



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

ph 902 765-2800
fx 902 765-0807

January 3, 2018

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, January 3, 2018 at the Kingston Village Office.



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REGULAR COMMISSION MEETING January 3, 2018

AGENDA

1. Review of Minutes of Meeting held December 6, 2017
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
5. Finance Report
6. Discussions
7. Correspondence
8. Capital Budget 2018-19
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 6, 2017

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUESTS:

Martha Armstrong - County Councillor District 4

OPENING

In the absence of the Chair, Vice Chair Pierce called the meeting to order at 7:00pm.

REVIEW OF MINUTES

Vice Chair Pierce asked for a review of the November 1st, 2017 Regular Session meeting minutes.

Commissioner West pointed out that a correction was required in the last paragraph under the heading RESIDENT HUBERT RYAN; it should state 'Chair thanked Mr. *Ryan*' and not Mr. *Hubert*.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 1ST, 2017 WITH THE AMENDMENT. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair asked for any business arising from the minutes of November 1st, 2017.

Commissioner West asked if there was any response yet from Canada Post regarding the letter the Village sent expressing concerns of the changes and downsizing at the Kingston Post Office. Clerk stated there has been no response to date.

Commissioner Pierce asked County Councillor Armstrong if there was any word from the Department of Transportation as to when they will start the traffic count at the intersection of Main St. and Maple St. Councillor stated there has been no word yet.

Commissioner Pierce asked if there was any word from Kings Transit with regard to the Village's request to change the temporary detoured route through Kingston to a permanent route. Councillor Armstrong stated she will find out at the County's next Committee of the Whole meeting on December 19th. Clerk will also check with Kings Transit's General Manager, Steve Foster.

Commissioner Pierce asked if there had been any word from the County on the safety/unsightly issues with the property on Main St. Councillor Armstrong stated the County's By-law Officer has been away but she will ask for an update from him at the next Committee of the Whole meeting on the 19th.

Commissioner Carter asked about the J-Class Road status. Councillor Armstrong stated the County is now referring to J-Class roads as 'Subdivision Roads'. She reported the road list has been re-graded but the majority of councillors do not want to spend any Gas Tax money on subdivision roads. She stated the money was voted to sit in a reserve account for now.

Commissioner West asked about the status of the Legion's request to have their sewer tax lowered. Clerk stated he had not yet looked into their sewer charges.

COUNTY UPDATE – COUNCILLOR MARTHA ARMSTRONG – DISTRICT 4

Councillor Armstrong updated the Commission on the following:

- Hoping in early 2018 to bring positive news from the County regarding water for the village.
- The tender for the new municipal complex closes on Wednesday, December 13th.
- Moving forward with the Land Use Bylaw and Municipal Planning Strategy changes and the planning department hopes to have it in place by next summer.
- Councillors want to commit only to projects that can be completed during their mandate so as not to limit the new council.

CONSENT TO AGENDA ITEMS

Vice Chair Pierce 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:

WASTEWATER – See Full Report

Commission discussed the sewer issue on Balser Drive recently where staff were called out by a resident whose plumber determined the sewer blockage must be in the village's sewer line. Staff had the line dug up and the pipe cut and it was determined that it was blocked with tree roots in the resident's line. Staff asked if a policy should be considered to avoid having to absorb the cost of sewer jobs that end up not being the village's responsibility. Commission agreed a policy may not be necessary at this

time since this is a rare occurrence and decided to have staff continue to determine each situation.

PUBLIC WORKS – See full report

Clerk stated he is still working on getting prices for a trailer.

Public Works staff provided a photoshopped picture of what the suggested retaining wall at the duck pond would look like, size wise and in the desired location, to give the commission a better visual. Clerk stated the estimated cost would be \$50,000. To cut costs the commission provided a few alternate suggestions such as ground cover on the slope to avoid having to mow or whipper snip in the future, building a gabion retaining wall, a wood wall or pouring a concrete wall with patio block on top. Public Works staff is requesting the retaining wall idea be considered as a capital project in the next year or two.

