



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

ph 902 765-2800
fx 902 765-0807

November 2, 2016

Commissioner D. Holmesdale
Commissioner J. Pierce
Commissioner B. Carter
Commissioner P. Parsons
Commissioner M. West

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Wednesday, November 2, 2016 at the Kingston Village Office.



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REGULAR COMMISSION MEETING NOVEMBER 2, 2016

AGENDA

1. Review of Minutes of Meeting held October 5, 2016
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Tourism
5. Finance Report
6. Clerk's Report
7. Policy and Finance Committee
 - i. Squash CF Funding Application
8. Discussions
9. Correspondence
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF OCTOBER 5, 2016

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Absent

GUEST:

Wayne Atwater – County Councillor

SWEARING IN OF NEW COMMISSIONER

Justice of the Peace/Village Commissioner Don Holmesdale swore in new Commissioner Muriel West at 6:55pm who won her seat by acclamation.

OPENING

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

ELECTION OF CHAIR/VICE CHAIR

Vice Chair Holmesdale asked for nominations for the position of Chair. Commissioner Pierce nominated Don Holmesdale as Chair, who accepted the nomination. Commissioner West seconded the nomination. There being no other nominations, Don Holmesdale was appointed Chair of the Village Commission.

Chair Holmesdale asked for nominations for Vice Chair. Commissioner Parsons nominated John Pierce, who accepted the nomination. Commissioner West seconded the nomination. There being no other nominations, John Pierce was appointed Vice Chair of the Village Commission.

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the September 7th, 2016 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF SEPTEMBER 7TH, 2016 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked if there was any business arising from the minutes of September 7th, 2016.

Commissioner Pierce stated the speed sign has worked well on Pine Ridge Ave.

Commissioner Parsons asked if the abandoned rail bed trail was only partially paved in the village. Clerk stated only the downtown core was paved which was cost shared between the Village and the Kings County Trail Society. Clerk added that residents backing onto the trail in east Kingston have requested the trail be paved up to Greenwood Road particularly for dust control.

Commissioner Parsons asked if the Village was moving forward with the community LED sign. Clerk stated he will be contacting a few companies to request some sign designs that would complement the area and forward them to the Lions and Fire Commission for their input. Commissioner West asked if this was a project that could be ready by spring and could be part of the celebrations for Canada's 150th birthday. Clerk stated it could be and Commissioner Parsons added the project was also to help celebrate the Lions International 100th Anniversary in 2017. Clerk added the Legion and County may also be interested in partnering and so potentially each of the five partners could contribute \$8,000 toward a \$40,000 sign. Commissioner West suggested contacting Nova Millwrights for a possible wrought iron design.

COMMITTEE REPORTS – See Reports

PUBLIC WORKS

Commissioner Parsons suggested getting quotes from independent businessman Brian Murray of Bridgetown for fence work.

Commissioner Pierce asked if the vandalism to Stronach Park and the Wood Turtle sign was reported to the RCMP. Clerk confirmed he reported the vandalism to the RCMP.

RECREATION

Commissioner Pierce noticed on the Recreation report that the new nets at the ball field were going to come down later in the month and wondered if they should come down before the storm and suggested Paragon golf course's driving range uses a pulley system for their nets and are removing theirs before the upcoming storm. Clerk will check with Recreation Coordinator.

Commissioner Pierce asked about the Free Facility Access event on October 19th and that commissioners were invited to attend that as well as the Multicultural event on October 12th and wondered which commissioners would like to attend. Commissioner Pierce stated he will attend the multicultural event on the 12th in the Annapolis Mess at 14 Wing Greenwood. Commissioner West will attend the Facility Access event in Berwick on the 19th.

Clerk stated the bed for the tulips that the Scouts are planting this month will be a raised bed to be visible from the road and there will be other flowers/shrubs around it so it doesn't look so bare when the tulips are no longer in bloom.

TOURISM

Commissioner Pierce wanted to confirm that staff will have a report at the next meeting indicating final numbers of visitors at the Visitor Information Centre for the whole season.

