



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

***Tuesday, October 13, 2020 @ 7:00 PM***

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

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

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1 September 14, 2020 Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 September 14, 2020 Regular Meeting
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Statistical Report
  - 7.3 Police Department Statistical Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List – Town
  - 7.6 Summary Income Statement
  - 7.7 Credit Union Centre Report
  - 7.8 Mayor’s Report
  - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
  - 7.10 Heart of PEI Initiative Report – Deputy Mayor Pickering
  - 7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann
  - 7.12 PEI 55 Plus Games – Councillor Gallant

**8. New Business**

8.1 Request for Decisions

8.1.1 RFD2020-52 - Development Control Bylaw Amendment - Third Accessory Structure - Second Reading and Formal Adoption

8.1.2 RFD2020-53 - Subdivision of Lands - PID No. 79673

8.1.3 RFD2020-54 - Capital Borrowing

8.1.4 RFD2020-55 - Kensington Fire Hall Floor Drain Repairs

8.2 Other Matters

**9. Correspondence**

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

**11. Adjournment**

**Town of Kensington  
Minutes of Regular Council Meeting  
Monday, September 14, 2020  
7:00 PM**

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

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

**Visitors:** Jason Simmonds – Journal Pioneer

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Spencer, seconded by Deputy Mayor Pickering to approve the tentative agenda for the September 14, 2020 regular meeting of Town Council with the addition of item 8.1.5 – Rainbow Holdings Lot Consolidation. 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 Bernard, seconded by Councillor Spencer to approve the minutes from the August 10, 2020 regular meeting of Town Council. Unanimously carried.*

**5.2** *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the minutes from the August 27, 2020 public meeting of Town Council. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1 August 10, 2020 Regular Meeting**

**6.1.1** Councillor Spencer inquired if the Town received an update on the driveway location for the proposed development located at 5 Linwood Drive. Mr. Baker confirmed no additional information has been provided.

## **6.2 August 27, 2020 Public Meeting**

### **6.2.1 Nil.**

## **7. Reports**

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

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

**7.1.2** Deputy Mayor Pickering complimented the work being completed at the Railyards and thanked everyone for their contribution.

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

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

*Councillor Gallant joined the Council Chamber at 7:09 pm.*

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

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

**7.3.2** Deputy Mayor Pickering inquired if residents are permitted to place small yard signs that remind vehicles to slow down. Mr. Baker confirmed that Town Bylaw's would be silent on the matter and it may be dealt with through Provincial legislation. Deputy Mayor Pickering addressed concerns of vehicles speeding on Victoria Street E.

**7.3.3** Councillor Spencer expressed his appreciation towards the Kensington Police Service for their hard work on a recent file he was involved in.

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

**7.4.1** *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the September 2020 Development Permit Summary Report. Unanimously carried.*

### **7.5 Bills List**

**7.5.1** *Moved by Councillor Toombs, seconded by Councillor Mann to approve the July 2020 Bills in the amount of \$44,788.89. Unanimously carried.*

**7.6 Summary Income Statement**

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

**7.7 Credit Union Centre Report**

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

**7.8 Mayor's Report**

**7.8.1** *Moved by Councillor Toombs seconded by Councillor Spencer to approve the Mayors report for the month of September 2020 as presented by Mayor Caseley. Unanimously carried.*

**7.8.2** Council discussed the purchase price for the Business Park lots, further information will be provided at the September Committee of Council meeting with a pricing proposal.

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

**7.9.1** Councillor Mann noted that FPEIM will be having their annual meeting with Minister Fox on September 17, 2020.

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

**7.10.1** Deputy Mayor Pickering anticipates the banner project to be completed in the next few weeks and thanked Town Council for their participation in the project.

**7.10.2** The re-launch for the John. A. Hogg Public Forest is scheduled for September 22, 2020 at 2:00 pm. All Councillors were encourage to attend if at all possible.

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

**7.11.1** *Nil.*

**7.12 PEI 55 Plus Games**

**7.12.1** *Nil.*

**8. New Business**

**8.1 Request for Decisions**

**8.1.1 Development Control Bylaw Amendment**

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

*WHEREAS a request has been received from a property owner requesting Town Council's consideration of amending their*

*Development Control Bylaw to permit the addition of a third accessory structure on properties which are three (3) acres in size or greater;*

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

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

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

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

*Unanimously carried.*

**8.1.1.2 Moved by Deputy Mayor Pickering, seconded by Councillor Bernard**

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

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

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

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

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

*"unless the property is three (3) acres or greater in size, in which case a maximum of three (3)*

*buildings may be permitted."*

*Unanimously carried.*

**8.1.2 Home Based Business Request – 2 Imperial Street**

**8.1.2.1 *Moved by Councillor Spencer, seconded by Councillor Toombs***

*BE IT RESOLVED THAT Town Council approve a request from Katherine MacLennan to operate a home-based hair salon business out of a property located at 2 Imperial Street subject to full compliance with the Town of Kensington Development Control Bylaw.*

*Unanimously carried.*

**8.1.3 Subdivision of Lands of Gladys Hayman – PID No's 77768 & 680900**

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

*WHEREAS a request has been received from Gladys Hayman to subdivide (boundary line adjustment) her property located at 23 Broadway Street South into two new parcels, being Lot 2019-1, Lot 2019-2 as per Subdivision Plan No. G-19-73;*

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

*BE IT RESOLVED that approval be granted to Gladys Hayman to subdivide PID No.'s 77768 and 680900 such that each newly created parcel, being 2019-1 and 2019-2, carries sufficient street frontage to meet the requirements of the Town's Development Control Bylaw, as per Subdivision Plan No. G-19-73, dated November 14, 2019, drawn by GIS Innovations Ltd.*

*Unanimously carried.*

**8.1.4 Self Contained Breathing Apparatus (SCBA) Replacement – Fire Department**

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

*BE IT RESOLVED that Town Council award a contract for the supply of three self-contained breathing apparatuses and associated equipment to T&K Fire Equipment Ltd. as per their quote dated September 10, 2020 in the amount of \$28,265.79.*

*Unanimously carried.*



**8.1.5 Consolidation of Lands of Rainbow Holdings Ltd. – PID No.'s 668244 & 668236**

**8.1.5.1 *Moved by Councillor Toombs, seconded by Councillor Spencer***

*WHEREAS a request has been received from Rainbow Holdings Ltd. to consolidate their property located at 10 Park Road, being PID No.'s 668244 and 668236, as per drawing number 20094A-C01;*

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

*BE IT RESOLVED that approval be granted to Rainbow Holdings Ltd. to consolidate PID No.'s 668244 and 668236 into a single lot, being Lot 20-1, as per Survey Plan No. No. 20094A-C01, dated September 11, 2020, drawn by Locus Surveys Ltd.*

*Unanimously carried.*

**8.2 Other Matters**

**8.2.1** Mayor Caseley confirmed that the opening of the Emergency Reception Centre will be held on Saturday, September 19 at 10:00 am.

**8.2.2** Mayor Caseley announced that the tentative date for the Municipal Restructuring Public Meeting is October 15, 2020 at 6:30 pm at the Credit Union Place in Summerside.

**8.2.3** Councillor Gallant expressed his condolences on the recent passing of Enid Chappell. She was recognized as a long-term employee of the Town of Kensington who was very dedicated to her work.

**8.2.4** Councillor Gallant commented that it has been a year since Hurricane Dorian and addressed the significant loss of trees in Kensington. It was requested that the Town look into available funding opportunities to help replant trees in the spring.

**9. Correspondence**

**9.1** A letter from Pat Kelly requesting the Town to reconsider the ball rental fees for their recent U11 Jamboree.

*Town Council discussed the request from Pat Kelly. Deputy Mayor Pickering recommended that CUC staff provide a written confirmation for all bookings.*

*Moved by Councillor Toombs, seconded by Councillor Gallant to maintain the set rate structure previously approved by Town Council for the use of the ballfields at the Credit Union Centre. Unanimously carried.*

**9.2** An email from the Kensington and Area Senior Surfers providing updates on their executive and recent events.

**9.3** The September donor update from the Kids Help Phone.

*Jason Simmonds excused himself from the Council Chamber at 7:58 pm.*

**10. In-Camera**

**10.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Bernard to enter into an in-camera session at 7:59 PM.*

**10.2** *Moved by Councillor Spencer, seconded by Councillor Toombs to come out of an in-camera session at 8:13 PM.*

**11. Adjournment**

*Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to adjourn the meeting at 8:13 PM. Unanimously carried.*

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Geoff Baker,  
CAO

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Rowan Caseley,  
Mayor

| Town of Kensington                                     |   |  |
|--|---|--|
| CAO's Report for Committee of Council - September 2020 |   |  |
|  |   |  |
| Item #   | Project/Task  | Status   |
| 1  | Exempt Staffing Policy  | NO UPDATE The exempt staffing policy is still being reviewed by the Mayor and CAO. It will be provided to Town Council in draft form once completed.   |
| 2  | COVID-19 Pandemic   | A copy of the approved Operational Plan for the Credit Union Centre has been circulated previously. We continue to implement all facility plans until such time as the Public Health Office advises otherwise.   |
| 3  | Victoria Street West Sidewalk Replacement                           | Infrastructure work/adjustments are currently underway within the project extents. It is anticipated that construction will begin the week of September 28th. Traffic congestion continues to be a concern at the main intersection in town. Staff are working with the Department of Transportation to allow traffic to be diverted and moved as efficiently and safely as possible. The traffic lights will be turned off on Monday, September 28th and all traffic will be directed/controlled through the use of flaggers.   |
| 4  | Official Plan and Zoning Bylaw 5 Year Review                        | NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.  |
| 5  | Asset Management  | NO UPDATE I was requested by the consultant to return any asset management sheets to him, to address some deficiencies within them. The consultant is currently working on incorporating storm water management ponds and natural assets within the work sheets. The project is currently delayed by approximately two months. I would anticipate that within the next month or so, the (consultant) project will be completed.  |
| 6  | Railyards/Boardwalk Renovation and Upgrade Project                  | NO UPDATE The project originally included a new roof for the Train Station, carpentry work within the train station (including insulation, weather tight window inserts, painting and other similar items), replacement of the boardwalk around the train station and liquor store, and the installation of a heat pump unit. During hurricane Dorian, the roof of the train station saw significant damage and was replaced through an insurance claim. The project was recently modified to include replacement of the boardwalk around the freight shed, gazebo, Blacksmith shop and public washrooms; and improvements to the gazebo including new stairs, installation of a wheel chair ramp and the installation of a new floor. The train station roof has been completed. The boardwalk around the train station and liquor store has been completed. The minor carpentry portion of the project is near completion with only minor items left to be completed. The additional Boardwalk is in the process of being replaced. Work began on about the 1st of September and scheduled to be completed by the end of the month. Some unforeseen deficiencies were found in both the freight shed and gazebo which has resulted in the additions to the project, i.e. sill around the freight shed, stair bracings, etc. The heat pump units were installed at the Train Station on August 4, 2020 and was completed around the 11th of August. |
| 7  | Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades | Cell #2 has not been used since September 3rd. Sludge pumping was completed on September 17th. We currently await formal approval of our lagoon drawdown plan which will allow the berm/earth works to be completed. Cell #2 will be lowered by 1.64 m over a 12 day period.   |
| 8  | 2019-2024 Gas Tax Capital Investment Plan                           | Information on the further re-profiling of the Town's Gas Tax Capital Investment Plan will be brought directly to the October regular meeting of Town Council.   |
| 9  | Emergency Warming/Reception Centre                                  | The 3 hour load bank test has been completed and the generator has been formally commissioned. An official dedication/opening announcement was held on Saturday, September 19th. An operational guideline has been drafted by the Mayor and will be refined with staff and the EMO Coordinator over the next several weeks.  |
| 10   | Sidewalk Maintenance  | The sidewalk maintenance is nearing completion. Three areas along School Street have not been started yet and some miscellaneous asphalt repair is required.   |

