



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

ph 902 765-2800
fx 902 765-0807

July 4, 2018

Commissioner D. Holmesdale
Commissioner J. Pierce
Commissioner P. Parsons
Commissioner M. West
Commissioner W. Fowler

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Wednesday, July 4, 2018 at the Kingston Village Office.



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REGULAR COMMISSION MEETING July 4, 2018

AGENDA

1. Review of Minutes of Meeting held June 6, 2018
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Kelly Hutton, Soldier's Memorial Hospital Foundation Board
5. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Apple Blossom
6. Committee Appointments
 - i. Policy and Finance Committee (2 members)
 - ii. Steer BBQ Committee (1 member)
 - iii. Kingston Area Advisory Committee (Chair + 2 members)
7. Finance Report
8. Discussions
9. Correspondence
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JUNE 6, 2018

COMMISSION:

Don Holmesdale
John Pierce
Paul Parsons
Muriel West
Wayne Fowler

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUESTS:

Martha Armstrong – Councillor District 4 – Municipality of the County of Kings
Amanda Ward – Ravenwood Resident
Denise Francis – Ravenwood Resident

OPENING

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

SWEARING IN OF NEW COMMISSIONERS

Justice of the Peace Don Holmesdale carried out the swearing in of the two newly elected commissioners Muriel West and Wayne Fowler and had them sign the Oath of Allegiance.

CHAIR POSITION

Clerk called for nominations for the position of Chair.

COMMISSIONER PIERCE NOMINATED COMMISSIONER HOLMESDALE. COMMISSIONER HOLMESDALE ACCEPTED THE NOMINATION. IT WAS SECONDED BY COMMISSIONER WEST. As there were no further nominations, Clerk declared Commissioner Holmesdale as Chair.

VICE-CHAIR POSITION

Chair Holmesdale called for nominations for the position of Vice Chair.

COMMISSIONER WEST NOMINATED COMMISSIONER PIERCE. COMMISSIONER PIERCE ACCEPTED THE NOMINATION. IT WAS SECONDED BY COMMISSIONER PARSONS. As there were no further nominations, Chair declared Commissioner Pierce as Vice Chair.

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the May 2nd, 2018 Regular Session meeting minutes and asked if there were any errors or omissions.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MAY 2nd, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of May 2nd, 2018.

Commissioner Pierce asked if Melissa Morrison from the County of Kings had put forth a proposal and potential salary regarding the Village's Needs Assessment. Clerk stated they were still in the discussion stages.

Commissioner Pierce asked if the Clerk had looked into whether the Village was permitted to purchase a building such as the old CIBC building, once it is listed with real estate. Clerk stated the Municipal Government Act does allow such a purchase if the Village uses its own funds and no borrowing is involved. If the purchase requires borrowing, it would have to go out to the public.

Commissioner West suggested that the spring newsletter include information about a potential election so that the public are not caught off guard when there is a required Commissioner election in May.

Chair Holmesdale asked if the Clerk had created a new Wi-Fi map online for village residents. Clerk stated he is still working on it for the new website and that it will indicate where Wi-Fi is accessible.

CONSENT TO AGENDA ITEMS

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

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

PUBLIC PRESENTATION – PROPOSED SCHOOL BOARD BUS DECISION

Concerned parents Amanda Ward and Denise Francis from Ravenwood Subdivision presented the Commission with a signed petition and expressed their concerns about the proposed school bus changes for the upcoming school year. The changes will result in young children, living within a km radius as the crow flies from the school, having to walk to school. They stated they were concerned about the safety of the children walking to school since there is no sidewalk on Balser Drive. They feel this would be particularly hazardous in the winter with icy, snowy road conditions and the snow plow leaving no room on the shoulders of the road. They pointed out that a 5 year old child

is not allowed to get off the bus alone without parent supervision and yet are allowed to walk over a kilometre to school.

Commissioner Pierce stated the Village would only have jurisdiction over the sidewalk aspect of the issue. He stated the commission have plans for a sidewalk for Balser Drive using gas tax funding, but not for another 5 years because it is going to cost over a million dollars to install to Department of Transportation standards. He advised them to also speak with MLA Leo Glavine with their concerns since it is a provincial matter.

MUNICIPALITY OF THE COUNTY OF KINGS UPDATE

Councillor Armstrong stated at the Village's Annual General Meeting there was a reference to a proposed sidewalk for east Kingston in the public works report and asked the Commission if they were planning to install a sidewalk in east Kingston before doing Balser Drive. Commission stated no, that a sidewalk for Balser Drive was a priority over a sidewalk on Main Street in east Kingston.

