



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

***Tuesday, November 12, 2024 @ 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  
Tuesday, November 12, 2024 – 7:00 PM**

- 1. Call to Order/Land Acknowledgement**
- 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 15, 2024 Regular Meeting
  - 5.2 October 28, 2024 Special Meeting
- 6. Business Arising from Minutes**
  - 6.1 October 15, 2024 Regular Meeting
  - 6.2 October 28, 2024 Special Meeting
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Report
  - 7.3 Police Department Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List – Town - *Nil*
  - 7.6 Bills List - Water and Sewer Utility - *Nil*
  - 7.7 Bills List – Capital - *Nil*
  - 7.8 Consolidated Summary Income Statement -Town and Water and Sewer Utility - *Nil*
  - 7.9 Credit Union Centre Report
  - 7.10 Mayor’s Report

- 7.11 Federation of Prince Edward Island Municipalities Report – Councillor Mann
- 7.12 Kensington and Area Chamber of Commerce Report – Councillor MacRae
- 7.13 Heart of PEI Committee – Deputy Mayor Jeff Spencer

## **8. New Business**

- 8.1 Request for Decisions
  - 8.1.1 RFD2024-46 - Town of Kensington Council Remuneration Bylaw - Bylaw #2024-01 - Second Reading and Formal Adoption
  - 8.1.2 RFD2024-47 - Queen Elizabeth Hospital Foundation Annual Donation
  - 8.1.3 RFD2024-48 - Short Term Rental Request – 19A Pleasant Street
  - 8.1.4 RFD2024-49 - Development Permit Application – Island Structural Systems
  - 8.1.5 RFD2024-50 - Kensington Vipers 2024-25 Sponsorship Request
  - 8.1.6 RFD2024-51 - Street Light Installation Request – Barrett Street
- 8.2 Other Matters

## **9. Correspondence**

## **10. Committee of the Whole (In-Camera) – *One item under 119(1)(d) of the Municipal Government Act, PEI.***

## **11. Adjournment**

**Town of Kensington  
Minutes of Regular Council Meeting  
Tuesday, October 15, 2024  
7:00 PM**

**Council Members Present:** Mayor Rowan Caseley; Deputy Mayor Jeff Spencer  
Councillors: Toombs, Gallant, Doucette, Mann, and MacRae

**Staff Members Present:** CAO, Geoff Baker  
Municipal Clerk, Kim Caseley  
Police Chief, Lewie Sutherland

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**1. Calling of Meeting to Order**

- 1.1** Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members and staff to the October meeting of Kensington Town Council. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

**2. Approval of Tentative Agenda**

- 2.1** *Moved by Councillor MacRae, seconded by Councillor Toombs to approve the tentative agenda for the October 15, 2024, regular meeting of Town Council. Unanimously carried.*

**3. Declaration of Conflict of Interest**

- 3.1** *Nil.*

**4. Delegations / Presentations**

- 4.1** *Nil.*

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

- 5.1** *Moved by Councillor Doucette, seconded by Deputy Mayor Spencer to approve the minutes from the September 9, 2024 regular meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1 September 9, 2024 Regular Meeting**

- 6.1.1** Councillor Gallant discussed a recent pedestrian accident at the crosswalk on

Victoria Street E. at the Confederation Trail. He expressed concern that the pole supporting the crosswalk lights creates a visual barrier, making it difficult for vehicles to see pedestrians waiting to cross.

Chief Sutherland confirmed that Kensington Police Service has reviewed the sightline and will arrange a meeting with the Department of Transportation to discuss potential adjustments.

Deputy Mayor Spencer noted that the lights don't always activate because the sensor is small and located in the center of the large button.

- 6.1.2** Councillor Gallant inquired whether a letter had been sent to the Department of Transportation regarding the potential redirection of Garden Drive to help accommodate additional traffic on Stewart Street. It was confirmed that no letter had been sent at this time, but staff had held an initial conversation with DOT staff.

## **7. Reports**

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

- 7.1.1** *Moved by Deputy Mayor Spencer, seconded by Councillor Doucette to adopt the September 2024 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

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

- 7.2.1** *Moved by Councillor MacRae, seconded by Deputy Mayor Spencer to approve the August 2024 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

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

- 7.3.1** *Moved by Deputy Mayor Spencer, seconded by Councillor Doucette to approve the August 2024 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*
- 7.3.2** Councillor Gallant expressed concerns he received regarding a few regular vehicles speeding as they enter the Town from Route 20 in the morning. Chief Sutherland confirmed that the area is patrolled daily and assured that morning patrols will be specifically prioritized. It was noted that speeding, in general, has been increasing and is currently a concern.
- 7.3.3** Councillor Doucette expressed concerns about high vehicle speeds along Barrett Street before and after work hours, as well as an increase in both traffic volume and speed on School Street.

*Chief Sutherland excused himself from the Council Chamber at 7:14 pm.*

**7.4 Development Permit Summary Report**

**7.4.1** *Moved by Councillor Toombs, seconded by Councillor Doucette to approve the October 2024 Development Permit Summary Report as prepared by Municipal Clerk, Kim Caseley. Unanimously carried.*

**7.4.2** Councillor Gallant inquired whether the Town had plans for the installation of a lift station at the Ranchland Estates Development off Sunset Drive. Mr. Baker confirmed the installation of a lift station would be the responsibility of the property developer. Mayor Caseley noted that there had been preliminary discussions about connecting the Ranchland Estates development to the new Business Park. However, due to grade differences, this was not a technically viable option.

**7.5 Bills List Town (General)**

**7.5.1** *Nil.*

**7.6 Bills List Water & Sewer Utility**

**7.6.1** *Nil.*

**7.7 Bills List Capital Expenditures**

**7.7.1** *Nil.*

**7.8 Summary Income Statement**

**7.8.1** *Nil.*

**7.9 Credit Union Centre Report**

**7.9.1** *Moved by Deputy Mayor Spencer, seconded by Councillor MacRae to approve the Credit Union Centre report for the month of August 2024. Unanimously carried.*

**7.10 Mayor's Report**

**7.10.1** *Moved by Deputy Mayor Spencer, seconded by Councillor Doucette to approve the Mayor's report for the month of September 2024 as presented by Mayor Caseley. Unanimously carried.*

**7.10.2** Councillor Gallant requested a letter of appreciation be sent to the New London and City of Summerside Fire Departments for their mutual aid in assisting with the recent fire at Vicwest on Park Road. Mayor Caseley confirmed that he had personally spoken to each department, as well as the Mayor of Summerside, to express his gratitude for their assistance. Mayor Caseley indicated that he would draft and send a letter to each department/municipality.

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

**7.11.1** FPEIM held their annual meeting with Rob Lantz, Minister of Housing, Land and Communities. Hon. Steven Myers has since been appointed as the Minister and FPEIM hopes to meet with him soon.

**7.11.2** FPEIM board approved their audited financial statements from 2023/24 fiscal year.

**7.11.3** Policy and Special Projects Advisor, Satyajit Sen was appointed to sit on the Building Standards Council.

**7.11.4** Executive Director, John Dewey has announced his retirement from the Federation of PEI Municipalities.

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

**7.12.1** KACC will host an all members meeting at Ship to Shore on October 9<sup>th</sup>.

**7.12.2** Small Business Week is October 21-25, 2024.

**7.12.3** The Business of Excellence Awards Galan is scheduled for November 28, 2024 at the Carriage House in New London.

**7.13 Heart of PEI Initiative Report**

**7.13.1** *Nil.*

**8. New Business**

**8.1 Request for Decisions**

**8.1.1 Kensington Fire Department - 1960 LaFrance Pumper**

**8.1.1.1** *Moved by Councillor Toombs, seconded by Councillor Gallant*

*WHEREAS the 1960 Lafrance Pumper Truck, while no longer functional for firefighting purposes, holds significant historical value for the Town of Kensington, representing an important piece of the Town's heritage;*

*AND WHEREAS the preservation of the truck was discussed at the September Committee of Council meeting, where it was agreed that the truck should be retained for future consideration;*

*BE IT RESOLVED THAT Town Council support the continued storage of the 1960 LaFrance Pumper truck and request that the Chief Administrative Officer proceed with the development of a proposal for its preservation and display, to be presented to Council for consideration at a future meeting.*

*Unanimously carried.*

**8.1.2 Town of Kensington Council Remuneration Bylaw – Bylaw #2024-01**

**8.1.2.1 Moved by Councillor Mann, seconded by Councillor Gallant**

*WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires that remuneration and allowances paid to elected officials be done only by Bylaw;*

*AND WHEREAS the Town of Kensington is committed to ensuring fair and transparent compensation for its elected officials;*

*AND WHEREAS Town Council appointed a Remuneration and Allowances Commission to conduct a comprehensive review of current remuneration levels and to draft a report with recommendations;*

*AND WHEREAS the Remuneration and Allowances Commission has submitted its report to Council, including recommendations for updating the compensation structure for the Mayor, Deputy Mayor, and Councillors;*

*WHEREAS the Council has carefully considered the findings and recommendations of the Remuneration and Allowances Commission and feel it is deemed necessary and in the best interest of the Town to adopt a new Council Remuneration Bylaw in accordance with their recommendations;*

*BE IT RESOLVED THAT the Town of Kensington Council Remuneration Bylaw, Bylaw #2024-01, be hereby read a first time.*

*Motion Carried. 4 for – 2 opposed (Mann & Toombs)*



**8.1.2.2 Moved by Councillor Mann, seconded by Councillor Gallant**

***WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires that remuneration and allowances paid to elected officials be done only by Bylaw;***

***AND WHEREAS the Town of Kensington is committed to ensuring fair and transparent compensation for its elected officials;***

***AND WHEREAS Town Council appointed a Remuneration and Allowances Commission to conduct a comprehensive review of current remuneration levels and to draft a report with recommendations;***

***AND WHEREAS the Remuneration and Allowances Commission has submitted its report to Council, including recommendations for updating the compensation structure for the Mayor, Deputy Mayor, and Councillors;***

***WHEREAS the Council has carefully considered the findings and recommendations of the Remuneration and Allowances Commission and feel it is deemed necessary and in the best interest of the Town to adopt a new Council Remuneration Bylaw in accordance with their recommendations;***

***AND WHEREAS the Town of Kensington Council Remuneration Bylaw (Bylaw #2024-01) was read a first time at this meeting;***

***BE IT RESOLVED THAT the Town of Kensington Council Remuneration Bylaw, Bylaw #2024-01, be hereby approved.***

***Motion Carried. 4 for – 2 opposed (Mann & Toombs)***

**8.1.3 Kensington Vipers Donation Request – Hosting of 2025 Don Johnson Cup**

**8.1.3.1 Moved by Councillor Gallant, seconded by Councillor Toombs**

***BE IT RESOLVED THAT Town Council approve a donation of \$1,000 to the Kensington Vipers to assist with the costs of hosting the Don Johnson Cup in April 2025.***

***Unanimously carried.***

**8.1.4 Town of Kensington Street Light Policy – Policy #01-1105-24**

**8.1.4.1 Moved by Deputy Mayor Spencer, seconded by Councillor Toombs**

*WHEREAS the Town of Kensington is committed to ensuring the safety and well-being of its residents, businesses, and visitors through the provision of adequate and effective street lighting;*

*BE IT RESOLVED THAT Town Council approve and adopt the Town of Kensington Street Light Policy (Policy #01-1105-24) as presented, with an amendment to section 4.5 to delete the word “road” and replace with the word “property”.*

*Unanimously carried.*

**8.1.5 Town of Kensington Community Action Plan to Prevent Gender-Based Violence**

**8.1.5.1 Moved by Deputy Mayor Spencer, seconded by Councillor Doucette**

*WHEREAS gender-based violence remains a critical issue affecting the safety, health, and well-being of individuals in the Town of Kensington and other communities across Prince Edward Island;*

*AND WHEREAS the PEI Advisory Council on the Status of Women has developed a comprehensive Community Action Plan to Prevent Gender-Based Violence in consultation with the community, which outlines strategies to address and prevent gender-based violence in our community;*

*BE IT RESOLVED THAT the Community Action Plan to Prevent Gender-Based Violence, as drafted by the PEI Advisory Council on the Status of Women, be hereby approved and adopted.*

*Unanimously carried.*

**8.1.6 M&S Rentals Inc – Private Laneway Naming PID No. 1050095**

**8.1.6.1 Moved by Councillor Toombs, seconded by Councillor MacRae**

*BE IT RESOLVED THAT Kensington Town Council approve “Greta Court” as the official name of the private laneway into the M&S Rentals Inc. development off Sunset Drive, PID No. 1050095.*

*Unanimously carried.*

**8.1.7 Canada Community Building Fund – Gas Tax – Capital Investment Plan**

**8.1.7.1 Moved by Councillor Doucette, seconded by Councillor Toombs**

***BE IT RESOLVED THAT Kensington Town Council adopt the Capital Investment Plan for their 2024-2029 Direct Allocation under the Canada Community Building Fund to include the Town Hall Solar Panel project, the Playground Equipment project, the Broadway Street South Sidewalk Replacement (Pole Relocate) project, The Baffle Installation at the Wastewater Treatment Plant, the Freight Shed Upgrades project, the Speed Radar Signs Replacement project, and the Wastewater System Inflow and Infiltration Project. Town Council understands that they are responsible for all future operations and maintenance costs associated with the projects.***

***Unanimously carried.***

**8.1.8 BGC Prince County (Formerly Boys and Girls Club) Sponsorship – Kensington**

**8.1.8.1 Moved by Councillor MacRae, seconded by Deputy Mayor Spencer**

***BE IT RESOLVED THAT Town Council provide a one-time sponsorship in the amount of \$5,000 to the BGC Prince County in 2025, conditional upon the establishment of a BGC Prince County Facility in the Town of Kensington.***

***Unanimously carried.***

**8.1.9 Meals on Wheels Annual Donation**

**8.1.9.1 Moved by Deputy Mayor Spencer, seconded by Councillor Toombs**

***THAT Kensington Town Council provide a financial contribution to the Kensington Meals on Wheels organization in the amount of \$2,000.00 per year for 5 years, starting in 2024 and ending in 2028.***

***Unanimously carried.***

**8.1.10 Kensington Fire Department Ladder Truck – Bid to Purchase**

**8.1.10.1 Moved by Councillor Gallant, seconded by Councillor Toombs**

***BE IT RESOLVED that Town Council authorize the CAO, Geoff Baker, and Fire Chief, Rodney Hickey, to submit a bid to the Amherst Fire Department for the purchase of the 1995 Sutphen Aerial Ladder Truck.***

*Unanimously carried.*

## **8.2 Other Matters**

- 8.2.1** The 2024 FPEIM Semi-Annual Meeting, hosted by the Rural Municipality of Abram-Village is scheduled for Saturday, October 19.
- 8.2.1** Mayor Caseley congratulated CAO, Geoff Baker, on the recent announcement that he is the recipient of the 2024 IPAC-PEI Lieutenant Governor's Award for Excellence in Public Administration.
- 8.2.2** Small Business Week in is from October 20 to October 26, 2024.
- 8.2.3** PEI Rural Beautification Program awarded the 2024 Building Improvement Award to the Credit Union Centre.
- 8.2.4** The Town of Kensington will officially recognize October as Dyslexia Awareness Month with a flag raising on Monday, October 21 at noon.
- 8.2.5** Councillor Mann inquired about the recent installation of solar panels at the Credit Union Centre. Mayor Caseley confirmed that the facility is currently using all the energy it produces on a monthly basis.
- 8.2.6** Councillor Doucette noted that the eavestrough above the Credit Union Centre's solar panels is leaking, causing staining on the panels. It was noted that staff are waiting on a bucket truck to be able to repair the leaks.
- 8.2.7** Councillor Doucette noted that several electrical poles along Garden Drive and School Street need to be replaced and inquired whether they could be addressed when Maritime Electric completes the pole relocation on Broadway Street. Mr. Baker confirmed that additional poles have been included in the CCBF project to relocate certain poles in the community.
- 8.2.8** Councillor Doucette requested an update on the status of the financial statements. Mr. Baker confirmed that the Manager of Finance, Nancy MacRae, continues to work towards completing the 2023/24 fiscal year-end and preparing for its audit. It is projected that financial statements will be available by January 2025.

