



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

ph 902 765-2800
fx 902 765-0807

January 4, 2012

Chairman T. Beardsley
Commissioner M. Armstrong
Commissioner D. Beaman
Commissioner S. Peckford
Commissioner J. Pierce

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled at 7:00 pm Thursday, January 5, 2012 at the Kingston Village Office.

Yours Truly,

Greg Towne
Clerk/Treasurer



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REGULAR COMMISSION MEETING JANUARY 5, 2012

AGENDA

1. Review of Minutes of Meeting held December 8, 2011
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - 4.1. Wastewater
 - 4.2. Public Works
 - 4.3. Recreation
5. Finance Report
6. Policy and Finance Committee – Job Descriptions (to be circulated)
7. Easement - Trail
8. Steer BBQ – Commissioner Positions & Involvement
9. Recruitment – Clerk/Treasurer
10. Update – West Kings Arena
11. Update – Fountain Displays
12. Correspondence



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 8, 2011

COMMISSION:

Tom Beardsley – Chairman
Martha Armstrong
Doug Beaman
Scott Peckford
John Pierce

Greg Towne – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

1. OPENING

Chairman Beardsley called the meeting to order at 7pm.

2. REVIEW OF MINUTES

Chairman Beardsley asked for a review of the November 10, 2011 Regular Session meeting minutes. Commissioner Beaman asked if it was necessary, according to Robert's Rules of Order for the Commission to approve the minutes. Clerk will reference the Municipal Government Act.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE MINUTES OF NOVEMBER 10, 2011 AS PRESENTED. MOTION CARRIED.

3. BUSINESS ARISING FROM THE MINUTES

Clerk stated he has been in discussions with Bob Wright of the Kings County Trail Society regarding rerouting the trail behind the Visitor Centre.

Commissioner Pierce asked about the status of the Village's dangerous and unsightly premises complaint to the County By-law Enforcement Officer. Clerk stated he had left many messages but to date had not heard back and suggested the matter be raised at the meeting with the County on December 9th.

Commissioner Pierce asked if the Village had arranged a meeting with the primary County contact for the Kings 2050 Initiative. Clerk stated Madelyn Lemay had been invited to attend the January Regular Session meeting.

Clerk stated that after the Commission met with the Warden and local County Councillor on December 6th regarding a central water system, the Warden then arranged a follow up meeting with the Commission for December 9th which will include Scott Quinn, Manager of Engineering for the County and Bob Ashley, CAO for the County.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER BEAMAN THAT THE MINUTES OF COMMISSION MEETING OF NOVEMBER 21, 2011 BE ACCEPTED AS PRESENTED. MOTION CARRIED.

4. COMMITTEE REPORTS

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

Commissioner Beaman commented that the Village looked very nice with all the Christmas decorations.

Clerk invited Commissioner Pierce and Commissioner Peckford to see the SCADA pumping station alarm system at their convenience.

Commissioner Peckford asked the Clerk if the Recreation Coordinator could provide attendance numbers for the various programs in his monthly reports in the future.

5. POLICY AND FINANCE COMMITTEE - RECORDS MANAGEMENT AND DESTRUCTION POLICY

Commissioner Beaman stated the committee met to review and make changes to the policy which would establish effective management control and administration over the receipt, creation, use, maintenance, storage and ultimate disposal of all information.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER ARMSTRONG THAT THE COMMISSION APPROVE THE RECORDS MANAGEMENT AND DESTRUCTION POLICY AS ATTACHED. MOTION CARRIED.

6. MONTHLY FINANCE REPORT

Clerk reported revenues are projected to be a favourable variance of \$5,900 and expenses an unfavourable variance of \$2,900 with the year end position a favourable variance of \$3,000.

ON MOTION OF COMMISSIONER PECKFORD AND COMMISSIONER BEAMAN THAT THE FINANCE REPORT BE RECEIVED FOR INFORMATION AS PRESENTED. MOTION CARRIED.

7. PROPOSED BUDGET SCHEDULE

Clerk presented the proposed budget schedule:

- March 8, 2012 - Regular Commission Meeting - Presentation - Economic & Budget Forecast.
- Mid March – Advertise budget in local newspapers and around village.
- April 12, 2012 - Regular Commission Meeting - Budget Released - Informational only; no deliberations.
- April 26, 2012 - Special Budget Meeting - Public input & budget deliberations.
- May 10, 2012 - Regular Commission Meeting – Budget Deliberations - Approve capital and operating budgets.

