



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

***Tuesday, October 15, 2024 @ 7:00 PM***

*55 Victoria Street*

*Kensington, PEI*

*C0B 1M0*

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

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

- 1. Call to Order/Land Acknowledgement**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers, and Public Input**
- 5. Adoption of Previous Meeting Minutes**
  - 5.1 September 9, 2024 Regular Meeting
- 6. Business Arising from Minutes**
  - 6.1 September 9, 2024 Regular Meeting
- 7. Reports**
  - 7.1 Chief Administrative Officer Report
  - 7.2 Fire Department Report
  - 7.3 Police Department Report
  - 7.4 Development Permit Summary Report
  - 7.5 Bills List – Town - *Nil*
  - 7.6 Bills List - Water and Sewer Utility - *Nil*
  - 7.7 Bills List – Capital - *Nil*
  - 7.8 Consolidated Summary Income Statement -Town and Water and Sewer Utility - *Nil*
  - 7.9 Credit Union Centre Report
  - 7.10 Mayor’s Report

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

## **8. New Business**

- 8.1 Request for Decisions
  - 8.1.1 RFD2024-35 - Kensington Fire Department - 1960 LaFrance Pumper
  - 8.1.2 RFD2024-36 - Town of Kensington Council Remuneration Bylaw - Bylaw #2024-01
  - 8.1.3 RFD2024-37 - Kensington Vipers Donation Request – Hosting of 2025 Don Johnson Cup
  - 8.1.4 RFD2024-38 - Town of Kensington Street Light Policy – Policy #01-1105-24
  - 8.1.5 RFD2024-39 - Town of Kensington Community Action Plan to Prevent Gender Based Violence
  - 8.1.6 RFD2024-40 - M&S Rentals Inc. - Laneway Naming
  - 8.1.7 RFD2024-41 - Canada Community Building Fund – Gas Tax – Capital Investment Plan
  - 8.1.8 RFD2024-42 - BGC Prince County (Formerly Boys and Girls Club) Sponsorship – Kensington
  - 8.1.9 RFD2024-43 – Meals on Wheels Annual Donation
  - 8.1.10 RFD2024-44 – Fire Department Ladder Truck - Bid to Purchase
- 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 9, 2024  
7:00 PM**

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

**Staff Members Present:** CAO, Geoff Baker  
Municipal Clerk, Kim Caseley

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**1. Calling of Meeting to Order**

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

**2. Approval of Tentative Agenda**

**2.1** *Moved by Councillor Doucette, seconded by Councillor MacRae to approve the tentative agenda for the September 9, 2024, regular meeting of Town Council. Unanimously carried.*

**3. Declaration of Conflict of Interest**

**3.1** *Nil.*

**4. Delegations / Presentations**

**4.1** *Nil.*

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

**5.1 August 12, 2024 Regular Meeting**

*Moved by Deputy Mayor Spencer, seconded by Councillor Doucette to approve the minutes from the August 12, 2024 regular meeting of Town Council. Unanimously carried.*

**5.2 August 13, 2024 Special Meeting**

*Moved by Councillor MacRae, seconded by Councillor Doucette to approve the minutes from the August 13, 2024 special meeting of Town Council. Unanimously*

*carried.*

**6. Business Arising from Minutes**

**6.1 August 12, 2024 Regular Meeting**

**6.1.1** *Nil.*

**6.2 August 13, 2024 Public Meeting**

**6.2.1** *Nil.*

**7. Reports**

**7.1 Chief Administrative Officer Report**

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

**7.2 Fire Department Statistical Report**

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

**7.3 Police Department Statistical Report**

**7.3.1** *Moved by Deputy Mayor Spencer, seconded by Councillor Toombs to approve the July 2024 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

**7.3.2** Councillor Gallant addressed the recent pedestrian accident at the crosswalk located at the Confederation Trail along Victoria Street E. Concern was noted regarding the size of the concrete barrier and its potential to block the site of pedestrians. Councillor MacRae noted that the flashing lights don't always activate if not pressed correctly. CAO Baker will speak with the Provincial Department of Transportation for further review.

**7.4 Development Permit Summary Report**

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

**7.5 Bills List Town (General)**

**7.5.1 Nil.**

**7.6 Bills List Water & Sewer Utility**

**7.6.1 Nil.**

**7.7 Bills List Capital Expenditures**

**7.7.1 Nil.**

**7.8 Summary Income Statement**

**7.8.1 Nil.**

**7.9 Credit Union Centre Report**

**7.9.1 *Moved by Councillor Doucette, seconded by Councillor Toombs to approve the Credit Union Centre report for the month of July 2024. Unanimously carried.***

**7.10 Mayor's Report**

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

**7.10.2** Councillor Doucette expressed his support for the after-school daycare initiative that is proposed for the property located at the former Legion property at 88 Victoria Street W. Additionally, it was noted that Councillor Doucette wished Council had been provided more information regarding the initiative as he sits on the advisory committee. Mayor Caseley clarified the advisory committee is to provide support in the future development of programming, should the project move forward. Councillor Gallant also requested that Council be more informed on the development.

Councillor Gallant requested confirmation that the Department of Transportation will be consulted with the additional traffic on Stewart Street/Garden Drive. Mayor Caseley confirmed that a letter would be written to the DOT requesting a further traffic study of the area, with the potential of no left turns onto Victoria Street W. from Garden Drive.

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

**7.11.1 Nil.**

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

**7.12.1** *Nil.*

## **7.13 Heart of PEI Initiative Report**

**7.13.1** Deputy Mayor Spencer noted the committee discussed the potential of a splash pad initiative, the development of a night market, and an outdoor movie night at the Railyards.

## **8. New Business**

### **8.1 Other Matters**

**8.1.1** Mayor Caseley confirmed the Remuneration and Allowances Commission has completed its report and will make presentation to Committee of Council on September 23, 2024.

**8.1.1** Saturday, September 21, Law Enforcement Torch Relay in support of Special Olympics will be stopping in Kensington around 9:30 am.

**8.1.2** Mayor Caseley reminded Council to submit their daily vote for the PEI Rural Beautification Society – Community Spirit People’s Choice Award.

**8.2.3** Councillor Gallant noted that the Broadway Street parking lot entrance into the Post Office requires repair and poses a traffic safety hazard. It was requested that staff contact the Province for repair.

**8.2.4** Councillor Doucette congratulated local athlete, Megan Moase for her recent achievements at the World Power Lifting Championships in Malta.

**8.2.5** Councillor Doucette requested the ½ pipe ramp located at the Credit Union Centre skate park be inspected for required repairs.

**8.2.6** Councillor Doucette suggested the Credit Union Centre host activities on school PD days. It was noted that other rinks on the island offer activities and offered to send along more information to CAO, Baker.

## **9. Correspondence**

**9.1** A letter from ParaSport & Recreation PEI requesting the Town to support their upcoming Annual Christmas Shopping Spree Fundraiser.

*Moved by Deputy Mayor Spencer, seconded by Councillor Toombs to purchase 7 raffle tickets in the amount of \$100 in support of the ParaSport & Recreation PEI Annual Christmas Shopping Spree Fundraiser. Unanimously carried.*

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

**10.1 Nil.**

**11. Adjournment**

*Moved by Councillor Toombs, seconded by Councillor Doucette to adjourn the meeting at 7:38 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 2024**

<b>Item #</b>	<b>Project/Task</b>	<b>Status</b>
1	34-Unit Housing Development - PID 76174	The development permit certificate has been issued and construction has started. We continue to work with the developer and neighbouring property owners regarding any development related issues.
2	Victoria Street West Infrastructure Extension	The contract for the extension of the water and sewer services was awarded to Curran and Briggs. Work on the project began on September 3rd. The Capital Investment Plan and funds transfer form was submitted and subsequently approved by the Canada/PEI Infrastructure Secretariat to allow the Town to reallocate gas tax funds (CCBF) towards the project. The water line has been installed, tested and passed. The sewer line has been installed and passed. One of the manhole structures failed its vacuum test and is currently being addressed.
3	24-Unit Housing Development - PID 1050095	The development permit certificate has been issued and construction has started. We are currently dealing with the developer on appropriate connections and issues around access to the property.
4	20-Unit Housing Development - PID No. 1036011	The development permit certificate has been issued and construction has started. We are currently dealing with the developer around the water and sewer connections. The developer has agreed to the installation of a treeline on the north side of the property, which was requested by neighbouring property owners.
5	Ranchland Estates Subdivision	We have received a preliminary subdivision plan for the property. The plan was being reviewed by DV8 Consulting however we have been advised that an alternative plan for the property may be coming forward. Once a Plan has been finalized it will be brought forward for consideration by Town Council.
6	Legion Re-Zoning Application (PID No. 79749)	No further action has been taken on this re-zoning application as we await further information (subdivision and concept plan) from the Legion to enable the application to move forward.
7	Green Space (School Street Parking Lot) Development	The tender for this project has been closed and a recommendation for contract award has been provided by WSP. It is recommended by that the project be deferred until such time as an adequate funding source is identified and secured.
8	Streetlight Policy	A draft of the proposed Streetlight Policy has been circulated with the tentative agenda package.
9	Website	NO UPDATE All information has been provided to the website developer. They are currently installing the framework.
10	Revenue Sharing Negotiations	NO UPDATE I continue to meet with the FPEIM and other impacted municipalities on a regular basis regarding upcoming revenue sharing negotiations between municipalities and the Province of PEI. I attended a presentation from the RCMP to municipalities on Thursday, August 29th where they outlined the types of services offered to municipalities across the Island. The FPEIM awarded a contract to MRSB to undertake a needs assessment for select Town's on PEI. Mayor Caseley and I met with MRSB (virtually) on September 3, 2024 to outline the present and future capital and operational needs of the Town of Kensington.
11	Bylaw Amendment - Re-Zoning Application - PID 77768	Documentation has been completed and submitted to the Province of PEI to facilitate the completion of the bylaw amendment.
12	Bylaw and Official Plan Amendment - PID No 792580	Approval of this amendment has been received from Minister Lantz and the applicant has been advised.
13	Pickleball Court Funding Application	I am still waiting on the cost estimate from WSP. The application will be submitted prior to the deadline of September 30, 2024.
14	Kensington Community Action Plan to Prevent and End Gender Based Violence	A memo and draft Community Action Plan has been circulated with the tentative agenda package for consideration.
15	1960 Fire Department Pumper Truck	A memo has been circulated with the tentative agenda package for consideration.
16	Bus Stop	The metal bench structure has been installed. A wooden seat will be added on Monday, September 23rd to allow pedestrians to sit while waiting for the bus.
17	Credit Union Centre Trail Extension	NO UPDATE The Kensington North Watershed Association has received funding approval to construct the second phase of the Credit Union Centre Trail project. The trail has been surveyed and some preliminary work has been completed. They are currently waiting on regulatory approvals to complete the project.
18	2024 Credit Union Centre Ice Season	The Credit Union Centre Ice was installed on September 16, 2024.
19	Canada Community Building Fund (CCBF - Gas Tax)	The Capital Investment Plan templates have been provided to the Town for it's 2024-2029 CCBF direct allocation. A memo has been circulated with the tentative agenda package requesting Committee's consideration.
20	Business Park Lot Sales	I am currently negotiating the sale of two lots (two parties) in the Business Park. Further information will be provided as these negotiations progress.

