



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

ph 902 765-2800
fx 902 765-0807

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



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REGULAR COMMISSION MEETING MARCH 1, 2017

AGENDA

1. Review of Minutes of Meeting held February 1, 2017
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Municipality of the County of Kings Mayor Peter Muttart
5. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
6. Finance Report
7. Discussions
8. Correspondence
9. Operating Budget Meeting
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF FEBRUARY 1, 2017

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

Acting Chair Bruce Carter called the meeting to order at 7:17pm.

REVIEW OF MINUTES

Acting Chair Carter asked for a review of the January 4, 2017 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JANUARY 4TH, 2017 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Acting Chair Carter asked for any business arising from the minutes of January 4th, 2017.

Commissioner Parsons asked about the status of the surveillance camera installations throughout the Village. Clerk reported all but two of the high quality cameras have been installed and with very clear images.

Commissioner Parsons asked if a letter was sent to the County asking where they stand on a water system for Kingston and the possibilities of a 'phase-in' program. Clerk stated a letter had not yet been sent but explained it was already too late for this year's County budget considerations. Commissioner West suggested the timing might be right since the MLA for Kings West Leo Glavine is also the Health Minister. Clerk stated he would like to get the County's engineers on board first and suggested it could also be discussed at a later meeting with the County's Mayor and County Councillor Armstrong in attendance. In the meantime staff will send a letter asking when the County plans to look into the feasibility of a water system in Kingston since it is a growth area.

Commissioner West asked about the Village's present options after receiving word from the Department of Transportation that after reviewing traffic volume data they had determined that a left turn signal was not required at the intersection of Main St and Bridge Street. Clerk stated the Commission could request that another study be conducted at a particular time of day or day of the week and another option would be for the Village to pay for the turn signal. After a discussion the Commission decided to request that another study take place in the summer rather than late fall.

Commissioner West reported that she attended the Kingston/Greenwood Community Health Board's Annual Local Wellness Fund Celebration in Torbrook on January 10th which was held to highlight the projects the Board was able to fund this year.

Commissioner West reported she also attended the Greenwood Canada 150 Community Committee Meeting on January 20th and has agreed to organize the art/artisan market as part of Canada's birthday event to be held July 1st, 2017. She stated there were many activities planned including an historic procession on foot from Sobey's to the Wing building and clarified this was not meant to compete with the Steer BBQ parade the following week. Events will include a 150km marathon broken up in small increments, as well as live entertainment, a bounce kingdom, face painting, balloon animals to name a few. She stated she was also hoping to incorporate an agricultural element and possibly include the Village steer.

CONSENT TO AGENDA ITEMS

Acting Chair Carter asked for a motion to approve the agenda items as presented.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE AGENDA ITEMS AS PRESENTED. MOTION CARRIED.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

PUBLIC WORKS – See full report

Commissioner West commented that it was good to see the outdoor ice rinks being utilized so much due to the favourable weather conditions and also noticed positive comments on social media.

Clerk reported that after he posted the vandalism picture on Facebook, two individuals came forward to claim responsibility for the damage to the duck house at Stronach Park and have offered to make amends. An arrangement was made to have them complete some community service work at the Upper Room Food Bank.

Commissioner Carter asked about inviting the RCMP to a Regular Session meeting for an update. Clerk stated the Sergeant has been away with health issues and there hadn't really been any major concerns or complaints lately.

RECREATION – See Full Report

Commissioner Carter clarified that the free soup lunch at the Kingston United Church was not taking place every Wednesday but rather every second Wednesday.

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

MONTHLY FINANCE/CLERK REPORT – See Full Report

Clerk reported on a few variances but stated the year-end position is expected to be favourable.

RESERVES INVESTING UPDATE

Clerk reported he has been investigating GIC interest rates with the local banks and that during the process CIBC was willing to raise their present rate and reduce two banking service charges. Clerk stated he would like to have the Village's GICs come up for renewal in June for capital projects and that a 30 day renewable is necessary. Commissioner Parsons expressed concern that if the Village switched banks it might lead to the closure of the only bank in Kingston. Clerk stated most of the Village's dealings are with the Kentville branch of CIBC. After a discussion the Commission agreed to have staff investigate operational costs with local bank branches. Clerk will draft a formal request for quote from each local branch.