8. ROOT CELLAR PROPOSAL FOR RAVENWOOD SUBDIVISION

Clerk presented a proposal for a root cellar that the Village received from a resident of Ravenwood which asked for Village support in the way of in-kind work by the Public Works Department as well as land space at Ravenwood Park. After a discussion the Commission asked staff to draft a letter and explain to the resident that the Commission would need to see evidence of community support before consideration of this project.

9. FOUNTAIN UPDATE

Clerk stated the Village received a letter from Mrs. Pepper confirming she would pay for the remainder of the fountain project which included both interpretive panels and provided a cheque to cover the costs.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER ARMSTRONG THAT THE VILLAGE COMPLETE THE SS STEVENS COMMEMORATIVE PROJECT BY HAVING THE INFORMATION PANEL FRAMED AND CONSTRUCT AN INTERPRETIVE PANEL DISPLAY AT THE FOUNTAIN. MOTION CARRIED.

Chairman Beardsley stated pictures needed to be taken of the information panel before it got sent away to be framed.

10. PAVING – J CLASS ROADS

Clerk stated the office received word from the County last week wondering if the Village was interested in submitting any roads for participation in the J-Class Paving Program by December 9, 2011. Clerk stated it is also possible for residents to petition the County themselves for this program. The residents would have to cost share 50/50 with the Province. After a discussion the Commission decided to get more information from County Engineer Scott Quinn at the meeting on December 9th.

11. CORRESPONDENCE

11a. PROPOSED CELL PHONE TOWER AT PARAGON GOLF COURSE

Clerk stated the company proposing the cell phone tower was seeking a right of way access through Village property next to the Paragon Golf Course. Commissioner Peckford stated he would like to represent the community on this issue. Commissioner Pierce asked if the residents could be informed through a village newsletter. Clerk stated the information could be sent out on the back of the New Year's Eve Event cards that will be mailed out to all Village residents.

11b. FOOD BANK EVENT REQUEST

Clerk stated the Village had received a donation request from the Upper Room Food Bank for their silent auction to be held at the 2nd Annual Musical Gift Concert on December 18th. Commission asked staff to provide a Village logo article of clothing for the fundraiser.

11c. ALZHEIMER SOCIETY ANNUAL REQUEST

A letter was received from the Alzheimer Society of Nova Scotia asking that the Village officially proclaim January as Alzheimer Awareness Month in 2012. The Commission agreed to this request.

As there was no further business to discuss, the meeting adjourned at 8:45pm.

**ON MOTION OF COMMISSIONER ARMSTRONG AND COMMISSIONER BEAMAN
THAT THE MEETING BE ADJOURNED. MOTION CARRIED.**

COMMISSION CHAIRMAN

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

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

Date: **January 4, 2012**

Re: **Environmental Services Report**

Staff noticed pump cycles in Forrest Brook Park through Omni-Site SCADA system that one pump was running twice as much as other pump on draw down time indicator. Pump was pulled and although pump was coming on, impeller was not spinning indicating broken shaft. Pump was sent away to Xylem (Flygt) in Burnside along with another pump pulled earlier in the year and asked for repair quotes. The quote for repairing 20 year old pumps exceeded cost of new one by well over half on both pumps. Checked capital budget for collection system and ordered 2 new pumps as per quote. Pumps have 8 week delivery time. Parts for spare pump were also ordered.

December 28th - Received call from Omni-Site that 1 pump had tripped out on seal failure alarm at trailer court lift station across from golf course. Shortly after, a high level alarm was called in. Second pump was running but not pumping. Pump was air-locked and needed to be pulled to release air blockage. Pump that tripped out on seal failure alarm will be pulled and sent for assessment once new parts are received for stand-by pump. Pump in east main street pumping station had to be pulled and rag removed from impeller on the same day.

Purchased 2x4's, ripped and made new manhole stakes for marking manholes on easement lines. Opened manholes while marking manholes with wood stakes and checked to ensure good flow. All easement lines where checked.

Finally received clarifier parts ordered from Kansas. Order was complete along with all hardware to attach new parts. Some bolts are not stainless and staff will purchase stainless where needed. If winter trend keeps up, staff will pump clarifier down and replace ty-rods that support sludge scraper at the bottom of clarifier. Other parts will be installed as per conditions, such as, average daily flow and weather.