**Kensington Fire Department  
Occurrence Report 2024**

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	3	3	3	6	1	3	6	3					28	23.53%
Motor Vehicle Accident	5	3	1	2	3	5	4	8					31	26.05%
Emergency Response - Fuel Spill, etc	0	0	0	0	1	0	3	1					5	4.20%
<b>Fire Related</b>														
Smoke Investigation	1	1	0	4	0	2	2	0					10	8%
Outside Fire - Brush, Grass, Utility Pole, etc.	1	1	1	1	0	2	0	0					6	5%
Structure Fire - House, Building, Vehicle, etc.	2	0	0	4	3	1	3	0					13	11%
Alarms	2	2	4	2		4	5	3					22	18%
<b>Total Fire Related</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>11</b>	<b>3</b>	<b>9</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	
<b>Total Incidents</b>	<b>14</b>	<b>10</b>	<b>9</b>	<b>19</b>	<b>8</b>	<b>17</b>	<b>23</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115</b>	
Mutual Aid Call Out	1							2				1	4	3%
<b>Total Incidents (Including Mutual Aid Provided by KFD)</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>19</b>	<b>8</b>	<b>17</b>	<b>23</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>119</b>	<b>100%</b>
Mutual Aid Call in														
Firefighter Attendance	11	12	10	13	13	13	12	10						12
Regular Monthly Training - No. of Firefighters	24	19	19	23	18	22	22							21
Training School/Association Meeting/Department Meeting		18	19	19	20	23		21						20
<b>Call Area</b>														
Kensington	4	3	5	4	1	4	7	5					33	27.97%
Malpeque CIC	0	1	0	2	1	4	9	4					21	17.80%
Zone's 1 to 5	10	6	4	13	6	9	7	6					61	51.69%
Other	1							2					3	2.54%

## Kensington Fire Department August 2024 Fire Report

The Kensington Fire Department responded to 17 calls in August. Following is a breakdown of calls:

<b>Date</b>	<b>Call Details</b>	<b>Location</b>	<b># Firefighters</b>	<b># Trucks</b>
<b>Aug 2 16:28 pm</b>	<b>MVC - Single Vehicle</b>	<b>Clermont</b>	<b>15</b>	<b>1 Stand down enroute</b>
<b>Aug. 6 03:21 am</b>	<b>Water needed for structure fire in Borden</b>	<b>Borden- Carleton</b>	<b>4</b>	<b>2</b>
<b>Aug. 6 04:48 am</b>	<b>More help needed for structure fire in Borden</b>	<b>Borden- Carleton</b>	<b>12</b>	<b>1</b>
<b>Aug. 11 14:10 pm</b>	<b>MVC Rollover</b>	<b>Blue Shank Rd.</b>	<b>17</b>	<b>2</b>
<b>Aug. 16 16:04 pm</b>	<b>MVC - Single Vehicle</b>	<b>Rte. 2 Kensington</b>	<b>9</b>	<b>Stand Down</b>
<b>Aug. 19 11:24 am</b>	<b>MFR - breathing problems</b>	<b>Kensington</b>	<b>3</b>	<b>1</b>
<b>Aug. 19 11:25 am</b>	<b>MVC - 2 Vehicles</b>	<b>Indian River</b>	<b>13</b>	<b>1</b>
<b>Aug. 21 03:07 am</b>	<b>Residential Fire Alarm</b>	<b>Sea View</b>	<b>6</b>	<b>1</b>
<b>Aug. 22 15:03 pm</b>	<b>MVC - multiple vehicles</b>	<b>Norboro</b>	<b>11</b>	<b>2</b>
<b>Aug. 24 01:22 am</b>	<b>Sailboat in distress</b>	<b>Schurman's Pt.</b>	<b>11</b>	<b>2</b>
<b>Aug. 24 15:53 pm</b>	<b>MVC - auto vs pedestrian</b>	<b>Kensington</b>	<b>10</b>	<b>2</b>
<b>Aug. 25 00:19 am</b>	<b>MVC - Single Vehicle</b>	<b>Traveller's Rest</b>	<b>12</b>	<b>2</b>

<b>Aug. 25 14:07 pm</b>	<b>MVC - Motorcycle</b>	<b>Sea View</b>	<b>15</b>	<b>1</b>
<b>Aug. 25 17:23 pm</b>	<b>Commercial Fire Alarm</b>	<b>Kensington</b>	<b>6</b>	<b>1</b>
<b>Aug. 27 00:51 am</b>	<b>MFR - Cardiac Arrest</b>	<b>Spring Valley</b>	<b>6</b>	<b>1</b>
<b>Aug. 29 11:53 am</b>	<b>Commercial Fire Alarm</b>	<b>Kensington</b>	<b>10</b>	<b>Stand Down</b>
<b>Aug. 30 15:04 pm</b>	<b>MFR - Cardiac Arrest</b>	<b>Kensington</b>	<b>7</b>	<b>Stand Down</b>

**Aug. 6** - Association meeting with 21 present.

**Aug. 17** - Parade - trucks in the parade and provided traffic control.

**Aug. 17** - Open house at the fire hall with hot dogs, fire truck rides, etc.

**Aug. 21** - Firefighters' Challenge at Credit Union Centre

Rodney Hickey  
Chief

Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act		2	1				1	3					7	1.30%
Abandon Vehicle								1					1	0.19%
Alarms	4	2	2	6	2	2	6	4					28	5.19%
Animal Calls		1				2	2	1					6	1.11%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)		1	2	2	2			1					8	1.48%
Assistance Calls							2	3					5	0.93%
Breach of Peace						2	3	4					9	1.67%
Breach of Recognizance													0	0.00%
Break and Enter (business)													0	0.00%
Break and Enter (other)						1							1	0.19%
Break and Enter (residence)					2	1	2	1					6	1.11%
Carry concealed weapon													0	0.00%
Child Pornography	1				1								2	0.37%
Child Welfare			1		1								2	0.37%
Coroner's Act	2	1		1									4	0.74%
Crime Prevention						1							1	0.19%
Criminal Harassment	1			1									2	0.37%
Dangerous Driving	1		1			1							3	0.56%
Disturbing the Peace				1				1					2	0.37%
Dog Act	1	1				2							4	0.74%
Driving while disqualified	1												1	0.19%
Drug Files	1		1		4		1						7	1.30%
Excise Act													0	0.00%
Fail to Comply Probation			1										1	0.19%
Fail to comply undertaking			1		1	1							3	0.56%
Fail to remain at scene of accident	1						2						3	0.56%
Family Relations Act							1						1	0.19%
Fire Prevention Act													0	0.00%
Firearm Act	1	1					1	2					5	0.93%
Forcible confinement													0	0.00%

Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fraud	3		1		3	1	2						10	1.86%
Funeral Escorts	5	1		2	7	5		2					22	4.08%
Harrassing Communication		1					1						2	0.37%
Impaired Driver		3	1		2	2							8	1.48%
Information Files	1	3		1	1			2					8	1.48%
Injury Accidents													0	0.00%
Liquor Offences			1				1						2	0.37%
Litter Act													0	0.00%
Lost and Found	1	3	3	3	3	3	1	3					20	3.71%
Luring Minors		1		1									2	0.37%
Mental Health Act	1	2		2	3		1	1					10	1.86%
Mischief	1	1	3	4	2	3	4	1					19	3.53%
Motor Vehicle Accidents	5	3	2	3	3	3	1	3					23	4.27%
Motor Vehicle Act	7	6	6	7	6	9	7	16					64	11.87%
Municipal Bylaws	1			2									3	0.56%
Off Road Vehicle Act													0	0.00%
Other Criminal Code													0	0.00%
Person Reported Missing			1			1							2	0.37%
Possession of restricted weapon					1	1							2	0.37%
Property Check													0	0.00%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference				1		1							2	0.37%
STEP (Integrated Traffic Enforcement)													0	0.00%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle			2		1	3	2	5					13	2.41%
Theft Of Motor Vehicle					1								1	0.19%
Theft Over \$5000													0	0.00%
Theft Under \$5000	1	1		1	5	2	5	3					18	3.34%
Trespass Act													0	0.00%
Trespass at Night													0	0.00%
Uttering Threats					1			1					2	0.37%

Police Department Occurrence Report Summary 2024														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Wellbeing Check	1		1	2	1	1		2					8	1.48%
SOTS Issued	33	7	42	27	16	26	10	25					186	35%
<b>Total Incidents</b>	74	41	73	67	69	74	56	85					539	100%
HTA Warnings		1	3	8	2	2		2					18	
<b>Fine Revenue</b>	\$3,635.00	\$1,095.00	\$7,331.00	\$4,352.00	\$2,379.00	\$4,059.00	\$1,790.00	\$3,294.00					27,935.00	
Foot Patrols in hours	3	2	3	3	3	2	4	5					25	
Community policing school	6	5	4	4	5	10							34	
Bike helmet checks				2	2	3	3	2					12	
Record Checks A ( BC )	6,344	5,675	6,314	6,721	5,993	5,620	7,131	10,105					53,903	
Record Checks B ( KPS )	8	5	9	8	10	9	10	5					64	
<b>KPS assisting other agencies</b>				2	3	5	1						11	
<b>Other agencies assisting KPS</b>	1							1					2	

## **Police Report August 2024**

**There were 4 alarm calls to report for this month.**

Aug 6<sup>th</sup> @ 0601hrs – Valley truss, member attended.

Aug 6<sup>th</sup> @ 0746hrs – Maritime Harness, member attended.

Aug 17<sup>th</sup> @ 1437hrs – Kensington Legion, member attended.

Aug 27<sup>th</sup> @ 0007hrs – Kensington Vet Clinic, member attended.

### **Assistance files**

Assist an elderly lady who fell

2 assistance EMS files



## Year To Date Approved Development Permits Summary Report 2024

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December	Total
Addition Residential additions/alterations									1				1
New Multi-unit Family Dwelling					3								3
New Residential Accessory Structure			1				1	3	1				6
New Residential Deck/Fence/Pools					2			1	1				4
Other Industrial					1								1
Other Residential Accessory Structure								1					1
Other Residential additions/alterations						1							1
Renovation Commercial									1				1
Renovation Residential Deck/Fence/Pools								2	1				3
Renovation Semi Detached Dwelling								1					1
<b>Total:</b>								1					22

Total Estimated Construction Value
\$180,000.00
\$16,800,000.00
\$57,500.00
\$33,500.00
\$3,000.00
\$5,000.00
\$200,000.00
\$36,500.00
\$55,000.00
<b>\$17,370,500.00</b>

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**TOWN OF KENSINGTON – MEMORANDUM**

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

**FROM: ROBERT WOOD, CUC MANAGER**

**DATE: AUGUST 2024**

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

**ATTACHMENT: STATISTICAL REPORT**

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**August 2024**

**Fitplex**

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

**Arena**

- The Kensington Wild have notified us that they are hosting the Atlantic Championship's for the U18 AAA League on April 2<sup>nd</sup> - 6<sup>th</sup>, 2025 and will require use of the facility and all ice-times during these dates. They have been advised by CUC Management that the cost will be \$500.00 (HST included) per game plus an additional charge of \$1.00 per person in attendance for all games.
- Kensington Vipers Jr B are hosting the 2025 Atlantic's April 22<sup>nd</sup>- 27<sup>th</sup>, 2025. They have also been advised by CUC Management that the cost will be \$500.00 (HST included) per game plus an additional charge of \$1.00 per person in attendance for all games.
- Arena Start-up booked for Tuesday September 3, 2024, with rentals anticipated to begin on September 16, 2024 or earlier depending on how fast the ice goes in.
- Bookings are strong with Kensington Wild , Minor Hockey Conditioning camps and Kensington Area Figure Skating Club are all committed.

**Kensington Cash Draw**

- **August 7 138.00**
- **August 14 130.00**
- **August 21 132.00**
- **August 28 134.00**

**Ball Fields**

- Minor Ball Hosted a U9 Jamboree in August.
- Minor Ball and Rec Leagues are playing into September.

**Senior Center**

- NTR

**Tennis \ Pickleball Courts KISH**

- Two tennis court and one pickle ball (portable by the Local Pickleball Club) courts are set up for outdoor use

**CUC Property**

- Outdoor Ball hockey, trail by senior center, skate park, pond are all open and available to use.
- Electric Car charger is moved to the entrance of the arena by the Skateboard Park.
- Funding approval for trail extension was granted to the Kensington North Watershed and they will work with our staff for the additional trail. The addition trail was marked out and will be completed in September – October 2024.

**Harvest Festival**

Harvest Festival had 21 events over the 5-day period.

Great Turnouts for the Parade (71 entries plus Shriners), Golf Tournament (sold out), DIVERSECITY Approx 30 vendors and over 1000 attendees, and Food Alley (most vendors sold out) and future of these new events are positive.

