



Village of Kingston
671 Main Street PO Box 254
Kingston NS B0P 1R0

ph 902 765-2800
fx 902 765-0807

April 13, 2011

Chairman T. Beardsley
Commissioner M. Armstrong
Commissioner D. Beaman
Commissioner B. Beardsley
Commissioner L. Reid

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled at 7:00 pm Thursday, April 14, 2011 at the Kingston Village Office.

Yours Truly,

Greg Towne
Clerk/Treasurer



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REGULAR COMMISSION MEETING APRIL 14, 2011

AGENDA

1. Review of Minutes of Meeting held March 10, 2011 (attached)
2. Business Arising from the Minutes
3. Presentation – Volunteer of the Year
4. Presentation – 2011/12 Proposed Operating and Capital Budgets (to be distributed)
5. Warden Brothers
6. Presentation – Fountain
7. Committee Reports
 - 7.1. Wastewater
 - 7.2. Public Works
 - 7.3. Recreation
8. Report – Village Tax Billing Process
9. Report – Village Tax Interest Rates
10. Commissioner Reid – Sewer Refund
11. Correspondence



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MARCH 10, 2011

COMMISSION:

Tom Beardsley – Chairman
Martha Armstrong
Brad Beardsley
Lorne Reid
Doug Beaman

Greg Towne – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

1. OPENING

Chairman Beardsley called the meeting to order at 7:00pm.

2. REVIEW OF MINUTES

Chairman Beardsley asked for a review of the February 10, 2011 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER REID AND COMMISSIONER ARMSTRONG THAT THE COMMISSION APPROVE THE MINUTES OF FEBRUARY 10TH, 2011 AS PRESENTED. MOTION CARRIED.

3. BUSINESS ARISING FROM THE MINUTES

Clerk stated a list of concerns was sent to the Department of Transportation and Infrastructure Renewal and that there is a new Area Manager in place who would have to be updated on the Village's concerns. Staff is also trying to coordinate a meeting with Joe Crowell, Traffic Authority Supervisor with DTIR to discuss speed limit concerns within the Village. Chairman Beardsley requested an invitation be extended to the Village of Greenwood for this meeting.

Commissioner Reid reported he had attended an informal Hotel Feasibility Study meeting on Monday, February 14th, 2011 at the Kings Regional Development Agency office in Kentville with the Village of Greenwood, Kings County and the consultant firm. The consultant firm stated they were looking into suitable land possibilities and would keep interested parties informed of the progress.

4. PRESENTATION – ECONOMIC & BUDGET UPDATE

Clerk presented the economic update which included an improved economic outlook compared to previous periods but that economic recovery is still fragile. There are also concerns with recent events which may cause inflationary pressures. Provincial and Federal governments are experiencing significant deficits which would cause constrained spending and reductions to other areas. The provincial budget may have a negative impact on Municipal units which would trickle down to Villages and affect their funding requests to the County.

The budget goals are to maintain existing service levels, continue to incorporate efficiencies, improve customer service and communications, incorporate proactive infrastructure renewal plans, and prepare for current and future years with regard to appropriateness of rates, strategic planning and adequacy of reserves.

Village priorities for the current year include continued work on the long-term capital and maintenance plan, funding ventures with the Municipality, improved relationship with the Department of Transportation, continuation of policy development and the incorporation of Kingston Recreation within the Village.

The budget outlook for 2011/12 involves a change in the Provincial assessment cap of 2.9% over 0% the previous year. The overall assessed values on residential properties has increased by 5.7%, while assessment on commercial properties has decreased by 3.6%.

The budget pressures facing the Village are environmental standards and compliance for the wastewater system, Village assets are approaching expected lifespan, improving preventative maintenance, project management challenges and capital cost share funding.

Clerk presented budget goals which include a continuing plan towards fiscal sustainability, the integration of commission priorities within fiscal constraints, appropriate and stable tax and sewer rates, proactive planning, improved partnerships and cooperation, adequacy of reserves, capital replacement and funding.

The budget procedure will include a presentation to the public at the April 14th Commission meeting with no deliberations. Copies of the budget will be distributed to the public at the office, the library, municipal units and various organizations. On April 28th at a special Commission meeting there will be an opportunity for public deputations and budget deliberations. Budget will receive final approval after additional deliberations at the May 12th Commission meeting.

5. COMMITTEE REPORTS

Wastewater, Public Works, and Recreation reports were received as presented.

