



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

ph 902 765-2800
fx 902 765-0807

January 4, 2017

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, January 4, 2017 at the Kingston Village Office.



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REGULAR COMMISSION MEETING JANUARY 4, 2017

AGENDA

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

10. Capital Workshop – after regular commission meeting



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 7, 2016

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUESTS

Martha Armstrong – Councillor, Municipality of the County of Kings
Marnie Parker – Presentation – Kings Transit

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the November 2nd, 2016 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 2ND, 2016 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked if there was any business arising from the minutes of November 2nd, 2016.

Commissioner Pierce asked about the status of the food truck that had asked to be parked in the Cash and Carry parking lot. Clerk stated they may be waiting for the permit from the County.

Commissioner Pierce asked if any of the commissioners had taken a tour of the sewer treatment plant. Clerk stated the sewer treatment plant operator has been busy and that January may be a better time for staff.

Commissioner Pierce asked about the status of the crosswalk lights on Maple Street. Clerk stated the electrician fixed the problem but that it may be just a temporary fix.

KINGS TRANSIT PRESENTATION – MARNIE PARKER

Marnie Parker gave an overview of the Kings Transit bus service and stated Kings Transit was successful in receiving a grant to promote senior participation on the bus system. Ms. Parker stated she was visiting with several groups to get the word out and create awareness of the service. She stated it would be beneficial for the well being of seniors to get out of the house and utilize the bus service for things like volunteering, shopping, visiting etc. Ms. Parker presented the details of an upcoming educational promotion which is a bus ride with Santa on Monday, December 12th running from Wolfville to Greenwood. She emphasized that it would be helpful if seniors groups could form a committee that she could contact with future promotions. Ms. Parker thanked the Commission for allowing her to make this presentation.

COUNTY UPDATE – COUNCILLOR MARTHA ARMSTRONG

Councillor Armstrong reported she attended a council meeting last night and stated there was no movement on the new municipal building, just discussion. She stated some councillors are worried about being sued over the tender process and are concerned about the money that has already been spent on the process thus far. She stated the Kings County Coalition were attending all of the meetings and that their main complaints were: there was not enough public consultation, they were not involved in the decision making process from the start, the county did not solicit partners to share expenses with and they don't like the location because employees can't walk out on a sidewalk to go for lunch etc.

Commissioner Pierce asked about the possibility of the Village Commission meeting with the new mayor and 4 councillors to discuss the possibility of a satellite office and a water system for the village. Councillor Armstrong stated the mayor would like to come and meet the Village Commission but would not want to entertain a satellite office at this time particularly while the issue of the municipal building is still unresolved. She stated if they decide on a New Minas location there should be town hall meeting to voice concerns to Council and Mayor.

Commissioner Pierce stated since the village is not in a position to work on getting a central water system he wondered if it was something the county could be working on especially with the possibility of federal government funding. He stated that the Villages of Kingston and Aylesford were the only two of seven villages in Kings County without a water system.

COMMITTEE REPORTS – See Full Reports

Wastewater

As per staff report, the remaining 175 feet of pipe on Elizabeth Avenue should be included in the capital budget priority list and that trees would have to come down along that easement line.

Public Works

Clerk stated he reported the motorized vehicle vandalism on the grass area around the newly installed tulip bed area to the RCMP and stated there was also damage to the Paragon Golf course by the same type of ATV. Clerk stated there may be video evidence to show who caused the damage.

Recreation

As per staff report Public Works are working on the outdoor rink installation on two surfaces rather than three this year due to lack of personnel.

Commissioner West asked when the Tai Chi classes were starting. Clerk stated January 9th.

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

MONTHLY FINANCE REPORT – See Full Report

Clerk stated there were not many variances to report on and that overall the year end position is expected to be favourable.

Monthly Finance report was received as presented.

CLERK'S MONTHLY REPORT – See Full Report

SCOTT PECKFORD

Clerk informed the Commission that the Village received a legal response which indicated there were no issues approving the sewer bylaw and that if Mr. Peckford decided to fight the village bylaw it would be quashed since he missed the time limit and there was nothing illegal about the by-law.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION MAKE NO CHANGES TO THE POLICY OF FEES IN THE VILLAGE'S SEWER BY-LAW. MOTION CARRIED.