As per report, staff are also suggesting the unhealthy looking blue spruce tree be replaced with another type of coniferous tree. Commission asked that Commissioner Carter, with his background in trees, look at the tree as well and determine its state.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER PARSONS THAT THE VILLAGE MOVE FORWARD WITH THE DECISION TO REMOVE THE BLUE SPRUCE TREE BASED ON COMMISSIONER CARTER'S ASSESSMENT AND REPLACE IT WITH AN ALTERNATE TYPE OF CONIFEROUS TREE. MOTION CARRIED.

Clerk reported there was still \$2,000 in the tree planting budget.

RECREATION – See Full Report

Commissioners reported the Santa Comes to Kingston event went very well. Commissioner Pierce stated it was suggested to him that the Commission consider holding the Santa Comes to Kingston event on Saturday afternoon rather than Friday evening. Commissioners discussed the fact that the parade wouldn't be as appealing without the lights at night. Clerk reported the village doesn't run the parade and that there have been complaints that the parade is held on Pine Ridge Ave and not Main St., which is due to the fact that the Department of Transportation won't allow a parade on Main St between 5:30pm and 6:00pm. Commissioner West stated she is in favour of a daytime event for Santa Comes to Kingston even if it means not having a parade.

Public Works staff were planning to start building the outdoor ice rink today.

Commissioner Pierce stated the New Year's Eve event was hoping to get another attraction for outdoors to replace the horse and wagon rides such as tractor/wagon rides or a bouncer. Commissioner Parsons offered to loan the committee a bouncer for the evening. Commissioner West confirmed she and Karl West will volunteer to work the New Year's Eve event.

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

MONTHLY FINANCE REPORT – See Full Report

General Operations

Clerk stated through the first 8 months of the fiscal year there are some known variances to report on but that overall the year end position is expected to be favourable.

Revenues

Clerk reported he usually budgets low on Interest Earned and the account is currently at \$7,600 on an annual budget of \$8,500 and expects it to be approximately \$10,000 at yearend.

General Expenditures

Clerk reported on the following favourable variances thus far:

- Banking Fees - \$1,100 due to the reduction of banking fees
- Streetlight Electricity - \$2,000
- Village Maintenance - \$31,800

The Village has not yet received the bills for the leaf/yard waste disposal bins.

Sewer Operations

Collection Maintenance is currently under budget by \$16,400.

Monthly finance report was received as presented.

CLERK'S DISCUSSIONS:

Utility and Review Board (UARB)

Clerk reported the land cost for the property, which was expropriated by the Village for a new sewer lift station, was determined by the UARB to be \$35,000 and the injurious affection claim to be \$12,000 for a total cost of \$47,000 for the Village. Clerk stated money was saved by the Village by not having an engineer on site for the duration of the project. Clerk also stated this lift station will support all of east Kingston's future developments. In the end the Commission was shocked that anyone would value that swamp land at \$35,000. After a discussion the Commission agreed to have Clerk arrange a meeting with the solicitor to discuss fees charged by both lawyers. All Commissioners are invited to attend.

Needs Assessment

Clerk stated the initial meeting was productive and he will be contacting other municipal governments for their experiences with needs assessments. The next meeting will be at the Village Office at 7pm on Monday, December 18th.

CIBC Bank Closure

Clerk stated with the news of the CIBC Kingston Branch closing its doors May 10th, 2018 he is contacting other banks to possibly fill the vacancy. The notice that was sent to the Village and out to the public noted there will be a community meeting at 7pm on January 25th at the Kingston Legion. Commissioner Pierce and Commissioner West will attend. Staff will advertise on social media.

