



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

ph 902 765-2800
fx 902 765-0807

August 2, 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, August 2, 2017 at the Kingston Village Office.



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REGULAR COMMISSION MEETING August 2, 2017

AGENDA

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



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JULY 5, 2017

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the June 7th, 2017 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JUNE 7TH, 2017 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Commissioner Pierce asked if there was an update on the new municipal complex. Clerk stated the county plans to issue a tender in September or October.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Commissioner Pierce asked if there were positive references for Atlantic Road Construction. Clerk stated they were all positive and that Halifax Regional Municipality uses them frequently.

PUBLIC WORKS – See full report

Commissioner Pierce noted a typo in the report which stated parking lot lines are being repainted by First Glance and it should read Second Glance Property Enhancement.

RECREATION – See Full Report

Commissioner West stated she spent 14 hours attending all events at Greenwood's Canada 150 celebrations starting with the Legion breakfast and ending with the fireworks display. She stated it was a good day other than the pouring rain that ended at noon and that there was a wide variety of activities. She stated Heather Parker with the Greenwood Village Commission deserves recognition for the hard work she put in to make the milestone event a success.

Commissioner Pierce stated Glen Abriel, the Recreation Coordinator, is the face of the Village with regard to Steer BBQ and his responsibilities include attending all the meetings, organizing the Friday evening activities and helping with the main day on Saturday. He wondered if the Commission supported his extensive involvement and if the extra responsibility was taking up too much time and affecting his other duties. Clerk stated he has been busy but fortunately in the past few years he has had Alxys Chamberlain returning as the Summer Day Camp Supervisor and organizing the activities a month prior to the start date. If a new inexperienced Day Camp Supervisor is hired in the future Glen may not have as much extra time for the Steer BBQ. Commission agreed it was good to have the yearly consistency of the Recreation Coordinator being involved with the Steer BBQ and that the Steer BBQ Committee has come to rely on his expertise/experience.

Chair Holmesdale stated directional signage for the BBQ will be put up around the village Friday night.

Chair Holmesdale, Commissioner West and Commissioner Parsons will attend the Harvest Moon Trail Opening taking place on July 8th from 2pm to 4pm next to the Steer statue.

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

MONTHLY FINANCE REPORT – See Full Report

PROPERTIES ELIGIBLE FOR TAX SALE

Clerk reported on properties eligible for tax sale now and then at the end of September. He stated he contacted mortgage companies associated with some of the properties and they will be sending payment and adding their interest with the properties going forward.

DANGEROUS AND UNSIGHTLY PREMISES

Discussion took place regarding a property on Main Street considered by many residents to be unsightly and possibly dangerous.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER PIERCE THAT THE VILLAGE REQUEST A BUILDING INSPECTION UNDER THE COUNTY'S DANGEROUS AND UNSIGHTLY BY-LAW FOR 543 MAIN STREET AND THAT A LETTER OF CONCERN IS SENT TO THE DEPARTMENT OF SOCIAL SERVICES REGARDING THE LIVING CONDITIONS. MOTION CARRIED.

Discussion continued and additional properties were added to the list of concern including the houses located behind 543 Main Street, properties on Lincoln Street, a property on Spring Garden Road, and a house on Palmer Drive. Commission asked staff to contact the Senior Safety Coordinator with regard to the empty property on Palmer Drive.

WEBSITE RE-DESIGN

Clerk asked the Commission if they were interested in having the Village Website revamped in this year's budget or wait until next year. Commissioner Parsons stated he would first like to meet with another website designer. Commission agreed.

GIC'S – 1 YEAR

Clerk stated he locked in the Village's \$800,000 in GICs for a year which increased the interest rate from 0.95% to 1.3%.

ASSOCIATION OF NOVA SCOTIA VILLAGES (ANSV) ANNUAL GENERAL MEETING (AGM)

Chair stated he will attend the Annual General Meeting on September 15th and 16th in Baddeck and he will also be the voting delegate. Clerk will also be attending and Commissioner West stated she will most likely attend.

LIBRARY RELOCATION

Clerk stated he looked into the possibility and cost of renting the old T&S building to relocate the library into a larger space. Commissioner West stated she would prefer to own a building than rent one. Commissioner Pierce stated the library could be part of a new community centre building plan. Chair Holmesdale recommended forming a

committee to investigate the needs of the Village and have the committee provide a 'needs assessment'. Commission agreed and Commissioner Pierce suggested consulting with staff and compiling a needs list, asking the County for advice, and checking with other towns and villages.

