



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

ph 902 765-2800
fx 902 765-0807

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