### **Upcoming Events**

- Arena opening September 16, 2024, for ice rentals
- December 1, 2024 Xmas Parade
- April 2<sup>nd</sup> – 6<sup>th</sup>, 2025 Wild Atlantic's
- April 22<sup>nd</sup> – 27<sup>th</sup>, 2025 Viper Atlantic's





## Mayor's Report to Town Council

October 15, 2024

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

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

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

**Daycare in Kensington** – I had the opportunity to join Clark Waite, owner of the old Legion property for a tour of the property and to see the renovations that are being done to prepare it for a daycare and youth programing, along with Premier King, MLA Matt Mackay, and Adam Binkley of the BGC Prince County as well as other members of the respective stakeholders. As of last week, it is anticipated this will be wrapped up in the next 6 weeks and this facility should be in operation soon. I know they are looking for commercial or organizations to become sponsors at the rate of \$5,000 to help offset the mortgage for a month for the first 12 months as this is a non-profit operation. Smaller sponsorships are also being made available for those who want to help and are able to contribute smaller amounts. The operators want to focus their first year on programing and operational expenses and get off to a solid financial start. The building renovations are nearing completion and the exterior of the building is now being updated and improved. I am optimistic that this anticipated daycare facility will be available soon. I cannot express how pleased I am to see this project come together as there is such high demand for it. Thank you to all who have worked together as a team for bringing this project together. I will be glad when we can say it is 100% completed and the daycare and youth programing is open for business.

**Law enforcement Torch Relay** – For the past 4 years the law enforcement torch relay has been stopping at the Kensington Police Services for refreshment. This relay is made up of law enforcement officers from Charlottetown Police, Summerside Police, Kensington Police, Police Academy, RCMP, and DFO. They take turns running from the Police Academy in Slemon Park to Charlottetown. They raise funds for the Special Olympics and it was an honour for the Kensington Police Service and the Town of Kensington to host them again this year. A contribution to the relay was made by the Town of Kensington when they stopped in Kensington.

**Truth and Reconciliation Day** – In recognition of this day, the Town of Kensington lowered the flags to half-mast. Deputy Mayor Jeff Spencer and I travelled to Charlottetown to be part of the formal Provincial Recognition ceremony. Following an opening prayer by an Elder of the First Nation, we heard messages from Premier King, Lennox Island Chief Darlene Bernard as well as the experiences from one of the residential school survivors. It was a day to reflect on our past history and join in a moment of silence of remembrance with everyone else at noon that day. The flags were then lowered to half-mast by Premier King, Chief Darlene Bernard and Lieutenant



Governor, Her Honor, Antionette Perry.

**Treaty Day** – I joined with other Mayors from across Prince Edward Island for Treaty Day which is held on the day following Truth and Reconciliation Day. This day was declared by the Provincial Government in 2019. The day consisted of opening prayer by an Elder of the First Nations, remarks from Premier King and Chief Darlene Bernard, a drumming by the Mi'kmaq youth, a gift exchange by Premier King and Chief Bernard. The flags were raised to celebrate the Mi'kmaq culture. The day is also to remind us that we still have many steps to take towards reconciliation and to recognize some of the steps already taken.

**QEES Kindergarten Class** – Once again this year we had the pleasure of receiving the QEES Kindergarten Class who join us annually and visit with the Police Department, myself and staff. We had 47 children this year and each took a turn wearing the Mayor's Chain of Office and being Mayor for 5 seconds. The smiles on their faces when they sat in the Mayor's chair and wore the chain of office were captured by their teachers who took each of their pictures. We always send them back to class with a pencil and another gifts. This year we gave them stickers made up of the town logo, the town crest, a sticker picture of Leo, etc.

**Provincial Credit Union Malpeque Branch** – Thank you to the Councillors who joined with me to meet the staff at the Provincial Credit Union during their 'Meet the Staff' evening. There were lots of people in attendance and we got a chance to be introduced to the staff. Many of the staff are new as others have retired or moved on to other jobs. Many gifts were drawn for and handed out. It was a great opportunity to socialize with staff and directors of the Credit Union.

**KACC All Members** – The Kensington and Area Chamber of Commerce held an all members Board of Directors meeting every three months and I joined with Councillor Bonnie MacRae for this board meeting. It is great to see the accomplishments and professionalism developing with this very active organization. Membership is growing and they are continuing to use their position for advocacy for the benefit of the local business community. I would certainly encourage more businesses to consider joining the KACC as it is a great investment.

**KACC Caffeine Connection** – Island Structural Systems hosted the Kensington and Area Chamber of Commerce Caffeine Connections. A tour of the facility was provided by Owner/Manager Matthew Bowness who pointed out some of the automation that was incorporated into the facility and the benefits it provided to employees. They employ just over 20 staff and have been in operation since January 2024.

**Fire at Valley Truss and Metal** – As everyone knows we had a serious fire at Valley Truss and metal which resulted in the total loss of their truss manufacturing facility and thus the inability to make trusses and floor joists. They are currently working on cleaning up the site. In my last discussions with management, they had not made any decisions on what the future holds as they were focusing now on meeting the current needs of their customers and arranging for other manufacturing operations to assist them. They have relocated their office staff to their other office located on Park Road. We do look forward to them moving forward and trust they will rebuild and continue to be a major employer in our town. I believe the truss business employed 17 in the plant and 6 in the office.

Fortunately, no injuries occurred to staff or the fire fighters when they extinguished the fire. Many thanks go out to the New London Fire Department for their assistance and the Summerside Fire Department for assisting with their Aerial Ladder Fire Truck. In talking with Fire Chief Hickey, he said they would not have been able to extinguish the fire safely, without the aerial ladder truck. This points out the value of such an investment for our Fire Department. We will have an opportunity to evaluate the purchase of a used unit under New Business.



Prior to the fire, Fire Chief Hickey, Mr. Baker and I had already been looking into the possibility of purchasing a used aerial ladder fire truck as a new unit is well out of our financial capability currently.

Thank you as well to Friends and Family and Ruby's Counter who I understand provided food for the firefighters while they battled the fire. Thank you as well to Public Works, Police Services and Water and Sewer staff who were all called on to address the issues that occur when we experience a large incident like this. Fortunately, the wind was not excessive the evening of the fire and the fire was contained to the one building. We can be thankful for that.

Rowan Caseley, Mayor  
Town of Kensington



## Town of Kensington - Request for Decision

<b>Date:</b> October 1, 2024	<b>Request for Decision No:</b> 2024-35 <b>(Office Use Only)</b>
<b>Topic:</b> Kensington Fire Department - 1960 LaFrance Pumper	
<b>Proposal Summary/Background:</b> <p>The Town of Kensington (Kensington Fire Department) currently owns an antique 1960 LaFrance Pumper Truck. The truck is not operational and has not been utilized in fire department operations for approximately the past 20 years. The truck has historical value to the Town and the department however it does not comply with current ULC or NFPA standards and is not considered in the department's rating or pumping capacity.</p> <p>With the purchase of additional apparatus' over the past several years, and the recent purchase of a side by side and trailer, there is no longer space in the fire hall to store the truck. The truck was recently moved outside the fire hall by the department and has since been relocated to a private barn on the Blue Shank Road for temporary storage (no cost involved at this point).</p> <p>The Fire Department is requesting that Town Council designate the apparatus as surplus.</p> <p>Despite the truck's lack of utility, it does carry some historical significance. It represents a period in the town's development, particularly in the growth of its fire service. The truck may be a potential candidate for preservation or display.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Disposing of the truck would generate additional funds to support fire department operations.</li><li>• Preserving and displaying the truck would honour and recognize the importance of the truck in the Town's development.</li><li>• Continuing to temporarily store the truck would give Town Council additional time to consider cost and other factors prior to deciding how to proceed.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• Disposing of the truck would result in the loss of a historical asset.</li></ul>	

- Long-term storage, maintenance and/or displaying of the truck would have implications against the Town's operational budget.

**Discussion:**

The 1960 fire truck, while no longer functional, holds a place in the town's history. The truck was discussed at the September Committee of Council meeting where direction was provided to the Chief Administrative Officer that the Town continue to store the truck and that staff develop a proposal for Town Council's consideration to keep, preserve and display the truck.

**Options:**

1. Continue to store the truck in its current state and develop a long-term proposal to keep, preserve and display the truck.
2. Designate the truck as surplus and authorize the CAO to dispose of it through a public process.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

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

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

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

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



## Town of Kensington - Request for Decision

<b>Date:</b> September 27, 2025	<b>Request for Decision No:</b> 2024-36 <b>(Office Use Only)</b>
<b>Topic:</b> Town of Kensington Council Remuneration Bylaw – Bylaw #2024-01	
<b>Proposal Summary/Background:</b>  The Town appointed a Remuneration and Allowances Commission (terms of reference attached to this RFD) in June of 2024 to review and recommend appropriate remuneration levels for Town Council. Section 82 of the <i>Municipal Government Act</i> states:  <b>82. Bylaw required</b> <i>(1) A council shall establish the types, rates and conditions of payments to be made to or on behalf of a member of the council or a member of a council committee only by means of a bylaw passed pursuant to this section.</i>  <b>Contents of bylaw</b> <i>(2) Subject to subsection (3), a bylaw under this section, in respect of a person referred to in subsection (1),</i> <i>(a) shall establish</i> <i>(i) compensation for attending meetings and carrying out other municipal duties,</i> <i>(ii) reimbursement of expenses incurred while attending meetings and carrying out other municipal duties, and</i> <i>(iii) payment for any other purpose relating to the person’s municipal duties that the council considers appropriate; and</i> <i>(b) may establish or provide for</i> <i>(i) pensions, and</i> <i>(ii) severance payments.</i>  <b>Recommendations by Commission</b> <i>(3) Prior to making a bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of council, a council shall appoint an independent Remuneration and Allowances Commission to review and to make recommendations to council respecting the matters referred to in subsection (2).</i>	

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

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

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

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

**Benefits:**

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

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

**Disadvantages:**

- None noted.

**Discussion:**

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

**Options:**

1. Give first reading and approval to the Council Remuneration Bylaw, as requested.
2. Not give first reading to the Bylaw.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

2024 Honourarium amounts:

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

**Source of Funding:**

Current Revenue  
 General Government – Mayor and Council Honourariums

**Recommendation:**

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

Resolution 1

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

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

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

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

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

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

Resolution 2

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

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

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

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

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

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

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





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

### **1. Introduction**

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

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

### **2. Purpose**

The primary purpose of the Commission is to:

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

### **3. Responsibilities**

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

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



#### **4. Methodology**

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

#### **5. Governance**

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

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

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

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

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



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# REPORT OF THE TOWN OF KENSINGTON REMUNERATION AND ALLOWANCES COMMISSION

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SEPTEMBER 5, 2024

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

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

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

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

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

### **Process**

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

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

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

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

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

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

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

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

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

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

### **Learnings**

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

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

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

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

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

**Recommendations:**

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

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

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

**Concluding Remarks:**

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



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

We wish you all the best in the future.