PROPERTY TAXES UPDATE

Clerk provided an update on the properties that are in substantial arrears with the Village as well as the two properties that are in arrears with the County of Kings and that are now up for tax sale.

CROSSWALK ISSUES

Clerk reported there have been problems with the crosswalk buttons freezing in cold weather or just not working so the contractor's electrician ordered replacements from a different supplier and they were replaced today with rubber membrane buttons.

CAPITAL PROJECTS 2016/17

VCFN FIBRE/WI-FI INSTALLATION

Clerk reported the connection to the Valley Community Fibre Network (VCFN) has been delayed due to their transferring to a new management company. The internet for the sewer treatment plant was cancelled as they are now connected directly to the office.

CAPITAL BUDGET MEETINGS

Clerk stated he will present the capital budget at the meeting on Thursday, February 9th which will give the Commission a month to consider budget items.

Monthly Finance report was received as presented.

CORRESPONDENCE:

GIRL GUIDE UNIT TREE PLANTING REQUEST

Clerk reported the Village received a request from the local Girl Guides of Canada to plant 20-35 native trees in Kingston in the spring and, as part of their grant application process, they need to secure a planting location preferably in a public space. Commissioner Carter suggested reviewing the Village's 2012 tree planting plan to see if there were any areas that were missed. Suggestions included planting trees around the new tulip bed created by the Boy Scouts group or on private properties away from Department of Transportation's right-of-ways.

REQUEST FOR AUCTION ITEM

The Village received a request for an auction item for a fundraising event to be held February 11th. Commission agreed to provide a Village jacket for the event.

1st KINGSTON SCOUTS ANNUAL BANQUET INVITATION

Clerk stated the Village Chair was invited but will not be able to attend the annual 1st Kingston Scout group banquet to be held at the Kingston Lion's Hall on Sunday, February 26th at 4:00pm. After a discussion, Commissioner Carter will attend the dinner. Staff will RSVP

ADJOURNMENT

ON MOTION OF COMMISSIONER WEST THAT THE MEETING BE ADJOURNED AT 9:15PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

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

The treatment plant effluent has been cloudy in appearance since the big dumping of snow on the 12th and 13th of February. After clearing snow away treatment plant staff did a Total Suspended Solids test on the bio-mass in the aeration tank. While preparing sample, staff noticed distinct smell of some type of petroleum. This is not an uncommon occurrence but is not frequent either. Once fuel is mixed in with bio-mass it causes poor settling in the final clarifier and takes a few weeks to work out of system by wasting sludge and reducing aeration. Treatment plant staff acknowledges that newsletters have been sent out in the past detailing what not to flush down in the sewer and if possible annual flyers should be sent out to residents and include the fact that indoor oil tanks should not ever be drained or leaking into basement floor drains which are deemed illegal in the Village of Kingston Sewer By-Law. Treatment plant is just starting to come around this week, but was out of compliance for E.Coli and BOD for February sampling.

Wastewater staff has received calls from OmniSite off and on and mostly from KN-8 lift station in front of the RCMP office. Sewer collection system staff has been receiving infrequent calls from station indicating high level alarm. All stations high level alarm float switches are designed to turn pumps on if float switch 2 or 3 does not turn pumps on. Problem could be faulty float switches in the 2 or 3 position and now that snow has receded staff will change out switches and eliminate possible wiring problems or a pump controller problem (Crystal Ball). Wastewater staff also pulled pump and removed rag that jammed impeller and tripped out pump in same station. Submersible level transmitter will likely solve this recurring problem and is in the proposed Capital Budget for 2017-18.

Sewer collection system staff confirmed with Village Clerk that proposed replacement of KN-8 through capital budget planning includes new concrete sump along with new N-Series pumps (existing pumps are old style that tend to jam easier). Also piping and valves are over 20 years old and the electrical panel has been replaced by current staff 2 times in 30 years. New panel is not required as part of station upgrade, this panel was just replaced in 2013. From an engineering stand point it is a much better job to install new station alongside and have job 70 percent complete for the changeover. Station was installed in 1972.

