday, April 19, 2017 1:36 PM  
**To:** Geoff Baker  
**Subject:** Home Place Inn

Hello Geoff,

We are getting the Home Place Inn up and ready after some winter renovations. When we operated the restaurant out of there we had a liquor license but it ended when the restaurant moved up to Broadway 45. We would now like to apply for a different license - a Tourist Home License. Our idea is that we would have an hour or two in the evenings that we may offer drinks for purchase to our guests as a service. It would be a tasting menu focused on local and PEI beer, wine and spirits and we would be serving only to our guests - not to the public.

As always, a letter of support from the community is required. Can you please run this by council and let me know if they have any further questions or if they are willing to endorse?

Below are the criteria (as you can see it is a pretty restricted license) and I have pasted the link to the government website with this info for further reference.

### TOURIST HOME LICENSE

The holder of a Tourist Home License may sell and serve liquor upon the licensed premises to guests of the tourist home.

The PEILCC will consider a Tourist Home License if satisfied that:

1. the premises have been designated as an inn, bed and breakfast, guest home or tourist home by an accommodations rating program recognized by the PEILCC;
2. the premises has accommodations of not less than 3 rooms that are rented to the travelling public.

<http://liquorpei.com/licensing-permits/license-types/>

Thank you for your assistance,

Ramona

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Ramona Roberts  
902-439-6480 (p)  
902-887-3413 (f)  
[ramonaroberts1@gmail.com](mailto:ramonaroberts1@gmail.com)

## Town of Kensington - Request for Decision

<b>Date:</b> May 5, 2017	<b>Request for Decision No:</b> 2017-26 <b>(Office Use Only)</b>
<b>Topic:</b> Request for Letter of Support – Seafood Market Liquor License	
<b>Proposal Summary/Background:</b> <p>A Request for Decision (RFD) was presented to Town Councillors at their April 2017 regular meeting (attached) requesting a letter of support for a liquor license at the Seafood Market located adjacent to the Broadway 45 restaurant. In the RFD, a lack of sufficient parking to meet the requirements of the Town's Development Control Bylaw was identified as a constraint against licensing the Market.</p> <p>Town Councillors deliberated and decided to defer any decision to May's regular meeting of Town Council to enable the applicants to develop a parking plan for the facility. The proposed parking plan was provided to Town Councillors by the CAO via email on Friday, April 28<sup>th</sup> and is being circulated with this RFD.</p> <p>The plan includes providing additional parking spaces for staff at the public parking spaces behind the rail yards gazebo, the town's property on Francis street and behind the Credit Union when it becomes available. Additional parking for customers would be provided at the following locations: Murphy's Pharmacy (after business hours), Scotiabank (after business hours), Behind Bell's along Francis Street, Town Hall and Broadway Street (after business hours) and behind the Credit Union when it becomes available. It is understood that the applicants have discussed and received permission from Murphy's, Bell's and the Scotiabank. The applicants have indicated that customers will be notified of the additional parking through their website and social media.</p> <p>The applicants indicated that they will be in attendance at the May 8<sup>th</sup> Council meeting to address and answer any questions or concerns Councillors may have in regards to the proposed parking plan.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide the Town with another licensed facility in the core area which may attract additional visitors to the Town.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• May result in a lack of public parking availability to other businesses in the core area.</li><li>• May result in increased traffic congestion issues in the vicinity of the affected businesses.</li></ul>	
<b>Discussion/Comments:</b> <p>As indicated in the April 2017 RFD, based on the square footage and the seating capacity of both the Seafood Market and Broadway 45, the proposed intensification of the Seafood Market falls approximately 12 to 14 parking spaces short of the Bylaw requirement. The following spaces would be available to the applicants as part of their proposed additional parking plan:</p> <p>Murphy's Pharmacy (after business hours) – 9 spaces Scotiabank (after business hours) – 9 spaces Vacant lot behind Bell's – 7 to 10 spaces</p>	

