



*Agenda for Regular
Meeting of Town Council*

Monday, September 8, 2025 @ 7:00 PM



*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
Monday, September 8, 2025 – 7:00 PM**

- 1. Call to Order/Land Acknowledgement**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers, and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 August 8, 2025, Regular Meeting
 - 5.2 August 19, 2025 Special Meeting
 - 5.3 August 26, 2025 Special Meeting
- 6. Business Arising from Minutes**
 - 6.1 August 8, 2025, Regular Meeting
 - 6.2 August 19, 2025 Special Meeting
 - 6.3 August 26, 2025 Special Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Report
 - 7.3 Police Department Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List – Town -
 - 7.6 Bills List - Water and Sewer Utility -
 - 7.7 Bills List – Capital -
 - 7.8 Consolidated Summary Income Statement -Town and Water and Sewer Utility -

7.9 Credit Union Centre Report

7.10 Mayor's Report

7.11 Federation of Prince Edward Island Municipalities Report – Councillor Mann

7.12 Kensington and Area Chamber of Commerce Report – Councillor MacRae

8. New Business

8.1 Request for Decisions

8.1.1 RFD2025-35 - Adoption of Updated Code of Conduct Bylaw for Councillors -
Bylaw #2025-01 – Second Reading and Formal Adoption

8.2 Other Matters

9. Correspondence

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

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Tuesday, August 11, 2025
7:08 PM**

Council Members Present: Mayor Jeff Spencer; Deputy Mayor Rodney Mann;
Councillors: Wade Toombs, Ivan Gallant, Shawn
McCarvill, Tyler Doucette and Bonnie MacRae

Staff Members Present: CAO Geoff Baker; A/Police Chief James Gotell;
Administrative Assistant Amy Morrell

Visitors: Nil

1. Calling of Meeting to Order

- 1.1** Mayor Spencer called the meeting to order at 7:08 PM and welcomed Council members and staff to the July meeting of Kensington Town Council. Mayor Spencer acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

2.Approval of Tentative Agenda

- 2.1** *Moved by Councillor Toombs, seconded by Councillor Doucette to approve the tentative agenda for the August 11, 2025, regular meeting of Town Council with the addition of the 2023/24 audited financial statements approval as item 8.2.*

Unanimously carried.

3. Declaration of Conflict of Interest

- 3.1** Councillor MacRae declared a conflict of interest with Item 8.1.2 - RFD2025-31 - Home for the Holidays Annual Festival - Request for Host Sponsorship.

4.Delegations / Presentations

- 4.1** *Nil.*

5.Approval of Minutes of Previous Meeting

- 5.1** *Moved by Councillor McCarvill, seconded by Councillor MacRae to approve the minutes for the July 15, 2025 regular meeting of Town Council.*

Unanimously carried.

6. Business Arising from Minutes

6.1 July 15, 2025 Regular Meeting

- 6.1.1** Councillor Doucette requested an update on the unsightly property located at the corner of School Street and Sunset Drive, indicating that the pile of clay on the property is creating sightline issues for exiting School Street. CAO Baker indicated that no action had been taken to date.
- 6.1.2** Councillor Toombs questioned whether the Province of PEI would be completing any paving within the Town boundary this year. Mayor Spencer indicated that the Provincial paving budget had been decreased for 2025 and has not heard of any planned paving for this year.

7. Reports

7.1 Chief Administrative Officer Report

- 7.1.1** *Moved by Councillor Toombs, seconded by Councillor Doucette, to approve the August 2025 Chief Administrative Officer's Report as prepared by CAO, Geoff Baker. Unanimously carried.*
- 7.1.2** Councillor Doucette inquired regarding the Town's overcommitted funds within the Canada Community Building Fund (CCBF). CAO Baker advised that the Provincial Infrastructure Secretariat had undertaken an audit of the CCBF for the entire province, covering the period back to 2005. The audit determined that the Town had overcommitted approximately \$51,000. CAO Baker further noted that it is not possible to attribute the overcommitment to any specific project. The finding was based on a review of the Town's current Capital Investment Plan (CIP) together with the preceding five CIPs, which indicated that commitments exceeded available funding by approximately \$51,000.
- 7.1.3** Councillor Doucette noted that our lifeguard supervisor, Lauren Folland, has been fantastic this year, is very good with children, and is an exceptional young woman. He further noted that the sign at the EVK Pool is in poor condition and suggested the Town consider replacement for the next season.
- 7.1.4** Councillor Doucette inquired about parking concerns at the Boys and Girls Club and whether the area behind the Legion could be used for parking. CAO Baker clarified that the property remains under Legion ownership but

advised that efforts will be made with the Boys and Girls Club to develop a permanent parking solution.

- 7.1.5 Councillor McCarvill commented on the development permit summary provided in the CAO's report, noting that approvals for single-family dwellings dropped significantly after 2021, with only two approved in the past four years. CAO Baker indicated that while some single family infill lots are still available, demand has shifted toward duplexes and multi-unit housing. Ranchland Estates subdivision is expected to provide a mix of single-family, duplex, and multi-unit housing.
- 7.1.6 Councillor Toombs commented on parking at the Boys and Girls Club, noting that while construction equipment is currently taking up some space, the facility generally has sufficient parking. He observed that on most occasions only three or four cars are consistently parked, and drop-offs do not appear to be a problem. He added that vehicles parking on both sides of the street create congestion and suggested that the area behind the facility could serve as the suitable long-term solution.
- 7.1.7 Councillor Mann commented on the hiring of rink staff, suggesting that cleaning work required could likely be handled by one cleaner. He observed that during the winter, cleaners appear to manage most of the work at the rink while Zamboni staff have limited tasks between ice maintenance.

7.2 Fire Department Statistical Report

- 7.2.1 *Moved by Councillor Toombs, seconded by Councillor MacRae, to approve the July 2025 Fire Statistical Report as prepared by Fire Chief Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

- 7.3.1 *Moved by Councillor McCarvill, seconded by Councillor Doucette to approve the July 2025 Police Statistical Report as prepared by Chief Landon Yuill. Unanimously carried.*
- 7.3.2 Acting Chief Gotell provided a summary of specific report statistics.

Acting Chief Gotell retired from the Council Chamber at 6:34 pm

7.4 Development Permit Summary Report

- 7.4.1** *Moved by Councillor Toombs, seconded by Councillor McCarvill, to approve the August 2025 Development Permit Summary Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.5 Bills List Town (General)

- 7.5.1** *Nil.*

7.6 Bills List Water & Sewer Utility

- 7.6.1** *Nil.*

7.7 Bills List Capital Expenditures

- 7.7.1** *Nil.*

7.8 Summary Income Statement

- 7.8.1** *Nil.*

7.9 Credit Union Centre Report

- 7.9.1** *Moved by Councillor Toombs, seconded by Councillor Gallant, to approve the Credit Union Centre report for July 2025. Unanimously carried.*
- 7.9.2** Councillor Gallant suggested that arena cleaning could be managed by one cleaner. He further raised concerns around rising wage costs without matching revenue and questioned the start of ice installation, suggesting that earlier ice could support rentals and camps.
- 7.9.3** CAO Baker indicated that September 16 is the current targeted date for ice rental availability.
- 7.9.4** Councillor Doucette indicated he would like to see the ice installed earlier in the future as there appears to be significant demand in other similar facilities.

7.10 Mayor's Report

- 7.10.1** *Moved by Councillor Toombs, seconded by Councillor McCarvill, to approve the Mayor's report for August 2025 as presented by Mayor Spencer. Unanimously carried.*
- 7.10.2** Mayor Spencer spoke on the need for water conservation measures due to the extreme heat and dry conditions. While there is no current indication of

a water shortage, he suggested that the Town issue a social media message cautioning residents to reasonably limit their water use.

7.11 Federation of PEI Municipalities (FPEIM) Report – Deputy Mayor Mann

7.11.1 *Nil*

7.12 Kensington Area Chamber of Commerce (KACC) Report

7.12.1 *Nil.*

8.New Business

8.1 Request for Decisions

8.1.1 Adoption of Updated Code of Conduct Bylaw for Councillors - Bylaw # 2025-01

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

WHEREAS Subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1, provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of Council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner, understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

BE IT RESOLVED THAT the Council of the Town of Kensington hereby gives first reading to Bylaw #2025-01, being a bylaw to establish a Code of Conduct for Members of Council.

Unanimously Carried

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

WHEREAS Subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1, provides that a Council must, by bylaw,

establish a code of conduct in accordance with the regulations to govern the conduct of the members of Council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner, understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

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

BE IT RESOLVED THAT the Council of the Town of Kensington hereby approves Bylaw #2025-01, being a bylaw to establish a Code of Conduct for Members of Council.

Unanimously Carried

Councillor MacRae declared a conflict of interest and left the Chambers at 8:23 PM

8.1.2 Home for the Holidays Annual Festival – Request for Host Sponsorship

8.1.2.1 Moved by Councillor McCarvill, seconded by Councillor Toombs

WHEREAS the Home for the Holidays Festival was first held in 2024 and successfully brought together residents, community organizations, and local businesses in celebration of the holiday season; and

WHEREAS the Town of Kensington served as the Host Sponsor for the inaugural festival and contributed \$2,000 toward event programming and delivery; and

WHEREAS the proposed festival continues to align with the Town's goals of fostering community spirit, supporting local engagement, and enhancing the quality of life for residents;

BE IT RESOLVED THAT the Town of Kensington approve a contribution of \$2,000 to support the 2025 Home for the Holidays Festival and confirm its continued role as Host Sponsor for the event.

Unanimously Carried

Councillor MacRae returned to the Chambers at 8:26 PM.

8.1.3 Canada Community Build Fund Capital Investment Plan Reprofiting

8.1.3.1 *Moved by Councillor Toombs, Seconded by Councillor MacRae*

BE IT RESOLVED THAT Town Council approve the revised 2025 Capital Investment Plan under the Canada Community-Building Fund as follows:

Remove the following projects from the Capital Investment Plan:

- ***Town Hall Solar Panel Installation – \$135,000***
- ***Wastewater Collection System Inflow & Infiltration (I&I) Study – \$120,000***
- ***Wastewater Treatment Plant Baffle Installation – \$385,000***

Add/retain the following revised and new projects:

- ***Broadway Street South Sidewalk Replacement – \$530,923.75***
- ***Centennial Park Playground – \$52,881 (plus \$75,000 contribution from the Rural Municipality of Malpeque)***
- ***Ranchland Estates Lift Station Relocation – \$257,500***

Decommit \$51,576.25 from the Town’s 2025 Capital Investment Plan to address the overcommitment identified by the Infrastructure Secretariat’s audit.

Authorize the Chief Administrative Officer to submit the revised Capital Investment Plan to the Infrastructure Secretariat and to take any further actions necessary to facilitate the implementation of the approved projects.

Unanimously Carried

8.1.4 2025/26 Annual Sidewalk Maintenance

8.1.4.1 *Moved by Councillor Toombs, Seconded by Councillor Gallant*

BE IT RESOLVED THAT Town Council award the 2025 Annual Sidewalk Maintenance contract to MacAusland Excavation Ltd. in the amount of \$12,500.00 plus HST.

Unanimously Carried

8.1.5 2025/26 Credit Union Centre Rental Rate Increase

8.1.5.1 *Moved by Councillor Doucette, Seconded by Councillor McCarvill*

BE IT RESOLVED THAT Kensington Town Council approve a 3% increase to the Credit Union Centre's ice rental rates for the 2025/26 season, as follows:

- General Rate: \$206.00 per hour, plus HST***
- Minor Sport Rate: \$185.40 per hour, plus HST***
- Birthday/Party Rate: \$179.14 per hour, plus HST***

BE IT FURTHER RESOLVED THAT the revised rates take effect immediately and that staff be directed to notify all user groups of the approved changes.

5 in favour, 1 opposed (Councillor Toombs) – Motion Carried

8.2 2023/24 Audited Financial Statements

8.2.1 Moved by Councillor Mann, Seconded by Councillor Toombs

BE IT RESOLVED THAT the Town of Kensington audited financial statements for fiscal year 2023/24, presented by Arsenault Best Cameron Ellis, be hereby adopted and approved.

8.3 Other Matters

- 8.2.1** Councillor Gallant requested that the owner of the apartment building at the corner of Woodleigh Drive and Russell Street be contacted about the state of the waste container area on the property. He would like to see it screened with fencing.
- 8.2.2** Councillor Doucette thanked Public Works staff for all their hard work this year in keeping the Town tidy and maintained. He requested that staff take a look the area in front of a residence located at 24679 Route 2 for a possible sink hole in the street.
- 8.2.3** Councillor McCarvill suggested that the Town consider listing the business park lots with a real estate agent. CAO Baker indicated his openness to exploring this as an option. Mayor Spencer indicated that it was the town's original intention to dispose of the lots in parallel to the large residential development in the Ranchland Estates Subdivision, as the Town would like to see employees within the business park residing in the Town.

