



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

ph 902 765-2800
fx 902 765-0807

July 5, 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, July 5, 2017 at the Kingston Village Office.



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REGULAR COMMISSION MEETING July 5, 2017

AGENDA

1. Review of Minutes of Meeting held June 7, 2017
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Tourism
5. Committee Appointments
 - i. Policy and Finance Committee (2 members)
 - ii. Steer BBQ Committee (1 member)
 - iii. Kingston Area Advisory Committee (Chair + 2 members)
6. Finance Report
7. Discussions
8. Correspondence
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JUNE 7, 2017

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUESTS:

Martha Armstrong – Councillor District 4 – Municipality of the County of Kings

OPENING

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

CHAIR/VICE-CHAIR APPOINTMENT

Commissioner Holmesdale called for nominations for the position of Chair.

**COMMISSIONER PIERCE NOMINATED COMMISSIONER HOLMESDALE.
COMMISSIONER HOLMESDALE ACCEPTED THE NOMINATION. IT WAS
SECONDED BY COMMISSIONER PARSONS.**

As there were no further nominations, Clerk declared Commissioner Holmesdale as Chair.

Chair Holmesdale called for nominations for the position of Vice Chair.

**COMMISSIONER PARSONS NOMINATED COMMISSIONER PIERCE.
COMMISSIONER PIERCE ACCEPTED THE NOMINATION. IT WAS SECONDED BY
COMMISSIONER CARTER.**

As there were no further nominations, Chair declared Commissioner Pierce as Vice Chair.

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the May 3rd, 2017 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MAY 3RD, 2017 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of May 3rd, 2017.

Commissioner Parsons asked what the cost per household would be if the village were to get a water system. He also stated he has heard more negative comments for getting a water system than positive from the residents. Clerk stated operational costs only would be similar to the Village of Greenwood which is approximately \$1,200/year per household. He stated the biggest issue is the capital costs involved and that even after the infrastructure was installed the residents are not obligated to hook on.

Commissioner Pierce asked if the streets in the village had been swept by the Department of Transportation. Clerk stated the streets left to be swept are Pine Ridge Ave, Westwood Ave, Marshall Rd and Maple St.

Chair Holmesdale asked if the Canada 150 banners were near completion. Clerk stated they should be delivered any day now.

Commissioner Pierce asked if there was the possibility of a grant that the village could have applied for to purchase the banners. Clerk stated there were very few grants available from the Federal Government other than the Build Canada Fund. He said not-for-profit groups and non alcohol events had access to funding. Commissioner Pierce suggested inviting MP Colin Fraser to one of the meetings to discuss funding opportunities.

CONSENT TO AGENDA ITEMS

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

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

COUNTY UPDATE

Councillor Armstrong reported that County Council voted last night in favour of locating the new municipal complex at the original proposed site in Coldbrook where some of the infrastructure has already been placed. They are moving to the design stage where there will be significant changes to the previous plan. They are looking at the possibility of having an outside business running a cafe, the local community college putting in a day care and a having a Visitor Information Centre included in the building. The public works building will not be included at that site but possibly on the site of the old Waterville airport, which is land still owned by the County.

Commissioner Parsons asked if it was going back out to tender. Councillor Armstrong stated yes, as soon as possible, and will include the changes.

Commissioner Parsons asked when the Granite Drive Exit will be completed. Councillor Armstrong stated the anticipated completion and opening date is fall of 2018. The project was approved for Federal/Provincial cost sharing for an estimated price tag of \$16.5 million.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Commissioner Parsons asked how many tenders went out for the sewer line project behind The Crossing Restaurant. Chair stated this item will be discussed later in the meeting as an agenda item.

PUBLIC WORKS – See full report

Clerk stated, with regard to a possible crosswalk on Wind Ridge Ave, that Joe Crowell from the Department of Transportation sent a document on how to get approval for a crosswalk. He stated a traffic and pedestrian count must be done first before the infrastructure can be approved.

RECREATION – See Full Report

Commission requested the Recreation Coordinator present a report after attending the Risk Management Workshop.