6. SECOND READING – BY-LAW #1 – ELECTION BY-LAW

Clerk stated a change was necessary to the first reading which would include holding Nomination Day on the third Wednesday preceding Election Day rather than the second Wednesday. This change would allow more time between Nomination Day and Election Day to advertise to the public. The Commission approved this minor change.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER BEARDSLEY THAT THE COMMISSION GIVE FINAL READING TO BY-LAW #1 BEING THE ELECTION BY-LAW OF THE VILLAGE OF KINGSTON. MOTION CARRIED.

7. UPDATE - APPLE BLOSSOM COMMITTEE

Clerk stated even after a newsletter was sent to all Village residents seeking volunteer support for the Apple Blossom Committee as well as a front page local newspaper article and an advertisement on the Village website the Village did not receive sufficient support.

ON MOTION OF COMMISSIONER ARMSTRONG AND COMMISSIONER BEAMAN THAT THE VILLAGE FORMALLY WITHDRAW PRINCESS PARTICIPATION IN THE APPLE BLOSSOM FESTIVAL DUE TO A LACK OF SUFFICIENT VOLUNTEER BASE. MOTION CARRIED.

8. DISCUSSION – SUMMER USAGE OF WESTERN KINGS ARENA

Commissioner Reid asked the Commission if they wanted, for budgeting purposes, to renew the Memorandum of Understanding with the Western Kings Arena with the Village operating the arena during non ice time.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER ARMSTRONG THAT THE COMMISSION APPROVE THE USAGE OF THE WESTERN KINGS ARENA DURING SUMMER 2011 AND TO INCLUDE IN THE 2011/2012 OPERATING BUDGET. MOTION CARRIED.

9. ADJOURNMENT

As there was no further business to discuss, the meeting adjourned at 8:30pm.

COMMISSION CHAIRMAN

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**

Date: **April 11, 2011**

Re: **Environmental Services Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

REVIEW

Received 2 new pumps from ITT Flygt ordered through the capital budget. Pumps sent were 600 volt pumps and had to be sent back to Bayers Lake industrial park to change out stators from 600 to 208 volt. Staff was communicating 208 volt initially but did not notice pump was 600 volt in final revised quote received before order was made.

Called to rental complex across the street from old NSLC. Plumbers could not remove blockage in sewer line outside of building. Staff retrieved sewer rods and auger tools and cleared blockage. Blockage was out close to sewer main easement line.

March 19 - Called out to lift station on Brookside Dr. Both pumps had to be pulled and rags removed from impellers. March 23 used Loomers high pressure flush trucks to cleaned lift station and section of main sewer line on Kalley Lane that had blockage in early March.

Easement line that was installed by Terra Nova Developments in Champlain Heights subdivision was pressure tested as per routine inspection. Section between road and first manhole on easement held pressure good. Next section that has 3 laterals for the 3 lots provided by easement would not hold pressure. Instructed by staff, owner was asked to video this section. Video was observed by staff and there was no evidence of broken pipe or bad connections. Air loss is likely being lost on laterals and video was viewed as satisfactory.

Treatment plant has endured very high flows in the month of March with spring thaw and the melting of snow. Some homes also have sump pumps illegally hooked up to sewer line that leaves house. This also contributes to high flows. Staff experienced

some trouble with clarifier sludge pumps, but other than that, treatment plant maintained compliance.

Proficiency testing (PT) is complete for treatment plant lab for the March study, and results have been submitted for April 15th study deadline. Next PT test study will be in October.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**

Date: **April 11, 2011**

Re: **Public Works Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

REVIEW

Started the clean-up of areas that were affected by the early December windstorm and the heavy snow storm that followed 3 weeks later. Creek beyond bridge at Stronach Park was littered with branches and parts of trees left by the arbourist that could not be retrieved at the time because of the flooding of the creek bed. Branches were hauled out, chunked up and hauled away.

Decision was made to remove duck compound at Stronach Park. Fenced in area had sustained some damage from falling trees and the future of the supply and winter care of the 6 domestic ducks we get every year is somewhat in limbo, and the fact we have regular visitors of ducks and unique birds to the pond every year.

The wooded area behind the bandstand was also littered with fallen trees and big branches. Brush and trees were hauled out chunked up and hauled away.

Timbers and old boards left around public works barn were removed, along with old sliding wood door. Area had a lot of sand on grass area that had to be cleaned up from fill hauled in to fill in barn foundation.

Sidewalk snow removal is over for the season for the most part, and after MT Trackless end of winter maintenance is complete, unit complete with blower will be stored at public works barn. The V-plough for sidewalks and the three-point hitch blower have also been taken to the barn. This will free up more space in truck bay.