## **9. Correspondence**

- 9.1** A Thank You from the Kensington Artisan Market for supporting their 2024 season.
- 9.2** An email from Corie Goode, requesting that the Town consider participating in the White Heart Campaign for Mental Health. This initiative is designed to raise awareness and

promote mental health support through the symbolic use of a white heart. The campaign aims to encourage open conversations about mental health, reduce stigma, and foster a sense of community and support for those experiencing mental health challenges.

Town Council discussed the request and gave consensus to proceed with developing a plan to display a White Heart in Kensington. Multiple locations were proposed, with the corner of the Town Hall lot being the preferred choice. Staff will work to create an appropriate plan and ensure the project is completed for the spring of 2025.

- 9.3** An email from Pat Kelly, officially resigning from the role of Emergency Operations Centre (EOC) Manager for the Town of Kensington.

- 9.4** The QEH Foundation Annual Report

Council discussed establishing an annual financial donation to the Queen Elizabeth Hospital (QEH) Foundation, starting with the 2025 fiscal budget. Staff will prepare a request for decision, proposing a donation of \$1,000 per year for 10 years.

- 9.5** Information of the Kensington and Area Chamber of Commerce Amazing Race event on October 25, 2024. Mayor Caseley encouraged Town Council to participate by entering a team.

- 9.6** A letter from the PEI Rural Beatification Society thanking the Town for participating in the newly developed Spirit Award.

- 9.7** An invitation for the 90th Anniversary celebration of the Kensington Heritage Library, being held on Thursday, November 21st, from 5:30 to 6:30 pm at the library.

- 9.8** An email from Robert Hughes, introducing Civonus Inc., a company aimed at helping governments improve policy decisions through a digital platform. – *Received*.

- 9.9** A proposal was received from Coreen Pickering requesting support for the "Home for the Holidays" Christmas Festival, a new community volunteer initiative, scheduled for November 23rd/24th and December 1st, 2024, at various locations in Kensington. The proposal includes a request for \$2,000 in funding to support the weekend activities, along with the Town's contribution of assets for seating, decorations, fire barrels, etc.

***Moved by Deputy Mayor Spencer, seconded by Councillor MacRae, to approve a financial contribution of up to \$2,000 to the "Home for the Holidays" Christmas Festival.***

***Motion Carried. 4 for – 2 opposed (Gallant & Doucette)***

- 9.10** A request from Karen Murphy regarding a proposed addition to the annual Pumpkin Carving Contest. She requested a quote from Malpeque Fine Iron for 10 pumpkin stands to be placed on private properties along Victoria Street East, to display carved pumpkins.

The stands will cost \$80.50 each, totaling \$805.00. Karen is asking the Town of Kensington to consider covering the cost of these stands.

Town Council expressed concern about the logistics of adding more stands and recommended that focus be placed on the existing stands.

**10. In-Camera (Closed session)**

**10.1 Nil.**

**11. Adjournment**

*Moved by Councillor Toombs, seconded by Councillor MacRae to adjourn the meeting at 9:05 PM. Unanimously carried.*

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Geoff Baker,  
CAO

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Rowan Caseley,  
Mayor

**Town of Kensington  
Minutes of Special Council Meeting  
Monday, October 28, 2024  
6:30 PM**

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

**Staff Members Present:** Chief Administrative Officer, Geoff Baker  
Municipal Clerk, Kim Caseley

**Visitors:** Gordon Coffin - Resident

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**1. Calling of Meeting to Order**

**1.1** Mayor Caseley called the meeting to order at 6:30 PM and welcomed Council members, staff and visitors to the October 28<sup>th</sup> Special Meeting of Town Council. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

**2. Adoption of Agenda**

**2.1** *Moved by Councillor Toombs, seconded by Deputy Mayor Spencer to approve the tentative agenda for the October 28, 2024 Special Meeting of Town Council.*

*Unanimously carried.*

**3. Declaration of Conflict of Interest**

**3.1** *Nil.*

**4. New Business**

**4.1 Purchase of Used Sutphen Aerial Fire Apparatus (Ladder Truck) & Borrowing Resolution**

**4.1.1** *Moved by Deputy Mayor Spencer, seconded by Councillor Toombs*

*BE IT RESOLVED THAT the Town Council approve the purchase of a used 1995 Sutphen Aerial Fire Apparatus (ladder truck) from the Town of Amherst at a cost of \$75,000 plus HST.*

*Unanimously carried.*

**4.1.2** *Moved by Councillor Mann, seconded by Councillor MacRae*

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

*AND WHEREAS Town Council has approved the purchase of a used 1995 Sutphen Aerial Fire Apparatus from the Town of Amherst, Nova Scotia, at a price of \$75,000 plus HST;*

*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 up to \$75,000 from the Scotiabank, under the following terms:*

- i repayable in full by Town Council over an amortization period up to 10 years.*
- ii at an interest rate, as negotiated with the lender, with interest payable monthly.*
- iii advances repayable on demand.*

*Unanimously carried.*

## **5. Adjournment**

*Moved by Councillor MacRae, seconded by Councillor Toombs to adjourn the meeting at 6:34 PM. Unanimously carried.*

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Geoff Baker,  
Chief Administrative Officer

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Rowan Caseley,  
Mayor



Town of Kensington		
CAO's Report for Committee of Council - October 2024		
Item #	Project/Task	Status
1	34-Unit Housing Development - PID 76174	Construction of the housing development is ongoing, with the town's central water and sewer systems now extended to the site. This was made possible through the town's CCBF direct allocation, with the sewer extended via an easement in the business park and the waterline along Highway 2.
2	24-Unit Housing Development - PID 1050095	Construction on the housing development is progressing. Water and sewer connections have been completed for the property. Initially, the plan was to drill the sewer main beneath Sunset Drive to avoid disturbing the asphalt. However, due to difficulties in achieving the required grade for proper service, the contractor had to trench across the road instead. A contractor has been secured to replace the disturbed asphalt.
3	20-Unit Housing Development - PID No. 1036011	Construction of the 20 unit, 3 story building along Barrett Street is continuing, The water and sewer connections have been made to the property.
4	Ranchland Estates Subdivision	We have received a preliminary subdivision plan for the property, which was under review by DV8 Consulting. However, I have been informed that an alternative plan may be forthcoming. Once a final plan is confirmed, it will be presented to Town Council for consideration.
5	Legion Re-Zoning Application (PID No. 79749)	No further action has been taken on this re-zoning application as we await further information (subdivision and concept plan) from the Legion to enable the application to move forward.
6	Green Space (School Street Parking Lot) Development	The tender for this project has been closed and a recommendation for contract award has been provided by WSP. This project has been deferred until such time as an adequate funding source is identified and secured.
7	Streetlight Policy	The Streetlight Policy was first considered by Committee of Council at their regular September meeting and formally approved by Town Council at their regular October meeting.
8	Website	Town staff have provided all required information to the website developer, and a framework has been created and reviewed. However, the developer has encountered internal challenges, leading to project delays. We will continue to collaborate with them to ensure the website is completed as soon as possible.
9	Revenue Sharing Negotiations	Mayor Caseley and I met with MRSB (virtually) on September 3, 2024 to outline the present and future capital and operational needs of the Town of Kensington, as they are continuing to develop a needs assessment on behalf of FPEIM. No further meetings/discussions have been held.
10	Bylaw Amendment - Re-Zoning Application - PID 77768	Approval of the Provincial Credit Union bylaw amendment application has been received from the Province and the applicant has been advised.
11	Garden Drive/Victoria Street Intersection	A letter was drafted and sent to the Province of PEI by Mayor Caseley regarding the traffic safety issues around the Garden Drive/Victoria Street intersection. The letter requested that the Province review the area for potential safety improvements.
12	Pickleball Court Funding Application	The application was submitted prior to the deadline for the construction of six pickleball courts, a washroom facility and associated parking area. While the application was submitted for the entire project, the cost estimates for the pickleball courts and the washroom facility were submitted as two separate attachments to the application.
13	Kensington Community Action Plan to Prevent and End Gender Based Violence	The Community Action Plan was formally adopted by Town Council at their October meeting. Mayor Caseley has been working with the PEI Advisory Council on the Status of Women regarding next steps which will include a media release and a public announcement to be held at the Town Hall on October 30, 2024 at 1:00 PM.
14	1960 Fire Department Pumper Truck	The truck will remain in storage while staff develop a proposal for the preservation and display of the antique vehicle.
15	Bus Stop	A wooden seat has been added to allow pedestrians to sit while waiting for the bus. A garbage container and butt stop has been added to the area as discussed and directed by Town Council.
16	Credit Union Centre Trail Extension	The Kensington North Watershed Association (KNWSA) and CUC staff have constructed the second phase of the Credit Union Centre Trail project, extended behind the Rosewood Drive Subdivision. A public opening is currently being organized by the KNWSA in consultation with the Town.
17	Council Remuneration Bylaw	The Bylaw has been given first reading at the October regular meeting of Town Council. A memo has been circulated with the COC tentative agenda package recommending that the Bylaw be recommended for second reading and formal adoption.
18	Canada Community Building Fund (CCBF - Gas Tax)	Town Council authorized staff to proceed with the CCBF Capital Investment Plan. Staff are working on completing the individual project plans (5 in total), including the scopes of work, schedules, etc.
19	Business Park Lot Sales	There has been no update on the sale of business park lots.
20	Kensington Fire Department Ladder Truck	The Town's bid on the ladder truck was accepted. A request for Decision has been circulated with the special meeting tentative agenda package requesting Town Council's consideration of approving the purchase and associated borrowing resolution.
21	Queen Elizabeth Hospital Annual Donation	A memo has been circulated with the COC tentative agenda package requesting the Committee's consideration of a recommendation to Town Council to make an annual donation to the QEH in the amount of \$1,000 per year over a period of 10 years.

Kensington Fire Department  
Occurrence Report 2024

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	3	3	3	6	1	3	6	3	2				30	23.44%
Motor Vehicle Accident	5	3	1	2	3	5	4	8	3				34	26.56%
Emergency Response - Fuel Spill, etc	0	0	0	0	1	0	3	1	0				5	3.91%
<b>Fire Related</b>														
Smoke Investigation	1	1	0	4	0	2	2	0	1				11	9%
Outside Fire - Brush, Grass, Utility Pole, etc.	1	1	1	1	0	2	0	0	0				6	5%
Structure Fire - House, Building, Vehicle, etc.	2	0	0	4	3	1	3	0	1				14	11%
Alarms	2	2	4	2		4	5	3	2				24	19%
<b>Total Fire Related</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>11</b>	<b>3</b>	<b>9</b>	<b>10</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	55	
<b>Total Incidents</b>	<b>14</b>	<b>10</b>	<b>9</b>	<b>19</b>	<b>8</b>	<b>17</b>	<b>23</b>	<b>15</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	124	
Mutual Aid Call Out	1							2				1	4	3%
<b>Total Incidents (Including Mutual Aid Provided by KFD)</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>19</b>	<b>8</b>	<b>17</b>	<b>23</b>	<b>17</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>1</b>	128	100%
Mutual Aid Call In														
Firefighter Attendance	11	12	10	13	13	13	12	10	12					12
Regular Monthly Training - No. of Firefighters	24	19	19	23	18	22	22		25					22
Training School/Association Meeting/Department Meeting		18	19	19	20	23		21	23					20
<b>Call Area</b>														
Kensington	4	3	5	4	1	4	7	5	3				36	28.35%
Malpeque CIC	0	1	0	2	1	4	9	4	1				22	17.32%
Zone's 1 to 5	10	6	4	13	6	9	7	6	5				66	51.97%
Other	1							2					3	2.36%

## Kensington Fire Department September 2024 Fire Report

The Kensington Fire Department responded to 9 calls in September. Following is a breakdown of calls:

<b>Date</b>	<b>Call Details</b>	<b>Location</b>	<b># Firefighters</b>	<b># Trucks</b>
<b>Sept. 10 10:06 am</b>	<b>Commercial Fire Alarm</b>	<b>Kensington</b>	<b>9</b>	<b>1</b>
<b>Sept. 11 16:50 pm</b>	<b>Structure Fire</b>	<b>Kensington</b>	<b>22</b>	<b>5</b>
<b>Sept. 13 16:50 pm</b>	<b>2-Vehicle MVC</b>	<b>Darnley</b>	<b>12</b>	<b>1</b>
<b>Sept. 13 22:03 pm</b>	<b>Sight/Smell of Smoke</b>	<b>Norboro</b>	<b>19</b>	<b>2</b>
<b>Sept. 16 14:19 pm</b>	<b>Crash Detection Alarm</b>	<b>Norboro</b>	<b>13</b>	<b>1</b>
<b>Sept. 24 16:10 pm</b>	<b>2-Vehicle MVC</b>	<b>Norboro</b>	<b>16</b>	<b>2</b>
<b>Sept. 24 22:47 pm</b>	<b>Commercial Fire Alarm</b>	<b>Kensington</b>	<b>8</b>	<b>Stand down</b>
<b>Sept. 26 13:09 pm</b>	<b>MFR - Cardiac Arrest</b>	<b>Blue Shank Rd.</b>	<b>4</b>	<b>1</b>
<b>Sept. 30 07:02</b>	<b>MFR - Cardiac Arrest</b>	<b>Wilmot Valley</b>	<b>7</b>	<b>1</b>

**September 3** - Association meeting with 23 present.

**September 8** - Chief Rodney Hickey and Captains Kevin Stewart, Donnie MacKenzie and Glen Steele travelled to Charlottetown to pick a donation of a skid used to fight fires in hard to access areas...marshes, woods, etc. This skid is to be loaded on a side-by-side and can carry 100 gallons of water. Global Magic donated skids to various fire departments across PEI.

