



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

ph 902 765-2800
fx 902 765-0807

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



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REGULAR COMMISSION MEETING November 7, 2018

AGENDA

1. Review of Minutes of Meeting held September 5, 2018
2. Business Arising from the September Minutes
3. Review of Minutes of Meeting held October 3, 2018
4. Business Arising from the October Minutes
5. Consent to Agenda Items
6. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Tourism
7. Finance Report
8. Policy Review
 - i. Policy and Finance Committee policy
 - ii. NEW - Audit Committee policy
9. Discussions
10. Correspondence
11. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF SEPTEMBER 5, 2018

COMMISSION:

Don Holmesdale - Chair
John Pierce – Vice Chair
Paul Parsons
Muriel West - Absent
Wayne Fowler

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Absent

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the August 1st, 2018 Regular Session meeting minutes and asked if there were any errors or omissions.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF AUGUST 1ST, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of August 1st, 2018.

Commissioner Pierce asked if there has been any update from CIBC regarding the sale of their building. Clerk stated there has been no communication from CIBC.

Commissioner Pierce asked if the Clerk had learned how many other municipal units charge for an additional copy of tax bills. Clerk stated a handful of units charge a fee.

Commissioner Pierce asked about the status of the resident who has not been paying his tax bills because his property had been assessed too high by Property Valuation Services Corporation (PVSC). Clerk stated the new property tax bills have been sent out and the next step would be to call the property owner's partner. Clerk also stated that regarding the fact that the property was over assessed for several years does not mean the tax bills can be adjusted, unless PVSC comes back with a readjustment of those years. The County will also not be adjusting their tax bills.

Commissioner Pierce asked about the status of the purple bench. Clerk stated it has been ordered and if the colour is not correct it can be painted.

Commissioner Parsons asked what the response was from CIBC when the price was submitted to them. Clerk stated he filled out a new letter of intent and forwarded it off to CBRE.

CONSENT TO AGENDA ITEMS

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

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

QUESTION FROM AUDIENCE

Resident Sharon Hatt requested the Village contact the Department of Transportation and ask to have the 60km speed limit sign moved 2 NS Power poles closer to the duck pond on Bridge Street. Ms Hatt also asked why there was an increase in the sewer rate. Commission stated there has not been an increase in the sewer rate in the last 5 years.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Maple St Lift Station Replacement

Clerk stated even though the new lift station on Maple Street is going to be 11½ inches less deep than anticipated, the wet tank is quite a bit wider and there should be no ill effects to performance. There were water issues at the site of the new lift station which the contractor worked through. The contractor estimated and quoted for 2 feet of dewatering. They encountered 8 feet so they are charging an overage in the amount of \$23,400. Chair stated the budget was for \$150,000 and the cost was \$99,000 + HST so with the overage it is still under budget. Commissioner Pierce asked if the Village was responsible to pay for all of the dewatering. Clerk stated the contractor said they removed out what they already had for dewatering in their project and that they are going to run into more dewatering when they put the manhole in. Commissioner Pierce recommended trying to negotiate with the contractor on the price of the overage; the Commission agreed to propose splitting the cost 50%.

PUBLIC WORKS – See full report

Commissioner Pierce commented on the seam on the new Village entrance signs. Clerk stated the seam is not noticeable from a distance.

Commissioner Pierce commended staff for the excellent job of clearing the wooded area behind the bandstand.

Commissioner Pierce also suggested the Village approach the Department of Transportation again to see if they will do something about the eyesore of excess sand at Kingston's exit ramp off Highway 101 and that it is the worst looking exchange on Highway 101. Commission agreed to send this request.

Commission suggested letting the new grass that didn't take on the upper ball field in Ravenwood set for another month to see if it comes back.

Clerk asked Commission if they thought the new truck plough should be put on the new truck in order to save the old truck for summers in the next few years. Commissioner Fowler asked if the new truck was under warranty for ploughing. Clerk stated the new truck was equipped with a snow package.

RECREATION – See Full Report

Commissioner Pierce stated the concerts in the park were well received by those who attended and that some groups are more popular than others and suggested booking them more than once over the summer.

Commissioner Fowler asked what the Legion was using the Chase the Ace funds for. Chair stated it is now just a fundraiser for the Legion.

Commissioner Parsons asked about the status of the new cooling plant at the Credit Union Centre and if they were on budget with it. Commissioner Fowler reported they have the outside chiller up and they are waiting for pieces but plan to be making ice the last week of September and that they are on budget.

