



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

ph 902 765-2800
fx 902 765-0807

April 4, 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, April 4, 2018 at the Kingston Village Office.



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REGULAR COMMISSION MEETING April 4, 2018

AGENDA

1. Review of Minutes of Meeting held March 7, 2018
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. Operating Budget 2018-19
7. Discussions
8. Correspondence
9. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF MARCH 7, 2018

COMMISSION:

Don Holmesdale
John Pierce
Bruce Carter
Paul Parsons
Muriel West

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Absent

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the February 7, 2018 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF FEBRUARY 7, 2018. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Commissioner Pierce stated he would provide the Clerk with a contact number for Frank McKenna to obtain a mailing address for TD Bank.

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.

COMMITTEE REPORTS:

WASTEWATER – See Full Report

PUBLIC WORKS – See Full Report

Commission suggested applying for funding for the summer student seasonal public works position next year, even though it has been unsuccessful in past years.

Clerk reminded the Commission that the 3 year downtown snow removal contract is up this year and will be tendered again later in the year.

RECREATION – See Full Report

Commissioner Carter pointed out a correction in the report that the Soup Lunch at the United Church takes place every Wednesday rather than every 2nd Wednesday.

Commissioner West stated she attended the Steer BBQ meeting on February 20th and that it was well attended. It was suggested that an invitation go out to the new King Lion, Rick Acker, to see if he would like to attend the meetings. There are plans to have the Domino Man back this year and suggestions of more interactive activities. Commissioner Pierce stated he will be canvassing businesses earlier this year and therefore hoping to have the posters ready by June 1st.

APPLE BLOSSOM REPORT

An application was received from Riley Rowan so she is the 2018 Leadership Candidate for the Village of Kingston and she will be accompanied by her Child Attendant Bridget Ward.

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

MONTHLY FINANCE REPORT – See Full Report

General Operations

Clerk stated there will be a surplus at the end of this fiscal year.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER CARTER THAT THE PROJECTED SURPLUS, OF NO MORE THAN \$100,000, AT YEAR END BE TRANSFERRED TO THE CAPITAL RESERVE FUND FOR FUTURE NEEDS. MOTION CARRIED.

Capital Budget

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PIERCE THAT THE 2018/19 CAPITAL BUDGET WITH GROSS EXPENDITURES OF \$499,000 BE APPROVED; GAS TAX OF \$275,000 TO BE USED AND THE REMAINING \$224,000 TO BE FUNDED THROUGH CAPITAL RESERVES. MOTION CARRIED.

Operating Budget

Clerk provided Commission with the two page budget report. Commission agreed they would like to see an "Actual to Date" column added next to the Budget 2017/18 column. Clerk will email Commission a revised report with a year to date numbers column.

Clerk asked Commission if they would like to have another meeting before the budget booklet goes out to the public. Commission agreed it was not necessary and that if they have any questions once the Actual to Date numbers are emailed out, they will contact Clerk.

Monthly finance report was received as presented.

DISCUSSIONS:

Chair Holmesdale asked Commission for a suitable timeframe for approving letters that are sent to them from the office. Commission agreed that 48 hours was sufficient time to respond.

CORRESPONDENCE

Foodbank Thank You Card

Chair Holmesdale stated the Village received a thank you card and receipts from the Upper Room Foodbank for the donations they received from the Santa Comes to Kingston and New Years Eve events.

Annapolis County / Kings Transit Letter

Chair stated the Village received a copy of a letter sent by the County of Annapolis to Kings Transit which included a motion from their February 20th meeting to request a report and response back for consideration of options to provide bus service to both parts of the east end route from Kingston to Middleton.

Lions Charter Night Banquet Invitation

Chair stated he received an invitation and will attend the 57th Annual Charter Night Banquet of the Kingston Lions Club on Saturday, April 21st at 6pm.

Library Staff Retirement Party

Clerk stated the Village received a letter from Emily Leeson, daughter of Andrea Leeson, Manager of the Kingston Library, which stated Andrea is retiring after 30 years. In the letter she stated there will be a retirement party on Thursday April 19th from 4:00pm to 7:30pm and the Commission and staff are all invited. It will take place at the Library and she requested that it carry out into the Village conference room. She also wondered if the Village Commission would consider providing a cake and other refreshments. The Commission agreed to approve a budget of \$200 which would include a large cake, flowers and a gift.

Village of Greenwood - Spur Line Development

Chair Holmesdale stated there will be a presentation on Thursday, March 8th at 7:30pm at the Kingston Village Office.

