



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

ph 902 765-2800
fx 902 765-0807

February 1, 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, February 1, 2017 at the Kingston Village Office.



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REGULAR COMMISSION MEETING FEBRUARY 1, 2017

AGENDA

1. Review of Minutes of Meeting held January 4, 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



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JANUARY 4, 2017

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
Arlene Lively – Co-ordinator, Comedy for Quality of Life Tour

OPENING

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

REVIEW OF MINUTES

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

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

BUSINESS ARISING FROM THE MINUTES

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

Commissioner West stated she is still interested in taking a tour of the sewer treatment plant.

Commissioner Pierce stated he wanted to know where the County fits with regard to a water system in the Village. After a discussion, the Commission agreed to have staff draft a letter to the County to find out where they stand on a water system for Kingston and the possibilities of a 'phase-in' program.

Commissioner Pierce asked about the status of the camera evidence on the ATV lawn vandalism next to Avery's Farm Market. Clerk stated the images were not clear enough to identify the vandals.

Commissioner Pierce asked if the Village had heard back from the Department of Transportation concerning the left turn signal study at the intersection of Main St. and Bridge St. Clerk stated he has asked for an update but has not yet heard back from DTIR on the results.

COMMITTEE REPORTS

Wastewater – See full report

Public Works – See full report

Recreation

Commissioner West commented that the community sign was displaying outdated event information and felt it was not a good reflection of the Village. The Commission also agreed it would be better to leave the sign empty than to have outdated information on it. Clerk stated this was mainly due to the Recreation Coordinator's knee injury situation but that he would speak to staff and try to arrange time to get sign updated.

Commissioner Pierce commented that the New Year's Eve event was very successful with a manageable crowd that stayed all evening and enjoyed the festivities which included an excellent fireworks display. The event was also a good fundraising effort for the Upper Room Food Bank with cash and food donations exceeding last year's totals.

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

MONTHLY FINANCE/CLERK REPORT – See Full Report

Clerk stated there were a few 'small amount' variances but that overall the yearend position is expected to be favourable.

CAPITAL PROJECTS 2016/17

Clerk reported the Village fibre network is installed and the connection to the Valley Community Fibre Network (VCFN) is scheduled to be completed on January 11th, 2017. Once that is completed the Village will be able to cancel its present internet provider.

CAPITAL BUDGET MEETINGS

Clerk stated there was a conflict with meeting dates and after a discussion the Commission decided to meet on Thursday, February 9th.

Monthly Finance report was received as presented.

CORRESPONDENCE:

FESTIVAL AND EVENT FUNDING REQUEST

Arlene Lively, coordinator for the Comedy for Quality of Life Tour, provided an overall description of the event and stated she had submitted a funding request through the Village's Festival and Community Events and Funding Policy in the amount of \$1,000. The event will be held March 3rd and is meant to raise awareness, educate and support those suffering from Post Traumatic Stress Disorder (PTSD) and mental illness. All funds raised would go to the Military Family Resource Centre to help those affected locally and she stated she is looking at taking the event to every military base across the country. Commissioner Pierce stated the Village's Policy and Finance Committee reviewed the funding request and is recommending the Commission contribute an amount of \$500.00. The Commission agreed with the recommendation.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER HOLMESDALE THAT THE COMMISSION APPROVE FUNDING IN THE AMOUNT OF \$500 FOR THE 2017 COMEDY FOR QUALITY OF LIFE TOUR TO BE HELD MARCH 3RD AT THE ANNAPOLIS MESS, 14 WING GREENWOOD. MOTION CARRIED.

INVITATION - ANNUAL WELLNESS FUND CELEBRATION EVENT

Chair Holmesdale stated the Commission received an invitation to attend the Kingston/Greenwood Community Health Board's Annual Local Wellness Fund Celebration to be held in Torbrook on January 10th at 6:30pm. This event is being held to thank community groups and highlight the remarkable community projects they were able to fund this year. Commissioner West confirmed she would attend and staff will RSVP.