Aerator at treatment plant was shutting down after only running for a short time indicating motor problems. Aerator was hauled in and electrical terminal box was removed to disconnect motor. Staff noticed ground wire had become loose. Terminal was tightened and aerator was installed back in aeration tank.

Staff inspected three sewer lateral connections for new homes in the month of December.



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REPORT TO VILLAGE COMMISSION

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

Date: **January 4, 2012**

Re: **Public Works Report**

Snow removal has been minimal in the month of December with only sanding and salting having to be done only a few times and a small accumulation that had to be ploughed a few days before Christmas. Big Kubota tractor was sent to Nova International to repair seized gas pedal. Fluids and filters were also changed and front axle was taken apart and bearings and pins replaced to prevent tractor from wandering. MT Trackless was used to pull sander around while tractor was being repaired.

Replaced battery in MT Trackless and ignition switch to try and resolve occasional start up problems from time to time. Machine has a lot of electronics and uses a residual amount of battery power while sitting over summer months. Three years is normal replacement of battery for MT. Staff is in contact with Saunders Equipment about delay with electronics when starting up.

Flag system was installed at Stronach Park to indicate safe or unsafe ice conditions. Obviously with temperatures fluctuating so much, ice starts to form then melts so red flag is up.

There was vandalism to sports fields in Ravenwood in the form of a wheeler doing power turns on both infields and outfields over Christmas break. Damage is repairable with a little landscaping and staff suggested that maybe it should be mentioned in the next newsletter asking residents to report obvious intentional motor vehicle damage to village sport facilities. Staff are also pricing fencing and barriers to restrict vehicle access to the ball fields.

Removed all Christmas decorations for another season and stored away. Tree boughs around the planter at village office and rock fountain will be left till spring for continued seasonal look.

Staff had meeting with Gillis Contracting at day camp to discuss quote for installation of new windows, new exterior door, and recapping service window counter top reusing stainless steel cut to fit flush with new windows. Windows have been ordered and work will be completed before the end of March. This work is being done with a County grant under their Community Halls Assistance Program.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **January 4, 2012**

Re: **Recreation Report**

KINGSTON SENIORS & ADULTS

- Low impact aerobic classes are at the Lion's Club every Tuesday & Thursday with Pat Springall has stopped for the Holiday. The numbers have been as low as 2 participants at the beginning and as high as 13 participants towards the end. This program will resume on Tuesday January 24th at 10am continuing at the Legion.
- Adult morning Skate program at the Kingston Rink from 10:30 – 11:30am each Tuesday & Thursday. Skating will begin again on Tuesday January 10th.



LOCAL SCHOOLS – DAILY PHYSICAL ACTIVITY

Glen has been in both Pine Ridge & Kingston Elementary four afternoons per week assisting teachers with daily physical activity programs, involving three or four classes per afternoon which totals approximately 75 to 100 students per afternoon in physical activity.

Hip Hop Dance going well at all three schools with good numbers at each location.

Afterschool programs at Kingston schools:

- Primary to grade 2 31 participants registered.
- Grades 3 & 4 25 participants registered.
- Pine Ridge 20 participants registered
- West Kings 15 participants registered
- Basketball 41 participants registered

Pine Ridge Middle School:

- Friday Skates have resumed again with PineRidge taking two classes (60+ students) each Friday.

- Discussions have begun for an Arts & Crafts afterschool program at PineRidge. An art instructor approached Glen to see if this could be something housed within the school between the 3:30 – 5pm time frame.

Glen has an afterschool program meeting in Berwick on Thursday January 5th from 9:30 – 11:30am.

NEW YEARS EVE

- Many thanks to the Commissioners who were able to attend New Years Eve Celebration this year on Saturday December 31st – the event was well attended with the participants donating 461lbs of food and over \$560 in cash directly to the foodbank. Due to rainy weather we had to cancel the wagon rides & shut down the rec hut activities but the fireworks were successful. The Popcorn machine was a hit. We had some difficulty with the Cotton Candy machine and were not able to make the sticky delight, but the committee will look at improvements for next year.
- New Years Eve Committee will have a wrap up meeting by month's end to discuss the event and possible changes.
- Glen will be sending out thank you letters to local businesses & organizations that supported this community celebration.

WESTERN KINGS ARENA

- ZUMBA is going well with classes now going on during four mornings at week upstairs in the worm room. They now have regular Zumba and Zumba Turbo Kick.

