



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

Monday, September 9, 2019 @ 7:00 PM

55 Victoria Street

Kensington, PEI

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

**Town of Kensington
Regular Meeting of Town Council
September 9, 2019 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 August 12, 2019 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 August 12, 2019 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List
 - 7.6 Summary Income Statement
 - 7.7 Credit Union Centre Report
 - 7.8 Mayor's Report
 - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
 - 7.10 Kensington and Area Chamber of Commerce Report – Councillor Bernard
 - 7.11 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2019-49 - Proposal for Professional Planning Services for a Municipal Restructuring Application
 - 8.1.2 RFD2019-50 – Building Codes Act - Administration and Enforcement
 - 8.1.3 RFD2019-51 - Credit Union Centre – Accessible Doors Installation
 - 8.1.4 RFD2019-52 - Fire Department – Rescue Sleigh Purchase

8.2 Prince Edward Island 55 Plus Games – *Discussion and Decision*

8.3 Other Matters

9. Correspondence

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

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, August 12, 2019
7:00 PM**

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

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

Visitors: Kim Knight Picketts – PEI 55 Plus Games
Rodney Hickey – Fire Chief
Brae Shea – Journal Pioneer
Adrien Wedge – Resident
Jed & Marlene Burt – Retired Firefighter

1. Calling of Meeting to Order

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

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Bernard, seconded by Councillor Spencer to approve the tentative agenda for the August 12, 2019 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

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

3.2 Councillor Spencer declared a conflict with a portion of Item 8.1.2.

4. Delegations / Presentations

4.1 Kim Knight Picketts made a presentation to Town Council on the Prince Edward Island 55 Plus Games and requested the Town to consider hosting the event in 2020. Council will further discuss the request during item 8.2.

Kim Knight Picketts excused herself from the Council Chamber at 7:16 pm.

4.2 Mayor Caseley made a presentation to retired firefighter Gerard (Jed) Burt, in

appreciation of his years of dedicated service as a member of the Kensington Volunteer Fire Department.

Jed & Marlene Burt and Rodney Hickey excused themselves from the Council Chamber at 7:22 pm.

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Bernard, seconded by Councillor Spencer to approve the minutes from the July 8, 2019 regular meeting of Town. Unanimously carried.*

6. Business Arising from Minutes

6.1 **July 8, 2019 Regular Meeting – Nil**

7. Reports

7.1 CAO's Report

7.1.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to adopt the August 2019 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Gallant, seconded by Councillor Spencer to approve the June 2019 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the June 2019 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.3.2 Chief Sutherland made a brief presentation to Council on the recent production of counterfeit funds.

Chief Sutherland excused himself from the Council Chamber at 7:40pm.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the August 2019 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Toombs, seconded by Councillor Bernard to approve the June 2019 Bills in the amount of \$146,336.34. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Bernard to approve the Summary Income Statement for the month of June 2019. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the Credit Union Centre report for the month of June 2019. Unanimously carried.*

7.8 Mayor's Report

7.8.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve the Mayors report for the month of August 2019 as presented by Mayor Caseley. Unanimously carried.*

7.8.1.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to dedicate and name the small park area and playground, located off Lion's Drive/behind 28 Garden Drive as "Roy Paynter Park" in recognition of Roy's accomplishments at the 2019 Special Olympics in Abu Dhabi. Unanimously carried.*

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

WHEREAS, the Town of Kensington is concerned with the shortage of family medical doctors on Prince Edward Island;

AND WHEREAS, a recent survey by the Medical Society of Prince Edward Island has indicated that 56% of practicing Island Physicians are planning to reduce or leave their practice over the next 5 years (Medical Society of Prince Edward Island Survey, 2019);

AND WHEREAS, we are aware of one family of seniors who moved from Newfoundland and Labrador to Kensington, Prince Edward Island to retire and subsequently decided to sell their property and return to Newfoundland and Labrador because they were not able to obtain a family doctor for needed medical services;

AND WHEREAS, 38% of Islanders place health care as the number one priority (The Guardian poll April 18, 2019) and wait times lead to pain and suffering, delayed diagnosis and treatment as well as leads to loss of income and productivity which affects our economy;

AND WHEREAS, we understand there are more than 13,000 Islanders registered (Physician Registry) on the wait list for a family

physician and this may not include all Islanders who are looking for a family doctor;

AND WHEREAS, the University of Prince Edward Island has proven its ability to provide working professionals through the Atlantic Veterinary College, Faculties of Engineering, Nursing and Education;

AND WHEREAS, studies have shown Physicians have a preference to practice in the area where they have been educated;

BE IT RESOLVED THAT *the Town of Kensington calls upon the Government of Prince Edward Island to adopt a facilitated physician recruitment and retention plan, increase physician residency positions and consider the establishment of a Medical Faculty at the University of Prince Edward Island.*

Unanimously carried.

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

WHEREAS, the Town of Kensington is aware of the most common cancer in Canada among men being Prostate Cancer;

AND WHEREAS, one in seven Canadian men will be diagnosed with the disease;

AND WHEREAS, an estimated average of 11 Canadian men die from prostate cancer every day;

AND WHEREAS, the survival rate for prostate cancer is nearly 100 % when detected early, but 75 % of men die when diagnosed late;

AND WHEREAS, we understand that black men and those with a family history of the disease are at a greater risk;

AND WHEREAS, since Prostate Cancer of Canada was formed in 1994, the death rate has been cut in half;

AND WHEREAS, awareness and conversations about prostate cancer can lead to screening and early detection that saves lives;

BE IT RESOLVED THAT *the Town of Kensington supports Prostate Cancer of Canada and everyone committed to raising awareness about Cancer by declaring the month of September, 2019 Prostate Cancer Awareness Month.*

Unanimously carried.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 *Nil.*

7.10 Kensington Area Chamber of Commerce (KACC) Report

7.10.1 September 19, 2019 is the KACC Annual Golf Tournament.

7.11 Heart of the Island Initiative (STEP) Report

7.11.1 *Nil.*

8. New Business

8.1 Request for Decisions

8.1.1 Public Works Storage Building Upgrades – Floor and Insulation

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

***BE IT RESOLVED THAT** Kensington Town Council award a contract to Sharpe Construction to complete the Public Works Maintenance Shop Upgrade project as per their quote dated July 17, 2019 in the amount of \$16,962.11 plus HST. Unanimously carried.*

Councillor Spencer declared a conflict and excused himself from the Council Chamber at 8:03 pm.

8.1.2 Credit Union Centre – Rural Growth Initiative Community Revitalization Program

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

***BE IT RESOLVED THAT** Kensington Town Council authorize staff to proceed with submitting a Community Revitalization Program Funding application to the Province of PEI to facilitate the Kensington Credit Union Centre Upgrades project. Town Council understands that they will be responsible for any future operations and maintenance costs associated with and resulting from the project.*

Unanimously carried.

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

***BE IT RESOLVED THAT** Kensington Town Council award a contract to Town and Country Carpet One for the replacement of the Fitplex flooring as per their quote dated July 8, 2019 in the amount of \$17,100.00 plus HST.*

Unanimously carried.

Councillor Spencer returned to the Council Chamber at 8:08 pm.

8.1.2.3 Moved by Councillor Toombs, seconded by Councillor Bernard

BE IT RESOLVED THAT Kensington Town Council award a contract to Black and McDonald Ltd. To rebuild the Credit Union Centre ice plant compressor as per their quote dated July 8, 2019 in the amount of \$7,180.00 plus HST.

Unanimously carried.

8.1.2.4 Moved by Councillor Spencer, seconded by Councillor Toombs

BE IT RESOLVED THAT Kensington Town Council award a contract to Mid- Isle Electric for the supply and installation of a heat pump for the Kensington Senior's Centre as per their quote dated July 12, 2019 in the amount of \$6,270.00 plus HST.

Unanimously carried.

8.1.2.5 Moved by Councillor Spencer, seconded by Councillor Gallant

BE IT RESOLVED THAT Kensington Town Council award a contract to Mid-Isle Electric to Upgrade the Credit Union Centre Electrical Panel as per their quote dated July 12, 2019 in the amount of \$3,645.00 plus HST.

Unanimously carried.

8.1.2.6 Moved by Councillor Toombs, seconded by Councillor Bernard

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to award a contract for the supply of a new score clock for the Credit Union Centre to the appropriate supplier based on provided quotes and the perceived best value to the Town.

Unanimously carried.

8.1.3 Kensington Fire Department – Rescue Fire Vehicle Purchase

8.1.3.1 Moved by Councillor Toombs, seconded by Deputy Mayor Pickering

BE IT RESOLVED THAT Kensington Town Council award a contract to METALFAB Ltd. for the provision on one (1) Custom Built Rescue/Equipment Style Fire Truck as per their proposal dated July 11, 2019 in the amount of \$365,665.29 plus HST.

Unanimously carried.

8.1.3.2 Moved by Councillor Bernard, seconded by Councillor Gallant

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

AND WHEREAS Town Council has authorized the purchase of a new custom-built rescue vehicle for the Kensington Fire Department;

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

BE IT RESOLVED that the Town of Kensington be empowered to borrow \$286,959.02 from the Scotiabank, under the following terms:

- i. repayable in full by Town Council over an amortization period not to exceed 15 years.***
- ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.***
- iii. Advances repayable on demand.***

Unanimously carried.

8.1.4 Asset Management Plan – Public Sector Partnership Funding Application

8.1.4.1 Moved by Councillor Spencer, seconded by Councillor Toombs,

BE IT RESOLVED THAT Kensington Town Council direct staff to submit a funding application through the Federation of Canadian Municipalities Municipal Asset Management Program for the Asset Management Planning Implementation Project;

BE IT FURTHER RESOLVED that the Town of Kensington commits to conducting the following activities in its proposed Asset Management Planning Implementation Project:

- Study of current data structures;***
- Derivation of performance measures and trends; and***
- Integration of asset management processes.***

BE IT FURTHER RESOLVED that the Town of Kensington confirm their financial contribution towards the project in the amount of \$1,600.00.

Unanimously carried.

8.2 Prince Edward Island 55 Plus Games

- 8.2.1** Council discussed the possibility of hosting the PEI 55 Plus Games in 2020. Council members showed support in hosting the games and discussed concerns in finding sufficient volunteers and hiring an appropriate staff person. Deputy Mayor

Pickering will consider assuming the role as Chair of the Host Committee and will attempt to gather additional information and report back to Council at the September regular meeting.

8.3 Other Matters

8.3.1 Councillor Mann noted that some Island Fire Departments charge out their costs and services to insurance companies when they respond to motor vehicle accidents. Mr. Baker will speak with Chief Hickey and report back to Council.

8.3.2 Councillor Spencer noted that the music is very loud during the Zumba class that uses the Kensington Railyards Gazebo. To date, the Town has not received any complaints regarding the volume of the music.

Councillor Bernard excused herself from the Chamber at 8:32 and returned at 8:33 pm.

8.3.3 Councillor Bernard brought forward concerns regarding the curb located at the corner of Garden Drive and Victoria Street. Mr. Baker noted the issue and will have it looked at.

8.4.4 Deputy Mayor Pickering noted a request to install Crosswalk flags at the Confederation Trail crossing on Highway 2. Staff will review the request.

8.4.5 Mayor Caseley discussed a letter received from resident Paul Chessman. Mr. Chessman expressed how impressed he was with the EVK Memorial Pool and staff this summer. His letter also addressed concerns of speeding in Town and requested that the Town/Kensington Police Service attempt to slow traffic down on Broadway Street.

9. Correspondence

9.1 An invitation to the 2019 Harvest Festival Golf Tournament.

Moved by Deputy Mayor Pickering, seconded by Councillor Bernard to enter a 4-person team in the 2019 Harvest Festival Golf Tournament for \$350.00. Unanimously carried.

9.2 An invitation to the 2019 Kensington & Area Chamber of Commerce Golf Tournament.

Moved by Deputy Mayor Pickering, seconded by Councillor Bernard to enter a 4-person team in the 2019 Kensington & Area Chamber of Commerce Golf Tournament for \$500.00. Unanimously carried.

9.3 A letter from MP Robert Morrissey regarding the Towns resolution concerning the Confederation Bridge Toll.

9.4 A Save the Date notice for the 2019 PEI Health Promotion Conference.

- 9.5** A letter from Jamie MacKay providing updates to Council on the recent updates of the Red Cross and equipment donations. Mr. MacKay also updated the Town on the community Garden Ross' Place.

Adrien Wedge and Brae Shea excused themselves from the Council Chamber at 8:53 pm.

10. In-Camera

- 10.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to commence into a Committee of the Whole meeting, according to Section 119(1)(e) of the Municipal Government Act. at 8:53 pm. Unanimously carried.*

- 10.2** *Moved by Councillor Spencer, seconded by Councillor Bernard to come out of the Committee of the Whole meeting at 9:20 pm. Unanimously carried.*

11. Adjournment

Moved by Councillor Toombs, seconded by Councillor Spencer to adjourn the meeting at 9:20 PM. Unanimously carried.

