



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

ph 902 765-2800
fx 902 765-0807

September 6, 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, September 6, 2017 at the Kingston Village Office.



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REGULAR COMMISSION MEETING September 6, 2017

AGENDA

1. Review of Minutes of Meeting held August 2, 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 AUGUST 2, 2017

COMMISSION:

Don Holmesdale
John Pierce
Bruce Carter
Paul Parsons
Muriel West

Mike McCleave – Clerk/Treasurer - Absent
Janice Hatfield – Administrative Assistant

OPENING

Commissioner Holmesdale called the meeting to order at 7:06pm.

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the July 5th, 2017 Regular Session meeting minutes.

Commissioner West stated she wanted to have it expressed in the minutes that there are fire safety concerns with an apartment on Main Street under the Dangerous and Unsightly Premises By-law, particularly in light of the recent tragic high-rise apartment fire in London England.

Commissioner West stated she would like to have shrub and tree debris included in the minutes for the Village's leaf collection site. Commission agreed.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 5th, 2017 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of July 5th, 2017.

Commission stated they received confirmation from the County via the Clerk that the property on Main Street was not deemed unsightly but that there were outstanding fire safety issues. Commission asked that the Clerk follow up with the County to see if the outstanding fire issues were dealt with.

CONSENT TO AGENDA ITEMS

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

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

PRESENTATION – KINGS COUNTY FAMILY RESOURCE CENTRE

Chair Holmesdale invited Melissa Connell, Executive Director of the Kings County Family Resource Centre, to make her presentation on the free programs and services they provide to families in Kings County. She has found that generally people are not aware of what their organization has to offer. She stated they operate out of the Kentville Baptist Church but hold satellite programs throughout the county including at the New Beginnings Centre in Greenwood, the Kingston Lions Club and the Autism Centre in Kingston. She stated their mission is to strengthen the lives of families and provide services/resources to families, including grandparents, regardless of their income. They also help individuals begin their own in-home child care business by providing training, expertise, toys and equipment. After an informative discussion Melissa handed out pamphlets and an events calendar.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Commission stated they support the purchase of a heat pump/air conditioner for the Sewer Treatment Plant office but stated they would like to have been informed of the purchase beforehand.

PUBLIC WORKS – See full report

Commissioners Holmesdale and West commented on the excellent condition of the Fitness Trail and also how popular it is.

Commissioner Carter suggested having two 45 gallon drums next to the leaf/debris bins for the empty garbage bags after people dump their leaves out. Commissioner Pierce stated they should identify a time frame for the leaf bin at the next meeting.

Commission wondered if the new truck extras were add-ons or if those items were missed in the ordering.

Commissioner Parsons stated he has received complaints of people not picking up after their dog throughout the Village and asked if signs could be installed on the wooden garbage cans throughout the Village indicating 'pick up after your dog and empty here'.

RECREATION – See Full Report

Chair Holmesdale stated he will attend the Seniors Picnic to be held August 10th from 3pm to 6pm and invited the Commissioners to attend.

Commissioner Pierce stated the tennis lesson situation needs to be addressed next year due to the fact that the main instructor leaves part way through the summer and the other instructors are not willing to travel to Kingston to teach. He suggested checking to see what other communities are doing about the situation.

Commissioner Pierce and Commissioner West commented that the concerts in the park at the bandstand have been very good but would ideally like to see upwards of 200 people in attendance. Commissioner West wondered how to improve getting the word out and also how to also attract a younger audience.

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

COMMITTEE APPOINTMENTS

Item will be deferred until the next meeting.

MONTHLY FINANCE REPORT – See Full Report

The Clerk's report included a few items such as Summer Day Camp revenues being higher than expected so far.

There is one property eligible for tax sale but there will be several in September.

DISCUSSIONS:

- Western Valley Minor Hockey Association Golf Tournament scheduled for August 4th was cancelled.
- Commissioner Pierce stated the request by an individual to have Village of Kingston speed limits re-evaluated by the Department of Transportation (DTIR) was answered by their Area Manager and he will forward the information along that speed limits are not reduced until housing is built, and not in anticipation of more home construction.
- Commissioner Pierce suggested the commission address setting up a sub-committee during the October meeting for the needs assessment that was agreed upon at the July 5th meeting.
- Commissioner Parsons suggested getting another quote from a local website designer. He also suggested studying other websites and noting the positive aspects of each one.
- Chair Holmesdale stated the Village received a written offer for the 2007 Chevrolet truck. Commission agreed to leave it for sale for another month.
- Chair Holmesdale stated he noted a possible conflict of interest, as per the Municipal Government Act and the Village's Human Resource Policy, in the hiring of a day camp counsellor who is the son of the Recreation Coordinator. Commission agreed to let the counsellor finish the summer but suggested that no family of staff or commissioners should be hired in the future.
- Commissioners would like to have a copy of the New Commissioner Manual including the Policies and Procedures Manual to review.
- Chair Holmesdale asked about the status of the standardized park signs.
- Commissioner Pierce asked about the status of the Oakhurst Subdivision greenspace.

