



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

ph 902 765-2800
fx 902 765-0807

September 7, 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, September 7, 2016 at the Kingston Village Office.



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REGULAR COMMISSION MEETING SEPTEMBER 7, 2016

AGENDA

1. Review of Minutes of Meeting held August 3, 2016
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Presentations
 - i. Beth Patillo - Annapolis Valley Trails Coalition
 - ii. Dick Killam – Mayoral Candidate for The County of Kings
5. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Tourism
 - v. Apple Blossom Festival
6. Finance Report
7. Clerk's Report
8. Discussions
9. Correspondence
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF AUGUST 3, 2016

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUEST:

Warden Diana Brothers – Municipality of the County of Kings

OPENING

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

REVIEW OF MINUTES

Chair Armstrong asked for a review of the July 6th, 2016 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER HOLMESDALE THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 6TH, 2016 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Armstrong asked if there was any business arising from the minutes of July 6th, 2016.

Commission agreed that, under the Bridge Street and Main Street Intersection heading, the wording be changed from turning lane to turning light. Clerk stated he sent a request to the Department of Transportation regarding the possibility of getting a left turning light but has not yet received a reply.

Chair Armstrong asked if the letter was sent to the Fire Department regarding cost sharing of the LED community events sign. Clerk confirmed the letter is ready to be sent.

COUNTY UPDATE

Chair Armstrong asked if the Commission had any questions for Warden Brothers.

Clerk asked if the County was doing away with sidewalk funding for villages since the County's Budget and Finance Committee recommended to not approve the Village Sidewalk Funding Requests which total \$51,300 and to not receive the Village Sidewalk Funding Forecast for 2017/18 through 2020/21 for information. Warden stated the County was not looking at doing away with sidewalk funding for villages and confirmed the County has \$50,000 set aside for Villages to apply for 15% of their total cost. She did recommend that commissioners be aware of sidewalk funding allocation for villages compared to the rest of the County. She stated the County does not have the kind of budget to pay 100% of sidewalk funding and wondered if the present method should be changed. Warden suggested that after the next municipal election the villages should send a letter to Council expressing their satisfaction or dissatisfaction with the sidewalk funding system.

Clerk also asked if County Council was looking at changing the gas tax model. Warden recommended the County and Villages discuss the whole roll out of gas tax in the future.

Warden Brothers also reported that the County Council voted August 2nd to accept the electoral boundary review decision made by the Utility and Review Board which would set the number of polling districts and councillors at 9 plus a mayor.

COMMITTEE REPORTS – See Reports

PUBLIC WORKS

Commissioner Carter asked if the trees that were planted within the last few years are being watered by staff considering the lack of rain all summer. Clerk will check with staff.

Clerk stated along with asphalt patching completed by the Village, the Kings County Trail Society also patched several potholes on the asphalted section of the abandoned rail bed trail through the village. They also graded the sections of trail that are not asphalted.

As per report, Public Works supervisor suggested the flowerbed at corner of Bridge St. and Main St as a possible location for the 1000 tulips that may be donated by the local 1st Scouts Canada group, should they win them in a contest. Commission agreed to accept the donation of tulips from Scouts Canada group and participate in the planting process.

Public Works supervisor reported on the ornamental cherry tree that was donated by the Wilmot Garden Club and planted at Stronach Park. Commission agreed that a thank you card should be sent to the club in appreciation.

RECREATION

In response to Recreation Coordinator's request for suggestions/improvements for the Steer BBQ the Commission suggested the following:

- The lineup for the burger bits is always the longest; ideas to improve the situation should be discussed.
- An emcee should be selected early on with a prepared list of introductions.

Commissioner Don Holmesdale and Commissioner Pierce confirmed they will attend the Kingston Seniors Picnic on August 4th.

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

MONTHLY FINANCE REPORT – See Report

Clerk reported on a few variances including revenues from Summer Day Camp which are higher than expected at this time as well as higher revenues from Apple Blossom due to the Valley Tea.

ASSOCIATION OF NOVA SCOTIA VILLAGES (ANSV) ANNUAL GENERAL MEETING (AGM)

Commissioner Holmesdale will attend on September 16th and 17th and Commissioner Carter will attend on the 17th.

SPEED SIGN

Clerk report should state Bridge Street Statistics rather than Marshall Road Statistics.

LAND EXPROPRIATION UPDATE

Clerk reported the last correspondence received from the Utility and Review Board stated they were waiting for the previous landowner to submit documents before they can move forward and there have been no updates since. Commission discussed whether the Department of Environment would allow the lot to be developed.

