



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

ph 902 765-2800
fx 902 765-0807

January 14, 2016

Chairperson M. Armstrong
Commissioner J. Pierce
Commissioner B. Carter
Commissioner D. Holmesdale
Commissioner P. Parsons

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Thursday, January 14, 2016 at the Kingston Village Office.



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REGULAR COMMISSION MEETING January 14, 2016

AGENDA

1. Review of Minutes of Meeting held December 10, 2015
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
5. Finance Report
6. Discussions
7. Correspondence
8. In-Camera Session – land expropriation (if needed)
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 10, 2015

COMMISSION:

Martha Armstrong – Chair
Don Holmesdale – Vice Chair
John Pierce
Bruce Carter
Paul Parsons

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

Chair Armstrong called the meeting to order at 7:00pm.

REVIEW OF MINUTES

Chair Armstrong asked for a review of the November 12th, Regular Session meeting minutes.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER HOLMESDALE THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 12TH, 2015 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Armstrong asked if there was any business arising from the minutes of November 12th, 2015.

Chair Armstrong stated the new metal speed sign that was recently installed on Pine Ridge Ave should be facing the opposite way. Clerk will advise Department of Transportation. Commissioner Parsons asked about purchasing a portable LED speed sign. Clerk stated he will get quotes on a solar speed sign.

Chair stated she will meet with the Lions members regarding their request to partner on a possible project for the 100th anniversary of the Lions Club International.

Commissioner Holmesdale asked about the status of the streetlight requests. Clerk stated he sent the work order for a new streetlight installation at the mailbox kiosk on Greenwood Road, a repair order on Palmer Rd and a relocate of a streetlight that is blocked by trees on Katelyn Street where it meets Old French Rd.

Commissioner Pierce asked if the manhole cover on Pine Ridge Ave has been fixed since the new paving job. Clerk will confirm with staff.

COMMITTEE REPORTS

WASTEWATER

Clerk stated the recent sewer treatment plant rake arm and skimmer arm repair work in the clarifier will cost approximately \$2,500.

PUBLIC WORKS

Chair asked if the trees crowding the new sidewalk on the south end of Marshall Road had been removed. Clerk stated they were removed this week. Clerk stated the Village is not overly enthused with the design work of the new sidewalk on Marshall Road including not replacing the culvert by the ravine. Overall the Commission noted that the job was completed at more than 50% of what the project would have cost had the village done the work.

RECREATION

Commissioner Pierce asked as per report if there was any cost to the village to hire the Acadia student for 6 weeks for various projects. Clerk stated there would be no cost to the village.

Chair noted the parade before the Santa Comes to Kingston event was dangerous to hold at night, it affected 4 of the busiest streets in that area for an hour on a Friday evening and caused a bottleneck at the rink. Clerk stated it was organized by a community resident.

Commissioner Pierce stated there would be no more horses for wagon rides because of the cost of insurance rates for the horse and wagon owners. The New Years Eve event may look at well-lit tractors to pull the wagons.

Audience member Muriel Craig asked why many of the sponsorship engraved bricks were not installed on the wooden display rack at the arena. Clerk stated the builder of the wooden rack only had one size sample brick to go by and now the thicker bricks don't fit; they are looking at solutions.

Clerk stated the arena is reinstating its charitable status and that once the letter is received there will be an announcement made.

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

MONTHLY FINANCE REPORT

VILLAGE WI-FI / SECURITY CAMERAS

Clerk reported Wi-Fi will be on every third pole in a portion of the downtown area which will service a 300 foot radius from each pole at a cost of approximately \$1000.00 per pole. The plan was for 3 or 4 Wi-Fi hot spots and security cameras in various locations. Chair asked if a camera could be placed at the intersection of Main St. and Maple St which may help to justify the need for traffic lights/crosswalk. Commissioner Holmesdale stated he would like to see more cameras added over the years. Commissioner Pierce suggested the local snowmobiler's association may be willing to put a camera on the trail.

Finance report was received as presented.

CLERK REPORT

COMMUNITY CENTRE

Commissioner Carter reiterated that a professional needs assessment be done. Clerk stated ideally the building would include a gym and a few classrooms for meeting room spaces for public use. Chair Armstrong suggested the Baptist Church on Main St. has a large room in the basement that is accessible by elevator. Clerk also suggested the possibility of building next to the arena and moving the present village office/public works garage over to incorporate everything in one location.