- Commissioner West stated she is concerned about the recent downsizing of space and staff at the Kingston Post Office. She suggested the Village write a letter of concern to Canada Post asking why downsizing is taking place in a Village that is larger than Middleton and Berwick but now has space smaller than those towns. Commissioner Pierce suggested inviting the local representative from Canada Post to address the concerns. Commission agreed.

CORRESPONDENCE:

Chair Holmesdale stated the Village received funding from the County under the Community Recreation Assistance Fund, the Municipal Economic Development Fund and the Community Park Development Program.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 9:25PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 6, 2017**
Re: **Environmental Services Report**

August 1st treatment plant staff pumped the 400,000 gallon clarifier down for a maintenance check. The last time clarifier was pumped down was December of 2015. After washing clarifier walls, pipe and rake arm system, staff was able to inspect condition of the different parts. Among the list of things that need attention sometime in the next few years includes bolt replacement on pipe flange connections, brackets and bolts replaced on baffle plate and the gasket needs to be replaced and resealed around the whole circumference of the clarifier that supports the V Notch weir plate. The brackets mentioned above have been in our possession for some time but the work, just to change brackets, would take up too much of wastewater staff time and should be contracted out through a tender process prepared by engineering services. Wastewater manager recommends including this in the capital budget and possibly have the work carried out in the next year or, at the latest, 2 years from now. The contract for this type of work will be pricey because pumping the tank down takes the better part of a day and only allows for a small window of opportunity to remove or install parts before having to open the valve and allow sewer to flow again. This would have to be repeated for a number of days before job can be completed even if contractors decide to only pump tank half way down to do the majority of the work needed near the surface.

The sewer easement replacement contract behind The Crossing Restaurant has been completed. The job went very well from start to finish especially the sub-contract work of the pipe bursting and the winching of the new 10 inch poly pipe through the existing 12 inch concrete under the traffic lights on the corner of Main St and Bridge St. New manholes were installed as per design and all existing sewer services were connected. There were water lines damaged during excavation that serviced 4 homes behind Main St buildings. Water lines were repaired quickly and homes affected were without water for a very short time. Contractors did have to come back and repair lateral connection for old Ritchie building Aug 31st.

The work on Elizabeth Ave sewer easement has begun with Atlantic Arborist clearing the path for excavation of the old sewer line in behind the homes on Elizabeth Ave and Palmer Dr. There was a lot of undergrowth and big tree removal. Actual sewer line replacement will take place the third week in September. Residents were contacted and provided with a letter from the Village Office explaining work to be done.

Miscellaneous items include a call from a resident on Marshall Rd August 17 that was having sewer problems. Wastewater staff checked main sewer in general location of resident's house and main sewer was running fine. Resident was informed that they would need a plumber. Wastewater staff was called out to Ravenwood ball fields Sunday August 27 because bathroom toilets were overflowing. Sewer rods were used by staff through cleanout installed by staff a few years ago and blockage was relieved. Weekend of the 26th during routine weekend check of the treatment plant, staff had to start stand-by return sludge pump which did not pick up its prime and had to be physically primed until pump started pumping. Lastly, the newest street was paved in Oakhurst Subdivision after sewer plans were reviewed by staff and the County of Kings. Marilyn Court is sewer serviced for 13 lots.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 6, 2017**
Re: **Public Works Report**

As reported last month, Loomer's Pumping Service was approached for providing and dumping a leaf bin, ideally located at the Public Works barn. A price has been submitted for picking up bin and dropping it back off for a 2 or 3 week period. Public Works staff would suggest the last 2 weeks in October and if needed for 1 more week the first week of November. The Village Clerk has arranged for EFR to drop off a bin for brush, which can also be located at the barn. Price per pickup is \$150.00

Public Works staff has been in conversation with Village Clerk and Recreation Coordinator about the contract for resurfacing the outfield at the upper Ravenwood ball field. Public Works staff recommends the contract should include the tilling of the outfield, providing 20-25 tandem loads of compost, and leveling and seeding of soil. Anticipated time frame for project to start would be the last part of September or the beginning of October. Compost would be supplied by the village to ensure type and quantity. Price from Geoff Hennigar will be just for labour not supply of compost. Hennigar farms have specialty equipment for spreading, leveling and seeding soil over a large area like a sports field.

