



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

Monday, May 14, 2018 @ 7:00 PM

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

**Town of Kensington
Regular Meeting of Town Council
May 14, 2018 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 April 9, 2018 Regular Meeting**
- 6. Business Arising from Minutes**
 - 6.1 April 9, 2018 Regular Meeting**
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List
 - 7.6 Summary Income Statement
 - 7.7 Community Gardens Complex Report
 - 7.8 Mayor's Report
 - 7.9 FPEIM and KACC Report – Deputy Mayor Mann
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 - RFD2018-28 - Town of Kensington Strategic Plan - Consulting Contract
 - 8.1.2 - RFD2018-29 – Appointment of Municipal Electoral Officer and Deputy Municipal Electoral Officer
 - 8.1.3 - RFD2018-30 - Development Control Bylaw and Official Plan Amendment - 47 Victoria Street East
 - 8.1.4 - RFD2018-31- Town of Kensington Borrowing Bylaw - Second Reading and Formal Adoption
 - 8.1.5 - RFD2018-32 - Property Consolidation - Portion of PID No 880880
 - 8.1.6 – RFD2018-33- Town of Kensington Annual Line Painting Program
 - 8.1.7 – RFD2018-34 – Credit Union Centre Zamboni Replacement
 - 8.1.8 – RFD2018-35 - Rainbow Valley Ltd. Development Permit Application
 - 8.2 Other Matters
- 9. Correspondence**

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

11. Adjournment

Town of Kensington
Minutes of Regular Council Meeting
Monday, April 9, 2018
7:00 PM

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

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

Visitors: Colin MacLean – Journal Pioneer
Ralph & Valerie Wadman
Shelly Tamtom – Kensington Heritage Library

Regrets: Councillor Pickering

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members, staff and visitors. Mayor Caseley made a presentation to thank Ralph Wadman, who served as the towns public works supervisor for over thirty years, congratulations on your recent retirement.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Doucette, seconded by Councillor Mill to approve the tentative agenda for the April 9, 2018 regular meeting of Town Council with the addition of item 8.1.7 - Tax Rate Groups Bylaws - Second Reading and Formal Adoption. Unanimously carried.*

3. Declaration of Conflict of Interest

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

3.2 Mayor Caseley declared a conflict with an item in correspondence.

4. Delegations / Presentations

4.1 Librarian, Shelley Tamtom from the Kensington Heritage Library, made a presentation to Town Council on Library operations for 2017.

5. Approval of Minutes of Previous Meeting

- 5.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to approve the minutes from the March 12, 2018 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

- 6.1** March 12, 2018 Regular Council Meeting - *Nil*

7. Reports

7.1 CAO's Report

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

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Mill, seconded by Councillor Spencer to approve the February 2018 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 Doucette, seconded by Councillor MacLean to approve the February 2018 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

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

7.5 Bills List

- 7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor MacLean to approve the February 2018 Bills in the amount of \$162,266.43. 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 2018. Unanimously carried.*

7.7 Community Gardens Complex Report

7.7.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the Community Gardens Complex report for the month of February 2018. Unanimously carried.*

7.8 Mayor's Report

7.8.1 *Moved by Councillor Mill, seconded by Councillor Spencer to approve the Mayors report for the month of April 2018 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 provided updates on the Federation of PEI Municipalities activities over the previous month. FPEIM is currently in the process of reviewing their constitution for their upcoming AGM.

7.9.2 Deputy Mayor Mann provided updates on activities of the Kensington & Area Chamber of Commerce over the previous month. The Presidents Dinner will be held on April 25 at the Emerald Community Centre. The Chamber recently welcomed Julia Cameron as their new Membership and Events Co-Ordinator.

8. New Business

8.1 Request for Decisions

8.1.1 Town Hall Flooring

8.1.1.1 *Moved by Councillor Doucette, seconded by Councillor Mill*

BE IT RESOLVED THAT Town Council award a contract to Town 'N Country Carpet One to supply and install flooring at the town administrative office as per their quote dated March 16, 2018 in the amount of \$4,986.27 HST included. Unanimously carried.

8.1.2 KFD Bunker Gear Purchase

8.1.2.1 *Moved Councillor Mill, seconded by Councillor Doucette*

BE IT RESOLVED THAT Kensington Town Council approve the purchase of five (5) sets of bunker gear from T&K Fire Ltd. as per their quote dated March 7, 2018 in the amount of \$13,650.00 plus HST. Unanimously carried.

8.1.3 Development Control Bylaw Amendment - Application – Portion of PID No. 880880 (Lot 28 of Proposed Subdivision) – Second Reading and formal Adoption

8.1.3.1 *Second Reading*

Moved by Deputy Mayor Mann, seconded by Councillor Spencer

WHEREAS a request has been received from Pam James, owner of PID No 880880, on behalf of P&G Developments, to amend the Town of Kensington Development Control Bylaw to re-zone a portion of their property (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution;

AND WHEREAS a public meeting was held on March 5, 2018 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

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

AND WHEREAS the bylaw amendment was read and approved a first time at a regular meeting duly held on March 12, 2018;

BE IT RESOLVED THAT Kensington Town Council give second reading to amend the Zoning and Subdivision Control Bylaw to re-zone a portion of PID No. 880880 (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution.

Unanimously carried.

8.1.3.2 *Approval of Second Reading*

Moved by Deputy Mayor Mann, seconded by Councillor Mill

WHEREAS a request has been received from Pam James, owner of PID No 880880, on behalf of P&G Developments, to amend the Town of Kensington Development Control Bylaw to re-zone a portion of their property (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution;

AND WHEREAS a public meeting was held on March 5, 2018, in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application in consultation with DV8 Consulting, and are recommending that Town Council proceed with the bylaw amendment (re-zoning);

AND WHEREAS the bylaw amendment was read and approved a first time at a regular meeting duly held on March 12, 2018;

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

BE IT RESOLVED THAT Kensington Town Council approve second reading to amend the Zoning and Subdivision Control Bylaw to re-zone a portion of PID No. 880880 (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution.

Unanimously carried.

8.1.3.3 Formal Adoption

Moved by Deputy Mayor Mann, seconded by Councillor Spencer

WHEREAS a request has been received from Pam James, owner of PID No 880880, on behalf of P&G Developments, to amend the Town of Kensington Development Control Bylaw to re-zone a portion of their property (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution;

AND WHEREAS a public meeting was held on March 5, 2018, in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application in consultation with DV8 Consulting, and are recommending that Town Council proceed with the bylaw amendment (re-zoning);

AND WHEREAS the bylaw amendment was read and approved a first time at a regular meeting duly held on March 12, 2018;

AND WHEREAS the bylaw amendment was read and approved a second time at this meeting;

BE IT RESOLVED THAT Kensington Town Council approve second reading to amend the Zoning and Subdivision Control Bylaw to re-zone a portion of PID No. 880880 (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution.

Unanimously carried.

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

Moved by Deputy Mayor Mann, seconded by Councillor Spencer

WHEREAS a request has been received from Pam James, owner of PID No 880880, on behalf of P&G Developments, to amend the Town of Kensington Development Control Bylaw to re-zone a portion of their property (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting and the Province of PEI (Department of Transportation), and are recommending that Town Council proceed with the Official Plan Land Use Map amendment;

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 a portion of PID No. 880880 (Lot 28 – Proposed Subdivision) from Multi-Unit Residential (R3) to Commercial (C1) for the purpose of constructing and operating a financial institution, be hereby approved.

Unanimously carried.

8.1.4 *Borrowing Bylaw*

8.1.4.1 *First Reading*

Moved by Deputy Mayor Mann, seconded by Councillor Mill,

WHEREAS Sections 164 – 166 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enable municipalities to provide by bylaw, for the borrowing of money for the purpose of capital expenditures and to finance operating expenditures on a short-term basis through the adoption of a bylaw for those purposes.

BE IT RESOLVED that the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) be hereby read a first time.

Unanimously carried.

8.1.4.2 *Approval of First Reading*

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

WHEREAS Sections 164 – 166 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enable municipalities to provide by bylaw, for the borrowing of money for the purpose of capital expenditures and to finance operating expenditures on a short-term basis through the adoption of a bylaw for those purposes.

WHEREAS the Borrowing Bylaw (Bylaw # 2018-02) was read a first time at this meeting;

BE IT RESOLVED that the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) be hereby approved.

Unanimously carried.

8.1.5 Collaborative Aerial Photo and GIS Data Project

8.1.5.1 Moved by Councillor Doucette, seconded by Councillor MacLean

THAT the Town of Kensington, in conjunction with the City of Summerside and the Town's of Stratford, Cornwall and Montague make application to the Municipal Strategic Component of the Gas Tax Program to fund the "Collaborative GIS Aerial Photo and Data Project."

Further, Kensington Town Council understands and commits that it will be responsible for its designated share of the total eligible costs of the project, and will assume responsibility for any and all operating and maintenance costs resulting from the project.

Unanimously Carried.

8.1.6 Public Works Building Roof Replacement

8.1.6.1 Moved by Councillor Spencer, seconded by Councillor Doucette

BE IT RESOLVED THAT Kensington Town Council approve the public works building roof replacement to Mallett Exteriors as per their quote dated March 9, 2018 in the amount of \$7,353.60 plus HST. Unanimously carried.

8.1.7 Tax Rate Groups Bylaws - Second Reading and Formal Adoption

8.1.7.1 Second Reading

Moved by Deputy Mayor Mann, seconded by Councillor MacLean

WHEREAS Subsection 8(1) of the Real Property Tax Act,

R.S.P.E.I. 1988 c. R-5, provides the authority for Town Council to establish tax rates.

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

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

AND WHEREAS the Tax Rate Groups Bylaw (Bylaw #2018-01 was read and approved a first time at a town council meeting held on March 12, 2018.

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

Unanimously carried.

8.1.7.2 *Approval of Second Reading*

Moved by Deputy Mayor Mann, seconded by Councillor Mill

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

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

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

AND WHEREAS the Tax Rate Groups Bylaw (Bylaw #2018-01 was read and approved a first time at a town council meeting held on March 12, 2018.

AND WHEREAS the Tax Rate Groups Bylaw (Bylaw #2018-01) was read a second time at this meeting.

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

Unanimously carried.

8.1.7.3 Formal Adoption

Moved by Deputy Mayor Mann, seconded by Councillor Doucette

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

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

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

AND WHEREAS the Tax Rate Groups Bylaw (Bylaw #2018-01) was read and approved a first time at a town council meeting held on March 12, 2018.

AND WHEREAS the Tax Rate Groups Bylaw (Bylaw #2018-01) was read and approved a second time at this meeting.

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

Unanimously carried.

8.2 Other Matters

8.2.1 Councillor Spencer and Councillor MacLean addressed concerns on current road conditions throughout Town. Mr. Baker confirmed that residents can contact the Department of Transportation to report any road concerns.

8.2.2 Mayor Caseley requested that Councillors, staff and members of the public observe a moment of silence in honor of the victims of the tragic bus accident of the Humboldt Broncos Hockey Team. The Town's flags will be set at half

mass for 15 days, one day to represent each of the 15 lives that were lost in the tragic accident.

Moved by Councillor Mill, seconded by Councillor Spencer to send a letter of condolence to the City of Humboldt Mayor Muench & Council on the recent bus accident involving the Humboldt Broncos Hockey Team. Unanimously carried.

9. Correspondence

- 9.1** An email from Gail Mueller requesting town pins and a financial donation to the ACLC PEI Air Cadets.

Moved by Councillor Spencer, seconded by Councillor Doucette to provide the ACLC PEI Air Cadets with 100 Town of Kensington pins. Unanimously carried.

- 9.2** A Thank You letter from PEI Crime Stoppers for the Town's recent financial donation.
- 9.3** A Thank You letter from Team PEI Booster Club for the Town's recent financial donation to the 2018 Special Olympics National Summer Games & Bowling Championship.
- 9.4** A Thank You note from the Kensington Novice A Junior Vipers for the Town's recent support in the First Annual Shane Cormier Memorial Meltdown held at the Community Gardens Complex.

Mayor Caseley declared a conflict and excused himself from the Council Chamber at 8:30 pm. Deputy Mayor Mann filled in as Chair.

- 9.5** An email from Claire Caseley Smith on behalf of the Saults Gymnastics Club requesting the Town's financial support as they are hosting the Atlantic Gymnastics Championships in April.

Moved by Councillor Doucette, seconded by Councillor Spencer to donate \$300 to the Saults Gymnastics Championships as Atlantic Gymnastic Competition held at the Credit Union Place on April 20-21, 2018. Unanimously carried.

Mayor Caseley returned to the Council Chamber and resumed his seat as Chair at 8:35 pm.

- 9.6** A Thank You note from the Kensington-Bedford Peewee Hockey Exchange.
- 9.7** An advertising request from the Journal Pioneer. – *No action.*
- 9.8** A letter from Shadow Minister for Natural Resources, Shannon Stubbs requesting the Town's support with her Motion 167 in the House of Commons asking the Standing Committee on Public Safety and National Security to assess crime in rural communities across Canada.

Moved by Councillor Mill, seconded by Councillor Doucette that the Town of

Kensington provide a statement of support to Motion 167 as requested by Shadow Minister for Natural Resources, Shannon Stubbs. Unanimously carried.

Colin MacLean excused himself from the Council Chamber at 8:43 pm.

10. In-Camera

10.1 *Moved by Councillor Mill, seconded by Councillor MacLean to commence into a Committee of the Whole meeting at 8:43 PM to discuss a matter of human resources/ contractual nature. Unanimously carried.*

10.2 *Move by Councillor Doucette, seconded by Councillor Spencer to come out of the Committee of the Whole meeting at 9:06 PM. Unanimously carried.*

10.3 *Moved by Deputy Mayor Mann, seconded by Councillor Mill to accept the proposed collective agreement between the Town of Kensington and the CUPE Local 4893 effective April 2016 - April 2021 as negotiated. 3 for – 2 against (MacLean & Spencer) Motion carried.*

11. Adjournment

Moved by Councillor Mill, seconded by Councillor MacLean to adjourn the meeting at 9:09 PM. Unanimously carried.

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Committee of Council - May 2018		
Item #	Project/Task	Status
1	Emergency Measures Organization	I hope to bring forward information to the May meeting of Committee of Council in regards to this initiative.
2	Exempt Staffing Policy	NO UPDATE - A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.
3	Town Hall Flooring Replacement	Work is ongoing to replace the flooring in the Town Hall Administration Office.
4	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	I have spoken to the Province, the homeowner and the sign manufacturer regarding the relocation of the sign. Over the next week I will mark the new location with the affected homeowner and the province. Once the exact location is confirmed Auto Trim will relocate the sign.
5	Keeping Backyard Chickens	Correspondence has been included with the tentative agenda package. If Councillors desire to allow back yard chickens, it is recommended that staff be directed to draft appropriate regulations.
6	Financial Policy Development	NO UPDATE The Deputy Administrator continues to work on financial related policy development as time permits. Policies will be brought forward to Town Council as they are completed.
7	Wellfield Protection Plan	The project has been awarded to the Kensington North Watershed Association. Work has commenced on the project.
8	Procedural Bylaw	It is anticipated that a draft 'revised' procedural bylaw will be presented at the May Committee of Council meeting.
9	Crossing Guard Volunteers	NO UPDATE Direction was provided by Town Council to contact three volunteers who have expressed interest in the volunteer crossing guard positions. To date, this has not been completed.
10	Fire Department Policy Development	Drafts of both the Standard Operating Guidelines and the Fire Department Master Plan have been provided by the consultant. It is hoped that the final draft can be presented to Town Council for approval at the May or June Committee of Council meeting.
11	Zamboni Replacement	A request for decision has been circulated with the tentative agenda package.
12	Conflict of Interest Bylaw	NO UPDATE Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.
13	Street Transfer to Province of PEI	All required information has been provided to the Province of PEI. We continue to wait for the transfer documents to be completed. The Province have been out to review the Town's Street Sweeper to determine whether or not they will consider its purchase.
14	CGC Naming Rights	Signage should arrive shortly. Three signs are proposed, one for the façade of the rink, one for the lit sign at the road and another for the wall in the rink below the fitplex. I have had an initial discussion with the manager of the MBCU in regards to an official unveiling however at this point in time nothing firm has been scheduled.
15	Credit Union Centre Zamboni Replacement	A Request for Decision has been circulated with the tentative agenda package recommending Council's award of the project, borrowing of the required funds and disposal of the 2007 Zamboni.
16	Council Code of Conduct Bylaw	NO UPDATE Council currently possesses a Code of Conduct however it is not in Bylaw form. Staff will draft the necessary Bylaw and present to Town Council upon completion.
17	BST Multi Unit Development	NO UPDATE It is understood that this project will move forward in 2018. All permitting for the water and sewer connection has been completed by the developer though IRAC and the Provincial Department of Environment.
18	Rail Yards Clock Repair	NO UPDATE A copy of the wiring schematic for the clock has been provided to the electrician. He will review the information provided and determine how to make (and keep) the clock operational.
19	Canada Post Sign - Corner of Victoria/Broadway	Correspondence has been received from Canada Post indicating that a new sign is expected to be installed by the end of June, 2018. I am informed that a firm date will be provided once it is confirmed. The Province has committed to staying on top of this issue.
20	Access to Information and Protection of Privacy Bylaw	The Town currently possesses an Access to Information Bylaw however it will be required to be re-drafted to ensure it complies fully with the new Act. The Bylaw will be drafted by staff and presented to Town Council upon completion. It is understood that the Province of PEI are currently in the process of reviewing their Freedom of Information and Protection of Privacy Act.
21	Records Retention and Disposition Bylaw	Required under the new MGA. The Bylaw will be drafted by staff and presented to Town Council upon completion.

Item #	Project/Task	Status
22	Letter to Contractors Re: Development Permits	NO UPDATE A letter has been drafted and finalized however it was identified that it may be beneficial to include information from the Architects Association of PEI on their development requirements. I have reached out to the Association however I have not heard back as of the writing of this report.
23	Strategic Plan Development	A Request for Decision has been circulated with the tentative agenda package recommending Council's award of the project.
24	Flag and Proclamation Policy	NO UPDATE Staff are working on a Flag Policy and Proclamation Policy. It was initially thought that a draft could be brought to February's Committee of Council meeting however time did not permit this. Some initial research has been completed however nothing has been drafted to date.
25	Procurement Bylaw	The Town currently possesses a Procurement Policy however it will need to be re-drafted in Bylaw form. The Policy will be reviewed and re-drafted in the form of a Bylaw and presented to Town Council upon completion.
26	Signage	The map stop sign at the Rail Yards has been upgraded with a new roof and will be painted as soon as the weather permits. The Province are in the process of changing the graphics on their side of the sign. The Town will have to review and update their side as well. No work has been done in this regard as of yet. Sign Station are currently working on a mock-up for a re-design of the main railyards sign. The Province has committed to providing new purposed blue signs at the entrances to town to provide visitors with an indication of the types of services in the town.
27	Employee Code of Conduct	A Code of Conduct for staff will be drafted and presented to Town Council for approval upon completion.
28	Various MGA Immediate Requirements	The Tax Rate Bylaw has been completed. Work continues on other Bylaws required under the new MGA
29	Annexation of Lands of M.S. Woodside's Ltd.	IRAC have posted the required notice in the Journal Pioneer requesting written comments on the application for a 30 day period. If no objections are received it is anticipated that no public hearing would be required and the application can proceed.
30	Victoria Street West Sidewalk Replacement	The required application, reprofiling the town's gas tax allotment has been provided to the Infrastructure Secretariat to move funds from the Pleasant Street Resurfacing Project to the Victoria Street West Sidewalk Replacement Project. I have met with WSP to determine project requirements, alignment, etc. Further information will be provided once approval of the fund reprofiling has been approved.
31	KISH Fuel Tank	Information has been provided under this month's Mayor's Report.
32	Immigration - PNP Community Endorsement	Several meetings have been held since my last report. This continues to consume a considerable amount of time however I have limited the number of meetings due to other competing priorities. It is hoped that a meeting will be held over the next month or two with the Province to discuss the program. It is understood that several municipalities have expressed concern regarding the volume of time required to accommodate the meetings.
33	Collective Bargaining Negotiations	the 2017-2021 CBA is scheduled to be signed the week of May 14th.
34	Official Plan and Zoning Bylaw 5 Year Review	The funding application to the Municipal Strategic Component of the Gas Tax Program has been submitted to the Province. To date, no response to the application has been received. Once (and if) funding approval is received a RFP will be drafted to move the project forward.
35	Bunker Gear - Fire Department	I understand the purchase has not yet been made.
36	Public Works Roof Replacement	Contract has been awarded to Mallet Exteriors as per Town Council's direction. Work is scheduled to begin shortly.
37	Borrowing Bylaw	A Request for Decision has been circulated with the tentative agenda package requesting Council's consideration of giving the Bylaw second reading and formal adoption.
38	P&G Developments Lot Consolidation	A Request for Decision has been circulated with the tentative agenda package.
39	Speed Radar Sign	I have contacted the manufacturer about the delay in receiving the require part to repair the sign. It is hoped that the part will arrive shortly.
40	2018 Municipal Election	A request for decision has been provided with the tentative agenda package recommending the appointment of a Municipal Electoral Officer and Deputy Electoral Officer.
41	Transport Container on Legion Property	I have reached out to the Kensington Legion in regards to the transport container located on their property. Further information will be provided as it becomes available.

Item #	Project/Task	Status
42	Proclamation for National Health and Fitness Day	Completed as per Council's direction
43	Signage on Dog Park Fence	No action has been take on this to date.

Fire Department Occurrence Report 2017

[illegible]

[illegible]

[illegible]

[illegible]

Police Report March 2018

KPS received 3 false alarms during the month.

March 3 @0800hrs – Post office, patrol attended and it was found that the property owner was showing clients the property.

March 3 @0944hrs – K9 Cuts, alarm cancelled and patrol did not attend.

March 8 @0731 – Kensington Legion, patrol attended, could not locate or make contact with keyholder.

Year To Date Approved Development Permits Summary Report
2018

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Single Family Dwelling				1										1	
New Residential Accessory Structure	1			1										2	
New Residential Deck/Fence/Pools				1	1									2	
New Semi Detached Dwelling				1										1	
Total:				1										6	

Total Estimated Construction Value
\$45,000.00
\$12,500.00
\$7,000.00
\$300,000.00
\$364,500.00

For the period April 10, 2018 to May 10, 2018

Residential Accessory Structure											
05-18	04/27/2018	79764	Donnie Mugford - 26 School Street	902-439-7141	Approved	New	Residential Accessory Structure		\$2,500.00	05/02/2018	06/04/2018
			26 School Street				Description:	Construct new storage shed			

06-18	05/01/2018	77560	Gary Hickey - 13 Broadway Street	902-836-4162	Approved	New	Residential Deck/Fence/Pools	\$5,000.00	05/01/2018	06/30/2018
			13 Broadway Street S				Description:	Construct a 10' fence in back yard		
04-18	04/23/2018	79616	Heather Paynter - 3 MacLean Ave	902-836-3831	Approved	New	Residential Deck/Fence/Pools	\$2,000.00	04/23/2018	06/29/2018
			3 MacLean Ave				Description:	Construct new front steps and side deck		

03-18	04/17/2018	801590	Jason & Tammy Rice - 9 Sunset Cres.	902-439-7991	Approved	Addition	Single Family Dwelling	\$45,000.00	04/30/2018	06/29/2018
			9 Sunset Cres.				Description:	Construct an attached two car garage		

Sub Total: \$45,000.00

Total: \$54,500.00



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

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

For Office Use Only	
Permit #:	
Date Received:	April 26/18
Date Approved:	
PEI Planning:	
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 26 School Street Property Tax Number (PID): 79764-000
Lot No.: _____ Subdivision Name _____ Current Zoning: _____
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
There is the main house and a mini barn

Land Purchased from _____ Year Purchased _____

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____	Acreage <u>.215 acres</u>
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

2. Contact Information

APPLICANT Name: Donnie Mugford Address: 26 School Street
Phone: 902-439-7141 Cell: _____ Kensington
Email: mugford@pei.sympatico.ca Postal Code: C0B 1M0

Same as Above: ☐ Name: Fraser Mann Address: 1 Yonge Street
OWNER Phone: 416-274-2243 Cell: _____ Toronto, ON
Email: fraser@mannsymons.com Postal Code: M5E 1W7

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

3. Infrastructure Components

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____

Detailed Project Description: Building will be a movable storage building.

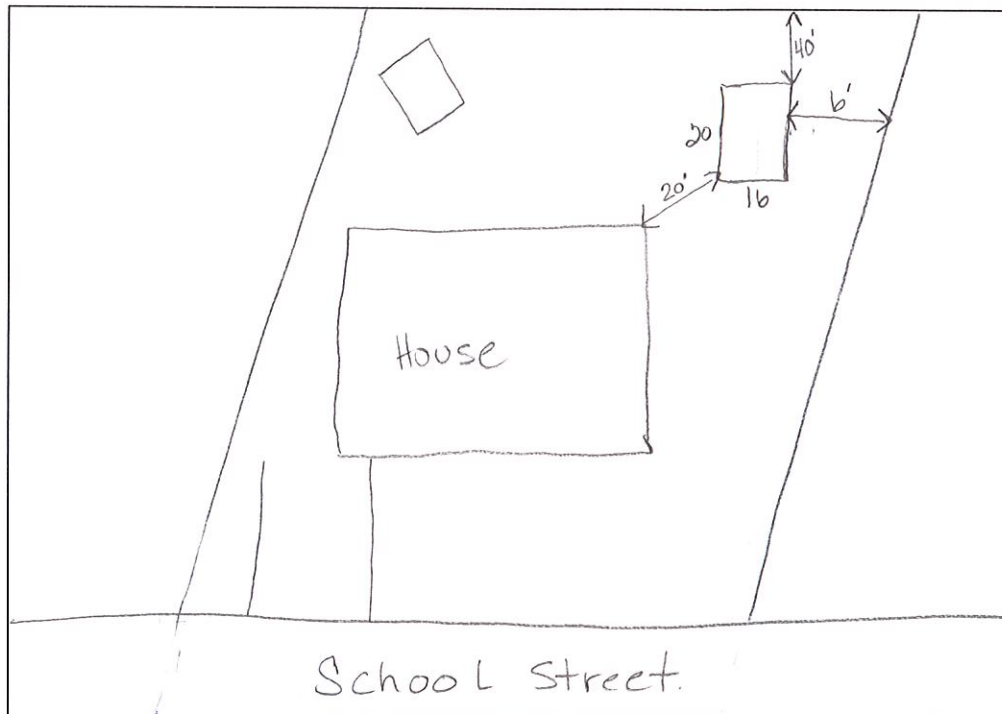
Estimated Value of Construction (not including land cost): \$2500

Projected Start Date: May 2, 2018

Projected Date of Completion: May 4, 2018

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.



