



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

ph 902 765-2800
fx 902 765-0807

July 6, 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, July 6, 2016 at the Kingston Village Office.



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REGULAR COMMISSION MEETING JULY 6, 2016

AGENDA

1. Review of Minutes of Meeting held June 1, 2016
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Kingston PAC – report from County re: Eastlink Tower at Rona
5. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Tourism
6. Clerk's Report
7. Discussions
8. Correspondence
9. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF JUNE 1, 2016

COMMISSION:

Martha Armstrong
Don Holmesdale - Absent
John Pierce
Bruce Carter
Paul Parsons

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

Clerk/Treasurer Mike McCleave called the meeting to order at 7:00pm.

CHAIR/VICE-CHAIR APPOINTMENT

Clerk called for nominations for the position of Chair.

**COMMISSIONER PIERCE NOMINATED COMMISSIONER ARMSTRONG.
COMMISSIONER ARMSTRONG ACCEPTED THE NOMINATION. IT WAS
SECONDED BY COMMISSIONER CARTER.**

As there were no further nominations, Clerk declared Commissioner Armstrong as Chair.

Chair called for nominations for the position of Vice Chair.

**COMMISSIONER PIERCE NOMINATED COMMISSIONER HOLMESDALE.
COMMISSIONER HOLMESDALE HAD ACCEPTED THE NOMINATION PRIOR TO
THE MEETING IF NOMINATED. IT WAS SECONDED BY COMMISSIONER
CARTER.**

As there were no further nominations, Chair declared Commissioner Holmesdale as Vice Chair.

REVIEW OF MINUTES

Chair Armstrong asked for a review of the May 12th, 2016 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MAY 12TH, 2016 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Armstrong asked if there was any business arising from the minutes of May 12th, 2016.

Chair asked Commissioner Parsons if the speeding had increased on Pine Ridge Ave once the speed signs were removed and relocated. He reported the speed has increased and suggested the RCMP might need to monitor it particularly on the weekends.

Commissioner Pierce asked if there was any change in a Village property tax delinquency. Clerk stated a letter from the County was going to be sent out by the end of June informing owner that their property will be going up for tax sale.

Commissioner Pierce asked if Recreation staff was able organize a cleanup day along the abandoned rail bed. Clerk stated the Grades 6, 7 and 8 classes were scheduled to clean garbage along the trail.

Chair Armstrong asked Commissioner Carter to report on the Community Gardens Workshop he attended on May 26th. Commissioner Carter stated there were a few speakers who shared their knowledge of straw bale gardens including the best way to utilize the limited space in them. He stated there is funding available through the County of Kings that Recreation staff Glen Abriel is applying for. Commissioner Carter also informed the commission that there is a Tree Canada grant available for fruit trees. Glen has placed a few straw bales next to the Rec Hut near an available hose for watering and vegetables will be available to pick by the community. Clerk also reported the library asked to have the flower bed next to Friendly Neighbours set aside for vegetables.

Chair Armstrong suggested using the tree planting budget to plant trees as a buffer along the back of Elizabeth Ave next to the Steer BBQ grounds as well as next to the tennis courts along Elm St. Clerk will consult with Public Works on the best type of tree for each area.

COMMITTEE REPORTS – See Reports

PUBLIC WORKS

Chair Armstrong asked if anything should be done about the excess goldfish in the duck pond. After a discussion, Commissioner Pierce suggested asking the Town of Windsor what they do with their pond which is located near their Visitor Information Centre.

Clerk reported the portable sign has been removed and he will call and remind the other business about the removal of their non-compliant sign.

RECREATION

Commissioner Pierce stated he attended the Steer BBQ meeting on May 31st and that they are holding meetings every 2 weeks now. New this year will be the Antique Car Show which will be limited to 40 cars. Commissioner Carter asked where the food was being purchased this year. Commissioner Pierce stated Armstrong Foodservice. Commissioner Pierce stated Glen Abriel sent a bulletin to the churches to advertise the Beaman Bandstand dedication to be held June 22nd. Chair Armstrong suggested the sign be covered until the unveiling.

APPLE BLOSSOM

Commissioner Pierce thanked the Apple Blossom Committee for all of their hard work. Chair Armstrong suggested that for next year the Princess Royal Tour could be held at the Fire Hall and the children from both schools could be invited over. She suggested a letter be sent out early to the schools.