**September 17** - Training held with 25 present.

**September 18** - Chief Rodney Hickey and Captain Kevin Gillian attended the wake of fellow firefighter Bill Gillis in Alberton.

**September 22** - Two fire trucks provided an escort from Park Corner to the traffic circle in Traveller's Rest for the Red Knights annual motorcycle run.

Rodney Hickey  
Chief

[illegible]

Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fraud	3		1		3	1	2		2				12	2.01%
Funeral Escorts	5	1		2	7	5		2					22	3.69%
Harrassing Communication		1					1						2	0.34%
Impaired Driver		3	1		2	2			2				10	1.68%
Information Files	1	3		1	1			2					8	1.34%
Injury Accidents													0	0.00%
Liquor Offences			1				1						2	0.34%
Litter Act													0	0.00%
Lost and Found	1	3	3	3	3	3	1	3	2				22	3.69%
Luring Minors		1		1									2	0.34%
Mental Health Act	1	2		2	3		1	1	1				11	1.84%
Mischief	1	1	3	4	2	3	4	1	1				20	3.35%
Motor Vehicle Accidents	5	3	2	3	3	3	1	3	2				25	4.19%
Motor Vehicle Act	7	6	6	7	6	9	7	16	8				72	12.06%
Municipal Bylaws	1			2									3	0.50%
Off Road Vehicle Act													0	0.00%
Other Criminal Code													0	0.00%
Person Reported Missing			1			1							2	0.34%
Possession of restricted weapon					1	1							2	0.34%
Property Check													0	0.00%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference				1		1							2	0.34%
STEP (Integrated Traffic Enforcement)									3				3	0.50%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle			2		1	3	2	5	4				17	2.85%
Theft Of Motor Vehicle					1								1	0.17%
Theft Over \$5000													0	0.00%
Theft Under \$5000	1	1		1	5	2	5	3	3				21	3.52%
Trespass Act													0	0.00%
Trespass at Night													0	0.00%
Uttering Threats					1			1	1				3	0.50%

Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Wellbeing Check	1		1	2	1	1		2					8	1.34%
SOTS Issued	33	7	42	27	16	26	10	25	15				201	34%
Total Incidents	74	41	73	67	69	74	56	85	58				597	100%
HTA Warnings		1	3	8	2	2		2	3				21	
Fine Revenue	\$3,635.00	\$1,095.00	\$7,331.00	\$4,352.00	\$2,379.00	\$4,059.00	\$1,790.00	\$3,294.00	\$1,911.50				29,846.50	
Foot Patrols in hours	3	2	3	3	3	2	4	5	4				29	
Community policing school	6	5	4	4	5	10			6				40	
Bike helmet checks				2	2	3	3	2	1				13	
Record Checks A ( BC )	6,344	5,675	6,314	6,721	5,993	5,620	7,131	10,105	6,369				60,272	
Record Checks B ( KPS )	8	5	9	8	10	9	10	5	10				74	
KPS assisting other agencies				2	3	5	1		2				13	
Other agencies assisting KPS	1							1					2	

## **Police Report September 2024**

**There were 2 alarm calls to report for this month.**

Sept 10<sup>th</sup> @ 1000hrs – QEES, member attended.

Sept 25<sup>th</sup> @ 1400hrs – Kensington Liquor store, member attended.

### **Assistance files**

2 files where residents required some advice

Keep peace while someone retrieved property

Assist Fire department with a structure fire

KPS assist RCMP with fatal accident Sept 24

KPS assist RCMP with traffic complaint Sept 25



Year To Date Approved Development Permits Summary Report  
2024

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential additions/alterations									1					1	
New Multi-unit Family Dwelling					3									3	
New Residential Accessory Structure			1				1	3	1					6	
New Residential Deck/Fence/Pools					2			1	1					4	
New Single Family Dwelling										1				1	
Other Industrial					1									1	
Other Residential Accessory Structure								1						1	
Other Residential additions/alterations						1								1	
Renovation Commercial									1					1	
Renovation Residential Deck/Fence/Pools								2	1					3	
Renovation Semi Detached Dwelling								1						1	
Total:								1						23	

Total Estimated Construction Value
\$180,000.00
\$16,800,000.00
\$57,500.00
\$33,500.00
\$190,000.00
\$3,000.00
\$5,000.00
\$200,000.00
\$36,500.00
\$55,000.00
\$17,560,500.00

DEVELOPMENT PERMITS REPORT

For the period October 10, 2024 to October 24, 2024

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											
22-2024	10/15/2024	76430	Kyle Gillis - [REDACTED]	[REDACTED]	Approved	New	Single Family Dwelling		\$190,000.00	09/30/2024	12/29/2024
			97 Victoria Street W				Description:	Construction of new single residential dwelling			

Sub Total: \$190,000.00

Total: \$190,000.00



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

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

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 97 Victoria St W      Property Tax Number (PID): 76430  
Lot No.:      Subdivision Name      Current Zoning: R1  
Are there any existing structures on the property?: ☒ No    ☐ Yes, please describe:

Land Purchased from Janice Mulligan      Year Purchased 2022

Location of Development	Property Size	
<input checked="" type="checkbox"/> North <input type="checkbox"/> East <input type="checkbox"/> South <input checked="" type="checkbox"/> West	Road Frontage 47'	Acreage 0.12
	Property Depth 105/113'	Area sq. ft. 5,184

2. Contact Information

APPLICANT      Name: Kyle Gillis      Address:   
Phone:      Cell:        
Email:      Postal Code:

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

CONTRACTOR, ARCHITECT OR ENGINEER      Name: Red Sands Properties      Address:   
Phone:      Cell:        
Email:      Postal Code: C1A 7M8

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 type="checkbox"/> Poured Concrete <input checked="" type="checkbox"/> Slab <input type="checkbox"/> Pier <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Shingles <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Asphalt <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Brick <input type="checkbox"/> Prefab <input type="checkbox"/> Other

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1	2	1	Width 25    Length 34

**Detailed Project Description:** We would like to build a single storey, single family home, on slab.  
Parts of the existing driveway will remain in place, and additions or modifications to the current  
one only if necessary to complete the grading or build

**Estimated Value of Construction (not including land cost):** \$190,000.00

**Projected Start Date:** Sept 2024      **Projected Date of Completion:** Nov 2024

**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:** 30 Aug 2024



PLAN NO. 2674 OS

PRELIMINARY DRAWING

WIDTH: 25'-0"  
DEPTH: 34'-0"

MAIN FLOOR AREA: 850 sq.ft.

LIST OF DRAWINGS

- A1. COVER PAGE
- A2. FRONT & RIGHT ELEVATION
- A3. REAR & LEFT ELEVATION
- A4. MAIN FLOOR PLAN
- A5. SECTION A-A, ROOF PLAN
- A6. SECTION B-B
- A7. FOUNDATION PLAN



- PLEASE NOTE -

This plan is the property of  
3D Home Design Ltd.  
and is for exclusive use.

3D Home Design Ltd.  
assumes no liability for any  
errors or omissions on this plan

Contractors to verify all  
dimensions on this plan before  
construction and notify designer  
of any modifications

Construction shall comply with  
the current edition of the  
National Building Code

3D Home Design Ltd.  
198 Grafton St. Charlottetown, PE  
(902) 213-3879, bjh3879@gmail.com

RONA CHARLOTTETOWN

PROJECT: RED SANDS GROUP-  
97 VICTORIA ST. WEST, KENSINGTON

A1. COVER PAGE

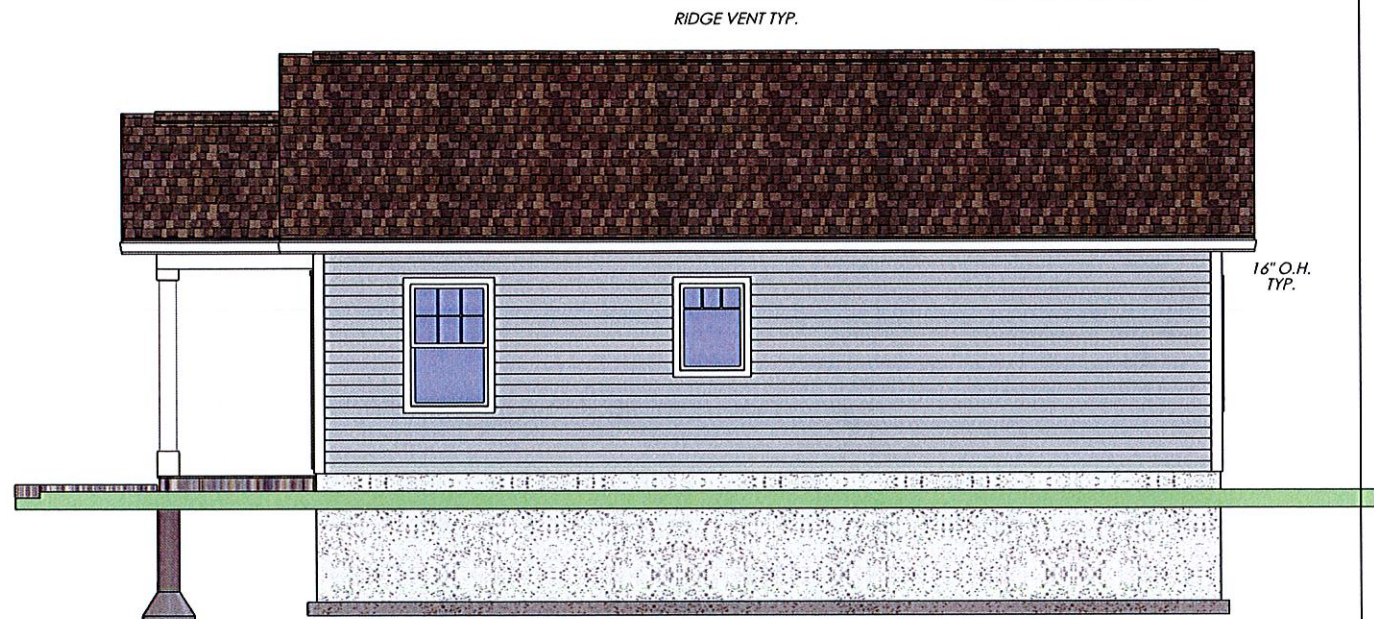
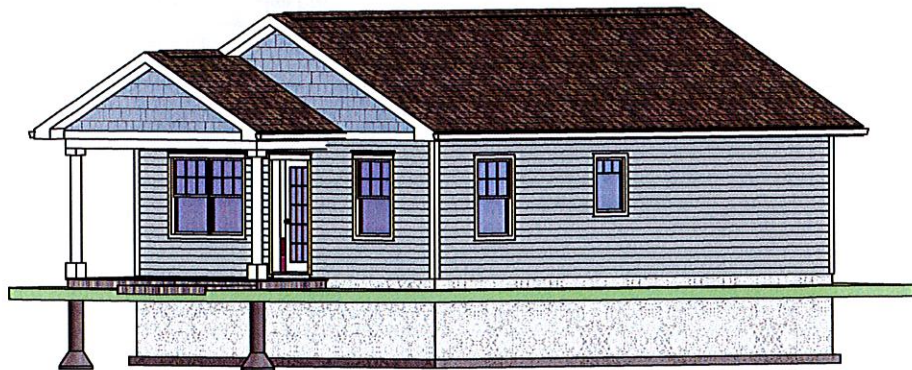
SCALE: N.T.S

DATE: AUG 29/ 2024

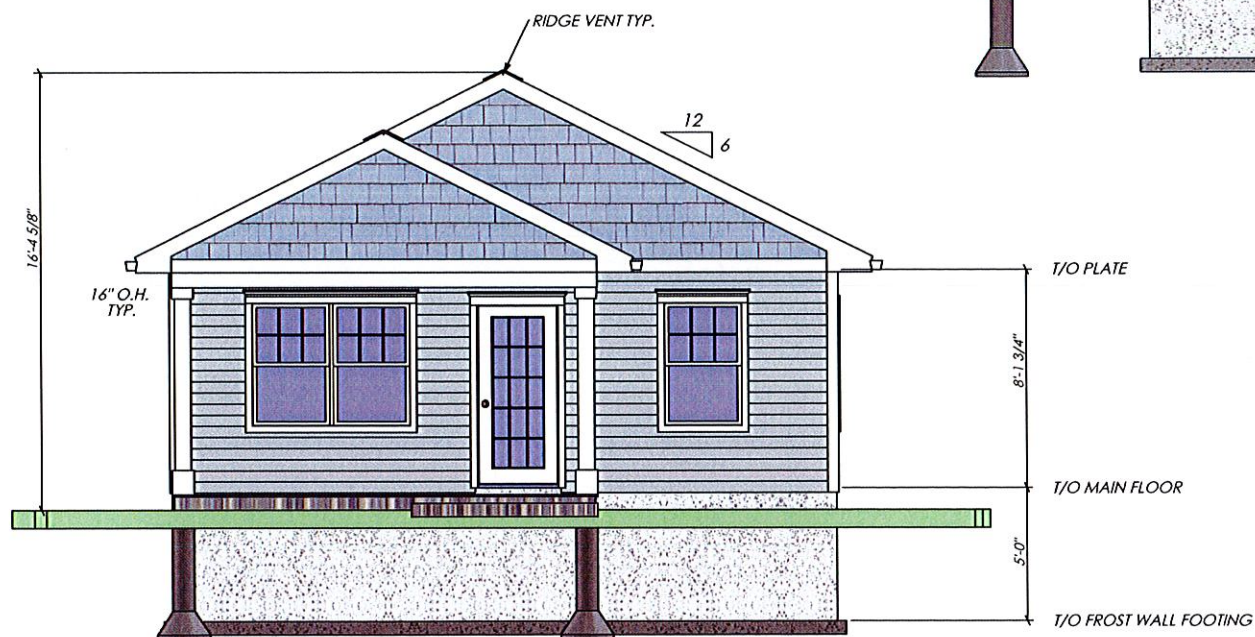
DRAWN BY: 3D HOME DESIGN

REVISIONS:





