



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

ph 902 765-2800
fx 902 765-0807

June 1, 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 Wednesday, June 1, 2016 at the Kingston Village Office.



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REGULAR COMMISSION MEETING JUNE 1, 2016

AGENDA

1. Review of Minutes of Meeting held May 12, 2016
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
5. Clerk's Report
6. Discussions
7. Correspondence
8. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MAY 12, 2016

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

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

REVIEW OF MINUTES

Vice Chair Holmesdale asked for a review of the April 14th, 2016 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF APRIL 14TH, 2016 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair Holmesdale asked if there was any business arising from the minutes of April 14th, 2016.

Commissioner Pierce stated he attended the Eastlink Cell Tower Meeting at the Fire Hall on Wednesday, May 11th and reported that it was not well attended by the public. He stated those in attendance were not opposed but had questions such as why the existing tower owned by Bell Aliant couldn't be shared by Eastlink. Eastlink representatives explained that sharing the Bell tower was not an option since they would be too far down the tower for good coverage. Commissioner Pierce suggested in future it should be decided beforehand as to which commissioner will attend these meetings.

Commissioner Parsons reported the speed sign installed temporarily on Pine Ridge Ave has slowed traffic down but suggested it be moved around the village every two weeks.

Commissioner Pierce asked if the village was able to organize a cleanup day along the abandoned rail bed. Clerk stated Recreation staff has contacted various groups but

nothing has been finalized. Commissioner Parsons suggested contacting the O2 program students at West Kings High School or an environmental group that might be interested.

Commissioner Parsons asked when the curbing was going to be replaced on Bridge Street and Pine Ridge Avenue. Clerk stated the curbing on Bridge St. will be replaced this year and Pine Ridge Avenue curbing next year.

Commission asked about the status of the directional sign request by the Lions Club and Legion. Clerk reported their request has been sent to the County for approval.

Commission asked about the status of the letters that were sent to businesses on Main St. whose business signs are not compliant with the County's bylaw. Clerk stated letters were sent two weeks ago and he will follow up with a phone call.

COMMITTEE REPORTS – See Reports

PUBLIC WORKS

Commissioner Parsons asked if the tree stumps east of Avery's Farm Market could be removed when Atlantic Arborists remove the stumps at the duck pond. Commission agreed and Clerk will advise public works staff.

RECREATION

Commissioner Carter will attend the Lunch and Learn event regarding community gardens on May 26th.

Clerk reported the non ice surface rentals at the Credit Union Centre brought in approximately \$5,000 in revenues last year.

MONTHLY FINANCE REPORT – See Report

Canada Summer Jobs Student Funding

Commissioner Holmesdale asked how much extra it will cost the village for staffing at the day camp since funding was only received for two students rather than the three requested. Clerk stated it will cost an extra \$1,500 to \$2,000 for staffing at the day camp this summer.

Tax Sale Policy

Clerk presented the tax sale policy with the purpose of ensuring property taxes within the Village limits are collected in a timely manner. The policy will allow the Village to proceed with a property tax sale if taxes are in arrears for the preceding two fiscal years, which mirrors the County of Kings policy. The process will follow the formal procedures as stated in the Municipal Government Act of Nova Scotia.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER PIERCE THAT THE VILLAGE COMMISSION APPROVE AND IMPLEMENT THE VILLAGE OF KINGSTON TAX SALE POLICY AS PRESENTED. MOTION CARRIED.

Monthly Finance report was received as presented.

BUDGET 2016 / 17

Operating Budget

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THERE WILL BE NO INCREASES TO THE 2016 / 17 RESIDENTIAL TAX RATE AND IT BE SET AT 30.9 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES. MOTION CARRIED.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER CARTER THAT THERE WILL BE NO INCREASES TO THE 2016 / 17 COMMERCIAL TAX RATE AND BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTY. MOTION CARRIED.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PARSONS THAT THERE WILL BE NO INCREASES TO THE 2016 / 17 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES. MOTION CARRIED.

Capital Budget

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER CARTER THAT THE 2016 / 17 CAPITAL BUDGET WITH GROSS EXPENDITURES OF \$728,000 BE APPROVED. MOTION CARRIED.

CORRESPONDENCE

Soldiers Memorial Hospital Foundation

Vice Chair Holmesdale stated the Village received notification that the appointed representative, Kelly Hutton, will be completing his term by June 6th at their annual meeting and are requesting the Village reappoint Mr. Hutton or make a new appointment. Staff will ask Mr. Hutton if he is interested in sitting on the Foundation for another two years.

