



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

ph 902 765-2800
fx 902 765-0807

May 2, 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, May 2, 2018 at the Kingston Village Office.



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REGULAR COMMISSION MEETING May 2, 2018

AGENDA

1. Review of Minutes of Meeting held April 4, 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. Discussions
7. Correspondence
8. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF APRIL 4, 2018

COMMISSION:

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

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 March 7, 2018 Regular Session meeting minutes.

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

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale stated he attended the official crowning at the Village Office of Kingston's Apple Blossom Festival Leadership Candidate Riley Rowan and Child attendant Bridget Ward on Saturday, March 31st.

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

Commissioner Parsons asked if the Village should budget for pumps every year. Clerk stated the Village has been budgeting and replacing 2 pumps per year the last few years.

PUBLIC WORKS – See Full Report

Commissioner Pierce reported there is a tree on the west side of Westwood St. that needs to be removed; the top has blown over and it is just hanging there. He also reported there is a dead tree behind the bandstand. Clerk stated these trees may require arborists to remove.

Commissioner Pierce also asked if the leaf and brush bins could be ordered as soon as the weather improves. Clerk stated the ground needs to dry somewhat to protect the ground where the trucks place the bins. Commission decided to have the bins ordered by the last week of April, depending on the weather, and to be available for approximately 3 weeks.

Commissioner Parsons reported the curbing has been ripped up on Maple Street across from the RCMP station. Clerk stated that public works have cleaned it up.

RECREATION – See Full Report

Clerk stated the newsletter will go out with the tax bills the first of May. Commissioner Pierce suggested all staff review the newsletter and add their input.

Commissioner Pierce asked about the status of the Village signs. Clerk suggested to have one of the desired designs, that was presented by a graphic designer, be purchased and then the Village could send that specific design out to be quoted on. Commission agreed to inquire about paying for the design and then quoting based on the design.

Commissioner Pierce stated he feels the water testing for e-coli could/should be done by the public works department rather than recreation.

Commissioner Pierce asked about the registration numbers at the Village's March Break Day Camp. Clerk stated there were only 10 children toward the end of the week and the camp can hold 16 children.

Commissioner Parsons asked about the Village's grant request to the County, \$12,000 for parks and \$4,000 for trail maintenance. Clerk stated the Village requests a Community Parks Development & Playgrounds (CPDP) Grant annually but that the County has added a trails component to that same grant in the amount of \$4,000. The Village asked for \$4,000 over and above the \$12,000 we usually receive to repair the current paving on the trail between Bridge St. and the Visitor Information Centre.

Commissioner Pierce asked if the Recreation Coordinator applied for a grant for the Steer BBQ from the County. Clerk will inquire.

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

MONTHLY FINANCE REPORT – See Full Report

Clerk reported that Doris Glavine was the recipient of the 2017 Volunteer of the Year. Clerk had two questions from the selection committee which were; can someone win twice and does the person have to reside in the Village of Kingston. Clerk stated he advised the committee, and Commission agreed, that as long as the volunteer work has affected the Village they would qualify. Chair suggested Commissioner West present the award at the Annual General Meeting since it was her nominee that won.

General Operations

Clerk asked the Commission if they would like to amend the motion made at the last meeting to state that the village will be contributing \$50,000 from sewer operations and \$50,000 from our public works operations into capital reserves. Commission decided to leave the motion as stated at the last meeting.

Clerk asked the Commission if they still wanted an extra meeting to discuss budget and public deliberations or just hold public deliberations at the next meeting. Commission agreed that an extra meeting was not necessary.

Commissioner Pierce asked about the status of the Needs Assessment. Clerk stated it has been put aside for the past month.

Monthly finance report was received as presented.

Department of Natural Resources (DNR) Easement for Force Main on Railway Bed

Clerk stated he is still waiting for the easement approval from DNR.

Department of Natural Resources (DNR) Land Purchase – Green Space

The survey plans are being recorded at the Land Registration Office and then DNR will have the documents ready for the land purchase.

Operating Budget

Clerk passed around the operating budget and stated the only change from the last meeting was he added to the Administration and Public Works Reserves and the total budget is \$1,412,000 and the year before it was \$1,393,000. The public budget deliberations and approval of operating budget will take place at the next meeting on May 2, 2018.