COMMITTEE APPOINTMENTS

Item will be deferred until all commissioners are present.

CORRESPONDENCE:

CHANGE OF COMMAND CEREMONY INVITATION – 14 WING GREENWOOD

Chair Holmesdale stated he will attend the ceremony to mark the Change of Command of 14 Wing on Thursday July 20, 2017 at 10am.

VOLUNTEER SEARCH – GREENWOOD AVIATION MUSEUM

The Greenwood Aviation Museum sent notification that they are seeking volunteers to assist with cataloguing books and archived material. Commissioner West suggested the information could be included in the Village's newsletter in September.

Commissioner West also suggested acknowledging the 1st Kingston Scouts, and particularly Michelle Moreau and John Parsons, on the beautiful garden they created in the Village starting with the Canada 150 tulip garden.

DISCUSSION:

Commissioner Pierce suggested discussing the fall leaf collection within the Village at the next Commission meeting. Commissioner West suggested the collection period should be longer than two weeks.

ADJOURNMENT

ON MOTION OF COMMISSIONER PARSONS THAT THE MEETING BE ADJOURNED AT 9:10PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **August 2, 2017**
Re: **Environmental Services Report**

The contract to replace the sewer easement line behind The Crossing Restaurant has been delayed and the new tentative start date is the week of August 7th. Changes had to be made to the size of the pipe in one particular section. The tender drawings asked for the 12 inch concrete to be replaced with 12 inch PVC. After contractors spoke with Sub Contractor for the pipe bursting under the Main St intersection it was indicated that part of the intersection would have to be dug up unless pipe was downsized to 10 inch PVC, which was initially what Wastewater manager suggested. Pipe size and manhole bases had to be changed to 10 inch, which, because of unit pricing materials for the job, will be a bit cheaper.

Newly ordered Barnes pump was received and installed by staff into digester tank. Pump's primary use is pumping the clear supernatant (settled water) that separates from the settled sludge. Removing as much clear water as possible from sludge allows for a higher percentage of solids to be hauled by truck from the treatment plant.

Treatment plant staff received price for AC/heat pump for office at the treatment plant. Office area has a small square foot area but is cold in the winter with just baseboard heaters and very warm in the summer. Treatment plant operator has daily computer input, monthly reports, reports to Environment and Fisheries and day to day phone calls and planning. Unit has been ordered and will be installed as per quote when it arrives and will be more energy efficient.

Sewer lift stations were cleaned throughout the village. Lift stations are cleaned at least once a year and about half of the 14 stations are cleaned twice per year. Cleaning stations removes grit and grease build-up to help protect wear on impellers and wear plates.

Weekly maintenance has been ongoing at the treatment plant especially during the hotter weather. Warmer temperatures and less flow to the plant creates algae growth and the final clarifier needs to be washed down 2-3 times a week. Treating sewer that is 18 to 20 degrees Celsius is challenging but test results received back from Maxxam Analytics for the month of July were all within compliance and the plant, overall, is working like it should.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **August 2, 2017**
Re: **Public Works Report**

Public Works staff dismantled the portable staging after the Steer BBQ and stored away in the public works barn along with barricades that were distributed throughout. Lion's Club train was taken back to Nictaux Lion's Club.

Public Works cut back overgrowth of brush and tree limbs across from the Fire Hall on Sparky St. Section of grass is maintained by public works but brush growing through the fence that borders the school property was making it difficult to mow. Public Works staff also cleared back brush from Walker's Brook to Brookside Dr. This section was also making it difficult to mow. Office staff has received good comments about our village flower beds and how clean our village is which is directly attributed to Devan and Curtis keeping the grounds mowed and trimmed, the flower beds watered and weeded, the shrubs pruned and the litter picked up.

The order for new Fitness Trail equipment has not arrived to date but Public Works staff removed the old wood A-Frame Climber where new equipment will be installed. The main timber supports going into the ground were rotten and structure came down easily. Public Works staff received the layout of the fitness station for review while waiting on delivery of the exercise equipment.

New truck was taken back to Bruce Motors to have wiring harness for amber light installed properly instead of the way it was received. Seat covers; side step rails and box steps have been ordered and will be installed by the dealership. The 2008 Dodge was inspected and a new rim had to be ordered to replace bent one that was causing vibrations. Andy's Tire installed new rim and rotated all the tires. The old 2007 half ton truck was parked across from the Village Office with a for sale sign on it.