MUNICIPAL GOVERNMENT ACT (MGA) REVIEW

Commissioner Holmesdale announced the Clerk has accepted the Association of Nova Scotia Villages' request to be their representative on the MGA Review Committee.

LONG SERVICE AWARDS

Clerk stated the Village does not currently have a policy for Long Time Service Awards and asked if the Commission is interested in this for staff and/or Commission. He stated two staff members are now past the 25 year mark. Policy and Finance Committee will meet to discuss a policy and bring information back to the Commission.

POLICY AND FINANCE COMMITTEE

Commissioner Pierce stated the Policy and Finance Committee met with staff to review the 7 tender bids the Village received for the Sewer Treatment Plant generator which closed December 9, 2015. The low bid was \$86,950 from Corning Electric in Yarmouth and the high bid was \$138,900 from KVS Electrical. Commissioner Pierce stated Clerk contacted the engineers at SNC Lavalin who contacted Corning Electric and, based on the information received, the Committee is prepared to recommend the tender be awarded to Corning Electric. Commissioner Parsons asked about the warranty and suggested calling the references for Corning Electric. Clerk stated he will call references. Chair Armstrong asked how long the installation will take and the Clerk stated the electrical work will take approximately three days.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER HOLMESDALE THAT THE VILLAGE AWARD THE SEWER TREATMENT PLANT GENERATOR TENDER TO CORNING ELECTRIC IN YARMOUTH IN THE AMOUNT OF \$86,950.00 + HST PENDING CONFIRMATION ON THEIR REFERENCES AND THE REPORT FROM SNC LAVALIN. MOTION CARRIED.

CORRESPONDENCE

APPLE BLOSSOM FESTIVAL CALL FOR INTEREST

The Village received a letter from the Apple Blossom Festival asking if any community might be interested in hosting either an official opening ceremony or a valley tea. Clerk stated Village Apple Blossom Committee Chair Renee Beardsley has a copy of the letter for consideration.

COMMUNITY SPORT AND RECREATION FACILITY ACCESS PROGRAM FUNDING

The Village received approval for funding from the Minister of Health and Wellness in the amount of \$5,000 for Community Sport and Recreation Facility Access which helps to provide free access to physical activity opportunities in the Kingston/Greenwood area.

THANK YOU LETTER FROM ROYAL CANADIAN LEGION BRANCH #98

The Village Chair received a thank you letter from the Kingston Legion for participating in and attending the Remembrance Day Ceremony.

LETTER OF SUPPORT REQUEST FOR ROYAL CANADIAN LEGION BRANCH #98

The Village received a letter from the Kingston Legion asking for another letter of support to help them successfully obtain a grant from the County to help offset the cost of the roof replacement on their building.

DISCUSSIONS

Chair stated there was a house on Pine Ridge Ave that needs to be referred to the County. Clerk will inform Terry Brown, Dangerous and Unsightly By Law Enforcement Officer at the County.

Commissioner Carter asked about the status of the Health Centre at the old Foodland building. Commissioner Parsons stated they can't agree on a floor plan and that what was tendered and proposed has now changed. Commissioner Pierce stated there is a sign on the building now indicating the proposed health centre.

The Commission decided to unveil the new Beaman Bandstand sign at an outdoor concert at Centennial Park possibly next June.

ADJOURNMENT

**ON MOTION OF COMMISSIONER HOLMESDALE THAT THE MEETING BE
ADJOURNED AT 8:20PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 14, 2016**
Re: **Environmental Services Report**

New electrical contact had to be ordered for aerator panel at the treatment plant that operates one of our 4 aerators. Aerator was removed from aeration tank to inspect bearing and prop. Bearing was worn significantly and decision was made to order bearing kits for all three aerators. Bearings are changed every 2 years for preventative maintenance reasons, to prevent possible further damage to shaft housing. Wastewater staff was hoping to replace aerators in next budget but low Canadian dollar has increased prices received last year by 25%. Bearings were received this week and because of good winter so far, staff will be able to pull aerators out individually and replace bearings. Existing Aspirating Aerators are 15 years old and will need to be replaced in future budgets.

Lift station in Oakhurst subdivision has a pump that keeps tripping the overload since Christmas. Wastewater staff pulled pump and removed rags. Inspection of impeller showed a chunk of metal missing from impeller. New Wear Plate/Impeller kit has been ordered. The other pump in this station, in 2014, also had to have Impeller wear plate kit installed.

Jan 3 upon weekend check at the treatment plant, staff realized return Sludge pumps had lost their prime and were not returning sludge back to aeration tank. Pumps were drained, cleaned out and primed. Return sludge pumps run 24/7 and are a key component to a polished effluent.