RIGHT ELEVATION

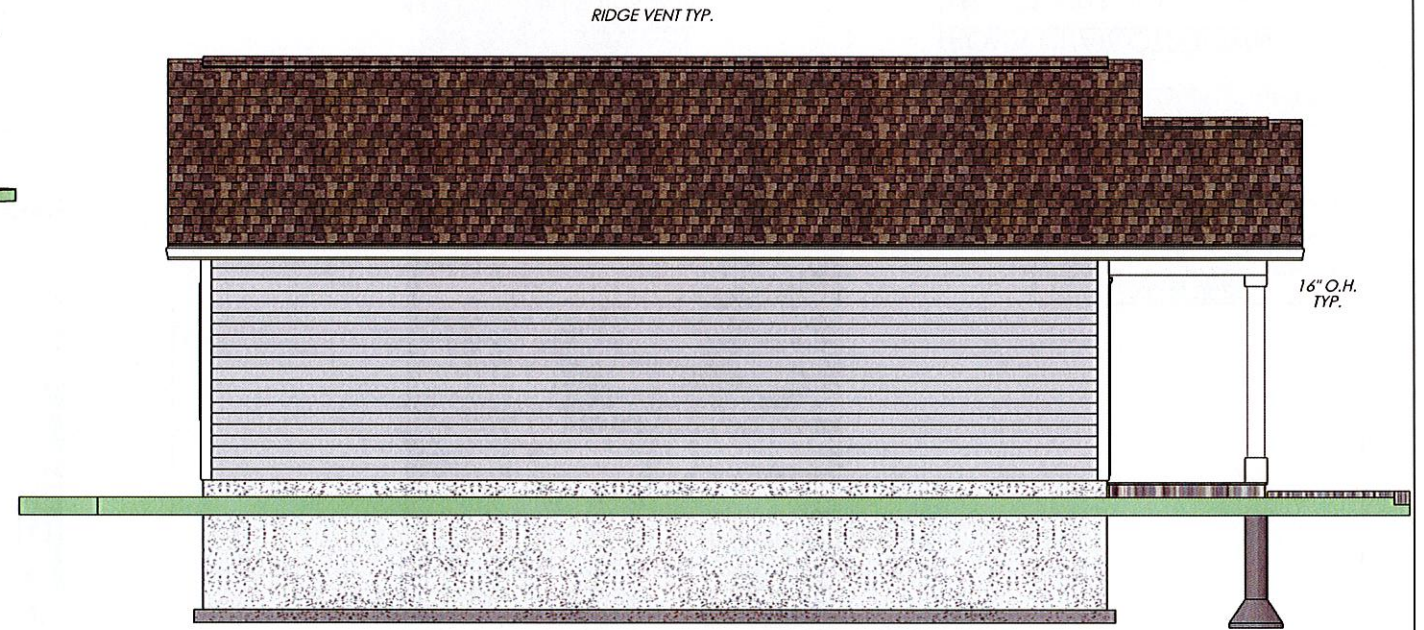


FRONT ELEVATION

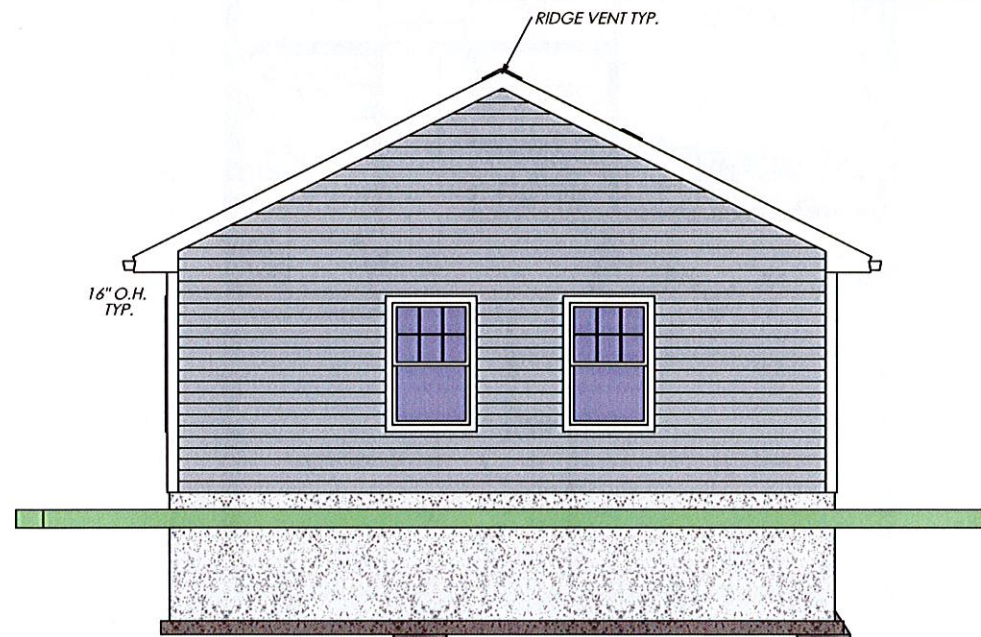
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 3D Home Design Ltd.  
 198 Grafton St. Ch'town, (902) 213-3879

**RONA CHARLOTTETOWN**  
 PROJECT: RED SANDS GROUP-  
 97 VICTORIA ST. WEST, KENSINGTON  
 A2. FRONT & RIGHT ELEVATION  
 SCALE: 3/16" = 1'-0"  
 DATE: AUG 29/ 2024  
 DRAWN BY: 3D HOME DESIGN  
 REVISIONS:





LEFT ELEVATION



REAR ELEVATION

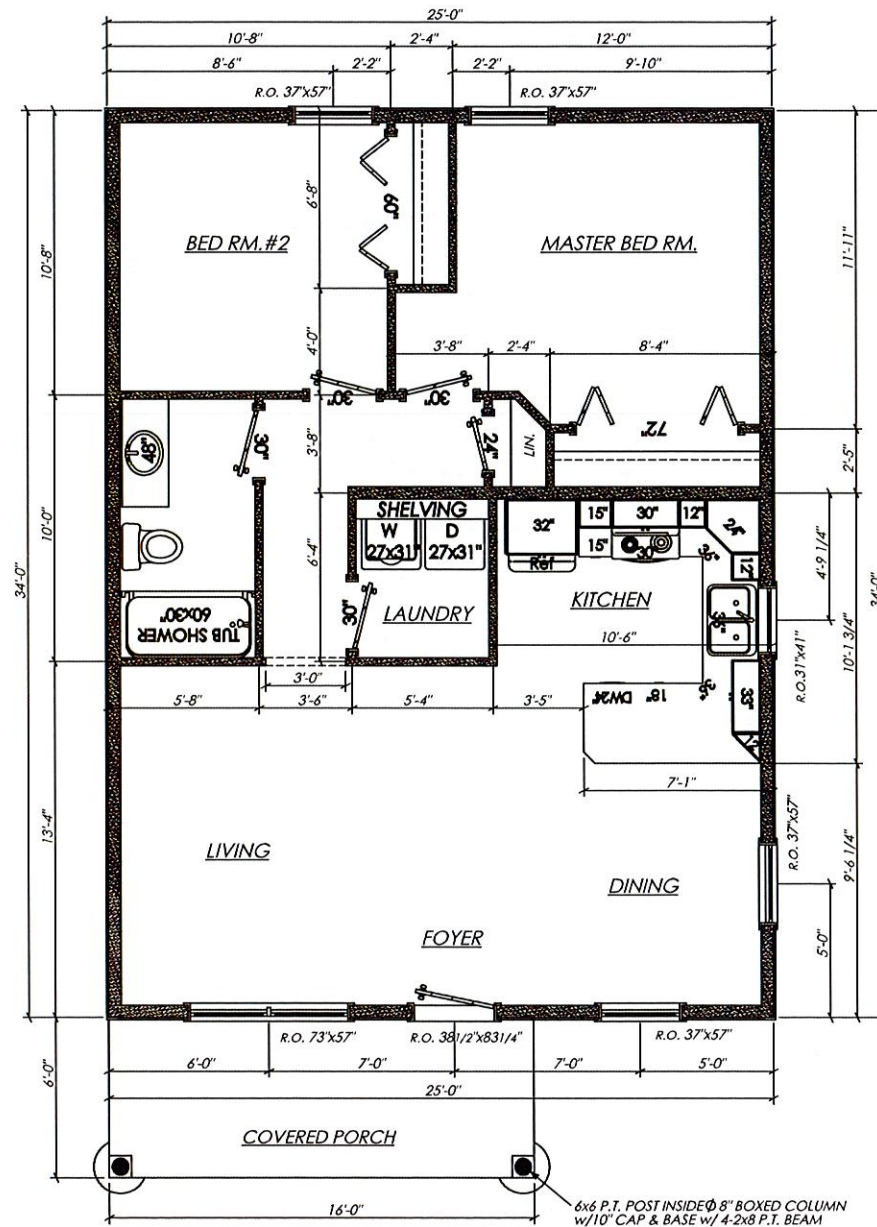
**- PLEASE NOTE -**

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 198 Grafton St. Ch'town, (902) 213-3879

**RONA CHARLOTTETOWN**

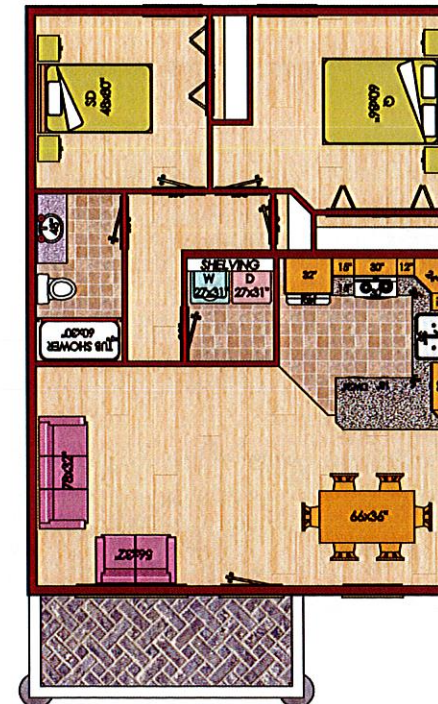
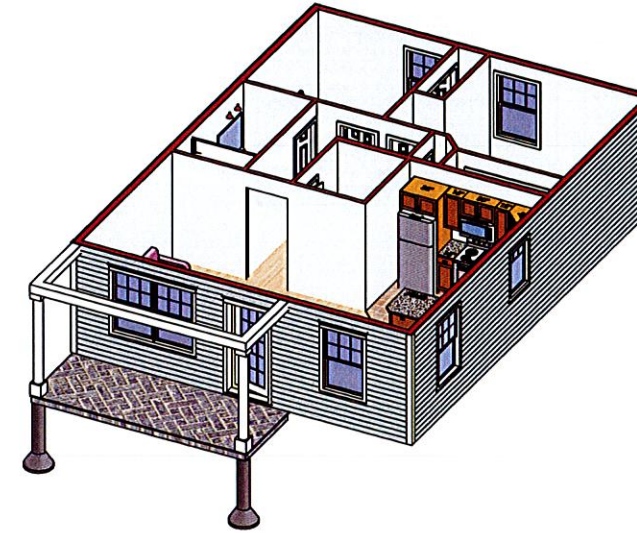
PROJECT: RED SANDS GROUP-  
 97 VICTORIA ST. WEST, KENSINGTON  
 A3. REAR & LEFT ELEVATION  
 SCALE: 3/16" = 1'-0"  
 DATE: AUG 29/ 2024  
 DRAWN BY: 3D HOME DESIGN  
 REVISIONS:





**SLAB-ON GRADE MAIN FLOOR PLAN - 850 sq.ft.**

\*NOTE: - EXTERIOR DOORS AND WINDOWS ARE RSO SIZES.  
- ALL BEDROOM WINDOWS TO MEET NATIONAL BUILDING CODE EGRESS SIZES.  
- INTERIOR DOORS ARE 6'-8" HEIGHT.  
- KITCHEN EXHAUST MUST HAVE BOOSTER SWITCH INSTALLED OR DIRECT EXHAUST TO OUTSIDE.



SCALE: N.T.S

**- PLEASE NOTE -**  
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Contractors to verify all dimensions on this plan before construction and notify designer of any modifications.  
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3D Home Design Ltd.  
198 Grafton St. Ch'town, (902) 213-3879

**RONA CHARLOTTETOWN**

PROJECT: RED SANDS GROUP-  
97 VICTORIA ST. WEST, KENSINGTON  
A4. MAIN FLOOR PLAN  
SCALE: 3/16" = 1'-0"  
DATE: AUG 29/ 2024  
DRAWN BY: 3D HOME DESIGN  
REVISIONS:



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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO: MAYOR AND TOWN COUNCIL, CAO**

**FROM: ROBERT WOOD, CUC MANAGER**

**DATE: SEPTEMBER 2024**

**SUBJECT: SEPTEMBER 2024- CREDIT UNION CENTRE REPORT**

**ATTACHMENT: STATISTICAL REPORT**

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**September 2024**

**Fitplex**

- Hours of operation are 5:00 am – 11:00 pm daily.
- Staffed Hours are Monday to Thursday 4:00 pm-8:00 pm Friday 9:00am-1:00pm

**Arena**

- Arena startup began on Monday, September 2, 2024, and rentals began on September 16, 2024.
- One Kensington Wild game was played in September.
- **75.5 hours booked from September 16<sup>th</sup> – 30<sup>th</sup>** as follows:

Minor Hockey	25 Hours
Wild	10 Hours
Matrix	9.5 Hours
Figure Skating	6 Hours
Vipers	6 Hours
Others	19 Hours

### **Kensington Cash Draw**

• Sept 5	143.00
• Sept 12	138.00
• Sept 19	151.00
• Sept 26	153.00
• Total	585.00

### **Ball Fields**

- Hosted a U11 AA, U11 A and Co-Ed Rec tournaments throughout September.
- Closing date for fields is September 30, 2024.

