



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

ph 902 765-2800
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November 8, 2011

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, November 10, 2011 at the Kingston Village Office.

Yours Truly,

Greg Towne
Clerk/Treasurer



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REGULAR COMMISSION MEETING NOVEMBER 10, 2011

AGENDA

1. Review of Minutes of Meeting held October 6, 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
 - 4.4. Tourism
5. Policy and Finance Committee – Audit RFP Award
6. Finance Report
7. Report – Attendance at ANSV AGM
8. Sewer – East Main Street
9. Correspondence – DTIR
10. Correspondence



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF OCTOBER 6, 2011

COMMISSION:

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

Greg Towne – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUEST:

Evan Banks – Skateboard Park Proposal

1. OPENING

Chairman Beardsley called the meeting to order at 7pm.

2. REVIEW OF MINUTES

Chairman Beardsley asked for a review of the September 8, 2011 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE MINUTES OF SEPTEMBER 8TH, 2011 AS PRESENTED. MOTION CARRIED.

3. BUSINESS ARISING FROM THE MINUTES

Commissioner Pierce asked if the Village had officially taken over the accounting for the Western Kings Rink Association. Chairman stated there were still some loose ends to tie up before the Village accepts the responsibility.

4. PRESENTATION – EVAN BANKS – SKATEBOARD FACILITIES

Mr. Banks stated he was still working on a park design and hopes to have it completed for the December meeting. The plan is at a cost range of \$100,000.00 – \$300,000.00 to be completed in 3 phases. He handed out a catalogue from a Canadian skateboard

company with various all-steel designs included. He stated that after investigating different structure materials he found the best option to be the all-steel system as it has a 20 year warranty and is virtually maintenance free. Once the association is formed they will be eligible for grants to help with funding. Commissioner Pierce stated a concern for the Village would be if 14 Wing Greenwood suddenly decides to fund a new skateboard park to replace the aging existing park. Mr. Banks acknowledged the concern and stated in the meantime he will return with the design plan in December.

5. PRESENTATION – MURIEL CRAIG – FOUNTAIN DISPLAY

Mrs. Craig stated she spoke with Mrs. Pepper and that she was very happy with the fountain but that she still wanted an outdoor interpretive panel to compliment the rock fountain and highlight the contributions her father and grandfather made to the community. Mrs. Craig met with Commissioner Beaman, Doug Armstrong and Clerk to discuss a suitable interpretive panel and reported that they had agreed on a design measuring 24 inches X 36 inches. This interpretive panel would include pictures and text, a list of contributors to the project and that further information was available at the Visitor Information Centre.

6. COMMISSIONER BEAMAN – VISITOR INFORMATION CENTRE DISPLAY

Commissioner Beaman stated he had received a quote to frame the information board for the Visitor Centre. After a discussion the Commission decided to seek approval and funding from the Pepper family for both the outdoor interpretive panel and the frame for the large indoor panel.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER ARMSTRONG THAT STAFF CONTACT RON PEPPER WITH FINAL ESTIMATES FOR THE COST OF THE FOUNTAIN INCLUDING THE TWO DISPLAYS AND REQUEST FUNDING. MOTION CARRIED.

7. COMMITTEE REPORTS

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

Clerk stated Bob Wright from the Trails Society informed the Village of a ribbon cutting ceremony for the official opening of the Annapolis Valley Trail System on October 26th. He stated that each section of trail was being named and wondered if the Village had thought of a name for its section which runs 4.5 kilometres from Greenwood Road to Walker Brook.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER BEAMAN THAT THE NAME FOR THE SECTION OF TRAIL GOING THROUGH THE VILLAGE BE KNOWN AS THE "KINGSTON MILLYARD TRAIL". MOTION CARRIED.

8. POLICY AND FINANCE COMMITTEE REPORT

Commissioner Beaman reported that the policy and finance committee had reviewed an application for a grant through the Village's new Festival and Community Events and Funding Policy and were satisfied the event met the criteria of the policy. The funding request is for a Squash Pumpkin Launch event, a fundraiser for Cystic Fibrosis. The event will take place on the grounds behind the arena where pumpkins will be launched at targets in an attempt to win prizes. Other events to compliment the day will include children's activities, family games, ice skating and food services.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER PECKFORD THAT THE VILLAGE COMMISSION APPROVE \$500.00 TOWARDS THE SQUASH CF PUMPKIN LAUNCH, BEING HELD ON NOVEMBER 6, 2011. MOTION CARRIED.

9. FINANCE REPORT

Clerk reported there were some known variances to report on but that overall, the year end position is expected to be a zero.