**Commission Member:**

Deborah O'Brien

Claus Schmidt

Jim Blanchard, Chairperson

## Appendix 1

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

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

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

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



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

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

**1. Title**

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

**2. Authority**

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

**3. Application**

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

**4. Establishing a Remuneration Bylaw**

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

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

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

**5. Remuneration**

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

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

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

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

## **6. Allowance for Expenses**

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

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

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

## Council Remuneration Bylaw

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

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

### **8. Effective Date**

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

### **9. Repeal**

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

#### **First Reading:**

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

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

#### **Second Reading:**

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

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

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

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

Council Remuneration Bylaw

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**Signatures:**

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

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

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

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

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

## Town of Kensington - Request for Decision

<b>Date:</b> October 1, 2024	<b>Request for Decision No:</b> 2024-37 <b>(Office Use Only)</b>
<b>Topic:</b> Kensington Vipers Donation Request – Hosting of 2025 Don Johnson Cup	
<b>Proposal Summary/Background:</b>  The Kensington Vipers have been selected to host Atlantic Junior ‘B’ Hockey Championships, the Don Johnson Cup, in April 2025. They have submitted a request for a financial contribution of \$5,000 from the Town of Kensington to assist with the costs associated with hosting the event. A copy of the request and anticipated budget (provided by team ownership) is circulated with this RFD.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Providing the donation reinforces the Town’s commitment to local sport and the community.</li><li>• The Don Johnson Cup will bring visitors to Kensington, benefiting local businesses.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• While the event will benefit the Town, it is difficult to measure the direct return on investment</li></ul>	
<b>Discussion:</b>  The Kensington Vipers, a long-standing, successful hockey team in the Town, will be hosting the Don Johnson Cup in April 2025. This event is expected to bring economic benefit to the community, including increased activity for local businesses and restaurants.  The Vipers have formally requested a \$5,000 donation from the Town of Kensington to assist with the costs of organizing and hosting the event, including but not limited to: merchandising, team allowances, transportation for a team from Newfoundland, on and off ice officials, ice rentals, etc.  Committee of Council discussed the request during their September 23 <sup>rd</sup> meeting. Considering the Town's current financial commitments and budgetary constraints, Committee of Council recommended providing a donation of \$1,000.	

The Town of Kensington’s Donation Policy (attached) supports donations to community organizations and events that bring benefit to the Town. The current donation request generally aligns with the policy.

**Options:**

1. Provide a \$1,000 donation to the Kensington Vipers as recommended by Committee of Council.
2. Provide a donation in a different amount.
3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

\$1,000.00

**Source of Funding:**

Current Revenue  
General Government – Donations and Grants (2025)

**Recommendation:**

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

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



Mayor and Council

Recently the Kensington Vipers were awarded the hosting rights of the 2025 Don Johnson Memorial Cup to be held in April 22-27 at Credit Union Centre in Kensington. This will be the 3<sup>rd</sup> time hosting with the previous times in 2006 and 2019. The 2019 tournament quite likely could be the most successful tournament hosted since its inception in the early 80's by the then Kensington Bombers. The Don Johnson Cup has a rich history in Atlantic Canada and we have had the pleasure of representing Kensington and PEI a 15 tournaments in the past 2 decades.

This event comes with a lot of work and a lot of costs but ultimately is a great economic boost to local businesses. Attached is an updated budget as well as our 2019 budget. You can see this is a major up taking and a big risk for us to take on.

This is where we hope we can count on your support once again. In 2019 the Town sponsored the event with a financial donation of \$5000. We are writing today to request the same donation once again to ensure we pull off and even better event then 2019. For your information we have secured the same support from 2019 from the City of Summerside and are currently working with the province to hopefully get the same or more from them.

If you have any questions, please feel free to reach out to me.

Regards

Pat McIver

Kensington Vipers

9024398654

Don Johnson Cup budget

Revenue

	Projection	2019
Ticketing		
6 day games x 50 fans x \$10 avg ticket =	\$3,000	5297
4 night games x 400 fans x \$10 avg ticket =	\$16,000	5378
3 playoff games x 500 fans x \$12 avg ticket =	\$18,000	11171
	\$37,000	21846
Sponsorship	\$7,500	8700
Province / Tourism	\$5,000	5000
Town of Kensington	??	5000
Summerside Hotel Levy	\$5,000	5000
Fundraising	\$5,000	3600
Program sales	\$5,000	6200
5050	\$4,500	4765
Tourney passes	\$3,000	1100
	\$35,000	39365
<b>Total Revenue</b>	<b>\$72,000</b>	<b>\$61,211</b>

Expences

Merch	\$4,800	4800 paid
Team Allowance	\$22,000	20000 paid
NFLD Transportation	\$9,000	3800 paid
Referees	\$2,600	1820 paid
Linesman	\$2,080	1170 paid
Don Johnson family expence	\$2,500	0 paid
Daily team meals	\$6,000	3000 paid
Ice rentals	\$9,900	5427 paid
Branch Reps	\$800	800 paid
Security	\$1,000	500 paid
Mileage	\$900	723 paid
off ice officials	\$4,000	3250 paid
Advertising	\$6,000	6000 paid
Banquet	\$5,000	5725 paid
Hospitality room	\$2,500	500 paid
Banner	\$500	200 paid
		<b>57715</b>
	\$79,580	
<b>Total potential surplus =</b>	<b>-\$7,580</b>	<b>\$3,496 Surplus</b>



## Town of Kensington Policy

<b>Policy Title:</b>	Donations Policy	<b>Policy Number:</b>	01-103-12
<b>Committee:</b>	Finance & Administration	<b>Approval/Effective Date:</b>	December 10, 2012

### Title

This policy is entitled the “Donations Policy

### Purpose

This policy has been developed to assist Town Council in administering its annual donations budget as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council during the preparation of the annual budget.

### Objectives

1. To provide Council with a consistent response to requests for donations.
2. To provide clear procedures for staff when responding to requests for donations.
3. To ensure donations are administered in a fair and consistent manner.

### Definition

Donation: Any direct monetary contribution that is not eligible for assistance under any other Town program.

### Guidelines

1. Requests for consideration of a donation must, at minimum, include the following information:
  - Name, address and contact person for the requesting organization.
  - Details of Donation, i.e. amount requested, date requested, demonstration of need, details of how funds will be expended, how will the requesting organization

acknowledge Town Council's donation.

2. Council at its discretion may or may not grant a request for a donation for a single event or a number of events relating to the same cause.
3. All donation requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/causes, and over-all community impact.
4. There will be ongoing consideration given to providing recognition in the form of donations/grants to local schools.
5. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations/grants are final.

### **Criteria**

To be considered eligible for a donation an individual, group or organization shall:

- be based in or affiliated with the Town of Kensington;
- not be the recipient of any other financial or other type of support/assistance from the Town;
- agree to acknowledge Council's contribution in all publicity relating to the events or activity to which the donation applies;
- recognize that Council may at its discretion consider requests for amounts greater than the prescribed maximum and/or the distribution of funds outside the Town for events/causes which are of regional, provincial or national significance.

### **Other**

1. The Town may publish a list of organization and grants or contributions in a newspaper circulating in the area.
2. An annual budget will be budgeted for the purpose of donations each year as deemed required by Council.
3. The amount budgeted for donations shall be evaluated as part of the annual budget deliberations.
4. Any and all former policies with respect to Donations are hereby repealed and this policy substituted therefore.
5. Any individual donation given in any year is not a guarantee for future donations.

Town of Kensington Donations Policy

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Date of Passage: December 10, 2012

I certify that this policy was adopted by Town Council as indicated above.

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

December 11, 2012  
\_\_\_\_\_  
Date

## Town of Kensington - Request for Decision

<b>Date:</b> October 1, 2024	<b>Request for Decision No:</b> 2024-38 <b>(Office Use Only)</b>
<b>Topic:</b> Town of Kensington Street Light Policy – Policy #01-1105-24	
<b>Proposal Summary/Background:</b>  It is the responsibility of the Town of Kensington to install streetlighting in the Town for the safety and security of residents. Streetlighting is installed along public roads for pedestrian safety, vehicular safety and protection of property. The Streetlight policy establishes the procedure for installing streetlights and the standard to which streetlights are to be installed.  A copy of the Street Light Policy is circulated with this RFD.	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will provide a consistent approach to installing street lights throughout the Town.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None Noted.</li></ul>	
<b>Discussion:</b>  The Street Light Policy was considered by Committee of Council at their regular meeting held on September 23 <sup>rd</sup> where the policy was recommended for approval subject to the removal of a clause which permitted the installation of street lights along private roads where certain criteria were met. The private road clause has been removed and a new clause was added affirming that the Town will not install street lights on private roads.	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Approve the Street Light Policy, as recommended.</li><li>2. Not approve the Street Light Policy.</li><li>3. Refer the Policy back to staff for further deliberation.</li></ol>	
<b>Costs/Required Resources:</b>  N/A	<b>Source of Funding:</b>  N/A

**Recommendation:**

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

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

*BE IT RESOLVED THAT Town Council approve and adopt the Town of Kensington Street Light Policy (Policy #01-1105-24) as presented.*

## **Town of Kensington Policy**

<b>Policy Title:</b>	Street Light	<b>Policy Number:</b>	01-1105-01
<b>Department:</b>	Public Works	<b>Approval/Effective Date:</b>	

### **1. Introduction**

1.1 It is the responsibility of the Town of Kensington to install street lighting in the Town for the safety and security of residents. Street lighting is installed for pedestrian safety, vehicular safety and protection of property. This policy establishes the procedure for installing streetlights and the standard to which streetlights are to be installed.

### **2. Authority**

2.1 The Town Council shall be the sole authority for street lighting in accordance with this policy, and subject to available budget resources. Street lighting shall be rented from Maritime Electric and installed on their poles. Existing street lighting locations will remain unchanged. Requests for new street lighting along existing roads shall be made to Town Council through the Chief Administrative Officer.

### **3. Street Light Placement – New Subdivisions**

3.1 Street lighting in new subdivisions shall be installed according to this policy, at the expense of the subdivision developer. Upon commissioning of the subdivision, the Town will take responsibility for the rental of the street lights.

### **4. Street Light Placement – Public Roads**

4.1 The placement of street lights shall generally be no closer than every second pole.

4.2 Street lights may be installed closer than every second pole or further away than every second pole if, in the opinion of Town Council, such installations are necessary and safe, having regard for traffic volumes, pedestrian activity, accident history, or other potential hazards.

4.3 In approved areas, street lights will be installed on utility poles owned by Maritime Electric (or other utility) as per their regulations, i.e. type, length of arm, etc. It will be requested to Maritime Electric that street lights be installed using industry best practices when placing lights.



4.4 Individual requests for the addition of street lights along existing public roads will be considered for placement on all public roads if the following conditions are met:

- a. A written request to Town Council from the owner of a residence for a specific location, accompanied by a sketch of the area outlining the residences, utility poles and existing lights in the immediate area.
- b. Lighting the area in front of a church, community hall, or other public place.
- c. In an area deemed to be hazardous and that would benefit from lighting.

4.5 The Town will not install street lighting on private roads.

## **5. Removal, Relocation, Addition and Maintenance of Street Lights**

5.1 Street lights may be removed or relocated at the request of a resident, in accordance with this policy.

5.2 The addition of street lights to the municipal inventory will only be done by approval of Town Council, as set out in sections 3 and 4 above.

5.3 All street lights requiring maintenance and/or repair will be reported to Maritime Electric as soon as reasonably possible to ensure public safety.

## **6. Underground Lighting**

6.1 The Town will accept responsibility for the rental of post top, lantern style street lighting along public streets where underground wiring is installed provided the wiring and base are installed (at the cost of the developer) to the requirements of Maritime Electric.

## **7. Exceptions to Policy**

7.1 All exceptions to this policy shall be approved by Town Council.

**Date of Passage:** \_\_\_\_\_

**I certify that this policy was adopted by Town Council as indicated above.**

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

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

## Town of Kensington - Request for Decision

<b>Date:</b> October 1, 2024	<b>Request for Decision No:</b> 2024-39 <b>(Office Use Only)</b>
<b>Topic:</b> Town of Kensington Community Action Plan to Prevent Gender Based Violence	
<b>Proposal Summary/Background:</b>  <p>The Town of Kensington partnered with the PEI Advisory Council on the Status of Women in the development of a Community Action Plan to Prevent Gender-Based Violence in our community. A meeting with representatives from the Advisory Council was held on August 7, 2024, where potential action plans were discussed with Town Council. Based on that discussion, a draft of the Plan was circulated to Mayor Caseley and I on August 28<sup>th</sup>. Feedback was provided, resulting in the final draft that is circulated with this RFD. The Plan is deemed to be meaningful and achievable.</p> <p>The Plan was developed in consultation with the community. Consultations were held with specific community groups; chamber of commerce, etc., and a public forum was held on August 7, 2024, with about 50 members of the public in attendance.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Promotes a sense of shared responsibility among community members to address and prevent gender violence.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None Noted.</li></ul>	
<b>Discussion:</b> <p>It is recommended by Committee of Council that Town Council adopt and approve the attached Community Action Plan to Prevent Gender Based Violence.</p>	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Approve and adopt the Community Action Plan, as recommended.</li><li>2. Not approve and adopt the Action Plan.</li></ol>	

3. Refer the Action Plan back to staff for further deliberation.

**Costs/Required Resources:**

The cost to implement the plan is anticipated to be minimal. Any required funds will be allocated as part of the annual budget deliberation process.