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant

Date:

April 26/18

Kim Caseley

From: Fraser Mann <fraser@mannsymons.com>
Sent: April 26, 2018 2:40 PM
To: kcaseley@townofkensington.com
Cc: mugford@pei.sympatico.ca
Subject: FW: 26 School Street, Kensington, PEI

Hello,

I understand that Cathrina and Donnie Mugford, who are long-term tenants of the above-mentioned property owned by me, wish to construct a moveable building of 14 by 20 feet in length in the back yard of the property. Provided that the building is constructed in accordance with all applicable by-laws and regulations, I approve its construction.

Regards,

Fraser Mann
Mann Symons LLP
1 Yonge Street, Suite 1801
Toronto, Ontario M5E 1W7

Telephone: (416) 274-2243

mannsymons.com





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

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

For Office Use Only	
Permit #:	06-18
Date Received:	April 30 / 18
Date Approved:	May 1, 2018
PEI Planning:	May 8, 2018
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: B, Broadway South. Property Tax Number (PID): 77560
Lot No.: _____ Subdivision Name _____ Current Zoning: R-3
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
House and shed

Land Purchased from _____ Year Purchased _____

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

2. Contact Information

APPLICANT Name: Gary Hickey Address: Box 342, Kensington
Phone: 836-4162 Cell: 888-7516 B, Broadway South.
Email: _____ Postal Code: COB 1M0

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

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

3. Infrastructure Components

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

4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other Wood pres. treated

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____

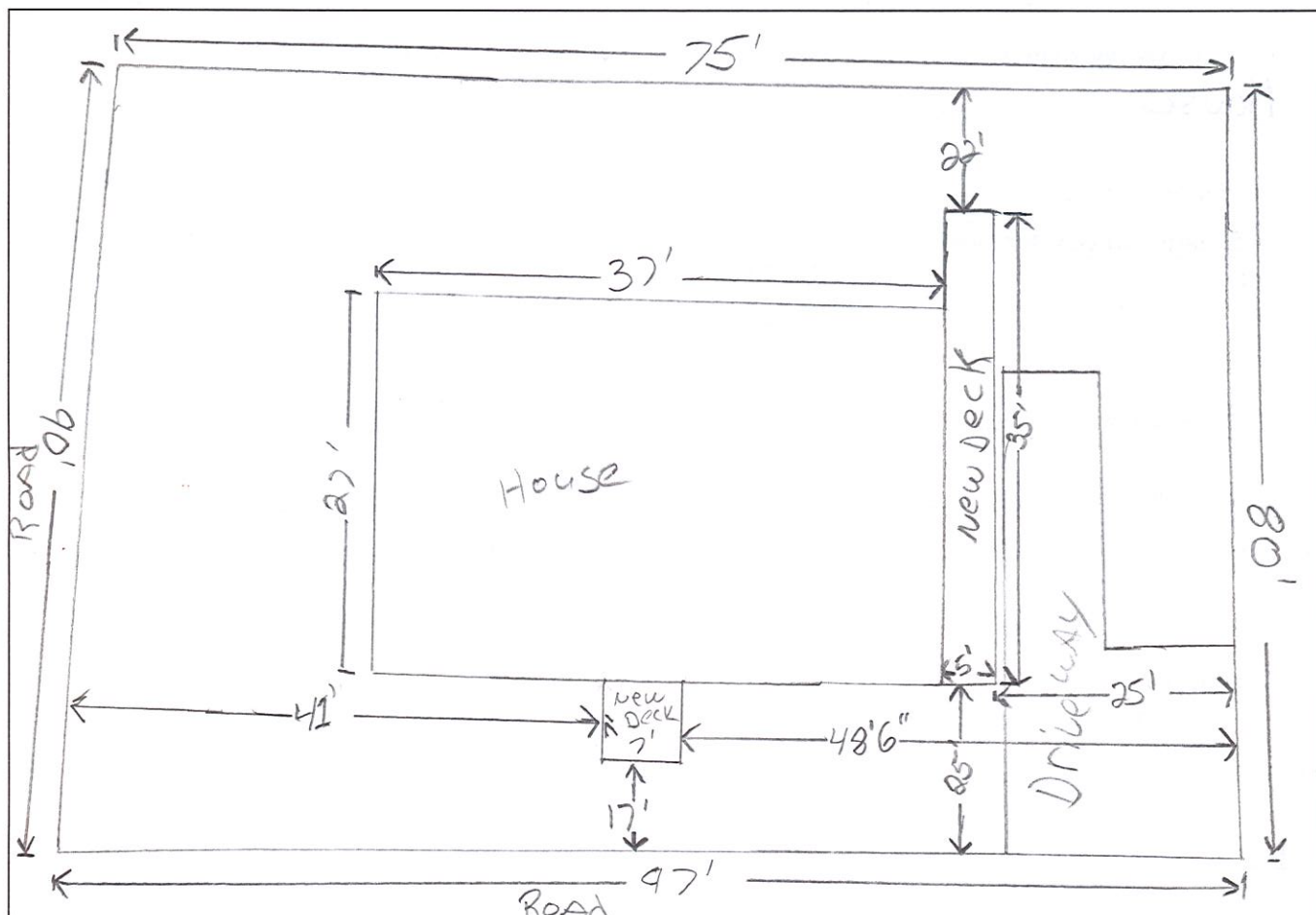
Detailed Project Description: Building new Front Door Step and new deck
on side of House

Estimated Value of Construction (not including land cost): \$2000.00

Projected Start Date: April 2018 Projected Date of Completion: June 2018

Please provide a diagram of proposed construction:

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



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant Heather Payne Date: April 23, 2018



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

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

For Office Use Only	
Permit #:	04-18
Date Received:	April 23/18
Date Approved:	April 23/18
PEI Planning:	April 30/18
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 3 MacLean Avenue Property Tax Number (PID): 79616
Lot No.: _____ Subdivision Name _____ Current Zoning: R1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
House

Land Purchased from _____ Year Purchased _____

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

2. Contact Information

APPLICANT Name: Heather Paynter Address: 3 MacLean Avenue
Phone: 902-836-3831 Cell: 902-439-5135 Kensington
Email: Shining-STAR-heather@hotmail.com Postal Code: C0B 1M0

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

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

3. Infrastructure Components

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

4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☒ Other new Decks

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____

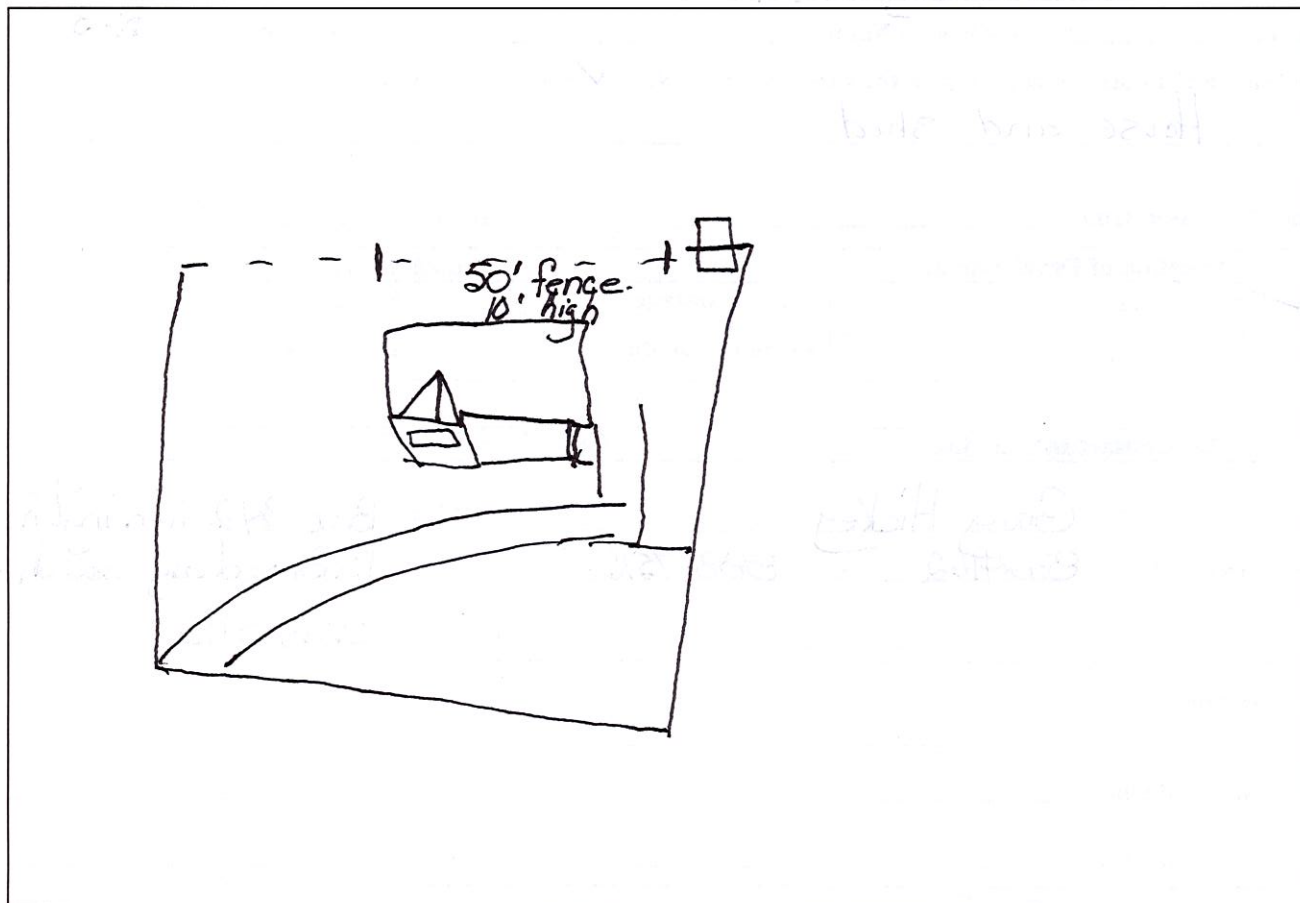
Detailed Project Description: Construct 10' high wooden fence.
50' long across back yard.

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

Projected Start Date: May 2018 Projected Date of Completion: June 2018

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.



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant

Mary Hickey

Date:

Apr 30/18



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

For Office Use Only	
Permit #:	03-18
Date Received:	April 13, 2018
Date Approved:	April 17, 2018
PEI Planning:	April 17, 2018
Permit Fee: \$	200.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 9 Sunset Cres. Property Tax Number (PID): 814590-000
Lot No.: _____ Subdivision Name: _____ Current Zoning: R1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
House, fence, pool, play structure.
Land Purchased from: _____ Year Purchased: _____

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

2. Contact Information

APPLICANT Name: Jason & Tammy Rice Address: PO BOX 935 Kensington
Phone: 439-7991 Cell: 439-1274 9 Sunset Cres.
Email: jrice@bellaliant.net Postal Code: C0B 1M0
Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____
CONTRACTOR, ARCHITECT OR ENGINEER Name: John Kelly Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>3</u>	<u>2</u>	Width <u>26</u> Length <u>23</u>

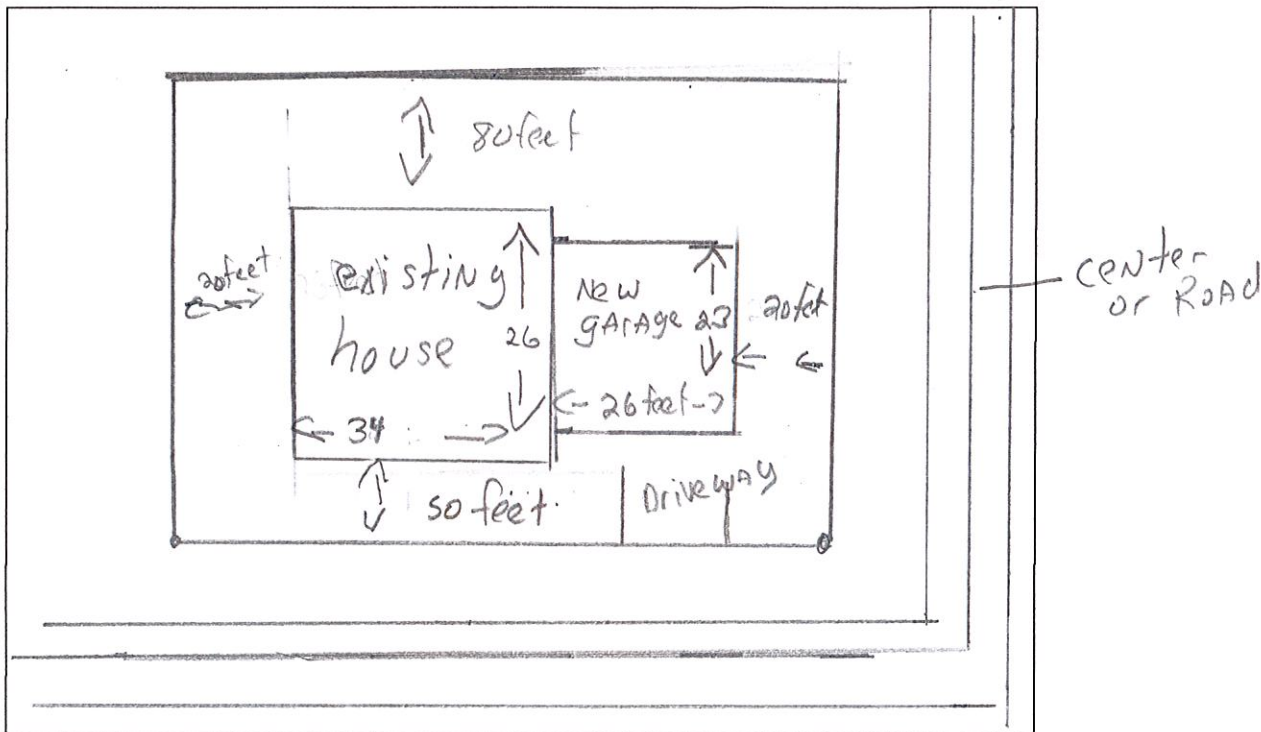
Detailed Project Description: 2 car garage

Estimated Value of Construction (not including land cost): 45,000

Projected Start Date: end of April Projected Date of Completion: end of June

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.



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant T. Rice Date: Apr. 13, 2018

Town of Kensington Bills List March 2018

ACT Hydraulics	1257	\$386.92
ACT Hydraulics	1262	\$499.12
Amalgamated Dairies Limited	4918058024	\$39.23
Amalgamated Dairies Limited	4918062010	\$30.52
Amalgamated Dairies Limited	4918065026	\$30.76
Amalgamated Dairies Limited	4918078022	\$18.73
Amalgamated Dairies Limited	4918075023	\$53.04
Amalgamated Dairies Limited	4918071020	\$33.73
Amalgamated Dairies Limited	4918082023	\$34.58
ADL Foods	2339123	\$459.62
ADL Foods	2339722	\$1,029.69
ADL Foods	2340363	\$955.26
ADL Foods	2341634	\$685.61
ADL Foods	2340993	\$618.60
Aliant	5963655	\$30.48
Aliant	5960570	\$228.02
Anderson Automotive	40603	\$621.00
Anderson Automotive	40667	\$1,103.83
Andrew Griffin	MARCH 2018 RRSP	\$826.30
Atlantic Mayors' Congress	APR - MAR 2019	\$750.00
Bell Mobility	2-378857	\$201.25
Bell Mobility	2-378318	\$201.25
Bell Mobility	2-1006123	\$494.50
Brenda MacIsaac	MARCH 2018 RRSP	\$409.50
Capital "T" Electric	491	\$396.96
Capital "T" Electric	499	\$181.23
Centennial Practicar	14042	\$178.19
Centennial Practicar	14012	\$257.38
Combat Computer Inc	38003	\$575.00
Combat Computer Inc	38275	\$43.13
Combat Computer Inc	37732	\$43.13
Combat Computer Inc	37853	\$345.00

Commercial Construction	APRIL 1, 2018	\$5,150.85
Cumings Fire & Safety Equipment Ltd	90870	\$325.45
Canadian Union of Public Employees	MARCH 2018	\$723.19
D Alex MacDonald	55104	\$19.01
Davtech Analytical Services (Canada) Inc	101993	\$714.86
Doug Killam	14007 HOODIE	\$41.48
DV8 Consulting	DV8-18-K01	\$388.13
Eastlink	04605502	\$133.08
Eastlink	04659745	\$71.78
Eastlink	04713315	\$66.07
Eastlink	04838812	\$23.00
Eastlink	04838174	\$600.53
Eastlink	04866082	\$129.84
Eastlink	04838489	\$83.89
Elizabeth Hubley	Feb & Mar Rent	\$1,540.00
Frito Lay Canada	43759019	\$155.49
Frito Lay Canada	43759117	\$121.08
Frito Lay Canada	43758811	\$119.00
Geoff Baker	MARCH 2018 MILEAGE	\$326.38
Girl Guides of Canada	2018 DONATION	\$2,000.00
Battlefield Equipment Rentals	5323023 001	\$81.45
Battlefield Equipment Rentals	5324364 001	\$120.15
Battlefield Equipment Rentals	5325408 001	\$80.11
Battlefield Equipment Rentals	5326511 001	\$116.10
Holland College	540355	\$2,400.00
Holland College	540349	\$126.50
Irving Oil	185720	\$211.54
Irving Oil	121974	\$493.73
Irving Oil	400683	\$92.35
Irving Oil	646078	\$405.98
Irving Oil	726419	\$421.87
Irving Oil	746223	\$466.58
Irving Oil	741497	\$291.87
Irving Oil	800820	\$269.77

Irving Oil	273050	\$60.83
Irving Oil	265276	\$332.73
Irving Oil	447302	\$462.67
Irving Oil	244937	\$675.29
Irving Oil	482436	\$299.37
Irving Oil	650309	\$462.67
Irving Oil	531551	\$219.72
Irving Oil	32303445	\$501.63
Irving Oil	32297578	\$191.62
Irving Oil	1242/1524	\$1,115.90
Irving Oil	32309626	\$156.78
Irving Oil	001702	\$11.50
Irving Oil	0461231	\$354.20
Irving Oil	23731	\$360.13
Irving Oil	32321337	\$535.32
Irving Oil	32315467	\$160.28
Island Petroleum	7618	\$502.38
Island Petroleum	0088	\$470.94
Island Petroleum	8200	\$372.56
Island Petroleum	1453	\$514.65
Island Petroleum	6332	\$185.15
Island Petroleum	4779	\$365.70
Island Petroleum	3529	\$473.36
Island Technology Professionals	816	\$140.00
Johnstons Towing & Wrecker Service	23188	\$184.00
K&D Pratt	156242	\$552.00
Kays Wholesale	Z02044	\$393.56
Kays Wholesale	Z02038	\$299.23
Kays Wholesale	Z02029	\$538.73
Kelly's Carpentry & Seamless Gutters	040	\$498.26
Kensington Agricultural Services	4571	\$27.76
Kensington Figure Skating Association	KENS CASH MARCH 18	\$500.00
Kensington Minor Hockey	KEN CASH MARCH 18	\$500.00
Kent Building Supplies	1038392	\$103.63

Kent Building Supplies	1038673	\$12.16
Kim Mullett	APA - MILEAGE	\$31.96
Kensington Intermediate Senior High School	VOLLEYBALL DONATION	\$1,000.00
Kensington Metal Products Inc	41573	\$714.43
Langille Sharpening Service Inc	59925	\$103.50
Langille Sharpening Service Inc	59763	\$103.50
Lewis Sutherland	MARCH 2018 RRSP	\$971.76
Lewis Sutherland	MAR 6 BRIDGE & FEES	\$55.00
Lewis Sutherland	MAR 2018 MILEAGE	\$133.01
MacInnis Express (1983) Ltd	190376	\$98.14
MacInnis Express (1983) Ltd	189850	\$98.14
Maritime Electric	STREET LIGHTS MAR 18	\$2,942.69
Maritime Electric	FIRE HALL MAR 2018	\$396.06
Maritime Electric	ART CO-OP MAR 2018	\$264.58
Maritime Electric	SPEED RADAR MAR 2018	\$105.13
Maritime Electric	EVK POOL MAR 2018	\$65.45
Maritime Electric	LIBRARY MAR 2018	\$225.57
Maritime Electric	TOWN HALL MAR 2018	\$1,230.07
Maritime Electric	SENIOR CENTRE MAR 18	\$56.29
Maritime Electric	CUC SIGN MAR 2018	\$59.75
Maritime Electric	CUC RINK MAR 2018	\$7,954.99
Maritime Electric	CUC BALLFIELD MAR 18	\$28.26
Maritime Electric	PW SHOP MAR 2018	\$260.31
Maritime Electric	20 STEWART ST MAR 18	\$61.03
Maritime Electric	TRAIN STN MARCH 2018	\$596.41
Maritime Electric	CAR CHARGER MAR 18	\$44.92
Martin's River Auto Limited	MARCH 5, 2018	\$6,325.00
Malpeque Bay Credit Union	MARCH 2018 RRSP	\$2,197.78
Medacom Atlantic Inc	9639	\$251.16
Mid Isle Electric	6843	\$127.31
Mid Isle Electric	6840	\$202.40
Mid Isle Electric	6811	\$297.16
Mid Isle Electric	6860	\$3,277.50
Minister of Finance	CUC CANTEEN LICENCE	\$75.00

Minister of Finance	2015-SCF-008 REPAY	\$40,804.88
Minister of Finance	299127	\$286.42
Minister of Finance	299785	\$20.00
MJS Marketing & Promotions	2621019	\$51.75
MJS Marketing & Promotions	26260037	\$51.75
MJS Marketing & Promotions	26260027	\$115.00
Orkin Canada	8356165	\$28.75
Orkin Canada	8357143	\$62.10
Orkin Canada	1297233	\$458.85
PEI Womens Institute	GALA DINNER - MAYOR	\$75.00
Pepsico	30576753	\$1,225.46
Pitney Bowes	3200726126	\$33.53
Pitney Bowes	3200717880	\$161.01
Pitney Bowes	MARCH 6, 2018 POSTAG	\$1,500.00
Poirier Heating & Cooling Inc	06039	\$1,477.75
Princess Auto	194848	\$64.35
Revolution Media	1800-2018	\$23.00
Robert Hartlen	MARCH 2018 MILEAGE	\$79.90
Robert Wood	MARCH 2018 MILEAGE	\$159.40
Rowan Caseley	MARCH 2018 MILEAGE	\$14.10
Saltwire Network	9497	\$182.85
Saunders Equipment Ltd	71381	\$26.34
Mikes Independent	01 3142	\$28.45
Mikes Independent	03 7729	\$14.99
Mikes Independent	03 6866	\$23.90
Mikes Independent	01 5737	\$21.56
Mikes Independent	01 9099	\$20.09
Mikes Independent	03 5287	\$12.16
Scotia Securities	DOUG K MAR 2018 RRSP	\$604.30
Scotiabank Visa	1800086	\$23.00
Socan	MARCH 2018	\$212.83
Special Olympics PEI	2018 DONATION	\$250.00
Spring Valley Building Centre Ltd	189266	\$53.96
Staples	5502245870	\$523.81

Summerside Chrysler Dodge (1984) Ltd	WS12228	\$57.44
Suncor Energy Products Partnership	MARCH 2018	\$881.49
Superior Sanitation	638667	\$80.50
Superior Sanitation	638668	\$184.00
Superior Sanitation	638669	\$230.00
Superior Sanitation	638670	\$207.00
T & K Fire Safety Equipment Ltd	236018	\$262.20
T & K Fire Safety Equipment Ltd	235448	\$195.00
T & K Fire Safety Equipment Ltd	236263	\$476.79
T & K Fire Safety Equipment Ltd	235858	\$879.75
Team Ferguson	2018 DONATION	\$125.00
Team Schut	2018 DONATION	\$125.00
Telus	MARCH 2018	\$801.45
Vail's Fabric Services Ltd	303118	\$104.42
Vail's Fabric Services Ltd	301168	\$104.42
Water & Pollution Control Corporation	MARCH 2018	\$231.96
Yellow Pages Group	18-5725099	\$22.08
Subtotal		<hr/> \$126,621.38
Mar Payroll		\$127,046.68
Total Mar Bills		<hr/> \$253,668.06 <hr/>

Income Statement Comparison of Actual to Budget for Mar 2018

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$80,380.29	\$78,405.00	\$1,975.29	\$242,916.04	\$238,905.00	\$4,011.04	\$1,316,202.00	18%
Police Service	\$1,504.75	\$4,000.00	-\$2,495.25	\$6,974.55	\$12,000.00	-\$5,025.45	\$60,000.00	12%
Town Hall Rent	\$8,362.15	\$7,842.00	\$520.15	\$23,886.45	\$23,526.00	\$360.45	\$117,630.00	20%
Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0%
Sales of Service	\$35,560.80	\$37,000.00	-\$1,439.20	\$99,585.10	\$110,000.00	-\$10,414.90	\$548,900.00	18%
Subtotal Revenue	\$125,807.99	\$127,247.00	-\$1,439.01	\$373,362.14	\$384,431.00	-\$11,068.86	\$2,044,982.00	18%
GENERAL EXPENSES								
Town Hall	\$14,274.40	\$12,485.00	\$1,789.40	\$37,674.23	\$35,985.00	\$1,689.23	\$181,802.00	21%
General Town	\$37,715.81	\$52,241.00	-\$14,525.19	\$98,666.01	\$166,295.00	-\$67,628.99	\$642,995.00	15%
Police Department	\$55,128.69	\$49,545.00	\$5,583.69	\$121,232.37	\$109,777.00	\$11,455.37	\$553,994.00	22%
Public Works	\$17,397.19	\$19,712.00	-\$2,314.81	\$50,202.30	\$48,490.00	\$1,712.30	\$246,897.00	20%
Train Station	\$2,486.85	\$2,685.00	-\$198.15	\$6,807.91	\$7,905.00	-\$1,097.09	\$35,700.00	19%
Recreation & Park	\$6,537.60	\$7,025.00	-\$487.40	\$9,290.18	\$9,075.00	\$215.18	\$81,825.00	11%
Sales of Service	\$17,620.34	\$19,424.00	-\$1,803.66	\$38,079.65	\$46,870.00	-\$8,790.35	\$233,563.00	16%
Subtotal Expenses	\$151,160.88	\$163,117.00	-\$11,956.12	\$361,952.65	\$424,397.00	-\$62,444.35	\$1,976,776.00	18%
Net Income (Deficit)	-\$25,352.89	-\$35,870.00	\$10,517.11	\$11,409.49	-\$39,966.00	\$51,375.49		
Community Gardens Complex								
Community Gardens Revenue	\$40,606.10	\$40,600.00	\$6.10	\$115,560.48	\$108,800.00	\$6,760.48	\$510,700.00	23%
Community Gardens Expenses	\$43,154.85	\$45,613.00	-\$2,458.15	\$105,501.41	\$107,533.00	-\$2,031.59	\$479,186.00	22%
Net Income (Deficit)	-\$2,548.75	-\$5,013.00	\$2,464.25	\$10,059.07	\$1,267.00	\$8,792.07		
Fire Department								
Fire Revenues	\$20,770.33	\$20,613.00	\$157.33	\$62,311.04	\$61,839.00	\$472.04	\$309,195.00	20%
Fire Department Expenses	\$19,300.62	\$20,079.00	-\$778.38	\$62,844.14	\$61,687.00	\$1,157.14	\$309,195.00	20%
Net Income (Deficit)	\$1,469.71	\$534.00	\$935.71	-\$533.10	\$152.00	-\$685.10		
Consolidated Net Income (Deficit)	-\$26,431.93	-\$40,349.00	\$13,917.07	\$20,935.46	-\$38,547.00	\$59,482.46		
							\$99,720.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$47,960.26	\$47,762.00	\$198.26	\$143,793.45	\$143,286.00	\$507.45	\$716,503.00	20%
Water & Sewer Expenses	\$50,739.29	\$46,440.00	\$4,299.29	\$147,280.23	\$139,320.00	\$7,960.23	\$712,537.00	21%
Water & Sewer Net Income (Deficit)	-\$2,779.03	\$1,322.00	-\$4,101.03	-\$3,486.78	\$3,966.00	-\$7,452.78		
							\$3,966.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CREDIT UNION CENTRE MANAGER
SUBJECT: MARCH 2018 CREDIT UNION CENTRE REPORT
DATE: APRIL 20, 2018
ATTACHMENT: STATISTICAL REPORT

March 2018

Fitplex

Programming: Aerobics Programming

Hi Lo	Tuesdays 6.30pm
Boxer-fit	Thursdays 6.30pm
Multi -fit	Saturday 8.30am
Chair fit	Tuesdays and Thursdays 11.00am

Hours

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

BH Treadmill was shorting out and Spartan Athletics was in to repair. They ordered the required parts from the US and should be in mid-April. Covered under warranty.