- 8.2.4** Councillor MacRae inquired about the number of pools around town that have no fencing surrounding them creating a public safety issue, and a bylaw compliance issue.

9. In-Camera (Closed session)

9.1 Committee of the Whole (In Camera) – *One item under Section 119(1)(b) of the Municipal Government Act.*

9.1.1 *Moved by Councillor Toombs, seconded by Councillor MacRae to move into an In-Camera session at 8:51 pm. Unanimously carried.*

9.1.2 *Moved by Councillor Gallant, seconded by Councillor Toombs to come out of an In-Camera session at 9:21 pm. Unanimously carried.*

10. Correspondence

10.1 Early Childhood Development Association of PEI Partnership Opportunities - *No Action*

10.2 Thank you Card from Hazel Woon for the Town's Deserving Student Award – *Received*

10.3 Thank you letter from Hazel Woon for the Town's Educational Scholarship – *Received*

10.4 Email from Landon Yuill thanking the Kensington Fire Department - *Received*

11. Adjournment

Moved by Councillor Gallant, seconded by Councillor Toombs to adjourn the meeting at 9:35 pm. Unanimously carried.

Geoff Baker,
CAO

Jeff Spencer,
Mayor

**Town of Kensington
Minutes of Special Council Meeting
August 19th, 2025
5:00 PM**

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

1. Calling of Meeting to Order

- 1.1** Mayor Spencer called the meeting to order at 5:00 PM and welcomed Council members and staff to the August 19th Special Meeting of Town Council. Mayor Spencer acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

2. Adoption of Agenda

- 2.1** *Moved by Councillor MacRae, seconded by Councillor McCarvill to approve the tentative agenda for the August 19, 2025 Special Meeting of Town Council.*

Unanimously carried.

3. Committee of the Whole (In-Camera)

- 3.1** *One item under Section 119(1) (e) and (f) of the Municipal Government Act.*

- 3.1.1** *Moved by Councillor Toombs, seconded by Councillor Doucette to enter into an In-Camera session.*

Unanimously carried.

- 3.1.2** *Moved by Councillor Doucette, seconded by Councillor Gallant to come out of an In-Camera session.*

Unanimously carried.

4. Adjournment

Moved by Councillor Doucette, seconded by Councillor Toombs to adjourn the meeting at 6:02 PM. Unanimously carried.

Geoff Baker,
Chief Administrative Officer

Jeff Spencer,
Mayor

**Town of Kensington
Minutes of Special Council Meeting
August 26th, 2025
5:00 PM**

Council Members Present: Mayor Jeff Spencer;
Councillors: Toombs, MacRae, McCarvill, Gallant and
Doucette

Regrets: Deputy Mayor Mann

1. Calling of Meeting to Order

1.1 Mayor Spencer called the meeting to order at 5:10 PM and welcomed Council members and staff to the August 26th Special Meeting of Town Council. Mayor Spencer acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

2. Adoption of Agenda

2.1 *Moved by Councillor Toombs, seconded by Councillor McCarvill to approve the tentative agenda for the August 26, 2025 Special Meeting of Town Council.*

Unanimously carried.

3. Committee of the Whole (In-Camera)

3.1 *One item under Section 119(1) (e) and (f) of the Municipal Government Act.*

3.1.1 *Moved by Councillor MacRae, seconded by Councillor Gallant to enter into an In-Camera session.*

Unanimously carried.

3.1.2 *Moved by Councillor Toombs, seconded by Councillor Doucette to come out of an In-Camera session.*

Unanimously carried.

4. Adjournment

Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 6:20 PM. Unanimously carried.

Geoff Baker,
Chief Administrative Officer

Jeff Spencer,
Mayor

September 5, 2025

To the community:

As I prepare to conclude my time as Chief Administrative Officer, I find myself reflecting on the many years I have had the privilege to serve the Town of Kensington. When I first began this role, I knew it would be meaningful work, but I could not have imagined how deeply this community would shape me. Kensington is more than a collection of streets and buildings, it is a community bound together by kindness, pride, and resilience. To have been part of its story has been one of the great honours of my life.

What has always stood out most to me is not a single project or decision, but the people who make Kensington what it is. I have seen neighbours lend a hand to one another without hesitation, volunteers step forward quietly to give their time, and staff work tirelessly behind the scenes to keep services running and the community strong. Council members, too, have dedicated countless hours to guiding the town with care and intention. Each of these contributions, whether seen or unseen, has played a vital role in shaping the Kensington of today.

As I step back, I do so with gratitude for the relationships that have been built and the trust that has been extended to me. These years have shown me the true meaning of community, and it has been humbling to witness the generosity and determination that lives here. Even on the most difficult days, the strength and spirit of Kensington have always shone through.

Looking ahead, the town has important work before it. Strong financial management and thoughtful reorganization will be essential to ensure Kensington continues on a solid path. These are not tasks completed overnight, but ongoing responsibilities that require steady hands and clear vision. The staff who carry out this work will need support, encouragement, and patience as they adjust and refine systems to meet the needs of a growing town. With council's leadership and the community's backing, I am confident this work will provide a strong foundation for the years ahead.

Of course, as with any community, challenges will arise along the way. Growth brings opportunities, but it also brings pressures. Services will need to adapt, and choices will need to be made carefully and responsibly. Yet, I have no doubt that Kensington is prepared. The resilience, creativity, and sense of care that define this town will continue to guide it forward.

Kensington's future rests in the collective efforts of its residents, council, and staff. Together, these are the hands and hearts that will continue to shape this town. There is

every reason to believe that Kensington will remain a place where families feel welcome, where neighbours look after one another, and where pride in community is carried from one generation to the next.

As I write these words, I do so with a heart full of gratitude. Serving as CAO has been the honour of my career and one of the true blessings of my life. I will always carry with me the lessons I have learned here and the memories of the people I have had the privilege to serve alongside. Though I am stepping aside, I will continue to watch Kensington's story unfold with great pride and hope.

My wish for this community is simple: may it continue to grow with kindness and strength, may it always hold fast to its sense of belonging, and may its future be as bright as the spirit of its people.

Thank you, Kensington, for the privilege of serving you.

With gratitude and appreciation!

Geoff Baker

Chief Administrative Officers Report

September 2025 – Council Meeting

1. Ranchland Estates Subdivision

I continue to await final engineering design drawings for the subdivision. Once received they will be reviewed by WSP Engineers, prior to approval being given.

2. Canada Community Building Fund (CCBF)

Town Council authorized the re-profiling of CCBF funds at their regular August meeting. The required application has not yet been completed. I will ensure these are completed and submitted prior to my departure on September 12th.

3. Sidewalk Maintenance

The contract for 2025/26 sidewalk maintenance has been awarded to MacAusland's. They are expected to start work the week of September 8th.

4. Swimming Pool Operations

The swimming pool closed on Friday, August 29th. Island Hot Tubs closed and winterized the pool on September 5th. Thank you to Lauren Folland, and her staff for such a successful pool season in 2025. Lauren has proven her self to be a smart and highly capable manager in our organization, and she will be missed.

5. Credit Union Centre Staffing

I have been advised that the Credit Union Centre Manager Robert Wood will not be returning to his role following his leave which is scheduled to end September 30th. I would like to thank Robert for his 25 years of service to this community. His expertise, knowledge and dedication to the organization will be deeply missed.

6. Development and Planning

The development permit for the development of a 12-unit multi-unit development along Sunset Drive has been issued. The permit was approved by Town Council at their July

meeting conditional upon the submittal of a drainage plan and water and sewer connection details.

The property consolidation approved by Town Council at their July meeting has not been finalized as the real estate transaction has still not closed.

7. 2024/25 Audit

The 2024/25 audit is scheduled to begin on September 15, 2025.

8. Water & Sewer

The 2025/26 annual sewer line maintenance is expected to begin shortly. Sections to be cleaned include Barrett Street, Rosewood Drive, Victoria Street West, Stewart Street, Lions Drive, Douglas Street and the Road to the lagoon. The work will be completed on a time and materials basis.

9. Hogg Public Forest Signs

Staff have been in contact with Ruth Delong and she has indicated that the directional signs to the Hogg Public Forest will be replaced.

10. Public Works Tractor

It is evident that the Kubota 3660 tractor is nearing the end of its useful life. It is leaking oil and staff are doing what they can to keep it operational. This is the tractor that is used in the winter to clear snow from the railyard's boardwalk. Staff have collected quotes on a potential replacement. A full report and request will be made to Town Council at a future meeting.

11. School Street/Sunset Drive Unsightly Property

Contact has been made with the owner of the property. He has indicated that he will make effort to bring the property to a reasonable community standard. Staff will continue to monitor and enforce the Dangerous and Unsightly Property Bylaw if no action is taken.

Respectfully Submitted by: Geoff Baker, Chief Administrative Officer

Kensington Fire Department
Occurrence Report 2025

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	2	6	1	1	2	4	1	1					18	17.14%
Motor Vehicle Accident	4	4	3	1	1	3	10	2					28	26.67%
Emergency Response - Fuel Spill, etc	0	0	0	0	1	2	0	0					3	2.86%
Fire Related														
Smoke Investigation	1	1	0	2	1	2	0	4					11	10%
Outside Fire - Brush, Grass, Utility Pole, etc.	0	0	0	0	0	1	1	5					7	7%
Structure Fire - House, Building, Vehicle, etc.	3	4	3	1	3	3	7	1					25	24%
Alarms	0	0	3		3	2	2	1					11	10%
Total Fire Related	4	5	6	3	7	8	10	11	0	0	0	0	54	
Total Incidents	10	15	10	5	11	17	21	14	0	0	0	0	103	
Mutual Aid Call Out	0	0	0	0	0	1	1						2	2%
Total Incidents (Including Mutual Aid Provided by KFD)	10	15	10	5	11	18	22	14	0	0	0	0	105	100%
Mutual Aid Call In														
Firefighter Attendance	9	10	12	14	11	14	15	17						13
Regular Monthly Training - No. of Firefighters	22	23	18	17	19	19								20
Training School/Association Meeting/Department Meeting	8	10	20	17	20	19	11	19						16
Call Area														
Kensington	4	5	6	3	3	3	6	3					33	31.43%
Malpeque CIC	0	2	1	0	1	5	1	4					14	13.33%
Zone's 1 to 5	6	8	3	2	7	9	14	7					56	53.33%
Other	0	0	0	0	0	1	1	0					2	1.90%

Kensington Fire Department August 2025 Fire Report

The Kensington Fire Department responded to 14 calls in August. Following is a breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks <div></div>
Aug. 11 at 12:27	Grain field on fire	Indian River	25	6
Aug. 12 at 17:10	Commercial Fire Alarm	Kensington	12	2
Aug. 13 at 21:53	Miscellaneous Fire (campfire)	Cabot Park	17	3
Aug. 14 at 14:47	Sight/Smell of Smoke	Blue Shank Rd.	26	4
Aug. 15 at 07:20	Sight/Smell of Smoke	Rte. 2 Kensington	20	3
Aug. 18 at 22:16	MVC with entrapment	North Bedeque	16	3
Aug. 19 at 14:00	Grass Fire	Lower Freetown	17	2
Aug. 20 at 14:59	Field on Fire	New Annan	21	5
Aug. 21 at 19:38	Open campfire on front lawn	North Bedeque	10	2
Aug. 24 at 07:09	Sight/Smell of Smoke	Irishtown	19	2
Aug. 24 at 09:06	Sight/Smell of Smoke	North Bedeque	11	2

Aug. 24 at 13:53	Structure Fire	Irishtown	23	6
Aug. 27 at 09:53	MVC with entrapment	Springfield	17	3
Aug. 28 at 15:44	MFR - Cardiac Arrest	Kensington	8	1

August 5 - Association meeting with 19 present.