10. SERVICE LEVEL DISCUSSIONS

Clerk stated the following service levels had not been decided on during previous discussions and was looking for direction from the Commission on whether they are interested in reviewing the level or delivery of the following services:

- Apple Blossom/Princess Involvement
- Visitor Information Centre
- Contracting out of mowing for common areas
- Others

After a discussion Commission asked staff to contact the Village of Greenwood Commission regarding cost sharing the Apple Blossom/Princess event, seek out other funding sources for the VIC and to survey other villages regarding their mowing maintenance.

11. COMMISSIONER PECKFORD – VILLAGE BOUNDARIES

Commissioner Peckford stated he met with the Warden and Chief Administrative Officer for the County of Kings regarding expanding the boundaries of the Village. He stated the Village has reached the limits of expansion and that he would like to formalize the request with a letter clarifying the Village is just looking into the feasibility of expanding the boundaries.

ON MOTION OF COMMISSIONER PECKFORD AND COMMISSIONER BEAMAN THAT THE VILLAGE SEND A LETTER TO THE COUNTY OF KINGS WITH A REQUEST TO CONSIDER THE FEASIBILITY OF EXPANDING THE BOUNDARIES OF THE VILLAGE TO THE NORTH. MOTION CARRIED.

12. COMMISSIONER BEAMAN – NOISE BY-LAW

Commissioner Beaman stated there were increased noise levels in the Village due to vehicles with loud mufflers and wondered if a noise by-law would be effective. Clerk stated that type of complaint fell under the Motor Vehicle Act and that the RCMP should be contacted. Clerk will also find out who enforces the noise by-law in New Minas.

13. COMMISSION & STAFF CHRISTMAS DINNER

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER BEAMAN THAT THE CHRISTMAS STAFF DINNER BE HELD WITHIN VILLAGE BOUNDARIES WITH THE AURORA BEST WESTERN AS FIRST OPTION. MOTION CARRIED.

14. MISCELLANEOUS

Commissioner Pierce asked if anything could be done about a property in the Village which has been vacant for 20 years and is dangerous and unsightly with an abandoned oil tank etc. Staff will contact by-law enforcement officer at the County of Kings.

15. CORRESPONDENCE:

15a. KINETTE CLUB REQUEST

The Village received a letter from the Kinette Club of Mid-Annapolis Valley requesting an item for their annual Chinese Auction to be held at the Kingston Lions Hall on Saturday, October 22, 2011 beginning at noon. The Commission agreed to provide a Kingston golf shirt for the auction.

15b. ANNAPOLIS VALLEY TRAIL SYSTEM

The Commission received an invitation to the ribbon cutting ceremony for the official opening of the Annapolis Valley Trail System on October 26th.

15c. THANK YOU LETTER FROM PEPPER FAMILY

The Village received a thank you letter from Ron Pepper expressing gratitude for the luncheon, sod turning ceremony, unveiling of the SS Stevens and LD Stevens photograph exhibit and everyone who helped with the project.

16. ADJOURNMENT

ON MOTION OF COMMISSIONER ARMSTRONG AND COMMISSIONER PIERCE 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: **November 7, 2011**

Re: **Environmental Services Report**

Sept 30th - received calls from five different lift stations through Omni Site that there was a loss of primary power due to the bad weather system in the area that night. Alarms were acknowledged and primary power was restored 45 minutes later. There were no emergency calls from residents.

New exhaust fan was received for UV room. Staff wired fan up and build-up of mildew was cleaned off walls of UV room and fresh coat of paint was applied.

Oct 14 - Sunday morning called to property on corner of Maple St and Pine Ridge Ave about sewer backing up. Main line was checked and running clear. Owner of property was told that problem was in his own pipe and may need to be dug up. Owner then called Sunday morning and indicated that he was digging it up. Problem with sewer was collapsed pipe back by the house. Owner of property replaced pipe out to sidewalk, rods were then shoved out at this point to ensure no blockages under street. Owner replaced pipe and backfilled.

Oct 14 - Sunday afternoon called to new home on East Main St just past Aurora Inn about sewer backing up. Main line was checked on south shoulder of road and running good. A discussion took place with home owner and excavating company that installed sewer easement line for Avery subdivision that runs through new homes property. The new home had been built before sewer easement line was installed and the sewer was connected to the existing pipe from old home that was tore down. The blockage indicated by the plumber was out close to the street and long story short, the old pipe was abandoned and a new pipe was installed into new easement line 25 feet from the house. The village supplied material for job and resident paid for excavating.

Applied for road breaking permit to repair and replace broken manhole cover at the corner of Sparky St and Main and a manhole on the east side of Marshall Rd. Residents complained of noise and vibration when vehicles go over. Flagging company was hired and public works staff carried out the replacement of frames and covers and reinstatement of the road.

Still have not received the order from Smith and Loveless for new parts for clarifier, order is about 3 weeks late. As soon as order is ready for pick-up office will make arrangements for pick-up. Clarifier still working good after repairs last month.