Behind Rail Yards Gazebo – 9 spaces	
<b>Options:</b> <ol style="list-style-type: none"> <li>1. Provide a letter of support for the licensing of the Seafood Market</li> <li>2. Not provide a letter of support.</li> <li>3. Refer the matter back to staff for further information.</li> </ol>	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A
<b>Recommendation:</b>  It is recommended that Town Council consider the following resolution:  <i><b>BE IT RESOLVED THAT Town Council provide a letter of support to the owners of the Kensington Seafood Market to facilitate a Liquor License for the establishment.</b></i>	

- Staff will park over by the Farmers Market (Gazebo), public lot on Francis St and Town lot behind Credit union when it becomes available.
- **Parking available for customers at the following locations:**
  - Murphy's Pharmacy after business hours
  - ScotiaBank after business hours
  - Behind Bells on Francis Street
  - Town Hall and Broadway Street after business hours
  - Town lot behind Credit Union when it becomes available

Available customer parking will be notified on website and social media

## Town of Kensington - Request for Decision

<b>Date:</b> April 7, 2017	<b>Request for Decision No:</b> 2017-20 <b>(Office Use Only)</b>
<b>Topic:</b> Request for Letter of Support for Seafood Market Liquor License	
<b>Proposal Summary/Background:</b> <p>A request has been received from George Roberts (A&amp;R Adventures Inc.) requesting a letter of support from Town Council for a liquor license (Dining and Lounge) for a property located at 49 Broadway Street North (former Coulson Building). It is indicated in the request that the fish market operating in the building will continue offering a menu that includes oysters, lobster rolls, seafood chowder, etc. however, they would like to offer alcoholic beverages, beer, wine, liquor, etc. It is proposed that a door be added which would allow alcohol to be served on the rear deck. It is stated that the theme on the deck would be that of a beer garden.</p> <p>A letter of support is required from the Town to enable the application to the PEI Liquor Control Commission (PEILCC).</p> <p>The following information regarding Dining Room and Lounge Liquor Licenses is taken from the PEILCC Website:</p> <p><u>DINING ROOM</u></p> <p>A Dining Room License authorizes the licensee to purchase liquor from the PEILCC and sell the liquor so purchased by the glass and beer and wine by the glass or open bottle with meals.</p> <p><u>LOUNGE</u></p> <p>Only a Dining Room License holder may apply for a Lounge License. A Lounge License authorizes the licensee to purchase liquor from the PEILCC and to sell the liquor so purchased by the glass and beer and wine by the glass or open bottle, with or without meals.</p> <p>I've reviewed the parking requirements for the proposed intensification of the Seafood Market Building based on the following information provided by the property owner:</p> <ol style="list-style-type: none"><li>1. Broadway 45/Seafood Market – Total Seating Capacity (including decks) 160</li><li>2. Coulson Realty – 590 sq. ft.</li><li>3. Admin Offices (Upper Floor of Seafood Market) – 1700 sq. ft.</li></ol> <p>The Town's Development Control Bylaw provides the following parking requirements:</p> <ol style="list-style-type: none"><li>1. Restaurant or Lounge – 1 Parking Space per four seats of seating capacity.</li><li>2. Professional Offices – 1 parking space per 300 sq. ft. of floor area.</li></ol> <p>Results in the following:</p> <ol style="list-style-type: none"><li>1. Broadway 45/ Seafood Market – 160 seats/4 = 40 parking spaces</li><li>2. Coulson Realty – 590 sq. ft./300 = 1.96 parking spaces = 2 parking spaces</li><li>3. Admin Offices – 1700 sq. ft./300 5.66 parking spaces = 6 parking spaces.</li></ol>	

Bringing the total required parking spaces to 48.

According to the parking schematic (attached) provided to me on March 27<sup>th</sup> by the property owner, it was indicated that 40 parking spaces were available between the Broadway 45 parking area and the area between the Seafood Market and the Food Basket. I visited the site and took measurements through aerial photography and note the parking space available between the two properties is, at a maximum, 34 to 36 spaces, which leaves the development 12 to 14 spaces short of compliance with the Bylaw.

According to the property owner he does not believe that at any one time would Broadway 45 and the Seafood Market be at maximum seating capacity and that if they were it is likely to occur after 5:00 PM when public parking spaces in the core area would be available.