August 16 - Harvest Festival Activities:

- 1) Rescue truck on stand-by for the road race.
- 2) Fire trucks in parade
- 3) Fire Hall open house with fire truck rides for kids, dunk tank, kids fire hose squirting, BBQ with 500 hot dogs cooked (and all eaten)

August 20 - Firefighters' Challenge at the rink

Rodney Hickey,
Chief

[illegible]

Police Department Occurrence Report Summary 2025														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fraud			2		3	2	1	1					9	1.48%
Funeral Escorts	4	1	3	1	1	2	1	4					17	2.79%
Harrassing Communication	1				1		3						5	0.82%
Impaired Driver			2	2	1	2	1	1					9	1.48%
Information Files	1	2	1	1	2	4	1	1					13	2.13%
Injury Accidents													0	0.00%
Liquor Offences						1	2						3	0.49%
Litter Act													0	0.00%
Lost and Found	1	2	2		4	3	2	4					18	2.95%
Luring Minors													0	0.00%
Mental Health Act	5	1	1		1	1	5	2					16	2.62%
Mischief	6	2	2	1	2	4		4					21	3.44%
Motor Vehicle Accidents	1	4	1	3	3	4	1	1					18	2.95%
Motor Vehicle Act	5	3	8	8	7	11	10	8					60	9.84%
Municipal Bylaws	3					3		1					7	1.15%
Off Road Vehicle Act				1		1							2	0.33%
Other Criminal Code							2	1					3	0.49%
Person Reported Missing					1	1	1	1					4	0.66%
Possession of restricted weapon													0	0.00%
Property Check		1			2		3	2					8	1.31%
Resist Arrest													0	0.00%
Roadside Suspensions					1	1							2	0.33%
Robbery													0	0.00%
Sexual Assaults / Interference	2							1					3	0.49%
STEP (Integrated Traffic Enforcement)	1				1	1	1						4	0.66%
Sudden Death					1		1						2	0.33%
Suspicious Persons / Vehicle	1		2	2		3	5	8					21	3.44%
Theft Of Motor Vehicle				1		1	1						3	0.49%
Theft Over \$5000													0	0.00%
Theft Under \$5000		1	1	2	4		4						12	1.97%
Trespass Act					2								2	0.33%
Trespass at Night			1										1	0.16%
Uttering Threats						2		1					3	0.49%

[illegible]

Police Report August 2025

There was 1 alarm call to report for this month.

August 26 @ 2031hrs – K'town Auto, member attended.

Assistance calls on spreadsheet

KPS assisted with locating a runaway youth.

KPS assisted EMS with gaining entry into residence.

KPS assisted S'side Police with door knock for warrant.

KPS assisted EMS with a medical call x 2

KPS assisted Child and Family with a home visit x 2

KPS assisting other agencies

Assist RCMP August 15 BOLO

Year To Date Approved Development Permits Summary Report
2025

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential additions/alterations								1						1	
New Commercial	1													1	
New Industrial				1										1	
New Multi-unit Family Dwelling								1						1	
New PSI						1								1	
New Residential Accessory Structure	1				1	1	1							4	
New Single Family Dwelling			1											1	
Renovation Residential Deck/Fence/Pools					1									1	
Total:					1									11	

Total Estimated Construction Value
\$40,000.00
\$300,000.00
\$500,000.00
\$1,325,000.00
\$290,000.00
\$34,000.00
\$225,000.00
\$6,000.00
\$2,720,000.00

DEVELOPMENT PERMITS REPORT

For the period August 01, 2025 to September 05, 2025

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction	Value	Estimated Start	Estimated Finish
			Property Address							

Multi-unit Family Dwelling

10-2025	08/19/2025	80986	Sheldon Stewart - [REDACTED]	[REDACTED]	Approved	New	Multi-unit Family Dwelling		\$1,325,000.00	08/01/2025	02/19/2026
			4 Sunset Drive				Description:	Construction of new 12 unit apartment building			

Sub Total: \$1,325,000.00

Residential additions/alterations

11-2025	08/19/2025	458349	Garth Simmons - [REDACTED]	[REDACTED]	Approved	Addition	Residential additions/alterations		\$40,000.00	11/01/2025	02/28/2026
			6 Walker Drive				Description:	Construct 24'x26' garage addition to existing house			

Sub Total: \$40,000.00

Total: \$1,365,000.00



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

For Office Use Only

Permit #: 10-2025

Date Received:

Date Approved:

PEI Planning:

Permit Fee: \$ ☐ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 4 Sunset Drive Property Tax Number (PID): 80986
Lot No.: _____ Subdivision Name: _____ Current Zoning: R3
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:

Land Purchased from Provincial Credit Union Year Purchased 2025

Location of Development		Property Size	
<input type="checkbox"/> North	<input type="checkbox"/> East	Road Frontage _____	Acreage <u>.81</u>
<input type="checkbox"/> South	<input checked="" type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

2. Contact Information

Name: Sheldon Stewart Address: _____
APPLICANT Phone: _____ Cell: _____
Email: _____

Same as Above: ☐ Name: M + S Rentals Inc. Address: _____
OWNER Phone: _____ Cell: Same
Email: Same Postal Code: _____

Name: Belleve Construction Address: _____
CONTRACTOR, ARCHITECT OR ENGINEER Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

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

4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other _____

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>2</u>	<u>12</u>	<u>12</u>	Width <u>35</u> Length <u>85</u>

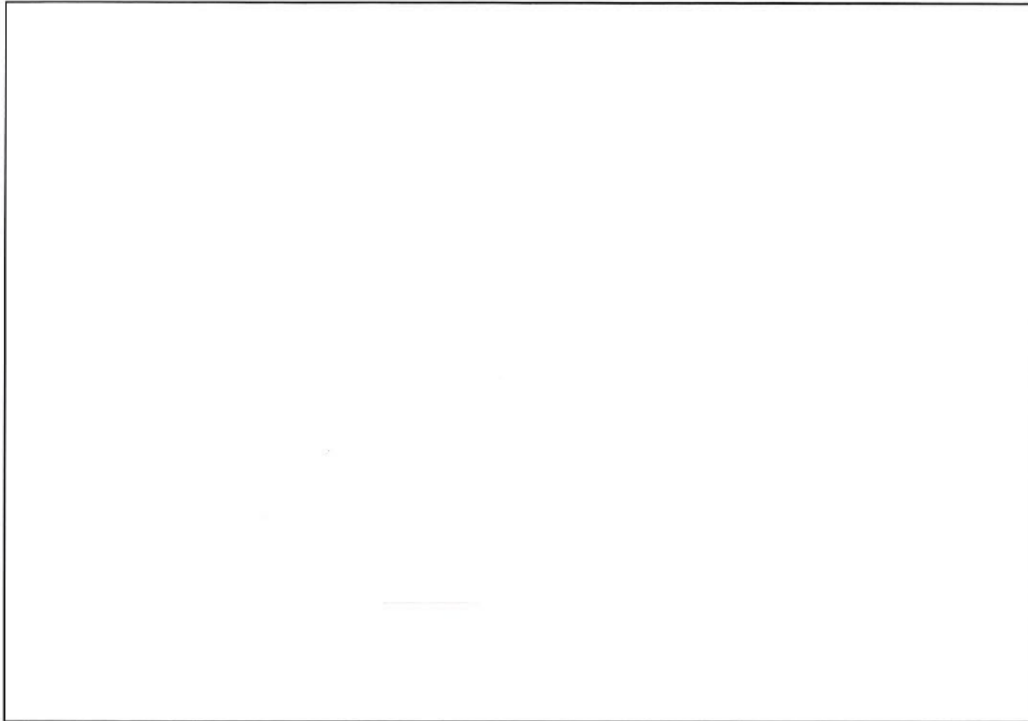
Detailed Project Description: Construct a 12 unit apartment building

Estimated Value of Construction (not including land cost): \$1,325,000

Projected Start Date: June 1/25 Projected Date of Completion: November 30/25

Please provide a diagram of proposed construction:

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



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant

Date:

April 29/25

May 7, 2025

Town of Kensington
PO Box 418 Kensington, PE
COB 1M0
Phone: (902) 836-3781
Email: cao@kensington.com

Re: 4 Sunset Drive – 12-unit multi-unit residential development (PID 80986)

Dear Mr. Sheridan,

I have reviewed Kensington's *Official Plan and Land Use and Development By-law* with regards to the proposed development on 4 Sunset Drive (PID 80986).

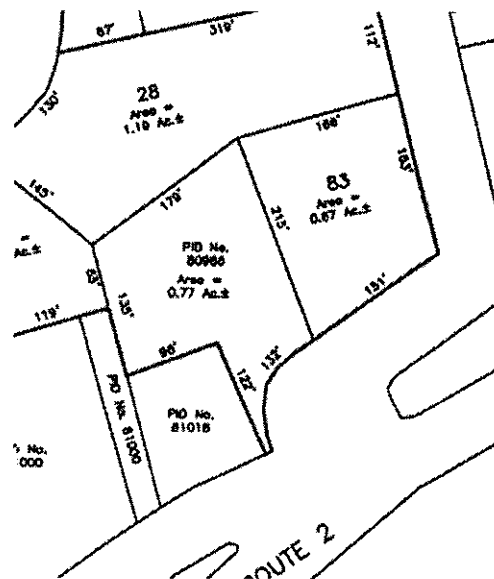
The proposed development is for 12-unit apartment building. The property in question is zoned C1-Commercial, and **apartment dwellings (up to 12 units) are a permitted use in the C1 Zone** subject to the application meeting the lot size and development standards regulations (Section 5.6) and General provisions for land use and development regulations (Section 3) of the Bylaw.

Note that all development applications for residential buildings with more than 3 units requires approval from Town Council (Section 1.6).

Lot Size and Development Standards Requirements (Section 5.6)

As per Section 5.6(3), in the C1 Zone, the minimum lot size and development standards for an Apartment Building shall be the same as those required for all other uses in the C1 Zone and the maximum size of an Apartment Building will be 24 Dwelling Units.

Please note that the site plan submitted with the development application is a DRAFT plan with insufficient information to fully assess the application. (See Section 2.6 for Site Plan Requirements). The following information regarding the lot size and frontage of the lot was obtained from a previously submitted survey plan submitted under a different application (see figure). This information is to be confirmed by the applicant on the final site plan prior to approval of the development permit application.



designated inland flood risk zone, including the 100-year scenario under future climate conditions.

Recommendations

The current proposal does not yet present any concerns with regards to Bylaw compliance and satisfies the intent of the Official Plan policies for future development of affordable housing; however, it is my opinion that it is premature to present Council with this application which is missing critical information for the development permit application review.

A revised site plan should be submitted within sufficient time to review the plan and prepare a final report for Council. The Town has previously approved development applications "subject to the receipt of an adequate stormwater drainage plan". The option to complete the requirement of a stormwater management plan after receiving Council's conditional approval may be preferred by the applicant.

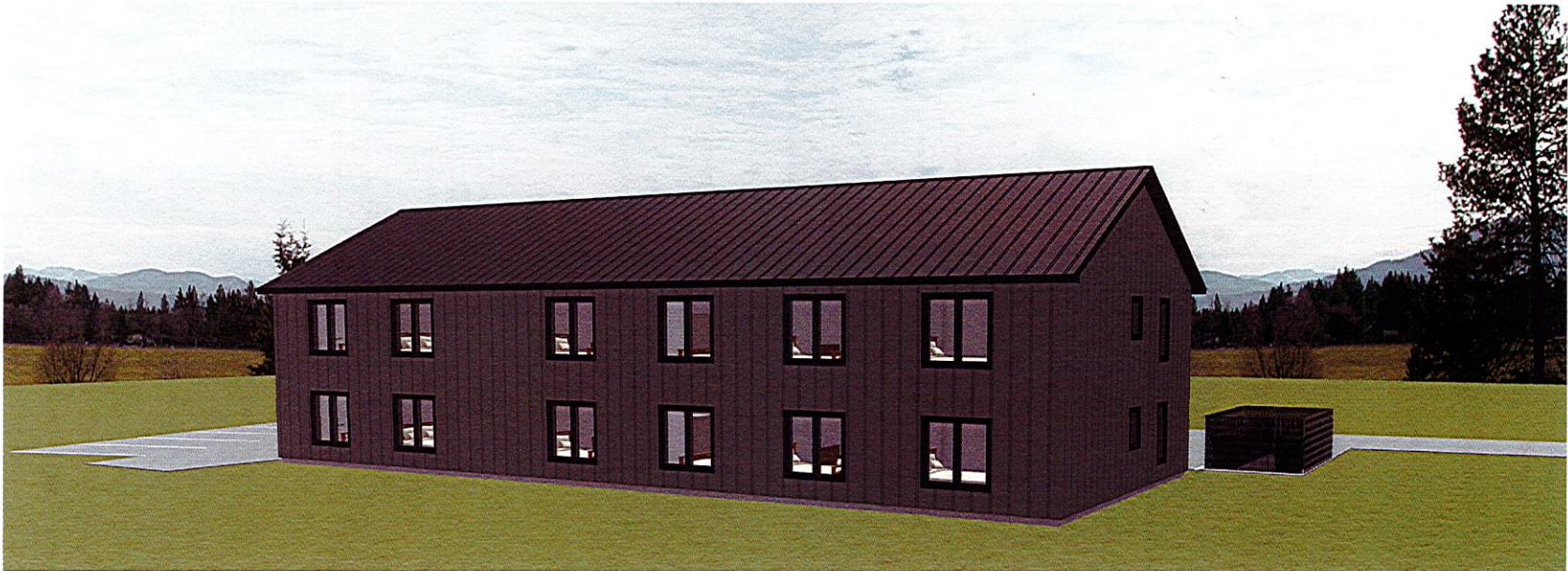
As always, please feel free to contact me with any further questions.