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

MONTHLY CLERK'S REPORT – See Report

Financial Statements

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER CARTER THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE THE 2015-16 FINANCIAL STATEMENTS AS PREPARED BY LAWRENCE LAKE OF MORSE BREWSTER LAKE CHARTERED ACCOUNTANTS. MOTION CARRIED.

413/417 Main St Fencing

Clerk reported the owner of 413/417 Main St. is planning to put a fence on his property which will affect easement access for the Village but confirmed staff will have the ability to work around the fence.

Department of Natural Resources (DNR) Land Purchase and Easement Completion

Clerk reported he received a letter from DNR asking the Village to close several open land acquisition projects. These purchases would first involve getting two surveys completed, one for the crown land between Bishop Ave and Walker Brook and one for a sewer pipeline near Brookside Drive. Commission agreed to complete the surveys.

GIC Investments

Clerk reported he compared GIC investments with other towns and villages and they were all comparable to the Village of Kingston's investments. He also met with the Valley Credit Union and discussed an option with a higher rate of return but it was a non-secured investment. The Commission agreed that was not an option and will stay with present structure.

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

Staff reviewed the three quotes that were received for the tractor and concluded the purchase should go to the lowest bidder. Staff also reviewed the options for the backhoe implement and concluded the best option would be for the Village to purchase one for the larger tractor. Commissioner Parsons abstained from voting on the following two motions due to conflict of interest.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER CARTER 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. MOTION CARRIED.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSION CARTER 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. MOTION CARRIED.

Bridge Street Sidewalk Tender Award

Clerk reported he received 4 quotes for the Bridge St. sidewalk and curbing replacement and recommended the Village award the tender to the lowest bidder.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PARSONS THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE BRIDGE STREET SIDEWALK TENDER TO DEXTER CONSTRUCTION IN THE AMOUNT OF \$73,340.00+HST. MOTION CARRIED.

Monthly Clerk's report was received as presented.

CORRESPONDENCE

Soldiers Memorial Hospital Foundation

As per letter received the previous month, Mr. Hutton has confirmed he will sit on the Hospital Foundation for another two year term.

Festivals and Events Funding Request

Clerk stated the Village received a funding request of \$1,000 from the Annapolis Valley Chapter of Autism Nova Scotia through the Festival and Community Events and Funding Policy. After a discussion, the Commission agreed to fund the Walk the Walk for Autism event to be held June 11, 2016 in the amount of \$500.00.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE THE FUNDING AMOUNT OF \$500.00 FOR THE WALK THE WALK FOR AUTISM EVENT TO BE HELD IN KINGSTON ON JUNE 11, 2016. MOTION CARRIED.

14 Wing Cadet Invitations

Chair Armstrong stated she was invited to both the Annual Cadet Review on June 4th and the Change of Command on June 8th at 14 Wing Greenwood but is unable to attend. Commissioner Pierce stated he is attending the Legion's 70th Anniversary dinner on June 4th. Commission asked staff to send regrets.

DISCUSSIONS

Food Trucks

Commissioner Carter asked if the Commission approves of food trucks parking in village parking lots. Commission agreed there are too many concerns with regard to having food trucks on village property.

Parking on Pine Ridge Ave

Commissioner Parsons asked if zoning allowed residents on Pine Ridge Ave to park large drilling trucks in their driveway or on Pine Ridge Ave. Clerk will consult with County and RCMP.

Partnering on LED Sign

Chair Armstrong stated the Kingston Fire Department would be interested in partnering with the Lions Club, the Legion, the County and the Village regarding the purchase and shared use of an LED sign for the downtown core. Clerk will send a letter to Fire Chief Watson Armstrong to confirm their interest. Clerk stated a location for the sign should also be determined. Commission agreed a smaller sign with a high resolution would be better than a large sign.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 9:00PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 6, 2016**
Re: **Environmental Services Report**

The new Cummings generator was delivered to the treatment plant in the second week of June and contractors have installed the majority of material associated with the job. This includes the installation of the transfer switch inside the existing Pump/Blower/Electrical control room, the new mast on top of the roof of building and the new electrical entrance and meter base on the north side of building. Any associated existing underground to old entrance will be abandoned. Two of the six exterior doors on the generator were installed upside down with drain holes facing up allowing moisture to build up inside panel terminal boards. Cummings will change doors out while here for the start-up and commissioning of generator, which will take place on July 6, 7, and 8th.