IT WAS MOTIONED AND SECONDED THAT THE COMMISSION AGREE TO ASK THE DEPARTMENT OF ENVIRONMENT TO ASSESS THE EAST MAIN LIFT STATION LOT AND DETERMINE IF IT IS ABLE TO BE DEVELOPED AS A LOT. MOTION CARRIED.

BISHOP SEWER LINE REPLACEMENT

Clerk reported Wastewater staff would like to have a start date for the project. Staff will talk to Mid Valley Construction to try to firm up a date.

Monthly Clerk report was received as presented.

CORRESPONDENCE:

WINGS AND WHEELS EVENT FUNDING REQUEST

Chair stated the Village received a letter from the Greenwood Military Aviation Museum requesting \$200 through the Village's Festival and Community Events and Funding Policy.

ON MOTION OF COMMISSIONER HOLMESDALE AND COMMISSIONER PIERCE THAT THE COMMISSION AGREE TO PROVIDE \$100 TOWARD THE WINGS AND WHEELS CAR SHOW EVENT TO BE HELD ON SEPTEMBER 10, 2016. MOTION CARRIED.

LEGION THANK YOU

Chair noted a thank you letter was sent to Commissioner Pierce for attending their 70th Anniversary Banquet on June 4th, 2016.

GIRL GUIDES THANK YOU

The Village received a thank you card from the Girl Guides for the Village pins they received which they handed out at a national event held in St. John's Newfoundland in June.

PRINCESS KENTVILLE THANK YOU

The Village received a thank you card from Princess Kentville for hosting the teas and receiving an apple pin during the Royal Party visit.

BUILDING CODE CHANGES

Clerk advised the Commission of a correspondence received from the NS Association of Municipal Administrators that the Fire Marshall's office has outlined changes to the Building Code Act Regulations that will benefit home-based businesses in Nova Scotia.

ADJOURNMENT

ON MOTION OF COMMISSIONER PARSONS THAT THE MEETING BE ADJOURNED AT 8:25PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 7, 2016**
Re: **Environmental Services Report**

Wastewater treatment plant staff assembled and installed the remaining two new aerators for the aeration tank at the treatment plant. Old aerators were removed and stored inside compound for spare aerators in the future. New aerators have a much bigger prop and turn at half the speed as old aerators. With bigger prop liquid moves a bit faster and produces a finer bubble for better aeration.

Cummins Generator rep paid another visit to the treatment plant to change out an electrical module in the transfer switch that was giving a 0 voltage reading on one of the phases of three phase power. Voltage is now reading correctly.

New pump was installed in KN-2 lift station across from Stronach Park. As reported a few months ago station is 16 years old since being retrofitted in 2000. Pump impellers are getting worn and causing pump to jam frequently. New KSB pump is the last 3.5 HP pump in stock and if other pump in station needs to be replaced it will have to be a 5HP. KN-2 is our only KSB pump station and all other's are Flygt pumps.

The contract for replacing the remaining sewer lines on Bishop Ave, Prince St and Windsor St easement has still not started and tentative date was to start this week but still no sign of work crew. Deadline is Sept 30 for completion and now that school has started buses will need to be notified to possibly take alternate routes.

After consultation with the Village Clerk wastewater treatment plant staff has cancelled the Cala Proficiency testing program. Proficiency Testing has been carried out by staff since 2006 and was started because Department of Environment decided that treatment plants needed to test the effluent 5 times a month. With our newly amended permit last year DOE has stated that testing only be done once a month. Cost to send samples out are likely to be cheaper than continuing with a PT program that combined with the fact lab staff was no longer qualified to test for E Coli unless we were an accredited lab, that which we are not. Proficiency testing was carried out twice per year and without will free up treatment plant manager's time to work on Contingency planning requested by DOE.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 7, 2016**
Re: **Public Works Report**

Aug 23 Public Works staff received new pieces of equipment for the Fitness Trail at Stronach Park. The Grand Canyon Climber was installed in the last week of August which included excavation of holes for apparatus, bracing and pouring of cement. Pedestal steps were also installed under existing Monkey Bars at another station that was installed 2 years ago. Office had received complaints from parents that smaller children could not reach bars. Three and a half yards of cement was used for installation of equipment and tractors were used to bucket cement into exercise stations from nearest point of entrance. Class A gravel was also spread throughout the trail where needed and trail trimmed back where needed.