Best regards,

A handwritten signature in black ink, appearing to read 'Hope Parnham', followed by a long horizontal line extending to the right.

Hope Parnham, CSLA APALA RPP MCIP

DV8 Consulting



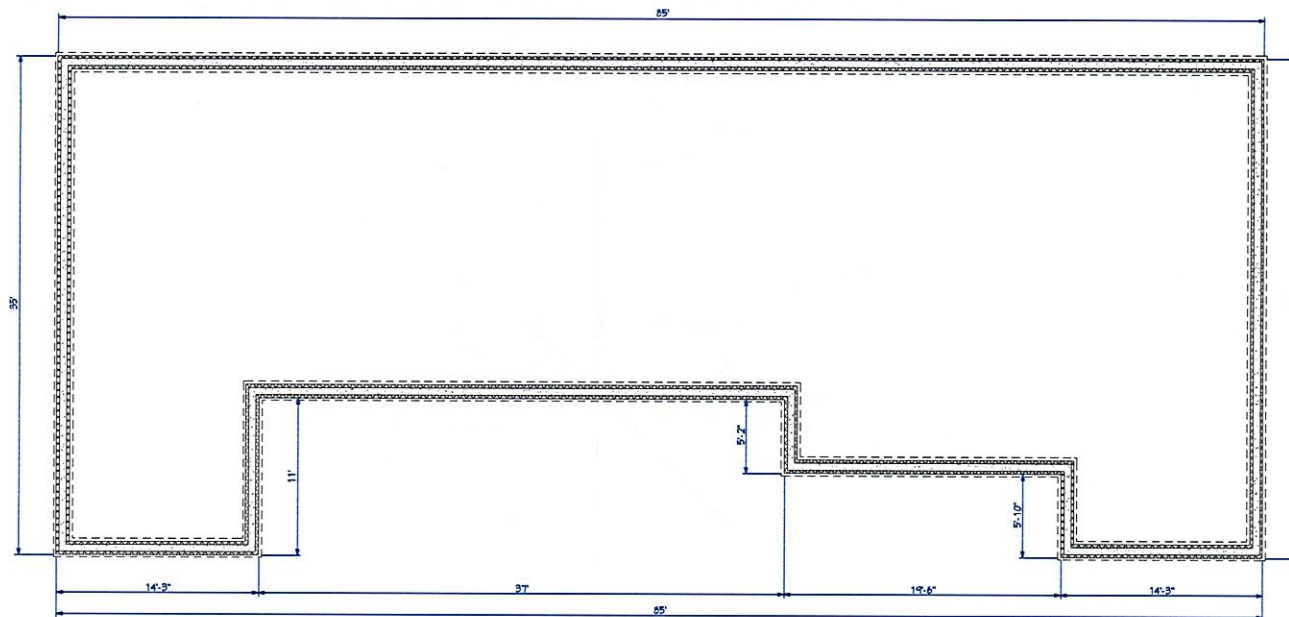
castle
 SPRING VALLEY
 BUILDING GROUP
 SPRING VALLEY B.C.
 KENSINGTON, P.E. COB 1M0
 (902) 836-4289
 Richard@springvalleybc.ca

NUMBER	DATE	REVISION	DESCRIPTION

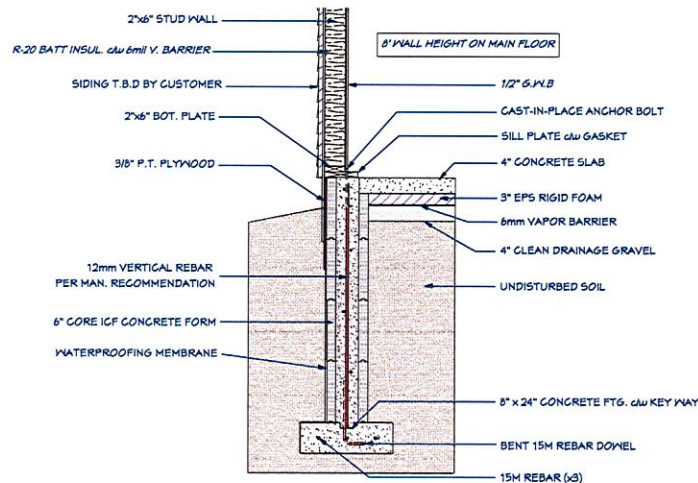
DRAWING TITLE:
OVERVIEW

PROJECT NAME:
2-STORY 12 UNIT APARTMENTS
 5x 1-BR & 2-STUDIO

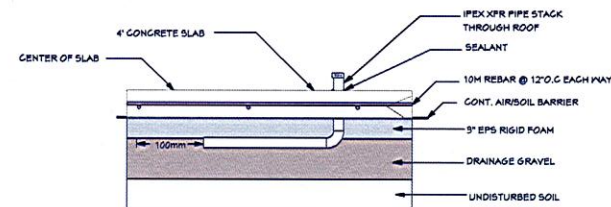
DATE:
 6/13/2025
 SCALE:
 AS NOTED
 SHEET:
 A-1



1 FOUNDATION PLAN
A-5 SCALE 1/4"=1'-0"

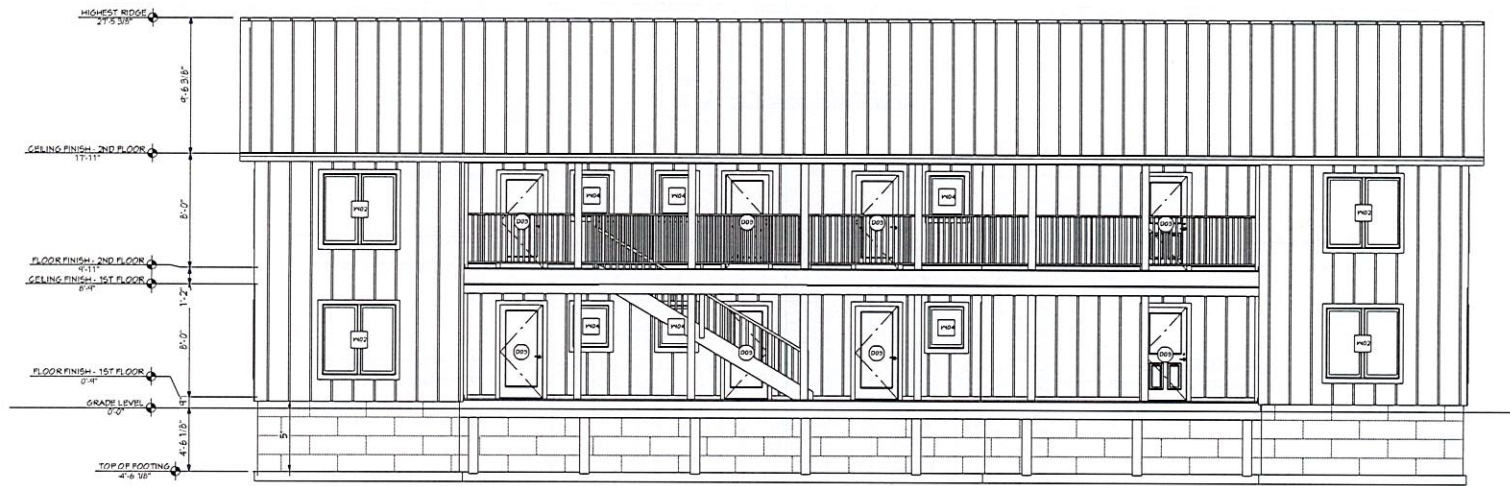


2 TYPICAL WALL FOUNDATION DETAIL
A-5 SCALE N.T.S.

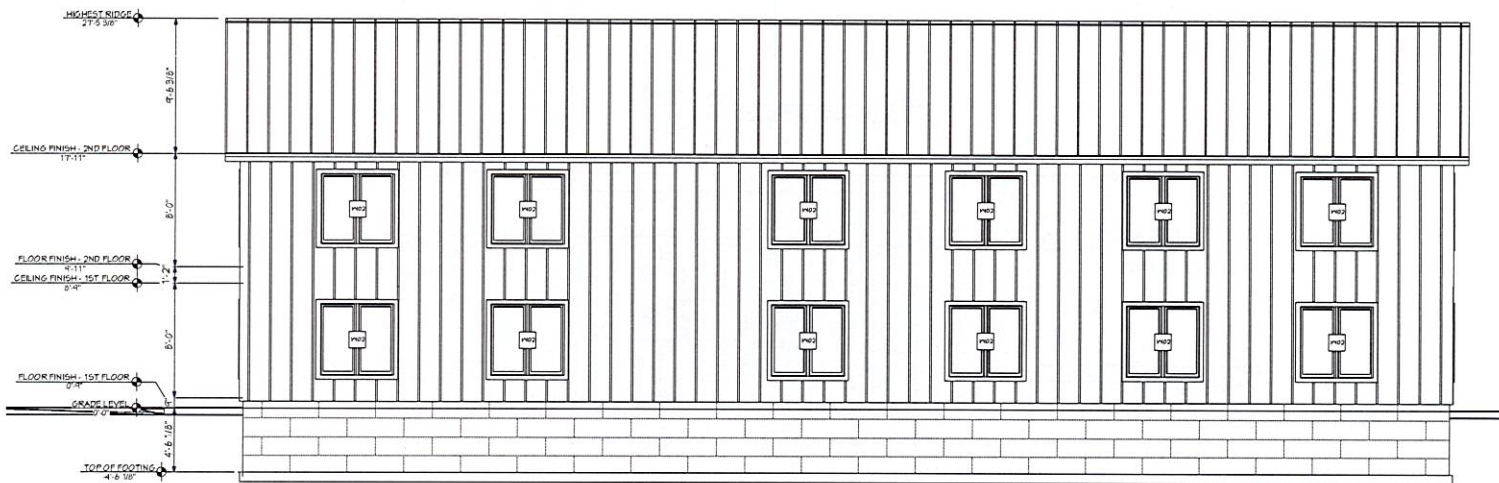


3 RADON SUCTION PIT SECTIONAL ELEVATION
A-5 SCALE N.T.S.

REVISION TABLE			
NUMBER	DATE	REVISION BY	DESCRIPTION



1 FRONT ELEVATION
A-7 SCALE 1/4"=1'-0"



2 REAR ELEVATION
A-7 SCALE 1/4"=1'-0"

NUMBER	DATE	REVISION	DESCRIPTION

DRAWING TITLE:
ELEVATION

PROJECT NAME:
**2-STORY 12 UNIT APARTMENTS
5x1-BR & 6x STUDIO**

DATE:
6/13/2025
SCALE:
AS NOTED
SHEET:
A-7

GENERAL NOTES:

THE BUILDER SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN, IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES. CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS).

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.

BUILDING PERFORMANCE:

HEAT LOSS CALCULATIONS SHALL COMPLY WITH THE REQUIREMENTS OF REGIONAL AND LOCAL CODES. SEE CALCULATIONS. PORCHES, DECKS, FOUNDATION, FIREPLACE ENCLOSURES, AND GARAGE AREAS NOT INCLUDED IN LIVING AREA. ALL EXHAUST FANS TO BE VENTED DIRECTLY TO THE EXTERIOR. ALL PENETRATIONS OF THE BUILDING ENVELOPE SHALL BE SEALED WITH CAULK OR FOAM.

TO THE BEST OF MY KNOWLEDGE THESE PLANS ARE DRAWN TO COMPLY WITH OWNER'S AND/ OR BUILDER'S SPECIFICATIONS AND ANY CHANGES MADE ON THEM AFTER PRINTS ARE MADE WILL BE DONE AT THE OWNER'S AND / OR BUILDER'S EXPENSE AND RESPONSIBILITY. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ENCLOSED DRAWING. SPRING VALLEY BUILDING CENTRE IS NOT LIABLE FOR ERRORS ONCE CONSTRUCTION HAS BEGUN. WHILE EVERY EFFORT HAS BEEN MADE IN THE PREPARATION OF THIS PLAN TO AVOID MISTAKES, THE MAKER CAN NOT GUARANTEE AGAINST HUMAN ERROR. THE CONTRACTOR OF THE JOB MUST CHECK ALL DIMENSIONS AND OTHER DETAILS PRIOR TO CONSTRUCTION AND BE SOLELY RESPONSIBLE THEREAFTER.