Geoffrey Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Town Council - September 2019		
Item #	Project/Task	Status
1	Exempt Staffing Policy	NO UPDATE A contract was awarded to Resolve HR to complete the policy. The project is scheduled to begin the week of August 12th. There is no timeline for completion at this point in time. It will be communicated through the September CAO's report and following the project kick-off meeting.
2	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	I have begun the drafting process for the creation of the required Bylaws. All effort will be made to have the Bylaws ready for presentation at the November regular meeting of Council for first reading. Drafts of the Bylaws will be provided by email as they are completed. Council will have a formal opportunity to review the Bylaws at their regular October Committee of Council meeting.
3	Victoria Street West Sidewalk Replacement	NO UPDATE The project has been deferred to 2020. The Province has agreed to include the sidewalk replacement project with their storm sewer replacement project and as such will provide design/tender services for the project at no additional cost to the town.
4	Official Plan and Zoning Bylaw 5 Year Review	It is proposed in RFD2019-49 (Municipal Restructuring Proposal) that the Official Plan and Development Control Bylaw review be postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	The Town continues to progress Asset Management on a couple of different fronts. We continue to work under the Provincial Cohort program which has provided a unique learning experience in asset management theory and implementation. Public Sector Partners continue to complete the actual asset management plan on the town's behalf. A funding application has been submitted to the Federation of Canadian Municipalities to offset 80% of the cost of the development of the Plan.
6	Ballfield Batting/Pitching Cages	Town Council has agreed to contribute \$1000 to the cost of the replacement of the ball field batting cage and to include the replacement in the Credit Union Centre Upgrades project funding application to the Rural Growth Initiative funding program. The CUC Manager has met with the president of the Minor Ball Association and a final location has been chosen at the west end of the access road between the two ballfields.
7	Railyards/Boardwalk Renovation and Upgrade Project	The project was tendered under three separate projects; General Carpentry, Roof Replacement, and Mechanical (tender closing extended to September 6). The tenders for general carpentry and roofing closed on August 26th with two bids received for general carpentry and one for roofing. The tender prices came in abnormally high. As such, I am in the process of reviewing the tenders with the consultant to determine how to effectively move the project forward within the funding allotment approved by Town Council. Further information will be available once a determination has been made on how to proceed.
8	Investing in Canada Infrastructure Program (ICIP)	Funding agreements have been received for the Wellfield Upgrades Project and the Lagoon Upgrades project. A meeting is scheduled for the week of September 9th with WSP to begin the engineering component of the project. Further information; tender dates, etc. will be provided as the project progresses.
9	2019-2024 Gas Tax Capital Investment Plan	A capital investment plan for the expenditure of the Town's allotment under the 2019-2024 Gas Tax program will be provided at September's Committee of Council meeting scheduled for September 23rd.
11	Unsightly Property - 105 Victoria Street West	Staff sent a written Dangerous and Unsightly Property Notice to the owner of the property on July 29, 2019. The Notice provided a 30-day period for the property to be repaired to an acceptable community standard or removed, and for the property to be cleaned up; grass mowed and all litter and/or offending material removed and disposed of in a proper manner. The Notice was sent by registered mail. A Dangerous Building Notice was also posted on the property on July 29, 2019 by a public works staff person. The 30-day period expired on August 29th and no tangible action has been taken on the property. I spoke to the property owner on August 27th by telephone. I have referred the matter back to the Town's solicitor for a further review of Council's legal options to proceed. As of the writing of this report I have not received an opinion from the solicitor. If received prior to the September 9th Council meeting, I will provide a full report to Council at that time.
12	Transport Container on Legion Property	I have provided two options to representatives from the Legion. 1. to cancel the development permit application and remove the transport container. 2. proceed with the application, remove one of the existing accessory structures on the property, and provide an architectural drawing regarding the placement of the container, with no guarantee that Council will provide the approval to allow the transport container to remain on the property. I am informed that the container has been emptied of most of its contents.
13	Fire Department Rescue Vehicle	The order for the rescue vehicle was placed. Delivery date will be 11 to 12 months. The Fire District Committee provided the town with a \$78,000 contribution towards the truck.

Item #	Project/Task	Status
14	Duplicate Power Poles	NO UPDATE A concern was brought forward prior to June's Council meeting that there are still some duplicate power poles located throughout the community. Staff have contacted Bell and they have indicated that they will be removing these poles, and maintaining others throughout the summer months.
15	Wastewater Treatment Plant Blowers	Quotes have been requested to the replacement of a broken pressure gauge on Blower #2 and the repair/replacement of the oxygen level display. The quotes have not yet been received. Further information will be provided to council as the quotes are received.
16	W&PCC Report	NO UPDATE I am still waiting to hear back from Municipal Affairs (staff vacation) on dissolving the Water and Pollution Control Corporation and assuming it as a department of the Town. I have spoken to IRAC and have determined that the Corporation can be dissolved as any other. A Bylaw will be required to authorize the construction, management, maintenance and operation of the utility. Once this is complete the Water and Sewer system can be operated as any other department. I will continue seek advice from Municipal Affairs and will provide a complete report to Town Council at their September regular meeting.
17	Architects Association of PEI - Fun Times Day Care Accessory Structure	Architectural drawings were provided to the Town and approval to continue with the construction of the accessory structure was given.
18	Kensington Fire Department 1/2 Ton Truck Procurement	The truck has been ordered and is expected to arrive within the next week.
19	Unsightly Property - 39 Woodleigh Drive	The grass on the property has been mowed.
20	Kensington Area Soccer Club - Clubhouse	NO UPDATE I have been provided with no further update on this project. The Mayor and I met with a representative from the Soccer Club and we are advised that they are intent on proceeding with the construction of a club house this year. As such, they have requested the Town's input into the development process. Staff will continue to provide information and advice as the project progresses. A development permit application to Town Council will be required.
21	Train Station Basement	At the July Council meeting, direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date.
22	Broadway Street/Victoria Street - Early Morning Speeding	The Police Service has stepped up early morning patrols in the identified areas. It appears to have had an impact on speed levels.
23	Overhead Crosswalk Lights	I have reached out to the Province in regards to the installation of two overhead crosswalk lights in the Town. The project will be included in the town's 2019-2024 Capital Investment Plan.
24	Municipal Restructuring	A Request for Decision has been circulated with the tentative agenda package requesting Town Council's consideration of awarding a contract to DV8 Consulting to complete the application process on behalf of the Town.
25	Credit Union Centre - Rural Growth Initiative Project	Work has begun on the project. The ice surface gate refurbishment will be completed on September 7th. The Compressor has been rebuilt and is fully operational. The gym flooring is scheduled to arrive in two weeks. The electrical panel upgrade has been completed. The heat pump for the Senior's Centre is scheduled to arrive in 2 weeks.

Kensington Fire Department

Occurrence Report 2019

[illegible]

Police Department Occurrence Report Summary 2019														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act					1								1	0.20%
Forcible confinement													0	0.00%
Fraud	1		1	2	1	1							6	1.17%
Harrassing Phone Calls	1		1			2	1						5	0.98%
Impaired Driver	1			3	1	3	4						12	2.34%
Information Files				1			1						2	0.39%
Injury Accidents													0	0.00%
Liquor Offences				1									1	0.20%
Litter Act													0	0.00%
Lost and Found	1		2	3	2	2	7						17	3.32%
Luring Minors													0	0.00%
Mental Health Act	2	2		4	1	2	2						13	2.54%
Mischief	1		3	3	2	1	1						11	2.15%
Motor Vehicle Accidents	3	3		2		7	2						17	3.32%
Motor Vehicle Act	7	4	6	5	7	5	9						43	8.40%
Municipal Bylaws	2	1			1	1							5	0.98%
Off Road Vehicle Act	5		1		1								7	1.37%
Other Criminal Code							5						5	0.98%
Person Reported Missing		1		1			1						3	0.59%
Possession of restricted weapon													0	0.00%
Property Check			1										1	0.20%
Resist Arrest				1									1	0.20%
Roadside Suspensions							1						1	0.20%
Robbery													0	0.00%
Sexual Assaults / Interference				1	1								2	0.39%
STEP (Integrated Traffic Enforcement)						1	2						3	0.59%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1	1	1		1		2						6	1.17%
Theft Of Motor Vehicle					1								1	0.20%
Theft Over \$5000							1						1	0.20%
Theft Under \$5000	1	2	4	2	4	1	2						16	3.13%
Traffic Offences													0	0.00%
Trespass Act	1	1	1	2	2		1						8	1.56%

[illegible]

Police Report July 2019

KPS received 7 false alarms during the month.

July 1 @ 1025hrs – Kensington Fire Hall, member attended.

July 3 @ 2323hrs – Kensington Agriculture, member attended.

July 7 @ 1756 – Kensington Fire Hall, member did not attend.

July 7 @ 1803hrs – Clark Insurance, member attended.

July 7 @ 1933hrs – Clark Insurance, member did not attend.

July 16 @ 1737hrs – Kensington Fire Hall, member did not attend.

July 20 @ 1846hrs – Scotia Bank, member attended.

Year To Date Approved Development Permits Summary Report
2019

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential Deck/Fence/Pools							1							1	
New Industrial				1										1	
New Residential Accessory Structure					2		2							4	
New Residential Deck/Fence/Pools						1	1							2	
New Semi Detached Dwelling					1									1	
Other Demolition						1								1	
Other Institutional					1									1	
Renovation Residential additions/alterations			1											1	
Renovation Residential Deck/Fence/Pools				1										1	
Renovation Single Family Dwelling					1									1	
Total:					1									14	

Total Estimated Construction Value
\$900.00
\$250,000.00
\$25,100.00
\$32,500.00
\$310,000.00
\$4,800.00
\$59,000.00
\$60,000.00
\$5,000.00
\$40,000.00
\$787,300.00

Town of Kensington Bills List July 2019

ACT Hydraulics	2796	\$207.00
ADL Foods	2392018	\$816.83
ADL Foods	2393491	\$633.71
Aliant	7053315	\$30.48
Aliant	7050419	\$238.60
Andrew Griffin	JULY 2019 RRSP	\$615.00
Andrew Griffin	EX080719	\$30.00
Andrew Griffin	EX060719	\$60.00
ArsenaultBestCameronEllis	4008	\$12,592.50
Bell Mobility	2-387142	\$201.25
Brenda MacIsaac	JULY 2019 RRSP	\$288.34
Brent MacDonald	12JULY19	\$80.76
Brent MacDonald	EX070719	\$60.00
Capital "T" Electric	686	\$137.21
Capital "T" Electric	692	\$180.84
Centennial Practicar	SSIDE-16193	\$227.15
Combat Computer Inc	54552	\$172.50
Combat Computer Inc	54550	\$221.94
Controls & Equipment	43990	\$211.60
Canada Revenue Agency Tax Centre	APR - JUNE 2019 HST	\$16,331.01
Canadian Union of Public Employees	JULY 2019 DUES	\$506.08
D. W. Mechanical	1727	\$80.50
Daniel Matheson	EX050719	\$15.00
Doug Killam	JULY 30,19 COSTCO	\$45.98
Eastlink	09108504	\$101.14
Eastlink	9275902	\$753.89
Eastlink	9276503	\$23.00
Eastlink	9276224	\$89.64
Eastlink	934799	\$137.89
Elizabeth Hubley	JULY RENT	\$805.00
Friends & Flowers	CANADA DAY FLOWERS	\$57.50
Geoff Baker	JULY 2019 MILEAGE	\$300.80
Irving Oil	32999821	\$484.91
Irving Oil	33006233	\$381.67
Irving Oil	333919	\$440.82
Irving Oil	323421	\$280.24
Irving Oil	11925	\$245.56

Irving Oil	33012634	\$836.52
Irving Oil	52057	\$870.59
Irving Oil	331194A	\$218.16
Island First Aid Service	10810	\$29.79
Island First Aid Service	SI 10730	\$30.41
Island First Aid Service	SI 10801	\$96.49
Island Hot Tubs & Pools	21740	\$438.09
Island Hot Tubs & Pools	7244	\$97.75
Island Hot Tubs & Pools	21308	\$221.93
Island Hot Tubs & Pools	21852	\$241.43
Island Hot Tubs & Pools	21853	\$171.34
Island Petroleum	205221999535	\$407.07
Jenna Moase	JULY 5, 2019	\$786.62
Jenna Moase	JULY 19, 2019	\$786.62
Ken Fornetran	JULY 31 MUSIC NIGHTS	\$200.00
Ken Fornetran	JULY 24 MUSIC NIGHTS	\$200.00
Ken Fornetran	JULY 24, 2019	\$50.00
Ken Fornetran	JULY 3, 2019 EXTRA	\$50.00
Ken Fornetran	JULY 3 MUSIC NIGHTS	\$200.00
Ken Fornetran	JULY 10 MUSIC NIGHTS	\$200.00
Ken Fornetran	JULY 10 & 17, 2019	\$100.00
Ken Fornetran	JULY 17 MUSIC NIGHTS	\$200.00
Kensington Agricultural Services	31078	\$165.46
Kensington Agricultural Services	36466	\$616.08
Kensington Agricultural Services	206009	\$57.49
Kensington Agricultural Services	31485	\$28.64
Kensington Agricultural Services	31881	\$47.14
Kensington Country Store	02810073156	\$28.74
Kensington Country Store	2810070676	\$83.37
Kensington Country Store	2810072042	\$68.77
Kent Building Supplies	117929	\$64.39
Kent Building Supplies	1176709	\$20.68
Kent Building Supplies	1175602	\$53.44
Kent Building Supplies	1169472	\$41.27
Kent Building Supplies	2690101	\$72.20
Kim Mullett	EX050719	\$15.00
Kensington Intermediate Senior High School	KISH0719	\$100.00
K'Town Auto Parts	20695/5	\$12.19
K'Town Auto Parts	20955/5	\$89.91
Lady Slipper Kennel Club	JULY 2019 SPONSORSHIP	\$115.00

Lewis Sutherland	JULY 2019 MILEAGE	\$133.48
Lewis Sutherland	JULY 2019 RRSP	\$640.76
Linkletter's Welding Ltd	408872	\$71.67
Maritime Electric	TRAIN STN JULY 19 SERV CALL	\$86.34
Maritime Electric	PW SHOP JULY 2019	\$147.74
Maritime Electric	CUC BALLFIELD JULY19	\$40.25
Maritime Electric	CUC RINK JULY 2019	\$1,707.29
Maritime Electric	CUC SIGN JULY 2019	\$198.95
Maritime Electric	SENIOR CO-OP JULY 19	\$46.14
Maritime Electric	TOWN HALL JULY 2019	\$1,751.28
Maritime Electric	LIBRARY JULY 2019	\$106.70
Maritime Electric	TRAIN STN JULY 19	\$1,075.47
Maritime Electric	EVK POOL JULY 19	\$733.59
Maritime Electric	STREET LIGHTS JULY19	\$2,926.70
Maritime Electric	CAR CHARGER JULY 19	\$42.88
Maritime Electric	SPEED RADAR JULY 19	\$105.13
Maritime Electric	ART CO-OP JULY 19	\$589.92
Maritime Electric	FIRE HALL JULY 19	\$552.12
Malpeque Bay Credit Union	JULY 2019 RRSP	\$1,673.92
Medacom Atlantic Inc	11008	\$251.16
Minister of Finance	310067	\$3,864.00
Minister of Finance	310264	\$100.00
MJS Marketing & Promotions	2672008	\$51.75
Murphy's Kensington	326984	\$17.20
On The Go Property Maintenance	17911	\$3,605.83
Orkin Canada	9484058	\$44.28
Orkin Canada	9484783	\$73.03
Orkin Canada	9483821	\$28.75
Par-T-Perfect PEI	CANADA DAY DEPOSIT	\$163.00
Petty Cash	JULY 2019	\$204.84
Prince County Trophy	3	\$110.40
Princess Auto	883195	\$60.92
Princess Auto	883350	\$39.08
Robert Wood	RWEXPJUL19	\$159.80
Rowan Caseley	JULY 2019 MILEAGE	\$61.10
Saltwire Network	22958	\$320.85
Mikes Independent	03 3776	\$23.56
Mikes Independent	SE120719	\$20.09
Mikes Independent	CANADADAY19	\$14.94
Mikes Independent	CANADADAY2019	\$247.60