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

MONTHLY FINANCE REPORT – See Report

Commissioner Pierce asked if any payments have been made on the Village's most delinquent property tax account. Clerk stated the Village has not yet received any payments. Commissioner Pierce suggested by the next meeting if payment has not been received, a letter be drafted by a lawyer indicating within the next 30 days the Village will start tax sale proceedings. The Commission agreed that staff will make another attempt and then a legal letter would be sent if that fails.

Councillor Atwater asked if the Village had the authority to conduct a tax sale. Clerk stated the Village has the same powers as the Municipality when it comes to taxes but that if the County and Village have arrears the Village would just ride on the coat tails of the County with their tax sale.

Clerk stated the Festival and Event funding account has only allocated \$1,000 of its \$4,500 budget to date. Commissioner Pierce suggested this item could be looked at during the budget meetings to possibly lower the budget amount.

Clerk reported the Parks Repairs and Maintenance is under budget at this time and stated the budget amount could be lowered next year.

CAPITAL PROJECTS 2016-17

BISHOP SEWER LINE REPLACEMENT

Clerk stated there is no start date confirmed for the project by Mid Valley Construction even though the project was to be completed by September 30th 2016. Commissioner West asked if the contract could go back out to tender. Clerk stated legally the Village could go with the second lowest bidder and Mid Valley Construction would pay the difference between the two costs. Clerk stated he was frustrated with the lack of communication with the contractor.

BUILD CANADA FUND PROJECT

VCFN/CAMERAS

Clerk stated permits have been received for the cameras and wifi and the work is supposed to start as soon as the contractor finishes up another job.

SEWER TREATMENT PLANT PANEL REPLACEMENTS

Clerk stated the electrician is busy but should get to it by mid to late October.

PANEL REPLACEMENT KN#3

Clerk stated the same electrician will also replace this panel later in the month.

SEWER TREATMENT PLANT (STP) AERATOR REPLACEMENT

Clerk stated this job was completed with 100% Gas Tax funding. (\$57,800)

EAST MAIN KN#14 FORCE MAIN INSTALLATION

Clerk stated the application for the easement along the railway trail has been submitted to Department of Natural Resources (DNR) and we are waiting for approval. DNR did state they would like a design of the force main to make sure it doesn't interfere with the trail at all. Clerk stated he received a letter back from the engineering firm SNC Lavalin who did the original design work for the lift station and they stated they could do pre-tender drawings for \$9,900 which is above the \$5,000 limit for going to tender. A local engineering firm stated they could do the work for under \$5,000, so Clerk stated that one option could be to get three quotes and if one is under \$5,000 we could award the tender just to have the base design for DNR. Another option would be to tender asking for the full design plus tender documents and have it ready for next year in case PCAP funding is received. Clerk stated we did have it in the budget as capital funding tied with provincial funding and next summer the project could also be funded using gas tax funding or federal funding.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION GO TO TENDER FOR THE FULL DESIGN OF THE FORCE MAIN ALONG THE RAIL BED TRAIL. MOTION CARRIED.

Monthly Finance report was received as presented.

CLERK'S MONTHLY REPORT

CHRISTMAS DINNER

The Commission decided that since the Aurora Inn restaurant has closed they would hold the dinner at the Falcourt Inn on Thursday, December 8th, 2016.

COMMISSIONER BINDER

Clerk stated he was compiling a binder to help new commissioners understand their responsibilities. Commissioner West stated she would appreciate understanding the scope of the position.

TAX EXEMPTION BY-LAW

Clerk stated he was in the process of getting the current by-law officially certified, signed, sealed and delivered to Department of Municipal Affairs.

KINGSTON AREA ADVISORY COMMITTEE MEMBER

Clerk stated that the new Village Chair would replace Martha Armstrong on the Kingston Area Advisory Committee. As well, Muriel West's position on the committee (as a member-at-large) is terminated since she now sits on the Village Commission. He stated the Village will need to advertise to fill the member-at-large position.

