



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

***Monday, November 9, 2020 @ 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 9, 2020 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1 October 13, 2020 Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 October 13, 2020 Regular Meeting
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Statistical Report
  - 7.3 Police Department Statistical Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List – Town
  - 7.6 Summary Income Statement
  - 7.7 Credit Union Centre Report
  - 7.8 Mayor’s Report
  - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
  - 7.10 Heart of PEI Initiative Report – Deputy Mayor Pickering
  - 7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann
  - 7.12 PEI 55 Plus Games – Councillor Gallant

**8. New Business**

8.1 Request for Decisions

8.1.1 RFD2020-56 - Safe Restart Agreement

8.1.2 RFD2020-57 - Town of Kensington Police Study - Service Model Review

8.1.3 RFD2020-58 - Fire Department Vetter Set Purchase

8.1.4 RFD2020-59 - 2020 Annual Christmas Bonus

8.1.5 RFD2020-60 - Police Cruiser Tender

8.1.6 RFD2020-61 - Development Permit Application - 12 Park Road

8.1.7 RFD2020-62 - Development Permit Application - 49 Broadway Street North

8.1.8 RFD2020-63 - Development Permit Application - 35 Barrett Street

8.2 Other Matters

**9. Correspondence**

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

**11. Adjournment**

**Town of Kensington  
Minutes of Regular Council Meeting  
Tuesday, October 13, 2020  
7:00 PM**

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

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

**Visitors:** Jason Simmonds – Journal Pioneer

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Gallant, seconded by Councillor Spencer to approve the tentative agenda for the September 14, 2020 regular meeting of Town Council with the addition of one item of correspondence. Unanimously carried.*

**3. Declaration of Conflict of Interest**

**3.1** *Nil.*

**4. Delegations / Presentations**

**4.1** *Nil.*

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

**5.1** *Moved by Councillor Gallant, seconded by Councillor Toombs to approve the minutes from the September 14, 2020 regular meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1** **September 14, 2020 Regular Meeting**

**6.1.1** *Nil.*

**7. Reports**

**7.1** **Chief Administrative Officer Report**

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

**7.2 Fire Department Statistical Report**

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

**7.3 Police Department Statistical Report**

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

**7.3.2** Councillor Bernard requested additional information regarding the increase in fine revenue for the month of August. Mr. Baker will discuss with the Chief and provide a rationale back to Town Council.

**7.4 Development Permit Summary Report**

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

**7.5 Bills List**

**7.5.1** *Moved by Councillor Toombs, seconded by Councillor Mann to approve the August 2020 Bills in the amount of \$287,236.22. Unanimously carried.*

**7.6 Summary Income Statement**

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

**7.7 Credit Union Centre Report**

**7.7.1** *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the Credit Union Centre report for the month of August 2020. Unanimously carried.*

**7.7.2** Councillor Spencer expressed his appreciation for the installation of the stairwell light fixture at the Fitplex entrance.

**7.8 Mayor's Report**

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

**7.8.2** Mayor Caseley reported that the 2020 Annual Christmas Dinner would be canceled due to the current restrictions for gatherings due to Covid-19. In lieu of dinner, staff and Council will receive a gift pack which is still being developed by staff.

**7.9 Federation of PEI Municipalities (FPEIM) Report**

**7.9.1** FPEIM will host a virtual AGM on Monday, October 19, 2020.

**7.10 Heart of the Island Initiative (STEP) Report**

**7.10.1** Deputy Mayor Pickering announced an upcoming Turkey Dinner Fundraiser.

**7.10.2** They had a great re-launch event for the John. A. Hogg Public Forest and are working on additional signage.

**7.11 Kensington Area Chamber of Commerce (KACC) Report**

**7.11.1** Julia Smith has tendered her resignation from the KACC.

**7.12 PEI 55 Plus Games**

**7.12.1** *Nil.*

**8. New Business**

**8.1 Request for Decisions**

**8.1.1 Development Control Bylaw Amendment**

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

*WHEREAS a request has been received from a property owner requesting Town Council's consideration of amending their Development Control Bylaw to permit the addition of a third accessory structure on properties which are three (3) acres in size or greater;*

*AND WHEREAS a public meeting was held on August 27, 2020 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;*

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

*AND WHEREAS the Bylaw was given first reading and approval at a duly held meeting of Town Council on September 14, 2020;*

*BE IT RESOLVED THAT Kensington Town Council give second reading to amend the Zoning and Subdivision Control Bylaw to allow*

*the placement of a third accessory structure on properties which are 3 acres in size or greater through the addition of the following words to Section 4.24 (1)(g):*

*“unless the property is three (3) acres or greater in size, in which case a maximum of three (3) buildings may be permitted.”*

*Unanimously carried.*

**8.1.1.2 Moved by Councillor Mann, seconded by Councillor Bernard**

*WHEREAS a request has been received from a property owner requesting Town Council’s consideration of amending their Development Control Bylaw to permit the addition of a third accessory structure on properties which are three (3) acres in size or greater;*

*AND WHEREAS a public meeting was held on August 27, 2020 in accordance with the PEI Planning Act and the Town’s Development Control Bylaw;*

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

*AND WHEREAS the Bylaw was given first reading and approval at a duly held meeting of Town Council on September 14, 2020;*

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

*BE IT RESOLVED THAT Kensington Town Council approve second reading to amend the Zoning and Subdivision Control Bylaw to allow the placement of a third accessory structure on properties which are 3 acres in size or greater through the addition of the following words to*

*Section 4.24 (1)(g):*

*“unless the property is three (3) acres or greater in size, in which case a maximum of three (3) buildings may be permitted.”*

*Unanimously carried.*

**8.1.2.3 Moved by Councillor Mann, seconded by Councillor Spencer**

*WHEREAS a request has been received from a property owner requesting Town Council’s consideration of amending their Development Control Bylaw to permit the addition of a third accessory structure on properties which are three (3) acres in size or greater;*

*AND WHEREAS a public meeting was held on August 27, 2020 in accordance with the PEI Planning Act and the Town's Development Control Bylaw;*

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

*AND WHEREAS the Bylaw was given first reading and approval at a duly held meeting of Town Council on September 14, 2020;*

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

*BE IT RESOLVED THAT Kensington Town Council hereby formally adopt an amendment to the Zoning and Subdivision Control Bylaw to allow the placement of a third accessory structure on properties which are 3 acres in size or greater through the addition of the following words to Section 4.24 (1)(g):*

*“unless the property is three (3) acres or greater in size, in which case a maximum of three (3) buildings may be permitted.”*

*Unanimously carried.*

## **8.1.2 Subdivision of Lands – PID No. 79673- 33 School Street**

### **8.1.2.1 Moved by Deputy Mayor Pickering, seconded by Councillor Toombs**

*WHEREAS a request has been received from the owner of a property at 33 School Street (PID No. 79673) to subdivide the property into three separate parcels, being PID No. 79673 (originating parcel), Lot 20-1 and Parcel A; and to consolidate the newly formed Parcel A to an adjacent property (PID No. 79681) as per Survey Plan No. 20197-S01;*

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

*BE IT RESOLVED THAT approval be granted to subdivide PID No 79673 into three separate parcels, being PID No 79673 (originating parcel), Lot 20-1 and Parcel A, as per Survey Plan No. 20197-S01, dated September 25, 2020, drawn by Locus Surveys Ltd. BE IT*

*FUTHER RESOLVED THAT approval be granted to consolidate Parcel A with PID No. 79681, as per Survey Plan No. 20197-S01, dated September 25, 2020, drawn by Locus Surveys Ltd.*

*Unanimously carried.*



### **8.1.3 2020 Capital Borrowing**

#### **8.1.3.1 *Moved by Councillor Spencer, seconded by Councillor Toombs***

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

*AND WHEREAS Town Council has authorized capital purchases since April of 2020 in the amount of \$160,564.64;*

*AND WHEREAS Town Council is intent on replacing the roofing and eaves troughing at the sewage treatment plant at an estimated cost of \$10,000.00;*

*AND WHEREAS it is deemed prudent to borrow the funds to cover the cumulative cost of these capital purchases;*

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

*BE IT RESOLVED that the Town of Kensington be empowered to borrow \$170,564.64 from the Scotiabank;*

*i. repayable in full by Town Council over an amortization period not to exceed 5 years.*

*ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.*

*iii. advances repayable on demand.*

*Unanimously carried.*

### **8.1.4 Kensington Fire Hall Floor Drain Repairs**

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

*BE IT RESOLVED THAT Town Council award a contract for the repair of the Fire Hall floor drains to Owen MacDonald Construction as per their quote dated September 26, 2020 in the amount of \$7,300.00 plus HST.*

*Unanimously carried.*

## **8.2 Other Matters**

**8.2.1** Mayor Caseley thanked Karen Murphy and Kim Caseley for organizing the Pumpkin Carving Contest and Kensington Food Basket for their donation of 120 Pumpkins.

- 8.2.2** Councillor Gallant complimented the recent concrete work completed by Owen MacDonald Construction.
- 8.2.3** Councillor Spencer inquired about the speed limits of emergency response vehicles. He expressed concerns of an RCMP vehicle that recently drove through Broadway Street with their emergency beacons on, at excessive speeds. Mr. Baker will discuss the matter with Chief Sutherland.
- 8.2.4** Councillor Gallant addressed a concern from citizens regarding a utility trailer parked in front of 63 Broadway Street N. Mr. Baker will report the concern to Chief Sutherland.

## **9. Correspondence**

*Councillor Mann declared a conflict and excused himself from the Council Chamber at 7:35pm.*

- 9.1** A letter from the KAMHA President Pat Kelly, requesting the Town's approval for the installation of video surveillance cameras at the Credit Union Centre.

*Moved by Councillor Bernard, seconded by Deputy Mayor Pickering to approve a request from the Kensington Area Minor Hockey Association to install video surveillance cameras at the Credit Union Centre, subject to compliance with Provincial regulations and the approval of Hockey PEI. Unanimously carried.*

*Councillor Mann returned to the Council Chamber at 7:40 pm.*

- 9.2** A donation request from the Kensington Meals on Wheels program.

*Moved by Councillor Gallant, seconded by Councillor Spencer to approve a \$2,000 donation to the Kensington Meals on Wheels program. Unanimously carried.*

- 9.3** An update from the PEI Humane Society on their Expanding our Paw Print capital program.

- 9.4** Registration information from FPEIM for the virtual AGM on October 19, 2020.

- 9.5** An email from the PEI Rotary Club with information on their 2021 advertisement package. – *Received for information.*

## **10. In-Camera**

- 10.1** *Nil.*

## **11. Adjournment**

*Moved by Councillor Toombs, seconded by Councillor Spencer to adjourn the meeting at 7:47 PM. Unanimously carried.*

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Geoff Baker,  
CAO

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Rowan Caseley,  
Mayor

Town of Kensington		
CAO's Report for Committee of Council - October 2020		
Item #	Project/Task	Status
1	Exempt Staffing Policy	NO UPDATE The exempt staffing policy is still being reviewed by the Mayor and CAO. It will be provided to Town Council in draft form once completed.
2	COVID-19 Pandemic	We continue to implement all facility plans until such time as the Public Health Office advises otherwise. Staff have recently applied for, and were approved, to permit 100 patrons in the stands at the Credit Union Centre.
3	Victoria Street West Sidewalk Replacement	I am informed that construction of the Victoria Street West Storm Sewer project will be at least another month. Councillors will notice that portions of the town's sidewalk have been removed.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	NO UPDATE I was requested by the consultant to return any asset management sheets to him, to address some deficiencies within them. The consultant is currently working on incorporating storm water management ponds and natural assets within the work sheets. The project is currently delayed by approximately two months. I would anticipate that within the next month or so, the (consultant) project will be completed.
6	Railyards/Boardwalk Renovation and Upgrade Project	The Railyards/Boardwalk renovation project is substantially complete. A couple of additions were made to the contract to allow the replacement of the sill along the front of the freight shed and the replacement of the stair bracing at the Gazebo. Some minor deficiencies were noted and rectified by the Contractor. I have requested pricing from the contractor to add a stair to the freight shed boardwalk however no decision has been made to proceed. Additional granular fill will be brought in and placed along the freight shed boardwalk to increase the grade in that area.
7	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades	The desludging portion of the project has been completed. Some additional dredging may be required prior to substantial completion. The settling lagoon water level is being lowered and should be at an appropriate level within the next couple of days to permit berm repair/re-construction. We continue to flow as much wastewater through the UV filtration system as possible with the remainder being pumped directly into the discharge area. The Infrastructure Secretariat were taken on a tour of the project on Friday, October 23rd.
8	2019-2024 Gas Tax Capital Investment Plan	Another re-profiling of the Town's Capital Investment Plan is required. It was originally intended to be brought to the regular October Council meeting however other priorities did not permit this. I have had discussions with the Infrastructure Secretariat and all effort will be made to complete the re-profiling to allow it to be presented at the November regular meeting of Town Council.
9	Emergency Warming/Reception Centre	The warming centre has been officially commissioned. A funding application has been made to the Province to provide \$20,000 in financial support towards the project. We continue to work with the EMO Coordinator to complete the operational guidelines for the facility.
10	Sidewalk Maintenance	The 2020 Sidewalk Maintenance program is substantially complete.
11	Fire Department Rescue Vehicle	It is anticipated the new rescue vehicle will be delivered towards the end of November and commissioned for service by mid-December. Councillors can view progress on the truck through the web link which was provided by email on October 9, 2020.

Item #	Project/Task	Status
12	Wastewater Treatment Plant Blowers	Funds have been included in the 2020/21 Capital Budget to replace the existing sensors associated with the Blower #1 Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. While staff were preparing a recommendation for the September Council meeting, it was determined that Gas Tax may be a more appropriate funding source to complete the project. Information will be brought forward to the November regular meeting of Town Council through a discussion on the Gas Tax Capital Investment Plan funds re-profiling.
13	Water and Wastewater Bylaw	NO UPDATE I have begun drafting the required Bylaw to allow the town to operate the water and wastewater system as a department of the town. It will be presented to Town Council for consideration once completed.
14	Kensington Area Soccer Club - Clubhouse	NO UPDATE Construction of the Clubhouse has begun. The foundation has been installed. I continue to work with the Province to provide for a formal agreement for the water and sewer line routing.
15	Municipal Restructuring	The public hearing was on October 15, 2020. IRAC has requested additional information from the Town in the form of 16 additional questions. The additional information requested is significant in nature and will take time to prepare. All effort will be made to submit the required information by Friday, October 30, 2020.
16	Police Study/Service Model Review	The Police Study report is completed in draft form and has been forwarded to all Councillors for review.
17	Senior Centre Paving	The paving of the Seniors Centre has been completed.
18	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	The new 600mm watermain has been installed, pressure tested, disinfected and is now in service. Landscaping has been completed around the pumphouse as well. Generator pads have been installed at the pumphouse and well #3. We are waiting on the delivery of both generators and automatic transfer switches associated with the project. The gravel driveway at the pumphouse has been constructed. The Infrastructure Secretariat were taken on a tour of the project on Friday, October 23rd.
19	Railyards Garbage Receptacle Area	Commercial Construction have removed the top soil from the grassed area behind the freight shed.
20	Development Control Bylaw Amendment - Third Accessory Structure	The Amendment was given second reading and formal adoption at the October meeting of Town Council. Staff are preparing the amendment for submittal to the Minister of Communities.
21	Water and Sewer Rate Application	NO UPDATE The application to IRAC was submitted on August 13, 2020. It is expected that we will be in a position implement the new rates effective January 1, 2021.
22	Railyards Fence Replacement	NO UPDATE I am informed that the cost shared portion of this project will not be completed until the Spring of 2021 due to unavailability of materials.
23	Utility Trailer - Broadway Street North	I am informed that the utility trailer will be removed by October 24, 2020.
24	Disposal of Police Vehicle	The tender for the disposal of the Dodge Charger Police Cruiser will be completed and advertised the week of October 26th.
25	Vehicle Speeding Issues - Various Areas	I have spoken to the Chief and they are putting additional effort in to curbing speeding in various areas of the town.



## SEPTEMBER 2020

The Kensington Fire Department responded to 13 calls during the month of September and the average attendance for the fire calls was 15. Following is the breakdown of calls:

<b>Date</b>	<b>Call Details</b>	<b>Location</b>	<b># Firefighters</b>	<b># Trucks</b>
<b>Sept. 2</b>	<b>MVC - single vehicle</b>	<b>Margate</b>	<b>17</b>	<b>2</b>
<b>Sept. 5</b>	<b>Hay bale on fire</b>	<b>New Annan</b>	<b>11</b>	<b>3</b>
<b>Sept. 8</b>	<b>Hazardous chemical leak from truck</b>	<b>Kensington</b>	<b>16</b>	<b>3</b>
<b>Sept. 8</b>	<b>Paddle boarder in distress</b>	<b>Sea View</b>	<b>13</b>	<b>2</b>
<b>Sept. 9</b>	<b>Brush fire</b>	<b>Clermont</b>	<b>19</b>	<b>4</b>
<b>Sept. 11</b>	<b>Vehicle fire</b>	<b>Traveller's Rest</b>	<b>12</b>	<b>2</b>
<b>Sept. 12</b>	<b>Vehicle rollover</b>	<b>Long River</b>	<b>17</b>	<b>3</b>
<b>Sept. 14</b>	<b>Commercial fire alarm</b>	<b>Kensington high school</b>	<b>8</b>	<b>stand down</b>
<b>Sept. 15</b>	<b>Residential fire alarm</b>	<b>Darnley</b>	<b>12</b>	<b>1</b>
<b>Sept. 17</b>	<b>MVC - single vehicle</b>	<b>Freetown</b>	<b>19</b>	<b>2</b>
<b>Sept. 18</b>	<b>Structure fire</b>	<b>Indian River</b>	<b>20</b>	<b>5 (called New London for assistance but cancelled them enroute)</b>
<b>Sept. 19</b>	<b>Clothes dryer fire</b>	<b>Traveller's Rest</b>	<b>14</b>	<b>2</b>
<b>Sept. 20</b>	<b>MVC</b>	<b>New Annan</b>	<b>18</b>	<b>2</b>

Seven members of KFD and 3 of our trucks participated in a water shuttle exercise with New London, New Glasgow, Kinkora and Rustico fire departments on Sunday, September 6. The exercise was held in New London.

Training was held on September 15 with 22 members in attendance.

Rodney Hickey  
Chief

Police Department Occurrence Report Summary 2020														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act			2	3	1	3	2	3	1				15	2.75%
Abandon Vehicle									1				1	0.18%
Abduction													0	0.00%
Alarms	1	1	2	5	3	3	2	1	3				21	3.85%
Animal Calls				1			1	1					3	0.55%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)	3				3	1	2	1	1				11	2.01%
Assistance Calls	10	8	7	8	24	29	29	20	14				149	27.29%
Breach of Peace	1						1						2	0.37%
Breach of Recognizance													0	0.00%
Break and Enter (business)													0	0.00%
Break and Enter (other)													0	0.00%
Break and Enter (residence)	1							1					2	0.37%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare						1							1	0.18%
Coroner's Act						2	1		1				4	0.73%
Crime Prevention													0	0.00%
Criminal Harassment						1		2					3	0.55%
Dangerous Driving		1							3				4	0.73%
Disturbing the Peace	2			1	1	2	3	1					10	1.83%
Dog Act		3	2	1			1	1	1				9	1.65%
Driving while disqualified	1				1	1		1	1				5	0.92%
Drug Charges		1											1	0.18%
Excise Act													0	0.00%
Fail to Comply Probation	1		1										2	0.37%
Fail to comply undertaking	1	1							2				4	0.73%
Fail to remain at scene of accident		1						1					2	0.37%
Family Relations Act					2		3		1				6	1.10%
Fingerprints taken													0	0.00%
Fire Prevention Act	1			1	2	2		2					8	1.47%



Police Department Occurrence Report Summary 2020														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act													0	0.00%
Forcible confinement													0	0.00%
Fraud				2		2	2						6	1.10%
Harrassing Phone Calls		1	1				1	1					4	0.73%
Impaired Driver	1		1		3	1	4	2	4				16	2.93%
Information Files	1	2	2			2			1				8	1.47%
Injury Accidents													0	0.00%
Liquor Offences		2	1	1									4	0.73%
Litter Act													0	0.00%
Lost and Found	1				2	2	4	1	2				12	2.20%
Luring Minors						1							1	0.18%
Mental Health Act	2	1			1	2	1	1					8	1.47%
Mischief	2		1	1	2	2	1		2				11	2.01%
Motor Vehicle Accidents	3	1	2			6	1	1	1				15	2.75%
Motor Vehicle Act	3	4	1	2	8	7	7	4	7				43	7.88%
Municipal Bylaws		1		1		1	9	2	1				15	2.75%
Off Road Vehicle Act		1		1		1	1		1				5	0.92%
Other Criminal Code													0	0.00%
Person Reported Missing													0	0.00%
Possession of restricted weapon													0	0.00%
Property Check	1			1									2	0.37%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference	1							1					2	0.37%
STEP (Integrated Traffic Enforcement)													0	0.00%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	2	1	3	1		1		4	2				14	2.56%
Theft Of Motor Vehicle													0	0.00%
Theft Over \$5000													0	0.00%
Theft Under \$5000		3	1	2	2	2	5	2					17	3.11%
Traffic Offences													0	0.00%
Trespass Act							2	1	2				5	0.92%

[illegible]

## **Police Report September 2020**

KPS received 3 false alarms during the month.

Sept 4 @ 0420hrs – Frosty Treat, member did not attend.

Sept 7 @ 1522hrs – Pine Acres RV, member did not attend.

Sept 26 @ 0725hrs – Ktown Auto, member did not attend.

**Please note on the police report the number of assistance calls includes 1 call that is COVID 19 related.**

### **Sept assistance to other agencies**

Sept 5 – Chtown robbery file

Sept 6 – RCMP intoxicated male

Sept 11 – RCMP bridge assistance Health Act

Sept 12 – RCMP mva

Sept 20- RCMP impaired driver

Sept 20 – RCMP impaired driver

Sept 28 – RCMP impaired driver

**Year To Date Approved Development Permits Summary Report  
2020**

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Industrial						1								1	
Addition Residential additions/alterations								1						1	
Addition Residential Deck/Fence/Pools						1								1	
Demolition								1						1	
New Commercial								1						1	
New Institutional		1												1	
New Multi-unit Family Dwelling				1										1	
New Residential Accessory Structure		1	1		2	3		2	2					11	
New Residential Deck/Fence/Pools						1	1	1	1					4	
New Semi Detached Dwelling							1							1	
New Single Family Dwelling		1			2		1	1		1				6	
Other Commercial	1	1												2	
Renovation Commercial						1								1	
Renovation Residential Deck/Fence/Pools						1	1							2	
<b>Total:</b>						1	1							34	

Total Estimated Construction Value
\$70,000.00
\$300.00
\$3,500.00
\$5,000.00
\$3,500.00
\$220,000.00
\$1,947,000.00
\$46,300.00
\$14,500.00
\$400,000.00
\$1,487,500.00
\$10,700.00
\$2,000.00
\$19,000.00
<b>\$4,229,300.00</b>

DEVELOPMENT PERMITS REPORT

For the period October 13, 2020 to November 06, 2020

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction		Value	Estimated Start	Estimated Finish
			Property Address								
Single Family Dwelling											
34-20	10/14/2020	79673	Thomas Blackett - 1392 Marks Road		Approved	New	Single Family Dwelling		\$120,000.00	11/01/2020	04/01/2020
			33 School Street				Description:	Construct new single family dwelling			

Sub Total: \$120,000.00

Total: \$120,000.00



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 #:	
Date Received:	Oct 5 /20
Date Approved:	Oct 14/20
PEI Planning:	
Permit Fee: \$	200.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 33 School St Property Tax Number (PID): 79673  
Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: R1  
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:  
To be subdivided.  
Land Purchased from Gail Duguay Year Purchased 2020

Location of Development		Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East		Road Frontage <u>72</u>	Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West		Property Depth <u>100</u>	Area sq. ft. <u>7200</u>

### 2. Contact Information

APPLICANT Name: Thomas Blackett Address: 1392 Marks Road  
Phone: 303-2965 Cell: \_\_\_\_\_ Long River  
Email: ThomasBlackett67@gmail.com Postal Code: C0B 1M0  
  
Same as Above: ☐  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
OWNER Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
  
CONTRACTOR, ARCHITECT OR ENGINEER Name: Thomas Blackett Address: \_\_\_\_\_  
Phone: 303-2965 Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Infrastructure Components

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

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

### 4. Development Description

☒ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other \_\_\_\_\_

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>2</u>	<u>1</u>	Width <u>28</u> Length <u>58</u>



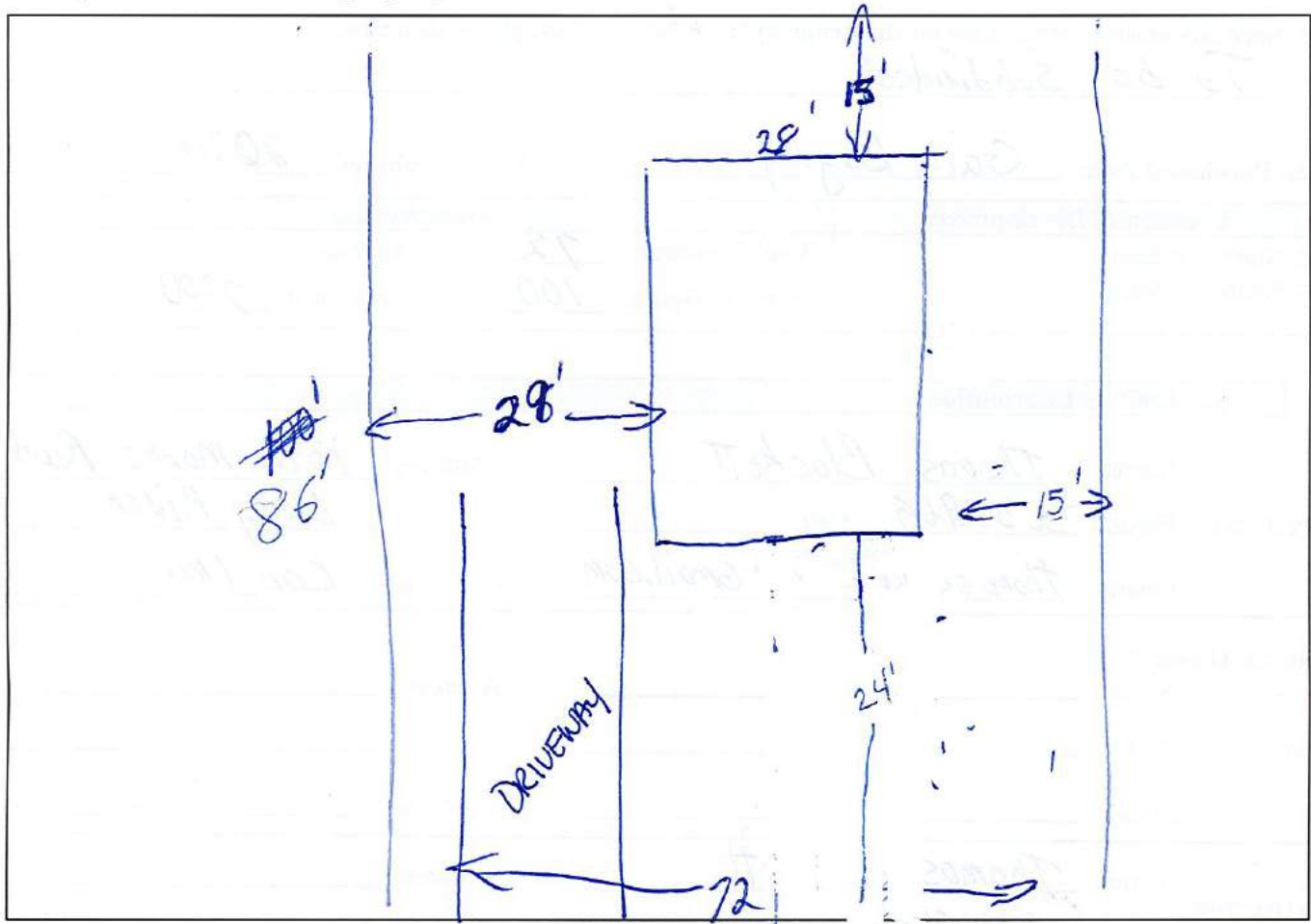
Detailed Project Description: Single Family Home with garage  
Jeff Baker Has The Planes

Estimated Value of Construction (not including land cost): 120,000

Projected Start Date: Nov 1 2020 Projected Date of Completion: April 1 2020

Please provide a diagram of proposed construction:

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



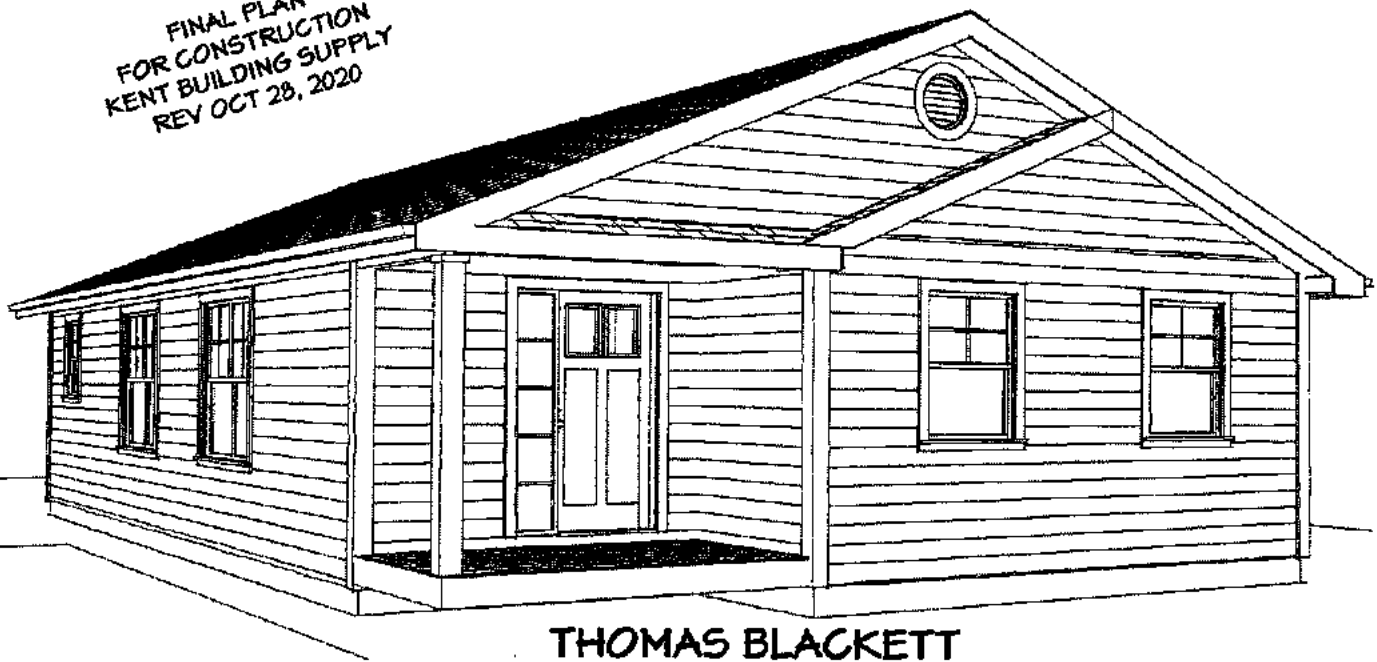
**I DO SOLEMNLY DECLARE & CERTIFY:**

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 John Baker Date: Oct 1 2020