Treatment plant lab proficiency testing is almost complete and results will be submitted before Study Deadline date of November 18th.

There were two sewer inspections carried out on Kalley Lane in Oakhurst subdivision and a sewer lateral locate for new home construction on Heather Crescent in Mid Valley subdivision.



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REPORT TO VILLAGE COMMISSION

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

Date: **November 7, 2011**

Re: **Public Works Report**

Electrical conduit pipe was installed for unmetered service to provide power for minor balls pitching machine. Conduit was installed underneath bleachers to protect outdoor receptacle from vandalism. Metal frame of bleachers was also sand blasted, primed, and painted.

Dugout roof at lower field in Ravenwood blew off in high winds. Rotten wood frame was replaced with pressure treated wood and roof was installed back on dugout and anchored to block wall with L brackets, and sill bolts.

Ordered and received two tandem loads of sand/salt mix for sidewalks and had it dumped in front of truck bay door. Sand/salt mix was then bucketed into truck bay with Kubota tractor. Staff also installed light on back of MT Trackless to help operator see behind unit in the dark.



Rented auger and drilled holes to erect more Scarfed Rail Fencing at the end of Markland St. Section of grass we maintain is used for a dumping area for snow removal and is a big mess to clean up every year. Staff also removed 4x4 post with electrical cable wrapped around it and buried abandoned cable.

Rock fountain was shut off for the season and reservoir was drained and pump removed. Tarp will be placed around base of boulder and sealed to keep water out of reservoir over winter months. Spruce boughs will be used to cover up tarp as a seasonal look.

After air quality test were done in library staff located another ventilation unit in attic above library. Motor was seized and new motor could not be ordered for older style unit. New unit was ordered and installed and musty smells have been eliminated.

Received prices for proposed renovations at Recreation Hut/Steer BBQ building. Village office sign was removed and painted and hung back up.

Park benches, picnic tables not under cover and most garbage cans were put away for winter. Steer was removed along with signs from cement block and stored in barn. Village float was removed from truck bay and stored at barn along with tennis nets and volleyball net that was also taken down for season.

Raking of leaves and pine needles has been ongoing for the last month. The recent wind gust have brought down branches in different areas of the village and along with some additional pruning, branches were cleaned up and hauled away.

Extra Seasonal Worker Comments

This year an extra seasonal worker for spring, summer, and autumn was budgeted for by the Village Commission for 2011. The extra position wasn't filled until late spring due to waiting for final budget approval and preparing Public Works Assistant Job description and running the ad for 2 weeks before interviews. This put public works behind a bit because along with weeding and preparing flower and shrub beds, public works had the responsibility of ordering and planting flowers this year, a job that was somewhat rewarding from comments received about how nice the flowers looked.

As it turned out the person hired for the position felt the job was not for him and quit 2 weeks after he started. At the time we also had a student hired to keep the newly planted flowers watered on a regular basis and ensure successful growth. After some staff discussion it was decided to have the student fill the position vacated. Cody did a very satisfactory job in all areas and took a lot of pride in his work that included trimming grass, pruning and weeding shrub beds and keeping flowers watered. We were also able to get a lot of things painted this year that included the basketball and tennis courts along with some quality maintenance on the 3 ball fields.

Another positive for the extra help was the fact we were able to train Cody on how to wash the clarifier down and clean UV bulbs at the treatment plant. Sometimes this task has to be carried out 3 times a week in the middle of summer. With the extra help this allowed me to focus more on the treatment plant testing and preparing of reports and in general have things more organized, even though I still have a ways to go with that. We did not have the time to educate him on the collection system other than verbally, but in the future the person in the position can be taken around and physically show directions of flows and the intricacies of our 13 pumping stations and the maintenance required.

In closing I know Cody very much wants to be back with us next year if the extra help is approved again by the village commission. Pending approval of the village commission, staff would recommend that the extra help should start the same time as our other spring, summer, and autumn seasonal worker begins to help staff keep on top of our very busy time of the year.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **November 8, 2011**

Re: **Recreation Report**

WESTERN KINGS ARENA

- Zumba continues at the Kingston Rink on Tuesday November 8th with around 30 participants. This is good exposure for the arena and community usage.
- Adult Skating is every Tuesday & Thursday with numbers growing to up to 13 participants.
- We are in discussions with Arena to attempt to startup some noon Shinny Hockey on Thursdays.
- Sonya Mohan's Dog Fashion Show will be taking place in the warm room upstairs at the Arena on Sunday November 27th from 2 – 4pm.
- Glen has had discussions with individuals interested in renting the Arena after the ice has been taken out for "dry-land" training for athletes from a variety of sporting circles.