OCCUPATIONAL HEALTH AND SAFETY

Clerk stated at the last annual Association of Nova Scotia Villages meeting in September they had a presentation by a provincial staff member from Occupational Health and Safety who expressed the responsibilities and requirements of the Village. There was also a person who was found guilty under the Act when one of his staff was killed. Clerk stated he has been working with staff to formalize safety procedures. Clerk stated that for liability purposes Occupational Health and Safety does not have standardized guidelines/templates, and that each company is responsible for its own safety procedures/policies. Clerk stated Village staff will be meeting to discuss current practices and to work on improving policies and procedures.

CAPITAL BUDGET

Clerk stated staff would like to have the Capital Budget approved prior to the approval of the Operating Budget in May. This would allow projects to begin earlier in the new fiscal year. Clerk proposed the meetings could begin in December for approval in March 2017. After a discussion, Commission agreed to the earlier schedule.

Monthly Clerk report was received as presented.

CORRESPONDENCE:

MOBILE FOOD TRUCK REQUEST

Clerk stated a mobile food truck which is presently located in Greenwood is looking for a letter from the Village Commission giving approval for her to set up in the Rona Cash & Carry Building supplies parking lot.

Commissioner West asked if the letter would be our permission for one year or indefinitely. Clerk will check with the County to see if the permit is renewed annually.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER WEST THAT THE VILLAGE COMMISSION PROVIDE A LETTER OF CONSENT FOR THE FOOD TRUCK OWNER TO SET UP BUSINESS IN THE KINGSTON AREA PROVIDED SHE HAS PERMISSION FROM THE OWNER OF THE BUSINESS/PARKING LOT. MOTION CARRIED.

SEWER APPEAL PROCESS

Clerk stated he received an email complaint from Scott Peckford regarding the Village's vacant lot sewer charges as per the Village's Sewer Policy of Fees. Mr. Peckford stated he was charged \$150 for each of the 10 laterals the Village installed along East Main St. for a total of \$1500 and he thought that it should be a one vacant lot charge of \$150 since his land has not yet been subdivided. He then wanted to know the formal process to appeal those charges. Clerk stated when the sewer project was underway Mr. Peckford was supposed to subdivide his lots before the Village installed the laterals but he did not.

After a discussion Commission decided to defer the item to November's meeting. Clerk is to confirm decision with legal.

PROVINCIAL CAPITAL ASSISTANCE PROGRAM (PCAP) – EAST MAIN SEWER PHASE 3

Clerk stated the Village received a letter from the province stating the Village's request for funding was refused since the project completion date was after the required completion date of March 31, 2017.

KINGSTON STEER BBQ COMMITTEE

Chair stated the Village received a letter from the Steer BBQ Committee stating it would be advantageous to have a chair and co-chair each year for continuity. The Chair would mentor the co-chair who would take over the following year which would require a two-year commitment for each. The letter stated they would appreciate a response by November 30, 2016.

Commissioner Pierce stated the commission needs to let them know that the chair and co-chair positions are a problem because of the terms of office and that since it is difficult for the commission he suggested recreation staff could chair for continuity purposes. After a discussion the Commission decided to defer this item to the next meeting to have more time to contemplate the issue.

ANNAPOLIS VALLEY APPLE BLOSSOM FESTIVAL ANNUAL GENERAL MEETING

Clerk stated any Commissioner is welcome to attend the meeting on Monday, October 24th at 7pm in Kentville for the election of officers and directors and the 2016 festival reports.

DISCUSSIONS:

Audience member Muriel Craig asked about the status of getting a water system in the Village. Commissioner Pierce stated water has been passed on to the County and that funding would be the biggest issue. He stated another problem is that residents are not mandated to connect. Clerk stated the only way he sees water in the village would be with federal funding and then gradually through connecting to the County's system via Greenwood.

