



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

***Wednesday, November 15, 2017 @ 7:00 PM***

55 Victoria Street  
Kensington, PEI  
C0B 1M0

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

**Town of Kensington  
Regular Meeting of Town Council  
November 15, 2017 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1 October 10, 2017 Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 October 10, 2017 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 - RFD2017-53 -Pamela James Variance Request
    - 8.1.2 - RFD2017-54 – Annual Christmas Bonus
    - 8.1.3 - RFD2017-55 – Kensington Storm Drainage Project - Cancellation
    - 8.1.4 – RFD2017-56 – Stewart Brookins Development Permit Application
- 9. Correspondence**
- 10. Committee of the Whole (In-Camera) – One Item of a Contract/Legal Nature**
- 11. Adjournment**

**Town of Kensington**  
**Minutes of Regular Council Meeting**  
**Tuesday, October 10, 2017**  
**7:00 PM**

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

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

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Doucette, seconded by Councillor Pickering to approve the tentative agenda for the September 2017 regular meeting of Town Council. Unanimously carried.*

**3. Declaration of Conflict of Interest**

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

**4. Delegations / Presentations**

**4.1** *Nil*

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

**5.1** *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the minutes from the September 11, 2017 regular meeting of Town Council. Unanimously carried.*

**5.2** *Moved by Councillor Mill, seconded by Councillor Spencer to approve the minutes from the September 28, 2017 public meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1** **September 11, 2017 Regular Council Meeting**

- 7.3.2** Councillor Spencer inquired about the fine revenue for July and August. Chief Sutherland commented that the month of August was a difficult month within the department. Officers dealt with a series of files which required additional hours in reports and dealing with forensic services and the RCMP. Chief also noted that a debrief has taken place for the officers and fire emergency responders.



- 7.3.3** Chief Sutherland reported that 450 trout were donated by the province to restock the Alysha Toombs Memorial Park's pond.
- 7.3.4** Councillor Mill requested that the aerators in the Alysha Toombs Memorial Park pond be in use for the 2018 season. It was noted by Chief Sutherland that there was an invasive species in the pond and testing has been done by the Kensington North Watershed Association, they will determine if the aerators are beneficial to the pond.
- 7.3.5** Mr. Baker inquired if the debriefing process is complete for the incidents the Kensington Police Services dealt with during the months of August and September. Chief Sutherland confirmed that the debriefing has taken place and noted that the officers were put in situations which are difficult to be prepared for. Chief noted that he is in processes to have a new Police Chaplin available for the department.

**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 October 2017. Unanimously carried.*

**7.5 Bills List**

- 7.5.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to approve the August 2017 Bills in the amount of \$219,031.93. 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 August 2017. Unanimously carried.*

**7.7 Community Gardens Complex Report**

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

**7.8 Mayor's Report**

- 7.8.1** *Moved by Councillor Pickering, seconded by Deputy Mayor Mann to approve the Mayors report for the month of October 2017 as presented by Mayor Caseley. Unanimously carried.*
- 7.8.2** Councillor Spencer inquired about the possible re-implementation of the Junior Council initiative. Mayor Caseley noted he has reached out to the school with hopes to start the program again, he will follow up again.

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

- 7.9.1** Deputy Mayor Mann provided updates on the Kensington Area Chamber of Commerce. He noted that the Annual Golf Tournament was a success. Upcoming events include Member Appreciation Night on October 19, Small Business Luncheon on October 20, Business Awards Gala on November 14.

**8. New Business**

**8.1 Request for Decisions**

**8.1.1 Kensington Wild 2017/18 Sponsorship Request**

- 8.1.1.1** *Moved by Councillor Spencer, seconded by Councillor Doucette THAT Kensington Town Council approve a “Jersey Sponsorship” for the Kensington Wild Major Midget Hockey Club for the 2017/18 hockey season in the amount of \$750.00. Unanimously carried.*

**8.1.2 Kensington Girl Guide/Pathfinder Sponsorship Request**

- 8.1.2.1** *Moved by Councillor Pickering, seconded by Councillor Mill THAT Kensington Town Council approve a donation to the Kensington Girl Guides/Pathfinders Group for their upcoming education tour to Ottawa and Toronto, in the amount of \$2,000.00, to be included in the 2018 General Government budget line for Donations and Grants. Unanimously carried.*

**8.1.3 Grant Paynter Construction – Zoning Bylaw/Official Plan Amendment Request**

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

*WHEREAS Kensington Town Council has considered the application of Grant Paynter Construction to re-zone a parcel of property located at 10 Glover’s Lane (PID No 449173) from multi-unit residential (R3) to Industrial (M1);*

*AND WHEREAS a Land Use Planning Report has been completed by DV8 Consulting and considered by Town Council;*

*AND WHEREAS the Province of PEI does not consider Glover’s Lane to be a Public right of Way;*

*AND WHEREAS Section 4.13 of the Town of Kensington’s Development Control Bylaw does not permit an Industrial Development along a private right-of-way;*

***BE IT RESOLVED THAT Kensington Town Council denies the application of Grant Paynter Construction to amend the Development Control Bylaw to re-zone the property identified as 10 Glover's Lane (PID. 449173) from multi-unit residential (R3) to Industrial (M1).***

***Unanimously carried.***

- 8.1.3.2** Mr. Baker discussed with Council that Glovers Lane is considered a parcel of land and was never a legal roadway. It was suggested that Town Council remove the Glovers Lane street sign.

***Moved by Councillor Doucette, seconded by Councillor Spencer to remove the Glovers Lane Street Sign as it is not a legal right of way. Unanimously carried.***

*Ronda Gill of 29 Broadway Street joined the Council Meeting at 7:37 pm.*

*Mayor Caseley spoke in regards to Town Council's decision on the rezoning of 10 Glovers Lane.*

*Ronda Gill excused herself from the Council Chamber at 7:40 pm.*

## **8.2 Other Matters**

- 8.2.1** Mr. Baker noted that Fire Chief, Allan Sudsbury has requested a leave until April 15, 2018. Deputy Fire Chief, Rodney Hickey will be acting Fire Chief in his absence.

*Councillor Pickering declared a conflict and excused herself from the Council Chambers at 7:42 pm.*

- 8.2.2** Council discussed the available options for the Town's Christmas Dinner.

***Moved by Councillor Doucette, seconded by Councillor Mill to approve Broadway 45 as the 2017 Christmas Dinner location. Unanimously carried.***

*Councillor Pickering returned to the Council Chambers at 7:46 pm.*

## **9. Correspondence**

- 9.1** KISH October Newsletter
- 9.2** An invite to the FPEIM 2017 Semi Annual Meeting on November 4, 2017.
- 9.3** An invitation from the PEI Association for Newcomers to Canada for a full day session on November 3, 2017.

**10. In-Camera**

**10.1** *Moved by Councillor Mill, seconded by Councillor MacLean to commence into a Committee of the Whole meeting at 7:54 PM. Unanimously carried.*

**10.2** *Move by Councillor Pickering, seconded by Councillor Spencer to come out of the Committee of the Whole meeting at 8:03 PM. Unanimously carried.*

**11. Adjournment**

*Moved by Councillor MacLean, seconded by Councillor Pickering to adjourn the meeting at 8:03 PM. Unanimously carried.*

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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor

**Town of Kensington**  
**Town Council**  
*Updated Project/Task List*

Item #	Project/Task	Status
1	Unightly Property - 21 Barrett Street	The Supreme Court Hearing was held on November 1, 2017. A copy of the Order was provided to Town Councillors by email on November 2, 2017. Mr. Hunter has until November 21, 2017 to clean up the property. If he fails to do so, the Town has the Court Ordered authority to affect the clean-up.
2	Emergency Measures Organization	A meeting was held with EMO Coordinator on October 26th. A meeting of the Emergency Measures Committee will be scheduled in January to review the EMO Plan with the full Committee.
3	Exempt Staffing Policy	<b>**NO UPDATE**</b> A draft policy has been provided to the CAO. CAO to finalize prior to presentation to Council.
4	Annual Sewer Maintenance	The annual sewer maintenance program was undertaken during the last week of October and first week of November. All scheduled cleaning and video taping was completed.
5	5 Year Capital Plan	<b>**NO UPDATE**</b> Departmental managers have provided draft plans and Geoff to finalize prior to consideration by Town Council. Capital Plans will be provided as part of the 2018 Budget deliberations.
6	Relocation of "Welcome to Kensington" Sign - Charlottetown Road	<b>**NO UPDATE**</b>
7	Fire Hydrant Adoption Recognition Policy	Administrative Assistant, Kim Caseley has reached out to hydrant sponsors and have confirmed their intention to clear the hydrants during 2017/18 winter season. She will place another Facebook post to determine if other hydrants can be sponsored. Sign up sheets are available at the town office.
8	Financial Policy Development	<b>**NO UPDATE**</b>
9	Wellfield Protection Plan	<b>**NO UPDATE**</b> Waiting on application process for the Clean Water and Wastewater funding program.
10	Provincial Adoption of National Building Code	<b>**NO UPDATE**</b>
11	Crossing Guard Volunteers	The QEES Home and School Association has indicated that they will not be taking on crossing guard duties. Information will be provided for Church bulletins and volunteer organizations in the community.
12	Fire Department Policy Development	Additional Policies have been provided and are currently under review by the Mayor, CAO and representatives of the fire department. The remainder of the SOG's should be completed and provided to the Town over the next week or so. The draft outline for the Master Plan should also be provided within the next week.
13	Provincial Policing Review	<b>**NO UPDATE**</b> Town Council agreed to have CAO sit on Provincial Committee. Updates to be provided to Town Council as discussions progress. Four meetings have been held thus far centring primarily around the need for a singular radio system to enable all emergency service organizations to maintain contact in an emergency situation. A joint meeting of the steering and leadership committees was held on October 5 where a number of short term policing priorities were discussed.
14	Indian River Festival Partnership Request	The Memorandum of Understanding has been drafted and signed by both parities.
15	Street Transfer to Province of PEI	The Province officially took over street maintenance responsibilities as of November 1, 2017. Staff from the Town and the Province will continue to work towards the formal transfer of ownership. Staff are in the process of pulling together street as-built information, confirmation of the town boundary and other information to facilitate the transfer.
16	Garden Drive No Parking on East Side	<b>**NO UPDATE**</b> CAO to provide a letter to the Province requesting consideration to have no parking along the east side of Garden Drive. To date no response has been received.
17	Town Hall Roof Replacement	The Town Hall Roof Replacement project is complete.
18	Mural Light - Lodge Hall	The mural light on the Lodge Hall Building has been replaced and is fully operational.
19	KNWSA Curb Stop Locations	Work continues on this project. The consultant has completed the required field work however the date needs to be converted to a file type acceptable to the Town's GIS software. This is expected to be completed in the next couple of weeks.
20	Brookins Drive Drainage Issue	<b>**NO UPDATE**</b> PW staff met with a contractor on site to determine what can be done to alleviate water pooling on a section of Brookins Drive. A catch tee (catch basin) will be installed to catch storm water and direct it to the existing storm sewer system.
21	Public Parking Lot Development - North Street	The Parking Lot Layout and capital cost estimate was provided to Committee off council at their October meeting. It was agreed that any work towards this project would be delayed.
22	BST Multi Unit Development	<b>**NO UPDATE**</b> Subdivision has been approved and submitted to Province. Re-Zoning completed and approved by Province. Application made and approved by Department of Environment for water and sewer extension. Application made and approved by IRAC. Derek French contracted by Town to oversee development process, development agreement, etc.
23	Craig Walsh Soccer Team Funding Request	<b>**NO UPDATE**</b> Additional information has been requested from Mr. Walsh as directed by Committee of council. To date this additional information has not been received.
24	Rail Yards Clock Repair	<b>**NO UPDATE**</b> Spoke to the electrical contractor and it was indicated that the required part has arrived however he is currently extremely busy. He will repair the clock as soon as his schedule allows.
25	Canada Post Sign - Corner of Victoria/Broadway	<b>**NO UPDATE**</b> Provided a second request to the Provincial Department of Transportation and Infrastructure Renewal to address the condition of the sign. To date no response has been received.

Town of Kensington  
Town Council  
*Updated Project/Task List*

Item #	Project/Task	Status
26	Municipalities Act Implementation	CAO has begun to review deficiencies and will provide update at a future Committee of Council meeting on implementation requirements, short falls, etc. Draft regulations have been put forward for consultation and have been provided to Town Council for review and comment. All effort will be made to provide a comprehensive report to Committee of Council for their regular November meeting. Staff are attending a Provincial Government Education Session on the new Act in late November.
27	Collective Bargaining Negotiations	<b>**NO UPDATE**</b> Councillors in attendance at the September 7th Special Meeting have been updated on current status of negotiations. Further information to be provided as process progresses.
28	Public Works Vehicle Replacement	<b>**NO UPDATE**</b> Staff will issue a Request for Quotations (RFQ) to solicit quotations on replacing the vehicle. Minor repairs were made to the vehicle to allow it to pass inspection at a cost of less than \$1,000. It is anticipated that the purchase of a new vehicle will be delayed until early 2018.
29	Bicycle Rack Quotes	Staff will solicit quotes to purchase bike racks in time for the 2018 season.
30	Police Act Consultations	I attended a meeting with Chief Sutherland on October 18 to consult on proposed amendments to the Police Act. Further detail will be provided as it becomes available.
31	Kensington App and Mobile Website	Attended a meeting with Don Ramsay to discuss issues around the Kensington App and mobile website. There were issues with some of the menu items not being accessible. Discussion was held around the possibility of adding all AED locations in the Town.
32	Letter to Contractors Re: Development Permits	A letter will be drafted to local contractors advising on town development permit requirements.



Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	1	2	1	2		1							7	1.19%
Abandon Vehicle		2											2	0.34%
Abduction													0	0.00%
Alarms	4	3		5	1	8	3	2	2				28	4.76%
Animal Calls					1		2	4	2				9	1.53%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon								1					1	0.17%
Assaults (Level 1)					1		1						2	0.34%
Assistance Calls	12	13	11	10	14	16	18	11	11				116	19.73%
Breach of Peace					1		1						2	0.34%
Breach of Recognizance													0	0.00%
Break and Enter (business)	1												1	0.17%
Break and Enter (other)													0	0.00%
Break and Enter (residence)								1					1	0.17%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare				1				1					2	0.34%
Coroner's Act		1						1	1				3	0.51%
Crime Prevention													0	0.00%
Criminal Harassment	1			1	1				1				4	0.68%
Dangerous Driving							1	1					2	0.34%
Disturbing the Peace							1						1	0.17%
Dog Act			1	1		1	1	3					7	1.19%
Driving while disqualified							1	1	2				4	0.68%
Drug Charges		1		2									3	0.51%
Excise Act													0	0.00%
Fail to Comply Probation								1					1	0.17%
Fail to comply undertaking							1						1	0.17%
Fail to remain at scene of accident							2		1				3	0.51%
Family Relations Act	1	2			1								4	0.68%
Fingerprints taken													0	0.00%
Fire Prevention Act													0	0.00%
Firearm Act		1		1		1		1					4	0.68%



Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Forcible confinement													0	0.00%
Fraud		1	1	1			5	1					9	1.53%
Harrassing Phone Calls	2			1			2		1				6	1.02%
Impaired Driver			1	1	3	3	1	2	1				12	2.04%
Information Files			2	2	2	1	2						9	1.53%
Injury Accidents													0	0.00%
Liquor Offences	1		1			1	1	2					6	1.02%
Litter Act			1				1						2	0.34%
Lost and Found			1			3	4	5	3				16	2.72%
Luring Minors													0	0.00%
Mental Health Act	3	2	2	2		1	2		2				14	2.38%
Mischief					2	4	2	3	1				12	2.04%
Motor Vehicle Accidents	3	3		2	7	1	4	1	3				24	4.08%
Motor Vehicle Act	8	4	2	2	7	4	11	7	4				49	8.33%
Municipal Bylaws					6	4	4	3					17	2.89%
Off Road Vehicle Act							1	1					2	0.34%
Other Criminal Code			1			1							2	0.34%
Person Reported Missing		1						1					2	0.34%
Possession of restricted weapon													0	0.00%
Property Check	1		3		2	1	3	1	1				12	2.04%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference		1			1								2	0.34%
STEP (Integrated Traffic Enforcement)													0	0.00%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1		1	1	2	1	4	2	1				13	2.21%
Theft Of Motor Vehicle													0	0.00%
Theft Over \$5000													0	0.00%
Theft Under \$5000		2			4	2	1	3	1				13	2.21%
Traffic Offences						3							3	0.51%
Trespass Act		2											2	0.34%
Trespass at Night													0	0.00%
Uttering Threats	1	1		1	2		1	3					9	1.53%

[illegible]

## **Police Report September 2017**

KPS received 2 false alarms during the month and here is the following breakdown of what occurred.

September 6<sup>th</sup> 1735hrs hrs Valley Truss – Patrol attended business was still open and operating.

September 24<sup>th</sup> 0229hrs Food Basket – Patrol attended and not sure why the alarm sounded.

Chief Sutherland

## Year To Date Approved Development Permits Summary Report 2017

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Commercial					1									1	
Addition Residential additions/alterations					1	1								2	
Addition Residential Deck/Fence/Pools								1						1	
Demolition						1								1	
New Modular/Mobile Home		1					1							2	
New Multi-unit Family Dwelling								1						1	
New Other				1										1	
New Residential Accessory Structure	1					1	1	1	1	1				6	
New Residential Deck/Fence/Pools				1	1	1	1			1				5	
New Semi Detached Dwelling					2									2	
Other Modular/Mobile Home					1									1	
Other Residential Deck/Fence/Pools					1									1	
Renovation Commercial						1								1	
Renovation Residential additions/alterations											1			1	
<b>Total:</b>											1			26	

Total Estimated Construction Value
\$1,500.00
\$39,000.00
\$7,000.00
\$4,500.00
\$800,000.00
\$300,000.00
\$6,000.00
\$14,350.00
\$52,000.00
\$600,000.00
\$400.00
\$2,500.00
\$60,000.00
\$2,000.00
<b>\$1,889,250.00</b>

DEVELOPMENT PERMITS REPORT  
For the period October 07, 2017 to November 09, 2017

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

Residential additions/alterations

26-17	11/06/2017	179020	Khoury Tobias - 54 Woodleigh Drive	306-737-3927	Approved	Renovation	Residential additions/alterations		\$2,000.00	10/27/2017	11/03/2017
			54 Woodleigh Drive				Description:	Replace existing front step and upper balcony. Extend lower deck by 3 feet			

Sub Total: \$2,000.00

Residential Deck/Fence/Pool

25-17	10/27/2017	076927	Michelle Cordeiro - 44 Victoria Street	902-836-5458	Approved	New	Residential Deck/Fence/Pool		\$4,000.00	11/01/2017	05/31/2018
			44 Victoria Street				Description:	Construct a deck and pergola			

Sub Total: \$4,000.00

Total: \$6,000.00



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

For Office Use Only	
Permit #:	25-17
Date Received:	Oct 27, 2017
Date Approved:	Oct 27, 2017
PEI Planning:	Oct 30, 2017
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 44 Victoria St. East Kensington Property Tax Number (PID): 076927  
Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe: House + Garage + small shed

Land Purchased from Carolee + Paul Champion Year Purchased 2005

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

### 2. Contact Information

APPLICANT Name: Michelle Cordeiro Address: 44 Victoria St. East  
Phone: 902836 5458 Cell: 902439 0890 Po box 846 Kensington  
Email: ice.nave@pei.sympatico.ca Postal Code: C0B1M0

Same as Above: ☒  
OWNER Name: Paul Cordeiro Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: 902439 0891 \_\_\_\_\_  
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 \_\_\_\_\_

<input checked="" type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other <u>Perigula</u>
<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 checked="" type="checkbox"/> Other <u>Foundation</u>	<input type="checkbox"/> Other		

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



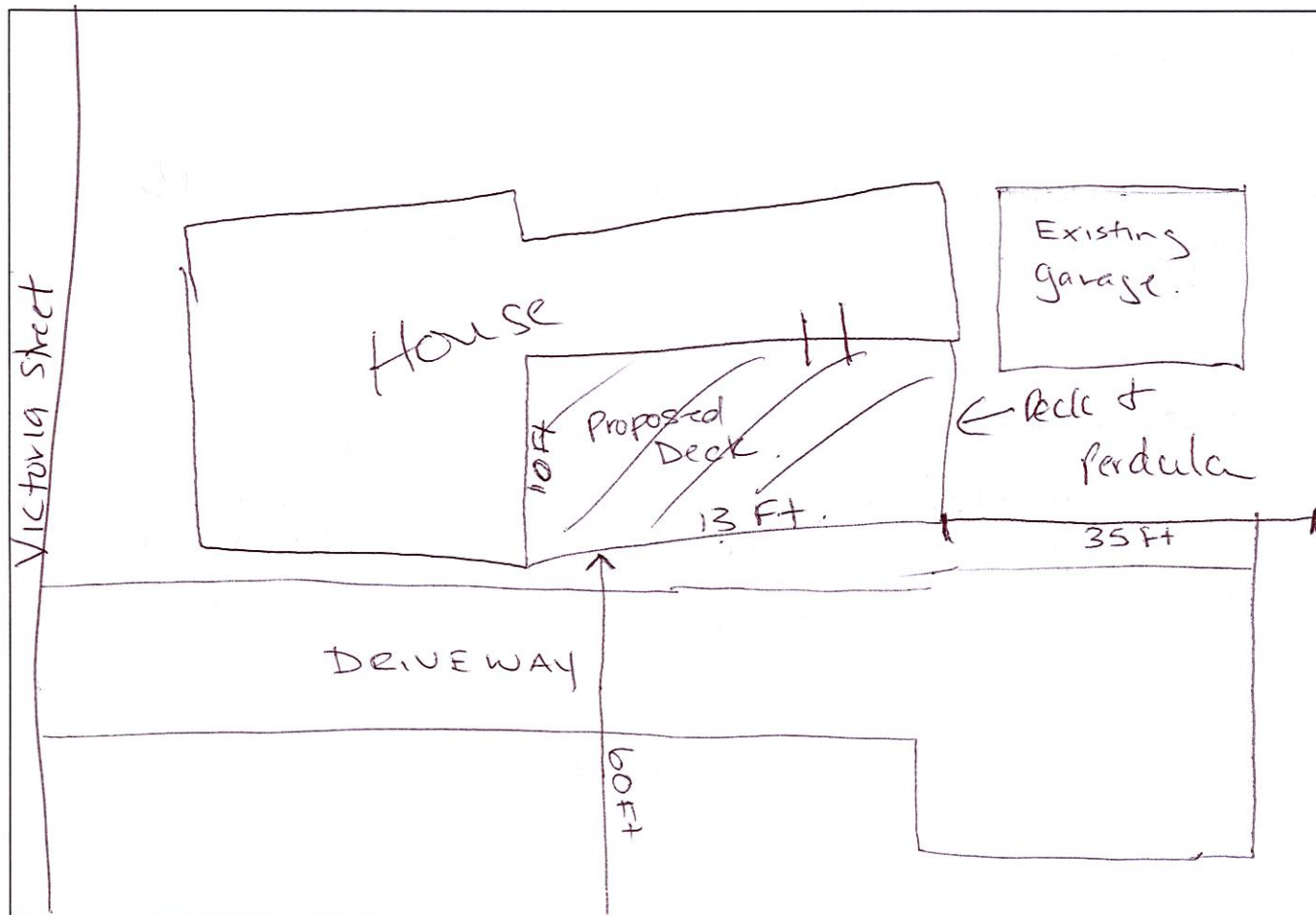
Detailed Project Description: Back deck + pergula

Estimated Value of Construction (not including land cost): \$4000

Projected Start Date: ? Fall 2017 Projected Date of Completion: ? Summer 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 Michelle Cardin Date: Oct. 27, 2017





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](mailto:townmanager@townofkensington.com)  
Website: [www.kensington.ca](http://www.kensington.ca)

For Office Use Only	
Permit #:	26-17
Date Received:	Nov 3, 2017
Date Approved:	Nov 6, 2017
PEI Planning:	
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 54 Woodleigh dr Property Tax Number (PID): 179020  
Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Are there any existing structures on the property?: ☐ No ☐ Yes, please describe: \_\_\_\_\_

Land Purchased from \_\_\_\_\_ Year Purchased 2017

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: Khouri Tobias Address: 54 wood leigh dr  
Phone: 306-737-3927 Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: C0B-1M0

Same as Above: ☐

OWNER Name: \_\_\_\_\_ Address: \_\_\_\_\_  
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 \_\_\_\_\_