| Item # | Project/Task   | Status   |
|--------|--|--|
| 11     | Fire Department Rescue Vehicle   | NO UPDATE It is anticipated that the truck will be delivered as per the original schedule and budget. We expect to be provided with a web link shortly to enable us to regularly track the progress of the build.  |
| 12     | EVK Pool   | NO UPDATE The EVK Pool was closed for the year on August 28th. We are currently in discussion with Island Hot Tubs to determine the most appropriate way to winterize the pool. It is evident that a new cover may be required for the pool.   |
| 13     | Wastewater Treatment Plant Blowers                                     | Funds have been included in the 2020/21 Capital Budget to replace the existing sensors associated with the Blower #1 Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. While staff were preparing a recommendation for the September Council meeting, it was determined that Gas Tax may be a more appropriate funding source to complete the project. Information will be brought forward to the October regular meeting of Town Council to facilitate the completion of the project.  |
| 14     | Water and Wastewater Bylaw   | NO UPDATE I have begun drafting the required Bylaw to allow the town to operate the water and wastewater system as a department of the town. It will be presented to Town Council for consideration once completed.  |
| 15     | Kensington Area Soccer Club - Clubhouse                                | NO UPDATE Construction of the Clubhouse has begun. The foundation has been installed. I continue to work with the Province to provide for a formal agreement for the water and sewer line routing.   |
| 16     | Municipal Restructuring  | The public hearing has been tentatively scheduled for October 15, 2020 at 6:30 PM. The Hearing will be held at the Credit Union Place in Summerside. Local advertisements (news paper, posters around town) will be placed on the weekend of October 3rd and October 10th. The Town will be required to make a formal presentation at the hearing (power point) which I will start to put together the week of September 28th.   |
| 17     | Police Study/Service Model Review                                      | The Police Study report is completed in draft form and has been forwarded to all Councillors for review.   |
| 18     | Senior Centre Paving   | The contract has been awarded to Curran and Briggs Ltd. I have been informed by Curran and Briggs that the project should be completed within two weeks (by October 9th),  |
| 19     | Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades | NO UPDATE The 600mm watermain has been installed, pressure tested, disinfected and is ready for service. Landscaping has been completed around the pumphouse as well. Generator pads have been installed at the pumphouse and well #3. We are waiting on the installation of the Chlorine Analyzer, Flygt Cloud, generator and Automatic Transfer Switch at the pumphouse. We are waiting on construction of the gravel driveway at the pumphouse. We are also waiting on the installation of generator and Automatic Transfer Switch at well #3 (also waiting on price from AJL for adding small transformer and panel for generator block heater and battery charger). |
| 20     | Railyards Garbage Receptacle Area                                      | Commercial Construction have removed the top soil from the grassed area behind the freight shed. Asphalt millings will be placed on site on Monday, September 27th.  |
| 21     | Development Control Bylaw Amendment - Third Accessory Structure        | A report for Second Reading and Formal Adoption of the Bylaw amendment will be brought forward to the October regular meeting of Town Council.   |
| 22     | Town Hall/Rail Yards Paver Stone Replacement                           | The project has been completed. As Councillors were previously informed, upon removal of the paver stones at the town hall it was discovered that there was no gravel base when the paver stones were originally installed. An addition was made to the project to facilitate the proper installation of the gravel base.  |
| 23     | Water and Sewer Rate Application                                       | NO UPDATE The application to IRAC was submitted on August 13, 2020. It is expected that we will be in a position implement the new rates effective January 1, 2021.  |
| 24     | Railyards Fence Replacement  | I am informed that the cost shared portion of this project will not be completed until the Spring of 2021 due to unavailability of materials.  |



## AUGUST 2020

The Kensington Fire Department responded to 21 calls during the month of August and the average attendance for the fire calls was 14. Following is the breakdown of calls:

| <b>Date</b>    | <b>Call Details</b>  | <b>Location</b>          | <b>#<br/>Firefighters</b> | <b>#<br/>Trucks</b>            |
|----------------|--|--------------------------|---------------------------|--------------------------------|
| <b>Aug 1</b>   | <b>MVC - 2 vehicles</b>  | <b>Margate</b>           | <b>19</b>                 | <b>2</b>                       |
| <b>Aug 1</b>   | <b>Garbage fire</b>  | <b>Kensington</b>        | <b>7</b>                  | <b>2</b>                       |
| <b>Aug 2</b>   | <b>Vehicle fire</b>  | <b>Malpeque</b>          | <b>6</b>                  | <b>2</b>                       |
| <b>Aug 3</b>   | <b>Residential Fire Alarm</b>  | <b>Traveller's Rest</b>  | <b>13</b>                 | <b>2 (stand down en route)</b> |
| <b>Aug 4</b>   | <b>Residential Fire Alarm</b>  | <b>Springfield</b>       | <b>16</b>                 | <b>2</b>                       |
| <b>Aug 8</b>   | <b>Brush fire</b>  | <b>Emerald</b>           | <b>18</b>                 | <b>4</b>                       |
| <b>Aug 11</b>  | <b>Grain field fire got into woods (called Kinkora &amp; New London Fire Depts. and Dept. of Forestry)</b> | <b>North Freetown Rd</b> | <b>13</b>                 | <b>4</b>                       |
| <b>Aug 11</b>  | <b>Residential Fire Alarm</b>  | <b>Kensington</b>        | <b>10</b>                 | <b>1</b>                       |
| <b>Aug 11</b>  | <b>Structure Fire (called New London for water)</b>  | <b>Sea View</b>          | <b>17</b>                 | <b>5</b>                       |
| <b>Aug 12</b>  | <b>BBQ fire</b>  | <b>Kensington</b>        | <b>15</b>                 | <b>2</b>                       |
| <b>Aug 13</b>  | <b>Brush fire</b>  | <b>Margate</b>           | <b>13</b>                 | <b>1 (stand down en route)</b> |
| <b>Aug 14</b>  | <b>MFR</b>   | <b>Traveller's Rest</b>  | <b>7</b>                  | <b>1</b>                       |
| <b>Aug 17</b>  | <b>Structure fire (assisted by Summerside)</b>   | <b>Traveller's Rest</b>  | <b>20</b>                 | <b>5</b>                       |
| <b>Aug. 17</b> | <b>Commercial Fire Alarm</b>   | <b>Kensington</b>        | <b>17</b>                 | <b>2</b>                       |
|                |  |                          |                           |                                |

|                |   |                          |           |                                |
|----------------|---|--------------------------|-----------|--------------------------------|
| <b>Aug. 18</b> | <b>MVC - 1 vehicle</b>  | <b>Blue Shank Rd.</b>    | <b>13</b> | <b>2</b>                       |
| <b>Aug. 19</b> | <b>MVC - multiple vehicles</b>                                      | <b>Rte. 2 Kensington</b> | <b>18</b> | <b>3</b>                       |
| <b>Aug. 20</b> | <b>Commercial Fire Alarm</b>  | <b>Rte 6 Kensington</b>  | <b>7</b>  | <b>1 (stand down en route)</b> |
| <b>Aug. 21</b> | <b>MVC - car vs motorcycle</b>                                      | <b>Blue Shank Rd.</b>    | <b>15</b> | <b>3</b>                       |
| <b>Aug. 25</b> | <b>Transformer on fire</b>  | <b>North Bedeque</b>     | <b>15</b> | <b>2</b>                       |
| <b>Aug. 27</b> | <b>Possible body floating in the water</b> [REDACTED]<br>[REDACTED] | <b>Crystal Beach</b>     | <b>13</b> | <b>2</b>                       |
| <b>Aug. 29</b> | <b>MVC - motorcycle</b>   | <b>Rte. 2 New Annan</b>  | <b>14</b> | <b>2</b>                       |

No training was held this month. A debriefing was held after the Sea View fire, there were 18 firemen present. FYI - meetings are being held in the truck bay to allow for social distancing.

Rodney Hickey  
Chief

| Police Department Occurrence Report Summary 2020 |     |     |     |     |     |     |     |     |     |     |     |     |     |         |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|
| Description                                      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD | % Total |
| 911 Act  |     |     | 2   | 3   | 1   | 3   | 2   | 3   |     |     |     |     | 14  | 2.94%   |
| Abandon Vehicle                                  |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Abduction  |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Alarms   | 1   | 1   | 2   | 5   | 3   | 3   | 2   | 1   |     |     |     |     | 18  | 3.78%   |
| Animal Calls                                     |     |     |     | 1   |     |     | 1   | 1   |     |     |     |     | 3   | 0.63%   |
| Arson  |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Assault PO                                       |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Assault with Weapon                              |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Assaults (Level 1)                               | 3   |     |     |     | 3   | 1   | 2   | 1   |     |     |     |     | 10  | 2.10%   |
| Assistance Calls                                 | 10  | 8   | 7   | 8   | 24  | 29  | 29  | 20  |     |     |     |     | 135 | 28.36%  |
| Breach of Peace                                  | 1   |     |     |     |     |     | 1   |     |     |     |     |     | 2   | 0.42%   |
| Breach of Recognizance                           |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Break and Enter (business)                       |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Break and Enter (other)                          |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Break and Enter (residence)                      | 1   |     |     |     |     |     |     | 1   |     |     |     |     | 2   | 0.42%   |
| Carry concealed weapon                           |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Child Pornography                                |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Child Welfare                                    |     |     |     |     |     | 1   |     |     |     |     |     |     | 1   | 0.21%   |
| Coroner's Act                                    |     |     |     |     |     | 2   | 1   |     |     |     |     |     | 3   | 0.63%   |
| Crime Prevention                                 |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Criminal Harassment                              |     |     |     |     |     | 1   |     | 2   |     |     |     |     | 3   | 0.63%   |
| Dangerous Driving                                |     | 1   |     |     |     |     |     |     |     |     |     |     | 1   | 0.21%   |
| Disturbing the Peace                             | 2   |     |     | 1   | 1   | 2   | 3   | 1   |     |     |     |     | 10  | 2.10%   |
| Dog Act  |     | 3   | 2   | 1   |     |     | 1   | 1   |     |     |     |     | 8   | 1.68%   |
| Driving while disqualified                       | 1   |     |     |     | 1   | 1   |     | 1   |     |     |     |     | 4   | 0.84%   |
| Drug Charges                                     |     | 1   |     |     |     |     |     |     |     |     |     |     | 1   | 0.21%   |
| Excise Act                                       |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Fail to Comply Probation                         | 1   |     | 1   |     |     |     |     |     |     |     |     |     | 2   | 0.42%   |
| Fail to comply undertaking                       | 1   | 1   |     |     |     |     |     |     |     |     |     |     | 2   | 0.42%   |
| Fail to remain at scene of accident              |     | 1   |     |     |     |     |     | 1   |     |     |     |     | 2   | 0.42%   |
| Family Relations Act                             |     |     |     |     | 2   |     | 3   |     |     |     |     |     | 5   | 1.05%   |
| Fingerprints taken                               |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Fire Prevention Act                              | 1   |     |     | 1   | 2   | 2   |     | 2   |     |     |     |     | 8   | 1.68%   |



|  |     |     |     |     |     |     |     |     |     |     |     |     |     |         |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|
| Police Department Occurrence Report Summary 2020 |     |     |     |     |     |     |     |     |     |     |     |     |     |         |
|  |     |     |     |     |     |     |     |     |     |     |     |     |     |         |
| Description                                      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD | % Total |
| Firearm Act                                      |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Forcible confinement                             |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Fraud  |     |     |     | 2   |     | 2   | 2   |     |     |     |     |     | 6   | 1.26%   |
| Harrassing Phone Calls                           |     | 1   | 1   |     |     |     | 1   | 1   |     |     |     |     | 4   | 0.84%   |
| Impaired Driver                                  | 1   |     | 1   |     | 3   | 1   | 4   | 2   |     |     |     |     | 12  | 2.52%   |
| Information Files                                | 1   | 2   | 2   |     |     | 2   |     |     |     |     |     |     | 7   | 1.47%   |
| Injury Accidents                                 |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Liquor Offences                                  |     | 2   | 1   | 1   |     |     |     |     |     |     |     |     | 4   | 0.84%   |
| Litter Act                                       |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Lost and Found                                   | 1   |     |     |     | 2   | 2   | 4   | 1   |     |     |     |     | 10  | 2.10%   |
| Luring Minors                                    |     |     |     |     |     | 1   |     |     |     |     |     |     | 1   | 0.21%   |
| Mental Health Act                                | 2   | 1   |     |     | 1   | 2   | 1   | 1   |     |     |     |     | 8   | 1.68%   |
| Mischief   | 2   |     | 1   | 1   | 2   | 2   | 1   |     |     |     |     |     | 9   | 1.89%   |
| Motor Vehicle Accidents                          | 3   | 1   | 2   |     |     | 6   | 1   | 1   |     |     |     |     | 14  | 2.94%   |
| Motor Vehicle Act                                | 3   | 4   | 1   | 2   | 8   | 7   | 7   | 4   |     |     |     |     | 36  | 7.56%   |
| Municipal Bylaws                                 |     | 1   |     | 1   |     | 1   | 9   | 2   |     |     |     |     | 14  | 2.94%   |
| Off Road Vehicle Act                             |     | 1   |     | 1   |     | 1   | 1   |     |     |     |     |     | 4   | 0.84%   |
| Other Criminal Code                              |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Person Reported Missing                          |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Possession of restricted weapon                  |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Property Check                                   | 1   |     |     | 1   |     |     |     |     |     |     |     |     | 2   | 0.42%   |
| Resist Arrest                                    |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Roadside Suspensions                             |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Robbery  |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Sexual Assaults / Interference                   | 1   |     |     |     |     |     |     | 1   |     |     |     |     | 2   | 0.42%   |
| STEP (Integrated Traffic Enforcement)            |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Sudden Death                                     |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Suspicious Persons / Vehicle                     | 2   | 1   | 3   | 1   |     | 1   |     | 4   |     |     |     |     | 12  | 2.52%   |
| Theft Of Motor Vehicle                           |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Theft Over \$5000                                |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Theft Under \$5000                               |     | 3   | 1   | 2   | 2   | 2   | 5   | 2   |     |     |     |     | 17  | 3.57%   |
| Traffic Offences                                 |     |     |     |     |     |     |     |     |     |     |     |     | 0   | 0.00%   |
| Trespass Act                                     |     |     |     |     |     |     | 2   | 1   |     |     |     |     | 3   | 0.63%   |

[illegible]

## **Police Report August 2020**

KPS received 1 false alarm during the month.