CORRESPONDENCE:

TD BRANCH REQUEST

Chair stated he received a response from Frank McKenna regarding the Village's request that TD consider opening a branch in Kingston due to the closure of the CIBC bank on May 10th. Mr. McKenna forwarded our letter to the Head of Retail Banking to determine if there is any possibility that they would look into this opportunity.

CIBC BUILDING DONATION REQUEST

Chair stated he received a response from District Vice President Dave Hopper of CIBC who stated that he passed our letter on to Head Office but stated our request that CIBC consider donating the bank building to the Village upon closure would not be possible. He stated the building will be listed with real estate when it closes and that they would welcome a bid from the Village. He also said that any historic information or plaques from the bank will be donated to the Village. There will also be a cash dispenser available somewhere in the Village after the closure.

STEER BBQ LETTER REQUEST

Chair stated the Steer BBQ committee sent a letter requesting that the Village Commissioners promote the BBQ event at Village meetings and as they travel around the Valley. They also asked for permission to pass out flyers at the Apple Blossom Parade.

ADJOURNMENT

ON MOTION OF COMMISSIONER PARSONS THAT THE MEETING BE ADJOURNED AT 8:27PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 2, 2018**
Re: **Environmental Services Report**

April 5th, duplex owner at the end of Prince St called about a sewer back-up at his upstairs apartment but his downstairs apartment sewer was working fine. Manhole was checked on golf course easement line where sewer from home ties into. Staff determined that sewer from upstairs had another sewer line that came out to Prince St, which is the new sewer line that was replaced late 2016. MVC were contacted and it was determined that sewer lateral was missed during line replacement likely because contractors knew there was a sewer line on the backside of house that ties into easement line. MVC intercepted sewer line in front of the home and turned pipe to connect into sewer line behind home that basement apartment is connected to. This avoided digging up Prince St. and the associated landscaping that would have been required. Sewer likely filtered through sand until it finally backed-up.

Pulled pump that was tripped out on overload at KN-3 East Main St. Pump was removed from sump and rag was removed from pump impeller. Pump was installed back in lift station.

Property owner of land that borders on the west side of trailer court on Main St approached the Village Office about the possibility of tapping into existing lift station in the trailer court for a proposed 90 unit development . Easement distance for lift station is being checked into along with water drainage right of way directly behind lift station. The process to install pipe into station would be to directional drill from property to the west into lift station. Trailer park property owner would need to be consulted.

April 30th, treatment plant manager contacted ABLE engineering for an update on proposed capital budget projects. Draft design will be completed this week for lift station replacement in front of the RCMP station. Progress update for clarifier tender will also be relayed to the Village Office sometime this week. Drafts will be reviewed by staff and recommendations passed on to commission.

The MPWWA conference was attended by Dave in Charlottetown. Conference is attended annually by wastewater staff. Conference offers workshops, trade show and a tour of a municipal treatment plant operation. Attending the conference is worth 1.5 CEU's. Dave needs 2.4 CEU's every 4 years to be able to renew his treatment plant operators Certificate of Qualification. Wastewater manager needs to attend conferences more frequently because they are referred to as the DRC (Direct Responsible Person in Charge) and need 4.8 CEU's for recertification. Current certificates expire in June.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 2, 2018**
Re: **Public Works Report**

Received new parade float trailer from Nova Millwrights, built to public works staff design. Trailer frame is built of 1/8 inch thick steel. Trailer was behind schedule and staff is in the process of installing plywood floor and skirting which hopefully can be installed by week's end so that float committee can decorate.

Received new exercise apparatus for the Family Fitness Trail which was ordered by the recreation department. Installation of the apparatus will be scheduled into the summer months, likely sometime after Steer BBQ. This equipment apparatus was shipped in 14 feet long 1300 lb crates so staff would like to thank Fraser's Building Supplies for the help and expertise in unloading such a large crate and loading it onto our trailer. Crate was taken to treatment plant compound to store until installation.

Seasonal staff started April 16th and raking and spring clean-up have been ongoing. Outdoor rink was disassembled with the help of the recreation coordinator and a Co-op student. Boards and plywood are stored in Public Works barn. Tennis nets have also been installed.