### **Senior Center**

- NTR

### **Tennis \ Pickleball Courts KISH**

- Two tennis court and one pickle ball (portable by the Local Pickleball Club) courts are set up for outdoor use. Wind screens are scheduled to be taken down in early October.

### **CUC Property**

- Outdoor Ball hockey, trail by senior center, skate park, pond are all open and available to use.
- Electric Car charger is moved to the entrance of the arena by the Skateboard Park.
- Funding approval for trail extension was granted to the Kensington North Watershed and they are working with CUC staff for the additional trail. The trail was marked out and will be completed once permits are approved

### **Upcoming Events**

- December 1, 2024, Christmas Parade
- April 2 - 6, 2025 Wild Atlantics
- April 22 - 27, 2025 Viper Atlantics

# Town of Kensington

## Credit Union Centre Monthly Statistical Data

**2024**

[illegible]

2023

[illegible]



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

**November 12, 2024**

**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 the Council for decisions.

The Mayor is the designated spokesperson for the town and communicates decisions made by the 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. Agendas (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 agendas (along with supporting information) are emailed to the County Line Courier, Journal Pioneer, CTV, and CBC on Friday afternoon prior to the meetings.

**Rural Municipality of Malpeque** – Mr. Baker and I met with Mayor Paul Brown and CAO Joanne McCarvill to discuss potential joint funding considerations between the Rural Municipality of Malpeque and the Town of Kensington. They have funds from the Canada Community Building Fund allocation (formerly gas tax fund) they would consider transferring to our municipality if it was a project that their Council considered to be of benefit to both Malpeque residents and Kensington residents. Potential projects were discussed, and they will bring suggestions back to their Council for evaluation and consideration.

**Learning Disability and Dyslexia Flag** – It was an honour for the Town of Kensington to join with many interested persons with the Learning Disability and Dyslexia Association of PEI to raise the flag on October 21. The flag remained up until the end of October in recognition of Learning Disability and Dyslexia month. Thank you to all staff, Councillors and other interested parties who joined with us to raise this flag for the first time in Kensington.

**Municipal Achievement Award** – The Town of Kensington was the recipient of the Federation of Prince Edward Island Municipalities Municipal Achievement Award at the recent semiannual meeting of the FPEIM. It was an honour to receive this award in recognition of all the work that Staff and Council have done over the last number of years to become worthy of such recognition. During the presentation, President Bruce MacDougall recognized the accomplishments of the Town Council and Staff who work well together to support strategic growth of the municipality.

**Art Murals on the Masonic Lodge** – I have been advised that the members of the Art Co-op (who work out of the freight shed in the summer months) have agreed to work on producing replacement murals for those that are on the Masonic Lodge Hall. As I have advised Council in the past, the current murals have reached the end of their life and need to be removed and replaced. It will be great to have replacements to install and the Art Co-op members will work towards having at least two before the spring of 2025. We look forward to receiving their art and displaying it on the Masonic Lodge Hall.



**Rural Beautification Society of PEI** – I attended the annual Rural Beautification Awards along with Mr. Robert Wood. As the Town of Kensington is a major sponsor of these awards, I had the privilege of presenting the award for Prince County Community Building Improvement. Additionally, Robert Wood received the Award of Recognition for Prince County on behalf of the Credit Union Centre in recognition of all the improvements that have taken place at the Credit Union Centre over the past few years.

**Declaration to prevent and eliminate gender-based violence** – Thank you to all Councillors, Staff, Residents, and members of the PEI Advisory Council on the Status of Women for attending the official signing of the “Public Declaration” that the Town of Kensington has committed to. This declaration aims to prevent and eliminate gender-based violence. It was a special day, made even more significant by the presence of our Lieutenant Governor, His Honour, the Honourable Dr. Wassim Salamoun, O.P.E.I, and Her Honour Marie. Many thanks to the PEI Advisory Council on the Status of Women for their support in developing nine steps to address this issue. The signing of the Public Declaration was the first step, and we are now committed to moving forward with the next eight steps.

**Christmas Lights on Poles** – We have been in discussions with Maritime Electric about the placement of our Christmas Decorations Lights on Power poles and Telephone poles. Unfortunately for safety reasons this option has now been deemed unacceptable and we are not allowed to continue with this practice where both electric and communication infrastructure are on the same pole. We have asked Maritime Electric if they would consider providing the Town with a Christmas season display in Kensington. They have agreed to review potential locations and review their policy to see if they can come up with a suggestion to light up the town more for the holiday season.

**Pat Kelly Certificate of Appreciation** – With the recent resignation of Pat Kelly as our Emergency Operations Coordinator (EOC), I met with Pat in my office to thank him for his past service to our community and presented him with a Certificate of Appreciation from Town Council on behalf of our residents. Mr. Baker and I both expressed our appreciation for his past several years in this role. Discussions are ongoing to find a volunteer replacement who can be recommended and appointed by Town Council. In the meantime, the position will be filled as needed by CAO Mr. Baker, the Deputy EOC.

**KISH Remembrance Day Service** – The students and staff of KISH held a Remembrance Day Service when many of the students took part in the service. It was my honour to assist them and be part of the service along with members of Kensington Legion Branch No. 9. It is great to see the school taking an interest in ensuring the students today are kept educated on the importance of this day. While there are many conflicts still taking place in the world, these conflicts seem far away. Students today may not be as aware of how impactful and significant the past World Wars and other conflicts have been and how much contribution has been offered by Canada through our own Canadian Armed Services.

**Home for the Holiday Christmas Festival** – I encourage you all to join the event on Facebook called “Home for the Holidays Christmas Festival” which is being organized by many volunteers from the community. Thank you to Coreen Pickering who is heading up this initiative. This Festival will be hosted by the Town of Kensington but will be organized and run by the volunteers. We welcome all their efforts to help make the upcoming Holiday Season more Festive. It is through efforts like this that will help bring our community together regardless of what religion people are associated with. The official Christmas Tree Lighting takes place on November 22 at 5:00pm and this will be the start of the Christmas Festival Weekend. The Town of Kensington Christmas Parade will follow next weekend, December 1, 2024 at 5:00pm starting at Credit Union Centre.



**Remembrance Day** – As I write this, I look forward to laying a wreath on behalf of the Town of Kensington at the Kensington Legion Memorial on Remembrance Day and attending the annual banquet held by the Kensington Legion Branch No. 9. Our flags will fly at half-mast on November 11 to honour the sacrifice our veterans have made.

**Train Engine 1762** – Thank you go the PEI Heritage and Museum Association and the Provincial Department of Transportation for having Train Engine 1762 located on the Confederation Trail refurbished and repainted. It had improved the look of the engine immensely, as it had started to become very run down and not attractive for visitors to the area. In discussions with the Executive Director of the Association, I understand they are now looking to find the artwork for the storyboards about the railway that had been installed along the Confederation Trail. The intention would be to have these storyboards replaced and I am hopeful these will be replaced in 2025.

Rowan Caseley, Mayor  
Town of Kensington

## Town of Kensington - Request for Decision

<b>Date:</b> October 21, 2025	<b>Request for Decision No:</b> 2024-46 <b>(Office Use Only)</b>
<b>Topic:</b> Town of Kensington Council Remuneration Bylaw – Bylaw #2024-01 – Second Reading and Formal Adoption	
<b>Proposal Summary/Background:</b> <p>The Town appointed a Remuneration and Allowances Commission (terms of reference attached to this RFD) in June of 2024 to review and recommend appropriate remuneration levels for Town Council. Section 82 of the <i>Municipal Government Act</i> states:</p> <p><b>82. Bylaw required</b></p> <p><i>(1) A council shall establish the types, rates and conditions of payments to be made to or on behalf of a member of the council or a member of a council committee only by means of a bylaw passed pursuant to this section.</i></p> <p><b>Contents of bylaw</b></p> <p><i>(2) Subject to subsection (3), a bylaw under this section, in respect of a person referred to in subsection (1),</i></p> <p><i>(a) shall establish</i></p> <p><i>(i) compensation for attending meetings and carrying out other municipal duties,</i></p> <p><i>(ii) reimbursement of expenses incurred while attending meetings and carrying out other municipal duties, and</i></p> <p><i>(iii) payment for any other purpose relating to the person's municipal duties that the council considers appropriate; and</i></p> <p><i>(b) may establish or provide for</i></p> <p><i>(i) pensions, and</i></p> <p><i>(ii) severance payments.</i></p> <p><b>Recommendations by Commission</b></p> <p><i>(3) Prior to making a bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of council, a council shall appoint an independent Remuneration and Allowances Commission to review and to make recommendations to council respecting the matters referred to in subsection (2).</i></p>	

The role of the Mayor and Town Councillors is critical in the governance and development of the Town. Councillors are responsible for making decisions that shape the future of the Town, overseeing various projects, and addressing the concerns of residents. It is imperative that their compensation level is commensurate with their duties and that it is periodically reviewed to reflect changes in responsibilities under the new Municipal Government Act, cost of living increases, economic conditions and other relevant factors.

The base honourariums for Town Council have not been reviewed since 2010, which has led to potential discrepancies in fair compensation. The current honorarium levels for Mayor and Town Councillors appear to be low when you consider the Consumer Price Index increases over the past decade, the loss of Water and Pollution Control Corporation meeting honourariums in ~2019, and the fact that honourariums are now fully subject to income tax and reflects a reduction (since ~2019) that was not perceived when the original bylaw was drafted in 2010. The 2023 Remuneration amount was as follows:

- Mayor               \$6,676.00
- Deputy Mayor   \$4,672.00
- Councillor       \$3,340.00

The Town is experiencing a period of rapid growth with the population of Kensington in 2010, being around 1,400 residents and now stands at an estimated 2,200 residents. This period of rapid growth is projected to continue. The Town's budget in 2010 was just under \$1,500,000 and today is approximately \$4,300,000. Furthermore, to continue to attract quality candidates for elected office it is reasonable to ensure that the remuneration provided to the Mayor and Councillors is fair and equitable with other comparable jurisdictions.

**Benefits:**

- Adequate compensation can contribute to the continued attraction of high-quality candidates.
- Adequate remuneration may make running for elected office more accessible for a wider range of people.
- Fair remuneration acknowledges the time and effort required by the Mayor and Councillor positions.



- Continuing to formalize Council remuneration in a bylaw ensures transparency, a core tenet of Council's strategic direction.

**Disadvantages:**

- None noted.

**Discussion:**

The Remuneration and Allowances Commission consisted of the following members: Jim Blanchard (Chairperson), Claus Schmidt, and Deborah O'Brien. The Commission submitted their report (attached to this RFD) on September 5, 2024, and presented it to Committee of Council on September 23, 2024. Committee of Council accepted the report of the Commission and recommended that Town Council adopt a bylaw (including the repeal of Bylaw # 2011-02) setting remuneration rates and allowances as recommended by the Commission. A copy of the proposed Bylaw is circulated with this RFD.

The Bylaw was given first reading and approval at the October regular meeting of Town Council.

**Options:**

1. Give second reading, approval and formal adoption to the Council Remuneration Bylaw, as recommended.
2. Not give second reading approval or formal adoption to the Bylaw.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

2024 Honourarium amounts:

Mayor - \$10,000  
Deputy Mayor - \$7,500  
Councillor - \$5,500

**Source of Funding:**

Current Revenue  
General Government – Mayor and Council Honourariums

**Recommendation:**

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

Resolution 3

***WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires that remuneration and allowances paid to elected officials be done only by Bylaw;***

*AND WHEREAS the Town of Kensington is committed to ensuring fair and transparent compensation for its elected officials;*

*AND WHEREAS Town Council appointed a Remuneration and Allowances Commission to conduct a comprehensive review of current remuneration levels and to draft a report with recommendations;*

*AND WHEREAS the Remuneration and Allowances Commission has submitted its report to Council, including recommendations for updating the compensation structure for the Mayor, Deputy Mayor, and Councillors;*

*AND WHEREAS the Council has carefully considered the findings and recommendations of the Remuneration and Allowances Commission and feel it is deemed necessary and in the best interest of the Town to adopt a new Council Remuneration Bylaw in accordance with their recommendations;*

*AND WHEREAS the Council Remuneration Bylaw was read and approved a first time at a meeting held on October 15, 2024;*

*BE IT RESOLVED THAT the Town of Kensington Council Remuneration Bylaw, Bylaw #2024-01, be hereby read a second time.*

Resolution 4

*WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires that remuneration and allowances paid to elected officials be done only by Bylaw;*

*AND WHEREAS the Town of Kensington is committed to ensuring fair and transparent compensation for its elected officials;*

*AND WHEREAS Town Council appointed a Remuneration and Allowances Commission to conduct a comprehensive review of current remuneration levels and to draft a report with recommendations;*

*AND WHEREAS the Remuneration and Allowances Commission has submitted its report to Council, including recommendations for updating the compensation structure for the Mayor, Deputy Mayor, and Councillors;*

***AND WHEREAS the Council has carefully considered the findings and recommendations of the Remuneration and Allowances Commission and feel it is deemed necessary and in the best interest of the Town to adopt a new Council Remuneration Bylaw in accordance with their recommendations;***

***AND WHEREAS the Council Remuneration Bylaw was read and approved a first time at a meeting held on October 15, 2024;***

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

***BE IT RESOLVED THAT the Town of Kensington Council Remuneration Bylaw, Bylaw #2024-01, be hereby approved.***

**Resolution 5**

***WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires that remuneration and allowances paid to elected officials be done only by Bylaw;***

***AND WHEREAS the Town of Kensington is committed to ensuring fair and transparent compensation for its elected officials;***

***AND WHEREAS Town Council appointed a Remuneration and Allowances Commission to conduct a comprehensive review of current remuneration levels and to draft a report with recommendations;***

***AND WHEREAS the Remuneration and Allowances Commission has submitted its report to Council, including recommendations for updating the compensation structure for the Mayor, Deputy Mayor, and Councillors;***

***AND WHEREAS the Council has carefully considered the findings and recommendations of the Remuneration and Allowances Commission and feel it is deemed necessary and in the best interest of the Town to adopt a new Council Remuneration Bylaw in accordance with their recommendations;***

***AND WHEREAS the Council Remuneration Bylaw was read and approved a first time at a meeting held on October 15, 2024;***

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

***BE IT RESOLVED THAT the Town of Kensington Council Remuneration Bylaw (Bylaw #2024-01), be hereby formally adopted.***



## **Terms of Reference for the Town of Kensington Remuneration and Allowances Commission**

### **1. Introduction**

The Remuneration and Allowances Commission (hereinafter referred to as "the Commission") is established to review and recommend remuneration and allowances (if applicable) for elected municipal officials (Mayor and six Councillors) in the Town of Kensington.