August 26 @ 0043hrs – Kensington Metal, member attended.

**Please note on the police report the number of assistance calls includes 6 calls that are COVID 19 related 2 of which charges were laid for failing to self isolate.**

Year To Date Approved Development Permits Summary Report  
2020

| Development Permit Category                | January | February | March | April | May | June | July | August | September | October | November | December |  | Total |  |
|--|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--|-------|--|
| Addition Industrial                        |         |          |       |       |     | 1    |      |        |           |         |          |          |  | 1     |  |
| Addition Residential additions/alterations |         |          |       |       |     |      |      | 1      |           |         |          |          |  | 1     |  |
| Addition Residential Deck/Fence/Pools      |         |          |       |       |     | 1    |      |        |           |         |          |          |  | 1     |  |
| Demolition                                 |         |          |       |       |     |      |      | 1      |           |         |          |          |  | 1     |  |
| New Commercial                             |         |          |       |       |     |      |      | 1      |           |         |          |          |  | 1     |  |
| New Institutional                          |         | 1        |       |       |     |      |      |        |           |         |          |          |  | 1     |  |
| New Multi-unit Family Dwelling             |         |          |       | 1     |     |      |      |        |           |         |          |          |  | 1     |  |
| New Residential Accessory Structure        |         | 1        | 1     |       | 2   | 3    |      | 2      | 2         |         |          |          |  | 11    |  |
| New Residential Deck/Fence/Pools           |         |          |       |       |     | 1    | 1    | 1      | 1         |         |          |          |  | 4     |  |
| New Semi Detached Dwelling                 |         |          |       |       |     |      | 1    |        |           |         |          |          |  | 1     |  |
| New Single Family Dwelling                 |         | 1        |       |       | 2   |      | 1    | 1      |           |         |          |          |  | 5     |  |
| Other Commercial                           | 1       | 1        |       |       |     |      |      |        |           |         |          |          |  | 2     |  |
| Renovation Commercial                      |         |          |       |       |     | 1    |      |        |           |         |          |          |  | 1     |  |
| Renovation Residential Deck/Fence/Pools    |         |          |       |       |     | 1    | 1    |        |           |         |          |          |  | 2     |  |
| <b>Total:</b>                              |         |          |       |       |     | 1    | 1    |        |           |         |          |          |  | 33    |  |

| Total Estimated Construction Value |
|------------------------------------|
| \$70,000.00                        |
| \$300.00                           |
| \$3,500.00                         |
| \$5,000.00                         |
| \$3,500.00                         |
| \$220,000.00                       |
| \$1,947,000.00                     |
| \$46,300.00                        |
| \$14,500.00                        |
| \$400,000.00                       |
| \$1,367,500.00                     |
| \$10,700.00                        |
| \$2,000.00                         |
| \$19,000.00                        |
| <b>\$4,109,300.00</b>              |

DEVELOPMENT PERMITS REPORT  
For the period September 12, 2020 to October 09, 2020

| Permit Number                   | Date Permit Issued | PID   | Applicant's Name & Address              | Telephone Number | Permit Status | Work Type | Type of Construction            |                            | Value      | Estimated Start | Estimated Finish |
|---------------------------------|--------------------|-------|---|------------------|---------------|-----------|---------------------------------|----------------------------|------------|-----------------|------------------|
|                                 |                    |       | Property Address                        |                  |               |           |                                 |                            |            |                 |                  |
| Residential Accessory Structure |                    |       |   |                  |               |           |                                 |                            |            |                 |                  |
| 33-20                           | 09/25/2020         | 76992 | Coreen Pickering - 39 Victoria Street E |                  | Approved      | New       | Residential Accessory Structure |                            | \$2,500.00 | 10/01/2020      | 10/25/2020       |
|                                 |                    |       | 39 Victoria Street E                    |                  |               |           | Description:                    | Construct 8x8 storage shed |            |                 |                  |

Sub Total: \$2,500.00

Total: \$2,500.00



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

| For Office Use Only |   |
|---------------------|---|
| Permit #:           | 33-20   |
| Date Received:      | Sept 25/20                                      |
| Date Approved:      | Sept 25/20                                      |
| PEI Planning:       |   |
| Permit Fee: \$      | 100.00 <input checked="" type="checkbox"/> Paid |

## DEVELOPMENT PERMIT APPLICATION

### 1. Property Information

Project Address: 39 Victoria St Property Tax Number (PID): 76992  
Lot No.: \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Current Zoning: R1  
Are there any existing structures on the property?: ☒ No ☒ Yes, please describe:  
House.

Land Purchased from Dowling Year Purchased 2011

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

### 2. Contact Information

APPLICANT Name: Coreen Pickering Address: 39 Victoria St  
Phone: 439-7794 Cell: \_\_\_\_\_  
Email: snipstosharepei@outlook.com Postal Code: C0B 1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Dale Adams Address: Seaview  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: C0B 1M0

### 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 checked="" type="checkbox"/> Accessory Building  |                                |
| <input type="checkbox"/> Multi-Unit Res. (R3)          | <input type="checkbox"/> Mini Home (RM1) | <input type="checkbox"/> Decks/Fence/Pools              |                                |

| Type of Foundation                       | External Wall Finish                      | Roof Material                             | Chimney                                    |
|--|---|---|--|
| <input type="checkbox"/> Poured Concrete | <input type="checkbox"/> Vinyl Siding     | <input type="checkbox"/> Asphalt          | <input type="checkbox"/> Brick             |
| <input type="checkbox"/> Slab            | <input type="checkbox"/> Wood Shingles    | <input checked="" type="checkbox"/> Steel | <input type="checkbox"/> Prefab <u>N/A</u> |
| <input type="checkbox"/> Pier <u>N/A</u> | <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>2</u>           | <u>0</u>            | Width <u>8</u> Length <u>8</u> |



20-88  
Detailed Project Description:

Storage shed + fence 5ft height

Estimated Value of Construction (not including land cost):

2500.00

Projected Start Date:

Oct 1/2020

Projected Date of Completion:

Oct 25<sup>th</sup>/2020

Please provide a diagram of proposed construction:

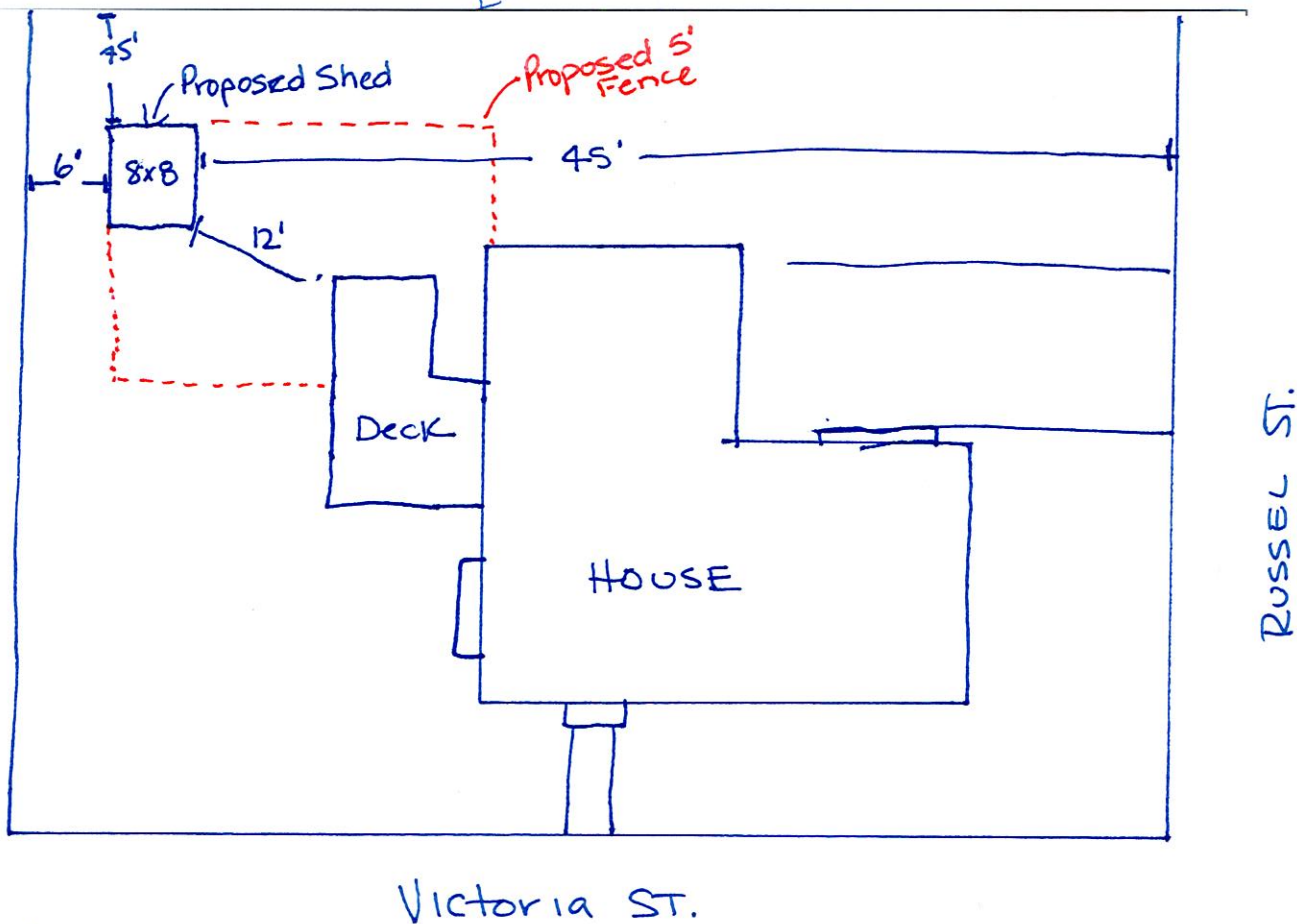
a) Draw boundaries of your lot.

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:

Sept 25/2020

## Town of Kensington Bills List August 2020

|                                    |   |             |
|------------------------------------|---|-------------|
| Abigail Kelly                      | AUG 2020 MILEAGE                                | \$98.70     |
| Adam MacDonald                     | EX ADAM M AUG20                                 | \$789.60    |
| Aliant                             | 7858885   | \$30.48     |
| Aliant                             | 7856336   | \$230.59    |
| Anderson Automotive                | 53628 Police Vehicle                            | \$684.39    |
| Andrew Griffin                     | AUG 2020 RRSP                                   | \$516.94    |
| ArsenaultBestCameronEllis          | 6016  | \$12,707.50 |
| Bell Mobility                      | 2-393987  | \$201.25    |
| The Branch Manager                 | 3495 North St Tree Removal                      | \$661.25    |
| Brenda MacIsaac                    | AUG 2020 RRSP                                   | \$295.56    |
| Combat Computer Inc                | 66641 Police Service Call - Watchguard Replaced | \$366.55    |
| Combat Computer Inc                | 66360 Copies                                    | \$14.10     |
| Combat Computer Inc                | 66795 Police - Set up Transcriber and Software  | \$409.69    |
| Combat Computer Inc                | 66793 Police - Transcriber                      | \$541.06    |
| Combat Computer Inc                | 66359 Copies                                    | \$17.27     |
| Combat Computer Inc                | 66039 Town Hall - Service Call                  | \$86.25     |
| Combat Computer Inc                | 66358 Copies                                    | \$5.89      |
| Canadian Union of Public Employees | UNION DUES AUG 20                               | \$471.15    |
| Curran & Briggs Ltd                | 00045519 Sunset Dr Sidewalk                     | \$1,338.60  |
| Curran & Briggs Ltd                | 00045494 Parking Lot Patching TH, CUC, TS       | \$5,865.00  |
| Dakota VanColen                    | EX D VANCOLEN AUG 20                            | \$507.60    |
| Doug Killam                        | P-AUTO DK                                       | \$68.98     |
| Eastlink                           | 13130348  | \$23.00     |
| Eastlink                           | 13130090  | \$97.69     |
| Eastlink                           | 13129576  | \$753.96    |
| Eastlink                           | 13206166  | \$142.30    |
| Elizabeth Hubley                   | AUG RENT 2020                                   | \$805.00    |
| Frito Lay Canada                   | 43545263  | \$557.54    |
| Gemini Screen Print Embroidery     | 5107 Masks                                      | \$1,811.25  |
| Geoff Baker                        | AUG 2020 MILEAGE                                | \$322.42    |
| Hummingbird Creative               | 2601 Emergency Centre Signs                     | \$1,031.47  |
| Ideal Auto Parts Ltd               | 128448 PW - Rags                                | \$33.29     |