KINGSTON SENIOR'S 2011

- We have hired Pat Springwall as our Older Adult Fitness Class Instructor. Pat is also instructing in Lawrencetown. Classes are set to begin on Tuesday November 15th and Thursday at the Kingston Legion from 10am – 11am.
- On November 9th Glen will be presenting the Adult Fitness Classes at the KSA Meeting at the legion at 10am.
- Kingston walking club has had their last meeting Wednesday November 2nd at 9:30am.

SCHOOLS

- Glen has been assisting the Phys Ed teacher Karen Stubbert with afterschool programming at Kingston for indoor soccer for grades 3-4 on Tuesdays. We have been getting up to 35 participants.
- We will be offer an open-gym time for grade 5's starting next week.
- Hip Hop Dance is now in session at all three schools (Kingston, PineRidge & West Kings) Mondays at West Kings, Tuesdays for Primary & Grade 2's at Kingston (over 30 participants) and Wednesdays at PineRidge (over 20 participants). Certified Dance instructor Tammy Mae has been hired for these on-going classes within the schools.

- Glen has had preliminary discussions with instructors who are interested in beginning Lacrosse, Primary Gymnastics and arts & Crafts got younger age groups.

EVENTS

- Cystic Fibrosis Fundraiser was successful for the first year. Tim Vallillie was the organizer and mentioned they raised approximately \$2,000 for the day and are looking at doing the same event only larger next year, in the same location. Glen worked in cooperation with Tim and others in setting up and preparing for this event. Due to a funeral, Glen was unable to attend the event day on Sunday.
- Santa Comes to Kingston Friday December 2nd 5pm – 7pm at the Kingston is in the planning with the rink being booked and other annual plans in the works.
- New Years Planning Committee meeting is planned for Tuesday November 22nd at the Kingston Fire Hall to begin discussions.



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REPORT TO VILLAGE COMMISSION

From: **Janice Hatfield, Manager**
Kingston/Greenwood Visitor Information/Interpretive Centre

Date: **October 31, 2011**

Re: **Tourism Report**

ANNUAL REPORT

HOURS OF OPERATION – OPEN 7 DAYS/WEEK

Opening Date – May 18, 2011
Closing Date - October 7, 2011

May 18th – 31st- 10am – 5pm
June – 10am – 5pm
July – 9am – 6pm
August – 9am – 6pm
September – 10am – 5pm
October 1st – 7th – 10am – 5pm

STAFF

Janice Hatfield – Manager
Maggie Rio – Senior Counsellor (40 hrs/week) – PEP Funding (Provincial Grant)
Zak Keeping – Counsellor (35 hrs/week – 10 Weeks) – CSJ Funding (Federal Grant)
Lois Murphy – Counsellor (Part Time/Casual)

Staff members Maggie Rio and Zak Keeping deserve special recognition for their continued outstanding service to visitors. Comments from the guest book were always positive and a few letters were even sent to the Department of Tourism by visitors recognizing the wonderful service they received at the Kingston/Greenwood Visitor Centre. Maggie in particular is extremely proactive in sourcing out information such as excellent maps that are not provided by NS Distribution.

TRAINING

The returning staff did not have to participate in the mandatory one time training as they had received the training in previous years. The advantages of having returning staff, particularly a mature counsellor are many and include a cost savings to the Village, continuity and more experienced/knowledgeable counsellors.

FUNDING PARTNERS

The Village's request to the Municipality of the County of Kings for funding to help support the Visitor Centre was successful in the amount of \$5,000.00. The Village's request to the Village of Greenwood to increase their funding contribution from \$3,000.00 to \$4,000.00 was also successful which greatly helped to offset expenses.

AWARD OF QUALITY

The Visitor Information Centre was pre-inspected on June 3rd, 2011 by VIC staff and then a final inspection was conducted by a mystery shopper with Destination Southwest Nova Association in August with very positive results. There was a suggestion which was carried out immediately through the Department of Transportation which included adding a question mark sign with an arrow at the intersection of Maple St. and Hwy #1 to direct visitors to the VIC coming off the 101 Hwy at Exit 17E.

2011 SEASON SPECIAL EVENTS

STUFF A BEAR EVENT

Staff decided to hold an event at the VIC to generate local traffic called the "Stuff a Bear" event which was advertised and held on Saturday, July 16th. This workshop was a great success attracting 10 participants and family members. The cost for the Village included \$25.00 to cover transportation for the instructor.

The Clay Ground Studio in Wolfville conducted the workshop and provided animals (dragons, bears, unicorns and more), a teddy birth certificate, wishing star, ribbon and T-Shirt at a cost of \$23.00. Other accessories such as shoes, hats and voice boxes were available for an additional cost. Participants were given stuffing for their animals so that they could choose exactly how soft to create their critter. Once their creation was complete, participants were able to color in a Clay Ground T-Shirt for their animal with fabric markers. This workshop caught the interest of a few visitors who stayed awhile and enjoyed a cup of coffee and a piece of cake. The Flight Line Cafe in Greenwood generously donated Just Us Coffee and Teas. Cookies, cake and juice were provided by the Village.