The aim is to ensure fair, competitive, and sustainable remuneration for individuals elected to Council positions in the Town of Kensington.

### **2. Purpose**

The primary purpose of the Commission is to:

- Review and assess the current remuneration and allowance structure.
- Recommend adjustments based on market comparisons, budgetary constraints, and legislative requirements.

### **3. Responsibilities**

The Commission shall review and make recommendations to Council respecting the compensation, reimbursement or payments that should be made to members of Council, giving consideration to:

- Compensation, reimbursement, and payment rates of comparably sized municipalities.
- the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances, or benefits.
- the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election.
- the time requirements associated with participation on Council and Council Committees.



#### **4. Methodology**

- Gather data on current remuneration and allowances, market trends, and best practices from PEI and comparable jurisdictions.
- Analyze the data to identify gaps, inconsistencies, and areas for improvement.
- Engage with stakeholders.
- Compile findings and recommendations into a comprehensive report.

#### **5. Governance**

- The Commission shall meet as required.
- The Commission is advisory in nature, making recommendations to Council by way of a report.
- All decisions and recommendations of the Commission will be made through a consensus-based approach. Consensus does not mean a decision that is perfect for all participants. It does mean a decision that all participants can live with, and that all participants agree to support the decision. For issues where consensus cannot be reached, the majority vote will determine the final decision.
- Commission members will receive an honourarium of \$1,000 from the Town of Kensington.

#### **6. Reporting and Communication**

- The Commission shall submit its final report to Council by August 23, 2024. Interim reports may be submitted as needed.
- The Commission shall consider feedback from Town Council and may incorporate necessary adjustments into the final recommendations.

#### **7. Resources and Support**

- The municipality shall provide the Commission with the necessary resources and administrative support to carry out its mandate effectively.



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# REPORT OF THE TOWN OF KENSINGTON REMUNERATION AND ALLOWANCES COMMISSION

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SEPTEMBER 5, 2024

## **REPORT OF THE TOWN OF KENSINGTON REMUNERATION AND ALLOWANCES COMMISSION**

The Kensington Town Council appointed the Kensington Remuneration and Allowances Commission to review the remuneration and allowances provided to the Mayor, Deputy Mayor and five Councillors.

Terms of Reference established by the Kensington Town Council for the Commission were provided to the Commissioners. The Terms of Reference showed the primary purpose of the Commission is to:

- Review and assess the current remuneration and allowance structure.
- Recommend adjustments based on market comparisons, budgetary constraints and Legislative requirements.

The Commission is directed by the Terms of Reference to give consideration to Remuneration and Allowances provided in comparable sized communities, the budgetary impact of any recommendations, the impact of recommendations on the ability of the Town of Kensington to attract members to the Council, and the time Councillors have to devote to their responsibilities as Councillors.

### **Process**

Chief Administrative Officer for the Town of Kensington, Geoff Baker, provided the Commission with the following information:

- A contact list of individuals within the Town that might be of interest to the Commission
- Terms of Reference for the Commission
- A copy of the memo from the Chief Administrative Officer (May 24, 2024) sent to the Town Council that initiated the Commission
- The present By-Law governing remuneration and allowances for the Kensington Town Council
- A sample Remuneration By-Law
- An excerpt from the Municipal Government Act, PEI that relates to remuneration and allowances for Municipal Councillors
- The Town of Kensington Procedural By-Law
- A recent City of Charlottetown Council Remuneration and Allowances Commission Report

The members of the Commission reviewed all the documentation provided to it by the Chief Administrative Officer.

The Commission determined it would request the Mayor and the Chief Administrative Officer to meet with the Commission for the purpose of receiving background on the changes that have taken place in Kensington, and the impact such changes may have

had on the role of members of the Town Council since the present By-Law on Remuneration and Allowances was adopted in 2011.

The Commission determined that input from Council members other than the Mayor would be sought by means of a brief survey.

Following consideration of what might be the most reasonable comparators to consider In our study, it was determined that the Municipalities designated as Towns on Prince Edward Island would be the most reasonable group against which to compare the Town Of Kensington. We did not consider it useful to compare with the Cities of Charlottetown and Summerside or Rural Municipalities.

It was determined that the Commission would seek information on population size and Remuneration and Allowances for the other Municipalities designated as Towns on Prince Edward Island.

The Commission met with the Mayor and the Chief Administrative Officer in separate Meetings.

A survey was developed and distributed via email to the Deputy Mayor and Councillors. Unfortunately, only one response to the survey was received by the established date For receipt of responses. After the closing date two additional responses were submitted and one Councillor submitted comments.

### **Learnings**

- **Volunteerism:** Members of the Town Council in Kensington are volunteers who stand for election to the Council. It is clear to the Commission that the volunteer nature of this position is highly valued. This volunteerism reflects the desire of individuals to participate in the life of the community and to contribute to making a positive difference in the lives of the citizens of Kensington. The Commission was cautioned to ensure that the remuneration and allowance available to members of Council should not be so high that it becomes the reason some individuals seek a position on Council.
- **Population:** The Chief Administrative Officer, Geoff Baker, informed the Commission that the population of Kensington was approximately 1,200 people when he assumed his position in 2008. Recent data from Statistics Canada for July 2023 shows a population of 2,091. Both Mr. Baker and Mayor Casely informed the Commission that it is anticipated that the population of Kensington will be approximately 3,000 by the year 2030.
- **Council Operational Structure:** Both Geoff Baker and Mayor Casely devoted a significant amount of time in their meeting with the Commission to describing the changes that have been made over the past number of years in the manner the Council does its work. For example, the previous structure in which Committees were formed to be responsible for certain areas has been replaced by one which has the whole Council involved in all the work which previously would have been



done by individual Committees. It is their view that these changes have resulted in a better informed and a more efficient Council. It is the view of the Commission that concerted efforts have been made by the Mayor and Council and the Chief Administrative Officer to enable the Council to become increasingly professional in the manner it handles the business of Council.

- Population and Economic Growth: The population and economic growth in Kensington in recent years has had a significant impact on the community and the work of Council. There has been a noticeable growth in the number of subdivisions to meet the housing needs. There has been an increase in the number of apartment buildings constructed, seniors housing, etc. To meet the increasing needs of the business sector a second industrial park has been developed. This growth has impacted the work of Council members in several ways. The reports which Council must consider are more detailed and complex than was the case in the past. Council must ensure that the infrastructure – water, sewer, roads – has the capacity to handle the increased growth. As previously noted, it is expected that by 2030 the population of Kensington is expected to reach 3,000 and this will require Council to project the infrastructure needs created by this population growth. To meet the infrastructure needs of the community Council must negotiate financial support from both the Provincial and Federal Governments. These negotiations can often be complex and extend over a lengthy time. In addition, the regulatory requirements of both levels of Government adds to this complexity. At the same time, Council needs to be very attentive to the impact any development within the community has on the people of Kensington. There is a quality of life within this community that people expect to be maintained to the extent possible. The increase in population and economic growth has required members of Council to be very involved in the decision making and to deal with matter in a very professional manner.
- Comparisons: The Commission has reviewed the remunerations and allowances in the context of the available population and remuneration and allowances data of other Towns in Prince Edward Island. The data we were able to locate for remuneration and allowances is consistent with that provided by the Chief Administrative Officer at page 3 of his memo to Town Council dated 2024-05-24. We were able to update the data provided by the Chief Administrative Officer in his memo to Council through direct contact with the Towns. Neither Souris nor Three Rivers responded to our request for information. We found a document based on Statistics Canada data that gave us population data for all Towns on Prince Edward Island as of July 1, 2023. We developed a table which shows a comparison of the population and Remuneration provided to members of Council in the various Town within the province. Appendix ( 1 ). We noted there are no other Towns with a population within 200 people of Kensington. It is the view of the Commission that there is no discernable pattern in the remuneration and allowances provided to Councillors in other Towns that would assist us in determining the appropriate remuneration and allowances for the members of the Town Council in Kensington. The rates appear to be based on historical patterns within each community.

- Negative Impacts on the Dollar Value of the Remuneration and Allowances:  
There have been three actions taken over the years since the By-Law on Remuneration and Allowances was adopted. In 2015 the remuneration received by Councillors was actually reduced due to the wording of the wording in the By-Law governing the amount – it provided for an adjustment equal to the rate of inflation which was at a negative amount at the time. The negative impact would grow each year as the compound interest effect would occur. In 2019 the Federal Government initiated a change in the Income Tax regulation that resulted in the removal of the provision whereby one-third of the remuneration a member of Council would be tax free in recognition of incidental cost a counsiller may incur in the carrying out of her/his duties. This change resulted in a financial loss for all members of Council. For example, assuming a 30% tax rate the Mayor would have \$667 more disposable income from the remuneration had the change not been put into place. It was noted in the Memo on this matter presented to the Town Council on the matter at hand that Councillors lost out on \$50 per meeting after the Council determined to eliminate the Water and Sewer Committee. It is the view of the Commission that this is not something we should take into account in our deliberations since the loss was a result of a decision made by Council members. We assume members of Council were aware of the consequences of their decision.
- Police Services, Fire Services and Recreational Services at the Arena:  
Kensington is the only Town that has direct responsibility and accountability for the Police Department, the Fire Department and the Arena. Only the cities of Charlottetown and Summerside assume direct responsibility for these services. These are services which are contracted from various bodies by other Towns. Each of these is a critical service to the Town of Kensington AND the Fire Department and the Arena provide services to many surrounding communities. The significance of these additional responsibilities must not be underestimated. Members of the community have high expectations for the quality of services provided in each of these areas. In addition, it is critical that Councillors plan for the long term staffing and equipment needs of each of these services.
- Financial Support for necessary technology access: The Commission took note of the fact that members of Council do not receive any financial support to assist them cover the costs of technology necessary for them to carry out their roles – cell phones, internet access, computers and supplies.
- Allowances: The Commission determined that the input we received did not justify the making of any recommendations with respect to the rates of currant allowances available to members of Council.
- Time Spent on Role as Councillor: The limited input received on the issue of the amount of time a Councillor devotes to the role, beyond the two to three monthly meetings of Council, is very dependent on the individual Councillor. Some of the factors that influence the time expended on the role are: the extent to which the individual is known throughout the community, the availability of the individual – employed or retired, etc.- the extent to which the individual is active within the community, and/or the willingness of the individual to be available to hear the concerns of residents.

- Finances of the Town of Kensington: The impact any recommendations the Commission may have on the finances of the Town was discussed with both Geoff Baker and Mayor Casely. Assurances were received from both that the finances of the Town were sound and could finance reasonable recommendations.

### **Recommendations:**

Following careful consideration of the "*Learnings*" outlined above, the Town of Kensington Remuneration and Allowances Commission makes the following Recommendations:

1. That Sub-section 2.1 of the Town of Kensington Mayor and Council Remuneration By-Law #2011-2 be amended by deleting the words "five thousand dollars (\$5,000)" and inserting the words "ten thousand dollars (\$10,000)".
2. That Sub-section 2.2 of the Town of Kensington Mayor and Council Remuneration By-Law #2011-2 be amended by deleting the words "three thousand five hundred dollars (\$3,500)" and inserting the words "seven thousand five hundred dollars (\$7,500)".
3. That Sub-section 2.3 of the Town of Kensington Mayor and Council Remuneration By-Law #2011-2 be amended by deleting the words "two thousand five hundred dollars (\$2,500)" and inserting the words "five thousand five hundred dollars (\$5,500)".
4. That Sub-section 2.6 of the Town of Kensington Mayor and Council Remuneration By-Law #2011-2 be deleted and be replaced by a new sub-section 2.6 to read
 

2.6 Remuneration for the Mayor, Deputy Mayor and Counsellors shall be increased on or about the 16<sup>th</sup> of November each year by a rate equivalent to the increase to the Consumer Price Index for the period of November 1<sup>st</sup> to October 31<sup>st</sup> of the preceding year. In the event there is a negative Consumer Price Index for the time frame noted there is to be no adjustment made to the remuneration received by the members of Council.
5. That Sub-section 3.0 of the Town of Kensington Mayor and Council Remuneration By-Law #2011-2 be deleted and a new Sub-section 3.0 be inserted which would set out specifically the allowances to which a member of Council may have access. Allowances for meals, travel, incidental expenditures would be included in this Sub-section of the By-Law.

### **Concluding Remarks:**

The members of the Commission express appreciation for giving us the opportunity to carry out this task for the Town of Kensington. It has been an interesting exercise and we appreciate all the input we have received. It is our intention in putting forth the

recommendations contained in the Report to respect the financial capacity of the Town, ensure that the incentive to become a member of Council remains the desire to contribute to our wonderful community, and to recognize the increased responsibility members of Council have as the economy and the population of our community continues to grow and develop into the future.

We wish you all the best in the future.

**Commission Member:**

Deborah O'Brien

Claus Schmidt

Jim Blanchard, Chairperson

## **Appendix 1**

### **COMPARISON OF POPULATION AND REMUNERATION** **For Towns in Prince Edward Island**

TOWN	POPULATION	MAYOR	DEPUTY	COUNCILLOR	
Stratford	12,481	\$32,620	\$18,721	\$16,350	(2023)
*Per resident		\$2.62	\$1.50	\$1.31	
Three Rivers	8,925	\$21,420	\$11,692	\$7,319	(2022)
*Peer resident		\$2.40	\$1.31	\$0.82	
Kensington	2,091	\$6,676	\$4,672	\$3,340	(2023)
Alberton	1,498	\$8,965	\$4,345	\$4,345	(2023)
Souris	1,295	\$4,000	----	\$2,500	(2019)
O'Leary	964	\$6,000	\$4,500	\$3,500	(2023)
Borden-Carleton	931	\$3,025	\$2,365	\$2,365	(2023)
N.Rustico	726	\$4,600	\$2,500	\$2,500	(2023)

\*Population data from Statistics Canada for July 1, 2023

\*Compensation amounts based on data located on the Internet and verification with a representative of each of the Towns other than Souris and Three Rivers.