Mikes Independent	01 0638	\$29.14
Mikes Independent	01 7583	\$87.86
Mikes Independent	IND20190715	\$11.78
Mikes Independent	02 7558	\$11.78
Minister of Finance	APRIL - JUNE ANS SER	\$6,900.00
Scotia Securities	D KILLAM RRSP JULY19	\$398.48
Scotiabank Visa	MOTOROLA CASE	\$39.99
Spring Valley Building Centre Ltd	K05303	\$487.44
Spring Valley Building Centre Ltd	205246/205408	\$414.80
Spring Valley Building Centre Ltd	206009A	\$57.49
Spring Valley Building Centre Ltd	206147	\$95.40
Spring Valley Building Centre Ltd	794714	\$114.98
Staples	65412	\$34.47
Staples	550373-2307	\$453.02
Suncor Energy Products Partnership	JULY 2019	\$855.10
Telus	JULY 2019	\$752.35
Tessa MacKinnon	TMEXPJUL19	\$43.16
Vail's Fabric Services Ltd	332273	\$104.42
Vicki Sutherland	8JULY19	\$175.00
Vistaprint	EVK POOL	\$40.80
Workers Compensation Board of PEI	2ND INSTALL 2019	\$7,177.32
Wendy MacKinnon	MILEAGE JULY 2019	\$76.14
Wet n' Wild Car Wash	70024	\$100.00
Yellow Pages Group	19-7359671A	\$23.17
Subtotal		<hr/> \$86,775.52 <hr/>
Payroll		\$92,254.35

Capital Purchases

Bay Winds Consulting	0000011803	\$10,005.00
DV8 Consulting	DV8-19-K06	\$3,532.14
Scotiabank Visa	QUIK X TRANSPORTATION	\$384.11
Subtotal Capital		<hr/> \$13,921.25

Total Bills		<hr/> \$192,951.12 <hr/>
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TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for July 2019

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$94,686.51	\$96,295.00	-\$1,608.49	\$372,481.21	\$379,204.00	-\$6,722.79	\$1,125,834.00	33%
Police Service	\$7,742.45	\$3,000.00	\$4,742.45	\$14,411.65	\$12,000.00	\$2,411.65	\$36,000.00	40%
Town Hall Rent	\$8,008.58	\$8,213.00	-\$204.42	\$31,934.32	\$32,452.00	-\$517.68	\$96,656.00	33%
Recreation	\$2,375.00	\$2,500.00	-\$125.00	\$4,065.00	\$3,000.00	\$1,065.00	\$3,750.00	108%
Sales of Service	\$40,001.10	\$37,000.00	\$3,001.10	\$162,179.80	\$148,000.00	\$14,179.80	\$444,000.00	37%
Subtotal Revenue	\$152,813.64	\$147,008.00	\$5,805.64	\$585,071.98	\$574,656.00	\$10,415.98	\$1,706,240.00	34%
GENERAL EXPENSES								
Town Hall	\$11,438.12	\$11,560.00	-\$121.88	\$49,377.92	\$51,165.00	-\$1,787.08	\$162,934.00	30%
General Town	\$43,063.30	\$35,539.00	\$7,524.30	\$151,389.82	\$157,826.00	-\$6,436.18	\$579,955.00	26%
Police Department	\$48,906.30	\$31,267.00	\$17,639.30	\$148,595.60	\$136,228.00	\$12,367.60	\$458,961.00	32%
Public Works	\$17,262.43	\$19,432.00	-\$2,169.57	\$41,993.37	\$60,083.00	-\$18,089.63	\$205,465.00	20%
Train Station	\$2,485.08	\$2,580.00	-\$94.92	\$11,535.22	\$9,920.00	\$1,615.22	\$31,940.00	36%
Recreation & Park	\$8,268.25	\$9,395.00	-\$1,126.75	\$35,098.86	\$40,480.00	-\$5,381.14	\$75,785.00	46%
Sales of Service	\$14,795.98	\$13,948.00	\$847.98	\$57,878.53	\$58,092.00	-\$213.47	\$190,071.00	30%
Subtotal Expenses	\$146,219.46	\$123,721.00	\$22,498.46	\$495,869.32	\$513,794.00	-\$17,924.68	\$1,705,111.00	32%
Net Income (Deficit)	\$6,594.18	\$23,287.00	-\$16,692.82	\$89,202.66	\$60,862.00	\$28,340.66		
Credit Union Centre								
Credit Union Centre Revenue	\$26,098.25	\$29,100.00	-\$3,001.75	\$108,630.95	\$96,100.00	\$12,530.95	\$397,700.00	27%
Credit Union Centre Expenses	\$15,051.96	\$20,029.00	-\$4,977.04	\$90,059.38	\$97,856.00	-\$7,796.62	\$397,408.00	23%
Net Income (Deficit)	\$11,046.29	\$9,071.00	\$1,975.29	\$18,571.57	-\$1,756.00	\$20,327.57		
Fire Department								
Fire Revenues	\$20,834.50	\$20,772.00	\$62.50	\$83,349.00	\$83,088.00	\$261.00	\$249,264.00	33%
Fire Department Expenses	\$12,826.26	\$16,827.00	-\$4,000.74	\$55,291.59	\$70,358.00	-\$15,066.41	\$249,264.00	22%
Net Income (Deficit)	\$8,008.24	\$3,945.00	\$4,063.24	\$28,057.41	\$12,730.00	\$15,327.41		
Consolidated Net Income (Deficit)	\$25,648.71	\$36,303.00	-\$10,654.29	\$135,831.64	\$71,836.00	\$63,995.64		
							\$1,421.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$49,952.61	\$49,222.00	\$730.61	\$197,232.95	\$196,888.00	\$344.95	\$593,079.00	33%
Water & Sewer Expenses	\$56,386.21	\$48,215.00	\$8,171.21	\$191,659.78	\$195,560.00	-\$3,900.22	\$590,480.00	32%
Water & Sewer Net Income (Deficit)	-\$6,433.60	\$1,007.00	-\$7,440.60	\$5,573.17	\$1,328.00	\$4,245.17		
							\$2,599.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: JULY 2019 CREDIT UNION CENTRE REPORT
DATE:
ATTACHMENT: STATISTICAL REPORT

July 2019

Fitplex

Programming: Aerobics Programming

No aerobics for summer season

Hours

Key FOB Entry 5:30 AM – 12:00 Midnight Daily
Staffed 4:00 PM – 8:00 PM Monday – Thursday

Arena

- Summer Maintenance Items Completed to date:
- Back hallway and floor painted
- Home and visiting benches painted and walls behind them painted
- Wild dressing and Vipers room painted showers and bathrooms
- Official's room painted.
- Sept and Oct 2019 Ice Bookings are filling up
- Matrix Jamboree Hockey Tournament Sept 27-29, 2019

- Lady Slipper Dog Show was held large crowd or participants over 250 dogs competed

Kensington Cash

July, 2019	\$208.00
	\$214.00
	\$210.00
	<u>\$212.00</u>

Total \$844.00

Ball Fields

- July 2-5 Ball Camp
- Mosquito Tournament July 5-6-7
- Danny Hughes Memorial July 12-13-14
- Mosquito A Aug 16-18
- Mosquito AA Aug 30-Sept 1
- Steve Noonan Eastern Canadians Sept 6-7-8
- Kevin Gallant Co-ed tournament Sept 27-29

Senior Center

Activities at the senior center on a weekly basis

- Exercise classes
- Story Board
- Leather working
- Meetings
- Painting
- Touch therapy

Harvest Festival

- Theme: Picnic in the Park
- Final planning stages done and signage purchased and put up around Town.

Upcoming Events

- Harvest Festival, 2019
- 2 Minor Ball Tournaments in Aug 2019
- Ball Eastern Canadians Sept 2019
- Rec co-ed Ball Sept 2019
- Arena Ice Rentals planned to be open on Sept 9, 2019
- Matrix Jamboree Hockey Tournament Sept 27-29

Town of Kensington Credit Union Centre Monthly Statistical Data 2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	262	258	250	242	230	218						1730
Attendance	1525	1420	1200	1140	1080	950	875						8190
Day Passes Sold	26	18	20	22	20	22	20						148
Memberships Sold	44	32	25	22	20	21	18						182
Monthly Payment Memberships	54	53	52	53	51	52	50						365
Arena													
Hours Rented	149	144	135	110	0	0	0						538
Preschool (Free)	4	4	3	0	0	0	0						11
Adult Skate	4	4	3	0	0	0	0						11
Donated Ice Time	0	10	0	7	0	0	0						17
Total Hours Rented	157	162	141	117	0	0	0						577
Storm Days (no rentals)	2.5	2	1	1	0	0	0						6.5

2018

[illegible]



Mayor's Report to Town Council

September 9, 2019

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

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

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

Kensington Medical Centre –Dr. Peter MacKeen met with me to update me on his planned retirement in the fall of next year. We discussed the importance of the current medical center and the need to ensure the Kensington Medical Centre is staffed to meet the needs of the area. He feels the medical centre is large enough to provide more medical services than currently provided if only the resources were available to do more. However, as a minimum he stressed the need to ensure we maintain the current compliment of medical professionals. I will try to have a conversation with the Minister James Aylward to ensure steps are being taken to find a replacement for Dr. MacKeen before his retirement. The resolution Council passed at the last Council Meeting will help to reinforce our need for medical services and this has already been sent to Minister Aylward and Health PEI.

Municipal Affairs and Minister meeting - Minister Jamie Fox, Deputy Minister Bob Creed, Christine MacKinnon - Director of Municipal Affairs, Deputy Mayor - Coreen Pickering, CAO - Geoff Baker and I met to review municipal affairs on Prince Edward Island. Minister Fox is visiting with many municipalities to get feedback and indicated he has no plans to make major changes to the Municipality Act, however he may find it necessary to make some minor changes. He did not feel any change would affect Kensington but may be more to enable smaller municipalities to operate. Minister Fox indicated he was pleased to see how we operate in the Town of Kensington, which is a compliment to both staff and Town Council.



95th Birthday Celebrations – I had the pleasure of attending two 95th birthday celebrations since our last Council meeting. I presented certificates of congratulations and birthday wishes to both Fannie Roberts and Lois Brown.

Building Code Regulations – Mr. Baker and I attended a presentation on the Canada Building Code Regulations which are scheduled to come into effect in Prince Edward Island on January 1, 2020. Enforcement and administration of these regulations can be done by the Town of Kensington or can be passed off to the Provincial Government. Mr. Baker will be bringing forward an RFD to have Town Council pass a resolution to relinquish this responsibility to the province. We currently do not have the resources and the needs are greater than we would be able to handle for a municipality our size.

Grand Opening L. M. Montgomery Park – I was invited to attend the official grand opening of the Lucy Maud Montgomery Park located on route 13 in Cavendish. This park has story board to give some history of L. M. Montgomery's work. It will also tie into the planned L. M. Montgomery Literary Tour being developed by several tourist organizations. The Literary Tour will have a sign posted at the Kensington Train Station highlighting travel as part of her life. You will recall I mentioned to you in my July 8, 2019 Mayor's Report that signage would be installed at the Train Station as part of this Literary Tour. This park was officially opened by Her Imperial Highness, Princess Takamado of Japan.

Grand Opening of Green Gables Heritage Place Visitors Centre – I was invited to attend the official grand opening of the new visitors centre at Green Gables Heritage Place in Cavendish. This new centre was the result of over \$11 million investment from the Federal Government and has enabled the Green Gables House and visitors centre to be more accessible and able to meet the growing needs of the tourism industry. The Centre was officially opened by Hon Wayne Easter, MP for Malpeque. Additionally, Her Imperial Highness, Princess Takamado of Japan was in attendance and was presented with a wood carving to honour her visit.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: September 3, 2019	Request for Decision No: 2019-49 (Office Use Only)
Topic: Proposal for Professional Planning Services - Municipal Restructuring Application	
Proposal Summary/Background: <p>At the August meeting of Town Council, staff were directed to proceed with soliciting a proposal from DV8 Consulting to complete a Municipal Restructuring Application to annex areas of unincorporated land around the town (exact extents to be determined).</p> <p>A copy DV8's proposal is circulated with this Request for Decision. It provides a workplan as follows:</p> <ol style="list-style-type: none">1. Meeting with staff to review scope and requirements of the application for restructuring. (Week of Sept 26)2. Submit request to province for property assessment and mapping date; collection of necessary data and information from town staff. (On or before week of Sept 26)3. Preparation of a draft proposal to restructure the municipality, including a draft financial and servicing plan and map of the proposed boundary. This process is expected to involve ongoing collaboration and communication with staff. (Sept – Oct)4. Submission of a draft report. (On or before Nov 1)5. Meeting with staff to review draft report and proposed restructuring. (Week of Nov 4)6. Revisions to draft report. (Week of Nov 9)7. Submission of final report to be appended to council's resolution to approve making application to restructure the municipality. (November 12th Council Meeting)8. Submission of proposal to restructure the municipality (Form MGA-MR-1) (Following approval of Town Council) <p>DV8 have proposed to complete the required work at a cost of \$4,400 plus HST, based on the workplan above. Additional meetings with staff and/or Council, a public presentation of the proposal, or any involvement in a public hearing on the proposal (if IRAC deems necessary) are given as optional additional services that the Town may request and will be billed at a rate of \$50 per hour. Also, any costs associated with the restructuring proposal, including costs for notifications and a public hearing (if required) will be the responsibility of the Town.</p> <p>It is recommended that Town Council award a contract to DV8 Consulting to complete the Municipal Restructuring Proposal on behalf of the Town as per their proposal dated August 26, 2019.</p>	
Benefits: <ul style="list-style-type: none">• Will support economic growth and investment opportunities for the Town.• Will support improved services and programs for existing and potentially new residents.	
Disadvantages: <ul style="list-style-type: none">• None noted.	