Councillor Armstrong asked if the new school board was aware of the proposed school bus changes for Kingston school. Commission agreed to send a letter in support of the parents' concerns with the new bus scheduling and send copies to MLA Leo Glavine, Minister of Education Zack Churchill and the Superintendent of Schools. Councillor Armstrong asked if this was isolated just for Kingston or are the changes happening in other areas such as Middleton.

Councillor Armstrong reported the County passed their budget including the grants to organizations. They are also continuing to work on the Land-Use Bylaw with 10 meetings in July and August. It will go to the public and planning advisory committees beforehand and then a single vote from Council will finalize it.

Councillor Armstrong reported the new municipal building construction is ongoing with a completion date of March 31, 2019.

Councillor Armstrong also confirmed a \$30,000 water study was approved by Council.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Clerk asked Commission if he should contact the County to see if it is legal to run water lines over top of the Village's sewer line. Commission agreed to contact the County in case there is a problem in the future.

PUBLIC WORKS – See full report

RECREATION – See Full Report

Commissioner Pierce asked if posters of upcoming confirmed concerts in the park could be distributed around the village. Commissioner West suggested advertising in the church bulletin. It was also suggested to tap into the Legion and Lion's Facebook with advertising of the concerts.

Commissioner Parsons reported there are kids driving motorbikes on the bandstand and removing the interlocking bricks. Clerk stated the village could put a camera there with a sign indicating video surveillance.

TOURISM

Commissioner West noted the downward trend of visitors to the Visitor Information Centre.

Commissioner Parsons asked if the Village was able to find out how many hits the Village gets from Google. Clerk stated no, but that we will be able to with the new website being created by County staff. Clerk will forward the link for the new website to the Commission for input/ suggestions.

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

POLICY AND FINANCE COMMITTEE

Main Street Sidewalk Replacement

Chair Holmesdale stated the committee met to discuss the tenders that were received on May 24th for replacing sections of Main Street sidewalk. Staff met earlier and reported that the lowest bidder had not met with the public works supervisor as specified in the tender and that they had also backed out of their tender last year. Therefore the Policy and Finance Committee recommended accepting the 2nd lowest quote from Dexter Construction.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE VILLAGE COMMISSION AWARD THE MAIN STREET SIDEWALK TENDER (2018-401) TO DEXTER CONSTRUCTION IN THE AMOUNT OF \$49,275.14 (HST ADJUSTED). MOTION CARRIED.

Festival and Community Events Funding Policy - Walk the Walk for Autism

Clerk stated the Village received a funding request of \$1,000 from the Annapolis Valley Chapter of Autism Nova Scotia through the Village's Festival and Community Events and Funding Policy for their Walk the Walk for Autism Event. Commissioner Pierce stated the Policy and Finance Committee met to review the application and recommended an amount of \$500.00. The Commission agreed, as in previous years, to fund the Walk the Walk for Autism in the amount of \$500.00.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER FOWLER THAT THE COMMISSION APPROVE THE FUNDING AMOUNT OF \$500 FOR THE WALK THE WALK FOR AUTISM EVENT TO BE HELD IN KINGSTON ON JUNE 16TH. MOTION CARRIED.

MONTHLY FINANCE REPORT – See Full Report

Committees

Clerk stated he will send an email list of committees for the commission to consider joining and discuss it at the next meeting.

Village Banking

Commissioner Fowler abstained from taking part in the discussion since he has a direct relationship with the Valley Credit Union.

Clerk stated he has been approached by Scotiabank and the Valley Credit Union to see if the Village would consider switching banks now that the CIBC has closed permanently in the Village. After a discussion,

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER HOLMESDALE THAT THE COMMISSION MOVE THE VILLAGE BANKING FROM CIBC TO THE VALLEY CREDIT UNION. VOTE WAS 3-2 WITH THE ABSTENTION COUNTING AS A NEGATIVE VOTE. MOTION CARRIED.

Capital Projects

Clerk reported on the following:

STP Clarifier Refurbishment	\$75,000	(Funded with 100% Gas Tax)
RCMP Lift Station	\$150,000	(Funded with 100% Gas Tax)
Main Street Sidewalk Renewal	\$80,000	(Funded with 67% Gas Tax)
Public Wi-Fi/Camera Expansion	\$19,000	(Will be working in it the next 3 weeks)
Village Signs Replacement	\$8,000	(Quote requests sent out next week)
Office Lights to LED Conversion	\$15,000	(May only cost half that amount)
Website Redesign	\$7,000	(County staff working on it)
Community Needs Assessment	\$50,000	
Ravenwood Lower Field Re-dressing	\$12,000	(Completed Oct or Nov)
Stronach Park Fitness Equipment	\$7,000	(New within month)
New Truck	\$55,000	(Ordered)
Ravenwood Fencing	\$10,000	(Nothing yet)
MT-6 Blower Replacement	\$11,000	(Not yet, will confirm delivery)