Chair Holmesdale stated he attended the Steer BBQ meeting last night and said the insurance issues are being worked on. He stated there is no civic address for the Steer BBQ grounds. Clerk stated for application purposes to use 429 Elm Street. Chair stated the liability insurance needs to provide coverage for the public in attendance at the parade and on the grounds. He stated there will not be an antique car show and the buskers' entertainment was too expensive, but they will have a few new items such as Domino Man and all day face painting/airbrushing. The committee is still in discussions with a BMX bicycle display. They are also working on a fire truck display and 14 Wing Greenwood is providing and putting up the big tents this year.

TOURISM

Commissioner Pierce suggested the cool weather this past month may have affected the low numbers at the Visitor Information Centre.

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

COMMITTEE APPOINTMENTS

Item will be deferred until all commissioners are present at the next meeting.

POLICY AND FINANCE COMMITTEE

MAIN STREET EASEMENT SEWER PROJECT

Clerk stated 6 tenders were sent out and 3 were received. Clerk and staff met to review bids and then Clerk met with the Policy and Finance Committee. All bids were over budget and the lowest bid was \$171,883 + HST. After a discussion the Commission decided to defer this item until more information from the low bid company is gathered and also, the commission has to approve the extra expense. Clerk stated the extra expense could come from the sewer reserve or the commission could cancel the project for this year and retender next year. Commission felt it would be best to complete the project at the same time The Crossing Restaurant fixes their parking lot, which may be this year. Commissioner Pierce stated he would like to have reference checks completed with the low bidder. He stated he has no problem using sewer reserves for the project and would like to see it completed this year. Commissioner Parsons agreed the older infrastructure should be replaced this year using the sewer reserves.

WALK THE WALK FOR AUTISM

Clerk stated the Village received a funding request of \$1,000 from the Annapolis Valley Chapter of Autism Nova Scotia through the Village's Festival and Community Events and Funding Policy. Commissioner Pierce stated the Policy and Finance Committee met to review the application and recommended an amount of \$500.00. After a discussion, the Commission agreed to fund the Walk the Walk for Autism event to be held June 10TH, 2017 in the amount of \$500.00.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE FUNDING AMOUNT OF \$500 FOR THE WALK THE WALK FOR AUTISM EVENT TO BE HELD IN KINGSTON ON JUNE 10TH. MOTION CARRIED.

MONTHLY FINANCE REPORT – See Full Report

DISCUSSIONS:

Clerk reported on the following:

- There was a phone call from a CBC news reporter who was looking into a resident's complaint of a sand pit located next door to them and causing many issues. Clerk advised the reporter that zoning was through the County of Kings and that the Department of Environment could be contacted.
- The Village's phone lines have all been moved from Bell Aliant to Eastlink at a savings of \$50.00 per phone line per month.
- The funding has been received from the Federal Build Canada grant for the sewer treatment plant generator.
- The Utility and Review Board Expropriation Hearing decision should be made in September.

- The Village has to send a formal request letter to the Department of Transportation for a new crosswalk at Wind Ridge Rd and Pine Ridge Ave.
- The dedication of the Harvest Moon Trail will take place at 2pm on July 8th next to the Steer statue in front of the Superstore.

CORRESPONDENCE:

KINGS COUNTY BUS TOUR OPPORTUNITY

Chair advised the Commission that the Village received an invitation from the County to attend a bus tour on June 10th with stops throughout the County.

ADJOURNMENT

ON MOTION OF COMMISSIONER PARSONS THAT THE MEETING BE ADJOURNED AT 8:15PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 5, 2017**
Re: **Environmental Services Report**

June 27 The Panel Shop arrived to install the three submersible transmitters in 3 of our lift stations. Kn-8 (RCMP) and KN-11(Sunset Drive) were relatively easy installs because the panels were made by The Panel Shop a few years ago. KN-12(West Main St Trailer Court) was more challenging because it was made by a different company roughly 18 years ago. The trouble with the change over ended up being 7.5 additional hours than quoted, which was expected by staff. Submersible transmitters replace Pump on/Pump off floats, but still have 2 floats in station in case transmitter blows a fuse. This was a capital budget item and solves an ongoing problem with inconsistent float switches in 2 of the 3 stations transmitters were installed.