Discussion:

As Councillor's are aware, DV8 Consulting is currently completing a legislated review of the Town's Official Plan and Development Control Bylaw. Public meetings had initially been set for September; however, it is recommended that they be postponed while the Municipal Restructuring proposal is being prepared and processed. The OP/Bylaw review process will provide residents and other stakeholders with an opportunity to provide input into the future goals and policies, and land use regulations for the Town. Postponing the process until after completion of the Municipal Restructuring process, will demonstrate the Town's intent to include any new residents and property owners into the process. The intent would be to complete the OP/Bylaw review process following a final decision on the Restructuring application.

Options:

1. Award a contract to DV8 Consulting, as recommended.
2. Not award a contract and cease any work on a Municipal Restructuring Application.
3. Issue an RFP to solicit further proposals.

Costs/Required Resources:

\$4,400 plus HST (\$5,060)

Any additional services
requested at \$50/hr.

Source of Funding:

General Government – Consulting Services – Current Cash Flow

Recommendation:

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

BE IT RESOLVED THAT Town Council award a contract to DV8 Consulting to complete a Municipal Restructuring Application as per their proposal dated August 26, 2019 in the amount of \$4,400 plus HST.

Geoff Baker

From: Hope Parnham <hparnham@outlook.com>
Sent: August 26, 2019 1:33 PM
To: Geoff Baker
Subject: Proposal for Services: Municipal Restructuring
Attachments: Proposal for Municipal Restructuring_2019.pdf

Good afternoon Geoff,

Please find attached my proposal for services to prepare a proposal for municipal restructuring as per the Municipal Government Act requirements on behalf of the Town of Kensington.

I have proposed an aggressive timeline for this project – whereas if council awards the contract at their regular September Council meeting (Sept 9?), I will immediately begin to prepare the draft report with the intent that it will be submitted for review by Staff in time to make necessary revisions, and a final draft will be ready to be considered by Council at their November Council meeting (November 12).

As IRAC is required to provide notice of the proposal for restructuring within 45 days of receiving it from the Town, the goal would be to have the application submitted to IRAC on or before November 17. This would ensure that notice by IRAC must be made prior to January 1 – which would most likely result in the notice actually being posted prior to the Christmas holidays. If the 45 day window falls after the holidays, the 30 day response period for objections would then also be further delayed. The timeline is what it is but I was hopeful that we could get through this process and get back to the OP/Bylaw by April of 2020.

If you have any questions or concerns about the proposal. Please do not hesitate to contact me. Please note that I will be out of province later this week (Aug 28-Sept 3) and may have limited access to email during this period.

Best regards,
Hope

Hope Parnham APALA CSLA MCIP

Dv8 CONSULTING

26 BRIDLE PATH LN, CHARLOTTETOWN PE C1C 1R8
TEL. 902-892-1757 CELL. 902-393-1815

August 26 2019

Attn. Geoff Baker, CAO
Town Hall
Town of Kensington
PO Box 418 Kensington PE
C0B 1M0

Proposal: Professional Planning Services – Municipal Restructuring Application

Dear Mr. Baker,

I understand that the Town of Kensington is interested in pursuing a restructuring of its municipal boundary through annexation of adjacent unincorporated land as a means of supporting economic growth and investment opportunities for the Town and to support improved services and programs for existing and potentially new residents. I am pleased to provide this proposal for professional planning services to prepare the municipality's proposal for submission to the Island Regulatory and Appeals Commission (IRAC) as per the *Municipal Government Act* (MGA).

The application process for a proposal to restructure a municipality has changed since the adoption of the MGA and now can be planned around a relatively fixed timeline. I have outlined the process below for your information:

1. The restructuring of a municipal boundary through annexation may be initiated by the council of the Municipality (requires a resolution of Council) by way of submitting the required proposal (Form MGA-MR-1) to IRAC.
2. Once received IRAC must provide notice of the proposal within 45 days. Notice will be provided as IRAC deems appropriate to the Minister, nearby municipalities, First Nations Bands, FPEIM, and the public.
3. The public may submit objections to the proposal to IRAC within 30 days of the notice.
4. Depending on if objections are received or if the Minister has determined there is significant public interest in the proposal, IRAC will decide whether or not to hold a public hearing.
5. IRAC must submit their recommendation on the proposal to the Minister within 45 days of the public hearing or from the date for filing an objection.
6. Finally, upon receipt of IRAC's recommendation the minister will make a recommendation to the Lieutenant Governor in Council who may approve, approve with changes, or deny the proposal. The LGIC has 6 months to make this decision.

As the Town is currently undergoing a review of the *Official Plan* (OP) and *Zoning and Development Bylaw* (Bylaw), I am recommending that the public meetings previously scheduled for this September as part of this review be postponed while the restructuring proposal is being prepared and processed. The OP/Bylaw review process is a very important municipal process during which residents and stakeholders have an opportunity to provide input on the future goals and policies, and land use regulations for the Town. By postponing the public meetings and workshops associated with this review, it will demonstrate the Town's intent to include any new residents and property owners (those newly incorporated into the

Town through a successful restructuring proposal) into this OP/Bylaw review process. The OP/Bylaw review will proceed following a decision on the proposal to restructure.

The MGA and the *Principles, Standards and Criteria Regulations* (PSCR) outline the principles to be considered by IRAC, the minister and the LGIC in consideration of the proposal to restructure a municipality (see, PSCR Section 2), as follows:

- Does the proposal demonstrate that the municipality has or will have the ability and capacity to meet the immediate and long-term needs of the residents within the boundaries proposed?
- Is the proposed municipality likely to be financially viable?
- Does the proposed municipality have a stable base of economic activity?
- Will the proposed municipality hinder another existing municipality's ability to expand its boundaries or provide services to its residents? and
- Does the proposal demonstrate that the municipality has a vision of the services it intends to provide its residents in the immediate and long term?

As such, to demonstrate the above principles have been met, the proposal to restructure a municipality must include the following information:

- General information including: a statement that the proposal is to restructure the municipality and the reason for the proposal; the names of the municipality(s) and unincorporated areas to be included in the restructuring; a map of the proposed boundaries; the class of municipality and proposed name (if changing), and the estimated population and total property assessment of the proposed municipality (FORM MGA-MR-1).
- Consideration of how the proposed restructuring may impact another municipality's ability to expand its boundaries or to provide services to its residents (9h).
- A plan for the municipal services that will be provided, and more specifically, the plan shall demonstrate that the municipality will have the administrative and technical resources to govern the unincorporated area proposed for annexation (9i).
- A description of how the proposal accounts for physical features; environmental conditions; social and community establishments such as community facilities, institutional use and public administration offices; and, non-residential land uses and the economic base (11bi).
- A description of how the residents will be engaged in the planning of the future use of the land in the unincorporated area to be annexed (11bii).
- A financial plan that demonstrates the financial viability of the proposed municipality and how the proposal will enhance the ability of the municipality to provide services. Information in the financial plan shall include: the estimated additional costs of administration and the expected source of funds (if applicable); effects of administering the unincorporated areas; and a service delivery plan where services are to be expanded, or the reason why an expansion of services is not warranted (11biii and 13b).
- A description of the value of the proposal for the residents in the existing municipality and for the residents within the unincorporated area, as a statement of community benefits which contains but is not limited to: the location and use of public and commercial services; shared needs and common interests supported by the application; and, the immediate and long-term benefits for all residents involved (11biv).
- A list of capital assets both existing and proposed (FORM MGA-MR-1)

Furthermore, if the proposal for restructuring of the boundary of a town by annexation consists of twenty or fewer properties, the Commission shall also consider if the area to be annexed has been identified as suitable and required for the provision of municipal services, infrastructure or facilities; is to correct a property line; or if the municipality is following the request from owners of one or more properties in the area to be annexed.

Based on the background research and information already reviewed as part of the OP/Bylaw review process, DV8 Consulting is at an advantage to efficiently prepare the proposal for restructuring on behalf of the Town of Kensington this fall. DV8 Consulting will undertake the work necessary to prepare the application for a total cost of **\$5,060 (\$4,400 +HST)** based on the proposed timeline. Additional meetings with staff or council, a public presentation of the proposal, or any involvement in a public hearing on the proposal (if IRAC deems necessary) are optional additional services that the Town may request and will be charged at an hourly rate of \$50/hour.

Note that any cost associated with the restructuring proposal, including costs for notifications and a public hearing (if required) is the responsibility of the Town of Kensington. Furthermore, upon acceptance of this proposal I will submit a revised work plan (and revised billing schedule) for the ongoing OP/Bylaw Review contract which is currently underway.

Should you find this quotation acceptable, I will consider your signature below as your acceptance of this proposal. If you have any questions or require additional information, please contact me by email at hparnham@outlook.com, or by telephone at 902-393-1815.

Thank you for the opportunity to provide you with this proposal for services.

Best regards,



Hope Parnham
DV8 Consulting

I hereby authorize DV8 Consulting (Hope Parnham) to proceed with the work as outlined in this letter.

Town of Kensington

Date

Work plan		Proposed Schedule
1	Meeting with staff to review scope and requirements of the application for restructuring.	Week of Sept. 26, 2019
2	Submit request to province for necessary property assessment and mapping data; collection of necessary data and information from Town staff.	On or before the week of Sept. 26, 2019
3	Preparation of draft proposal to restructure the municipality, including a draft financial and servicing plan and map of the proposed boundary. This process is expected to involve ongoing collaboration and communications with staff.	Sept-October 2019
4	Submission of draft report	on or before Nov. 1, 2019
5	Meeting with staff to review draft report on proposed restructuring	Week of Nov. 4, 2019
6	Revisions to draft report as necessary.	Week of Nov. 4, 2019
7	Submission of final report to be appended to Council's resolution to approve making application to restructure the municipality	For the regular Council meeting on Nov. 12, 2019
8	Submission of Proposal to Restructure the Municipality (FORM MGA-MR-1)	Following approval of Council

Town of Kensington - Request for Decision

Date: September 4, 2019	Request for Decision No: 2019-50 (Office Use Only)
Topic: Building Codes Act – Administration and Enforcement	
Proposal Summary/Background: <p>The Prince Edward Island <i>Building Codes Act, S.P.E.I. 2017, c.61</i> is new legislation that was passed in the spring of 2017. The Building Codes Act and its regulations adopt the National Codes of Canada; outline the requirements and procedures for issuing and acquiring building permits; and list the requirements for the qualifications required of building officials/inspectors.</p> <p>The intent of the Building Codes Act, and its Regulations, is to detail the minimum building standards acceptable to maintain the safety of buildings, with regard to the:</p> <ol style="list-style-type: none">Design, construction, erection, placement, use and occupancy of new buildings;Alteration, demolition, removal and relocation and changes to the use and occupancy of existing buildings; andWork necessary to correct unsafe conditions in existing buildings. <p>The Act requires all PEI municipal Councils to assume responsibility for both the administration and enforcement of the legislation within their municipality. It also allows a Council to enter into an agreement with the Minister of Agriculture and Land that transfers responsibility for administration and enforcement over to the Province.</p> <p>Section 4(3) of the Act states:</p> <p><i>A council of a municipality and the Minister may enter into an agreement providing for the administration and enforcement of this Act in the municipality by the minister and, in that case, the Minister shall be responsible for the administration and enforcement of this Act in the municipality.</i></p> <p>Administration and enforcement of the Act would require the Town to hire building officials/inspectors for the issuance and enforcement of building permits. The town does not currently possess the resources or necessary personnel with the qualifications to be able to adequately enforce the Act. As such, it is recommended that the Town proceed with transferring the responsibility over to the province through the <u>attached</u> Agreement. Also attached to this Request for Decision is a summary document of the Building Codes Act Regulations.</p>	
Benefits: <ul style="list-style-type: none">Will ensure that the administration and enforcement of the Building Codes Act is effectively implemented in the Town.	
Disadvantages: <ul style="list-style-type: none">None noted.	

Discussion:

It is recommended by the CAO that the Town transfer all responsibility, under the new Building Codes Act, to the Province of Prince Edward Island, Department of Agriculture and Land.

The Town will continue to maintain responsibility for the enforcement of its *Development Control Bylaw* and will continue to issue and enforce Development Permits. It is anticipated that a municipal development permit will be a pre-requisite to the issuance of a building permit by the Province, such that no building permit will be issued by the Province until a development permit has been issued by the local authority, i.e. Town of Kensington.

Options:

1. Authorize the Mayor and CAO to sign an agreement with the Minister of Agriculture and Land to transfer all responsibility under the Building Codes Act.
2. Not authorize the signing of an agreement and make provision to administer and enforce the Act.

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 Building Codes Act, S.P.E.I. 2017, c.61 received royal assent on May 12, 2017 and on September 29, 2018 sections 1 and 4 of the Act were proclaimed (Executive Council Decision D2018-268);

AND WHEREAS pursuant to subsection 4(2) of the Act, Kensington Town Council will be responsible for the administration and enforcement of the Act within its municipality;

AND WHEREAS pursuant to subsection 4(3) of the Act, Council and the Minister may enter into an agreement providing for the administration and enforcement of the Act in the municipality by the Minister;

AND WHEREAS Town Council wishes to engage the services of Government to carry out the administration and enforcement of the Act;

AND WHEREAS the Provincial Government has agreed to provide Council with these services on certain terms and conditions:

BE IT RESOLVED THAT Kensington Town Council authorize the Mayor and Chief Administrative Officer to sign an agreement with the Province of Prince Edward Island, Department of Agriculture and Land, to transfer all responsibility for the administration and enforcement of the Building Codes Act.