FINAL PLAN  
FOR CONSTRUCTION  
KENT BUILDING SUPPLY  
REV OCT 28, 2020



**THOMAS BLACKETT**  
**2 BEDROOM BUNGALOW #3**  
SCHOOL STREET, KENSINGTON, PEI



COVER SHEET

THOMAS BLACKETT  
2 BEDROOM BUNGALOW #3

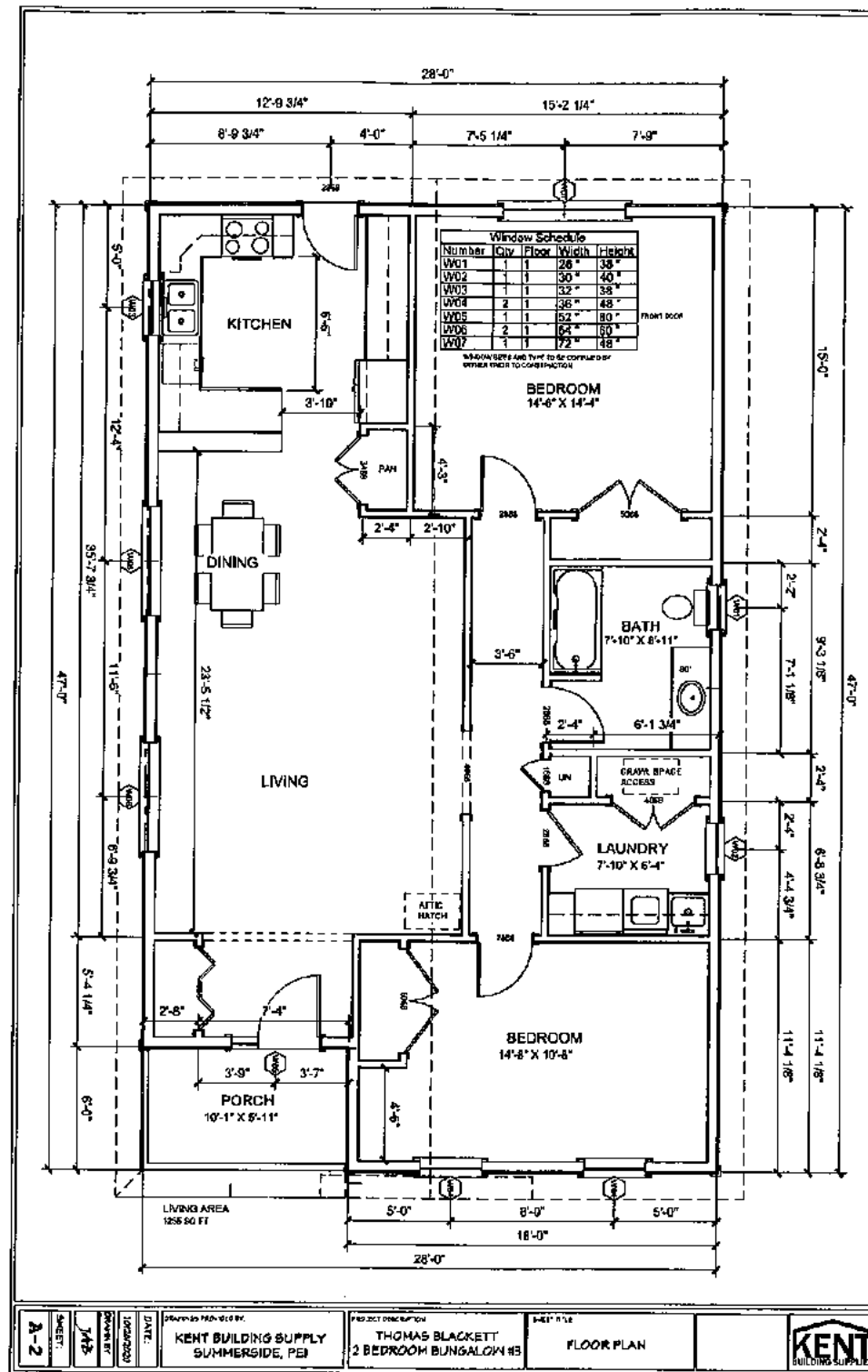
KENT BUILDING SUPPLY  
SUMMERSIDE, PEI

DATE:  
10/28/2020

DRAWN BY:  
JAB

SHEET:  
A-1





A-2

DATE:

DESIGNED BY:

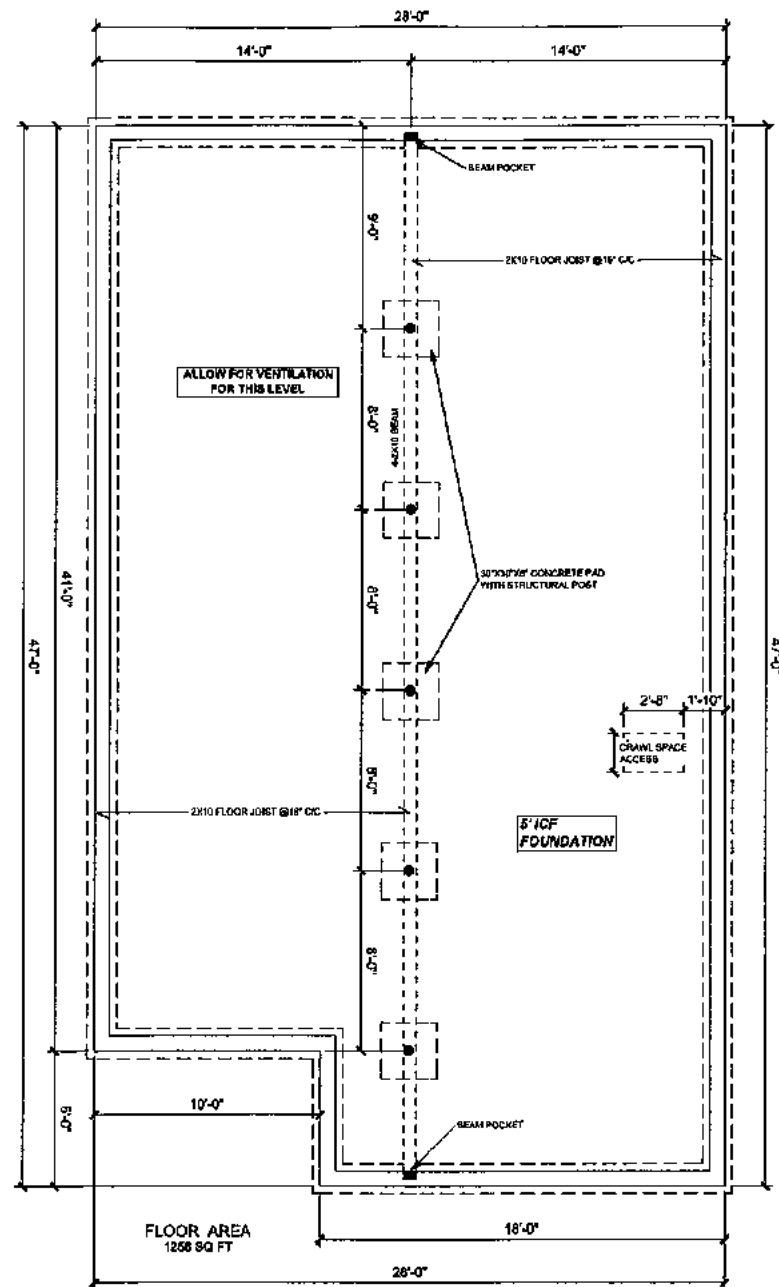
THOMAS BLACKETT

2 BEDROOM BUNGALOW #3

FLOOR PLAN

1/4" = 1'-0"

KENT BUILDING SUPPLY





THIS DRAWING IS INTENDED AS A GUIDE ONLY. THE FINAL CHOICE AND USE OF MATERIALS, METHODS AND DETAILS OF CONSTRUCTION IS THE RESPONSIBILITY OF THE OWNER AND/OR CONTRACTOR. THE KENT ORGANIZATION ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF THESE PRELIMINARY DRAWINGS.

ALL CONSTRUCTION TO BE IN  
ACCORDANCE WITH THE 2010  
NATIONAL BUILDING CODE OF  
CANADA AND ALL ASSOCIATED  
DOCUMENTS.

1. FRAMING LUMBER (DOUGL. LAMBS.  
JUSTICE) TO BE NO. 1 & 2 GRADE UNLESS  
OTHERWISE INDICATED
2. ALL UNITS TO BE 2"X10" UNLESS OTHERWISE NOTED
3. SUPPLIER SHALL DETERMINE DIMENSIONS OF ALL LAMINATED BEAMS SHOWN ON PLAN
4. DIMENSIONS OF STEEL BEAMS, WHERE INDICATED, SHALL BE DETERMINED BY AN ENGINEER
5. WOODSURE RESISTANT OCEANGLU TO BE USED AROUND ALL DOORS AND TUBS
6. BASINMENT WINDOWS REQUIR GRADE SHALL BE PROTECTED BY GALVANIZED STEEL WINDUP MESH WITH COVERS
7. WRITTEN DIMENSIONS ALWAYS TAKE PRECEDENCE OVER SCALE MEASUREMENTS
8. ASSUMED SOIL PRESSURE OF 3000 P.S.F.
9. ALL CONCRETE TO BEAR ON FIRM, NATURAL, UNDISTURBED SOIL
10. CONCRETE COMPRESSIVE STRENGTH AFTER 28 DAYS TO BE:
- WALLS NOT EXPOSED TO WEATHER = 2300 PSI
- WALLS NOT EXPOSED TO WEATHER = 3000
- PARAPETS, STEPS, CHARGE SLABS ETC. = 3000 PSI
11. ALL FOOTINGS ARE TO BE BELOW FROST LEVEL AND BE MIN. 8" WIDE UNLESS FOUNDATION WALLS ARE TO BE 8" THICK UNLESS SPECIFIED FOR BRACK MEMBER
12. ALL INTERIOR DOORS ARE THE SIZE INDICATED AND HOLLOW CORE UNLESS OTHERWISE NOTED
13. ALL EXTERIOR DOORS AND EXTERIOR DOORS ARE INSULATED STEEL UNLESS OTHERWISE NOTED

ELEVATIONS  
NOTES

THOMAS BLACKETT  
2 BEDROOM BUNGALOW \$8

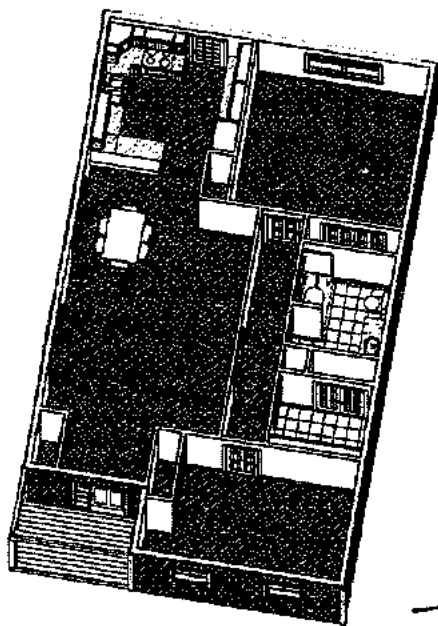
**KENT BUILDING SUPPLY  
SUMMERSIDE, PEI**

DATE
10/28/00

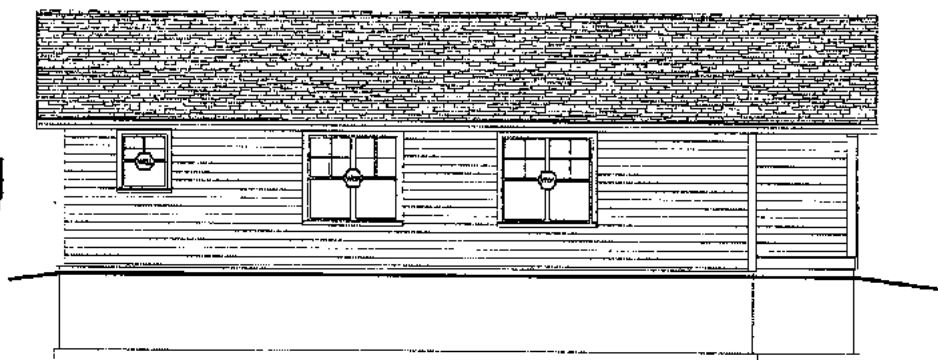
DRAWN BY

143

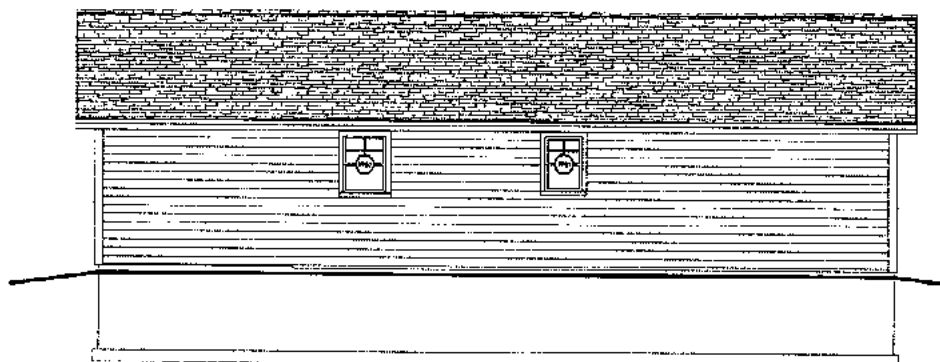
SHEET:  
A-4



3D FLOOR PLAN



RIGHT ELEVATION



LEFT ELEVATION



ELEVATIONS  
DETAILS

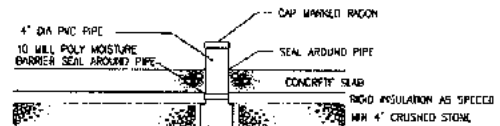
THOMAS BLACKETT  
2 BEDROOM BUNGALOW B3

KENT BUILDING SUPPLY  
SUNNYSIDE, FEL

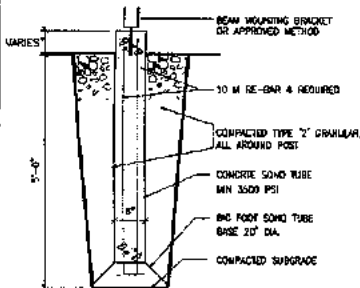
DATE:  
10/28/2020

DRAWN BY:  
JAB

SHEET:  
A-5

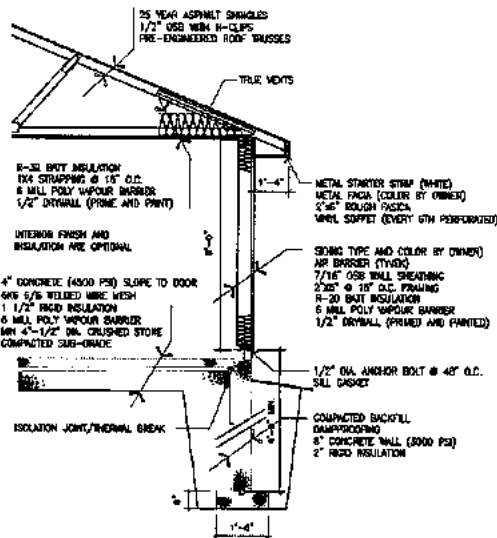


ALL PENETRATIONS THROUGH  
MOISTURE BARRIER TO BE SEALED  
TO BE LOCATED ON SITE  
**ROUGH-IN RADON GAS DEPRESSURIZATION SYSTEM**



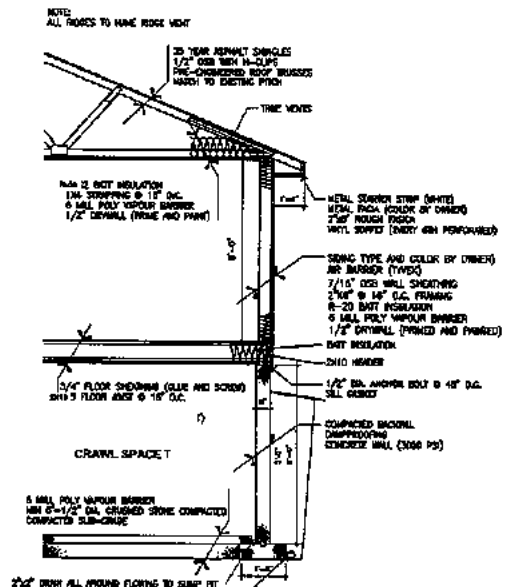
**PIER FOUNDATION**

scale N.T.S.



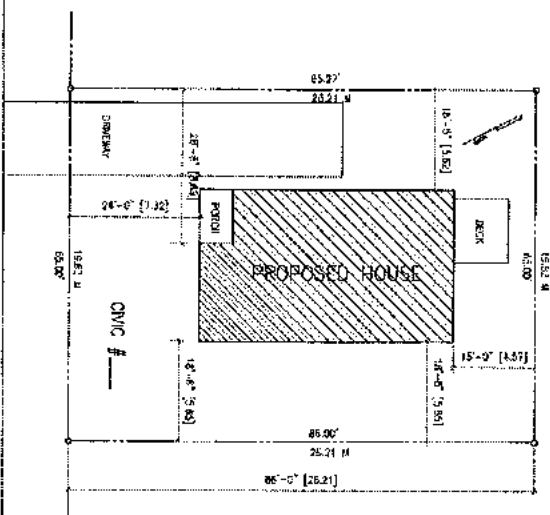
**WALL SECTION 'B' (GARAGE)**

scale N.T.S.



**WALL SECTION 'A' (HOUSE)**

scale N.T.S.



**SITE PLAN**  
 THOMAS BLACKETT BUNGALOW  
 S-1  
 SCALE 1:200  
 SCHOOL STREET  
 CONTINUED ON REVERSE



## Entrance Way Installation Work Order

I to Thomas Elemer Blackett of Long Rivers

is is to authorize that an Entrance Way is to be **constructed** to serve Property Number \_\_\_\_\_

School Street Road in the Community of Kennington

ance with the Roads Act, RSPEI 1988. The entrance way shall be constructed or extended to a width

\_\_\_\_\_ metres and shall be located \_\_\_\_\_ metres north, south, east, west

\_\_\_\_\_ boundary.

8, 2020 Authorized by Joe Beard Building Permit No. \_\_\_\_\_

\_\_\_\_\_ Cheque No. \_\_\_\_\_ Contact Person Thomas Blackett Phone 30

nt Yellow - TIE Pink - TIE Golden

## Town of Kensington Bills List September 2020

A1 - Vacuums	386801	\$316.58
Amalgamated Dairies Limited	5020233004 CUC JANITOR SUPPLIES	\$728.75
Andrew Griffin	SEPT 2020 RRSP	\$510.68
Bell Mobility	2-394513	\$201.25
Brenda MacIsaac	SEPT 2020 RRSP	\$295.56
Brotech Services	1196 POL PHONE REPAIR	\$108.30
Canadian Union of Public Employees	SEPT 2020 UNION DUES	\$455.91
D. W. Mechanical	1786	\$120.75
Eastlink	13262481	\$104.59
Eastlink	13433299	\$23.00
Eastlink	13432521	\$757.29
Eastlink	13566040	\$104.59
Eastlink	13509645	\$145.94
Eastlink	13433038	\$97.69
Elizabeth Hubley	SEPT 2020 RENT	\$805.00
Friends & Flowers	SEPT 9, 2020 RIBBON	\$34.50
Geoff Baker	SEPT 2020 MILEAGE	\$301.74
HMS Office Supplies Ltd	789127	\$156.11
Holland College	541956 POL UNIFORM	\$229.99
Irving Oil	33580642	\$182.66
Irving Oil	33602388	\$588.65
Irving Oil	522543	\$102.03
Irving Oil	746259	\$582.55
Irving Oil	33608985	\$640.97
Irving Oil	321526	\$46.55
Irving Oil	33615935	\$467.36
Irving Oil	6319	\$143.54
Irving Oil	441132	\$145.48
Irving Oil	438200	\$90.31
Irving Oil	534965	\$253.73
Irving Oil	438605	\$56.51
Irving Oil	440483	\$63.22



Irving Oil	625437	\$133.98
Island First Aid Service	12557	\$46.00
Jet Ice	111123 CUC-ICE PAINT	\$1,101.56
Kensington Metal Products Inc.	52938 BOB CAT REPAIR	\$465.70
Kensington Metal Products Inc.	53074 EMERGENCY SHELTER	\$895.08
Kent Building Supplies	1294446	\$57.48
Kent Building Supplies	1296502	\$22.40
Kent Building Supplies	1296307	\$25.74
Kent Building Supplies	1298091	\$49.63
Kent Building Supplies	1300381	\$37.34
Kent Building Supplies	1300761	\$47.14
Kent Building Supplies	1301243	\$200.57
Kent Building Supplies	1301553	\$9.18
Kent Building Supplies	1301589	\$7.66
Ketchum Manufacturing Inc	422435 DOG TAGS	\$100.02
K'Town Auto Parts	308985	\$42.88
K'Town Auto Parts	310005	\$40.88
K'Town Auto Parts	311355	\$6.37
Kensington & Area Chamber of Commerce	HOPEI2020-0001 BANNER DONATION	\$4,138.27
Kwik Kopy	192725 PO BOOKS	\$363.95
Lewis Sutherland	SEPT 2020 RRSP	\$655.52
Maritime Electric	PUB WORKS SEPT20	\$91.66
Maritime Electric	CAR CHARGE SEPT20	\$32.12
Maritime Electric	TRAIN STN SEPT20	\$1,062.73
Maritime Electric	SENIOR CENTRE SEPT20	\$80.28
Maritime Electric	SHWR RM SEPT20	\$737.85
Maritime Electric	RADAR SEPT20	\$105.13
Maritime Electric	CUCSIGN SEPT20	\$185.54
Maritime Electric	CAN/BALLFIELD SEPT20	\$32.52
Maritime Electric	55 VICTSEPT20	\$1,630.44
Maritime Electric	RINK SEPT20	\$6,239.51
Maritime Electric	LIBRARY SEPT20	\$87.79
Maritime Electric	ART CO-OP SEPT 2020	\$368.01
Maritime Electric	STREET LIGHT SEPT 20	\$2,821.32

Maritime Electric	FIRE HALL SEPT 2020	\$461.48
Malpeque Bay Credit Union	SEPT 2020 RRSP	\$1,368.28
Medacom Atlantic Inc	12048	\$251.16
Minister of Finance	319617 POL RADIO RENEWAL	\$3,864.00
MJS Marketing & Promotions	2705008	\$51.75
Murphy's Kensington	09182020	\$68.98
Orkin Canada	2164171	\$28.75
Orkin Canada	2164174	\$73.03
Orkin Canada	2178784	\$44.28
PEI Humane Society	DONATION	\$51.00
Pitney Bowes	3201518240	\$194.55
Pitney Works	SEPT 2020	\$2,300.00
Presidia Security Consulting	600857	\$6,840.00
Princess Auto	1204118	\$50.58
Rowan Caseley	RC EXP SEPT20	\$108.10
Mikes Independent	IND20200908	\$11.80
Scotia Securities	SEPT 2020 RRSP	\$458.64
Scotiabank Visa	SEPT 2020 KIDS HELP	\$50.00
Scotiabank Visa	SEPT 2020 ZOOM	\$23.00
Scotiabank Visa	CANADA POST	\$20.90
Sherry's Heating Service	2743	\$149.50
Spence Communications and Custom Lighting	1707 FIRE VEHICLE	\$505.95
Spring Valley Building Centre Ltd	217001	\$170.78
Spring Valley Building Centre Ltd	217327	\$34.16
Spring Valley Building Centre Ltd	217527	\$136.62
Staples	550503-3695	\$361.96
Suncor Energy Products Partnership	SEPT 2020	\$716.32
Telus	SEPT 2020	\$982.10
Tessa MacKinnon	SEPT 2020 EXP	\$145.29
Therese Warren	118274 VEH REPAIR	\$102.09
TnT... Marketing Inc	3047 PW TRAINING	\$719.50
Uline	7141683 CUC DEHUMIDIFIER FILTER	\$259.96
Uline	7218126 CUC WEATHER STRIPPING	\$417.80
Vail's Fabric Services Ltd.	360428	\$215.46

Workers Compensation Board of PEI	SEPT 2020	\$6,862.26
Yellow Pages Group	1191349	\$17.65
Subtotal		<u>\$58,901.71</u>
Payroll		\$82,751.25
Campbell's Concrete Ltd	260090 LIFT STATION PUMP REPAIR	\$5,277.58
Creative Gardening	1123 TOWN HALL PAVERS	\$25,748.50
JL Gasfitters	505 RGI-REPLACE FRYER GAS LINES	\$1,410.33
Mid Isle Electric	9500 RGI-LED FIXTURES	\$8,029.07
Spartan Fitness	327468 RGI-FITPLEX EQUIPMENT	\$14,745.86
T & K Fire Safety Equipment Ltd	257475 RGI-GAS EXTINGUISHER SYSTEM	\$2,070.00
Uline	7359014 RGI-CANTEEN TABLES & CHAIRS	\$1,912.04
Uline	7039311 RGI-CROWD CONTROL BARRIERS	\$897.15
WSP Canada Inc	0951120 ICIP-LAGOON REPAIRS	\$7,201.88
WSP Canada Inc	0951132 ICIP-WELLFIELD UPGRADES	<u>\$12,795.60</u>
Subtotal Capital		\$80,088.01
<b>Total Bills</b>		<u><u><b>\$221,740.97</b></u></u>

**TOWN OF KENSINGTON**

### Income Statement Comparison of Actual to Budget for September 2020

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$120,384.44	\$91,422.00	\$28,962.44	\$593,378.81	\$564,080.00	\$29,298.81	\$1,118,772.00	53%
Police Service	\$1,504.75	\$3,000.00	-\$1,495.25	\$38,880.92	\$21,000.00	\$17,880.92	\$42,700.00	91%
Town Hall Rent	\$8,580.27	\$8,150.00	\$430.27	\$51,287.75	\$48,700.00	\$2,587.75	\$96,100.00	53%
Recreation	\$0.00	\$0.00	\$0.00	\$6,660.00	\$4,500.00	\$2,160.00	\$4,500.00	148%
Sales of Service	\$29,961.29	\$32,000.00	-\$2,038.71	\$105,670.26	\$234,200.00	-\$128,529.74	\$457,200.00	23%
Subtotal Revenue	\$160,430.75	\$134,572.00	\$25,858.75	\$795,877.74	\$872,480.00	-\$76,602.26	\$1,719,272.00	46%
GENERAL EXPENSES								
Town Hall	\$9,755.96	\$11,630.00	-\$1,874.04	\$80,120.95	\$78,135.00	\$1,985.95	\$158,660.00	50%
General Town	\$40,362.00	\$32,362.00	\$8,000.00	\$272,910.58	\$288,385.00	-\$15,474.42	\$544,852.00	50%
Police Department	\$38,260.38	\$44,311.00	-\$6,050.62	\$262,228.19	\$266,902.00	-\$4,673.81	\$539,259.00	49%
Public Works	\$6,870.75	\$7,910.00	-\$1,039.25	\$47,107.21	\$81,634.00	-\$34,526.79	\$152,275.00	31%
Train Station	\$2,443.57	\$3,235.00	-\$791.43	\$19,958.57	\$19,865.00	\$93.57	\$39,560.00	50%
Recreation & Park	\$4,075.41	\$4,900.00	-\$824.59	\$36,885.15	\$60,005.00	-\$23,119.85	\$74,785.00	49%
Sales of Service	\$8,216.45	\$11,480.00	-\$3,263.55	\$39,189.86	\$77,610.00	-\$38,420.14	\$156,740.00	25%
Business Park	\$3,542.78	\$4,418.00	-\$875.22	\$21,905.50	\$26,508.00	-\$4,602.50	\$53,016.00	41%
Subtotal Expenses	\$113,527.30	\$120,246.00	-\$6,718.70	\$780,306.01	\$899,044.00	-\$118,737.99	\$1,719,147.00	44%
Net Income (Deficit)	\$46,903.45	\$14,326.00	\$32,577.45	\$15,571.73	-\$26,564.00	\$42,135.73		
Credit Union Centre								
Credit Union Centre Revenue	\$44,890.91	\$38,200.00	\$6,690.91	\$94,040.80	\$161,300.00	-\$67,259.20	\$386,200.00	24%
Credit Union Centre Expenses	\$22,875.05	\$35,919.00	-\$13,043.95	\$143,302.02	\$173,898.00	-\$30,595.98	\$382,796.00	37%
Net Income (Deficit)	\$22,015.86	\$2,281.00	\$19,734.86	-\$49,261.22	-\$12,598.00	-\$36,663.22		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$141,342.00	\$141,342.00	\$0.00	\$282,684.00	50%
Fire Department Expenses	\$17,882.16	\$19,365.00	-\$1,482.84	\$112,141.98	\$120,040.00	-\$7,898.02	\$282,680.00	40%
Net Income (Deficit)	\$5,674.84	\$4,192.00	\$1,482.84	\$29,200.02	\$21,302.00	\$7,898.02		
Consolidated Net Income (Deficit)	\$74,594.15	\$20,799.00	\$53,795.15	-\$4,489.47	-\$17,860.00	\$13,370.53		
							\$3,533.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$52,277.48	\$51,497.00	\$780.48	\$307,572.08	\$308,982.00	-\$1,409.92	\$622,059.00	49%
Water & Sewer Expenses	\$52,285.69	\$56,455.00	-\$4,169.31	\$328,221.20	\$348,530.00	-\$20,308.80	\$688,160.00	48%
Water & Sewer Net Income (Deficit)	-\$8.21	-\$4,958.00	\$4,949.79	-\$20,649.12	-\$39,548.00	\$18,898.88		
							-\$66,101.00	

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## TOWN OF KENSINGTON – MEMORANDUM

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

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### September 2020

*I have been appointed by Mayor Caseley to represent the Town of Kensington on the Central PEI Community Navigator Pilot Project Steering Committee. The pilot project is owned by CBDC and funded by ACOA and the Province of PEI.*

*The general purpose of the program is to help newcomers feel welcome in the Central PEI region. Our first Steering Committee meeting was held on Tuesday, September 22, 2020 in Central Badeque. A copy of the minutes from that meeting are circulated with this report. Further information on the pilot project can be found at*

<https://www.cbdc.ca/en/programs/pei-community-navigators>

#### **Fitplex**

- Hours of operation are 6:00 am – 9:00 pm daily.
- Treadmill and Air Rower machines arrived in late September and have replaced two older pieces of cardio equipment.

#### **Arena**

- Ice Plant start-up was on September 11, 2020. Rentals began on September 20, 2020.
- Plant maintenance and work approved through the Rural Growth Initiative funding was completed on schedule.

- Chief Public Health Office (CPHO) approved the following for the opening of the rink facility:

The CPHO is providing prior approval, pursuant to 17 (b)(i) of the Chief Public Health Officer's [COVID-19 Prevention and Self-Isolation Order](#) in effect on 17 September 2020, for your organized gathering to be more than 50 persons, up to a maximum of two cohorts (one on the ice and one in the dressing room).

CUC main entrance is used as the entrance when users arrive and the exit is at the side of the building by dressing rooms. Time restrictions allow for our two cohorts to not cross paths when arriving and departing and has worked well to this point.

\*\*\*Use of the stands at this point is not allowed until an entrance and exit plan with dedicated washrooms can be accomplished or restrictions ease. - *This has been updated since the initial drafting of this report to include up to 100 patrons in the stands – further information in this regard will be provided as part of my October report.* \*\*\*

- Vipers and Wild plan on starting league games in early November.

### **Kensington Cash**

September 3	208.00
September 10	214.00
September 17	222.00
September 24	<u>216.00</u>
	\$860.00

### **Ball Fields**

- Kensington Minor Ball started to play a new Fall Ball League which will run from September through October.
- Kensington Recreational League wrapped up their regular season and began playoffs in September which will continue in to October.

**Senior Center**

- Sewing Classes are on Tuesday, Wednesdays and Saturdays

**Central Community PEI Navigator**

- See attached minutes

## MEETING NOTES

### Central PEI Community Navigator

#### Steering Committee Meeting

Held on Tuesday, September 22, 2020

PEIBWA Rural Business Women's Centre, Central Bedeque



**Rev. Pix Butt** | Margate United Church / Malpeque United Church

**Bill Drost** | Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico

**Donna MacLeod** | PEI Home & School Federation

**Cindy Midgley** | Mi'kmaq Confederacy of PEI

**Stephanie Moase** | Town of North Rustico

**Kristen Diane** | UPEI Student

**Diane Thibeault** | Atlantic Beef Products Inc.

**Robert Wood** | Town of Kensington

**Belinda Woods** | PEI Association for Newcomers to Canada

**Maxine Rennie** | CBDC West Prince Ventures (Executive Director & Project Lead)

**Scott Smith** | CBDC West Prince Ventures (Western PEI Community Navigator)

**Peggy Miles** | CBDC West Prince Ventures (Central PEI Community Navigator)

#### Regrets:

**Kellie Mulligan** | Fisheries and Communities - Rural Economic Development

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#### Welcome Remarks

Peggy Miles (Central PEI Community Navigator) welcomed everyone to this, the inaugural Steering Committee meeting for the Central PEI Community Navigator Project! Acknowledgement was given that the meeting was being held on unceded Mi'kmaq territory. Brief roundtable introductions from all who were present took place.

#### Overview of the Project

Maxine Rennie (Executive Director, CBDC West Prince Ventures) shared insights related to how the project began as a pilot in West Prince, as a response to the needs of newcomers in the community. Maxine shared that the project has now been expanded to address rural gaps for newcomers Island-wide.