ADJOURNMENT

ON MOTION OF COMMISSIONER CARTER THAT THE MEETING BE ADJOURNED AT 8:59PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 4, 2018**
Re: **Environmental Services Report**

March 10th Wastewater staff received call from Omni-Site indicating a pump was tripped out on overload at KN-7 lift station on Shawn Dr. Pump was pulled and removed from station because shaft was seized up and impeller would not turn. KN-7 was on our capital plan to replace pumps in 2019 but because station is down to one pump, the already approved capital budget had to be added to. The village clerk was notified and the Village Commission was briefed on the request to include new pumps in 2018 capital budget. Consent was given to proceed and pumps were quoted and ordered immediately with an 8-9 week delivery time. Wastewater staff had noticed long pump run times while observing station profiles daily over the last year, which was likely the case of worn impellers and bearings. Pumps are at least 15 years old.

Wastewater manager contacted the MPWWA, which is the organization most wastewater operators in Atlantic Canada are members of and receive wastewater operator training for CEU's to maintain and acquire certification for the level of treatment of the facility employed at. The new third fulltime employee will attend a Wastewater Treatment and Wastewater Collection Core course offered to new members in the field, as needed. Practical training over the next year will then allow employee to gain experience before starting the process of writing the exams for Level 1 and level 2 Wastewater Treatment, which is the level needed for the Village of Kingston treatment plant. The course will also include Sewer Collection, including lift stations, sewer lines, and manholes which Jeff has already started with the practical training in that.

March 27th Wastewater manager had an onsite meeting at the treatment plant with ABLE Engineering to discuss the clarifier parts replacement job as per capital budget for 2018. The Smith & Loveless manual was reviewed along with pictures of parts that need replacing. Copy of manual and pictures were sent to engineers to help prepare tender. At the same time, engineers visited the RCMP lift station replacement job. Engineers took elevation shots of the general area of construction and discussed size of new sump and the possibility of leaving old station for a back-up over flow sump during loss of power. That option will be reviewed by staff after design is received.

Daily, monthly and weekly work is ongoing at the treatment plant such as monthly sampling washing down clarifier, draining and cleaning out pumps and cleaning of the UV Chamber. Jeff is being train in all these duties and frequencies of when it's needed.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 4, 2018**
Re: **Public Works Report**

The front PTO on the MT Trackless started having problems with inconsistent clutch engagement and therefore the front mount blower could not be used for the few March storms that took place and public works staff had to use the V-Plough, that which we received a complaint about. Saunders Equipment was contacted and parts and labor for the job was quoted. After receiving the quote a local heavy duty mechanic shop was contacted for quote to install new parts. Machine had to be split in half to install Clutch Pack and Shaft Pilot. Savings of approximately \$1,000 having it done locally which was mostly travel and accommodations cost quoted from Saunders. Snow events are starting to slow down as temperatures rise, but with the recent work on MT, machine is ready to go for next year along with the future purchase of a new 60 inch blower approved in Capital Budget. It should also be noted that down town snow removal 3 year contract is up for tender this year.

March 21st, Public Works staff attended a demonstration of a new type of sidewalk snow removal machine/articulating front end loader. The Wacker Neuson unit was displayed at McFarland's in Dartmouth and is a 60hp unit that has front mount blower and blade attachments. The horse power is quite a bit less than the MT Trackless but also quite a bit less financially. (Not always a great thing). Staff attended demonstration for alternate choices moving forward especially with the possibility of sidewalk extensions throughout the village (possibly meaning the need for 2 machines) keeping in mind that we do have a tractor for back-up or additional equipment on the ground. Just a reminder that we have 10km of sidewalk that can take up to 18 hours to clear after significant snow fall and one operator.

Preparation for the sidewalk replacement tender has started with staff measuring the different sections of sidewalk from the Baptists church east to Maple St on the north side of Main St. Different sections of this job will have varying width's mostly because of NSP pole locations and some very narrow unnecessary grass boulevards. Starting with a short section in front of the United Baptists church the replacement will be a 75ft section by 10ft wide because of what's existing presently. Continuing east the new sidewalk will be 78 inches wide and paved right to the curb right to Sparky St. This section is recommended to be done like this because of power pole location and the narrow grass boulevards that are a maintenance challenge year round. Lastly from Sparky St to Maple St will be 60 inch sidewalk with the grass boulevard remaining. It

should be noted that quite a few of the driveway aprons will be left in place because they were replaced 4 years ago when new curb and road asphalt was installed. Once square foot measurements are completed, Village Clerk will draft tender document. This section will complete the challenge of replacing sidewalk over the last 10 years on both sides of Main St to Maple, continuing down Maple to Acker Court and Pine Ridge on both sides of the street and down Pine Ridge to first driveway for Kingston Elementary School. It is important to keep up with sidewalk replacement of the 40+ year old sidewalks and the rest of Maple on both sides of street should be next. This section should have curb also and would be great if cost shared with the province like Marshall Rd was.

Brush and dead tree removal has been ongoing with the last few winter wind storms and brush is being stock piled for eventual wood chipping.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **April 4, 2018**
Re: **Recreation Report**

STEER BBQ MEETING 2018 – TUES Apr 17th @ 6:30PM – KINGSTON LIONS

- Glen will be attending.

