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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MARCH 1, 2017

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Absent

GUESTS:

Peter Muttart – Mayor, Municipality of the County of Kings
Martha Armstrong – Councillor District 4, Municipality of the County of Kings

OPENING

Acting Chair Pierce called the meeting to order at 7:06pm.

REVIEW OF MINUTES

Acting Chair Pierce asked for a review of the February 1, 2017 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF FEBRUARY 1, 2017 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Acting Chair Pierce asked for any business arising from the minutes of February 1, 2017.

Commissioner West asked if the letter had been prepared and sent to the County regarding pursuing a central water system for the village. Clerk stated the letter was ready and hand delivered it to Mayor Muttart.

Commissioner West asked the Clerk about the status of the best rates of interest from the banks regarding GIC rates. Clerk stated the rates are listed in last month's report and that his next step was to contact the banks and request service charge fees and compare the three local banks. He stated he will be sending a report to the banks with a list of all the fees and services that we require and ask for a quote.

Commissioner West asked if a location was decided upon with respect to the Girl Guides' request to plant 25 - 35 trees in the village. After a discussion, Commission asked Commissioner Carter to check with Public Works staff and also contact the Girl Guides to see if the number of trees could be scattered throughout the village.

Commissioner Parsons asked if the surveillance cameras were all installed. Clerk stated they were all operational but that there is still a connection to the Valley Community Fibre Network (VCFN) to be completed.

Commissioner Pierce asked about the status of the property taxes that are in substantial arrears. Clerk stated two properties were up for tax sale with the County originally (Stronach Oils and Greenwood Rent-All). Greenwood Rent-All paid the outstanding arrears at the County, but still owe the Village their portion. Clerk stated that another property in substantial arrears, in last month's report, had paid their taxes in full recently.

CONSENT TO AGENDA ITEMS

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

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

Mayor Muttart provided the following update from the County:

- He is very pleased with the compliment of intelligent people around the Council table all wanting to do the right thing to improve the county.
- He recognizes the different levels of municipal government and the fact that the outliers sometimes don't like the fact that they feel they are being treated as outliers. Villages get certain grants from the county such as gas tax and the outliers don't receive that type of funding.
- County Council is asking for patience and input from the Commissions and public as it will take some time to head in the right direction.
- County is going through their budget process right now and stated that the County has no say in 63% of the money raised from property taxes; it goes to education and protective services. The rest of the budget is in huge demand and Council is trying to gain better control of where it goes.

Mayor Muttart provided an update on the following three Village concerns/requests:

1. Kingston Central Water System Request - County may be able to help in their budget but they could not provide the 20 million plus required for the project. County engineering explained to him that it is not feasible to push the Greenwood water project north since they can't get sufficient supply for both domestic and business use and fire service requirements. Mayor explained the best course of action for the Village would be a combination of one or more of the following: gas tax funding, local commitments, a possible Build Canada grant, Leo Glavine and provincial funding/support; and then if the village could try to line up some funding sources the county could help line those up and

provide project support through their engineering department. He also stated the Utility and Review Board (UARB) would have to be brought onside because the village would require a plebiscite. The UARB would want to know that the residents have some say in the decision. So the Village would have the capital costs and the issue of how to get those, and then once that is accomplished, there are operating costs and you've got to amortize those capital costs which translate to the rate charged to the users. He stated it would be logical to do a phased-in approach and start with the most densely populated area and then build out from there. He stated the County is willing to help and he was prepared to take this item back to council and talk to the engineering department about any of the village's concerns.

Commissioner Pierce stated this has been on the Village's agenda for the past 20 years but to carry those finances is beyond the village's capabilities. He stated most residents are reasonably happy with the water that they presently have in the village. Clerk stated that ideally if the residents located just over the river could join into the Greenwood/County water system it may satisfy the rest of the residents. He stated the fact that the Village of Greenwood has a water system just 3km away and new residents to Kingston are told they are on a sand point or drilled well seems unfair.

2. Satellite Office in Kingston – Mayor Muttart asked what the Village was looking for in terms of services to be offered. Clerk explained since joining with the VCFN the Village could now take tax payments, provide service for permits and office space could be made available for County staff.
3. New Municipal Complex – Mayor stated more information will be forthcoming. He stated in the near future they will have advertised public consultations, an online input capability for the public, input from other partners and input from county staff. The result will be an informed decision in approximately six weeks with possibly the same results or with changes made.

Mayor also reported the RCMP will be building a significant new complex in the New Minas area.

Mayor reported on some budget items which included:

- 7 million for RCMP services
- 2.5 million for Fire services
- 4.3 million for Valley Waste services
- 0.5 million to Kings Transit Bus System
- 1.5 million on Municipal Grants
- 11.6 million on Education

Commissioner Pierce asked about the status of a new Chief Administrative Officer (CAO) for the County. Mayor stated a Request for Proposals (RFP) was issued for a head hunter which will be chosen in a short while. He stated the County is looking for someone with a minimum of a master's degree in Municipal Administration.