#### Best Practices Presentation

Scott Smith (Western PEI Community Navigator) provided a visual presentation of efforts in the last year to: support newcomer residents in Western PEI; work with community stakeholders to build welcoming communities.

#### Central PEI Project Update

Peggy Miles (Central PEI Community Navigator) shared highlights of the Community Navigator project in Central PEI since it got underway at the end of June 2020. These included the establishment of an office at Kensington Town



Hall, building a network of community stakeholders to support the project, and the creation of promotional platforms to further advance the message of the Community Navigator.

Gaps for new residents were discussed, and Peggy talked about the importance of the community representatives who sit on the Steering Committee, and how they will be able to contribute to solutions for newcomer gaps.

Further, Peggy presented ideas for the committee to build on related to the potential for municipal involvement, collaborations with community organizations and employers, ways to tell the stories of newcomers, opportunities to work with both new and longtime residents to build welcoming communities, and building on the best practices from the Western Community Navigator project (ex. Community School).

#### Discussion on Ways for Committee Members to Engage:

IDEA / OPPORTUNITY	Gap being bridged	When?	Who's involved?
Training for tourism businesses operated by newcomers in the Cavendish Area	Breaking down communication barriers to position newcomer tourism operators for success	Fall 2020: <b>Bring potential partners together for discussion</b>  Spring 2021: <b>Host training session?</b>	Resort Municipality (Bill; CAO Brenda) Tourism Cavendish Beach Central Coastal Tourism Partnership Tourism Industry Association of PEI Community Navigator (Peggy)
Promote our region as a place where you can do global business while working from home, and taking advantage of the lifestyle of PEI	Debunking the idea that work has to be done at a physical place of business (thus expanding opportunities to attract new residents)  *Must advocate government for strong infrastructure / internet	Fall 2020 / Winter 2021:  <b>Explore:</b> <b>1) Promotional plan</b> <b>2) Appropriate partners</b> <b>3) Advocacy to government</b>	Bill Maxine Community Navigator (Peggy)
Expand transportation opportunities in the Central Region	Challenges for residents and workers to get to the workplace, or to obtain personal services	Fall 2020:  Learn more about the <b>transportation initiative from Mi'kmaq Confederacy of PEI</b> & see if there is a fit to get involved	Cindy Community Navigator (Peggy) Others
Initiatives that provide opportunities for cultural exchanges between Islanders	Breaking down a lack of understanding between new and longtime residents	Timeframe TBD:  Event or activity featuring Mi'kmaq Elders	Cindy Community Navigator (Peggy)

IDEA / OPPORTUNITY	Gap being bridged	When?	Who's involved?
Initiatives that provide opportunities for cultural exchanges between Islanders	Breaking down a lack of understanding between new and longtime residents	Timeframe TBD:  <b>Exploring opportunities for 'radical welcome'</b> Examples: <a href="https://www.crc-canada.org/wp-content/uploads/2017/03/7-MOVING-FROM-INVITATION-TO-INCLUSION-TO-RADICAL-WELCOME.pdf">https://www.crc-canada.org/wp-content/uploads/2017/03/7-MOVING-FROM-INVITATION-TO-INCLUSION-TO-RADICAL-WELCOME.pdf</a>	Rev. Pix Community Navigator (Peggy)
Initiatives that provide opportunities for cultural exchanges between Islanders	Breaking down a lack of understanding between new and longtime residents	October 2020: <b>Bring partners together for discussion</b>  <b>Holiday Celebrations in North Rustico</b> – include newcomers & their cultures	Stephanie; Marley (?) Kristen Diane Community Navigator (Peggy)
Initiatives that provide opportunities for cultural exchanges between Islanders	Breaking down a lack of understanding between new and longtime residents	January 2021: Hold meeting with Resort Municipality  June 2021: <b>Partner with the Resort Municipality in hosting their annual Multi-Cultural Day</b>	Bill / CAO Brenda Community Navigator (Peggy)
Initiatives that provide opportunities for cultural exchanges between Islanders	Breaking down a lack of understanding between new and longtime residents	Fall 2020 or Winter 2021:  <b>Public Skating event at the rink in Kensington</b> – include newcomers	Robert Community Navigator (Peggy)
Initiatives that provide opportunities for cultural exchanges between Islanders	Breaking down a lack of understanding between new and longtime residents	Fall 2020: Planning  Jan-March 2021: Deliver <b>'10 Countries in 10 Weeks' Community School initiative</b>  *Tentative re. COVID ** Possible consideration of online format	Sub-Committee Community Navigator (Peggy)
Initiatives that provide opportunities for cultural exchanges between Islanders	Breaking down a lack of understanding between new and longtime residents	Fall 2020: Planning  Feb 2021: <b>Neighbour-To-Neighbour Community Tradeshow &amp; Celebration of Culture</b> (booths featuring the cultures of both new and longtime residents; the various services available in the community)  *Tentative re. COVID ** Possible consideration of online format	Sub-Committee Community Navigator (Peggy)

IDEA / OPPORTUNITY	Gap being bridged	When?	Who's involved?
Initiatives that provide opportunities for social inclusion	Addressing the isolation that new people to the community may feel	Timeframe TBD: <b>Colour Run or other community event</b>	Kristen Diane Community Navigator (Peggy)
Initiatives that provide opportunities for social inclusion	Addressing the isolation that new people to the community may feel	Oct. 2020: <b>Kensington Pumpkin Decorating Contest</b> – category for new residents?	Robert / Town Staff Community Navigator (Peggy)
Initiatives that support Employers and Employees	Providing information to workers about available services found in their communities; information exchange between newcomers and longtime residents so that all feel supported & celebrated in the community	Fall 2020? <b>Community Familiarization Tours</b> in Borden-Carleton (could happen in other Central PEI communities too!)	Town of Borden-Carleton Diane Community Navigator (Peggy)
		<b>Diversity &amp; Inclusion Training</b>	Kensington / South Shore Chambers of Commerce PEI Association for Newcomers Community Navigator
		<b>Lunch Room Visits</b>	Community Navigator (Peggy) Employer
		<b>Pledge Walls</b>	Community Navigator (Peggy) Employer
Initiatives that support Students, Educators and Schools	Information exchange between newcomer students/parents and longtime students/parents so that all feel supported & celebrated in the community	Fall 2020: <b>Bring partners together for discussion on possibilities</b>	Donna Home & School Associations Community Navigator (Peggy)
Presentations to Municipal Councils	Working with Municipalities to build on their work to create welcoming communities	Ongoing Fall 2020 / Winter 2021	Community Navigator (Peggy) Maxine

IDEA / OPPORTUNITY	Gap being bridged	When?	Who's involved?
Telling the stories of the new people in our region	Information exchange between newcomers and longtime residents so that all feel supported & celebrated in the community	Fall 2020 / Winter 2021:  Current tools: Newsletter Social Media  Potential new tools? Videos Podcast Info included in municipal newsletters/websites/social Church bulletins Through school channels New residents as guest speakers	The whole committee! Community Navigator Kristen Diane

**Meeting conclusion** – it was discussed that the timeframe of the third Tuesday of each month was suitable for meetings of the Steering Committee (10 am).

**Town of Kensington**  
**Credit Union Centre Monthly Statistical Data**  
**2020**

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>Fitplex</b>													
Total Members	270	265	245	245	245	200	204	200	215				2089
Attendance	1490	1550	700	0	0	872	866	836	934				7248
Day Passes Sold	28	22	10	0	0	6	10	12	20				108
Memberships Sold	42	33	12	0	0	32	36	30	35				220
Monthly Payment Memberships	54	52	51	0	0	40	37	38	40				312
<b>Arena</b>													
Hours Rented	158	169	62	0	0	0	0	0	47				436
Preschool (Free)	3	4	2	0	0	0	0	0	0				9
Adult Skate	3	4	2	0	0	0	0	0	0				9
Donated Ice Time	0	10	0	0	0	0	0	0	0				10
Total Hours Rented	164	187	68	0	0	0	0	0	47				466
Storm Days (no rentals)	4	2	0	0	0	0	0	0	0				6

**2019**

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



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

**November 9, 2020**

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

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

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

**Hospitality and Heritage Tour** – I was asked by Jamie Zehr, Chef and Co-proprietor of the Island Stone Pub to attend a group of 20 visitors from a Hospitality and Heritage Group who were having lunch. They had asked her to have someone present them with the history of the Kensington Heritage Train Station.

**FPEIM Virtual AGM** – I attended the meeting of the Federation of Prince Edward Island Municipalities (virtually with Zoom) along with Councilor Rodney Mann, CAO Geoff Baker and Deputy CAO Wendy MacKinnon. We had the opportunity to hear from the new President of Federation of Canadian Municipalities Garth Frizzell, Prince Edward Island Premier Dennis King, Opposition Green Party Leader Peter Bevan Baker and Liberal Party Leader Sonny Gallant along with Minister Jamie Fox, Minister Bloyce Thompson and Minister Natalie Jameson

**John A Hogg Forest and Trails**– Mr. Baker and I met with Ruth Delong, Trails Community Relations Coordinator; Don Quarles, Chair of Heart of PEI Initiative and Barb Moase a volunteer who has been working with Ruth Delong on cleaning up the trails. The discussion revolved around improved signage for the trails, directional signage into the trails and the opportunity of expanding the trails in the future. We agreed to cover the cost of a few additional directional signs. Ruth is always looking for opportunity to expand island trails and she has indicated the John Hogg Trail will be in next year's trail booklet and map. We are investigating the possibility of making an application to the PEI Active transportation Fund to expand our sidewalk and trail paths.

**Christmas Parade** – Robert Wood has advised us that we have approval to proceed with our Christmas Parade and he is working closely with the Lions Club who have volunteered to help this year. The parade will be set up through the Kensington Industrial Park with floats located along the route on business properties. Visitors will be asked to enter the parade route onto Gerald McCarville Drive from Route 2 (Broadway Street South) and proceed to Victoria Street East. The Town of Kensington float and the Lions Club float will be at the end. We



will be able to gather donations for the food bank from visitors and the Lions Club are going to collect treats from the floats and hand them out at the end of the parade. Santa will be at the end of the parade. The parade is scheduled to run from 5:00pm to 6:00pm. *Please see operational plan at the end of my report prepared by staff.*

**Remembrance Day Ceremony** – I have been advised the Remembrance Day Ceremonies this year will be much different due to COVID. I have been invited to lay a wreath on behalf of the Town of Kensington along with a few other invited guests. The public are not invited to the Cenotaph this year and there will be a shortened Remembrance Day Ceremony at the memorial.

**Additional Banner Flags** – Now that we have prepared our light poles along the Confederation Trail and around the Town Clock for Banner Flags, I recommend we give consideration to using these same poles to recognize different seasons or specific events. These light poles will continue to have the Heart of PEI Banners on them for the Spring, summer and fall season. They are removed for the winter season. I request Council consider approving that staff move forward with having banners flags prepared to be placed on the light pole by the Town Clock and maybe one or two other light poles such as the light pole by the gazebo and the light pole closest to Broadway Street North. I would suggest we have them prepared to recognize some of the following occasions: Easter, Canada Day, Halloween, Remembrance Day and Christmas. The length of time left on display would vary with the occasion but should be a minimum of one week. Unfortunately it is not possible to have any prepared for Remembrance Day 2020 but we could prepare them for Christmas Season 2020. Does Council support this recommendation? If so, would you like to recognize all the occasions listed? Any additions? Estimated cost to have them prepared for one light pole (2- 24” X 36” double sided) would be around \$350 including production and design cost. We could have English on one side and French on the other side.

**Business Park** – Mr. Baker and I met with WSP and representatives of Departments of Transportation to discuss the design of the Business Park. Discussions were around the entrance and exit locations, the need for turning lanes and other issues such as settling ponds that need to be considered during the design stages. WSP have a good handle on the project and the appropriate provincial departments are working well with WSP and the Town of Kensington to address transportation and environment issues.

**Pedestrian Crossing Lights** – Mr. Baker and I met with Stephen Yeo with Department of Transportation to revisit the potential for pedestrian crossing lights at Broadway Street North, Woodleigh Drive and Victoria Street East. We believe we have come to a solution that will be acceptable to all. These lights can be installed for 9 months of the year but must be removed during the period the Snowmobile Association have the Confederation Trail rented from the province during winter months. This will address our concern which is to have better safety when pedestrians will be using the Confederation Trail in non-winter months. Mr. Baker is to send an email request to Mr. Yeo identifying the street names and we will hopefully get this issue addressed during the winter months. Mr. Yeo has agreed to install them as they will be part of his infrastructure and part of the provincial road system. We have offered to remove them and reinstall them after the 3 months if desired by the Department of Transportation.

Rowan Caseley  
Mayor, Town of Kensington



## **Town of Kensington Christmas Parade – COVID-19 Operational Plan**

Name of Business/Facility: Town of Kensington

Civic Address: 25 Garden Drive

Manager Name: Robert Wood, Manager

Phone: (902) 836-3509

Email: [cuc@townofkensington.com](mailto:cuc@townofkensington.com)

Date: October 20, 2020

### **1. General**

Phase 4 of Prince Edward Island's Renew PEI Together Strategy allows for the re-opening of certain types of activities. The following Operational Plan is created to ensure, to the greatest extent possible, the safety of staff and patrons associated with the Town of Kensington's Annual Christmas Parade. This Plan is tentative in nature from the perspective that, as things evolve, as Public Health advice and direction evolves, so will this Plan. This plan will be updated as required.

### **2. Hours of Operation**

**Christmas Parade**

**December 6, 2020 from 5:00 pm – 6:00 pm.**

### **3. Physical Distancing/Regulation**

#### **a. Between Employees**

- All assigned workstations shall be separated by a minimum of 2 metres.
- Physical separation of 2 metres shall be maintained as much as reasonably possible.
- Internal traffic control markers and information signs will be placed throughout facility (arrows marking directions, etc.)
- Personal protective equipment, face masks, gloves, etc. will be provided to employees as requested or required.



## **Public**

The Christmas Parade will be operating as follows:

- The Kensington Parade will operate as a reverse parade with entries\floats parked stationary in the various parking lots of the Kensington Industrial Park. The floats will be spaced to promote the physical distancing of entries and will require persons on floats to wear masks if physical distancing is not possible. The street will be changed to a one-way directional drive through to allow people to view the parade from their vehicles. The Kensington Police Department, Kensington Fire Department and Kensington Lions Club will provide traffic control. The groups will direct traffic and create a one way drive through, entering from Route 2 (Broadway Street South) on to Gerald McCarville Drive within the Kensington Industrial Park and exiting on to Route 6 (Victoria Street East).
- Floats\entries will be permitted to set up between 4:00 pm to 5:00 pm. The Kensington Police Department, Kensington Fire Dept. and Kensington Lions Club will be there to provide setup instructions for participants and will close the roadway (Gerald McCarville Drive) until Parade time.
- External and internal physical distancing signage will be handed out.
- A complete list of floats and their contact information will be collected by the Town of Kensington upon arrival to the venue, for the purpose of contact tracing. Individual float operators will be responsible for recording the names of all individuals who will be present on their float.
- Patrons having any symptoms will be asked to not attend the parade.

## **4. Policy for Exclusion of Employees Requiring Self-Isolation**

Prior to the beginning of each work day, every employee reporting to work must sign the designated form indicating generally, the following:

*“I declare by signing this form that I have not been outside of the Atlantic Provinces within the last 14 days and am not required to self-isolate according to the Prince Edward Island Chief Public Health Office.”*

(actual form text may differ slightly from the text above – The intent is to ensure that employees are not required to self-isolate and are not displaying symptoms of COVID-19 – given the essential nature of policing and other municipal type services, it is apparent that out of Province travel may be permissible in certain circumstances without a requirement to self-isolate, subject to the approval of Prince Edward Island Chief Public Health Authorities).

## Town of Kensington - Request for Decision

<b>Date:</b> November 5, 2020	<b>Request for Decision No:</b> 2020-56 <b>(Office Use Only)</b>
<b>Topic:</b> Safe Restart Agreement	
<b>Proposal Summary/Background:</b> <p>The Province of Prince Edward Island has negotiated a Safe Restart Agreement with the government of Canada. The agreement is meant to provide financial assistance for the reopening of municipal services in PEI to support critical needs for transit, protection of public health and safety, to prepare for future waves of the virus, and to further support the reopening of the economy. Municipalities that are eligible for funding under the Federal Gas Tax Program are eligible for funding through the Safe Restart Agreement.</p> <p>To receive funding the Town is required to submit an authorizing resolution and to sign a Confirmation of Municipal Services and an Agreement to Participate. It is apparent that the Town is eligible for base support in the amount of \$2,000 plus \$19.37 per capita (based on 2016 census information) totaling \$33,370. In addition, and based on the confirmation of municipal services, the town may be eligible for additional service level funding based on the services provided by the municipality.</p> <p>Staff have completed the required documentation (including departmental COVID-19 related operational cost estimates – attached) and will submit to the Province once the authorizing resolution is adopted by Town Council.</p> <p>Staff have developed the following cost estimates:</p> <p><u>Municipal Water</u> – Estimated \$1,000 - Personal Protective Equipment (PPE), disinfection equipment.</p> <p><u>Municipal Sewer</u> – Estimated \$1,000 – PPE, disinfection equipment.</p> <p><u>Fire Protection</u> – Estimated at \$15,000 – PPE – facepieces for sharing of SCBA's. Tyvek suits, safety glasses, disinfection equipment.</p> <p><u>Official Plan and Bylaw</u> – Estimated at \$2,000 - PPE and facility rental if required.</p> <p><u>Policing</u> – Estimated at \$10,000 - PPE</p> <p><u>Recreation Programming</u> – Estimated at \$5,000 – PPE, disinfection equipment.</p> <p><u>Municipally owned Public Facilities</u> – Estimated at \$60,000 – Audio/Video equipment to enable publicly accessible meeting, disinfection equipment, PPE, Credit Union Centre Facility modification.</p> <p><u>Emergency Measures &amp; Maintenance</u> - \$3,000 – PPE, disinfection equipment.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide the Town with operational funding assistance to offset costs related to COVID-19.</li></ul>	

- Will allow for a safer operating environment for staff, volunteer fire fighters and the public.
- Will allow for public participation in Council and Committee meetings in the event of further COVID-19 restrictions.

**Disadvantages:**

- None noted.

**Discussion/Comments:**

It is recommended that Town Council proceed with adopting the required resolution to allow the Town to participate in the Safe Restart Program.

**Options:**

1. Adopt the authorizing resolution, as recommended.
2. Not adopt the authorizing resolution.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

N/A

**Source of Funding:**

Safe Restart Agreement Funding

**Recommendation:**

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

*WHEREAS a Safe Restart Agreement will provide financial assistance for the reopening of municipal services in PEI to support critical needs for transit, protection of public health and safety, preparation for potential future waves of the COVID-19 virus and further support the safe opening of economies across Canada;*

*AND WHEREAS a signed agreement to participate reflects the municipality's understanding on shared objectives and terms established by the Safe Restart Agreement between the Government of Canada and the Province of PEI;*

*AND WHEREAS the Safe Restart Agreement requires a formal resolution outlining participation in the program;*

*BE IT RESOLVED that Town Council authorizes the Town of Kensington to execute the "Confirmation of Municipal Services and Agreement to Participate."*

# Safe Restart Agreement Response Letter: Premier of Prince Edward Island

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The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
Office of the Prime Minister  
Ottawa, ON K1A 0A2

Dear Prime Minister:

To protect the health of Canadians, all governments continue to work together effectively to manage the impacts of the global COVID-19 pandemic.

As part of these ongoing collaborative efforts, I am pleased to accept additional federal resources to support critical needs over the next six to eight months through the Safe Restart Agreement. These investments will help to protect public health and safety, prepare for potential future waves of the virus, and further support the safe reopening of economies across Canada.

First Ministers recognize that the Territories face distinct challenges and circumstances, which will need to be addressed separately. First Ministers also recognize that smaller jurisdictions like Prince Edward Island may require funding adjustments beyond *per capita* allocations.

This letter outlines Prince Edward Island's funding priorities under the Safe Restart Agreement reached between Canada and Prince Edward Island to reflect our understandings on shared objectives and the funding commitments made in the seven priority areas. This letter, and its Appendix, represents the entire Safe Restart Agreement and terms reached between our two governments.

Prince Edward Island's specific allocation and other distribution details for each priority area are also set out and confirmed in the Appendix forming part of this correspondence.

## Testing, contact tracing, and data management

The goal of this investment is to help provinces and territories reach a collective capacity to test up to 200,000 people per day across Canada, as well as to improve their contact tracing capacities.

The Government of Canada will provide \$4.28 billion to support provinces and territories with the costs of establishing and increasing their capacity to conduct testing, perform contact tracing, and share appropriate public health data that will help fight the pandemic. Funding and support will also be provided to provinces and territories to improve and modernize data management across Canada, to help all orders of government coordinate their efforts to contain the virus. Provinces and territories will share relevant information and data, including disaggregated data (e.g. race-based and other demographic data), to the extent possible.

Recognizing the investments made since the start of the pandemic, Prince Edward Island will continue to invest in testing, contact tracing, and data management efforts including, but not be limited to:

- continuing to enhance the targeted and strategic testing protocols, contact tracing, epidemiological surveillance, and data management undertaken by the province;
- supporting the work taken to develop in-province testing capacity, reach the current capacity of 3,000 tests per week and expand to a projected surge capacity of 5,845 tests per week;
- maintaining our aggressive approach to detection and isolation of new cases, follow-up with close contacts to break chains of transmission, prevention of outbreaks, managing the risk of importation, and facilitating isolation;
- supporting health care and other essential services workforces; and
- investing in physical infrastructure, technology, supply chain (testing equipment and consumables), and human resources to support this approach.

Testing supply and procurement data, including preliminary estimates, have been shared with Health Canada and will continue to be updated and shared by Prince Edward Island.

Prince Edward Island may also collaborate with the federal government on exposure notification and contact tracing efforts.

## Health care system capacity

COVID-19 has increased the demands on health care systems across Canada and placed additional strain on mental health. This investment is intended to support the health care services and mental health supports that Canadians rely on, as each jurisdiction addresses the impacts of COVID-19.

The Government of Canada will provide \$700 million to support health care systems capacity to respond to a potential future wave of COVID-19. A further \$500 million will address immediate needs and gaps in the support and protection of people experiencing challenges related to mental health, substance use, or homelessness. This investment will help to keep Canadians safe and healthy with the health care supports they need.

Prince Edward Island will continue its efforts to support the needed capacity in the health care systems, including mental health and problematic substance use supports, in priority areas including, but not limited to:

- supporting a continuum of care for those experiencing challenges related to mental health, substance use, or homelessness;
- enhancing capacity for preventative care and to respond to any future outbreaks;
- enhancing delivery of virtual care and other alternative delivery of health services;
- addressing backlogs, including delayed procedures and deferred services;
- enhancing protocols for infection prevention and control;
- providing access to human resource supports, including short-term training needs;
- supporting health care innovation and rapid deployment to health care sectors;
- operating psychiatric urgent care clinics to reduce strain on the emergency departments and limit potential exposure to infection;
- making additional counseling and support services available, including building capacity for virtual delivery of risk assessments, stabilization, counseling, programming, safety planning, and connection to services;
- providing safe facilities and accommodations, including renovation or retrofitting of spaces as well as additional cleaning and sanitizing protocols;
- supporting transportation and delivery services to meet essential needs; and
- enhancing communications and community outreach.

## Vulnerable populations

Canadians receiving long-term care, home care, and palliative care are at an increased risk of more severe cases of COVID-19. As the economy restarts, it is important to have continued protections and supports in place for seniors, and provide health and social supports to other vulnerable populations.

The Government of Canada will provide \$740 million to support costs over the next six to eight months for measures aimed at controlling and preventing infections. This could include addressing staffing issues, in long-term care, home care, and palliative care facilities and services and other vulnerable populations.

Prince Edward Island will continue to support its vulnerable populations, including in areas such as, but not limited to:

- supporting nursing homes and community care facilities (public and private), palliative care, the provision of home care, residential services, inmates in correctional facilities, persons with disabilities, individuals experiencing homelessness and individuals with underlying medical conditions or compromised immune systems, including services delivered by community partners;
- investing in capital and technology;
- investing in human resource priorities and non-wage workplace supports, including profession development;
- enhancing one-on-one services and respite support;
- supporting transportation and delivery services to meet essential needs;
- providing safe facilities, accommodations, and access to self-isolation, including renovation or retrofitting of spaces as well as additional cleaning and sanitizing protocols; and
- enhancing communications and community outreach.

## Municipalities and transit

Municipalities are on the front lines of a safe restart of the economy, and need to continue to put in place appropriate precautions to minimize the spread of COVID-19 and manage public spaces and critical services, like public transit.

The Government of Canada will contribute up to \$2 billion to support municipalities with COVID-19 operating costs for the next six to eight months. Provincial and territorial governments will continue to support municipalities, and will cost-match federal supports with investments flowed this fiscal year for operating costs.

In addition, the Government of Canada will also contribute more than \$2.3 billion to support any additional contributions by participating provinces or territories for public transit operating costs.

Funds for municipal and transit investments will be cost-shared 50/50. Contributions for municipal supports will recognize provincial and territorial operational investments flowed from April 1, 2020. This will include the roughly \$28 million in funding budgeted by Prince Edward Island to support municipal operations during the fiscal year 2020-2021. Funding to municipalities will not result in the claw back of other forms of planned municipal assistance.

Prince Edward Island will use these funds to:

- support municipalities for operating costs resulting from the COVID-19 pandemic and response including those associated with the full range of local services, precautions for public access, personal protective equipment, technology enhancements, additional cleaning and sanitizing protocols, enhanced communication and community outreach;
- safely deliver core local services provided by the province within municipalities as part of the response to COVID-19; and
- support adjustments required for safe public transit by working through the public-private partnership arrangement on public transit.

Eligible recipients will include those as defined under the Federal Gas Tax Fund in Prince Edward Island.

## Personal protective equipment (PPE) for health and non-health workers

COVID-19 has added significant pressure to the procurement and supply of PPE for essential health workers and others. Both orders of government have made significant investments in this area and worked collaboratively to ensure availability of the required equipment at all stage of the pandemic.

To support the restart of the economy, the Government of Canada will commit \$4.05 billion to purchase PPE for national distribution to provinces and territories, \$500 million to support the purchase of PPE for the non-health sector, and commit \$3 billion directly to provinces and territories for previous and planned PPE investments. To facilitate future procurement, provinces and territories will regularly share relevant PPE-related data with the Government of Canada.

## Child care for returning workers

The Government of Canada is working with provinces and territories to ensure sufficient child care is available so parents can gradually return to the workplace.

The Government of Canada will provide \$625 million to help the sector adapt to the COVID-19 environment and address the reduced availability of child care spaces and the unique needs stemming from the pandemic.

Prince Edward Island will continue to take measures to support up to 152 child care centres expand their capacity to ensure a sufficient supply of spaces for approximately 6,000 children including, but not limited to:

- hiring additional staff to meet requirements for higher staff to child ratios;
- providing staff supports including training;
- enhancing cleaning and sanitizing protocols;
- implementing adaptation measures including retrofitting and expansion as required;
- supporting the purchase of additional equipment and material required as a result of smaller group sizes and separation; and
- supporting the implementation of safety measures for staff, including personal protective equipment.

## Pan-Canadian sick leave

To safely restart the economy, Canada must ensure that workers do not return to work if they have COVID-19 or are showing symptoms.

To encourage workers to remain at home and seek public health advice if they are showing symptoms, the Government of Canada will fund and deliver a new temporary income support program. The estimated \$1.1 billion program will support workers who do not already have access to other paid sick leave. The federal government is responsible for all current and future costs of this program.

Prince Edward Island has taken measures to provide job protected leave for employees through an amendment to the *Employment Standards Act*, which came into force effective March 16, 2020. The amendment created an emergency leave of absence for employees who are prevented from performing their work duties because of an emergency.

Emergencies are defined to include public health emergencies as well as orders of the Chief Public Health Officer in Prince Edward Island, which currently include COVID-19 related measures that may prevent employees from attending work. The leave is open-ended and lasts as long as the employee is prevented from returning to work as a result of the emergency.

First Ministers believe this funding must quickly be put to use to protect the health and safety of our citizens and to truly help restart the economy. In order to do so, the funding for all priorities will be transferred to Prince Edward Island through a direct single transfer. This single transfer is in addition to a September transfer for the second tranche of testing funding and is apart from the federal Pan-Canadian Sick Leave program and federal in-kind spending for testing, contact tracing, and data management and PPE.

Prince Edward Island will continue to publically report on its actions, to maintain transparency and accountability to the citizens it serves.

Canadians have been well served by the strong, collaborative efforts demonstrated by First Ministers throughout the COVID-19 pandemic. All First Ministers reaffirm their commitment to this approach, while they continue to address their top shared priority, the well-being and safety of all Canadians.

I look forward to the implementation of the Safe Restart Agreement and our continued collaboration.

Sincerely,

Honourable Dennis King  
Premier of Prince Edward Island

# Appendix - Canada - Prince Edward Island Safe Restart Agreement Investment Details

1. **Testing, Contact Tracing, and Data Management**
  - a. Federal Investment (\$M) - \$4,282
  - b. Allocation Details
    - *Per capita* allocation;
    - \$3,000 cash transfer in two installments;
    - \$1,282 in transfers and federal support
  - c. Prince Edward Island Allocation (\$M) - \$12.540
2. **Health Care System Capacity**
  - a. Federal Investment (\$M) - \$1,200
  - b. Allocation Details - *Per capita* cash transfer
  - c. Prince Edward Island Allocation (\$M) - \$ 5.016
3. **Vulnerable Populations**
  - a. Federal Investment (\$M) - \$740
  - b. Allocation Details - *Per capita* cash transfer
  - c. Prince Edward Island Allocation (\$M) - \$3.093
4. **Municipalities and Transit**
  - a. Federal Investment (\$M) - \$2,000 (municipalities) + \$2,300 (transit)
  - b. Allocation Details
    - Municipalities - *per capita* cash transfer, cost shared at 50/50;
    - Transit - cash transfer as applicable, cost shared at 50/50;
    - Provincial and territorial operational investments flowed from April 1, 2020 are recognized
  - c. Prince Edward Island Allocation (\$M) - \$ 8.360
5. **PPE**
  - a. Federal Investment (\$M) - \$7,550
  - b. Allocation Details
    - \$3,000 *per capita* cash transfer;
    - \$4,550 in federally-delivered support
  - c. Prince Edward Island Allocation (\$M) - \$ 12.540
6. **Child Care for Returning Workers**
  - a. Federal Investment (\$M) - \$625
  - b. Allocation Details - Base (\$2M/jurisdiction) plus *per capita* cash transfer
  - c. Prince Edward Island Allocation (\$M) - \$4.504
7. **Pan-Canadian Sick Leave**
  - a. Federal Investment (\$M) - \$1,100
  - b. Allocation Details - Federal Delivery



## Confirmation of Municipal Services and Agreement to Participate

### Town of Kensington

- Base Funding Support:** All municipalities will receive base funding of \$2,000 plus \$19.37 per capita (2016 census). Based on your municipality's population of **1,619** your municipality is eligible to receive base funding support of **\$33,370**. Base funding support will be disbursed following receipt of your completed **Confirmation of Municipal Services and Agreement to Participate** and authorizing resolution of Council.
- Service Level Funding:** Municipalities that provide more than two of the services (listed below) will be eligible to receive additional service level funding. Municipalities providing higher service levels may incur costs that exceed base funding support in providing local services to their residents during the COVID-19 pandemic in the fiscal year 2020-2021. Service level funding will be based on your confirmation of estimated costs and services your municipality delivers to your residents (table below). Service level funding will be paid to qualifying municipalities in January 2021.

#### Service Level Funding – Required Confirmation of Service Delivery Schedule

Service Delivered to Residents of the Municipality	Service is Provided (X)	Estimated Costs as per Safe Restart Agreement	CAO's Initials	Mayor's Initials
Municipal Water	X	1,000		
Municipal Sewer	X	1,000		
Fire Protection	X	15,000		
Official Plan and Bylaws	X	2,000		
Development Inspection and Control				
Road Maintenance				
Policing	X	10,000		
Transit				
Recreation Programming	X	5,000		
Municipally Owned Public Facilities	X	60,000		
Other (specify) <i>Emergency Measures and maintenance</i>	X	3,000		
Total Estimated Costs		97,000		

We confirm the municipality provides each of the services indicated above by our initials. We agree to participate and understand the shared objectives and terms established by the Safe Restart Agreement between the Government of Canada and the Province of Prince Edward Island as outlined in the Safe Restart Agreement Response Letter:

\_\_\_\_\_  
Signature,  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Mayor

\_\_\_\_\_  
Date

Please complete this form and return by November 6, 2020 to: [municipalaffairs@gov.pe.ca](mailto:municipalaffairs@gov.pe.ca), Municipal Affairs, P.O. Box 2000, Charlottetown, PE, C1A 7N8, or by fax: 902-569-7545. For further information, please contact Municipal Affairs, 902-620-3558.