Agriculture
and Land

Agriculture
et Terres



Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

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

Correspondance

August 12, 2019

Mayor Rowan Caseley
PO Box 418
Kensington PE C0B 1M0

Dear Mayor:

During previous stakeholder consultations with municipalities, the Department communicated that while the new *Building Codes Act, S.P.E.I. 2017, c.61* (referenced in this letter as "the Act") requires all municipal councils to assume responsibility for both the administration and enforcement of the legislation within their municipality, it also allows any municipal council to enter into an agreement with the Minister that will transfer over the responsibility for administration and enforcement to the Province.

The specific wording that allows for this is contained in subsection 4(3) of the Act as follows:

A council of a municipality and the Minister may enter into an agreement providing for the administration and enforcement of this Act in the municipality by the Minister and, in that case, the Minister shall be responsible for the administration and enforcement of this Act in the municipality.

To assist in our planning, we would like to determine which municipalities intend to enter into the agreement transferring the responsibility for the Act to the Province. Staff from our Department are prepared to answer any and all of your questions you may have regarding the administration and enforcement of the Act and can be available to make a presentation to Council or your staff as needed. You may contact the Chief Building Standards Officer, Joshua Collins, directly at 902-368-4677 or via email: jscollins@gov.pe.ca with your questions. Staff from Municipal Affairs are also available to assist municipalities with the development of resolutions of Council prior to execution of the agreement.

If it is your council's intention to transfer the responsibility for the Act to the Province, you may complete the enclosed agreement by September 30th, 2019 and return it to:

Joshua Collins, P.Eng
Chief Building Standards Officer
31 Gordon Drive
PO Box 2000, Charlottetown PE
C1A 7N8

Sincerely,

Bloyce Thompson
Minister

Encl.

**AGREEMENT FOR THE ADMINISTRATION AND ENFORCEMENT OF
THE *BUILDING CODES ACT***

(Pursuant to subsection 4(3) of the *Building Codes Act*)

THIS AGREEMENT made this _____ day of _____, 20____.

BETWEEN:

GOVERNMENT OF PRINCE EDWARD ISLAND, as represented by
the Minister of Agriculture and Land,

(hereinafter referred to as "Government")

OF THE FIRST PART;

AND:

Name of Municipality

(hereinafter referred to as the "Council")

OF THE SECOND PART.

WHEREAS the *Building Codes Act*, S.P.E.I. 2017, c. 61 (herein "the Act") received royal assent on May 12, 2017 and on September 29, 2018 sections 1 and 4 of the Act were proclaimed (Executive Council Decision D2018-268);

AND WHEREAS pursuant to subsection 4(2) of the Act, Council will be responsible for the administration and enforcement of the Act in its municipality;

AND WHEREAS pursuant to subsection 4(3) of the Act, Council and the Minister may enter into an agreement providing for the administration and enforcement of the Act in the municipality by the Minister;

AND WHEREAS Council wishes to engage the services of Government to carry out the administration and enforcement of the Act;

AND WHEREAS Government has agreed to provide Council with these services on certain terms and conditions;

NOW THEREFORE the Parties agree that the terms and conditions of their relationship are as follows:

1. Government shall perform the services, assume all those responsibilities and diligently execute the duties required to administer and enforce the Act.
2. (a) This Agreement shall begin on the later of January 1, 2020 or the date the Act, in

its entirety, is proclaimed (the "Effective Date").

- (b) Council or Government may terminate this Agreement in its entirety at any time by a notice in writing, signed by or on behalf of the terminating Party, either delivered to or mailed to the other Party's address at the last-known place of business. This Agreement shall be determined to have ended six months after the date of delivery, sending by electronic communications or mailing of such notice.
 - (c) It is acknowledged by both Parties that Government will collect and retain all fees associated with issuing a permit, and will not charge or seek additional reimbursement from Council in any way.
 - (d) Government will not issue a Building Permit on behalf of Council until a development permit, as same is defined under either the *Planning Act* R.S.P.E.I. 1988, Cap. P-8 or the Bylaws of the municipality as applicable, has been issued.
 - (e) Council and Government are to share all appropriate information, knowledge or data required, in order for this Agreement to be fulfilled. Any and all information made available as a result of this Agreement shall be treated as confidential, unless the information, knowledge or data is generally available to the public.
3. Each Party agrees to indemnify and hold harmless the other, as well as its agents, representatives and employees, from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from this Agreement (herein called the "Claim"), provided that any such Claim is caused in whole or in part by any act, error or omission, including, but not limited to, those of negligence, of the indemnifying Party or anyone directly or indirectly employed by the indemnifying Party or anyone for whom the indemnifying Party may be liable.
4. (a) Council acknowledges that this Agreement, and information provided in respect of this Agreement, may be subject to release under the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01. Council may be consulted prior to release of any information.
- (b) Council acknowledges and agrees that, in the event this Agreement involves the collection or use of personal information, it is subject to the *Freedom of Information and Protection of Privacy Act*, and that personal information may not be released to any third party or unauthorized individual.
5. This Agreement shall be interpreted and applied in accordance with the laws and in the Courts of the Province of Prince Edward Island.
6. Council warrants that as at the date of this Agreement, no conflict of interest, or any circumstance that might interfere with independent and objective exercise of judgment, exists or is likely to arise in relation to execution of this Agreement or its subject matter.

Council shall immediately notify Government, in writing, if any such actual or potential conflict of interest should arise at any time during the Term. In the event Government discovers or is notified by Council of an actual or potential conflict of interest, Government, in its sole discretion, may either:

(a) allow Council to resolve the actual or potential conflict to the satisfaction of Government; or

(b) terminate the Agreement in accordance with the Termination section of this Agreement.

7. This Agreement constitutes and expresses the entire agreement of the Parties hereto and any amendment or addition thereto shall be in writing and signed by the respective Parties.
8. This Agreement may be assigned or subcontracted in whole or in part by the Government.
9. This Agreement shall enure to the benefit of and be binding upon the Parties hereto and, subject to the above assignment and subcontracting clause, their executors, administrators, successors and assigns.
10. The provisions of this Agreement which, by their terms, are intended to survive or which must survive in order to give effect to continuing obligations of the Parties, shall survive the termination or expiry of this Agreement.
12. If any provision of this Agreement is for any reason invalid, that provision shall be considered separate and severable from this Agreement, and the other provisions of this Agreement shall remain in force and continue to be binding upon the Parties as though the invalid provision had never been included in this Agreement.
13. All correspondence to Government with respect to this Agreement is to be forwarded to:

Chief Building Standards Officer
31 Gordon Drive
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

IN WITNESS WHEREOF the Parties thereto have executed this Agreement as of the date first above written.

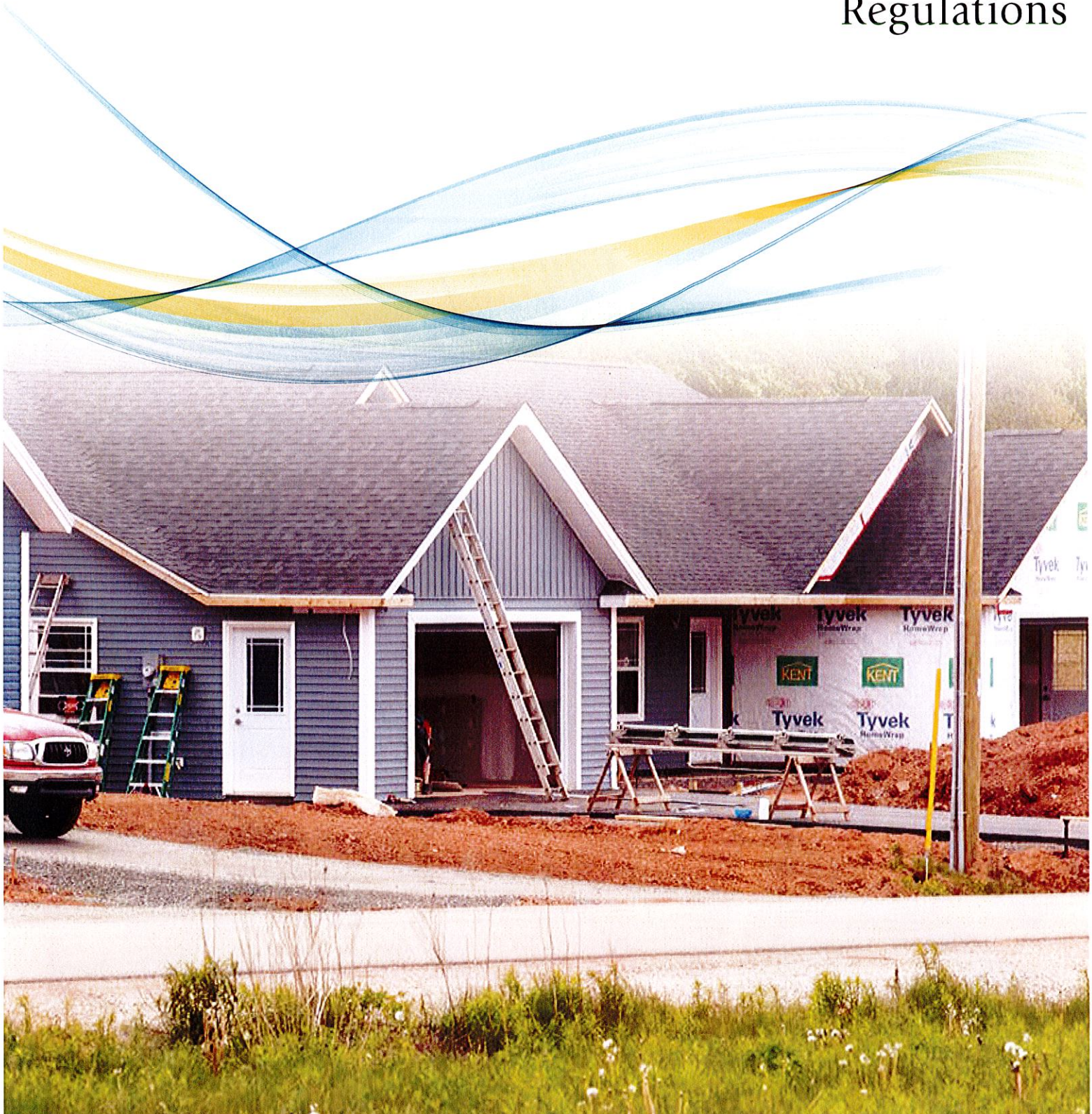
SIGNED, SEALED & DELIVERED) Government of Prince Edward Island,
in the presence of:) as represented by the Minister of
) Agriculture and Land
)
_____) _____ Date

SIGNED, SEALED & DELIVERED) Mayor of Municipality
in the presence of:)
)
_____) _____ Date

SIGNED, SEALED & DELIVERED) Chief Administrative Officer of Municipality
in the presence of:)
)
_____) _____ Date

BUILDING CODES ACT

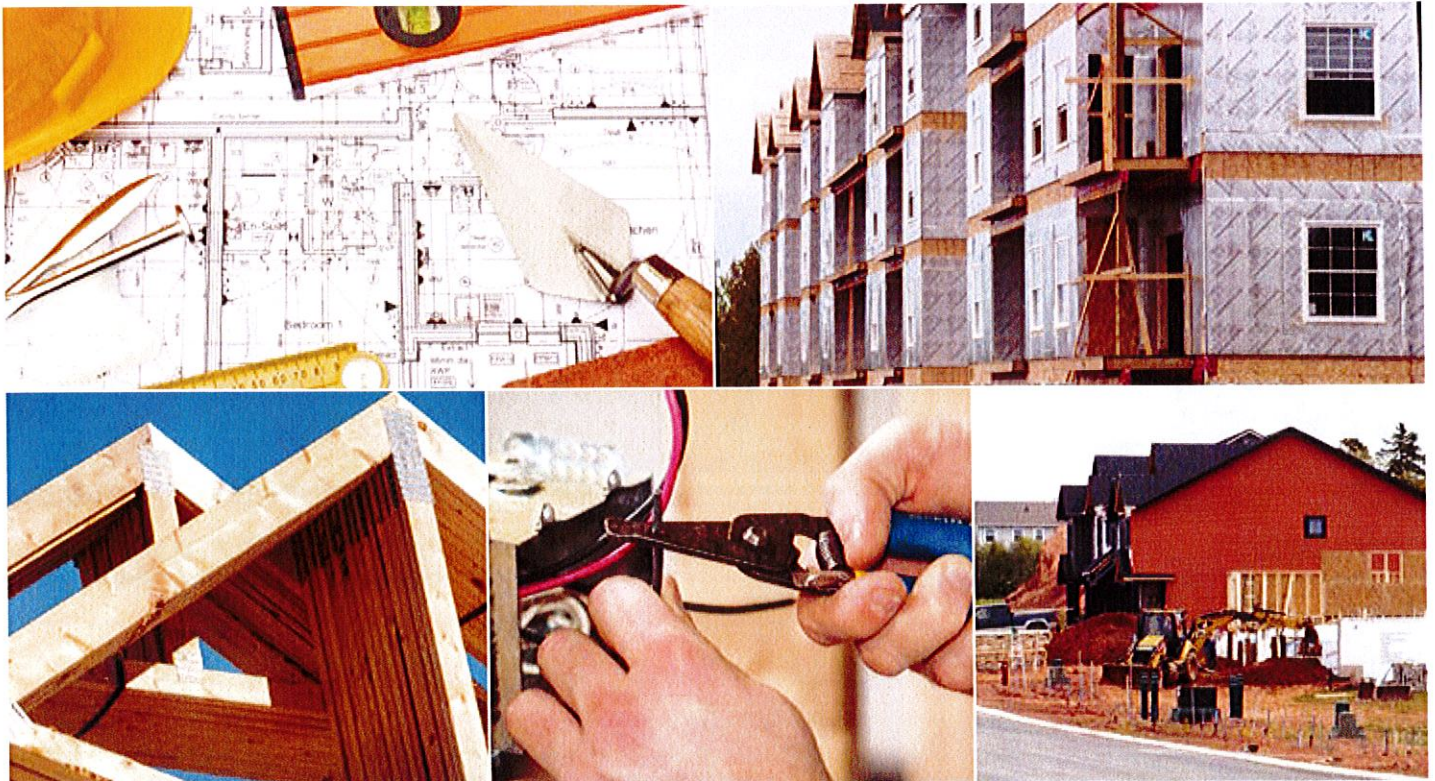
Regulations



Agriculture and Land

BUILDING CODES ACT

Regulations



Land Division

Building Codes Act Regulations

Plain language version of key points

BACKGROUND

The Prince Edward Island Building Codes Act is new legislation that was passed in spring 2017. The *Building Codes Act* and its Regulations adopt the National Codes of Canada; outline the requirements and procedures for issuing and acquiring building permits; and list the requirements for the qualifications required of building officials.