Town Council does have the ability to waive commercial parking requirements under Section 5.6 of the Bylaw. It states that Council may, through a Development Agreement waive or reduce the parking requirements in a commercial zone in return for parking fees or other considerations as approved by Council, such as arrangements for shared parking or bicycle parking, which will further the objectives and policies of the Official Plan in relation to development in the Town. In rendering its decision, Council shall give consideration to the following:

1. Availability of parking in proximity of the proposed development.
2. The extent to which the proposed development contributes toward the objectives and policies of the Official Plan
3. Estimated traffic generation of the proposed development.

Town Council does also have the ability to apply a variance to the parking requirement, however variances, under the Bylaw, will not typically exceed 10% variance from the Bylaw unless deemed desirable and appropriate by Town Council and if such variance is in keeping with the general intent and purpose of the Bylaw. Instances where Town Council believes that a variance application could have significant effect on adjacent properties or properties in the general vicinity, Council may require that a public meeting be held.

**Benefits:**

- Will provide the Town with another licensed facility in the core area which may attract additional visitors to the Town.

**Disadvantages:**

- May result in a lack of public parking availability to other businesses in the core area.
- May result in increased traffic congestion issues in the vicinity of the affected businesses.

**Discussion/Comments:**

As indicated previously, the primary constraint around providing the letter of support for licensing the Seafood Market is the potential to create further parking issues in the core area of the town. Town Council does have the ability to vary from the requirements of the Bylaw as it relates to parking and also has the ability to waive parking requirements in favour of parking fees or other considerations as Council may deem appropriate, such as motorcycle parking, bicycle parking, shared parking arrangements, parking fees, etc. It is noted that approximately 10 motorcycle parking spaces are available on the Broadway 45 property which have not been included in the total parking availability

as contemplated above.

I have completed some preliminary research on waiving parking requirements in favour of parking fees. There are a wide range of policy options as far as this is concerned. Parking fees generally range from \$500.00 per space to as high as \$3,000 per space. Any fees are typically held in reserve by the municipality to enhance the availability of public parking spaces.

It is recommended that Town Council consider all of the above information and any other information deemed relevant in formulating a decision as to whether or not to provide a letter of support to license the Seafood Market.

**Options:**

1. Direct staff to provide a letter of support for the licensing of the Seafood Market.
2. Not provide a letter of support.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

It is recommended that Town Council consider the following resolution:

***BE IT RESOLVED THAT the Town Council provide a letter of support to A&R Adventures Inc. for their application to the Prince Edward Island Liquor Control Corporation for a lounge and dining room liquor license for the seafood market located at 49 Broadway Street North.***

**Geoff Baker**

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**From:** George Roberts <george@clintonhills.ca>  
**Sent:** Wednesday, March 22, 2017 3:15 PM  
**To:** townmanager@townofkensington.com  
**Subject:** Letter of Support  
**Attachments:** CCF22032017.pdf