Public Works staff sourced and located a place in Harbourville that sells 45 gallon drums for garbage cans. Our stock of cans has been diminishing over the years and new ones were needed. Staff purchased 12 barrels and are in the process of painting cans and getting new lids made by HE Armstrong Mechanical Sheet Metal shop. The apple juice drums are already painted green but will be freshened up with a darker green and lids will be painted brown to match our brown fencing, benches, and picnic tables. These colors will replace our red and white cans.

Public Works staff contacted Loomer's Pumping Service about providing the village with a bin for residents to put their leaves in. The bin can be dropped off and picked up by Loomer's for a fee not yet determined. Loomer's use leaves to make compost from the septic waste. The only stipulation for dumping leaves in the bin is the leaves have to be loose and not in plastic bags. This would have to be a signed rule for people that they must dump the leaves out of the plastic bags. Public Works staff can gear up a piece of portable staging for people to be able to walk up and easily dump out their bags of leaves. Recommendation from staff would be to place bin at Public Works barn. This is an area with a camera to be able to observe anyone breaking the rules.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **August 2, 2017**
Re: **Recreation Report**

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

- Wrap-up meeting will take place at the Lions Hall on Tuesday September 26th.
- Any thoughts/comments on the Steer BBQ from the Commission are welcomed and can be sent to Glen prior to the meeting.

SENIORS APPRECIATION PICNIC 2017 – THURS AUG 10th 3PM – 6PM @ KINGSTON LIONS HALL

- Commissioners are invited to offer their time to attend and assist with serving or in any other capacity they may feel comfortable with.
- Many thanks to local businesses who donated gift cards and prizes to the event.
- Glen is currently picking up the supplies for the event.

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

- Averaging 23 campers per week through the first four weeks. (FULL = 24)
- Multiple compliments by parents on the enjoyment of their children's participation. Common area of concern has been missing/not enough sunscreen.
- Lots of visitors and presenters coming to the day camp to share their expertise with the children.

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

- Continuing to have 6-12 folks participating on a regular basis.

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

- CANgaroo Tennis has found it challenging to have consistent instructors to travel to Kingston from Kentville each week.
- Update: Tennis has been cancelled due to lack of instructors.

**GLEN WILL BE ON
VACATION STARTING
TUESDAY JULY 25TH
AND RETURNING
TUESDAY AUG 1ST**

CENTENNIAL PARK – FREE OUTDOOR MUSIC – NEXT PERFORMANCE THURSDAY JULY 27TH @ 6:30pm

- Thursday Aug 3rd @ 6:30pm – Son of Leod - Vance Macleod
- Ruth Manning and the Prospectors - Sunday Aug 13th @ 2pm
- Bob Deveau & the Highlights - Sunday Aug 20th @ 2pm
- Tim Vallillee & Jug Duo – Thursday Aug 24th @ 6:30pm

COMMUNITY GARDENS 2017 UPDATE

- Kingston United Church (under the volunteer direction of John Morash) has succeeded in creating a wonderful community edible garden behind their church. They have a combination of straw bale gardens as well as raised beds.
- Every Wednesday they have invited the community to come and learn about community gardening and other aspects of gardening in general. They are calling it "Weed, Water & Whisper Wednesdays".
- There has been an agreement with Canadian Mental Health Association job development coordinators to have some of their clients be at the Community Gardens each week to assist with any tasks that can be done.

OLDER ADULT FITNESS CLASS 2017

- Glen has been in discussion with the instructor from last year who is happy to instruct again this fall. We will be looking at purchasing additional equipment for the fall session.

CREDIT UNION CENTRE – SUMMER STUDENT

- Glen has been coordinating with Vance Macleod of the Credit Union Centre to have the Summer Student do various tasks required for the Village and for the Credit Union Centre.

WEST KINGS HIGH SCHOOL FIELD RENOVATION 2017

- Eastern fence has been awarded the tender for the fencing project – if all goes well the fence will be installed before September 2017.
- Glen will be nominating the Field to enter the KRAFT PROJECT PLAY - This is similar to Kraft Hockeyville that the Arena was involved in a few years ago. Potential prizes range from \$20,000.00 up to \$250,000.00.