Treatment plant staff has been working on the new shop as time permits and have also started the process of creating an Emergency Response plan as required by NS environment and Monitoring Departments audit. This requirement is listed in our 'Permit to Operate' terms and conditions section of our permit.

Wastewater staff is still waiting on one of Loomer's trucks to free up so we can clean our lift stations. Once stations are clean staff will be scheduling Xylem down for an overall check of all our stations and any updated information for our preventative maintenance file. Individual reports on each station provide technical data when ordering pump replacement parts.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 14, 2016**
Re: **Public Works Report**

Sidewalk snow removal has been limited along with sanding and salting due to mild winter so far. Winter seasonal staff has been busy with setting up equipment maintenance recording binders, removal of dead and leaning trees at the fitness trail at Stronach Park, and helping out at the treatment plant.

As reported last month outdoor rink was framed up and two pieces of plastic were seamed together. Fire department flooded to fill bladder but water was finding a way out the seam. Recreation staff and Public Works staff decided to create 2 side by side ice surfaces each with its own bladder. Additional lumber was purchased and staff installed east to west to separate the 2 surfaces. Public Works staff hauled water to saturate the snow build up and create an ice surface inside the containment. With a few more days of consistent cold temperatures ice should be ready by the weekend. Ice at the duck pond has also been checked and that is close to allowing skating on it pending cold temperatures.

Village office received call about a sink hole on the inside edge of the sidewalk in front of Kings Enterprises. Storm water catch basin was out in the street at curbs edge, directly across from sink hole. Public Works staff removed caved in soil and exposed drainage culvert lateral to Kings Enterprises property. Culvert pipe had separated at joint and water created cavity allowing section of storm pipe under sidewalk to drop. Water was still able to drain into catch basin but will need to be excavated out to curbs edge and repaired next summer. Public Works staff was able to manipulate opening and cover open area up so water could continue to drain. Repairing storm sewer has never been the village responsibility but where it caused a sink hole by our sidewalk, something had to be done.

The absence of snow has allowed staff to do preventative maintenance on our MT Trackless sidewalk snow removal equipment. Oil and filter was changed, both air filters were changed and parts for the exhaust were ordered and replaced by staff.

All Christmas lights and decorations have been taken down and stored away for another season.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **January 14, 2016**
Re: **Recreation Report**

HEALTHY EATING IN RECREATIONAL SETTINGS MEETING – THURS JAN 14TH @ 1:30PM

- HERS Meeting at the Kingston Credit Union Centre on Thursday Jan 24th @ 1:30pm.

HEALTHY EATING MUNICIPAL POLICY ADOPTION 2016

- The Town of Berwick has recently instituted a Municipal Healthy Eating Policy.

WEST KINGS FAMILY OF SCHOOLS (WKFS) MEETING – JAN 11TH @ 2PM

- Glen was present at the WKFS meeting at St. Mary's School on Monday Jan 11th @ 2pm. This is a collaborating session where member organizations meet to discuss & work towards improving student life & resources for students within the West Kings Family of Schools.
- Member Organizations include: Annapolis Valley Mental Health, WKHS, BDS, DWES, KDS, St Mary's School, PRMS, Village of Kingston, 14 Wing Greenwood.

SENIORS – CHAIR YOGA 2015/16 – TUES/THURS 9AM – 10AM @ KINGSTON LEGION

- Attendance continues to be consistent on this volunteer program which has 45 – 50 participants each day between the two classes.

SENIORS FITNESS INSTRUCTOR 2016

- Glen has had correspondence with a potential instructor for the Older Adult Fitness Class. Circumstances have changed for this individual and they expressed interest in instructing.

ACADIA STUDENT PLACEMENT PROGRAM – WEST KINGS HIGH SCHOOL RENOVATION PROJECT

- Glen is in the final stages of confirming the Student Placement from Acadia. He has been in discussions with Alan Warner (Instructor/Coordinator) & Leah Vasil (Student). If all goes smoothly Leah's work term will be 6 weeks and will include completing the "West Kings High School Field Renovation Needs Assessment" / Planning the 2016 March Break Day Camp & also supervising the Day Camp.
- Glen is completing the Professional Student Placement Form and is hoping to meet with Leah before the week's end.