**Source of Funding:**

Current Revenue

**Recommendation:**

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

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

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

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

# TOWN of KENSINGTON

## COMMUNITY ACTION PLAN to PREVENT GENDER-BASED VIOLENCE

**GOAL:** To engage people and groups across the Kensington community in achievable actions that contribute to preventing gender-based violence.

**PRIORITIES FOR ACTION:** Actions respond to five priorities set out by Kensington residents in consultations: a) Community Connections and Engagement; b) Education, Awareness, and Resource Accessibility; c) Early Intervention and Prevention; d) Supporting Survivors; and e) Policy Change and Advocacy.

**September 2024 - August 2026**

#	ACTION	RESPONSIBLE	LEAD CONTACT	RESOURCES	OUTCOMES/IDEAS	TIMELINE
1	<b>Make a public declaration against Gender-Based Violence, and an announcement of the community action plan</b>	Kensington Town Council	Mayor Caseley	PEIACSW staff to assist	<ul style="list-style-type: none"> <li>* Public declaration supported by communications plan (news releases) regarding commitment to end gender-based violence and information about the community action plan</li> <li>* Visibility, approachability, commitment, and unity of message from Town of Kensington</li> </ul>	Fall 2024
2	<b>Develop new signage sharing key messages related to gender-based violence prevention for use at community events</b>	Town of Kensington	Town of Kensington staff	To be determined, based on specs of signs	<ul style="list-style-type: none"> <li>* Pop-up sign that can be used at variety of community events</li> <li>* Banner that can be carried for Walk in Silence or hung at community events</li> <li>* Billboard at Tims drive-through</li> <li>* QR code on signs that lead to resource information</li> </ul>	By Family Violence Prevention Week, May 2025 and ongoing
3	<b>Identify opportunities to include and engage newcomers to Kensington in community activities, and to explore funding to support activities</b>	Town of Kensington	Town of Kensington staff	Community-group partner	<ul style="list-style-type: none"> <li>* Identify a community organization to partner with to identify opportunities and, together, set a continuous process to identify opportunities for inclusion</li> <li>* Apply for funding for newcomer engagement through GEDI funding stream - funding specifically aimed at gender-based violence prevention</li> <li>* Leverage this action plan for funding opportunities.</li> </ul>	2026 and ongoing

#	ACTION	RESPONSIBLE	LEAD CONTACT	RESOURCES	OUTCOMES/IDEAS	TIMELINE
4	<b>Bolster success of annual Walk in Silence to prevent family violence with addition of a guest speaker and promotion plan</b>	Town of Kensington, through Kensington Police Services	Police Chief	PAC Family Violence Prevention mini-grant	* Increased awareness, visibility, and attendance at annual Walk in Silence, with increased engagement, such as a speaker or a social time incorporated into the event	Family Violence Week, May 2025
5	<b>Create, distribute, and place family violence information stickers for washrooms throughout Kensington area</b>	Town of Kensington, with distribution support from community groups	Town of Kensington, through the Kensington Police Service and Municipal Clerk staff	Town designs and prints new stickers Distribution through community groups such as church groups and the Chamber of Commerce	* Creation of a family violence information sticker with Kensington branding and a QR code for more information * Placement of stickers in all washrooms of Town facilities and all public washrooms in Kensington * Encouragement from Town for local schools and businesses to place stickers in their washrooms * Placement of all stickers in washroom facilities throughout the community and surrounding area	By Family Violence Prevention Week, May 2025
6	<b>Set up prominent purple ribbon displays and distribution in public spaces including Town Hall, schools, libraries, and businesses across the Town of Kensington and surrounding area</b>	Town of Kensington, with distribution support from Chamber of Commerce, Home & School	Kensington Police Service	500 purple ribbons on bookmarks, provided at no cost through PEIACSW	* Distribution of 500 purple ribbons between the International Day for Elimination of Violence Against Women and the National Day of Remembrance and Action on Violence Against Women * Purple Ribbon bookmark in every book checked out of Kensington library	November 25 to December 6, 2024 & November 25, 2024 to December 6, 2025
7	<b>Add the Purple Ribbon symbol on Town water bills</b>	Town of Kensington staff	Town of Kensington staff	Purple ribbon image provided by PEIACSW	* Purple ribbon symbol on all Town utility bills providing a link for more information/resources	Fall 2024 and ongoing
8	<b>Take advantage of training opportunities in gender-based violence to model leadership and signal commitment to ending violence</b>	Town of Kensington to support, promote,	Town Council	Training resources available in PEI such as SHIFT, FVPS	* All Council members and staff trained in some aspect(s) of gender-based violence prevention, for example: SHIFT training from Human Rights Commission	Training to take place throughout 2025/2026

#	ACTION	RESPONSIBLE	LEAD CONTACT	RESOURCES	OUTCOMES/IDEAS	TIMELINE
		fund and host training		outreach, Occupational Health and Safety, UPEI continuing education	* Partnership with community organizations for training opportunities to be made available to and taken up by employers in the region	
9	<b>Monitor progress on this action plan and report on—and celebrate—accomplishments!</b>	Town of Kensington Council	Mayor and CAO		* Ensure there is a short (1-2 minute) update on action plan progress on the agenda at each Council meeting	Until the completion of the action plan

## Town of Kensington - Request for Decision

<b>Date:</b> October 1, 2024	<b>Request for Decision No:</b> 2024-40 <b>(Office Use Only)</b>
<b>Topic:</b> M&S Rentals Inc – Private Laneway Naming PID No. 1050095	
<b>Proposal Summary/Background:</b>  Town Council approved a development permit application for M&S Rentals Inc. to construct 3 8-unit residential buildings on PID No. 1050095, along Sunset Drive.  In consultation with the Provincial 911 Administration (civic addressing) Office, it is recommended that the driveway be assigned a separate name. As the development includes multiple buildings that do not face directly onto Sunset Drive, this will provide emergency responders with a more accurate and precise location in the event of an emergency.  Attached to this request for decision is the approved development site plan.  <i>*Note that the laneway proposed is privately owned and will not be dedicated as a public road. Ownership, maintenance, etc. will be the sole responsibility of the property owner.</i>  The Towns Civic Addressing Policy states the following as it pertains to new road names:  <b>Section 7</b>  <u>General</u>  7.1 When new road names are assigned or accepted, they must not duplicate a name within the Kensington Fire Coverage Area. Furthermore, since emergency services are dispatched from a variety of locations, including centres outside the Municipality, it is necessary to ensure that there will be no confusion with regard to locating a property. Therefore, a new name should not be overly difficult to pronounce or sound the same as another road name in the Kensington Fire Coverage Area.  <u>Road Name Registry</u>  7.2 When a development proposal, such as a plan of subdivision, will involve the dedication of a new road to the Municipality, or where the Municipality intends to open a road allowance or	

rename an existing road, the Municipality shall first consult with the Provincial 911 Administration Office. The 911 Administration Office will review the Road Name Registry to determine whether a proposed road name would be in conflict with current civic addresses within the Kensington Fire Coverage Area.

7.3 The Municipality will advise the 911 Administration Office as to the selected road name so that the registry can be maintained.

**Benefits:**

- Facilitates safe and effective civic addressing.

**Disadvantages:**

- N/A

**Discussion/Comments:**

The following two names were submitted by the developer, M&S Rentals Inc.:

1. Greta
2. Clover

Both names were evaluated and confirmed as available by the 911 Administration Office within the Kensington Fire District. However, since Glover Lane is an existing name in the Town and is phonetically similar to Clover, which could lead to confusion in emergency response, it is recommended that the private laneway be named Greta. The developer has selected "Greta Court" as their desired name.

A resolution of Town Council is requested to formally adopt the name of the laneway.

**Options:**

1. Approve the laneway name, as requested by the developer.
2. Not approve the laneway name, as requested by the developer.



3. Refer the matter back to staff for further deliberation.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

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



PID No. 1050095

Proposed Name: **GRETA COURT**



**Civic# 1**  
L-R Unit:  
1, 2, 3, 4, 5, 6, 7, 8

**Civic #3**  
L-R Unit:  
1, 2, 3, 4, 5, 6, 7, 8

**Civic# 2**  
L-R Unit:  
8, 7, 6, 5, 4, 3, 2, 1

**GRETA COURT**

**Sunset Drive**

## Town of Kensington - Request for Decision

<b>Date:</b> October 2, 2024	<b>Request for Decision No:</b> 2024-41 <b>(Office Use Only)</b>																		
<b>Topic:</b> Canada Community Building Fund – Gas Tax – Capital Investment Plan																			
<b>Proposal Summary/Background:</b>																			
<p>The Town has been advised by the Infrastructure Secretariat that Capital Investment Plans can now be submitted under the new Canada Community Building Fund (DA-CCBF) Agreement covering fiscal years 2024/25 through 2028/29. The total allotment for the Town over the 5-year period is \$892,880.52, broken down as follows:</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 30%;">2024/25</td> <td style="text-align: right;">\$168,346.41</td> </tr> <tr> <td>2025/26</td> <td style="text-align: right;">\$176,881.83</td> </tr> <tr> <td>2026/27</td> <td style="text-align: right;">\$176,881.83</td> </tr> <tr> <td>2027/28</td> <td style="text-align: right;">\$185,385.23</td> </tr> <tr> <td>2028/29</td> <td style="text-align: right;">\$185,385.23</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b><u>\$892,880.53</u></b></td> </tr> </table>		2024/25	\$168,346.41	2025/26	\$176,881.83	2026/27	\$176,881.83	2027/28	\$185,385.23	2028/29	\$185,385.23	<b>Total</b>	<b><u>\$892,880.53</u></b>						
2024/25	\$168,346.41																		
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<b>Total</b>	<b><u>\$892,880.53</u></b>																		
<p>Funds are allocated to the Town in semi-annual increments.</p> <p>The eligible funding categories under the CCBF for 2024-2029 are as follows:</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 50%;">Public Transit</td> <td style="width: 50%;">Community Energy Systems</td> </tr> <tr> <td>Local Roads, Bridges and Highways</td> <td>Brownfield Redevelopment</td> </tr> <tr> <td>Short Sea Shipping</td> <td>Recreation Infrastructure</td> </tr> <tr> <td>Regional and Local Airports</td> <td>Resilience</td> </tr> <tr> <td>Solid Waste</td> <td>Sport Infrastructure</td> </tr> <tr> <td>Drinking Water</td> <td>Tourism Infrastructure</td> </tr> <tr> <td>Broadband Connectivity</td> <td>Wastewater</td> </tr> <tr> <td>Cultural Infrastructure</td> <td>Firehalls and Fire Station Infrastructure</td> </tr> <tr> <td>Capacity Building</td> <td></td> </tr> </table>		Public Transit	Community Energy Systems	Local Roads, Bridges and Highways	Brownfield Redevelopment	Short Sea Shipping	Recreation Infrastructure	Regional and Local Airports	Resilience	Solid Waste	Sport Infrastructure	Drinking Water	Tourism Infrastructure	Broadband Connectivity	Wastewater	Cultural Infrastructure	Firehalls and Fire Station Infrastructure	Capacity Building	
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Cultural Infrastructure	Firehalls and Fire Station Infrastructure																		
Capacity Building																			
<p>Staff have developed a proposed Capital Investment Plan to allocate all 2024-2029 DA-CCBF Funds</p>																			

to the following projects.