**Town of Kensington  
Council Remuneration Bylaw  
Bylaw # 2024 – 01**

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

**1. Title**

1.1 This Bylaw shall be known as and cited as the “**Council Remuneration Bylaw**”.

**2. Authority**

2.1 Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the Council, a member of a Council Committee/Commission or another person.

**3. Application**

3.1 This bylaw applies to all Council members. For greater certainty, this includes the Mayor and Deputy Mayor.

**4. Establishing a Remuneration Bylaw**

4.1 Council may, by bylaw, establish the level of remuneration and reimbursement available to elected officials to ensure that:

4.1.1 Residents who have been elected to the position of Mayor, Deputy Mayor, or Councillor are provided reasonable remuneration for their service to the Town of Kensington.

4.1.2 Ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, and Councillors.

**5. Remuneration**

5.1 The Mayor shall be paid remuneration for discharge of the duties of office in the amount of ten thousand dollars (\$10,000.00) per year.

5.2 The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of seven thousand five hundred dollars (\$7,500.00) per year.

5.3 Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of two thousand five hundred dollars (\$5,500.00) per year.

- 5.4 Where a Councillor, Deputy Mayor or Mayor does not serve a full 12-month term, remuneration shall be prorated on a monthly basis for time served or part month thereof.
- 5.5 Remuneration shall be paid on or about November 15<sup>th</sup> each year, less any deduction of applicable taxes required by Canada Revenue Agency.
- 5.6 Remuneration for the Mayor, Deputy Mayor and Councillors shall be increased on or about the 16<sup>th</sup> of November each year by a rate equivalent to the increase to the Consumer Price Index for the period of November 1<sup>st</sup> to October 31<sup>st</sup> of the preceding year. In the event there is a negative Consumer Price Index for the time frame noted there is to be no adjustment made to the remuneration received by the members of Council.

### **6. Allowance for Expenses**

- 6.1 The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with the reimbursement rates as approved by Town Council from time to time and supported by receipts.

### **7. Revisions to this Bylaw**

- 7.1 Every 8 years, and prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.
- 7.2 The Commission shall be made up of 3 members, who shall not be members of Council or municipal staff.
- 7.3 The members of the Commission shall be remunerated at an amount as identified by Town Council in the resolution appointing the Commission.
- 7.4 The Commission shall review and make recommendations to Council respecting the compensation, reimbursement or payments that should be made to members of Council, considering:
  - 7.4.1 compensation, reimbursement and payment rates of comparably sized municipalities;
  - 7.4.2 the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
  - 7.4.3 the impact of any changes on the ability of the municipality to ensure an active and engaged Council through the recruitment of candidates for election; and

## Council Remuneration Bylaw

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7.4.4 the time requirements associated with participation on Council and Council Committees.

7.5 The Commission shall report to Council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

### **8. Effective Date**

8.1 The effective date of the bylaw is the date the bylaw is formally adopted by Town Council.

### **9. Repeal**

9.1 All previous Bylaws of the Town of Kensington pertaining to the remuneration of elected officials are hereby repealed.

#### **First Reading:**

This Council Remuneration Bylaw, Bylaw# 2024-01, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

This Council Remuneration Bylaw, Bylaw# 2024-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

#### **Second Reading:**

This Council Remuneration Bylaw, Bylaw# 2024-01, was read a second time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

This Council Remuneration Bylaw, Bylaw# 2024-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

#### **Approval and Adoption by Council:**

This Council Remuneration Bylaw, Bylaw# 2024-01, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.



## Council Remuneration Bylaw

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### Signatures:

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

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

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

## Town of Kensington - Request for Decision

<b>Date:</b> November 6, 2024	<b>Request for Decision No:</b> 2024-47 <b>(Office Use Only)</b>
<b>Topic:</b> Queen Elizabeth Hospital Foundation Annual Donation	
<b>Proposal Summary/Background:</b> <p>At the October regular meeting of Town Council, it was discussed that the Town of Kensington consider an annual donation to the Queen Elizabeth Hospital Foundation. The donation amount proposed was \$1,000 per year for 10 years. It was felt that the donation would support the hospital's efforts in delivering quality healthcare services to our town, region and province.</p> <p>The Queen Elizabeth Hospital (QEH), located in Charlottetown, is Prince Edward Island's largest acute care facility. QEH provides a broad range of healthcare services, including emergency care, surgery, diagnostic services, and specialized treatments. As a referral hospital, it serves patients not only from the Charlottetown area but also from across the Island, including the residents of Kensington.</p> <p>With a mission to raise funds for medical equipment for the QEH, the QEH Foundation continuously provides funding to upgrade facilities and equipment to meet the evolving healthcare needs of Islanders. Expansions and equipment upgrades have been essential in ensuring that the hospital remains well-equipped to handle increasing complexity and demand.</p> <p>As a not-for-profit institution, the QEH Foundation relies on fundraising and donations from individuals, businesses, and municipalities to support equipment purchases. Continued financial support from community partners like the Town of Kensington is crucial in maintaining the high standards of care the hospital is known for.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• The donation will help ensure that the QEH can continue to provide high-quality medical care and services for our residents.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Discussion/Comments:</b>	

The Queen Elizabeth Hospital is a lifeline for our community, offering comprehensive healthcare services that our residents rely on. This donation will directly support the QEH Foundations efforts in providing high-quality care and enhancing medical equipment.

A ten-year funding commitment demonstrates the Town’s ongoing support of the hospital, allowing the QEH Foundation to plan for long-term investments in healthcare infrastructure. This sustained funding will have a lasting impact on the health of our residents. By contributing to the hospital’s needs, we are actively supporting the health and well-being of Kensington’s citizens. Access to quality healthcare is a top priority for any community, and this donation is a direct investment in our residents' health.

The multi-year donation was considered by Committee of Council at their regular October meeting where a recommendation was unanimously approved to proceed with the donation.

**Options:**

1. Approve the multi-year donation to the QEH, as recommended.
2. Not approve the donation.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

\$1,000.00 per year for 10 years.

**Source of Funding:**

General Government – Donations and Grants

**Recommendation:**

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

***WHEREAS the Queen Elizabeth Hospital Foundation provides essential support to the Queen Elizabeth Hospital, enhancing healthcare services and facilities for the benefit of the Province of PEI, including the Town of Kensington;***

***AND WHEREAS the Town of Kensington recognizes the importance of healthcare institutions that positively impact the well-being of residents;***

***BE IT RESOLVED that Kensington Town Council hereby approves a donation in the amount of \$1,000 per year for 10 years to the Queen Elizabeth Hospital Foundation, starting in the 2025/26 fiscal year.***

## Town of Kensington - Request for Decision

<b>Date:</b> November 7, 2024	<b>Request for Decision No:</b> 2024-48 <b>(Office Use Only)</b>
<b>Topic:</b> Short Term Rental Request – 19A Pleasant Street	
<b>Proposal Summary/Background:</b> <p>The owners of the property at 19 Pleasant Street (tri-plex) have requested Town Council's consideration and approval of converting Unit 19A from a long-term rental to a short-term rental. According to their written request (attached), they specifically intend to rent the unit to travelling nurses and doctors through the Prince County Hospital Foundation, although they may also consider other short term rental options, if necessary.</p> <p>Short-term rentals are regulated through Section 3.10 of the Town's Land Use and Development Bylaw. Section 3.10 states:</p> <p><i>3.10. HOME OCCUPATIONS: TOURISM ESTABLISHMENTS IN DWELLINGS</i></p> <p><i>(1) A Bed and Breakfast or a Short-Term Rental, may be permitted to operate in a Dwelling in a Residential Zone subject to the following:</i></p> <ul style="list-style-type: none"><li><i>a. the Dwelling Unit is a Single Detached Dwelling and is not located within a Cluster Housing Development;</i></li><li><i>b. the external appearance of the Dwelling shall not be changed by the Use;</i></li><li><i>c. adequate off-Street parking, in accordance with this Bylaw, separate from that required for the Dwelling, shall be provided;</i></li><li><i>d. A Bed and Breakfast shall be occupied by the principal operator; and</i></li><li><i>e. Premise Signs shall be restricted to a maximum of 0.6 m<sup>2</sup> (6.5 ft<sup>2</sup>).</i></li></ul> <p><i>(2) Council may allow a Bed and Breakfast or a Short-Term Rental in a Duplex, Semi-Detached, or multi-unit Residential Building, where the applicant has provided documentation that such a Use is permitted under the terms of their rental and/or party-wall agreement with the other occupants in the Building.</i></p> <p><i>(3) Tourism Establishments shall be licensed in accordance with the Tourism Industry Act and upon</i></p>	

*receiving approval of the license from the province:*

*a. the license number shall be included in all public and online advertisements of the Tourism Establishment; and*

*b. a copy of the license shall be provided to the Municipality upon receipt and renewal as required by the province.*

**Benefits:**

- Will provide an accommodation option for travelling nurses and doctors.
- May provide a beneficial accommodation for visitors to our community supporting local tourism.

**Disadvantages:**

- Will result in the loss of a long-term rental unit in our community.

**Discussion/Comments:**

The proposed short-term rental at 19A Pleasant Street meets the requirements outlined in Section 3.10 of the Land Use and Development Bylaw and as such is recommended for approval.

**Options:**

1. Approve the conversion of Unit 19A Pleasant Street to a short-term rental accommodation, as recommended.
2. Not approve the conversion.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

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

***WHEREAS the owners of a tri-plex property located at 19 Pleasant Street in the Town of Kensington have made an application to convert Unit 19A from a long-term rental to a short-term rental;***

*AND WHEREAS Town Council has reviewed the application and determined that the proposed short-term rental complies with Section 3.10 of the Town of Kensington Land Use and Development Bylaw;*

*BE IT RESOLVED that Town Council hereby approve the conversion of a rental unit located at 19A Pleasant Street from a long-term rental to a short-term rental subject to full compliance with the Town of Kensington Land Use and Development Bylaw;*

*BE IT FURTHER RESOLVED that this approval is granted with the understanding that the short-term rental will operate in a manner that is respectful of the neighborhood and community standards.*

**Patrick & Katelyn Daley**

**Town of Kensington**

55 Victoria Street E  
Kensington, PE  
902-836-3781

To whom it may concern,

We, Patrick and Katelyn Daley, are the owners of the triplex located at 19 Pleasant Street in Kensington, which we have owned since 2020. Since our purchase of the property, we have rented out the units to long-term tenants, and we have worked hard to maintain the property and provide a stable living environment for our renters.

One of our tenants has recently notified us that they will be moving out of Unit 19A on December 1, 2024. As a result, we are seeking permission from the Town of Kensington to convert this unit into a short-term rental rather than seeking another long-term tenant. Specifically, we intend to rent this unit to travelling nurses and doctors through the Prince County Hospital (PCH) Foundation, although we may also consider other short-term rental options if necessary.

We believe this arrangement will help support the local healthcare community while still contributing positively to the neighborhood. We are committed to maintaining the property's integrity and ensuring that the unit will be used responsibly for the benefit of both the residents and the town.

We would be grateful if you could let us know the process for obtaining approval for this change of use and if there are any specific requirements we need to meet.

Thank you for considering our request. We look forward to your response and are happy to provide any additional information if needed

**Patrick & Katelyn Daley**

**Short Term Rental Request - 19 Pleasant Street**





## Town of Kensington - Request for Decision

<b>Date:</b> November 7, 2024	<b>Request for Decision No:</b> 2024-49
<b>Topic:</b> Development Permit Application – Island Structural Systems	
<b>Proposal Summary/Background:</b> <p>A Development Permit application has been received from Island Structural Systems for the construction of a 52' x 80' (4160 sq. ft.) accessory structure on their property (Lot 21-24) in the Kensington Business Park. The proposed structure will be used to support their business operations, providing additional space for storage and equipment.</p> <p>A copy of the application and site plan are circulated with this Request for Decision.</p> <p>Town Council's approval of the application from Island Structural Systems is requested subject to the following conditions:</p> <ol style="list-style-type: none"><li>1. Submittal of an adequate drainage plan to ensure proper water and management and to prevent any potential flooding issues.</li><li>2. Submittal of a consolidation plan to combine lot 21-24 with their existing property to ensure the accessory structure is situated on a single, consolidated property and remains accessory to the main building on the property.</li></ol>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will support the expansion of Island Structural Systems which will contribute to local economic development and job creation.</li><li>• Will provide the necessary infrastructure for Island Structural Systems to continue to grow and thrive.</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 approve the development permit application for Island Structural Systems to construct a 52' x 80' accessory structure on their property located in the Kensington Business Park, subject to the submittal of an adequate drainage plan and a consolidation plan.</p>	

**Options:**

1. Approve the Development Permit Application, as recommended.
2. Not approve the Application.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

N/A

**Source of Funding**

N/A

**Recommendation:**

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

***WHEREAS Island Structural Systems has submitted an application for a development permit to construct a 52' x 80' accessory structure on their property located in the Kensington Business Park;***

***AND WHEREAS the proposed accessory structure complies with the Town of Kensington's Land Use and Development Bylaw, subject to certain conditions to ensure proper site drainage, access and compliance with town regulations;***

***BE IT RESOLVED that Town Council hereby approves a development permit application submitted by Island Structural Systems for the construction of a 52' x 80' accessory structure on their property located in the Kensington Business Park, subject to the following conditions:***

- 1. Submittal of an Adequate Drainage Plan.***
- 2. Submittal of a Consolidation Plan.***



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

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

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: Darrach Drive Property Tax Number (PID): \_\_\_\_\_  
Lot No.: 21-24 Subdivision Name New Industrail Park Current Zoning: Industrial  
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:

Land Purchased from John MacLeod Year Purchased 2024

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East <input type="checkbox"/> South <input checked="" type="checkbox"/> West	Road Frontage <u>161'-11"</u>	Acreage <u>0.88</u>
	Property Depth <u>252'-8"</u>	Area sq. ft. _____

2. Contact Information

APPLICANT Name: Island Structural Systems Inc Address: 42 Darrach Dr  
Phone: 902-291-4774 Cell: 902-786-5833 Kensington  
Email: mbowness@issipei.com Postal Code: C0B1M0

Same as Above: ☐  
OWNER Name: Matthew Bowness Address: 42 Darrach Dr  
Phone: 902-291-4774 Cell: 902-786-5833 Kensington  
Email: mbowness@issipei.com Postal Code: C0B1M0

CONTRACTOR, ARCHITECT OR ENGINEER Name: Sheldon Tweel (Eng\_ Address: 16 Great George St  
Phone: 902-628-8620 Cell: \_\_\_\_\_ Charlottetown  
Email: sheldon@sclengineering.ca Postal Code: C1A4J6

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>0</u>	<u>0</u>	Width <u>52</u> Length <u>80</u>

**Detailed Project Description:** Construct a 52' x 80' storage building with 5' frost wall, concrete floor, 17'-4" high walls, steel siding on the walls and roof.