DISCUSSIONS:

Needs Assessment

Clerk confirmed that the Town of Berwick did not do a needs assessment and asked for direction from the Commission. After a discussion, Chair Holmesdale suggested holding a meeting to discuss the various priorities. Commissioner Pierce stated there is funding available for libraries from the province in the amount of \$150,000. Commissioner West suggested asking the present library manager for an ideal amount of square

footage. Commission decided to meet on Wednesday, June 20th at 7pm at the Village Office.

CORRESPONDENCE:

Soldier's Memorial Hospital Foundation

Chair stated the Village received a letter from the Soldier's Memorial Hospital Foundation requesting our present society member, Kelly Hutton, be reappointed for another 2 year term or make a new appointment. Staff will confirm with Kelly Hutton that he is willing serve another term before their annual general meeting on June 18th, 2018.

Cali's K9 Rescue

Chair stated the Village received a fundraising letter from a member of Cali's K9 Rescue Society asking for auction items or a monetary donation to help them build a rescue facility in Kings County. Staff advised them that it is against the Village's mandate and suggested they contact the County of Kings.

DISCUSSIONS:

Commissioner West stated she attended the Steer BBQ meeting on June 5th and handed out a tentative schedule to the Commission. Chair Holmesdale stated he is available to volunteer until noon on July 14th at the Steer BBQ.

ADJOURNMENT

ON MOTION OF COMMISSIONER PARSONS THAT THE MEETING BE ADJOURNED AT 9:35PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

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

Sewer lift stations were cleaned by staff with the aid of Loomer's hydro vac truck and high pressure washer. Problems with certain stations were noted including a leaking check valve at KN-5 on Acadia Dr. Station was installed in the early 90's and ductile iron pipe was used for piping. The contractors installed check valve and pipe in one piece and left little to no room to change out valve because it is located up against lift station wall. Pipe may have to be cut and therefore may have to be contracted out to company that works with ductile iron pipe. Staff will be checking into this. Stations are cleaned twice per year to remove grit and grease build up which is hard on pump impellers and wear plates. It should also be noted that Jeff Hannam was trained in this important preventative maintenance job.

Staff received final draft for tender proposal for the new lift station in front of the RCMP station and the parts replacement tender for the clarifier at the sewer treatment plant. Items and questions that were brought to the attention of ABLE engineering about the scope of work were addressed and contract for job should be put out to tender within the week.

Day to day operations at the treatment plant are ongoing from washing down of tanks and UV chambers, to cleaning out pumps and sampling. New aerators purchased 2 years ago are due for bearing change and will be another training event for Jeff on how this work is carried out. Bearings are in stock and were purchased last fiscal year. On the sewer collection end, pump had to be pulled at KN-3 lift station. Pump impeller was jammed up with a pair of ladies undergarment. Work to excavate sagging sewer line reported last month will like be done after Steer BBQ. There was also 1 sewer inspection for first new home on Marilyn Court in Oakhurst Subdivision.



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REPORT TO VILLAGE COMMISSION

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

New multipurpose fitness station was installed by Public Works staff at Stronach Park Fitness Trail. Wood chips, from brush that staff has been grinding up over the last year, were used as bedding for the landing area under the structure. The bedding is 10 inches thick and will provide a good cushion for accidental falls and is natural to the trail's surroundings.

Dexter Construction was awarded the sidewalk replacement tender as per the Village Commission decision. Contract was received by Dexter's on June 21st. Job meeting took place and construction has commenced. Village office drafted a letter to give to residents along that section of sidewalk being replaced. Surveyor has marked the property setback from sidewalk's edge to show residents where sidewalk is going. Some residents will lose part of landscape gardens with the new 60 inch sidewalk.

Flower planting is completed but it has been a challenge this spring with colder than normal temperatures at night, even though staff waited for last full moon the end of May. In the process of getting Stronach Park ready for graduation/prom, some of the first flowers to be planted were ruined by frost. These plants had to be replanted. Some flower beds this year may not look as full as usual due to the prolonged cooler temperatures after planting. Hanging flower baskets were also installed throughout the village along with Village banners.

New shrubs were purchased to fill the gap in some of the shrub beds where shrubs were removed over time because of overcrowding or declining health. Satomi Dogwood trees were planted on the grass hill near the back edge of the wooded area. These trees are in bloom now and add more colour against the backdrop of the forest behind. It was also brought to public works staff attention that rhododendrons could be planted for more colours at graduation time of the year. Staff will address this in the fall or early spring next year.

Public Works reported property on the corner of Palmer Drive and Main St to the Village office about the long grass that has not been mowed for awhile. County was called about the property and eventually grass was mowed. Kingston School were also contacted about the long grass not being mowed at the back of the school where the buses wait for kids. Village seasonal staff always starts mowing the small sports field at

the beginning of June for Minor soccer because of the lack of mowing at the school. The Village office contacted the school and issued a complaint.

Grass mowing and trimming is ongoing along with weeding and watering of the flower beds, dragging and lining of the ball fields, litter control and cleaning of the bathrooms at the recreation buildings.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **July 4, 2018**

Re: **Recreation Report**

KINGSTON STEER BBQ & VILLAGE FAIR – Friday & Sat July 13th – 14th

- All aspects of the Steer BBQ have been put into place. Friday night activities include SWIG on stage, the Maritime Marionettes, face painting, Halifax Virtual Reality Demonstrations with bbq goodies and refreshments.
- Saturday new events include: Crazy Cow Costume Contest, On-stage Trivia for youth & adults, BMX Bike Demo, on-site mobile petting farm, Atlantic Cirque Performances, Flea Market & more.
- Increased advertising via Facebook / Twitter & Instagram.
- Steer BBQ committee will meet on Tuesday July 3rd. All aspects moving forward according to plan.
- 3v3 Basketball Tournament + Youth Skills Competition
- Steer BBQ planning and coordinating have involved a great deal of time for Recreation Department.
- Steer BBQ Dance taking place AT THE LEGION on Saturday July 14th from 9pm -1am at the Legion featuring STAGECOACH.

SUMMER DAY CAMP 2018 – Tuesday July 3rd – Friday Aug 24th at 12 noon

- (3) Counselors & (1) Supervisor working at the Day Camp. (Additional Jr Counsellors & Co-op Students from West Kings.
- Many visitors & trips planned this year by our supervisor Alxys.
- All weeks are full at 24 campers per day / Full means 24 campers or more. Waiting lists are accumulating.
- Campers will be going to Yogi Bear Campground on Friday in order to vacate the Rec Hut for Steer BBQ preparations.

DROP IN BEACH VOLLEYBALL – Tues/Thurs 7pm - 9pm – ages 14 & up

DROP IN BASKETBALL – Wednesdays 6:30pm – ages 14 & up

TENNIS LESSONS

- Recreation Department has contacted Middleton to see who they use for instruction. Possibly able to set up a week of tennis lessons for youth & adults. More to come.

CENTENNIAL PARK – FREE OUTDOOR JULY CONCERTS – THURSDAY JULY 19TH
@ 6:30PM

Thursday July 19 th	6:30pm – 8pm	Left of Centre
Sunday July 22 nd	2-3:30pm	Mark Roberts
Thursday July 26 th	6:30pm – 8pm	Bob Deveau - Open mike
Sunday July 29 th	2-3:30pm	SonLight

SENIOR TATTOO TRIP – SATURDAY JUNE 30TH

- Staff will be meeting the bus at Kingston Elementary School for an 11:30am departure.
- Additional Bus Trip is on Thursday July 26th for 55 + and they will be heading to Grafton St. Dinner Theatre.

KINGSTON LIBRARY – SUMMER ACTIVITIES

- Funtastic Fridays – Every Friday 1pm – 2pm from July 6th to Aug 24th
- Build It – Tuesday July 10th 1pm – 2pm
- Tech Makers – Thursday July 12th & Thursday July 19th 1pm- 2:15pm
- Spin, Pop, Boom – Mad Science – Wed July 25th - 2pm – 3pm
- Artsy Smartsy – Tuesday July 31st 1pm – 2pm.

NATIVE COUNCIL OF THE ANNAPOLIS VALLEY at REC HUT FRIDAY JUNE 29TH

- Native Council will be using the Recreation Building on Elm St. for their mentorship program on Friday June 29th at 1pm.



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: July 4, 2018
Re: Apple Blossom Report

Funding from Legion and Lions Club

Staff submitted letters to the Kingston Legion and the Kingston Lions requesting funding from each in the amount of \$250.00 to help offset booster fees and gratefully received that funding support from both groups.

Wardrobe Tea

The Kingston Apple Blossom Festival Committee held a Wardrobe Tea at the Kingston Fire Hall on Sunday, May 6th. The Kingston Committee decorated the Fire Hall beautifully with decorations from past teas, which helped the budget. The 2018 Leadership Candidate Riley Rowan and her Child Attendant Bridget Ward were introduced to the audience. It was also an opportunity to thank and say farewell to the outgoing Leadership Candidate Sarah Perreault and her Child Attendant Maisie Ward. Sarah Perreault thanked all those involved in helping her during her reign and commented on how the experience has helped build her confidence level.