DISCUSSIONS

Radar Speed Sign

Clerk presented the speed radar sign results for Pine Ridge Avenue. Commission decided to move the sign to the east side of Bridge St. just past Stronach Park and move the tolerated speed to 60km. It was decided after two weeks in that location the sign will be relocated to the west side of Bridge St. near Victoria St. for two weeks and set at 60km the first week and 50km the second week.

Medical Clinic

Commissioner Carter asked if there was an update on the Medical Clinic in the old Foodland building. Commissioner Parsons stated the building owner had to wait until everything was signed off and renovations are now underway.

New Meeting Date

Vice Chair Holmesdale reminded the Commission of the new meeting time of the first Wednesday of the month with the next meeting date to be June 1st.

Reserves Investment

Clerk reported he consulted with other Villages to compare rates of interest with reserves investments and also met with the Credit Union and found the rate we have with CIBC to be competitive.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 8:35PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 1, 2016**
Re: **Environmental Services Report**

Contractors for generator installation at the wastewater treatment plant installed underground electrical conduit from the outside wall of the panel control room to the cement pad that was poured to support generator. Generator will be delivered in the next week and will be commissioned in 3-5 weeks.

Public Works staff had an onsite meeting with engineers about the sewer line replacement on Bishop Ave, Prince St, and Windsor St easement. Design for the job is basic for the most part; removing old pipe and manholes and installing new in the same road right away. Manhole on south end of Windsor St easement will be moved west to help swing line more on one property and prevent damage to property next door when replacing old line.

Bolts had to be replaced in aerator frame at the treatment plant. Old pontoon frames are becoming worn around bolt holes due to vibration and are sheering off. Bolts were removed from broken aerator frame to bolt working aerator back together. New aerators were ordered May 13 and delivery is 6-8 week.

Pump had to be pulled at the lift station across from the duck pond and rag like material had to be removed from pump. Price has been received for cost to replace identical pump. Staff will review and consult with the Village Clerk about purchase. Originally wastewater staff was informed that pump was no longer in stock and that 5 hp was the only replacement. Apparently they have one 3hp pump left in stock the last of that model.

May 24th new control panels were ordered as per quote received which was for two smaller single control panels at the treatment plant and one duplex control lift station panel for the original East Main St lift station. Panels are part of the capital budget.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 1, 2016**
Re: **Public Works Report**

Tractor tender was drafted by the Village Clerk and discussed with public works staff then put out to tender on the provincial bidding web site. Tenders were received and reviewed by staff recommending the purchase of John Deer Tractor. All tractors priced were within 3 hp of each other and included trade in value on old 20hp Kubota.

The sign owned by the Kingston Lion's club was removed by Lion's members as per the village commission request to move the sign. New sign's were made locally and installed on the concrete block that steer is mounted to. Sign indicates the date of the Steer BBQ. Sear's sign has not been removed to date.

Tender was prepared for sidewalk and curb replacement from Windsor St to Pawn Shop on Bridge St. Tender includes removal of asphalt curb and asphalt sidewalk and installation of concrete curb and asphalt sidewalk. Sidewalk will be 72 inches wide from Windsor to Pleasant and will be paved right up to the curb. From Pleasant to the pawn shop there will be a 60 inch sidewalk with a grass boulevard between sidewalk and curb. Village will apply for the road breaking permit for the job.

All the picnic tables, garbage cans and benches have been distributed throughout the village. Parking lot at Stronach was gravel graded, flower beds at the park were planted and stumps and trees will be removed as per quote on Thursday of this week. Most of the flower beds will be planted by the end of the week throughout the village. Seasonal banners will also be installed by week's end.

Public Works staff and the village office have received complaints about the man riding the horse through the village and leaving a trail of manure on some of our sidewalks. Complaint was also received from resident on Marshall Rd with the new sidewalk in front of their property. Resident feels the grass should be maintained by the village on the property owner's side 33 feet from the center of the road. Public Works staff already maintains area between sidewalk and curb.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **June 1, 2016**

Re: **Recreation Report**

KINGSTON STEER BBQ & VILLAGE FAIR – Tues May 31st @ 6:30pm.

- There will be a Steer BBQ & Village Fair Executive Committee meeting at the Kingston Lions Hall.
- Day Camp Staff – to do Youth craft table.
- Glen organizing Crafters Table
- Glen organizing 3v3 basketball tournament
- Possible beach volleyball demonstration/participation

GREAT STRIDES WALK FOR CYSTIC FIBROSIS – SUNDAY MAY 29th 11AM – 3PM

- Over 130 participants involved in CF Walk.