Fountain pump motor was ordered for carnival style fountain. Fountains are usually installed just before Apple Blossom Festival, but with an early start on spring clean-up, fountains should be installed by the end of April.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **March 8, 2011**

Re: **Recreation Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

BACKGROUND

KINGSTON ADULT PROGRAMMING

Adult morning Skate program at the Kingston Rink from 10:30 – 11:30am each Tuesday & Thursday. This program has concluded but was very successful. We would like to define a way of making this program financially sustainable. Glen has collected contact information from the majority of the participants in order to make the transfer of information easier come next fall. This program has generated over \$4,000.00 towards the arena

LOCAL SCHOOLS – DAILY PHYSICAL ACTIVITY

Afterschool programs at Kingston School:

- Volleyball - Wednesdays 3:15 – 4:30pm – Currently we have between 10-12 children participating each week
- Snow Play – Outdoor Sledding & Snowshoeing at Kingston School for grades 4-5 has completed.
- Running Club to begin at Kingston School in the near future.

PineRidge Middle School:

- Intro to Golf – Mondays afterschool with Gerry & Chad McMillan – we have sent home permission slips in order to transfer the program to Paragon Driving Range.
- Jazz/Hip Hop Dance on the stage at Pineridge afterschool Thursdays with Rebecka Hendrickson from DansXpress continuing.

PINERIDGE MIDDLE SCHOOL – FRIDAY SKATING

Friday Skating with PineRidge School is finishing up this Friday. This is a great initiative which ran very smoothly and was a terrific option to maintain physical activity for the

kids. This program also brought in close to \$1,000.00 for the arena and we are planning on continuing this program next year.

SUMMER STUDENT FUNDING

- Federal Summer Student Funding program applications are in and we are currently waiting for a reply. Preliminary summer planning has begun with summer student resumes coming in.
- Glen attended a Summer Senior Staff Training planning session on Thursday April 7th.

WESTERN KINGS ARENA

- Application for the RBC Play Hockey Grants has been submitted with no reply at this time.
- Glen has been attending the monthly Arena meeting on Monday April 11th at the Arena.

MARCH BREAK DAY CAMP

March Break Day Camp was March 14th – 18th. We hired a WKHS student to work for the week with Glen, her name is Kaley Macintosh. Attendance grew as the week progressed; Monday we had 9 participants growing progressively to 15 participants by Friday.

WEST KINGS HIGH SCHOOL

Glen is working with the West Kings High School to continue the BAM initiative which attempt to engage teens to take promote physical activity programs within their school during lunchtime and free times. There was a meeting on Tuesday March 8th at 12 noon.



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REPORT TO VILLAGE COMMISSION

From: **Greg Towne, Clerk/Treasurer**

Date: **April 8, 2011**

Re: **Village Tax Billing Process**

RECOMMENDATION

THE VILLAGE COMMISSION AUTHORIZE TWO TAX BILLINGS FOR THE 2011/12 TAX YEAR SUCH THAT THE FIRST BILLING BE CALCULATED AT 50% OF CURRENT YEAR ESTIMATED TAXES TO BE ISSUED IN APRIL, DUE MAY 31, AND THE SECOND BILLING TO BE CALCULATED AT 100% OF THE 2011/12 LEVY, LESS PAYMENTS MADE RELATIVE TO THE FIRST INTERIM BILLING, ISSUED IN AUGUST, DUE SEPTEMBER 30.

DISCUSSION

The purpose of this report is to provide information and seek the Commission's approval for the tax due dates and the method of tax calculation. Set the dates and method of billing is required every year.

Section 111 & 112 of the Municipal Government Act gives the Commission authority to issue interim tax bills and states the method of calculation to be used in preparing these bills and requires Commission to set the due dates for the year.

There are two methods of issuing interim bills in May; either as half of the prior years bill or half of the current assessment at the previous tax rate, also known as estimated taxes (as the tax rate is not established until the AGM in May, it is not possible to incorporate the new rate in the May bill.) Both methods are suitable; however there are several advantages to issue based on the estimated taxes method.

- Ratepayer payments are smoothed between the two bills. Under the half of previous year interim bill calculation methodology, new assessment accounts, new construction sales, existing sales/cap removal, and current year assessment increases are not accurately reflected on the interim billing as the billing is based on the prior year total taxes and does not take into account any assessment values from the current assessment roll. As a result, the subsequent final bill can be, at times, substantially larger. Changing the calculation to 50% of the current

year estimated taxes would enable revenue staff to bill the April interim on new accounts, sales and new assessments from the January assessment roll using prior year tax and area rates.

- Improved Village cash flow. Using the estimated taxes method, the variances between the April and August bills aren't as dramatic and allows for improved cash flow management for the Village.