ELECTRICAL, DATA, & AUDIO NOTES:

HOME OWNER SHALL DO A WALK-THRU WITH RELEVANT INSTALLERS TO VERIFY THE EXACT LOCATION FOR OUTLETS, LIGHTS, SWITCHES, CABLE, DATA, PHONE, AUDIO, ETC.

ELECTRICAL NOTES:

1. ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. ORG.F.I.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.
2. PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS SO THAT, WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.
3. CIRCUITS SHALL BE VERIFIED WITH HOME OWNER PRIOR TO WIRE INSTALLATION.
4. FINAL SWITCHES FOR TIMERS AND DIMMERS SHALL BE VERIFIED WITH HOME OWNER.
5. FIXTURES TO BE SELECTED BY HOME OWNER.

AUDIO:

1. LOCATE SPEAKERS AND AUDIO CONTROLS AS INDICATED IN THE PLAN; RUN CIRCUIT OF SPEAKER WIRING TO AUDIO HOME PANEL SPECIFIED BY FLOOR;
2. AUDIO SPEAKERS TO BE APPROVED BY HOME OWNER;
3. LOCATE JACKS AS INDICATED IN THE PLAN; INSTALL DATA / CABLE PANEL SIMILAR TO "ON Q". SYSTEM TO BE APPROVED BY HOME OWNER.

DATA / CABLE:

LOCATE SECURITY PANELS AS INDICATED IN THE PLAN; SYSTEM TO BE APPROVED BY HOME OWNER.

GRADING NOTES:

1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES.
2. PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING.
3. FINAL GRADE TO CONVEY SURFACE DRAINAGE TOWARD ROCK CHANNELS AND DISPERSION TRENCHES.
4. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED TO REMOVE TREES, VEGETATION, ROOTS AND OTHER OBJECTIONABLE MATERIAL AND STRIPPED OF TOPSOIL.
5. PLACE FILL SLOPES WITH A GRADIENT STEEPER THAT 3:1 IN LIFTS NOT TO EXCEED 8 INCHES, AND MAKE SURE EACH LIFT IS PROPERLY COMPACTED.

REVISION TABLE			
NUMBER	DATE	REVISED BY	DESCRIPTION

Approved Trevor Pate

APPLICATION FOR AN ENTRANCE WAY / HIGHWAY ACCESS
Department of Transportation and Infrastructure Renewal

FILE COPY



Paid \$25.00
CP

- Please check (☒) the area applied for:
- (☒) Entrance way on municipal street or approved subdivision
- () Entrance way on an Arterial Highway () New Highway Access Culvert
- () Entrance way on an Seasonal Highway () Re-locate an existing Highway Access Culvert

Note: The location of an entrance way on a Provincial Highway is subject to the Minimum Safe Stopping Sight Requirements imposed by the Roads Act Highway Access Regulations.

General Information:

Applicants Name: M + S Rentals Inc.
(First) (Middle) (Last)

Contact Person if different from Applicant: Sheldon Stewart

Mailing Address: [REDACTED] Postal Code: COR 1M0

Telephone: Residence: [REDACTED] Business: [REDACTED] Cell Phone: [REDACTED]

Location of the property:

Property Tax Number: 80986 Community: Kensington Civic Address: [REDACTED]

Route No. [REDACTED] Road Name: Sunset Drive The property is located

on the North ☒, South [REDACTED], East [REDACTED], West [REDACTED], of the highway, [REDACTED] Kilometers

North [REDACTED], South [REDACTED], East [REDACTED], West [REDACTED] of the intersection with [REDACTED] road, street

Entrance way use: Please check (☒)

Existing entrance way use:	single family dwelling ()	commercial ()	agriculture active ()
	duplex dwelling ()	Industrial ()	agriculture idle ()
	multiple dwelling (<input checked="" type="checkbox"/>)	Institutional ()	Other: <u>[REDACTED]</u>
	mobile home ()	Forestry ()	

Proposed use: (please describe) 12 unit building - residential

I we) understand that this application is subject to review by the Department of Transportation and Infrastructure Renewal and that no entrance way to a highway may be constructed or intensified without approval.

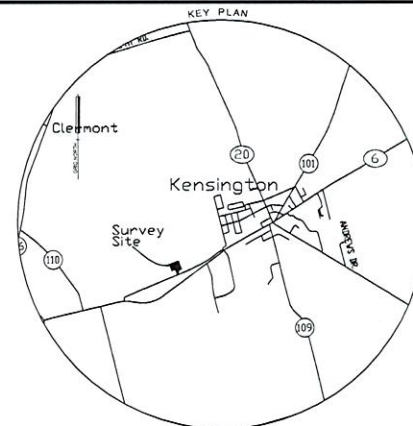
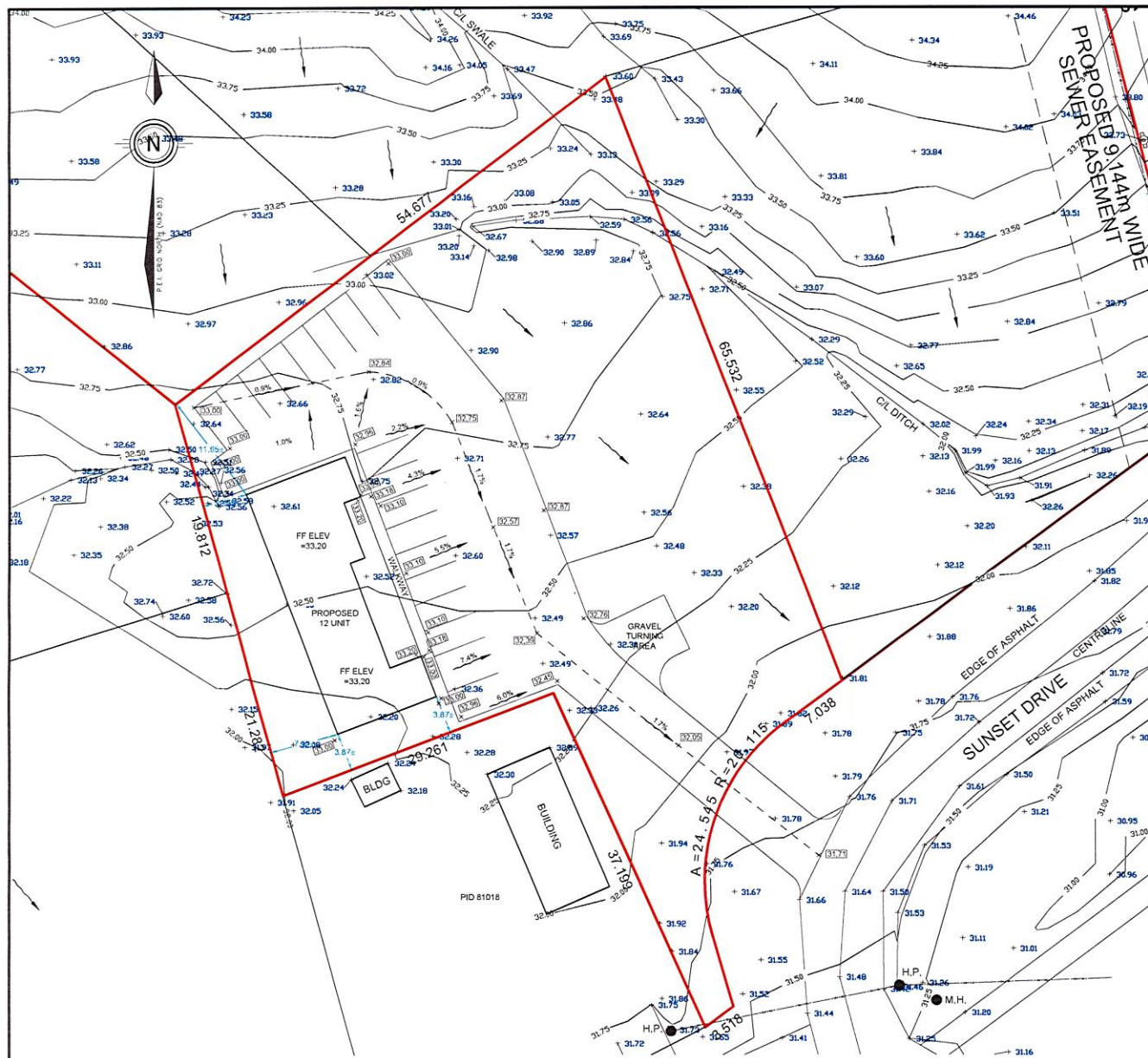
Please see [REDACTED]

[Signature]
Applicants Signature

Date: April 30/25

[Signature]
Applicants Signature

Date: [REDACTED]



NOTES:

FIELD SURVEYS WERE CARRIED OUT IN AUGUST 8, 2025.

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

DIRECTIONS ARE AZIMUTHS REFERENCED TO GRID NORTH.

ELEVATIONS SHOWN HEREON ARE DERIVED FROM OBSERVATIONS TO LOCAL PEI CONTROL MONUMENT 3927 HAVING AN ELEVATION OF 35.19m.



LOCUS SURVEYS LTD.

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

PHONE 902-836-3823

Drainage Plan for
Proposed Development of
M & S RENTALS INC.

PID 80986
KENSINGTON
LOT/TOWNSHIP 19
COUNTY OF PRINCE
PROVINCE OF PRINCE EDWARD ISLAND

SURVEYOR'S CERTIFICATE

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

DATED THIS 18TH DAY OF AUGUST, 2025



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

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

DATE: AUGUST 18, 2025
DWG NO: 25094-D01



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

For Office Use Only	
Permit #:	11-2025
Date Received:	
Date Approved:	Aug. 19/25
PEI Planning:	
Permit Fee: \$	<input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 6 Walker Drive Property Tax Number (PID): 458349
Lot No.: _____ Subdivision Name _____ Current Zoning: R1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
Single family dwelling (see dms for location)
Land Purchased from 3111 Purchased with house Year Purchased 1991

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

2. Contact Information

APPLICANT Name: Garth Simmons Address: _____
Phone: _____
Email: _____ Code: _____
Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____
CONTRACTOR, ARCHITECT OR ENGINEER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

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

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

4. Development Description

☐ New Building ☐ Renovate Existing ☒ Addition ☐ Demolition ☐ Other _____

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	<u>2 Car Garage</u>
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>N/A</u>	<u>N/A</u>	Width <u>24'</u> Length <u>26'</u>

Detailed Project Description: Attached 2 Car garage, unfinished interior

Estimated Value of Construction (not including land cost): \$40,000

Projected Start Date: Nov 2025 Projected Date of Completion: Feb 2026

Please provide a diagram of proposed construction:

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

See attached dimensioned drawing.

I DO SOLEMNLY DECLARE & CERTIFY:

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

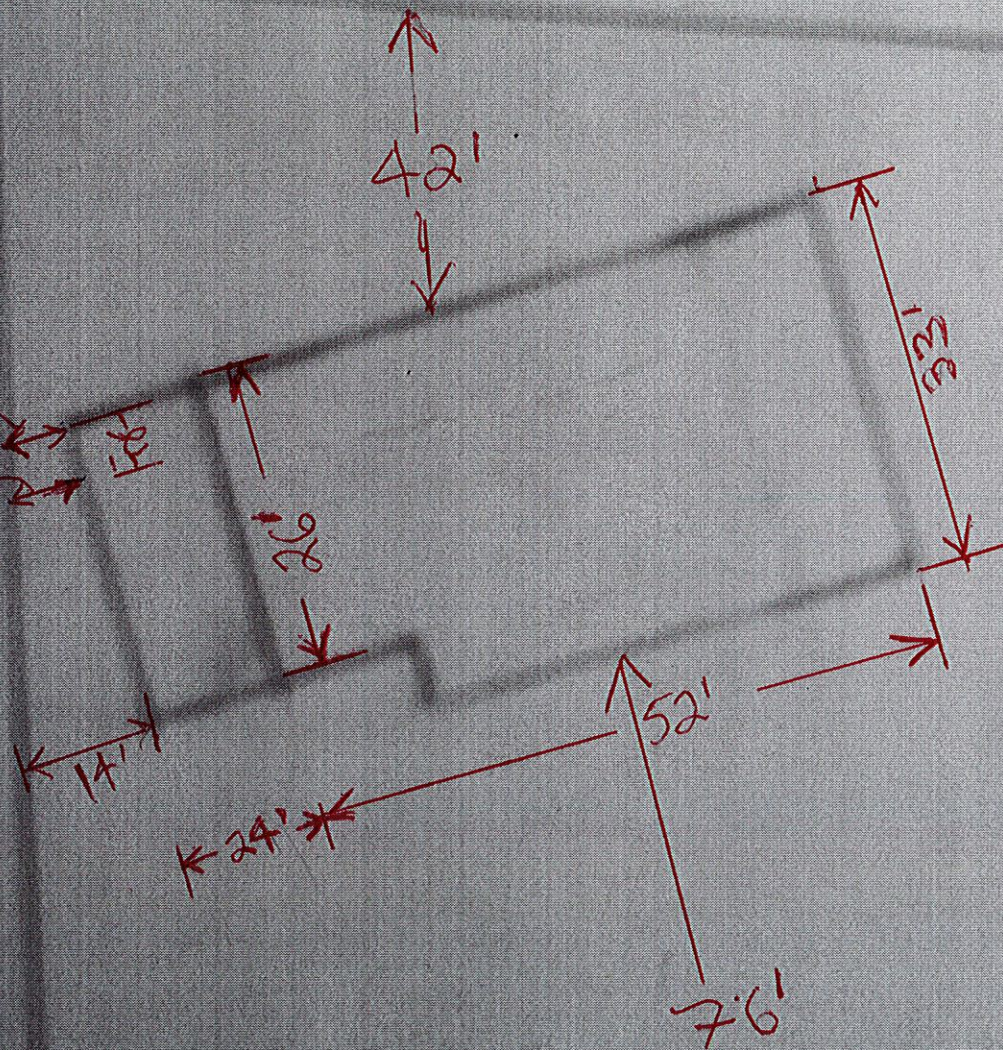
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commen

Signature of Applicant

Date:

July 30, 2025

15'-9"
15'-11"



Not
Property
Boundaries

School St

Walker Drive
Edge of Pavement

Handwritten notes in red ink, including the word "A" and various symbols and numbers.

