



Village of Kingston  
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## **KINGSTON VILLAGE COMMISSION**

### **MINUTES OF THE COMMISSION MEETING OF AUGUST 12, 2010**

#### **COMMISSION:**

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

Greg Towne – Clerk/Treasurer  
Janice Hatfield – Administrative Assistant

GUEST: Brad Morse, Morse Brewster Lake Chartered Accountants

#### 1 OPENING

Clerk called the meeting to order at 7:04pm.

#### 2 ELECTION OF CHAIR AND VICE CHAIR

Clerk called for nominations for the position of Chairperson. Commissioner Beaman nominated Tom Beardsley as Chairman. Tom Beardsley accepted the nomination. Clerk called for a second and third nomination. As there were no further nominations, Clerk declared Tom Beardsley as Chairman.

Clerk handed the meeting over to Chairman Beardsley.

Chairman Beardsley called for nominations for the position of Vice Chair. Commissioner Beardsley nominated Commissioner Armstrong as Vice Chair. Commissioner Armstrong accepted the nomination. Chairman Beardsley called for a second and third nomination. As there were no further nominations, Chairman Beardsley declared Martha Armstrong as Vice Chair.

### 3 PRESENTATION OF 2009/2010 AUDITED FINANCIAL STATEMENTS

Chairman Beardsley introduced Brad Morse of Morse Brewster Lake Chartered Accountants to present the audited financial statements for the fiscal year 2009/10. Mr. Morse presented an unqualified audit report for the Village since the Village had successfully completed the new accounting procedure which now requires public bodies to report for Tangible Capital Assets and depreciate assets over a period of time. This time consuming exercise included the completion of the Tangible Capital Asset Policy and review and inventory of existing capital assets, such as sidewalks, buildings, equipment and sewer infrastructure, both above and below the ground.

**ON MOTION OF COMMISSIONER ARMSTRONG AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE AUDITED FINANCIAL STATEMENTS AS PRESENTED. MOTION CARRIED.**

### 4 REVIEW OF MINUTES

Chairman Beardsley asked for a review of the minutes of the July 15th meeting.

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER ARMSTRONG THAT THE COMMISSION APPROVE THE JULY 15, 2010 MINUTES AS PRESENTED. MOTION CARRIED.**

### 5 COMMITTEE REPORTS

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

### 6 APPOINTMENT OF COMMISSION MEMBERS

#### 6.1 COMMISSION PORTFOLIOS

After a discussion the portfolios will remain as follows:  
Martha Armstrong – Public Works  
Doug Beaman – Tourism  
Brad Beardsley – Wastewater  
Lorne Reid – Recreation

#### 6.2 POLICY AND FINANCE COMMITTEE

Membership for the Committee remains the same comprising of Commissioner Beaman (Chair), Commissioner Beardsley and Clerk/Treasurer Greg Towne.

#### 6.3 AREA ADVISORY COMMITTEE

Commission membership for the Area Advisory Committee consists of Chairman Tom Beardsley, Commissioner Armstrong and Commissioner Reid.

Commission approved submissions by area residents and decided upon Muriel West, Paul Parsons and Keith Howell to sit on the Committee.

7 COMMERCIAL ACTIVITIES ON VILLAGE PROPERTY

Chairman Beardsley stated the Village needed to address the situation of commercial businesses displaying cars on Village green areas. Staff will send letter to property owner.

8 FIRST READING – BY-LAW #3 – TAX EXEMPTION BY-LAW

**ON MOTION OF COMMISSIONER ARMSTRONG AND COMMISSIONER BEARDSLEY THAT THE COMMISSION GIVE FIRST READING TO BY-LAW #3 BEING THE TAX EXEMPTION BY-LAW OF THE VILLAGE OF KINGSTON. MOTION CARRIED.**

9 FINANCE REPORT

No changes from previous month to report; received as presented.

10 FINANCING – VILLAGE EQUIPMENT

Clerk presented report discussion the options regarding the long-term financing of snow-removal equipment.

**ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER BEARDSLEY THAT THE COMMISSION AUTHORIZE THE FINANCING RELATING TO SNOW REMOVAL EQUIPMENT TO BE FINANCED INTERNALLY.**

**ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER BEARDSLEY THAT THE COMMISSION AUTHORIZE THE REPAYMENT OF THE SHORT TERM LOAN PAYABLE TO THE MUNICIPAL FINANCE CORPORATION IN THE AMOUNT OF \$110,000 WITH THE FUNDS COMING FROM THE VILLAGE RESERVES. MOTION CARRIED.**

11 SNOW CLEARING CONTRACT EXTENSION

**ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER ARMSTRONG THAT THE COMMISSION EXERCISE ITS OPTION ON THE SECOND YEAR (2010/11) OF THE DOWNTOWN SNOW REMOVAL CONTRACT WITH JEFF BOWLBY QUALITY SOILS FOR THE AMOUNT OF \$17,400 + HST AND AUTHORIZE THE CHAIR TO SIGN ON THE VILLAGE'S BEHALF. MOTION CARRIED.**

12 COMMISSIONER REID – REQUEST TO CONSIDER INCREASED PRIORITY FOR BALSER DRIVE SIDEWALK

After a discussion, the Commission stated the request for a sidewalk on Balsar Drive was not in the budget for this fiscal year. Discussion on priorities of capital projects would be part of future budget deliberations.

13 REQUEST TO ATTEND COMMUNITIES IN BLOOM SYMPOSIUM

Commissioner Beaman provided information and asked for consideration to attend the 2010 National Symposium on Parks and Grounds and Provincial and National Awards for Communities in Bloom taking place in Halifax on October 27-29, 2010. The Commission decided to table this request until the September 9th meeting so staff could gather more information regarding the event.

14 CORRESPONDENCE

A thank you card was received by the President of the Kingston and Area's Senior's Association for the Village's annual Senior's Picnic event held at the Lion's Club on July 27th.

15 ADJOURNMENT

As there was no further business to discuss, the meeting adjourned at 8:40pm.

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COMMISSION CHAIRMAN

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CLERK/TREASURER