## Town of Kensington - Request for Decision

<b>Date:</b> November 5, 2020	<b>Request for Decision No:</b> 2020-57 <b>(Office Use Only)</b>
<b>Topic:</b> Town of Kensington Police Study/Service Model Review	
<b>Proposal Summary/Background:</b>  The Town recently completed a Police Study/Service Model Review. The Study was reviewed at the October Committee of Council meeting where a recommendation was made to bring the Study forward to the November regular meeting of Town Council for formal adoption.  A copy of the study is being circulated with this Request for Decision.  Once Town Council formally adopts the Study, staff will proceed with the development of an implementation plan for Town Council's consideration relating to the recommendations included within the study.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will allow the police department to operate more effectively.</li><li>• Will provide management and Town Council with a greater understanding of the police department operation resulting in a more sustainable operating environment.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Discussion/Comments:</b>  It is recommended that Town Council adopt the Town of Kensington Police Study/Service Model Review as presented.	
<b>Options:</b> <ul style="list-style-type: none"><li>1. Adopt the Police Study/Service Model Review, as recommended.</li><li>2. Not adopt the Police Study/Service Model Review</li><li>3. Refer the matter back to staff for further deliberation.</li></ul>	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A

**Recommendation:**

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

***BE IT RESOLVED that Town Council hereby formally adopt the Town of Kensington Police Study/Service Model Review as authored by Presidia Security Consulting Inc.***



MEMBER OF THE ADGA GROUP

Presidia Security Consulting Inc.  
Suite 2, 790 Taylor Creek Drive  
Ottawa, ON K4A 0Z9



# Town of Kensington Police Study/Service Model Review

2018

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# Introduction

The changing nature of policing, and public expectations of the police in Canada has resulted in several recent calls for reviews of how policing services are delivered. As a result of this new environment, provincial and municipal governments as well as the police services themselves must demonstrate that resources are being utilized as effectively and efficiently as possible. As well, the structure for the delivery of policing services must serve to maximize organizational and community policing capacities. It is incumbent upon elected officials and the leadership of police services to ensure they are keeping pace with the rapidly changing nature of the delivery of the policing function. These changes include new legislation and court rulings that have resulted in increases to the required steps in handling cases with associated increases in time for cases to be completed. At the same time this must be balanced with a comprehensive understanding of the potential financial and resource savings that can be generated by the delivery of “non-core” police functions through alternate service delivery models.

Presidia Security Consulting was contracted by the Town of Kensington to conduct an extensive study and analysis of Kensington's current policing service model as well as alternative policing models/options available, for consideration by Town Council.

The objectives of the project were:

- Assess Kensington's current policing model including its governance and management structure, identify any gaps or challenges with the current model and provide recommendations for improvement that could close or mitigate the gaps identified.
- Determine a baseline that represents adequate policing for the community. This baseline was subsequently used as a reference for alternative policing service models.
- Complete a detailed review of alternative policing options. Options must be realistic and meet the baseline standard of adequate policing for the community and will include, at minimum, a comparison of service standards and levels, costing (one-time start-up and ongoing operational costs), and perceived community impact.

## Approach and Methodology

This project used the following approach and methodology:

- An initial consultation session was held with the Mayor, Police Chief and Chief Administrative Officer.
- A detailed review of pertinent research and relevant similar studies was conducted. In particular the Summerside Police Service Organizational Review and Evaluation conducted in 2012 and the PEI Crime Prevention and Policing Service Model Review conducted in 2017 were examined.
- All provincial police acts and associated regulations were reviewed.
- Interviews of town council members, select Kensington Police Members, a Summerside Police representative, a Charlottetown Police representative, an RCMP representative, Provincial representatives and other key stakeholders were conducted.
- An assessment of current police infrastructure, equipment and future requirements was conducted.
- Calls for service data from 2016 – 2019 was examined.
- A public consultation survey was developed in both electronic form and hard copy and delivered to every Kensington resident.
- Policing budgets for similar size communities were reviewed and compared to Kensington.

The steps outlined above were used to create a policing service statement describing the desired level of policing in Kensington and then explore and document alternative policing options. The results of the initiatives undertaken are described in the sections that follow.

## Kensington's Current Policing Model

The Town of Kensington currently maintains its own police service consisting of a Police Chief, a Corporal, one full time constable, one part time constable and two casual constables. Full-time policing service is maintained as follows:

- Monday to Thursday from 0700 to 0100: One officer on duty.
- Friday and Saturday from 0800 to 0300: One officer on duty during the day and two during the evening.
- Sunday from 0800 to 0100: One officer on duty.

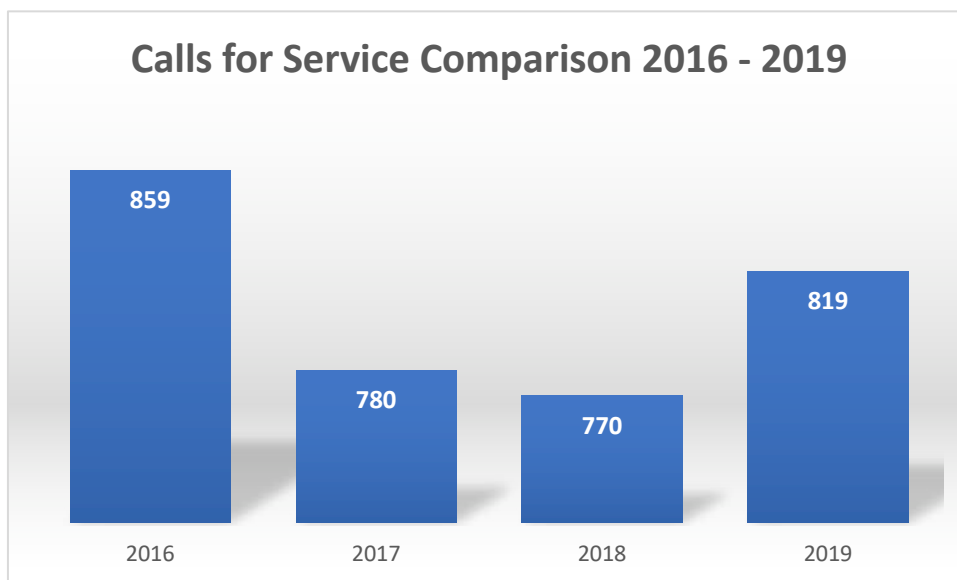
Hours are adjusted as required to manage bigger events, peak traffic times and court appearances.

The Kensington Police Service (KPS) provides general patrol, emergency response and an investigative capability. They hold an appropriate amount of police equipment to perform these tasks. Specialty services and major crime support is obtained from other police services, predominantly the RCMP, through an informal co-operative arrangement. KPS also provides support to other police services outside the Kensington town boundaries through the same type of informal arrangement.

Police Officers report to the Police Chief who in turn reports to the Chief Administrative Officer. Police administrative staff report to the Deputy Administrative Officer.

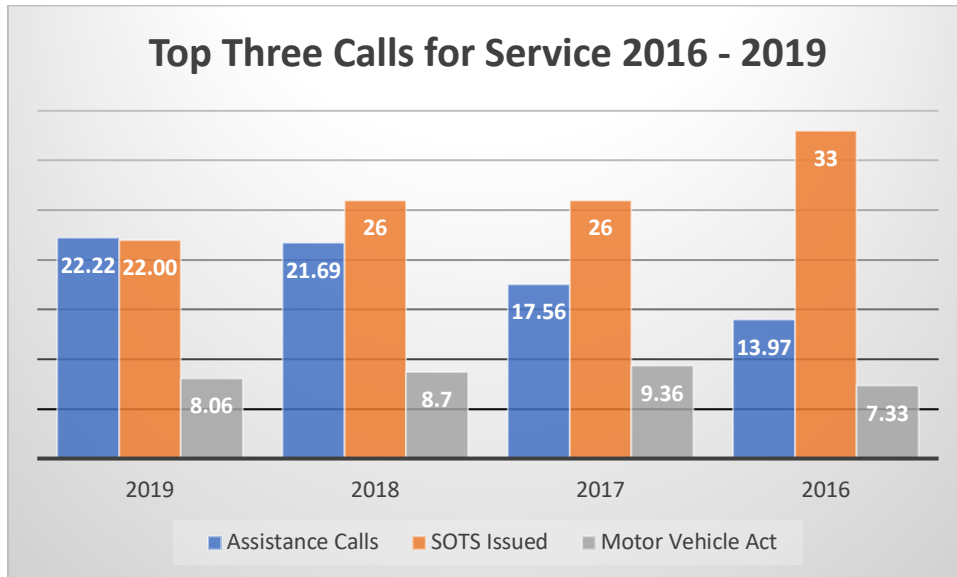
## Calls for Service

The calls for service for the four-year period of 2016 – 2019 were examined. During this time the total number of calls remained relatively consistent ranging from a low of 770 in 2018 to a high of 859 in 2016. The chart below depicts the total calls or service per year during this period.



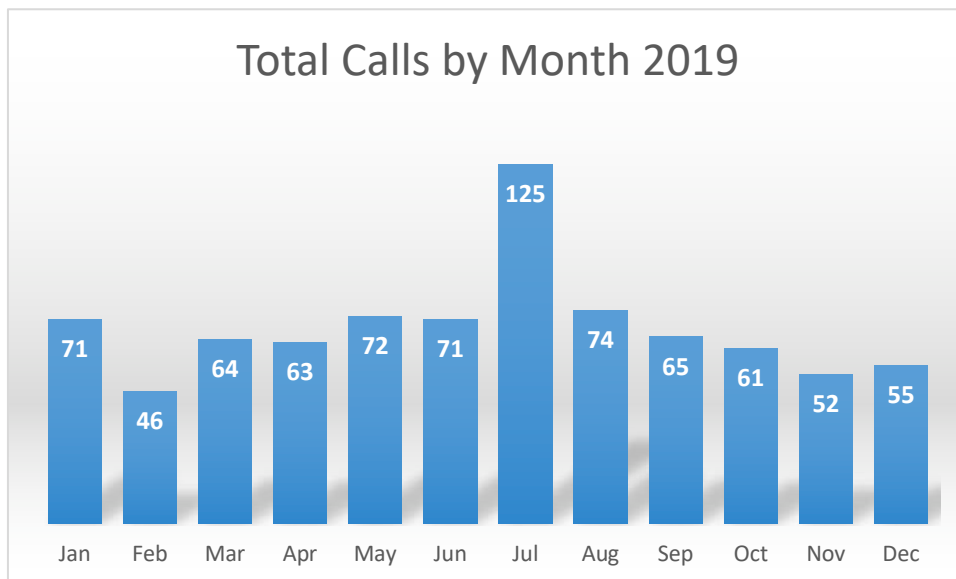
Of note is that the top three categories for calls for service remained consistent over the entire four-year period and consisted of over 50% of the total number of calls. Once these three categories are eliminated the remaining categories each comprise 4% or less of the total calls. The chart below shows the top three categories and their respective percentage of the total calls over the four-year period reviewed.



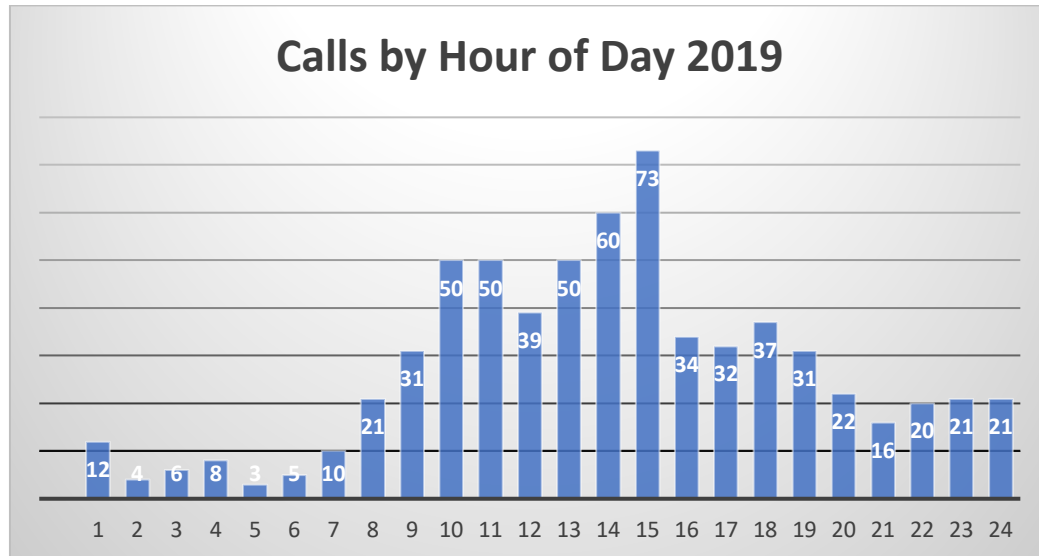


\*SOTS = Summary Offence Tickets

Calls for service for 2019 were examined in more detail to identify variances by month and time of day. Calls for service are relatively consistent throughout the year with the peak summer months of May to August as busier times and the February to April time frame typically slower as shown by the chart below.



The chart below shows the total calls broken down by the hour of the day. The figures below indicate that 08:00 until 20:00 as the busiest time and 01:00 until 07:00 as the slowest time.



#### Calls for Service Analysis

The total calls for service have remained relatively consistent over a four period and also consistent throughout the months of the year save for a noticeable spike in July. Short term spikes in calls can be managed through use of overtime and, in the case of Kensington, an increase in the hours offered to part-time and casual constables. The hours that police are on duty in Kensington are aligned to the busiest times of the day reflected in the calls for service. It is also important to note that proactive policing deters crime thereby potentially lowering the calls for service and calls for service data does not capture proactive efforts such as bike rodeos and other community policing events. Changes, in particular reductions to policing hours, if deemed necessary at some point should be monitored closely to determine their impact on calls for service.

#### Comparator Communities

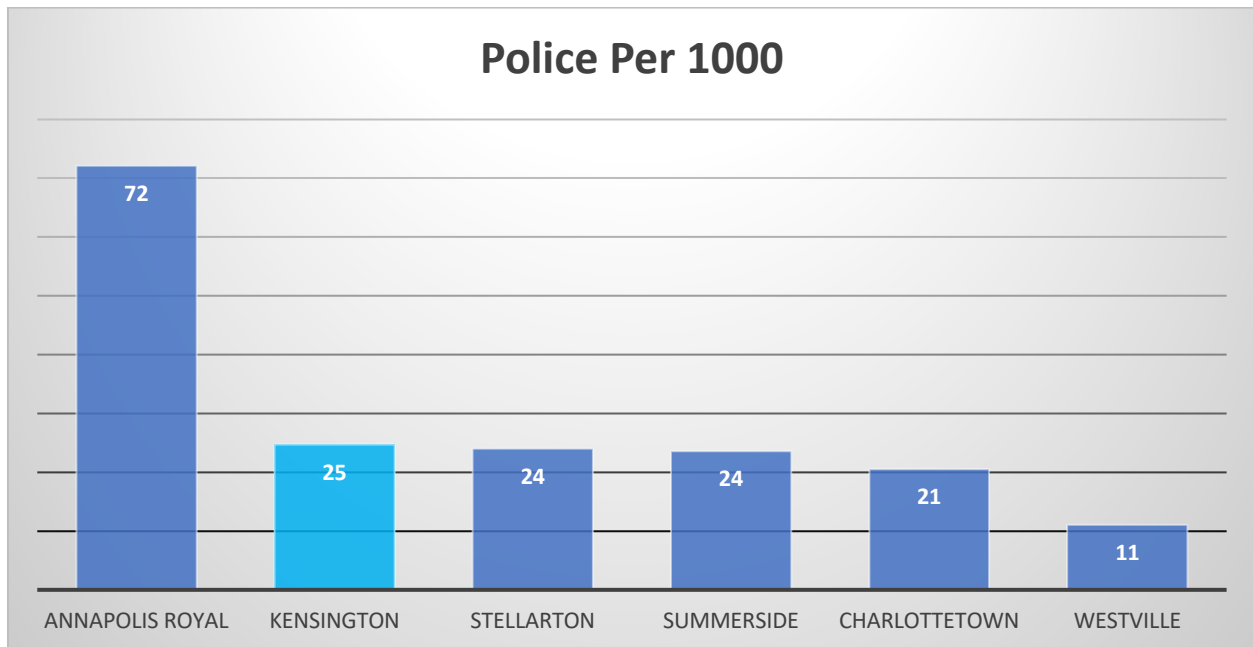
Five communities were selected to use as a general benchmark to compare the ratio of police officers to the general population and the size of the policing budget relative to the overall community budget. Communities selected are the two other municipalities in PEI with their own police service and communities in Nova Scotia similar in population to Kensington. The comparator communities shown with their approximate population in brackets are:

- Charlottetown, Prince Edward Island (36,094)
- Summerside, Prince Edward Island (14,829)
- Annapolis Royal, Nova Scotia (416)
- Stellarton, Nova Scotia (4245)
- Westville, Nova Scotia (3628)

It should be noted that general observations may be useful for comparison purposes, but the small populations of Kensington and several comparator communities mean that a small change in budget or number of police officers could cause a big change in the comparison charts.

## Police by Population

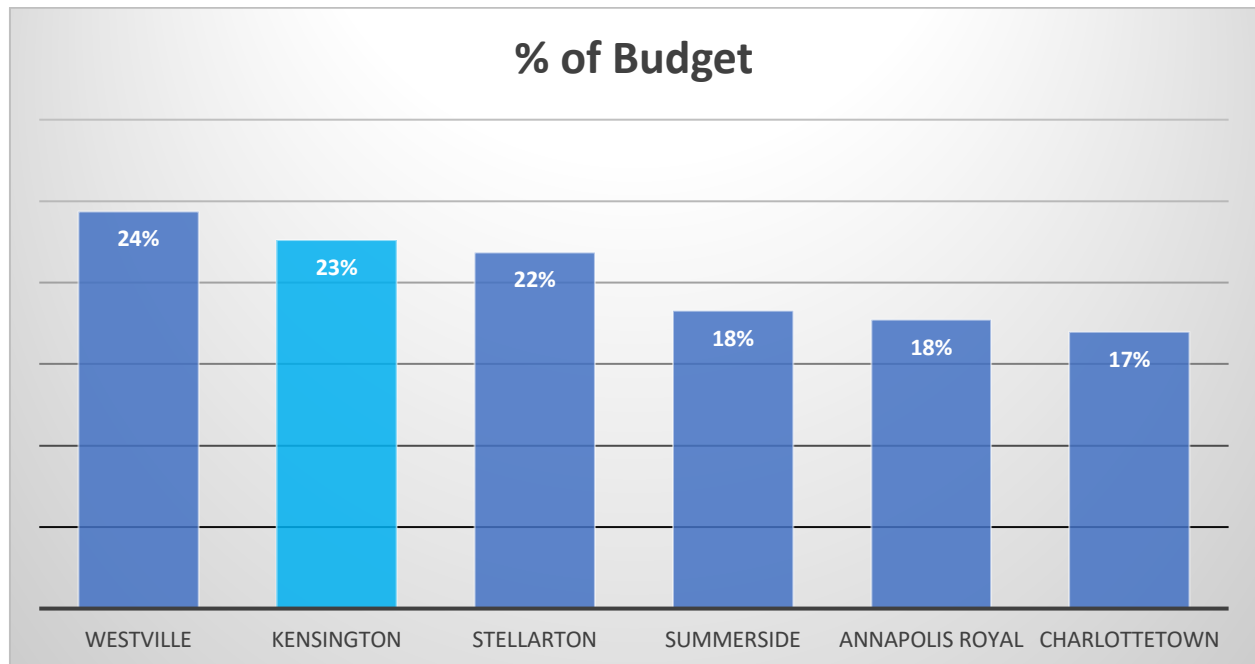
The chart below depicts the ratio of police officers relative to the population of Kensington and the comparator communities. The figures were normalized to the number of police officers per 1000 citizens to allow for comparison purposes.



The number of police per population is relatively consistent amongst the PEI communities and Stellarton. The very small population of Annapolis Royal (416) affects its ratio. Charlottetown is considerably larger than the other communities examined and therefore is able to benefit from some economies of scale.

## Financial

The chart below depicts the police budget of each community expressed as a percentage of the overall budget.



Although Kensington is at the high end the numbers are relatively consistent across all the communities. Once again, Charlottetown appears to benefit from its larger size.

## Consultation

### Interviews

Internal and external key stakeholders were identified by the Town of Kensington. The 15 stakeholders that were available for an interview are listed at Annex A. A summary of the information gleaned from these interviews with respect to Kensington itself follows:

- Kensington is very safe, and the crime rate has remained steady
- Illicit drug offences and speeding offences were the top concerns
- The current policing model is very effective and works well
- There is concern that the current policing budget is not sustainable

## Public Consultation

A public consultation survey was developed and made available to residents of Kensington. The survey was available electronically via the town's webpage and a hardcopy was delivered to each resident's address. A total of 260 people responded to the survey. The full results are included at Annex B. A summary of the points pertaining to Kensington's current policing model follow:

- 93% felt that Kensington is a safe community and felt safe walking at night in Kensington (90%).
- Over 80% of respondents do not view the police statistical reports available on the Town's webpage or know what the police budget is.
- Over 80% feel that KPS provides an adequate level of service and visibility in the community.
- Approximately 68% felt crime had stayed the same in Kensington over the last 36 months.
- 86% listed the quality of policing services in Kensington as excellent or good.
- KPS was rated as effective in the all areas surveyed. Those included:
  - Provides an adequate level of service
  - Maintains appropriate visibility in the community
  - Responds to calls in a timely manner
  - Are ethical and respectful in the execution of their duties
  - Maintains effective relationships with the youth and seniors of the community
  - Are effective at:
    - traffic enforcement
    - enforcing drunk driving laws
    - dealing with major crime files
    - community policing and relationship building (over 80%)
    - being approachable and easy to talk to (73%)
- 84% felt that Kensington should maintain its own police force.
- 31% agreed that they would support a tax increase to maintain or increase police service levels and 35% disagreed. 34% were neutral or didn't know.

Respondents were asked about their crime concerns and if improvements could be made to policing in Kensington. Their responses are summarized below:

- Drug offences, speeding and impaired driving were the top three crime concerns listed.
- When asked if aspects of policing in Kensington could be improved many felt that no improvements were required. Of those that felt improvements were necessary the top three improvements listed were:

- more traffic enforcement
  - more interaction via foot and bicycle patrols
  - more youth activities and engagement
- Many respondents felt that there could be more communication about crime trends and policing issues. Approximately 60% felt there was enough or were neutral and 40% disagreed or didn't know.
- Almost 50% felt that there should be a greater presence with foot or bicycle patrols.

## Observations and Recommendations

Kensington currently enjoys a level of police service that would be the envy of many Canadian communities. Results from interviews and the public consultation survey were overwhelmingly positive.

The following observations and recommendations apply to Kensington's current policing model and were derived from interviews, public consultation and research of best practices relevant to communities of similar size.

### Policing Budget

While virtually unanimous in their praise of the policing service currently being provided, the majority of internal stakeholders interviewed expressed concern that the current policing budget was not sustainable.

**Recommendation 1.** The police chief should prepare a high-level written justification to accompany the annual budget submission. The justification should classify line items or portions thereof as mandatory (due to legislation, public safety or officer safety), necessary or desirable. Additional funds being requested should identify the program that the funds will support, the specific resources being requested and the anticipated results.

Although monthly variance reports are prepared for the overall town budget there is little detail provided should the policing budget be exceeded.

**Recommendation 2.** Activities or issues that will cause a substantial budget variance should be accompanied by a written brief that explains the reason for the variance, resources being requested and the anticipated results. Where feasible this brief should be submitted in advance of the variance being incurred. In some cases, steps may be required to limit police information included in these briefs or the circulation of the brief itself to protect personal information and preserve the integrity of investigative steps that will occur.

Police wages are the largest budget item representing approximately 80% of the total budget. Stakeholders that were interviewed expressed concern that wages exceed the

allocated budget each year but there is little detail as to why. Wages are currently broken down into Full-time, Part-time/Casual and Training. Currently overtime and on-call hours are not tracked separately.

**Recommendation 3.** Wages should be budgeted and tracked in more detail. The following categories should be added to the budget:

- Overtime
- On-call

Overtime hours are a normal occurrence in a policing context and can be used to manage emergencies and other issues that are unplanned or extend longer than anticipated.

**Recommendation 4.** Overtime hours cost more than regular staffing and should be tracked separately along with the reason for the overtime. This will allow for periodic review to determine whether other options such as extending regular hours may be a more economical alternative. In addition, KPS at times responds out of the Kensington boundaries when assisting other services. It would be useful for council to know if overtime hours are being incurred in this capacity and if so, how much.

KPS maintains an on-call system when no officer is on duty. Officers are paid for their on-call time and then paid a minimum number of hours when they are called out.

**Recommendation 5.** Hours that are generated as a result of a callout should be tracked as a separate item along with the reason for the callout.

Currently, the police budget does not reflect all items relevant to policing leaving Council with an incomplete picture of the actual budget. For example, the revenue from provincial policing grants and Officer hours that are paid for by the Province (such as bridge duty during the COVID-19 crisis) are not shown as offsets to the wages in the police budget.

**Recommendation 6.** It is recommended that the policing budget show all items relevant to the budget including but not limited to:

- Provincial policing grants and training grants that Kensington would not be eligible to receive if they did not have their own police service.
- Credits for Officer hours that are paid for by the province or an entity outside of Kensington.
- Any revenue generated from police enforcement activities.

## Operations

The KPS strategy to support the Town of Kensington is currently informal and expressed verbally.

**Recommendation 7.** The police chief should develop a high-level strategic plan for the Department. The plan should mirror the timeframe of the Town of Kensington Strategic Plan and articulate the steps that the police will take to assist the Town in achieving its priorities and goals.

Assistance calls are consistently in the top three calls for service categories and represent approximately 20% of the calls for KPS. Some of these calls are for activities such as funeral escorts and bank runs that are a step above what is expected of a police service, but as they are not tracked in detail it is not possible to determine their impact on the workload and subsequent policing budget.

**Recommendation 8.** The Assistance category should be broken down further in PROS (Police Records Management System) or tracked separately to attach more fidelity to the calls for service data and subsequently allow greater tracking of the timing and impact of calls on the police workload and budget. In particular, extra activities such as funeral escorts and bank runs should be tracked to determine their impact on the KPS workload and budget and if these activities should continue. There are means within PROS to track workload to this level of detail (survey codes and keywords). If this is not considered feasible then this tracking should be accomplished using other means.

The KPS uses PROS as its police records management system. In PROS the lead police department of jurisdiction holds the file and the other assisting agencies provide input to the lead agency's file. This ensures that the same incident does not show up more than once in the Provincial numbers. This also means; however, that when KPS is called upon to assist another agency, such as the RCMP, the incident does not show up in the KPS calls for service data leaving a potential gap in the ability to monitor and analyze workload.

**Recommendation 9.** Options in PROS should be explored to find a way to track KPS workload when they are assisting another agency, such as the RCMP, so that this workload and its impact on the KPS budget can be tracked. If this is not possible in PROS, then these calls should be recorded by another means.

KPS currently responds to calls for assistance outside of Kensington boundaries when there is no officer on duty. In such a case the Officer on call would come off on-call status to respond to the incident outside of Kensington.

**Recommendation 10.** Kensington should consider reserving their on-call response to incidents within the Kensington boundaries.



Specialty services and major crime support is obtained from other police services, predominantly the RCMP, through an informal co-operative arrangement. KPS also provides support to other police services outside the Kensington town boundaries through the same type of informal arrangement.

**Recommendation 11.** Kensington should develop and maintain a written agreement, contract for service or Memorandum of Understanding (MOU) that will clearly describe any mutual aid or specialized service that they provide to or receive from another police service or the RCMP. At a minimum it is recommended that an MOU or MOUs be developed to cover support for the following:

- Major crime investigative support
- Polygraph
- Police Dog
- Forensic Identification
- Scenes of crime officer
- Crowd control
- Collision reconstructionist or analyst
- Explosives disposal
- Emergency Response Team (ERT)
- Incident Commander
- Hostage negotiator
- Marine operations
- Underwater Recovery Team

KPS currently provides support to other police services outside the Kensington town boundaries through the same type of informal arrangement as described above.

**Recommendation 12.** MOUs should also be developed to cover support that KPS is expected to provide to external agencies. The MOU should cover what support will be provided and during what hours. For example, the MOU should specify under what circumstances KPS will mobilize an on-call Officer during off duty hours to respond to an incident outside of the Kensington boundaries.

The RCMP Emergency Response Team (ERT) support to PEI is currently provided from New Brunswick which requires several hours of response time. In order to provide an interim capability with a quicker response time the Charlottetown Police Service has developed a tactical response team with additional training to respond to incidents such as an active shooter.

**Recommendation 13.** KPS should explore options with Summerside Police and Charlottetown Police to benefit from this local response. Options could include having one or more members of KPS take the training and creating a mutual aid agreement with Charlottetown and Summerside.

During interviews and the public consultation survey respondents indicated that drug crime, traffic issues such as speeding and impaired driving were their top three policing concerns. Respondents also indicated that they would like to see more interaction via foot and bicycle patrols, more youth activities and engagement and more communication to the public about crime trends and policing issues.

**Recommendation 14.** It is recommended that the Police Chief review the survey results with particular focus on those mentioned above and brief the Town Council on what measures are already in place to mitigate these issues and what additional measures may be warranted.

#### Administration

The COVID-19 pandemic highlighted the issue of essential services. Currently, the police are deemed essential; however, administrative staff are not. KPS has a civilian manager that is responsible to enter information into the PROS, CPIC and court systems to ensure they are up to date. This position is not considered an essential service. Timely entry of information into these systems is important for maintenance but also for police officer safety. Delay in entering information into these systems could result in a police officer confronting a dangerous offender without full knowledge of their recent activities.

**Recommendation 15.** The PROS and CPIC manager position should be deemed an essential service so it can continue to operate as required during times of crisis.

KPS currently holds a contract with Sterling Talent Solutions (Sterling) to conduct criminal record checks. This contract is a considerable revenue source for the Town of Kensington. During interviews concerns were expressed that should this contract end with no replacement the loss of revenue would be detrimental to the entire town budget.

**Recommendation 16.** The Sterling contract should be subjected to legal review and advice to explore options that could lessen the financial risk associated with this service.

## Policing Service Level Statement

A policing service level statement was developed to articulate a baseline for adequate policing in the Town of Kensington. The statement was developed using information gleaned during interviews, public consultation and research of best practices. The statement provides high level principles that support the town's Strategic Plan and provides minimum standards for policing in Kensington. The complete Policing Service Level Statement is attached at Annex C.

## Alternative Policing Options

Several alternative options for policing in Kensington were examined. These options included:

- Expansion of the current Kensington Police service area
- Obtaining policing service from the Summerside Police
- Obtaining policing service from the RCMP

Each option is compared against the current model in the sections that follow using the following rating scale:

Rating	Description
	Meets current requirements
	Lower than current requirements
	Significantly lower than current requirements

## Kensington Police Service Current Model

This model examines the current service being provided by the KPS.