1-14-8

Walker

School

Town of Kensington

Development Permit No. 11-2025

This permit MUST be posted in a conspicuous place on the job site.

Issued To: Garth Simmons

Address: 6 Walker Drive

Purpose: Construction of attached 2 car garage


Property No. 458349

Conditions: Sideyard at northeast corner of development to be a min. 6.5 feet. Sideyard at northwest corner of development to be a minimum 14 feet.

August 19, 2025

Issue Date

Valid for 12 months from above date of issue.


Town Administrator

*This permit is hereby granted subject to all Zoning and Bylaw Regulations established and enacted by the Town of Kensington, Prince Edward Island.
*This permit is hereby granted conditional upon compliance with all other applicable Provincial and Federal Legislation and Regulations.
As of March 31, 2020 all construction projects, unless exempt by the Building Codes Act Regulations, are required to receive a Building Permit from the provincial government before commencing construction. It is the responsibility of the applicant to ensure they are in possession of any required permits. A copy of the Regulations and information regarding project exemptions can be found online at www.princeedwardisland.ca. If, after reviewing this information, you are still unsure as to whether or not a Building Permit is required, you can contact Inspection Services at 902-368-5280 for more information.

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO

FROM: GRAEME YOUNG, ACTING CUC MANAGER

DATE: SEPTEMBER 3, 2025

SUBJECT: AUGUST 2025- CREDIT UNION CENTRE REPORT

ATTACHMENT: STATISTICAL REPORT

August 2025

Fitplex

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

Arena

Annual Harvest Festival

Arena Maintenance

- Black and MacDonald fixed brine line header connection leaks in late August and all is good.
- Zamboni repairs were completed by Bells Irving and new Zamboni is scheduled for delivery in mid November, about a month later than we were initially told when we placed the order back in January 2025.
- Ice plant start up schedules for September 6, 2025 by Black & MacDonald with ice to be ready for September 15, 2025.

Kensington Cash Draw

- **August 7 \$158.00**

- **August 14 \$156.00**
- **August 21 \$154.00**
- **August 28 \$154.00**

Ball Fields

- Kensington Legion Rec ball tournament – August 9
- Minor baseball ends September 5, 2025 for the season & Rec League ball around mid September

Senior Center

- Nothing to report

Tennis \ Pickleball Courts KISH

- Nothing to report

CUC Property

- Ball Hockey and Skate Park are open and being used. Kensington Nature Trails are open and available to use with ongoing Trail maintenance in progress. Central Region Sport & Recreation hosting a weekly ball hockey morning outside in the CAGE.
- In the process of hiring rink & gym staff for Fall & Winter

Upcoming Events

- Weekly Washer Toss League every Wednesday nights at Alysha Toombs Memorial Park
- Kensington Legion Rec ball Tournament – September 6th

Town of Kensington Credit Union Centre Monthly Statistical Data

2025

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	252	260	267	271	279	273	258	242					2102
Attendance	1457	1520	1700	1625	1673	1589	1183	1115					11862
Day Passes Sold	11	12	14	12	13	16	17	14					109
Memberships Sold	36	38	35	30	29	16	15	14					213
Monthly Payment Memberships	92	92	90	88	91	95	93	90					731
Arena													
Hours Rented	185	175	163	53	16.5	0	15	0					607.5
Preschool (Free)	4	4	3	0	0	0	0	0					11
Adult Skate	4	4	3	0	0	0	0	0					11
Donated Ice Time	0	0	0	0	0	4	8	0					12
Total Hours Rented	193	183	169	53	16.5	4	23	0					641.5
Storm Days	2	2	2	0	0	0	0	0					6

2024

[illegible]

Credit Union Centre Sloar Panel Monthly Performance Summary

Month	kWh Produced	Dollar Value (Savings)	Cumulative kWh	Cumulative Savings
January-25	1680	218.40	1680	218.40
February-25	5502	715.26	7182	933.66
March-25	6031	784.00	13213	1717.66
April-25	5445	707.88	18658	2425.54
May-25	6020	782.60	24678	3208.14
June-25	6535	849.59	31213	4057.73
July-25	6142	798.47	37355	4856.20
August-25	6758	878.59	44113	5734.79

**Report based on online portal infromation.

**Maritime Electric Information not used in the formulation of the report.



Mayor's Report to Town Council

September 5, 2025

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

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

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 agendas (along with supporting information) are emailed to the County Line Courier, Journal Pioneer, CTV, and CBC on Friday afternoon prior to the meetings.

National Acadian Day – I had the pleasure of attending the National Acadian Day celebrations in Charlottetown on August 15th. This was a fantastic celebration of Acadian culture. I would like to express my thanks to Société Nationale de l'Acadie in partnership with SAF'Île and the Carrefour de l'Isle-Saint-Jean for the invitation.

Kensington DiverseCity Festival – The second annual edition of the DiverseCity Festival on August 17th was another great success. I met several people who visited our town specifically to enjoy the display of cultures. Thank you to our staff and Immigrant and Refugee Services Association PEI for their efforts that resulted in a great day for all.

Kensington Harvest Festival – Our staff worked tirelessly to ensure the 2025 edition of the Harvest Festival was a success. I want to take this opportunity to thank all the staff and volunteers who made the festival a success!

Under the Spire Music Festival – I had the opportunity to attend a couple performances at the Under the Spire Music Festival this summer and wanted to highlight what a treasure we have in our community. The festival organizers have done a wonderful job again this year in booking great artists and draw great crowds of locals and visitors to their performances.

Dry Weather – Last month in my report I noted the need for water conservation due to the very dry conditions we are experiencing. I was pleased to see local media highlight this in a story, and I am pleased to report that since that time, we have noticed a small reduction in the amount of daily water used in the Town. I would encourage everyone to continue to be mindful of their water usage as our wellfield has not seen any replenishment in several weeks.

Kensington Volunteer Fire Department Annual Appreciation Dinner – I would like to reiterate my comments at the Appreciation Dinner regarding the deep gratitude we all owe our firefighters. Thank you to



all those who contributed to making the event a special evening

CAO Geoff Baker – I would like to take this opportunity to thank Mr. Baker for his eighteen years of service to the Town of Kensington as he moves on to a new challenge. Mr. Baker has been here since before I first entered Municipal government and has been a great resource, a wealth of knowledge and a friend to me. We will miss your guidance and leadership at Town Hall. I wish you great success in your new role closer to home.

CUC Manager Robert Wood – I have been informed that Robert Wood will not be returning to manage the Credit Union Centre after September 30th. I would like to thank Robert for his 25 years of service. He has been a great supporter of local sport and events, and we will miss his experience. On behalf of Town Council and residents I would like to wish him well in his future endeavours.

I want to extend my sincere appreciation to all members of our town team, including staff at Town Hall, the Police Department, Public Works, Water and Sewer, the Fire Department, Credit Union Centre, and the EVK Memorial Pool, for their unwavering commitment and hard work. This summer brought its share of challenges, yet time and again, I've witnessed our people step up with resilience and professionalism. We are truly fortunate to have such dedicated individuals serving our community.

Jeff Spencer, Mayor
Town of Kensington

Town of Kensington - Request for Decision

Date: September 8, 2025	Request for Decision No: 2025-35
Topic: Adoption of Updated Code of Conduct Bylaw for Councillors - <i>Bylaw # 2025-01</i> – Second Reading and Formal Adoption	
Proposal Summary/Background: <p>Section 107 of the Municipal Government Act (MGA) requires all municipalities in Prince Edward Island to adopt a Code of Conduct Bylaw for members of Council. This obligation has existed since the MGA came into force in 2017 and was originally supported by the 2018 Code of Conduct Regulations. In response, the Town of Kensington adopted Bylaw #2018-04, which was designed to promote ethical conduct among elected officials, establish standards of behaviour, and provide guidance on matters such as conflicts of interest, gifts, and respect for staff and colleagues.</p> <p>In 2023, the Province of Prince Edward Island undertook a significant review of the Code of Conduct Regulations and enacted new regulations (EC2023-374), effective August 1, 2023. While the fundamental requirement to have a bylaw remained unchanged, the updated regulations introduced a substantially more prescriptive framework. They clearly define the minimum content of every municipal Code of Conduct and set out required processes for complaint handling, investigation, sanctions, and training.</p> <p>As a result of these updates, the Town’s current bylaw is no longer sufficient to meet the regulatory requirements. A new bylaw is required to ensure compliance with provincial law and to strengthen our local governance framework in line with modern expectations around transparency, accountability, and respectful leadership.</p>	
Benefits: <ul style="list-style-type: none">• The new bylaw ensures the Town remains in full compliance with the 2023 Code of Conduct Regulations enacted under the Municipal Government Act.• The bylaw clearly defines acceptable and unacceptable behaviours for Council members, contributing to a culture of mutual respect, professionalism, and ethical leadership.• Stronger protections for staff against harassment and inappropriate direction	

reinforce the distinction between political and administrative roles, promoting a healthier and more effective work environment.

- The bylaw provides a structured process for resolving conduct-related concerns, offering clarity to both complainants and respondents.
- Enhanced disclosure requirements and enforceable sanctions contribute to greater transparency and demonstrate Council's commitment to accountability, which can help build public trust.
- The mandatory training provision ensures that all members of Council have a shared understanding of their ethical obligations and responsibilities under the MGA and the Code.

Disadvantages:

- In the event that a formal complaint proceeds to third-party investigation, the Town may incur professional service costs.
- The implementation of the bylaw requires oversight, tracking of training completion, coordination with external investigators (if needed), and public posting of disclosures and decisions. This creates additional administrative responsibilities.

Discussion/Comments:

At the August 11, 2025 regular meeting of Town Council, first reading (and approval) was given to the proposed new Code of Conduct Bylaw (Bylaw #2025-01), a repeal and replacement of the Town's current Code of Conduct Bylaw.

The updated Bylaw was developed using the template provided by the Department of Municipal Affairs. This template was developed to reflect the detailed requirements of the new regulations and to ensure consistency across municipalities in the province. The Town's version has been customized to align with our established bylaw format, while fully adhering to the regulatory framework.

Several noteworthy improvements and structural changes are included in the updated bylaw:

1. Expanded Scope and Application

The bylaw now explicitly extends to Council committees and controlled corporations, where appropriate, ensuring that ethical expectations and accountability mechanisms apply to all related governance bodies. This reflects a broader understanding of how municipal decisions are made and

the influence of individuals beyond elected officials.

2. Complaint and Investigation Process

A new, clearly defined complaint and investigation process is introduced. It outlines who may file a complaint (any member of the public or municipal organization), establishes criteria for how complaints are assessed, and mandates timelines for investigation and Council response.

A third-party investigator must now be appointed for formal complaints that are not resolved through the informal resolution process. Their powers, duties, and procedures are clearly set out in the bylaw to ensure procedural fairness for all involved.

3. Respect for Staff and Others

While respect for staff was always a principle under the previous bylaw, the updated version incorporates stronger and more enforceable language.

Council members are expressly prohibited from bullying, harassing, intimidating, or attempting to direct staff contrary to policy or outside the scope of their legislative role. This serves to reinforce the role of staff as impartial public servants and to protect them from political interference or disrespect.