ACTIVE KIDS HEALTHY KIDS

- Funding brochures and applications for this program will be going out within the next two weeks with application deadlines by Feb 17th, 2012. Last year AKHK funded over \$13, 000.00 in various projects within Western Kings County.

FEDERAL FUNDING PROGRAM – CANADA SUMMER JOBS

- Glen will be applying for Canada Summer Jobs Grant application which is due normally by the end of February but research and numbers will need to be accumulated over the next few weeks.

MARCH BREAK DAY CAMP – March 13 - 16

- Glen is beginning to do some preliminary planning for the March Break Day Camp, in order to book presenters during the week.



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REPORT TO VILLAGE COMMISSION

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

Date: **January 4, 2012**

Re: **Monthly Finance Report**

RECOMMENDATION

THAT THE PROJECTED VARIANCE OF \$9,500 BE USED TO REDUCE INTERNAL BORROWINGS ON VILLAGE EQUIPMENT;

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

GENERAL OPERATIONS

Through nine months, there are some known variances which can be reported on. Overall, the year end position is expected to be a favourable variance of \$9,500, which includes the following items.

Revenues:

Revenues are projected to be a favourable variance of \$5,900, due to the following items:

New items:

- Miscellaneous Income is a favourable variance of \$7,900. This amount reflects the unbudgeted grants received to construct the new fountain, and is offset by capital expenses shown below.
- Contributions from Reserves are a favourable variance of \$8,200. This amount is balance of the Friends of the Village account, which was also used to fund the fountain project.

Items previously reported:

New items:

- Village Maintenance is projected to be a favourable variance of \$6,500 through to the end of the year. These are cost savings that were realized in several areas including small equipment repairs and purchases, cost allocations (vehicle & utility) to public works and reductions in unplanned maintenance and repairs.
- Capital from Operating is an unfavourable variance of \$16,100. This amount is the cost of the fountain that was not budgeted for this year – the expense is offset by the revenues identified above and has no impact of the village's year end position.

Items previously reported:

- Residential/Commercial Taxation is a favourable variance of \$3,000. This can be attributed to fewer assessment adjustments or reductions throughout the year than were expected based on previous years.
- Recreation Revenue is a favourable variance of \$1,300, due to increased participation in the summer daycamp program.
- Arena Revenue is projected to be an unfavourable variance of \$500, due to reduced usage at the arena. This amount is offset by significant reductions in arena expenditures.
- Grants from Other Governments is expected to be a favourable variance of \$2,100 for the following reasons:
 - HST Offset through the Provincial Government is a favourable variance of \$4,200. The program, which helps compensate for municipal HST costs, is based on expenses incurred from 2 years ago. This period in question included significant sidewalk construction for the village, therefore the HST offset received was significantly more than would be received in a typical year.
 - The village only received wage funding for two recreation students instead of the three budgeted for. This results in an unfavourable variance of \$2,100.

Expenses:

Expenses are projected to be a unfavourable variance of \$2,900, due to the following item:

- Summer Daycamp expenses are an unfavourable variance of \$300, due to slight overruns in some expenditure items.
- Arena Expenses are a favourable variance of \$5,700. As usage was down so were expenses, as this is a proportional relationship to revenues. The expenses incurred were significantly lower that those budgeted for.
- Fiscal Expenses – Long Term Debt are projected to be an unfavourable variance of \$8,300 at this point. Previous Commission decisions allocated the previously reported surplus to be used to reduce principal amounts.

SEWER OPERATIONS

Through eight months, sewer operations are projected to be unfavourable variance of \$600 due to the following items:

Revenues:

- Sewer – Taxation is expected to be an unfavourable variance of \$2,600 due to refunds and adjustments to the sewer rate charged on village properties.
- Sewer – User Fees are projected to be an unfavourable variance of \$3,200. In the past, certain properties were direct billed for sewer charges and not charged via property taxes. In preparation of the budget, they were budgeted for twice and therefore overstated.

Expenses:

- Treatment – Disposal is expected to be a favourable variance of \$5,200. Disposal charges to date are trending lower than previous years and are projected to be around 5% less than expected.