Leaf and brush bins were delivered on the 19th of April as per commission request and are being picked up and dumped twice per week. Staging was set up next to bins along with information signs of what is accepted and not accepted as well as a garbage can for the disposal of leaf bags. There has been a steady flow of resident traffic with only a few incidents of people not following the rules of what is accepted such as construction material and brush being put into leaf bin. Staff recommends that bins only stay out for 1 more week after this week to keep budget in check for fall clean-up since there are more leaves that time of year. Traffic to bins has also slowed the last few days.

At the request of the Recreation Department, Public Works staff has begun dragging ball fields at Ravenwood and behind arena. Garbage cans were distributed at the different sports fields and parks, along with park benches. Foul ball nets were also installed between the two ball fields in Ravenwood and lime was applied to all sports fields and parks as per public works staff twice a year application schedule. Picnic tables are also being repaired and painted in preparation for distribution.

Public Works staff have advised Credit Union Centre arena board members that their disposal of ice practice needs to change next year. Painted ice is being dumped outside

the Zamboni room doors onto the recreation lawn grounds that are maintained by the Village. Along with the mess left by the arena's snow removal contractor after the winter village staff have to deal with paint and paper on the grass we maintain. Loads of topsoil have to be used every year to cover up mess. Ice needs to be taken to landfill.

Job resumes were received for the second seasonal employee (length of season yet to be determined) and short listed. Interviews took place today and references are in the process of being checked. Position will be responsible for different duties such as watering flowers, weeding, dragging ball fields, raking, painting, litter control and helping out at the treatment plant.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **May 2, 2018**

Re: **Recreation Report**

WEST KINGS HIGH SCHOOL

- Recreation Dept. has been key in providing the O2 and Co-op student from West Kings the opportunity to acquire volunteer hours for the program.

RECREATION HUT PARK SAFETY 2018

- Recreation will be installing safety tubing over top of fencing surrounding the Rec Hut Park.

KINGSTON ELEMENTARY SCHOOL

- Recreation has been consulting with Kingston School regarding potential use of their outdoor space surrounding their school throughout the summer months.

PINE RIDGE MIDDLE SCHOOL

- Pine Ridge Volleyball After School Club starting on Mondays. There are 12 students participating. Two West Kings High School students are providing the leadership for this program under the supervision of Vice Principal Cathy Rafuse.

KINGSTON CREDIT UNION CENTRE

- Credit Union Centre ice has been removed with non-ice programming beginning including: Female Roller Derby practices, 14 Wing Military Ball Hockey practices, upstairs warm room meetings, Valley Thunder Lacrosse, Free Public Roller skating and In-line skating, etc.
- NS Skills Summer Student funding provided the Credit Union Center a student to provide maintenance support for manager. Student will also partner with Kingston Recreation to provide some supervision for recreational opportunities at the arena.

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

- Kingston Legion Branch #98 is hosting a Chase the Ace fundraiser for 2018.
- Fundraiser continues every Saturday at the Kingston Legion until ACE is drawn again.

STEER BBQ MEETING 2018 – TUES May 8th @ 6:30PM – KINGSTON LEGION

- Fundraising of local businesses has begun.
- Contact will be made next week for crafters & home-based business tables.
- Flea Market is a new addition for 2018.
- Potential trivia sessions on stage and COW costume contest.

KINGSTON POTENTIAL SUMMER PROGRAMS 2018

- Outdoor Basketball - Wednesday evenings
- Beach Volleyball – Tuesdays/Thursdays
- Shuffleboard equipment will be available at the Elm Street Shuffleboard Court.
- Investigating potential instructors for Tennis Program.

2018 KINGSTON UNITED CHURCH – WEED, WATER & WHISPER WEDNESDAYS

- Every Wednesday @ 10am providing Community Gardening leadership and opportunity.
- Recreation has been in discussions with Kingston School regarding a potential summer garden on school property.

KINGSTON CENTENNIAL PARK 2018 SUMMER OUTDOOR CONCERTS

- Recreation has made initial contact with past performers including: Sonlight Ministries, Matt Lunn, Next Generation Bluegrass and Left of Centre. Many have remarked how much they enjoy the venue & positive feedback from their performances.