4. Mandatory Training

Members of Council must now complete mandatory Code of Conduct training within six months of being elected, re-elected, or appointed. Failure to comply may result in a loss of voting privileges or remuneration until the training is completed. This reinforces Council's responsibility to understand and uphold their ethical obligations.

5. Anonymous Complaints and Whistleblower Protections

The bylaw now acknowledges and permits anonymous complaints, provided there is sufficient information to investigate. Protections are also included to prevent retaliation against complainants or whistleblowers, in accordance with Regulation 12.

6. Sanctions and Enforcement

A comprehensive list of sanctions is included, aligned with Section 107(3) of the MGA. These include formal reprimands, apologies, suspensions, fines, and loss of compensation.

Importantly, any sanctions imposed must be accompanied by written reasons and are subject to public

disclosure, ensuring that enforcement actions are transparent and not arbitrary.

7. Public Disclosure of Financial Interests

The bylaw retains the requirement for Council members to file a disclosure of financial interests upon taking office and whenever their situation changes.

It now mandates that a summary of these disclosures be made available to the public, supporting transparency and public trust in municipal decision-making.

Overall, the new bylaw reflects a stronger commitment to fair process, ethical governance, and mutual respect among Council members, staff, and the public. It also provides clearer expectations and consequences, helping to minimize ambiguity and the risk of politicized disputes.

Options:

1. Give second reading, approval and formal adoption of the updated bylaw.
2. Refer the bylaw back to staff with specific directions for revision or clarification.

Costs/Required Resources:

The financial implications of the updated bylaw are minimal under normal operations. However, should a formal investigation be required, costs associated with engaging a third-party investigator may arise. These are discretionary and situational, and the municipality retains control over the scope and appointment of any investigator.

Administrative responsibilities, including the coordination of mandatory training, public posting of disclosures and sanctions, and complaint intake, will be carried out by the Chief Administrative Officer in accordance with the provisions of the bylaw.

Source of Funding:

N/A

Recommendation:

That Council give second reading, approval of first reading, and formal adoption to Bylaw #2025-01 as presented.

Proposed Resolutions:**Resolution 3 – Second Reading**

WHEREAS Subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1, provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of Council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner, understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

AND WHEREAS the bylaw was read and approved a first time at a regular meeting of Town Council held on August 11, 2025;

BE IT RESOLVED THAT the Council of the Town of Kensington hereby gives second reading to Bylaw #2025-01, being a bylaw to establish a Code of Conduct for Members of Council.

Resolution 4 – Approval

WHEREAS Subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1, provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of Council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner, understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

AND WHEREAS the bylaw was read and approved a first time at a regular meeting of Town Council held on August 11, 2025;

AND WHEREAS the bylaw was read a second time at this meeting;

BE IT RESOLVED THAT the Council of the Town of Kensington hereby approves Bylaw #2025-01, being a bylaw to establish a Code of Conduct for Members of Council.

Resolution 5 – Formal Adoption

WHEREAS Subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1, provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of Council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner, understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

AND WHEREAS the bylaw was read and approved a first time at a regular meeting of Town

Council held on August 11, 2025;

AND WHEREAS the bylaw was read and approved a second time at this meeting;

BE IT RESOLVED THAT Bylaw #2025-01, being a bylaw to establish a Code of Conduct for Members of Council, be hereby formally adopted by Kensington Town Council.



A BYLAW TO PROVIDE FOR A CODE OF CONDUCT FOR MEMBERS OF TOWN COUNCIL

BYLAW 2025-01

A BYLAW OF THE TOWN OF KENSINGTON, IN THE PROVINCE OF PRINCE EDWARD ISLAND, TO SET MINIMUM EXPECTATIONS FOR THE BEHAVIOUR OF MEMBERS OF COUNCIL IN CARRYING OUT THEIR FUNCTIONS AND MAKING DECISIONS THAT BENEFIT THE TOWN OF KENSINGTON.

WHEREAS Subsection 107(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Chapter. M-12.1., provides that a Council shall, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of council;

AND WHEREAS the elected officials of the Town of Kensington recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of Kensington desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council:

THEREFORE, the Council of the Town of Kensington, in the Province of Prince Edward Island, duly enacts this bylaw as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the “Code of Conduct Bylaw.”

2. Purpose

2.1. The purpose of this bylaw is to set minimum expectations for the behaviour of members of Council and Council Committees in carrying out their functions and making decisions that benefit the Town of Kensington.

3. Authority

- 3.1. Section 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires that a Council must establish a Code of Conduct bylaw to govern the conduct of members of Council.

4. Application

- 4.1. This bylaw applies to the Mayor and all members of Council. It operates together with, and as a supplement to, the applicable common law and the following statutes, any regulations or other delegated legislation made pursuant to them:
- (a) the *Municipal Government Act* and *Code of Conduct Regulations*
 - (b) the *Occupational Health and Safety Act Workplace Harassment Regulations*
 - (c) the *Criminal Code of Canada*
- 4.2. The bylaw, pursuant to Section 3 of the Regulations applies, as nearly as practicable, to Council Committee members and Directors of controlled corporations established by Council.

5. Definitions

- 5.1. In this bylaw, any word and term that is defined in the Municipal Government Act has the same meaning as in the Act.
- 5.2. In this bylaw,
- (a) “Act” means the *Municipal Government Act*.
 - (b) “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Kensington as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.
 - (c) “Confidential Information” means information that could reasonably harm the interests of individuals or organizations, including the municipality if disclosed to persons who are not authorized to access the information. This type of information includes, but is not limited to, privileged information, personal information, third party information, technical or financial information and any other information collected, obtained or derived for or from municipal records that must or may be kept confidential.
 - (d) “Council” means the Mayor and other members of the Council of the Town of Kensington.
 - (e) “Councillor” means a member of Council other than the mayor.
 - (f) “Family Member” means in relation to a person, a spouse, parent, child, brother, sister, aunt, uncle, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law of the person.
 - (g) “Municipality” means the Town of Kensington.
 - (h) “Person Closely Connected” means, in relation to a member of Council, a family member, an agent, a business partner or an employer of the member.
 - (i) “Regulations” means the Code of Conduct Regulations enacted pursuant to the Act.
 - (j) “Staff” means the Chief Administrative Officer (CAO) and all staff of the municipality, whether full-time, part-time, contract, seasonal or volunteers.

6. Interpretation

- 6.1. This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation and the definitions set out.

7. Periodic Review

- 7.1. Council shall, in accordance with Section 6 of the Regulations, review and update this bylaw at least once every five years from the effective date of this bylaw.

8. Training

- 8.1. In accordance with Section 4 of the Regulations:
- (a) the CAO shall arrange for training on the Code of Conduct for a council member elected, re-elected, or appointed to Council; and
 - (b) the member shall complete the training; and
 - (c) the CAO shall report to Council if a member fails or refuses to complete the training.
- 8.2. The training provided shall consist of the training course specified by the Regulations.
- 8.3. A member of Council who fails or refuses to complete the Code of Conduct training within the time specified shall not:
- (a) carry out a power, duty, or function as a member of Council;
 - (b) receive any remuneration; and
 - (c) be considered present at a meeting even if the member is physically present.

PART II – PRINCIPLES

9. Guiding Principles and Expectations

- 9.1. Members of Council are keepers of the public trust and must uphold the highest standards of ethical behaviour.
- 9.2. Members of Council have a duty to make decisions based on the best interests of the municipality.
- 9.3. Members of Council are expected to act lawfully and be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends, or business interests as a result of the member holding municipal office.
- 9.4. Members of Council must demonstrate and promote the principles of the Code of Conduct through their decisions, actions, and behaviour. Behaviour must build and inspire the public's trust and confidence in municipal government.
- 9.5. Members of Council must conduct public business efficiently and with decorum. They must always treat each other and others with respect.
- 9.6. Members of Council have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-

making processes and issues being considered, encouraging appropriate public participation, communicating clearly, and providing appropriate means for recourse and feedback.

9.7. Members of Council must adhere to the following principles and provisions:

- (a) Members of Council must serve, and be seen to serve, their constituents in a conscientious and diligent manner.
- (b) Members of Council must be committed to performing their functions with integrity and to avoid and/or disclose conflicts of interest, and the improper use of the influence of their office.
- (c) Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence.
- (d) Members of Council are obliged to question any request to act or make a decision that they think may be unethical or unlawful.
- (e) Members of Council must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council members must avoid conduct that is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse including derogatory language, or the adverse treatment of others.

10. Confidential Information

10.1. Members of Council must respect rules regarding confidentiality, disclosure, and access to all personal information in the control of the Town of Kensington pursuant to the Access to Information and Protection of Personal Information Bylaw.

10.2. No member of Council will:

- (a) disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- (b) use confidential information for personal or for the gain of any person closely connected as defined in the Act.
- (c) access or attempt to gain access to confidential information in the custody of the municipality unless it is necessary for the performance of their duties and is not prohibited by legislation, regulations, and Council policy.

11. Public Disclosure Statements

11.1. Pursuant to clause 107(2)(d) of the Act, all members of Council are required to file a Council Member Disclosure Statement with the CAO within thirty (30) days of being elected or appointed and update the Disclosure Statement annually by in accordance with clause 107(2)(e) of the Act.

11.2. The CAO shall post all Disclosure Statements on the municipality's website within 30 days of receipt from each member. The Disclosure Statement shall remain on the site until such time as an updated Disclosure Statement is filed or the individual is no longer a member of Council.

11.3. A Public Disclosure Statement shall not include specific details about a member of Council's personal financial matters such as salary, the value of holdings or other specific personal financial information.

12. Gifts and Benefits

- 12.1. No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
- (a) compensation authorized under the Council Remuneration Bylaw;
 - (b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (c) a suitable memento of a function honouring the member of Council;
 - (d) food, lodging, transportation, and entertainment provided by another government or by a conference, seminar, or event organizer where the member of Council is either speaking or attending in an official capacity at an official event;
 - (e) food and beverages consumed at banquets, receptions, or similar events;
 - (f) communication to the offices of a member of Council, including subscriptions to newspapers, and periodicals; and
 - (g) sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.
- 12.2. No member of Council shall accept the use of property or facilities at less than fair market value.
- 12.3. No member of Council shall provide property, goods, and services to the municipality at higher than fair market value.

13. Use of Municipal Property, Equipment and Services

- 13.1. No member of Council shall use, or request the use of, municipal staff services, municipal equipment, services, supplies or other municipally owned materials or any municipal property unless item or service is:
- (a) available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - (b) made available to the member of Council in the course of carrying out council activities and duties.
- 13.2. No member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally developed intellectual property.
- 13.3. No member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.
- 13.4. No member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of personal property to the municipality, except in compliance with the Act and the Town of Kensington Conflict of Interest Bylaw.

14. Improper Use of Influence

- 14.1. No member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

- 14.2. When a matter pertaining to the municipality is before any tribunal, members of Council shall not contact any tribunal members.

15. Respectful Workplace

- 15.1. All members of Council have a duty to treat other Council members, municipal employees, and the public appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.
- 15.2. All members of Council shall encourage public respect for the municipality, its employees, and its bylaws.
- 15.3. All members of Council must respect the decision(s) of Council when a decision has been made.
- 15.4. While respecting the right to have contradictory positions and opinions, all members of Council shall avoid any words or actions that are unduly critical or derogatory to other members of Council, staff, or the municipality's official position on any topic.

16. Interactions of Council with Staff and Service Providers

- 16.1. No member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- 16.2. Members of Council shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- 16.3. Members of Council must not direct or influence, or attempt to direct or influence any municipal staff, except the CAO, in the exercise of their duties or functions.
- 16.4. Pursuant to subsection 93(7) of the Act, members of Council or a Council Committee may communicate directly with an employee to obtain or provide information.
- 16.5. Members of Council must not make public statements attacking or reflecting negatively on the Town of Kensington staff or invoke staff matters for political purposes.

PART III – COMPLAINTS

17. Breaches, Complaint Handling, and Internal Resolution

- 17.1. Any person who is, in the opinion of the CAO, an affected person may file a complaint concerning an alleged breach of the Code of Conduct bylaw.
- 17.2. Members of Council are to abide by the requirements of this Code of Conduct bylaw and shall endeavour to resolve disputes in good faith.
- 17.3. Alleged breaches of this Code of Conduct bylaw by a member of Council shall be submitted in a written complaint addressed to the Mayor and/or the CAO within three (3) months of the complainant becoming aware of the last alleged breach.
- 17.4. The written complaint shall be delivered to the CAO using Schedule A, who, upon receiving the complaint, will report to the Mayor.