Arena

-Hosted Provincials for Pee wee A and held a Novice A tournament

-Figure Skating ice show was held in March.

-Zamboni had a grease line jam in the vertical auger during Viper playoff game and Summerside lent a Zamboni until it was fixed. It was able to be used for the second and third periods.

-Vipers were eliminated from playoffs in the first round

Kensington Cash

March, 2018	\$210.00
	\$220.00
	\$220.00
	<u>\$230.00</u>
	<u>Total \$880.00</u>

Ball Fields

Nothing to report.

Senior Center

Nothing to report

Upcoming Events

Aaron Doyle Rec Tournament
High School Hockey Tournament
Canada Day
Harvest Festival

Town of Kensington

Credit Union Centre Monthly Statistical Data

2018

[illegible]

Town of Kensington

Credit Union Centre Monthly Statistical Data

2017

[illegible]



Mayor's Report to Town Council

May 14, 2018

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

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

Committee of Council meetings are held on the 4th Monday of each month at 6:30pm and Town Council meetings are held on the 2nd 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.

KISH Hockey Tournament – I attended the opening ceremonies of the KISH hockey tournament and brought greetings on behalf of the town. Mr. Mulligan advised there were 14 teams represented and only two schools did not have hockey teams playing.

Summerside Chamber Provincial Budget Presentation – I attended, on behalf of the Town, the presentation of the Provincial Budget by Minister MacDonald, Minister of Finance. The event was sponsored by the Summerside Chamber of Commerce.

Medical Student – The local medical center had a first year medical student for a familiarization program and requested I meet with her (Emma Barlow from Miscouche) to provide feedback on how a municipality works. I spent about 2 hours with her explaining the municipal government process and addressing her questions.

Women's Institute Spring is in the Air Gala – I attended the annual WI Spring is in the Air Banquet and fundraiser.

Minister Jordan Brown – I contacted Minister Brown and we had a discussion on the slow process with regard to the moving of the bus fueling tank at KISH. No progress was made other than what John Cummings had promised he would be willing to move it to QEES. While I do not accept this as a suitable solution, it would appear that is the best they will offer. It does at least move the problem from the 250 day zone of influence for our municipal wells but still leaves them within the 5



year zone of influence. Much better than the current location but certainly not preferred. They hang their decision of the safety features of the tank, but my concern has to do with a spill when drivers are fueling the busses. I suggest we agree to this as a temporary solution and continue to lobby for a more suitable location. They have not been able to find a suitable location and the cost to fuel up at a service station would add about \$9,000 per year to the provincial cost. I believe this to be small cost for the province but they appear immovable. At this point it may be prudent to at least protect our well field as best we can and agree to relocation to the QEES Property. This has been ongoing discussions for nearly 3 years now.

Kensington Chamber Presidents Banquet – I attended the banquet and brought greetings on behalf of the town.

Karsi and Syrian Family – Representatives of KARSİ brought the new immigrant family to Town Hall to meet with myself, Staff and the Police Chief. The family is very appreciative of everything KARSİ and the community have done. An Open house is scheduled for May 12 in the Murray Center and I would encourage you to attend and show them how friendly we are in Kensington.

Battle of the Atlantic – as Council agreed in 2017, the Town of Kensington sponsored this commemorative event and it was attended by representatives from PEI and other Atlantic Provinces. Thanks to our Kensington Police Services who provided traffic control when the attendees paraded from the Legion Memorial Gardens to the Kensington Legion for lunch hosted by the Town of Kensington.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: May 10, 2018	Request for Decision No: 2018-28 (Office Use Only)
Topic: Town of Kensington Strategic Plan – Consulting Contract	
Proposal Summary/Background: <p>At the February 2018 meeting of Town Council, direction was provided to staff to move forward with a strategic planning process for the town. A funding application was made to the Federal Government's Community Capacity Program where approval was given for 75% of the project costs up to a maximum of \$10,000.00.</p> <p>The Town issued a Request for Proposals (RFP) on April 16th for the provision of consulting services to facilitate the development of a strategic plan. The RFP closed on May 2, 2018 with seven (7) submissions being received. The submissions were reviewed independently by Mayor Rowan Caseley and the CAO. The results of the evaluation are as follows:</p> <ol style="list-style-type: none">1. BW Consulting –872. Brighter Community Planning and Consulting – 943. MRSB Consulting Services – 98.54. Beta Backer – 855. Carlos Duran – 796. Legacy Consulting Alliance – 807. MQO – 84.5 <p>A copy of the RFP is circulated with this Request for Decision. It should provide Town Councillors with a clear definition of the objectives and general work plan required to complete the project. The project is scheduled to be completed by September 1, 2018.</p> <p>Based on the review of the proposals, it is recommended that MRSB Consulting Services be awarded a contract to facilitate the development of a strategic plan for the town as their proposal was deemed to provide the best value and they are capable in all respects to complete the project.</p>	
Benefits: <ul style="list-style-type: none">• Will ensure the effective completion of the project.• Will promote a broad/unified vision for Council, staff and residents/business owners.• Will provide staff with a clear direction as resource allocation is targeted.• Will set a longer term financial path.• Will contribute to a healthy Council/staff relationship,• Will engage and inform the public• Will prioritize projects and initiatives.	
Disadvantages: <ul style="list-style-type: none">• None noted.	

Discussion/Comments:

Strategic planning is, by definition, the process by which leaders of an organization determine what it intends to be in the future and provides a map of how it will get there. It primarily involves developing a vision for the town's future and determining the necessary goals, priorities and action strategies to achieve that vision. The strategic plan is a "big picture" document that directs efforts and resources towards a clearly defined vision.

It is proposed that the current project will result in the following deliverables:

1. Define a long-term vision for the town (10 to 15 years)
2. Clearly define priorities for the next 5 years
3. Develop a clear, concise and actionable plan
4. Engage the Mayor, CAO, town staff, residents, business and community leaders in the process.

Options:

1. Award the project to MRSB Consulting Services as recommended.
2. Not award the project to MRSB and award to another proponent.
3. Not award the project.

Costs/Required Resources:

\$21,950.00 including HST

Source of Funding:**Recommendation:**

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

WHEREAS Town Council has identified the need for the Town to retain the services of a professional consultant to work with the town in the development of a strategic plan;

AND WHEREAS the Town issued a Request for Proposals requesting submissions from qualified consultants, as per the requirements of the town's Procurement Policy;

AND WHEREAS MRSB Consulting Services successfully met the requirements of the RFP process and, following a formal and independent review of all proposals, were deemed to provide best value to the Town,

BE IT RESOLVED that Kensington Town Council award a contract to MRSB Consulting Services to facilitate the development of a Strategic Plan for the Town as per their proposal dated May 2018 in the amount of \$21, 950.00 including HST.



REQUEST FOR PROPOSALS

FOR THE PROVISION OF STRATEGIC PLANNING SERVICES FOR THE TOWN OF KENSINGTON

**TOWN OF KENSINGTON
P.O. Box 418
KENSINGTON, PE
C0B 1M0**

ISSUED BY: INVITATION

PROPOSALS DUE: MAY 2, 2018

Introduction

The Town of Kensington is undertaking a process to develop its first strategic plan and is seeking proposals from qualified consultants to facilitate its development.

The Strategic Plan will define a long-term vision for the Town with clearly defined priorities for the next 5 years. The plan must be clear, concise, actionable, measurable and must engage Mayor and Council, town staff, residents and business and community leaders.

The purpose of this RFP is to solicit responses from strategic planning consultants wishing to be considered for this project to plan for the future well-being of the Town of Kensington.

Background Information

Kensington is centrally located in Eastern Prince County between Malpeque Bay and New London Bay. Route 2 (Veteran's Memorial Highway), which bisects the Town, is the major arterial highway connecting the eastern and western portions of the province. Kensington is 48km west of the Provincial Capital, Charlottetown, and 13km east of Summerside, the second largest city in the Province. It is 38km from the Confederation Bridge and 109km from the Wood Islands Ferry, connecting to Nova Scotia.

The Town has a population of just over 1600 residents. Approximately 20 percent of the population are under the age of 20 and approximately 25% are 65 years of age or older.

Throughout its history Kensington has continued to grow and to respond to the changing forces of time and in doing so has continued to thrive as a service centre. Its central location and ease of access have made Kensington an attractive place to do business. Kensington has an arterial road, a collector road and three local roads which are laid out like a spoked wheel leading to the commercial core of the Town. These roads connect Kensington to more than thirty smaller communities which make up its geographical service area. The influence of agriculture, fishing and tourism has been a major contributor to the development of the Town.

While growth constraints exist (i.e. short supply of developable commercial/industrial property), the Town is well situated to accommodate more growth. A range of retail services, excellent schools, a variety of churches and meeting places, including recreational facilities, are all located within a fairly compact downtown area. Despite the relatively rapid growth of the Charlottetown and Summerside economies, Kensington has been able to maintain a strong retail/service sector and a growing industrial base. The Town's location leaves it well positioned to continue to grow and develop. Ongoing tourism and seasonal residential growth along the north shore should also continue to strengthen the Town's commercial sector.

Local governance is provided by a Mayor and Town Council with day to day management provided by a Chief Administrative Officer. The town is responsible for the provision of the following services:

- Sewer Treatment and Collection and Central Water Supply
- Fire Protection

-
- Police Protection
 - General Government and Administration Services
 - Public Works and Maintenance Services (all road maintenance activities provided by the Province of PEI.
 - Recreation Services

Providing a rich cultural heritage and progressive attitude, the Town continues to be an attractive community in which to live, raise a family, conduct business or just to visit. Its business and services include a

- Library, community medical centre, day care facilities, dental office, physiotherapist office, veterinary clinic, pharmacy, post office;
- Gift store, flower shop, real estate office, food and beverage establishments, gas stations, hair salons, bed and breakfast facilities, and a variety of other service related businesses;
- Royal Canadian Legion, clubs, churches, schools (K–12) and fraternal organizations.

Submission Requirements

Proponents shall submit two (2) copies of their sealed proposal, clearly marked with the name of the project.

The proposals are to be submitted to:

Town Hall
Town of Kensington
P. O. Box 418
Kensington, PE
COB 1M0
Attention: Geoff Baker, CAO

no later than 4:00 pm on May 2, 2018.

Facsimile transmitted proposals will **not** be accepted. Proposals may be submitted electronically. They should be clearly labelled as Town of Kensington Strategic Plan – Request for Proposal Response, and submitted to townmanager@townofkensington.com.

All inquiries concerning this Request for Proposal are to be directed to:

Geoff Baker, CAO
Town of Kensington

P. O. Box 418
Kensington, PE
COB 1M0
Phone: 902-836-3781
Email: townmanager@townofkensington.com

General Terms and Conditions

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.
- The Town will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Town of Kensington does not bind itself to accept the lowest price, the highest scored, or any proposal submitted.
- The Town has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Proposal.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Town's opinion, provides the best potential value to the Town and is capable in all respects to perform fully the requirements of the project.
- The Town reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proposals will be evaluated as soon as practicable after the closing time.
- The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.
- The proposal shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

Evaluation

The Proposal shall include information required to rate the proposal as follows:

- A brief narrative describing the proponent's firm (or team) and the overall approach to the project. This is the proponent's opportunity to present their project methodology as well as to show an understanding of the project. It is also an opportunity to present innovative ideas or approaches to the project.
- Background and qualifications of specific staff that will work on this project. The proponent should demonstrate the experience and qualifications of staff members.

- Descriptions of relevant experience and examples of similar work performed. As part of the evaluation of the submission, the Town shall review the proponents past performance on similar projects and their references from other clients for similar projects.
- A detailed schedule that identifies when services shall be conducted, and demonstrate the project can be completed within the allotted time frame and within budget.
- A costing submission to complete the required work.

Ratings will be confidential and no details will be released to any of the other proponents. The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

Table 1 EVALUATION RATING TABLE	
Rating Factors	Weight Factor
1. Understanding of the Project	10
2. Work Plan	20
3. Project Team	20
4. Past Performance and References	15
6. Project Schedule	15
7. Cost of Services	20
MAXIMUM TOTAL POINTS	100

Scope of Work

Objectives

1. Define a long-term vision for the Town (10 to 15 years)
2. Clearly define priorities for the next 5 years
3. Develop a clear, concise, actionable and measurable plan (Implementation Strategy)
4. Engage identified stakeholders and community members, including Mayor and Town Council, the Town's CAO, Town staff, residents, business owners (including key area business owners)

Proposed Work Plan

The submission by proponents should include a detailed work plan that provides an in-depth explanation of how the work is proposed to be completed. The proposed phases of work have been defined below and the proponents should delineate as set of actions and activities to complete each phase of the work.

1. Background research and initial meeting with the Mayor, Council and CAO.
2. Environmental scan
3. Stakeholder engagement
4. Planning session with the Mayor, Council and CAO
5. Implementation planning and preparation of draft and final plan.
6. Public presentation support.

Proposed Project Schedule

RFP Issued	<i>April 16, 2018</i>
Deadline for Proposal	<i>May 2, 2018</i>
Council Award	<i>May 14, 2018</i>
Project Initiation	<i>May 28, 2018</i>
Final Delivery of Strategic Plan	<i>September 1, 2018</i>

Town of Kensington - Request for Decision

Date: May 10, 2018	Request for Decision No: 2018-29 (Office Use Only)
Topic: Appointment of Municipal Electoral Officer and Deputy Electoral Officer	
Proposal Summary/Background: <p>Municipal elections will be held on November 5, 2018 throughout Prince Edward Island. According to the <i>Municipal Government Act</i>, Town Councils are required to appoint a Municipal Electoral Officer (MEO) on or before the second Monday in May of an election year.</p> <p>Section 40 of the <i>Municipal Government Act, PEI</i> states:</p> <p><i>“A council shall by resolution, on or before the second Monday in May in each election year, and at other times as required, appoint a municipal electoral officer and a deputy municipal electoral officer to be responsible for the administration of the election.”</i></p> <p>It is recommended that the CAO be appointed as the Municipal Electoral Officer and the Deputy Administrator be appointed as the Deputy Municipal Electoral Officer.</p> <p>A copy of the election regulations is being circulated with this request for decision. Division 3 of the regulations provides for the authority and powers of the Electoral Officer.</p>	
Benefits: <ul style="list-style-type: none">• None noted.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments:	
Options: <ol style="list-style-type: none">1. Appoint the MEO and Deputy MEO as recommended.2. Appoint other individuals as MEO and Deputy MEO.	
Costs/Required Resources: N/A	Source of Funding: N/A

Recommendation:

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

WHEREAS Municipal Elections are scheduled to take place on Monday, November 5, 2018;

AND WHEREAS Town Council are required under the Municipal Government Act, to appoint a Municipal Electoral Officer and a Deputy Municipal Electoral Officer on or before May 14, 2018;

BE IT RESOLVED THAT Kensington Town Council appoint Geoff Baker, Chief Administrative Officer, as the Municipal Electoral Officer for the 2018 Municipal Election;

BE IT FURTHER RESOLVED THAT Kensington Town Council appoint Wendy MacKinnon, Deputy Administrator, as the Deputy Municipal Electoral Officer for the 2018 Municipal Election.



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

MUNICIPAL ELECTION REGULATIONS

PLEASE NOTE

This document, prepared by the *Legislative Counsel Office*, is an office consolidation of this Act, current to December 23, 2017. It is intended for information and reference purposes only.

This document is ***not*** the official version of the Act. The Act and the amendments as printed under the authority of the Queen's Printer for the province should be consulted to determine the authoritative statement of the law.

For more information concerning the history of this Act, please see the *Table of Public Acts* on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
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MUNICIPAL ELECTION REGULATIONS



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**MUNICIPAL GOVERNMENT ACT
M-12.1**

MUNICIPAL ELECTION REGULATIONS

Pursuant to section 261 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, Council made the following regulations:

PART I - INTERPRETATION

1. Definitions

In these regulations,

- (a) “**Act**” means the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, except where otherwise indicated;
- (b) “**elector**” means a person entitled to vote at an election;
- (c) “**health care facility**” means a hospital, community care facility or nursing home;
- (d) “**voter**” means a person who has voted in an election. (EC749/17)

PART II - ELECTION PREPARATIONS

Division 1 – General

2. Municipality as ward

Where a council has not divided its municipality into wards pursuant to section 39 of the Act, the municipality is deemed to be one ward for the purposes of an election or by-election. (EC749/17)

3. Writ of election

A council of a municipality may commence the election process

- (a) by resolution; or
- (b) by issuing a writ of election. (EC749/17)

4. Adjournment

- (1) Where, in the opinion of the municipal electoral officer, it is impracticable due to weather conditions or other unforeseen circumstances to hold an election on the date fixed, the municipal electoral officer may, not later than two hours before the polling stations are to open, adjourn the date of the election to the next calendar day that is not a holiday.

Security during adjournment

- (2) While an election is adjourned, the municipal electoral officer shall make all reasonable efforts to ensure that the election materials are secured and that the integrity of the election is not compromised.

Notice of adjournment

- (3) The municipal electoral officer shall immediately give notice to the public and any other persons affected by an adjournment, in any manner the municipal electoral officer considers appropriate, of
- (a) the new election date; and
 - (b) changes to any other dates made necessary by the adjournment. (EC749/17)

5. Date of by-election

- (1) For the purposes of subsection 60(1) of the Act, the day fixed by a council for a by-election shall be a Monday.

Procedures

- (2) A by-election shall be conducted as nearly as practicable in accordance with the provisions of the Act, these regulations and any bylaw governing elections, including the timeframes and dates respecting
- (a) the opening of an election office;
 - (b) the notices required;
 - (c) the nomination period;
 - (d) the appointment of election officials;
 - (e) the compilation of the list of electors;
 - (f) voting procedures, including an advance poll; and
 - (g) the counting of the ballots. (EC749/17)

Division 2 – Polling Divisions

6. Establishment of polling divisions

- (1) The municipal electoral officer shall
- (a) establish as many polling divisions in each ward as are necessary in the opinion of the municipal electoral officer, giving consideration to
 - (i) geographical and other factors that may affect the convenient conduct of the election,
 - (ii) the desirability of the territorial limits of the polling divisions conforming as nearly as possible to those established for the last municipal election, and
 - (iii) the incorporation, where practical, of approximately 400 electors in a polling division;



- (b) prepare a map of the boundaries of each polling division in each ward; and
- (c) post the map referred to in clause (b) in the election office not later than 24 days before election day.

Larger polling division

- (2) Despite subclause (1)(a)(iii), where the municipal electoral officer determines that it is more convenient to establish a polling division containing substantially more than 400 electors, the municipal electoral officer may establish one or more polling divisions with more than 400 electors. (EC749/17)

7. Revisions

The municipal electoral officer

- (a) may correct an error or omission on the map of a polling division;
- (b) may redefine a boundary of a polling division or renumber a polling division and show the change on the map of the polling division; and
- (c) shall, where a map of a polling division has been revised in accordance with clause (a) or (b), post the revised map in the election office within 24 hours of the revision. (EC749/17)

Division 3 – Municipal Electoral Officer**8. Duties, authority of municipal electoral officer**

- (1) A municipal electoral officer shall, in respect of an election,
 - (a) exercise general direction and supervision of the administration and conduct of the election;
 - (b) ensure fairness, impartiality and compliance by election officials with the Act, these regulations and any election bylaw; and
 - (c) issue to election officials the instructions that are necessary to ensure the effective execution of Part 3 of the Act, these regulations and any election bylaw.

Powers of municipal electoral officer

- (2) Where during the course of an election the municipal electoral officer determines that insufficient time has been allowed, or insufficient election officials or polling stations have been provided, for the proper conduct of the election, or in the event of any mistake or miscalculation or any unforeseen emergency, the municipal electoral officer may
 - (a) subject to subsection (3), extend the time for doing any act;
 - (b) increase or decrease the number of election officials;
 - (c) increase or decrease the number of polling stations; and
 - (d) modify a provision of these regulations or any election bylaw to allow its use at a by-election.

Limitation

- (3) The municipal electoral officer shall not
 - (a) extend the hour for accepting a nomination on nomination day or the opening or closing of an advance or ordinary polling station; or
 - (b) change the date of an election except in accordance with section 4.

Notice

- (4) Where the municipal electoral officer extends the time for doing an act pursuant to clause 8(2)(a), the municipal electoral officer shall provide notice of the changes to the public and, if candidates have been nominated, to each candidate.

Accountability

- (5) The municipal electoral officer is accountable to the council with respect to the performance of his or her duties under the Act, these regulations and any election bylaw.

Prohibition

- (6) The municipal electoral officer shall not be appointed or act as a returning officer.

Delegation by municipal electoral officer

- (7) The municipal electoral officer may delegate to another election official a power or duty assigned to the municipal electoral officer under these regulations, except
- (a) the duty of general direction and supervision of the administration and conduct of the election under clause (1)(a); and
 - (b) the powers specified in clauses (2)(a), (c) and (d). (EC749/17)

9. Duties of deputy municipal electoral officer

- (1) The deputy municipal electoral officer may perform all the duties of an election clerk or a poll clerk, and if there is no election clerk or poll clerk appointed, the deputy municipal electoral officer shall perform those duties.

Other powers

- (2) A municipal electoral officer, returning officer or deputy returning officer appointed to attend at a polling station has the power to ask the questions and receive and witness the declarations or oaths authorized by law to be asked of and made by electors. (EC749/17)

Division 4 – Election Office

10. Election office

The municipal electoral officer shall, no later than the fourth Tuesday before election day in an election year,

- (a) open and maintain throughout the period specified in section 11 an election office in a convenient location that is accessible to the electors of the municipality; and
- (b) include the location and hours of the election office in the notice required under section 42 of the Act. (EC749/17)

11. Minimum office hours

From the fourth Tuesday before election day until the election is concluded, the election office shall be open to the public

- (a) at least 2 days each week for a minimum of 3 hours each day between the hours of 9 a.m. and 9 p.m.;
- (b) on nomination day, from 9 a.m. to 2 p.m.;
- (c) during the advance poll, for the same hours that the advance polling station is open; and



- (d) on election day, for the same hours that the polls are open. (EC749/17)

Division 5 –Appointment of Election Officials

12. Appointment of returning officer

- (1) Subject to subsection (2), the municipal electoral officer shall, in writing, appoint a returning officer and shall delegate to the returning officer responsibility for administering the electoral process in the municipality.

Ineligibility

- (2) The chief administrative officer of a municipality is not eligible to be appointed as a returning officer.

Removal from office

- (3) The municipal electoral officer may remove from office any returning officer who
- (a) is unable to act; or
 - (b) fails to perform the duties of the office in a satisfactory manner.

Requirement to notify

- (4) A returning officer who is unable to act shall immediately notify the municipal electoral officer. (EC749/17)

13. Appointment of election clerk

- (1) A returning officer may, in writing, appoint an election clerk to assist the returning officer in the performance of his or her duties.

Eligibility

- (2) An election clerk shall not be the spouse, parent, child or sibling of the returning officer whom the election clerk is appointed to assist.

Acting in place of returning officer

- (3) The election clerk may act in the place of the returning officer, and may exercise the powers and shall perform the duties of the returning officer, where the returning officer
- (a) is absent or ill;
 - (b) fails to perform the duties of the office; or
 - (c) vacates the office.

Ceasing to act

- (4) The election clerk shall cease to act in place of the returning officer under subsection (3) when
- (a) the returning officer resumes his or her duties; or
 - (b) the municipal electoral officer appoints another returning officer under subsection 12(1).

Duty to notify

- (5) Where a returning officer is
- (a) unable to act; and

- (b) unable to notify the municipal electoral officer of his or her inability to act as required under subsection 12(3),
the election clerk shall immediately notify the municipal electoral officer that the returning officer is unable to act. (EC749/17)

14. Deputy returning officers, poll clerks

- (1) Subject to subsection (2), the returning officer shall, no later than 14 days before election day, in writing, appoint deputy returning officers and poll clerks for each polling division in each ward in a municipality.

Single polling station

- (2) Where there is only one polling station for a municipality,
 - (a) the returning officer may perform all the duties of a deputy returning officer at that polling station and, if there is no deputy returning officer appointed, the returning officer shall perform those duties; and
 - (b) the deputy municipal electoral officer may perform all the duties of a poll clerk at that polling station and, if there is no poll clerk appointed, the deputy municipal electoral officer shall perform those duties. (EC749/17)

15. Information officer

The returning officer may, in writing, appoint an information officer who shall, at a polling station,

- (a) provide information to electors; and
- (b) maintain peace and order. (EC749/17)

16. Declaration by returning officer

- (1) A returning officer shall make and sign a declaration, in the form approved by the Minister and in the presence of the municipal electoral officer, that the returning officer shall faithfully and impartially perform his or her duties in the administration of the election.

Declaration by other election officials

- (2) Each election official appointed by the returning officer shall make and sign a declaration, in the form approved by the Minister and in the presence of the returning officer, that the election official shall faithfully and impartially perform his or her duties in the administration of the election. (EC749/17)

17. Duration of office

An election official shall hold office until

- (a) the day on which the municipal electoral officer declares the official results of the election; or
- (b) the election official is dismissed by the person who appointed him or her, whichever occurs first. (EC749/17)



18. Qualifications of election officials

- (1) No individual shall be appointed as a returning officer, election clerk, enumeration officer, deputy returning officer, poll clerk or information officer unless the individual is a resident of Prince Edward Island.

Election officials in Resort Municipality

- (2) Notwithstanding subsection (1), no individual shall be appointed as a returning officer, election clerk, enumeration officer, deputy returning officer, poll clerk or information officer in the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico unless the individual is qualified to be an elector in the Resort Municipality.
(EC749/17)

PART III - ELIGIBILITY OF ELECTORS**Division 1 – Enumeration or Registration of Electors****19. Enumeration of electors**

- (1) Where a council, under clause 41(1)(a) of the Act, establishes by bylaw a system of enumeration of persons entitled to vote at an election, the bylaw shall include provisions respecting
- (a) the appointment of enumerators by the municipal electoral officer no later than the fifth Tuesday before election day;
 - (b) the duties that shall be performed by enumeration officers;
 - (c) the training of enumeration officers; and
 - (d) the process to be used for the enumeration of electors.

Completion of enumeration

- (2) An enumeration of electors shall be completed on or before the third Tuesday before election day.

Collection of personal information

- (3) An enumerator shall collect and record in the enumeration record the following personal information from potential electors:
- (a) legal name;
 - (b) date of birth;
 - (c) civic address;
 - (d) mailing address;
 - (e) contact information.

Responsibility of municipal electoral officer

- (4) The municipal electoral officer, on receipt of the enumeration record from the enumerator,
- (a) shall determine whether the enumerator has complied with these regulations and the enumeration bylaw;
 - (b) shall assign a unique identification number to each elector and add it to the elector's enumeration record;

- (c) shall, if it appears to the municipal electoral officer that the enumerator has made a clerical error on the enumeration record, correct the clerical error and initial the correction; and
- (d) may, if the enumerator has failed to comply with these regulations or the enumeration bylaw,
 - (i) dismiss the enumerator,
 - (ii) appoint a new enumerator, and
 - (iii) direct the new enumerator to complete the enumeration process in the area formerly assigned to the dismissed enumerator. (EC749/17)

20. Registration of electors

- (1) Where a council, under clause 41(1)(a) of the Act, establishes by bylaw a system of registration of persons entitled to vote at an election, the bylaw shall
 - (a) provide that a register of electors shall be established and, during the election period, maintained by the municipal electoral officer;
 - (b) authorize the municipal electoral officer to establish and maintain the register, and revise the register as necessary, by using all or any of the following sources of information:
 - (i) the register established for a previous election, if available,
 - (ii) information obtained from conducting an enumeration of electors,
 - (iii) information provided by the Chief Electoral Officer of Prince Edward Island that was used to compile lists of electors for use at a general election, by-election, plebiscite or referendum conducted by the Chief Electoral Officer of Prince Edward Island, or
 - (iv) any other information obtained by or available to the municipal electoral officer; and
 - (c) specify the person responsible for maintaining the register at any time when no municipal electoral officer is appointed.

Form of register

- (2) The register may be established and revised by means of any computer-based system and may be maintained in printed form or stored in any computer-based system or information storage device that is capable of reproducing any required information in legible form within a reasonable time.

Information respecting electors

- (3) The register shall include, for each elector,
 - (a) the elector's
 - (i) legal name,
 - (ii) civic address,
 - (iii) mailing address,
 - (iv) contact information, and
 - (v) date of birth;
 - (b) a unique identification number assigned to the elector by the municipal electoral officer; and



- (c) another identification number, if one has been assigned to that elector by the Chief Electoral Officer of Prince Edward Island, to assist in distinguishing one person from another or verifying the information about a person. (EC749/17)

21. Protection of personal information

Personal information in an enumeration record in respect of an elector that is collected or obtained under section 19 or 20 for the purpose of an election

- (a) shall be used only for the purpose for which it was collected or obtained; and
- (b) shall be disclosed only to the Chief Electoral Officer for a purpose for which the Chief Electoral Officer has responsibility under an enactment. (EC749/17)

Division 2 – Lists of Electors

22. Preliminary list of electors

- (1) As soon as possible after the completion of the enumeration of electors, the creation of a register of electors or on receipt of the list of electors from the Chief Electoral Officer under subsection 41(2) of the Act, as the case may be, the municipal electoral officer shall prepare and maintain a preliminary list of electors for each polling division and supply the returning officer with copies of the preliminary list for the purpose of subsection (2).

Distribution of preliminary list

- (2) The returning officer shall
 - (a) keep a copy of the preliminary list for use in the performance of the returning officer's duties; and
 - (b) provide each officially nominated candidate or the candidate's agent with a copy of the preliminary list of electors for every polling division and, where there are wards, for each ward.

Contents of preliminary list

- (3) The preliminary list and official list of electors shall include only the name, civic address and unique identification number of each elector.

Revisions to preliminary list

- (4) Until 11:59 a.m. on the 13th day before election day, the municipal electoral officer shall revise the preliminary list of electors as necessary, and shall indicate on the list all additions, deletions and changes required.

Organization of list of electors

- (5) Each list of electors shall be organized alphabetically and numbered sequentially for each polling division.

Statement of additions, etc.

- (6) The municipal electoral officer shall record the additions, deletions and changes to the preliminary list of electors referred to in subsection (4) on a separate statement. (EC749/17)

23. Official list

- (1) At 12 noon on the 13th day before election day, the preliminary list of electors for each polling division and any additions, deletions and changes made to the list by the municipal electoral officer constitute the official list of electors for the polling division.

Provision of official list

- (2) As soon as possible after the completion of the official list of electors, the municipal electoral officer shall provide the returning officer with copies of the official list for the purpose of subsection (3).

Distribution of official list

- (3) The returning officer shall
- (a) keep a copy of the official list of electors for use in the performance of the returning officer's duties;
 - (b) provide a copy of the official list of electors to each deputy returning officer for use at the polling station; and
 - (c) provide each officially nominated candidate or the candidate's agent not later than the 12th day before election day with a copy of the official list of electors for each polling division and, where there are wards, for each ward.

Use of official list

- (4) The official list of electors shall be used at every polling station.

Addition of eligible electors

- (5) After 11:59 a.m. on the 13th day before election day, the name of an eligible elector may be added to the official list of electors only prior to voting at the polling station during the advance or regular election voting, in accordance with the procedure set out in section 44 or 53, as the case may be. (EC749/17)

24. Additional polling stations

Where the municipal electoral officer has determined pursuant to subsection 6(2) that a polling division shall contain more than 400 electors, the municipal electoral officer may

- (a) provide two or more polling stations for the polling division to allow, as nearly as possible, an equal number of electors to vote at each polling station; and
- (b) divide the official list of electors for the polling division into as many separate lists as the municipal electoral officer considers appropriate for the taking of the vote at each polling station. (EC749/17)

PART IV - CANDIDATES

25. Notice of nomination proceedings

- (1) For the purpose of section 42 of the Act the municipal electoral officer shall publish a notice respecting nomination proceedings that contains
- (a) all the information required under section 42 of the Act;
 - (b) the location and hours of the election office;
 - (c) the times when nominations will be received;



- (d) the deadline for correcting elector information prior to voting at the polls, which shall be no later than 11:59 a.m. on the 13th day before election day; and
- (e) the name and contact information of the municipal electoral officer and the returning officer.

Publication of notice

- (2) The notice required under section (1) shall be
 - (a) published in at least one local newspaper circulating within the municipality;
 - (b) published by at least one electronic means that is likely to bring the notice to the attention of persons residing in the municipality; and
 - (c) posted at the election office and at the municipal office designated pursuant to subsection 85(1) of the Act. (EC749/17)

26. Nomination of candidates

- (1) Subject to clause (4)(a), any five or more qualified electors in a municipality may nominate a candidate during the nomination period.

Written nomination

- (2) A nomination shall be in writing and in the form approved by the Minister.

Responsibility of candidate

- (3) A candidate shall
 - (a) file the completed nomination paper at the election office with the municipal electoral officer or returning officer, at a time specified for the receipt of nominations; and
 - (b) where required to do so by a municipal bylaw made pursuant to clause (4)(b), pay the deposit to the municipal electoral officer or returning officer.

Bylaw respecting nominations

- (4) A council of a municipality may, by bylaw, establish
 - (a) a higher minimum number of nominators, not to exceed 10 qualified electors in the municipality;
 - (b) the requirement for a deposit to be paid by candidates, to a maximum of \$200, including specifying the acceptable forms of payment; and
 - (c) whether, and in what circumstances, the deposit referred to in clause (b) is refundable, subject to these regulations.

Nomination by ward

- (5) Where candidates are nominated by ward, the nominators shall be residents of the ward for which they are nominating a candidate. (EC749/17)

27. Restriction on nomination

An eligible candidate may be nominated for the position of councillor or mayor but not both. (EC749/17)

28. Validity

A nomination paper is not invalid by reason only that

- (a) a person who signed it also signed the nomination paper of another candidate;
- (b) a person who signed it is not qualified under section 26 and Part 3 of the Act to do so, if the minimum number of qualified persons have signed it; or
- (c) the name and address of a person who signed it, as it appears on the nomination paper, differs from that appearing on the preliminary list of electors, if the municipal electoral officer or returning officer, as the case may be, is satisfied of the identity of that person. (EC749/17)

29. Review of nomination paper

- (1) The municipal electoral officer or returning officer shall review each nomination paper to determine whether the nomination complies with the requirements of the Act and these regulations and, if so,
 - (a) sign the nomination paper to show that it has been accepted; and
 - (b) where a municipal bylaw requires the candidate to pay a deposit,
 - (i) sign the receipt of the deposit on the nomination paper, and
 - (ii) provide the deposit to the chief administrative officer, who shall pay it into the bank account of the municipality.

Conclusive proof

- (2) The signing of the nomination paper by the municipal electoral officer or returning officer is conclusive proof that the candidate has been officially nominated. (EC749/17)

30. Request for change by candidate

On any day before nomination day, and before 2 p.m. on nomination day, a candidate may, in writing, direct the municipal electoral officer to change the particulars of the name or address of the candidate that appear on the nomination paper and, if the municipal electoral officer is satisfied that the particulars as changed correspond to those by which the candidate is known in the ward, the municipal electoral officer shall attach the written direction to the nomination paper and amend it accordingly. (EC749/17)

31. Return of deposit

Where a candidate has

- (a) paid a deposit under clause 26(3)(b); and
 - (b) completed and filed a campaign disclosure pursuant to section 36 of the Act,
- the chief administrative officer of the municipality shall return the deposit, where required to do so by a bylaw made pursuant to subsection 26(4), to the candidate. (EC749/17)

32. Withdrawal of candidate

- (1) A candidate who has been officially nominated may withdraw as a candidate by filing with the municipal electoral officer, on any day before nomination day and before 2 p.m. on nomination day, a declaration in the form approved by the Minister stating that the candidate withdraws.



Result of withdrawal

- (2) A candidate who withdraws under subsection (1) shall be deemed not to have been officially nominated.

Withdrawal after nomination day

- (3) An officially nominated candidate may withdraw between the close of nominations and the close of the polls on election day by filing with the municipal electoral officer a declaration in the form approved by the Minister stating that the candidate withdraws, and in that case the election shall continue and, where ballots cannot be modified to remove the candidate's name, any votes cast for the candidate shall not be counted.

Deposit forfeit

- (4) If the candidate referred to in subsection (1) or (3) has paid a deposit under clause 26(3)(b), the deposit shall be forfeited to the municipality. (EC749/17)

33. Death of candidate

- (1) Where an officially nominated candidate dies before the close of polls on election day, the candidate's deposit shall be returned to the candidate's personal representative.

Death before close of nominations

- (2) Where an officially nominated candidate dies at any time before nomination day or before 2 p.m. on nomination day, the candidate shall be deemed not to have been officially nominated.

Death after close of nominations

- (3) Where an officially nominated candidate dies between the close of nomination and the close of the polls on the day of the election, the election will continue and, where ballots cannot be modified to remove the candidate's name, any votes cast for the candidate shall not be counted. (EC749/17)

34. Extension of nomination period

Where the nomination period is extended pursuant to subsection 44(3) of the Act, the municipal electoral officer shall publish notice of the extension

- (a) by electronic means, no later than 5 p.m. on nomination day; and
- (b) in a local newspaper circulating within the municipality, no later than the 14th day before election day. (EC749/17)

35. Agent of candidate

- (1) Subject to subsection (2), a candidate may, in writing and in the form approved by the Minister, appoint one or more agents to represent the candidate at the election or at any proceeding of the election.

Limitation on number of agents

- (2) A candidate shall not appoint more than two agents to represent the candidate at any one polling station.

Effect of absence of candidate, etc.

- (3) The absence of a candidate or the candidate's agent at any time or place the candidate or agent is permitted by the Act or these regulations to be present shall not invalidate any act or thing done during the absence of the candidate or agent. (EC749/17)

PART V - PREPARING FOR THE VOTE

36. Notice of Nominated Candidates

- (1) Where an election is required to be held pursuant to subsection 44(8) of the Act, the municipal electoral officer, at the conclusion of nomination proceedings, shall post a Notice of Nominated Candidates, containing the list of officially nominated candidates, in a conspicuous place in the election office where it shall be available for public inspection at all reasonable times.

Publication

- (2) The municipal electoral officer shall, in addition to posting the Notice of Nominated Candidates in accordance with subsection (1), publish it by any means the municipal electoral officer considers appropriate to bring it to the attention of electors in the ward. (EC749/17)

37. Notice of election information

- (1) Where an election is required to be held pursuant to subsection 44(8) of the Act, the municipal electoral officer shall, not later than Wednesday, the 12th day before election day, publish a Notice of Election Information setting out
- (a) the wards for which an election shall be held;
 - (b) the location and hours of the advance poll;
 - (c) the location and hours of the polling stations on election day; and
 - (d) the type and number of identification documents that are required of electors at the voting stations.

Publication of notice

- (2) The notice required under section (1) shall be
- (a) published in at least one local newspaper circulating within the municipality;
 - (b) published by at least one electronic means that is likely to bring the notice to the attention of persons residing in the municipality;
 - (c) posted at
 - (i) the election office, and
 - (ii) the municipal office designated pursuant to subsection 85(1) of the Act or another public place in the municipality; and
 - (d) provided to each candidate in the municipality. (EC749/17)

38. Ballot papers

- (1) Where, at the conclusion of the nomination proceedings, an election is required to be held pursuant to subsection 44(8) of the Act, the municipal electoral officer shall order the necessary ballot papers be prepared.

Separate ballot papers

- (2) The municipal electoral officer shall ensure that separate ballot papers, distinguished by being printed on paper of different colours, are printed in accordance with the requirements of this section for the offices of
- (a) mayor; and
 - (b) members of council.



Order of names

- (3) The names of candidates shall be printed on the ballot papers alphabetically in the order of their surnames.

Size, etc. of ballot papers

- (4) The ballot papers shall be of a consistent size and each ballot paper shall be printed with
- (a) the name of the municipality;
 - (b) the year of the election; and
 - (c) on its reverse side, a mark or detail that cannot be easily reproduced.

Quality of paper

- (5) The ballot papers shall be printed on paper of a quality, weight and size determined by the municipal electoral officer.

Books of ballot papers

- (6) The ballot papers shall be bound in books, each containing 25 ballot papers. (EC749/17)

39. Ballot boxes

- (1) The municipal electoral officer shall ensure that ballot boxes that meet the requirements of this section are provided for each polling station in the municipality.

Requirements

- (2) The ballot boxes shall be
- (a) capable of being sealed; and
 - (b) constructed with a slit or narrow opening on the top, so that ballots may be deposited into but cannot be withdrawn from the ballot box without unsealing the box. (EC749/17)

40. Responsibility of deputy returning officer

The deputy returning officer shall be responsible for any election materials and supplies received, and shall prevent any unauthorized person from having access to them. (EC749/17)

41. Polling stations

- (1) The municipal electoral officer may at any time direct the returning officer to secure premises as the location for each polling station that are accessible to all members of the public, including persons with disabilities.

Information to municipal electoral officer

- (2) The returning officer shall provide the list of polling stations to the municipal electoral officer with the location and address of each polling station.

Change of polling station

- (3) Where it is found impracticable to hold the voting in the location previously advertised as a polling station, the returning officer shall designate another location as a polling station as near as practicable to the original location, and shall
- (a) provide notice in writing of the new location of the polling station to each candidate in the ward; and

- (b) post notices on or before election day at or near the polling station originally advertised stating the new location of the polling station. (EC749/17)

42. Equipment required

The returning officer shall ensure that

- (a) each polling station contains a compartment, adequately lighted, where an elector may mark the ballot paper in secrecy; and
- (b) throughout the hours of election day, the compartment contains a table or desk and a black lead pencil properly sharpened. (EC749/17)

PART VI - VOTING

Division 1 - Advance Poll

43. Advance poll

- (1) In accordance with section 45 of the Act, and subject to subsection (2), the municipal electoral officer shall establish one or more advance polls for the municipality to allow electors to vote in advance of election day.

Hours of advance poll

- (2) An advance poll shall be open for at least three hours on a date that shall be no later than the Saturday before election day.

Authority of council

- (3) The council of a municipality may, by bylaw, establish additional days and times at which an advance poll shall be open.

Conduct of advance poll

- (4) Except as provided in this Division, the advance poll shall be conducted in the same manner as the voting at a polling station on election day. (EC749/17)

44. Voting at advance poll

- (1) An elector may vote at an advance poll
 - (a) if the elector's name is on the official list of electors for the ward where the advance voting is to be held; or
 - (b) if the elector's name is not on the official list of electors for the ward, the elector completes and signs a declaration in the form approved by the Minister, declaring that the elector, subject to subsection (2),
 - (i) is a resident of the municipality and, where there is more than one ward, of the ward where the elector proposes to vote, and
 - (ii) meets all of the qualifications of electors as set out in subsection 31(2) of the Act.

Advance poll in Resort Municipality

- (2) If the name of an elector in the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico is not on the official list of electors for the Resort Municipality,



the deputy returning officer shall request that the elector complete and sign a statutory declaration in the form approved by the Minister, declaring that the elector

- (a) is either a resident or a non-resident property elector of the Resort Municipality; and
- (b) meets the applicable qualifications as set out in subsection 32(3) of the Act. (EC749/17)

45. Procedure

- (1) If the elector's name is on the official list of electors, the poll clerk at the advance poll shall enter the elector's name and address on the election record and strike out the name from the list.

Elector's name not on list

- (2) If the elector's name is not on the official list of electors, and the elector has completed the declaration referred to in subsection 44(1) or (2), the poll clerk shall add the elector's name to the official list of electors, strike out the name and enter the elector's name and address at the bottom of the election record. (EC749/17)

46. Security of ballot box

The deputy returning officer shall, at all times after the opening of the advance poll and during the hours of voting, ensure that no person, other than the deputy returning officer and the poll clerk, has access to the ballot box. (EC749/17)

47. Procedure on close of advance poll

- (1) At the close of the advance poll, the poll clerk shall complete the list of voters who voted at the advance poll and immediately deliver the completed list of voters to the returning officer.

Sealing ballot box

- (2) At the close of the advance poll the deputy returning officer shall
 - (a) in the presence of the poll clerk and any candidate or candidate's agent
 - (i) seal the ballot box so that it cannot be opened and ballot papers cannot be deposited in it without breaking the seals, and
 - (ii) together with the poll clerk and any of the other persons present who desire to do so, sign the ballot box across the seal in such a way that the ballot box cannot be opened without disturbing the signatures; and
 - (b) in the presence of the poll clerk, deliver the ballot box to the returning officer, who shall keep the ballot box secure until election day.

Counting of advance poll ballots

- (3) At the close of the voting on election day, at a time and place as directed by the municipal electoral officer, the deputy returning officer shall, in the presence of the poll clerk,
 - (a) break the seals and open the advance poll ballot box;
 - (b) count the ballots cast for each of the candidates;
 - (c) ensure that no ballots remain in the ballot box;
 - (d) complete the appropriate forms; and
 - (e) after the polling stations are closed on election day, report the results of the advance poll to the returning officer. (EC749/17)

48. Mail-in ballots

- (1) Where a municipal election bylaw provides for voting by mail-in ballots, the bylaw shall establish a process for voting by mail-in ballot that includes
- (a) the requirements for an elector to apply for and receive a mail-in ballot;
 - (b) the provision of mail-in ballots and double envelopes to protect the secrecy of the ballots;
 - (c) the process for mailing and handling the ballots; and
 - (d) the procedures for counting and reporting all mail-in ballots on election day.

Application

- (2) The application for a mail-in ballot shall be in the form approved by the Minister.

Returning officer's responsibility

- (3) The returning officer shall be responsible for administering the mail-in ballot process.

Elector's responsibility

- (4) It is the responsibility of the elector to ensure that
- (a) the elector's application for a mail-in ballot is completed and received by the returning officer within the time period specified in the bylaw; and
 - (b) the completed mail-in ballot is received by the returning officer within the time period specified in the bylaw.

Prohibition

- (5) Where a mail-in ballot has been issued to an elector,
- (a) the returning officer shall strike through the elector's name on the official list; and
 - (b) that elector shall vote only by mail-in ballot.

Information to candidates

- (6) The municipal electoral officer shall, immediately before the opening of the polling stations, provide a list of the names of persons who applied for and were issued mail-in ballots to
- (a) the poll clerk at each polling station; and
 - (b) on request, to the candidates and their agents. (EC749/17)

Division 2 – Election Day

49. Hours at polling station

Each polling station shall open at 9 a.m. and close at 7 p.m. on election day, and each deputy returning officer shall, during that time in the polling station assigned to him or her, take the votes of the electors qualified to vote at that polling station. (EC749/17)

50. Persons entitled to remain

Only the following persons shall be permitted to remain in a polling station while it is open:

- (a) any authorized election officers;
- (b) the candidates and a maximum of one agent for each candidate;
- (c) any other persons who may be authorized in writing by the municipal electoral officer to be present. (EC749/17)



51. Procedures prior to opening

- (1) The deputy returning officer shall, no later than thirty minutes prior to the opening of the polling station, and in full view of the poll clerk and the candidates or their agents, if present,
 - (a) post the instructions for the electors in the voting compartment of the polling station;
 - (b) count the ballot papers and permit any candidate or candidate's agent who is present to inspect them; and
 - (c) ascertain that the ballot box is empty, seal it with a seal provided by the municipal electoral officer and place it on the table in full view of all present, where it shall remain sealed until the close of voting.

Sealing ballot box

- (2) The ballot box shall be sealed in such a way that
 - (a) the box cannot be opened without disturbing the seal;
 - (b) the seal cannot be easily removed; and
 - (c) the seal is capable of being written upon.

Initiailling seal

- (3) The seal shall be initiailled by the deputy returning officer, the poll clerk and the candidates or candidates' agents, if present. *(EC749/17)*

52. Voting at polling station

- (1) Subject to subsection (2), a person may vote at a polling station on election day in accordance with this Part.

Prohibition

- (2) A person shall not vote at a polling station on election day if
 - (a) the person has voted at an advance poll;
 - (b) the person has been issued a mail-in ballot; or
 - (c) the person's name is not on the official list and the person refuses to complete the appropriate statutory declaration required under section 53. *(EC749/17)*

53. Admission of electors

- (1) The deputy returning officer shall, at the time established for opening a polling station and during the voting hours, admit into the polling station any person
 - (a) whose name is on the official list of electors;
 - (b) who is qualified to vote at the polling station; or
 - (c) who is, pursuant to section 57, acting as a friend of a person referred to in clause (a) or (b).

Identification required

- (2) Every elector shall provide to the deputy returning officer as proof of identity and place of residence
 - (a) one piece of identification issued by the Government of Canada or of the Province of Prince Edward Island that establishes the elector's name and address; or
 - (b) any two pieces of other identification or documentation, each of which establishes the elector's name and at least one of which establishes the elector's address.

Alternative means of proof

- (3) An elector who is unable to provide to the deputy returning officer the proof of residence required under subsection (2) may
- (a) provide to the deputy returning officer two pieces of identification, each of which establishes the elector's name; and
 - (b) complete and sign a statutory declaration in the form approved by the Minister stating either
 - (i) that the elector's address is as shown on the official list of electors, or
 - (ii) if the elector's address is different from that shown on the official list of electors, that the elector is a resident of the municipality and, where there is more than one ward in the municipality, that the elector is a resident of the ward in which the elector proposes to vote.

Elector's name on list

- (4) If the elector's name is on the official list of electors, the poll clerk shall enter the elector's name and address in the election record and strike out the elector's name from the list.

Record of changes

- (5) The poll clerk shall record any changes to the elector information in the notes section of the election record.

Elector's name not on list

- (6) Where the elector's name is not on the official list of electors, the deputy returning officer shall request that the elector complete and sign a statutory declaration in the form approved by the Minister, declaring that the elector
- (a) is a resident of the municipality and, where there is more than one ward, that the elector is a resident of the ward in which the elector is proposing to vote; and
 - (b) meets all of the qualifications of electors as set out in subsection 31(2) of the Act.

Elector in Resort Municipality

- (7) Where the name of an individual who is an elector in the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico is not on the official list of electors for the Resort Municipality, the deputy returning officer shall request that the elector complete and sign a statutory declaration in the form approved by the Minister, declaring that the elector
- (a) is either a resident or a non-resident property elector of the Resort Municipality; and
 - (b) meets the applicable qualifications as set out in subsection 32(3) of the Act.

Non-resident property elector

- (8) Where the name of a non-resident property owner in the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico that is a corporation or a co-operative association is not on the official list of electors for the Resort Municipality, the deputy returning officer shall add the name of the non-resident property elector to the official list, and shall permit a shareholder or member of the corporation or co-operative association, as the case may be, to vote on behalf of the non-resident property elector, if the deputy returning officer is satisfied that
- (a) the non-resident property elector is a registered owner of real property in the municipality; and



- (b) the shareholder or member who proposes to vote on behalf of the non-resident property elector is authorized to do so in accordance with 32(5) of the Act.

Addition of name to list

- (9) Where an elector has completed and signed a statutory declaration under subsection (6) or (7), or where the deputy returning officer is satisfied under subsection (8) that the name of a non-resident property elector should be added to the list of electors in the Resort Municipality referred to in that subsection, the poll clerk shall add the elector's name to the official list of electors and strike out the elector's name.

Entry in election record

- (10) The poll clerk shall enter the name and address of an elector who has signed the statutory declaration referred to in subsection (6) or (7) in the election record.

Eligibility challenged

- (11) Where the eligibility of an elector whose name is on the official list of electors is challenged by an election official or by a candidate or a candidate's agent, the deputy returning officer shall request that the elector make and sign the statutory declaration referred to in subsection (6) or (7), as applicable.

Refusal to comply

- (12) A person
 - (a) whose name is not on the official list of electors or whose eligibility to vote has been challenged under subsection (11); and
 - (b) who refuses to make and sign the statutory declaration referred to in subsection (6) or (7), as applicable,shall not receive a ballot paper or be permitted to vote, or be again admitted to the polling station, and the poll clerk shall add a note to the election record to that effect.

Right to challenge

- (13) No person other than an election official or a candidate or candidate's agent shall address any elector with respect to that elector's eligibility to vote in the polling station. (EC749/17)

54. Ballot paper procedures

The deputy returning officer shall

- (a) initial and fold one ballot paper for the election of mayor and one for the election of a member of council so that, when folded, the deputy returning officer's initials can be seen on each ballot without unfolding it;
- (b) instruct the elector to place an "X" or a check mark by the name of the candidate for whom the elector intends to vote;
- (c) direct the elector to return the ballot papers, when marked, folded as directed to the deputy returning officer; and
- (d) give the ballot paper to the elector. (EC749/17)

55. Marking of ballot paper

- (1) An elector who has been given a ballot paper shall
 - (a) proceed into the voting compartment and mark the ballot paper by making an "X" or a check mark with a pencil within the space on the ballot paper opposite the name and particulars of the candidate for whom the elector intends to vote;

- (b) fold the ballot paper so that the initials can be seen without unfolding it; and
- (c) return with it to the deputy returning officer.

Duty of deputy returning officer

- (2) Upon receiving the folded ballot paper from the elector, the deputy returning officer shall, without unfolding it, ascertain by examination of the initials that it is the same ballot paper that was given to the elector and if it is, the deputy returning officer
 - (a) shall, where a ballot includes a counterfoil, remove the counterfoil and secure it for later destruction; and
 - (b) where
 - (i) requested to do so by the elector, return the folded ballot paper to the elector who shall immediately place the ballot in the ballot box, or
 - (ii) the elector has not requested the return of the folded ballot paper, deposit the ballot in the ballot box in full view of the elector and all others present.

Improper folding

- (3) If the ballot paper has not been properly folded so as to permit the deputy returning officer to ascertain that it is the same ballot paper that was given to the elector, the deputy returning officer shall return it to the elector and instruct the elector on how to properly fold it.
(EC749/17)

56. Leaving voting station

Subject to section 57, an elector who has voted shall leave the polling station. (EC749/17)

57. Assistance to elector

- (1) A deputy returning officer may authorize an elector to have a friend who meets the requirements set out in subsection (2) accompany the elector into the voting compartment and assist the elector by marking the ballot in the manner directed by the elector where the elector is unable to vote in the manner set out in section 55.

Requirements

- (2) For the purposes of this section, the friend of the elector who requires assistance to vote shall
 - (a) also be an elector in the municipality; and
 - (b) at the request of the deputy returning officer, make and sign a statutory declaration in the form approved by the Minister declaring that he or she is the friend of the elector for the purposes of subsection (1).

Assistance by deputy returning officer

- (3) Where an elector who requires assistance to vote as set out in subsection (1) is not accompanied by a friend, the deputy returning officer may accompany the elector into the voting compartment and assist the elector by marking the elector's ballot paper in the manner directed by the elector.

Prohibition

- (4) No person other than the deputy returning officer may act as a friend of more than one elector for the purpose of marking a ballot paper.



Entry in election record

- (5) Where an elector's ballot paper is marked as provided in subsection (1) or (3), the poll clerk shall enter in the election record, in addition to any other required entry,
- (a) the reason why the ballot paper was marked in that manner; and
 - (b) a record of any statutory declarations made and signed respecting clause (a).
(EC749/17)

58. Cancelled ballot paper

Where an elector has made a mistake or dealt with a ballot paper so that it is unusable,

- (a) the elector shall return the ballot paper to the deputy returning officer; and
- (b) the deputy returning officer shall
 - (i) without showing it to any other person, write the word "cancelled" on it,
 - (ii) place it in the envelope for cancelled ballot papers, and
 - (iii) deliver another ballot paper to the elector. (EC749/17)

59. Discrepancy with official list

- (1) Where an elector applies for a ballot paper in a name and address which corresponds so closely with a name and address on the official list that it appears probable to the deputy returning officer that the entry in the official list was intended to refer to that elector, the elector may receive a ballot paper and vote, if the elector makes and signs a statutory declaration, in the form approved by the Minister, declaring that
- (a) the elector is in fact the elector whose name appears on the official list of electors; and
 - (b) the elector has not already voted.

Entry in election record

- (2) The voting poll clerk shall enter in the election record
- (a) the correct name and address of the elector; and
 - (b) a note that the elector completed the statutory declaration referred to in subsection (1). (EC749/17)

60. Name struck out in error

- (1) An elector whose name appears to have been struck out in error may receive a ballot paper and vote if the elector makes and signs a statutory declaration, in the form approved by the Minister, declaring that
- (a) the elector is the person whose name has been struck out; and
 - (b) the elector has not already voted.

Entry in election record

- (2) The poll clerk shall enter in the election record that the elector
- (a) voted on a second ballot paper issued under the same name; and
 - (b) completed the statutory declaration referred to in subsection (1). (EC749/17)

61. Voting after closing hour of polling station

- (1) At the hour for the closing of the polling station, the deputy returning officer shall

- (a) make a list of the names of all electors who are then in or actually present at and awaiting admission to the polling station; and
- (b) keep the polling station open a sufficient time to enable the electors whose names are on the list referred to in clause (a) to vote.

Prohibition

- (2) No elector, other than those whose names are on the list referred to in clause (1)(a), shall be permitted to vote after the closing hour of the polling station. *(EC749/17)*

Division 3 - Mobile Polling Stations

62. Contents of bylaw

- (1) Where, pursuant to section 48 of the Act, a council of a municipality enacts a bylaw to provide for a mobile polling station as an alternative means of voting for an elector who is a resident or patient of a health care facility and is physically incapable of attending at the polling station where the elector is entitled to vote, the bylaw shall establish or provide for, at a minimum,
 - (a) the health care facilities where a mobile polling station will be provided;
 - (b) the appointment of two election officials to conduct the voting process at the mobile polling station;
 - (c) the time that voting will be conducted at the mobile polling station;
 - (d) the manner of voting at the mobile polling station including, where necessary, the moving of the ballot box and ballot papers from room to room while ensuring the secrecy of the vote by each elector; and
 - (e) the counting of the ballots from voting at the mobile polling station.

Voting procedure

- (2) The procedure for marking a ballot paper for an elector at a mobile polling station who is unable to mark the ballot paper personally shall be that set out in subsections 57(3), (4) and (5). *(EC749/17)*

Division 4 – Alternative Voting Methods

63. Alternative voting methods

Where, pursuant to section 49 of the Act, a council of a municipality enacts a bylaw that enables electors to vote by means of voting machines, vote recorders or automated or electronic voting systems or other methods, the bylaw shall, at a minimum,

- (a) specify the alternative voting methods enabled by the bylaw;
- (b) require notice to electors that alternative voting methods have been enabled and the requirements an elector shall meet in order to vote by the alternative voting methods;
- (c) provide for a personal identification number or another security measure for each registered elector;
- (d) specify the proof of identity that an elector is required to provide in order to vote by the alternative method;
- (e) specify the security protocols to be established to ensure the integrity of the alternative voting method;



- (f) specify how and when the votes are to be counted and reported; and
- (g) provide for an audit to ensure the integrity of the alternative voting method. (EC749/17)

PART VII - COUNTING OF VOTES

Division 1 – Counting Procedures

64. Persons required to be present

- (1) In each polling station at the close of the voting the deputy returning officer shall carry out the functions specified in subsection (2) in the presence of the poll clerk and the candidates or, subject to subsection (7), their agents, and if neither the candidates nor their agents are present, then in the presence of at least two witnesses.

Duties of deputy returning officer

- (2) The deputy returning officer shall
 - (a) seal the opening in the top of the ballot box with a seal and, together with the poll clerk, write his or her initials across the seal;
 - (b) count the number of voters recorded in the election record as having voted, and record this number in
 - (i) the election record, and
 - (ii) the statement of the vote;
 - (c) open the envelope containing the cancelled ballot papers and
 - (i) count them,
 - (ii) mark the number on the front of the envelope,
 - (iii) replace them in the envelope, seal it and initial it, and
 - (iv) record this number in the statement of the vote; and
 - (d) open the envelope containing the unused ballot papers and
 - (i) count them,
 - (ii) mark the number on the front of the envelope,
 - (iii) place them, with all used ballot booklets, in the envelope, and seal it and initial it, and
 - (iv) record this number in the statement of the vote.

Opening ballot boxes

- (3) After completing the requirements set out in subsection (2), the deputy returning officer shall, in the presence and in full view of the poll clerk, candidates and agents or witnesses who are present,
 - (a) open each ballot box used at the polling station one at a time and proceed to separate the ballots according to the subject matter of the voting; and
 - (b) subject to sections 66 to 67, count the votes in accordance with subsections (4) and (5).

Order of counting

- (4) The order in which the ballots shall be counted is as follows:
 - (a) ballots for the election of a mayor;

- (b) ballots for the election of a councillor;
- (c) ballots for any other matter in the counting order established by the returning officer.

Restriction

- (5) No succeeding ballots shall be counted until the preceding ballots have been counted and the statement of the vote has been completed in respect of them.

Tallying the vote

- (6) The deputy returning officer shall
 - (a) give a blank tally sheet to the poll clerk and to at least two other persons present; and
 - (b) after each person present is given a full opportunity to examine, but not handle, a ballot,
 - (i) decide whether the ballot should be rejected under section 65 or 66, or counted, and
 - (ii) if the ballot is to be counted, call out the vote and have it entered on the tally sheets.

Maximum of two agents

- (7) Not more than two agents for each candidate may be present during the counting of the ballot papers and votes. (EC749/17)

65. Rejection of ballot

- (1) When counting the votes, the deputy returning officer shall reject and place in an envelope for rejected ballots any ballot
 - (a) that was not supplied by the deputy returning officer;
 - (b) that is not marked for any candidate;
 - (c) that is marked for more candidates than there are vacant offices;
 - (d) that is marked so as to render it uncertain for which candidate the voter has voted; or
 - (e) on which there is any writing or mark by which the voter can be identified.

Exceptions

- (2) Notwithstanding subsection (1), no ballot paper shall be rejected by reason only that
 - (a) it has on it any writing, number or mark placed on it by the deputy returning officer; or
 - (b) it has been marked with a writing instrument other than a black lead pencil or with a mark other than an "X" or a check mark, if the mark does not constitute identification of the voter. (EC749/17)

66. Objection to ballot

If, during the counting of the votes, a candidate or an agent of a candidate who is present objects to any ballot, the deputy returning officer shall hear and decide every question arising out of the objection, and the deputy returning officer's decision shall be final. (EC749/17)

67. Ballot with counterfoil attached

- (1) When, in the course of counting the ballots, the deputy returning officer finds a ballot with the counterfoil attached, the deputy returning officer shall, without examining it, remove and destroy the counterfoil and, subject to section 65, count the vote on ballot.



Ballot without initials

- (2) When, in the course of counting the ballots, the deputy returning officer finds a ballot without his or her initials affixed to it, the deputy returning officer shall, if satisfied that the ballot is one that was supplied by him or her,
 - (a) initial the ballot; and
 - (b) subject to section 65, count the vote on the ballot. (EC749/17)

68. Completion of entries

- (1) After counting the votes, the deputy returning officer shall complete the entries on the statement of the vote and ensure that the poll clerk and at least two witnesses sign it.

Handling of ballots

- (2) The deputy returning officer shall, according to the subject matter of the voting,
 - (a) where the ballots are to be marked for only one candidate or matter, place the ballots that are marked for each candidate or matter in separate envelopes;
 - (b) where the ballots are to be marked for more than one candidate or matter, place the ballots in one envelope;
 - (c) place all rejected ballots in a separate envelope;
 - (d) write on each envelope the contents and number of ballots enclosed and sign and seal the envelopes; and
 - (e) instruct the poll clerk and at least two witnesses to sign each envelope across the flap of the envelope in such a way that the envelopes cannot be opened without disturbing the signatures.

Sealing ballot box

- (3) The deputy returning officer shall place all the envelopes containing the ballots that have been counted, the ballots that have been rejected, the unused ballot papers, the cancelled ballot papers, and the tally sheets in the ballot box and shall seal the ballot box and sign across the seal in such a way that the ballot box cannot be opened without disturbing the signature.

Sealing document envelope

- (4) The deputy returning officer shall place the list of electors, the statement of results of voting and the election record in a document envelope, sign and seal the documents envelope and ensure that the poll clerk and at least two witnesses sign across the flap of the envelope in such a way that the envelope cannot be opened without disturbing the signatures.

Reopening of ballot box

- (5) If for any reason the ballot box is required to be opened by the deputy returning officer after it has been sealed and before it is delivered to the returning officer, the deputy returning officer shall open the ballot box only in the presence of the poll clerk and any other persons who were present when the ballot box was sealed, and shall then reseal the ballot box in their presence and deliver it in accordance with subsection (6).

Delivery of ballot box and document envelope

- (6) After counting the votes and sealing the ballot box, the deputy returning officer shall immediately deliver the ballot box and the document envelope to the returning officer.

Delivery by poll clerk

- (7) If, owing to illness or other cause, the deputy returning officer is unable to deliver the ballot box and document envelope to the returning officer, the deputy returning officer shall instruct the poll clerk to do so, and the poll clerk shall deliver them to the returning officer. (EC749/17)

69. Duty of returning officer

- (1) The returning officer shall ensure that no other person has access to any ballot box in his or her care.

Opening of ballot box

- (2) If for any reason the ballot box is required to be opened by the returning officer after it has been delivered to him or her under subsection 68(6) or (7), the returning officer shall, in the presence of at least two witnesses, reseal the ballot box and sign across the seal in such a way that the box cannot be opened without disturbing the signature. (EC749/17)

70. Recap sheet

- (1) The returning officer shall prepare and sign a recap sheet containing a summary of the statements of the vote from the polling stations and for that purpose may unseal the document envelope and examine the documents.

Addition to document envelope

- (2) The returning officer shall add the completed and signed recap sheet to the documents envelope with all of the statements of the vote, seal the envelope and sign across the flap of the envelope in such a way that the envelope cannot be opened without disturbing the signature. (EC749/17)

71. Delivery to municipal electoral officer

- (1) The returning officer shall deliver the ballot boxes and document envelope to the municipal electoral officer no later than 9 a.m. on the second day after election day.

Delivery of statement and summary

- (2) Within 24 hours of the closing of the polling stations, the returning officer shall deliver a copy of the statements of the vote and the recap sheets to each candidate. (EC749/17)

Division 2 – Duties of Municipal Electoral Officer

72. Verification of results

- (1) The verification of the votes shall be conducted by the municipal electoral officer at the office commencing no later than 10 a.m. on the second day after election day.

Procedure

- (2) For the verification of the votes, the municipal electoral officer shall, in the presence of the deputy municipal electoral officer, ascertain the number of votes cast for each candidate in each polling station in the polling divisions by obtaining information
- (a) from all the recap sheets and statements of the vote enclosed in the document envelopes;



- (b) from the information respecting the voting in the election record if the statement of the vote in a document envelope is missing; or
- (c) from any other evidence the municipal electoral officer is able to obtain. (EC749/17)

73. Evidence of votes cast

Where the statement of the vote cannot be obtained for a polling station, the municipal electoral officer may ascertain the number of votes cast for each candidate

- (a) from the endorsements on the envelopes containing the ballots cast for each candidate;
- (b) from the deputy returning officer, poll clerk, candidate or agent; or
- (c) from any other evidence the municipal electoral officer is able to obtain. (EC749/17)

74. Opening of ballot box by municipal electoral officer

If a ballot box has been opened for the purpose of ascertaining the number of votes cast for the candidates under clause 73(a), the municipal electoral officer shall, on returning the documents to the ballot box, seal the ballot box and, together with the deputy municipal electoral officer, sign across the seal in such a way that the ballot box cannot be opened without disturbing the seal. (EC749/17)

75. Duty of municipal electoral officer

- (1) At the conclusion of the verification of the votes, the municipal electoral officer shall
 - (a) verify or correct and initial the statements of the vote or, where there is more than one polling division in the municipality, the recap sheets; and
 - (b) immediately notify the candidates and the chief administrative officer of any correction.

Information to chief administrative officer

- (2) At the end of the period specified for a recount under subsection (3) or a judicial review under section 54 of the Act, the municipal electoral officer shall
 - (a) provide a statement to the chief administrative officer of how the number of votes cast for each candidate at a polling station was ascertained if a statement of the vote was not obtained for that polling station; and
 - (b) provide all reports required under the municipal electoral bylaw relating to the administration of the conduct of the voting in the polling divisions to the chief administrative officer.

Request for recount

- (3) A request for a recount pursuant to clause 53(5)(b) of the Act shall be made to the municipal electoral officer by noon on the first Friday following the election.

Notification of recount

- (4) Where, pursuant to subsection 53(5) of the Act, a recount is required or requested, the municipal electoral officer shall provide notification of the date, time and place of the recount to the candidates. (EC749/17)

76. Recount by municipal electoral officer

- (1) Where a recount of the ballots is required or requested under subsection 53(5) of the Act, the municipal electoral officer shall, in the presence of the deputy municipal electoral officer, recount the ballots no later than 4 p.m. on the first Monday following the election.

Other persons may be present

- (2) The candidates or one agent for each candidate are entitled to be present for the recounting of the ballots.

Other witnesses required

- (3) If no candidates or agents are present, the recount may proceed if at least two witnesses are present in addition to the municipal electoral officer and the deputy municipal electoral officer.

Manner of counting

- (4) The ballots for each poll shall be counted in the same manner as at the voting station as set out in sections 64 to 67.

Examination by candidates, etc.

- (5) Candidates and agents may examine but not touch the ballots.

Duty of municipal electoral officer

- (6) The municipal electoral officer shall verify or correct
- (a) the statements of the vote or, where there is more than one polling division in the municipality, the recap sheets; and
 - (b) the number of votes cast for each candidate.

Security of ballots

- (7) Upon the completion of the recount, the municipal electoral officer shall seal the ballots and ballot papers in their respective envelopes and sign across the seal on each envelope in such a way that the envelope cannot be opened without disturbing the seal. (EC749/17)

Division 3 – Judicial Review

77. Judicial review

Where, under section 54 of the Act, a judicial review is required or requested, the Chief Judge may assign a provincial court judge to review all rejected ballots. (EC749/17)

78. Notice of time and place

The provincial court judge shall give notice to the municipal electoral officer, deputy municipal electoral officer and the candidates who may be affected by the result of the review, of the time and place where the review of the rejected ballots will occur. (EC749/17)

79. Duty of municipal electoral officer, etc.

The municipal electoral officer and the deputy municipal electoral officer shall attend at the place of the review with the rejected ballots and the statements of the vote or recap sheets, as the case may be. (EC749/17)



80. Requirement to be present

- (1) The municipal electoral officer and deputy municipal electoral officer shall be present at the review of rejected ballots and final addition by the provincial court judge.

Presence of candidate, etc.

- (2) Each candidate and no more than one agent appointed by each candidate shall be entitled to attend at the judicial review and final addition.

Prohibition

- (3) No other person shall be present at the review and final addition except with the permission of the judge. (EC749/17)

81. Duty of judge

At the time and place appointed and in the presence of the persons referred to in section 80, the judge shall review the rejected ballots and make a final addition from the statements of the vote or recap sheets and shall for that purpose open the sealed envelopes containing the rejected ballots. (EC749/17)

82. Review by polling station

The judge shall review the rejected ballots for each polling station and shall verify or correct the statement of the vote or recap sheets, as the case may be, with the number of votes cast for each candidate. (EC749/17)

83. Result of judicial review

- (1) Upon completion of the judicial review, the judge shall immediately
 - (a) certify the result of the judicial review of rejected ballots;
 - (b) certify the final decision recount and final addition of votes;
 - (c) provide that information to the municipal electoral officer; and
 - (d) seal the rejected ballots in their respective envelopes.

Declaration by municipal electoral officer

- (2) Upon receipt of the information referred to in clause (1)(c), the municipal electoral officer shall declare elected the candidate having the highest number of votes. (EC749/17)

84. Equality of votes

Where, after the completion of the judicial review and final addition of the votes, the judge finds an equality of votes between candidates, the judge shall report that finding to the municipal electoral officer, who shall then proceed in the manner set out in subsection 54(4) of the Act. (EC749/17)

85. Notification of chief administrative officer

- (1) The municipal electoral officer shall, on proclaiming any member elected to serve on the council of the municipality, immediately notify the chief administrative officer of the name of the elected candidate.

Report by chief administrative officer

- (2) The chief administrative officer shall, within 10 days after being notified under subsection (1) respecting the elected candidates, provide to the Minister, on the form approved by the Minister, an election summary report that includes
- (a) the names of the candidates for mayor and members of council;
 - (b) the votes cast for each candidate;
 - (c) the name and address of the candidate elected or acclaimed as mayor; and
 - (d) the name and address of each candidate elected or acclaimed as a member of council.
- (EC749/17)

Division 4 – Court Order

86. Order for inspection

Where, pursuant to subsection 55(3) of the Act, the court grants an order for the inspection or production of ballot boxes and documents related to the election, the court may make the order subject to any conditions as to persons, time, place and mode of inspection or production as the court thinks expedient. (EC749/17)

PART VIII - ELECTION ADMINISTRATION

Division 1 - Handling, Destruction and Retention of Ballots, Etc.

87. Destruction of ballots, etc.

- (1) The municipal electoral officer may, at any time after the expiration of the retention period referred to in section 54(5) of the Act, destroy the ballot box, the ballots and any documents related to the counting of ballots.

Delivery of documents to chief administrative officer

- (2) The municipal electoral officer shall, immediately after the retention period referred to in subsection (1), deliver the writ of election, statements of the vote and recap sheets, as the case may be, to the chief administrative officer.

Retention of records

- (3) The chief administrative officer shall retain the documents referred to in subsection (2) in accordance with any municipal bylaw respecting the retention of records. (EC749/17)

Division 2 – Administrative Matters

88. Fees and expenses

A council of a municipality may by resolution

- (a) make a schedule of fees and expenses to be paid to any person for his or her services and expenses incurred relating to an election under the Act or these regulations; and
- (b) revise and amend the schedule referred to in clause (a) as required. (EC749/17)



89. Report by municipal electoral officer

The municipal electoral officer shall, within 90 days after the date of an election, provide a report to council respecting

- (a) any matter which has occurred in connection with the administration of the election process which the municipal electoral officer considers should be brought to the attention of council; and
- (b) any procedural changes which would, in the opinion of the municipal electoral officer, improve the administration of the election process. *(EC749/17)*

90. Notice to public

Where the municipal electoral officer or the returning officer is by the Act or these regulations authorized or required to give notice to the public and no special mode of notification is provided, the notice may be given by any means of communication that in the opinion of the election officer responsible will best effect the intended purpose. *(EC749/17)*

Town of Kensington - Request for Decision

Date: May 10, 2018	Request for Decision No: 2018-30 (Office Use Only)
Topic: Development Control Bylaw and Official Plan Amendment – Re-Zoning Application – 47 Victoria Street East	
Proposal Summary/Background: <p>A request has been received from Jeff Thompson for Town Council’s consideration of re-zoning PID No. 842716 (47 Victoria Street East, former Nazarene Church property) from its current Public Service and Institutional (PSI) zoning designation to Residential (R1) to permit a single detached dwelling with an office space for an electrical contracting business.</p> <p>Re-Zoning the subject property requires an amendment to the Town’s Development Control Bylaw as well as to the general land use map that is part of the Town’s Official Plan.</p> <p>The following information is being circulated with this request for decision:</p> <ol style="list-style-type: none"> 1. Mr. Thompson’s original request 2. DV8 Consulting Report 3. Mapping information 	
Benefits: <ul style="list-style-type: none"> • None noted. 	
Disadvantages: <ul style="list-style-type: none"> • None noted. 	
Discussion/Comments: <p>Staff have reviewed the request and the DV8 Consulting report on the proposed Bylaw amendment. Staff are recommending that Town Council allow the application to move forward to a public meeting to solicit comments/opinions from neighbouring property owners and any other affected persons.</p>	
Options: <ol style="list-style-type: none"> 1. Authorize staff to move the Zoning Bylaw and Official Plan Amendment application forward to a public meeting. 2. Not authorize staff to move the application forward. 	
Costs/Required Resources: N/A	Source of Funding: N/A

Recommendation:

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

THAT Kensington Town Council authorize the CAO to proceed with the Zoning Bylaw and Official Plan Amendment application of Jeff Thompson regarding re-zoning PID No. 842716 from Public Service and Institutional to Residential to facilitate a single detached dwelling with an office space for an electrical contracting business.

Geoff Baker

From: Jeff Thompson <CapitalTElectric@hotmail.com>
Sent: April 19, 2018 12:05 PM
To: Geoff Baker
Subject: Re: Nazarene Church Lot

As per our conversation earlier I would like to apply to get the church or the Nazarene which I recently purchased re-zoned from institutional to the appropriate zoning so I can renovate and turn it into a 2 bedroom apartment and an office space out front for myself and my company . Thank you very much .

Sent from my iPhone

On Apr 17, 2018, at 12:10 PM, Geoff Baker <townmanager@townofkensington.com> wrote:

Geoff Baker, C.E.T.
Chief Administrative Officer
Town of Kensington, PE
Tel: (902) 836-3781
Cell: (902) 439-8849
Fax: (902) 836-3741
Web: www.kensington.ca

<Nazarene Church Lot.pdf>

Geoff Baker

From: Jeff Thompson <CapitalTElectric@hotmail.com>
Sent: April 23, 2018 12:40 PM
To: Geoff Baker
Subject: Re: Nazarene Church Lot

I would like to apply for a residential zone for the purpose of a 2 bedroom single family dwelling on the property I have purchased.

Sent from my iPhone

On Apr 23, 2018, at 9:12 AM, Geoff Baker <townmanager@townofkensington.com> wrote:

Hey Jeff

Email below as mentioned.

Geoff Baker, C.E.T.
Chief Administrative Officer
Town of Kensington, PE
Tel: (902) 836-3781
Cell: (902) 439-8849
Fax: (902) 836-3741
Web: www.kensington.ca

From: Hope Parnham <hparnham@outlook.com>
Sent: April 20, 2018 9:11 PM
To: Geoff Baker <townmanager@townofkensington.com>
Subject: RE: Nazarene Church Lot

Hi Geoff

The applicant hasn't specified what zone he would like to rezone the property to and there are two alternatives that could be considered:

1. If the proposed land use is for a single (2 bedroom) dwelling unit, we can drop the term 'apartment' and refer to it as a single detached dwelling, and the proposed office can be considered a home occupation. If this is the case, the applicant can apply for residential zoning but we should confirm that the proposal will meet the requirements of the Home Occupation Section (4.40) before pursuing this route.
2. Alternatively, we could consider the proposal as a 'dwelling unit in a commercial building' which is permitted under Section 10.3. The Commercial zone should be considered if:
 - a. the proposed use doesn't meet the Home Occupation Section (4.40); or
 - b. the applicant would like flexibility to change the business and/or to rent the apartment in the future.

The challenge with this option will be with the lack of parking on the property, but I'm not ruling it out as a possibility yet.

May 5, 2018

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

Re: Rezoning of 47 Victoria St

Dear Mr. Baker,

I have reviewed the Town of Kensington's *Official Plan* and *Zoning and Subdivision Control (Development) By-law* with respect to the rezoning application for the property located at 47 Victoria St East. Please note that the proposed rezoning also requires an amendment to the *Official Plan Future Land Use Map*.

The property in question is currently zoned PS1 (Public Service/Institutional) Zone, as is the adjacent property which is a cemetery. Other properties within the immediate area are zoned R1 (Single Residential) Zone. The applicant has requested to rezone the property from PS1 Zone to a Residential Zone to permit a single detached dwelling with an office space for an electrical contracting business. The proposed use is currently not permitted within the PS1 Zone.

The existing building on the property was the former Nazarene Church. I understand that the property has been vacant for a few years, and that the sale of the property has been stalled due to perceived redevelopment restrictions associated with the current zoning. Institutional zones are unique in that they generally exist as spot zones within communities. When an institutional land use no longer occupies a property the future land use of the property should consider that of the surrounding properties rather than to enforce the redevelopment to conform to an institutional use.

The challenge with this property is that the existing building occupies the majority of the lot with zero on-site parking and no vacant land area for the addition of parking. Therefore we must also consider that the alternative, which is to maintain the PS1 Zone, will result in the continuation of a non-conforming land use regardless of what type of institutional use might occupy the property. The ideal redevelopment proposal is for a land use which is less intensive than the previous non-conforming use and generally speaking a single family home is considered the 'least intensive' use for any property. If the property is rezoned to Single Residential (R1), the church can be redeveloped as a single detached dwelling (as proposed) and the proposed office can be run as a home occupation, subject to the Home Occupation regulations (Section 4.40). The proposed use is found to be less intensive than the previous non-conforming use and is therefore preferable to the alternative of a continuation of the non-conforming use.

With regards to whether the proposed application is supported by the objectives and policies of the Official Plan, Section 5.4 states that:

"It shall be the policy of Council to designate sufficient residential land to accommodate the projected and potential housing needs of the Town." (PR-1); and

"It shall be the policy of Council to encourage infilling in residential neighbourhoods." (PR-2) – with the specific Plan Action to identify and catalogue all undeveloped and/or underdeveloped parcels of residential land in the Town.

Further, in support of the proposed home occupation, PR-5 states that:

"It shall be the policy of Council to permit a range of home businesses, provided that there are no significant negative impacts on adjacent properties or the immediate neighbourhood."

With regards to potential impacts on adjacent properties, the proposed use is considered less intensive than the previous use which should be preferred by neighbours. It is anticipated that the home based business will generate minimal traffic or noise as it is intended to operate as a home office for work that will be done off-site.

In conclusion, my recommendation is to support the application and to proceed to the public consultation stage of the rezoning process. Should the rezoning be approved, the applicant will need to submit a Development Permit application to convert the existing building into a single detached dwelling (with a home occupation) and to have the parking requirement for the dwelling waived as per Section 4.8(c) which states that *"no person who owns a lot... .. shall be deprived of the ability to make reasonable use of the lot in accordance with the zone in which it is located..."*.

Should you have any further questions, please feel free to contact me.

Best regards,



Hope Parnham

Dv8 CONSULTING
CHARLOTTETOWN PE
E. HPARNHAM@OUTLOOK.COM
T. 902-393-1815

47 Victoria Street East



Town of Kensington - Request for Decision

Date: May 10, 2018	Request for Decision No: 2018-31 (Office Use Only)
Topic: Town of Kensington – Borrowing Bylaw (Bylaw # 2018-02) – Second Reading and Formal Adoption	
Proposal Summary/Background: As part of the transition under the new Municipal Government Act (MGA) the Town is required to implement a “ <i>Borrowing Bylaw</i> ”. The bylaw sets the general parameters under which Town Council will borrow money (short term and long term).	
Benefits: <ul style="list-style-type: none"> Will provide staff and Council with general guidance on the borrowing of funds. Will ensure compliance with the Municipal Government Act. 	
Disadvantages: <ul style="list-style-type: none"> None noted. 	
Discussion/Comments:	
Options: 1. Give and approve second reading and formal adoption to the Borrowing Bylaw as presented. 2. Not approve second reading or formal adoption of the Borrowing Bylaw.	
Costs/Required Resources: N/A	Source of Funding: N/A
Recommendation: It is recommended that Town Council consider and adopt the following resolutions to give second reading and formal adoption to the Town of Kensington Borrowing Bylaw: <u>Resolution 3</u> <i>WHEREAS Sections 164 – 166 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enable municipalities to provide by bylaw, for the borrowing of money for the purpose of capital expenditures and to finance operating expenditures on a short-term basis through the adoption of a bylaw for those purposes.</i> <i>AND WHEREAS the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) was read and approved a first time at a Town Council meeting held on April 9, 2018;</i> <i>BE IT RESOLVED that the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) be hereby</i>	

read a second time.

Resolution 4

WHEREAS Sections 164 – 166 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enable municipalities to provide by bylaw, for the borrowing of money for the purpose of capital expenditures and to finance operating expenditures on a short-term basis through the adoption of a bylaw for those purposes.

AND WHEREAS the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) was read and approved a first time at a Town Council meeting held on April 9, 2018;

AND WHEREAS the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) was read a second time at this meeting;

BE IT RESOLVED that the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) be hereby approved.

Resolution 5

WHEREAS Sections 164 – 166 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enable municipalities to provide by bylaw, for the borrowing of money for the purpose of capital expenditures and to finance operating expenditures on a short-term basis through the adoption of a bylaw for those purposes.

AND WHEREAS the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) was read and approved a first time at a Town Council meeting held on April 9, 2018;

AND WHEREAS the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) was read and approved a second time at this meeting;

BE IT RESOLVED that the Town of Kensington Borrowing Bylaw (Bylaw #2018-02) be hereby formally adopted.



Town of Kensington
A Bylaw to Authorize Borrowing
Bylaw # 2018 – 02

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

1. Title

1.1. This Bylaw shall be known and cited as the “Borrowing Bylaw.”

2. Authority

2.1. Sections 164 – 166 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enable municipalities to provide by Bylaw, for the borrowing of money for the purpose of capital expenditures and to finance operating expenditures on a short-term basis through the adoption of a Bylaw for those purposes.

3. Definitions

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

3.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Kensington as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

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

3.4. “Municipality” means the Town of Kensington.

3.5. “Resolution” means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.

4. Borrowing for Capital Expenditures

4.1. Pursuant to subsection 164(3) of the Act, Council shall only borrow money for capital expenditures where the amount borrowed does not increase the total capital debt of the Town of Kensington, including the capital debt of a controlled corporation, to an amount in excess of ten percent (10%) of the current assessed value of real property in the town.

4.2. In accordance with subsection 164(5) of the Act, where a contribution agreement has been signed between Council and the Government of Prince Edward Island or the Government of Canada, any

monies borrowed by the Council for capital expenditures made pursuant to the agreement shall not be included in calculations to determine the borrowing debt limit, to the extent of the contribution of monies coming from the Government of Prince Edward Island or the Government of Canada, as the case may be, to the municipality.

- 4.3. Pursuant to subsection 165(1) of the Act, Council shall use money borrowed for a capital expenditure only for the purpose that is stated in the resolution authorizing the borrowing of money for that capital project.
- 4.4. Despite subsection 4.3 of this Bylaw, upon completion of the capital project for which money was borrowed, Council may, by resolution, authorize that the unexpended balance of money for that capital project be used for another municipal purpose, in accordance with subsection 165(2) of the Act.

5. Short Term Borrowing

- 5.1 Pursuant to subsection 166(1) of the Act, Council may, from time to time and on a short-term basis, borrow money for the purpose of financing operating expenditures.
- 5.2 Pursuant to subsection 166(2) of the Act, Council shall only borrow money, in the short term, to finance operating expenditures where the amount borrowed does not exceed fifty percent (50%) of the total estimated revenues of the municipality as set out in the adopted operating budget contained in the financial plan for that fiscal year.

6. Resolution Required for the Purpose of Borrowing

- 6.1 Council is hereby authorized, by way of resolution, to borrow money as may reasonably be required from time to time for capital expenditures or short-term borrowing. The resolution shall, in accordance with section 168 of the Act, include at minimum:
- (a) the amount proposed to be borrowed;
 - (b) a statement that the amount borrowed will not cause the municipality to exceed its debt limit;
 - (c) the purpose of which the expenditure is to be made;
 - (d) the proposed term or terms and amortization of the loan;
 - (e) the estimated rate of interest and commissions or other costs payable on the loan;
 - (f) the method of repayment; and
 - (g) the security, if any to be given by the municipality for the repayment of the loan.

7. Severability

- 7.1 If any provision in the Bylaw is deemed to be invalid for any reason, then that provision shall be severed from this Bylaw and all remaining provisions shall remain valid and in force.

8. Repeal of Existing Bylaw

8.1. All previous Bylaws of the Town of Kensington pertaining to the regulating of borrowing are hereby repealed.

9. Effective Date

9.1. This General Borrowing Bylaw, Bylaw # 2018-02, shall be effective on the date of approval and adoption below.

First Reading:

This Borrowing Bylaw, Bylaw# 2018-02, was read a first time at the Council meeting held on the _____ day of _____, 2018.

This Borrowing Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Second Reading:

This Borrowing Bylaw, Bylaw# 2018-02, was read a second time at the Council meeting held on the day of _____, 2018.

This Borrowing Bylaw, Bylaw# 2018-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Borrowing Bylaw, Bylaw# 2018-02, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Signatures:

Mayor

Chief Administrative Officer

Town of Kensington Borrowing Bylaw

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

Chief Administrative Officer

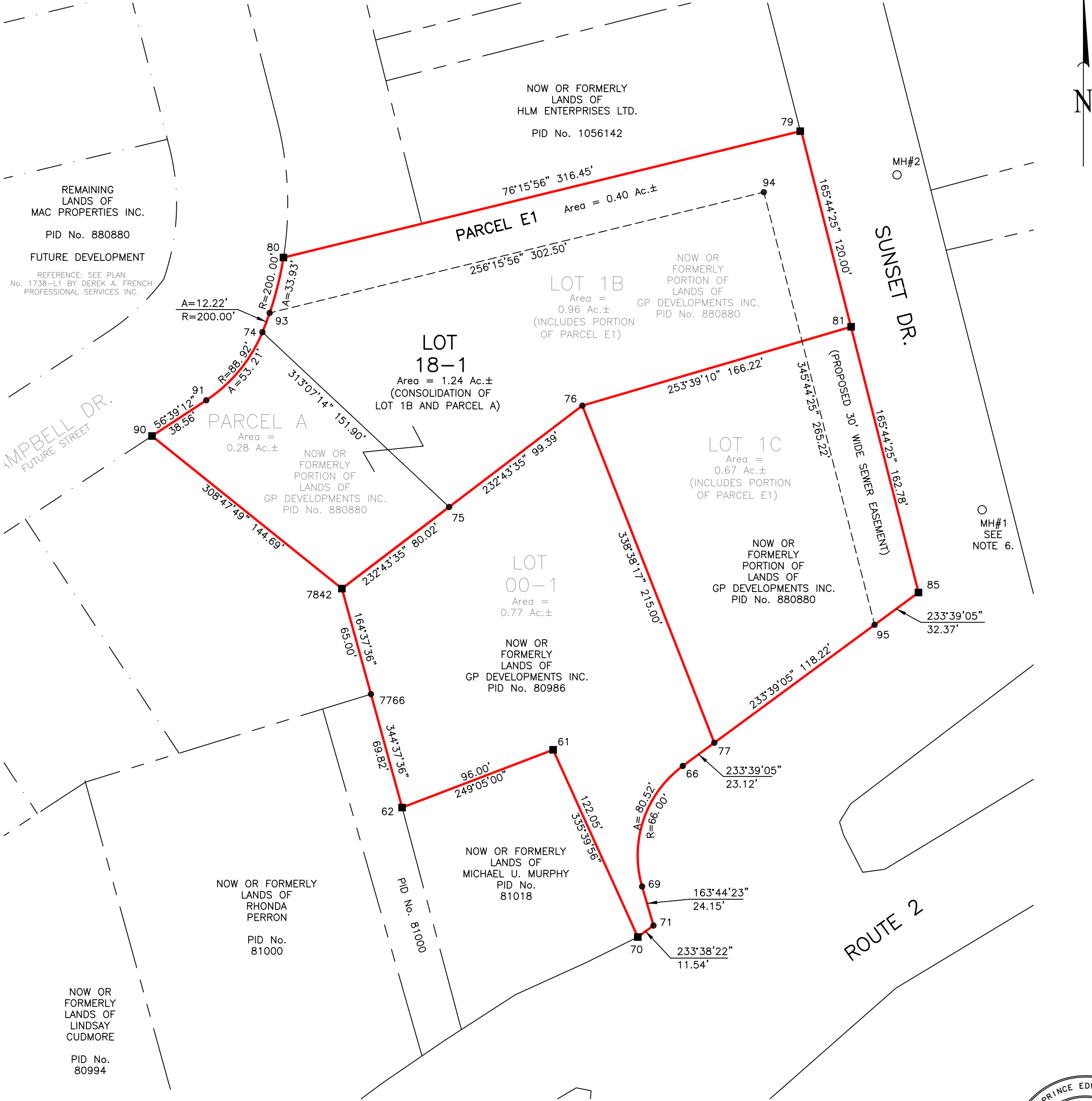
Date

Town of Kensington - Request for Decision

Date: May 10, 2018	Request for Decision No: 2018-32 (Office Use Only)
Topic: Property Consolidation – Portion of PID No. 880880	
Proposal Summary/Background: <p>A survey plan (Drawing No. 1824) has been received from Key Murray Law, on behalf of P&G Developments Inc., along with a request for Town Council's consideration to consolidate Lot 1B and Parcel A (portion of Property No. 880880, as indicated on Drawing No. 1824), into a singular parcel as indicated on Drawing No. 1738 (preliminary approval given by town council on April 10, 2017 – Lot 28).</p>	
Benefits: <ul style="list-style-type: none"> • None noted. 	
Disadvantages: <ul style="list-style-type: none"> • None noted. 	
Discussion/Comments: <p>It remains the intention of the prospective purchaser of the properties to consolidate all parcels (newly formed 18-1, Lot 1C and Lot 00-1) into one singular parcel prior to any development being undertaken on the property.</p> <p>As Councillors are aware, Lot 28 (Lot 18-1, being a consolidation of Lot 1B and Parcel A) has been recently re-zoned by Town Council. We are currently waiting on the Province of PEI to provide formal approval.</p>	
Options: <ol style="list-style-type: none"> 1. Approve the lot consolidation as recommended. 2. Not approve the lot consolidation. 	
Costs/Required Resources: <p>N/A</p>	Source of Funding: <p>N/A</p>
Recommendation: <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><i>BE IT RESOLVED that Kensington Town Council approve the consolidation of Lot 1B and Parcel A, as indicated on Plan of Survey, Drawing No. 1824 - 1, drawn by Derek A. French Professional Services Inc.</i></p>	

COORDINATE LIST
EXPRESSED IN (NAD27) FEET

Point	Northing	Easting
61	402881.75	336739.31
62	402847.48	336649.63
66	402872.20	336816.36
69	402800.57	336792.13
70	402770.55	336789.60
71	402777.39	336798.89
74	403129.78	336566.69
75	403025.94	336677.56
76	403086.14	336756.65
77	402885.92	336834.98
79	403249.23	336886.60
80	403174.10	336579.20
81	403132.93	336916.16
85	402975.17	336956.25
90	403068.13	336501.12
91	403089.33	336533.34
93	403141.21	336571.00
94	403213.03	336864.84
95	402955.98	336930.17
7766	402914.80	336631.12
7842	402977.48	336613.89



LEGEND

- LANDS DEALT WITH BY THIS PLAN
FOUND SURVEY MARKER
PLACED SURVEY MARKER
CALCULATED POINT
LENGTH OF ARC
RADIUS
MANHOLE
- ●
○
A=
R=
○ MH

NOTES

1. REFERENCE SURVEY PLAN No. 1738-L1 BY DEREK A. FRENCH PROFESSIONAL SERVICES INC.
2. AZIMUTHS ARE GRID DERIVED.
3. ALL DIMENSIONS ARE GIVEN IN FEET, UNLESS NOTED.
4. PROPERTY REGISTRY INFORMATION OBTAINED FROM THE GEOMATICS INFORMATION CENTRE, TAXATION AND PROPERTY RECORDS A DIVISION OF THE PEI DEPARTMENT OF FINANCE, ENERGY AND MUNICIPAL AFFAIRS.
5. LOT 18-1 IS THE CONSOLIDATION OF LOT 1B AND PARCEL A.
6. PARCEL E1, PROPOSED 30 FOOT WIDE SEWER EASEMENT IS REQUIRED TO ACCESS MANHOLE #1. MANHOLE #2 IS NOT DEEP ENOUGH IN ORDER TO ALLOW GRAVITY SERVICE FROM THE PROPOSED SEWER LINES.

Prepared by:
Derek A. French Professional Services Inc.
DEREK A. FRENCH, P.E.I.L.S.
379 TCH, PO Box 580, CORNWALL, PEI, COA 1H0
t: 902-394-2945
f: 902-569-2944
dfrenchservices@gmail.com

PLAN OF SURVEY SHOWING
LOT 18-1
BEING THE CONSOLIDATION OF
LANDS OF
GP DEVELOPMENTS INC.
ALSO SHOWING LOTS 00-1 & 1C

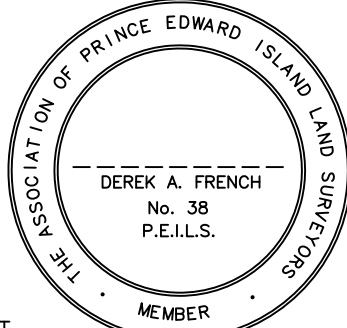
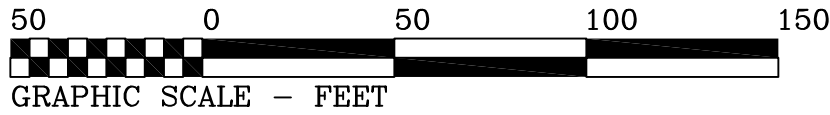
KENSINGTON Township No. 19
PRINCE COUNTY P.E.I.
DRAWN BY: DAF P.I.D. No.s 880880
DRAWING No. 1824-1 & 80986

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

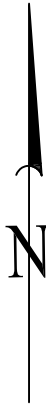
PRELIMINARY

DEREK A. FRENCH P.E.I. LAND SURVEYOR
DATE

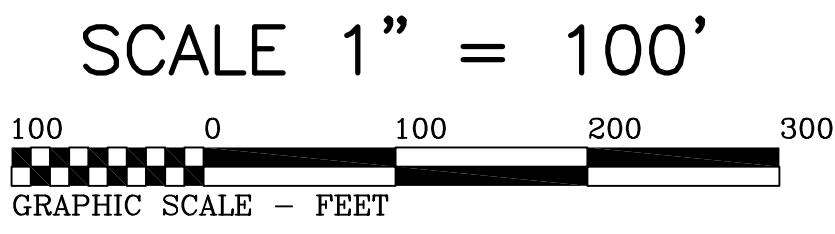
SCALE 1" = 50'



© COPYRIGHT



KEY PLAN (N.T.S.)

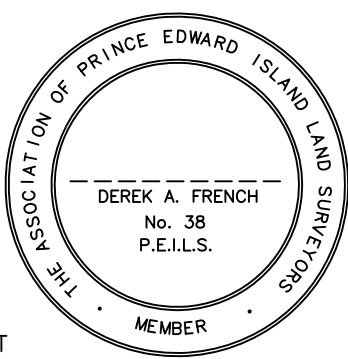


LEGEND
LANDS DEALT WITH BY THIS PLAN
TREE/HEDGE LINE

- NOTES**
1. ALL DIMENSIONS ARE GIVEN IN FEET, UNLESS NOTED.
 2. PROPERTY REGISTRY INFORMATION OBTAINED FROM THE GEOMATICS INFORMATION CENTRE, TAXATION AND PROPERTY RECORDS A DIVISION OF THE PEI DEPARTMENT OF FINANCE, ENERGY AND MUNICIPAL AFFAIRS.
 3. TOTAL AREA OF LANDS BEING DEALT WITH 40 ACRES +/-.

Prepared by:
Derek A. French Professional Services Inc.
DEREK A. FRENCH, P.E.I.L.S.
379 TCH, PO Box 580, CORNWALL, PEI, COA 1H0
t: 902-394-2945
f: 902-569-2944
dfrenchservices@gmail.com

PRELIMINARY PLAN SHOWING
LOTS 1 THROUGH 83
BEING A PROPOSED SUBDIVISION
OF LANDS OF
MAC PROPERTIES INC.
"Ranchland Estates"



KENSINGTON
PRINCE COUNTY
P.E.I.
DRAWN BY: ACP
DRAWING No. 1738
PREPARED BY:
DEREK A. FRENCH P.E.I.L. LAND SURVEYOR
P.I.D. No.s 880880
880986
APRIL 5, 2017
DATE

Town of Kensington - Request for Decision

Date: May 11, 2018	Request for Decision No: 2018-33 (Office Use Only)
Topic: Town of Kensington – Annual Line Painting Program	
Proposal Summary/Background: <p>A quote has been requested and received from On the Go Property Maintenance Inc. to complete the town's annual line painting program. A copy of the quote is circulated with this Request for Decision.</p> <p>The areas painted generally include all parking stalls in the town (including handicap and EV markings), Francis Street one-way markings and the area behind the rail yards (crosswalk, lane separation).</p>	
Benefits: <ul style="list-style-type: none"> Will provide the town with freshly painted pavement markings. 	
Disadvantages: <ul style="list-style-type: none"> None noted. 	
Discussion/Comments: <p>It is recommended that Town Council authorize staff to move forward with the 2018 line painting program. It is noted that the 2018 quote is the same price as 2016 and 2017 (no increase). Any additional areas falling outside the normal scope would result in an increase to the contract price.</p>	
Options: <ol style="list-style-type: none"> 1. Authorize staff to move forward with the 2018 line painting program as recommended. 2. Not complete line painting in 2018. 	
Costs/Required Resources: \$3,075 plus HST	Source of Funding: Public Works Operational Budget
Recommendation: <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><i>BE IT RESOLVED that Kensington Town Council award the 2018 line painting program to On the Go Property Maintenance Inc. as per their quote dated May 9, 2018 in the amount of \$3,075.00 plus HST.</i></p>	

On the Go Property Maintenance Inc.

302 Bradford Road

Albany, Prince Edward Island C0B 1A0

Canada

QUOTE

Quote No.: 73358

Date: 09/05/2018

Page: 1

Ship Date:

Sold To:

Town of Kensington

Attn: Geoff Baker

PO Box 418

Kensington, PE C0B 1M0

Canada

Ship To:

Town of Kensington

Attn: Geoff Baker

PO Box 418

Kensington, PE C0B 1M0

Canada

Business No.: 841117245RP0001

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
			Resurfacing of all existing parking stalls and extras as completed last year	H		3,075.00
			Subtotal:			3,075.00
			H - HST 15% GST/HST			461.25
Shipped by					Total Amount	3,536.25
Comments						
Sold By:						

Town of Kensington - Request for Decision

Date: May 11, 2018	Request for Decision No: 2018-34 (Office Use Only)
Topic: Credit Union Centre Zamboni Replacement	
Proposal Summary/Background: <p>At the April Committee of Council meeting, Committee members authorized staff to move forward with the purchase of a new 2018 Zamboni 446 Ice Resurfacer (propane) from Saunders Equipment Ltd. Staff have placed the order for the Zamboni and we are informed that it will arrive in mid to late August. A resolution of Town Council is required to formalize the purchase as well as to borrow the required funds.</p> <p>Staff were also directed to make provision for the disposal of the current 2007 Model 445 Zamboni, i.e. sell or trade-in. Saunders Equipment offered \$11,000.00 trade-in value. Offers were made from two arenas: South Shore Actiplex (Crapaud) and the Lawrencetown Exhibition Youth Arena (Nova Scotia). The bids were as follows:</p> <p>South Shore Actiplex - \$16,239.13 plus HST Lawrencetown Exhibition Youth Arena - \$16,675.00 plus HST</p> <p>It is recommended by staff that the 2007 Model 445 Zamboni be sold to the South Shore Actiplex at their bid amount of \$16,239.13.</p>	
Benefits: <ul style="list-style-type: none">• Will provide the town with a new ice resurfacer.• Will reduce the cost of equipment maintenance associated with the Zamboni.• Funds required to be borrowed will be reduced by the offer amount.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: <p>Although the South Shore Actiplex bid amount is approximately \$250.00 higher it is deemed relatively equal to the South Shore Actiplex bid. It is recommended that the current Zamboni be disposed of to the South Shore Actiplex. They are a partner association with the Credit Union Centre; sharing local minor hockey players as required and sharing resources as required.</p>	
Options: <ol style="list-style-type: none">1. Adopt a resolution authorizing the purchase of the 2017 Zamboni Ice Resurfacer.2. Dispose of the current Zamboni to the South Shore Actiplex.3. Dispose of the current Zamboni to the Lawrencetown Exhibition Youth Arena.4. Trade-in the current Zamboni.	

Costs/Required Resources: \$96,375.00 plus HST (HST fully recoverable)	Source of Funding: 2018/19 Capital Budget
<p>Recommendation:</p> <p>It is recommended that Town Council consider and adopt the following resolutions:</p> <p><u>Resolution 1</u></p> <p><i>BE IT RESOLVED THAT Kensington Town Council approve the purchase of a new 2018 Zamboni 446 Ice Resurfacer from Saunders Equipment Ltd. as per their quote dated October 26, 2017 in the amount of \$96,375.00 plus HST.</i></p> <p><u>Resolution 2</u></p> <p><i>BE IT RESOLVED THAT Town Council authorize the disposal of the 2007 Model 445 Zamboni Ice Resurfacer to the South Shore Actiplex for their bid amount of \$18,675.00 including HST.</i></p> <p><u>Resolution 3</u></p> <p><i>WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., authorizes a Town Council to borrow money for the purpose of capital expenditures;</i></p> <p><i>AND WHEREAS Town Council has authorized the purchase of a 2018 Zamboni Ice Resurfacer from Saunders Equipment Ltd. at a price of \$96,375.00 plus HST;</i></p> <p><i>AND WHEREAS the HST portion of the purchase price is fully recoverable;</i></p> <p><i>AND WHEREAS Town Council has agreed to dispose of the current 2007 Zamboni Ice Resurfacer at a price of \$16,239.13 resulting in a net purchase price for the 2018 Zamboni Ice Resurfacer of \$80,135.87;</i></p> <p><i>AND WHEREAS the amount to be borrowed will not cause the town to exceed its debt limit;</i></p> <p><i>BE IT RESOLVED THAT the Town of Kensington borrow \$80,135.87 from the Malpeque Bay Credit Union to purchase a 2018 Zamboni 446 Ice Resurfacer, under the following terms:</i></p> <ul style="list-style-type: none"> <i>(i) Two-year fixed term at a 3.69% interest rate;</i> <i>(ii) Seven-year amortization period;</i> <i>(iii) Annual blended payments of \$14,000.00.</i> 	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CREDIT UNION CENTRE MANAGER
SUBJECT: ZAMBONIE REPLACEMENT PROJECT
DATE: APRIL 17, 2018
ATTACHMENT: SAUNDERS EQUIPMENT LTD. QUOTATIONS
WARRANTY INFORMATION

Introduction

The current Zamboni at the Credit Union Centre has reached the end of its useful life and is in need of replacement. A quote has been requested from Saunders Equipment Ltd. Copies of the quotes are attached to this memo.

General Information

- Replacement Zamboni included in the 2018/19 Capital Budget.
- Existing Zamboni was purchased in the year 2007 (funds were raised through fundraising efforts, Zamboni advertising and proceeds from sale of old Zamboni).
- Current Zamboni is seeing an increase in maintenance requirements. Fortunately, we have been able to repair without cancelling or missing rental times but as it continues to age extended down times are likely.
- Zamboni suffered mechanical failure recently and a used machine was borrowed from the City of Summerside. Zamboni was repaired and placed back in operation.
- Staff requested quotes from one company (Saunders Equipment Ltd.) to provide pricing on a new Zamboni.
- Please note that Saunders Equipment Ltd. is the sole supplier of the Zamboni machine in Atlantic Canada.
- Quotes were provided on a propane and electric powered Zamboni.

Discussion

- Both machines (electric and propane) perform in a similar manner. They are both equipped with the latest technology for flooding ice. Copies of the quotes and specifications are being circulated with this memo.
- Saunders Equipment Ltd. quotes are attached to this memo.
- The total budget allocation approved by Town Council for this purchase is \$100,000.
- It was proposed that the \$100,000 be accessed through long term borrowing.
- Approximately \$11,000 to \$13,000 will be recoverable through the sale or trade-in of the current Zamboni, which should be applied against cost of purchase.
- Saunders Equipment have offered \$11,000 trade-in value for the current Zamboni however interest has been expressed by several communities on the Island to purchase.
- Net cost of Zamboni purchase is estimated at approximately \$85,000.00 (quoted amount minus HST (fully recoverable) and trade-in or re-sale allowance).
- Further discussion is required on whether the current Zamboni should be sold or traded in.
- Warranty information (applicable to both machines quoted) is attached to this memo.

Quotes

Saunders Equipment Ltd.

1 – New 2018 Zamboni 650 Electric Ice Resurfacer Front Dump \$157,750.00 + HST

- Specifications attached to this memo
- Delivery time – Approx. 6 – 8 Months

1 – New 2018 Zamboni 446 Ice Resurfacer Front Dump (Propane) \$96,375.00 + HST

- Specifications attached to this memo
- Delivery time – Approx. 5 – 6 Months

Recommendation

THAT Committee of Council recommend to Town Council the purchase of a new 2018 Zamboni 446 Ice Resurfacer (propane) from Saunders Equipment Ltd. at their quoted price of \$96,375.00 plus applicable taxes;

AND THAT a strategy be developed by staff for the resale/trade-in of the 2007 Zamboni Ice Resurfacer.



57 Pepin Road
Vanier Industrial Park
Fredericton, NB E3B 8J9
Ph. (506) 458-9460 Fax (506) 458-0186
Website: www.saundersequipment.com

Date: October 26, 2017

To: Community Gardens Arena
Robert Wood

Phone: 902-439-9726

Email: cgardens@pei.aibn.com

From: Saunders Equipment Ltd.
Bill Thomas

Phone: 506-461-2450

Email: bthomas@saundersequipment.com

Pages: 1

Subject: Quote – Zamboni 446

1- New 2018 Zamboni 446 Ice Resurfacer Front Dump \$ 96,375.00 + Hst
Propane Powered, Mitsubishi 2.4 Litre, 4 Cylinder Fuel Efficient Engine
Hydrostatic Transmission
Four Wheel Drive
Front Guide Wheel and Conditioner Guide Rail
Board Brush
Gauge Package
Propane Low Indicator Light
Water Level Sight Gauge
Ice Making Drain Valve
Mechanical Parking Brake
Low Oil/High Water Temp Auto Engine Shutdown System
3-Way Catalytic Converter/Lambda Fuel Management System
Audible Alarm – High Temperature/Low Oil
Ice Making Water Tank (Poly Non-Rusting 627 Litres)
Wash Water System (218 Litre Tank)
Snow Tank Capacity 2.66 m³
Paint – Standard Zamboni Blue & White or Choice of Up to 2 Colors
15" Tires & Rims (White) with 1- Spare
(2) Blades, (1) Spreader Cloth, (1) Parts & Service Manual

Options (Not Included in Zamboni Price):

Back-Up Alarm (Add \$ 600.00)

Aluminum Wheels (Add \$ 870.00)

Tire Wash System (Add \$ 1,325.00)

Extra Blades (Add \$ 385.00 Ea)

Single Latec Level Ice Laser Levelling System [Installed] (Add \$ 20,615.00 + Travel if Applicable)

All prices quoted, plus HST. Quote valid for 30 days. FOB – Kensington, PEI

Current Delivery = Approx. 5 - 6 Months

Training Provided on the operation and maintenance of the Zamboni by our factory trained, propane licensed technician upon delivery. (RFANS Trainer)

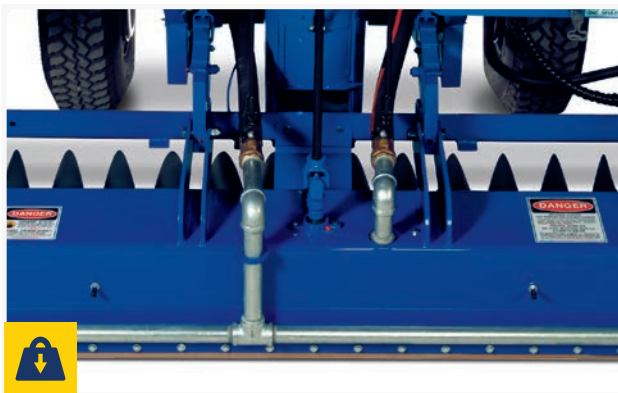
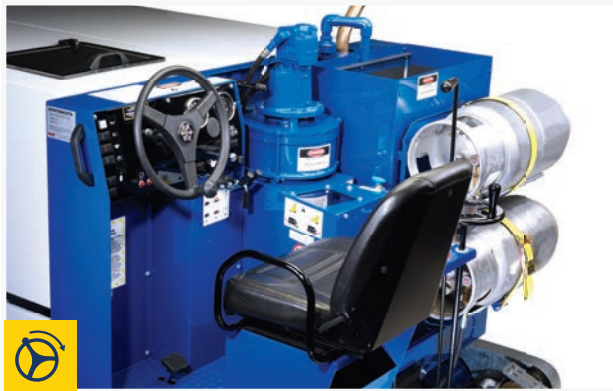




POWER WITH EXCEPTIONAL MANEUVERABILITY

The powerful high-output compact engine introduces a new era of fuel efficiency, providing significant savings and a cleaner arena environment.

**MODEL
446**



Reduced fuel consumption without compromise of performance



Ease of operation with familiar automobile style controls and gauges



Exceptional results from our unrivaled down pressure system

MODEL 446

Saunders Equipment Ltd.

Ph. 506-458-9460

www.saundersequipment.com

Email: sales@saundersequipment.com

This brochure has been prepared only as a general guide for the customer. Every effort has been made to assure that the information presented is correct. Some features described or shown may be optional at extra cost. Prices, colors, materials, specifications and models are subject to change. For current product information, please contact the Zamboni Company.



POWER AND EFFICIENCY

The compact 2.4 L engine can be configured for gasoline, propane or CNG. On-board diagnostics with programmed oil change and maintenance intervals.



TRANSMISSION

Continuously variable hydrostatic pump and motor are axial-piston type, providing superior on-ice power with maximum drawbar pull. Full hydrodynamic braking.



DRIVETRAIN

Four-wheel drive. Rugged Dana Spicer® axles combine with an innovative hydrostatic transmission, providing the most reliable drivetrain in the industry.



HYDRAULICS

Efficient double pump delivers full power and speed to the augers, even while the machine slows for corners. Easy access to high quality, low maintenance filters.



CONSTRUCTION

Robust hand-welded steel tubing chassis. Premium primer/paint and rust-free poly ice-making water tank for corrosion resistance in the harsh environment it will call home.



GLOBAL SERVICE AND SUPPORT

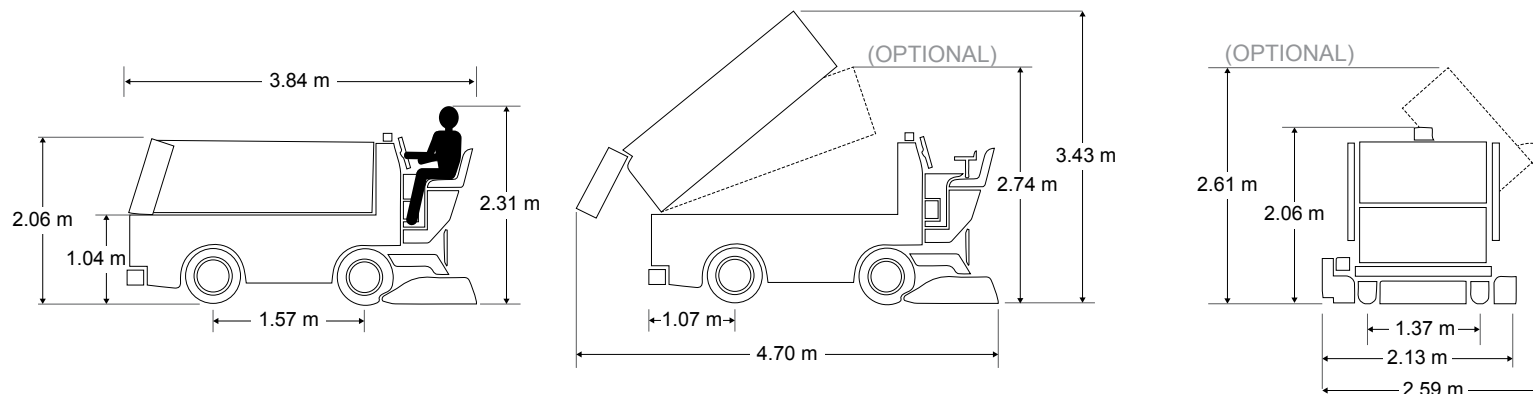
Zamboni Customer Service and a network of Zamboni Authorized Distributors provide exceptional and accessible service and support worldwide.

ZAMBONI®

zamboni.com

ZAMBONI and the configuration of the Zamboni® ice resurfacing machine are registered trademarks of Frank J. Zamboni & Co., Inc.
© Zamboni 2016

MODEL 446



CAPACITIES

Snow Tank

Actual Volume	2.66 m ³	94 cu. ft.
Compacted	3.17 m ³	122 cu. ft.

Water

Ice Making	627 L	166 gal.
Wash Water	218 L	58 gal.
Total	845 L	224 gal.

Hydraulic Oil	72 L	19 gal.
---------------	------	---------

POWERTRAIN

Four-Wheel Drive	
Engine	Mitsubishi® 2.4 L / 59 HP at 3000 RPM Four Cylinder Liquid Cooled
Transmission	Continuously variable hydrostatic pump and motor are axial-piston type.
Hydraulics	Powerful single pump for the vertical and horizontal augers. Hydraulic down pressure for optimal resurfacing results.

Axles

Front	1950 kg	4300 lb
Rear	2177 kg	6400 lb

Brakes	Full Hydrodynamic Braking
--------	---------------------------

DIMENSIONS

Overall	L	W	H	L	W	H
Snow Tank Down	3.84 m	2.13 m	2.06 m	151 in.	84 in.	81 in.
Snow Tank Up	4.70 m	2.13 m	3.43 m	185 in.	84 in.	135 in.
Shaving Blade	L	W	H	L	W	H
	195.6 cm	12.7 cm	1.27 cm	77 in.	5 in.	0.5 in.

Clearance

Minimum Operator Height Clearance	2.31 m	91 in.
Snow Pit Clearance	104.1 cm	41 in.

Conveyor System

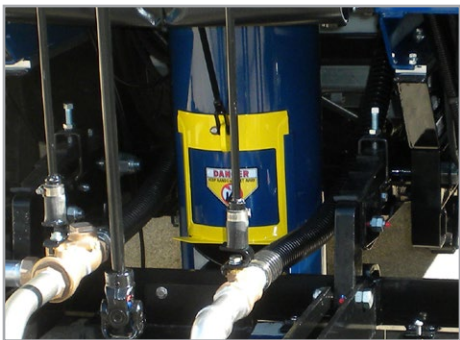
Horizontal Auger Diameter	25.4 cm	10 in.
Vertical Auger Diameter	25.4 cm	10 in.

Manueverability

Wheelbase	1.57 m	62 in.
Wheel Track	1.37 m	54 in.
Turning Radius at Conditioner	4.57 m	15 ft.

Weight

Empty	2660 kg	5860 lb
with Water	3285 kg	7240 lb



Automatic Snow Breaker

Eliminates the need for manual control of the snow breaker by the machine operator.



Zamboni Power Brush™

Wider brush path reaches higher on the dasher board kick plate for superior cleaning power.



Ergonomic Seat

Designed with the operator in mind, our premium seat has optimal adjustability.

MODEL 446

Saunders Equipment Ltd.

Ph. 506-458-9460

www.saundersequipment.com

sales@saundersequipment.com

STANDARD FEATURES

2 Year Warranty
Chassis: Strong All Welded Steel Tubing
Conditioner Safety Guards
Digital Training and Reference Materials
Engine: CAN Bus System
Engine: EPA and CARB Certified
Familiar Automobile-Style Foot Controls
Four-Wheel Drive
Fuel Options: CNG, Gasoline, Propane
Full Hydrodynamic Braking
Guide Wheel
Headlights and Tail Light (for Off Ice Travel)
High Quality 10 and 25 Micron Filters
High Speed Vertical Auger
Hydraulic Oil Level Sight Gauge
Load Sensing Engine Governor
Multi-Function Display
On-Dash Diagnostics
Parking Brake

Power Steering
Replaceable Poly Conditioner Side Plates
Rugged Dana Spicer® Axles
Rust-Free Poly Ice Making Water Tank
Snow Tank Safety Stand
Stainless Steel Hardware
Steering Wheel Spinner Knob
Touch-Up Paint Kit
Tungsten Carbide Studed Tires
Under Seat Storage
Wide Spectrum of Premium Automotive Paint Colors

OPTIONS

400 Micron Wash Water Deep Filter Bag
Automatic Snow Breaker
Back Up Alarm
Blade Change System
Chrome Wheels
Conditioner: Galvanized
Electric Water Level Gauge
Engine Diagnostic Computer Interface Tool
[FastICE® Advanced Ice Making System](#)
Fire Extinguisher
Heated Ergonomic Comfort Design Seat
• Armrest
• Seatbelt
Hydraulic Oil Cooler Kit
IceCaps® Wheel Advertising System
Level Ice™ Laser Leveling System
Low Fuel Light
Premium Black Acrylic Spreader Towel
Rotating Beacon Light

Side Snow Tank Dump
Snow Melting Kit
Snow Tank Dump Height Restriction
Snow Tank Light
Snow Tank Non-Stick Liner
Tire Wash System
Wash Water to Ice Making Water Transfer
Water Level Sight Gauge

ZAMBONI®

Some features described or shown may be optional at extra cost and prices, colors, materials, specifications and models are subject to change. Some options are required in combination with other options. ZAMBONI and the configuration of the Zamboni® ice resurfacing machine are registered trademarks of Frank J. Zamboni & Co., Inc. © Zamboni 2016 Rev 10/25/2016



57 Pepin Road
Vanier Industrial Park
Fredericton, NB E3B 8J9
Phone (506) 458-9460 Fax (506) 458-0186
Website www.saundersequipment.com

Your Exclusive Zamboni Dealer in Atlantic Canada

ZAMBONI

MANUFACTURER'S WARRANTY

THE FRANK J. ZAMBONI AND CO. LTD. warrants all parts and materials installed on the ice resurfacer to be free from defects in material and workmanship under normal use for a period of two (2) years or 2,000 hours, whichever comes first, following shipment from our facility to the original user.

The obligation of FRANK J. ZAMBONI AND CO. LTD. , under this warranty, is limited to replacing at our facility or dealer, any parts supplied by us, which shall within the warranty period. Our examination shall disclose to our satisfaction that the parts have been defective. Any replacement part will carry the balance of the original warranty. This warranty being expressly in lieu of all other warranties expressed or implied, and of all other obligations or liabilities on our part.

FRANK J. ZAMBONI AND CO. LTD. neither assumes nor authorizes any other person to assume for us any other liability in connection with the sale. FRANK J. ZAMBONI AND CO. LTD. reserves the right to inspect service records for evidence of regular maintenance and proper care of the machine. The warranty will not apply to damages or failures resulting from misuse, negligence, accident, alteration or improper service.

FRANK J. ZAMBONI AND CO. LTD. reserves the right, at any time or times, to revise or modify, discontinue or change any models of the ice resurfacer, or any parts thereof, without notice, and without incurring any liability or obligation to the purchaser.

FRANK J. ZAMBONI AND CO. LTD.



ZAMBONI

AUTHORIZED DISTRIBUTOR



PO Box 17
Crapaud, PEI
C0A 1J0

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

May 4, 2018

The South Shore Actiplex would like to make the bid of **\$ 18,675.00** on your Zamboni that is available at the Kensington Rink. Gordie Cameron our Rink Manager can be reached on his cell at **902-393-4820** or Blair Stewart, President of our Board at **902-213-4635** to accept our offer or any questions or concerns.

Thank you,

Gordie Cameron
Rink Manager

Geoff Baker

From: DaveRoscoe_SKE <droscoe@skeinc.com>
Sent: May 9, 2018 9:25 AM
To: 'Geoff Baker'
Cc: Iroscoe@skeinc.com
Subject: Formal Bid for Kensington Gardens 2007 Model 445 Zamboni

Hi Geoff

Lawrencetown Exhibition Youth Arena is pleased to submit a bid in the amount of \$16,500 + \$2,475 HST for a total of \$18,975 on the Kensington Gardens 2007 Model 445 Zamboni.

We trust our bid will be kept confidential until all bids are in. Will you be able to let us know how the vote went on May 15th?

Please confirm your receipt of our bid. Thanks.

Dave Roscoe, Director

Lawrencetown Exhibition Youth Arena

Tel 902-584-3981
Cell 902-312-1300



Loan Calculation Quote

05/11/2018

MALPEQUE BAY CREDIT UNION LTD.

Loan Details

Loan Requested	\$80,135.87
Term (Based in Months)	24
Amortization (Based in Months)	84
Interest Rate %	3.69
Payment Frequency	Annually

Calculation Results

Single Premium Insurance	\$0.00
Life Premium	\$0.00
Disability Premium	\$0.00
Critical Illness Premium	\$0.00
Loss of Employment Premium	\$0.00
Total Loan Obligation (including applicable insurances)	\$80,135.87
Cost of Borrowing (over the term of the loan)	\$5,536.10
Payment Amount	\$13,198.86

Note: Interest Rate is subject to change without notice.

Lenders Name: Gordon Coffin

Town of Kensington - Request for Decision

Date: May 11, 2018	Request for Decision No: 2018-35 (Office Use Only)
Topic: Rainbow Valley Ltd. Development Permit Application	
Proposal Summary/Background: <p>A development Permit Application has been submitted by John Davison of Rainbow Valley Ltd. for the construction of a 24' x 36' structure to contain a restroom, games room, animatronic show and concession stand. It has been identified that architectural drawings are required prior to proceeding with the work. Mr. Davison has engaged the services of an Architect however to date the drawings have not been completed. Mr. Davison has requested Town Council's approval subject to the requirements of the Architects Act being complied with, i.e. stamped drawings, to allow him to proceed with the work once the drawings have been submitted.</p>	
Benefits: <ul style="list-style-type: none"> • N/A 	
Disadvantages: <ul style="list-style-type: none"> • N/A 	
Discussion/Comments: <p>The Development Permit application is recommended for approval by the CAO, subject to meeting the requirements of the Architects Act, PEI.</p>	
Options: <ol style="list-style-type: none"> 1. Approve the Development Permit application as recommended. 2. Not approve the Development Permit Application. 	
Costs/Required Resources: N/A	Source of Funding: N/A
Recommendation: <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><i>THAT Kensington Town Council approve a development permit application for Rainbow Valley Ltd. for the construction of a 24' x 36' structure at 81 Victoria Street West, subject to full compliance with the Architects Act of PEI and any other applicable municipal bylaws and/or provincial and federal legislation.</i></p>	



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

For Office Use Only	
Permit #:	
Date Received:	April 4, 2018
Date Approved:	
PEI Planning:	
Permit Fee: \$	<input type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 81 Victoria St W Property Tax Number (PID): 80234
Lot No.: _____ Subdivision Name _____ Current Zoning: Commercial
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
Multiple structures & amusement equipment

Land Purchased from _____ Year Purchased _____

Location of Development	Property Size	
<input checked="" type="checkbox"/> North <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West	Road Frontage <u>400'</u>	Acreage <u>3 acres</u>
	Property Depth <u>300'</u>	Area sq. ft. _____

2. Contact Information

APPLICANT Name: Rainbow Valley Ltd. Address: 10 Park Rd.
Phone: 902-836-3610 Cell: 902-432-4441 Kensington, PE
Email: info@hauntedmansionpei.ca Postal Code: C0B 1M0

Same as Above: ☐
Name: John Davison Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: Rainbow Valley Ltd. Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>0</u>	<u>1</u>	Width <u>24'</u> Length <u>36'</u>

Detailed Project Description: Recreating Dr. Jack's historic train station. Addition will contain restroom, games room, animatronic show & consession stand, maintaining theme.
Uninsulated, no heat. Move consession stand to become part of the new construction.

Estimated Value of Construction (not including land cost): \$25,000

Projected Start Date: May 1, 2018 **Projected Date of Completion:** Dec 1, 2018

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. | |

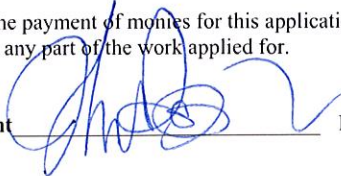
See included drawings.

I DO SOLEMNLY DECLARE & CERTIFY:

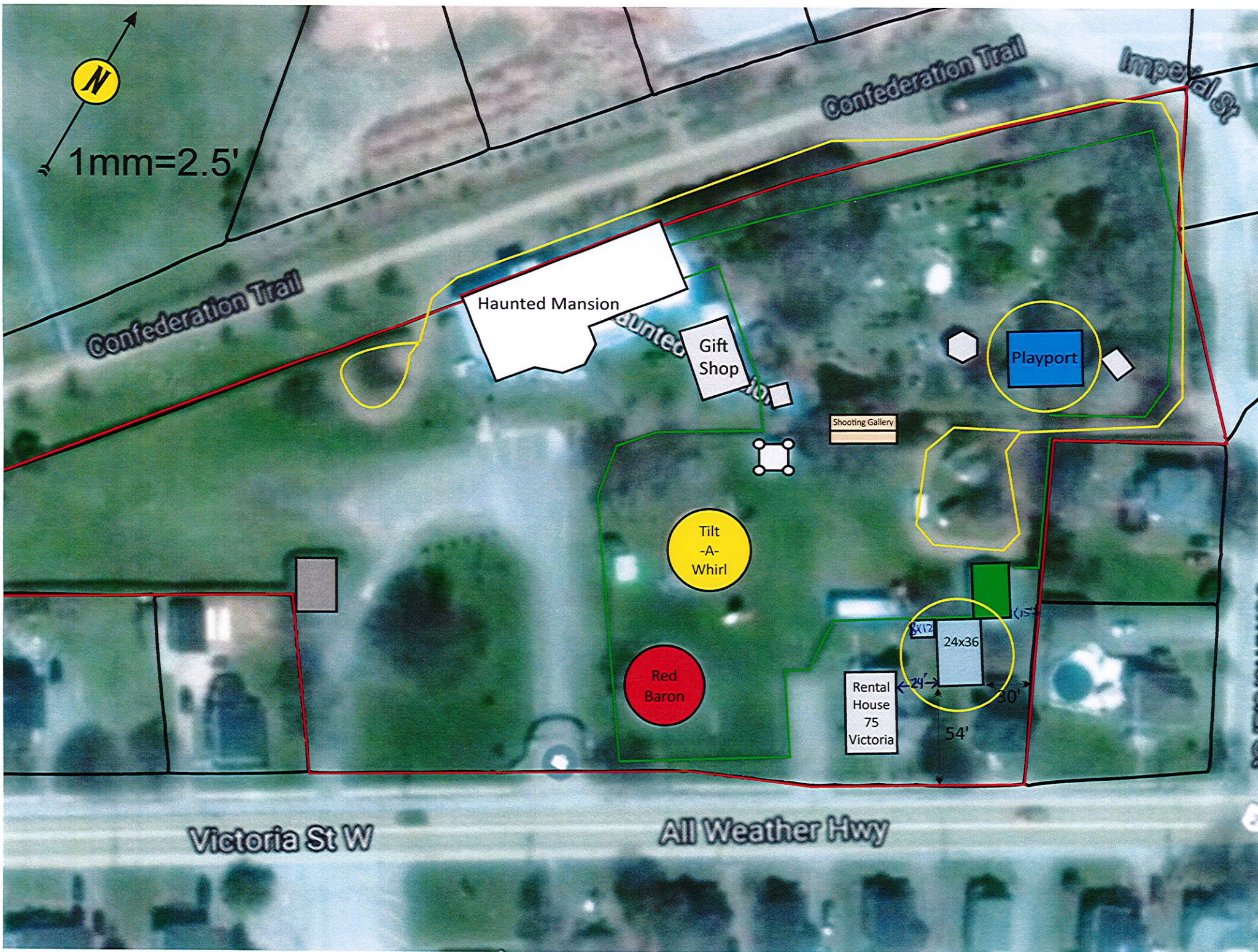
1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the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

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

Signature of Applicant



Date: April 4, 2018



1mm=2.5'

Confederation Trail

Confederation Trail

Imperial St

Haunted Mansion

Gift Shop

Shooting Gallery

Playport

Tilt
-A-
Whirl

Red
Baron

Rental House
75
Victoria

24x36

Victoria St W

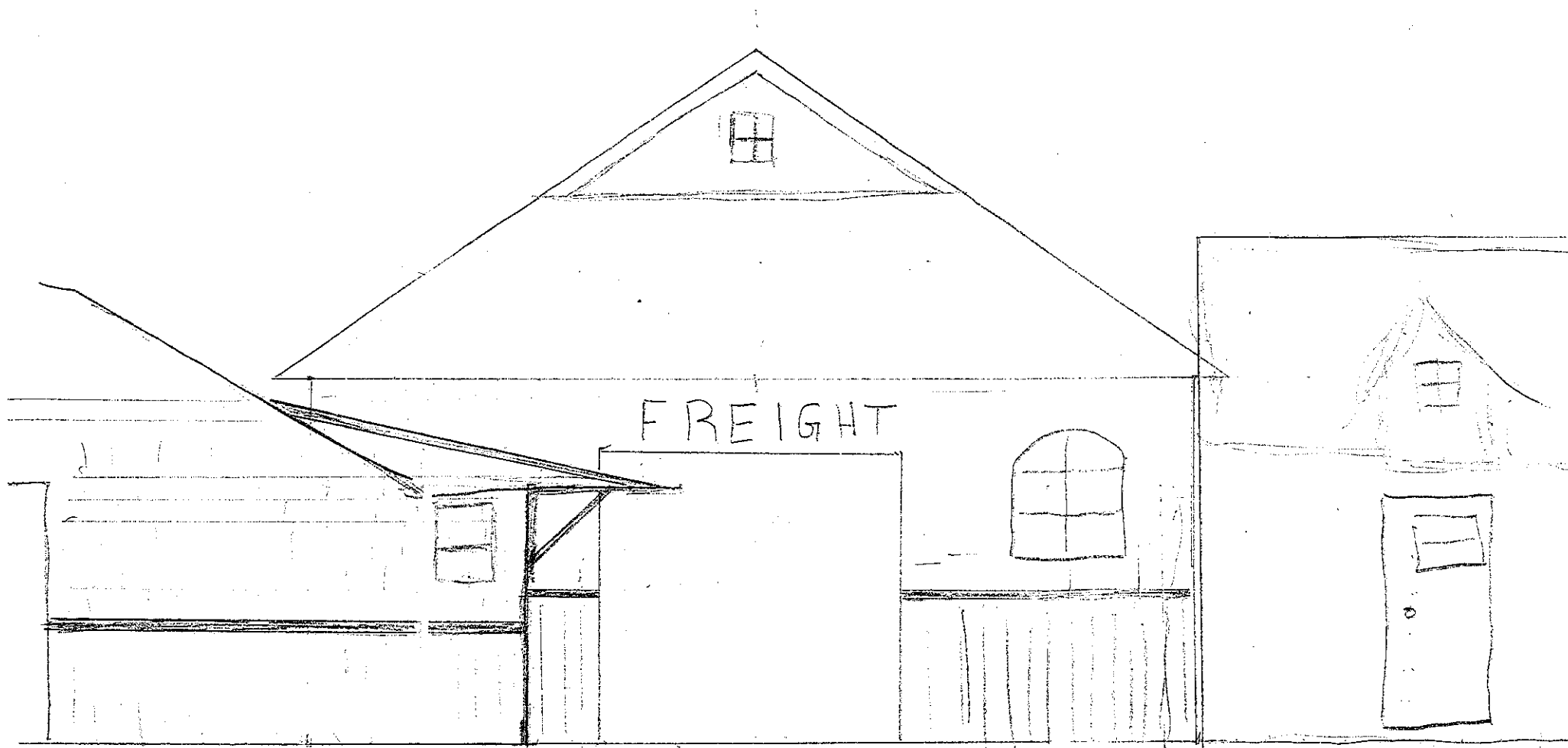
All Weather Hwy

8x12

24'

54'

30'



1' : 1 square.

Correspondence

Geoff Baker

From: Folland, Derek {PBC} <Derek.Folland@pepsico.com>
Sent: May 9, 2018 9:16 PM
To: townmanager@townofkensington.com; cgardens@pei.aibn.com
Subject: Fwd: Heated Room Proposal
Attachments: DOC042518-04252018081050.pdf; ATT00001.htm; DOC042518-04252018081050-1.pdf; ATT00002.htm

Sent from my iPad

Begin forwarded message:

From: "Folland, Derek {PBC}" <Derek.Folland@pepsico.com>
To: "townmanager@townofkensington.com cgardens@pei.aibn.com"
<townmanager@townofkensington.com cgardens@pei.aibn.com>
Cc: "cwalsh@eastlink.ca" <cwalsh@eastlink.ca>, "paul.champion@outlook.com"
<paul.champion@outlook.com>
Subject: Heated Room Proposal

Dear Town Council

I am contacting you on behalf of Kensington Minor Hockey. Over the past number of years the association members felt there is a need for a heated viewing area for people that may find it too cold to sit in the current viewing areas. I have spoke with Rink Manager Robert Wood and Town Manager Geoff Baker about building a room in the seating area closest to the gym. I have asked carpenter Richard Paynter to lead in the construction of the room with help from volunteers from KAMHA. I have reached out to the figure skating club, Kensington Wild and the Kensington Vipers about helping with the cost of the room. With your approval KAMHA would like to start in the construction of this room this spring. Below are quotes for the cost of material for the room. There is a quote for gyproc finish and one for finished in pine. KAMHA would like to see it finished in pine as we are wanting this room to last. The only thing that is not on the quote is the glass for the room. KAMHA is willing to go ahead with the room and to cover the cost of this room along with the three groups above. KAMHA would ask for your permission to go ahead and wondering if possible the town would look at covering the cost of the glass. We at KAMHA believe this is a worthy project and that there is a need for a heated room for seniors who enjoy coming to the rink to watch our youth but can't come due to the cold. If there are any questions please feel free to contact me.

Cost of glass estimated @ \$2,000.00



SPRING VALLEY BUILDING CENTRE LTD.

PAGE NO 1

P.O. BOX 700
KENSINGTON, PE C0B 1M0
HST #867747289
PHONE: (902) 836-4289
2.25% PER MONTH (27% PER ANNUM)
CHARGED ON OVERDUE ACCOUNTS

CUST NO: 1
JOB NO: 000
PURCHASE ORDER: RINK WARM ROOM

REFERENCE:

TERMS: NET 30

CLERK: RP

DATE / TIME: 4/25/18 7:42

SOLD TO:
CASH CONTRACTOR

SHIP TO:
RINK WARM ROOM WITH PINE

EXP. DATE: 5/3/18

TERMINAL: 562

TAX: 008 HST 86774 7289 RT0001

ESTIMATE: 725721

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/	PER	EXTENSION
1					FLOOR					
2		7	PC	2616KD	2X6X16 #2/BTR KD D4S SPRUCE	16.78	7	14.72	/PC	103.04
3		23	PC	2612KD	2X6X12 #2/BTR KD D4S SPRUCE	12.58	23	11.04	/PC	253.92
4		15	PC	2610KD	2X6X10 #2/BTR KD D4S SPRUCE	10.49	15	9.20	/PC	138.00
5		10	SH	34SELTG	3/4" SELECT T&G FIR PLYWOOD	57.97	10	49.97	/SH	499.70
6		5	LB	312G	NAIL-COMMON 3-1/2" GALV	1.79	5	1.611	/LB	8.06 C
7		5	LB	134FS	SCREWS 1 3/4" YELLOW ZINC FLOOR	3.99	5	3.591	/LB	17.96 C
8					FRONT WALL					
9		3	PC	2416KD	2X4X16 #2/BTR KD D4S SPRUCE	10.33	3	8.80	/PC	26.40
10		15	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	15	6.60	/PC	99.00
11		4	PC	2408KD	2X4X8 #2/BTR KD D4S SPRUCE	4.26	4	3.79	/PC	15.16
12		4	SH	12SEL	1/2" SELECT FIR PLYWOOD	40.97	4	38.97	/SH	155.88 *
13		6	PC	1408	1X4X8 #3 BTR SPRUCE STRAPPING	2.87	6	2.56	/PC	15.36
14		290	LF	16CP	PINE 1X6" STANDARD GRADE T&G	.79	290	0.75	/LF	217.50 *
15					BACK WALL					
16		3	PC	2416KD	2X4X16 #2/BTR KD D4S SPRUCE	10.33	3	8.80	/PC	26.40
17		1	PC	2408KD	2X4X8 #2/BTR KD D4S SPRUCE	4.26	1	3.79	/PC	3.79
18		20	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	20	6.60	/PC	132.00
19		6	SH	12SEL	1/2" SELECT FIR PLYWOOD	40.97	6	38.97	/SH	233.82 *
20		450	LF	16CP	PINE 1X6" STANDARD GRADE T&G	.79	450	0.75	/LF	337.50 *
21		1	EA	BO13680L	DOOR 6PAN 36X80 4-5/8 PRI EX LHI	329.99	1	329.99	/EA	329.99
22					SIDE WALL					
23		3	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	3	6.60	/PC	19.80
24		15	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	15	6.60	/PC	99.00
25		3	SH	12SEL	1/2" SELECT FIR PLYWOOD	40.97	3	38.97	/SH	116.91 *
26		230	LF	16CP	PINE 1X6" STANDARD GRADE T&G	.79	230	0.75	/LF	172.50 *
27		4	PC	1408	1X4X8 #3 BTR SPRUCE STRAPPING	2.87	4	2.56	/PC	10.24
28					CEILING					
29		15	PC	2612KD	2X6X12 #2/BTR KD D4S SPRUCE	12.58	15	11.958	/PC	179.38 C
30		2	PC	2616KD	2X6X16 #2/BTR KD D4S SPRUCE	16.78	2	15.944	/PC	31.89 C
31		1	PC	2608KD	2X6X8 #2/BTR KD D4S SPRUCE	7.59	1	7.212	/PC	7.21 C
32		500	LF	16CP	PINE 1X6" STANDARD GRADE T&G	.79	500	0.75	/LF	375.00 *
33					ACCESSORIES					

Continued...



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P.O. BOX 700
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PAGE NO 2

CUST NO: 1 JOB NO: 000 PURCHASE ORDER: RINK WARM ROOM REFERENCE: TERMS: NET 30 CLERK: RP DATE / TIME: 4/25/18 7:42

SOLD TO:
CASH CONTRACTOR

SHIP TO:
RINK WARM ROOM WITH PINE

EXP. DATE: 5/3/18

TERMINAL: 562

TAX: 008 HST 86774 7289 RT0001

ESTIMATE: 725721

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
34		4	EA	R2023JMJ	JM INSULATION 120.11SQFT 5BGBALE	81.67	4	77.587 /EA	310.35 C
35		6	BG	R2015JMJ	R2015 J/M INSUL 78.33/SQFT JUMBO	53.99	6	45.99 /BG	275.94 *
36		1	RL	1500H10	POLY HEAVY 10' 1500 SQFT 6MM	55.99	1	53.191 /RL	53.19 C
37		1	BX	11038	ARROW STAPLES 3/8" 5000/BOX	6.99	1	6.291 /BX	6.29 C
38		3	EA	SC170	ACOUSTICAL SEALANT	4.99	3	4.99 /EA	14.97 *
39		10	LB	312G	NAIL-COMMON 3-1/2" GALV	1.79	10	1.611 /LB	16.11 C
40		5	LB	2G	NAIL-COMMON 2" GALV	1.79	5	1.611 /LB	8.06 C
41					BASE AND TRIM				
42		4	PC	1616PR	1X6X16' FJP PRIMED D4S BOARDS	32.99	4	29.99 /PC	119.96
43		6	PC	1416PR	1X4X16' FJP PRIMED D4S BOARDS	22.99	6	19.99 /PC	119.94
44					GYM WALL PINE				
45		160	LF	16CP	PINE 1X6" STANDARD GRADE T&G	.79	160	0.75 /LF	120.00 *
46		2	BX	P21429	PRIME 2-1/2" 16GA BRAD NAIL AIR	23.99	2	21.591 /BX	43.18 C

TAXABLE 4713.40
NON-TAXABLE 0.00
SUBTOTAL 4713.40

TAX AMOUNT 707.01

TOTAL 5420.41

TOT WT: 8.10

X

Received By



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PAGE NO 1

CUST NO: 1
JOB NO: 000
PURCHASE ORDER: RINK WARM ROOM

REFERENCE:

TERMS: NET 30

CLERK: RP

DATE / TIME: 4/25/18 8:04

SOLD TO:
CASH CONTRACTOR

SHIP TO:
RINK WARM ROOM WITH GYPROC

EXP. DATE: 5/9/18

TERMINAL: 562

TAX: 008 HST 86774 7289 RT0001

ESTIMATE: 726426

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/	PER	EXTENSION
1					FLOOR					
2		7	PC	2616KD	2X6X16 #2/BTR KD D4S SPRUCE	16.78	7	14.72	/PC	103.04
3		23	PC	2612KD	2X6X12 #2/BTR KD D4S SPRUCE	12.58	23	11.04	/PC	253.92
4		15	PC	2610KD	2X6X10 #2/BTR KD D4S SPRUCE	10.49	15	9.20	/PC	138.00
5		10	SH	34SELTG	3/4" SELECT T&G FIR PLYWOOD	57.97	10	49.97	/SH	499.70
6		5	LB	312G	NAIL-COMMON 3-1/2" GALV	1.79	5	1.611	/LB	8.06 C
7		5	LB	134FS	SCREWS 1 3/4" YELLOW ZINC FLOOR	3.99	5	3.591	/LB	17.96 C
8					FRONT WALL					
9		3	PC	2416KD	2X4X16 #2/BTR KD D4S SPRUCE	10.33	3	8.80	/PC	26.40
10		15	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	15	6.60	/PC	99.00
11		4	PC	2408KD	2X4X8 #2/BTR KD D4S SPRUCE	4.26	4	3.79	/PC	15.16
12		4	SH	12SEL	1/2" SELECT FIR PLYWOOD	40.97	4	38.97	/SH	155.88 *
13		6	PC	1408	1X4X8 #3 BTR SPRUCE STRAPPING	2.87	6	2.56	/PC	15.36
14		3	SH	12GYP	1/2X4X12 REGULAR DRYWALL	18.97	3	15.97	/SH	47.91 *
15					BACK WALL					
16		3	PC	2416KD	2X4X16 #2/BTR KD D4S SPRUCE	10.33	3	8.80	/PC	26.40
17		1	PC	2408KD	2X4X8 #2/BTR KD D4S SPRUCE	4.26	1	3.79	/PC	3.79
18		20	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	20	6.60	/PC	132.00
19		6	SH	12SEL	1/2" SELECT FIR PLYWOOD	40.97	6	38.97	/SH	233.82 *
20		1	EA	BO13680L	DOOR 6PAN 36X80 4-5/8 PRI EX LHI	329.99	1	329.99	/EA	329.99
21		4	SH	12GYP	1/2X4X12 REGULAR DRYWALL	18.97	4	15.97	/SH	63.88 *
22					SIDE WALL					
23		3	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	3	6.60	/PC	19.80
24		15	PC	2412KD	2X4X12 #2/BTR KD D4S SPRUCE	7.75	15	6.60	/PC	99.00
25		3	SH	12SEL	1/2" SELECT FIR PLYWOOD	40.97	3	38.97	/SH	116.91 *
26		4	PC	1408	1X4X8 #3 BTR SPRUCE STRAPPING	2.87	4	2.56	/PC	10.24
27		2	SH	12GYP	1/2X4X12 REGULAR DRYWALL	18.97	2	15.97	/SH	31.94 *
28					CEILING					
29		15	PC	2612KD	2X6X12 #2/BTR KD D4S SPRUCE	12.58	15	11.04	/PC	165.60
30		2	PC	2616KD	2X6X16 #2/BTR KD D4S SPRUCE	16.78	2	14.72	/PC	29.44
31		1	PC	2608KD	2X6X8 #2/BTR KD D4S SPRUCE	7.59	1	6.39	/PC	6.39
32		4	SH	12GYP	1/2X4X12 REGULAR DRYWALL	18.97	4	15.97	/SH	63.88 *
33		1	SH	8GYP	1/2X4X8 ULTRALITE DRYWALL	11.19	1	11.19	/SH	11.19 *

Continued...



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PAGE NO 2

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TAX: 008 HST 86774 7289 RT0001

ESTIMATE: 726426

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38					GYM WALL					
39		2	SH	12GYP	1/2X4X12 REGULAR DRYWALL	18.97	2	15.97	/SH	31.94 *
40					ACCESSORIES					
41		4	EA	R2023JMJ	JM INSULATION 120.11SQFT 5BGBALE	81.67	4	77.587	/EA	310.35 C
42		6	BG	R2015JMJ	R2015 J/M INSUL 78.33/SQFT JUMBO	53.99	6	45.99	/BG	275.94 *
43		1	RL	1500H10	POLY HEAVY 10' 1500 SQFT 6MM	55.99	1	53.191	/RL	53.19 C
44		1	BX	11038	ARROW STAPLES 3/8" 5000/BOX	6.99	1	6.291	/BX	6.29 C
45		3	EA	SC170	ACOUSTICAL SEALANT	4.99	3	4.99	/EA	14.97 *
46		10	LB	312G	NAIL-COMMON 3-1/2" GALV	1.79	10	1.611	/LB	16.11 C
47		5	LB	2G	NAIL-COMMON 2" GALV	1.79	5	1.611	/LB	8.06 C
48		7	LB	114GS	SCREWS 1 1/4" GYPROC COARSE	2.99	7	2.691	/LB	18.84 C
49		1	BX	20KGB	17L BEST MUD IN THE JOINT BOX	27.99	1	24.99	/BX	24.99 *
50		1	EA	Y6503940	SHEETROCK 90 EASI SANDING COMPOU	29.99	1	27.99	/EA	27.99 *
51		1	EA	6590806	PAPER TAPE 500'	7.99	1	7.191	/EA	7.19 C
52		1	EA	8047904	FIBA TAPE 2"X500'	15.99	1	14.391	/EA	14.39 C
53		1	EA	7110174	QUAD WINDOW SIDING SEALANT WHT	7.99	1	7.99	/EA	7.99 *
54		2	EA	6898175	QUAD CAULKING CLEAR W/D/S	7.99	2	7.99	/EA	15.98 *
55		2	LB	2F	NAIL-FINISH 2" BRIGHT	1.99	2	1.791	/LB	3.58 C
56					BASE AND TRIM					
57		4	PC	1616PR	1X6X16' FJP PRIMED D4S BOARDS	32.99	4	29.99	/PC	119.96
58		6	PC	1416PR	1X4X16' FJP PRIMED D4S BOARDS	22.99	6	19.99	/PC	119.94

TAXABLE 3802.36
NON-TAXABLE 0.00
SUBTOTAL 3802.36

TAX AMOUNT 570.35

TOTAL 4372.71

TOT WT: 0.00

X

Received By

Correspondence

Rebecca Cyr
29 Pleasant St
Kensington, PEI
902-314-4725

To whom it may concern,

I would like to formally request to own and care for chickens inside the town limits of Kensington. I am looking to acquire four (4) laying hens and would exclude roosters due to the excessive noise.

I would have a small chicken coop built in my backyard to house these chickens. The enclosure would keep the chickens entirely contained on my property with no access to the road or neighboring properties.

The main reason of this request is for educational purposes for my children. The children will learn to raise and care for these animals in a controlled environment, and also collect their eggs.

I have done research into the care of chickens and am educated as a veterinary technician, so I feel comfortable in caring for them appropriately. I have also been in contact with a local veterinarian who will do any treatments necessary should they need veterinary care.

I hope you consider my request and I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Cyr". The signature is written in black ink and is positioned below the word "Sincerely,".

Rebecca Cyr

Geoff Baker

From: peter@buzzon.com
Sent: May 10, 2018 11:42 AM
To: mayor@townofkensington.com
Cc: townmanager@townofkensington.com
Subject: Peter Richards @ The Buzz @ 25 Anniversary
Attachments: Buzz for Indian River APR18.pdf; Untitled attachment 00281.html; buzz-25years.jpg; Untitled attachment 00284.html

Greetings,

The upcoming June 2018 BUZZ will be our 25th anniversary issue and we'd like to invite you to be part of that celebration by placing an ad -- from the office of the mayor, or the Town of Kensington. In this ad you can promote your own message and/or say "congratulations" to The Buzz if you wish.

Since it is an anniversary issue we are going to place a small badge (see 25 YEARS example below) on each ad which states how many years the business/organization has been operating. If you decide to go ahead with this, please confirm the number of years that Kensington celebrates in 2018.

We are pleased to relate that our readership continues to grow and our circulation is increasing. Circulation for June is 16,000 copies with a streetdate of May 28. Booking deadline is May 15.

Our ad rates are here: <https://www.buzzon.com/index.php/advertising>

If you have any questions, or to place your order, please call me or contact Yanik Richards — yanik@buzzon.com

Thank you.

Peter

Peter Richards
Managing Editor
The Buzz, Prince Edward Island's Guide to What's Going On
902-628-1958
160 Richmond Street, Charlottetown, PE C1A 1H9
email: info@buzzon.com

CELEBRATING 25 YEARS AS PEI'S GUIDE TO WHAT'S GOING ON		
The BUZZ	ARTS ENTERTAINMENT COMMUNITY	   @BUZZPEI  WWW.BUZZON.COM