KINGSTON/GREENWOOD MINOR BASEBALL – RAVENWOOD EQUIPMENT BUILDING

- Water has been turned on by Public Works.
- Minor Ball will begin as of 2nd week of May.
- Ladies ball will begin by the end of the month on Thursday evenings.
- Middleton High School teams have been using Kingston fields due to a variety of circumstances over the last two weeks.
- Recreation will be cooperating with public works regarding repair work to upper Ravenwood home plates area.

SUMMER DAY CAMP 2018

- Alxys Chamberlain will NOT be returning as Day Camp Supervisor. Interviews for potential intern/supervisor will take place within the next two weeks.
- Still waiting to hear from Canada Summer Jobs Federal Funding.
- Two of previous year's staff potentially returning.

2018 VILLAGE OF KINGSTON FACILITY WATER TESTING

- Recreation will begin water testing this week for the 2018 season.

KINGSTON GREENWOOD COMMUNITY HEALTH BOARD (KGCHB)

- Glen will be attending KGCHB Community Chat at the Kingston Fire Hall on Thursday May 25th from 10am – 12noon.
- Mental Health Symposium at the Kingston Legion Friday May 4th 9am – 3pm.

2018 VILLAGE OF KINGSTON PARK SIGNAGE

- Glen is working with clerk/treasurer to come up with common signage and information design for the various park locations throughout the Village.

2018 KINGS COUNTY RECREATION GUIDE

- Kings County Recreation Guide has been submitted to the Chronicle Herald & Kings County for printing.

2018 ADULT/SENIOR OPPORTUNITIES

- Older Adult Fitness continues on Tuesdays & Thursdays at 10am at the Kingston Legion.
- Adult Tai Chi continues on Monday and Thursday evenings at the Kingston Elementary School.
- Walking Wednesdays @ 1pm – Social Walk & Talk meet each Wednesday at the Village Office to walk at various locations throughout the Village.

2018 KINGSTON LIBRARY

- Recreation has been working with new Kingston Library Branch Manager regarding partnering and planning summer programming.

MAY 2018 COMMUNITY EVENTS

- Tues May 8th – Lions Community Luncheon, Chicken Supreme – 12noon – 1pm
- Sat May 12th - Kingston Anglican Church Spring Yard Sale - 8am
- Mon May 14th – Roller Derby OPEN HOUSE – Credit Union Centre – 6:30pm TRY FOR FREE
- Tues May 22nd – Security While Using Social Media – Kingston Library - 10am
- Mon May 28th – Roller Derby – LEARN TO ROLL – Equipment Provided – Credit Union Centre - 6:30pm



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 2, 2018**
Re: **Monthly Finance Report**

RECOMMENDATION

That this report be received for information.

Audit

Lawrence Lake will be auditing our 2017-18 fiscal year at the village office May 3rd & 4th. Draft financial statements will be available prior to the Annual General Meeting.

Department of Natural Resources (DNR) Easement for Force Main on Rail Bed

Still waiting for an update from DNR on the easement request minus the trail paving requirement. We were previously advised that there was not a defined timeline for a response.

Operating Budget

- Public and Commission Deliberation on draft 2018-19 operating budget

Operating Budget Motions

THAT THERE WILL BE NO INCREASES TO THE 2018/19 RESIDENTIAL TAX RATE AND IT BE SET AT 30.9 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES.

THAT THERE WILL BE NO INCREASES TO THE 2018/19 COMMERCIAL TAX RATE AND BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTY.

THAT THERE WILL BE NO INCREASES TO THE 2018/19 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES.

THAT THE DRAFT 2018/19 OPERATING BUDGET DISSEMINATED AT THE APRIL 2018 COMMISSION MEETING BE ACCEPTED AND APPROVED.

Capital Budget

THAT THE VILLAGE OF KINGSTON AWARD THE 2018/2019 PICKUP TRUCK TENDER TO CONNELL CHRYSLER FOR THE PURCHASE OF A 2018 RAM 2500 ST AS QUOTED IN THE AMOUNT OF \$37,205.75+HST.