STRONACH PARK FITNESS TRAIL STATION REPLACEMENT

Recreation department has order "The Bermuda Triangle" as a replacement to one of our Climbing Stations. In collaboration with the Public Works Department we will determine the best time for installation.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **August 2, 2017**
Re: **Monthly Finance Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

GENERAL OPERATIONS

As it is early in the year, variances cannot be generally determined at this time. However, there are a few items which can be reported on.

Revenues:

Summer Day Camp revenues are \$3,300 higher than expected at this point in time.
Sewer Connection charges are marginally higher than expected (\$380 = 1 permit).

Expenditures:

Steer BBQ expenditures have a favourable variance of \$900 (\$2,600 of \$3,500 budget)

SEWER OPERATIONS

Maintenance costs at the treatment plant and on our sewer collection system are currently lower than expected but that can change quickly.

PROPERTY TAXES

	July	August
Total Arrears	\$86,290	\$70,758
Total properties	104	95
# Properties under \$100	16	21
Top 10 Properties Sum	\$41,975	\$37,760
# Properties over \$1000	20	16

Greenwood Rent-All – only property currently that is tax sale eligible.

Several others will be tax sale eligible in September. A list of those properties will be made public at that time.



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DISCUSSIONS

Western Valley Minor Hockey Association Golf Tournament

Does the Commission want to enter the WVMHA Golf Tournament?

\$480 cost – (team + carts)

Speed Limits in Kingston – John Pierce item - Does the commission want the Department of Transportation and Infrastructure Renewal (DTIR) and the RCMP to review speed limits in Kingston?

Update - July 27, 2017 – talked with Richard Lloyd, Area Manager, DTIR – he will have the traffic supervisor look at our speed limits entering Kingston

Is there any one road more dangerous than others?

Newsletter – Items to include?

- Valley Waste Fall Cleanup date
- Kingston Fall organics cleanup/Valley Waste Pine Needles rules
- Burning Bylaw 63?
- Kingston Recreation programs (fall/winter program)
- Apple Blossom Princess Candidate/Committee search?
- Volunteer Search for Greenwood Aviation Museum?
- Acknowledge 1st Kingston Scouts garden?
-
-

Website Re-design

Did Commissioner Parsons discuss with web designer.

Does the Commission want to have a new website designed (approximately \$5k)



Municipality of the County of Kings
87 Cornwallis Street
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abrooker@countyofkings.ca

Land of Orchards, Vineyards and Tides

July 12, 2017

PO Box 254
Kingston, NS
B0P 1R0

RE: Community Recreation Assistance Fund 2017/2018 (CRAF)

Dear Glen,

On behalf of the Municipality of the County of Kings, I am pleased to inform you that your application for assistance under the Community Recreation Assistance Fund has been approved. Please find enclosed a cheque in the amount of \$11,700.00 which represents the Community Recreation Assistance Fund request under the 2017/2018 fiscal year.

Please contact me should you have any questions or concerns at 690-6124.

Yours truly,

Ashley Brooker
Coordinator of Recreation Services
The Municipality of the County of Kings



Municipality of the County of Kings

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Land of Orchards, Vineyards and Tides

July 19, 2017

RE: Municipal Economic Development Fund Request (MEDF)

Dear Community Organization,

On behalf of Municipal Council, I am pleased to enclose a cheque in support of your project.

We thank you for all your hard work and contribution to the community.

Yours Truly,

Lisa Amon
Financial Services Administrative Assistant
Municipality of the County of Kings



Municipality of the County of Kings

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Land of Orchards, Vineyards and Tides

July 24, 2017

RE: Community Park Development Program (CPDP) Application

Dear Community Organization,

On behalf of the Municipality of the County of Kings, I am pleased to inform you that Municipal Council has approved your application for assistance under the Community Park Development Program, which is intended for the improvement of your parks and public open spaces.

As a reminder, under this CDPD funding program:

Development eligibility is 1/2 to a maximum of \$7500

Maintenance eligibility of 1/2 to a maximum of \$4500

Please find enclosed the cheque which represents 80% of the development and maintenance amounts granted in this 2017-18 fiscal years. The remaining 20% will be forwarded subsequent to final inspection of the project and examination of all necessary submitted paid invoices and documentation concerning the project.

Please contact me at 902-690-6191 should you have any questions or concerns when the project is completed so we may finalize your grant funds.

Yours truly,

Lisa Amon
Financial Services Administrative Assistant
Municipality of the County of Kings
902-690-6191