June 27th the contractors installing generator transferred power from existing entrance to new entrance. Power had to be shut down and flow to lift station controlled with the use of Loomer's pump truck until transfer of power was complete.

New backhoe attachment was used by staff to install communications conduit from one building to the other so contractors can pull communications wire and security camera cable.

Sewer line replacement for the remainder of Bishop Ave, Prince St and Windsor St easement was put out to tender. Tenders were received on the June 21st deadline. Quotes were reviewed by staff and passed on to the Village Commission for approval.

New aerators for the treatment plant should be arriving in the next 2-3 weeks and will be priority to assemble and install into aeration basin. With warm temperature on the rise good aeration is needed and we are currently down one aerator.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 6, 2016**
Re: **Public Works Report**

New tractor was received on June 13 and Public Works staff was briefed on the operation of the tractor by a Green Diamond representative. Tractor is a compact 24 hp tractor with a loader and replaces our 1750/19hp 1998 Kubota. Tractor's main use is for hauling water tank, dragging ball fields and basic transportation for seasonal worker to get from job to job.

Backhoe attachment was also purchased from Nova International and was installed on the 4060 Kubota. Backhoe attachment will be used for smaller jobs such as shallow trenches for conduit installation, digging holes for tree planting and shrub bed construction/maintenance.

Tenders for sidewalk/curb replacement were reviewed by staff and awarded and approved by the Village Commission. Tentative start date was for June 27 and should be complete before Steer BBQ, weather pending. Tender cost was under proposed budget and contractors were asked to submit unit price cost for the 500 meters of curb remaining on Pine Ridge which was reviewed by the Village Commission.

Remainder of ground beds have been planted with flowers and hanging baskets were installed throughout downtown core area. Ground bed flowers were slow to get going with lack of heat, but hopefully with warmer temperatures and aggressive watering, flowers will come around. Staff planted over 1000 impatiens and 200-300 other types.

Stump removal in the village was delayed since last report due to prom activity and weather. Stumps at Stronach Park were grinded off on June 23 and stumps were also removed at the east end of the Farm Market parking lot as per commissioner request.

Mowing, trimming, watering, weeding are ongoing and seasonal staff are also repainting the shuffle board court at the request of recreation department. A new ground bed was also created under the Arena/Events sign.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **July 6, 2016**

Re: **Recreation Report**

KINGSTON STEER BBQ & VILLAGE FAIR – Friday & Sat July 8th – 9th

- All aspects of the Steer BBQ have been put into place. Promotion has been complicated due to local printing company closure. Friday night performances include 14 Wing Jazz Band, the Furniss sisters & the Ron Edmunds Band.
- Steer BBQ committee will meet on Tuesday June 28th and Tuesday July 5th as the final meetings prior to Steer BBQ. All aspects moving forward according to plan.
- 3v3 Basketball Tournament
- Friday Night – Face painting, Air Brush, Balloon Animals & Bounce Kingdom.
- Steer BBQ planning and coordinating have involved a great deal of time for Recreation Department.
- Steer BBQ Dance taking place AT THE LEGION on Saturday July 9th from 9pm -1am

SUMMER DAY CAMP 2016 – beginning Monday July 4th – ending Friday Aug 26th at 12 noon

- (3) Counsellors & (1) Supervisor working at the Day Camp.
- Many visitors & trips planned this year by our supervisor Alxys Chamberlain
- The month of July is filling up quickly and the maximum number for each day is 24 campers.
- Campers will be going to Aylesford Lake & Oaklawn Farm Zoo on July 8th in order to vacate the Rec Hut for Steer BBQ preparations.

WEST KINGS HEALTH SCHOOL SPORTS FIELD RENOVATIONS - MEETING FRIDAY JUNE 24th, 2016

- Acadia Student Placement Participant – Leah Vasil has presented Feasibility Study to the committee. This study will be part of the grant application for funding for the renovations.
- Committee members have been in discussion with NS Health Minister Leo Glavine.
- Committee is acquiring letters of financial support from local user groups to assist with payment of Feasibility Study.

DROP IN BALL HOCKEY @ Pine Ridge Middle School - Outdoors – Starting Mon July 4th @ 7pm – ages 14 & up

- Drop in Ball Hockey starting at the Credit Union Centre for a \$2 drop-in fee per person.

DROP IN BEACH VOLLEYBALL – Tues/Thurs 7-9pm – ages 14 & up

DROP IN BASKETBALL – Wednesdays 6:30pm – ages 14 & up

CANgaroo TENNIS LESSONS – All Welcome Tuesday/Thursday 6-8pm

- Looking to grow this program for future summers for both youth & adults.
- Looking to partner with Greenwood with bigger courts to host Saturday Round Robin days.
- Glen ordering new tennis nets.

CENTENNIAL PARK – FREE OUTDOOR CONCERTS – STARTING THURSDAY JULY 14TH @ 7PM

- Son of Leod – Vance MacLeod – Thurs July 14th
- Left of Centre – Thursday July 21st
- More to follow – with advertising going into the Aurora for next week.

SUMMER DAY CAMP 2016 – Monday July 4th – Friday Aug 26th at 12 noon

- REC HUT FLOOR being replaced this week.

COMMUNITY GARDENS 2016 MOVING FORWARD

- Glen will be working with the Kingston United Church & Day Camp to have a Planting Day – planting transplants for edible gardens.



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: July 6, 2016
Re: Tourism Report

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

REVIEW:

Opening Date

The opening date for the Visitor Information Centre (VIC) was Wednesday May 18th, 2016 before the Victoria Day holiday weekend. The Centre is well stocked with information which is received from Nova Scotia's Distribution Centre as per the partnership agreement with the Province. Staff also ordered brochures through the mail that are not associated with Distribution in order to have information readily available for customers.

Hours of Operation

The hours of operation for the VIC for the months of May and June were 10am to 5pm, 7 days/week.

Staff

Maggie Rio has returned as supervisor, and student Marc Leblanc was hired again for the summer.

Funding

The VIC will receive funding from the Province for Maggie Rio's position in the amount of \$3,300 which was the same amount received for 2015. Summer student is being funded through a federal grant. The Village also received confirmation of \$5,000 in funding from both the Village of Greenwood and the County of Kings.

Tourism Industry Association of Nova Scotia

On behalf of Tourism Nova Scotia (TNS), the Tourism Industry Association of Nova Scotia (TIANS) is providing coordination for the Visitor Information Centres (VIC's) in South West Nova Scotia.

The VIC has the support again this year of Ainsley Bartram who is the South West Nova Scotia VIC Coordinator. She will be working in a local and regional Visitor Information Centre support capacity and will be the co-ordinator for Provincial funding, quality standards, staff training and necessary reporting.

Tourism Nova Scotia is trying to encourage all organizations to continue to seek out innovative ways to service visitors and strengthen the associated economic activity with their respective locations.

In 2016, TIANS will be reviewing the delivery of visitor services in Nova Scotia from a broad perspective and will continue to champion local efforts which create incremental spending and foster business and community partnerships.

Training

The supervisor and summer student participated in a mandatory familiarization tour of local tourism related businesses in order to offer firsthand knowledge to visitors. Staff have previously participated in all mandatory training sessions as per the contract agreement with the Province and therefore do not have to repeat the training this year.

Statistics for May 2016

Since 2015 the province has been asking for first time visitor statistics at the VICs.

Totals	First Time Visitors	Total
Canada	7	178
USA	6	8
Overseas	2	4
Grand Total	15	190

Statistics for June 2016

The total number of visitors for the month of June up to June 27th was 130.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **July 6, 2016**
Re: **Monthly Finance Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

PROPERTY TAXES

	2016	2015	2014	2013	2012
Total Arrears	98,644.13	\$76,843	\$71,650	\$86,283	\$88,478
Total properties	128	98	92	193	173
# Properties under \$100	15	16	16	55	48
Top 10 Properties Sum	\$42,008	\$33,093	\$34,511	\$24,000	\$35,000
# Properties over \$1000	20	22	16	24	20

Multiple property owner #1 \$19,298
Multiple property owner #2 \$8,340

FINANCIAL STATEMENTS

Please sign financial statements that were approved at last meeting.

Bishop/Prince/Windsor Sewer Project

The Village received 3 bids and awarded the contract to Mid Valley Construction for \$152,040+HST. The Village Commission voted and approved the below motions through email on June 26, 2016 based on the Policy and Finance Committee's recommendations.