**Estimated Value of Construction (not including land cost):** 250,000

**Projected Start Date:** Nov 2024      **Projected Date of Completion:** May 2025

**Please provide a diagram of proposed construction:**

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

See attached

**I DO SOLEMNLY DECLARE & CERTIFY:**

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

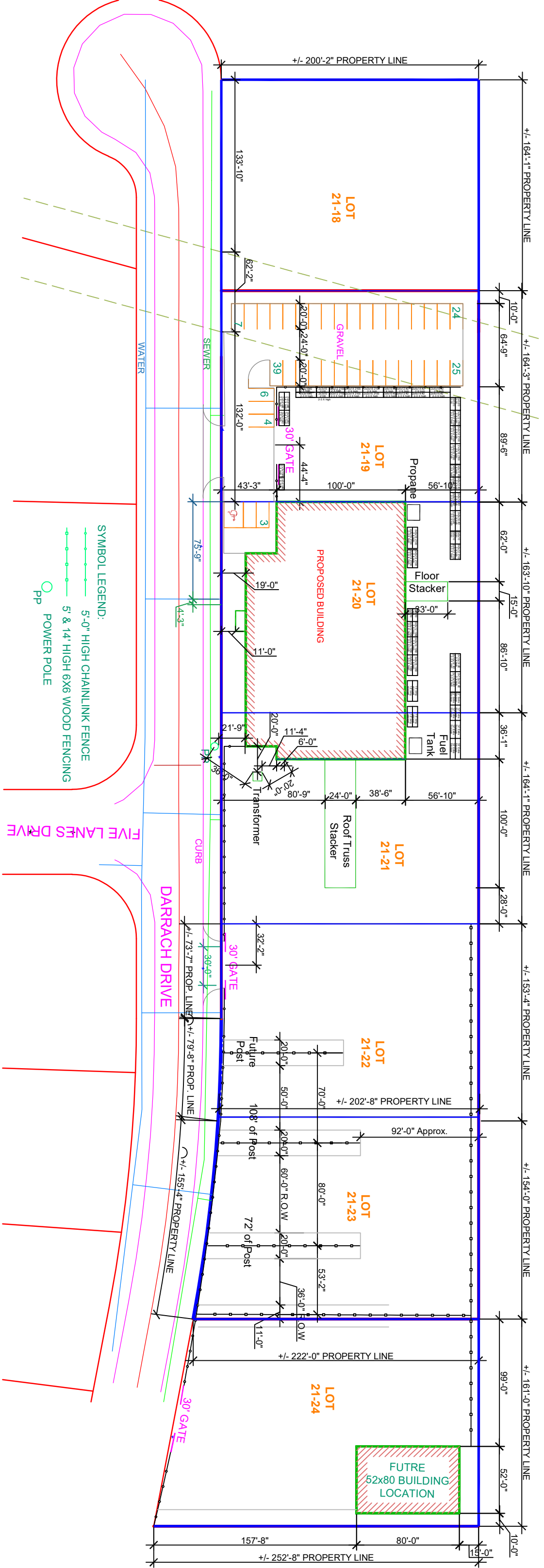
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

Matthew Bowness

Digitally signed by Matthew Bowness  
Date: 2024.11.04 15:29:49 -04'00'

Date: Nov 4/24



## Town of Kensington - Request for Decision

<b>Date:</b> November 7, 2024	<b>Request for Decision No:</b> 2024-50
<b>Topic:</b> Kensington Vipers 2024/25 Sponsorship Request	
<b>Proposal Summary/Background:</b>  Pat McIver from the Kensington Moase Plumbing and Heating Vipers has submitted a request for the Town to sponsor the team for the 2024/25 season. For the past twelve years, the Town has supported the team as a player sponsor, contributing \$750.00 annually.  For the 2024/25 season, the sponsorship request is \$800.00, reflecting a \$50.00 increase. In return for this sponsorship, the Town will receive its name on two home and two away jerseys, four regular season passes, and recognition in the game day programs.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide support for and help ensure the financial viability of a local junior hockey club.</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 a sponsorship of the Kensington Moase Plumbing and Heating Vipers for the 2024/25 season in the amount of \$800.00.	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Sponsor the Kensington Vipers in the amount of \$800.00.</li><li>2. Sponsor the Kensington Vipers with an alternative amount.</li><li>3. Not sponsor the Kensington Vipers for the 2024/25 season.</li><li>4. Refer the matter back to staff.</li></ol>	
<b>Costs/Required Resources:</b>  \$800.00	<b>Source of Funding:</b>  General Government – Donations and Grants

**Recommendation:**

That Town Council consider and adopt the following motion:

***BE IT RESOLVED THAT Kensington Town Council approve a player sponsorship for the Kensington Moose Plumbing and Heating Vipers for the 2024/25 hockey season in the amount of \$800.00.***



**Kensington Moose Plumbing & Heating Vipers**  
**1113 Newton Road**  
**Kinkora PE**  
**C0B 1N0**



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Dear Business Owner,

The Kensington Moose Plumbing and Heating Vipers are seeking your help. The Vipers are entering their 25th season at Credit Union Centre formerly known as Community Gardens in Kensington where the team has had a great deal of on ice success.

The Vipers play in the 5 team NBJHL league that sees teams from NB and PEI battle during the season. It provides 20+ teenage hockey players (mostly local) the opportunity to keep playing hockey past their minor hockey days.

The Vipers have had a great deal of success in the last 24 years winning 13 IJHL championships as well as 2 Don Johnson Memorial Cup championships. The Kensington Vipers name is not only synonymous on PEI but throughout the Maritimes as well. The Vipers are arguably the most successful Jr hockey team in all the Maritimes in recent memory.

This year we are down to only 1 Island team making it very expensive to operate. Bussing and travel such as hotels and meals are high compared to other seasons.

To operate a successful program like the Vipers have, it takes a great deal of support from not only the fans but the corporate community as well, and this is where we hope your company can help us again.

The Vipers are seeking a sponsorship in the form of player sponsor. On page 2 you will see what the costs associated with these are and the benefits that come along with them.

I'd like to thank you for taking the time to review this proposal and hope that we can form a partnership for the future. If you have any questions please do not hesitate to call me at 9024398654 or send me an email to [kensingtonvipers@gmail.com](mailto:kensingtonvipers@gmail.com).

Regards

Pat McIver  
Kensington Vipers



## Options

### Player Sponsor

\$450

#### Benefits

Name on 1 home and 1 away sweater

2 regular season passes

Name on game day programs

### 2 Player Sponsors

\$800

#### Benefits

Name on 2 home and 2 away sweaters

4 regular season passes

Name listed on game day programs

Email \_\_\_\_\_

Please make checks payable to

Kensington Vipers

1113 Newton Road

Kinkora PEI

C0B1N0

## Town of Kensington - Request for Decision

<b>Date:</b> November 8, 2024	<b>Request for Decision No:</b> 2024-51
<b>Topic:</b> Street Light Installation Request – Barrett Street	
<b>Proposal Summary/Background:</b> <p>A request for the installation of a street light in the vicinity of the Barrett Street/Broadway Street South intersection has been submitted by Councillor Gallant on behalf of a resident who suffered a fall in the area. It was reported that this area has limited visibility at night, creating a dark area that could pose safety risks.</p> <p>I have reviewed that area and find that additional lighting in this area would enhance safety and security for pedestrians, drivers, and nearby properties, aligning with the Town’s policy of ensuring well-lit areas for resident protection.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will increase pedestrian and vehicular safety, reducing the risk of accidents.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>Discussion/Comments:</b> <p>The Town’s policy for street lighting prioritizes installations that improve pedestrian and vehicular safety and protect property. Street lights are typically installed on existing Maritime Electric utility poles and placed no closer than every second pole. However, given the specific safety concerns in this area, Town Council has the authority to approve closer placement if deemed necessary.</p> <p>It is recommended that Town Council authorize staff to proceed with the installation of an additional street light as indicated on the attached plan.</p>	

**Options:**

1. Authorize the CAO to proceed with the installation of an additional street light, as recommended.
2. Approve an alternative location for the streetlight.
3. No approve an additional street light for the area.
4. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

\$13.66 plus HST per month

**Source of Funding:**

Public Works - Streetlights

**Recommendation:**

That Town Council consider and adopt the following motion:

***BE IT RESOLVED that Town Council hereby approve the installation of a 50-watt LED street light on pole number 200855 along Barrett Street, located between the properties of 1 Barrett Street and 26 Broadway Street South.***

## Barrett St Broadway St

Blue dot indicates utility pole with light  
White dot indicates utility pole with no light

23 Broadway Street  
50 watt LED – 6 ft arm length

Install new streetlight  
50 watt LED

1 Barrett Street  
50 watt LED – 10 ft arm length



**From:** Verity Kislingbury <Verity.Kislingbury@makeawish.ca>  
**Sent:** Monday, November 4, 2024 3:35 PM  
**To:** cao@kensington.ca  
**Subject:** Make-A-Wish, Trees of Joy  
**Attachments:** Outlook-ccpdsbku; One Pager (4).png

To Geoff,

My name is Verity, and I'm the Development Officer with Make-A-Wish here in PEI.

We are currently trying to raise money at our upcoming Trees of Joy Celebration, being held on **Monday, December 9th, 2024, at the Delta Hotel, Charlottetown**. Trees of Joy was introduced to PEI last year, and due to its success and impact, it has become an annual event.

I'm so excited about what this year will bring! Last year, this event raised over \$70,000, which helped grant the wishes of over 7 children and had a real impact on the lives of these children and their families as they endure the daily challenges of living with critical illness. This year's goal is 20 trees supporting wish kids and families.

It is a truly magical experience as we gather together with friends, colleagues, and the wish kids and their families to unveil and light their trees for the first time.

Please watch the video showcasing the highlights from last year's event to get a better sense of what the event is: Experience the Wonder of Trees of Joy. <https://youtu.be/gdIT-9l9sJ0>

I was hoping Town of Kensington would be interested in sponsoring one of our Centrepieces.

The beautiful thing about this, is that the centrepiece would not only support future granting of wish children but would be offered to a wish parent(s) at the end of the night, as a special recognition of the sacrifices and hardship that they have endured.

I have attached a copy of the one pager for you to view.

Thank you for your kind consideration and support.

Sincerely,  
Verity

**Verity Kislingbury** (She/Her)  
**Development Officer, Prince Edward Island**  
**Make-A-Wish® Canada**

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DECEMBER 9TH, 2024  
THE DELTA HOTEL, CHARLOTTETOWN

## ABOUT TREES OF JOY

Trees of Joy is a heartwarming and magical event that brings together compassionate sponsors and wonderful wish kids as they unite to make more dreams come true.

This year we are looking to make the event even more spectacular, with the delight of decorating and lighting customized trees, fun activities, a visit from Santa, and joyful wish stories shared around the dinner table.

More than 250 people are anticipated to attend, including 20 wish kids and their families, and we are thrilled to have The Delta, Prince Edward, hosting the event. The magical experience of Trees of Joy is sure to touch the hearts and souls of all involved, spreading hope, strength, and joy during the holiday season.

## OPPORTUNITY TO SUPPORT:

You have the chance to gift our wish kids and their families a stunning holiday centrepiece to take home and enjoy after Trees of Joy. For \$500, each centrepiece will be beautifully created by **Bernadette's Flowers** with a special tag attached with your company logo. This is a wonderful opportunity to be a part of Trees of Joy, and to bring hope and light to a wish family this holiday season.



## WHY SHOULD I TAKE PART

Sponsorship promotes positive brand awareness and increases your brand exposure. When we work together, we can show your customers, associates and followers all the great work you are doing and how you are making an everlasting impact in your community. Through a sponsorship commitment, we can assist in engaging your network, grow your visibility and share the work we are doing together.

**Transform lives, one wish at a time.**

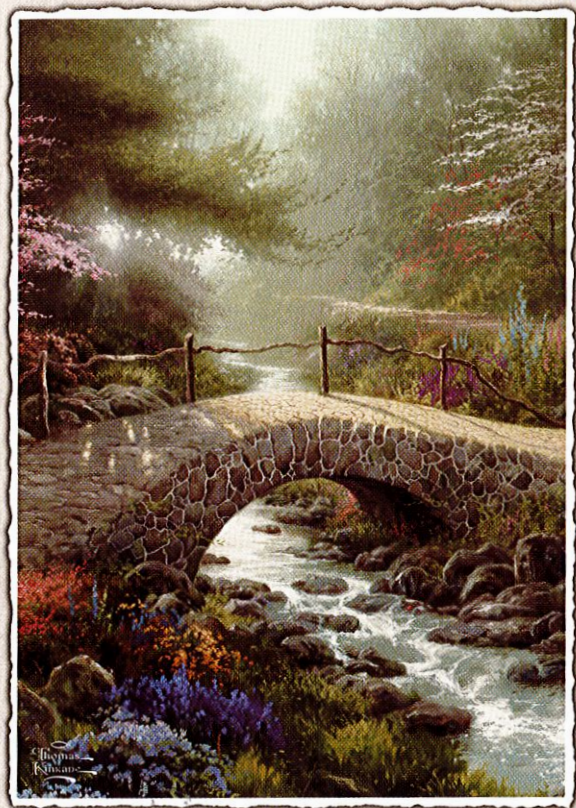
### FOR MORE INFORMATION ON THIS EVENT, PLEASE CONTACT:

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Thank you so much for your  
donation to St. Mark's  
in memory of Dad.

It was very thoughtful  
& much appreciated.

- Larcha Doncaster Macken  
& family

During a time  
like this  
we realize how much  
our friends and relatives  
really mean  
to us....  
Your expression  
of sympathy will always  
be remembered