Newly painted 45 gallon drum garbage cans have been distributed throughout the different parks, playgrounds, sports fields and courts. Village office staff has been in contact with the County for the erection of more Dog Poop & Scoop signs along the Pine Ridge area. Public Works has also set out another square wooden garbage can at the corner of Pine Ridge and Sparky. Wooden garbage cans are distributed along our sidewalk areas and allow plenty of opportunity for dog owners to dispose of doggie doo-doo.

Aug 28th new equipment for the Fitness Trail was received. Equipment was removed from crate and planning has begun for installation. As reported in previous report the A Frame climber was removed and the new climbing equipment will be installed in its place, which is the first station at the beginning of the trail.

Public Works daily duties are ongoing with grass mowing, trimming, watering and weeding flower beds and baskets, liter control, dragging ball field and sweeping of parking lots. Asphalt was purchased by the bag to repair a handful of parking lot pot holes. Loomer's was also hired to give all the curbside streets a sweep as per operating budget before the weekend of the air show at 14 Wing Greenwood.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **September 6, 2017**
Re: **Recreation Report**

KINGSTON STEER BBQ & VILLAGE FAIR

- Steer BBQ Meeting Tues Sept 26th @ 6:30pm at the Lions Hall.
- Committee is hoping to have most, if not all, of the financials finalized by this time.

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

- Successful Day Camp. Many positive comments regarding this year's staff.
- Average 20 youth per day over the eight weeks.
- Staff reports indicate very good comments from parents/guardians. Day camp supervisor sent out a survey to participating parent/guardians and the responses have been favorable with a few suggestions for improvements.

DROP IN BEACH VOLLEYBALL – Mondays & Fridays 7-9pm – ages 14 & up

- Very successful program with consistent numbers of 10 – 12 participants each Tues/Thurs. Program completed.

CANgaroo TENNIS LESSONS

- This summer program started strong with a positive environment, however as Aaron (the founder) leaves for the summer months for international employment – the energy diminished greatly and the other instructors became unable to travel from Kentville to Kingston. Glen will investigate more local instructors if program is to continue next summer as there is interest in summer tennis in the area.

CENTENNIAL PARK – FREE OUTDOOR CONCERTS – COMPLETED FOR THE SEASON

- We increased the number of performances again this year. We had performances from June 3rd – August 31st.
- Bands included: 14 Wing Concert Band, Sonlight Ministries, Son of Leod, Left of Centre, Matt Lunn & Split Decision, Ruth Manning and the Prospectors, SWIG, Broke with Money and Bob Deveau & the Hi-Lites. Many thanks to the Village Commission for agreeing to provide funding to the bands.
- Those who have attended these performances have thoroughly enjoyed them.

SENIORS FITNESS INSTRUCTOR FALL 2017

Village office is now taking registrations for Older Adult Fitness. Advertising has been placed on Facebook, the Village website, the Aurora and the sign.

VALLEY & SOUTH SHORE RECREATION COORDINATORS & DIRECTORS MEETING

- Glen will be attending Valley & South Shore Recreation & Directors Association Annual Meeting at the Digby Pines on September 24th – 25th. See agenda attached. Glen will not be spending the night but travelling.

TERRY FOX – SUN SEPT 17TH, 2017

- Glen was contacted recently by 14 Wing Greenwood Recreation stating they do not have the capacity to host the Terry Fox Run this year. Glen is in discussions with the Kingston Volunteer Fire Dept. to see if we can partner together to host a Terry Fox Fun Run in Kingston.

KINGSTON CREDIT UNION CENTRE

- Ice to begin installation by Friday Sept 5th.

WEST KINGS HIGH SCHOOL MULTI – SPORT FIELD RENOVATION

- Phase 1 approaches completion. The fencing tender awarded to Eastern Fence should be completed by the Friday Sept 8th. Glen continues to speak with Leo Glavine, Minister of Community Culture & Heritage regarding funding opportunities in order to move phase 2 of the project forward.