**Village of Kingston
Finance Report
As at December 31, 2011**

General Operations

	Actual YTD	Budget YTD	Variance YTD	Year End Forecast	Annual Budget	Forecasted Variance
Revenues						
Residential/Commercial Taxation	551,100	548,100	3,000	553,600	550,600	3,000
Dog Registrations	300	400	(100)	1,400	1,400	-
Rentals	-	-	-	1,200	1,200	-
Interest on Investments and Taxes	5,400	4,800	600	5,600	5,600	-
Miscellaneous Income	12,100	6,500	5,600	15,500	7,600	7,900
Recreation Revenue	11,000	11,200	(200)	14,100	12,800	1,300
Arena Revenue	1,800	2,200	(400)	1,700	2,200	(500)
Administration Revenues	76,600	76,600	-	76,600	76,600	-
Grants from Other Governments	71,600	77,700	(6,100)	78,500	76,400	2,100
Contributions from Reserves	7,500	13,700	(6,200)	28,200	20,000	8,200
Total Revenues	737,400	741,200	(3,800)	776,400	754,400	22,000
Expenditures						
General Government						
Legislative	12,700	15,500	2,800	20,500	20,500	-
Administration	100,000	100,200	200	132,400	132,400	-
Professional Fees	6,000	11,800	5,800	14,300	14,300	-
Insurance (General)	14,000	13,100	(900)	13,100	13,100	-
Civic Building Expenses	10,800	13,500	2,700	18,700	18,700	-
Crossing Guards	10,000	9,400	(600)	12,000	12,000	-
Miscellaneous	3,600	6,400	2,800	10,000	10,000	-
Taxation Charges	8,200	9,100	900	9,100	9,100	-
Library	8,200	9,200	1,000	11,100	11,100	-
Total General Government	173,500	188,200	14,700	241,200	241,200	-
Public Works & Transportation						
Public Works	63,900	68,800	4,900	87,900	87,900	-
Village Maintenance	13,500	25,800	12,300	22,800	29,300	6,500
Sidewalks & Crosswalks	11,200	9,300	(1,900)	9,300	9,300	-
Snow Removal	14,200	17,100	2,900	42,800	42,800	-
Street Lighting	43,600	48,900	5,300	65,200	65,200	-
Capital from Operating	16,100	-	(16,100)	16,100	-	(16,100)
Total Public Works	162,500	169,900	7,400	244,100	234,500	(9,600)
Tourism and Development						
Visitor Information Centre	19,600	20,400	800	21,700	21,700	-
Other Development	6,200	6,000	(200)	6,800	6,800	-
Steer BBQ	3,900	4,500	600	4,500	4,500	-
Total Tourism and Development	29,700	30,900	1,200	33,000	33,000	-
Parks						
Parks Repairs and Maintenance	17,300	25,100	7,800	28,400	28,400	-
Arena Rental Charges	4,000	4,600	600	4,600	4,600	-
Total Recreation	21,300	29,700	8,400	33,000	33,000	-
Recreation						
Recreation Administration	47,200	47,400	200	58,200	58,200	-
Arena Expenses	3,200	9,200	6,000	3,500	9,200	5,700
March Break Day Camp	-	-	-	700	700	-
Summer Day Camp	3,300	2,700	(600)	3,000	2,700	(300)
Youth Programs	900	800	(100)	1,200	1,200	-
Adult Programs	100	3,100	3,000	4,100	4,100	-
Seniors Programs	1,100	1,400	300	1,800	1,800	-
Total Recreation	55,800	64,600	8,800	72,500	77,900	5,400
Fiscal Expenses						
Transfers to Reserves						
Operating Reserves	8,200	8,200	-	8,200	8,200	-
General Capital Reserves	71,000	71,000	-	71,000	71,000	-
Sidewalk Construction Reserve	44,900	44,900	-	44,900	44,900	-
Building Reserve	10,700	10,700	-	10,700	10,700	-
LTD - Principal	8,300	-	(8,300)	8,300	-	(8,300)
Total Fiscal Expenses	143,100	134,800	(8,300)	143,100	134,800	(8,300)
Total Expenditures	530,100	553,500	23,400	766,900	754,400	(12,500)
Surplus/(Deficit)	207,300	187,700	(27,200)	9,500	-	9,500