WALK THE WALK FOR AUTISM – SAT JUNE 11TH, 2011 – STARTING POINT CREDIT UNION CENTRE

ON-going planning & collaboration with Autism group in organizing the walk.

PINERIDGE COMMUNITY SERVICE DAY – FRIDAY JUNE 3RD

- Students will be cleaning up garbage along trail and debris within Stronach Park & Ravenwood Park.

KINGS COUNTY SUMMER RECREATION GUIDE 2016

- Summer Recreation Guide to be out with Flyers.

REC HUT RENOVATIONS

- Quotes arriving for Flooring renovation at Rec Hut.

SUMMER DAY CAMP 2016 – Monday July 4th – Friday Aug 26th

- Alxys planning Day Camp activities – ongoing.
- Planning early staff meeting with all returning Staff.
- Three Staff returning from previous year & Leah is returning from Acadia Student Placement Program to work Summer Day Camp.

WEST KINGS HEALTH PROMOTING FAMILY OF SCHOOLS - MEETING Monday May 30th @2-4PM

- Committee's Mandate is: The West Kings Family of Schools (WK FOS) will work together to support the health and wellness of their students, families, and the communities they serve.

VRCD A MEETING -Thurs June 9th @ 10am - Milford House Annapolis County

- Glen will be attending this networking and sharing meeting with other Recreation Departments.

HIKE NOVA SCOTIA - LEAVE NO TRACE OUTDOOR LEADERSHIP TRAINING - WED JUNE 8TH

- Glen & Alxys will be attending this course in Wolfville on Wed June 8th from 9am - 3pm.
- Certificate at the end.

ANNAPOLIS VALLEY CONNECT - THURS JUNE 2ND BRIDGETOWN - TRAINING COURSE

- Alxys will be attending this training course in Bridgetown on Thurs June 2nd from 9am - 3pm.
- Annapolis Valley Connect is a Valley wide Website in collaboration with the majority of Recreation Departments & Municipalities from throughout the Annapolis Valley where Individuals can investigate recreational, community activities and outdoor opportunities at one stop.

COMMUNITY GARDENS - THURS MAY 26TH

- Community Garden Workshop went well with wonderful presenters and enthusiastic community interest. Thanks to Bruce Carter for attending.
- Glen has applied to Kings County Grants to Organization Fund through the Kingston Greenwood Mental Health Association for funding of up to \$1000.00 to assist with the cost of on-going Garden promotion, community education and promotion.

OLDER ADULT FITNESS CLASS COMPLETED FOR THE SEASON- TUES MAY 31ST

- Another successful season for Senior's Fitness at the Legion. Averaging over 40 participants per class.
- The plan is to start the program in the Fall once again.

FREE OUTDOOR BASKETBALL - STARTING JUNE 29TH - KINGSTON OUTDOOR COURT

FREE OUTDOOR BEACH VOLLEYBALL - STARTING JUNE 28TH - KINGSTON OUTDOOR COURT

RAVENWOOD SOFTBALL FIELD - FOUL BALL SAFETY POLES & MESH INSTALLMENT

- In collaboration with Public Works the Recreation Department is working with contractors to have mesh netting installed by end of June or earlier if possible.

FREE YOUTH BIKE RODEO - JUNE 28TH - KINGSTON CREDIT UNION CENTRE

- TrailsFlow will introduce youth Biking course and obstacle course at fields behind Credit union Centre.

BEAMAN BANDSTAND OFFICIAL NAMING CEREMONY & SONLIGHT PERFORMANCE
JUNE 22ND

- Official naming of the Beaman Bandstand & performance will be at Centennial Park on Wednesday June 22nd @ 6pm with Sonlight performance immediately following.



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REPORT TO VILLAGE COMMISSION

From: **Janice Hatfield, Apple Blossom Committee**

Date: **June 1, 2016**

Re: **Apple Blossom Princess Report**

The 7 member apple blossom committee chaired by Renee Beardsley had a very busy couple of months organizing the usual Selection Tea and Wardrobe Tea as well as the large Valley Tea.

The Wardrobe Tea for Princess Kingston Sarah Perreault and Child Attendant Maisie Ward was held on Wednesday, May 18th at the Kingston Fire Hall at 7:00pm with the assistance of a very helpful Fire Department auxiliary member in the kitchen. The Tea was very successful and well attended with approximately 55 guests.