COMMISSIONER ACCESSIBILITY

Clerk asked Commission if they would like to keep the consolidated method of emails received from the public or did they want to have their personal email addresses and phone numbers on the website. After a discussion the Commission agreed to keep things status quo regarding their personal contact information.

SEWER BY-LAW APPROVAL

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER PIERCE THAT THE VILLAGE COMMISSION APPROVES THE CHANGES TO THE SEWER BY-LAW FOR SUBMISSION TO THE MINISTER OF MUNICIPAL AFFAIRS. MOTION CARRIED.

CAPITAL BUDGET MEETINGS

In addition to the capital budget being discussed at the Regular Session meetings in January, February and March, the Commission decided to also meet on Tuesday, February 7th 2017 for budget analysis and discussion.

Monthly Clerk report was received as presented.

CORRESPONDENCE:

LIONS CLUB / STEER BBQ COMMITTEE LETTER

In response to the Steer BBQ Committee letter which was sent to the three partners proposing to have a Chair/Co-Chair each year for continuity, the Lions Club voted to accept the proposal pending its adoption by the other partners.

LIONS CLUB REQUEST FOR AUCTION ITEM

The Village of Kingston received a letter from the Kingston Lions Club requesting an auction item for the 7th Annual Musical Gift Event on December 18th supporting the Kingston Upper Room Food Bank. Clerk stated they usually provide a Kingston shirt for the auction. After a discussion, the Commission decided to give a sheet of adult Kings Transit bus tickets.

ROYAL CANADIAN LEGION OFFER TO PARTNER FOR FUNDING

The Village of Kingston received a letter from the Royal Canadian Legion Branch #98 asking for interest in partnering to apply for government grants available until December 31st for the 150th Anniversary of Canada next year. After a discussion, Clerk will contact President Dave Geddes to let him know the Village is interested in collaborating with this initiative and will ask for details on the commitment.

CYSTIC FIBROSIS / SQUASH CF EVENT THANK YOU LETTER

The Village received a letter from the organizers of the Squash CF Fundraising event thanking the Village for the support given and informing the Commission that the funds raised amounted to over \$5,100 and that it was on the way to becoming a national event.

ALZHEIMER SOCIETY AWARENESS BREAKFAST

The Chair received an invitation from the Executive Director of the Alzheimer Society of Nova Scotia to attend their Annual Breakfast Event on January 10th at the Kings Mutual Century Centre in Berwick. Chair Holmesdale stated Commissioners interested in attending can RSVP to staff and they will order tickets.

REMEMBRANCE DAY SERVICE PARTICIPATION THANK YOU

The Village Chair received a letter from the Royal Canadian Legion Branch #98 thanking him for attending the Remembrance Day Ceremony on November 11th.

REQUEST FOR SPEED LIMIT DECREASE /AND OR SIDEWALK

Commissioner Pierce stated he received an email request from a resident requesting the Village Commission ask the Department of Transportation and Infrastructure Renewal (DTIR) to lower the speed limit or widen Highway 1 in East Kingston since the area now includes a large new subdivision. The other option that was suggested was a new sidewalk from Kingswood Lane to Greenwood Road. Commission agreed to ask DTIR to look into lowering the speed limit along the east portion of Highway 1 from 60km/hr to 50 or widening the section of road between Kingswood Lane and Greenwood Road and include the resident in the communications to DTIR.

DISCUSSION

The Commission commended Public Works staff on the Christmas decorating throughout the village.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 9:28PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**

Date: **January 4, 2017**

Re: **Environmental Services Report**

The sewer line replacement job was finally completed December 23rd including reinstatement of asphalt on Bishop Ave and Prince St, driveway aprons and associated landscaping. Overall the job was satisfactory but because of the late start and the on again off again work on the project, there are still remaining issues that need to be dealt with in the spring such as the resident's driveway that was dug up to replace easement line. Driveway was compacted and gravel graded but needs reinstatement of asphalt, also a concrete patio deck that also needs to be poured and a concrete pad that needs to be poured for resident's shed that will also need to be reinstalled. These outstanding issues need to be made a priority in the spring by the contractor.