The intent of the Building Code Act Regulations is to detail the minimum building standards acceptable to maintain the safety of buildings, with regard to the

- i. design, construction, erection, placement, use and occupancy of new buildings;
- ii. alteration, demolition, removal and relocation and changes to the use and occupancy of existing buildings; and
- iii. work necessary to correct unsafe conditions in existing buildings.

Definitions

Authority having jurisdiction - means the Minister or a council of a municipality that enforces the Building Codes Act and Regulations.

Constructor - means a person who contracts with an owner to undertake or direct a project on behalf of the owner, and includes an owner who contracts with more than one person for the work on a project or personally undertakes or directs the work on a project or part of a project.

Home-based business - means a business or service use that is located in a dwelling unit that is used or occupied as a home.

Prime consultant - means a professional engineer or architect licensed under an enactment to practice the person's profession in the province who is designated by the owner as the person responsible for overseeing and coordinating the work of all design professionals or consultants involved in a project to ensure the overall plans and specifications meet the requirements of the Act and these regulations.

Professional - means a professional engineer or architect.

PART 1 - INTERPRETATION AND APPLICATION

Part 1 gives the definitions and describes how the codes will be applied. The National Building Code of Canada, 2015, and the National Energy Code of Canada for Buildings, 2015 have been adopted, including all revisions, amendments and corrections made by the Canadian Commission on Building and Fire Codes, and the National Research Council of Canada.

Application and exemptions

The rationale for exempting buildings that lawfully existed prior to the coming into force of the regulations are explained. Above all else such buildings must be determined to be safe. Where a permit has already been issued for the alteration to a building the new regulations will only apply to the parts of the building that are being altered, repaired, relocated, or demolished.

The "Alternative Compliance Requirements for Existing Buildings (Schedule B) may be used for renovations to a building, including a heritage building, that existed prior to the coming into force of these regulations, except where a change of occupancy classification results in an occupancy with an increased fire hazard risk.

Other exemptions

A series of exemptions are also provided that relate to

- i. above-ground or below-ground bulk storage tanks;
- ii. buildings that fall within the scope of the National Farm Building Code of Canada, 1995;
- iii. free-standing signs and fences;
- iv. retaining walls or exterior steps;
- v. interior and exterior non-structural alterations and material repairs of \$5,000 or less;
- vi. any building that meets the requirements for a resource use as defined in the Subdivision and Development Regulations (EC693/00) under the *Planning Act* R.S.P.E.I. 1988 Cap. P-8 relating to low human occupancy;
- vii. accessory buildings not greater than 20 square metres (215.2 square feet) in area
- viii. single-storey exterior wooden deck that is less than 600 millimeters above ground level and less than 55 square meters in area and does not support a roof;
- ix. tents erected for a temporary purpose.

Home-based businesses

Permits are required for the construction or renovation of a dwelling unit for the purpose of running a home-based business, or for a change of use for a home-based business.

Plans, drawings and other information must be supplied to the building official assessing the proposed home-based business. Information will be needed to determine the

- i. type of business use of the dwelling unit and the confirmation of its residential status;
- ii. the total floor area of the dwelling unit and the percent of the floor area to be used as the home-based business.

A permit will be issued if the building official is satisfied that the applicant's proposed home-based business will meet all of the criteria specified. This permit will not be transferable.

PART 2 – PERMITS

Part 2 provides information on the process for granting permits, making fee payments, providing notice of work, owner and contractor responsibilities and exemptions.

Division 1 – General permits and fees

Permits are required for all building work regulated by the codes, including a change of occupancy or a change of building use. A **permit fee** based on the costing standard of the authority having jurisdiction will be charged. The accepted costing standard for the provincial government is that set out in Schedule C. Where the authority having jurisdiction is the council of a municipality, the fee is established by the council for that municipality.

Building permits can be withheld until a development permit has been granted under the Subdivision and Development Regulations under the *Planning Act* R.S.P.E.I. 1988, Cap. P-8.

Where a **mobile or modular home** has fallen into disrepair, or been modified in such a way that it no longer meets the requirements of the CSA standard to which it was originally built, a building authority may still issue a building permit after the fact, provided the mobile or modular home is safe for

occupancy. If the property is considered unsafe a building permit may be issued to remedy any unsafe condition.

Getting a permit

Before a permit can be given to an applicant they must provide:

- i. detail of the work and occupancy to be covered by the permit for which application is made;
- ii. building lot identification using property mapping, a unique parcel identifier, a PID for the lot, or a description of the permits location;
- iii. all plans and specifications required by sections 2.2 and 2.3 of Division C of the National Building Code, including a site plan, a foundation plan, a floor plan, a framing plan including floor and roof truss layout, building elevations, a deck framing plan and cross-sections, as applicable;
- iv. a valuation of the proposed work and the proposed start date;
- v. contact information of the owner, architect, professional engineer or other designer, the constructor and any agency engaged to monitor the work or part of the work;
- vi. a description of building systems, materials and appliances to be used in the work;
- vii. any information requested the authority having jurisdiction; and
- viii. the fee required by the authority having jurisdiction.

Requirements when professional design is required

Where a building or part of a building is to be designed by a professional, the owner must also provide

- i. professionally designed and stamped drawings or plans;
- ii. a Code design review prepared by the professional;
- iii. a letter of undertaking by the owner in the approved format; and
- iv. the applicable declarations in writing from the professional responsible for the design and its subsequent implementation.

Changes to the building that depart from requirements of the codes, regulations, or the conditions of a permit, are not allowed without first obtaining permission in writing from the authority having jurisdiction.

Note: The professional (architect and/or professional engineer) must be licensed to practice in Prince Edward Island.

Land survey or location certificate

An owner will submit, on the request of a building official, an up-to-date plan of a lot survey or surveyor's location certificate, prepared by a land surveyor who is a member of the Association of Prince Edward Island Land Surveyors to

- i. establish before work begins that the requirements of any enactment related to the site and the location of the building will be complied with; and
- ii. verify, on completion of the work, compliance with the relevant enactments.

Responsibility

The owner, owner's agent or constructor shall ensure that all professionals involved in the work will provide the building authority having jurisdiction all the information required by the regulations. Furthermore, the owner, owner's agent, constructor, prime consultant and other professionals involved

in the work will bear all the responsibility for carrying out the work or having it carried out in accordance with these regulations, the permit and the codes.

Site grading

The building official may require an owner to grade their property to conform to any storm water management or drainage plan in force.

Permission to proceed

Permission to proceed with excavation or construction will only be granted after the plans for the entire building site having been submitted and approved. Any **special permission** to proceed with a partial excavation or construction of a building is not an assurance that a permit for any other work on the project will be granted, or that the project as a whole will be approved. When work has been completed the owner must notify the authority having jurisdiction and must not proceed with any further work until a new permit has been issued.

Occupancy permit

An occupancy permit may be given before completion of building work if the authority having jurisdiction is satisfied that the building is safe to inhabit.

An occupancy permit is required

- i. to allow the initial occupancy of a building or part of a building;
- ii. when the occupancy classification of a building or part of a building has changed; or
- iii. to allow partial demolition or alteration of a building while the building is still being occupied.

If an owner asks for occupancy before all building work is finished, the owner shall

- i. apply for the occupancy permit and pay the applicable fee set out in Schedule C; and
- ii. ensure that no unsafe condition exists or will exist because of the work being undertaken or not yet completed.

Temporary Building or Occupancy

In special circumstances **selective compliance** with the codes may be allowed that exempts the contractor from codes that apply to

- i. the erection and existence of a temporary building, or part of a temporary building; or
- ii. a temporary change of occupancy classification for an occupancy which, because of its nature, will exist for a short time only.

Division 2 - Responsibilities and Obligations

An owner shall ensure that all required permits or approvals are obtained prior to commencing the work to which they relate.

Notice by owner or constructor

The owner or a constructor must provide the authority having jurisdiction of any **change to the startup date** on the building site. They must also give notice in writing to the authority having jurisdiction of

- i. the name, address and telephone number of the constructor or other person in charge of the work,
- ii. the prime consultant and other professionals who will review aspects of the work, and

- iii. any inspection or testing agency engaged to monitor the work or part of the work; and
- iv. any change in or termination of employment of a person about whom notice was given during the course of the construction, as soon as practicable but not later than 3 days following the change or termination.

Notice of changes

In order to receive an occupancy permit the owner or a constructor must give notice in writing to the authority having jurisdiction

- i. as soon as any change in ownership or change in the address of the owner occurs before it can receive an occupancy permit; and
- ii. prior to occupying the building, or any portion of it, should it be occupied in stages.

Plans at site

An owner or a constructor must ensure that any required stamped plans, specifications and related documents on which the issuance of a permit was based are available at the site of the work for inspection during working hours by a building official of the authority having jurisdiction.

Owner's responsibility

An owner who undertakes to construct a building or part of a building to which Part 3 or Part 4 of Division B of the National Building Code applies, or a building over 600 square metres in gross area to which Part 9 of Division B of the National Building Code applies, must ensure that the appropriate professionals are appointed to undertake the design of the building work.

Design requirements for structural components

Where the dimensions of a structural component are not provided in Part 9 of the National Building Code and the dimensions are to be determined by calculation, testing or another means of evaluation, the owner must

- i. ensure that a professional engineer is hired to undertake the design of the structural component; and
- ii. provide an undertaking in the approved format that the structural component will be designed in accordance with the National Building Code.

Site conditions, size, or complexity requiring professional design and inspection

Where the size or complexity of a building project require it, the authority having jurisdiction may require the owner to

- i. hire the appropriate professionals to design the building, part of the building or component in accordance with the National Building Code; and
- ii. ensure that the appropriate professionals will provide the declarations respecting field reviews of construction that the building official considers necessary.

Division 3 – Inspections

Notification for inspection

The owner of a building constructed under Part 9 of the National Building Code must notify the authority having jurisdiction so they can carry out inspections following

- i. construction of the footings and the foundation, before commencing backfilling of the laterally supported foundation, and before a superstructure is placed on the foundation;

- ii. framing and the building envelope, including insulation and vapour barrier, before the wall framing is covered; and
- iii. before the final completion of the work.

Timing of notification

An owner must notify the building authority not less than three days prior to completion of the stage of construction to be inspected and not less than three days prior to the final completion of the work.

Modular and manufactured homes

Modular and manufactured homes are subject to all inspections required by Regulation, but will be exempt from inspections if the work has been certified at the factory in accordance with CSA Z240.MH Series “Manufactured Homes” or certified to a CSA Standard A277 “Procedures for the Factory Certification of Buildings” as applicable.

Inspection of professionally designed building

The owner or constructor of a building that is required to be professionally designed must notify the authority having jurisdiction when work has been completed so that a final inspection may be made prior to occupancy.

Repairs to public property

An owner is responsible for the cost of repair of any damage to public property or public works located on public property that is a result of the owner’s undertaking work for which a permit was or was not required.

Discontinuation of work

An owner who is unable to continue or complete work is responsible that worksite is made safe before the site is closed down.

Design

An architect or professional engineer who designs a building or part of a building must ensure that the design meets the requirements of the codes.

Review by professional

An architect or professional engineer who undertakes a review of construction must

- i. review the work at intervals appropriate to the stage of construction to determine compliance with an approved design;
- ii. coordinate with the authority having jurisdiction any changes to the design documents, plans or specifications; and
- iii. be satisfied that the work complies with the design drawings, and provide written confirmation in the format approved by the Minister.

Work on public property

A constructor is responsible for ensuring that no excavation or other work is undertaken on public property, and that no building is erected or materials stored in whole or in part on public property, without approval having first been obtained in writing from the appropriate government authority.

Responsibilities for the work undertaken

A constructor is responsible jointly and severally with the owner for all and any work undertaken.

Discontinuance by constructor

A constructor who is unable to continue work for any reason is responsible, before leaving the site of the work, for ensuring that no unsafe condition remains at the site.

Owner deemed to be constructor

Where the work for which a permit is issued is not under the control of a constructor, the owner is considered to be the constructor with respect to that work, and the responsibilities and obligations assigned to a constructor by these regulations and the codes apply to the owner.

Materials, systems to comply with codes

A constructor must ensure that all materials, systems and equipment used in the construction, alteration, reconstruction or renovation of a building meet the requirements of the codes for the work undertaken.

PART 3 – BUILDING OFFICIALS

Division 1 - Qualifications of Building Officials

Three levels of building official are recognized and the work they are permitted to inspect and approve outlined.

Residential level appointment

Applicants must hold an Associate Residential Diploma issued by the Alliance of Canadian Building Officials Association; or equivalent qualification issued by a provincial association that is a member of the Alliance of Canadian Building Officials Association.

Level I appointment

Applicants must hold an Associate Part 9 Diploma issued by the Alliance of Canadian Building Officials Association; or equivalent qualification issued by a provincial association that is a member of the Alliance of Canadian Building Officials Association.

Level II appointment

Applicants must hold an Associate Part 3 Diploma issued by the Alliance of Canadian Building Officials Association; or; or equivalent qualification issued by a provincial association that is a member of the Alliance of Canadian Building Officials Association.

Appointment of a previously appointed building official

The Minister may confirm the appointment of a building official, and specify the appropriate level on receipt of:

- i. a written request from the authority having jurisdiction that made the appointment; and
- ii. satisfactory evidence of the person's appointment, identity and qualifications.

Appointment of a professional

The Minister may appoint a professional engineer or architect who is employed by an authority having jurisdiction as a Level II building official.

Expiry of appointment

The appointment of a building official expires on the termination of the building official's employment with the authority having jurisdiction.

Division 2 - Administrative Provisions

Copies of applications, inspections, and tests

The authority having jurisdiction must keep copies of all applications received, permits and orders issued, inspections and tests made and all records and documents connected with the administration of these regulations.