ADJOURNMENT

**ON MOTION OF COMMISSIONER PARSONS THAT THE MEETING BE ADJOURNED
AT 9:35PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **November 2, 2016**
Re: **Environmental Services Report**

Oct 14th new panel for KN-3 lift station was installed along with submersible transducer which eliminated float switches. Transducer is set to turn pump on at a selected level in the sump and pumps shut off at a set water level as it pumps down. NSP were there to shut down power to station and returned to reconnect power once panel was installed. The Panel Shop technician was there for start-up as per quote and station was back to normal operation by 3pm. There are still 2 small panels that need to be installed at the treatment plant but do not require NSP disconnect or permit to replace. Staff will schedule with electrician.

As reported last month Wastewater Services staff was having a problem with KN-12 lift station which is across from the golf course in the trailer park. During the Panel Shop's start up of KN-3 lift station staff had technician check the problem out at KN-12 and a bad PLC was diagnosed as the problem. Station is still operating on one float switch but doing the job. A new PLC is on order and will be installed as soon as it is received. After consultation with the Village Clerk the new Crystal Ball for the Omni Site that was purchased will be kept in stock for any future problems. This may be used sooner than later as staff is now having a problem with KN-9 which is the station behind Pine Ridge Middle school and the absence of daily data communication from Omni Site; however station is still operating normally.

Oct 24th received call from Omni Site that one of the pumps had tripped out on overload. Pump was pulled the next day and rag like material was removed from impeller. Staff did notice a rough spot on the impeller that can cause material to fetch up and jam impeller. Staff will monitor.

Sewer line replacement on Bishop Ave and Windsor St easement is tentatively scheduled again for Nov 2nd weather pending. Manholes for job were delivered on site last week and excavator has also since been placed on job site. Staff will advise contractors that reinstatement of road shall be in 12 inch lifts to ensure good compaction especially this late in the year. Villages and municipalities now pay the Road Breaking permit fees instead of the contractors like in the past. Quality road reinstatement is key to getting deposit back.

As reported last month Public Works staff replaced a section of main sewer line behind the Village office. This line has been gradually replaced over many years and is PVC pipe from The Green Elephant restaurant to the back side of Kinsmen's old garage. At this point the sewer line runs under the old truck bay/garage and is a concrete line. Line runs all the way to behind the former Iron Pot Pub before it turns and connects to Bridge St sewer main at traffic lights. After starting to video sewer line Loomer's Hydro-Vac truck had to be called in to flush sewer lines to remove big deposits of fat and sand so camera could move inside sewer line. There is also a section of concrete pipe that

runs from Palmer Dr east and ties into sewer main along side of the old Iron Pot Pub building. Staff recommended the video of this line to determine which sections should be replaced through capital budgets. It is one of the last remaining sections of concrete sewer line in the Village.

Treatment plant manager along with the help of the Administrative Assistant have been in the process of editing SOP's and Emergency Contingency Planning documents for the wastewater treatment plant and the collection system. These documents were generously passed on to the village from The County of Kings staff and are edited to reflect The Village of Kingston such as logos and some wording.

Staff would like to suggest to any commissioners who have not had a tour of the treatment plant to feel free to contact staff and schedule a tour for a better understanding of plant issues being reported monthly. Treatment plant is a 24/7 three hundred and sixty five days a year operation and with the recent addition of a new workshop and generator it is a significant piece of infrastructure that not many people see.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **November 2, 2016**
Re: **Public Works Report**

Fall clean up is in full swing and seasonal staff have been busy keeping up with the raking of leaves and pine needles. Flowers in all the ground beds and planters were removed after frost had killed them off. Big cracks in tennis courts were repaired with bagged asphalt and sealant along with a large pothole in the entrance to Needs Convenience Store. Hole was spreading into area maintained as sidewalk by the Village.

The new foul ball nets at Ravenwood ball fields have been taken down and stored in the equipment room for winter. The tennis nets, volleyball nets and soccer nets have been removed and stored away. The fountains at Stronach Park have been removed from the pond and stored away for season. Benches, picnic tables and most of the garbage cans have also been removed in preparation for winter.

New gates at the treatment plant and at the Elm St basketball and tennis courts were installed as per quote by Eastern Fence. As reported last month the gate at the treatment plant was installed for better access to the plants effluent pipe to the river and for better access to Fitness Trail. Gates at the tennis courts and basket ball courts were installed for maintenance purposes.