Wastewater staff overseeing the job recommends that future contracts for replacing sewer mains be a little more detailed both in methodology and engineering design. Starting with methodology the tender needs to state the exact procedure of how sewer line is to be replaced. There was a lot of wasted time while contractor considered boring through line instead of excavating everything to save on restoration cost. Design could also have had changes that may have made it clearer for contractors on how to carry out the work, especially on a live sewer which on this portion of job was two thirds of the total flow from the village. Lastly, there was a communication problem with contractor and staff found themselves trying to get answers from the foreman on the job (excavator operator at the time) instead of some sort of job meeting with contractor and discussion on how and when job would be carried out. Wastewater staff have had a lot of experience with contracts over the years and understand that contracts bid on months before work is to commence do not always start on time or end on time, however communication is imperative.

As reported last month, staff replaced resident sewer service to the property line on Elm St. Public Works staff dug out crosscut and asphalt driveway that was gravel compacted after job and prepared cut in road for reinstatement of asphalt. Reinstatement of asphalt was done along with contract for Bishop Ave and Prince Street as per unit price per ton of asphalt in contract.

The two new panels for the sewer treatment plant were installed between Christmas and New Year's. The panels replaced the 24 year old clarifier scum pit panel and the digester supernatant pump panel. Both panels are exterior panels.

Public Works staff was called out to Park St and George St because snow ploughs had knocked off sanitary manhole covers and frames. With no frost in the ground after first significant snowfall, DTIR ploughs were tearing up shoulders where landscape is slightly higher than roads.

Dec 27 Staff received call from Omni-Site that lift station in front of the RCMP station was in high level alarm. Staff checked station and cleaned fat build up on float switches that were creating unnecessary alarm calls.

Completed video of the sewer easement line that runs behind the former Iron Pot Pub was delivered by Loomer's Pumping Service for staff review. This section of sewer main is one of the last sections of concrete pipe in the village. This section should be considered priority for replacement in the capital budget as it was brought to the attention of Public Works staff that the back parking lot is going to be paved as part of the building renovations.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**

Date: **January 4, 2017**

Re: **Public Works Report**

Since last report sidewalk snow removal has been limited to just a few times, along with some salting and sanding. The MT Trackless V- Plough was taken to local welding shop and had new cutting edges installed. Staff also replaced some leaking hydraulic connections on MT6.

Outdoor rink has been challenging with mostly above freezing temperatures and no snow to help contain water and help protect edge of boards and tarp. It also did not help that a small group of youths scaled the fence and skated on the not quite ready ice surface. Cuts in the tarp created by skates or sticks has allowed water to escape under the tarp creating air pockets and poor quality ice in certain areas causing cracking and chipping of ice. Forecast is calling for colder temperatures and snow later in the week and this will help staff with flooding and could be open for the weekend. It should also be noted that the duck pond is close to allowing people on it and staff is monitoring ice thickness daily.

Miscellaneous items include a wind storm last week that had public works staff cleaning up in different areas of the village the next day. Started work on the trimming of some of our sewer easements that have become over grown over the years; behind Armstrong's Foodservice and behind the Denture clinic on Marshall Rd. Water leak was repaired by staff in the day camp kitchen. The majority of the Christmas lights and decorations have been removed and stored away for another season.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **January 4, 2017**

Re: **Recreation Report**

Due to Glen's knee operation recovery – Glen is still unable to operate a vehicle and has therefore been limited in mobility and accessibility. Many thanks to Commission and Staff for patience and assistance as my recovery will be on-going. Glen has submitted all medical paperwork to Clerk.

ADULT TAI CHI 2017

- Instructor Luitgard Budd will begin Tai Chi instruction for Tai Chi classes at two separate locations starting on Monday January 9th @ 6:30pm. Monday location is at the Kingston Baptist Church. Thursday location is at Kingston Elementary School.

SENIORS FITNESS 2017

- Senior Fitness Classes with Helen Malo are going smoothly – averaging 35 participants. Classes will start up on Thursday Jan 5th at the Kingston Legion.

WEST KINGS HIGH SCHOOL RENOVATION PROJECT – FEASIBILITY STUDY

- West Kings High School has gone through tendering process and has hired Meg Cuming Consulting to finalize Feasibility Study for Field Renovation Project.
- Glen has been working with the school and has applied for provincial planning assistance funding to cover 50% of costs associated with consultation fee.