Hi Jeff

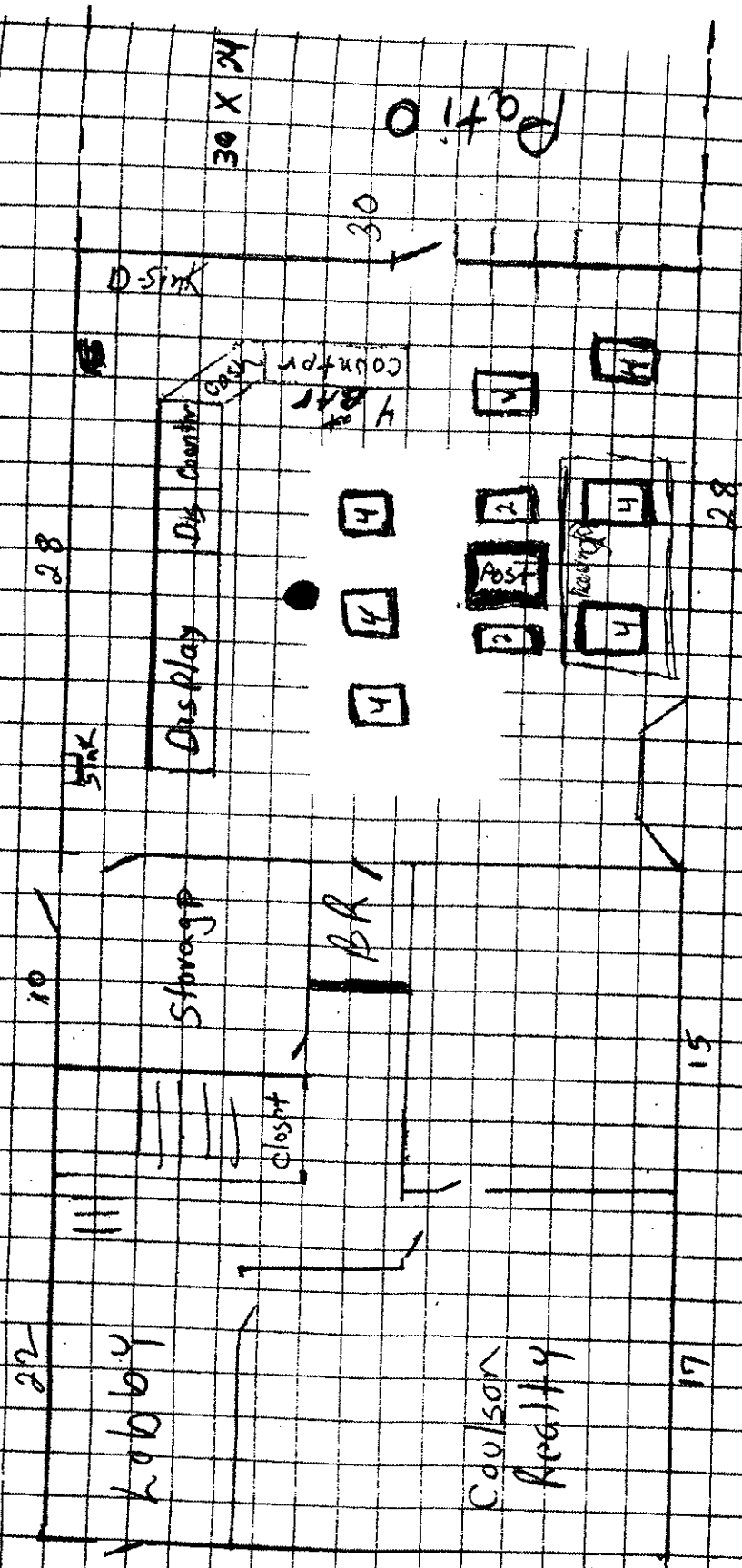
We are applying for a liquor licence(dining and lounge) that will be used in the fish market at the Coulson building. We will continue to operate the fish market and will offer a menu that will include Oysters, lobster rolls, seafood chowder etc. We will be offering liquor, beer and wine. There will be a door added to serve onto the deck. The theme on the deck will be a beer garden. Attached is drawing of layout.

In our application we are required to have a written letter of support from the town. Any further questions please let me know.

Thanks  
George .



Coulson Building



Coulson  
Realty

Food Basket

12 spaces

4 spaces

Coulson's

7 spaces

8 spaces

Tims

Deck 4 spaces

Libby

2 spaces

3 spaces

Broadway

Broadway Street

40 parking spaces

























## Town of Kensington - Request for Decision

<b>Date:</b> April 7, 2017	<b>Request for Decision No:</b> 2017-27 <b>(Office Use Only)</b>
<b>Topic:</b> A&R Adventures Inc. Development Permit Application	
<b>Proposal Summary/Background:</b>  A&R Adventures Inc. have submitted a development permit application for the installation of a door at the east facing wall of the seafood market building (former Coulson Realty Building) to facilitate access to the rear deck.  A copy of the development permit application and building photograph (east facing wall) is attached.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Discussion/Comments:</b>  The application has been reviewed against the Development Control Bylaw and Official Plan and is being recommended for approval by staff.	
<b>Options:</b>  1. Approve the Development Permit Application as proposed. 2. Not approve the application.	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A
<b>Recommendation:</b>  It is recommended that Town Council consider and adopt the following resolutions:  <i><b>BE IT RESOLVED THAT approval be given to a development permit application from A&amp;R Adventures Inc. for the installation of a door along the east facing wall of the seafood market building located at 49 Broadway Street North.</b></i>	