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 30th, 2018

Capital Projects Update

- Clarifier project tender documents are almost completed (ABLE Engineering)
- Lift station project tender
- Sidewalk tender documents should be completed next week (in-house)
- Village signs – getting quote on new graphic design
- Website is being redeveloped
- Danny's new truck is ordered
- Fluorescent light to LED conversion not started yet
- Community Needs Assessment –
- New piece of fitness equipment at Stronach Park - not started
- Top Dressing of lower field at Ravenwood – not until fall
- Public Wi-Fi and Cameras not started yet
- MT-6 Blower attachment not ordered yet

Mike McCleave

From: Alxys Chamberlain <president@appleblossom.com>
Sent: April 30, 2018 7:08 PM
Subject: Valley Tea Correction

Good Evening:

Please note the time for the Valley Tea in the previous invitation sent on behalf of the Annapolis Valley Apple Blossom Festival Board of Directors was incorrect. The correct information for this event is listed below. In the past, this has been an evening event. This year, it will be changed to the afternoon. We apologize for this previous error.

"The Valley Tea will be held on **Thursday, May 24th at 2:00pm** at the Berwick Lions Hall, 225 Veterans Lane, Berwick. We are proud to be honouring Annapolis Valley seniors at this event. The cost is \$10 and tickets can be purchased at the door. We recommend showing up early to this event, as it will be sold out."

Kindest Regards,

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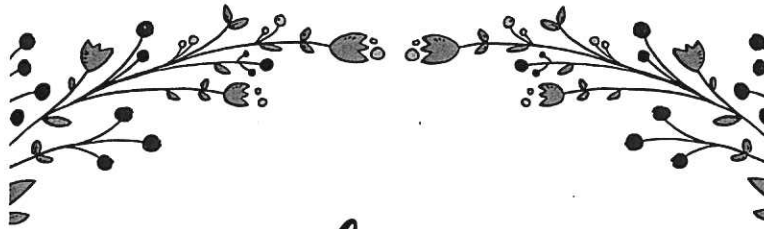
Alxys Chamberlain
President
Annapolis Valley Apple Blossom Festival



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Spring Shopping Expo

MAY 5, 2018 | 10:00 AM - 3:00 PM | ANNAPOLIS MESS

CRAFTERS · VENDORS · BUSINESSES

Come find unique items, services,
home accessories, gifts and more!

TICKET AUCTION

To support our local food bank

FOR MORE INFO
MFGB.GREENWOOD@GMAIL.COM
MFGB.CA



ANAPOLIS MESS
CFB GREENWOOD, BUILDING 207





**Attorney General
Justice
Office of the Minister**

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APR 10 2018

Don Holmesdale, Chair
Village of Kingston
BOX 254, 671 Main St.
Kingston, NS BOP 1R0

Dear Mr. Holmesdale:

Thank you for your correspondence of February 22, 2018, in which you made a formal request for a Nova Scotia Liquor Corporation (NSLC) store that sells cannabis in the Village of Kingston.

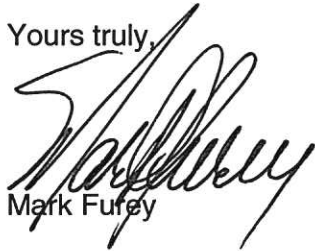
As you mentioned in your letter, Bret Mitchell, CEO of NSLC, and I announced the number and location of stores on January 30th. As of summer 2018, there will be nine stores in the province. Eight of the stores will be in existing NSLC locations and one will be a standalone store at the old Clyde Street NSLC location in Halifax.

The nine locations are in population hubs across the province. Selling cannabis in these stores will enable us to serve a large majority of the population. We also had to consider which stores were best positioned to be renovated in a cost-effective and timely manner to meet the federal deadline.

We believe these nine locations, in combination with online sales and home cultivation, will allow Nova Scotians to access legal product. This is a new market and we want to make sure we can adapt as the market matures and not make too many assumptions. We may consider additional locations, including the Village of Kingston, in the future when we have a better understanding of the marketplace.

Thank you for your Village's engagement and interest in this significant policy shift.

Yours truly,



Mark Furey

cc: The Honourable Derek Mombourquette, Minister of Municipal Affairs