<u>Project</u>	<u>Estimated Budget</u>
Town Hall Solar Panels	\$135,000.00
Playground Equipment	\$52,880.52
Broadway Street S Sidewalk Replacement (Pole Relocate)	\$125,000.00
Baffle Installation – Wastewater Treatment Plant	\$385,000.00
Freight Shed Upgrades	\$50,000.00
Speed Radar Signs (7)	\$25,000.00
<u>Inflow and Infiltration Study – WW Collection System</u>	<u>\$120,000.00</u>
<b><u>Total</u></b>	<b><u>\$892,880.53</u></b>

The CCBF project list was presented at the September regular meeting of Committee of Council where a recommendation to Town Council was made to approve the proposed 2024/25 – 2028/29 Capital Investment Plan.

**Benefits:**

- N/A

**Disadvantages:**

- N/A

**Discussion/Comments:**

The proposed projects are supported by the goals and strategies contained within the Town’s Strategic Planning document, more specifically:

- Strategy 2.1.2 Ensure sidewalks are adequately maintained and extended in new areas, where feasible.
- Strategy 2.1.4 Promote and enhance public spaces and trails.
- Strategy 2.1.5 Promote and facilitate community access to the right mix of recreational opportunities that meet the needs of the population.

- Strategy 2.3.1 Promote and support recreational activities and events for families and youth.
- Strategy 3.3 Prioritize investments in infrastructure modernization and technology advancements that will positively impact future generations
- Strategy 4.3 Deliver a reasonable quality of service that meets the needs of the community.

Following Town Council’s consideration and approval of the CCBF project list, staff will proceed to develop terms of reference and capital investment plans for each specific project.

**Options:**

1. Approve the 2024-2029 proposed Capital Investment Plan, as recommended.
2. Not approve the Capital Investment Plan.
3. Alternative direction as deemed appropriate by Town Council.

**Costs/Required Resources:**

N/A

**Source of Funding:**

N/A

**Recommendation:**

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

## Town of Kensington - Request for Decision

<b>Date:</b> October 2, 2024	<b>Request for Decision No:</b> 2024-42 <b>(Office Use Only)</b>
<b>Topic:</b> BGC Prince County (Formerly Boys and Girls Club) Sponsorship - Kensington	
<b>Proposal Summary/Background:</b> <p>At the September Committee of Council meeting Mayor Caseley requested the Committee's consideration of committing to a financial sponsorship in 2025 to the anticipated BGC Prince County facility in Kensington (BGC Kensington) should the project proceed.</p> <p>The BGC Kensington are looking for businesses and/or organizations to fund the mortgage in the first year to enable them to focus on establishing programs and other operational costs. They are requesting 12 sponsors at \$5,000 each per year (\$60,000 per year total).</p> <p>BGC Prince County currently encompasses four locations within Prince County. BGC Summerside BGC Wellington, a Youth Engagement Centre (YEC), and LifeHouse. BGC Summerside and Wellington provide engaging programming for children aged 4 through 12 – with a focus on healthy living, education, physical activity, and creative expression. The YEC, located in Summerside, provides structured preventative programming for youth 12-18. The YEC has a strong focus on leadership, recreational, creative, and educational opportunities for youth. LifeHouse provides transitional housing and emergency shelter for women, trans and non-binary individuals and their children.</p> <p>The Town of Kensington has been requested to consider becoming one of the monthly sponsors.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will help BGC Prince County establish a facility in Kensington to provide much needed before and after school care.</li><li>• Will help BGC Prince County establish more youth programming in the future.</li></ul>	

**Disadvantages:**

- N/A

**Discussion/Comments:**

It was recommended by Committee of Council that Town Council consider and approve a financial sponsorship in the amount \$5,000 to the BGC Prince County for 2025.

**Options:**

1. Approve the \$5,000 sponsorship, as recommended.
2. Not approve the sponsorship.
3. Alternative direction as deemed appropriate by Town Council.

**Costs/Required Resources:**

\$5,000.00

**Source of Funding:**

General Government Donations and Grants (2025)

**Recommendation:**

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

## Town of Kensington - Request for Decision

<b>Date:</b> October 8, 2024	<b>Request for Decision No:</b> 2024-43 <b>(Office Use Only)</b>
<b>Topic:</b> Meals on Wheels Annual Donation	
<b>Proposal Summary/Background:</b>	
<p>Correspondence was received from the Kensington Meals on Wheels organization for Town Council's consideration of providing financial support.</p> <p>The Town has typically provided a \$2,000.00 donation on an annual basis, which was increased in 2020 from the previous amount of \$1,200.00.</p>	
<b>Benefits:</b>	
<ul style="list-style-type: none"> <li>• Will allow the Meals on Wheels Organization to continue to provide hot meals to Kensington area residents.</li> </ul>	
<b>Disadvantages:</b>	
<ul style="list-style-type: none"> <li>• None noted.</li> </ul>	
<b>Discussion/Comments:</b>	
<p>It is recommended by Staff that Town Council approve an annual contribution to the Kensington Meals on Wheels in the amount of \$2,000 per year for a period of three years.</p>	
<b>Options:</b>	
<ol style="list-style-type: none"> <li>1. Provide a \$2,000.00 financial contribution as previously donated.</li> <li>2. Provide a different amount.</li> <li>3. Not provide a financial contribution.</li> </ol>	
<b>Costs/Required Resources:</b>	<b>Source of Funding:</b>
\$2,000.00	General Government Donations and Grants
<b>Recommendation:</b>	
<p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><b><i>THAT Kensington Town Council provide a financial contribution to the Kensington Meals on Wheels organization in the amount of \$2,000.00 per year for 3 years, starting in 2024 and ending in 2026.</i></b></p>	



September 24,2024

Dear Supporter: *Town of Kensington*

Since 1985, Kensington Meals on Wheels has been an active volunteer program in the Kensington Area, providing meals for seniors in need at an affordable price. In the beginning we delivered approximately 2000 per year and last year we delivered approximately 5200 meals. The average cost to the customer is currently \$4.00 with MOW picking up a portion of the remaining cost.

In addition, a slate of volunteer drivers deliver meals to clients within a 5 km radius from town centre (for which we try to provide a small token of our appreciation).

Our major cost is the meal preparation currently being provided by the Ship to Shore restaurant in Darnley. The meal packages are received at the Royal Canadian Legion, organized by the Co-ordinator and volunteers and the drivers pick up and deliver before noon each Monday.

We traditionally have our fund-raising drive each year in late September/early October during which our business and individual donors have provided the support needed to continue this program.

MOW is once again asking for your support in providing this service for our local seniors. Your generosity is and always has been greatly appreciated.

Sincerely

Scott Zimmerman

Treasurer

PO Box 870, Kensington, PE. C0B 1M0

CRA Registered Charity – 13412 7083 RR0001

## Typical Meals

### Jan 10th

16oz. Beef Barley Soup - beef, barley, potato, carrot, turnip, onion, seasoning

1 Roast Beef Dinner - 5oz. Island beef, 2 scoops of mashed potato, carrot, peas, gravy on the side

1 Pesto Penne Pasta with Chicken Thighs - (16 Oz.) Penne, chicken, onions, mushrooms, garlic creamed based sauce, season

2 Desserts - Brownie, Date Square

### Jan 17th

16oz. Hamburger Soup - ground beef, potato, mixed veggies, tomato, seasoning

1 Ham and Scallop Potato Dinner - 5oz. In bone ham, scallop potato, carrot, peas

1 Lasagna - (16oz.) ground beef, noodles, tomato, onion, garlic, oregano, cheddar blend with garlic toast

2 Desserts - Carrot Cake, Slice of fruit pie

### Jan 24th

16oz. Chicken Noodle Soup - chicken, egg noodle, carrot, pea, potato, summer savoury, onion, seasoning

1 Chicken Dinner - 50z. roasted chicken, mashed potato, roasted root veggies

1 Shepards Pie - (16oz.) ground beef, carrot, peas, corn, gravy, mashed potato, cheddar blend

2 Desserts - Brownie, to be determined

### Jan 31st

16oz. Beef Stew - beef, potato, carrots, turnip, parsnip, onion

1 Roasted Pork Dinner - roast pork loin, baby red potato, green beans, gravy

1 Sesame Ground Pork Bowl - ground pork, cabbage, carrot, seasoning, green onion, coconut oil, sesame seed, brown rice, with steamed broccoli

2 Desserts - to be determined

\*  
( 3 rolls included per week )

## Town of Kensington - Request for Decision

<b>Date:</b> October 10, 2024	<b>Request for Decision No:</b> 2024-44 <b>(Office Use Only)</b>
<b>Topic:</b> Kensington Fire Department Ladder Truck – Bid to Purchase	
<b>Proposal Summary/Background:</b> <p>The Fire Department is seeking Council’s approval to submit a bid for the purchase of a used ladder truck from the Town of Amherst. The Amherst Fire Department is currently accepting bids for its 1995 Sutphen Aerial Ladder Truck, with an asking price of \$75,000.</p> <p>The purchase of a ladder truck has become an increased priority due to the rise of multi-story buildings, such as the recently constructed three-story apartment complex, and the growing use of metal roofs and solar panel installations. These features create new safety challenges, including difficult roof access and electrical hazards.</p> <p>This need was highlighted during a recent fire in Town, when the City of Summerside Fire Department was called in to assist with their ladder truck. The incident emphasized the importance of the Kensington Fire Department having its own ladder truck to improve response times and safety during similar emergencies.</p> <p>The truck has been inspected by three members of the Kensington Fire Department, along with the City of Summerside's Fire Department ladder truck operator. Based on the inspection, the truck is in good working condition and is recommended for purchase.</p>	
<b>Benefits:</b> <ul style="list-style-type: none"><li>• Will allow for a safer emergency fire response where steel roofs and solar panels are present.</li><li>• Will allow for more efficient fire response in multi-level buildings.</li></ul>	
<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• None noted.</li></ul>	
<b>Discussion/Comments:</b> <p>The purchase of a Ladder Truck was not included in the Department’s original Capital budget.</p> <p>It is recommended that Town Council authorize the CAO, Geoff Baker, and Fire Chief, Rodney Hickey, to submit a bid for the purchase of the 1995 Sutphen Aerial Ladder Truck, with the bid not to exceed \$75,000.</p>	
<b>Options:</b> <ol style="list-style-type: none"><li>1. Approve the bid for purchase to Amherst Fire Department, as proposed.</li><li>2. Not approve the bid for purchase.</li><li>3. Refer the matter back to staff for further deliberation.</li></ol>	

<b>Costs/Required Resources:</b>  \$75,000. plus HST (HST fully recoverable)	<b>Source of Funding:</b>  2024/25 Fire Department Capital Budget
<b>Recommendation:</b>  It is recommended that Town Council consider and adopt the following resolution:  <i><b>BE IT RESOLVED that Town Council authorize the CAO, Geoff Baker, and Fire Chief, Rodney Hickey, to submit a bid to the Amherst Fire Department for the purchase of the 1995 Sutphen Aerial Ladder Truck, with the bid not to exceed \$75,000.</b></i>	



# Kensington Fire Department

---

October 8, 2024

After speaking with Mayor Caseley about the construction of a 3-story apartment building ongoing in the town now, we thought it was time to start looking at purchasing a ladder truck.

Since a new one has a price tag of about \$3.4 million, a good, used one is probably the place to start. One was located in Amherst, NS. I called LeBlanc's Fire Truck Repairs (as they know the truck and recently did the annual service on it) and they recommended this truck, stating that it is well looked after. I also called Amherst's fire chief and he sent some pictures of it.

I also would like to point out that metal roofs are becoming more common and it's a nightmare for firefighters to be on these (for flue fires or whatever). A ladder truck would certainly alleviate the dangerousness of standing on a metal roof.

A showing of the truck was set up for Friday, October 4 and myself and 3 others (Deputy Chief Jason Paynter, Summerside ladder truck operator Clay Moase, and mechanic Allan Sudsbury) went over to take a look at it. Everything checked out and all of us were in agreement that it would be a good purchase.

In talking with Amherst's Fire Chief today, he stated that there have already been 5 bids received on the truck. A couple of them were disregarded because they were for a privately-owned fire company. There is no deadline to place a bid as he will wait to hear from us.