|                                       |                            |          |
|---------------------------------------|----------------------------|----------|
| Irving Oil                            | 33539597                   | \$284.19 |
| Irving Oil                            | 631856                     | \$448.35 |
| Irving Oil                            | 33560737                   | \$264.60 |
| Irving Oil                            | 33567427                   | \$642.91 |
| Irving Oil                            | 637852                     | \$304.88 |
| Irving Oil                            | 218782                     | \$196.28 |
| Irving Oil                            | 922467                     | \$120.82 |
| Irving Oil                            | 33574082                   | \$232.26 |
| Irving Oil                            | 39303                      | \$179.93 |
| Island First Aid Service              | SI-12390                   | \$50.03  |
| Island Hot Tubs & Pools               | 22280                      | \$202.39 |
| Island Hot Tubs & Pools               | 23326                      | \$202.39 |
| Island Hot Tubs & Pools               | 22643 Test Kit             | \$400.05 |
| Island Hot Tubs & Pools               | 22652                      | \$45.98  |
| Island Hot Tubs & Pools               | 7844                       | \$97.75  |
| Island Hot Tubs & Pools               | 7893                       | \$366.80 |
| Island Hot Tubs & Pools               | 8279                       | \$215.62 |
| Island Hot Tubs & Pools               | 22407                      | \$202.38 |
| Jara Nantes                           | AUG 2020 MILEAGE           | \$18.80  |
| Kensington Agricultural Services      | 53118                      | \$8.12   |
| Kensington Country Store              | 02810111053 Ballfield Lime | \$89.12  |
| Kent Building Supplies                | 1282616                    | \$45.41  |
| Kent Building Supplies                | 1283417                    | \$80.25  |
| Kent Building Supplies                | 1283577                    | \$38.36  |
| Kent Building Supplies                | 1288685                    | \$18.39  |
| Kent Building Supplies                | 1290639                    | \$17.87  |
| Kent Building Supplies                | 1290114                    | \$27.59  |
| Kent Building Supplies                | 1288793                    | \$45.41  |
| Kent Building Supplies                | 1292109                    | \$24.79  |
| Kensington & Area Chamber of Commerce | 74993 Golf Tournament      | \$500.00 |
| Lewis Sutherland                      | AUG 2020 RRSP              | \$655.52 |
| Lewis Sutherland                      | EXP CHIEF AUG 20           | \$152.28 |
| Maritime Electric                     | FARMMARKET AUG20           | \$398.90 |
| Maritime Electric                     | CANTEENBALLAUG20           | \$31.30  |

|                                    |   |            |
|------------------------------------|---|------------|
| Maritime Electric                  | RINK AUG 20                             | \$1,582.78 |
| Maritime Electric                  | 25 GAR SIGN AUG20                       | \$183.91   |
| Maritime Electric                  | KINDERG AUG20                           | \$111.57   |
| Maritime Electric                  | LIBRARY AUG20                           | \$98.97    |
| Maritime Electric                  | CN STN AUG20                            | \$1,146.47 |
| Maritime Electric                  | RADAR LT AUG20                          | \$105.13   |
| Maritime Electric                  | CARCHARG AUG20                          | \$29.07    |
| Maritime Electric                  | TOWNHALL AUG20                          | \$1,884.08 |
| Maritime Electric                  | PW AUG20                                | \$88.40    |
| Maritime Electric                  | ST LIGHT AUG20                          | \$2,824.03 |
| Maritime Electric                  | FIRE HALL AUG20                         | \$477.14   |
| Maritime Electric                  | SHOWER RM AUG                           | \$955.08   |
| Mary's Bake Shoppe                 | 38 - AUG 19, 2020 Lewie's Birthday Cake | \$25.00    |
| Malpeque Bay Credit Union          | AUG 2020 RRSP                           | \$1,433.50 |
| MDC                                | 4018979 Hand Sanitizer                  | \$81.42    |
| Medacom Atlantic Inc               | 011961                                  | \$251.16   |
| Minister of Finance                | AUG 2020 Property Tax                   | \$5,314.95 |
| MJS Marketing & Promotions         | 2703043 Harvest Festival Ad             | \$747.50   |
| MJS Marketing & Promotions         | 2703012                                 | \$51.75    |
| Orkin Canada                       | 1935942                                 | \$44.28    |
| Orkin Canada                       | 1935660                                 | \$28.75    |
| Orkin Canada                       | 1936206                                 | \$73.03    |
| Pickering Plumbing & Heating       | 562 Public Washrooms                    | \$143.74   |
| Police Vision CPA/ACP              | 18012047                                | \$227.70   |
| Prince County Trophy               | 238318                                  | \$16.10    |
| Robert Wood                        | EX R WOOD AUG20                         | \$159.80   |
| Saltwire Network                   | 30656                                   | \$342.70   |
| Mikes Independent                  | IND20200803                             | \$11.80    |
| Scotia Securities                  | AUG 2020 RRSP                           | \$407.68   |
| Scotiabank Visa                    | AUG 2020 KIDS HELP                      | \$50.00    |
| Scotiabank Visa                    | FRIENDS & FLOWERS                       | \$34.50    |
| Scotiabank Visa                    | 34937107 ZOOM                           | \$23.00    |
| Sign Station Inc                   | 62925 CUC - Harvest Festival Drive Thru | \$369.54   |
| Suncor Energy Products Partnership | AUG 2020                                | \$807.52   |

|                                       |   |                    |
|---------------------------------------|---|--------------------|
| Superior Sanitation                   | 719611                                      | \$80.50            |
| Superior Sanitation                   | 719614                                      | \$207.00           |
| Superior Sanitation                   | 719613                                      | \$230.00           |
| Superior Sanitation                   | 719612                                      | \$184.00           |
| T & K Fire Safety Equipment Ltd       | 256861 Town Hall Service Fire Extinguishers | \$293.83           |
| T & K Fire Safety Equipment Ltd       | 256862 Police Vehicle Bracket               | \$11.50            |
| T & K Fire Safety Equipment Ltd       | 257168 SCBA Inspetion and Refill            | \$996.02           |
| Tanya Beairsto                        | 08  | \$100.00           |
| Tara LeBlanc                          | 05  | \$662.00           |
| Telus                                 | AUG 2020                                    | \$943.55           |
| Tessa MacKinnon                       | EX TESS AM AUG 20                           | \$15.04            |
| Toshiba Finance                       | 1481069                                     | \$638.91           |
| Vail's Fabric Services Ltd            | 358810                                      | \$215.46           |
| Water & Pollution Control Corporation | AUG 2020                                    | \$689.83           |
| WSP Canada Inc                        | 0942956 Murray Christian Emergency Shelter  | \$250.36           |
| Yellow Pages Group                    | 01092272                                    | \$17.65            |
| Yellow Pages Group                    | 1130201                                     | \$23.17            |
| Zackery DesRoches                     | AUG 2020 MILEAGE                            | \$28.20            |
| Subtotal                              |   | <u>\$63,815.11</u> |

|         |  |              |
|---------|--|--------------|
| Payroll |  | \$104,504.25 |
|---------|--|--------------|

#### Capital Purchases

|                         |   |             |
|-------------------------|---|-------------|
| Anderson Automotive     | 53659 Police 2019 Ford Taurus Install Emergency Equip | \$10,022.24 |
| Atlantic Mercantile     | 105152 RGI -CUC Hook up Canteen Exhaust               | \$7,999.40  |
| Capital "T" Electric    | 791 Train Station Heat Pump                           | \$22,137.50 |
| Combat Computer Inc     | 66799 Police Camera Replacement                       | \$27,818.50 |
| Curran & Briggs Ltd     | 45427 RGI - CUC Ballfield                             | \$670.60    |
| Island Hot Tubs & Pools | 21751 Replace Pump                                    | \$2,644.98  |
| Kent Building Supplies  | 2894263 Town Hall - Window Replacement                | \$13,915.87 |
| Mid Isle Electric       | 9419 RGI - CUC Hook up Canteen Exhaust                | \$134.55    |
| Mid Isle Electric       | 9216 RGI - CUC LED Fixtures                           | \$416.01    |
| Owen MacDonald          | 056374 Town Hall Sidewalk Replacement                 | \$8,912.50  |

|                                   |  |                                 |
|-----------------------------------|--|---------------------------------|
| Spring Valley Building Centre Ltd | 856213 RGI - Eavestrough                       | \$183.89                        |
| Spring Valley Building Centre Ltd | 858223 RGI - Stain Gazebo/Canteen Covid Screen | \$515.17                        |
| Warren's Carpentry                | 237897 Gas Tax - Boardwalk Replacement         | \$18,112.50                     |
| WSP Canada Inc                    | 0943541 ICIP - Wellfield Upgrade               | \$1,712.67                      |
| WSP Canada Inc                    | 0943640 ICIP - Lagoon Upgrade                  | \$3,720.48                      |
| Subtotal Capital                  |  | <hr/> \$118,916.86              |
| <b>Total Bills</b>                |  | <hr/> <b>\$287,236.22</b> <hr/> |

## TOWN OF KENSINGTON

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

| GENERAL REVENUE                         | Current Month |              |              | Year to Date |              |               | Annual Budget  | % Full Year |
|---|---------------|--------------|--------------|--------------|--------------|---------------|----------------|-------------|
|   | Actual        | Budget       | Variance     | Actual       | YTD Budget   | Variance      |                |             |
| General Revenues                        | \$92,806.17   | \$95,446.00  | -\$2,639.83  | \$472,994.37 | \$472,658.00 | \$336.37      | \$1,118,772.00 | 42%         |
| Police Service                          | \$5,528.38    | \$6,000.00   | -\$471.62    | \$37,376.17  | \$18,000.00  | \$19,376.17   | \$42,700.00    | 88%         |
| Town Hall Rent                          | \$9,780.27    | \$8,150.00   | \$1,630.27   | \$42,707.48  | \$40,550.00  | \$2,157.48    | \$96,100.00    | 44%         |
| Recreation                              | \$3,360.00    | \$1,000.00   | \$2,360.00   | \$6,660.00   | \$4,500.00   | \$2,160.00    | \$4,500.00     | 148%        |
| Sales of Service                        | \$24,594.91   | \$40,000.00  | -\$15,405.09 | \$75,708.97  | \$202,200.00 | -\$126,491.03 | \$457,200.00   | 17%         |
| Subtotal Revenue                        | \$136,069.73  | \$150,596.00 | -\$14,526.27 | \$635,446.99 | \$737,908.00 | -\$102,461.01 | \$1,719,272.00 | 37%         |
| GENERAL EXPENSES                        |               |              |              |              |              |               |                |             |
| Town Hall                               | \$15,238.76   | \$14,980.00  | \$258.76     | \$70,364.99  | \$66,505.00  | \$3,859.99    | \$158,660.00   | 44%         |
| General Town                            | \$37,108.24   | \$32,666.00  | \$4,442.24   | \$232,548.58 | \$256,023.00 | -\$23,474.42  | \$544,852.00   | 43%         |
| Police Department                       | \$40,736.28   | \$45,321.00  | -\$4,584.72  | \$223,967.81 | \$222,591.00 | \$1,376.81    | \$539,259.00   | 42%         |
| Public Works                            | \$8,267.51    | \$7,620.00   | \$647.51     | \$40,236.46  | \$73,724.00  | -\$33,487.54  | \$152,275.00   | 26%         |
| Train Station                           | \$5,291.34    | \$4,170.00   | \$1,121.34   | \$17,515.00  | \$16,630.00  | \$885.00      | \$39,560.00    | 44%         |
| Recreation & Park                       | \$12,887.66   | \$16,625.00  | -\$3,737.34  | \$32,794.34  | \$55,105.00  | -\$22,310.66  | \$74,785.00    | 44%         |
| Sales of Service                        | \$7,751.02    | \$11,480.00  | -\$3,728.98  | \$30,973.41  | \$66,130.00  | -\$35,156.59  | \$156,740.00   | 20%         |
| Business Park                           | \$3,842.52    | \$4,418.00   | -\$575.48    | \$18,362.72  | \$22,090.00  | -\$3,727.28   | \$53,016.00    | 35%         |
| Subtotal Expenses                       | \$131,123.33  | \$137,280.00 | -\$6,156.67  | \$666,763.31 | \$778,798.00 | -\$112,034.69 | \$1,719,147.00 | 38%         |
| Net Income (Deficit)                    | \$4,946.40    | \$13,316.00  | -\$8,369.60  | -\$31,316.32 | -\$40,890.00 | \$9,573.68    |                |             |
| Credit Union Centre                     |               |              |              |              |              |               |                |             |
| Credit Union Centre Revenue             | \$5,258.63    | \$36,000.00  | -\$30,741.37 | \$49,149.89  | \$123,100.00 | -\$73,950.11  | \$386,200.00   | 13%         |
| Credit Union Centre Expenses            | \$30,794.50   | \$37,169.00  | -\$6,374.50  | \$120,426.97 | \$137,979.00 | -\$17,552.03  | \$382,796.00   | 31%         |
| Net Income (Deficit)                    | -\$25,535.87  | -\$1,169.00  | -\$24,366.87 | -\$71,277.08 | -\$14,879.00 | -\$56,398.08  |                |             |
| Fire Department                         |               |              |              |              |              |               |                |             |
| Fire Revenues                           | \$23,557.00   | \$23,557.00  | \$0.00       | \$117,785.00 | \$117,785.00 | \$0.00        | \$282,684.00   | 42%         |
| Fire Department Expenses                | \$17,790.09   | \$19,765.00  | -\$1,974.91  | \$94,259.82  | \$100,675.00 | -\$6,415.18   | \$282,680.00   | 33%         |
| Net Income (Deficit)                    | \$5,766.91    | \$3,792.00   | \$1,974.91   | \$23,525.18  | \$17,110.00  | \$6,415.18    |                |             |
| Consolidated Net Income (Deficit)       | -\$14,822.56  | \$15,939.00  | -\$30,761.56 | -\$79,068.22 | -\$38,659.00 | -\$40,409.22  |                |             |
|   |               |              |              |              |              |               | \$3,533.00     |             |
| Water and Pollution Control Corporation |               |              |              |              |              |               |                |             |
| Water & Sewer Revenue                   | \$51,001.07   | \$51,497.00  | -\$495.93    | \$255,294.60 | \$257,485.00 | -\$2,190.40   | \$622,059.00   | 41%         |
| Water & Sewer Expenses                  | \$55,416.92   | \$65,355.00  | -\$9,938.08  | \$275,935.51 | \$292,075.00 | -\$16,139.49  | \$688,160.00   | 40%         |
| Water & Sewer Net Income (Deficit)      | -\$4,415.85   | -\$13,858.00 | \$9,442.15   | -\$20,640.91 | -\$34,590.00 | \$13,949.09   |                |             |
|   |               |              |              |              |              |               | -\$66,101.00   |             |