UPCOMING SPRING NEWSLETTER

- Glen will be working on upcoming newsletter to go out with tax bills. If there is anything the Commission would like included in the newsletter please inform Clerk/Treasurer or Glen.

ADULT TAI CHI 2018

- Averaging 8 – 10 participants per class. Beginner classes on Monday & experienced classes on Thursdays. Participants thoroughly enjoy this program.

SENIORS FITNESS 2018

- Senior Fitness Classes with Helen Malo going smoothly – averaging 20 - 25 participants.

WEST KINGS HIGH SCHOOL RENOVATION PROJECT

- All grant applications have been submitted.
- Provincially and the Municipality of the County of Kings. A verbal discussion has taken place with Colin Fraser as our Federal MP along with Provincial Community Culture & Heritage Minister Leo Glavine.

OUTDOOR RINK PLANNING 2018

- Please see Public Works report. Rink will be dismantled as ice melts.
- Recreation will be working with Co-Op student to assist with necessary work.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Program has ended.
- Recreation department will be investigating sustainability options such as reducing skate times from 1 ½ hours to 1 hour per session.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

Recreation Department will be submitting final report for Facility Access Grant Application

KINGSTON/GREENWOOD MINOR BALL & SOCCER REGISTRATIONS

- Soccer Registration taking place mid-April.
- Kingston/Greenwood Minor Baseball is struggling to find military individuals to fill vacant executive positions as their constitution mandates. Recreation and the Clerk have had preliminary discussions about assisting with resolving this challenge. Will update the commission as details become available.

KINGSTON UNITED CHURCH – WEDNESDAY FREE SOUP LUNCH

- Every 2nd Wednesday the Kingston United Church offers a FREE Community Soup lunch. April 10th is the next Soup Lunch.
- Glen has been in discussions with John Morash regarding the potential of have designated “Community Garden sites” at a few spots throughout the Village. John Morash would be the Lead for this and look after care & maintenance of these potential sites. Discussions to include Public Works as well.

KINGS COUNTY – COMMUNITY RECREATION ASSISTANCE FUND – (CRAF GRANT)

- Recreation has submitted CRAF Grant. \$13,000.00 REQUEST

KINGS COUNTY – PARKS, TRAILS AND PLAYGROUNDS GRANT – DEADLINE APRIL 1ST

- Recreation has submitted Grant as requested by County. \$12,000.00 request for parks
- \$4,000.00 request for trail maintenance.

KINGS COUNTY TATTOO BUS TRIP JUNE 30th 2018 (Ages 55+)

- Tickets (\$70 each) on sale April 3, 2018 - departing locally from Kingston School at 11am.

VILLAGE 2018 WATER SAMPLES

- Glen will be going to all 5 Village Locations that have water to do the yearly water testing.

RECREATION HUT – ONGOING BIRD NESTING CONCERN

- Birds nesting in the eaves has been an on-going struggle at the Day Camp. Again, this year the birds create large nests and some of the birds die and are inaccessible and then begin to stink. We are investigating possible options to alleviate this on-going issue. Recreation department will consult with Public Works and a potential outside pest control company.

PINERIDGE MIDDLE SCHOOL – EXPLORATORIES APRIL 17TH – 20TH – OUTDOOR LEADERSHIP

- Glen is working with the administration at Pine Ridge Middle School to facilitate Outdoor Leadership workshops with a trip to Crystal Fall. April 17th – 20 – We will be working with Outdoor Leadership Consultant – Emily Legrand.

APRIL COMMUNITY EVENTS:

- Tuesday April 10th – Chicken Supreme Dinner 4:30- 6:30pm at the Kingston Lions Hall. Fundraiser for West Kings High School Grads of 2017.
- Sat April 7th – Turkey Dinner 4:30 – 6:30pm at Kingston Lions Hall. Fundraiser for Kingston Scouts.
- Sat Apr 14th – Community Breakfast 8am – 10am at Kingston Baptist Church. Fundraiser.
- Giant Indoor Yard Sale – Kingston Baptist Church – 8am

SUMMER DAY CAMP

- Recreation is working on preliminary Day camp planning and posting Summer Student Job opportunities.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **April 4, 2018**
Re: **Monthly Finance Report**

RECOMMENDATION

That this report be received for information.

THAT THE VILLAGE OF KINGSTON RECOGNIZE DORIS GLAVINE AS THE 2017 KINGSTON VOLUNTEER OF THE YEAR.

GENERAL OPERATIONS

Fiscal 2017-18 is complete, there are still invoices to be posted over the next month, but overall the year end position is favourable.