Bill 10 Municipal Government Act Changes

Villages will be required to:

- Adopt an expense policy and a hospitality policy
- Adopt a code of conduct
- Complete quarterly hospitality expense reports and post online
- Complete quarterly expense reports for Commissioners and Village Clerk and post online
- File an annual summary report with the Minister of Municipal Affairs by September 30th

Clerk stated he will have to create a code of conduct for Commissioners and a code of conduct for staff. The Province would not create the document because they do not want to hold the liability.

Bill 59 – An Act Respecting Accessibility in Nova Scotia

Clerk reported this act requires that villages have an accessibility committee and the group may work with other organizations to create an accessibility plan. Clerk will keep Commission apprised of the requirements as the information is presented. The Village will have to present a plan to the province. It will affect municipal buildings and meetings will have to be accessible to all which would include.

Property Tax Sales

Clerk stated there are two properties that are still eligible for tax sale, even though a recent partial payment was made to both accounts. Clerk will send out letter of tax sale to one property owner at the end of January 2018 and the proceedings for the other property cannot begin before June 30th, 2018.

Municipal Finance Corporation (MFC) High Interest Savings Account (HISA)

Clerk stated the Municipal Finance Corporation has created a high interest savings account program with CIBC with interest rates of Prime less 1.60% with a balance of up to \$24.9 million with the flexibility of withdrawing or depositing at any time.

Trails Assessment

Clerk reported the Recreation Coordinator, as well as Commissioners Pierce, Holmesdale and Carter, attended this meeting with Mike Trinacty regarding trails. Mr. Trinacty talked about the trail in Kingston and explained that the maintenance being done by the members of the Kings County Trail Society is not going to be able to

continue since their members are getting older. Since the maintenance needs to continue he suggested that the Municipal governments might want to get more involved in maintaining their section of trail with better signage etc. Commissioner Carter also suggested meeting with the local businesses to get an idea of what they might want for signage. Clerk suggested creating a map/directory for the trail to promote the businesses. Clerk will send along the PowerPoint presentation once it is received. Clerk stated he would like the Village to be able to decide where to put the signs but that the maintenance such as grading and pot holes could be done by the Snowmobile Club. The signage can also be provided to the Village.

Capital Budget

Clerk provided the tentative capital budget meetings schedule and asked that the Commission think about new capital project ideas for the next meeting that haven't been included in past budgets. The upcoming needs assessment's dollar value should be more finite by January or February. Clerk stated he reached out to many other municipalities for advice and was told to communicate with Meg Cuming at Kings County. Engage NS advised the Village to lump everything as one large community assessment to get ACOA funding.

CORRESPONDENCE:

Kingston / Greenwood Community Health Board (KGCHB)

Vice Chair Pierce stated the Village received a copy of a letter that KGCHB had sent to the Minister of Community Services which emphasized a concern for affordable and supportive housing in rural Nova Scotia.

CIBC Kingston Branch Closing

Clerk stated the Village received notification from CIBC that they plan to close the Kingston Branch on May 10th, 2018 and that they will hold a public meeting at the Kingston Legion on January 25th. He stated he is doing a bank services comparison analysis and also comparing services costs with other banks. A decision may have to be made in the spring as to which bank the Village will deal with.

DISCUSSIONS:

Commissioner West suggested the idea of celebrating the Kingston businesses and valuing them more highly by presenting them with personalizing Christmas cards. She offered to write a personalized message on each card and the cards could then be divided among the Commissioners and hand delivered to all of the local businesses. Staff will provide a business list and address information and once the cards are prepared, the Commissioners agreed to visit the businesses and hand deliver the cards.

ADJOURNMENT

**ON MOTION OF COMMISSIONER CARTER THAT THE MEETING BE ADJOURNED
AT 9:30PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 3, 2018**
Re: **Environmental Services Report**

Dec 12 new pumps were received from Xylem for the treatment plant lift station. Pumps were sent with the wrong discharge flanges and the wrong lifting handles. Wastewater staff notified Xylem and the correct parts were sent and installed by staff. Electrician was called and pumps were installed Jan 3rd. The 2 pumps removed from station will be used as back-up spare 600V pumps.