The tennis courts lights had to be checked out by local electrician to trouble shoot why breaker was tripping out when lights were turned on manually. Electrician's boom truck was able to access the courts through maintenance door and branches were pruned away from wires that had created a bare spot on the wire. Bare spot was fixed and additional branches were pruned back to keep from rubbing on the wires.

Over the next reporting period staff will be busy preparing for winter. Spring/summer and fall seasonal staffs' last day will be November 10th. Winter seasonal staff has indicated that he will be back starting on November 21st.

The Village Office received a complaint about a horse on our sidewalk down by T&S Office Supplies. It was not so much the horse on the sidewalk as much as it was what it left on the sidewalk. This has been brought up by staff in previous reports about horse owners using pedestrian sidewalks in town. Office staff is checking into possible county by laws with regards to riding a horse through town as an alternate form of transportation.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **November 2, 2016**
Re: **Recreation Report**

Glen's injury Update – On Friday Oct 21st – Glen was a chaperone of a Youth Group activity in Dartmouth at a trampoline facility called “Get Air”. At the 10 minute mark and after a small hop – Glen's right knee “popped” – resulting in no strength or stability in the knee at all.

The result is a rupture of the patella tendon. The patella not only holds the knee cap in place but also connects the quadriceps muscle to the shin bone which enables you to lift your lower leg and straighten your leg. Glen is unable to do that at the present time.

On Friday Oct 28th – Glen had surgery to repair the tendon with an estimated recovery time of 4-6 months before able to walk with a brace - **if the initial surgery was a success, which will not be known until Dr. follow-up appointment on Wednesday, November 2nd @ 2pm.**

Glen is currently in a (hip to shin leg brace) and continues to work from home (a few hours per day – as able) and will continue to be in continuous contact with office staff and other organizations listed in his report below.

PLAYGROUND ACTIVITY LEADERSHIP IN SCHOOLS (PALS) LEADERSHIP TRAINING

- Glen has partnered with Kingston School Phys Ed Teacher Karen Stubbart to instruct PALS programming on Oct 18th at Dwight Ross School. Over 40 Grade 4-5's were present from Dwight Ross, St. Mary's, Kingston and Berwick Schools.

PINE RIDGE MIDDLE SCHOOL – GIRLS AFTERSCHOOL MULTI-SPORT PROGRAM

- Glen is working with Angela Morrison, the Valley Division of NS Provincial Cultural & Heritage – Sport & Rec Dept. to provide this program for the female youth of Pine Ridge Middle School. There are currently 27 youth participating two days per week & Glen is assisting with trying to find an additional facility for their Wednesday sessions – as they cannot use the school gym due to regular school sport activities. The funding for this program is through the Afterschool Partnership with the Province & AVRSB.

SENIORS FITNESS INSTRUCTOR 2016/17

Glen is working with Fitness Instructor Helen Malo to start up the Senior Fitness Classes hopefully by Nov 15th.

SQUASH CYSTIC FIBROSIS (CF) EVENTS AT THE KINGSTON RECREATION GROUNDS – SAT NOV 5TH

- This event takes place at the Kingston Steer BBQ Grounds from 11am – 5pm on Saturday Nov 5th.

1st KINGSTON SCOUTS TULIP PLANTING – CANADA'S 150TH CELEBRATION

- Please see Clerk or Public Works for status on this project.

SANTA COMES TO KINGSTON – FRI DEC 2nd - 6PM -8PM – (Parade is questionable due to person who organized it in the past has been posted).

Requests will be sent out to the Fire Department regarding providing assistance for the Santa Comes to Kingston event. A request will also be made to the Lions members to prepare and serve chili and hot dogs. Glen will be ordering supplies for the evening including Jimmy Dogs. This event is also a major fundraiser for the Upper Room Food Bank. Events include family skating, face painting, balloon animals, a visit from Santa and hot chocolate & apple cider etc.