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

MONTHLY FINANCE REPORT – See Full Report

Public Works Seasonal Staff

Clerk stated the public works seasonal employee has been laid off.

Office Staff

Clerk stated administrative assistant is off work due to an injury.

Cell Phone Contract

Clerk stated that he managed to reduce the TELUS monthly cost of each cell phone from \$50.00/month to \$23.00/month.

Sidewalk / Parking Lot Snow Removal Contract

Clerk stated there were 5 companies that looked at the tender but the only company to bid on the snow removal contract was Kevin Ryerson Excavation and his price was very good. It is a 1 year contract renewable for 3 years at that price. Clerk stated the only extra would be \$40/load to haul snow away.

CIBC Building Purchase

Commission agreed to reach out to CIBC again to express interest in the building.

ON MOTION OF COMMISSIONER AND COMMISSIONER THAT THE VILLAGE INCREASE OUR CURRENT OFFER TO \$230,000 FOR THE CIBC BUILDING. MOTION CARRIED.

County of Kings Wireless Tower

Clerk stated the County is requesting to install a monopole antenna on the Village's roof in order to have a direct line-of-sight WiFi connection to their treatment plant in Greenwood. It may also have the height distance for the Village to add an antenna for Stronach Park. Commission all agreed to this request from the County.

Steer BBQ Permanent Sign

Clerk stated the Steer BBQ Committee would like to put up a permanent sign for the Steer BBQ on the grounds beside Rona Cash and Carry or the corner of Westwood and Elm St. or the ballfield fence. Commission agreed it could go by the bench on Westwood St.

Municipal/Village Meeting Items

Commissioner Pierce stated the County support of \$12,000 for Berwick Gala Days was quite upsetting considering the Steer BBQ only receives \$500 for an event that has been going on for 59 years. Commission agreed to raise this issue at the next Village/County meeting in October.

DISCUSSIONS:

Clerk stated he was approached by a resident on Moody Court asking if the Village would consider matching funds with the County to pave Moody Court under the J-Class road status since it is in such poor condition. Commission advised that she speak with Leo Glavine since he has helped with other streets in Greenwood etc.

Clerk advised that he was in touch with Doug Pulsifer from the Department of Transportation (DTIR) regarding the traffic count at the Maple St/Main St intersection. He advised that DTIR did a traffic count in May but there were issues with it so it will be done again. He was advised by the Clerk that the intersection also has a visibility issue with cars not seeing pedestrians crossing Main St. Mr. Pulsifer stated since he is new in the position there is a two year wait time for him to be able to get approval from his superior but he is working on it.

Clerk stated he will follow up on a resident's complaint on Pine Ridge Ave regarding a streetlight that was ruined during the last hurricane.

Clerk will check with the County as to whether a group home is allowed in a residential R1 zone area of the Village.

Commissioner Pierce asked that the Village send a letter to the Kingston RCMP Detachment regarding cyclists frequently seen not wearing helmets. Commission agreed.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 8:40PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF OCTOBER 3, 2018

COMMISSION:

Don Holmesdale - Chair
John Pierce – Vice Chair
Paul Parsons
Muriel West
Wayne Fowler

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Absent

GUESTS:

Glyn Bissix, PhD, Professor – Acadia University
Martha Armstrong – Councillor District 4, Municipality of the County of Kings

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale stated the September minutes were not provided due to temporary office staff shortage so there will be no review or business arising from the September 5th, 2018 Regular Session meeting minutes.

Clerk provided the following updates:

- A partial property tax payment was made for the property off Marshall Road to avoid tax sale.
- Clerk spoke with DJ Lowe, the contractor for the new lift station on Maple Street, and they agreed to cut the overage charges to \$11,700.
- They will let the upper ball field grass sit for re-grassing.
- Clerk contacted John Lopes with CIBC Corporate Real Estate but has not heard back from him regarding the purchase of the CIBC building.
- The streetlight has been ordered for the property on Pine Ridge Ave which should be installed sometime in the next month.
- Clerk confirmed with the County that it is possible to allow group homes to be placed in residential R1 zones.

- Clerk stated the letter to the RCMP regarding bicycle helmet concerns has not yet been completed.