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REPORT TO VILLAGE COMMISSION

From: **Greg Towne, Clerk/Treasurer**

Date: **April 8, 2011**

Re: **Village Interest on Taxes**

RECOMMENDATION

IT IS RECOMMENDED THAT THE INTEREST RATE FOR OVERDUE TAXES BE SET AT 1% PER MONTH COMPOUNDED FOR 2011/12.

DISCUSSION

Section 113 of the Municipal Government Act allows the Commission to charge interest for non-payment of taxes when due.

There were several factors when determining the interest rate on outstanding balances, including:

- General discussion on charging interest on outstanding tax balances,
- Matching the interest rate to mirror the amount charged by the County, and
- The fiscal impact on the Village.

When considering the interest rate to be charged on overdue taxes, there are a number of factors that impact on the decision to be made. The rate must provide an incentive for payment; otherwise, financially able ratepayers will choose to put their money elsewhere to achieve a greater overall financial position. Also, the rate must be fair so as not to impose undue hardship on those ratepayers who are financially unable to make timely payments.

An interest rate that is too low will put an additional burden on the tax rate to recover lost revenue (be it investment revenue or revenue from interest on overdue taxes). This results in penalizing the Village's ratepayers who do pay their taxes on time, as their timely payments help finance the additional costs incurred as a result of interest rates on overdue taxes being too low.

Finally, to facilitate the change from the County issuing tax bills to both units doing so, it makes sense for the Village to charge a similar interest rate, to ease the transition for residents.

FINANCIAL IMPACT

Staff have contacted other municipal units and done some preliminary work relating to interest charges on outstanding tax balances. Typically, a small proportion of ratepayers pay monthly amounts over the course of the year and carry an outstanding balance. Other ratepayers may be unable to pay by a certain due date.

In 2010/11, interest on overdue taxes totalled \$4,900; as it was the first year of the Village issuing its own taxes, ratepayers were more delinquent than would normally be expected. The budgeted amount for 2011/12 at the rate identified above is \$4,100.

Each $\frac{1}{4}$ percent increase would affect the budgeted amount by approximately \$750.

Consideration for Sewer Refund

1. Mr Rafuse of 779 Balsler Drive, has brought to my attention that he has overpaid his sewer charges from 1987 to 2003; and
2. Although the KVC corrected the error for subsequent billings, the commission did not offer any compensation for overpayment.

FACTS:

1. During this period, the sewer rate was charged as for 2 lots, since the properties were never combined and although the residence was located in the middle of both.
2. The actual charge should have been 1.5 x the sewer rate vice 2x the sewer rate.
3. The home owner and the taxation process share the responsibility to ensure the correct taxes are collected.
4. This issue was corrected for the 2004 taxation year by the KVC.
5. Our estimates show that the KVC collected an overcharge of approximately \$915.00, between 1994 and 2003 on this property.
6. We have not calculated the total overpayment from 1987 to 1993.
7. The KVC did not have a Tax Adjustment policy in place.

CONSIDERATIONS:

1. Mr Rafuse is a good citizen of the Village and has maintained his accounts in good order.
2. Mr Rafuse has never asked for compensation though it seemed to him that some compensation might be appropriate.
3. Our calculation shows a favorable variance on this account, without going back to the property purchase date.
4. Our Tax Adjustment policy (discretionary) now provides for a 3 year refund window.

Proposal:

The Commission apply the new policy to this situation, where the calculation of the refund be based on $1/2$ the sewer rate x 3 years.

Thank You

Lorne Reid
Commissioner

UPPER ROOM FOOD BANK
PO BOX 575
KINGSTON, NS B0P 1R0

January 5, 2011

RECEIVED APR 11 2011

Village of Kingston
Main Street
Kingston, NS B0P 1R0

Dear Friends;

On behalf of the Board of Directors, I thank you for the contributions of 580 lbs of non-perishable food items and \$658.00 collected during the New Year's Eve event held the last day of December 2010.

Again, from all reports, the weather co-operated and a good time was had by all those in attendance.

At this time, I also thank you for doing our photocopying during the year.

We appreciate all that you do for us and look forward to your continued support.

Sincerely,



Dianne Cushing
Secretary

Encl: 1



LIONS CLUB

P.O. BOX 339
KINGSTON, NOVA SCOTIA
B0P 1R0

To: Janice Hatfield
Village Office Kingston
From: Lion Barbara Lyle
Date: 7 March 2011
Subject: THANK YOU

Dear Janice,

On behalf of the Kingston Lions club we sincerely thank you for selling the Cardiac Rehab Dinner Tickets at the Village Office.

Your support to our community events over the years and especially now in our 50th Anniversary of the Kingston Lions Club has been and will be remembered.

THANK YOU

Sincerely,

Lion Barbara
Chairperson
Cardiac Benefit Dinner
Kingston Lions Club