Trees and underbrush was cut on sewer easement line from behind the denture clinic west to the trailer court lift station. Easement right-of-way had grown up over the years and needed to be cleared to have better access for inspections and maintenance. Wood chipper was rented and brush was grinded on site. Chipper was also used to grind brush that was cleared earlier in the fall on sewer easement line behind Avery' Farm Market.

KN-14 Omni Site crystal ball has not been relaying daily pump data since Dec 19th. The Panel Shop was notified in the New Year and is checking into problem with Omni Site. This does not mean that the station is not working, just lack of data.

Day to day maintenance is ongoing at the treatment plant but has been a little more challenging with sub zero conditions and snow clearing. Automatic bar screen at the treatment plant jammed up because of broken spring and caused unit to be stuck in one position sometime over night. Treatment plant staff removed bent arm that spring was attached to and restarted unit. New springs were ordered and received and are in the process of being installed.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 3, 2018**
Re: **Public Works Report**

Dec 7 Public Works staff installed frame work for outdoor rinks. Dec 8 bladders were installed and staff booked the Kingston District Fire Department (KDFD) to fill the same day. 5000 gallons of water was used to fill each rink which was 10,000 in total and four loads of water. Staff would like to thank Alan and Terry Hearn from KDFD for their time. With the cold temperatures leading up to Christmas the water froze solid and Public Works staff opened rinks on Christmas day. There has been steady use since opening and users have been clearing the ice for the most part on their own.

Ice thickness on the duck pond at Stronach Park has been monitored by staff and ice is 6 inches thick which is safe to go on. However, continued snow on the spring fed pond has turned to slush underneath and is hard to clear manually. This is normal for the pond as it freezes in layers and with this week's storm forecasted it is likely that we will have to wait until the time and condition is right before opening to public. If snow persists there is the possibility that pond will not open for quite some time and this is one of the reasons the decision was made to create an outdoor rink.

Public Works staff picked up wagon from Dempsey Corner Orchards Farm for the wagon rides on New Year's Eve. Christmas lights were hung on sides of wagon and new compact generator recently purchased was placed in front bucket of tractor to help illuminate trailer. Kubota tractor was used to haul wagon. Wagon was returned Jan 3rd.

Sidewalk snow removal and salting and sanding have been ongoing and since Christmas due to the fact there has been snow removal every day. Winter seasonal employee has been extremely busy with little time off. Public Works staff would like to take this opportunity to remind the commission that staffing needs to be addressed especially with talk of adding another kilometer of sidewalk. Public Works understands the future planning of the Village is being discussed and is complex, but having more public works staff has been brought up over the last five years. The perfect example of minimal staff was this Christmas. With some staff on vacation it leaves 2 employees, one of which is full time on sidewalks and this leaves one person in charge of everything else such as ice rink maintenance, treatment plant, lift stations, snow removal, preparing for New Years Eve, etc. Thankfully there were no major problems.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **January 3, 2018**

Re: **Recreation Report**

ADULT TAI CHI 2018

- Instructor Luitgard Budd will begin Tai Chi instruction for Tai Chi at on Monday January 8th @ 6:30pm.

SENIORS FITNESS 2018

- Senior Fitness Classes with Helen Malo going smoothly – averaging 25 participants. Classes will start up on Tuesday Jan 9th at the Kingston Legion.

WEST KINGS HIGH SCHOOL RENOVATION PROJECT – FEASIBILITY STUDY

- Update and progress meeting will be set for early January 2018.

OUTDOOR RINK PLANNING 2018

- Please see Public Works report.

NEW YEARS EVE – THURS DEC 31ST 6PM – 9PM – CREDIT UNION CENTRE

- Many thanks for all those who were able to attend and assist with the event. Numbers were down slightly due to the cold weather, although the event was enjoyed by all in attendance. Tractor & wagon rides were a great success with the donation of a wagon from Dempsey Corner Orchards farm. The Upper Room Food Bank received 256 lbs in food donations and \$280 in monetary donations from the event.
- Many thanks to the Kingston Lion's Club for again taking care of the delicious chili.