OUTDOOR RINK PLANNING 2016

- Due to a "seam leak" where we attempted to seal the two tarps together – after discussion & consultation we decided to make two ice surfaces rather than just one single surface. With the recent change in weather & dropping temperatures we hope to have some skateable ice within a week or two at the tennis courts.
- Public Works has been wonderful in providing water for the tennis courts as we have attempted to make a "base" for potential ice.
- Glen has been in talks with the Kingston Volunteer Fire Department in order to provide a larger, more substantial water supply to the ice surface should we have a dramatic temperature drop – which would create ideal ice making conditions.

NEW YEARS EVE – THURS DEC 31ST 6PM – 9PM – CREDIT UNION CENTRE

- No wagon rides but will rectify this for next year
- Donations to Food Bank : **328lbs of food & \$440 in monetary donations.**
- Weather was ideal & folks appreciated the FREE community event.
- Glen will be putting the Thank You ad in the Aurora for next week and sending out the Thank You letters to all the participating sponsor organizations.

KINGSTON SCHOOL

- Before School Handball is taking place at Kingston School – Over 20 youth per Session.
- Kingston School student skating program begins on Tuesday Jan 12th @ 9am. Classes will be bused to the arena – 2 classes at a time for three skating sessions per day. By the end of the program – every student in the school will have had the opportunity to skate (4) times. Glen is on the ice to assist with student skating & supervision.
- Glen is working on coordinating afterschool volleyball program for Kingston School students within the next couple of weeks.

PINE RIDGE SCHOOL COMMUNITY BADMINTON – TUESDAY EVENINGS 6-8PM

- Youth badminton from 6-7pm / High School & Adult Badminton 7-8pm.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Due to Kingston School requesting 3 consecutive days per week for the next 5 weeks at the Kingston Credit Union Centre and Tuesdays mornings being one of those days, we have moved the Adult Skating from Tuesdays to Monday mornings. Monday Jan 11th was the first one and we have 14 skaters out – which is above average.

KINGSTON LEGION – 2016 CHASE THE ACE – SATURDAYS 1PM – 3PM – DRAW AT 3:30PM

- Kingston Legion branch 98 is hosting a Chase the Ace fundraiser for 2016.
- Continuing every Saturday until the Ace is drawn.
- First day was Saturday Jan 9th – with over \$800.00 raised and the Ace was not drawn.

KINGSTON/GREENWOOD COMMUNITY HEALTH BOARD – TUESDAY JAN 12TH @ 6:30PM

- Glen will be attending the Kingston/Greenwood Community Health Board Monthly meeting at the upstairs Community room at the Greenwood Sobeys on Tuesday Jan 12th @ 6:30pm. After attending a previous meeting Glen is contemplating becoming a member of this board in order to represent the Village of Kingston.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

- In partnership with Provincial Funding – the Kingston Credit Union Centre has been able to offer Free Public Skating on Full Day In-service Days & ½ Day in-service days for youth – these have been well attended by students. Also, on Saturdays the arena has been able to offer FREE Public Skating from 6pm – 7:30pm. Up to 60 participants during some of these skates and also over the Christmas break the arena was open from 1 – 3pm each day.

TAKE THE ROOF OFF WINTER EVENT – STRONACH PARK SNOWSHOEING – FRI JAN 29TH 4-6PM

- In partnership with 14 Wing Greenwood – the Village of Kingston will be offering a FREE Snowshoeing Day on Friday January 29th from 4pm – 6pm at the Kingston Stronach Park. Hot Chocolate will be provided.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 14, 2016**
Re: **Monthly Finance Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

OPERATIONS

Through the first 9 months of the year, there are a few new known variances which can be reported on. Overall, the year end position is expected to be favourable.

The Provincial HST Offset rebate was approximately \$4,000 higher than estimated. Our training and conference line item(s) will have a favourable variance of \$4,000 due to lower than estimated training costs and several conferences not attended (Parks/Sewer/Admin). Snow removal is currently under-budget by approximately 30% (\$9k).

CAPITAL PROJECTS UPDATE

Lift Station Upgrades – Project completed **\$60,593** (budget \$60,000)–**This was funded 100 % with Gas Tax.**

STP Project – Build Canada Funding 67 % - (budget \$180,000) – Generator tender closed Wednesday, December 9, 2015. Security Camera system will be installed after the Village Wi-Fi project is substantially completed.

Marshall Road Sidewalk – Cost share with Province – (budget \$300,000) – Project is complete, due to some design oversights (by the province), there will be cost overruns.

Village Wi-Fi / Security Cameras – Contractor is currently creating “Make Ready” documents for NS Power’s approval. Once approved, work can be started. No invoices have been submitted. (Budget \$40,000)



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 14, 2016**

Speed Radar Signs

Municipalities in NS have used two different companies for the purchase of speed radar signs.