Riley Rowan addressed the dignitaries and guests, gave her speech and then she and her child attendant modeled the wardrobe that they would be wearing during the week of Apple Blossom Festival.

The sandwiches, coffee and tea were gratefully prepared by volunteers of the Kingston Fire Department Auxiliary and the sweets/squares were prepared by the committee. There were also two volunteers from the Pine Ridge Middle School Grade 8 Leaders that helped the committee with serving and cleanup. The cost to attend was \$5 and the total amount received at the door was \$125.00.

Parade Float

The new parade float trailer was built by Nova Millwrights and delivered at the end of April. The design and building of the parade float was spearheaded this year by Yves and Wendy Perreault, parents of past Leadership Candidate, Sarah Perreault. This year's theme for the Apple Blossom Festival was "Honoured by History – Inspired by Change". The Perreaults incorporated the history of the apple growing industry and then added vineyards to show how the agricultural industry has evolved and now includes an additional thriving industry of grapes/vineyards/wine. The Perreaults drove the parade float in the Apple Blossom Grande Street Parade on May 26th where they were awarded 2nd prize for Outstanding Princess Float. An always popular addition to the parade float was Kingsley the steer riding on the back of the Village truck with two banners on either side of the truck advertising the date of the Steer BBQ – July 14th.



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REPORT TO VILLAGE COMMISSION

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

RECOMMENDATION

That this report be received for information.

PROPERTY TAXES

	2018	2017	2016	2015
Total Arrears	\$70,040	\$86,290	\$98,644	\$76,843
Total properties	111	104	128	98
# Properties under \$100	13	16	15	16
Top 10 Properties Sum	\$27,949	\$41,975	\$42,008	\$33,093
# Properties over \$1000	19	20	20	22

Association of Nova Scotia Villages (ANSV) Annual General Meeting (AGM)

The ANSV AGM will take place on Friday September 21st and Saturday September 22nd in the Village of St. Peters. Who will be attending Friday's workshop and meetings?
Who will be attending Saturday's workshop and Annual General Meeting? Who will be the voting delegate?

CIBC – building purchase

Library / Public Works / Office / Recreation

Capital Projects

STP Clarifier Refurbishment	\$75,000	(100% Gas Tax)
RCMP Lift Station	\$150,000	(100% Gas Tax)
Main Street Sidewalk Renewal	\$80,000	(67% Gas Tax)
Public Wi-Fi/Camera Expansion	\$19,000	
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DISCUSSIONS

(See Correspondence)

Future Development Letter from Scott Bishop, B&H Properties
287 Main Street, Kingston

Scott Bishop
B&H Properties
PO Box 36
574 Brooklyn Street
Kingston, NS
B0P 1R0
902-840-3056

June 6, 2018

To the Village of Kingston

RE: Future Development at 287 Main Street, Kingston

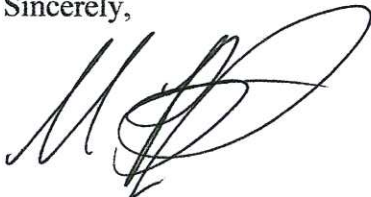
This letter is to kindly ask the Village of Kingston to consider installing a sewer lift station for the future development at 287 Main Street, Kingston. The benefits of the Village installing are that you would have control over what exactly is built and where to connect into the existing sewer.

This development is not just for 1-5 units but hopefully 80+ units with the possibility of expanding even further with any new developments also having to connect to the lift station. I know that in the past there has been assistance with smaller developments and it would be a huge help in getting this put together.

This development is going to be a nice, presentable addition to the Village where many people will be able to enjoy it. I wish to continue to develop in the community where I and my family have been a member of for the past 55 years or so.

I would be interested in having a meeting to discuss this request further. Please contact me at 902-840-3056.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Bishop', written in a cursive style.

Scott Bishop
B&H Properties

June 1, 2018

To The Nominating/Selection Committee
and the Commissioners of the Village of
Kingston

Being nominated and chosen as the
Volunteer of the Year for the Village of Kings-
ton is a great honor. Thank you to each
one who played a role in the selection
process and the presentation.

The flowers are so beautiful and the
plaque is a nice memento. Both gifts are
greatly appreciated.

It is always a positive experience volunteer-
ing in the Village - I plan to continue for
years ahead. Thank you again for your kindness
Sincerely, Denis Blum