PINE RIDGE MIDDLE SCHOOL COMMUNITY VOLLEYBALL

- Tuesday evenings from 7:00pm-8:30pm

ADULT SKATING – MONDAYS 10:30AM - NOON

- Mondays at 10:30am – averaging 8-10 participants.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

- In partnership with provincial funding, the Kingston Credit Union Centre has been able to offer free public skating on full and half day In-service days for youth, which have been well attended by students. Also, on Saturdays the arena has been able to offer FREE public skating from 5:30pm-6:30pm, which has attracted up to 60 participants. As well, over the Christmas break the arena was open from 12:30pm to 2:30pm each day.

CANADA SUMMER JOBS – NOVA SCOTIA PROVINCIAL STUDENT ASSISTANCE FUND

- Recreation department will be applying to the Canada Summer Jobs for summer day camp student funding.
- Recreation department will be discussing with arena board members the possibility of applying for funding on behalf of the Credit Union Centre for a summer student to assist with arena renovations, maintenance & potential summer programming.

GENTLE YOGA – FOR ADULTS

- Recreation department has been in discussion with a Gentle Yoga instructor regarding the possibility of adding an additional couple of classes per week at the Kingston Legion for Gentle Yoga.

ACTIVE KIDS HEALTHY KIDS – 2018 FUNDING PROGRAM

- Recreation department will be working towards getting funding applications and information out to potential applicants throughout the western Kings County communities. Application deadline is end of February 2018.

MARCH BREAK DAY CAMP 2018

Recreation department will be hiring two students to implement March Break Day Camp activities and supervision. March Break is March 12th to the 16th. Recreation department will be planning all activities.

SNOW SHOE LOANING 2018

- Snow Shoes will be on loan again this year. Recreation Department has already loaned out 3 pairs for residents.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 3, 2018**
Re: **Monthly Finance Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

Through the first 9 months of the year, there are no new variances which can be reported on. Overall, the year end position is expected to be favourable.

CLERK'S DISCUSSION

Utility and Review Board (UARB) Decision – Re: Expropriation

Legal Costs Discussion – re: email from solicitor Tyler Pulley

Department of Natural Resources (DNR) Land Purchase

Approximately 10 years ago, the Village of Kingston put forth an offer to DNR to purchase the lands on each side of the rail bed trail. Due to changes in staff this project was only partially completed. We have now submitted the final requirements (a legal survey) to DNR and should be receiving the paperwork to purchase in the coming weeks. Purchase cost will be forwarded to us with the paperwork.

Bill 10 – Municipal Government Act (MGA) Changes

The Commission and, in particular, the Policy and Finance Committee, need to:

- Create a hospitality policy (Kingston currently does not have one)
- Update our expense policy, which is currently included in our Human Resources Policy (should probably remove and have a separate policy)
- Adopt a Code of Conduct for commissioners, we currently have a code of conduct policy which is included in our HR policy, but it includes employees as well. There should be a separate Code of Conduct for commissioners.

Property Tax Sales

Assessment Account # 04726464

Greenwood Rent-All 2002, 329 Main Street, Annual Taxes: \$ 901.63

Original Balance Owing: \$3,845.55

Current Balance Owing: \$2,125.90

The partial payments do not negate the requirement for tax sale

Capital Budget

- See end of meeting

Capital Budget Tentative Schedule

January 3, 2018 – Regular Commission Meeting

Prioritize projects based on urgency and Village Commissioners' goals

February 7, 2018 – Regular Commission Meeting

Capital Budget Analysis and Discussion, re-organize, if necessary, any projects based on financial considerations

March 7, 2018 – Regular Commission Meeting

Capital Budget Approval, can defer to April 4, 2017 Regular Commission Meeting if more discussion is needed.