



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

ph 902 765-2800
fx 902 765-0807

February 7, 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, February 7, 2018 at the Kingston Village Office.



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REGULAR COMMISSION MEETING February 7, 2018

AGENDA

1. Review of Minutes of Meeting held January 3, 2018
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Apple Blossom Festival
5. Finance Report
6. Policy and Finance Committee
 - i. Credit Union Centre Gala Dinner
7. Discussions
8. Correspondence
9. Budget 2018-19 – Operating and Capital
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JANUARY 3, 2018

COMMISSION:

Don Holmesdale
John Pierce
Bruce Carter
Paul Parsons
Muriel West

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUESTS:

Martha Armstrong - County Councillor District 4

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the December 3rd Regular Session meeting minutes.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF DECEMBER 3RD, 2017. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair asked for any business arising from the minutes of December 3rd, 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 still been no response to date.

Commissioner West asked 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 Armstrong 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. Clerk checked with Kings Transit's General Manager, Steve Foster

who stated the ridership on the old route is 15 and the new route would only have 10. Manager indicated he would like to see the old route stay the same but stated since the route goes through Annapolis County, they would have to be consulted. Commission agreed to send a letter to Annapolis County with a request to have the detoured route from last fall become a permanent one.

Commissioner Carter reported he examined the blue spruce tree in the center of town and deemed it to be healthy. Commission agreed to plant another tree for Christmas light decorating such as a balsam fir.

Commissioner Carter asked Councillor Armstrong if the tender had been awarded on December 13th for the new Municipal complex. Councillor Armstrong stated there had been a few extensions and that the award date was changed to January 10th.

Clerk stated, with the impending closure of the CIBC bank in Kingston, he contacted the branch manager of TD Bank in Kentville and she stated she wasn't certain TD would be interested in opening a branch in Kingston. Clerk also posted a message on Facebook and tagged the Credit Union, Bank of Montreal, and TD Bank which is seen by over a million people.

CONSENT TO AGENDA ITEMS

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

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

COUNTY UPDATE – COUNCILLOR MARTHA ARMSTRONG – DISTRICT 4

Councillor Armstrong updated the Commission on the following:

- Last night's agenda items included a motion from Scott Quinn, the County's Manager of Engineering and Public Works, for County to spend \$30,000 on a feasibility study for a water system in Kingston. It was discovered by County that all wells in Greenwood are on the same aquifer and they were not able to locate any back-up wells. They felt that if anything should happen to their present water source, there should be a back-up system in place, and the best place to look for a good water source is the north mountain. The study is subject to approval by council and, if approved, it would just go on as a line item in the upcoming budget.

Commissioner Parsons asked if the County would move forward with the water system if the study is approved. Councillor Armstrong stated she believed so, but that a plebiscite would have to take place and it would then have to go to the Utility and Review Board which could take a few years. Outside funding sources would also have to be sought out. The system would be under the umbrella of the county-run Greenwood water system. Chair Holmesdale stated he would like to have a tour of the Greenwood water system. Councillor Armstrong advised the Commission to send a letter to County requesting a tour. Councillor

Armstrong also stated that since the north mountain is a possible water source and is in Councillor Hirtle's district, he was wondering if he could sit on Kingston's Planning Advisory Committee. Commissioner West asked about the legalities of this request. Clerk will look into it for next meeting.

COMMITTEE REPORTS:

WASTEWATER – See Full Report

PUBLIC WORKS – See full report

Commissioner West commented that the outdoor rink looked great, the sidewalks during all the snow were immaculate and the Christmas lights looked beautiful this year in the downtown area.

RECREATION – See Full Report

Chair stated Recreation Coordinator Glen Abriel and Commissioner John Pierce did an excellent job planning and implementing the 2017 New Year's Eve event. Local businesses, who were very generous with their support of the event, as well as volunteers, once again helped to make it a successful event. The fireworks, which lasted a good 10-12 minutes, were particularly popular this year. Commissioner West suggested that for next year the balloon animal making should finish up at 8:30pm to allow the volunteers to view the fireworks and the cleanup crew to begin cleaning.