Rodney Hickey,  
Kensington Fire Chief

Hi Rodney

I wonder if you can provide your answers or best guess on the following questions as well?

- 1 Will you be able to store the ladder truck in the current building until such time as an extension has been constructed? If so, are there any safety issues with doing so and how long would you be able to do this? i.e. 6 months to 1 year; 1 to 2 years; etc.

**Answer: Yes, we will be able to store the ladder truck in the fire hall for 1-2 years.**

- 2 Do the operators of the ladder truck require any further training to operate a ladder truck and if so, do you know where this training is provided and approximate cost? Is it annual training or good for a number of years?

**Answer: Yes, the operators of the truck will need some training. We can do in-house training through other departments such as Summerside at no cost. Once you're trained, you're good to go.**

- 3 I know the truck has been inspected now. I am wondering if this inspection has to be done every year and if so is the vehicle good for use as long it passes inspection every year? Or do these ladder trucks have a life span such that they cannot operated after 30years, 35 years, etc.?

**Answer: The truck will need to be inspected yearly, same as our other trucks. We will get that done by bringing in a certified mechanic. The age of the truck is not a factor as long as it passes inspection**

- 4 What year is the vehicle? **The truck is a 1995 model**

- 5 When these vehicles are inspected are they done here on PEI or do they require inspection from somewhere else? I'm assuming an inspection of a ladder truck is not just the fire and truck inspection but also the ladder unit itself.

**The truck will be inspected here on PEI.**

Any other information you can provide that you think might be helpful? Anything you can provide will help with the justification. I appreciate what you can provide.

Rowan

**From:** firechief@kensington.ca  
**Sent:** Wednesday, October 2, 2024 10:58 AM  
**To:** mayor@kensington.ca  
**Subject:** Fwd: Used aerial - Amherst fire department (Town of Amherst)

Sent from my iPhone

Begin forwarded message:

*att.*

**From:** Greg Jones <GJones@amherst.ca>  
**Date:** October 2, 2024 at 10:33:27 AM ADT  
**To:** firechief@kensington.ca  
**Subject:** Used aerial - Amherst fire department (Town of Amherst)

Good morning,

Chief, I hope this email finds you well.

We have a used aerial available for purchase at the Amherst fire station, that is in great shape and is fully operational.

The asking price for this unit is \$75,000. If your department is interested then please provide a bid directly to me.

If you are interested in coming over to view the unit then please let me know and I will have an aerial operator available to show you the unit.

Below you will find details on this unit and the following link will take you to photos of the unit.  
<https://www.dropbox.com/scl/fo/u4nm6kgI8vnx6afa3pdk/h?rlkey=pvuvb88drne7lpn8p4iu6enb3&st=i2ieycne&dl=0>

If you have any questions then please let me know.

Removed from active service	July 2023
Condition when removed from service	Fully operational
Current condition	Fully operational
Maintenance Schedule	Monthly and as required
Annual Inspection	Yes
Fuel	Diesel – 63-gallon tank
Engine model	4900 300 HP - International chassis
Engine hours	2103 hours
Fire Truck Manufacturer	Sutphen

Transmission	Automatic
Drive-train	2WD / Single axle
Brakes	Hydraulic
Mechanical/operational issues	No issue at this time
Exterior - Scratches, dents, dings & rust are present	Limited
Overall Vehicle Length	40'- 9 1/8" (489.10")
Aerial Ladder MFG	Sutphen
Aerial Ladder length	74 feet
Pump MFG	Hale – Model: QSMG150-21L
Pump size	Rating 1500 GPM at 150 PSI
Tank size	300 IGPM
Tank type	Poly
Number of discharges	4
Number of intakes	4

Sincerely,

**Greg Jones, ECFO**

Director of Fire Services

Town of Amherst

Email: [gjones@amherst.ca](mailto:gjones@amherst.ca)

[www.amherst.ca](http://www.amherst.ca) | #seewhyweloveit

*“We acknowledge that we are in Mi’kma’ki, the ancestral and unceded territory of the Mi’kmaq People. We celebrate 400+ years of African Nova Scotian descent. We strive to foster a diverse community that values everything that makes us unique including our visible differences, such as race or gender expression, as well as our non-visible differences, such as gender identity and diversity of thought. We are committed to equity, fairness and dignity for all.”*



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Thank you for providing us  
with the building to have another  
successful market season!

Keumyeon Park  
Ardul  
Vendor

**mayor@kensington.ca**

---

**From:** Corie Goode <owhpei@gmail.com>  
**Sent:** Monday, September 30, 2024 11:30 AM  
**To:** premier@gov.pe.ca; jdfoxmla@assembly.pe.ca; lglundMLA@assembly.pe.ca; mmackaymla@assembly.pe.ca; ngjamesonmla@assembly.pe.ca; mayor@kensington.ca  
**Subject:** Operation White Heart PEI

Operation White Heart PEI and our vision:

Now more than ever we need to come together as a village and promote wellness and fight the stigma surrounding mental health and suicide. The Giant Steps Wellness Park in New Brunswick was created in 2021 and at the center of the park is a 16 foot white heart. This heart has become a symbol of unity in our fight.

How can you help fight with us? I am encouraging you to install a smaller 3 foot white heart on your landscape. This helps let people know that you understand that everyone has a story. When someone walks or drives by they will notice these hearts and will be reminded that they are not alone and that it is ok to not be ok. The hearts will keep conversation going. It is all about kindness and hope.

This is a vision we can all take part in. Please join in and open your heart by planting a white heart around our town, schools, and your own landscape, share your stories, and ask for help.

I encourage you to please take part in this mission to help raise awareness. Our small island has had too many losses frequently. Mental Health has been "out of sight, out of mind" for far too long.

Thank you.

Corie Goode



**mayor@kensington.ca**

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**From:** Pat Kelly <PJKELLY@gov.pe.ca>  
**Sent:** Monday, October 7, 2024 1:25 PM  
**To:** mayor@kensington.ca; cao@kensington.ca  
**Subject:** EOC - Manager Role

Date – October 07, 2024

To: Mayor & Council

Please accept this email as my official resignation from the role of EOC Manager for the Town of Kensington. I would like to thank you for this opportunity, but I do not feel at this time I would be able to provide the volunteer hours this role would require.

After some recent life events, I feel that I need to begin limiting my volunteer commitment hours to ensure that I get to spend time with the people that are most important to me.

Best Regards  
Pat Kelly



QE  
Foundation

2023-2024  
Annual  
Report

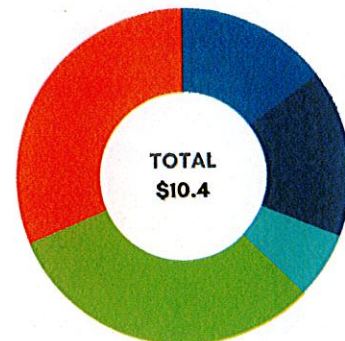
*Elevating care.  
Transforming  
Lives*

Rory O'Halloran, QEH Grateful Patient,  
with parents Jill and James

# Staying Accountable

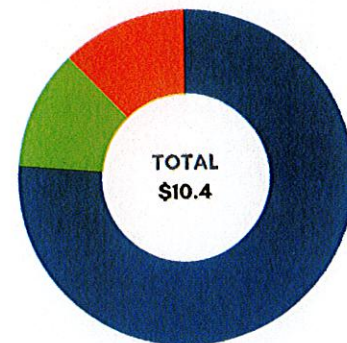
## Where Revenue Came From

<b>ANNUAL CAMPAIGN</b> (NOTE 1)	<b>\$1,684,353</b>
<b>MAJOR GIFTS</b> (NOTE 2)	<b>\$3,247,920</b>
<b>SIGNATURE FUNDRAISING EVENTS</b> (NOTE 3)	<b>\$1,548,300</b>
<b>PLANNED GIVING</b> (NOTE 4)	<b>\$664,722</b>
<b>REALIZED INVESTMENT INCOME</b> (NOTE 5)	<b>\$3,274,780</b>
<b>TOTAL REVENUE</b>	<b>\$10,420,075</b>



## Where Revenue Went

<b>DONATIONS &amp; COMMITMENTS MADE TO QEH FOR MEDICAL EQUIPMENT</b> (NOTE 6)	<b>\$7,952,904</b>
<b>ENDOWMENT FUND</b> (NOTE 7)	<b>\$1,200,085</b>
<b>FUNDRAISING AND OPERATING</b> (NOTE 8)	<b>\$1,267,086</b>
<b>TOTAL INVESTED</b>	<b>\$10,420,075</b>

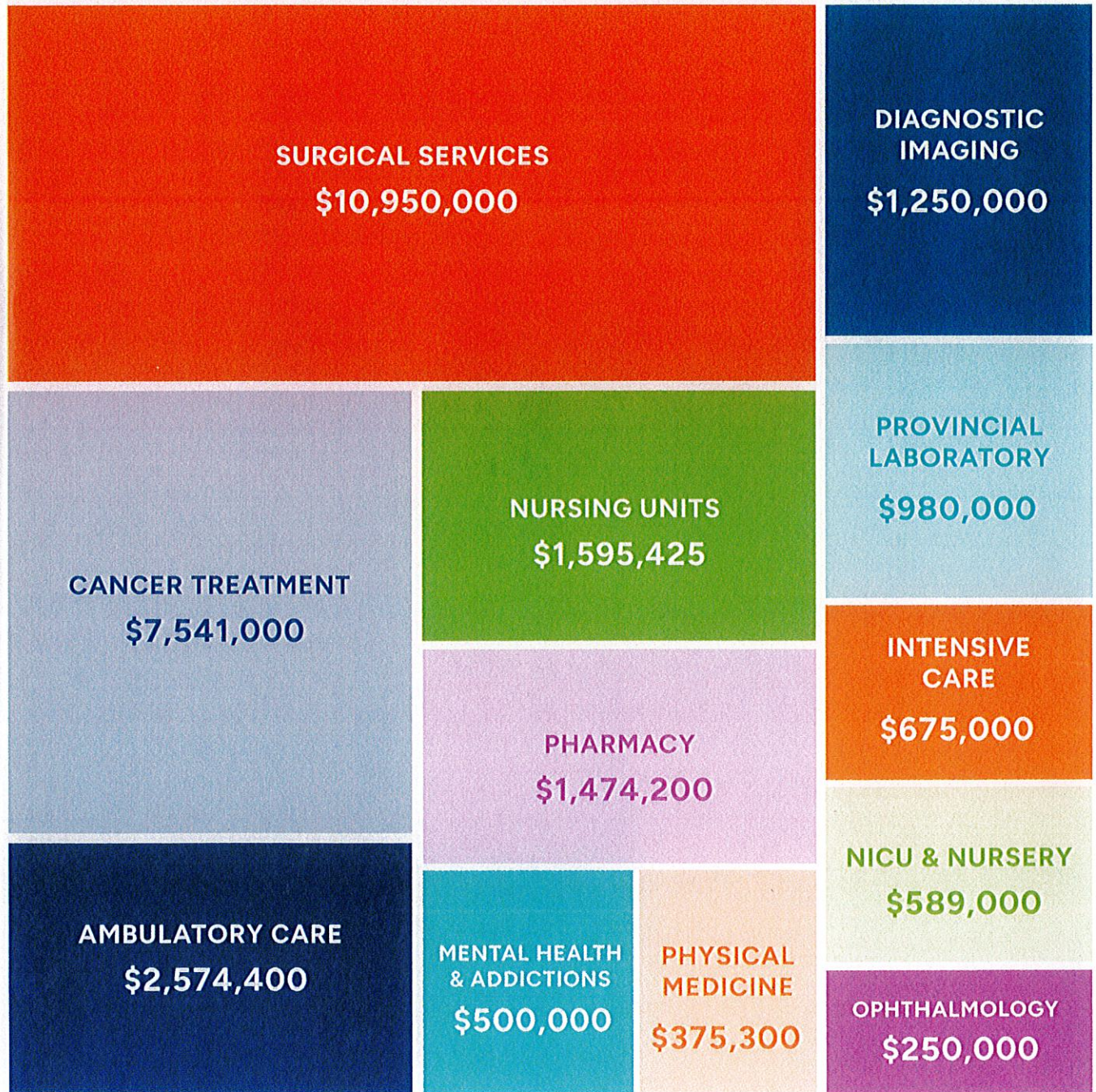


1. The Friends for Life Annual Campaign includes all gifts under \$10,000, not made through a Signature Event.
2. Major Gifts Campaign includes all gifts \$10,000 and above, not made through a Signature Event. Does not include multi-year pledge amounts.
3. Signature Events include QEH Big Day of Giving, Yuletide Gala Auction, and 'Great Day' Fore Health Harry MacLauchlan Memorial Golf Tournament.
4. QEH Foundation owns gifted life insurance policies and donors make a donation equivalent to annual premium payments. Bequests and realized gifts of life insurance appear under planned giving revenue.
5. Higher than usual realized investment income largely due to investment transition and new investment strategy.
6. Donations to the QEH are made when equipment arrives on site. Commitments to fund equipment, not yet on site.
7. Donations directed to endowment fund by the donor and unrestricted bequests.
8. All costs related to the Friends for Life Campaign, Big Day of Giving, Great Day Fore Health golf tournament, investment fees, banking fees, credit card fees, CRA receipting requirements, stewardship, wages, benefits, contracts, print and postage costs, and other expenses associated with a comprehensive philanthropic program.