- **All Commissioners are invited to come to the event & assist in serving hot chocolate & apple cider throughout the evening.**

NEW YEARS EVE EVENT – SATURDAY DEC 31ST

- Please Note – New Years Eve is on a Saturday this year. Glen is working on setting up a meeting for Committee next week – pending doctor's checkup.

WEST KINGS HIGH SCHOOL – David Morse Field Renovation

- Glen is working on applying for a grant to have Phase One of this project completed by the summer of 2017 – Phase One would be to have the entire property enclosed with a fence to keep ATVs & off-road vehicles from accessing the property and destroying the turf.

VALLEY CONNECT WEBSITE

- www.annapolisvalleyconnect.ca is up and running. Staff continues to gather information and contacts for various local organizations, etc.

OUTDOOR RINK PLANNING

- Glen will be ordering the tarp for the outdoor rink from Cavendish Agri. and coordinating with the West Kings High School O2 Program to have the framework installed early December. We are also potentially looking at a 3rd ice surface for skating only.

ADULT SKATING – MONDAYS @ 10:30AM

- 10 – 15 adults continue to enjoy this recreational activity each week.

FREE FACILITY ACCESS – FREE PUBLIC SKATING – SATURDAYS - 5:30PM – 7PM

- In partnership with the Provincial Government & 14 Wing Greenwood the Credit Union Centre is able to offer free skating on various school In-service days (full & half days) and also on a regular basis now on Saturdays at 5:30pm.
- Glen is working with the Kings County Family Resource Centre to potentially coordinate free skating for families who work with the Family Resource Centre and may not have the opportunity to go to the Credit Union Centre. Details to follow.

ADULT TAI CHI

- Glen is working with a local Tai Chi instructor (Luitgard Budd) in an attempt to coordinate some Adult Tai Chi classes in the area. He is currently checking locations that will work best to house the program. Two potential locations include the Kingston School & the Kingston Baptist Church in the lower auditorium.

KINGSTON ELEMENTARY SCHOOL – TRAILBLAZERS AFTER SCHOOL PROGRAM - PRIMARY / GRADE 1

- In partnership with Kingston School – Kingston Rec is working with trained outdoor leadership individual (local Ravenwood resident) to offer Kingston School a free “All Outdoor “after school program called – Trail Blazers. A letter of interest was sent home to parents and over 50 responses. Program can only hold 13 students due to participant/instructor ratio. This will be a popular program.



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: November 2, 2016
Re: Tourism Report

Statistics

The number of visitors counselled from May 18th to September 18th at the Kingston/Greenwood VIC was 2232. Past years comparison of visitors counselled from mid May to mid September:

	2016	2015	2014
May	190	250	277
June	437	464	579
July	649	802	941
August	610	621	1136
September	346	196	122
Total	2232	2333	3055

TOURISM NS

Staff attended the Apple Blossom Festival's Annual General Meeting on Monday, October 24th which included a presentation by Kelli MacDonald, Manager of Communications with Tourism NS. She reiterated that Tourism NS is now a Crown Corporation as of last year and is run by a private sector board of directors. She stated the catalyst for this change was the 2014 Ivany Report, (a report on improving the provincial economy) which challenged the tourism industry to reach \$4 billion in revenues by 2024.

She reported the successful 2016 tourism marketing campaign was designed to attract first-time visitors. It was also designed to give people a better sense of the many things you can do on a vacation to Nova Scotia. The campaign showcases experiences through video and social media content. The focus was to create world class experiences to sell Nova Scotia globally.

She stated they also no longer fund individual events and that funding for events is now through Communities, Culture and Heritage. Tourism NS recently published visitor statistics for August 2016 and reported a 7% increase over August 2015 and an 8% increase from January to August over last year.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **November 2, 2016**
Re: **Monthly Finance Report**

RECOMMENDATION

That this report be received for information.

GENERAL OPERATIONS

Through the first 7 months of the year, there are some known variances which can be reported on. Overall, the year end position is expected to be favourable.

There are no new revenue variances to be reported at this time.