OUTDOOR RINK PLANNING 2016/17

- Due to Glen's knee operation recovery – he is not involved in ice preparation or maintenance. Please see Public Works report.

NEW YEARS EVE EVENT – THURS DEC 31ST 6PM – 9PM – CREDIT UNION CENTRE

PINERIDGE SCHOOL COMMUNITY BADMINTON – TUESDAY EVENINGS 6-8PM

- Youth badminton from 6-7pm / High School & Adult Badminton 7-8pm.
- FREE Friday Skating 4-5pm for Middle School youth.

VALLEY CHEER 2017

- Glen worked with the Valley Cheer Club and the Pine Ridge Middle School for the Cheer Club to find a location that would be less expensive than their former location..

ADULT SKATING – MONDAYS 10:30AM - NOON

- Mondays at 10:30am – averaging 12 participants.

KINGSTON LEGION – 2016 CHASE THE ACE – SATURDAYS 1PM – 3PM – DRAW AT 3:30PM

- Kingston Legion Branch 98 is hosting a Chase the Ace fundraiser for 2016/17.
- Continuing every Saturday until the Ace is drawn.
- Legion donated \$5000.00 towards West Kings High School Field renovation.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

- In partnership with Provincial Funding – the Kingston Credit Union Centre has been able to offer Free Public Skating on Full Day In-service Days & ½ Day In-Service Days for youth – these have been well attended by students. Also, on Saturdays the Arena has been able to offer FREE Public Skating from 5:30-6:30pm. Up to 60 participants during some of these skates and also over the Christmas break the Arena was open from 1:30pm – 3pm each day.

CANADA SUMMER JOBS – NOVA SCOTIA PROVINCIAL STUDENT ASSISTANCE FUND

- Glen will be applying to the Canada Summer Jobs for our Summer Day Camp student funding.
- Glen will be applying on behalf of the Credit Union Centre for funding for a summer student to assist with Arena renovations, maintenance & potential summer programming.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 4, 2017**
Re: **Monthly Finance Report**

RECOMMENDATION

That this report be received for information.

GENERAL OPERATIONS

Through the first 9 months of the year, there are minor variances with most budget accounts. Overall, the year end position is expected to be favourable.

Festivals and Community Events Fund has funded \$1,800 of its \$4,500 budget. Snow removal is currently \$10,900 under budget. The Village did not use any of its Tree Planting budget this year (\$3,000). Our Village Beautification budget has a favourable variance of \$2,300 as well.

Sewer Administration Budget has a favourable variance of \$12,000. This would include training and conferences, salary costs, telephone costs, sewer consultant fees, and other miscellaneous costs.

CAPITAL PROJECTS 2016-17

BISHOP SEWER LINE REPLACEMENT

Mid Valley Construction has completed the sewer work. The Windsor Street property's driveway asphalt and concrete pad will be re-instated in the spring once there is warmer weather and there has been some settling of the ground. Communication with MVC was poor throughout the project.

VCFN Fibre / Wi-Fi Installation

Village fibre network is installed. Village is waiting for connection to VCFN network. Public Wi-Fi will be online once connection to the VCFN is complete. The remaining cameras will be installed this month (pending weather and electrician scheduling).

Capital Budget

Tuesday, February 7, 2017 – Capital Budget Analysis and Discussion, re-organize, if necessary, any projects based on financial considerations

Wednesday, March 1, 2017 – Capital Budget Approval, can defer to the April 5, 2017 Regular Commission Meeting if more discussion is needed.



Kingston / Greenwood Community Health Board

C/o Soldiers Memorial Hospital, 462 Main St. P.O.

Box 730 Middleton, NS B0S 1P0

kgchb@nshealth.ca

902-825-6160 ext: 1762357

Don Holmesdale, Chair of the Village Commission *Village Of Kingston*

671 Main Street

PO Box 254

Kingston, NS

(902) 765-2800

Dear Don,

The Kingston- Greenwood CHBs would like to invite you or a member of the commission to attend their 1st Individual **Annual Wellness Fund (WF) Celebration Event** (see attached poster for more information). The events are held to thank community groups and highlight the remarkable community projects they were able to fund this year.