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL, CAO  
**FROM:** ROBERT WOOD, CUC MANAGER  
**SUBJECT:** AUGUST 2020 CREDIT UNION CENTRE REPORT  
**DATE:** SEPTEMBER 1, 2020  
**ATTACHMENT:** STATISTICAL REPORT

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**August 2020**

**Fitplex**

Hours of operation are 6am -9pm Daily.  
New Treadmill and Air Rower will be arriving in mid-September

**Arena**

Canteen renovations have been completed. New fryers, exhaust hood and fan installed.  
New fire suppression system installed.  
Ice Plant scheduled for start-up September 11 and Rentals begin September 21.

**Kensington Cash**

|               |                 |
|---------------|-----------------|
| <b>Aug 6</b>  | <b>204.00</b>   |
| <b>Aug 13</b> | <b>200.00</b>   |
| <b>Aug 20</b> | <b>208.00</b>   |
| <b>Aug 27</b> | <b>202.00</b>   |
| <b>Total</b>  | <b>\$814.00</b> |

**Ball Fields**

Kensington Minor Ball and Kensington Recreational League Wrapping up regular season with playoffs in September.

**Senior Center**

Seniors Center will be starting back using the facility in the fall.  
Sewing Classes are every Tuesday evening.

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

| Category                    | January | February | March | April | May | June | July | August | September | October | November | December | YTD  |
|-----------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|------|
| <b>Fitplex</b>              |         |          |       |       |     |      |      |        |           |         |          |          |      |
| Total Members               | 270     | 265      | 245   | 245   | 245 | 200  | 204  | 200    |           |         |          |          | 1874 |
| Attendance                  | 1490    | 1550     | 700   | 0     | 0   | 872  | 866  | 836    |           |         |          |          | 6314 |
| Day Passes Sold             | 28      | 22       | 10    | 0     | 0   | 6    | 10   | 12     |           |         |          |          | 88   |
| Memberships Sold            | 42      | 33       | 12    | 0     | 0   | 32   | 36   | 30     |           |         |          |          | 185  |
| Monthly Payment Memberships | 54      | 52       | 51    | 0     | 0   | 40   | 37   | 38     |           |         |          |          | 272  |
| <b>Arena</b>                |         |          |       |       |     |      |      |        |           |         |          |          |      |
| Hours Rented                | 158     | 169      | 62    | 0     | 0   | 0    | 0    | 0      |           |         |          |          | 389  |
| Preschool (Free)            | 3       | 4        | 2     | 0     | 0   | 0    | 0    | 0      |           |         |          |          | 9    |
| Adult Skate                 | 3       | 4        | 2     | 0     | 0   | 0    | 0    | 0      |           |         |          |          | 9    |
| Donated Ice Time            | 0       | 10       | 0     | 0     | 0   | 0    | 0    | 0      |           |         |          |          | 10   |
| Total Hours Rented          | 164     | 187      | 68    | 0     | 0   | 0    | 0    | 0      |           |         |          |          | 419  |
| Storm Days (no rentals)     | 4       | 2        | 0     | 0     | 0   | 0    | 0    | 0      |           |         |          |          | 6    |

**2019**

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



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

**October 13, 2020**

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

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

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

**Kensington Emergency Reception Centre** - On September 19 we officially commissioned the Kensington Emergency Reception Centre which is located in the Murray Christian Education Centre, 17 School Street. The Town of Kensington is pleased to be partnering with the Kensington United Church to provide this facility. During the event we were honored to have comments from Mr. Jim Blanchard, Chair of the Official Board with the Kensington United Church; Hon. Bloyce Thompson, Minister of Justice and Public Safety; Hon. Jamie Fox, Minister of Fisheries and Communities; Hon. Matthew MacKay, Minister of Economic Growth, Tourism and Culture and Hon. Wayne Easter, MP for Malpeque. Minister Thompson cut the ribbon to officially commission the facility. We are hopeful there will never be a need in the future to require us to open this facility, but should the need occur then we are prepared. This is one more step we are taking in Kensington to ensure we are prepared to provide for our residents in times of disaster.

**Meeting with Fisheries and Communities** – I met with Minister Jamie Fox to discuss the possibility of the Province of Prince Edward Island making a financial contribution to the capital outlay the Town of Kensington invested in the Kensington Emergency Reception Centre. Since the establishing of such a facility is required under the Municipal Government Act, it should not be the responsibility of the residents of Kensington alone to absorb the total cost as we are sure it will be used by others outside town boundaries at times. Our total capital investment was \$ 72,895.12. Minister Fox was receptive to the request and agreed to an amount of \$ 20,000. An application is being submitted to formally request this contribution.

**John A Hogg Forest and Trails**– I had the pleasure of joining with the Heart of PEI Initiative, Island Trail and other invited guests to bring remarks on behalf of the Town of Kensington for the relaunch of the trail system, installing of the revised trail sign and the unveiling of the story board explaining how this hidden gem came about in 2007. If you have not walked through the trail as yet you owe it to yourself to do so. Many thanks to Ruth Delong with Island trails and many other community volunteers who have continued to work on improvements to this trail system. More signage is being considered to mark the entrance to the trails into the woods and also improve the trail marking throughout the forest.





**EMO Coordinator Meeting** – Mr. Baker and I met with Pat Kelly to review protocols and guidelines that would be considered to decide when we might be required to open the Emergency Reception Centre. It was agreed the decision when to open the centre would be made following discussions with the EMO Coordinator, CAO and the Mayor. We also discussed some recommended updates that are needed for our Town of Kensington EMO operations plan. Mr. Kelly is working on the required revisions.

**Meals on Wheels** – The Town of Kensington has received the annual request for a donation to the Meals on Wheels program. This request will be in correspondence. I met with the President, Lois Brown to discuss their request and assess the need. Currently they are subsidizing around 30 meals to seniors, three times per week. Their coverage area is about 3 km outside the Town of Kensington, however not many users of this service live outside town limits. There is a great need for this service and it is mainly run by volunteers with the coordinator receiving an annual honorarium. We have been donating \$1,200 per year for at least the last 18 years. Considering inflation over the last 18 years I would recommend when this item of correspondence comes forward we consider increasing this to at least \$2,000 per year.

**Rural Municipality of Malpeque Council** – Mr. Baker and I met with Mayor of Malpeque, Paul Brown and CAO Joanne McCarville to discuss items of mutual benefit. They were very appreciative of being allowed to use our Council Chambers for their regular council meeting and have requested to continue. We advised them Council has already given approval for them to use our chambers. We will look at setting a user fee for this use.

**Christmas Parade** – Robert Wood has been working with the Kensington Lion Club to develop a stationary drive thru parade for 2020. A plan has to be prepared and sent in to the Chief Public Health Officer for approval. No final decision has been made on the route to be used but evaluations will be made taking into consideration traffic flow, space for floats to park, etc. Floats will need to be set up by 4:00pm and discussions will need to be had with Chief Sutherland and form part of the plan. By way of this report I am asking Councillors if they are agreeable to move forward in this direction and leave it to staff to get all approvals as needed. Plans would be to have it at the same time the first Sunday in December at 5:00 pm. We are still working on how and when we officially light the Christmas Tree. This may be completed before the parade rather than following the parade.

Rowan Caseley  
Mayor – Town of Kensington

## Town of Kensington - Request for Decision

|  |   |
|--|---|
| <b>Date:</b> October 8, 2020   | <b>Request for Decision No:</b> 2020-52<br><b>(Office Use Only)</b> |
| <b>Topic:</b> Development Control Bylaw Amendment – Third Accessory Structure  |   |
| <b>Proposal Summary/Background:</b> <p>A request has been received from a Kensington property owner to allow the placement of a third accessory structure on their property. Currently, Section 4.24 (1)(g) of the Town’s Development Control bylaw states that “Accessory uses, buildings and structures shall be permitted on any lot but shall not...(g) exceed a maximum of two (2) buildings per property.</p> <p>Staff have completed research, and consulted with DV8 Consulting, and find that some other Prince Edward Island Municipal Development Control Bylaws permit the placement of a third accessory structure on properties greater than 3 acres in size.</p> <p>Town Council initially considered the amendment at their regular June Council meeting where direction was provided to staff to proceed with a public meeting to solicit comments from the public. A public meeting was held on Thursday, August 27, 2020 with one resident in attendance who expressed support of the amendment.</p> <p>The Bylaw amendment was given first reading at the September regular meeting of Town Council.</p> <p>It is requested that Town Council give second reading and formal adoption of the Bylaw amendment to permit a third accessory structure on properties that are 3 acres in size or larger through the addition of the words “<i>unless the property is three (3) acres or greater in size, in which case a maximum of three (3) buildings may be permitted.</i>” to Section 4.24(1)(g)</p> <p>For clarity, the amendment being proposed is as follows:</p> <p>Section 4.24 Accessory Structures</p> <p>1) Accessory uses, buildings and structures shall be permitted on any lot but shall not:</p> <p>g) exceed a maximum of two (2) buildings per property, &lt;insert&gt; <i>unless the property is three (3) acres or greater in size, in which case a maximum of three (3) buildings may be permitted.</i></p> <p>A copy of email correspondence with DV8 Consulting, the August 27<sup>th</sup> Public Meeting minutes and the public meeting advertisement (Guardian), are being circulated with this request for decision.</p> |   |
| <b>Benefits:</b> <ul style="list-style-type: none"><li>• Will allow for a more flexibility for larger properties in the community to house a third accessory structure.</li></ul>  |   |
| <b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>  |   |

**Discussion/Comments:**

It is recommended that Town Council give second reading and formal adoption to the Development Control Bylaw amendment as proposed.