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

MONTHLY FINANCE REPORT – See Full Report

General Operations

Clerk stated through the first 9 months of the fiscal year there are no known variances to report on and that overall, the year end position is expected to be favourable.

Monthly finance report was received as presented.

CLERK'S DISCUSSIONS:

Utility and Review Board (UARB) Decision

Clerk reminded the commission that 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 valued at \$35,000 and the injurious affection claim to be \$12,000 for a total cost of \$47,000 for the Village plus legal fees – total costs yet to be determined. After a discussion, the Commission decided that as much as they disagreed with the way it all transpired they agreed to pay the costs.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER WEST THAT THE VILLAGE AGREES TO PAY ALL FEES DETERMINED BY THE UTILITY AND REVIEW

BOARD AND ALL LEGAL FEES USING CAPITAL RESERVES TO A TOTAL NOT EXCEEDING \$75,000. MOTION CARRIED.

Bill 10 - Municipal Government Act (MGA) Changes

Clerk stated the new Code of Conduct Policy will be designed specifically for the Commission and can be signed by all Commissioners at each annual general meeting. There will be a separate Code of Conduct for employees. The Policy and Finance Committee is in the process of updating the Village's Expense Policy. The MGA also requires that all Villages adopt a Hospitality Policy.

Department of Natural Resources (DNR) Land Purchase

Clerk stated he expects to receive the documents from the Department of Natural Resources within the month for the purchase of land next to the rail bed trail. Commissioner Pierce asked if the Village was committed to purchasing the land in the event the price is too high. Clerk stated there is no commitment to purchase.

Capital Budget

The prioritizing of the budget will take place next meeting. After a discussion the Commission agreed to hold an additional meeting, before the next regular session meeting, on Thursday, January 11th at 7pm to discuss capital projects. Clerk will ask wastewater supervisor to attend.

DISCUSSIONS:

Commissioner West asked if the Village could make a request to the Department of Transportation for a No Exit sign for Prince Street. Clerk will make request.

Chair Holmesdale stated there will be a Steer BBQ meeting at 6:30pm on Tuesday, January 9th at the Lions Hall.

Commissioner West stated she has noticed a consistent problem of grocery carts being removed from the Superstore grounds and then left abandoned in various locations around the Village, predominately on Lincoln Street. She has also noticed them in the wooded area at Centennial Park. She stated she would like to discuss some possible solutions such as writing a letter to the Superstore. After a discussion the Commission decided it would be best to call the store whenever a cart is spotted. Clerk can also contact the store at peak times, such as the Steer BBQ, when it is more problematic.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 9:23PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 7, 2018**
Re: **Environmental Services Report**

Oakhurst subdivision lift station was tripping out on pump 2 overload over the last couple of months. Pump was removed from sump and new impeller and wear plate assembly was installed by Wastewater staff. This is an ongoing problem with square stations because of grit problems, even though stations are cleaned twice a year. Impellers get jagged edges because of grit causing rag-like material to fetch up and trip pump out. Flygt N-Pump Series are designed to pump rag/string like material but not when impeller becomes jagged. There is an option for harder steel and may be considered when restocking this item.

As reported last month, KN 14(newest lift station East Main St) was having problems with Omni Site controller not recording pump data information. Device was turned off and rebooted and has been recording pump data since.

The Panel Shop is scheduled to arrive next week to install heater in KN-12 panel that was upgraded last fall. Wastewater staff will also have them check out an ongoing nuisance call from KN-3 indicating a Phase Failure problem with incoming power. Panel Shop installed panel in 2016 and staff have been receiving the Phase Failure call since intermittently.

Wastewater Treatment Plant Manager filed annual Sewer Treatment Plant report with the Monitoring and Compliance division with the Provincial Department of Environment. Quarterly reports were filed online with Environment and Climate Change.