The Village had a favourable variance of \$24,300 in revenues. This amount can be partially attributed to (year to date):

Interest on Investments and Taxes	\$8,800
Sewer Revenues	(\$2,000)
Assessment Taxation	\$2,300
Grants from Other Governments	\$13,600

The Village also has a favourable variance of \$176,000 in operating expenditures. The previous 11 months of reports state most of the variances in regards to this variance. Some of the more notable (year to date) variances are:

Administration	\$9,900
Village Maintenance	\$34,900
Snow Removal	\$16,400
Parks Repair and Maintenance	\$14,500
Sewer Operations	\$63,200
Recreation Services	(\$7,800)

DNR Easement for Forcemain on Railbed

We are still waiting on Easement approval from the local DNR office

DNR Land Purchase – Green Space

Our survey plans are being recorded at the Land Registration Office and once complete, DNR will have the documents created for our land purchase

Operating Budget

May 2, 2017 – Budget Deliberations and Approval of Operating Budget

Upcoming Calendar Dates

Election

Nomination Period	Thursday, May 3 rd , 2018 to
Nomination Day	Wednesday, May 16 th , 2018
Advance Poll	Tuesday, May 29 th , 2018
Election Day	Saturday, June 2 nd , 2018

Annual General Meeting	Wednesday, May 30 th , 2018
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ANNUAL GENERAL MEETING

Formal Presentation to Volunteer of the Year

Mike McCleave

From: Don Holmesdale <>
Sent: March 20, 2018 4:12 PM
To: 'John Pierce'; 'Paul Parsons'; 'Muriel West'; 'Bruce Carter'
Cc: Mike McCleave; Janice Hatfield
Subject: FW: Your letter
Attachments:

Folks,

Here is a reply to our letter to Frank McKenna.

Don

From: McKenna, Frank [mailto:Frank.McKenna@td.com]
Sent: Tuesday, March 20, 2018 2:16 PM
To: 'don.holmesdale@ns.sympatico.ca'
Subject: Your letter

Dear Chair Holmesdale,

Thank you for your recent letter. I can appreciate your dilemma. It is a similar pattern in other communities where the rapid introduction of digitalization has reduced dramatically the amount of traffic in bank branches. I know how sensitive this is in rural communities. I have copied your correspondence to our Head of Retail Banking to determine if there is any possibility that TD would look at this opportunity.

Many thanks for your consideration of our institution.

Frank

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Mike McCleave

From: Don Holmesdale <>
Sent: March 22, 2018 3:32 PM
To: 'John Pierce'; 'Paul Parsons'; 'Muriel West'; 'Bruce Carter'
Cc: Mike McCleave; Janice Hatfield
Subject: CIBC

Folks,

This morning I had a telephone call from Dave Hopper of CIBC. Below I have outlined the call.

- He thanked us for the letter and pushed it to head office.
- Unfortunately they won't be able to donate the building to the Village.
- It will be put on the market when the Branch closes.
- They already have received expressions of interest from 2 or 3 people.
- CIBC would welcome a bid from the Village.
- The plaque will be removed and along with literature pertaining to the plaque they found at head office, donated to the Village.
- There will be a CIBC cash dispenser somewhere in the Village. He is not sure about a full service machine yet.

That is the scope of the call.

Don

Don Holmesdale



59TH ANNUAL
KINGSTON STEER BBQ AND VILLAGE FAIR
JULY 13 & 14, 2018

March 15, 2018

Kingston Village Commission
671 Main St. PO Box 254
Kingston, NS B0P 1R0
Phone: (902) 765-2800

Dear Chair Don Holmesdale,

The 59th KSBBQ&VF will be held 13 and 14 July 2018 at the Credit Union Centre. This event is one of the major fundraisers for our community and in past years we were averaging 2000 to 3000 people attending.

On the 13th, the steer will be placed in the cooker around 6:00pm, followed by the Annual Sparky 5km Run, musical entertainment and a food venue. On Saturday 14 July morning there is a breakfast at the Kingston Fire Hall and on Main Street the Parade through Kingston followed by the removing of the steer from the cooker around 12:00pm. Beside the outstanding variety of food available there will be musical entertainment, craft tables as well as entertainment for the children throughout the afternoon and following by an evening dance for the adults.

I respectfully ask for your assistance in promoting the 59th KSBBQ & VF by helping to spread the word at your Village meetings and as your commissioners travel around the Annapolis Valley. Also, the KSBBQ & VF committee would like your permission to pass out pamphlet information about our event from your float in the Apple Blossom Parade. All monies raised go to many great causes such as Camp Brigadoon, local hospitals, veterans groups etc.

On behalf of the KSBBQ & VF committee, I would like to thank you in advance for your consideration of our request. Please contact me at the number below or email should you have any questions or need more information.

Sincerely Yours,

Andre J Cotnoir
2018, KSBBQ VF Chair (Kingston Lions)
Email: andrejcotnoir1@gmail.com
902-760-1064