The above revenue does not reflect unrealized gains on investments. Copies of the audited financial statements are available by contacting the QEH Foundation at (902) 894-2425 or online at [www.qehfoundation.pe.ca](http://www.qehfoundation.pe.ca)

# Looking Ahead

From cutting-edge diagnostic tools to state-of-the-art surgical technology, our goal is to ensure that every service is equipped to meet the evolving healthcare needs of our community. **QEH equipment needs identified over the next four years (2024-2027) are at an estimated cost of \$28.8M.**





**mayor@kensington.ca**

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**From:** Julie Corbett Kensington & Area Chamber of Commerce  
<kensingtonandareachamber@gmail.com>  
**Sent:** Wednesday, October 9, 2024 3:22 PM  
**To:** mayor@kensington.ca  
**Subject:** KACC Amazing Race

Good afternoon!

The Kensington & Area Chamber is holding a team building event as part of our "Building Resilience in the Workplace" project!

We are looking for teams of 4 from various workplaces in the area to participate in the below teambuilding event on Fri, Oct 25th.

We would love to have you involved! There is no fee for the event.

Please reach out if you have any questions and if you would like to secure your team!

Julie



**REGISTER BY  
EMAILING KATIE  
AT  
KACCWELLNESS  
@GMAIL.COM**

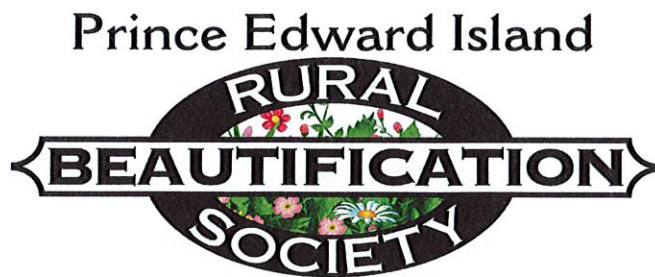
**INTRODUCING  
THE FIRST  
KACC  
AMAZING RACE  
TEAMBUILDING  
EVENT!**



Friday, October 25th  
3:00pm - 5:30pm

**Starting at Ruby's Counter**

**Registration required by Oct 22nd**



September 30,2024

Rowan Caseley - Mayor  
Town of Kensington  
PO Box 418  
Kensington, PE  
COB 1M0

**Dear Rowan,**

The votes are in and counted and unfortunately the Town of Kensington did not receive the most votes. On behalf of the Board of Directors, thanks for submitting an entry.

Thank you for your interest in our Society and assisting us with our mission to enhance the rural landscape in our beautiful province. This was the first year we offered this competition and we hope you of will enter again.

Regards,

Glenn Holmes  
Executive Director  
PEI Rural Beautification Society  
902-569-3701  
rglennholmes@outlook.com

**From:** Kensington Library <kensington@gov.pe.ca>  
**Sent:** Wednesday, October 9, 2024 3:14 PM  
**To:** mayor@kensington.ca; jspencer@kensington.ca; rmann@kensington.ca; wtoombs@kensington.ca; Tyler Doucette; igallant@kensington.ca; Bonnie MacRae  
**Subject:** Celebrating Kensington Library's 90th Birthday

Hi folks,

This November we will be celebrating the 90<sup>th</sup> anniversary of the Kensington Heritage Library. We are planning on having a drop in event with refreshments, a cake cutting, and a slideshow with photos from the past. We would love to have you drop in for our celebration.

November 21st, Thursday, from 5:30-6:30pm at the Kensington Library.

**Kensington Heritage Library**

902-836-3721  
6 Commercial Street, PO Box 336  
Kensington, PE  
COB 1M0

**Hours of Operation**

Tuesday	10 am - 4 pm
Wednesday	10 am - 6 pm
Thursday	10 am - 8 pm
Friday	10 am - 4 pm
Saturday	10 am - 4 pm

Government of Prince Edward Island  
[www.PrinceEdwardIsland.ca](http://www.PrinceEdwardIsland.ca)

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**From:** Robert Hughes <rhughes@civonus.ca>  
**Sent:** Wednesday, October 9, 2024 3:04 PM  
**To:** mayor@kensington.ca; jspencer@kensington.ca; rmann@kensington.ca; wtoombs@kensington.ca; Tyler Doucette; igallant@kensington.ca; Bonnie MacRae  
**Cc:** cao@kensington.ca  
**Subject:** Seeking Courageous Government Leaders  
**Attachments:** Civonus Introduction - Municipal - October 2024.pdf

Mayor and Council,

I am writing to introduce you to my company, Civonus Inc., and our mission to help governments to make better policy decisions. After a long career as a municipal government Director and CAO, I started this company because humanity's current governance approach is not working! It is only through a bold new approach that humanity can achieve peace and prosperity for all.

Civonus is helping create this new approach by empowering public sector leaders to make the best decisions within jurisdictions for local issues, and among jurisdictions for common issues. Civonus does this via a ground-breaking digital policy-making platform, built on best practices.

Attached is a summary of the Civonus approach, and an example of how it might work within a municipality. **We seek courageous leaders** to be early adopters of this innovative new approach. It will help you to improve your policy decisions and increase the support and trust of your citizens, and it will help to show other jurisdictions that we can and must do better. This is a serious effort to empower leaders to solve their most pressing challenges and build the best communities, provinces and world for future generations.

I would be happy to speak with you, or to make a presentation to your Council, to explain the Civonus approach in more detail and to demonstrate our digital policy-making platform.

I look forward to hearing from you.

Cheers

Robert



Robert Hughes, FEC, P. Eng.  
President & CEO, Civonus Inc.  
Email – [rhughes@civonus.ca](mailto:rhughes@civonus.ca)  
Tel – 902-218-3739  
Website – [www.civonus.ca](http://www.civonus.ca)



## Empowering Leaders to Make the Best Decisions

### INTRODUCTION

We are one species of eight billion humans living on a planet with trillions of other animal and plants. The fate of humanity, and all life on Earth, is being shaped by 195 nations, together with countless intergovernmental organizations and sub-national governments. The policy decisions they make, from those concerning individual needs, rights, education and health, to those concerning the economy, natural environment and built environment, have far-reaching impacts.

We are living in the “Age of Humans” (the Anthropocene), where human activity has caused global impacts like pollution, climate change, species extinction, economic disparities, war and conflict, political polarization and more. The nations of the world are no closer to the United Nations sustainable development goals than when they were agreed to 2015.

Despite the huge effort by many to meet these goals, and address the negative impacts of human activity, not nearly enough progress has been made, or can be made, given the limitations of outdated governance models. A new approach is clearly required - one which recognizes that we live in an interconnected, global village, requiring an unprecedented level of collaboration among governments.

### A BOLD NEW APPROACH

Civonus provides a powerful solution. Designed for the 21st century, our ground-breaking policy-making platform empowers courageous leaders to make the best policy decisions, within and among jurisdictions, through a process built on best practices. Civonus is:

- **Digital & Borderless** - Leverages internet technology and AI to enhance accessibility and efficiency, and to recognize the global nature of today’s challenges, and leverages transparency for trust and accountability.
- **Consensus Driven Collective Intelligence** - Bridges ideological divides to identify shared solutions and harnesses the wisdom and creativity of the crowd.
- **Evidence and Impact informed** - Incorporates the best available data and expertise, and focuses on long-term environmental, social, and economic impacts to ensure sustainability.
- **Inclusive, Equitable & Civic Minded** - Creates a safe, respectful space for collaboration and enables all voices to be heard and all needs to be met, regardless of ability or circumstances.

Our innovative digital policy-making platform helps the leaders of governments and public institutions of all shapes and sizes to make better decisions within their jurisdictions, and with leaders in other jurisdictions for common issues.

The future depends on visionary leaders who embrace a new approach to governance to create transformative change. Join us and help to lead the way to a better tomorrow. Together, we can solve the world’s most pressing challenges and build the best world for future generations.

### FIND OUT MORE

Visit [www.civonus.ca](http://www.civonus.ca) to learn more or email us at [info@civonus.ca](mailto:info@civonus.ca).

## CIVONUS EXAMPLE FOR MUNICIPAL LEADERS

Imagine a small city that's grappling with a housing crisis due to a surge in population growth, hyperinflation, and other contributing factors. Rent is skyrocketing, housing builds can't keep up, and more families are being pushed out of their homes every day. The city council is tasked with creating a new housing strategy, embedded in a robust policy.

Now, depending on that city's policy-making processes, the resulting policy decisions could vary widely. For example, the policy process could emphasize evidence but give less attention to transparency. The resulting policy could be well-informed by evidence, but if the citizens don't understand how it was developed, buy-in could be poor and the city council could lose the trust of its citizens. This is just one example of how a policy-making process influences the policy decisions leaders make for their communities. Every municipality has its own policy-making process, each with unique strengths and weaknesses.

We believe, there's a better way forward. Civonus represents an innovative new approach to developing public policy. It is based on best practices and designed to produce the best decisions. So, let's take the same small city grappling with housing issues and look at how the policy-making process would unfold if the council adopted Civonus:

The process kicks off with an invitation to diverse participants: city officials, residents, housing experts, land use planners, environmental experts, social workers, community organizations, developers and builders, under-housed and unhoused people, and anyone else affected or concerned by the housing shortage. They participate online at their convenience, without having to arrange their schedules, child-care, or elder-care around set meeting times. Other governments with a role in housing can also be invited to join the process.

All participants have an equal voice and are free to share their concerns, ideas, and information anonymously in a safe environment, free from hatred and discrimination, without fear of reprisal. The broad accessibility of the policy development process enables the City to harness the collective intelligence of the community. The consensus-building approach enables participants to overcome differences in opinion and ideology to find common ground among environmental concerns, economic realities, and the demand for housing.

Participants map out the complex web of interests, concerns, ideas, information and impacts through a structured approach. The expert opinions, evidence and lived experiences shared ensure that the new housing strategy is well-informed. Environmental, social and economic impacts are identified and accounted for to ensure the strategy is sustainable. The varying needs and abilities of those affected by, or paying for, the strategy are considered and accounted for to ensure the strategy is equitable.

The process is transparent to users and progress reports are shared with the broader community. This helps ensure fairness and improves the accountability of the city. The whole process increases citizen trust in the city and support for the strategy.

How does the Civonus process compare to your existing policy-making process? Are you ready to embrace a new approach to policy-making? Together, we can reshape how policies are made and make decisions that stand the test of time.

Visit [www.civonus.ca](http://www.civonus.ca) to learn how Civonus can help municipal leaders to tackle their biggest challenges.