VILLAGE OF GREENWOOD – CANADA 150 INVITATION

Chair Holmesdale stated he received an invitation from the Village of Greenwood to participate in the multi-community celebration of Canada's 150th birthday. They also provided a schedule of events for the festivities on July 1st. Chair Holmesdale stated he represented the Village Commission at a meeting at the Kingston Legion with representatives from the Legion, the RCAF Association 107 Valley Wing and the Village of Greenwood - the Lions Club representative was unable to attend. He reported they are trying to organize a committee but that meanwhile Heather Parker, Village of Greenwood Commissioner, has applied for both federal and provincial funding and the RCAF Association has committed to organizing a noon lunch for the event with all monies going back to the community organizations. He stated the next meeting will be held at 1pm on January 20th at the Legion and asked if any of the Commissioners would like to attend. Commissioners Pierce and Holmesdale stated they would not be around for July 1st. Commissioner West stated she will attend the meeting and Chair Holmesdale will pass on the notes of the previous meeting with a list of past attendees.

DISCUSSION

COUNTY UPDATE – COUNCILLOR MARTHA ARMSTRONG

Kings County Councillor Armstrong stated she attended the January 3rd Council meeting and reported on the following:

- Council gave second reading to amend Bylaw 100 for the Greenwood Water Service
- Council made a motion to accept the temporary Chief Administrative Officer's (CAO) recommendation to strike a CAO Search Committee
- Council is considering hiring a Municipal Clerk as well as a CAO
- Council accept the notice of a special council meeting to be held at 6pm on January 10th regarding the new Municipal Complex

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 8:20PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 1, 2017**
Re: **Environmental Services Report**

Wastewater manager scheduled a meeting with local engineer to do a walk-through of the total sewer easement line from the Green Elephant Restaurant west to the former Hopkins Home property on Main St. The purpose of the meeting was to request a survey of the village sewer infrastructure for the total easement and provide a sewer profile with inverts, locations of manholes, types and size of pipe and topographical of where buildings are over top, or within 10 feet of the sewer main. Survey was completed this week and forthcoming engineered drawings can be reviewed by staff in preparation for tender process.

Wastewater manager also scheduled a meeting with Evangeline Excavating to do a walkthrough of the easement line and in particular the sections of old concrete that run underneath buildings or under main roads. Evangeline Excavating specialize in trenchless technology and staff has asked for an approximate estimate for budgeting purposes. This will help with a more accurately proposed budget amount when job goes to tender. Video of this section of sewer main has already been reviewed by staff and will also be part of the tender process with respect to being able to locate individual sewer laterals on sections that will need to be bored.

Wastewater staff received calls from Omni Site for pump overload alarms at Forest Brook Park lift station and Kalley Lane lift station. Pumps were pulled and rags removed from impellers. Staff inspected condition of wear plates and impellers and noticed rough surfaces and gouges in impellers causing material to fetch up and trip pump out. New impeller/wear plate kits were ordered for both pumps.

Wastewater staff replaced a Mini-cast inside newly replaced panel at East Main St lift station. The Mini-cast are for pump seal and pump leak detection and staff was receiving multiple nuisance calls for pumps that were operating fine. New Mini-cast was under warranty.

Local plumber was called to replace leaky pressure tank at the treatment plant. Ball valves and check valves were also replaced.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 1, 2017**
Re: **Public Works Report**

Since last report sidewalk snow removal has been limited to one 40 centimeter dumping that has all but melted away. Sidewalks have been sanded/salted with the up and down temperatures and a lot of product used during the freezing rain event. Over all it has been another mild winter that has kept operating costs down. The open winter has allowed the ice surfaces to freeze up and the duck pond has had the most use for skating in years. Staff would like to thank the Kingston Fire Department for flooding the duck pond.

Public Works staff received a demonstration of the new MT-7 from Saunders Equipment, the suppliers of our MT- 6 Trackless. The demo model was equipped with a ribbon style auger snow blower to demonstrate the snow blowing power, which is generally when the machine is using maximum power. The new style unit is very much computerized with a touch tone dash board and comes equipped with a back up camera, an item staff could have used recently. The Village of Greenwood's Public Works Staff was also called to attend demonstration along with one of their commissioners.