**Options:**

1. Give second reading and formal adoption to the Bylaw amendment, as recommended
2. Not give second reading or formal adoption.
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 a request has been received from a property owner requesting Town Council's consideration of amending their Development Control Bylaw to permit the addition of a third accessory structure on properties which are three (3) acres in size or greater;*

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

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

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

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

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

**Resolution 2**

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

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

*AND WHEREAS town staff have evaluated the amendment, in consultation with DV8 Consulting,*

*and are recommending that Town Council proceed with the Bylaw amendment as proposed;*

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

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

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

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

### **Resolution 3**

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

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

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

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

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

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

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

**townmanager@townofkensington.com**

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**From:** Hope Parnham <hparnham@outlook.com>  
**Sent:** August 10, 2020 2:37 PM  
**To:** townmanager@townofkensington.com  
**Subject:** Re: building permit application

Proposed wording as we discussed:

4.24. Accessory Structures

1) Accessory uses, buildings, and structures shall be permitted on any lot but shall not:

...

g) exceed a maximum of two (2) buildings per property, <insert> *unless the property is greater than three (3) acres in size, in which case a maximum of three (3) buildings may be permitted.*

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**From:** townmanager@townofkensington.com <townmanager@townofkensington.com>  
**Sent:** August 10, 2020 2:23 PM  
**To:** 'Hope Parnham' <hparnham@outlook.com>  
**Subject:** RE: building permit application

Hi Hope

I've attached the proposed ad re: Bylaw amendment. Please let me know if you have any concerns around it.

Thanks,

Geoff Baker, C.E.T.

Chief Administrative Officer

Town of Kensington, PE

Tel: (902) 836-3781

Cell: (902) 439-8849

Fax: (902) 836-3741

Web: [www.kensington.ca](http://www.kensington.ca)

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**From:** townmanager@townofkensington.com <townmanager@townofkensington.com>  
**Sent:** August 10, 2020 11:21 AM  
**To:** 'Hope Parnham' <hparnham@outlook.com>  
**Subject:** RE: building permit application

Hi Hope

I am preparing to move forward with a Bylaw amendment to allow a third accessory structure on properties of over 3 acres in size. I've reviewed the Official Plan and don't think that any amendment is required to the Plan. Can you confirm this for me? Thanks!

Also, if there is anything else you think I should be concerned with then please let me know.

My intention would be to keep it fairly simple and to amend Section 4.24 to add (h) as follows:

*Proposed (4.24)(1)(h) Exceed a maximum of three (3) buildings per property, where such property is over three (3) acres in size.*

Thanks Hope, I'd appreciate any comments/concerns you may have.

Geoff Baker, C.E.T.

Chief Administrative Officer

Town of Kensington, PE

Tel: (902) 836-3781

Cell: (902) 439-8849

Fax: (902) 836-3741

Web: [www.kensington.ca](http://www.kensington.ca)

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**From:** Hope Parnham <[hparnham@outlook.com](mailto:hparnham@outlook.com)>  
**Sent:** May 13, 2020 5:52 PM  
**To:** Geoff Baker <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)>  
**Subject:** Re: building permit application

Hi Geoff

I thought you might hear back from the applicant. At first glance, the request doesn't seem like a big deal because of the property's size but the regulations are written in a way that treats all residential properties the same.

Here are a few options for you to consider:

1. Easiest solution is to join the two buildings so that the permit application is for an addition rather than a 3rd accessory structure. The only issue he may have with this option is that the size of the accessory building can't be larger than 50% of the floor area of the house. If the size isn't a problem, the "join" does not have to mean the wall between the old and new is removed. It could be an extension of the existing roof line, or I've seen it done with a breezeway connection between the two structures with different roof lines.
2. Rezoning to A1 - while this process takes time, as an agricultural property (even if it's just a hobby farm and greenhouse) he would be permitted 3 buildings to support the agricultural use, and a single detached dwelling is a permitted use in the A1 zone.
3. Bylaw amendment - this takes the same amount of time as a rezoning. If you are interested in going this route, I would suggest that a clause be added to the accessory building section that would permit 3 accessory buildings on lots over a certain size. I've recently written a section like this for Miltonvale Park where the residential properties throughout the rural area are zoned residential but are large and have an agriculture context. I've attached Miltonvale's Bylaw section for your reference.

I hope this helps.

Hope

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**From:** Geoff Baker <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)>  
**Sent:** May 13, 2020 3:17 PM  
**To:** Hope Parnham <[hparnham@outlook.com](mailto:hparnham@outlook.com)>  
**Subject:** FW: building permit application

Hi Hope

Can you take a look at the email below from Steven McNeill and let me know if you see any way in which we could allow the construction of the second (or third I guess) accessory structure?

Thanks,

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

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**From:** Steven MacNeill <[stevenmacneill@hotmail.com](mailto:stevenmacneill@hotmail.com)>  
**Sent:** May 13, 2020 2:35 PM  
**To:** Town of Kensington <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)>  
**Subject:** Re: building permit application

Geoff,

tried a few times to get you on your cell today but no luck, so I'm sending this e-mail.

I'm disappointed that the bylaws don't allow this construction. I appreciate the intent of the bylaws is probably to try and keep properties uncluttered and improve appearances, but in this case that was also the purpose of this building. I have several old tractors and quite a few implements for the tractors along with seasonal vehicles that have been cluttered around the back shed and making the property look like a junk pile. I am hoping to build this building to store these out of the weather and clean up the look of the property.

What are my options going forward? Can I apply to town council for consideration of an exception of some kind? Is there an appeal process otherwise? If I made this new structure an extension of the shed would this be more acceptable (I would consider this my last resort however, as it would be difficult and not look nearly as nice in my mind).

I would appreciate your help trying to move this forward, as I still feel this is an appropriate building that would not negatively impact the look of my property or cause any deterioration of the look or value of other properties in the area. In fact, I don't think any of my immediate neighbours would be able to see the structure at all. It would not be visible from the road or from any of their homes (only from properties well down Pleasant street and along Irishtown road in the distance).

thanks for your help

Steve

Steven MacNeill  
PO Box 5  
Kensington, PE  
COB 1M0  
(902)836-4893  
[stevenmacneill@hotmail.com](mailto:stevenmacneill@hotmail.com)

On May 12, 2020, at 10:56 AM, Geoff Baker <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)> wrote:

Hi Steven



I've heard back from our planning consultant and she is unable to find a way to allow the construction of both proposed accessory structures on the property. Section 4.24 (g) of our Bylaw states that accessory structures are permitted on any lot but shall not exceed a maximum of two buildings per property. With the pre-existing structure on the property, only one accessory structure can be placed on the property through the current application. I anticipate that you will be moving forward with the greenhouse construction. You had mentioned the possibility of constructing a paved/concrete area to allow you to park equipment/vehicles on. Could you provide me a little more detail on that and I'll look in to the Bylaw to ensure it is possible.

Thanks Steven, please give me a call should you have any questions or require further information.

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

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**From:** Steven MacNeill <[stevenmacneill@hotmail.com](mailto:stevenmacneill@hotmail.com)>  
**Sent:** May 7, 2020 7:13 PM  
**To:** Town of Kensington <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)>  
**Subject:** Re: building permit application

Geoff,

if we don't hear from her by tomorrow am, I probably should break the application into two separate applications. As I mentioned, Helga is pretty excited to get the new greenhouse done and start the new garden. Also, as I mentioned, I honestly forgot about the building permit application until the last minute, and had this week off so wanted to get started. At the moment, most of the work has been prep work for the greenhouse, but no structure has been placed (but hole dug, etc). I don't want to go too much further without getting official approval from you (everything I've done so far is easily covered up and reversed if we can't go forward).

Thanks,

Steve

Steven MacNeill  
PO Box 5  
Kensington, PE  
C0B 1M0  
(902)836-4893  
[stevenmacneill@hotmail.com](mailto:stevenmacneill@hotmail.com)

On May 7, 2020, at 9:02 AM, Geoff Baker <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)> wrote:

Hi Steven

I forwarded your application to our planner on Wednesday of this week and have not heard anything back from her at this point. I anticipate I will today or at the latest tomorrow. If you were in a hurry to get started on the greenhouse you could break the application into two separate applications and proceed with the greenhouse immediately (or the other proposed accessory structure as the case may be). The primary concern from a Bylaw perspective is the regulation around only permitting two accessory structures per property. I believe this may be able to be relaxed given the sheer size of your property however, until I hear back from our planner I am unable to give the approval.

Thanks, please let me know how you would like to proceed.

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

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**From:** Steven MacNeill <[stevenmacneill@hotmail.com](mailto:stevenmacneill@hotmail.com)>  
**Sent:** May 5, 2020 11:44 AM  
**To:** Town of Kensington <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)>  
**Subject:** building permit application

Geoff,

attached is my application for constructing the two buildings, as well as a diagram of the property (traced from the map included in my deed and drawn to scale) using measurements to the nearest foot as best I could gather from existing property lines.

I would like to start the greenhouse right away (I've actually already started the site prep), so if the second building is going to be an issue and take some time to consider, could you please let me know if I could go ahead with the greenhouse in the meantime?

thanks, and I appreciate your help

Steve

Steven MacNeill  
PO Box 5  
Kensington, PE  
COB 1M0  
(902)836-4893  
[stevenmacneill@hotmail.com](mailto:stevenmacneill@hotmail.com)

<image001.jpg>



**Town of Kensington  
Notice of Public Meeting**

Take notice that, pursuant to the Planning Act and the Town of Kensington's Zoning and Subdivision Control (Development) Bylaw, a Public Meeting will be held at 6:00 PM on Thursday, August 27, 2020 at the Kensington Credit Union Centre, 25 Garden Drive, Town of Kensington.

The purpose of the meeting is to hear comments on a proposed text amendment to the Town of Kensington Zoning and Subdivision Control Bylaw as follows:

- Text amendment to Bylaw Section 4.24(1)(g) – Accessory uses, buildings and structures shall be permitted on any lot but shall not:
  - g) exceed a maximum of two (2) buildings per property, ***unless the property is greater than three (3) acres in size, in which case a maximum of three (3) buildings may be permitted.***

A hardcopy of the Town's Zoning and Subdivision Control Bylaw is available at the Kensington Town Hall or electronic versions can be downloaded from the website at: <http://kensington.ca/>

Geoff Baker  
Chief Administrative Officer

**Town of Kensington  
Minutes of Public Meeting  
Thursday, August 27, 2020  
6:00 PM**

**Presiding:** Mayor Rowan Caseley

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

**Staff Members Present:** Town Manager/Administrator, Geoff Baker; Deputy  
Administrator, Wendy MacKinnon

**Regrets:** Councillor Gallant & Councillor Bernard

**Visitors:** Stephen McNeill – Resident

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**Mayor Caseley** called the meeting to order at 6:00 PM and explained the purpose of the meeting.

**PURPOSE:**

The purpose of the meeting is to hear comments on a proposed text amendment to the Town of Kensington Zoning and Subdivision Control Bylaw as follows:

- Text amendment to Bylaw Section 4.24(1)(g) – Accessory uses, buildings and structures shall be permitted on any lot but shall not:
  - g) exceed a maximum of two (2) buildings per property, *“unless the property is greater than three (3) acres in size, in which case a maximum of three (3) buildings may be permitted.”*

**Mayor Caseley** outlined the Bylaw amendment process for the meeting attendees:

The proposed Bylaw amendment was initially considered by Town Council at their regular June meeting, held on June 8, 2020 where staff presented a report (Request for Decision) recommending that Town Council allow the proposed amendment to proceed to a public meeting. The proposed amendment was reviewed and is supported by DV8 Consulting. Town Council subsequently authorized staff to move the proposed amendment forward to a public meeting to solicit comments/feedback from the community. A notification ad was placed in the Journal Pioneer on August 13, 2020.

Following this public meeting, staff will complete a report for Town Council prior to their formal consideration of the amendment which is planned for September 8, 2020.

**Mayor Caseley** *opened the floor to allow members of the public to speak.*

**Stephen McNeill** noted that he believes the proposed amendment is a great idea and requested that Council consider equal to or greater than 3 acres as opposed to greater than 3 acres.