The duck pond at Stronach Park has been the lowest it's been in years and staff took the opportunity to rake and clean up the pond's shoreline and then line the shoreline with clear stone. Clear stone was used a few years ago and with the pond so low it allowed staff to build up edge more. The east side of the pond has also been built up with bigger clear stone, but has taken longer because of pond's edge dropping off sharply. Commission may want to consider a textured block retaining wall for the east edge that would run about three quarters along that side. Three tiers high would be sufficient with a cap.

The 4060 Kubota tractor was sent to Nova International for a leaky seal on one of the front wheel hubs. Seal was changed under warranty but an additional leak was discovered on the engine seal itself. Tractor was sent back briefly so that completion of work on fitness trail could be completed. Tractor was sent back to Nova International so that engine seal could be also changed under warranty.

Continued dry weather has seasonal staff still watering flowers a couple times a week and hanging baskets daily. Hanging baskets have done well this summer but staff is starting to remove baskets as they die off. Grass mowing and trimming, and weeding of flower beds is still ongoing with leaf raking soon to follow. Fencing around Stronach Park parking lot has been painted along with any black iron throughout the village.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **September 7, 2016**
Re: **Recreation Report**

KINGSTON STEER BBQ & VILLAGE FAIR

- Steer BBQ Meeting Tues Sept 13th @ 6:30pm at the Lions Hall.
- Treasurer was unable to attend previous meeting – therefore financials will be made available after this present meeting.

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

- Successful Day Camp. Many positive comments regarding this years' staff.
- Average 23 youth per day over the eight weeks.
- Staff Reports indicate very good comments from parents/guardians. Day camp supervisor sent out a survey to participating parent/guardians and the responses have been favourable with a few suggestions for improvements.

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

- Very successful program with consistent numbers of 10 – 12 participants each Tues/Thurs. Program completed on Thurs Sept. 8th.

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

- Successful participation with varying degrees of success, depending on the evening. Due to various vacations, etc. numbers fluctuated between 6 – 10 participants.

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

- This summer program is gaining momentum and interest, especially in the adult demographic. The last evening we had 10 adults participating. Glen will be in contact with CANgaroo Tennis to work out challenges regarding Instructors, etc. for next summer.

SENIORS FITNESS INSTRUCTOR 2015/16

- Glen was informed by last year's instructor that she will not be returning for the 2016/17 season. Glen has since posted an ad in the Aurora newspaper and on Facebook, etc. Deadline for resumes is Friday Sept 16th.

CENTENNIAL PARK – FREE OUTDOOR CONCERTS

We increased the number of performances this year. We will have had 7 performances from June 22nd – Sept 8th, the first was held on a Wednesday and then subsequently on Thursdays.

- Bands included: Sonlight Ministries, Son of Leod, Left of Centre, 2nd Chance, Matt Lunn & Split Decision, SWIG, Broke with Money and potentially Bumpy Cargo if we

can fit one more performance in before the end of September. Many thanks to the Village Commission for agreeing to provide funding to the bands.

- Those who have attended these performances have thoroughly enjoyed them.

RAVENWOOD Safety Mesh Between Fields

- Recreation Department / Public Works Department have worked with Rainbow Rigging and Peter Ritcey to have safety mesh installed between the two ball fields in Ravenwood. This installment will help to protect youth and adults from foul balls landing on their heads.

VALLEY & SOUTH SHORE RECREATION COORDINATORS & DIRECTORS MEETING

- Glen will be attending Valley & South Shore Recreation & Directors Association Annual meeting at the Digby Pines on September 24th – 25th. See Agenda Attached. Glen will not be spending the night but travelling.

TERRY FOX 2016

- Glen working in collaboration with 14 Wing Recreation to provide Terry Fox Run/Wheel/Walk on Friday Sept 16th at 1pm taking place at the Greenwood Community Centre.

GREENWOOD RUNNING CLUB – RUNNERS DISCO BALL 2016 – SAT SEPT 10TH @ 5PM

- Run/Walk will take place on the Rail bed starting from the area around Paragon Golf Course. Proceeds go to the Cdn. Diabetes Association.

ARENA PLAYGROUND ENHANCEMENT

- Public Works and Recreation are working together to have Tennis Court door repaired and potentially have protective topping installed on fencing surrounding the Rec Hut Play Ground.

KINGSTON CREDIT UNION CENTRE

- Ice to be installed by Friday Sept 23rd.

WEST KINGS HIGH SCHOOL MULTI – SPORT FIELD RENOVATION

- Glen has been in contact with Acadia University's Recreation/Community Development Department to investigate the possibility of having students work on a feasibility study for this project in order to acquire information to take to the province for future grant application purposes.