MILITARY FAMILY RESOURCE CENTER 2ND ANNUAL BUS TOUR

On the morning of September 15, 2011 the VIC welcomed a bus tour from 14 Wing Military Family Resource Centre. This is the second year for their visit and is an excellent opportunity for new residents of the area to obtain literature and information on our province and local area. There were numerous comments on how beautiful the centre was inside and out and they were impressed at how much information was

available. They were treated with coffee and sweets from T.A.N. Coffee and Miss Kelly's Bakery.

DISPLAY CASE

A lighted enclosed display case, on loan from Maggie Rio, was a new addition to the VIC this year and was used to display local artist items such as clay figurines with contact information which helped to generate interest in artists from the local area.

52ND ANNUAL KINGSTON STEER BBQ AND VILLAGE FAIR

The Kingston Steer BBQ and Village Fair is something recognizable by visitors as a unique and appealing event and the VIC usually participates by selling refreshments, freezies and souvenirs outside during the parade, however the weather was not cooperative this year.

TV SLIDESHOW

A wonderful new addition to the VIC this year was the 32 inch flat screen TV, positioned strategically behind the counter, which showed a running slideshow of pictures, beautifully photographed by Maggie Rio during her many travels around the province showcasing the beauty and diversity of the area. There were also wonderful photographs of local birds and flowers included in the mix. This slideshow helped to generate interest in various areas as visitors would ask where a certain picture was taken.

OLD RAILBED TRAIL

The dirt trail which runs in front of the VIC has been a problem since the centre opened in 2004. Some visitors think it is a road leading up to the centre. The gravel being sprayed on to the walkway by the ATV/dirt bike traffic has to constantly be swept off. The gravel also gets sprayed on to the grass areas and Public Works then have to rake it all off each year. There were a few young dirt bike riders who even decided to ride on the sidewalk right in front of the VIC entrance as well as startle an elderly woman and her daughter while they were using the picnic table.

FLOWERS/LANDSCAPING

Many visitors commented on the beautiful flowers/landscaping around the VIC.

VIC SIGNAGE

A sign on the building itself might better identify the centre; it was suggested by the inspector from DSWNA that we place a tourism question mark sign on the building.

PARKING

The parking at the VIC is still a problem, visitors are confused as to the entrance to the parking area no matter which way they approach.

VISITOR STATISTICS

Mid May 2011 – 300 Visitors
Mid May 2010 – 365 Visitors
Mid May 2009 – 404 Visitors

June 2011 – 738 Visitors
June 2010 – 630 Visitors
June 2009 – 749 Visitors

July 2011 – 1107 Visitors
July 2010 – 1118 Visitors
July 2009 – 1397 Visitors

August 2011 – 1079 Visitors
August 2010 – 1176 Visitors
August 2009 – 1212 Visitors

September 2011 – 596 Visitors
September 2010 – 631 Visitors
September 2009 – 611 Visitors

October 2011 - 88 Visitors
October 2010 – 121 Visitors
October 2009 – 186 Visitors

Total Visitors for 2011 - 3908 - a 3% decrease from 2010

NOVA SCOTIA TOURISM

Nova Scotia continues to attract the majority of its visitors from within Canada (88%). The latest Provincial statistics are for the month of July where visits to Nova Scotia (315,800) decreased by 3% compared to July 2010. Year-to date up to July, visits from Atlantic Canada (-5%) and Ontario (-1%) decreased while visits from Quebec (+6%) and Western Canada (+7%) were up, visitation from the US declined 6% (almost 5,700 visits) while visitation from overseas markets was up 9% (approximately 2,500).

Nova Scotia conducted its first full year Visitor Exit Survey in 2010 which involves extensive interviews with visitors as they leave the province. It includes a wide range of data on visitor socio-demographic characteristics, activities, interests, spending etc. The most common trip purpose was found to be visiting friends or relatives. The most common travel party type was couples. The survey also found that 24% of visitors stopped at a VIC at some point during their visit with 3 in 10 indicating their stop resulted in their taking part in an activity or event or visiting a part of the Province they were not planning to visit.

CANADA'S TOURISM INDUSTRY

Canada's tourism industry relies heavily on Canadians and Americans, although visitors originate from all over the world, including major markets such as the U.K., France, Germany, Japan and Australia. While volumes from these overseas markets are high, growth has been largely stagnant. There has also been an important decline in U.S. travel to Canada in the past decade. Factors that contributed to this decline include the shocks of 9/11 and the SARS epidemic, a strong Canadian dollar, the recent recession and an increasing desire by Americans to experience more exotic destinations such as Thailand, which are now easier to reach. As a result, the industry in Canada has become increasingly reliant on domestic rather than international travellers. In 2010, Canadians accounted for 80 percent of total tourism spending in Canada. At the same time, however, we are experiencing impressive double-digit growth in tourism from emerging markets such as India, Brazil and China. While volumes to date are modest, the trends indicate that these travellers will continue to become increasingly important to our tourism economy.

Respectfully submitted by,

Janice Hatfield
Manager, Kingston/Greenwood VIC



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REPORT TO VILLAGE COMMISSION

From: **Policy and Finance Committee**

Date: **November 7, 2011**

Re: **Proposal Award - #11.02 Audit Services**

RECOMMENDATION

THE POLICY AND FINANCE COMMITTEE RECOMMEND TO THE VILLAGE COMMISSION THE AWARD OF RFP #11.02 AUDIT SERVICES BE AWARDED TO MORSE BREWSTER LAKE CHARTERED ACCOUNTANTS FOR THE TOTAL PRICE OF \$4,500.00 + HST FOR THE AUDIT OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2012.

DISCUSSION

The Policy and Finance Committee received staff recommendations regarding the evaluation of RFP #10.02 – Audit Services and forward a recommendation to the Village Commission.

The RFP for Audit Services closed on October 6, 2012 with one firm submitting a bid. This bid was reviewed to ensure compliance with the terms of the RFP.

The Commission is only approving the first year at this point, with subsequent approvals to be made annually, as the contract is broken down into 4 – one year terms, with pricing to be as follows:

2012 - \$4,500 + HST
2014 - \$5,000 + HST

2013 - \$4,500 + HST
2015 - \$5,000 + HST

FINANCIAL IMPACT

The amount provided for in the approved operating budget totals \$4,500 – there are no positive or negative impacts of accepting the recommendation.



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REPORT TO VILLAGE COMMISSION

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

Date: **November 7, 2011**

Re: **Monthly Finance Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

GENERAL OPERATIONS

Through seven months, there are some known variances which can be reported on. Overall, the year end position is expected to be a zero, which includes the following items.

Revenues:

Revenues are projected to be a favourable variance of \$2,900, due to the following items:

- 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 six months, sewer operations are projected to be unfavourable variance of \$5,800 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.

**Village of Kingston
Finance Report
As at October 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	550,600	550,600	-
Dog Registrations	300	300	-	1,400	1,400	-
Rentals	-	-	-	1,200	1,200	-
Interest on Investments and Taxes	4,000	3,800	200	5,600	5,600	-
Miscellaneous Income	9,900	5,800	4,100	7,600	7,600	-
Recreation Revenue	10,500	10,700	(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	58,600	58,100	500	78,500	76,400	2,100
Contributions from Reserves	7,500	7,500	-	20,000	20,000	-
Total Revenues	720,300	713,100	7,200	757,300	754,400	2,900
Expenditures						
General Government						
Legislative	9,300	10,800	1,500	20,500	20,500	-
Administration	74,300	78,600	4,300	132,400	132,400	-
Professional Fees	6,000	10,200	4,200	14,300	14,300	-
Insurance (General)	14,000	13,100	(900)	13,100	13,100	-
Civic Building Expenses	7,300	10,300	3,000	18,700	18,700	-
Crossing Guards	7,000	6,000	(1,000)	12,000	12,000	-
Miscellaneous	1,800	5,100	3,300	10,000	10,000	-
Taxation Charges	8,200	9,100	900	9,100	9,100	-
Library	3,500	6,100	2,600	11,100	11,100	-
Total General Government	131,400	149,300	17,900	241,200	241,200	-
Public Works & Transportation						
Public Works	56,200	54,800	(1,400)	87,900	87,900	-
Village Maintenance	25,800	22,300	(3,500)	29,300	29,300	-
Sidewalks & Crosswalks	11,100	9,300	(1,800)	9,300	9,300	-
Snow Removal	3,900	4,300	400	42,800	42,800	-
Street Lighting	35,100	38,000	2,900	65,200	65,200	-
Total Public Works	132,100	128,700	(3,400)	234,500	234,500	-
Tourism and Development						
Visitor Information Centre	18,200	19,500	1,300	21,700	21,700	-
Other Development	5,700	5,200	(500)	6,800	6,800	-
Steer BBQ	3,900	4,500	600	4,500	4,500	-
Total Tourism and Development	27,800	29,200	1,400	33,000	33,000	-
Parks						
Parks Repairs and Maintenance	15,800	21,900	6,100	28,400	28,400	-
Arena Rental Charges	4,000	4,600	600	4,600	4,600	-
Total Recreation	19,800	26,500	6,700	33,000	33,000	-
Recreation						
Recreation Administration	38,200	38,200	-	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	500	600	100	1,200	1,200	-
Adult Programs	-	2,400	2,400	4,100	4,100	-
Seniors Programs	700	1,100	400	1,800	1,800	-
Total Recreation	45,900	54,200	8,300	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	454,200	468,500	14,300	757,300	754,400	(2,900)
Surplus/(Deficit)	266,100	244,600	(7,100)	-	-	-

**Village of Kingston
Finance Report
As at October 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	13,000	13,900	(900)	32,400	35,600	(3,200)
Sewer - Connection Charges	3,800	2,500	1,300	2,800	2,800	-
Total Revenues	402,900	404,700	(1,800)	420,900	426,700	(5,800)
Expenditures						
Environmental Health						
Administration	55,600	66,200	10,600	103,800	103,800	-
Treatment	9,100	6,600	(2,500)	11,600	11,600	-
Treatment - Electricity	29,800	27,600	(2,200)	47,300	47,300	-
Treatment - Disposal	46,900	58,800	11,900	98,000	98,000	-
Collection System Costs	14,800	15,700	900	26,900	26,900	-
Total Environmental Health	156,200	174,900	18,700	287,600	287,600	-
Fiscal Expenses						
Sewer Reserve	71,700	71,700	-	71,700	71,700	-
LTD - Principal	56,000	56,000	-	56,000	56,000	-
LTD - Interest	9,200	9,200	-	11,400	11,400	-
Total Fiscal Expenses	136,900	136,900	-	139,100	139,100	-
Total Expenditures	293,100	311,800	18,700	426,700	426,700	-
Surplus/(Deficit)	109,800	92,900	(20,500)	(5,800)	-	(5,800)



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

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

Date: **October 27, 2011**

Re: **Attendance at Association of Nova Scotia Villages (ANSV) AGM**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

REVIEW

I attended the 2011 ANSV conference and AGM in Baddeck with Commissioner Armstrong on September 16 and 17.

The first day included several sessions. Stephen Feist from Service Nova Scotia and Municipal Relations gave an overview of the responsibilities of villages which was a good refresher on village items. Bernie White, clerk for CBRM and Registered Parliamentarian, discussed and fielded questions on proper meeting formats, process and motions. Professor Jack Novak from Dalhousie also gave an excellent presentation on the Role of Village Commissioners and Staff.

The second day included a Bras D'or Lakes Biosphere Reserve Association presentation and roundtable discussion. The annual general meeting for the ANSV was held after these events.

Staff comments on the event:

- The village working paper mentioned last year (and 4 years in the works) was again discussed. Since the AGM, members of the Board met with Minister MacDonnell (Minister for Municipal Affairs) with the working paper. The Minister's response was favourable to the village's concerns, and the letter was forwarded to provincial staff for review.
- Villages are continuing to struggle to keep up with escalating demands and the required knowledge to operate and account for a village.
- Meeting village counterparts and Commissioners will be of benefit as they will continue to be a resource of the village.
- I accepted an offer to act as the Association's auditor for the next year.

Overall, it was a very positive experience. I would encourage all Commissioners, especially new Commissioners, consider attending future ANSV AGMs.

The next AGM will be in Chester in September 2012.

In Reply Please Quote Our File Number:

October 21, 2011

RECEIVED OCT 25 2011

Mr. Greg Towne
Clerk/Treasurer
Village of Kingston
671 Main Street, PO Box 254
Kingston, NS B0P 1R0

Dear Mr. Towne:

Thank you for your letter of September 6, 2011, regarding the condition of the roads in the Village of Kingston and the beautification of Exit 17E on Highway 101.

The Government of Nova Scotia takes the condition of the province's road infrastructure very seriously. Over the past 10 years, we have quadrupled annual spending on road rehabilitation in an effort to address this problem. While much has been accomplished during this period, much remains to be done.

At this time, I am not able to say when the Department might be in a position to repave the streets in Kingston. Until this occurs, every effort will be made, through our annual maintenance activities, to keep the streets in an acceptable state of repair.

Local Department staff will be asked to visit Exit 17 and make recommendations for possible beautification options.

Thank you for bringing your concerns to my attention.

Sincerely,



David Darrow, P.Eng.
Deputy Minister

c: Honourable Bill Estabrooks, Minister
Leo Glavine, MLA Kings West
Steve MacIsaac, District Director, Western
Basil Pitts, Area Manager, Kings



Transportation and Infrastructure Renewal
Office of the Minister

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

October 28, 2011

Mr. Tom Beardsley, Chair
Kingston Village Commission
671 Main Street
PO Box 254
Kingston, NS B0P 1R0

Dear Mr. Beardsley:

Thank you for your letter of October 4, 2011, regarding assistance and intervention on a traffic matter within the Village of Kingston, specifically the traffic speed zone between Maple Street and Greenwood Road on Trunk 1 east of the Village of Kingston.