Notices, orders and remedial measures

The authority having jurisdiction must issue, in writing, any notice or order necessary to inform an owner that a contravention of these regulations has been observed. The building official who issues a notice or order or require remedial or other measures to correct a contravention of the regulations must specify the time within which the measures must be taken.

Service of notice or order

Where the authority having jurisdiction issues a notice or order a copy shall be retained by the building official and a copy shall be sent by regular mail to the address given on the permit application

- i. the owner
- ii. the architect or professional engineer, and
- iii. the constructor

Service on constructor

If the constructor is present during the inspection, the building official may give the notice or order to the constructor personally. Where the order is a stop work order or non-compliance notice, the building official shall post it in a conspicuous place on the work site.

Duty of building official

A building official shall answer any reasonable and relevant questions with respect to the provisions of these regulations and the codes when requested to do so, but will not

- i. assist in the laying out of any work; or
- ii. act in the capacity of a designer.

Direction for tests

A building official may direct an owner to make or have made tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions, at the owner's expense, and to submit the results to the building official in order to establish whether the material, equipment, device, construction or foundation condition meets the requirements of these regulations and the codes.

An owner must comply with the direction of the building official.

Reports regarding failure or potential failure

Where any failure occurs during the work which causes or has the potential to cause injury or loss of life, a building official may require the owner or constructor to submit a report stating the nature and details of the failure.

Transitional matters - application

An application for a permit that was begun but not completed before the coming into force of these new regulations is considered to be an application that falls within the scope of the new regulations. However, the authority having jurisdiction for the application may allow the development to proceed using the edition of the National Building Code that was in force at the time the application was started.

Exceptions for developments already underway

The Act and these regulations will not apply to a development permit through the Subdivision and Development Regulations (under to the *Planning Act* R.S.P.E.I. 1988, Cap. P-8) where it was already issued and building work started on or before the date on which these regulations come into force.

Exceptions for single-family or semi-detached homes

The Act and these regulations will not apply to any single-family or semi-detached home (including the building of and changes to sheds, decks or detached garages) until one year after these regulations come into force.

During this period the following will be allowed namely, a) the design, construction, erection, placement, use and occupancy of a new building; (b) alteration, demolition, removal and relocation of an existing building; (c) changes to the use and occupancy of an existing building; or (d) work necessary to correct unsafe conditions in an existing building

Commencement

Provides information on when regulations come into force.

SCHEDULE A

This schedule briefly details amendments made to Parts 1 through 9 of the National Building Code.

SCHEDULE B

Schedule B provides Alternative Compliance Requirements and may be used instead of, or in combination with, the requirements of the National Building Code. This applies to renovations to buildings that existed prior to the coming into force of the new regulations. However, where renovations to buildings led to a change of occupancy classification or an increased fire hazard risk, code requirements will demand attention be given to listed criteria

- Fire Separations
- Non-combustible Construction
- Fire-resistance Rating
- Rating of Supporting Construction
- Continuity of Fire Separations
- Wired Glass
- Mezzanines
- Spatial Separation
- Construction of Exposing Building Face
- Roof Covering Rating
- Interconnected Floor Space
- Separation of Suites

- Corridor Fire Separation
- Corridor Width
- Door Swing
- Stairs, Ramps, Handrails and Guards
- Transparent, Doors and Panels
- Dead-end Corridors
- Exits
- Reduction of Exit Width
- Fire Separation of Exits
- Exits Through Lobbies
- Rooms Opening into an Exit
- Illumination of Exit Signs
- Clearance from Exit Doors
- Fire Escapes
- Fire Escape Construction
- Protection of Fire Escapes
- Vertical Service Space
- Height and Area of Rooms
- Window Areas
- Washrooms Required to be Barrier-Free
- Entrances
- Mechanical Systems

SCHEDULE C

This section provides a list of permit fees for residential building construction determined by size of the building area including garages and deck review. The fees listed include the cost of plan review and the inspections specified in section 25 or listed on the building permit. Fees for all other projects will be determined on the basis of the value of the construction

If the Value of Construction (VOC) is more than \$200,000, the permit fee is equal to \$4.50 per each \$1000 of the VOC. If the VOC is less than or equal to \$200,000, minimum fees will apply, and a list is provided.



Town of Kensington - Request for Decision

Date: September 5, 2019	Request for Decision No: 2019-51 (Office Use Only)
Topic: Credit Union Centre – Accessible Doors Installation	
Proposal Summary/Background: <p>As Councillors are aware, the Town recently made application, and was approved, for funding through the PEI Rural Growth Initiative (RGI) for upgrades to the Credit Union Centre. One of the upgrades applied for was the replacement of the Arena Boards Gate at the west end of the ice surface. This was to facilitate moving new half boards on and off the ice by the Kensington Area Minor Hockey Association (KAMHA). Currently when the ice is installed, the gate cannot be opened.</p> <p>The initial cost estimate for this project was \$19,380.00 plus HST. After further investigation, and following the approval of the funding, another cost estimate was requested from a local contractor who has provided a quote of \$3,000.00 to complete the required work, leaving approximately \$16,000 remaining in the RGI Fund.</p> <p>Staff contacted Kelly Mulligan, administrator of the RGI fund to determine if the remaining funds could be utilized for another project, specifically the replacement of the glass doors on the east side of the Credit Union Centre, including the main doors and the Fitplex door. The new doors would include the necessary switches to be fully wheelchair accessible.</p> <p>The total cost to complete the installation of the new doors is \$10,000 plus HST (see attached quote from Perry Glass Ltd.). The RGI will cover 50% of the cost of the doors (and installation) which will result in an additional cost to the Town (MBCU 50/50 account) of \$5,000.00.</p> <p>The gate replacement portion of the project is being paid for by the KAMHA.</p>	
Benefits: <ul style="list-style-type: none">• Will ensure that the Credit Union Centre is accessible by patrons with mobility issues.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion: <p>It is recommended that Town Council award a contract to Perry Glass Inc. for the installation of new wheel chair accessible doors at the Credit Union Centre as proposed. Perry Glass Inc. has completed window and door work at the Credit Union Centre for at least the past 15 years.</p>	
Options: <ol style="list-style-type: none">1. Award a contract to Perry Glass Inc., as recommended.	

2. Not award a contract to Perry Glass and direct staff to solicit additional quotes.
3. Not complete the project as proposed.

Costs/Required Resources:

\$10,000 plus HST

50% through Rural Growth Initiative Funding

50% Town Funds (MBCU 50/50 Account)

Source of Funding:

MBCU 50/50 Account

Recommendation:

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

BE IT RESOLVED THAT Town Council award a contract to Perry Glass Inc. for the installation of wheelchair accessible doors at the main entrance and Fitplex at the Credit Union Centre as per their quote dated September 3, 3019 in the amount of \$10,000.00 plus HST.

11 Cameron Road, R.R.#1
Wellington, Prince Edward Island C0B 2E0
Canada, PH# 902-439-4059

Quote No.: 261
Date: 09/03/2019
Page: 1
Ship Date:

Ship To:
Kensington Community Gardens
PE

Business No.: 80180 8601

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
	1		1 Commercial double doors for main entrance and a commercial single door for gym entrance	H	7,200.00	7,200.00
	1		H/C operator with switches	H	2,800.00	2,800.00
			Subtotal:			10,000.00
			H - HST 15%			
			HST			1,500.00
PERRY GLASS INC. HST: #80180 8601RC0001						
Shipped by						
Comments					Total Amount	11,500.00
Sold By:						

Town of Kensington - Request for Decision

Date: September 5, 2019	Request for Decision No: 2019-52 (Office Use Only)				
Topic: Fire Department – Rescue Sleigh Purchase					
Proposal Summary/Background: <p>Included in the 2019/20 Capital Plan was the purchase of a rescue sleigh for the Kensington Fire Department. Quotes were requested by the Fire Chief from two fire supply companies: MICMAC FIRE Safety Source Ltd. and Equinox Industries Ltd. The quotes were as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">MICMAC FIRE Safety Source Ltd.</td> <td style="width: 60%;">\$4,785.00 plus freight and HST</td> </tr> <tr> <td>Equinox Industries Ltd.</td> <td>\$3,272.00 plus freight and HST</td> </tr> </table> <p>The freight cost has been quoted at \$600.00 by both companies.</p> <p>The quotes provided include the sleigh, an ATV conversion kit and a canvas cover. The sleigh will be able to be towed by an ATV or snowmobile and will be used primarily for trail and ice rescues.</p>		MICMAC FIRE Safety Source Ltd.	\$4,785.00 plus freight and HST	Equinox Industries Ltd.	\$3,272.00 plus freight and HST
MICMAC FIRE Safety Source Ltd.	\$4,785.00 plus freight and HST				
Equinox Industries Ltd.	\$3,272.00 plus freight and HST				
Benefits: <ul style="list-style-type: none"> Will provide the Kensington Fire Department with proper equipment for trail/ice rescue operations. 					
Disadvantages: <ul style="list-style-type: none"> None noted. 					
Discussion: <p>It is recommended that Town Council award a contract to Equinox Industries for the provision of a rescue sleigh for the Kensington Fire Department.</p>					
Options: <ol style="list-style-type: none"> Award a contract to Equinox Industries Ltd., as recommended. Award a contract to the other bidder. Not complete the project. 					
Costs/Required Resources: \$3,272.00 plus freight and HST (Total \$4,452.80)	Source of Funding: Fire Department Capital – Current Cash Flow				

Recommendation:

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

BE IT RESOLVED THAT Town Council award a contract to Equinox Industries Ltd. for the provision of a rescue sleigh, ATV conversion kit and a canvas cover for the Kensington Fire Department as per their quote dated July 30, 2019 in the amount of \$3,272.00 plus freight and HST.



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

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

QUOTE

00039310

Date: 13-Oct-2018
Page #: 1

Our GST/HST No: 104688296

QUOTE FOR		SHIP TO	
Kensington Fire Department PO Box 418 Kensington, Prince Edward Island C0B 1M0		Kensington Fire Dept Kenmac Auto Body 1 Industrial Park Kensington, Prince Edward Island C0B 1M0	
REFERENCE		CONTACT	
		TEL	902-888-7379
		FAX	- -

CUSTOMER NO.	SHIP TO	SALES PERSON	FOLLOW UP DATE	EXPIRY	ENTERED BY
00823	SHIPTO1	John Dunbar		08-Jan-2019	J.DUNBAR

TERMS	F.O.B.	SHIP VIA	P.S.T.
Net 30			

DESCRIPTION	DELIVERY	UOM	QUANTITY	PRICE	AMOUNT
EQU-BG-R0235 EQUINOX RESCUE BOGGAN ON RUNNERS,		EA	1	\$3,400.00	\$3,400.00
EQU-AT-R0645 ATV CONVERSION KIT FOR RESCUE BOGGAN ON RUNNERS		EA	1	\$1,200.00	\$1,200.00
EQU-BG-C0581 EQUINOX RESCUE BAGGAN CANVAS COVER		EA	1	\$185.00	\$185.00

SUBTOTAL	MISCELLANEOUS	FREIGHT	HST	SALES TAX	TOTAL
\$4,785.00	\$0.00	\$600.00	\$807.75	\$0.00	\$6,192.75

CANADIAN

Equinox Industries Ltd.

401 Christind Street
Winnipeg, Manitoba, Canada
R2C 5G4

Phone: 204.633.7564 Fax: 204.694.7133
Toll Free Canada: 800.665.7487
Toll Free U.S.: 800.563.3352



QUOTATION # 2019-800-246

Sold To:				Consignee / Ship To:			
TOWN OF KENSINGTON FIRE DEPARTMENT PO BOX 418 KENSINGTON, PEI C0B 1M0 902-836-3781				TOWN OF KENSINGTON FIRE DEPARTMENT 1 PARK RD KENSINGTON, PEI C0B 1M0 902-836-3781			
Salesman	Customer PO#	F.O.B.	Quote Date	Estimated Ship Date	Payment		
Karly		Factory	JULY 30 2019	AUG 15 2019	N30		
QTY ORDERED	PRODUCT#				UNIT PRICE	AMOUNT	
1	BG-R0235	RESCUE BOGGAN ON RUNNERS - COLOUR TBD			\$2,167.00	\$2,167.00	
1	AT-R0645	ATV CONVERSION KIT FOR RESCUE ON RUNNERS			\$960.00	\$960.00	
1	BG-C0581	PASSENGER CANVAS COVER			\$145.00	\$145.00	
		Sub Total				\$3,272.00	
		ESTIMATED FREIGHT				\$600.00	
		SUB TOTAL				\$3,872.00	
				15% HST		\$580.80	
PLEASE NOTE THIS QUOTE IS VALID FOR 30 DAYS				ORDER TOTAL		\$4,452.80	

Quote prepared by: Karly Mooney

CONFIRM AS ORDER: _____

Please confirm order acceptance by signature and submit via fax (204-694-7133) or e-mail customerservice@eqnx.biz

Thank you for your business.

Save the Date

2019 PEI Health Promotion Conference

The Power of Community: Together we can!

"Strengthening collaboration and mobilization for healthy communities"

Wednesday November 6th, 2019

8:30 am – 4:00 pm

Location: Charlottetown, PE (Venue TBA)

Please note: Registration will begin in September when the agenda has been finalized. Watch for further notice.

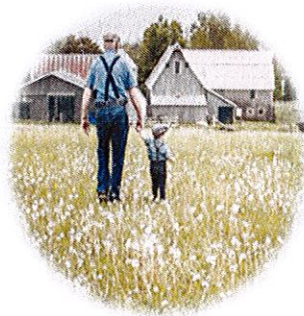


The purpose of this conference is to:

Empower and engage participants to identify and mobilize community assets to promote health and well-being among PEI communities.

Provide an opportunity for information sharing, relationship building and networking among government staff, non-profit agencies and community organizations.

Celebrate existing partnerships and identify new opportunities to collaborate and enhance community mobilization





Thank you very much our BBQs
were a great success with the help
of your BBQ and the Public works
staff who took us the BBQs and returned
them to where they belonged

Thank you
from the
Kensington Lions Club

Thank you Theresa Comer.