Village Office has been in touch with local engineers to meet with the Village Clerk and Wastewater Manager to discuss capital sewer projects at the treatment plant and the lift station replacement in front of the RCMP station. Meeting day has not been set to date.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 7, 2018**
Re: **Public Works Report**

Sidewalk snow removal has been steady since last report, even with the up and down temperatures. Parts for the MT Trackless snow blower were ordered and installed by Public Works staff. Blower is the same age as the MT and has been practically rebuilt from the gear box up by staff. Discussions between the Village Clerk and staff resulted in an agreement that a new 60 inch blower should be considered for capital budget replacement. The old blower can be kept for a spare and traded with MT when unit is replaced in the future, as discussed at the last capital budget meeting. The MT Trackless has only 1800 hours on it and is strictly used for sidewalk snow removal only. New snow blower was priced with Saunders's Equipment.

Outdoor ice rink maintenance has been ongoing and somewhat challenging with snow storms after mild spells, creating slush on rink surfaces and people going on ice when closed sign is posted. Ice thickness at the duck pond has been monitored and pond was opened for skating briefly for a 3 day period. Again, up and down temperatures have made it difficult to keep pond open for public skating.

Feb 2nd Public Works staff had a meeting with Jennifer Latham to discuss different flower options including trying something a little different with the hanging baskets. Options include using Million Bells for 10 of the 18 hanging baskets in which this type would be used only on the black street light standards in the downtown core. The other 8 would be Wave Petunia which hang by themselves on individual poles along Main St. Suggestions or opinions from commissioners are welcome.

Public Works staff contacted Bill Bunyan of Signs & Designs for price to replace existing Welcome to Kingston Signs. This information was forwarded to the Village Office Administrative Assistant and other pricing is being sourced by Janice along with possible design options.

Truck box sander discussed at last capital budget meeting was sourced and priced locally at \$4500.00, which is \$1500.00 less than original price of \$6000.00 presented at capital budget meeting. Tailgate spreaders were researched by staff but these spreaders are strictly for salt. Public Works staff would like to encourage commission to trust staff recommendations as we have the most experience and would not ask for something unnecessarily. An example of the need for this equipment was last Friday when there was only one Public Works staff on and all gravel areas, plant, duck pond,

parking lot and barn driveway had to be sanded by hand. This was over a 2 hour process. It should also be pointed out that staff requested this item 10 years ago when the decision was made to do our own sidewalk snow removal. This item was put on hold because of the huge capital purchase of the MT Trackless with attachments costing \$140,000.00.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **February 7, 2018**

Re: **Recreation Report**

MARCH BREAK DAY CAMP 2018 – MON MAR 12TH – FRI MAR 16TH

- Initial communication with Alxys and Emma indicate both will be back to work the March Break Day Camp.
- Recreation Coordinator has been planning the activities for the camp.

ADULT TAI CHI 2018

- Adult Tai Chi at Kingston School on Mondays & Thursdays - Mondays for beginners & Thursdays for advanced. Continues to be 8-10 participants per class.

SENIORS FITNESS 2018

- Senior Fitness Classes with Helen Malo going smoothly – averaging 20 - 25 participants. We have offered participants three different pay options to try and accommodate folks on a fixed income.
 - A 10 class punch card
 - A total session fee split payment
 - Paying the total session fee up front

WEST KINGS HIGH SCHOOL DAVID MORSE RENOVATION PROJECT – GRANT APPLICATIONS

- Recreation Coordinator has met with Leo Glavine and Colin Fraser regarding this project in January. Leo has made the completion of this project an election platform promise.
- Recreation Coordinator applied on behalf of the School for Major Communities Initiative from the County of Kings on Jan 26th.
- Recreation Coordinator has applied for the Provincial RFD Grant on Mon Feb 5th.
- Recreation Coordinator will be awaiting direction from Leo's office regarding how to go about securing Federal funding, although MP Colin Fraser was very supportive of the project during the meeting.
- Recreation Coordinator has also had casual discussions with Kings County Councillors regarding this project.

OUTDOOR RINK PLANNING 2017/18 – STRONACH PARK DUCK POND

- Please see Public Works report.
- Outdoor rink maintenance has been challenging due to the weather, however when the weather has cooperated the rinks have seen a high level of participants utilizing the outdoor ice surfaces.
- Recreation Coordinator continues to take time when necessary to assist with shoveling or blowing snow off of all ice surfaces as needed.