CONSENT TO AGENDA ITEMS

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

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

PRESENTATION – VILLAGE CASE STUDY PROJECT

Professor Bissix introduced himself and two of three grad students from Acadia University that have been tasked with helping build a proposed case study by fourth year students. The graduate student and a person from Acadia's Entrepreneurship Centre writes background information for the case study of a village or community. Then, groups of fourth year students are to compile a strategic plan and in order to do that they need to have a fairly elaborate case study. They will develop a strategic plan for the community focusing on community issues and development. He stated they are approaching the Village of Kingston Commission to see if they are interested in participating in this project.

Clerk already forwarded to the commission a previous case study and the course outline to get a better idea. The case study will be constructed and the commission will have vetting privileges over what is included. The goal is to teach students strategic planning, as well, the students may have good ideas that the village may want to use. The 28 students will spend an entire day in the Village sometime late January or February. The day will consist of a short presentation from the Commission, interviews with various local residents and business people, as well as a narrated tour of the village. The Commission will then be invited to come to Acadia University to view their presentations.

Commissioner West stated the Commission feels very fortunate to have been approached with this opportunity. Commission agreed to participate.

Chair Holmesdale asked if there was anything the Commission could do to prepare for the case study. One grad student stated she would like to come to the office beforehand to view the historical records and the two volume history books 'Echoes across the Valley' that were compiled by the Kingston Historical Society. Professor Bissix also stated he would like to have electronic copies of various maps and any statistics available such as population and the number of dwellings in the Village.

Chair Holmesdale thanked the professor and students for the presentation.

COUNTY OF KINGS UPDATE

Councillor Armstrong stated a group called 'Uncommon Common Art' from Wolfville made a presentation to Kings County Council recently. They have artists who design

and put up works of art in various locations around the County and they have a booklet map showing where the art is located. Councillor Armstrong stated she pointed out to the group that their map ends in Aylesford and does not include any art installations in the Kingston or Greenwood areas. She found out that there is an application process and wondered if the commission knew anyone that might be interested in doing something around this area. She gave an example of an artist who paints barns as one form of art, and basically does it for room and board at the various farms.

Councillor Armstrong attended a Planning Advisory Committee meeting as an alternate and they brought up to the Municipal Planning Strategy that when a developer builds in a subdivision they should have to install some form of active transportation such as a sidewalk or a bicycle lane. She stated there was some backlash from one village that they would not want to have to maintain the sidewalk if it was installed.

Commissioner Fowler asked about the status of Kings 2050. Councillor Armstrong stated the Municipal Planning Strategy is before the Planning Advisory Committee now and the timeline is now the summer of 2019. It would also have to go back to public engagement.

Councillor Armstrong stated at the last Committee of the Whole meeting there was a J-Class roads prospectus for all the J-Class roads in Kings County. The province has narrowed it down now that they can only request 10 km/year and there is also no guarantee that they will get it. Some roads on the list are even going to be repaved.

Commissioner Pierce expressed concern over the how the County funds festivals and events and would like this item raised with Council. He stated it is not right that the Steer BBQ event receives \$500 and Berwick Gala Days receives \$12,000 and asked if this has been going on for several years or if it was a one time thing. Councillor Armstrong stated that in their grant program there is a major initiative grant where staff look at attendance per day, etc and the multi day events fall under that criteria.

The Commission also expressed their concerns over grants that 14 Wing Greenwood Recreation receives from the County. Commissioner Fowler stated that Recreation at 14 Wing has their own large internal fund to draw from, Wing Fund. Councillor Armstrong stated there are issues with the grant program and there has to be other criteria to get these grants. Clerk questioned why the County is funding all of these festivals and events such as the Annapolis Valley Exhibition. Councillor Armstrong stated she will bring this up at the next Committee of the Whole meeting.

COMMITTEE REPORTS – See Full Reports

Clerk stated September and October minutes will be provided at the next meeting.

WASTEWATER – See Full Report

Commissioner Pierce asked about the sewer line issue next to 1720 Old Brook Road. Clerk stated initially it was one large property and then it was subdivided and another house was built on the new lot. The sewer line from the first house cuts diagonally across the neighbour's paved driveway and on to the road to get to the Village's sewer

line. It was poorly built in the first place, with lots of elbows. If the Village were to fix it, staff would have to cut into the neighbour's driveway. Clerk explained that property owner should have had an easement. Where his line meets at the property line, the pipe would be cut there and it would run down the edge of his driveway out to the road. It would connect into the road so that it is not on the other person's property line.