Treatment plant staff was also called out to plant on the Family Day long weekend. OmniSite transmitted that treatment plant had lost power. Treatment plant staff checked plant to make sure generator was running which it was. NSP was called to check incoming power which was good outside plant. After a few checks with NSP employees we noticed main switch installed on outside of Blower/pump room was half covered in snow and in the down position.

Treatment plant manager submitted annual report to the provincial Department of Environment Compliance Division. Since treatment plant Permit to Operate addendum in 2015 reports now only have to be submitted once a year unless plant is out of compliance twice in one quarter. Before addendum change, plant had to be tested 5 times a month and reported quarterly. Only one sampling for each criteria per month is required now.



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REPORT TO VILLAGE COMMISSION

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

Public Works Department was obviously very busy with snow removal from the 9th of February through to the 17th with snow storm accumulations that could easily equal a whole season. Winter seasonal employee had a few long shifts to keep up with the amount dumped on the area so quickly. Overall sidewalk snow removal went well with no break downs, and other than snow banks, much of the snow has melted. Public Works staff has relayed thoughts to the Village Clerk on capital planning for more new sidewalk construction. Increased operational maintenance needs to be considered along with staffing and machinery. The village currently has 10 KM of sidewalk and compared to the Village Greenwood it is close to 2 times as much. Greenwood has 2 employees for snow removal.

Clearing snow on outdoor rinks has also been a lot of work with all the snow and the Village Clerk was pinching in while Public Works Supervisor was on vacation. Ice at the duck pond was ploughed off after the storm on the 9th but with the huge amounts that followed and not a priority staff put red flag up. Outdoor rinks may have one more weekend left with temperatures dropping for weekend but likely not much more time. Overall the outdoor rinks had the most use since starting up 3 years ago and the duck pond had the most use in years also.

Public Works supervisor had a meeting with Jennifer from the Paragon golf course. Jennifer grows our hanging baskets and supplies a lot of the village's ground bed flowers. Hanging baskets will be red and white wave petunias this year to go along with Canada's 150 celebrations.

Random items to report include the installation of the rest of the outdoor cameras with the exception of one around the traffic lights on Main St and Bridge St. The panels for the damaged truck bay doors reported last month were replaced. An infant change table was installed in the ladies bathroom at the Village Office. Lastly, the trap for the urinal in the men's bathroom was fixed by local plumber. Drain trap was leaking periodically.



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REPORT TO VILLAGE COMMISSION

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

Glen's knee recovery UPDATE – Glen is attending weekly physio and has reached 90 degrees knee bend capability as of Thursday Feb 23rd. Glen has received clearance to drive as of Thursday Feb 23rd. This will obviously increase Glen's mobility and accessibility.

MARCH BREK 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. Only two applicants received at the deadline.
- Glen has been planning the activities for the camp.

ADULT TAI CHI 2017

- Adult Tai Chi at two separate locations starting on Monday at the Kingston Baptist Church. Thursday Location at Kingston Elementary School. Average number of participants has been 12 – 16 each session. Some logistical challenges continue to be worked out but the majority of the participants continue to have positive remarks.

SENOIRS FITNESS 2017

- Senior Fitness Classes with Helen Malo going smoothly – averaging 25 - 30 participants. Glen has been discussing plans for continuing with Helen for the Fall of 2017.

WEST KINGS HIGH SCHOOL RENOVATION PROJECT – FEASIBILITY STUDY

- Public Consultation with Consultant took place on Tuesday January 31st at West Kings High School. Consultations report will be submitted to the committee by March 7th.
- Once final report is submitted – Glen will begin Grant research for this project to continue.

PINERIDGE SCHOOL COMMUNITY BADMINTON – TUESDAY EVENINGS 6-8PM

- Badminton has ended at Pine Ridge Middle School. The volunteer instructors have been posted so Glen will investigate others community leaders to offer this program.

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.
- 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.
- MARCH BREAK FREE SKATING 1:30pm – 2:30pm each day

KINGSTON/GREENWOOD COMMUNITY HEALTH BOARD

- KGCHB meet on the 2nd Tuesday of each month from 6:30 – 8:30pm. Glen has been approached by the Committee to join this Community Board.

ACTIVE KIDS HEALTHY KIDS APPLICATION 2017

- Application deadline was Feb 17th. We received 18 applications for over \$45,000.00. Glen will be evaluating applications this week. Committee meets on Tuesday March 7th @ 1pm at the new Berwick Town Hall.

KINGSTON UNITED CHURCH – WEDNESDAY FREE SOUP LUNCH

- Every 2nd Wednesday the Kingston United Church offers a FREE Community Soup lunch. March 8th is the next Soup Lunch.

SNOW SHOE LOAN PROGRAM

- Now that the snow has arrived there is a consistent request for snow shoe loans.

OAKHURST PLAYGROUND

- Glen is hoping to have letter mailed to residents of Oakhurst Subdivision mailed out before March Break.

VALLEY CONNECT – TRAINING SESSION

- Glen attended a training session for updating and using the “VALLEY CONNECT” online Recreation Guide on Monday Feb 27th from 1-4pm at the Louis Mallet Centre in New Minas.

KINGS COUNTY RECREATION COORDINATORS AND DIRECTORS MEETING

- Glen will be attending a Recreation meeting for Kings County on Friday March 3rd @ 10am.

KINGS COUNTY – COMMUNITY RECREATION ASSISTANCE FUND – (CRAF GRANT)

- Glen submitted 2017/18 CRAF Application on Friday Feb 24th for \$14,000.00. This Grant is designed to offset costs incurred for youth recreation programming.
- Glen is beginning to work on the 2017 Community Park Development Program Grant Application which is due on April 30th.

VALLEY AND SOUTH SHORE RECREATION DIRECTORS ANNUAL MEETING

- Glen is planning on attending the Annual Valley & South Shore meeting on Thursday/Friday March 23rd-24th. Location is yet to be determined.

VILLAGE SIGNAGE – RECREATION LOCATIONS

- Glen and the Clerk Treasurer have been discussing the need for proper signage at our Parks & open spaces within the Village. We will be investigating options in the near future. Examples include the need for 911 emergency location identification signs, facility signage, no smoking signs, etc.



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REPORT TO VILLAGE COMMISSION

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

RECOMMENDATION

THAT \$70,000 OF THE PROJECTED VARIANCE FOR FISCAL 2016-17 BE TRANSFERRED TO THE CAPITAL RESERVE FUND;

That this report be received for information.

GENERAL OPERATIONS

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

The Arena Curling Partnership Project closed its bank account this month. The Village received \$15,069.39 from the Valley Credit Union to be allocated to the 4 partners in the project. The Village of Kingston, Village of Greenwood, County of Kings, and 14 Wing Greenwood each will receive an amount of \$3,742.35. This will be included in this year's revenues as the original \$10,000 was expensed previously.

Sewer Tools, Equipment, and testing supplies accounts are under budget a collective \$5,600 from previous years.

DNR Land Purchase

Eric Morse has submitted the legal surveys to the Department of Natural Resources. These are the last documents to be submitted prior to the approval to purchase the lands along the railway trail.

Sewer By-Law

Department of Municipal Affairs (DMA) has returned our sewer by-law amendments. Our amended by-law set out our sewer fees in a policy which is considered "ultra vires" or beyond our legal power. The Municipal Government Act in NS, currently does not allow villages to create policies. DMA has suggested we include the policy as an appendix in the sewer by-law instead. This by-law will need to be approved by DMA and the Minister of Municipal Affairs annually until the MGA is amended. The MGA is supposed to be amended to allow Villages to create policies within the next two years.

I have taken the old by-law and updated the two original appendices to current standards. The first appendix is our sewer application form and the second appendix is the sewer rates to be charged.

Capital Budget

THAT THE 2017/18 CAPITAL BUDGET WITH GROSS EXPENDITURES OF \$346,000 BE APPROVED.

Operating Budget

March 1, 2017 – Operating Budget preliminary

Similar to previous years, this workshop provides an update on budget pressures, explains expected revenue changes (tax roll) and other staff identified items. Commission input will focus on setting budget parameters – salary adjustments, discussion on existing or new programs, service levels, budget principals, etc.

- Contributions to reserves amounts
- New service level initiatives
 - o Residential tree planting program
 - o Fall (organic) clean up
 - o

March 15, 2017 – Budget Discussions (if needed)

April 4, 2017 – Proposed Budget Released

Budget released with presentation. Informational only; no deliberations this evening.

April 19, 2017 – Special Budget Meeting

Public input & budget deliberations.

May, 3, 2017 – Budget Deliberations and Approval of Operating Budget



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DISCUSSIONS

John Pierce – Kingston Library

Land behind the Village office

Fadi driveway concerns / solutions



The Annapolis Valley Apple Blossom Festival aims to be the premier family festival in the country.
85th Apple Blossom Festival "Rooted in Tradition" – May 24– May 29, 2017

February 7, 2017

To Whom It May Concern:

The Annapolis Valley Apple Blossom Festival is proud to be celebrating its 85th year from May 24th – May 29th, 2017 with the theme – "Rooted in Tradition". When the Festival first began in 1933, its purpose was to promote and celebrate the agricultural industry within this region, while showcasing the entire Annapolis Valley. To maintain the original mandate and traditions of the Festival, the Board of Directors has decided to bring back several events this year and would like to begin hosting events in various communities throughout the area.

This year, we will be once again hosting the Fitness Fair and would like to bring back the traditional Apple Blossom Run. We feel that these two events would work well together and would like to offer Kingston the opportunity to be the host of these events. The optimal date for these events would be Saturday, May 27th, 2017. We would like to see registration for the run open at 7am, a warm-up at 7:45am and the run to begin at 8am. The Fitness Fair would be open from 8am-11am.

The Apple Blossom Run will include a 5k Fun Run with a registration of \$10, and a 1k Kid's Run with a registration of \$5. These events will not be timed and are meant to promote a fun, family atmosphere. We are currently working with a company to ensure each runner receives a running kit at registration. While we have several members on our Board and Committees to help with organizing this event, we would love to liaise with the Village of Kingston to create the best possible route for this event. We are always appreciative and open to suggestions that our supporting communities may have to offer. We are working diligently to ensure our events this year can be more inclusive, and as such, this will be a run, walk or wheel event.

We would love to have the Fitness Fair outside this year, with an option to move it indoors if it does happen to rain. Last year, we had interactive demonstrations, table displays, and guest speakers. Vendors for this event included cheerleading, kettle bells, kick boxing, yoga, tennis and zumba. This year, we would like the event to be bigger, to showcase more fitness activities and be more inclusive.

I would like to thank you in advance for your consideration of hosting this event. We look forward to hearing from you.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Alxys Chamberlain'.

Alxys Chamberlain
Vice President



***An Invitation to participate in a program that will
showcase, involve and benefit your community***

Since 1995, communities have recognized numerous benefits from participating in the program:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing, promotional opportunities and tourism promotion

Social benefits

- Increased civic pride, community involvement and improved quality of life
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with national and international communities

Environmental stewardship through the enhancement of green spaces

- Reducing soil erosion
- Improving air quality
- Responsible use of water

Communities in Bloom will:

- ❖ provide a jury formed of two volunteer judges for an evaluation in July or August;
- ❖ supply an evaluation report, mention and bloom rating;
- ❖ communicate with the community throughout the participation process;
- ❖ provide access to a reputable information exchange network;
- ❖ promote the community during a 2017 event (to be determined in each province/territory) and the National Awards Ceremonies (Ottawa/Gatineau, National Capital, September 13 to 16)

Participating communities:

- ❖ involve their community and prepare for the evaluation;
- ❖ provide lodging for the two volunteer judges for the evaluation (2 nights generally);
- ❖ provide transportation to and from the previous/next community or the airport
- ❖ pay a registration fee (based on population)

- ☐ Up to 1,000: \$395 + \$19.75 GST = \$414.75
☐ 1,001-5,000: \$475 + \$23.75 GST = \$498.75

- ☐ 5,001-10,000: \$575 + \$28.75 GST = \$603.75
☐ 10,001 + population: \$725 + \$36.25 = \$761.25
☐ Friends (Non Evaluated): \$235 + \$11.75 GST = \$246.75

Please visit www.communitiesinbloom.ca/cib2017 for the online registration form