*"Having a local police force is absolutely a vital part of residents feeling safe. They keep a vigil on their own town and therefore lend a knowing set of eyes and ears to what is going on. It's a necessity, an asset."* **Quote from Public Consultation Survey**

Item	Rating	Details
<b>Service Standards</b>		<ul style="list-style-type: none"> <li>Internal and external stakeholders are very satisfied with current service.</li> <li>Over 90% of survey respondents feel that Kensington is safe and over 80% feel that KPS provides adequate service and visibility.</li> <li>KPS compliance with policing directives is rated as excellent in most recent Police Commissioner's report.</li> </ul>
<b>Perceived community impact</b>		<ul style="list-style-type: none"> <li>84% of survey respondents felt that Kensington should maintain its own police service.</li> </ul>
<b>Cost</b>		<ul style="list-style-type: none"> <li>Current police budget is seen as unsustainable without the background check contract revenue.</li> <li>Small department does not benefit from economy of scale.</li> </ul>
<b>Advantages</b>		<ul style="list-style-type: none"> <li>Officers are dedicated to Kensington contributing to continuity of policing and accumulation of local knowledge.</li> <li>Local example creates incentive for local citizens to consider law enforcement in their own community as a career.</li> <li>The Town has direct and significant input into decisions that affect policing in Kensington.</li> <li>Allows for additional revenue to be generated by conducting background checks (requires municipal police agency).</li> </ul>

Item	Rating	Details
<b>Disadvantages</b>		<ul style="list-style-type: none"> <li>• Policing is becoming more expensive. New initiatives, such as body worn cameras for example, require an initial outlay of money and other considerations such as data retention and storage that drive up the cost of policing. It is difficult for a small department to achieve the advantages of economy of scale that would apply to a larger department.</li> <li>• The Town incurs all liability associated with policing.</li> <li>• As policing becomes more complex the Town must rely more on external entities such as the RCMP for specialty support potentially raising the cost and complexity of maintaining its own service.</li> <li>• Unknown events (such as COVID-19 Pandemic) may drive up unplanned costs.</li> </ul>

## Kensington Police Service Expanded Area

Under this model KPS would expand its service areas to include rural areas adjacent to Kensington.

Item	Rating	Details
<b>Service Standards</b>		<ul style="list-style-type: none"> <li>• Internal and external stakeholders are very satisfied with current service.</li> <li>• Over 90% of survey respondents feel that Kensington is safe and over 80% feel that KPS provides adequate service and visibility.</li> <li>• KPS compliance with policing directives rated as excellent in most recent Police Commissioner's report.</li> </ul>
<b>Perceived community impact</b>		<ul style="list-style-type: none"> <li>• 84% of survey respondents felt that Kensington should maintain its own police service.</li> </ul>

Item	Rating	Details
<b>Cost</b>		<ul style="list-style-type: none"> <li>• Current police budget is seen as unsustainable without background check revenue.</li> <li>• Small department does not benefit from economy of scale.</li> <li>• Expanding service area could raise cost of policing without a corresponding increase in revenue as areas adjacent to Kensington are sparsely populated.</li> </ul>
<b>Advantages</b>		<ul style="list-style-type: none"> <li>• Officers are dedicated to Kensington contributing to continuity of policing and accumulation of local knowledge.</li> <li>• Local example creates incentive for local citizens to consider law enforcement in their own community as a career.</li> <li>• The Town has direct and significant input into decisions that affect policing in Kensington.</li> <li>• Allows for additional revenue to be generated by conducting background checks (requires municipal police agency).</li> </ul>
<b>Disadvantages</b>		<ul style="list-style-type: none"> <li>• Policing is becoming more expensive. New initiatives, such as body worn cameras, require an initial outlay of money and other considerations such as data retention and storage that drive up the cost of policing. It is difficult for a small department to achieve the advantages of economy of scale that would apply to a larger department.</li> <li>• The Town increases its liability associated with policing due to the expanded area.</li> <li>• As policing becomes more complex the Town must rely more on external entities such as the RCMP for specialty support potentially raising the cost and complexity of maintaining its own service.</li> <li>• Unknown events (such as COVID-19 Pandemic) may drive up unplanned costs.</li> <li>• External stakeholders did not see this as a preferred option.</li> </ul>

## Summerside Police Service

Under this model KPS would regionalize with Summerside. Summerside would assume the lead role and provide policing service to Kensington.

*"Summerside Police is very close, they have 24hr coverage and more resources/services. They should police Kensington."* **Quote from Public Consultation Survey**

Item	Rating	Details
<b>Service Standards</b>		<ul style="list-style-type: none"> <li>Due to proximity service standards could be kept similar to the current level.</li> <li>Summerside Police compliance with policing directives rated as excellent in most recent Police Commissioner's report.</li> </ul>
<b>Perceived community impact</b>		<ul style="list-style-type: none"> <li>16% of survey respondents felt that Kensington should not maintain its own police service. Of those a small minority (21%) selected Summerside as the preferred option.</li> </ul>
<b>Cost</b>		<ul style="list-style-type: none"> <li>Regionalizing with Summerside would allow for some economies of scale.</li> <li>Both communities could be served by one Chief of Police thereby reducing higher end salary costs.</li> <li>Would reduce support costs such as dispatch services.</li> </ul>
<b>Advantages</b>		<ul style="list-style-type: none"> <li>Proximity to Summerside would still allow for contributing to continuity of policing and accumulation of local knowledge.</li> <li>Local policing example creating incentive for local citizens to consider law enforcement in their own community as a career could be preserved.</li> <li>The Town would maintain considerable input into decisions that affect policing in Kensington.</li> <li>A shared service agreement would preserve the additional revenue generated by conducting background checks (requires municipal police agency).</li> <li>Would lower the cost of policing to Kensington by eliminating the need to maintain senior positions dedicated solely to Kensington and allow for economies of scale in procurement.</li> <li>Would lessen Kensington's liability for policing issues.</li> </ul>

Item	Rating	Details
		<ul style="list-style-type: none"> <li>Regionalization is seen as a favourable option by external stakeholders.</li> <li>Infrastructure is in place if a Kensington satellite detachment is preferred.</li> </ul>
<b>Disadvantages</b>		<ul style="list-style-type: none"> <li>Currently not seen as desirable by the majority of survey respondents.</li> <li>Would still require external entities such as the RCMP for specialty support.</li> </ul>

## RCMP Extended Service Agreement

Under this agreement Kensington, in cooperation with the Province, would enter into an agreement with the RCMP to pay for additional hours of policing service within the community.

Item	Rating	Details
<b>Service Standards</b>		<ul style="list-style-type: none"> <li>Under this agreement the RCMP would commit to a fixed number of policing hours (in addition to normal response); however, the police visibility and attention that Kensington currently receives would diminish.</li> </ul>
<b>Perceived community impact</b>		<ul style="list-style-type: none"> <li>84% of survey respondents felt that Kensington should maintain its own police service.</li> </ul>
<b>Cost</b>		<ul style="list-style-type: none"> <li>Minimal control over cost increase (Current cost is \$141,000 for 40 hours a week). RCMP unionization is expected to increase costs.</li> <li>Current fine revenue (\$32,500 for Kensington) would likely decrease due to less presence in the town.</li> </ul>
<b>Advantages</b>		<ul style="list-style-type: none"> <li>All policing liability would be transferred to the RCMP.</li> <li>All policing including specialty services would be provided by the same entity.</li> </ul>



Item	Rating	Details
<b>Disadvantages</b>		<ul style="list-style-type: none"> <li>• Currently not seen as desirable by the majority of survey respondents.</li> <li>• All extended agreements currently in PEI are a standard 40 hours a week.</li> <li>• There have been complaints from PEI communities currently under this model (Note: Several communities have also reported being satisfied with the RCMP service).<sup>1</sup></li> <li>• The town would have less input into policing.</li> <li>• Would significantly decrease continuity of policing and accumulation of local knowledge.<sup>2</sup></li> <li>• Does not set incentive for local citizens to consider law enforcement in their own community as a career.</li> <li>• Additional revenue generated by conducting background checks would cease (requires municipal police agency).</li> <li>• A recent study in Alberta identified concerns that the RCMP does not respond flexibly to the unique needs of individual communities due to a lack of resources and insufficient policing levels, particularly in smaller, rural communities.<sup>3</sup></li> </ul>

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<sup>1</sup> [http://www.peicanada.com/west\\_prince\\_graphic/councils-continue-to-worry-about-rcmp-staffing-issues/article\\_7dc4e0f6-44ed-11e9-a133-63e91b1edeb1.html](http://www.peicanada.com/west_prince_graphic/councils-continue-to-worry-about-rcmp-staffing-issues/article_7dc4e0f6-44ed-11e9-a133-63e91b1edeb1.html)  
<https://www.journalpioneer.com/news/local/tignish-council-raises-concerns-about-rcmp-officers-residency-388835/>

<sup>2</sup> <https://www.journalpioneer.com/news/local/tignish-council-raises-concerns-about-rcmp-officers-residency-388835/>

<sup>3</sup> <https://open.alberta.ca/dataset/d8933f27-5f81-4cbb-97c1-f56b45b09a74/resource/d5836820-d81f-4042-b24e-b04e012f4cde/download/fair-deal-panel-report-to-government-may-2020.pdf>  
[http://www.peicanada.com/west\\_prince\\_graphic/councils-continue-to-worry-about-rcmp-staffing-issues/article\\_7dc4e0f6-44ed-11e9-a133-63e91b1edeb1.html](http://www.peicanada.com/west_prince_graphic/councils-continue-to-worry-about-rcmp-staffing-issues/article_7dc4e0f6-44ed-11e9-a133-63e91b1edeb1.html)

## RCMP Provincial Service

Under this option Kensington would receive the standard response provided by the RCMP under the Provincial agreement.

*"I think that if it saves money, I would look at either using RCMP or combining with City of Summerside police. Hard to have an effective police presence for a small town." Quote from Public Consultation Survey*

Item	Rating	Details
<b>Service Standards</b>		<ul style="list-style-type: none"> <li>Under this option the RCMP would respond to calls for service but there would be limited pro-active presence in the town.</li> </ul>
<b>Perceived community impact</b>		<ul style="list-style-type: none"> <li>84% of survey respondents felt that Kensington should maintain its own police service.</li> </ul>
<b>Cost</b>		<ul style="list-style-type: none"> <li>No additional cost to Kensington.</li> <li>Current fine revenue (\$32,500 for Kensington) would likely significantly decrease due to less presence in the town.</li> </ul>
<b>Advantages</b>		<ul style="list-style-type: none"> <li>All policing liability would be transferred to the RCMP.</li> <li>All policing including speciality services would be provided by the same entity.</li> </ul>
<b>Disadvantages</b>		<ul style="list-style-type: none"> <li>Currently not seen as desirable by the majority of survey respondents.</li> <li>The town would have less input into policing.</li> <li>Would significantly decrease continuity of policing and accumulation of local knowledge.</li> <li>Does not set incentive for local citizens to consider law enforcement in their own community as a career.</li> <li>Additional revenue generated by conducting background checks would cease (requires municipal police agency).</li> <li>A recent study in Alberta identified concerns that the RCMP does not respond flexibly to the unique needs of individual communities due to a lack of resources and insufficient policing levels, particularly in smaller, rural communities.</li> </ul>

## Conclusion

Kensington's current policing model serves the community extremely well from an operational standpoint. Public consultation, internal and external stakeholders are virtually unanimous in their praise of the service given by the KPS. From a budgetary standpoint, internal stakeholders expressed concern that the current police budget is unsustainable, in particular if the revenue gained from background checks ceases or diminishes substantially. Comparisons with similar communities show the Kensington's police budget is at the high end. Acting upon some of the recommendations provided will allow KPS operations and its budget to be tracked in more detail allowing for decisions that could potentially reduce the budget without significantly impacting the service currently enjoyed by the community.

A review of alternative policing options for the Town of Kensington revealed the following:

- Expanding the current KPS boundaries would maintain the current level of service to Kensington but would likely strain the budget further as it would incur additional costs without a corresponding increase in revenue.
- An extended service agreement with the RCMP would provide a limited presence in the Town and reduce costs but would also drastically reduce the service levels from their current state.
- Adopting the RCMP provincial standard would result in considerable cost savings but would drastically reduce the service provided in Kensington to a reactive response with little police presence in the town.
- Over the long term regionalizing the police service with Summerside would seem to provide the best blend of maintaining service levels close to their current state while reducing costs to a more sustainable level. It should be noted that this option is currently supported by a small minority of the community.

## Presidia Point of Contact

Presidia appreciates the opportunity to serve the Town of Kensington and we remain available to support any future requirements. Any questions or requests for clarification with respect to this report can be directed to Stephen Moore by email at [contact@presidiasecurity.com](mailto:contact@presidiasecurity.com) or by phone at (613) 800-4727.

## Annex A: Stakeholder Interviews

### Internal

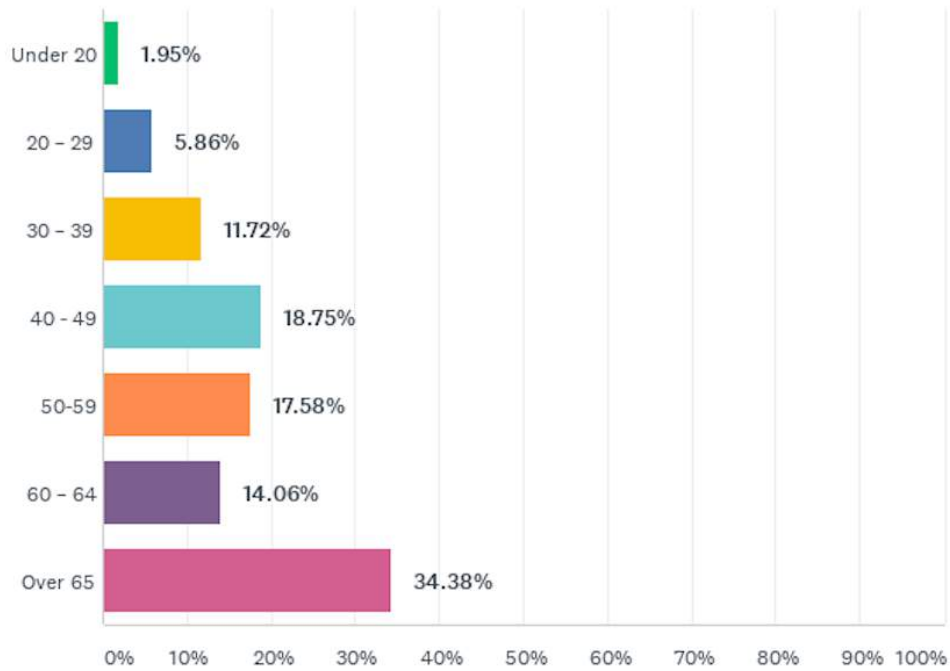
Name	Affiliation
Corporal Andrew Griffin	Kensington Police
Brenda MacIsaac	Kensington Police
Rodney Mann	Town Councillor
Wade Toombs	Town Councillor
Adrien Bernard	Town Councillor
Ivan Gallant	Town Councillor
Jeff Spencer	Town Councillor
Wendy MacKinnon	Deputy Administrator
Coreen Pickering	Deputy Mayor
Lewis Sutherland	Police Chief
Geoff Baker	Chief Administrative Officer
Rowan Caseley	Mayor

### External

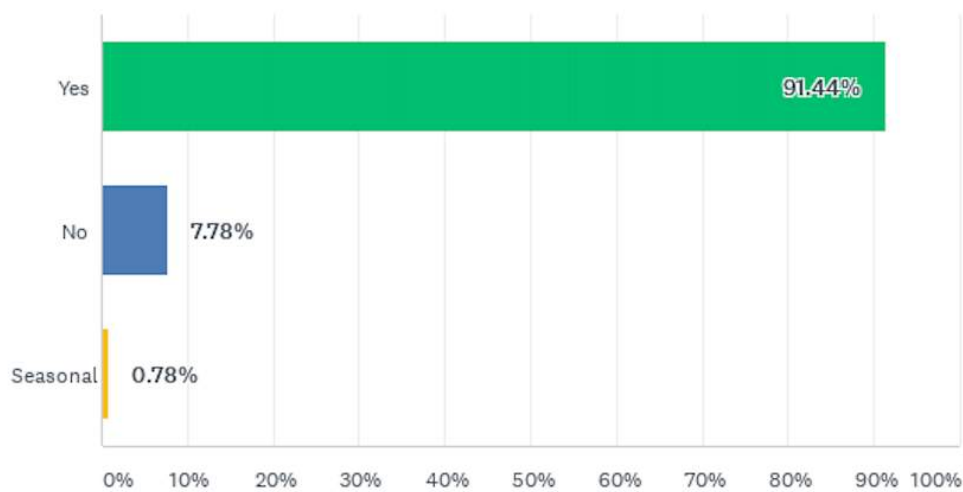
Name	Affiliation
Deputy Chief Sinclair Walker	Summerside Police
Chief Paul Smith	Charlottetown Police
Deputy Chief Brad MacConnell	Charlottetown Police
Chief Superintendent Jennifer Ebert	RCMP
Aaron Campbell	Province
John Flood	Province

## Annex B: Survey Results

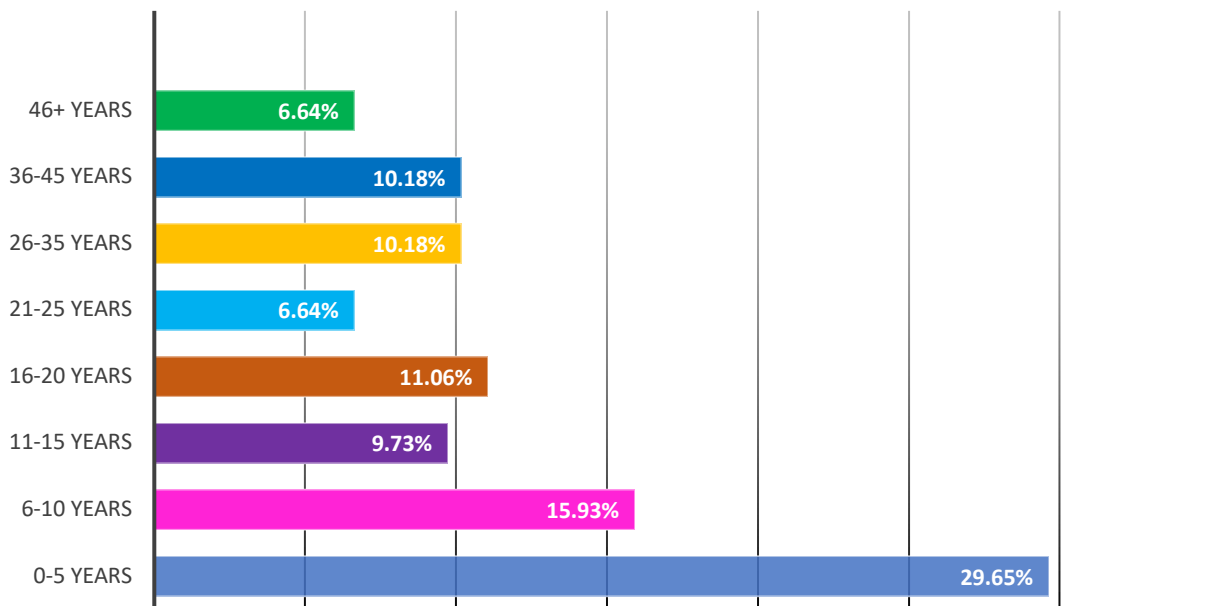
### Q1 Age and Demographic Information



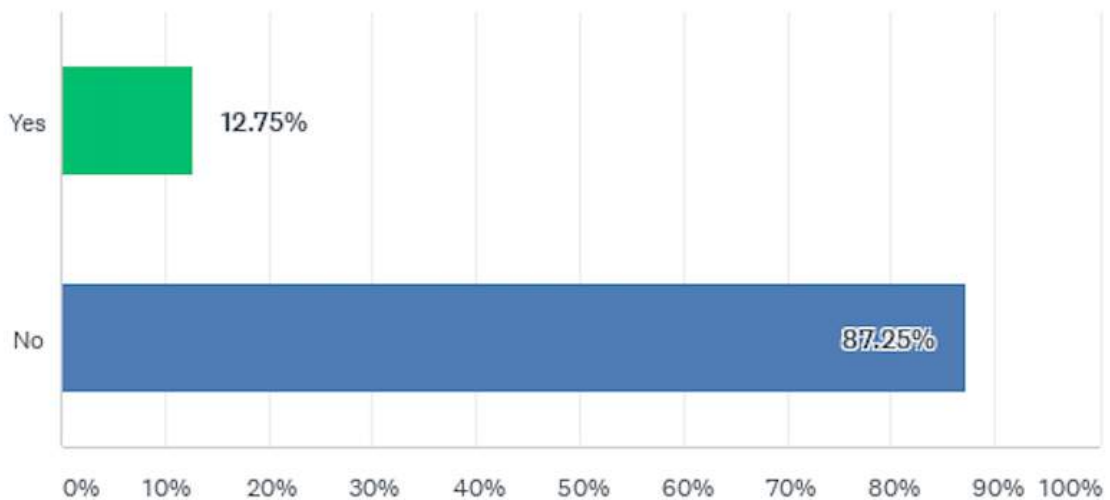
### Q2 Are you a Kensington resident?



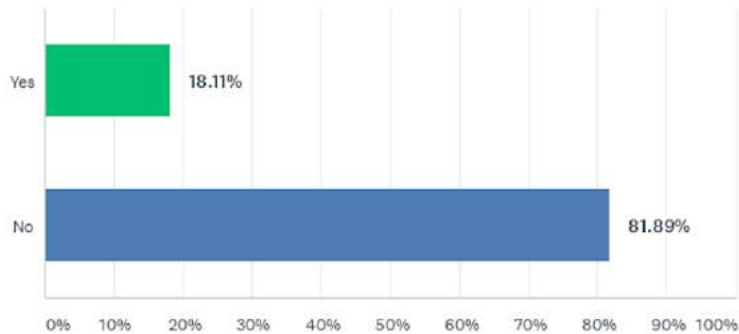
### Q3 How Long Have You Lived in Kensington?



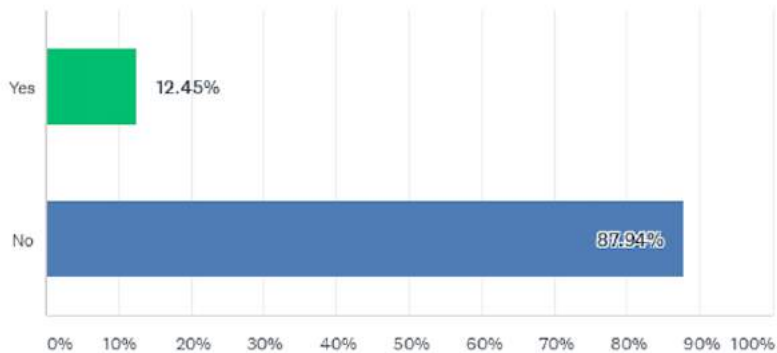
### Q4 Do you own/operate a business in Kensington?



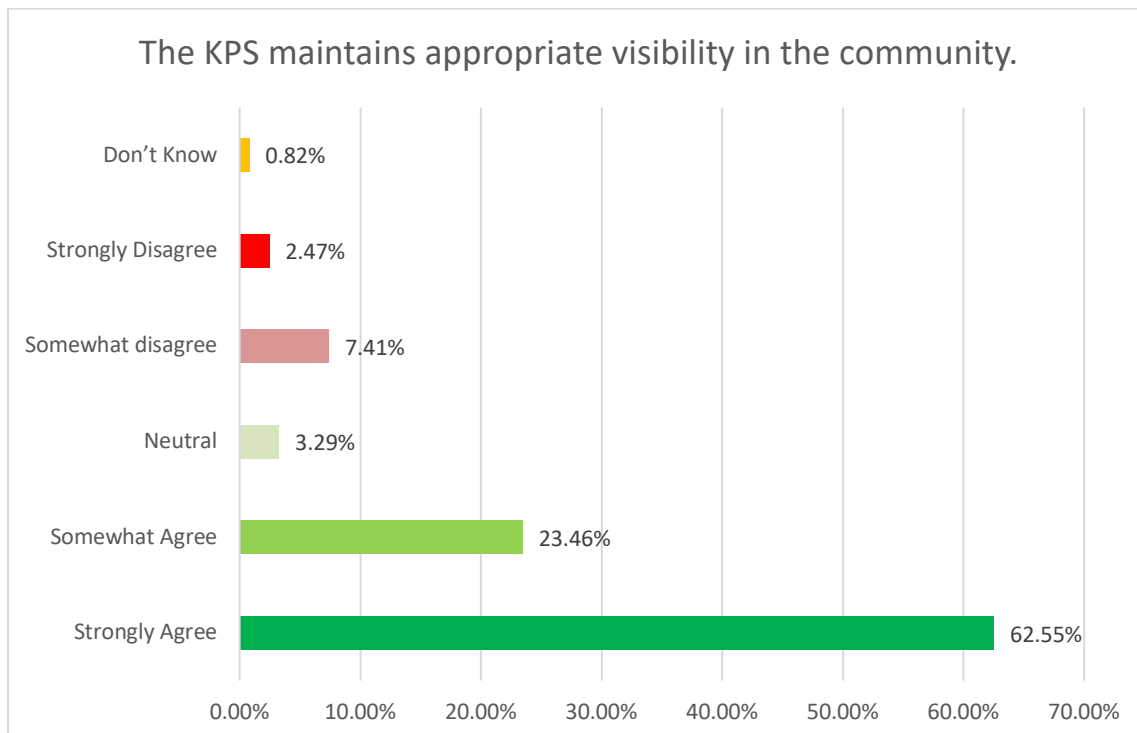
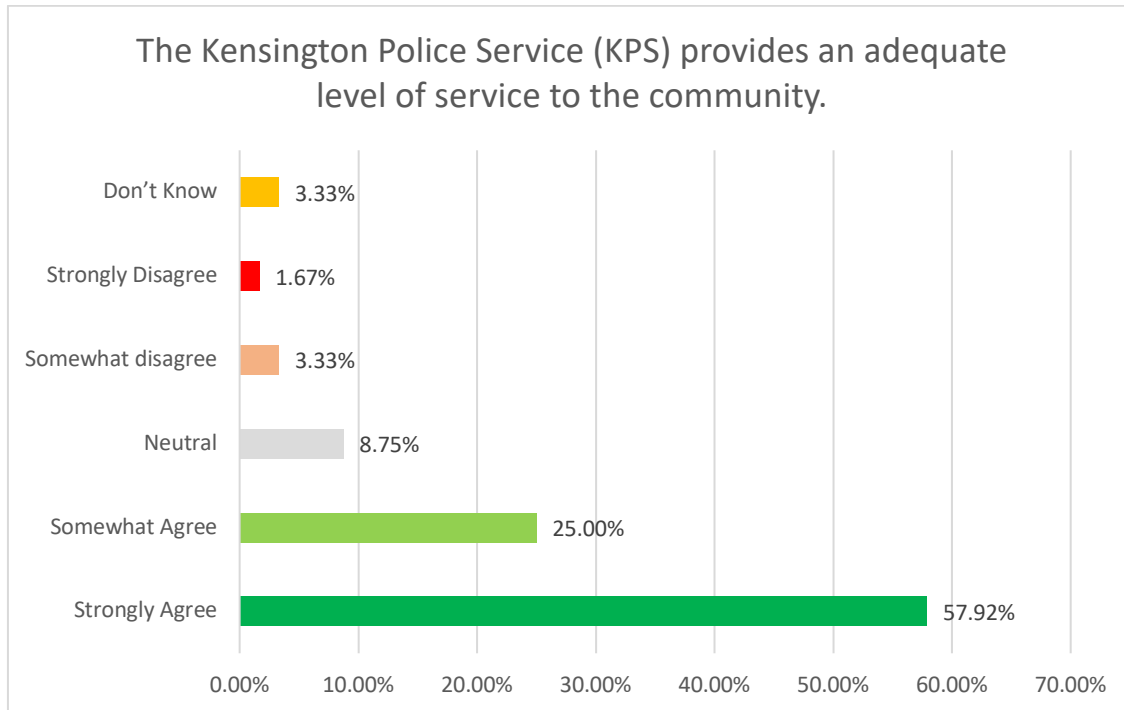
Q5 Do you view the statistical police reports circulated with the monthly Council Agenda Package? (available on Town's webpage)



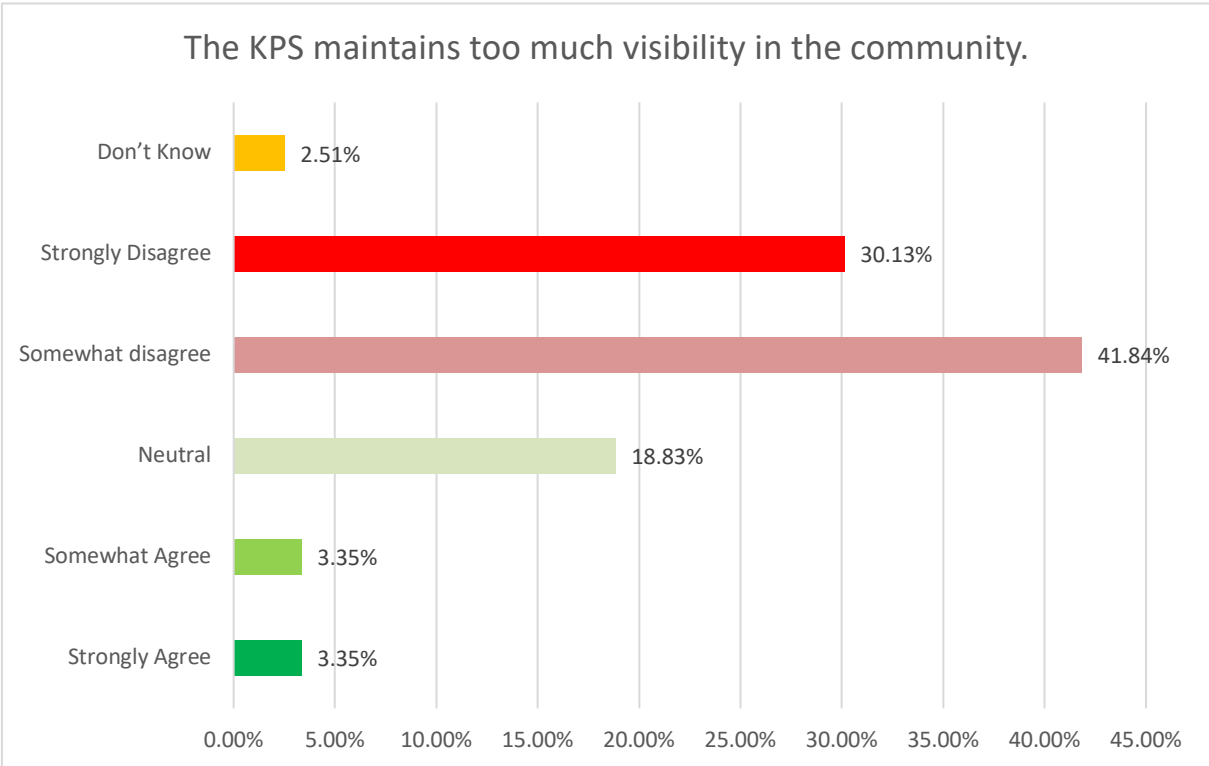
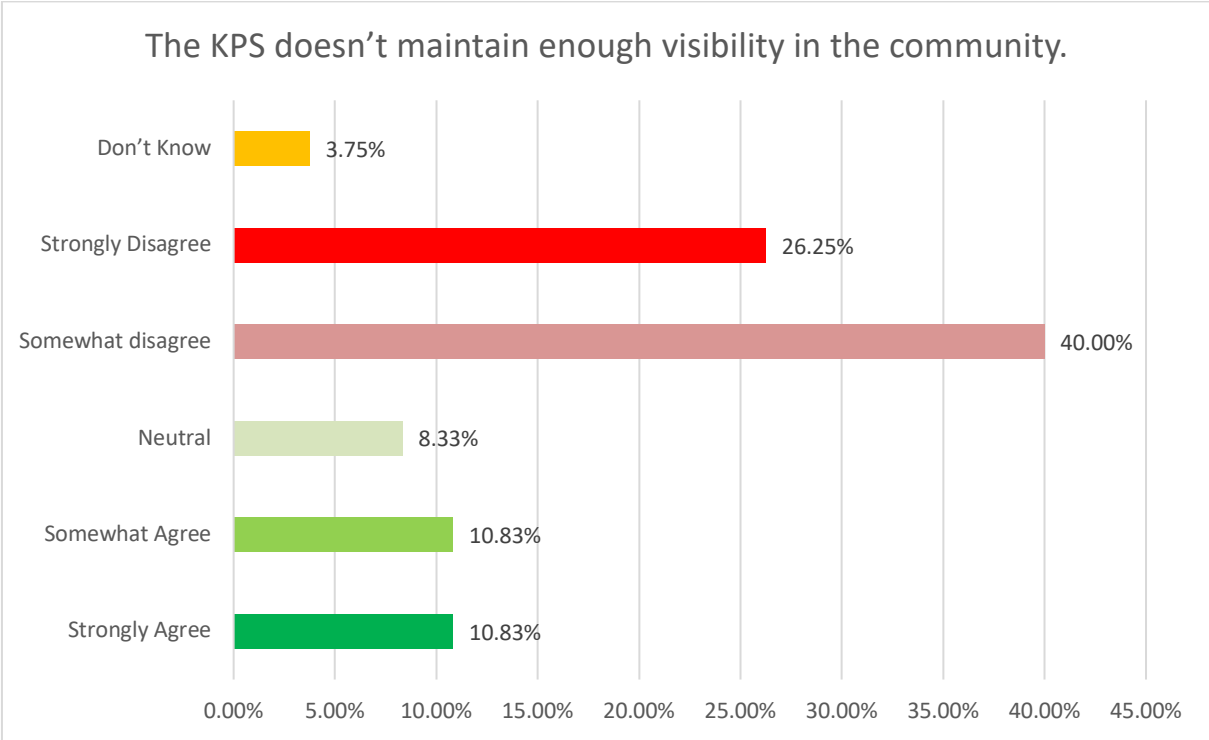
Q6 Do you know what the current police budget is for the Town of Kensington?

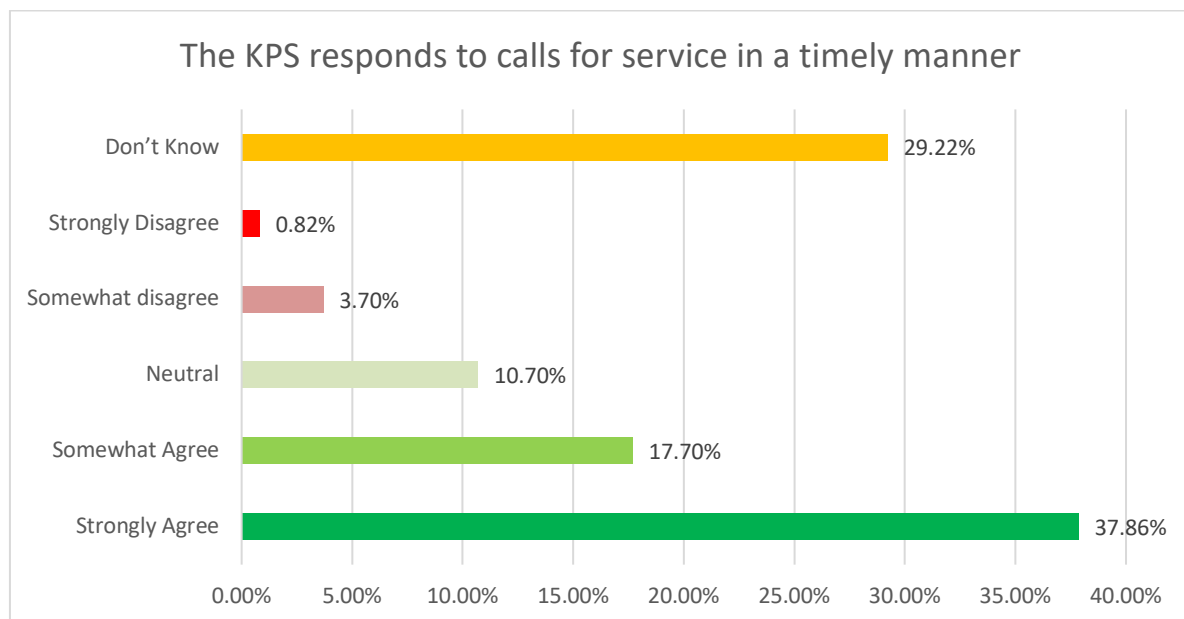
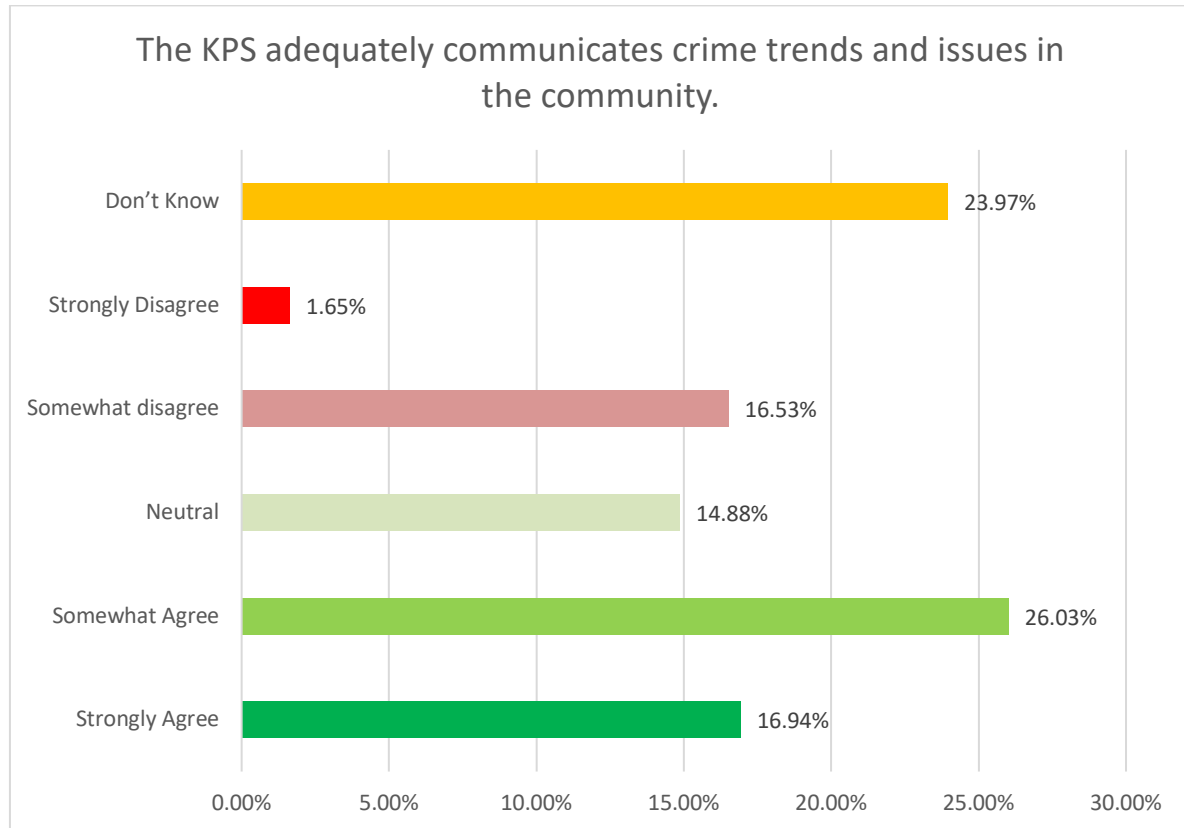


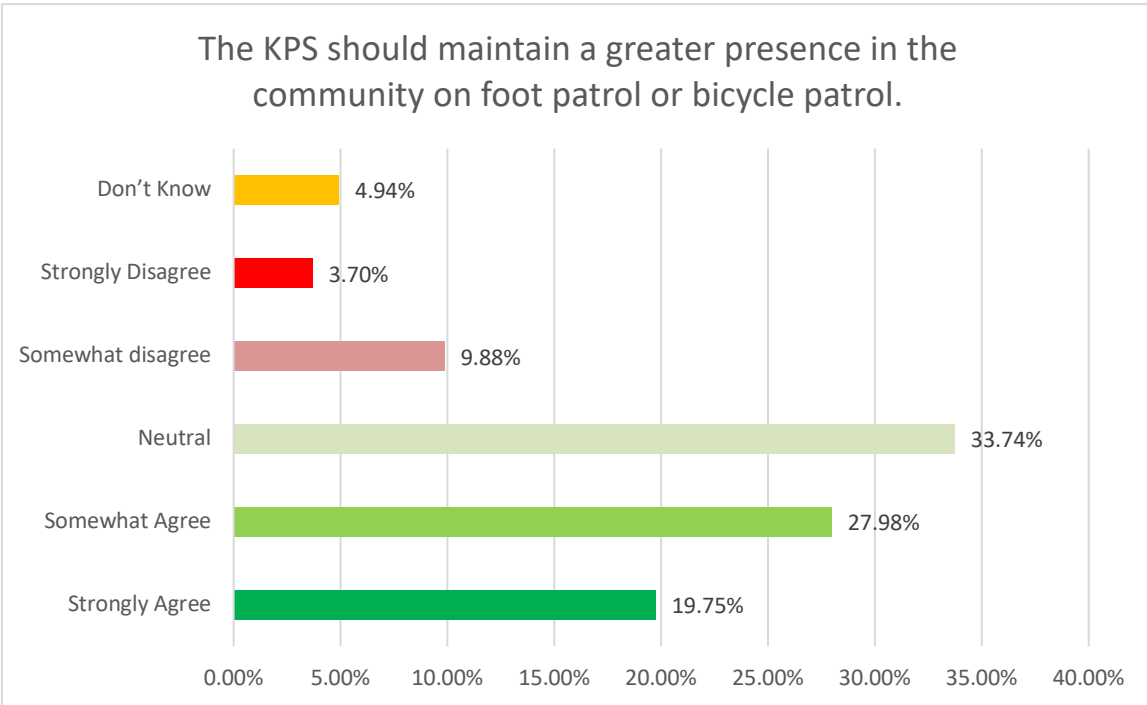
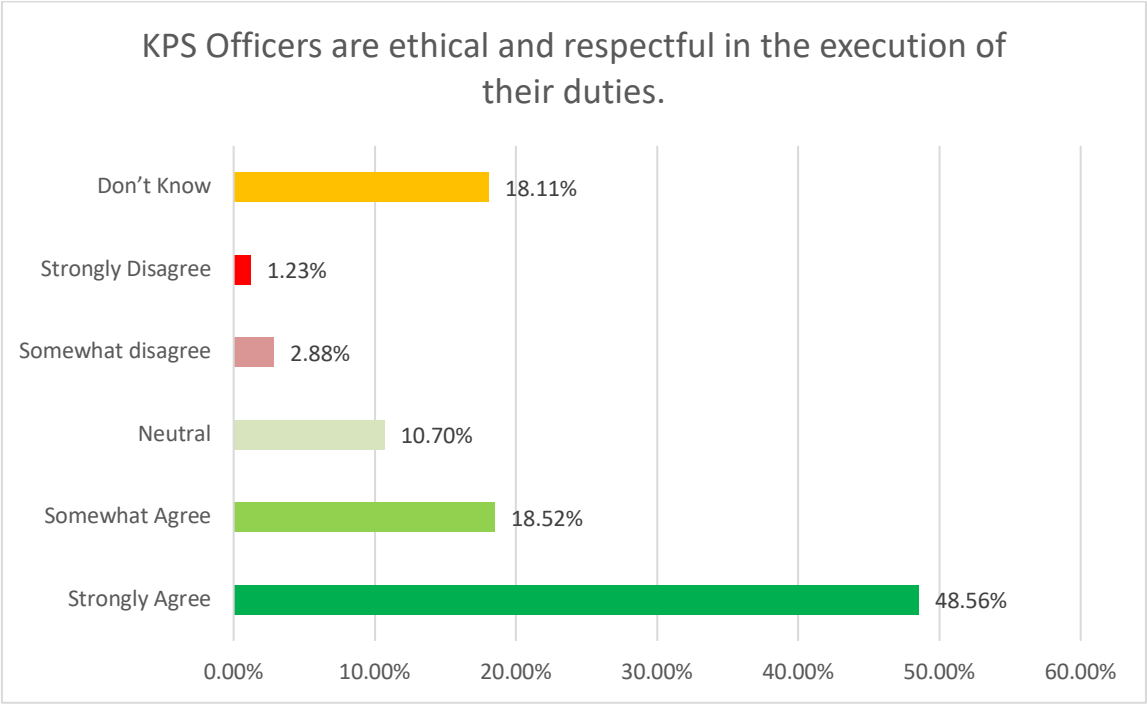
Q7 To what extent would you agree or disagree with the following statements:

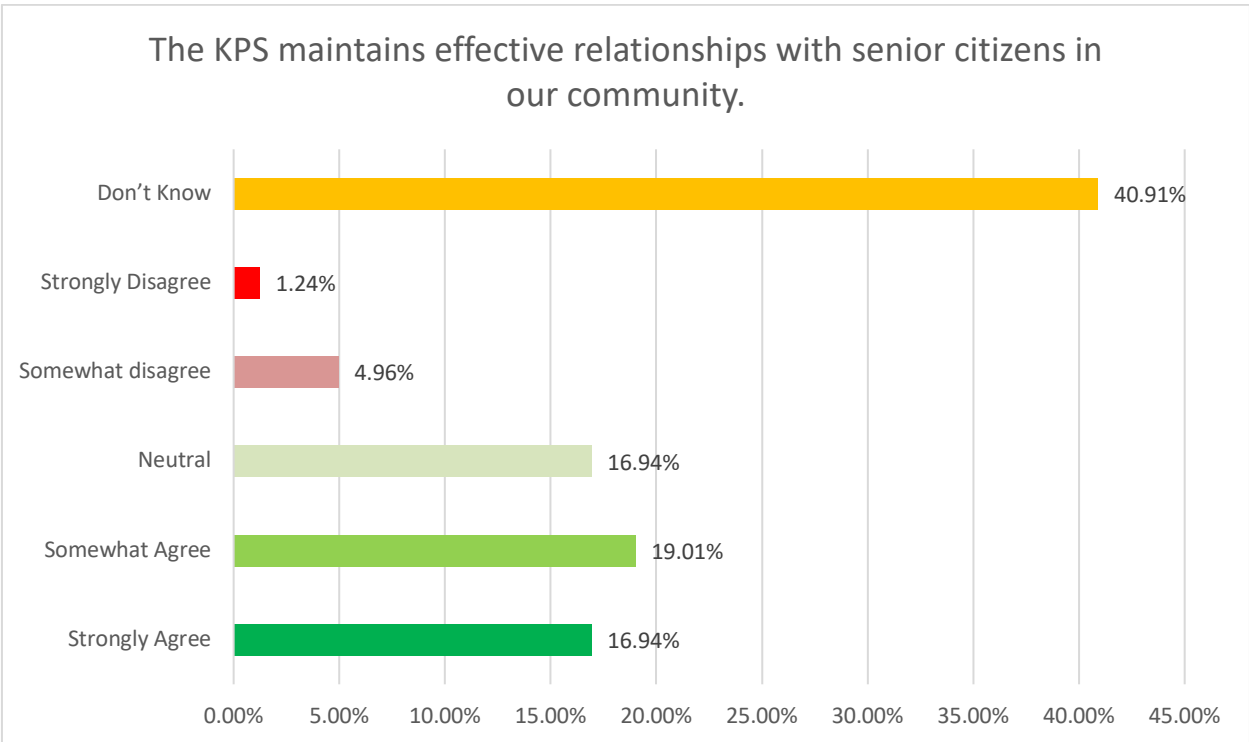
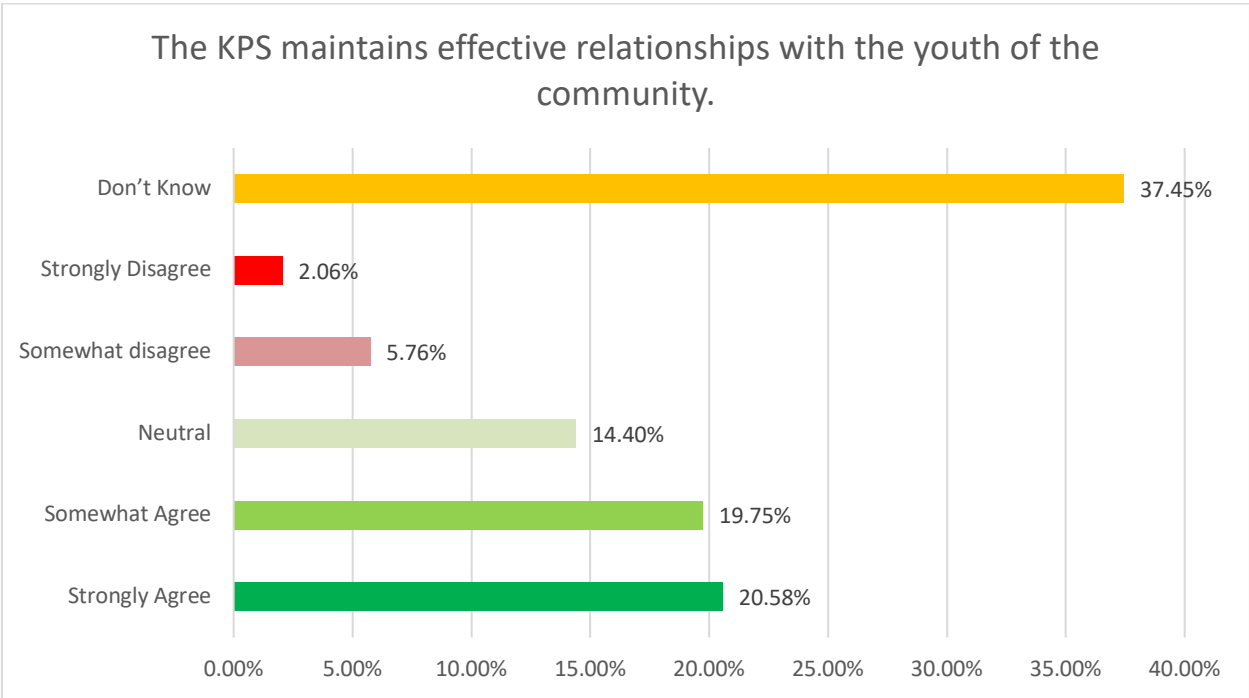


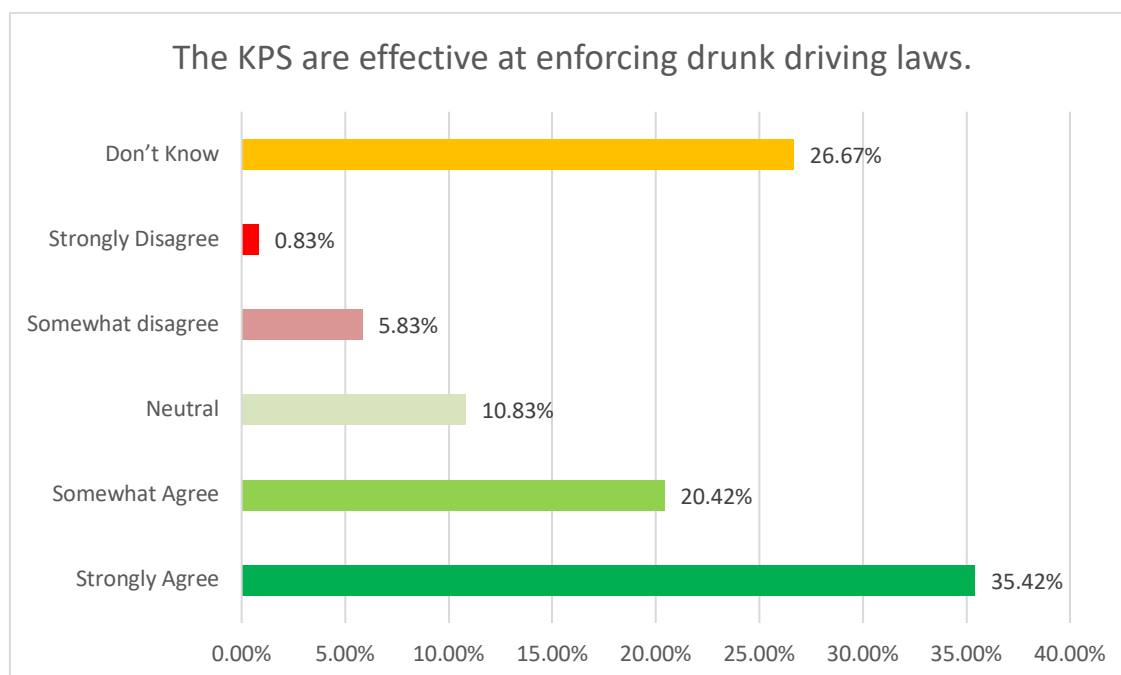
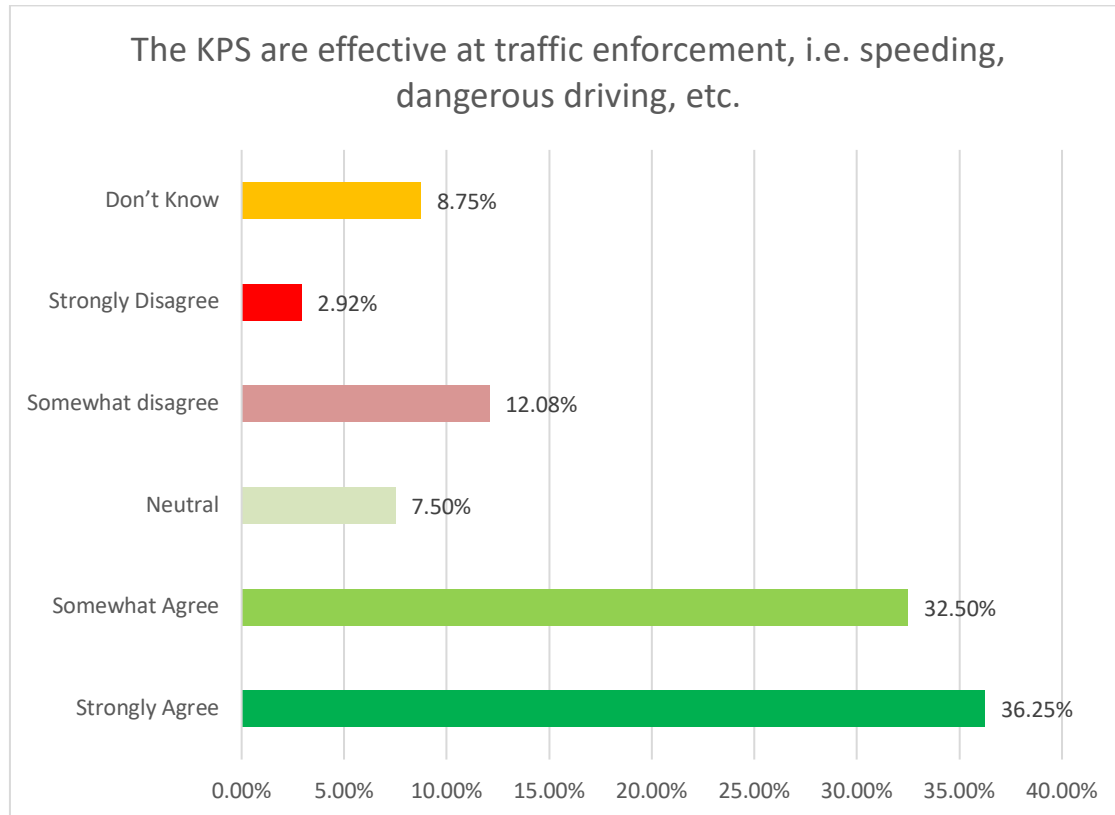


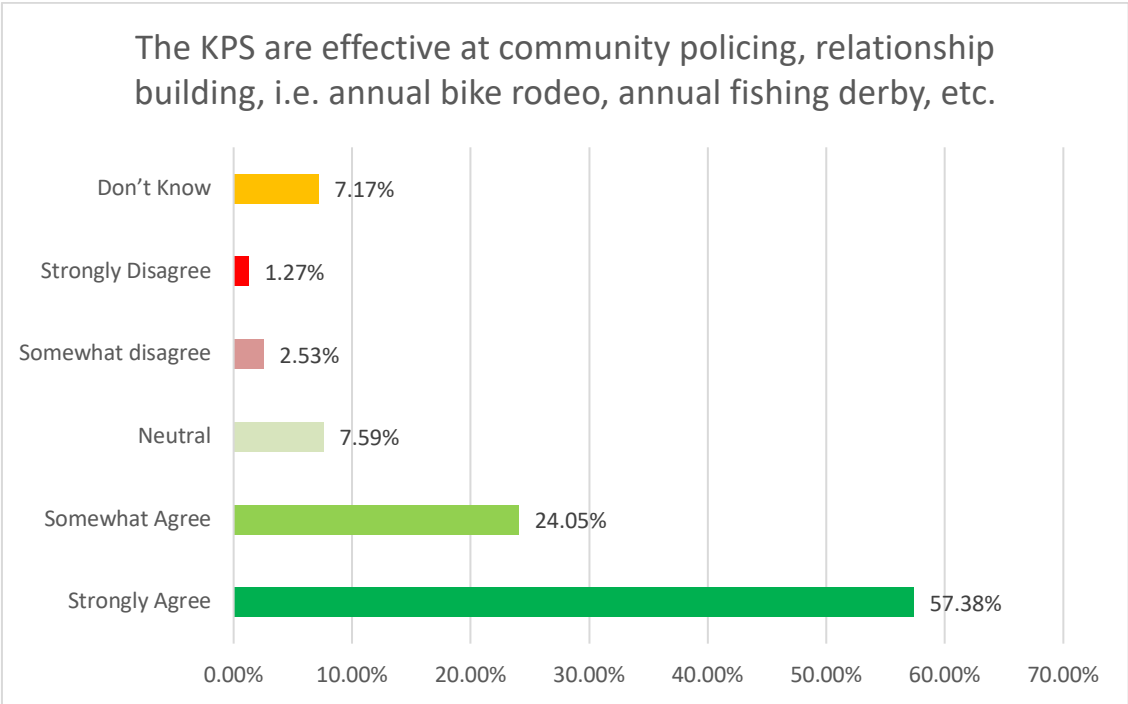
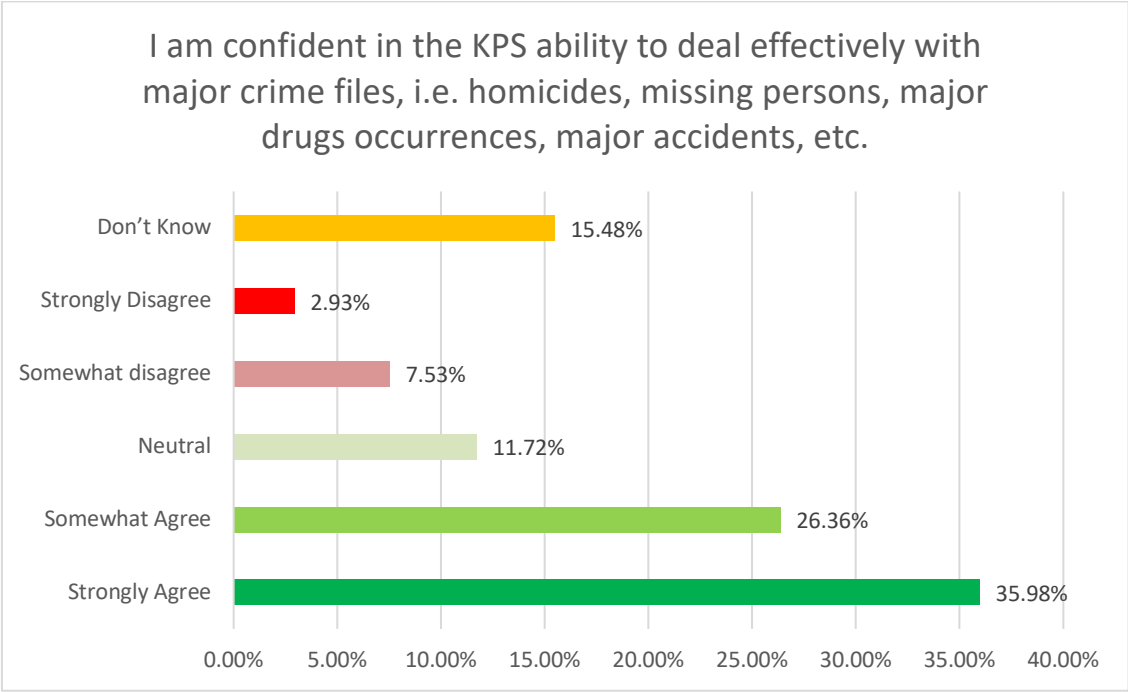


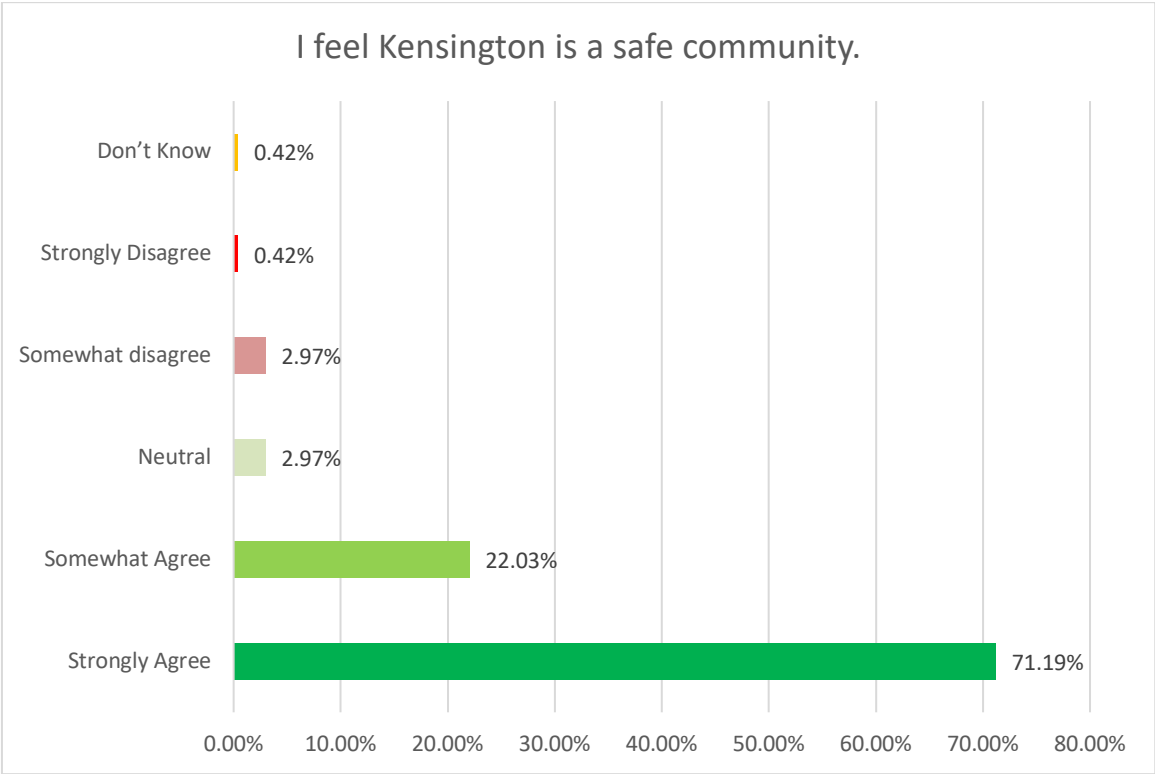
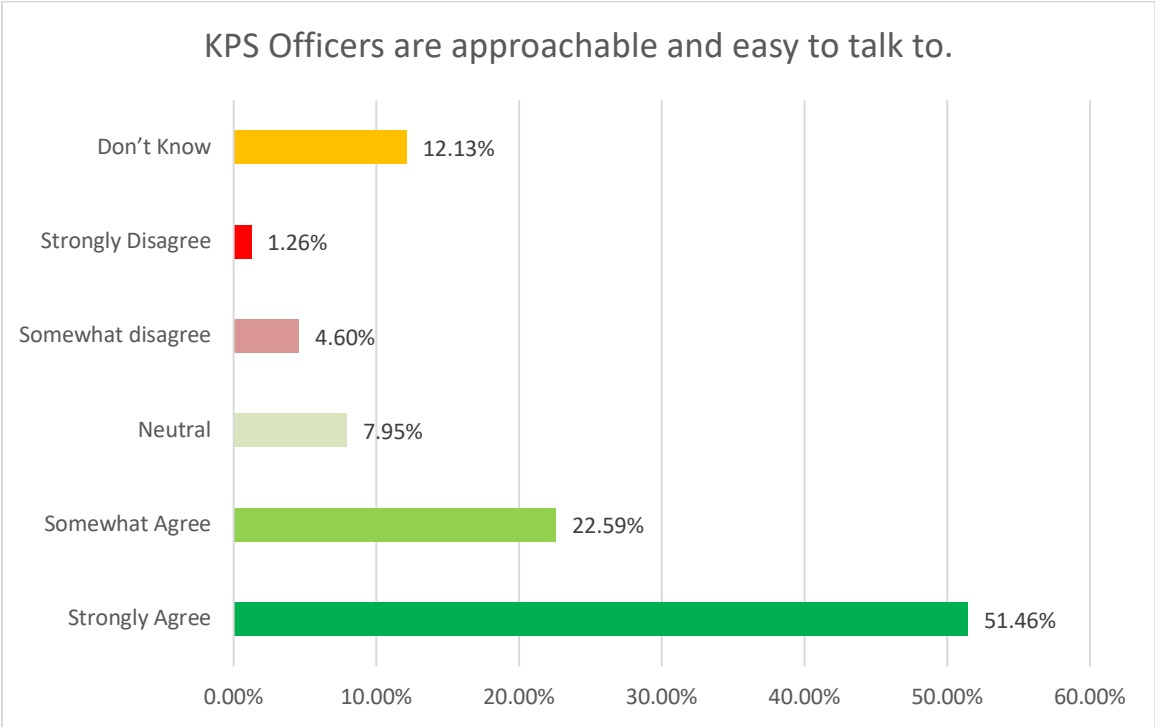


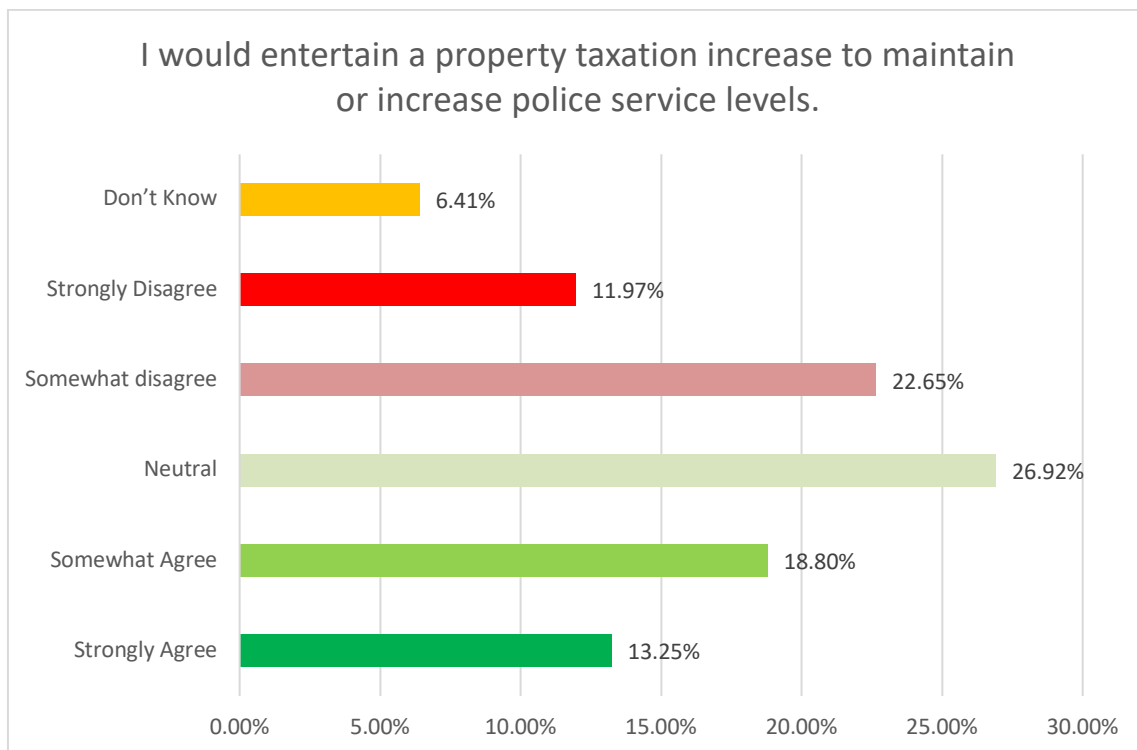
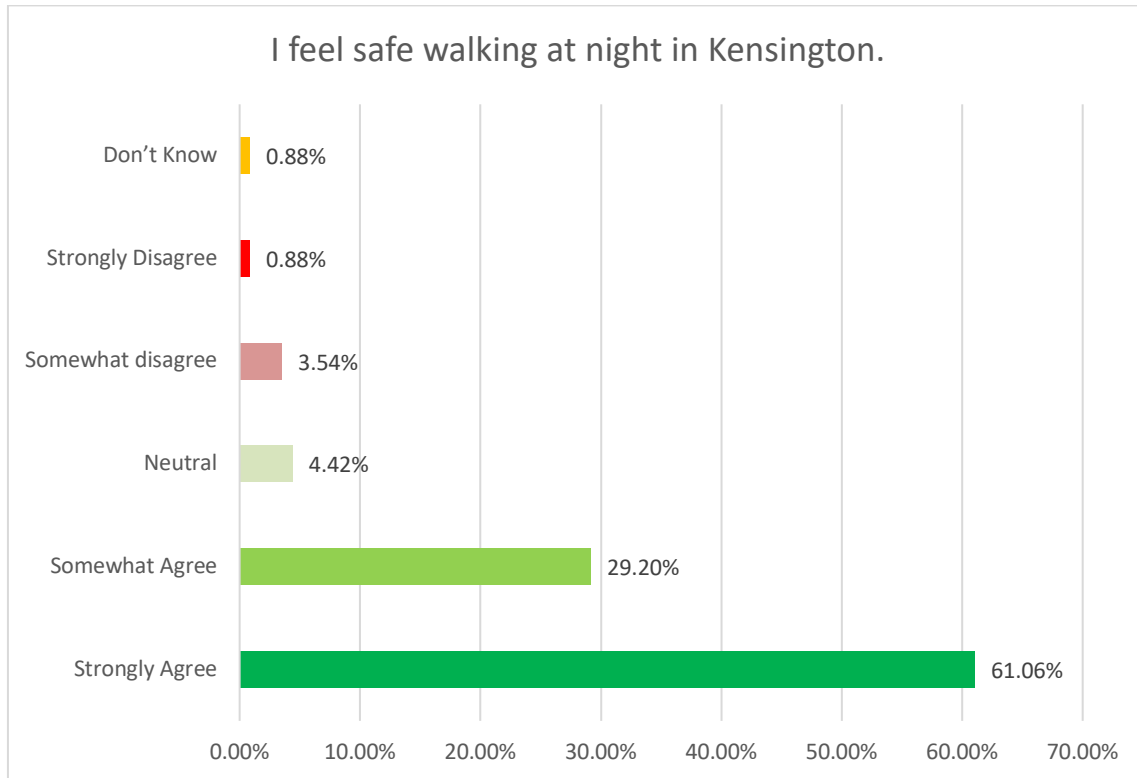






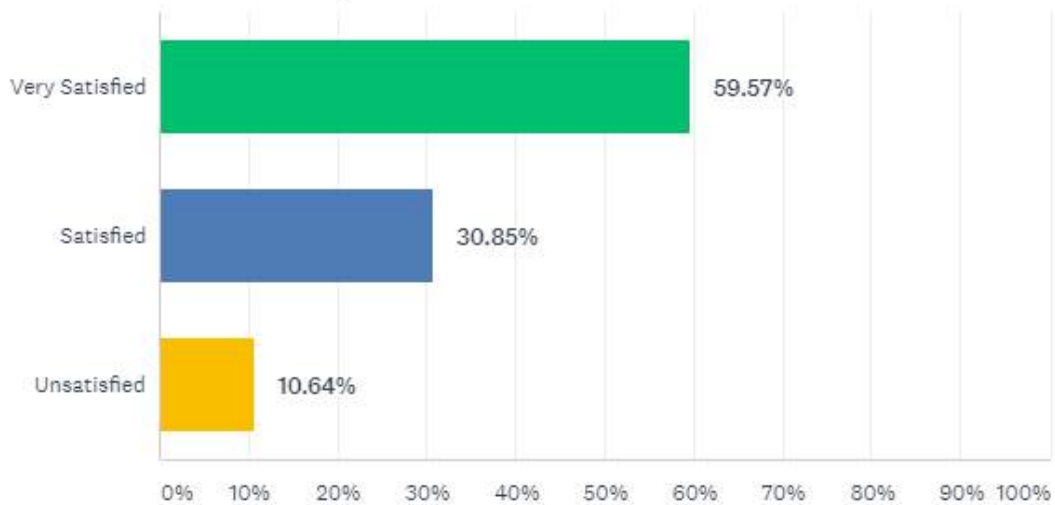




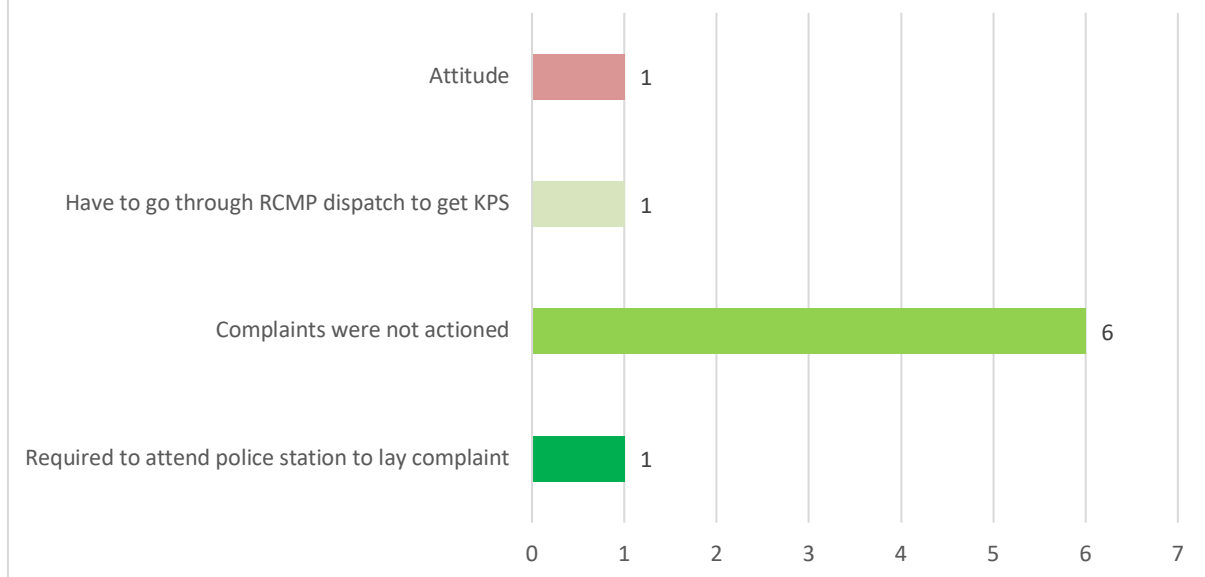




Q8 If you have contacted KPS by telephone in the past 24 months how satisfied were you with the way your call was handled?

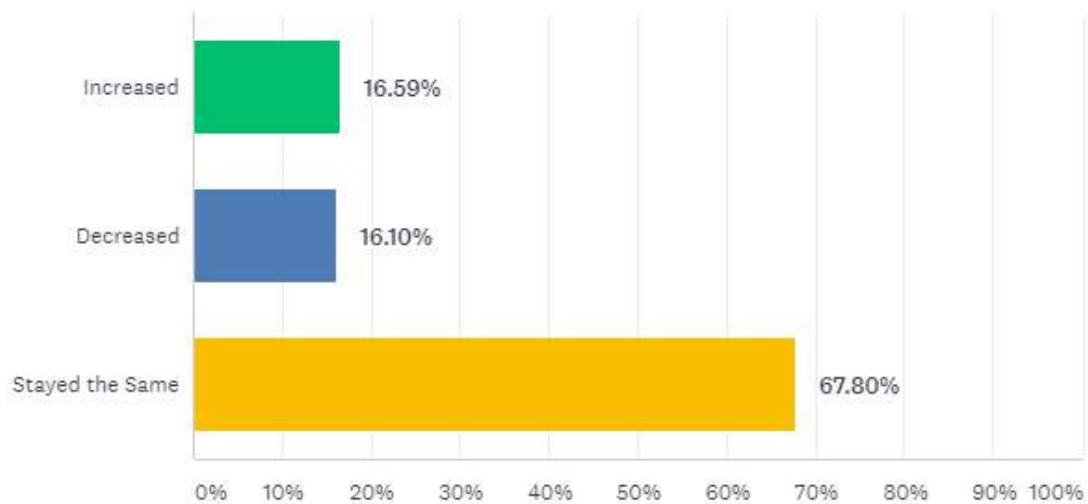


Q9 If Q8 was marked as "Unsatisfied" please list why

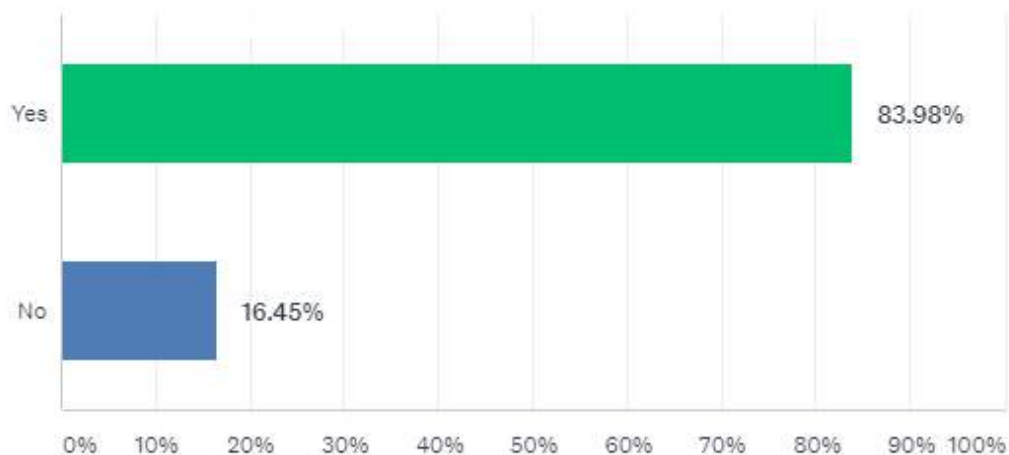


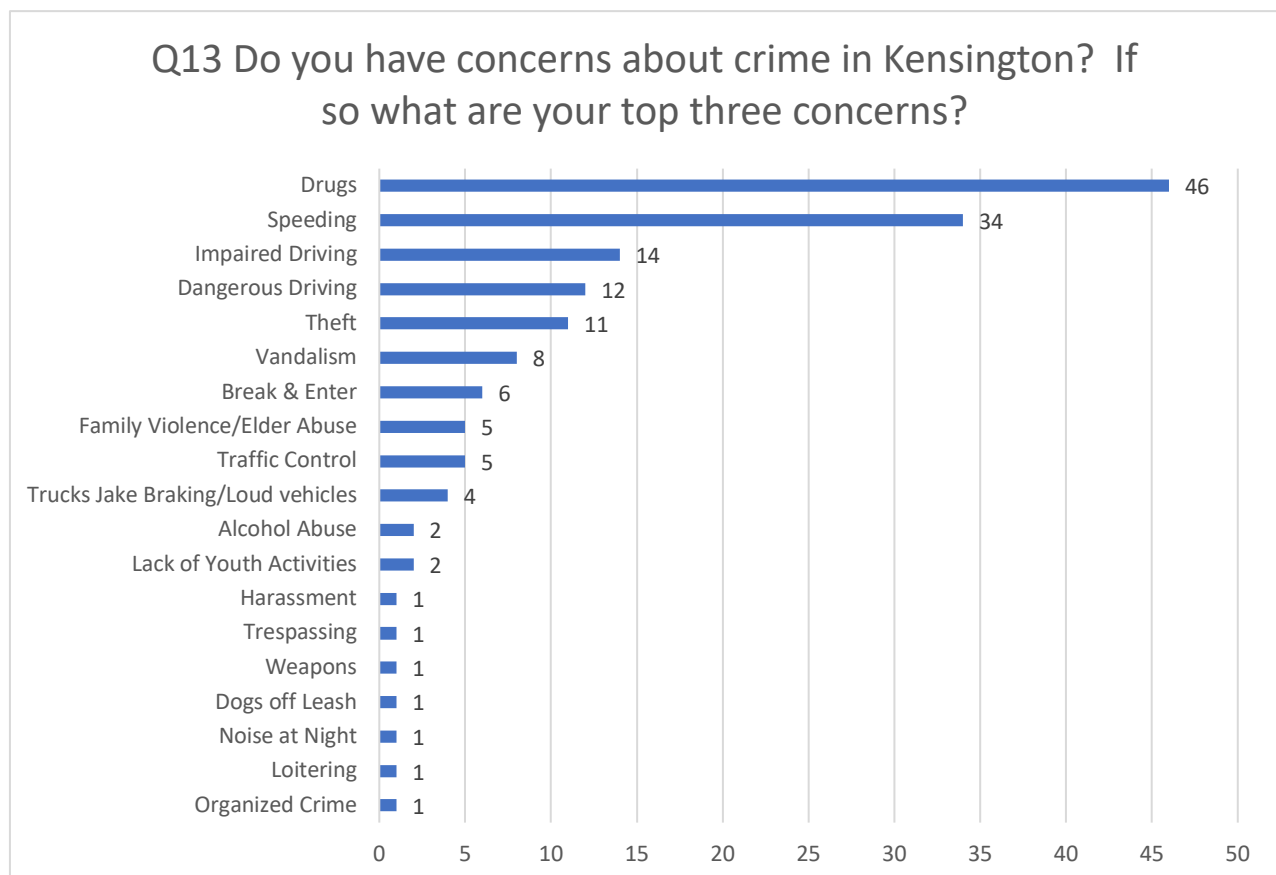
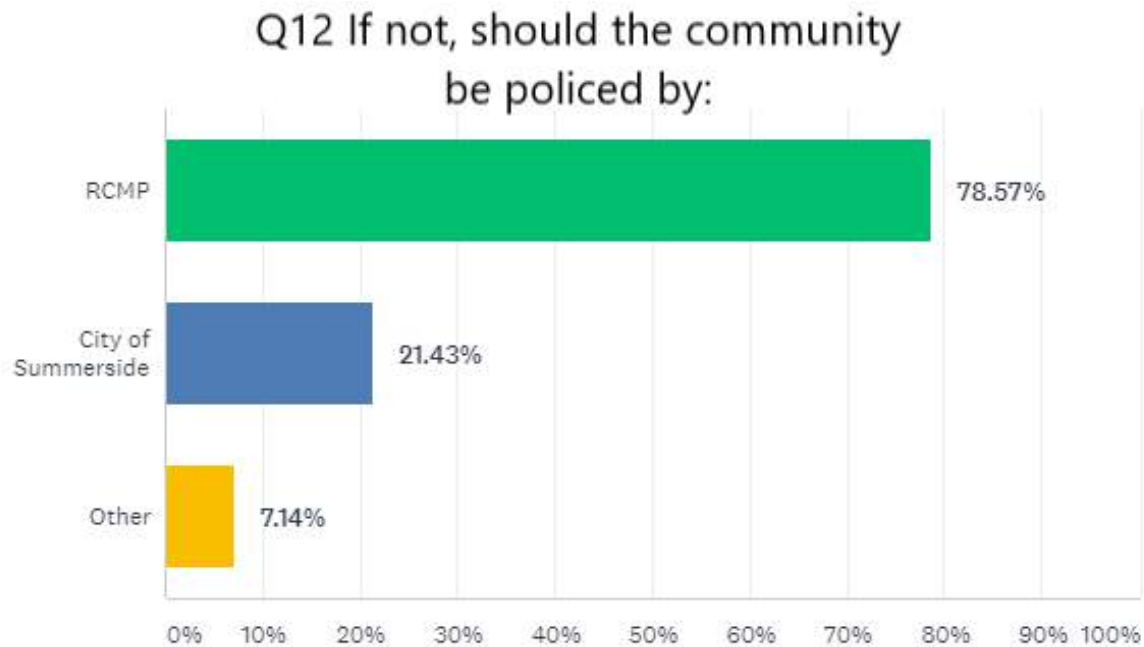
\*Categories were created based on text responses received.

Q10 Do you think crime in Kensington has increased, decreased or generally remained the same over the past 36 months?



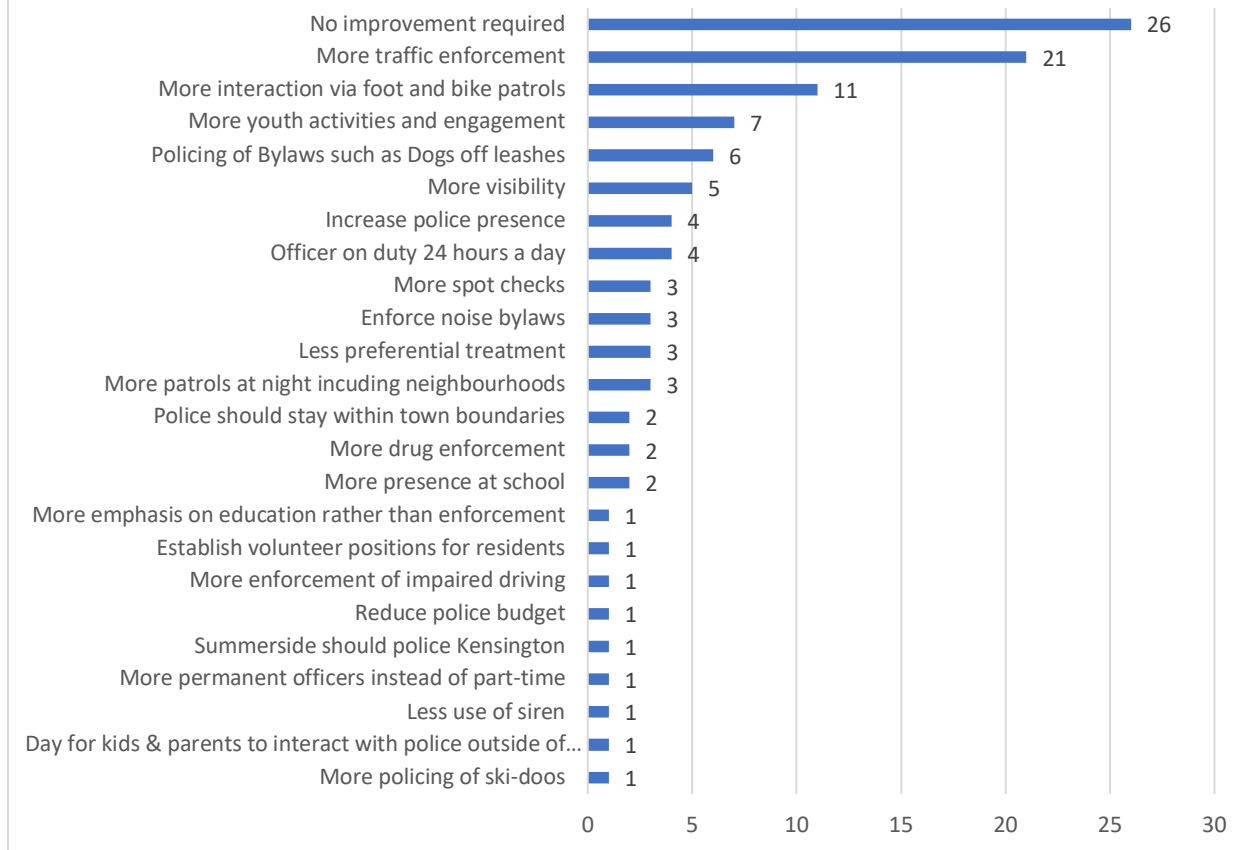
Q11 Do you think Kensington should continue to maintain its own police force?





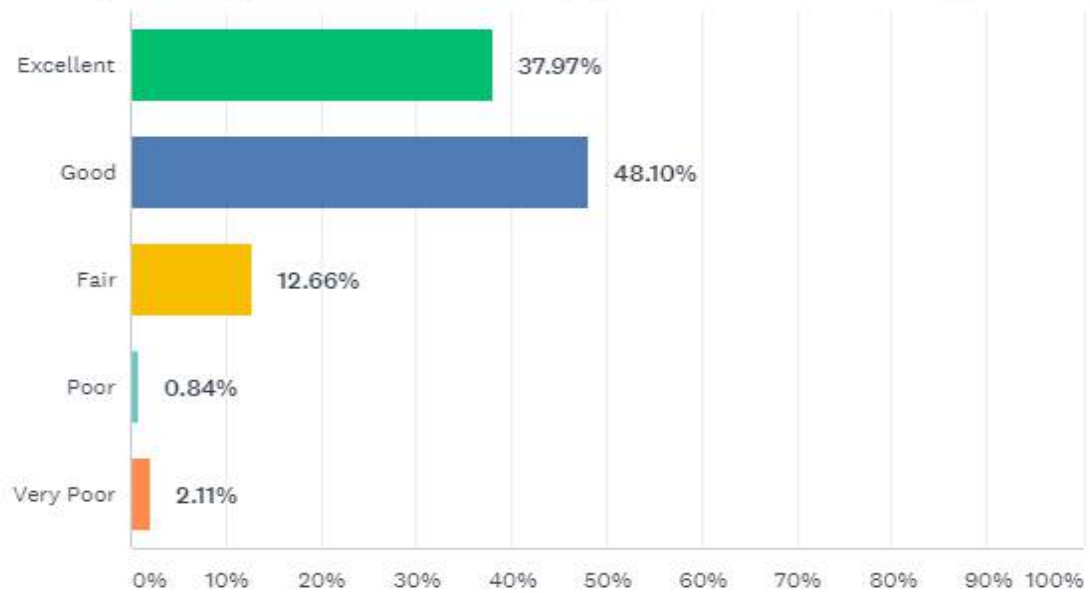
\*Categories were created based on text responses received.

### Q14 Are there aspects of policing service in Kensington that could be improved?



\*Categories were created based on text responses received.

Q15 Overall, how would you rate the quality of  
policing services currently provided in Kensington?



# Annex C: Kensington Police Service Level Statement

## Introduction

Effective policing is an important part of the Town of Kensington and contributes to its present and future success as articulated in the Town of Kensington Strategic Plan 2019-2024. While policing may contribute to many factors, it plays a key role in the following components of the plan:

- Policing contributes to the overall safety of the community thereby enhancing the quality of life that Kensington can offer. Perception is an important part of safety and Kensington strives to be recognized as safe and walkable.
- A community policing approach sees the police actively engaging residents thereby giving them a role and important voice in the quality of life in Kensington.
- A community that is, and is perceived to be, safe is essential to attract and retain young families thereby promoting healthy growth.
- Effective law enforcement assists in the maintenance of the principles of integrity, respect and professionalism.
- Overall, effective policing contributes to achieving and maintaining a strong community.

## Mission Statement

The mission statement of the Kensington Police Department is to foster a peaceful environment in the Town of Kensington through communication, visibility, prevention and effective enforcement of laws.

## Service Level Statement

Kensington will ensure that its community enjoys an effective and fiscally responsible policing standard that furthers the Vision, Mission, Guiding Principles and Strategic Priorities and Goals articulated in its Strategic Plan. Policing services will be delivered in a manner that respects equity, fairness and non-discrimination.

Policing in Kensington will respect the following standards as a minimum. These standards can be met directly by a Kensington Police Service or by a shared service agreement with another Prince Edward Island (PE) police service or the Royal Canadian Mounted Police (RCMP):

The citizens of Kensington will have access to emergency police services 24 hours a day. Access can include on-call status however police must be on duty a minimum of 16 hours a day.

Kensington will have access to a major case investigator and/or a duty officer for consultation or attendance at crime scenes 24 hours a day.

Any person identified as responsible for a major investigation shall meet Canadian qualifications to do so. These qualifications shall be approved by the Chief of Police.

Policing services in Kensington shall include at a minimum:

- Community-based crime prevention initiatives
- General patrol
- Directed patrol in areas and at time it is considered necessary and appropriate
- Criminal intelligence
- Communications and dispatch services
- Road safety
- Investigations
- An average response time of under 20 minutes during regular hours and 40 minutes during on-call hours

Kensington Police Service will provide or have access to the following specialized services 24 hours a day:

- Polygraph
- Police Dog
- Forensic Identification
- Scenes of crime officer
- Crowd control
- Collision reconstructionist or analyst
- Explosives disposal
- Emergency Response Team (ERT)
- Incident Commander
- Hostage negotiator
- Marine operations
- Underwater Recovery Team

Kensington will develop and maintain a written agreement, contract for service or Memorandum of Understanding (MOU) that will clearly describe any mutual aid or specialized service that they provide to or receive from another police service or the RCMP.



## Town of Kensington - Request for Decision

<b>Date:</b> November 5, 2020	<b>Request for Decision No:</b> 2020-58 <b>(Office Use Only)</b>				
<b>Topic:</b> Kensington Fire Department Vetter Set Purchase					
<b>Proposal Summary/Background:</b>  <p>The Fire Department has requested Council's consideration of purchasing a new Vetter Set (Lifting Bags) for the department. The Vetter is used primarily in traffic accident situations where lifting of heavy objects (i.e. vehicles, etc.) is required.</p> <p>The current Vetter set owned by the department is in excess of 20 years old and is not certifiable. One of the bags have become blistered and is currently unusable.</p> <p>Two quotes were requested from suppliers as follows:</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 40%;">Code 4 Fire &amp; Rescue</td> <td style="width: 60%;">\$7,870.00 plus HST</td> </tr> <tr> <td>MICMAS Fire Safety Source</td> <td>\$9,040.00 plus HST</td> </tr> </table> <p>It is recommended that Town Council award a contract to Code 4 Fire &amp; Rescue for the supply of a new Vetter set for the Fire Department, as per their quoted dated November 2, 2020 in the amount of \$7,870.00 plus HST.</p>		Code 4 Fire & Rescue	\$7,870.00 plus HST	MICMAS Fire Safety Source	\$9,040.00 plus HST
Code 4 Fire & Rescue	\$7,870.00 plus HST				
MICMAS Fire Safety Source	\$9,040.00 plus HST				
<b>Benefits:</b> <ul style="list-style-type: none"> <li>Will allow for a safer emergency response where heavy lifting is required.</li> </ul>					
<b>Disadvantages:</b> <ul style="list-style-type: none"> <li>None noted.</li> </ul>					
<b>Discussion/Comments:</b>  <p>It is recommended that Town Council award a contract for the purchase of a new Vetter Set for the Kensington Fire Department as proposed.</p> <p>The purchase of a Vetter Set was not included in the Department's original Capital budget however, they have proposed that their planned purchase of a water rescue craft be delayed to a future budget year to permit the purchase of the Vetter Set.</p>					
<b>Options:</b> <ol style="list-style-type: none"> <li>Approve the purchase of a Vetter Set from Code 4 Fire &amp; Rescue, as proposed.</li> <li>Purchase from another vendor</li> <li>Refer the matter back to staff for further deliberation.</li> </ol>					
<b>Costs/Required Resources:</b>  \$7,870.00 plus HST (HST fully recoverable)	<b>Source of Funding:</b>  2020 Fire Department Capital Budget				

**Recommendation:**

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

***BE IT RESOLVED that Town Council hereby award a contract to Code 4 Fire & Rescue for the supply of a new Vetter Set for the Kensington Fire Department, as per their quote dated November 2, 2020 in the amount of \$7,870.00 plus HST.***



**YOUR HURST  
"JAWS OF LIFE"  
DEALER**

# Kensington Fire Dept

**Attention: Rodney Hickey**

**Dear Rodney:**

November 2, 2020

We appreciate your continued interest in our Rescue equipment. Please find information and pricing on our Vetter Set as follows, below:

## **VETTER: 3 - Bag 65.5 Ton Air Bag Kit:**

1	V5 ( 5.1 Ton Bag - 10.0" X 7.9" ) @	\$ 895
1	V20 (22.2 Ton Bag - 17.3" X 17.3" ) @	\$ 1,595
1	V35 (38.2 Ton Bag - 20.5" X 24.4" ) @	2,395
2	32 Foot Safety Hoses with Shut-Off @ 2 X \$ 395	795
1	Dual Deadman Controller with Lights:	1,495
1	6000 PSI Pressure Regulator:	1,195
<b>Sub-Total:</b>		<b>\$ 8,370</b>
<b>LESS: Code 4 Volume Discount:</b>		<b>500</b>
<b>Total (Delivery Included. HST is Extra):</b>		<b>\$ 7,870</b>



The Kit Quoted Includes the 2 Bigger Bags in the Picture as well as the Controller & 2 Safety Hoses With Shut-Off Valves (not shown). Smallest Bag is not shown.

- 2 -

If you have any questions, please email me back.

Thanks Rodney!

Yours Truly,

Chris Christie

CC: Jason Defosse



26 Oneida Street  
Hagersville, On NOA 1H0  
chris@code4.com  
800.387-2286

**Proudly Serving Rescuers Since 1984**



121 Ilsley Avenue, Unit 4  
Dartmouth, NS B3B 1S4  
PH: (902) 468-6060 FX: (902) 468-9090

email: sales@mmfss.ca  
website: http://www.mmfss.ca

## QUOTE

00053424

Date: 08-Oct-2020  
Page #: 1

Our GST/HST No: 104688296

### QUOTE FOR

Kensington Fire Department  
PO Box 418  
Kensington, Prince Edward Island  
C0B 1M0

**SHIP TO** Kensington Fire Dept  
Kenmac Auto Body  
1 Industrial Park  
Kensington, Prince Edward Island  
C0B 1M0  
**CONTACT** Allan Sudsbury  
**TEL** 902-888-7379 **FAX** - -

### REFERENCE

CUSTOMER NO.	SHIP TO	SALES PERSON	FOLLOW UP DATE	EXPIRY	ENTERED BY
00823	SHIPTO1	John Dunbar		07-Nov-2020	J.DUNBAR
TERMS		F.O.B.	SHIP VIA	P.S.T.	
Net 30					

DESCRIPTION	DELIVERY	UOM	QUANTITY	PRICE	AMOUNT
PAR-22-890300G2-150 PARATECH MASTER CONTROL PACKAGE US Includes: (1) Dual Deadman Safety Relief & Control Valve (1) Pressure Regulator - Piston Type 6000-150 PSI /w CGA 347/346 Inlet (1 of each) Air Hose, 3/8" x 16 ft. Black, Blue, Red, Yellow & Green (4) Inline Relief Valves (2) Paratech Nipple /w 1/4" NPTM (2) Paratech Nipple /w 1/4" NPTF (2) Paratech Nipple /w 1/8" NPTM (1) Paratech Nipple /w Tire Chuck (1) Shutoff Adapter Nipple /w Industrial (2) "Y" /w 2 Couplings & 1 Nipple (1) Shutoff Adapter Nipple /w Twist Lock (1) Custom Carrying Case		EA	1	\$5,100.00	\$5,100.00
PAR-22-888110G2 PARATECH KPI-1 LIFT BAG 6" X 6" X 5/8" 1.5 US/1.3 MET. TON		EA	1	\$595.00	\$595.00
PAR-22-888138G2 Paratech KPI-10 Lift Bag 12" X 18" X 3/4"		EA	1	\$1,295.00	\$1,295.00
PAR-22-888170G2 PARATECH KPI-32 LIFT BAG 24" X 24" X 3/4" 38 US TON 34.4 METRIC TON		EA	1	\$2,050.00	\$2,050.00

SUBTOTAL	MISCELLANEOUS	FREIGHT	HST	SALES TAX	TOTAL
\$9,040.00	\$0.00	\$0.00	\$1,356.00	\$0.00	\$10,396.00

CANADIAN

## Town of Kensington - Request for Decision

<b>Date:</b> November 5, 2020	<b>Request for Decision No:</b> 2020-59
<b>Topic:</b> 2020 Annual 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 2020. Exempt staff include the Public Works Supervisor, the Credit Union Centre Manager, the Police Chief, Deputy Administrator, Administrative Assistant and CAO.  The approximate total cost of the bonus as proposed is \$2,000.00 which would be drawn from the full-time wage expense of each applicable department.	
<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>  It is recommended that Town Council proceed with authorizing the CAO to administer a Christmas bonus in the amount of \$200.00 net to all exempt employees.	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Approve the 2020 Christmas bonus to exempt staff as recommended.</li><li>2. Not approve the Christmas bonus.</li><li>3. Alternative direction as deemed appropriate by Town Council.</li></ol>	
<b>Costs/Required Resources:</b>  Approx. \$2,000	<b>Source of Funding:</b>  2020/21 Wage Expense
<b>Recommendation:</b>  That Town Council consider and adopt the following motions:  <i>THAT Town Council authorize be given to the CAO to administer Christmas bonuses to all exempt staff in the amount of \$200.00 net to each employee.</i>	

## Town of Kensington - Request for Decision

<b>Date:</b> November 5, 2020	<b>Request for Decision No:</b> 2020-60
<b>Topic:</b> 2016 Police Cruiser Tender	
<b>Proposal Summary/Background:</b>  <p>The 2016 Dodge Charger Police Cruiser has been declared surplus and was tendered for sale on October 27, 2020. The tender closed on November 5, 2020 at 3:00 pm with three bids being received:</p> <p>Trevor Moase - \$1,265.00  Sean Urquhart - \$2,010.00  Garry Stokes - \$2,500.00</p> <p>A copy of the Tender advertisement and the bids received are being circulated with this Request for Decision.</p> <p>The disposal of the vehicle to the highest bidder (\$2,500.00) will result in a loss on the Town's year end financial statements of approximately \$2,245.35. The amount remaining on the Town's capital asset schedule (remaining to be depreciated) is \$4,745.35; minus the \$2,500.00 tendered amount leaves \$2,245.35 which will need to be written off at the end of the 2020/21 fiscal year.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"> <li>Will dispose of a surplus asset.</li> </ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"> <li>Will result in a financial loss on the disposal of the asset.</li> </ul>	
<b>Discussion/Comments:</b>  <p>It is recommended that Town Council proceed with disposing of the 2016 Dodge Charger Police Cruiser for the tendered amount of \$2,500.00.</p> <p>Disposing of the asset is governed by the Town's Procurement Policy (Policy # 01-103-10). It states:</p> <p><i>"Where any goods are surplus, obsolete or unrepairable, they shall be declared surplus. When no other use can be found for these items, they may be disposed of through a tender, quotation or trade in, whichever is in the best interest of the Town. Where an item has limited market value, the CAO may, to the benefit of the Town, dispose of the item in a manner other than the ones listed above. The CAO shall obtain the approval of Town Council prior to the disposal of any Town owned assets."</i></p>	
<b>Options:</b> <ol style="list-style-type: none"> <li>Authorize the CAO to dispose of the 2016 Dodge Charger, as recommended.</li> <li>Not authorize the disposal of the asset.</li> <li>Refer the matter back to staff for further deliberation.</li> </ol>	
<b>Costs/Required Resources:</b>	<b>Source of Funding:</b>
Will result in a \$2,245.35 loss on	2020/21 General Revenues



the Town's year-end financial statements.	
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**Recommendation:**

That Town Council consider and adopt the following resolution:

***WHEREAS the 2016 Dodge Charger has been declared a surplus asset;***

***AND WHEREAS a legal tendering process was undertaken to dispose of the surplus asset;***

***AND WHEREAS the tender process closed on November 5, 2020 at 3:00 PM with three bids being received;***

***BE IT RESOLVED THAT Town Council authorize the CAO to dispose of the 2016 Dodge Charger Police Cruiser to Garry Stokes, at the highest tendered amount of \$2,500.00.***





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

*October 27, 2020*

**FOR SALE BY TENDER  
VEHICLE:**

2016 Dodge Charger, Approximately 190,000 kms

Vehicle will be sold in as-is condition.

The vehicle may be viewed at the Kensington Town Hall, 55 Victoria Street East, Kensington, PE between the hours of 8:30 AM to 4:30 PM from Wednesday, October 28, 2020 to Wednesday, November 4, 2020 (Note that the Town Hall is closed on Saturday and Sunday). Tenders are to be submitted in a sealed envelope clearly marked with "Tender for Sale of Vehicle" no later than **3:00 PM on Thursday, November 5, 2020**. For further information please contact Geoff Baker, Chief Administrative Officer, Town of Kensington, 55 Victoria Street East, Kensington, PE, Phone: (902) 836-3781, Fax: (902) 836-3741.

The highest or any bid will not necessarily be accepted.



## OFFER TO PURCHASE

To: Town of Kensington Att: Geoff Baker

Kensington, PE

Trevor Moase & Brandan Moase, offers to purchase the following vehicle

Make: Dodge

Model: Charger

year: 2016

Vehicle Identification Number:2C3CDXKT0GH110705

for the following price \$ 1100.00

One Thousand One Hundred Dollars & no/100 dollars plus applicable sales tax of 15 percent.

Totaling \$ 1265.00

One Thousand Two Hundred and Sixty Five Dollars & no/100 dollars upon agreement.

This offer shall expire unless accepted by November 12, 2020 at 11:59 pm

Dated:November 5,2020

Buyer.

Accepted By:

\_\_\_\_\_

Seller.

NOV 5, 2020

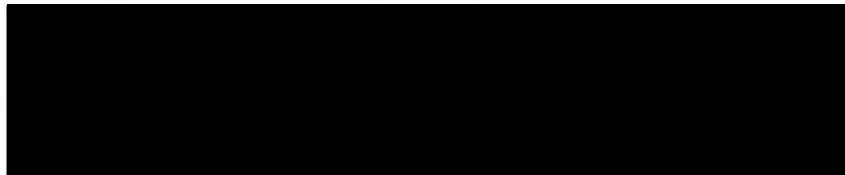
I OFFER

\$2,010

FOR THE 2016  
DODGE CHARGER

- SEAN URQUHART

-



## Tender offer for 2016 Dodge Charger

I would like to place a bid of \$2500 on the 2016 Dodge Charger that is up for Tender.

Garry Stokes

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## Town of Kensington - Request for Decision

<b>Date:</b> November 6, 2020	<b>Request for Decision No:</b> 2020-61
<b>Topic:</b> Development Permit Application – 12 Park Road	
<b>Proposal Summary/Background:</b>  A development permit application has been submitted by the owner of a property located at 12 Park Road in the Kensington Industrial Park for the construction of a 16' x 33' additional on the east end of the existing industrial building on the property.  The permit application was considered and recommended for approval at October's regular meeting of Committee of Council.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Discussion/Comments:</b>  The development permit application has been reviewed against the Town's Development Control Bylaw and is found to be in general compliance therewith. It is recommended that Town Council approve the application as submitted.	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Approve the development permit application, as recommended.</li><li>2. Not approve the development permit application.</li><li>3. Refer the matter back to staff for further deliberation.</li></ol>	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A
<b>Recommendation:</b>  That Town Council consider and adopt the following resolution:  <i><b>BE IT RESOLVED THAT Town Council approve a development permit application for a property located at 12 Park Road to facilitate the construction of a 16' x 33' addition to the existing industrial building present on the property.</b></i>	



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 21/20
Date Approved:	
PEI Planning:	
Permit Fee: \$	150.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 12 PARK ROAD Property Tax Number (PID): #675124  
P-468-2019  
Lot No.: 19 Subdivision Name INDUSTRIAL PARK Current Zoning: INDUSTRIAL  
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:

Land Purchased from SPRING VALLEY BUILDING Year Purchased 2019

Location of Development	Property Size
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____ Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____ Area sq. ft. <u>24,443</u>

(See attached)

### 2. Contact Information

APPLICANT Name: CLARK WAITE Address: 12 PARK RD.  
Cell: \_\_\_\_\_ Kensington  
Email: \_\_\_\_\_ Postal Code: C0B 1M0

Same as Above: ☐  
OWNER Name: BUILDING BROS Home Improvements Inc. Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: Same Postal Code: \_\_\_\_\_

CONTRACTOR, ARCHITECT OR ENGINEER Name: BUILDING BROS Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: Same Postal Code: \_\_\_\_\_

### 3. Infrastructure Components

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

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

### 4. Development Description

☐ New Building ☐ Renovate Existing ☒ Addition ☐ Demolition ☐ Other \_\_\_\_\_

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>1</u>	<u>1</u>	Width <u>16'</u> Length <u>33'</u>



05/15/20  
Detailed Project Description: 16'x33' Extension on back of building

12.000  
Estimated Value of Construction (not including land cost): \$10,000

Projected Start Date: 10/19/20

Projected Date of Completion: 06/21

Please provide a diagram of proposed construction:

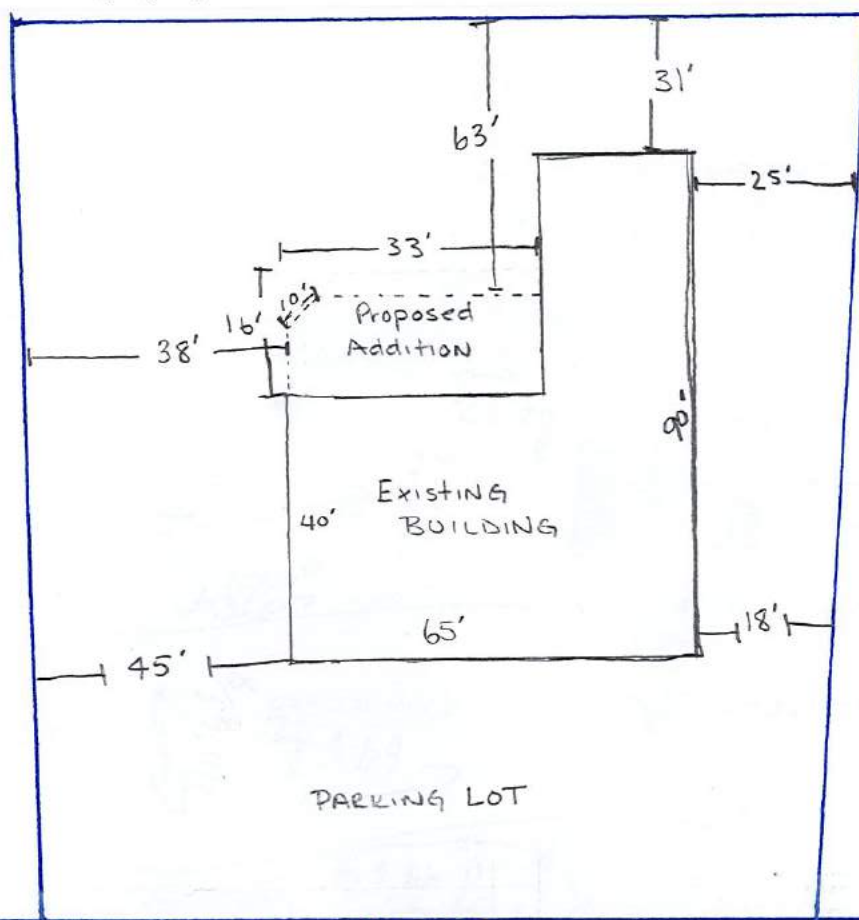
a) Draw boundaries of your lot.

c) Indicate the distance between buildings.

e) Indicate distance to property lines.

b) Show existing and proposed buildings.

d) Show location of driveway.



**I DO SOLEMNLY DECLARE & CERTIFY:**

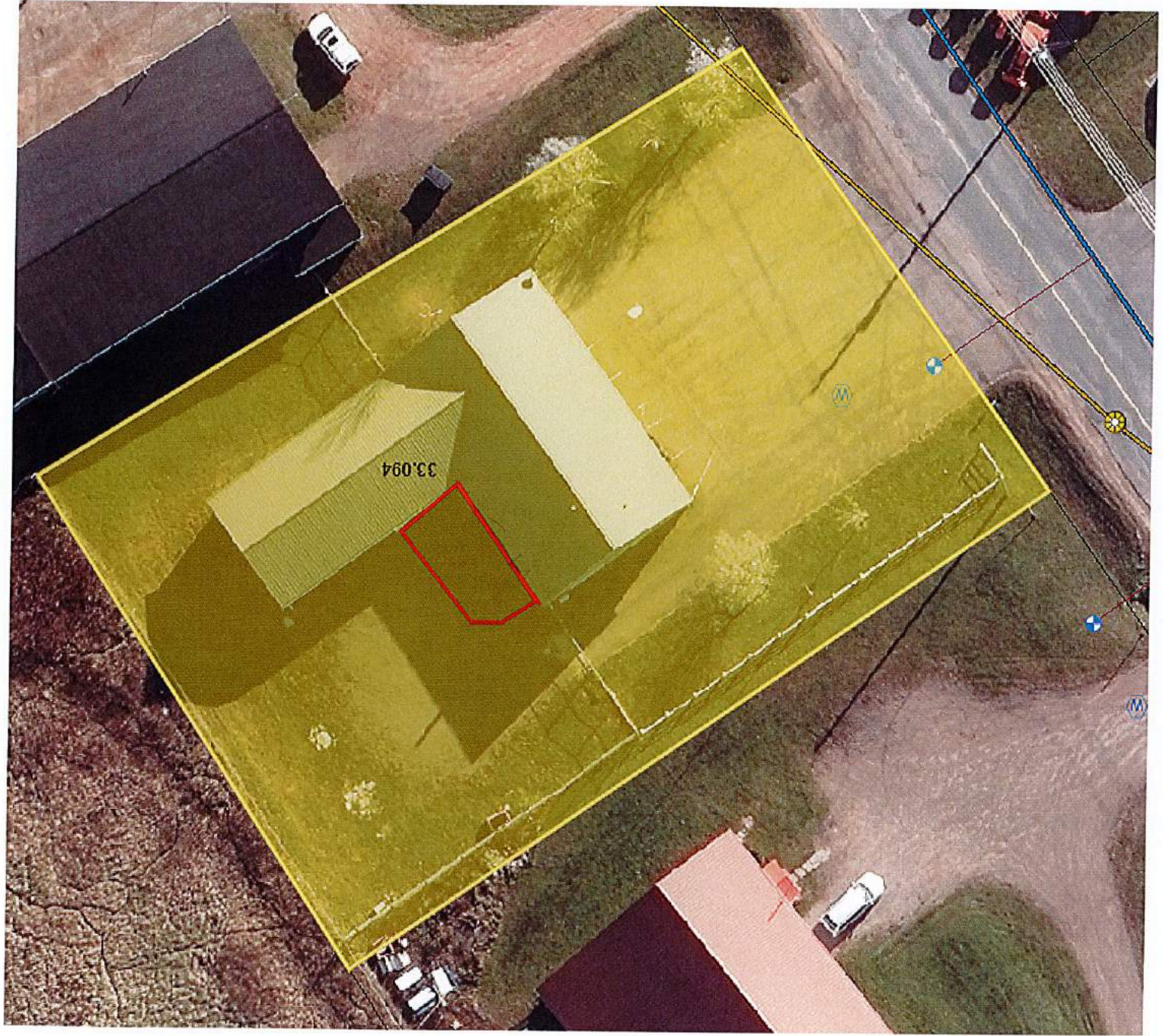
1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the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

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

Signature of Applicant

Date: Oct 16/2020







## Town of Kensington - Request for Decision

<b>Date:</b> November 6, 2020	<b>Request for Decision No:</b> 2020-61
<b>Topic:</b> Development Permit Application – 49 Broadway Street South	
<b>Proposal Summary/Background:</b>  A development permit application has been submitted by the owner of a property located at 49 Broadway Street North for a change of use approval associated with converting the former seafood/pub space to a sandwich shop/café.  No structural modification is proposed for the space. Town staff discussed the proposed project with the Provincial Fire Marshall's Office and no concerns were noted. We further understand that no building permit from the Province is required.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Discussion/Comments:</b>  The development permit application has been reviewed against the Town's Development Control Bylaw and is found to be in general compliance therewith. It is recommended that Town Council approve the application as submitted.	
<b>Options:</b> <ul style="list-style-type: none"><li>1. Approve the development permit application, as recommended.</li><li>2. Not approve the development permit application.</li><li>3. Refer the matter back to staff for further deliberation.</li></ul>	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A
<b>Recommendation:</b>  That Town Council consider and adopt the following resolution:  <i><b>BE IT RESOLVED THAT Town Council approve a development permit application for a property located at 49 Broadway Street North to facilitate a change of use to convert the former seafood/pub space to a sandwich shop.</b></i>	



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 26/20
Date Approved:	
PEI Planning:	
Permit Fee: \$	150.00 <input checked="" type="checkbox"/> Paid

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 49 BROADWAY STREET Property Tax Number (PID): 77859  
Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: C1  
Are there any existing structures on the property?: ☐ No ☐ Yes, please describe:

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

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

### 2. Contact Information

APPLICANT Name: Al MacEwen Address: 1-2 Maple Lane  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Kensington  
Email: \_\_\_\_\_ Postal Code: C0B 1M0

Same as Above: ☒ Yes  
OWNER Name: RAMONA & AUSTIN ROBERTS Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
↳ PAUL ARSENAULT  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

CONTRACTOR, ARCHITECT OR ENGINEER Name: BRAD GALLANT Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Infrastructure Components

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

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

### 4. Development Description

☐ New Building ☒ Renovate Existing ☐ Addition ☐ Demolition ☐ Other \_\_\_\_\_

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

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



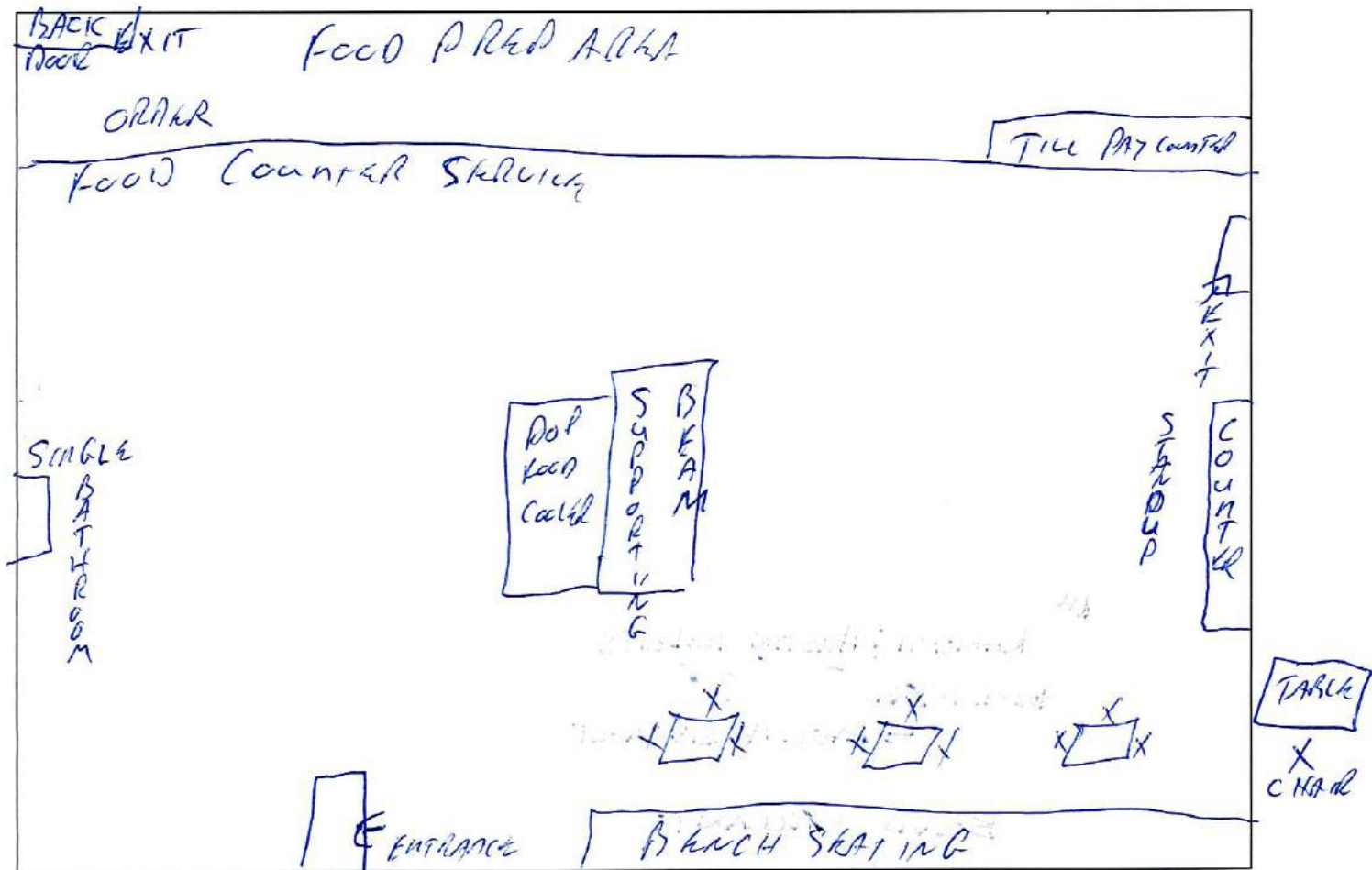
08/08/20  
Detailed Project Description: BUILDING Constructing Food Service  
Counter and Bench Seating! FOR SANDWICH/COFFEE  
Shop.

Estimated Value of Construction (not including land cost): APPROX \$15,000

Projected Start Date: NOV 1 / 2020 Projected Date of Completion: JAN 1 / 2021

Please provide a diagram of proposed construction:

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



**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:

\_\_\_\_\_

## Town of Kensington - Request for Decision

<b>Date:</b> November 6, 2020	<b>Request for Decision No:</b> 2020-63
<b>Topic:</b> Development Permit Application – 35 Barrett Street	
<b>Proposal Summary/Background:</b>  A development permit application has been submitted by the owner of a property located at 35 Barrett Street to facilitate the construction of an accessory apartment within an existing accessory structure on the property.	
<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>  Accessory Apartments are governed by Section 4.25 of the Town's Development Control Bylaw. It states:  <b>4.25. Accessory Apartments</b>  <i>One (1) accessory apartment may be constructed within any existing single detached dwelling OR in an accessory building to a single detached dwelling, if the owner of the dwelling, upon written application to the Council, satisfies the Council that all applicable provisions of the By-law have been met.</i>  <i>a) Accessory apartments are permitted within the main building or in an accessory building but in any case, shall be incidental and subordinate to the main use;</i>  <i>b) Accessory apartments shall not contain more than 2 bedrooms;</i>  <i>c) that adequate off-street parking will be provided in addition to the parking space requirements for the main building, in accordance with the parking regulations of this Bylaw and in the side or rear yard of the building. Parking will not be permitted in the front yard.</i>  <i>d) that all other provisions of this Bylaw remain applicable to the dwelling and Council may require such changes to the exterior of the dwelling as may be necessary to ensure compliance with this By-law, whether in connection with the construction of the accessory apartment.</i>  <i>e) that any water and sewer upgrades must be reviewed and approved by the Town prior to any construction.</i>  <i>f) where the accessory apartment is to be located in a detached building or within an accessory building to the single detached dwelling, the following provisions shall apply:</i>  <i>i. the accessory apartment must be connected to the water supply and sewerage disposal system of the</i>	

*main building;*

*ii. In the case of connection with an on-site water supply and sewerage disposal system, the intensification of use and necessary upgrades to the system(s) must be approved by the responsible provincial government department;*

*iii. The accessory apartment meets the requirements of the provincial Fire Marshal's Office;*

*iv. In addition to the development standards for an accessory building as outlined in Section 4.24, the side yard and rear yard setbacks for an accessory building containing an accessory apartment shall be at least as wide as the minimum side yard and rear yard setbacks as required for the main building.*

*g) A mini home is not permitted to be used as an accessory apartment unless otherwise permitted in this by-law.*

The development permit application has been reviewed against the Town's Development Control Bylaw and is found to be in general compliance therewith. It is recommended that Town Council approve the application as submitted.

**Options:**

1. Approve the development permit application, as recommended.
2. Not approve the development permit application.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

That Town Council consider and adopt the following resolution:

***BE IT RESOLVED THAT Town Council approve a development permit application for a property located at 35 Barrett Street North to facilitate the construction of an accessory apartment in an existing accessory structure on the property.***

*Correspondence*



**Kensington Moose Plumbing & Heating Vipers**  
**1113 Newton Road**  
**Kinkora PE**  
**COB 1N0**



Mayor and council,

I write to you today looking for some support / relief. Like a lot of business's, we were affected greatly by Covid-19. The abrupt ending to last season just as playoffs was to begin left us with a tremendous amount of debt. We have always depended on Playoff revenue to help cover our expenses. To add to the burden, we had just started a major fundraiser that was to take place on April 11<sup>th</sup>. Losing playoffs and the inability to carry out the fundraiser left us with a deficit of approx. 10k. Playoff runs were the norm for the Kensington Vipers. Packed houses during lengthy playoff runs has always assured us of paying the bills and ultimately giving 20+ hockey players a free place to play competitive hockey. Unfortunately, that has changed with the pandemic.

Like other businesses we have had to make some significant changes in how we operate. This year, for the first time ever we have implemented a pay to play. Each player will now be required to pay \$500 to play with the Vipers. With approx. 20 players on the team this fee will just cover last year's debt. We also have had to adjust the budget including reducing equipment expenses as well as not participating in intra provincial play with NB this season.

With the latest information coming down that we can only have 100 fans attend Vipers games this season it has forced us to really consider if we should operate. With only 100 fans being able to attend games (including playoffs) I project that we will lose in excess of 10k once again this year. That is a hard pill to swallow.

This is where I hope you can help. In past years, the Town has supported us with a donation of \$750. I realize things are also tight with you but I am requesting a 1 time only subsidy of \$5000 in ice rentals (instead of a check) to help us survive this year until we can hopefully put more fans in the stands next season. I honestly wish I did not have to ask but with potential sponsorship being down, reduced attendance and debt being carried over from last season we feel we have not many alternatives to survive.

For 20+ years we have flown the Kensington flag with pride. We have always been a well-respected representative of the Town and we hope to continue moving forward. As one of the most successful organizations in Island Hockey history it hurts to be at this point, but we are in survival mode.

I'd like to thank you for consideration on this. If you have any questions please feel free to contact me at any time. I can be reached by text or call at 9024398654 or email at [patmciver77@gmail.com](mailto:patmciver77@gmail.com)

Regards

Pat McIver  
Kensington Vipers



# Lights for Life 2020

For 25 years, Lights for Life has been an important part of our community and an opportunity to remember and honour your loved ones. It has also been an important fundraiser for the Prince County Hospital Foundation. Respecting the current restrictions for large gatherings, we have created a new way to bring our celebration to life this year while also ensuring everyone can enjoy the lights, the music, and the experience.

You can still dedicate a light or display in honour/memory of someone the way you always have. Dedications made before Nov. 21<sup>st</sup> will be listed in our Lights for Life dedication booklet which will be available at the Prince County Hospital as of December 3<sup>rd</sup>. Beginning on Dec. 2<sup>nd</sup>, and every night until Dec. 31<sup>st</sup>, we will run the full Lights for Life show set to music at 7 PM and again at 8 PM. Bring the family, tune your radio to 98.5 FM and enjoy the show from your car in the PCH parking lot.

We will miss seeing everyone at the official ceremony this year, but hopefully we can join in person again in 2021. We thank you for your support, and rest assured that 100% of your gift to Lights for Life is used to purchase medical equipment for PCH. For further details on this new look for 2020, please visit our website at [pchcare.com](http://pchcare.com)

Warm wishes,

*Heather Matheson*, PCH Foundation Managing Director

## Dedication in the Lights for Life Book (Who is the gift from?)

☐ Same as bolded name below Or from: *E.g. Mom, John, Jane, and families*

☐ In Memory of OR ☐ In Honour of  
(please print and indicate corresponding name and light below)

*E.g. White light - Dad*

*E.g. Red light - Aunt Sarah*

NAME AND COMPLETE ADDRESS BELOW (for Tax Receipt Purposes)

25/4 xx(E) 4395

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

13527

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

REMINDER: To be included in the  
Lights for Life book, please make your gift before  
**SATURDAY NOVEMBER 21 at 12 noon.**

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

PLEASE CHOOSE ONE OR MORE

- \_\_\_ x \$10 White Light
- \_\_\_ x \$25 Red Light
- \_\_\_ x \$50 Green Light
- \_\_\_ x \$100 Blue Light
- \_\_\_ x \$250 Gold Light
- \_\_\_ x \$300 Arch of Lights

- \_\_\_ \$350
- \_\_\_ \$500
- \_\_\_ \$750
- \_\_\_ \$1000
- \_\_\_ \$1500

**Displays \$350 to \$1500 are limited**  
Call the Foundation office at  
(902) 432-2547 for availability.

**Due to space limitations, final book entries are at  
the Foundation's discretion.**



# Lights for Life

Presented by



ÉVANGÉLINE-CENTRAL CONSOLIDATED MALPEQUE BAY TIGNISH

Yes, I want to help Lights for Life  
**GIFT DETAILS**

Total Gift:\$ \_\_\_\_\_

☐ Enclosed is my cheque payable to PCH Foundation

I prefer to use my ☐ Visa ☐ Mastercard ☐ AMEX

*Gifts by Debit or Visa Debit must be made in person in the  
Foundation Office at PCH*

Card No. \_\_\_\_\_ Exp Date \_\_\_\_ / \_\_\_\_

SIGNATURE \_\_\_\_\_

**OR give securely online at [www.pchcare.com](http://www.pchcare.com)**

# Lights for Life

*Remember Someone You Love*  
Shows Nightly Dec. 2-31 at 7 PM & 8 PM



ÉVANGÉLINE-CENTRAL CONSOLIDATED MALPEQUE BAY TIGNISH