Streetlight costs have a favourable variance of \$4,100; this is mostly due to lower than expected electricity charges.

Our youth program expenditures are \$300 over budget, but we receive 50% of our expenditures back as a grant through Active Kids Healthy Kids.

Overall, village maintenance and parks repair and maintenance are down this year compared to other years. All it takes is one wind storm to change that.

Collection system maintenance is well under budget, but we had to fix/replace a couple pumps in KN#02 Lift Station which the auditors will want to place into capital so they are not accounted for in Operations.

CAPITAL PROJECTS 2016-17

BISHOP SEWER LINE REPLACEMENT

Mid Valley Construction should be starting the work this week. (Contract is \$152,040 of Budgeted \$130,000 – 100% by Gas Tax)

VCFN Fibre / Wi-Fi Installation (\$40,000 budgeted – 2015/16 budget)

VCFN fibre installation along with public wi-fi is currently being installed. This portion is anticipated to be slightly over budget but some portions of the work will be included in the Build Canada Fund (BCF) funded projects due to the BCF project being under budget.

BUILD CANADA FUND PROJECT (1/3 Village, 2/3 PCAP funding)

Generator has been installed and is operational.

XcountryTV has been installing fibre cable last week and this week. The network connections at the office have been updated. Electrician Randy Corkum is updating the other village locations for the fibre cable connections. Cameras and Wi-Fi will be installed once cabling is complete. (VCFN installation is only partly funded by this project, see above)

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

Clerk is anticipating cost to be under budget by quite a bit. Clerk will be including KN#3 panel replacement in funding as well as more of the VCFN installation.

PANEL REPLACEMENT KN#3

Scheduling with electrician for November

STP AERATOR REPLACEMENT

Project complete – 100% Gas Tax funded (\$57,800 of \$60,000 budgeted)

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. We were declined for PCAP funding as the project completion date was after March 31, 2017.

Clerk will be putting the full design of the force main to tender this month. We are anticipating another round of PCAP or BCF funding next year that can be applied for. (\$300,000)

GREENWOOD ROAD NORTH SEWER LINE INSTALLATION

This is tied to the East Main KN#14 project as it was to be funded under the provincial PCAP funding program which we were declined. Clerk is anticipating another round of PCAP or BCF funding next year that we can apply for. (\$100,000)

BRIDGE STREET CURB AND SIDEWALK REPLACEMENT

Project Complete - Dexter Construction completed the project prior to Steer BBQ. Under budget - \$81,000 of \$125,000 budgeted (2/3rd gas tax)

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: **November 2, 2016**
Re: **Monthly Clerk's Report**

CHRISTMAS PARTY

Thursday, December 8th, 2016 – Falcourt Inn – meet for 6:00pm / 6:30pm served; menu to be decided on (2 choices)

Steer BBQ Letter

Subject deferred to November's Meeting – Does the village support the change to a chairperson and co-chairperson setup within the Steer BBQ Committee. The Chairperson would step down at the end of the annual event, while the co-chair would become next year's chairperson (and a new co-chair would be chosen).

As well, have there been any discussions on removing the Village from the profit sharing between the three groups that run the Steer BBQ. The Village would still sit on the executive, and staff would still support the BBQ as in previous years.

The Steer BBQ Committee is requesting a letter from the Village by November 30, 2016.

Scott Peckford

Scott still needs a decision regarding the amount of sewer taxes being charged to his property AAN# 03757943. At the time of the agenda preparation, I am still waiting on information from our legal counsel.

Expropriation update – The Utility and Review Board (UARB) has not received any information from Peckford Holdings. Our lawyer is currently trying to find out if there is a deadline we can impose, or if it is open ended.

Properties Tour

The staff have, in the past, provided a tour of the village owned properties to new commissioners. I would like to extend the offer to Muriel and Paul that they both should have a tour of the sewer treatment plant at some point. It will definitely give you a better perspective of the operations (and capital infrastructure projects) at the plant.

Town Crier

The position of Town Crier for the Village of Kingston is held only for the duration of the term of the chairperson.