# TOWN OF KENSINGTON APPLICATION FOR BUILDING PERMIT

1. Name and Address of Applicant A & R Adventures Inc C/O Austin Roberts, Po Box 249  
Kensington, PE C0B1M0 Telephone 902 836 7393
2. Property Address 49 Broadway St Property Number 77859
3. Property Status:  
Land purchased from Coulson Realty Ltd Year Purchased April, 2016  
If lot is located in an approved sub-division, please give  
Name of Sub-Division: \_\_\_\_\_ Lot No. \_\_\_\_\_
4. Proposed Use:  
Building or addition to be used for: Single Family Dwelling \_\_\_\_\_ Duplex \_\_\_\_\_ Store \_\_\_\_\_  
Private Garage \_\_\_\_\_ Commercial Garage \_\_\_\_\_ Private Storage Building \_\_\_\_\_  
Other (describe) Business Building -- Add food service and spirits to existing Fish Market
5. Location of property to be developed:  
Located on North \_\_\_\_\_ South \_\_\_\_\_ East ☒ West \_\_\_\_\_ side of Broadway Street  
Between the property of \_\_\_\_\_ and the property of \_\_\_\_\_
6. Size of Property:  
Road frontage 30ft Property depth 60ft Area 1800 sq. ft.
7. Description of project and details of structure:  
Works proposed consists of: New Construction \_\_\_\_\_ Addition to existing \_\_\_\_\_  
Repairing \_\_\_\_\_ Remodelling ☒  
Describe Project: Add door to east side of building to excess the deck.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Ground floor: Length \_\_\_\_\_ Feet. Width \_\_\_\_\_ Feet.  
Number of Stories \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_  
Type of Foundation External Wall Finish Roof Material Chimney  
Poured Concrete \_\_\_\_\_ Siding \_\_\_\_\_ Asphalt \_\_\_\_\_ Brick \_\_\_\_\_  
Concrete block \_\_\_\_\_ Wood shingles \_\_\_\_\_ Steel \_\_\_\_\_ Prefab \_\_\_\_\_  
Pier \_\_\_\_\_ Steel \_\_\_\_\_ Other \_\_\_\_\_ Other \_\_\_\_\_  
Other \_\_\_\_\_ Other \_\_\_\_\_
8. Water Supply: Private \_\_\_\_\_ Municipal ☒
9. Sewerage System: Private \_\_\_\_\_ Municipal ☒
10. Estimated cost of Project: \$1500
11. Name and Address of Contractor or Chief Contractor DesRoches Contruction, Kinkora.  
\_\_\_\_\_
12. Dates of expected start and finish of project: April 15th  
\_\_\_\_\_
13. Moving a building (Describe) \_\_\_\_\_
14. Demolishing a building (Describe) \_\_\_\_\_
15. Please provide a diagram of proposed construction

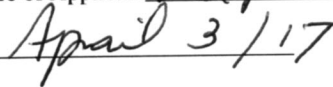


- a) Draw boundaries of your lot.
- b) Show existing and proposed buildings.
- c) Indicate the distance between buildings.
- d) Show location of driveway.
- e) Indicate distance to property lines and center of road.