RECREATION NOVA SCOTIA ANNUAL CONFERENCE 2016 – Stellarton Holiday Inn Sept. 28th – 29th, 2016

- If there are any Commissioners interested in attending this conference with Glen – please contact Glen to view agenda & conference details. Glen is planning on attending – any Commissioner is welcome to attend.

STRONACH PARK FITNESS STATION REPLACEMENT

- Public Works have been working on installing a new fitness station called the Grand Canyon.
- Glen is investigating having the monkey bars replaced.

KINGSTON ELEMENTARY AND PINERIDGE MIDDLE SCHOOL

- Glen will be working with both schools to continue to provide before and after school physical activity opportunities for youth.
- Glen continues to collaborate with Teachers/EA staff for instructors to provide supervision for recreational programming.
- Glen will be attending Staff meeting at Pine Ridge School on Tuesday Sept 6th @ 9am. New Principal and VP at this School.



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REPORT TO VILLAGE COMMISSION

From: **Janice Hatfield, Apple Blossom Committee**
Date: **September 7, 2016**
Re: **Apple Blossom Princess Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION

The many long hours spent planning and building the parade float to the Apple Blossom Festival's theme of "East Coast to the Core – Celebrating Nova Scotia" were well worth the effort. The float has participated in 5 parades and has won awards at each parade including 4 awards for Lawrencetown's Annapolis County Exhibition. The committee was very fortunate to have Princess Kingston Sarah Perreault's father Yves Perreault volunteer to drive the float in all of the parades.



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: September 7, 2016
Re: Tourism Report

RECOMMENDATION
THAT THIS REPORT BE RECEIVED FOR INFORMATION.

REVIEW:

Hours of Operation

The hours of operation for the month of August were 9am to 5pm 7 days/week.

Statistics

The number of visitors counselled during the month of August 2016 at the Kingston/Greenwood VIC:

Total Canada:	525	(328 from NS) (321 from NS in 2015)
Total New England:	19	(32 in 2015)
Total Other US:	46	(47 in 2015)
Total Overseas:	20	(28 in 2015)
Total Visitors	610	

Past Years Comparison of Visitors Counsellled:

August 2015 – 621 Visitors
August 2014 – 1136 Visitors
August 2013 – 815 Visitors
August 2012 – 850 Visitors

The knowledgeable VIC staff assist the many visitors using the VIC who are generally vacationing in the area or passing through, visiting family and friends or attending weddings and family reunions. The reason for visits to the VIC continue to be for camping information, maps, tide tables, NS Doers & Dreamers guides and other literature, festivals and events info, directions, hiking trails, computer usage, genealogy as well as for suggestions of things to see and do in the area and throughout the province.

Closing Date

The VIC closing date will be Sunday, September 18th.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **September 7, 2016**
Re: **Monthly Finance Report**

RECOMMENDATION

That this report be received for information.

GENERAL OPERATIONS

Through the first 5 months of the year, there are some known variances which can be reported on. Overall, the year end position is expected to be favourable.

Summer Day Camp registration revenue has a favourable variance of \$5,600 (47% over budget). The day camp was full each week this summer. Summer Day Camp expenditures are currently \$900 over budget.

Interest Earned has a favourable variance of \$1,400. This amount is based on our bank account (non-GIC accounts).

The Village office staff printed, stuffed, and mailed our property tax bills this year instead of using T&S Office Essentials which has closed. Berwick's folding machine was used for this print run. There was no charge for the use of their folding machine as I had provided support to Berwick during their May property tax bill processing when they did not have a finance director in place.

Steer BBQ expenses were \$300 over budget due to the replacement of the lock at the BBQ doors. The Steer BBQ committee has covered the cost of this lock replacement.

Apple Blossom Expenditures are currently \$1,500 below budget.

SEWER OPERATIONS

Through the first five months, there is only one variance to report.

Sewer connection charges are 30% below budget \$1,900 of \$2,700 YTD.

Treatment Plant maintenance has a favourable variance of \$4,200. Sludge disposal is currently lower than budgeted by approximately \$5,000.

Collection Maintenance is currently \$11,500 below budgeted.

CAPITAL PROJECTS 2016-17

BISHOP SEWER LINE REPLACEMENT

Mid Valley Construction should be starting the work this week.