July 4 Job meeting took place at the Village Office with Atlantic Road Construction & Paving Limited, the company that was awarded the tender for the sewer easement line replacement behind The Crossing Restaurant. Two representatives from Atlantic were there along with the Village Clerk and the engineer Eric Morse and wastewater manager. After the meeting wastewater manager went for a walk through of the area where the main sewer line is being replaced with the contractors. Different challenges were discussed, especially the underground bursting of the old pipe that runs out under the Main St traffic light standards and another section under a resident's house. Subcontractor Evangeline Excavating will be doing the pipe bursting and the winching through of the new poly pipe. Expected start time on the project is July 24 and is expected to take about three weeks. The Village Clerk will be checking with Department of Transportation on whether road breaking permits are required for trenchless applications.

Wastewater staff checked out easement line in behind residents' homes on Elizabeth Ave. There is significant growth of bushes, trees, and accumulation of residents piling branches up in the back yards. Public Works staff will work at this over the summer months in preparation for replacing the line in September. Atlantic Arborists will still have to be hired to remove the bigger trees and grind brush.

Daily maintenance and computer data input has been ongoing at the treatment plant and the first quarterly report to Environment and Climate Change Canada has been submitted electronically online. As reported last month our digester supernatant pump was not working. Pump was sent to supplier to confirm motor was burnt. Treatment plant staff is checking into a different pump model. Decanting supernatant can still be done with our gas pump.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 5, 2017**
Re: **Public Works Report**

Fountain at Stronach Park had to be removed and taken to local plumber to have new motor installed. Fountain will be installed back into pond before the weekend.

Public Works staff consulted with Recreation Coordinator to order the new exercise station for the Fitness Trail that is replacing the wooden A-Frame Climber, which is the first station at the start of the trail. Public Works staff can schedule an installation of the station once it arrives.

Flower planting has been completed throughout the village, and watering and weeding has been ongoing along with mowing and trimming throughout the village. All the streets have been swept by DTIR as requested through a work order from the Village Office and Public Works staff has been keeping the parking lots swept. First Glance Contracting has been contacted to repaint all parking lot lines, arrows and handicap symbols.

Public Works staff received a complaint from a resident on the corner of Balser Dr. and Maple St. The complaint was about whose responsibility it was to clean out the over grown brush in the ditch. Public Works staff checked Balser Drive out and noticed a handful of sections of ditch that needed to be cleared out. Request for a work order with DTIR was called in from the Village Office.

New Public Works truck was received late last week and is supposed to be labeled with the Village logo sometime this week in time for hauling the float in the Steer BBQ parade. Portable staging was lent out to the Village of Greenwood for their Canada Day celebration and is now being put together by Public Works staff for the Steer BBQ.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **July 5, 2017**

Re: **Recreation Report**

KINGSTON STEER BBQ & VILLAGE FAIR – Friday July 7th & Saturday July 8th

- All aspects of the Steer BBQ have been put into place. Friday night activities include live entertainment by Shoulder to Shoulder, the Maritime Marionettes and face painting and air brush tattoos.
- Steer BBQ committee will meet on Tuesday July 4th as the final meeting prior to Steer BBQ. All aspects are moving forward according to plan.
- 3v3 Basketball Tournament
- Friday Night – Face painting, Air Brush Tattoos, Balloon Animals & Bounce Kingdom.
- Steer BBQ planning and coordinating have involved a great deal of time for Recreation Department.
- Steer BBQ Dance taking place AT THE LEGION on Saturday July 8th from 9pm -1am
- **HARVEST MOON TRAIL OPENING AND NAMING ON SAT JULY 8TH 2PM – 4PM – ADJACENT TO THE KINGSTON STEER.**

SUMMER DAY CAMP 2017 – Tuesday July 4th – Friday Aug 25th at 12 noon

- (3) Counsellors & (1) Supervisor working at the Day Camp. (Additional Jr. Counsellors & Co-op students from both West Kings and Middleton High Schools.
- Many visitors & trips planned this year by our supervisor Alxys Chamberlain.
- All weeks are full at 24 campers per day. Waiting lists are accumulating.
- Campers will be going to Yogi Bear Campground on Friday in order to vacate the Rec Hut for Steer BBQ preparations.

WEST KINGS HEALTH SCHOOL SPORTS FIELD RENOVATIONS -

- AVRSB has approved the installation of the fencing for the David Morse Memorial Field. Eastern Fence submitted the winning bid.
- Installation will take place over the summer months.
- Glen has been in discussions with local Minister of Community Culture & Heritage, Leo Glavine about moving forward with Phase Two of the project which would include upgrading current football & rugby field.

DROP IN BEACH VOLLEYBALL – Tues/Thurs 7-9pm – ages 14 & up

DROP IN BASKETBALL – Wednesdays 6:30pm – ages 14 & up

CANgaroo TENNIS LESSONS – All Welcome Tuesday / Thursday 6-8pm

- Looking to grow this program for future summers for both youth & adults.
- This year the registrations will take place at the Village Office where folks can register and purchase “punch cards” for 6 classes or 10 classes at \$5/class.

**CENTENNIAL PARK – FREE OUTDOOR JULY CONCERTS – STARTING THURSDAY
JULY 13TH @ 6:30PM**

- Roxanne and Gary – Guitar & Mandolin Duo – Thurs July 13th @ 6:30pm
- Left of Centre – Thursday July 20th @ 6:30pm
- Sonlight – Sunday July 16th @ 2pm
- SWIG - Thursday July 27th @ 6:30pm

COMMUNITY GARDENS 2017 KINGSTON UNITED CHURCH – JOHN MORASH

- Glen is meeting with John Morash and Sarah Hiltz regarding applying for a Grant from Regional Rotary Club Grants for a potential greenhouse for the Kingston United Church site.

**CREDIT UNION CENTRE – Summer Maintenance and Programing Student
Position**

- The Kingston Recreation Department and the Credit Union Centre are co-ordinating together to align tasks for Summer Student. Duties may include, but are not limited to, painting, mowing, raking, trimming and also, programming summer recreation activities and assisting where needed for Summer Day Camp.

SENIOR TATTOO TRIP – THURSDAY JULY 6TH

- Glen will be meeting the bus at Kingston Elementary School for an 11am departure.
- Additional Bus Trip is on Wednesday July 26th for 55 + and they will be heading to Grafton St. Dinner Theatre in Halifax.



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: July 5, 2017
Re: Tourism Report

Hours of Operation

The hours of operation for the month of June were 10am to 5pm, 7 days/week.

Staff

Maggie Rio has returned as supervisor, and student Maxim Roy was hired for the summer. Past student Marc LeBlanc has filled in when staff have attending training or local familiarization tours.

Training

The supervisor and summer student participated in a mandatory familiarization tour of local tourism related businesses on Friday June 29th in order to offer firsthand knowledge to visitors. Summer student has completed First Aid training and will be participating in World Host on July 6th and Service First training on July 8th at the Aurora Inn as per the contract agreement with the Province.

Visitors

Visitors to the VIC ask about camping in the area/province, tide times, whale watching, ferry schedules in Digby and Yarmouth, the Aviation Museum, hiking trails in the area, beaches on the south shore, and generally things to do in the area and province.

Statistics for June 2017

Kingston / Greenwood VIC Visitation		Total
Canada		339
New England		19
Other USA		34
Overseas		13
Grand Total		405

2015/16 NS Tourism Visitor Exit Survey (VES) Results

The report provides insight into what visitors do when they come to our province, including trip purpose, length of stay, travel party composition, activities participated in while visiting the province, visitation to Nova Scotia's tourism regions and communities within each region, and satisfaction with the overall Nova Scotia trip experience. 2015/16 survey results are based on 4,230 questionnaires that were completed by non-resident visitors aged 18 years or older who stayed at least one night in Nova Scotia between May 2015 and May 2016. Visitors exiting the province through the Halifax airport, North Sydney, Digby, Caribou, Yarmouth, or Highway 104 received a VES Response Card inviting them to complete an online survey.

Following are some of the highlights from the survey report:

- More visits to Nova Scotia were made by people who were visiting for pleasure.
- There was an increase in first-time visitors.
- Lobster is very popular, particularly for visitors from outside of Atlantic Canada. Approximately 65% of first-time visitors ate lobster while visiting the province.
- The Halifax waterfront remains the most visited spot in Nova Scotia!
- Close to two in ten visitors visited a Nova Scotia alcohol producer.
- Visitors continue to express very high levels of satisfaction with their Nova Scotia experience.
- Visitors are firmly in the digital age, with three-quarters reporting they used an internet-enabled device to learn about Nova Scotia. Nine in ten first-time visitors used an internet-enabled device.
- Outside of the Halifax region, Bay of Fundy & Annapolis Valley is the most visited region in Nova Scotia.

Tourism Nova Scotia is focused on attracting non-resident overnight visitors to the province and increasing tourism revenues through experience and sector development, marketing and visitor servicing.