RECREATION NOVA SCOTIA ANNUAL CONFERENCE 2017 – Sydney, Cape Breton - Sept. 27th – 29th, 2017

- Glen is unsure yet if he will be attending. Glen is considering the agenda.

STRONACH PARK FITNESS STATION REPLACEMENT

- Public Works have been working on installing a new fitness station called the Bermuda Triangle.
- Glen is investigating having an actual Fitness Station installed.

KINGSTON ELEMENTARY AND PINE RIDGE MIDDLE SCHOOL

- Glen will be working with both schools to continue to provide before and after school physical activity opportunities for youth.
- Glen continues to collaborate with Teachers/EA staff for instructors to provide supervision for recreational programming.
- New Principal at Kingston School and VP at Pine Ridge School.
- After School Programming may include Volleyball, Ball Hockey, Cheerleading, Dance and others.

FRIENDLY NEIGHBORS FORMER LOCATION – POTENTIAL RECREATION STORAGE

- Recreation Department looking at using the former Friendly Neighbors room as potential storage for recreation equipment, etc.



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield

Date: September 6, 2017

Re: Tourism Report

Hours of Operation

The hours of operation for the VIC for the month of August were 9am to 5pm, 7 days/week.

Staff

Summer student Maxim Roy completed his work term on August 31st and expressed interest in returning next year. Maggie Rio will remain until the closing date of September 17th, and may close the centre for a day break.

Statistics for August 2017

Kingston / Greenwood VIC Visitation			Total
Canada			590
New England			17
Other USA			36
Overseas			31
Grand Total			674

Past year's comparison:

August 2016 – 610

August 2015 – 621



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **September 6, 2017**
Re: **Monthly Finance Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

GENERAL OPERATIONS

Through the first 5 months of the year, there are some known variances which can be reported on. Overall, the year end position is expected to be favourable.

Revenues:

Interest Earned (bank interest) is currently \$2,500 higher than budgeted (\$6,400).

Expenditures:

Advertising and float costs totalled \$800 in the Apple Blossom budget.
Village Beautification budget has a favourable variance of \$1,000 (Actual \$3,600)
Parks Repair and Maintenance has a favourable variance of \$4,500 (Actual \$12,800)
Outdoor Concerts has an unfavourable variance of \$200 (Actual \$4,000)
Summer Day Camp currently has a favourable variance of \$500 (Actual \$7,000)

Sewer Operations:

Sludge Disposal currently has an unfavourable variance of \$2,800 (Actual \$27,800)
Collection Maintenance has a favourable variance of \$10,300 (Actual \$4,300)

Committee Appointments

Policy and Finance Committee (2 members)
Steer BBQ Committee (1 member)
Kingston Area Advisory Committee (Chair + 2 members)

NOTES:

Engineering draft design of rail bed forcemain and Greenwood Rd gravity sewer design completed. The forcemain design needs to be submitted to the province for approval due to the location on the rail bed.

Left turn signal – Bridge St and Main St



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DISCUSSIONS

Western Valley Minor Hockey Association Golf Tournament

Does the Commission want to enter the WVMHA Golf Tournament?

September 17th, 9:30am shotgun start

\$480 cost – (team + carts)

Stronach Park fishing

Is this an issue?

Christmas Dinner

Where? When?

Ravenwood Ball Field

Upper field landscaping

Fall Cleanup

Dumpster delivery and pickup \$150.00

Yard Waste cost \$97/ton at Lawrencetown Depot

Leaf only cost is \$0 (at Lawrencetown Depot and at Loomer's)

How many dumpsters? What dates? Particular area to be decided?

Staffs thoughts:

2 bins, one on each side of driveway, at the public works barn

One for leaves only (no pine needles)

One for all other yard waste

Run for two or three weeks, probably in mid October to end

We don't want it to snow prior to completion

Kings Transit

Re-route from Wilmot to Kingston



Municipality of the

COUNTY OF KINGS

Phase 3 - Step 2 of Kings 2050

MPS & LUB ADOPTION
Public Participation Meetings

Sept 11th | WATERVILLE FIRE HALL

Sept 13th | LOUIS MILLETT COMPLEX

Sept 14th | KINGSTON FIRE HALL

2:00 - 4:00pm & 6:00 - 9:00pm

*7:30 - 8:30pm (Facilitated Town Hall)



To learn more visit: WWW.COUNTYOFKINGS.CA