BUILD CANADA FUND PROJECT

VCFN / Cameras – waiting on permit from Bell Aliant

STP Panel replacements (2x) – scheduling with electrician for November

PANEL REPLACEMENT KN#3

Scheduling with electrician for November

STP AERATOR REPLACEMENT

Project complete – 100% Gas Tax funded (\$57,800)

EAST MAIN KN#14 FORCE MAIN INSTALLATION

Application for easement along railway trail has been submitted. This could easily go into next fiscal year before approval. This is to be PCAP funded which we have not received approval for (yet).

GREENWOOD ROAD NORTH SEWER LINE INSTALLATION

This is tied to the East Main KN#14 project as it was to be funding under the provincial PCAP funding program which we have not received approval on funding.

BRIDGE STREET CURB AND SIDEWALK REPLACEMENT

Project Complete - Dexter Construction completed the project prior to Steer BBQ.

REC-HUT FLOORING REPLACEMENT

Project Complete – McCabe's flooring replaced the flooring prior to Summer Day Camp start-up – under budget \$4,600 of \$8,000.

RAVENWOOD BALL DIAMOND SAFETY MESH

Project completed - under budget \$9,600 of \$15,000 budgeted

SMALL TRACTOR REPLACEMENT

Kubota tractor was replaced by John Deere model - under budget \$27,000 of \$30,000 budgeted



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk / Treasurer**
Date: **September 7, 2016**
Re: **Monthly Clerk's Report**

DISCUSSION POINTS

407 Main Street – Fady El Bittar's request for funding from the Village to help offset new driveway installation. His driveway, which has been in use for more than 25 years, was blocked off by next door neighbour (Scott Peckford) with a fence installation. The majority of the driveway is actually on Scott's land. Legal council has stated that Scott was not allowed to do this and Fady was advised to have a demand letter sent to Scott to remove the fence. Fady had declined to send the letter. Fady has approached the Village with a request to help with funding a new driveway installation on his property since we do have a sewer easement in that location.

Speed Radar Sign

The speed radar sign has been located on Marshall Road for the past month. The first week the sign was setup in stealth mode. Comparing the first week to the last month has shown that the sign has not reduced the speed of many of the vehicles. Does the commission have a preference on where the next location for the sign should be?

ANSV AGM

The annual general meeting will take place on Friday, September 16th and Saturday, September 17th. Who will be attending Friday's workshops and Saturday's AGM?

DOWNTOWN SNOW REMOVAL CONTRACT

The second year of the three year contract for downtown sidewalk and parking lot snow removal is up for renewal. Kevin Ryerson Excavating Ltd is the current contract holder and their contract price is \$24,300+HST annually.

APPLE BLOSSOM HISTORICAL POSTER

What do we want to do with this poster?

CHRISTMAS PARTY

Location?

APPLE BLOSSOM PARADE FLOAT

The parents of Princess Sarah Perrault would like to have the lighthouse that was on our float. The Village paid for the materials but the father of the princess built it and installed it.

LED SIGN DESIGN

Both the Fire Department and Lions Club would like some idea of sign design.

From: The Allans
Sent: September-02-16 3:31 PM
To: Glen Abriel
Subject: Summer in Kingston

Hi Glen,

I hope that you and your family have had a great summer. We certainly have, especially with the weather!

I just wanted to mention that while I've been listening to all the Thursday concerts in the park, it's been from over on the tennis courts. However, I took a pass from last night's tennis (the group has continued to meet since the lessons ended) and made a point to bring a chair and sit with Mark across the street. It was a wonderful show—a lot of fun with a good turn-out! The band gave you at least two shout-outs, which was my reminder to drop you a note...

Every Tuesday and Thursday, I've been meeting up with others at the courts and noticing the energy around us, from the young volley-ballers nearby, to the families occasionally gathered on the basketball courts, to the kids kicking a soccer ball behind the arena. Then there have been the fairly regular strains of musicians from the park, lots of dog walkers and the odd jogger, and just when it looks like it couldn't be any more active, there appears the peloton of riders, led by Eric and Cori. Mark and I have even invited friends for supper, with the sole purpose of playing a shuffleboard tournament!

Meanwhile, the arena and playground are always busy and the grounds around both are well-maintained and inviting. We've been here long enough (14 years) to witness all the positive changes to our neighbourhood and the village in general and we are greatly enjoying the feel of the area and the strong sense of community.

Thank you for the large part you've played in creating a more vibrant and "friendly" Kingston. Looking forward to seeing (and hearing) the kids back on the courts (with sticks, not rackets) this winter! 😊

Sincerely,

Donna and Mark