Experiential tourism, in particular, is what visitors are now looking for when they explore destination options and make their decisions. They look for real, enriching, entertaining experiences that trigger an emotional reaction and that have a "wow" factor.

2016 Provincial Statistics

Nova Scotia's Tourism Industry had its best year in history in 2016 and its third consecutive year of growth. There were 2.2 million visitors that came to the province last year, an increase of approximately 8% (170,000).

The major areas of tourism growth in 2016 came from the US, up 14% and Canada, up 8%. There was also an increase in visitors from Atlantic Canada, Ontario and Western Canada and an increase of 11% in air traffic.

Tourism businesses in today's competitive market need to have great ideas, collaborate with others in the industry, and have the courage to take some risks.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **July 5, 2017**
Re: **Monthly Finance Report**

RECOMMENDATION

That this report be received for information.

PROPERTY TAXES

	2017	2016	2015	2014	2013
Total Arrears	\$86,290	\$98,644	\$76,843	\$71,650	\$86,283
Total properties	104	128	98	92	193
# Properties under \$100	16	15	16	16	55
Top 10 Properties Sum	\$41,975	\$42,008	\$33,093	\$34,511	\$24,000
# Properties over \$1000	20	20	22	16	24

Properties Eligible for Tax Sale

00198773 SOUCY YVONNE 1517 MAGEE DR \$1,840.51 09/2014

04726464 GRNWD RENT-ALL 329 MAIN ST \$3,290.53 04/2017

*11 other properties will be tax sale eligible after September 2017 Tax Bills are due.

Website Re-design and implementation

Received two quotes, both were approximately \$5,000

GIC's – 1 year

I have locked in our GIC's (total of \$800,000) to a 1-year redeemable which has increased the interest rate from 0.95% to 1.3%

Association of Nova Scotia Villages (ANSV) Annual General Meeting (AGM)

The ANSV AGM will take place on Friday September 15th and Saturday September 16th.

Who will be attending Friday's workshop and meetings?

Who will be attending Saturday's workshop and Annual General Meeting? Who will be the voting delegate?

Library Relocation

Received documentation from Parsons Investments about leasing the old T&S building for our library.

Colonel P.A. Thauberger, C.D.

and

Colonel G.M. Adamson, C.D.

Cordially invite you to a ceremony to mark the

Change of Command of

14 Wing Greenwood

on Thursday 20 July 2017 at 1000 hours

Event will take place on the 14 Wing Parade Square

with a reception to follow at the Annapolis Mess

(In the event of inclement weather the event will be held west side of 11 Hangar)

R.S.V.P. by 10 July 2017 / avant le 10 juillet 2017

Peter.Nicholson@forces.gc.ca or / ou

902-765-1494 Ext./poste 5026



Dress: 1A Military
Business Suit Civilian

Tenus: Militaires, 1A
Civils, habit complet

Colonel P.A. Thauberger, C.D.

et

Colonel G.M. Adamson, C.D.

Vous invitent cordialement à assister à la cérémonie

de passation de commandement de la

14^e Escadre Greenwood

le jeudi 20 juillet 2017 à 10h00.

La cérémonie se déroulera à la place de parade de la 14^e Escadre.

Une réception aura lieu après la cérémonie au mess Annapolis.

(en cas d'intempérie, la cérémonie aura lieu au Hangar 11, côté ouest)



Greenwood Military Aviation Museum
"Preserving The Past For The Future"



WANTED

The Greenwood Aviation Museum Library is urgently in need of volunteers to assist with cataloguing books and archived material not previously recorded, sorting them and labelling them to make them accessible to members and visitors. The present, already recorded, collection also needs work to amalgamate it with the newer accessions and label them all in a new, simple, catalogue and visual search system.

An Excel spreadsheet searchable alphabetical list is being prepared and it is intended it will, in due course, be made accessible to all interested in the aviation and other military related content of the library. Keyboarding capability, an occasional hour and patience are the only skills required, along with availability during museum opening hours.

The main thrust of the work will be started late in August 2017. If you or a family member or friend is interested in helping and/or learning more about the project please make contact with the volunteer librarian by e-mail to david.coward374@btinternet.com (who spends some of his time in the UK) or speak with one of the Museum staff.

Thanks in anticipation of your interest.