Public Works has had a few unfortunate incidents with equipment, starting with damage to the truck bay doors. Public Works staff while backing out of the truck bay with the MT-6 Trackless accidentally hit the down button on the remote and before sensor could start door to go back up the exhaust pipe caught the bottom panel and buckled 2 of the door panels. The third panel with windows in it sustained slight damage and Village Clerk made decision to replace. In another unrelated incident wastewater manager hooked on to water tank trailer to flood ice rinks on the weekend and did not see tractor door open which caught fender and shattered glass door of Kubota. It is tight quarters in the new shop at the treatment plant and staff has since been advised to close tractor door after parking. No one was hurt, just a little in the pride department and truly feel sorry for a momentary slight lack in awareness.

Public Works Staff has been busy flooding and clearing rink surfaces, clearing dead trees around the Fitness Trail and behind the bandstand. Duck house was damaged with kids shooting pucks at it and staff removed house from island once ice was safe and have replaced the siding, which we had in stock.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **February 1, 2017**
Re: **Recreation Report**

MARCH BREAK DAY CAMP 2017 – MON MAR 13TH – FRI MAR 17TH

- Glen has advertised locally for (2) Day Camp Counsellors to supervise the March Break Day Camp and has been planning the activities for the camp.

ADULT TAI CHI 2017

- Adult Tai Chi is at two separate locations starting on Monday January 9th @ 6:30pm. Monday location is the Kingston Baptist Church. Thursday location is the Kingston Elementary School. The average number of participants has been 12 – 16 each session. Participants have mentioned they are really enjoying it.

SENIORS FITNESS 2017

- Senior Fitness Classes with Helen Malo are going smoothly – averaging 25 - 30 participants.

WEST KINGS HIGH SCHOOL RENOVATION PROJECT – FEASIBILITY STUDY

- Glen and the hired consultant will be hosting a public information meeting on Tuesday Jan 31st at West Kings High School. The feasibility study is now completed with the exception of the public input portion. Once this part is completed Glen will be using the study information in an attempt to leverage funding for the various phases of the project.

OUTDOOR RINK PLANNING 2016/17 – See Public Works report

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

- Many of the NYE donations have been received with one or two outstanding.

PINE RIDGE 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.

ADULT SKATING – MONDAYS 10:30AM - NOON

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

KINGSTON LEGION – 2017 CHASE THE ACE – SATURDAYS 1PM – 3PM – DRAW AT 3:30PM

- Kingston Legion branch 98 is hosting a Chase the Ace fundraiser for 2017 which is continuing every Saturday until the Ace is drawn.
- Legion donated \$5000.00 thus far towards West Kings High School Field renovation.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

- FREE Public Skating every Saturday from 5:30-6:30pm.

CANADA SUMMER JOBS – NOVA SCOTIA PROVINCIAL STUDENT ASSISTANCE FUND

- Glen applied to the Canada Summer Jobs for our Summer Day Camp and VIC student funding.
- Glen applied on behalf of the Credit Union Centre for funding for a summer student to assist with arena renovations, maintenance & potential summer programming.

KINGSTON/GREENWOOD COMMUNITY HEALTH BOARD

- Glen is assisting the Kingston/Greenwood Community Health Board to try and find a location for their monthly meeting. They meet on the 2nd Tuesday of each month from 6:30 – 8:30pm.

ACTIVE KIDS HEALTHY KIDS APPLICATION 2017

- Active Kids Healthy Kids application for Western Kings County has been sent out to various groups. Application deadline is Feb 17th.

CANADA 150 – GREENWOOD CANADA DAY COMMUNITY CELEBRATION 2017

- Glen has been contacted by Heather Parker, Chair Person for the Greenwood Community Canada Day 150 Celebration 2017, to source community groups or individuals who may be able to assist in planning or organizing various aspects of the event.

KINGSTON UNITED CHURCH – WEDNESDAY FREE SOUP LUNCH

- Every Wednesday the Kingston United Church offers a FREE Community Soup Lunch.

SNOWSHOE LOAN PROGRAM

- Due to the lack of snow the snowshoe program is somewhat lacking but when the snow comes we are hopeful residents will put them to good use.

OAKHURST PLAYGROUND

- Glen is working with Clerk/Treasurer to put together a mailing list of those residents in the Oakhurst Subdivision so we can mail out information regarding the Green Space in their subdivision and to request their input for potential future use.