Absolute Traffic Services (Halifax)	\$3,500.00 + HST
DavTech (Quebec/Ontario)	\$5,371.00 + HST
Traffic Innovation (Quebec)	\$ Did not return message/email

Apple Blossom Tea

The 2016 Valley Tea is the same night as our proposed AGM date (Thursday, May 26, 2016) The Kingston AB Committee is entertaining the idea of hosting this tea and I am wondering if there is a need to reschedule the AGM to another date?

Budget

Commissioner schedules
Capital projects – ideas
Operating Budget – new services/reduced services (Steer BBQ/NYE/ABF/etc)

Tentative Schedule (3 extra meetings)

February 25 – Workshop to prioritize capital projects and discussion of operating budget
March 10 – Regular Commission meeting – budget update
March 24 – Workshop for discussion of budget
April 14 – Regular Commission meeting – budget released
April 28 – Special Public Meeting – Public input and budget deliberations
May 12 – Regular Commission meeting – Budget deliberations and approval
May 26 – Village AGM

Visitor Information Centre funding

Historically, we have applied for \$5,000 from the County for funding. Typically, I apply after our budget has been approved, but there is an earlier (two) deadlines this year (February 1 and May 1). Shall I continue to apply for \$5,000 this year?

COUNTY RELATED

Letter to county supporting two councillors for Kingston
New district boundaries discussion



Municipality of the County of Kings
87 Cornwallis Street
PO Box 100
Kentville, NS B4N 3W3
www.countyofkings.ca

Tel: (902) 690-6131
Fax: (902) 678-9279
Tel: 1-888-337-2999
tmacewan@countyofkings.ca

Land of Orchards, Vineyards and Tides

January 7, 2016

Village of New Minas
9489 Commercial Street
New Minas, NS B4N 3G3
Mr. Dave Chaulk, Chair, Village Commission

Dear Chairman Chaulk:

Re: Regional Governance Study

Thank you for your letter dated November 23rd, 2015. The Warden has requested that I respond to your correspondence.

Although the Commission did not have the benefit of the Warden's correspondence of October 19th, 2015 at the October 13th, 2015 Commission Meeting, the Commission should have received the correspondence from the Warden clarifying the intention of the Municipality with respect to the inclusion of the Villages in the discussions regarding the Regional Governance Study prior to November 23rd, 2015.

In your correspondence, you indicated that "it is imperative that the Villages of Kings County sit at the table for the entire Study process". As expressed in the Warden's correspondence dated October 19th, 2015, in the event that there are discussions, it is the intent of the Municipality to include the Villages in any discussions regarding the Terms of the Reference for the Study.

As outlined in the Warden's correspondence of October 19th, 2015 (which is not referenced in your correspondence of November 23rd, 2015):

"At this stage, we are attempting to ascertain the level of interest of other local municipal units in conducting a Regional Governance Study. The primary consideration, at this point, is whether and to what extent the other municipal units are prepared to take part in the Study.

Berwick Town Council has indicated that while it is prepared to discuss shared services, it is not prepared to take part in developing terms of reference for a Regional Governance Study. Berwick's stated position is that it does not want to amalgamate or regionalize.

We now need the Towns of Kentville and Wolfville to advise whether they (or either of them) are prepared to take part in developing the terms of reference for the Regional Governance Study.

Assuming that one or both of the Towns are interested in pursuing Regional Governance then Villages will be included in any discussions regarding the Terms of Reference for the Study."

It has been and continues to be the intention of the Municipality to include all of the Villages in Kings County in any discussions regarding the Terms of Reference for the Study. However, at this point, we are still attempting to determine whether the Towns of Kentville and Wolfville are prepared to discuss the matter.

We trust that this both clarifies the position of the Municipality with respect to the involvement of the Villages should the discussions proceed and alleviates the concerns expressed by the Village Commission.

If you have any questions with respect to this matter please feel free to contact me.

Sincerely,



Tom MacEwan, LLB
Chief Administrative Officer
Municipality of the County of Kings

Encl./Correspondence from Warden dated October 19th, 2015

*c.c. Village of Aylesford Chair and Commission
Village of Canning Chair and Commission
Village of Cornwallis Square Chair and Commission
Village of Greenwood Chair and Commission
Village of Kingston Chair and Commission
Village of Port Williams Chair and Commission
Municipality of the County of Kings Warden, Deputy Warden and Councillors*