- 17.5. If the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor and CAO.
- 17.6. In the event both the Mayor and Deputy Mayor are the subject of, or are implicated in a complaint, or a majority of Council is the subject of or implicated in the complaint, Council shall commence the formal resolution process.
- 17.7. In the event both a member of Council and the CAO are the subject of, or are implicated in a complaint, Council shall commence the formal resolution process.
- 17.8. In the following cases, the CAO shall report to Council and the Council shall commence the formal resolution process:
- (a) If, in the opinion of the CAO, the nature of the complaint makes it unsuitable for the informal resolution process,
 - (b) The CAO is unable to determine the validity of the complaint,
 - (c) The CAO is unable to determine if an individual could be considered an affected person.
- 17.9. Before commencing the formal internal resolution procedure specified below, the member(s) of Council who allegedly breached this Code of Conduct bylaw will endeavour to resolve the matter informally in a courteous and respectful manner, recognizing that they have been elected to represent the best interests of the municipality.
- 17.10. If the alleged breach cannot be informally resolved, the Mayor will facilitate discussion between the parties.
- 17.11. If the matter is not satisfactorily resolved after mayoral facilitation, Council will commence the formal internal resolution process by having Council appoint an independent third-party investigator who has the necessary professional skills, knowledge, and experience to carry out the role and investigate the complaint in a fair and objective manner.
- 17.12. If the Mayor is involved in the alleged breach of the Code of Conduct bylaw, the Deputy Mayor shall assume the role of the Mayor in the facilitation process and the appointment of any third-party investigator.
- 17.13. All deliberations regarding alleged breaches of the Code of Conduct bylaw shall be conducted in confidence.

18. Investigations

- 18.1. If a third-party investigator is appointed, the parties:
- (a) Shall provide reasonable assistance to the investigator if requested; and
 - (b) Must participate in good faith in the investigation.
- 18.2. The role of the investigator is to:
- (a) Consider the alleged breach of the Code of Conduct and any accompanying evidence;
 - (b) Determine whether the complaint is frivolous or vexatious and dismiss the complaint on that basis;
 - (c) Ensure that the parties involved are given an opportunity to be heard by the investigator;
 - (d) Explore if the alleged breach can be resolved between the parties without making any findings; and

- (e) Failing resolution between the parties, the third-party investigator will provide an investigation update within ninety (90) days of their appointment to Council, and to the complainant and the respondent.
- 18.3. The third-party investigator will provide a written, confidential report of the findings of the investigation, including whether there has been a breach of this Code of Conduct bylaw, to the Council, the complainant, and the respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Code of Conduct.
- 18.4. Upon receipt of the investigation report, Council will, in accordance with the Regulations do the following at its next meeting of Council:
- (a) Close the meeting to the public and review the report;
 - (b) When the review is finished, re-open the meeting to the public and hold a vote for the following purposes:
 - i. To determine if the member breached the code of conduct, and if no breach has occurred, to dismiss the complaint by resolution; or
 - ii. To determine the appropriate sanction if any.

19. Sanctions

- 19.1. The principles of natural justice must be observed during the independent investigation. The member of Council who is the subject of an alleged breach must be given all relevant information regarding the allegation and an opportunity to respond and be supported if the member so desires.
- 19.2. Any member of Council who alleges a breach of the Code of Conduct must not be disadvantaged because of such action.
- 19.3. Council shall consider the following when deciding whether to impose a sanction for a breach of the Code of Conduct bylaw:
- (a) Whether the breach was intentional or inadvertent;
 - (b) The nature of the breach, including the number of occasions the breach occurred and the length of time the activity or conduct that constituted the breach lasted;
 - (c) Whether the member took any steps to remedy the breach or mitigate the consequences of the breach;
 - (d) Whether the member previously breached the Code and the circumstances of that breach;
 - (e) Whether the member has previously refused to comply with a sanction for a breach of the Code of Conduct bylaw; and
 - (f) The recommendation(s) of the investigator.
- 19.4. Council may, in accordance with subsections 107(3) and (4) of the Act and Section 5 of the Regulations:
- (a) Reprimand the member of Council for a breach of this Code of Conduct Bylaw;
 - (b) Suspend the member in respect of their services as a member of Council for a period not to exceed:
 - i. Six months, or
 - ii. the expiry of the member's term of office,

whichever occurs first.

- (c) Request a written apology to Council, the complainant, or both;
 - (d) A requirement that the council member attend training as recommended by Council;
 - (e) Impose a fine of not more than \$500;
 - (f) Reduce or suspend the Council member's compensation as provided for under subsection 82(2) of the Act;
 - (g) Impose any other sanction that is recommended by the third-party investigator, other than sanctions prohibited by the Act;
 - (h) Any other sanction that may be provided for in the Regulations as they are amended from time to time.
- 19.5. In accordance with subsection 2(6) of the Regulations, a majority of members present and voting at the meeting must affirm a resolution to sanction the member.
- 19.6. A member who is sanctioned by Council for a breach of the Code of Conduct bylaw shall comply with the terms of the sanction within the time specified by Council.
- 19.7. All sanctions by Council shall be made by resolution at a public meeting of Council.
- 19.8. The CAO shall, where a member has been sanctioned by Council under clause 2.1.a of the Regulations, post notice of the sanction on the municipality's website within seven (7) days of the sanction being announced and ensure the notice remains on the website for the term of the sanction or thirty (30) days, whichever is greater.
- 19.9. In accordance with subsection 5(4) of the Regulations, a Council member suspended pursuant to 26(1)(d) shall not, during the period of the suspension:
- (a) Sit on Council, a Council Committee or the Board of Directors of a controlled corporation or other entity established by the municipality; or
 - (b) Receive any remuneration, allowance or other sum from the municipality or controlled corporation or other entity referred to in clause 9(a).
- 19.10. A member or members of Council who are the subject of the complaint shall not take retaliatory actions or attempt to influence others to act against the complainant.

20. Repeal of Existing Bylaw

- 20.1. On adoption, this bylaw replaces Bylaw # 2018-04.

21. Effective Date

- 21.1. This Code of Conduct Bylaw, Bylaw# 2025-01, shall be effective on the date of approval and adoption below.

First Reading:

This Code of Conduct Bylaw, Bylaw# 2025-01, was read a first time at the Council meeting held on the _____ day of _____, 2025.

This Code of Conduct Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

Second Reading:

This Code of Conduct Bylaw, Bylaw# 2025-01, was read a second time at the Council meeting held on the _____ day of _____, 2025.

This Code of Conduct Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

Approval and Adoption by Council:

This Code of Conduct Bylaw, Bylaw# 2025-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

Signatures

Jeff Spencer, Mayor

Geoff Baker, CAO

This Code of Conduct Bylaw, Bylaw # 2025-01 adopted by the Council of the Town of Kensington on ____ (date) _____ is certified to be a true copy.

Geoff Baker, CAO

Date

Schedule A – Code of Conduct Complaint Form

This form shall be filed within **3 months** of the complainant becoming aware of the alleged breach. Complainants are encouraged to report incidents as soon as possible.

If an informal resolution was not attempted as you feel it is inappropriate for your complaint, please be sure to indicate this below.

Alleged violations should be reported in good faith, where the person making the complaint reasonably believes they have information that can show a violation has been committed.

The following sections must be completed to enable review:

- **Complainant Information**
- **Incident Report**
- **Informal Resolution Report** (may not be appropriate for all complaints)

If additional information needs to be included under any section of this form, this information can be completed on a separate document and attached to the form.

This document, once completed, must be submitted to the Chief Administrative Officer (CAO). The CAO will process all complaints and may recommend dismissal, informal resolution process, mayoral mediation, or formal resolution process.

This document, once completed, must be stored in such a manner to protect the confidential nature of the contents.

COMPLAINANT INFORMATION
(Required Section)

Full Name:

Last Name

First Name

Position (if any):

Phone Number:

Address:

Address

Community

Postal Code

Email (Optional)

Signature:

INCIDENT REPORT (Required Section)
--

Who Committed the Alleged Violation?

Full Name: _____

 Last Name First Name

Position: _____

First Name

(Mayor/Deputy Mayor/Council/Council Member/Committee Member)

(Mayor/Deputy Mayor/Council/Council Member/Committee Member)

<p>Witness Information</p> <p><i>Include the names, position titles, and contact information, if applicable/available, for anyone who may have observed or have information regarding the alleged violation.</i></p>

Details of the Alleged Violation	
Provide as much detail as possible regarding the facts of the situation.	

Description of the violation (section of municipal by-law violated, what was observed, who was involved, what was said or happened), including any background/context:
<p>On 11/11/2023, a complaint was received from a resident of the City of Mississauga regarding a noise complaint from a residential property located at 1234 Main Street, Mississauga, Ontario. The complaint stated that the property was emitting a loud, persistent noise that was interfering with the quality of life of the residents in the area.</p> <p>The complaint was received by the City of Mississauga's Noise and Vibration Department, which is responsible for investigating and resolving noise complaints. The department conducted an investigation on 11/11/2023 and found that the noise was being emitted from a residential property located at 1234 Main Street, Mississauga, Ontario. The noise was identified as a loud, persistent noise that was interfering with the quality of life of the residents in the area.</p> <p>The investigation found that the noise was being emitted from a residential property located at 1234 Main Street, Mississauga, Ontario. The noise was identified as a loud, persistent noise that was interfering with the quality of life of the residents in the area.</p>

When and where did this situation happen (dates, times, and locations)?

Date of Violation: _____

Additional Details:

Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):

--

DISCLOSURE DETAILS

(Optional Section)

What was happening before the situation occurred?**Did anyone respond or react to the situation (who responded, what did they say or do)?****INFORMAL RESOLUTION REPORT**

(Required Section)

An informal resolution attempt includes a conversation between the individuals involved in the complaint, and, if necessary, the Mayor.

If your complaint is unsuitable for an informal resolution attempt, please indicate that here.

Describe the steps taken to resolve the conflict:**How did the respondent react?****Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):**

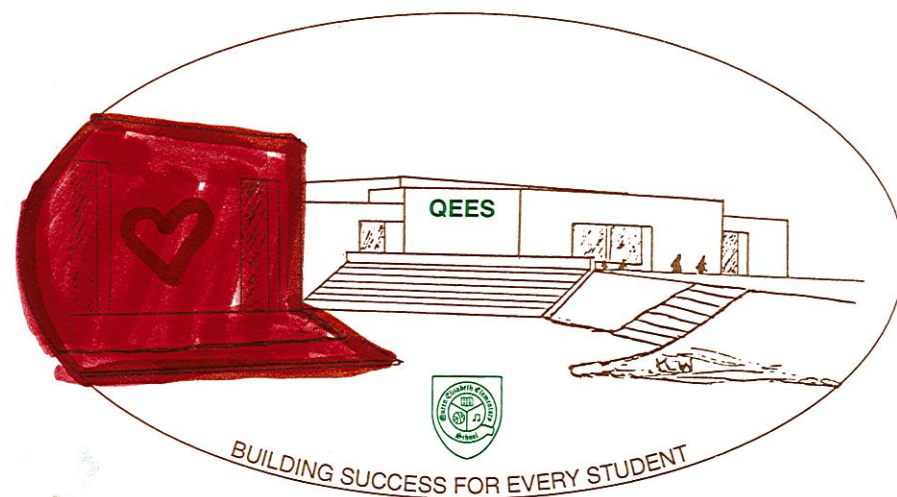
FOR COMPLETION BY THE CAO

Respondent Information (for intake reviewer's reference only):

Date Received: _____

CAO Signature: _____

Thank you 
for  the
donation! 


BUILDING SUCCESS FOR EVERY STUDENT
**QUEEN ELIZABETH
ELEMENTARY SCHOOL
KENSINGTON, P.E.I.**

MADE WITH PAPER FROM
WELL-MANAGED FORESTS

Hallmark



THANK YOU

2025

Dear Town of Kensington, thank
you very much for the
deserving student award it will
help me significantly as I start
the first year of my engineering
degree at UNBSJ in the fall

Sincerely, Nolan Cask



Join us for an inspiring afternoon at the Harbourfront Theatre on September 20th, from 2-4 pm, to support the Terry Fox Foundation. Doors open at 1:30. PLEASE NOTE THIS EVENT IS FREE OF CHARGE, BUT REQUIRES REGISTRATION. LINK IS BELOW.

This special fundraising event will feature an exclusive talk with Fred Fox, Terry's older brother, who will share personal stories and memories of his brother and the legacy he created. This is a rare opportunity to hear firsthand about the journey that has touched millions of lives and continues to inspire people around the world.

In addition to the talk, we will also have a silent auction and Terry Fox merchandise available for purchase. All proceeds will go directly to the Terry Fox Foundation's mission to fund innovative cancer research.

Don't miss this chance to be a part of Terry's legacy and help us continue the fight against cancer. We will be collecting donations for the Terry Fox Foundation during the event.

[**Click Here to Register**](#)

Use this space to add text, images, dividers, and more.