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



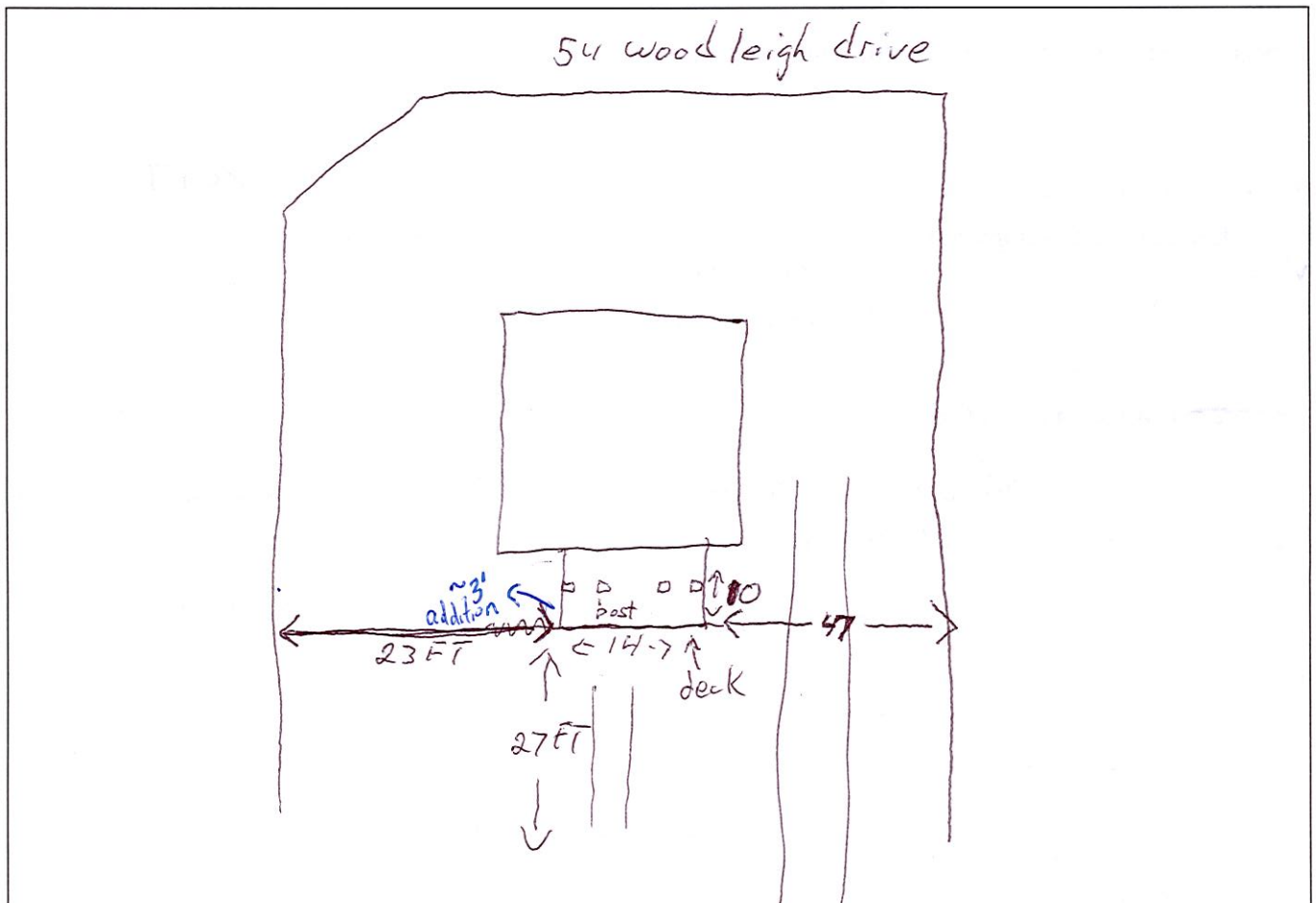
Detailed Project Description: replace front entry deck and post

Estimated Value of Construction (not including land cost): \$2,000

Projected Start Date: Oct 27, 2017 Projected Date of Completion: Nov 3rd, 2017

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.
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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 [Signature] Date: Nov 3rd, 2017

## Town of Kensington Bills List Sept 2017

Arsenault Best Cameron Ellis	TW0172	\$1,035.00
Amalgamated Dairies Limited	4917258020	\$34.72
Amalgamated Dairies Limited	4917254020	\$38.15
Amalgamated Dairies Limited	4917265027	\$43.55
Amalgamated Dairies Limited	4917272021	\$53.04
ADL Foods	2323165	\$365.62
ADL Foods	2320923	\$357.75
ADL Foods	2320181	\$549.69
ADL Foods	2322088	\$539.75
Aliant	5536257	\$218.23
Aliant	5539746	\$30.48
Andrew Griffin	SEPT 2017 RRSP	\$722.08
Brenda MacIsaac	SEPT 5, 2017 MEETING	\$47.00
Brenda MacIsaac	SEPT 2017 RRSP	\$274.96
Canadian Tire	SEPT 26, 2017	\$70.10
Capital Foodservice	2141333	\$627.45
Capital Foodservice	2144727	\$650.65
Capital "T" Electric	423	\$675.80
CIMCO Refrigeration	90589599	\$1,998.47
Coles Doors	2576	\$199.53
Combat Computer Inc	32834	\$575.00
Combat Computer Inc	33199	\$150.94
Combat Computer Inc	33295	\$582.19
Combat Computer Inc	33296	\$215.63
Combat Computer Inc	33297	\$560.63
Combat Computer Inc	33298	\$301.86
Combat Computer Inc	33167	\$766.96
Canadian Union of Public Employees	SEPT 2017 UNION DUES	\$479.98
Eastlink	03266256	\$23.00
Eastlink	03265907	\$83.89
Eastlink	032655585	\$592.58
Eastlink	03314249	\$132.79

Elizabeth Hubley	SEPT 2017 LIBRARY	\$805.00
Frito Lay Canada	43756653	\$115.39
Frito Lay Canada	43756781	\$94.31
Frito Lay Canada	43756556	\$138.53
Geoff Baker	SEPT 2017 MILEAGE	\$313.96
Hewitt Rentals Inc	5286313 001	\$142.50
Hewitt Rentals Inc	5289061 001	\$71.25
Hewitt Rentals Inc	5291365 001	\$106.87
Holland College	539996	\$113.84
Holland College	540006	\$52.82
Holland College	540009	\$70.43
Ideal Auto Parts Ltd	117767	\$342.70
Irving Oil	32020083	\$166.96
Irving Oil	1444421	\$210.40
Irving Oil	731797	\$773.78
Irving Oil	634109	\$234.83
Irving Oil	438976	\$99.69
Irving Oil	32056036	\$253.29
Irving Oil	32049963	\$191.37
Irving Oil	32043588	\$264.05
Island First Aid Service	SI-8111	\$103.50
Island Hot Tubs & Pools	18073	\$211.58
Island Hot Tubs & Pools	18061	\$211.53
Island Hot Tubs & Pools	17215	\$41.38
Island Hot Tubs & Pools	17263	\$32.19
Island Hot Tubs & Pools	17282	\$37.94
Island Petroleum	21089	\$192.86
Island Petroleum	21139	\$366.10
Island Petroleum	5221978308	\$27.13
JVI Provincial Transportation and Safety Academy	WHMIS TRAINING	\$241.50
Kensington Agricultural Services	96982	\$47.15
Kensington Agricultural Services	96921	\$19.54
Kensington Agricultural Services	4238	\$6,440.00
Kensington Agricultural Services	96155	\$44.82

Kensington Wild Hockey Club	2017 DONATION	\$750.00
Kent Building Supplies	999020	\$24.77
Kent Building Supplies	997709	\$16.97
Kent Building Supplies	999273	\$72.04
Kent Building Supplies	1002900	\$33.41
Kent Building Supplies	1000658	\$16.42
Kent Building Supplies	1001210	\$24.63
Kent Building Supplies	1004628	\$14.36
Kent Building Supplies	1004730	\$94.59
Kent Building Supplies	1004246	\$54.05
Key Murray Law	228942	\$2,525.89
Langille Sharpening Service Inc	58457	\$126.50
Leigh Adams	SEPT 7, 2017 50/50	\$410.00
Lewis Sutherland	SEPT 17 MILEAGE	\$114.21
Lewis Sutherland	SEPT 2017 RRSP	\$613.48
MacInnis Express (1983) Ltd	186222	\$95.78
Maritime Electric	FIRE HALL SEPT 2017	\$424.15
Maritime Electric	ST LIGHTS SEPT 17	\$3,077.07
Maritime Electric	ART COOP SEPT 17	\$223.15
Maritime Electric	EVK POOL SEPT 17	\$668.01
Maritime Electric	20 STEWART SEPT 17	\$58.89
Maritime Electric	PW SHOP SEPT 17	\$140.81
Maritime Electric	CGC BALLFIELD SEP 17	\$28.26
Maritime Electric	CGC RINK SEPT 17	\$8,660.20
Maritime Electric	SENIOR COOP SEPT 17	\$45.63
Maritime Electric	TOWN HALL SEPT 17	\$1,538.53
Maritime Electric	LIBRARY SEPT 17	\$111.58
Maritime Electric	TRAIN STN SEPT 17	\$963.60
Maritime Electric	CAR CHARGER SEP 17	\$34.78
Maritime Electric	SPEED RADAR SEP 17	\$102.78
Mary's Bake Shoppe	AUG 23, 2017	\$116.25
Malpeque Bay Credit Union	SEPT 2017 RRSP	\$1,539.82
MD Charleton Co Ltd	53641	\$1,429.89
Medacom Atlantic Inc	001	\$25.00

MJS Marketing & Promotions	2606010	\$51.75
MJS Marketing & Promotions	2608017	\$51.75
Moase Plumbing & Heating	27057	\$158.34
Moase Plumbing & Heating	27021	\$263.76
Orkin Canada	7980676	\$62.10
Orkin Canada	7981442	\$28.75
Owen MacDonald	915727	\$46,164.73
Pepsico	20216453	\$1,338.37
Petty Cash	SEPT 13, 2017	\$230.15
Pitney Bowes	3200569571	\$194.55
Road Trax Sales and Service	164391	\$602.75
Road Trax Sales and Service	164432	\$565.72
Road Trax Sales and Service	164447	\$932.88
Robert Wood	OCT 2017 MILEAGE	\$150.00
Saltwire Network	4665	\$401.06
Saltwire Network	SM00004527	\$401.06
Mikes Independent	01 9288	\$41.93
Mikes Independent	01 1356	\$10.00
Mikes Independent	01 5186	\$6.00
Scotia Securities	DOUG K SEPT 17 RRSP	\$309.32
Sommers Motor Generator Sales Ltd	40000863-00	\$1,104.00
Spring Valley Building Centre Ltd	182334	\$208.73
Spring Valley Building Centre Ltd	K83209	\$57.43
Suncor Energy Products Partnership	SEPT 11, 2017	\$741.00
Superior Sanitation	620934	\$80.50
Superior Sanitation	620935	\$80.50
Superior Sanitation	620936	\$184.00
Superior Sanitation	620937	\$230.00
Superior Sanitation	620938	\$207.00
Superior Sanitation	623854	\$207.00
Superior Sanitation	623853	\$230.00
Superior Sanitation	623852	\$184.00
Superior Sanitation	623851	\$16.10
Superior Sanitation	623850	\$80.50

Telus	SEPT 2017	\$743.87
Vail's Fabric Services Ltd	289703	\$104.42
Water & Pollution Control Corporation	SEPT 2017	\$303.91
Workers Compensation Board of PEI	SEPT 29, 2017	\$358.79
Wendy MacKinnon	SEPT 2017 MILEAGE	\$75.20
Yellow Pages Group	17-4936898	\$22.08
Subtotal		<hr/> \$106,936.16
Sept Payroll		\$81,388.78
<b>Total Sept Bills</b>		<hr/> <b>\$188,324.94</b> <hr/>

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

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$94,508.34	\$93,287.00	\$1,221.34	\$837,424.43	\$808,750.00	\$28,674.43	\$1,081,858.00	77%
Police Service	\$1,738.50	\$4,000.00	-\$2,261.50	\$15,602.10	\$36,000.00	-\$20,397.90	\$48,000.00	33%
Town Hall Rent	\$7,852.96	\$7,830.00	\$22.96	\$70,676.64	\$70,470.00	\$206.64	\$93,960.00	75%
Recreation	\$0.00	\$1,000.00	-\$1,000.00	\$2,250.00	\$4,500.00	-\$2,250.00	\$4,500.00	50%
Sales of Service	\$35,475.70	\$35,400.00	\$75.70	\$334,250.30	\$267,750.00	\$66,500.30	\$359,950.00	93%
Subtotal Revenue	\$139,575.50	\$141,517.00	-\$1,941.50	\$1,260,203.47	\$1,187,470.00	\$72,733.47	\$1,588,268.00	79%
GENERAL EXPENSES								
Town Hall	\$11,078.45	\$11,054.00	\$24.45	\$106,665.66	\$108,982.00	-\$2,316.34	\$146,118.00	73%
General Town	\$33,566.21	\$32,534.00	\$1,032.21	\$398,319.03	\$397,450.00	\$869.03	\$528,502.00	75%
Police Department	\$31,183.31	\$35,281.00	-\$4,097.69	\$324,972.99	\$319,901.00	\$5,071.99	\$431,072.00	75%
Public Works	\$13,734.30	\$12,045.00	\$1,689.30	\$208,550.30	\$185,103.00	\$23,447.30	\$237,433.00	88%
Train Station	\$1,647.87	\$1,685.00	-\$37.13	\$20,628.11	\$20,415.00	\$213.11	\$27,795.00	74%
Recreation & Park	\$1,291.63	\$3,325.00	-\$2,033.37	\$61,047.75	\$66,725.00	-\$5,677.25	\$72,250.00	84%
Sales of Service	\$15,391.59	\$13,553.00	\$1,838.59	\$148,686.90	\$136,049.00	\$12,637.90	\$184,382.00	81%
Subtotal Expenses	\$107,893.36	\$109,477.00	-\$1,583.64	\$1,268,870.74	\$1,234,625.00	\$34,245.74	\$1,627,552.00	79%
Net Income (Deficit)	\$31,682.14	\$32,040.00	-\$357.86	-\$8,667.27	-\$47,155.00	\$38,487.73		
Community Gardens Complex								
Community Gardens Revenue	\$28,173.34	\$44,200.00	-\$16,026.66	\$285,046.57	\$294,100.00	-\$9,053.43	\$402,900.00	71%
Community Gardens Expenses	\$28,638.46	\$27,383.00	\$1,255.46	\$249,430.19	\$268,002.00	-\$18,571.81	\$363,616.00	69%
Net Income (Deficit)	-\$465.12	\$16,817.00	-\$17,282.12	\$35,616.38	\$26,098.00	\$9,518.38		
Fire Department								
Fire Revenues	\$20,613.25	\$20,214.00	\$399.25	\$186,194.25	\$181,926.00	\$4,268.25	\$242,568.00	77%
Fire Department Expenses	\$15,759.03	\$16,713.00	-\$953.97	\$154,108.29	\$168,182.00	-\$14,073.71	\$242,568.00	64%
Net Income (Deficit)	\$4,854.22	\$3,501.00	\$1,353.22	\$32,085.96	\$13,744.00	\$18,341.96		
<b>Consolidated Net Income (Deficit)</b>	<b>\$36,071.24</b>	<b>\$52,358.00</b>	<b>-\$16,286.76</b>	<b>\$59,035.07</b>	<b>-\$7,313.00</b>	<b>\$66,348.07</b>		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$47,111.10	\$46,297.00	\$814.10	\$424,158.37	\$416,746.00	\$7,412.37	\$555,637.00	76%
Water & Sewer Expenses	\$55,085.56	\$50,453.00	\$4,632.56	\$428,638.68	\$404,807.00	\$23,831.68	\$555,637.00	77%
<b>Water &amp; Sewer Net Income (Deficit)</b>	<b>-\$7,974.46</b>	<b>-\$4,156.00</b>	<b>-\$3,818.46</b>	<b>-\$4,480.31</b>	<b>\$11,939.00</b>	<b>-\$16,419.31</b>		

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## TOWN OF KENSINGTON – MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CGC MANAGER  
**SUBJECT:** SEPTEMBER 2017 COMMUNITY GARDENS COMPLEX REPORT  
**DATE:** OCTOBER 10, 2017  
**ATTACHMENT:** STATISTICAL REPORT  
HARVEST FESTIVAL REVENUE/EXPENDITURE  
BREAKDOWN

---

### September 2017

#### Fitplex

##### Programming: Aerobics Programming

Chair Fit	Mondays and Wednesdays 10-11am Seniors
Hi Lo	Tuesdays 6.30pm
Boxerfit	Thursdays 6.30pm

##### Hours

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

#### Arena

- Opened arena to rentals on September 11, 2017.
- Ice plant issues with regards to warm temperatures and start-up. Replaced main electrical panel which overheated and burned electrical wires. Compressor oil seal and leak repaired. There was an issue with one of the dehumidifiers needing a heating element replaced.
- Zamboni serviced and new tires ordered.



- The Kensington Wild's first home game was held on September 16, 2017. The Kensington Vipers first home game will be held on October 1, 2017.

### **Kensington Cash 50/50**

September 2017	\$240.00
	\$220.00
	\$220.00
	<u>\$230.00</u>
<u>Total</u>	<u>\$910.00</u>

### **Ball Fields**

The Kensington Recreation League will begin playoffs in September and will be finished the first week of October.

### **Harvest Festival:**

A wrap-up meeting will be held with the Organizing Committee in October to review this years Festival.

### **Senior Center**

Local seniors continue to utilize the facility on a regular basis. A request was received from the seniors to have the parking area upgraded prior to the winter season. The Mayor and CAO have been working on this.

### **Upcoming Events**

- Matrix Jamboree Hockey Tournament Oct 6-8
- Christmas Parade
- Bedford Exchange 50<sup>th</sup> Anniversary

Town of Kenisngton  
Community Gardens Complex Monthly Statistical Data  
2016

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>Fitplex</b>													
Total Members	214	235	230	211	218	210	198	192	210	220	225	235	2598
Attendance	1250	1066	1105	998	889	788	672	724	766	825	996	996	11075
Day Passes Sold	57	70	48	48	38	16	8	12	30	38	31	31	427
Memberships Sold	38	31	16	31	29	20	20	22	36	36	27	27	333
Monthly Payment Memberships	20	31	35	36	46	46	46	46	48	50	50	52	506
<b>Arena</b>													
Hours Rented	176	155	115	37	0	0	0	0	100	132	162	152	1029
Preschool (Free)	4	4	4	2	0	0	0	0	0	0	4	4	22
Adult Skate	8	8	8	2	0	0	0	0	0	0	4	4	34
Donated Ice Time		10	12	5	0	0	0	0	0	0	0	2	29
Total Hours Rented	188	177	139	46	0	0	0	0	100	132	170	162	1114
Storm Days (no rentals)	3	2	2	0	0	0	0	0	0	0	0	3.5	10.5

Town of Kenisngton  
Community Gardens Complex Monthly Statistical Data  
2017

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>Fitplex</b>													
Total Members	280	270	260	265	245	230	230	220	225				2225
Attendance	1571	1227	1300	1100	1056	816	699	726	890				9385
Day Passes Sold	32	25	20	40	19	12	15	16	20				199
Memberships Sold	55	26	32	41	29	21	23	20	22				269
Monthly Payment Memberships	54	55	49	49	54	54	50	50	46				461
<b>Arena</b>													
Hours Rented	159	157	145	35	0	0	0	0	101				597
Preschool (Free)	4	4	4	0	0	0	0	0	0				12
Adult Skate	4	4	4	0	0	0	0	0	0				12
Donated Ice Time	2	10	2	5	0	0	0	0	0				19
Total Hours Rented	169	175	155	40	0	0	0	0	101				640
Storm Days (no rentals)	2	3	0	0	0	0	0	0	0				5

### Harvest Festival Revenue/Expenditure Breakdown

<b>Revenue:</b>	
Sponsorship	\$13,100.00
Grants	\$4,466.00
Golf Tournament	\$10,226.00
Dance	\$3,837.00
Road race	\$1,520.00
Gate\other events	\$6,059.00
<b>Total</b>	<b>\$39,208.00</b>

<b>Expenditures:</b>	
Golf Tournament	\$4,956.52
Dance	\$2,525.58
Road Race	\$1,269.46
Kids Day	\$2,212.00
Entertainment	\$2,175.00
WI	\$300.00
Parade	\$575.75
Production\fees\other	\$1,946.00
<b>Total</b>	<b>\$15,960.31</b>

**Note: \$1,500 grant still to be received.**



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

November 15, 2017

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

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

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

**Summerside Chamber of Commerce Breakfast** – Mr. Baker and I attended the annual Summerside Chamber Breakfast where Premier MacLauchlan gave an update on the province finances and population growth.

**Streets Transfer** – Mr. Baker and I met with Stephen Yeo, Steve Swartz and Sharon Slaunwhite from the Department of Transportation to review the transfer of street in Kensington to the Province. Officially the street maintenance will occur effective on November 1, 2017. The transfer of ownership will take place over time as the streets are surveyed. We have received notification from the province the street servicing grant and equalization adjustment will be reduced effective November 1 by \$168,315. A letter to this effect will be provided in correspondence.

**Tourism Roundtable** – Central Coastal Tourism Partnership, Kensington and Area Chamber of Commerce and Town of Kensington hosted a roundtable of tourism operators at the Indian River Church. The purpose was to discuss how the 2017 season went and to review what steps if any should be done to further the interests of tourism. The turnout was not great but we did have some very interested parties. It was agreed to do more follow up to see if there was interest in moving forward with the Strategic Tourism Expansion Program (STEP) talked about two years ago. Another meeting is being considered and efforts will be made to increase attendance from tourism operators.



**Rural Beautification Awards** – I attended the awards presentation and presented two awards on behalf of the Town of Kensington. Kensington is a silver sponsor of this program and this program is becoming quite important in improving the landscape on Prince Edward Island.

**School Bus Diesel Storage at KISH** – Following the Committee of Council meeting in October, the press picked up on the issue and did a story on the issue. I was in contact with Minister Brown and his department giving them a heads up on the story before it broke and they heard about it from the news rather than from us directly. Mr. Cummings from Public School Branch called and indicated a willingness to re-evaluate our concern and asked for possible solutions. In consultation with Barry Murray, Executive Director of the Kensington North Watersheds Association and Mr. Baker, we agreed to send a letter to Mr. Cummings outlining two areas to relocate the tank. (A copy of the letter to Mr. Cummings is attached to my report.) One area was the Crop Insurance Property on Gerald McCarville Drive and the other area was the Grain Elevator Property out the old Summerside Road. Our long term recommendation was to have the busses fuel up at the commercial service stations located in town or across from Cavendish Farms.

**Journal Pioneer Open Up Project** – Mr. Baker and I attended the gathering where the Journal Pioneer have attempting to get feedback on how they can improve the paper and determine the likes and dislikes.

**FPEIM Semi Annual Meeting** – Deputy Mayor Mann, Councillor Doucette and Mrs. MacKinnon attended with me at the Semi Annual Meeting of FPEIM in Montague. Many important and relevant topics were discussed, including the potential impact of Marijuana Legislation changes and an update of the requirements under the New Municipalities Act. Our town is in reasonably good shape with regard to bylaws required under the new act, however, all our bylaws need to be reviewed and ensure they are in compliance with the new act.

**Asset Management Workshop** – Attended this workshop at Slemon Park for elected officials where we were informed what an asset management program is and the importance and value of having a program. The workshop was provided through cooperation with the Federation of Canadian Municipalities and the Government of Canada. It was facilitated by Atlantic Infrastructure Management Network. This is an area that will become increasingly more important next year as municipalities will be required to have an asset management program. More workshops will be forthcoming and Councillors are encouraged to attend these workshops it at all possible so they can learn the role they play in adequate and proper asset management.

**Remembrance Day** – At the time of writing this report I am scheduled to lay a wreath on behalf of the Town at the Remembrance Day Ceremony and also attend the annual Banquet at the Legion on November 11. I will bring greetings on behalf of Council.

**Kensington and Area Chamber Awards Night** – At the time of writing this report I am scheduled to attend the Chamber Awards night and hope to be joined by many Councillors and Staff as our



local businesses and employees are recognized for another year of job well done.

Rowan Caseley  
Mayor – Town of Kensington



Mayor: Rowan Caseley  
Chief Administrator Officer: Geoff Baker  
Deputy Administrator: Wendy MacKinnon  
*Incorporated 1914*

November 1, 2017

Mr. John Cummings  
Director, Corporate Services Department  
English Language School Board  
P.O. Box 8600  
Charlottetown, PE  
C1A 8V7

**Re: Kensington Intermediate Senior High School Diesel Fuel Tank.**

Dear Mr. Cummings:

I write the following letter in furtherance to our telephone conversation of Thursday, October 26, 2017 regarding the above ground diesel fuel tank located on property of the Kensington Intermediate Senior High School (KISH). As you are aware, the Town has expressed a significant concern with the location of the tank in the past; more specifically, concern around its close proximity to the town's sole source of water supply and 250 day zone of influence.

We acknowledge and are encouraged by the actions taken by your department to date, however we feel that given the tank's proximity to the town's wellfield, a level of caution that exceeds normal fuel tank installations is required. Further action is necessary to ensure the long-term safety of the town's water supply.

As an immediate solution, we would request that the tank be decommissioned and relocated to another area away from our well field. Two potential locations identified (in consultation with the Kensington North Watersheds Association) as posing a reduced risk to the Town's water supply are the Crop Insurance Property located at 7 Gerald McCarville Drive in the Kensington Industrial Park and the Grain Elevator Property located at the intersection of the Old Summerside Road and Highway 2. Both these locations are outside what is deemed the 25 year zone of influence to our water supply.

It is our view that the long-term solution available to protect the Town's water supply is to immediately decommission the tank and have all school busses re-fueled at area service stations. There are three commercial diesel fuel providers in reasonable proximity to the KISH property; Bell's Irving, Mel's Petro Canada and the Irving Station located adjacent to Cavendish Farms. We are aware that at least one region in the Province currently use private service stations to re-fuel school busses. This is viewed as a much safer alternative due to the rigorous regulation attached to commercial diesel fuel tanks through provincial regulations.



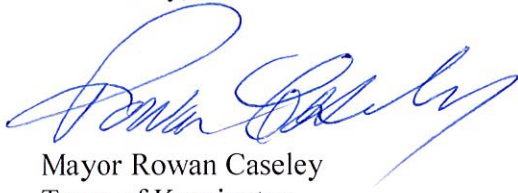
## Town of Kensington

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Protection of our water supply is a shared responsibility and we look forward to working with your department to ensure that any risk posed to the Town's water supply by fueling school busses is mitigated.

I look forward to hearing from you and can be contacted by email at [mayer@townofkensington.com](mailto:mayer@townofkensington.com) or by telephone at (902) 432-4492.

Yours truly,



Mayor Rowan Caseley  
Town of Kensington

C.c. Hon. Jordan Brown, Minister of Education, Early Learning and Culture  
Geoff Baker, CAO, Town of Kensington  
Amber MacRea, President, Kensington North Watershed Association



## Town of Kensington - Request for Decision

<b>Date:</b> November 7, 2017	<b>Request for Decision No:</b> 2017-53
<b>Topic:</b> Variance Request - Pamela James, 9 Brookins Drive	
<b>Proposal Summary/Background:</b> <p>“Side Yard” is defined in the <i>Development Control Bylaw</i> as a yard extending from the front yard to the rear yard of a lot between a side lot line and the nearest wall of any building or structure on the lot, and “minimum side yard” means the minimum width of a side yard on a lot between a side lot line and the nearest main wall of any main building or structure on the lot.</p> <p>A request has been received from Pamela James for Town Council’s consideration of three (3) minor variances on the side yard requirements for Lot # 1 (4 Brookins Drive). Ms. James is in the process of disposing of the property and the prospective purchasers are intent on constructing a semi-detached unit on the lot, however the semi-detached they intend to build is of such a width (73 feet) that it would leave less than the required side yard in the applicable Low Density Residential Zone. Lot #1 is slightly narrower at the front then other lots on the street, however the semi-detached unit proposed to be built is eight to ten feet wider then others on the street.</p> <p>The side yard requirement in the R2 zone is given in the Development Control Bylaw as 10 feet. It is indicated by Ms. James in her application that she is requesting the following variances (which can be seen on the attached schematic):</p> <ul style="list-style-type: none"><li>• North side of property: 2.61 feet (26.1%)</li><li>• South side of property: 1.0 feet at back corner (10%) 0.92 feet at front corner (9.2%)</li></ul>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Discussion/Comments:</b> <p>Variances are regulated by Section 18 of the Development Control Bylaw Section 18 states:</p> <p><b>18.1 Minor Variance</b></p> <ol style="list-style-type: none"><li>1) Council may authorize a minor variance not exceeding 10% from the provisions of this Bylaw if the variance is desirable and appropriate, and if the general intent and purpose of this Bylaw is maintained.</li><li>2) Authorization for a minor variance shall be documented and recorded in writing.</li><li>3) No variance shall be granted where the difficulty experienced is the result of intentional or</li></ol>	

negligent conduct of the applicant in relation to the property.

- 4) Notwithstanding any other section of this Bylaw, Council may authorize variances in excess of ten (10%) percent variance from the provisions of this Bylaw if Council deems such a variance desirable and appropriate and if such variance is in keeping with the general intent and purpose of this Bylaw.
- 5) Where Council deems that a variance application could have a significant effect on adjacent properties or properties in the general vicinity, Council may require that a public meeting be held.

Section 7.2.3 of the Town's Official Plan states that Council may grant a variance to the provisions of the Development Bylaw where strict compliance would represent an inappropriate burden to the developer and where the general intent of the Plan is upheld.

I have discussed the variance request with Hope Parnham of DV8 Consulting and she has suggested that approval of the variance request is keeping with the general spirit and intent of the Bylaw. She further suggested that the variance should not cause any undue harm to the subdivision as a whole as this lot in particular narrows towards the front yard.

I have discussed the variance with the adjacent property owners and both property owners are supportive of the variance being approved.

**Options:**

1. Approve the variance requests as submitted by Pam James.
2. Not Approve the variance requests.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

That Town Council consider following resolution:

***WHEREAS an application has been received from the owner of Lot #1 (4 Brookins Drive) in the Brookins Meadows Subdivision for three variances on the side yard requirements for the property;***

***AND WHEREAS the prospective purchasers of the lot are intent on constructing a semi-detached unit on the property;***

***AND WHEREAS the variances have been reviewed against the Development Control Bylaw and the Official Plan and are deemed to be in general compliance therewith;***

***AND WHEREAS neighbouring property owners have been consulted and are in general support of the variances;***

***BE IT RESOLVED THAT Town Council approve a variance application from Pamela James, being the owner of Lot #1 in the Brookins Subdivision (4 Brookins Drive), to reduce the side yard requirement from 10 feet to 7.39 feet (2.61 feet at north west corner of proposed structure) on the***

*north side of the lot, to reduce the side yard requirement from 10 feet to 9 feet (1 foot at south east corner of proposed structure) on the south side of the lot and from 10 feet to 9.08 feet (0.92 feet at south west corner of proposed structure) on the south side of the lot.*

## Geoff Baker

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**From:** Mike James <mike@springvalleybc.ca>  
**Sent:** October 26, 2017 2:44 PM  
**To:** 'Geoff Baker'  
**Cc:** Pam James  
**Subject:** Variance on Brookins

Good Afternoon Geoff:

On behalf of Pam James, property owner of Brookins Meadows, we have a client looking for a variance on Lot #1. See info below:

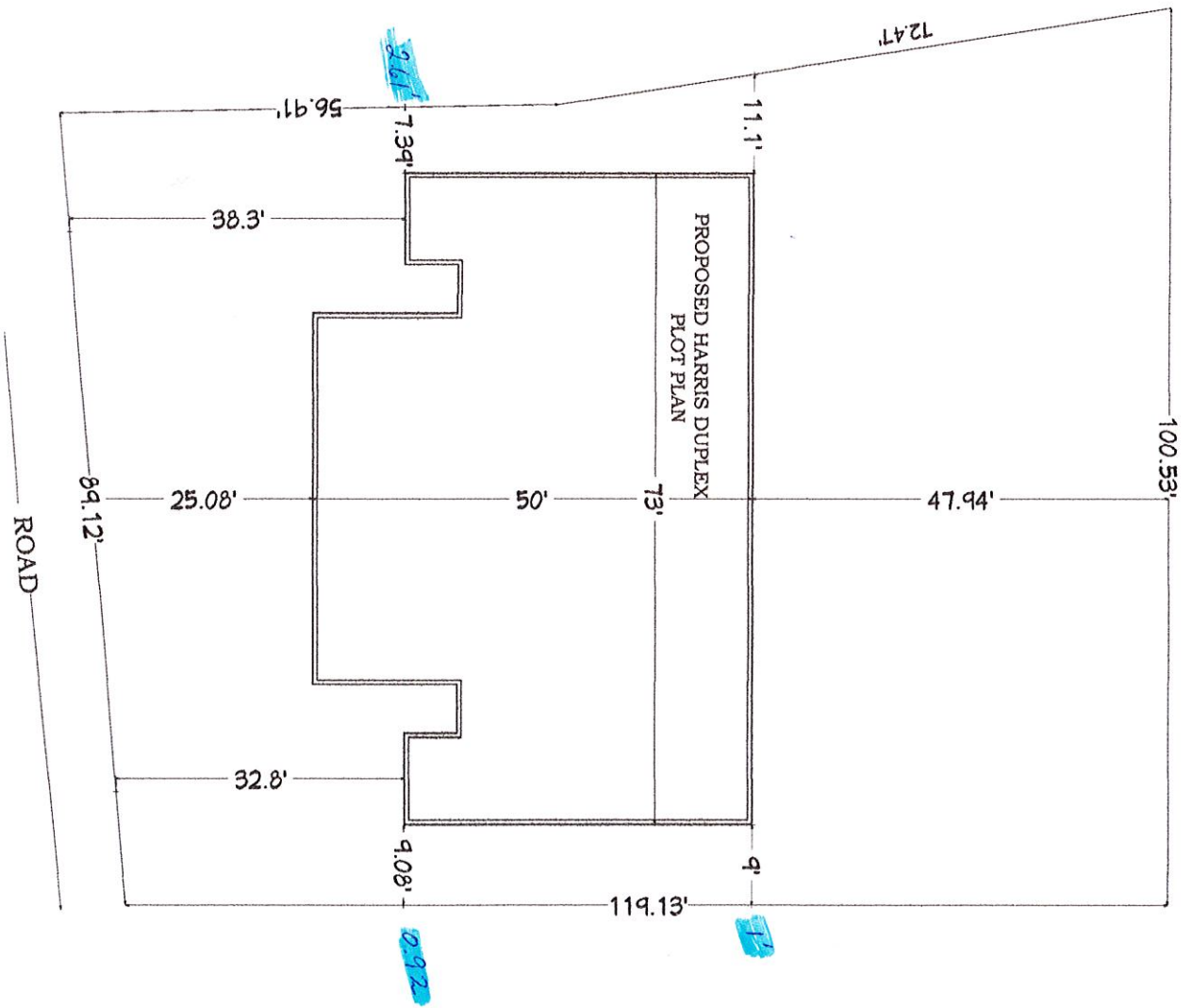
North side of lot: 2.61ft from front  
South side of lot: 1.0ft from back corner  
0.92 ft from front corner

Thanks  
Mike

Mike James  
President  
Spring Valley & O'Leary Building Centres  
1 902 836 4289 (office)  
1 902 439 0597 (cell)  
[mike@springvalleybc.ca](mailto:mike@springvalleybc.ca)  
[www.springvalleybc.ca](http://www.springvalleybc.ca)  
[www.olearybc.ca](http://www.olearybc.ca)  
Follow us on : The Web, Facebook & Twitter



Harris  
Annex







Lot #1 Brookins Drive



## Town of Kensington - Request for Decision

<b>Date:</b> November 8, 2017	<b>Request for Decision No:</b> 2017-54 <b>(Office Use Only)</b>
<b>Topic:</b> 2017 Exempt Staff Christmas Bonus	
<b>Proposal Summary/Background:</b>  Typically, Town Council has provided an annual Christmas Bonus to exempt staff in the amount of \$200.00 (net) in December of every year. It is being requested that Town Council consider a similar bonus in 2017.	
<b>Benefits:</b>  <ul style="list-style-type: none"><li>• None noted</li></ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Discussion/Comments:</b>  <ul style="list-style-type: none"><li>• None</li></ul>	
<b>Options:</b>  <ol style="list-style-type: none"><li>1. Provide a Christmas Bonus to exempt staff as in previous years.</li><li>2. Not provide a Christmas bonus.</li></ol>	
<b>Costs/Required Resources:</b>  Approx. \$2000.00	<b>Source of Funding:</b>  2017 Wage Expense
<b>Recommendation:</b>  It is recommended that Town Council consider and adopt the following resolution:  <i><b>THAT Town Council authorize the CAO to administer Christmas bonuses to all exempt staff in the amount of \$200.00 net to each employee.</b></i>	

## Town of Kensington - Request for Decision

<b>Date:</b> November 8, 2017	<b>Request for Decision No:</b> 2017-55 <b>(Office Use Only)</b>
<b>Topic:</b> 2015-SCF-008 - Kensington Storm Drainage System – Cancellation of Project	
<b>Proposal Summary/Background:</b> <p>The Town made application to the Small Communities Fund Component of the Building Canada Fund (BCF) in 2015 for the Kensington Storm Drainage Project. The project was to install a storm drainage system in the Linwood Drive/Pleasant Street/Maple Lane area of the Town. The total project value was estimated at \$1,401,555 and the Town received approval for \$934,370 (two-thirds of the total project value). To date, \$40,804.88 has been claimed against the project to the BCF. This was to cover costs associated with engineering design services. In May of 2016, during a formal review of the Town's cash flow and long-term debt financing and the additional requirements associated with the project (estimated to add up to \$500,000 to the original project scope), the Town's financial ability to complete the project came in to question.</p> <p>In 2017, staff recommended and were directed by Town Council to initiate discussions with the Minister of Transportation and Infrastructure Renewal to dispose of all town owned streets to the Province of PEI. The Province has agreed to take ownership of the streets and have taken over maintenance responsibilities as of November 1, 2017. Therefore, responsibility for storm drainage associated with streets has now been transferred to the Province and as such it is being recommended that Town Council cancel the storm drainage project and remove it from the Town's Capital Investment Plan. To formally cancel the project the Town is required to re-pay the \$40,804.88 in claimed funds.</p> <p>In negotiating the transfer of town owned streets, the Province has agreed to purchase the engineering design on the storm drainage project in the amount of \$40,804.88. This will enable the Town to effectively cancel the project without the expenditure of any further funds.</p> <p>The Town will continue to lobby the Provincial Government to complete the project.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will enable the Town to remove the Kensington Storm Drainage Project from their Capital Investment Plan.</li><li>• Will provide the Town with the funds necessary to re-pay all claims against the project.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• Storm water management in the Linwood Drive, Pleasant Street and Maple Lane areas will continue to be a concern for residents in these areas.</li></ul>	
<b>Discussion/Comments:</b> <p>It is recommended that Town Council, by resolution, cancel the Kensington Storm Drainage Project and agree to dispose of the associated consultant design to the Province of PEI.</p>	



**Options:**

1. Cancel the Storm Drainage Project and dispose of the consultant design to the Province of PEI.
2. Not cancel the project.
3. Not dispose of the consultant design to the Province of PEI and re-pay the claimed funds from current revenues.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

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

***Resolution 1***

***BE IT RESOLVED that Kensington Town Council formally cancel the Building Canada Fund Project Number 2015-SCF-008 – Kensington Storm Drainage System due to the fact that the Town is transferring ownership of all town owned Streets to the Province of Prince Edward Island and storm water management will now fall under Provincial responsibility.***

***Resolution 2***

***BE IT RESOLVED that Kensington Town Council dispose of the Kensington Storm Drainage Engineering Design to the Province of Prince Edward Island for the amount of \$40,804.88.***

## Town of Kensington - Request for Decision

<b>Date:</b> November 10, 2017	<b>Request for Decision No:</b> 2017-56 <b>(Office Use Only)</b>
<b>Topic:</b> Stewart Brookins Development Permit Application	
<b>Proposal Summary/Background:</b>  <p>A development Permit Application has been submitted by Stewart Brookins for the construction of a workshop/storage building located at 24 Park Road. In the absence of formal approval Mr. Brookins has proceeded to install the footings for the proposed building due to his “tight time frame” and the “availability of contractors to install the footings”. As such, Mr. Brookins will be required to pay double the regular fee for the building permit as he has proceeded in the absence of Town Council approval.</p>	
<b>Benefits:</b>  <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Disadvantages:</b>  <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Discussion/Comments:</b>  <p>The Development Permit application has been reviewed against the Development Control Bylaw and is recommended for approval by the CAO.</p>	
<b>Options:</b>  <ol style="list-style-type: none"> <li>1. Approve the Development Permit application as proposed.</li> <li>2. Not approve the Development Permit Application.</li> </ol>	
<b>Costs/Required Resources:</b>  <p>N/A</p>	<b>Source of Funding:</b>  <p>N/A</p>
<b>Recommendation:</b>  <p>It is recommended that Town Council consider and adopt the following resolutions:</p> <p><i><b>THAT Kensington Town Council approve a development permit application for Stewart Brookins for the construction of a workshop/storage building at 24 Park Road, as per the Development Permit Application submitted by Stewart Brookins on October 24, 2017.</b></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](mailto:townmanager@townofkensington.com)  
Website: [www.kensington.ca](http://www.kensington.ca)

For Office Use Only	
Permit #:	
Date Received:	Oct 24, 2017
Date Approved:	
PEI Planning:	
Permit Fee: \$	300.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 24 Park Rd Property Tax Number (PID): 917583  
Lot No.: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Current Zoning: C1 M1  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:  
Self Storage Building

Land Purchased from: \_\_\_\_\_ Year Purchased: 2003

Location of Development		Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East		Road Frontage <u>180 Feet</u>	Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West		Property Depth <u>140 Feet</u>	Area sq. ft. _____

### 2. Contact Information

APPLICANT Name: Stewart Brookins Address: 7A Barrett St  
Phone: \_\_\_\_\_ Cell: 902 439-0966 Kensington  
Email: Stewart@safedriverspei.com Postal Code: C0B 1M0  
Same as Above: ☒ Name: OFP Inc Address: \_\_\_\_\_  
OWNER Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
CONTRACTOR, ARCHITECT OR ENGINEER Name: NA 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 checked="" type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>M1</u>	<u>1</u>	Width <u>32'</u> Length <u>32'</u>



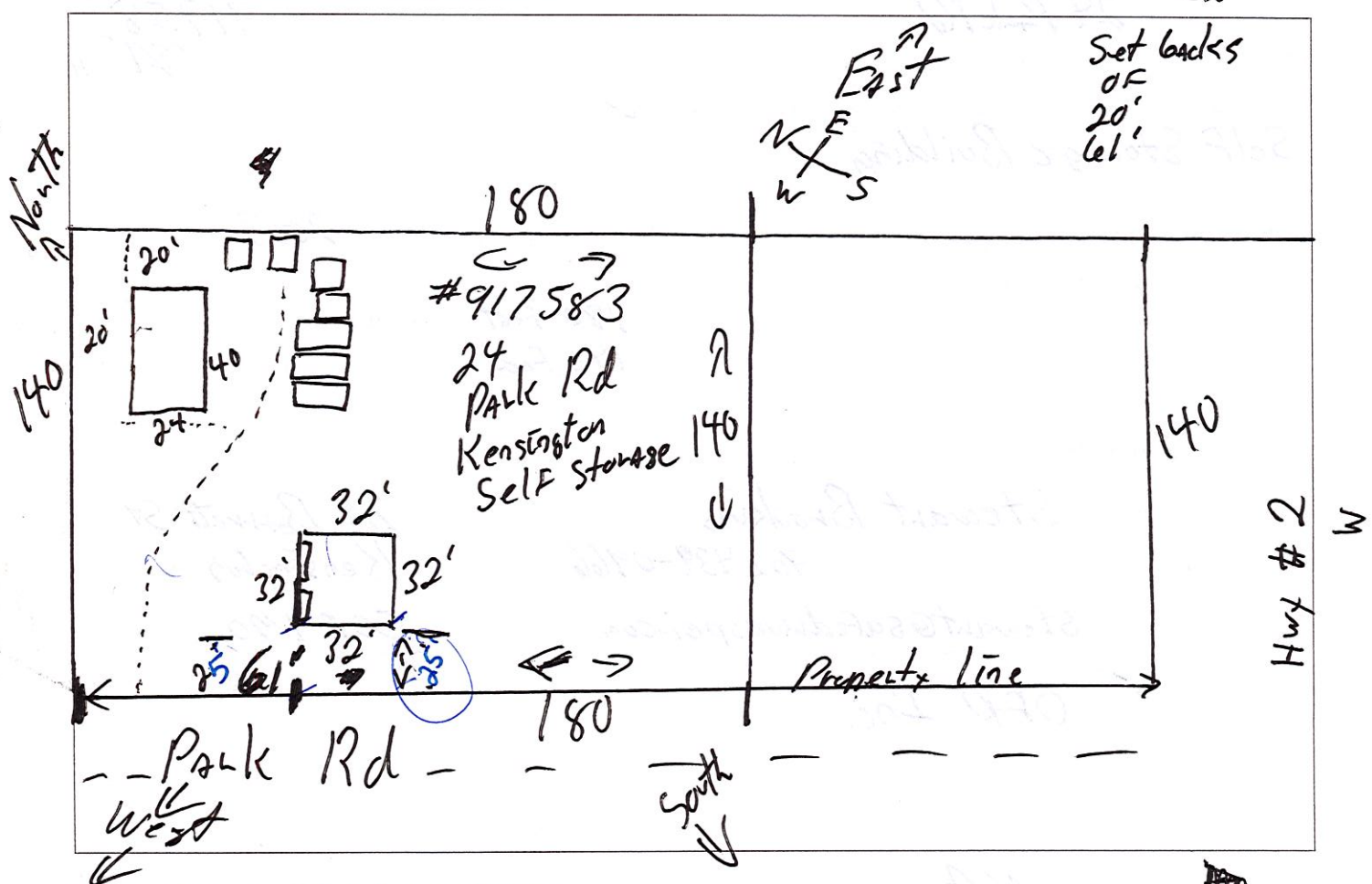
Detailed Project Description: Workshop / storage Building

Estimated Value of Construction (not including land cost): \$75000.00

Projected Start Date: Oct 25 / 17 Projected Date of Completion: Dec 30 / 17

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.

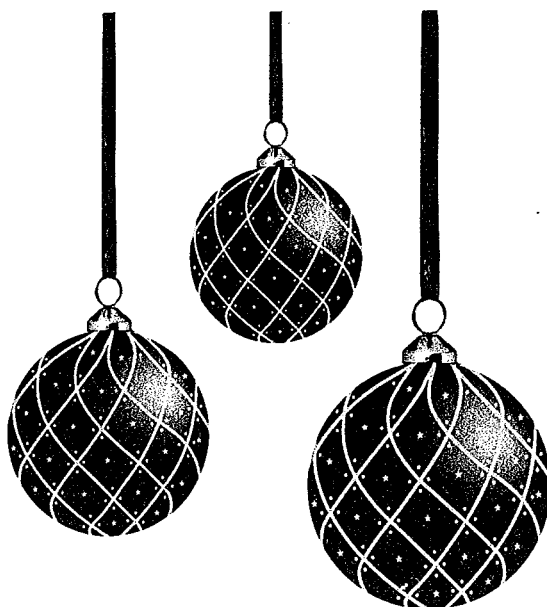
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant [Signature] Date: Oct 20, 2017

## Town of Kensington - Request for Decision

<b>Date:</b> November 15, 2017	<b>Request for Decision No:</b> 2017-57 <b>(Office Use Only)</b>
<b>Topic:</b> Request to Host the HMCS Queen Charlotte Battle of Atlantic Parade and Commemorative Ceremony - 2018	
<b>Proposal Summary/Background:</b> <p>Each year, during the first Sunday in May, Canadians gather in ceremonies across the country to honour the sacrifices of the sailors and air men and women who served in the Battle of Atlantic (BOA). In past years the PEI Naval Reserve Division (NRD) has partnered with communities around PEI to conduct the ceremony, and in turn the community has agreed to host the post ceremony reception. Attendees at the ceremonies include the Town Mayor and Council members, the Lieutenant Governor, Members of Parliament, political and business invitees and other local invitees.</p> <p>A request has been received from CPO2/PM2 Michelle Hopping, CD1, Training Chief with the HMCS Queen Charlotte for Town Council's consideration in hosting the annual BOA Commemorative Ceremony and Parade on May 6, 2018.</p> <p>HMCS has a long-standing tradition of holding the BOA Ceremony in a different community every year. PEI's Naval Reserve Division has four Reservists from the Kensington area and it is their hope to conduct the time-honored BOA ceremony and parade in their local community in 2018.</p> <p>The Parade would include participants from the HMCS Queen Charlotte, the Navy Cadet Corp, the PEIR Regimental Band and the Legion Colour Party (Approximately 95 participants). The Ceremony following would include all parade participants as well as invited VIP's/guests and other attendees/family members (additional 55 people). Based on a cost of \$5.00 per person, it is estimated that the Ceremony and reception would cost approximately \$750.00.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Would show support for local Kensington Area Reservists who have sacrificed their lives through military service.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Discussion/Comments:</b> <p>Recommended for approval by the CAO.</p>	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Approve the town as the host community for the 2018 annual Royal Canadian Navy Battle of Atlantic Commemorative Parade and Ceremony.</li><li>2. Not approve the town as the host community.</li></ol>	

<p><b>Costs/Required Resources:</b></p> <p>Estimated at \$750.00</p>	<p><b>Source of Funding:</b></p> <p>2018 General Government – Donation and Grants</p>
<p><b>Recommendation:</b></p> <p>It is recommended that Town Council consider and adopt the following resolutions:</p> <p><i><b>THAT Kensington Town Council approve the Town of Kensington as the host community for the 2018 Royal Canadian Navy Battle of Atlantic Parade and Commemorative Ceremony to be held on May 6, 2018 in the Town of Kensington.</b></i></p>	



## Giving Hope Today

Dear Caring Friends:

As most of us begin our preparations for the hustle and bustle of the Christmas Season, we at The Salvation Army realize that for a number of families, this festive season can be anything but joyous! Many do not have the resources to experience the kind of Christmas we can enjoy, so they turn to the Salvation Army to help make Christmas Merry and Bright for them and their families.

However, we can only respond to the needs as the public enables us. This Christmas, can we be at the top of your Christmas list? Please, join us in providing food and toys, to bring a Merry Christmas to those struggling families in Prince County this Christmas.

Together we can make a difference! Thank you and God Bless you!

Sincerely,

Captain Neil & Dolores Abbott  
Corps Officers

Please tear off and return with your donation.

Here is my gift of love to help The Salvation Army help others.

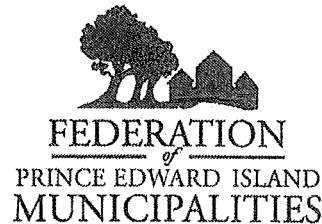
Return to: The Salvation Army  
Community & Family Services  
374 Pope Road  
Summerside, PE C1N 0G1

*Thank You For Your Support!*

Amount: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

Your donation is tax deductible. An official receipt will be sent to you within 4 weeks. Charitable Registration # 107951618RR0329  
The personal information you provide us is used for the purpose of maintaining contact with you. The Salvation Army does not sell, trade or otherwise share your information. To contact us locally phone 902-436-6044, or e-mail at [Neil\\_Abbott@can.salvationarmy.org](mailto:Neil_Abbott@can.salvationarmy.org)  
*Thank you for supporting the work of the salvation Army in your community.*

1 Kirkdale Rd,  
Charlottetown, PE  
C1E 1R3



Tel : 902-566-1493  
Fax : 902-566-2880  
Website: [fpeim.ca](http://fpeim.ca)

# Memo

To: FPEIM Member Municipalities

From: Chris Brennan, Member Services Officer

Date: September 15, 2017

Subject: **Call for Host Municipality**  
2018 FPEIM Annual Meeting

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We are looking for a member municipality to host the 2018 FPEIM annual meeting. The annual meeting will be held on Monday, April 30, 2018. For the meeting, we will need a facility that can comfortably accommodate up to 140 people with tables and chairs. Ideally we would like to have a room for the meeting and a separate room for lunch, but this is not necessary. We would also like the facility to be handicap accessible.

We would like lunch to be either a hot buffet or a hot plated lunch. The meeting usually begins with registration at 8:30 am and the meeting is called to order at 9:00 am. The day wraps up about 4:30 pm. FPEIM covers the costs of the meeting. We ask that the municipality contact some local companies to be sponsors to help cover expenses.

I have attached some information on the duties of the host municipality for the annual meeting. If you have any questions or are interested in hosting the meeting, please contact us at the FPEIM office at (902) 566-1493 or email [cbrennan@fpeim.ca](mailto:cbrennan@fpeim.ca).

Thank you,

CB



## **DUTIES OF HOST MUNICIPALITY** **ANNUAL MEETING**

\*\*\* These are merely guidelines/suggestions to aid the host municipality.

### **The host municipality is responsible for the following:**

#### **Meeting:**

- providing a worker to aid in registration (8:30 am - 3:00 pm)
- providing a worker to be responsible for refreshments throughout the day (usually the caterer takes care of this)
- arrange space for meetings and ensure set up is correct
- making arrangements with the caterers
- a host gift (pen, pin, notepad, calculator, etc. with the host's name on it) to be included in the meeting bags (optional)

#### **Refreshments:**

- coffee, tea, water, juice/pop available throughout the day (8:30 am - 5:00 pm)
- snacks (i.e. muffins, squares, fruit) available throughout the day
- 3 breaks at 8:30 am, and approximately 10:00 am and 2:00 pm

#### **Lunch:**

- hot lunch, plated or buffet, fruit, desserts, beverages

#### **Meeting Room set up**

- coat racks
- tables (round is preferred) for 140 people set up so everyone can see the front of the room
- chairs for 140 people
- table for registration at back of room or in lobby
- table for audio visual equipment at front of room
- table for sound person
- tables for displays, if space allows
- tables for door prizes
- water jugs and glasses
- head table of 10 with table cloth and table skirt; with two extra chairs at back
- 1 podium
- table cloths
- handicap accessible

The host municipality will work in cooperation with FPEIM to obtain sponsors.

Suggested sponsors are companies your municipality deals with, such as local business operators, financial institutions, your accounting firm, your legal counsel, your

consultants, your insurance company, etc.

**The business of the meeting is handled by FPEIM. This includes:**

- agenda planning
- soliciting of presenters, speakers
- agenda pamphlet design and printing
- ordering bags
- preparation of agenda packages
- registrations
- preparation and printing of all meeting material
- planning committee meetings
- name tags
- all mail outs
- invitations
- sound equipment

FPEIM is also responsible for finances of the meeting. FPEIM receives all revenue and incurs all direct approved costs associated with the meeting, with the exception of the optional gift from the host municipality.



Communities,  
Land and  
Environment

Communautés,  
Terres et  
Environnement



Office of the Minister

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

Bureau du ministre

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

*Correspondence*

October 12, 2017

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

Dear Mayor Caseley:

**RE: 2017/18 Servicing Grant and Equalization Funding Adjustment**

Further to your request of April 12, 2017 to Honorable Paula Biggar, Minister of Transportation, Infrastructure and Energy, the Province will assume responsibility for street maintenance effective November 1, 2017. As a result of this transfer of responsibility for providing services, Kensington's servicing grant and equalization payment will be reduced by **\$14,026** to **\$28,895** monthly from November 1, 2017 to March 31, 2018. On an annualized basis, this represents a reduction of Kensington's servicing grant of \$131,596 per annum and a reduction of equalization of \$36,719 per annum, a total annualized reduction of servicing grant and equalization of \$168,315.

If you have any questions or concerns about any information provided in this letter, please feel free to contact Christine MacKinnon, Acting Director, at 368-5282 or email at [cgmackinnon@gov.pe.ca](mailto:cgmackinnon@gov.pe.ca).

Sincerely,

Robert Mitchell, Minister  
Department of Communities, Land and Environment

Allen F. Roach, Minister  
Department of Finance

cc. Paula Biggar, Minister, Department of Transportation, Infrastructure and Energy  
Darren Chaisson, P.Eng., Acting Deputy Minister, Department of Transportation,  
Infrastructure and Energy

*Correspondence*



**PRINCE EDWARD ISLAND**

**ROAD BUILDERS AND HEAVY CONSTRUCTION ASSOCIATION**

P. O. Box 1901 Charlottetown, PEI C1A 7N5

Telephone (902) 894-9514 Fax (902) 894-9512

E-Mail: [info@peirb.ca](mailto:info@peirb.ca) Web Site: <http://www.peirb.ca>

October 24, 2017

All Municipalities of PEI  
c/o Chief Administrative Officer

To Whom It May Concern,

The Plans Survey Drawing and Standards Committee of the PEI Road Builders & Heavy Construction Association would like to take this opportunity to update you on our Committees progress.

As most of you know, contractors are having problems over the past few years getting good quality drawings. Industry is seeing issues with as-built drawings and improper design falling on the back of the contractor. Contractors are being forced to carry the cost for unknowns, and in turn, governments and municipalities are seeing tenders increase because of the risks the contractors are taking.

This past spring and summer, our committee had the opportunity to meet with many engineers, consultants and heads of Municipalities to discuss our concerns. We certainly see a good reflection of our work in the past construction season. Moving forward, the Plans, Surveys, Drawing and Standards Committee would like to have the following items implemented for the 2018 construction season.

Committee would like to see on Drawings when it comes to preparing for a Tender.

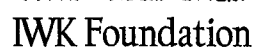
1. Importance of Proper As-Built Information from the Municipalities
2. Proper survey & CAD files in coordinated format
3. Cash Allowance to deal with underground utilities for Bell, Maritime Electric and East Link
4. At a minimum, Survey to include the following:
  - Complete topo
  - Sidewalks
  - Utility Poles

- Curb, asphalt, gravel surfaces
- All existing manholes, catch basins, storm sewer, watermain & valves in the construction area.
- 5. Geotechnical firm to have authority to allow for proper bedding material for pipe work
- 6. Tender bid item to deal with asphalt cave ins, during pipe work placement.
- 7. Engineered drawings are to meet provincial and municipal codes. If not, contractor is compensated to bring the items to code.

We will host another Committee meeting later this Fall, in hopes of making the 2018 construction season prosperous for all parties involved.

Sincerely,

Robert Duffy, Chairman  
Plans, Surveys, Drawing and Standards Committee



*Please turn over...*



t

You will receive an official income tax receipt for your gift of \$20 or more, unless otherwise requested. We will not trade/exchange your name with other charities. Payable at RBC.



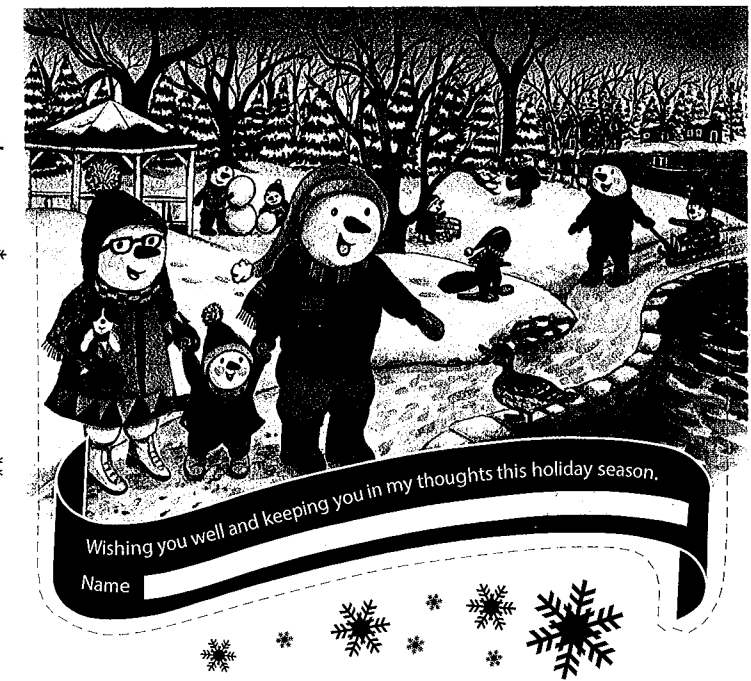
Charitable registration No.86755 8090 RR0001

## Season's Greetings

You can warm hearts and keep the holiday spirit of hope alive for our young patients and their families this season. Simply sign this ornament, detach it, and return it to the IWK Foundation, along with your holiday donation, in the envelope provided.



IWK Foundation



Wishing you and your family every joy this holiday season and all through the year.

**Thank you so much for caring!**

**Jennifer Gillivan**  
President & CEO  
IWK Foundation

**Steven Moore**  
Chair, Board of Trustees  
IWK Foundation



Dedicating a Gift

☐ In Memory of   OR   ☐ In Honour of

(please print and indicate corresponding name and light below)

\_\_\_\_\_

\_\_\_\_\_

NAME AND COMPLETE ADDRESS BELOW (for Tax Receipt Purposes)

13527  
Town of Kensington  
Mayor Rowan Caseley  
Community Center  
PO Box 418  
Kensington PE C0B 1M0

11/0   2117

\_\_\_\_\_  
Your Phone Number (we may need to verify gift information)

Please make  
your gift before  
SATURDAY  
**NOVEMBER 25**  
at 12 noon to be  
included in the  
Lights for Life  
book.

Enclosed is a \$ \_\_\_\_\_ gift for:

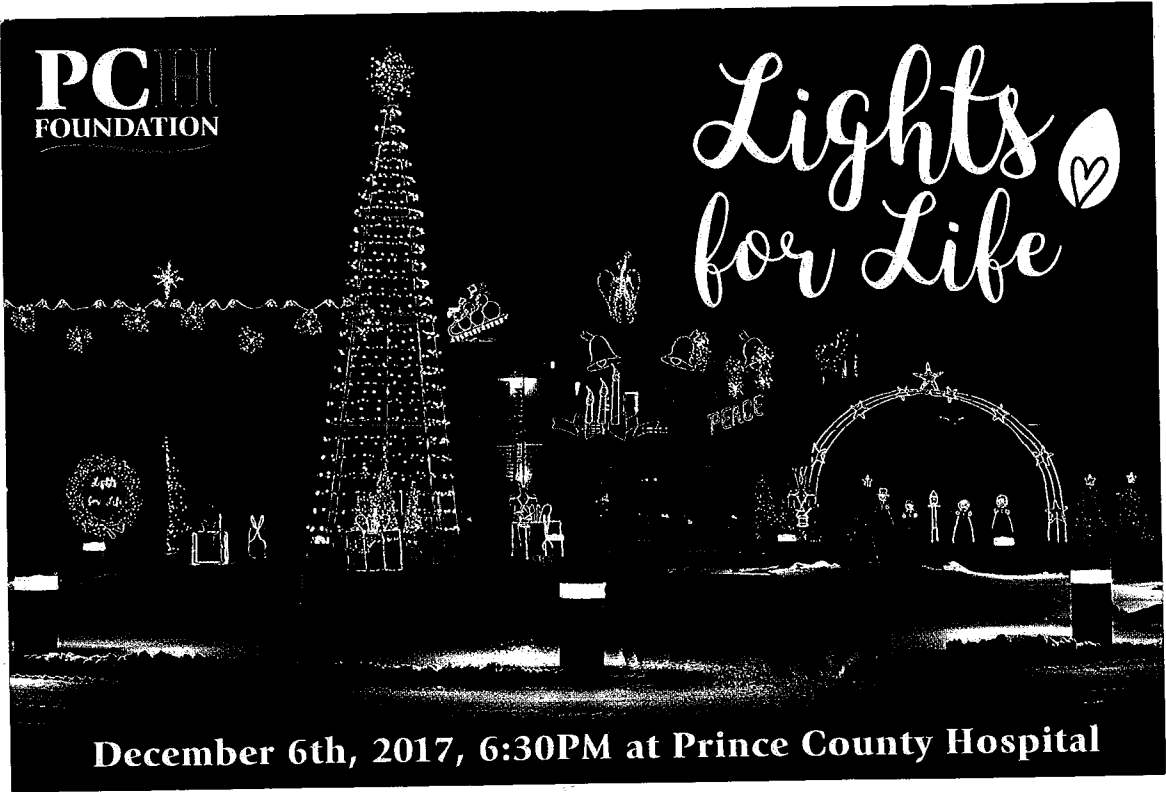
PLEASE CHOOSE ONE OR MORE

- |                                  |                                  |
|----------------------------------|----------------------------------|
| _____ x \$10 White Light on Tree | _____ \$500 Star of Wonder       |
| _____ x \$25 Red Light on Tree   | _____ \$500 Candle               |
| _____ x \$50 Green Light on Tree | _____ \$500 Wreath               |
| _____ x \$100 Blue Light on Tree | _____ \$750 Celebration Gift     |
| _____ x \$250 Gold Light on Tree | _____ \$750 Tree of Blue Lights  |
| _____ \$300 Arch of Lights       | _____ \$750 Tree of Green Lights |
| _____ \$500 Holiday Garland      | _____ \$1,000 Gingerbread Boy    |

Displays over \$350 are limited.  
**Call the Foundation office at (902) 432-2547 to  
confirm availability.**

**PLEASE RETURN THIS DONOR CARD**  
WITH YOUR DONATION TO THE PCH FOUNDATION  
OFFICE BY MAIL OR IN PERSON.

*Final book entries are at the Foundation's discretion.*



## Geoff Baker

---

**From:** Peggy Miles <peggy@centralcoastalpei.com>  
**Sent:** November 8, 2017 12:49 PM  
**To:** Undisclosed-Recipient;;  
**Subject:** EVENT Nov. 15 concerning tourism happenings in Central Coastal PEI

Hello Kensington Area Tourism Operators and Stakeholders,

**Have you saved your seat at the CCTP's Fall Meeting taking place next Wed morning, Nov. 15th at the Grand Victorian in Victoria by the Sea? This meeting is open to anyone who has a stake in tourism in the Central Coastal Region of PEI (which covers the Kensington area). Info and registration found here:**

[https://www.eventbrite.ca/e/cctp-fall-meeting-panel-tickets-39062480932?utm\\_term=eventurl\\_text](https://www.eventbrite.ca/e/cctp-fall-meeting-panel-tickets-39062480932?utm_term=eventurl_text)

Attending this meeting will:

- 1) Allow you to see how your business (and community) fits into the objectives of the Central Coastal Tourism Partnership.
- 2) Help you learn about CCTP programs and activities that your business can benefit from.
- 3) Provide networking opportunities with fellow operators from the region, as well as with provincial industry and government representatives.
- 4) Inspire you and encourage business growth through our panel of guest speakers.

To prepare us for the meeting, we ask you to RSVP as soon as possible at the link above. Please also find a video below that shares additional info about next Wednesday's event.

Look forward to seeing you there.

Peggy

Peggy Miles  
Tourism Development Manager  
Central Coastal Tourism Partnership  
peggy@centralcoastalpei.com  
(902) 963-3613  
www.centralcoastalpei.com  
Facebook.com/CentralCoastalPEI  
Twitter.com/WeLovePEI

**From:** [Central Coastal Tourism Partnership](#)  
**Sent:** Tuesday, November 07, 2017 6:55 AM  
**To:** [peggy@centralcoastalpei.com](mailto:peggy@centralcoastalpei.com)  
**Subject:** CCTP Update ~ Important Event on Nov. 15

## Geoff Baker

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**From:** Pix Butt <pixmpc@bellaliant.net>  
**Sent:** October 24, 2017 12:06 PM  
**To:** Geoff Baker  
**Subject:** recreation budget

Hello Geoff... I know the town purchased a pickleball net for our beginning group last year. Now we are around 25-30 people! it's wonderful. Would the town consider purchasing another net for us? We have bought one as a group, but with using both schools it would be great to have another. something to consider

[REDACTED]

hope your days are going well  
Pix

**KENSINGTON INT-SR HIGH SCHOOL**  
**P.O. Box 340/19 Victoria St. E.**  
**Kensington, PE C0B 1M0**  
**Phone 902-836-8901/Fax 902-836-8903**  
**<http://www.edu.pe.ca/kish>**

November 2017

**Dates to Remember:**

November 3rd - No Classes Provincial  
Professional Development Day November 6th -  
Pie Pick-Up 2:33-5:00 p.m.  
Wreath Sales Begin  
November 10th - Remembrance Day Ceremony at  
9:00 a.m.  
November 13th - No Classes November 14th -  
Parent Council 6 p.m.  
November 16th - Parent Teacher Evening  
November 17th - Parent Teacher Morning  
November 23rd - Picture Retakes  
November 24th - Wreath Delivery

**Staff Name: Todd Dyment** Hometown: Northam  
PEI, a suburb of the metropolis of Tyne Valley.  
Hobbies: Rugby, reading, painting (but only in oils),  
spelunking, rock polishing Favourite  
Author/Movie/TV series: Lee  
Child, The Princess Bride, The Walking  
Dead  
Sports Teams: Montreal Canadiens,  
Toronto Blue Jays, Ottawa RedBlacks,  
Cleveland Browns, Toronto Raptors, Interesting  
fact about me: I once did 2 polar bear dips on the  
same day.

**Staff name: Kelly Gallant** Hometown:  
O'Leary, P.E.I.  
Hobbies: Reading, photography  
Favourite Author/Movie/TV series: Ken  
Follett, Dirty Dancing/Walking Dead Sports  
Teams: Pittsburgh Penguins Interesting fact about  
me: Very superstitious when it comes to cheering  
on sports teams

**Athletics**

Congratulations to the following golfers for their  
great representation of KISH at the 2017 Senior  
Golf Provincials at Brudenell Thursday, October  
12th:

Lexie Murphy shot 97! 1st place overall  
Senior AA Female  
Hannah LeClair shot 103! 2nd place overall  
Senior AA Female  
Campbell Mayne shot 86! 1st place overall  
Senior A Male  
Landon Clow shot 88! 2nd place overall  
Senior A Male

Congratulations to Blair Murphy and our  
intermediate female soccer team on winning the  
PEISAA Intermediate A Soccer Championship!  
They were dominant as they had an undefeated  
season.

Congratulations to the Senior A Female Soccer  
team on winning the PEISAA Silver medal this  
season. The girls also had an undefeated season  
until losing on penalty kicks in the championship  
game. Great girls and a great season. PEISAA  
Senior A AllStars from KISH included Abby  
Christopher, Shannon Hill, and Lexi Murphy! Also,  
congratulations to senior A boys AllStar Peyton  
Lauwerijssen!

**Parent Council Meeting**

Next meeting is Tuesday, November 14th at 6:00  
p.m. in room 241. Please send any possible  
agenda items to me. At 6:30 parents will be able to  
attend a 30 minute session on how to best help  
your child deal with **anxiety**.

## PEITF Convention

Here are some of the notes from convention this year:

- The absence of stress is death. Only the dead have no stress.
- Having no problems is a problem. The brain needs a distraction or a problem to solve.
- If it is happening, it is stress, if it may happen, it is anxiety.
- My goal in life is not to always be happy, but it must be meaningful and I need to be content.
- If you care about it, you stress about it.
- Health=Eat+Sleep+Exercise. If you do not prioritize your life, someone else will.

**KISH Wellness Committee** The committee has been working hard to develop resources and opportunities to students and staff at KISH to improve physical and nutritional health. We have added a "Wellness Wall" by the gymnasium and have created a display about the dangers of sugary drinks and Halloween treats. In November we will be offering a different fitness class each Tuesday for any interested students or staff. The cost will be \$2, no equipment required.

Yoga: Nov 7

Kickboxing: Nov. 14

Zumba: Nov. 21

Sign-up sheets available on Wellness Wall!

## Pie Campaign

The annual Pie Campaign was a success again this year. Our student sold a total of 1110 pies!! Top sellers were Emma and MacKenzie Praught with 101 pies sold, second place finisher was Abby Douglas with 90 pies sold and third place winner was Isaac Paynter with 78 pies sold. Thanks to all who participated and supported this campaign!

## Interviews

### Student Council

Just in time for Christmas - KISH will be selling Savings Passes from Monday, November 20 until Monday, November 27. Passes are \$20.00 each and offer savings at selected businesses until August 30, 2018. A complete listing of

participating businesses will be released when the campaign starts but most will accept the pass for unlimited use until the expiry date next August.

All funds raised from this campaign will go to support student activities through the Student Council. There will be several draws for passes to Off the Wallz from all the students who sell and the top seller in junior high and in senior high will receive a \$50 gift card to a store of their choice.

December 1 will be the Christmas Semiformal Dance at KISH. More details to be released soon.

## Interesting Fact

The Montreal Canadiens and the Toronto Maple Leaf rivalry began with the French loss of Quebec City at the Plains of Abraham in 1759. (Wikipedia) \*The Habitants did not lose to the Leafs again for over 150 years after this.

## Quotes

"Continuous effort - not strength or intelligence - is the key to unlocking our potential." Sir Winston Churchill

"The person interested in success has to learn to view failure as a healthy, inevitable part of the process of getting to the top."  
Dr. Joyce Brothers