ECOLE ROSE DES VENTS – AFTERSCHOOL PROGRAMMING AGREEMENT

- Glen was in discussion with a Parent Association member from Ecole Rose Des Vents regarding potential funding opportunities for increased physical activity for after school programming. Glen made contact with Mike Trinacty – the Provincial Physical Activity Funding representative to inquire if there was any agreement between the Local French School and the Province. There is not currently but Mike is going to set up a meeting with the Province, the School and the Local municipal units to discuss this further.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **February 1, 2017**
Re: **Monthly Finance Report**

RECOMMENDATION

That this report be received for information.

GENERAL OPERATIONS

Through the first 10 months of the year, there are minor variances with most budget accounts. Overall, the year end position is expected to be favourable.

Sewer User Fees has an unfavourable variance of \$4,000 due to lower than expected sewer fees, based on flow, from OH Armstrong FoodService.

Interest Earned account, our bank operating account interest, currently has a favourable variance of \$4,000.

Parks Repair and Maintenance is currently under budget by \$10,000. Sludge Disposal is currently \$8,000 under budget. Vehicle Maintenance has a favourable variance of \$5,000.

Reserves Investing Update – local branches

Valley Credit Union

1 year fixed – redeemable in 30 days	1.25%
1 year fixed-non redeemable	1.50%

Scotiabank

12 month non redeemable	1.55%
15 month non redeemable	1.62%

Assante Wealth Management

1 year fixed-non redeemable	1.48%
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CIBC

1 year fixed-30-day redeemable	0.95%
1 year fixed-non redeemable	1.30%
1 year fixed-non redeemable	1.60% (Wood Gundy – locked no-redemption)

CIBC also said they would reduce two of our banking service charges by \$37.50 monthly which is currently \$80 per month. (Annual savings of \$450)

Property Taxes Update

Total Arrears: \$61,722.38 (58 properties)

Multiple Units	13,168.96	1.5-years
Aurora Inn	6,232.37	1-year (PAD)
One Property	8,274.84	1-year
Grnwd RentAll	2,834.05	3-years
\$ 30,510.22		

County of Kings: Stronach Oils and Greenwood Rental-All are both up for tax sale unless their accounts are paid in full (or special payment arrangements are made) at the County.

Left Turn Signal

We received a response from DTIR (Joe Crowell) in our request for a left turning signal at the Main and Bridge St Intersection. Traffic analysis does not warrant the use of the addition of a turn signal at this location. Please see the next page for a summary of their email. DTIR stated that this intersection has been mentioned numerous times and if DTIR should look at a more particular time of day or week that we have issues at this intersection.

Crosswalks

Randy Corkum (electrician) has ordered replacement buttons from another supplier for both King of Donair crosswalk and the Maple Street/Pine Ridge crosswalk. One button is failing, one is freezing in cold weather and the other two have had no issues but I felt that we should replace them anyway.

CAPITAL PROJECTS 2016-17

VCFN Fibre / Wi-Fi Installation

The village connection to the VCFN is still ongoing as the VCFN is in transition with a new management company.

Capital Budget

Thursday, February 9, 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.

LEFT TURN SIGNAL RESPONSE FROM DTIR (SUMMARY)

From DTIR:

Our traffic signals experts have run the traffic volume data I provided through our standard traffic simulation software. The simulation reveals that the level of service for all movements under the current phasing is either an A or B. **With the addition of a westbound left turn phase the level of service remains an A or B. There is a very slight increase in delay for the eastbound through movement. This would be expected.**

For clarification this is how Level of Service A & B are described:

A - Almost no signal phase is fully utilized by traffic. Very seldom does any vehicle wait longer than one signal cycle. The approach appears open, turning movements are easily made and drivers have virtually complete freedom of operation. Average delay per vehicle in seconds ≤ 10

B - An occasional signal cycle is fully utilized and several phases approach full use. Many drivers begin to feel somewhat restricted within platoons of vehicles approaching the intersection. Average delay per vehicle in seconds > 10 and ≤ 20

Having said that this intersection keeps coming up as a concern so the numbers and the delay calculations are not telling us the whole story. Is there a particular time of day, day of week, etc when I should look at this spot to get a sense of what the numbers are not telling us?

----- Forwarded message -----

From: **Ariel Vallis** <arielvallis@gmail.com>

Date: Tue, Jan 17, 2017 at 3:20 PM

Subject: Re: Girl Guide Unit Tree Planting in the Village of Kingston

Hi again Dan,

Thank you for your helpful email regarding my request about a tree planting event. I have reached out to the Village Office. We intend to plant native trees (transplants) as opposed to seedlings and are hoping to plant in Kingston in April or May.