Maple Street Crosswalk

Our Maple Street/Pine Ridge crosswalk has had issues since installation. The electrician has just replaced a defective push button but he is still trying to determine why we are burning out light bulbs.

Speed Sign Removal

With winter approaching, I suggest storing the speed sign for the winter months to help prevent the batteries from damage.

Left Turn Signal

The Department of Transportation and Infrastructure Renewal (DTIR) was supposed to install a camera in October to count traffic. I have not received an update from DTIR as of yet.

Water System

Does the Village want to pursue the County on extending their water system to Kingston? Should we submit a formal letter (request) to the County for a feasibility study?

Capital Budget

December 7, 2016 – Regular Commission Meeting

Capital Session to discuss current 5-year plan and any new project to be added.

January 4, 2016 – Regular Commission Meeting

Prioritize projects based on urgency and Village Commissioners' goals

February 1, 2016 – Regular Commission Meeting

Capital Budget Analysis and Discussion, re-organize, if necessary, any projects based on financial considerations

March 1, 2016 – Regular Commission Meeting

Capital Budget Approval, can defer to April 5, 2016 Regular Commission Meeting if more discussion is needed



Royal Canadian Legion

Alvin H. Foster M.M. Memorial Branch #098

P.O. Box 2, Kingston, NS B0P 1R0

website: www.legion98.com

email: legion98sect@eastlink.ca



Branch: 765-4428

Office: 765-4920

Fax: 765-2479

17 October 2016

Don Holmesdale
Kingston Village Chairperson
671 Main Street
PO Box 254
Kingston, NS B0P 1R0

Dear Don,

The Members of the Royal Canadian Legion, Alvin H. Foster M.M. Memorial Branch #098 invite you and a guest to our Remembrance Day Service and Banquet on November 11, 2016.

Our Service of Remembrance will commence at 9:45 a.m., in our auditorium followed by a Parade to our Cenotaph for the Wreath Laying Ceremony at 10:25 a.m.

You are invited to lay a wreath and we would appreciate if you could let us know as soon as possible if you will be doing so. If someone else will be doing this in your stead please notify us of that person's name.

The Banquet will commence with cocktails at 4:30 p.m. and dinner at 5:00 p.m.

To enable us to prepare for this function, please reply by November 2, 2016 by calling 765-4920, Mon.-Fri., between 10:00 a.m. and 4:00 p.m. or via email at the address above.

Respectfully,

Don Rioux
1st Vice President, Br. 098



Municipality of the County of Kings

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Kentville NS B4N 3W3
www.county.kings.ns.ca

Tel: (902) 690-6154
Fax: (902) 679-0911
Tel: 1-888-337-2999
Email: mfredericks@countyofkings.ca

Land of Orchards, Vineyards and Tides

Oct 11, 2016

File #: 16-14

Dear Property Owner:

**RE: PUBLIC MEETING – TELECOMMUNICATION TOWER, AT 820 MAIN STREET IN KINGSTON
(PID 55122246) KINGS COUNTY, NS**

You are invited to attend a **Public Meeting on Wednesday Nov 23rd, 2016 at 7:00 pm at the Kingston Fire Hall, 570 Sparky Street, Kingston, NS.** You have been specifically notified of this meeting as assessment records show that you are the owner of a property within 300 metres (1000 feet) of a location for a proposed telecommunication site.

Eastlink has applied to site a 40m (131 ft.) monopole style, telecommunication tower on the subject property at 820 Main Street. The proposed tower is intended to bring Eastlink cellular service to the residents and businesses in the area.



The Public Meeting is being held to solicit input on this proposal. Members of the Public will have 30 days to submit written questions or concerns in order for them to be recorded as part of the application process and considered by Council, as well as responded to by the proponent. Eastlink is providing the municipality with documentation showing compliance with federal government regulations regarding health, safety and environmental protection as part of their application. If you would like more information on the application, please do not hesitate to contact me at 902-690-6276 or by email at mfredericks@countyofkings.ca

Sincerely,

Mark Fredericks, GIS Planner
Planning Services