**Village of Kingston
Finance Report
As at December 31, 2011**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Year End Forecast	Annual Budget	Forecasted Variance
Revenues						
Sewer - Taxation	386,100	388,300	(2,200)	385,700	388,300	(2,600)
Sewer - User Fees	19,000	21,800	(2,800)	32,400	35,600	(3,200)
Sewer - Connection Charges	4,200	2,800	1,400	2,800	2,800	-
Total Revenues	409,300	412,900	(3,600)	420,900	426,700	(5,800)
Expenditures						
Environmental Health						
Administration	70,800	82,400	11,600	103,800	103,800	-
Treatment	9,700	8,700	(1,000)	11,600	11,600	-
Treatment - Electricity	32,900	35,500	2,600	47,300	47,300	-
Treatment - Disposal	69,400	78,400	9,000	92,800	98,000	5,200
Collection System Costs	16,300	20,200	3,900	26,900	26,900	-
Total Environmental Health	199,100	225,200	26,100	282,400	287,600	5,200
Fiscal Expenses						
Sewer Reserve	71,700	71,700	-	71,700	71,700	-
LTD - Principal	56,000	56,000	-	56,000	56,000	-
LTD - Interest	11,400	11,400	-	11,400	11,400	-
Total Fiscal Expenses	139,100	139,100	-	139,100	139,100	-
Total Expenditures	338,200	364,300	26,100	421,500	426,700	5,200
Surplus/(Deficit)	71,100	48,600	(29,700)	(600)	-	(600)



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REPORT TO VILLAGE COMMISSION

From: **Doug Beaman, Chair**
Policy and Finance Committee

Date: **December 30, 2011**

Re: **Job Descriptions**

RECOMMENDATION

THE POLICY AND FINANCE COMMITTEE RECOMMENDS THAT THE VILLAGE COMMISSION APPROVE THE JOB DESCRIPTIONS FOR THE FOLLOWING POSITIONS: CLERK/TREASURER; ADMINISTRATIVE ASSISTANT; PUBLIC WORKS DIRECTOR; PUBLIC WORKS OPERATOR; RECREATION COORDINATOR; CROSSING GUARDS; PUBLIC WORKS OPERATOR (SEASONAL); and GROUNDSKEEPER.

DISCUSSION

On December 29, 2011, the Policy and Finance Committee met to discuss and amend job descriptions for village positions. The positions approved are generally for the permanent positions within the village structure. Other positions (tourism or recreation related) will be forwarded to the Village Commission at a future date.



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REPORT TO VILLAGE COMMISSION

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

Date: **January 3, 2012**

Re: **Recruitment Process – Clerk/Treasurer**

DISCUSSION

This report is to solicit Commission input and formalize the recruitment process for the Clerk/Treasurer position, prior to the closing date of January 11, 2012.

There are many options available to the Commission. One option is to form a 3-person panel consisting of existing Commission members; this panel would be responsible for the following items:

- Short-list the received resumes to determine the candidates to be interviewed
- Perform candidate interviews and evaluations
- Submit a candidate to the Commission for approval

Staff can assist in certain areas such as preparing interview questions with answer guide and determining the technical qualifications of the candidates.



Municipality of the County of Kings

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Land of Orchards, Vineyards and Tides

December 12, 2011

Greg Towne, Chair of the Village of Kingston
671 Main Street
PO BOX 254
Kingston, NS
B0P 1R0

Dear Greg,

I would like to thank you for the meeting Friday regarding a possible water extension of the Greenwood water system to connect Bridge Street to Main Street in Kingston.

Our Manager of Engineering and Public Works, Scott Quinn, will bring this item forward at our upcoming budget discussions as an Engineering and Public Works item.

Every effort to explore the wants and needs of the Village of Kingston regarding the above issue will be made in the budget deliberations.

Thank you again for pursuing this important issue.

A handwritten signature in blue ink that reads 'Diana Brothers'.

Warden Diana Brothers
Municipality of the County of Kings

Cc: Kingston Village Commission

UPPER ROOM FOOD BANK
PO BOX 575
KINGSTON, NS B0P1N0

December 9, 2011

Village of Kingston
Main Street
Kingston, NS B0P 1R0

Dear Friends;

On behalf of the Board of Directors, I extend our thanks for your recent generous donations to the food bank in the amount of \$140.94 and 454 pounds of non-perishable food items collected during the tree lighting and Santa Comes to Kingston event.

From all reports, a great time was had by all and the Christmas season was ushered in in grand style.

We are grateful for the contributions we receive in our on going efforts to stock our shelves in order to help those less fortunate in our community. We look forward to your continuing support.

Again, thank you.

Sincerely,

Dianne Cushing

Dianne Cushing
Secretary

Encl: 1

RECEIVED
DEC 09 2011