NEW YEARS EVE – SUN DEC 31ST 6PM – 8:30PM – CREDIT UNION CENTRE

- Many of the NYE donations have been received with one or two outstanding.

PINE RIDGE SCHOOL COMMUNITY VOLLEYBALL – TUESDAY EVENINGS 7-9PM

- Due to school cancellations on Tuesdays there has been no Volleyball since the first week of January but those participating are looking forward to continuing.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Mondays at 10:30am – averaging 12 participants.

KINGSTON LEGION – 2018 CHASE THE ACE – SATURDAYS 1PM – 3PM – DRAW AT 3:30PM

- Kingston Legion branch 98 is still hosting a Chase the Ace fundraiser for 2017/18.
- Continuing every Saturday until the Ace is drawn.
- Legion donated \$10,000.00 thus far towards West Kings High School Field renovation.



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: February 7, 2018
Re: Apple Blossom Report

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION

The Kingston Apple Blossom Festival (ABF) Committee members have been discussing plans for the 86th Apple Blossom Festival, which have included advertising for a Leadership Candidate, a Child Attendant and possible parade float ideas.

One change that the Apple Blossom Festival Board made this year is the candidate can now be 18 years of age by May 1st 2018 instead of December 31st 2018.

The Kingston ABF Committee has placed ads in both the Annapolis Valley Register and The Aurora Newspaper seeking potential candidates. The advertisement is also on the Apple Blossom Festival's home webpage, the Village's home webpage, on social media and on posters. The deadline to receive applications is February 28th, with no date extensions.

If there are no candidates this year, a parade float could still be built on the new trailer with a Steer BBQ theme, and many decorations are still available from a previous Steer BBQ float.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **February 7, 2018**
Re: **Monthly Finance Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

Through the first 10 months of the year, there are several new variances which can be reported on. Overall, the year end position is expected to be favourable.

REVENUES

Sewer User Fees have an unfavourable variance of \$2k, this can be attributed to the lower than expected sewer flow from OH Armstrong Foodservices. Revenues from Kings County have a favourable variance of \$5k due to County sidewalk funding for the Pine Ridge Project.

EXPENSES

Festivals and Events Funding is currently at \$1,650 of \$3,000 budget.
Parks Repair and Maintenance is currently \$11K under budget.

CLERK'S DISCUSSION

Department of Natural Resources (DNR) Land Purchase

Letter of Offer has been received from DNR. We have until February 17th, 2018 to accept or reject it.

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

CIBC Letter

Commissioner Muriel West has submitted a letter for review by the commission.

Sander – Truck #2 (Dave's)

Public Works is requesting the purchase of a salt/sander for the new truck. This sander would fit in the truck box. The sander preferred is from Rick Balsor Welding for \$4,500+HST. The Village is in a strong financial position and it would present little impact

to our finances. This purchase would allow staff to provide better coverage of our parking lots and specifically our sewer treatment plant area and driveway which can be quite hazardous during the freeze/thaws.

Fencing

We have received a quote from Eastern Fence for several little projects around the village. These projects include widening the gate at the lower field in Ravenwood to be able to complete the field reparations next fall. Installing a man gate at the tennis courts to prevent access when we close the rinks/tennis courts. Installing a man gate at the rec-hut playground to alleviate safety concerns with children running near the road. Repairing a section of fence at the rec-hut playground. These would be completed prior to March 31, 2018 to keep them in this year's budget.

Cannabis

Discussion on impact to the Village of Kingston and its residents.

Kingston Area Advisory Committee

Brian Hirtle's request to be on the committee.

Budget Tentative Schedule

February 7, 2018 – Regular Commission Meeting

Operating Budget – initial discussion on budget priorities

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

March 7, 2018 – Regular Commission Meeting

Operating Budget – Preliminary base budget discussion

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

April 4, 2018 – Regular Commission Meeting

Operating Budget – Proposed 2018-19 Operating Budget released

Capital Budget – Deliberation and Approval

April XX, 2018 – Special Budget Meeting - Operating Budget Deliberations

May 2, 2018 – Regular Commission Meeting – Approval of 2018-19 Operating Budget