Speed zones are based on an analysis of technical data (please refer to the attached document) in an effort to apply these zones consistently across the province and the speed zones should change where the technical data indicates a change is appropriate. These speed zones may or may not necessarily correspond with the location of community boundaries.

The basic premise used when establishing speed zones is that most people are reasonable, prudent drivers who adjust their speed in accordance with their surroundings. With that in mind, the objective of any speed limit is to improve the safety and efficiency of traffic operation by encouraging a better, more uniform driving practice by reducing the speed differential between the low and high speeds. Speed limits rely on a high level of voluntary compliance, and if they are to promote safe and efficient operations they must be reasonable. A properly established speed limit is an attempt to strike a balance between needs and expectations of all of the road users.

It is a common belief that posting a lower limit will improve the safety of a road. However, research has shown that posting a limit significantly below what drivers already feel is an appropriate speed will not create uniformly lower operating speeds. It often only serves to increase the speed differential between vehicles and may result in more vehicle to vehicle conflicts.

I would also like to point out that the Department of Transportation and Infrastructure Renewal has plans to repave the section of Trunk 1 from the Annapolis-Kings County line 4.5 km easterly to Greenwood Road in 2012. This project will include the replacement of some asphalt curb with concrete materials. We will also consider widening of the road and paved shoulder on certain sections of this road as a means of facilitating the movement of non-vehicular traffic as well as control exit and entry onto Trunk 1 through proper access management. These measures are expected to enhance safety along this section of roadway.

Mr. Tom Beardsley
October 28, 2011
Page 2

With regard to future development, it should be noted that if there is a marked discrepancy between the posted speed limit and the prevailing speeds, the Department is obligated to use the prevailing speed as well as existing conditions when assessing access locations and speed limits. We do this to try and ensure that new driveways and intersections are properly assessed and have met the standards and conditions present at the time. The common pattern is that as development increases, prevailing speeds begin to fall. As the speeds fall, more locations will meet the necessary stopping sight distance standard and are therefore able to be approved.

At the present time, this information and analysis shows that a reduction of the speed zone to 50 km/hr for the two sections of Trunk 1 East of the Village of Kingston currently posted at 80 and 60 km/hr is not warranted. If you would like additional information regarding the above please contact Steve MacIsaac, District Director, Western Nova Scotia at 1-902-541-5670 or email macisasd@gov.ns.ca.

Thank you for bringing this matter to my attention.

Sincerely,



Bill Estabrooks, M.B.
Minister

attach.

cc: David Darrow, Deputy Minister
Bruce Fitzner, Chief Engineer Highway Programs
Basil Pitts, Area Manager
Stephen MacIsaac, District Director, Western
Leo Glavine, MLA Kings West
Joe Crowell, District Traffic Supervisor



Municipality of the County of Kings

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Fax: (902) 679-0911
Tel: 1-888-337-2999
Email: mlemay@county.kings.ns.ca

Land of Orchards, Vineyards and Tides

October 27, 2011

Mr. Greg Towne
Village Clerk-Treasurer
Kingston Village Commission
671 Main Street
PO Box 245
Kingston, NS, B0P 1R0

By e-mail to: gtowne@kingstonnovascotia.ca

Dear Mr. Towne

I am writing to give you a brief update on Kings 2050 initiative. Kings 2050 is an exciting comprehensive planning initiative intended to guide the long-term sustainable development of Kings County. It will examine past, current and future trends in the county and, ultimately provide a blueprint for meeting our long-term needs.

In order to keep all of our partners advised of the progress of Kings 2050, and to ensure that everyone has a direct contact with the Kings 2050 team, I am pleased to tell you that I will be the primary contact for the Village of Kingston. I will be devoting much of my time to this project, and will give you periodic updates.

I would be happy to attend a future Village meeting to discuss the initiative. In addition, if you have any questions or concerns, please do not hesitate to contact me.

I look forward to working with you on this project.

Yours,


Madelyn LeMay
Planner

c. Warden Brothers
Councillor Wayne Atwater

Brian B. MacLean
768 Philips Ave
Kingston, NS B0P 1R0
November 2, 2011

Village Commission
Kingston, NS

Dear Sir or Madam:

I am writing this letter to ask the village to remove some pine trees from their property which pose a threat to my home.

Immediately adjacent to my property there is a strip of land of about 25 feet in width which belongs to the village. On this, there are several very tall pines that loom over my house and certainly cause me a great deal of anxiety; especially on days when we experience strong winds. I have removed several trees from my property which have posed a danger to my home and this has been a costly endeavour. I am now seeking assistance from the Commission to remove those trees on your property which pose a danger to my home.

Thank you for your support and I look forward to hearing from you.

Sincerely,



Brian MacLean
765-8608