*Moved by Councillor Toombs, seconded by Councillor Spencer that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:07 PM.*

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Geoff Baker,  
Chief Administrative Officer

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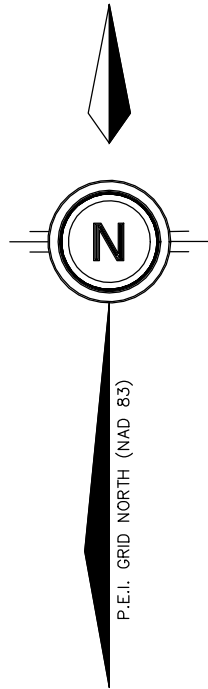
Rowan Caseley,  
Mayor

## Town of Kensington - Request for Decision

|   |   |
|---|---|
| <b>Date:</b> October 8, 2020  | <b>Request for Decision No:</b> 2020-53<br><b>(Office Use Only)</b> |
| <b>Topic:</b> Subdivision of Lands – PID No. 79673- 33 School Street  |   |
| <b>Proposal Summary/Background:</b><br><br>The attached plan of subdivision (Plan # 20197-S01), dated September 25, 2020, was submitted to the Town by the owner of a property located at 33 School Street (PID No. 79673), along with a request to subdivide the property into three separate parcels and to consolidate a portion (Parcel A) to an adjacent property (PID No 79681). The current property configuration and the newly formed properties carry a single unit residential (R1) zoning designation.<br><br><b>***It is noted that there is a discrepancy within the Town’s Development Control Bylaw with unit conversions, specifically as it relates to the <u>minimum lot size in the R1 Zone</u>. The minimum square footage is provided as 6500 sq ft while the unit conversion to metres indicates that the minimum lot size is 585 sq metres (or 6297 sq ft). Based on this discrepancy the subject lot (20-1) in the current application was created using the 585 sq metre requirement. Staff have noted this discrepancy (and other conversion issues throughout the Bylaw) and are proposing to rectify the discrepancies through the Zoning Bylaw and Official Plan review project. ***</b><br><br>The proposed subdivision (and consolidation) plan was reviewed against the Town’s Development Control Bylaw and is found to be in general compliance therewith.<br><br>Attached to this Request for Decision is the final plan of survey showing the existing and proposed property configurations. |   |
| <b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide for a developable in-fill lot within an existing subdivision.</li></ul>   |   |
| <b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>   |   |
| <b>Discussion/Comments:</b><br><br>It is recommended that Town Council give approval of the subdivision and consolidation as proposed.  |   |
| <b>Options:</b> <ul style="list-style-type: none"><li>1. Approve the subdivision and consolidation, as recommended</li><li>2. Not approve the subdivision and consolidation.</li><li>3. Refer the matter back to staff for further deliberation.</li></ul>  |   |

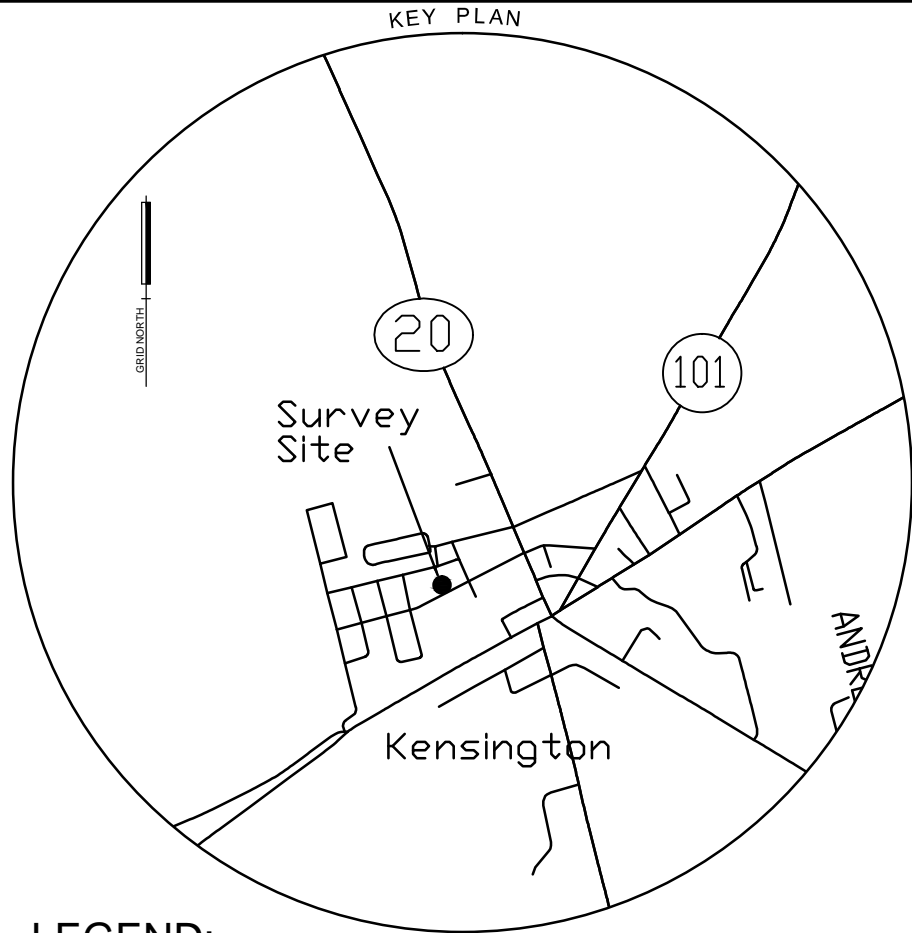
|   |                           |
|---|---------------------------|
| <b>Costs/Required Resources:</b>  | <b>Source of Funding:</b> |
| N/A   | N/A                       |
| <p><b>Recommendation:</b></p> <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><i><b>WHEREAS a request has been received from the owner of a property at 33 School Street (PID No. 79673) to subdivide the property into three separate parcels, being PID No. 79673 (originating parcel), Lot 20-1 and Parcel A; and to consolidate the newly formed Parcel A to an adjacent property (PID No. 79681) as per Survey Plan No. 20197-S01;</b></i></p> <p><i><b>AND WHEREAS the proposed subdivision has been reviewed against the Town's Development Control Bylaw and is found to be in general compliance therewith;</b></i></p> <p><i><b>BE IT RESOLVED THAT approval be granted to subdivide PID No 79673 into three separate parcels, being PID No 79673 (originating parcel), Lot 20-1 and Parcel A, as per Survey Plan No. 20197-S01, dated September 25, 2020, drawn by Locus Surveys Ltd.</b></i></p> <p><i><b>BE IT FUTHER RESOLVED THAT approval be granted to consolidate Parcel A with PID No. 79681, as per Survey Plan No. 20197-S01, dated September 25, 2020, drawn by Locus Surveys Ltd.</b></i></p> |                           |





NAD83 (C.S.R.S.) COORDINATES  
P.E.I. DOUBLE STEREOGRAPHIC PROJECTION  
EXPRESSED IN METRES

| Point | Northing   | Easting    |
|-------|------------|------------|
| 4962  | 709900.218 | 350659.155 |
| 4963  | 709922.592 | 350705.925 |
| 4964  | 709899.423 | 350716.071 |
| 4965  | 709872.897 | 350663.669 |
| 12083 | 709876.534 | 350670.856 |
| 12084 | 709886.629 | 350690.797 |
| 12085 | 709909.864 | 350679.318 |



### LEGEND:

- PL. PLACED SURVEY MARKER
- FD. FOUND SURVEY MARKER
- PL. PLACED
- FD. FOUND
- P.I.D. NO. PROPERTY IDENTIFICATION NUMBER
- SQ.M. SQUARE METRES
- U.M. UNMONUMENTED POINT

### NOTES:

FIELD SURVEYS WERE CARRIED OUT ON SEPTEMBER 9, 2020.

THIS PLAN IS METRIC AND ALL DISTANCES ARE IN METRES UNLESS OTHERWISE SPECIFIED.

DIRECTIONS ARE AZIMUTHS REFERENCED TO GRID NORTH.

COORDINATES SHOWN HEREON ARE DERIVED FROM OBSERVATIONS TO LOCAL PEI CONTROL MONUMENT 3927. PLANE COORDINATES PUBLISHED THEREON ARE REALIZED FROM A DOUBLE STEREOGRAPHIC PROJECTION REFERENCED TO A CANADIAN SPATIAL REFERENCE SYSTEM, NAD83 (CSRS).

THE DESIGNATORS, LOT 20-1 AND PARCEL A, ORIGINATE WITH THIS DRAWING.

PARCEL A IS TO BE APPENDED TO PID 79681.

FINAL APPROVAL IS REQUESTED FOR LOT 20-1 AND PARCEL A.



**LOCUS SURVEYS LTD.**

16 PARK ROAD  
P.O. BOX 35  
KENSINGTON, P.E.I.  
C0B 1M0

PHONE 902-836-3823

Plan of Survey Showing  
LOT 20-1 and PARCEL A, being a  
Subdivision of  
Lands of  
MARY GAIL (CURRAN) DUGAY

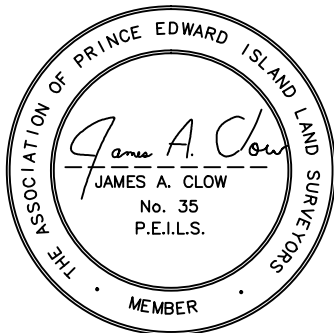
PID 79673  
KENSINGTON  
LOT/TOWNSHIP 19  
COUNTY OF PRINCE  
PROVINCE OF PRINCE EDWARD ISLAND

### SURVEYOR'S CERTIFICATE

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

DATED THIS 25TH DAY OF SEPTEMBER, 2020

*James A. Clow*  
JAMES A. CLOW, P.E.I.L.S.



0 3 6 12 18  
SCALE: 1:300 (metric)

DATE: SEPTEMBER 25, 2020  
DWG NO: 20197-S01

## Town of Kensington - Request for Decision

|   |   |
|---|---|
| <b>Date:</b> October 8, 2020  | <b>Request for Decision No:</b> 2020-54<br><b>(Office Use Only)</b> |
| <b>Topic:</b> 2020 Capital Borrowing  |   |
| <b>Proposal Summary/Background:</b><br><br><p>I requested staff to review all capital asset purchases out of current revenues from April to September of 2020 to determine what level of current revenues have been exhausted to facilitate the purchases. The Town has purchased capital assets since April of 2020 in the amount of \$160,564.64 from current revenues. The amount does not include HST as it is fully recoverable through other Federal and Provincial rebate programs.</p> <p>The Town is intent on replacing the roof and eaves troughing at the Sewage Treatment Plant building in 2020 at an estimated cost of \$10,000.00 which has been included within the recommended amount to be borrowed.</p> <p>I am recommending that Town Council consider proceeding with borrowing the amount listed above over a five-year term, to replenish the cash flow in the General Operating Account. A detailed list of capital items purchased thus far in 2020 is attached to this Request for Decision.</p> |   |
| <b>Benefits:</b> <ul style="list-style-type: none"> <li>Will replenish cash flow in the Town's operating account and reduce demand on short term borrowing.</li> </ul>  |   |
| <b>Disadvantages:</b> <ul style="list-style-type: none"> <li>None noted.</li> </ul>   |   |
| <b>Discussion/Comments:</b><br><br><p>It is recommended that Town Council proceed with capital borrowing as proposed.</p>   |   |
| <b>Options:</b> <ol style="list-style-type: none"> <li>Approve the borrowing, as recommended.</li> <li>Not approve the borrowing.</li> <li>Refer the matter back to staff for further deliberation.</li> </ol>  |   |
| <b>Costs/Required Resources:</b><br><br><p>Monthly Principal and Interest Payment of approximately \$3,000 per month.</p>   | <b>Source of Funding:</b><br><br><p>General fund</p>                |

**Recommendation:**

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

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

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

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

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

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

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

- i. repayable in full by Town Council over an amortization period not to exceed 5 years.***
- ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.***
- iii. advances repayable on demand.***

**Town of Kensington**  
**April - September 2020 Capital Borrowing**

| Item  | Purchase Price      |
|---|---------------------|
| <b>Server and Financial Software Upgrades</b>                 |                     |
| Network - install/set up SQL Server. Removed RDP to GP Server | \$25,416.24         |
| QUO-6336 Microsoft Dynamics GP and CSM upgrade                | \$5,557.50          |
| CD PS QUO-6336 Microsoft Dynamics GP and CSM Upgrade          | \$1,170.00          |
| <b>SubTotal</b>   | <b>\$32,143.74</b>  |
| <b>Town Hall Upgrades</b>                                     |                     |
| Window Replacement  | \$12,100.76         |
| Paverstone Replacement  | \$25,748.50         |
| Town Hall Sidewalk  | \$7,750.00          |
| <b>SubTotal</b>   | <b>\$45,599.26</b>  |
| <b>Police Car</b>   |                     |
| 2018 Ford Taurus  | \$18,700.00         |
| Light Removal   | \$305.08            |
| Install Lights  | \$330.08            |
| Equipment Installation  | \$8,714.99          |
| <b>Subtotal</b>   | <b>\$28,050.15</b>  |
| <b>Miscellaneous</b>  |                     |
| Garbage Can   | \$1,000.00          |
| Hp Probook 450 G6/set up and data transfer (Councillor)       | \$1,081.50          |
| Pentair Whisper Flo Pump                                      | \$2,299.99          |
| <b>SubTotal</b>   | <b>\$4,381.49</b>   |
| <b>Police Department Camera System</b>                        | <b>\$24,190.00</b>  |
| <b>Emergency Reception Centre</b>                             | <b>\$26,200.00</b>  |
| <b>Sewage Treatment Plant Roof and Eavestrough</b>            | <b>\$10,000.00</b>  |
|   |                     |
| <b>Total Capital Purchases (April to September 2020)</b>      | <b>\$170,564.64</b> |