A green textured card with a black ribbon wrapped around its center. A gold-bordered label is attached to the ribbon, featuring the text "You're Appreciated" in a cursive font. The card has a faint, embossed leaf pattern.

You're Appreciated

I cannot begin to thank you enough
for accomodating me in early August.
The offer was perfect.

Kim was so friendly and I got to see
her every day!

I only saw Vicky once but I
appreciated her help.

Thank you so much

Shauna Curley

August 22, 2019

Geoffrey Baker
CAO
Town of Kensington
PO Box 418 55 Victoria St E
Kensington, PE C0B 1M0

Dear Geoffrey Baker,

The 2019 federal election is fast approaching, bringing public discussion and debates on many issues affecting the public and all municipalities.

When the Liberal government led the latest public review on the future of Canada Post, several municipalities became actively involved in the process. As a result, the government decided to maintain door-to-door delivery and immediately stop the rollout of community mailboxes.

However, there is nothing to stop a new government from bringing those plans, and other service cuts, back into play. Further, Canada Post's indifference towards climate change may have direct repercussions on all Canadians.

Did you know Canada Post has the largest public fleet of vehicles in the country, with over 13,000 vehicles travelling over 96 million kilometres yearly?

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear, public commitments regarding the following issues:

- Establishing postal banking to offset the loss of financial services in many communities;
- Creating an ambitious climate change action plan for Canada Post;
- Maintaining door-to-door mail delivery;
- Preserving our universal and public postal service;
- Maintaining rural post offices.

More information is available at deliveringcommunitypower.ca.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, specialists, campaign coordinators

/bk sepb 225 cd/cupe1979

AUTHORIZED BY THE OFFICIAL AGENT FOR THE CANADIAN UNION OF POSTAL WORKERS.
Canadian Union of Postal Workers • 377 Bank Street • Ottawa, ON • K2P 1Y3 • 613-236-7238
AUTORISÉ PAR L'AGENT OFFICIEL DU SYNDICAT DES TRAVAILLEURS ET TRAVAILLEUSES DES POSTES.
Syndicat des travailleurs et travailleuses des postes • 377, rue Bank • Ottawa (Ontario) • K2P 1Y3 • (613) 236-7238



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



Mayor and council,

The Kensington Moose Plumbing and Heating Vipers are seeking your help. The Vipers are entering their 20th season at Community Gardens in Kensington where the team has had a great deal of on ice success.

The Vipers play in the 4 team IJHL that sees teams in communities such as Wellington, Sherwood, and Montague and 3 years ago joined the NBJHL where we played an interlocking schedule that brought and will continue to bring NB teams to our community. It provides 20+ teenage hockey players (mostly local) the opportunity to keep playing hockey past there minor hockey days.

The Vipers have had a great deal of success in the last 17 years winning 11 IJHL championships as well as 2 Don Johnson Memorial Cup championships. The Kensington Vipers name is not only synonymous on PEI but throughout the Maritimes as well. The Vipers are arguably the most successful hockey team in all the Maritimes in the past 50 years.

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

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

I'd like to thank you for taking the time to review this proposal and hope that we can form a partnership for the future. If you have any questions please do not hesitate to call me at 9024398654 or send me an email to pat.mciver@pei.sympatico.ca.

Regards

Pat McIver
Kensington Vipers

Player Sponsor

2 for \$750

Benefits

Name on 2 home and 2 away sweater

4 regular season passes

Name on game day programs

Please make checks payable to

Kensington Vipers

1113 Newton Road

Kinkora PEI

C0B1N0

Correspondence

August 26, 2019

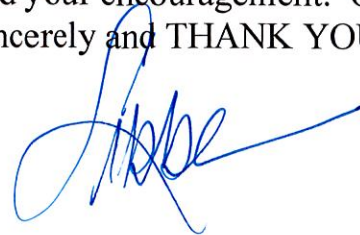
Mayor Rowan Caseley and Kensington Town Councillors

Re: "Kids for Kids" Ceilidhs

With a cast of 6 young performers and 2 adults the "Kids for Kids" Ceilidh performed four times at the Kensington Train Station Gazebo, the last 2 Weds. in July and the first 2 Weds. in August beginning at 12 o'clock noon. Each Wednesday began at the Studio at 10 for rehearsals and dressing, the performance at twelve for approximately 40 minutes (plenty long for our young audience), back to the Studio to put everything away until next performance. It was a great success. We were pleased the daycares in the town attended and enjoyed the shows, some had picnics at the same time but when the finale came and they were invited to join in the stage was full of over 50 dancing kids. Quite amazing.

The Schurman Gazebo is a viable space for Town and Community events, ceilidhs and other performances. It was great to see the regular Wednesday evening performances enjoyed by many Islanders and visitors. It is interesting that when it was being built it was originally designed to be only about half the size but with Community input it was enlarged to expand its usefulness and future possibilities. The gazebo now needs a bit of TLC. Part of the stage floor needs replacing, the plywood is worn. I've looked and asked about appropriate replacement material and it seems with the weather conditions it survives that a good grade plywood is as good as any material, the floor could be painted black. As for the interior, which has never been painted, the Art club might consider creating an historical backdrop theme as a project. The lighting has been greatly improved. The kids that came to the ceilidh sat on blankets on the ground in the shade of the trees, the adults sat at the picnic tables and on available benches – a few more would be welcomed.

The cast of the "Kids for Kids" Ceilidh included Jacklyn Newrick, Cameron MacDougall, Taylor Drenth, Cassandra Sampson, Lennon Condon Harvey, and Hailiegh Mill. Darlene Harding produced the show and I directed. With the number of talented kids we have in our community and the opportunities for future employment in the entertainment industry we embrace in the summertime the idea of a kids ceilidh seemed good - and it was very good. We will consider more performances for next year but will actively look for sponsorship. Thank you for the use of the gazebo and your encouragement. Our signage was also important to advertise the show. Sincerely and THANK YOU.





Correspondence

August 20th, 2019

Mayor Rowan Caseley
Town of Kensington
P.O. Box 418
Community Center
Kensington, PE C0B 1M0

Dear Mayor Caseley:

Thank you! You are a valued donor of the PCH Foundation and I am simply writing to say how much we appreciate your continued support. Your pledged donation does make an impact in the work we do and in the lives of the many patients cared for at Prince County Hospital.

We are always proud to let you know that your donations (100%) given to the PCH Foundation's Vital Signs appeal are used to purchase the greatest needs in medical equipment at our hospital each and every year. Your support, combined with that of others, ensures that our medical team has the appropriate tools and technology at their fingertips when needed.

In 2019, we are working toward a \$2.2 million equipment appeal with a major focus on the replacement of the hospital's cardiac monitoring system. This is a significant undertaking and it will take a couple of years to complete this project in all units, with ICU and Emergency first on the list. This is only one of the many items needed this year but it does have a major impact on the diagnosis and monitoring of critically ill patients.

On behalf of our Board of Directors and Staff, we thank you again for considering Prince County Hospital in your charitable giving. We know there are many worthwhile causes and we are honoured that you choose to support your community in this way. If at any time you have questions regarding your gift or PCH Foundation activities, please do not hesitate to contact me by email at hematheson@ihis.org or by telephone at (902) 432-2834.

Warm regards,

Heather Matheson
Managing Director

Corr

Geoff Baker

From: Wendy MacKinnon <mail@townofkensington.com>
Sent: August 29, 2019 4:04 PM
To: 'Geoff Baker'
Subject: FW: #GoBlueforAlz September 21, 2019

From: Laura MacWilliam <firstlink@alzpei.ca>
Sent: August 29, 2019 4:03 PM
To: lisa.langdale@city.summerside.pe.ca; donna@townofalberton.ca; badmin@borden-carleton.ca; townofcornwall@pe.ca; mail@townofkensington.com; kreid.northrustico@gmail.com
Subject: #GoBlueforAlz September 21, 2019

Good afternoon,

As mentioned in our phone conversation this morning, I am sending details regarding [#GoBlueforAlz](#), our national campaign for World Alzheimer's Day, September 21, 2019. World Alzheimer's Day takes place annually on September 21 and is a day in which organizations dedicated to fighting Alzheimer's disease and other dementias can raise awareness about this cause.

The Alzheimer Society of Prince Edward Island requests that the city/town buildings be illuminated in blue on September 21 to commemorate World Alzheimer's Day, and raise awareness about the stigma and the challenges faced by people living with Alzheimer's disease and other dementias. We, at the Alzheimer Society of Prince Edward Island, want to give a big shout out to Charlottetown Home Hardware, who has agreed to carry blue lights during the month of September to help do their part in raising awareness for those impacted by dementia.

This year, for World Alzheimer's Day, Alzheimer Societies in Canada are also asking people to wear blue to show that they are in support of people living with Alzheimer's disease and other forms of dementia, and to raise awareness about the stigma associated with dementia. Research shows that 87% of caregivers wish that more people understood the realities of caring for someone living with dementia, and of these, two-thirds find the experience of caring for someone with dementia to be isolating.

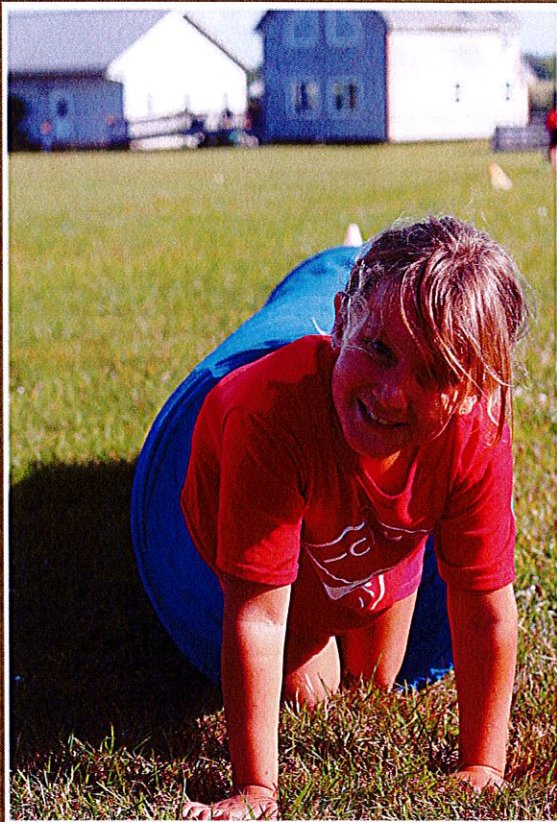
Dressing in blue and/or illuminating the city/town buildings across Prince Edward Island will help to bring awareness to this cause and will show support for people living with Alzheimer's and other forms of dementia.

Lighting the city/town buildings in blue and white for World Alzheimer's Day will be promoted via social media, e-newsletters, on our website, and possibly through other means. Please take a picture of the city/town building illuminated in blue and/or you and your colleagues wearing blue and share on social media using the hashtag [#GoBlueforAlz](#). As World Alzheimer's Day does fall on a Saturday this year, please feel free to wear blue during the week leading up to it if your office will be closed on September 21.

If you have any questions or concerns please don't hesitate to contact me via email or by phone by (902) 370-3135.

Kind regards,

Laura MacWilliam
First Link Educator
Alzheimer Society of PEI
Direct: 902-370-3135 or Toll Free: 1-866-628-2257
firstlink@alzpei.ca

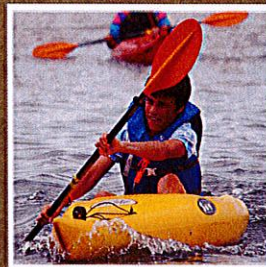


Saturday, Sept. 14, 2019
at Camp Triumph

Tickets: \$125

Table of eight: \$950
(partial tax receipt)

Sponsor a table: \$1,000
(full tax receipt)



GALA DINNER AND CONCERT

Our annual celebration of an amazing group of children

Join us for a wonderful evening at Camp Triumph. You will be treated to a gourmet five course dinner.

Ticket also includes wine, beer, silent auction, and fantastic musical entertainment.

Hors d'Oeuvres and silent auction begin at 6pm

To purchase tickets, contact: info@camptriumph.ca

407 King Street, Malpeque PEI

www.camptriumph.ca

@CampTriumph

Where kids with a sick family member get to be kids again.

Thank You!

The 2019 Kensington/Bedford Pee wee Hockey Exchange was a true success!

This year's exchange was filled with many memories and friendships that will last a lifetime. This event truly showed what an amazing community and hockey family we have.

Without organizations and businesses like yourself, this cultural and friendship exchange would not be possible. On behalf of the players, parents and volunteers we wish to thank you for your generous support.



Geoff Baker

From: Pat Kelly <pjkelly@gov.pe.ca>
Sent: August 27, 2019 9:38 AM
To: Geoff Baker
Subject: Basic Emergency Management Training

Geoff

I just wanted to follow-up with you in regards to some upcoming training being offered by the PEI Emergency Measures office this fall and would suggest that some of the council, as well as town staff should take this course.

The Basic Emergency Management course is only one day and provides a basic understanding of emergency management and an overview of the emergency management process including, mitigation, preparedness, response and recovery. There is no cost for this training and would be very helpful for anyone who would be directly involved with an actual disaster response for the town.

This course is being offered on October 9, 2019 at the PEI EMO office at 134 Kent St in Charlottetown. The link below will take you to an online form that can be filled out online and submitted.

<https://www.princeedwardisland.ca/en/service/register-emergency-management-training-0>

If you have any questions, please let me know.

Pat

Statement of Confidentiality

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

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September 06, 2019

TO: Mayor Rowan Caseley and Council
Town of Kensington

FROM: Adrien Wedge, President
Kensington Lions Club

RE: Fund-Raiser for Camp Phoenix Type 1 Diabetes Youth Camp

The Kensington Lions Club would like to hold a fund-raising hockey game at the Credit Union Centre in March of 2020, date to be determined by the Manager of Credit Union Centre and the Lions hockey committee. At this time I would make a request to the town to donate this ice time for this very worthy cause. Lions clubs from Cymbria, Hunter River, Malpeque Bay Area and North Rustico will be assisting with this fund-raiser. All funds raised will be donated to Camp Phoenix.

Thank you,

Adrien Wedge
Lion Adrien Wedge, President
Kensington Lions Club

Approx. 2 hours requested.

Approx. value \$224.00