Funds provided by the Department of Health and Wellness are available for non-profit groups/organizations working to address wellness issues that CHBs have identified as concerns in their Collaborative Community Health Plan. Supporting projects at the local level is an important part of the legislated role of CHBs as it helps maintain and improve the health of people and the communities in which they live through partnerships and, by addressing those aspects of a person's life that determines their health.

This year, the Kingston/Greenwood funded 12 wellness projects providing approximately \$12000, 00 to local community groups.

For more information on the events please contact Genevieve Lefebvre, CHB Coordinator, (902) 825-6160 ext 1762357 or via email genevieve.lefebvre@nshealth.ca

Sincerely,

Genevieve Lefebvre
CHB Coordinator

Your Community Health Boards



Building healthier communities together...





The Kingston/Greenwood Community health board Invites you to attend their;

Local Wellness Fund Celebration

January 10th, 2017 6:30pm to 8:30pm

Three River Community Centre,

41 Messenger Rd, Torbrook

Recipients of this year's Wellness Initiative Funds will join us for an opportunity to share project ideas and summarize how the funding will help them to fulfill the plans.

This is a wonderful opportunity to learn of some of the great projects that help create healthy communities in the Annapolis Valley and to meet the people behind them!

*This event is open to the public but RSVP would be appreciated, please **RSVP**, including the event and dates you will attend, via email to genevieve.lefebvre@nshealth.ca*

****Celebration will be cancelled if school is cancelled in Kings**



Village of Greenwood
P.O. Box 1068
Greenwood, N.S.
B0P 1N0

Chair Don Holmesdale
Village Commission of Kingston
671 Main Street
PO Box 254
Kingston, NS B0P 1R0

Dear Mr. Holmesdale,

Canada 150 Celebration, July 1, 2017

We invite you to join us in our multi-community celebration of Canada's 150th birthday.

To celebrate Canada Day 150, the Village of Greenwood will be hosting the people, service clubs, churches and businesses encompassed within the historical boundaries of the Townships of Wilmot and Aylesford, including 14 Wing Greenwood. Our day-long 150 celebrations will highlight our history and offer a myriad of events for all ages and abilities.

The Canada 150 Community Committee would be honoured to have you attend the celebrations, participate in activities, and be among the dignitaries who will welcome our historical procession to the village square. We would also be deeply honoured to have you say a few words to help commemorate our sesquicentennial birthday, July 1, 2017 at 11:45am.

Enclosed is a schedule of anticipated events. Please consider participating in some of the activities, in addition to speaking. Your public involvement will contribute to uniting the communities of our region within Canada.

While awaiting a response, please accept our heartfelt wishes for health and happiness, to you and yours.

Sincerely,

Heather Parker
Vice Chair, Village of Greenwood
Canada 150 Community Committee

CANADA DAY 2017



Greenwood, Nova Scotia



HAPPY 150TH BIRTHDAY **A MULTI-COMMUNITY** **CELEBRATION**

Together for Canada's 150th Birthday!

Everyone is invited to celebrate Canada's sesquicentennial birthday, together. Day-long events will feature activities and entertainment for all ages and highlight the rich history of our region within Canada.

Participating communities, clubs and associations will be given a permanent place on our Canada 150 signpost, pointing people toward your village or indicating your involvement in this historic event. Please join us!



Would you like to participate?

Please contact:

villageoffice@greenwoodns.ca

902-765-8788

Schedule of Events

8am	Flag-raising
8:00-10am	Breakfast
8-10:30am	150k All-age Marathon (run, walk, bike, motorcycle)
10am-5pm	Art/Artisan Market
10:45am	Historical Procession (Baker's Corner to Civic Field)
11:45am	Opening Ceremony
12pm	Service Clubs Cook-Off
12:30pm	Multi-Community Canada 150 Cake Assembly & Service
1:00-	Soccer Matches (Youth vs Non-youth)
	Live Entertainment Face Painting Balloon Animals Colouring
2:00	Canada 150 Bingo
3:00 – 8pm	Bouncy Kingdom
4-7pm	Community and Church Cook-Off
7-8:00pm	Canada 150 Rap-Off ALL AGES!
10pm	

CANADA 150 FIREWORKS!

LIVE ENTERTAINMENT