## Town of Kensington - Request for Decision

|  |   |             |                  |                                    |                         |                |                     |
|--|---|-------------|------------------|------------------------------------|-------------------------|----------------|---------------------|
| <b>Date:</b> October 8, 2020   | <b>Request for Decision No:</b> 2020-55<br><b>(Office Use Only)</b> |             |                  |                                    |                         |                |                     |
| <b>Topic:</b> Kensington Fire Hall Floor Drain Repairs   |   |             |                  |                                    |                         |                |                     |
| <b>Proposal Summary/Background:</b><br><br><p>The floor drains in the Fire Hall bay parking area require significant repair (see attached photos). The repair will include the saw cutting of old concrete of approximately 25 feet, installation and grading of new drain piping and filling in floor drains (leaving approximately 3 feet of open grated drain under each fire truck and wash down bay).</p> <p>The Fire Chief requested quotes from contractors to complete the required work. Three quotes were received (attached) as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Tan-Em Ltd.</td> <td style="width: 60%;">\$8,170 plus HST</td> </tr> <tr> <td><b>Owen MacDonald Construction</b></td> <td><b>\$7,300 plus HST</b></td> </tr> <tr> <td>Building Blocs</td> <td>\$7,585.00 plus HST</td> </tr> </table> <p>It is recommended that the contract be awarded to Owen MacDonald Construction as they are the low bidder and capable in all respects of completing the required work.</p> |   | Tan-Em Ltd. | \$8,170 plus HST | <b>Owen MacDonald Construction</b> | <b>\$7,300 plus HST</b> | Building Blocs | \$7,585.00 plus HST |
| Tan-Em Ltd.  | \$8,170 plus HST  |             |                  |                                    |                         |                |                     |
| <b>Owen MacDonald Construction</b>   | <b>\$7,300 plus HST</b>   |             |                  |                                    |                         |                |                     |
| Building Blocs   | \$7,585.00 plus HST   |             |                  |                                    |                         |                |                     |
| <b>Benefits:</b> <ul style="list-style-type: none"> <li>Will address drainage issues at the fire hall.</li> <li>Will provide a refurbished surface around the fire hall floor drains.</li> </ul>   |   |             |                  |                                    |                         |                |                     |
| <b>Disadvantages:</b> <ul style="list-style-type: none"> <li>None noted.</li> </ul>  |   |             |                  |                                    |                         |                |                     |
| <b>Discussion/Comments:</b><br><br><p>It is recommended that Town Council proceed with awarding the project as recommended.</p>  |   |             |                  |                                    |                         |                |                     |
| <b>Options:</b> <ol style="list-style-type: none"> <li>Award the contract to Owen MacDonald Construction as proposed.</li> <li>Award the contract to one of the other bidders.</li> <li>Don't award the contract.</li> <li>Refer the matter back to staff for further deliberation.</li> </ol>   |   |             |                  |                                    |                         |                |                     |
| <b>Costs/Required Resources:</b><br><br><p>\$7,300.00 plus HST (HST fully recoverable)</p>   | <b>Source of Funding:</b><br><br><p>Fire Department Capital</p>     |             |                  |                                    |                         |                |                     |

**Recommendation:**

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

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

# Quote ~~Invoice~~

PO Box 875  
Kensington PEI C0B1M0  
902-303-2200  
[gg67@live.ca](mailto:gg67@live.ca)

|             |                |
|-------------|----------------|
| INVOICE NO. | 463            |
| DATE        | September 30 2 |
| TERMS       |                |
| DUE DATE    |                |

[illegible]

**THANK YOU FOR YOUR BUSINESS!**




Owen MacDonald Construction  
 421 Central Street  
 Summerside PE  
 C1N 3N5  
 902-432-9363 902-436-3228

473437

A TO  
 Kensington Fire Hall

DATE  
 Sept. 25 2020  
 NUMÉRO DE DEMANDE DE RENSEIGNEMENTS  
 INQUIRY NUMBER  
 DATE DE LIVRAISON APPROXIMATIVE  
 ESTIMATED DELIVERY DATE  
 CONDITIONS  
 TERMS

NOUS VOUS REMERCIONS DE NOUS DONNER L'OCCASION DE PRÉSENTER LES SPÉCIFICATIONS ET LES PRIX SUIVANTS.  
 WE THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE FOLLOWING PRICES AND SPECIFICATIONS.

| QUANTITÉ<br>QUANTITY  | DESCRIPTION   | PRIX UNITAIRE<br>UNIT PRICE | MONTANT<br>AMOUNT |
|---|---|-----------------------------|-------------------|
|   | Floor drain repairs which includes saw cutting of old concrete approx. 25 feet @ \$20.00 per foot. If additional saw cutting is required.   |                             | 7,300.00          |
|   | Fill in floor drains with 5,000 strength concrete floor coloured to match existing floor (Red). Floor to be sealed afterwards. 6 inch abs pipe to be graded to desired floor drain. |                             |                   |
|   | Any saw cutting to be marked by Fire Chief (not responsible for damage to pipes)  |                             |                   |
| VEUILLEZ MENTIONNER LE NUMÉRO DE PROPOSITION DE PRIX CI-DESSUS QUAND VOUS PASSEZ UNE COMMANDE.<br>PLEASE REFER TO THE ABOVE QUOTATION NUMBER WHEN PLACING YOUR ORDER. |   | TPS / GST<br>TVH / HST      | 1,195.00          |
| LES PRIX CI-DESSUS SONT VALIDES PENDANT _____ JOURS.  |   | TVP / PST                   |                   |
| ABOVE PRICES GOOD FOR 30 DAYS. HST # 839977980RT0001  |   | TOTAL                       | 8,395.00          |
| SIGNATURE    |   |                             |                   |

DEVIS/PROPOSITION DE PRIX  
 QUOTATION/PROPOSAL

STAPLES 84



# Building Blocs Home Improvements Inc.

12 Park Road

PO Box 869

Kensington, PE C0B 1M0

Phone: 902-836-4040

Cell: 902-439-1124

Email: buildingblocs.pei@gmail.com

## ESTIMATE

### Customer

Kensington Fire Hall

ESTIMATE NO: 1382

DATE: Sep 09, 2020

Business No.: 791218290RT0001

| Description   |  | Amount   |
|---|--|----------|
| RE: FILLING IN FLOOR DRAINS LEAVING APX. 3' OF OPEN DRAIN UNDER FIRE TRUCKS AND WASH DOWN BAY |  |          |
| Labour  |  | 160.00   |
| Material  |  | 525.00   |
| Sub Contract - CEMENT WORK  |  | 6,900.00 |
| Subtotal:   |  | 7,585.00 |
| H5 - HST 15%  |  |          |
| H5  |  | 1,137.75 |
| THANK YOU FOR GIVING ME THE OPPORTUNITY TO PRICE THIS JOB!                                    |  |          |
| Restoring The Past...And Building The Future  |  |          |
| Total Amount  |  | 8,722.75 |



















## *Correspondence*

**townmanager@townofkensington.com**

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**From:** Pat Kelly <pjkelly@gov.pe.ca>  
**Sent:** September 29, 2020 11:16 AM  
**To:** Geoff Baker  
**Cc:** kensingtonminorhockey@gmail.com; cgardens@pei.aibn.com  
**Subject:** Arena Camera's/Signage  
  
**Importance:** High

Good Morning Geoff

At our recent KAMHA meeting our board has decided to purchase and install security camera's for the rink, as over the last number of years we have seen an increase in the abuse of officials. Our board feels it is prudent to install these cameras to act as a deterrent for future events or to act as evidence if needed as well. We would like to install a camera overlooking each of the players benches and 2 pointed towards the stands. We would also need to install signage near the front door, indicating that we have these camera's installed.

So we would like to get approval from the town to proceed with this project before the start of Minor Hockey on October 25, 2020. If you have any questions, please let me know.

Best Regards  
Pat Kelly  
KAMHA President

Patrick J. Kelly  
911 Provincial Coordinator  
Justice and Public Safety  
PO Box 911  
Charlottetown PEI C1A 7L9  
Office: 902.894.0299  
Mobile: (902) 314-0380  
Fax: 902.368.6362  
Email: pjkelly@gov.pe.ca  
www.peipublicsafety.ca

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**Statement of Confidentiality**

This message (including attachments) may contain confidential or privileged information intended for a specific individual or organization. If you have received this communication in error, please notify the sender immediately. If you are not the intended recipient, you are not authorized to use, disclose, distribute, copy, print or rely on this email, and should promptly delete this email from your entire computer system.

Déclaration de confidentialité

## **KENSINGTON MEALS ON WHEELS**

September 28, 2020

Dear Friends:

Since 1985 Kensington Meals - on - Wheels has been an active volunteer program in the Kensington area, providing meals for seniors in Kensington and area. Most customers get meals three days a week, while others may take them only one or two days. In the past year our major costs ( food and meal preparation ) have increased especially with the onset of COVID - 19.

Last year's response to the appeal was most helpful and encouraging, but to continue this service we are once again soliciting financial help from the community.

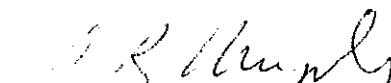
Here's an update on how Kensington Meals on Wheels operates:

- The meals are prepared by the Ladies Auxiliary of the Kensington Royal Canadian Legion and assembled by the coordinator, who has them packed and ready for the volunteer drivers, by 11:00 a.m. for delivery to our clients. The meal consists of soup, roll/biscuits, main course and dessert. Those who have special dietary needs are given consideration when necessary (i.e.diabetic and or low sodium diets etc).
- Recipients pay a portion of the meal and the organization is responsible for the balance. The other major expense incurred would be for the containers for the dinner, dessert and soup.
- The coordinator is the only person who receives a token remuneration. If there is a need beyond the Kensington town limits, meals are available if a family member, or volunteer from the district, can pick it up.

We thank everyone who has supported this community project in the past and hope you can see fit to help again this year. Any amount would be greatly appreciated as we rely on community support to continue this service. A tax receipt will be issued. Your donation may be forwarded to the treasurer. Cheques can be made payable to Kensington Meals on Wheels and forwarded to 8 Andrews Dr., Kensington, PE, C0B 1M0 . Online donations can be made @ [www.kennet.pe.ca/pages/meals](http://www.kennet.pe.ca/pages/meals)

Sincerely,

  
Lois Brown, President

  
Reg Murphy, Treasurer

**Registered Charity Since: 1990-06-01**  
**Charity No. 13412 7083 RR0001**

**Hot meals at the door**



**Rowan Caseley**

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**From:** Jennifer Harkness <jharkness@peihumanesociety.com>  
**Sent:** October 7, 2020 1:21 PM  
**To:** Town of Kensington  
**Subject:** Expanding our Paw Print Capital announcement - we have news!

## EXPANDING OUR **PAWPRINT** CAPITAL CAMPAIGN

Dear Mayor Caseley,

I am pleased to announce the completion of the Expanding our Paw Print capital campaign. An anonymous gift of \$1,110,000.00 was made to the PEIHS, bringing the total capital funds raised, (including future pledges) to \$3,132,109.00. The project is due to be completed in early 2022.

I would like to immensely thank the anonymous donor and their family for this incredible gift to care for our Island animals. I would also like to graciously thank you for the support in getting us to this moment. We are grateful to the capital steering committee, staff, volunteers and other donors who helped make the dream of a new building a reality. Words are not enough to express our organization's gratitude for the kindness we have seen from our community. This renovation will help thousands of homeless animals a year get the best care they can, at a progressive shelter, right here on PEI.

Now on to the next steps. Working with Sable Arc Architects and Orange Door Engineering, the PEIHS is now ready to start Phase II, the animal care space construction, in 2021. During the build, shelter operations will relocate for one year, and the PEIHS will be seeking a temporary location. We may need to conduct future fundraising for animal care and building equipment, if needed. The Expanding Our Paw Print capital campaign will help the PEIHS create a safe and welcoming facility that promotes companion animal health in our care and across the province.

I look forward to updating you with our future progress for the Expanding our Paw Print capital project.

Sincerely and with great thanks,

Jennifer Harkness  
Development & Communications Manager  
PEI Humane Society  
902-892-1190 ext. 24  
[jharkness@peihumanesociety.com](mailto:jharkness@peihumanesociety.com)

[Remove my name from all future mass email communications:](#)

*Address postal inquiries to:*  
P.E.I. Humane Society  
309 Sherwood Road  
PO Box 20022  
Charlottetown, PE C1A 9E3

The FPEIM annual meeting will be held virtually on Monday, October 19, 2020. The meeting will begin at 9:30 am and will wrap up around 2:30 pm. The registration fee has been lowered by 50% this year, so the registration fee per member delegate is \$45.00 + HST (\$51.75). I will send invoices for registration fees to the municipalities. **The deadline for registration is 4:00 pm on Tuesday, October 13, 2020.** Please register at <https://us02web.zoom.us/meeting/register/tZUoduGorTMiGtDgMisohOjsB5y5tSzwPUrK>. Once you register, a link to join the meeting will be sent to your email address. I will also send the link to each delegate at the email address provided a couple of days before the meeting.

I have attached the following items:

- Please circulate this information to members of council and staff who may be interested in attending the 2020 FPEIM annual meeting.

Julie



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