As part of our unit grant application process (to secure funding for this event) through Girl Guides of Canada, we need to secure a planting location, ideally in a public space.

Any help between yourself and the village office is appreciated.

Have a great week,

Ariel Vallis

[+1 \(902\) 760-0040](tel:+19027600040)

December 12, 2016

Village of Kingston
Attn: Glen Abreil
Box 254
Kingston, NS B0P 1R0

Dear Glen Abreil,

Thank you for sharing your hope, passion, and commitment to finding a cure for cystic fibrosis. Your thoughtful support of Squash CF, in the amount of \$750.00, has made such a positive difference in the health and quality of life of Canadians living with CF.

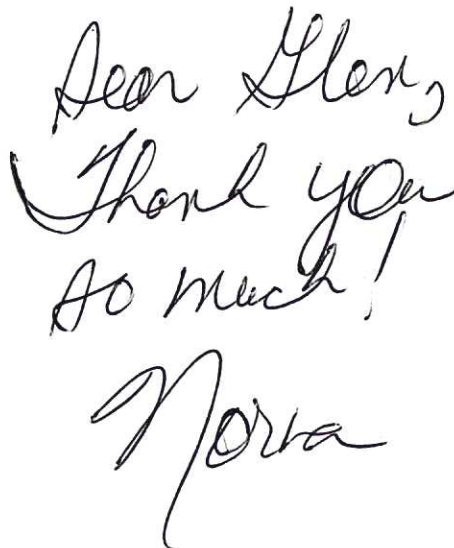
This year, thanks to the generous support of donors, partners and volunteers like you, Cystic Fibrosis Canada will provide funding to over 50 hospitals, universities and research institutes across Canada, investing nearly \$7.5 million in innovative CF research and clinical care. Due to advancements being made in CF research and care, Canadians with CF are living longer than ever before; into their early 50s and beyond.

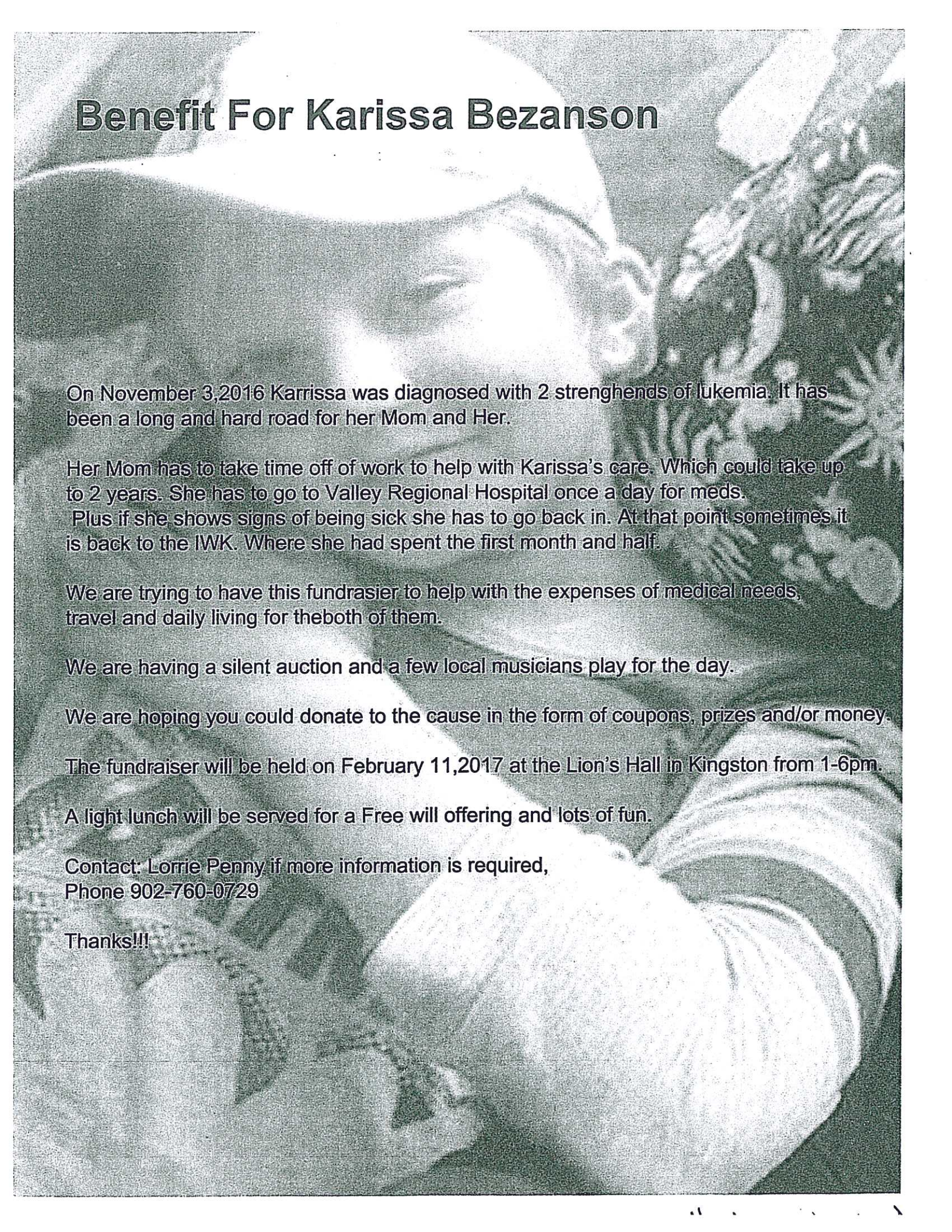
It is only because of generous, kind supporters like you that we are closer than ever to finding a cure or control for cystic fibrosis. Thank you.