The following week on May 26th the apple blossom committee hosted the Valley Tea at the Lions Hall with approximately 225 in attendance from Windsor to Digby. This event was the platform for each of the 13 Leadership Candidates to present their speech. Chairperson Martha Armstrong brought greetings to the event and congratulated the candidates. The candidates were piped in by bagpiper Dominique Dahlgren and fiddle music was provided by the very talented Symons children. Most of the decorations for the Valley Tea event were hand made by the apple blossom committee. The grades 2/3 classes were also asked to contribute art work depicting apple blossoms and that artwork was displayed throughout the hall. The Girl Guides provided the art work for the cover of the program. The printing of the program was donated by T&S Office Essentials. The decorating and table setting with centre pieces was an all day commitment by members of the committee.

The Valley Tea would not have been possible without the many volunteers who helped to make it a success. The Kingston Lions provided many volunteers to help with the plating of the squares, serving, dish washing, clean up etc. We also had West Kings High School students and community members who volunteered their time to serve the coffee, tea and sweets. Items such as linen tablecloths were borrowed from the community of Hantsport and the Kingston Fire Dept. auxiliary. Three large flower pots were donated by the Superstore and were given away as prizes.

There were also many long hours spent planning and building the parade float to the theme of "East Coast to the Core – Celebrating Nova Scotia". This year the committee was very fortunate to have the talents of Princess Kingston's father Yves Perreault who volunteered to build the large lighthouse for the float and the family also helped with other elements of the building process. The float won 2nd Place for 2016's Outstanding Princess Float.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 12, 2016**
Re: **Monthly Clerk's Report**

RECOMMENDATION

That this report be received for information.

FINANCIAL STATEMENTS

THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE THE 2015-16 FINANCIAL STATEMENTS PREPARED BY LAWRENCE LAKE OF MORSE BREWSTER LAKE CHARTERED ACCOUNTANTS.

413/417 Main Street – fencing

The current building owner will be constructing a fence on their property at 413 Main Street. The fence will block off his current driveway and he will need to construct a new driveway from the same road entrance to his dwelling. This fence will also block the other property owners from accessing their own property by way of this driveway. There is one house at 407 Main Street that will have no road access to their property.

I have a scaled drawing showing the existing property lines and the proposed fence.

Our easement access will be affected, but we can work around the fence. The common (no owner) trail from Lincoln Street to Main Street will be blocked as well until the trail is extended along its correct path and not onto the landowner's driveway.

DNR Land Purchase and Easement Completion

DNR has contacted the Village to close several open projects. One is a crown land purchase that we requested for the land between Bishop Avenue and Walker Brook (County line). The other is an easement that we initiated for a sewer pipeline near Brookside Drive.

Investments

I talked with several Villages and Towns who have different banking arrangements than we do. These municipal units all use GIC's for their investment purposes and their GIC rates are comparable to ours. Valley Credit Union has offered a different kind of investment (by Fidelity Investments) called the "New Fidelity Conservative Income Private Pool". This is a non-secured investment but since 2009 it is averaging 5.65% interest. (Since 1991, 7.61% average, lowest calendar year 0.64%, 1994).

Is the Village Commission comfortable in investing in non-secured markets? Are the residents comfortable?

Capital - Tractor Replacement Bid Acceptance (Budget \$30,000)

The Clerk Treasurer and the Public Works staff have reviewed the three quotations. We have both concluded that the award of the small tractor purchase should go to the lowest bidder. As well, we have reviewed the options for the backhoe implement and we feel that the best purchase (financially vs performance) for the Village would be to purchase a backhoe implement for our current larger tractor. If we were to purchase the backhoe with the smaller tractor our combined cost would be \$23,804.04+HST. The combined cost of purchasing the smaller tractor and purchasing the larger backhoe attachment for our current larger tractor would be \$25,708.14+HST. A difference of \$1,904.10.

MOTION:

THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE SMALL TRACTOR PURCHASE (2016-PW3) TO **GREEN DIAMOND EQUIPMENT** IN THE AMOUNT OF **\$ 15,208.14+HST.**

THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE PURCHASE OF THE BACKHOE IMPLEMENT FOR THE KUBOTA L4060 TRACTOR TO **NOVA INTERNATIONAL** IN THE AMOUNT OF **\$10,500.00+HST.**

Bridge Street Sidewalk Tender Award