PUBLIC WORKS – See full report

Due to the extremely dry weather this summer the grass did not take in the upper ball field. Clerk stated the cost to till it up and reseed it will be about \$4,000 and there may not be enough time this year. Commission agreed to fix it and in the fall if possible.

Commission commented on the great job by public works staff on the trimming of brush along a section of Pine Ridge Ave including down over the slope. The Commission also commented on the great clearing job by staff in the wooded section of Centennial Park.

The two bins for leaves and brush will be ordered for the third week of October and will remain in place on Elm Street for a month.

RECREATION – See Full Report

Commissioner West stated the Tai Chi class will be starting late this fall due to another commitment by the instructor.

Clerk stated the adult fitness class will be starting late this year due to another commitment by the instructor.

Commissioner Fowler stated the new cooling plant is working great and the ice is ready at the Credit Union Centre.

Clerk stated the seniors were lined up at the office door at 8am for the tickets the County had provided for us to sell for their Halifax dinner theatre trip and they sold out quickly.

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

POLICY AND FINANCE COMMITTEE

Cystic Fibrosis Squash Event Funding Request

The Policy and Finance Committee met to discuss the \$1,000.00 funding request for the CF Squash event and recommended the Village provide \$750.00.

**ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER HOLMESDALE
THAT THE VILLAGE GIVE \$750.00 TOWARD THE CF SQUASH EVENT TO BE HELD
NOVEMBER 3rd. MOTION CARRIED.**

MONTHLY FINANCE REPORT – See Full Report

Clerk stated there a few variances for the first 6 months but overall the year-end position is expected to be favourable.

Revenues:

Summer Day Camp Revenues were \$3,700 higher than expected and the expenses were lower than anticipated. Also bank account interest is higher than budgeted.

Expenditures:

Sidewalk maintenance budget is fully expended but Clerk stated he doesn't anticipate any more maintenance costs.

Some NS Power billings are higher than budgeted but may correct by year-end.

Apple Blossom expenditures were lower this year.

The Concerts in the Park were over budget by \$500.

SEWER OPERATIONS

Sludge Removal has a small unfavourable variance.

CHRISTMAS DINNER

After a discussion Commission asked staff to see if The Green Elephant restaurant could accommodate on either December 6th or the 13th.

SANTA COMES TO KINGSTON – DECEMBER 7TH

Commissioner Fowler asked what the commitment was for commissioners at the Santa Comes to Kingston event. Clerk stated all commissioners are encouraged to attend and take on a role or responsibility.

REMEMBER ME WALK – BARB'S BENCH

Clerk stated he has ordered the purple bench to be installed at Stronach Park. There will be a short walk and dedication of the purple bench on Sunday, October 28th from 1pm – 3pm at Stronach Park for those women who have been murdered as a result of domestic violence. Clerk will provide more information as he receives more detail.

MUNICIPAL/VILLAGE MEETING – OCTOBER 2018

Clerk asked the commission which topics they would like to forward to the meeting on Wednesday, October 17th. Commission agreed on the following items:

- County's Festival Grants Policy
- Municipal Modernization

- 14 Wing Recreational Grant from County

Chair Holmesdale commented that the Villages were not invited to a Chamber of Commerce dinner even though the towns were invited.

CAPITAL PROJECTS

Clerk provided the following update:

Sewer Treatment Plant Clarifier Refurbishment - \$75,000 (100% Gas Tax) - Nothing done with clarifier yet.

RCMP Lift Station - \$150,000 (100% Gas Tax) – Negotiated to 50% cost of overages (\$11,700) Project is done.

Public Wi-Fi/Camera Expansion - \$19,000 - purchasing 2 each within the next 30 days.

Lights to LED Conversion in Village Owned Buildings - \$15,000 – Only received 2 quotes from the several companies that were approached. Before rebates (up to 60%), the cost is around \$12,000.

Community Needs Assessment – \$50,000 (Recent Acadia University presentation will be a starting point)

Ravenwood Lower Field Re-dressing - \$12,000

Stronach Park Fitness Trail Equipment - \$7,000 - Looking at purchasing something this winter to install in the spring such as equipment made from a more natural substance.

Ravenwood Fencing - \$10,000

CORRESPONDENCE:

CHRISTMAS MOMMIES AND DADDIES REQUEST

Commission agreed to provide a couple of Kingston shirts for their telethon/auction.

Commissioner West suggested carrying Kingston Village pens to have on hand and other items that may have a lasting impression.

ROWAN'S ROOM

A correspondence was received looking for support. Commission declined stating they already support the autism centre in Kingston.

POWER SKATING DEVELOPMENT PROGRAM

Commissioner Fowler stated he received a letter from John Verran asking if the Village would consider helping this program continue by providing some funding.

MENTORING PLUS ORIENTATION SESSIONS INVITATION

The Commissioners are invited to the session in Kentville on Friday, October 12th from 9am – 3pm. These sessions are meant to draw the skills and knowledge of retirees to help support young adults with their career paths.

DISCUSSIONS:

DOCTOR SHORTAGE

Commissioner West asked, with the impending retirement of the last long time family doctor in Kingston, if the Commission should be writing to the Minister of Health regarding the thousands of local residents who are, and will be, without a doctor. Commissioner Pierce suggested copying the letter to our MLA as well as to the Premier of NS.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER FOWLER THAT THE VILLAGE COMMISSION SEND A LETTER TO THE MINISTER OF HEALTH AND LOCAL MLA EXPRESSING CONCERNS THAT THE VILLAGE IS IN DIRE STRAIGHTS WITH THE DOCTOR SHORTAGE. MOTION CARRIED.

VILLAGE SIGN ON HIGHWAY 101

Commissioner West stated she would also like to see a tourism sign for the Village of Kingston on Highway 101. The Village could also approach the Village of Greenwood to see if they would like to partner with us. Commission agreed and asked staff to find out the cost of the Town of Kentville's sign. Clerk stated he will check with the Department of Transportation on cost and criteria.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 9:55PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

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

New pumps for new lift station in front of RCMP station arrived mid-October but installation of pumps has been delayed due to type of conduit used from lift station sump to control panel. Nova Scotia Power will not approve final inspection until PVC conduit is removed and replaced with metal conduit. Landscaping of the job site is complete and pumps are tentatively scheduled to be installed this week. Once new pumps are installed, job will be complete and old pumps can be cleaned up and used as spare 3 horse power pumps.

As reported last month, wastewater staff were waiting on pump assessment from Xylem for pump sent in from East Main St (KN-3) 6 weeks ago. Price was finally received to repair 12 year old pump and price was low enough to justify repair job. We are hoping to receive pump this week but delays with Xylem are quite frequent. These delays were brought to Xylem's manager's attention about the long wait times just for assessment and then more time for repair.

Ongoing work at the treatment plant has been steady especially during leaf falling season. Leaves falling and accumulating in the clarifier end up jamming up our sludge return pumps every couple of days. It is imperative that sludge return pumps are pumping at full capacity for a quality final effluent to the receiving waters. Aerator in the aeration tank also had to be removed from tank to clean out accumulation of debris.

Public Works staff used piles of fill stored down by treatment plant to make gradual sloped ramp from back gate installed last year to access treatment plant effluent pipe to river and also access to fitness trail for any type of maintenance.

Treatment plant staff would also like to offer a scheduled tour of the plant to any commissioners that haven't toured it to date. It is a big part of our sewer infrastructure and is a 24/7 operation.



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REPORT TO VILLAGE COMMISSION

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

As reported last month, soil tests for the upper Ravenwood ball field were received and Public Works staff were proceeding as per recommendations. To prepare field for reseeding staff needed to kill the weeds, apply lime, and till in preparation for contractors to add compost, level and reseed. Paragon Golf Course loaned staff 10 ft wide sprayer to kill weeds. Two tons of lime were applied to field as per soil test recommendation to help raise the PH closer to a neutral level. Field was then tilled by staff, but, due to very wet weather and other things out of Public Works' control, the addition of soil, leveling and seeding cannot be done until next spring. Work to finish field will be completed next spring and Village Office was notified that field will not be in use till late spring once decent turf is established.

Oct 13th leaf and brush bins were delivered to Public Works barn for residential drop-off of yard waste. Public Works staff set up portable staging, signs and garbage cans for plastic garbage bag disposal. Staff would recommend leaving bins out for one more week as per commission discretion.

New 60 inch blower ordered in August has not been received to date. Email was sent to suppliers and expected date for delivery is the second week of November tentatively. Staff would also like to inform commission that we will be trying bulk salt only on sidewalks this winter after sand supply is used up. Staff informed the Village Clerk last year during budget meetings that staff would like to use bulk salt instead of a sand/salt mixture for easier application purposes. Currently sidewalk snow removal staff has to hand shovel sand into spreader and manhandle bags of salt for the proper mixture. Bulk salt would be faster and easier for operator if they can load salt into spreader with front end loader. Bulk salt would be stored at barn for a trial period and loaded into spreader with small John Deer tractor. This will likely increase the material portion of operating budget but has been discussed for a few years now. More communication with Public Works staff in the future would be beneficial before passing operating budget. A separate building may need to be considered in the future just for salt storage, similar to the Village of Greenwood. It should also be noted that we already use a 3 to 1 salt to sand mixture. Sand is also a lot of maintenance every spring sweeping it off. There will still be a sand/salt pile for days when temperatures are too cold for salt to work.

Other Public Works items include installation of park bench on crest of hill at Stronach Park overlooking the duck pond. Fountains were removed from the pond, most park garbage cans, benches and picnic tables were stored away for winter. Leaf raking is ongoing and outdoor rink will be installed when tennis court corner post and gate issue are resolved.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **November 7, 2018**

Re: **Recreation Report**

KINGSTON SCHOOL

- After-school Volleyball – Begins on Wednesday Nov 14th (every Wednesday)
- After-school Multi Sport – Begins on Tuesday November 13th (Mon, Tues & Thurs)
- In partnership with school staff & West Kings High School students.

PINE RIDGE MIDDLE SCHOOL – AFTER THE BELL MENTORING PROGRAM

- Through the “After the Bell” provincial funding program, Kingston Recreation & Pine Ridge Middle School have initiated a middle school girl focused mentoring and physical activity program. The program is slated to begin on Wednesday, November 14th after school. Kingston Recreation provided the leadership for the grant application and the registration form, Pine Ridge Middle School is providing the leaders and the facility. The focus is to increase middle school aged females in physical activity but also to provide a friendly, safe environment for girls to learn about self confidence and coping and social skills under the direction of education assistants from within the school.

SENIORS FITNESS INSTRUCTOR 2018/19

- Program will be held Tuesdays and Thursdays and will begin on Tuesday, November 6th @ 10am and will run until Thursday, December 20th at the Kingston Fire Hall.

ADULT TAI CHI – MONDAYS & THURSDAYS

- The Tai Chi program is cancelled until further notice due to the instructor's need to return to Germany for family reasons. Program will resume when instructor returns.

REGIONAL FREE FACILITY ACCESS– CREDIT UNION CENTRE

- Recreation Department has applied to the provincial FREE FACILITY ACCESS program. This program is designed to provide funding to recreational facilities in order to provide FREE ACCESS to the public for physical activity. The Recreation Department has also reached out and is in discussions with NS Valley Autism Group, Kings County Family Resource Centre and New immigrants to NS to try and increase the number of those attending Public Skating who may never before have had the opportunity to attend.

OUTDOOR RINK PLANNING

- Recreation Department has ordered the tarps for the outdoor rink, (2 x 50ft x 100ft) from Cavendish Nova Agri in Wilmot.
- Rec Coordinator will be in talks with Public Works regarding the construction of the framework.

KINGSTON CREDIT UNION CENTRE – FREE SKATING TIMES

- THURS NOV 1ST @ 3:30PM – 4:30PM ½ School In-service Day
- SUNDAY NOV 4TH @ 2:45PM – 3:45PM Weekend Public Skate
- FRIDAY NOV 9TH @ 1PM – 2PM Full School In-service Day
- SUNDAY NOV 11TH @ 2:45PM – 3:45PM Weekend Public Skate
- MONDAY NOV 12TH @ 2PM – 3PM Holiday Public Skate
- SAT NOV 24TH @ 1:15PM – 2:15PM Weekend Public Skate

KINGS COUNTY DINNER THEATRE BUS TRIP – WED NOV 21ST – 3:30PM

- Bus is scheduled to depart from Kingston Fire Hall at 3:30pm.

KINGSTON ADULT SKATING – MONDAYS AT 10:30AM – CREDIT UNION CENTRE

- Adult Skating is up and running. 14 skaters participated on Monday, October 29th.

COMMUNITY MEN'S BASKETBALL - MONDAYS AT WEST KINGS SCHOOL GYM @ 6:30PM

- Community Basketball continues every Monday at West Kings High School.

COMMUNITY CO-ED VOLLEYBALL - TUESDAYS AT PINE RIDGE MIDDLE SCHOOL GYM @ 7PM

- Community Volleyball - Tuesdays at 7pm Pine Ridge Middle School. Starting Tuesday, Nov 13th.

WESTERN KINGS ACTIVE KIDS HEALTHY KIDS COMMITTEE 2018

- Recreation Department sits as chair on this committee and is currently in the process of gathering final reports from the funding recipients throughout Western Kings County, many of which are from within the Kingston/Greenwood area.
- Final Reports for the spring funding opportunities are being received.

SANTA COMES TO KINGSTON – FRI DEC 7th 2018 / 6PM – 8PM

- Recreation Department begins the preliminary stages of our annual Santa event.
- Meeting with a volunteer on Thursday, Nov 1st at 1:30pm for parade.
- Request letters being sent out to Kingston Lions Club, Pine Ridge Middle School and other community organizations who have participated in the past.
- If there are any Commissioners who wish to participate on the evening for serving please contact Recreation Department during the month of November.

SQUASH CYSTIC FIBROSIS – PUMPKIN LAUNCH – SATURDAY NOV 3RD 11AM – 4PM

- Funding meeting for New Year's Eve planning taking place during the 1st week of November.

RECREATION BENCHES ORDERED

- Three 8ft backless park benches have been order for the tennis/skating/basketball courts.

TENNIS COURTS FENCE DOOR & FENCE REPAIRS

- Eastern Fence Limited has been contracted to repair corner post, and a section of the fence that has a hole in it. Recreation Department and Clerk have been in discussions with Eastern Fence, in collaboration with Public Works, to ensure corner post stabilization is sufficient.

KINGSTON LEGION BR. #98 – REMEMBRANCE DAY CEREMONY – SUN NOV 11TH 9:45AM

- Remembrance Day Ceremony – Veterans Lane / 9:45am – 11:15am.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: November 7, 2018
Re: Tourism Report – August, September, Year-End

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION.

Staff:

Maggie Rio – Senior Counsellor (40 hrs/week) – PEP Funding (Provincial Grant)
Maxim Roy – Counsellor (35 hrs/week) – CSJ Funding (Federal Grant)

Hours of Operation:

The VIC was open in August from 9:00am to 5:00pm and in September from 10:00am to 5:00pm until it closed for the season on September 14th.

August / September Statistics

August 2018	Visitors Counsellled
Canada	565
US	50
Overseas	33
Grand Total	648

September 1st – 14th 2018	Visitors Counsellled
Canada	196
US	32
Overseas	13
Grand Total	241

Full Year Statistics

The number of visitors counsellled from May 16th to September 14th at the Kingston/Greenwood VIC was 2058.

Past years' comparison:

	2018	2017	2016	2015	2014
Mid May	153	144	190	250	277
June	385	405	437	464	579
July	631	695	649	802	941
August	648	674	610	621	1136
Mid September	241	229	346	196	122
Total	2058	2147	2232	2333	3055

2018 Season

The Kingston/Greenwood VIC has greatly benefitted from having returning knowledgeable staff. The feedback from visitors was very positive with regard to their experience at our visitor center. Maggie Rio and bilingual student Maxim Roy, helped visitors with inquiries on local hiking/bicycle trails, things to do in the area, directions, camping sites, picnic areas, tide times, wine tours, cemeteries, accommodations, restaurants, museums, whale watching etc. Staff also made 27 accommodation reservations for the traveling public this summer.

The brochures and guides are supplied mainly by NS Distribution. There are tourism businesses that don't deal with Distribution and so staff take the initiative to order brochures and booklets directly with the tourism businesses, who appreciate being contacted. Staff have an extensive bulletin board of events and also create their own posters to display any festivals or events that they don't receive a poster for.

Maggie Rio continues to add personal, welcoming touches to the VIC such as fresh cut flowers from her garden, fresh coffee, candies and free apples donated by a local farm market. She also has a running slide show of her own scenic photos of NS that she took all over the province which prompt visitors to ask about the many locations shown.

Tourists also appreciate the organization of the centre, the clean facilities and services offered including internet, printing services, laptop station, souvenirs and cold drinks for sale, children's colouring table, washrooms and picnic table. Many visitors also took interest in the older photographs of the area, the cemetery books and antique displays throughout the centre.

To improve the parking situation two new signs directing visitors to the parking lot proved to be successful. It was also requested that the 'No Parking' signs behind the building on Markland Road be removed by the Department of Transportation so that it could be used as an unofficial handicap parking space.

Staff very much enjoyed the opportunity to help visitors, local and otherwise, and look forward to opening up again in May 2018.



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REPORT TO VILLAGE COMMISSION

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

RECOMMENDATION

That this report be received for information.

GENERAL OPERATIONS

Through the first 7 months of the year, there are some known variances which can be reported on. Overall, the year end position is expected to be favourable.

Revenues:

There are no new revenues variances to report on at this time.

Expenditures:

The streetlight maintenance budget has an unfavourable variance due to the installation costs of a new streetlight at 339 Pine Ridge Avenue.

Summer Day Camp expenditures were \$1,000 over budget, but the increase in revenues more than offset the costs.

The Village made its last Municipal Finance Corporation debenture loan payment of \$16,000 (principal) plus \$816 in interest. This was originally a 10 year, \$160,000 loan.

SEWER OPERATIONS

The Treatment plant maintenance budget currently has an unfavourable variance of \$3,300 but still below its annual budget allocation. The treatment plant electricity budget has a favourable variance of \$7,600 but most of this may be a timing issue as each power bill is approximately \$5,500.

Christmas Party

The Green Elephant (Dec. 6th or 13th) or The Crossing Restaurant (Dec. 6th only)

Payroll Direct Deposit

The village is moving ahead with direct deposit for its employees. I have included the permanent staff for this week's payroll and will have the seasonal staff and Commission added for the end of month payroll.

Capital Projects

STP Clarifier Refurbishment \$75,000 (100% Gas Tax)

- Suggest that we defer to next fiscal year
- We will be consulting with the original welding company on installation procedures

RCMP Lift Station \$150,000 (100% Gas Tax)

- Project still not complete (waiting on new pumps to be installed)
- Total cost \$111,297+HST

Public Wi-Fi/Camera Expansion \$19,000

- Purchased 3 Wi-Fi Antennas and two cameras
- Should be just under budget with installation costs

Office Lights to LED Conversion \$15,000

- Received quotes and distributor is applying to EfficiencyNS for rebates

Ravenwood Lower Field Re-dressing \$12,000

- Costs were too high and upper field needs to be fixed (\$5,000) first.

Stronach Park Fitness Equipment \$7,000

- Will be ordered over the winter months

Ravenwood Fencing \$10,000 (\$8,100 spent)

- Basketball Court and Rec-Hut playground gate installed (\$4,800)
- Tennis Court fence hole and gate repaired (\$3,300)
- Ravenwood Playground fence not completed



Royal Canadian Legion
Alvin H. Foster M.M. Memorial Branch #098
P.O. Box 2, Kingston, NS B0P 1R0
Facebook: Kingston Legion Br. 098
email: legion98sect@eastlink.ca



Branch: 765-4428
Office: 765-4920
Fax: 765-2479

18 October 2018

Don Holmesdale
Kingston Village Chairperson
671 Main Street
PO Box 254
Kingston, NS B0P 1R0

Dear Don,

The Members of the Royal Canadian Legion, Alvin H. Foster M.M. Memorial Branch #098 invite you and a guest to our Remembrance Day Service and Banquet on November 11, 2018.

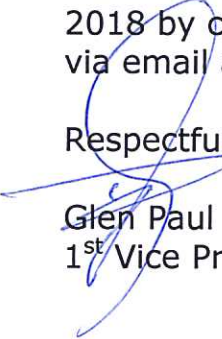
Our Service of Remembrance will commence at 9:45 a.m., in our auditorium followed by a Parade to our Cenotaph for the Wreath Laying Ceremony at 10:25 a.m.

You are invited to lay a wreath and we would appreciate if you could let us know as soon as possible if you will be doing so. If someone else will be doing this in your stead please notify us of that person's name.

The Banquet will commence with cocktails at 4:30 p.m. and dinner at 5:00 p.m.

To enable us to prepare for this function, please reply by November 2, 2018 by calling 765-4920, Mon.-Fri., between 10:00 a.m. and 4:00 p.m. or via email at the address above.

Respectfully,


Glen Paul
1st Vice President, Br. 098