



Village of Kingston
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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