Mayor stated they are on a new track which involves close cooperation with municipal partners particularly with internet services.

Commissioner Pierce thanked the Mayor for attending the meeting and for allowing the commission to have this opportunity to express their concerns. Councillor Armstrong expressed that the County will be encouraging public engagement concerning the Municipal Complex. She also expressed a concern that if the Village was not able to connect to the Greenwood water system, a well field would have to be located in the county and therefore there would be the added cost of land.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

As per staff report there was a concern of traces of oil in the sewer treatment plant and staff would like to have a warning mentioned in the next newsletter.

PUBLIC WORKS – See full report

RECREATION – See Full Report

Commission commented there is a strong turnout for programs offered to residents over the age of 55.

Commission agreed they would like to see standardized signage for the parks and open spaces within the village.

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

MONTHLY FINANCE REPORT – See Full Report

GENERAL OPERATIONS

Clerk reported there are minor variances with most budget accounts but overall, the year-end position is expected to be favourable.

Clerk stated the Valley Credit Union returned the Village's leftover portion (\$3,742.35) of the cancelled Arena Curling Partnership Project which will be included in this year's revenues, as the original amount of \$10,000 was expensed previously.

DEPARTMENT OF NATURAL RESOURCES (DNR) LAND PURCHASE

Clerk reported the surveys have been completed on the lands on either side of the abandoned rail bed and the surveys were sent to DNR for approval of the purchase. Included in that survey, was the easement for the Brookside Drive sewer project that had been completed previously.

VILLAGE SEWER BY-LAW

Clerk stated the Village's Sewer By-law amendment was submitted to the Department of Municipal Affairs but they advised it would be rejected as a policy and recommended it be changed to an appendix. It was returned to the Village. Clerk stated he made the

necessary changes and that a motion was necessary to approve the amended sewer by-law to be submitted again to the Department of Municipal Affairs.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER CARTER THAT THE COMMISSION SUBMIT THE AMENDED SEWER BY-LAW WITH UPDATED APPENDIX OF SEWER FEES TO THE DEPARTMENT OF MUNICIPAL AFFAIRS FOR APPROVAL. MOTION CARRIED.

OPERATING BUDGET

Clerk stated there would be a preliminary budget discussion at the end of the meeting with an update on expected revenue changes on the tax roll and other staff identified items. Commission input will focus on setting budget parameters, discussion on existing or new programs, service levels, salary adjustments etc. Contributions to reserves amounts will also be discussed. Commission agreed to hold the next operating budget discussion meeting on Wednesday, March 15th with the proposed budget being released at the April 4th Regular Session meeting. Commissioner Pierce pointed out the date should read April 5th. April 19th will be a public input meeting with advertising done beforehand. The May 3rd meeting will include budget deliberations and approval of the Operating Budget.

DISCUSSIONS:

VILLAGE COMMUNITY CENTRE

Commissioner Pierce opened discussion on the possible need to have some type of a community centre in the village. Commission agreed this could be multi-purpose and include a new library, hall, conference room, classroom, village office. It was decided more discussion should take place with possible partners and some type of feasibility or design could be put in place. In partnering with the community centre idea, land may need to be acquired for this to take place. There is 7+ acres of land behind the Village office and food bank that may be suitable for this, but discussion with the owner needs to take place. Other areas could be at the Steer BBQ grounds next to the arena.

RESIDENT'S DRIVEWAY CONCERNS

Discussion took place regarding Fadi El-Bittar's driveway situation and his neighbouring landowner Scott Peckford. In a private conversation between Mr. Peckford and John Pierce, it was discussed that Mr. Peckford would help Fadi build a driveway from his house to the sidewalk. It would be required that the Village get the Department of Transportation's (DTIR) driveway permits and install the driveway from the curb to the sidewalk. Commission agreed they did not want to set a precedent by incurring costs that were not the Village's responsibility. Clerk will get quote on work to be completed by Village and discuss with Fadi options on how to charge these costs back to him. This possibly could be done through betterment charges.

CORRESPONDENCE

The Village Commission approved the Apple Blossom Festival (ABF) Committee's request to hold its 5km Fun Run and Fitness Fair in the Village of Kingston on Saturday, May 27th, 2017. Recreation Coordinator Glen Abriel would liaise with the ABF Committee, as needed.

CAPITAL BUDGET

Clerk and Commission discussed the proposed Capital Budget. Commissioner Pierce inquired if the Village should be shovel-ready for the Greenwood Road sewer project. Clerk stated the Commission could allocate \$20,000 to the Capital Budget for design of the Greenwood Road sewer project and the KN14 Force Main design. Commission agreed to add this to the Capital Budget for 2017/18.

Commission approved the proposed 2017/18 Capital Budget of \$366,000 in Capital Expenditures.

OPERATING BUDGET

Due to the length of the meeting, the Commission agreed to defer the operating budget discussions to the March 15th, 2017 meeting.

ADJOURNMENT

ON MOTION OF COMMISSIONER WEST THAT THE MEETING BE ADJOURNED AT 9:55PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER