

**KINGSTON VILLAGE COMMISSION
REGULAR SESSION
July 9, 2008**

COMMISSION:

Steve Nickerson – Chairman
David Lowe – Vice Chair
Muriel Craig
Dale Clarke
Lorne Reid
Bill McKennan – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

1. OPENING

- 1.1 Chairman Nickerson called the meeting to order at 7PM and welcomed Lorne Reid to the Village Commission. Comm. Reid joined the Commission by acclamation following the July 8th nomination process. The Oaths of Allegiance were carried out at the County on July 9th.

2. COMMISSIONER PORTFOLIOS:

- 2.1 After a discussion the Commission decided on the following portfolios:
Recreation – Comm. Reid
Tourism – Comm. Craig
Wastewater – Comm. Lowe
Public Works – Comm. Clarke

3. MINUTES:

- 3.1 **Comm. Lowe moved the minutes of June 11, 2008 be adopted as presented. Comm. Clarke seconded the motion. Motion Carried.**

4. OLD BUSINESS:

5. SIDEWALKS

- 5.1 Chairman Nickerson stated that since there is a lack of funding assistance for this type of capital project from the Province and the Federal Government, the Commission may want to consider moving forward with a priority area for sidewalk construction.
- 5.2 Clerk stated that the County Sidewalk Funding Program funds a minimum of 15% of Village sidewalk construction.

5.3 There was a discussion of prioritizing sidewalk needs in the different areas of the Village.

5.4 Comm. Clarke made a motion for:

1. Clerk to provide a financial implication of the road segments as detailed in the Dillon Consulting Study 2005 for the road segments listed as follows:

a) Pine Ridge Ave.

i) From Westwood Street to Palmer Dr.

ii) From Palmer Drive to Magee Drive

b) Westwood Street

i) From Pine Ridge to Lincoln Street

ii) From Lincoln Street to Elm Street

iii) From Elm Street to Main Street

2. Staff to be directed to consult with the County on financial partnerships related to these road segments. Comm. Reid seconded the motion. Motion Carried.

6. PINE RIDGE AVE SEWER EXTENSION

6.1 Clerk stated the Build Canada Fund is still reviewing the Village's application for funding on the Pine Ridge Ave Sewer Extension. The Village may not receive the Build Canada Fund and would not receive word on it until at least 2009. Staff suggested it may not be a high priority project and that possibly the Scada systems for the sewer lift stations might be a higher priority. The Commission stated they would like to proceed with the project. Clerk suggested the Commission draft up a petition to the residents of Pine Ridge Ave to get a commitment from them before they proceed.

7. ADVERTISEMENT TO AMEND THE SEWER BYLAW

7.1 Clerk is continuing to work on this issue.

8. SNOW REMOVAL

8.1 Comm. Lowe stated the Public Works staff is gathering information on whether the snow removal should be in house or contracted out.

9. ADDITIONS:

9.1 Comm. Clarke asked if the Village had contacted Valley Waste Resource Management to let them know there have been many complaints concerning the fact that leaf pick up service occurs only in the fall.

Comm. Craig stated she had contacted them and they do only have the one pick up per year but that if the Village wanted any extra services from Valley Waste there would be a surcharge. Clerk stated Valley Waste would consult stakeholders (funding partners) regarding issues of concern for their consideration in the development of their budget. Staff will draft up a letter to the County Councillor asking about various options for leaf pick up and bring information back to the next meeting.

- 9.2 Comm. Craig asked if the Clerk had looked into funding options for the Kingston Library. After a discussion it was decided that a funding partnership should include the Village of Greenwood.

10. COMMITTEE REPORTS:

11. WASTEWATER – Comm. Lowe presented the monthly wastewater report (on file).
- 11.1 Comm. Lowe presented three quotes for the proposed fence around the Sewer Treatment Plant.
- 11.2 After a discussion, **Comm. Lowe made a motion to accept the quote of \$8201.00 including HST for 310 feet of new fence and 70 feet of existing fence to be moved. Comm. Clarke seconded the motion. Motion Carried.**
12. PUBLIC WORKS – Comm. Lowe presented the monthly public works report (on file).
- 12.1 Comm. Lowe asked whether there is a grant available for public works staff that is not just limited to university students. Clerk stated that Nova Scotia Municipal Affairs has a year round grant co-op program.
- 12.2 Comm. Lowe reported that he attended the last Kings County Trail Society meeting and reported that they have agreed to spend \$21,000.00 on trails in the Village of Kingston. They are requesting that the Village provides a receipt for any in kind work done on the trail such as the spreading of calcium chloride.
13. RECREATION – Comm. Clarke presented the monthly Recreation report (on file).
14. TOURISM – Comm. Craig reported on the following:
- 14.1 The number of visitors for the month of June was 797 which is down compared to June 2007

- 14.2 The sales for the month of June were \$100.60
- 14.3 There are 3 staff members at the Visitor Information Center and they are all under grant programs
- 14.4 There is a manager's meeting in Lunenburg on July 10th.
- 14.5 Comm. Craig made a motion to send two staff members to the Manager's meeting in Lunenburg at 1pm on July 10th. Comm. Clarke seconded the motion. Motion Carried.**
- 14.6 Comm. Craig made a motion to accept the quote in the amount of \$11,420.00 plus HST for the interlocking brick around the Village flower beds and proceed with the work. Comm. Lowe seconded the motion. Motion Carried.**
- 14.7 The plans for Steer BBQ are going well and there would be 30 dignitaries attending the dinner.

15. FINANCIAL REPORT:

- 15.1 The financial report was deferred to the next meeting.

16. NEW BUSINESS:

17. CHANGES TO NOMINATION DAY BYLAW

- 17.1 Comm. Craig stated the nomination day bylaw needed to be amended to reflect the Village Office hours.
- 17.2 Comm. Craig made a motion to close the nominations at the end of the business day rather than at 7pm. Comm. Lowe seconded the motion. Motion Carried.**

18. PUBLIC SECTOR ACCOUNTING BOARD

- 18.1 Clerk stated there is a note disclosure in the Financial Statements prepared this year by the auditors for the Village. It basically states that effective April 1st every asset that the Village owns will have to be accounted for under the new guidelines which will require significant policy and documentation. If the revised accounting practices are not met the auditors will not provide a favourable audit opinion on the financial statements.

18.2 Clerk asked the Commission how they would like to proceed with this undertaking and how they would like to resource the project. Once these decisions are made the auditors want the Village to stick with them.

18.3 Comm. Lowe made a motion that the Clerk provides a game plan regarding the Public Sector Accounting Board which is eligible for 100% of the gas tax funding. Comm. Clarke seconded the motion. Motion Carried.

19. POLICY FOR FLOAT DRIVERS

19.1 Comm. Craig stated that a policy which was approved a few years ago for float drivers was never placed in the Policy Binder. Staff will make sure the policy is included in the policy binder.

20. CROW PROBLEM

20.1 Comm. Clarke stated he has had complaints from residents particularly along the south side of Pine Ridge Ave that there are an excessive number of crows in the wooded area. Staff will check with the Town of Berwick as to their method of controlling crows.

21. POLICY FOR COMMISSIONER REMUNERATION

21.1 Chairman Nickerson stated a policy needs to be implemented regarding the remuneration for Commissioners. Clerk stated that the Association of Administrators' website has a policy that the Village could look at.

22. **ADDITIONS:**

22.1 Comm. Craig inquired about the cost of business cards for the Commissioners and why the staff received cards as well. Administrative Assistant stated there was a minimum number required to order, therefore, it was decided to divide that number among all staff and Commissioners. Clerk suggested the County could provide a template so the Village could do their own business cards for any future requirements.

22.2 Comm. Craig stated the Lions Club sent a letter to the Village requesting they Chair the 2009 Kingston Steer BBQ and Village Fair which will also be the 50th anniversary of the event. This item will be addressed at the next meeting.

22.3 Comm. Clarke stated he attended a Neighbourhood Watch meeting at the Fire Hall which was put on by the County Councillors on June 25th and there were approximately 60 in attendance. The County Councillors

described the program and stated there would be funding available from the County. There will be a follow up meeting in September.

22.4 Chairman Nickerson stated staff had contacted the County to see when their engineering staff will be contacting the Village regarding the water system and were told that the engineering staff was at peak work load and would not be available until at least fall. Clerk suggested the Commission invite Richard Lloyd with the Engineering and Public Works Department at the County to a meeting in the fall.

22.5 Comm. Clarke stated a gate might be necessary for extra security at the Sewer Treatment Plant. The Commission requested a quote for the cost of the gate.

23. MISCELLANEOUS:

23.1 As there was no further business to discuss, **Comm. Clarke moved to adjourn the meeting. Comm. Lowe seconded the motion.**

23.2 The meeting adjourned at 10:06PM.

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COMMISSION CHAIRMAN

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CLERK/TREASURER