Signature of Applicant



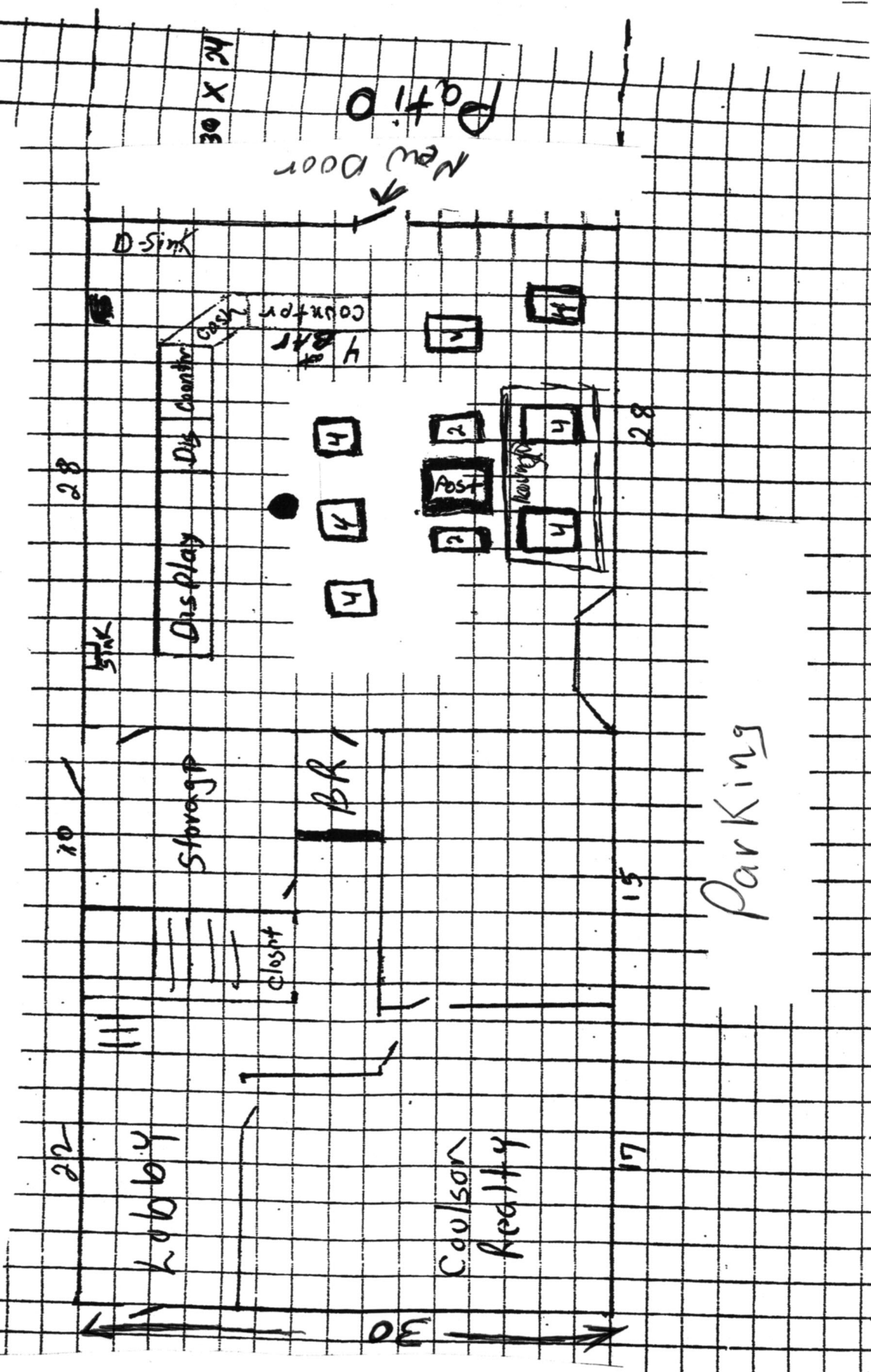
Date:



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

Broadway St

Parking



Parking

Coulson  
Realty



Canada Post  
200 Maple Hills Ave  
Charlottetown PE C1A 4A0  
canadapost.ca

Postes Canada  
200 Ave Maple Hills  
Charlottetown PE C1A 4A0  
postescanada.ca

April 28, 2017

MAYOR ROWAN CASELEY  
MUNICIPALITY OF KENSINGTON  
BOX 418  
KENSINGTON PE C0B 1M0

*Correspondence*

**Re: Potential closure on Saturdays and adjustment of hours during the week at the Kensington post office**

Dear Mayor Caseley,

Canada post is proud to deliver to every Canadian address and serve Canadians through its vast network of post offices.