Warm regards,



Norma Beauchamp
President and CEO
Cystic Fibrosis Canada





Benefit For Karissa Bezanson

On November 3, 2016 Karissa was diagnosed with 2 strengths of leukemia. It has been a long and hard road for her Mom and Her.

Her Mom has to take time off of work to help with Karissa's care. Which could take up to 2 years. She has to go to Valley Regional Hospital once a day for meds.

Plus if she shows signs of being sick she has to go back in. At that point sometimes it is back to the IWK. Where she had spent the first month and half.

We are trying to have this fundrasier to help with the expenses of medical needs, travel and daily living for the both of them.

We are having a silent auction and a few local musicians play for the day.

We are hoping you could donate to the cause in the form of coupons, prizes and/or money.

The fundraiser will be held on February 11, 2017 at the Lion's Hall in Kingston from 1-6pm.

A light lunch will be served for a Free will offering and lots of fun.

Contact: Lorrie Penny if more information is required,
Phone 902-760-0729

Thanks!!!



It starts with Scouts.

Tout commence
avec les Scouts.

January 19, 2017

Mr. Don Holmesdale
Chair - Commissioner
Village of Kingston
PO Box
Kingston, NS B0P 1R0

Dear Mr. Holmesdale,

It is my pleasure to extend to you an invitation to join us at our annual banquet in celebration of Lord Baden Powel, the founder of the Scouting movement. The Banquet will be held at the Kingston Lion's Hall on Sunday, February 26th at 4:00 p.m. with our pot-luck dinner to commence at 4:30 p.m. Awards and presentations will follow the dinner.

The past few months have been very dynamic ones for 1st Kingston Scouting. We realized tremendous accomplishments – from successful fund raising efforts, through our involvement in the community, and many outdoor activities.

1st Kingston Scouting was established in 1923. Today it includes groups from Beavers through to Venturers. The majority of our helpers and Scouters are parents of our youth members. They've seen firsthand how Scouting benefits young people and they want to give something back. It's also a chance to spend more time with their children and learn new skills.

Scouting is a lot of fun — with a lot of firsts, too! Is it any wonder why so many moments in the lives of Canadian children have started with Scouts? For over 100 years, Scouts Canada has brought a world of adventure, outdoor experience, friendship and fun to 17 million Canadian youth who pledge to live by our founder's values: Be kind - Do your best - Leave each place a little better than you found it.

You are kindly requested to reply to this invitation by Friday, February 17th to our event organizer, Scouter Theresa at: goodturn2016@1stkingston.ca.

Yours sincerely,

Theresa Ruggles-Nickerson
Camp Co-Chief
1st Kingston Scout Group