- 1. THAT THE VILLAGE OF KINGSTON INCREASE THE BUDGET OF THE 2016-BISHOP SEWER PROJECT TO \$160,000 AND TO USE ANY REMAINING UNALLOCATED GAS TAX TO FUND THE PROJECT AND THAT THE VILLAGE OF KINGSTON USE THE SEWER RESERVE TO FUND ANY REMAINING BALANCE FOR THE PROJECT UNDER \$160,000. MOTION CARRIED.**
- 2. THAT THE VILLAGE OF KINGSTON AWARD THE 2016-BISHOP SEWER PROJECT TO MID VALLEY CONSTRUCTION IN THE AMOUNT OF \$152,040.00+HST. MOTION CARRIED.**

Association of Nova Scotia Villages (ANSV) Annual General Meeting (AGM)

The ANSV AGM will take place on Friday and Saturday (September 16th and 17th 2016).

Who will be attending Friday's workshop and meetings?

Who will be attending Saturday's workshop and AGM? Who will be the voting delegate?

Bridge Street and Main Street Intersection

We have had a few people request that the Village/Department of Transportation and Infrastructure Renewal (DTIR) install a left turn signal at the Bridge St/Main St intersection (from Main onto Bridge St). Does the Village Commission want Village staff to prepare a formal letter and request to DTIR for the installation of a left turn signal?

Land Surveys

Eric Morse will be completing the surveys needed to clean up some older files. One is the easement that crosses the trail when we installed sewer on Brookside Drive. The other file is the purchase of Department of Natural Resources (DNR) land from Bishop Avenue to Walkers Brook. The cost to purchase the land was \$97/hectare in 2007. DNR was not sure of the going rate during our last conversation. By my very rough estimates, we are only looking at purchasing 4 hectares of land.

THE LITTLE VALLEY BIG FUNDRAISER

1-902-824-2069

Jennpauloake@hotmail.com

Jennifer Oake
The Little Valley Big Fundraiser
Annapolis Valley, Nova Scotia

Annapolis Valley, Nova
Scotia

Good Day,

My name is Jennifer Oake. I'm writing to tell you I'm in the process of organizing a fun, eventful, memory making, and fundraiser type of day for all ages. The purpose of this fundraiser is to help the victims of Fort Mac. There are many people throughout the valley that want to help them.

I have booked many different music acts, kids entertainment, yard sale/bake sale, 50/50 and from some of the music artists that wish they could be here have already donated things for us to raffle.

I have the Credit Union Centre (Kingston rink) booked for July 23. Would like the event to start around 11am. This fundraiser will be registered and I believe Scotia bank will be the bank I choose to help me with this. Also to have the fundraiser registered I will be in contact with Brandi in Stoney plain Alberta who has organized a place for small places to register their fundraiser. I'm also contacting the Fort Mac legion Boys and Girls and other organizations that are directly in Fort Mac for the donation money to go to to help.

At this point I will have to incur some cost to have this day happen. I'm asking of your business for a sponsorship to help make this happen. If all sponsor money is not used it will go into the donation money. If you choose to sponsor this event there will be advertising at the event and before. And more it's still in the process of talking this over.

Thank you for your time and looking forward to a response. I'm very excited to be able to do this for a town that helps Canada so much. I also look forward to work with you in the near future.



Jenn Oake

1-902-824-2069

----- Original message -----

From: Theresa Ruggles-Nickerson <>

Date: 06-24-2016 1:09 PM (GMT-04:00)

To: Glen Abriel <gabriel@kingstonnovascotia.ca>

Cc: "Group Commissioner _____"

Subject: 1st Kingston Scouting requesting to plant a 150th Birthday celebration Garden

Good afternoon Glen,

The 1st Kingston Scouters are at it again! This time we would like to propose entering a contest to win 1,000 red and white tulip bulbs from Vesey's Bulbs to Celebrate Canada's 150th Birthday in 2017. We would like to include a planting area in the Village of Kingston for all 1,000 bulbs (preferably right on Main Street, perhaps in front of the Kingston Steer). We are asking the Village of Kingston if they are willing to accept this celebration gift on Village property. The intent is to have a planting ceremony in September 2016 and a celebration ceremony on July 1st, 2017. Our youth would plant the garden, but, they will require help maintaining it or protecting it, on Village property. Is this something the Village of Kingston would like to participate in with us?

Here are further details about the project:

http://www.canadagardenroute.ca/cg/index.php/anniversary/program_details

Thank you for your consideration,

Theresa

Theresa Ruggles-Nickerson

1st Kingston Scouting

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