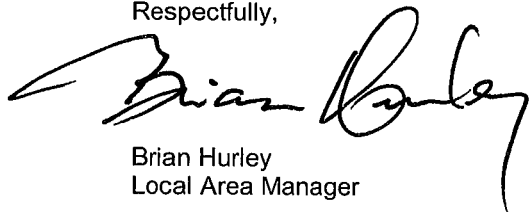
Our goal is to continue to serve the people in your community when they use the post office the most. To do so, we regularly review our services to ensure they align with community use. A careful review has determined that we have a very small number of local customers on Saturdays. We are therefore considering closing your post office on Saturdays only and realigning the hours during the week.

We will be holding discussions with the local representative of our employees' association, the Canadian Postmasters and Assistants Association, and will communicate with you once these discussions have occurred.

Rest assured that this potential change will take our customers' and your constituents' postal needs into consideration. We remain committed to providing postal services in communities across the country.

Please do not hesitate to contact me at the above address or at 902-628-4407 ext., 2001 if you require further information or assistance.

Respectfully,

  
Brian Hurley  
Local Area Manager



# Correspondence

.....

North Shore Men's Rec Softball  
ATT: Kevin Gallant – League President  
KENSINGTON, PE  
COB 1M0  
(902) 836-5438

April 24, 2017

To Robert Wood:

The Men's North Shore Rec Softball league is proposing that they play all our games in Kensington starting this year. We plan to have teams share nights and we will play double headers under the lights, when required to accommodate the additional games played. This would mean we will have 2 new teams playing out of Kensington this year, but no more field nights required.

We currently have 5 fields booked over three nights at cost of \$400/team for a total of \$2000 annually. Since this year there will be 7 teams sharing these nights we would like to propose this year that the cost be \$300/team for a total of \$2100 for this season. Since the games will be double headers there would be no more cost for lime or maintenance incurred by the town. If any teams drop out or decide not to play in Kensington in the future, then the league agrees to revisit the annual costs per team with the town at that time.

If you have any questions, please feel free to contact me at (902) 836-5438.

Sincerely,

Kevin Gallant – League President

.....

*Correspondence*

What: Margate Pastoral Charge Fun Run/Walk

Details: June 10th, registration begins at 8:30; race begins at 9:30, \$10 per person, and \$5 for under 12 and \$20 for family.

The route starts at the Confederation Trail on Victoria Street (across from the Kensington Town Hall) and turns around at the Blue Shank Road.

We need a policeman please, if available, to cross the participants safely forth and back at Highway 2 and the Confederation Trail, just outside of Kensington heading toward Charlottetown (top of the hill).

Can we have the policeman for an hour to an hour and a half please?

If that is too long, one hour would be great!

THANK YOU!!!

Michael Pasatieri  
Margate Pastoral Charge  
(902) 836-3134  
Ekim253@aol.com

*Copy given to  
Chief for response by  
Mike Pasatieri*



Office of the Minister

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

*Correspondence*  
**Transportation,  
Infrastructure  
and Energy**

**Transports,  
Infrastructure  
et Énergie**



Bureau du ministre

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

April 24, 2017

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

Dear Mayor Caseley:

Thank you for your correspondence dated April 12, 2017 indicating that the Town of Kensington would like to see the Department of Transportation, Infrastructure and Energy assume responsibility for all roads currently owned by your community.

Please accept this letter as confirmation that my department will be glad to work with you to oversee the orderly conveyance of such roads to become our responsibility. I believe that with our experience in managing operations directly under our control and also contracted initiatives, we bring expertise and economic advantages (due to scale) that will ultimately serve your community well.

I am very pleased to be able to help your community move forward. You can anticipate further correspondence from my officials to begin the process of conveyance. If you have any additional questions, please do not hesitate to contact me.

Sincerely,

Paula Biggar  
Minister

cc. Geoff Baker, CAO Town of Kensington  
Hon. Allen Roach, Minister of Finance  
David Arsenault, Deputy Minister of Finance  
Darren Chaisson, Director of Highway Maintenance  
Brian Thompson, Director of Land and Environment  
Stephen Yeo, Chief Engineer