



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

ph 902 765-2800
fx 902 765-0807

January 2, 2019

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, January 2, 2019 at the Kingston Village Office.



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REGULAR COMMISSION MEETING January 2, 2019

AGENDA

1. Review of Minutes of Meeting held December 5, 2018
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
5. Clerk's Report
6. Finance Report
7. Discussions
8. Correspondence
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 5, 2018

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

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

REVIEW OF MINUTES

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

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 7TH, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of November 7th, 2018.

Commissioner West asked if there had been a response from the Department of Transportation regarding the excess sandy soil at Exit 17 and our request for a meeting. Clerk stated there has been no response to date.

Commissioner West asked if the Clerk had consulted with the Village solicitor as to whether or not it is necessary to have the Village properties, next to the arena, migrated. Clerk stated he will check with solicitor.

Commissioners stated they will all try to attend a tour of the treatment plant when a suitable date is chosen by staff.

Commission requested that a thank you card be sent to the Kingston Fire Department for providing the water to flood to outdoor ice rink.

Commission complimented public works on the outdoor Christmas decorating along Main Street.

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.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Commissioner West asked about the standing water between the old and new KN#8 lift station. Clerk stated they are looking into it and public works staff have taken a sample to be tested. If it turns out that the contractors are at fault, they will have to fix it. Clerk stated the invoices were received today from the contractors for the KN#8 project including an invoice for the overage which was more than the agreed upon price. Clerk contacted them to report the error and is waiting for a response.

As stated in staff report there was another sewer blockage due to tree roots at 1720 Old Brook Road. Since it was discovered that their sewer line was installed incorrectly in 1985, staff recommended there be a new and corrected lateral connection installed in the spring. After a discussion the Commission agreed to carry out the sewer connection work in the spring.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE REPAIR TO THE SEWER CONNECTION AT 1720 OLD BROOK ROAD BE COMPLETED IN 2019 TO CONFORM TO VILLAGE STANDARDS, WITH WORK NOT TO EXCEED \$2,500. MOTION CARRIED.

PUBLIC WORKS – See full report

Commissioner Pierce asked if the outdoor rink was ready to go. Clerk stated it is ready to be used as weather permits.

RECREATION – See Full Report

Commissioner West offered to work the New Year's Eve event.

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

MONTHLY FINANCE REPORT – See Full Report

Clerk presented a new format for the finance report and asked for feedback from the Commission. Commission agreed they preferred this new format since it is more detailed. Clerk stated he will provide this format going forward and asked that the Commission review the finance report *before* the meetings.

New Policies

Clerk stated the two new policies are ready for approval but the Department of Municipal Affairs suggested looking at the Municipal Government Act. Clerk sent the policies to the Department of Municipal Affairs for approval and will present them to the Commission at the next meeting.

CIBC Building

Clerk stated the vacant CIBC building on Main St. should be relisted with a different realtor some time in December. Clerk will keep Commission up to date.

Complaints

There was a complaint that water is still pooling in front of the Anglican Church on Pleasant Street even though the street was paved. Unfortunately the paving by the Department of Transportation did not include drainage improvements.

A resident on Prince Street would like to see a barricade/boulder at the end of the road to hopefully eliminate ATV use on that street. Another complaint was made regarding a house on Prince Street with an unsightly appearance, having 9 cars with no license plates around the yard. Clerk will contact the County's Dangerous and Unsightly Bylaw Officer as well as the Department of Transportation and the RCMP regarding these complaints.

Central Water System

Clerk stated Tim Bouter from the County contacted the Village to say they have hired an engineering firm to scout new well locations. Their next step is to work with the Village to create a Memorandum of Understanding outlining the go-forward plan to bring central water to Kingston. Commission stated they would like to request a meeting with the County engineers.

Crosswalk Lights

Clerk is looking into adding flashing amber lights to the posts at the Village's three RA-5 crosswalks for increased visibility.

Lions Club – Village Signs

The Lions Club made a formal request to have their logo added to the Village's 5 main entrance signs, next to the Legion's logo. Commission asked staff to find out if the Legion paid to have their signs added when the signs were created.

CAPITAL PROJECTS

Clerk provided the following update:

RCMP Lift Station - \$150,000 (100% Gas Tax) – Still waiting for invoices but total cost was \$111,297 + HST.

Lights to LED Conversion - \$15,000 – Project was awarded to Kyle Sheridan for labour and Graybar Canada for parts with costs approximately \$11,295 after EfficiencyNS rebates.

CORRESPONDENCE:

Squash CF Thank You Letter

Chair stated the Village received a thank you letter from the organizers of the annual Cystic Fibrosis fundraiser for supporting the 8th Annual Squash CF Pumpkin Launch. This fun family event was very successful and raised over \$6,000.

Kingston Lions Christmas Musical Food Bank Fundraiser

Chair stated the Village received a letter from the Lions Club requesting a silent auction item to help support their Upper Room Food Bank fundraiser to be held on Sunday, December 16th at 2pm. Clerk stated the Village provided 2 Kingston logo golf shirts.

Commission discussed providing public works employees with more identifiable work wear indicating “Staff – Village of Kingston”.

The Commission also suggested exploring more ideas for Village “swag”.

DISCUSSIONS:

Commissioner Fowler brought forward the suggestion of creating a Sports Wall of Fame at an indoor sports facility. Clerk stated there would need to be a budget and suggested a committee be formed that was independent from the Village and the arena so that the Village could support the project financially along with local businesses.

Commissioner West offered to deliver Christmas cards to all of the businesses in Kingston again this year.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 9:00PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 2, 2019**
Re: **Environmental Services Report**

The standing water issue on the south side of the new lift station in front of the RCMP offices has been determined to be a grade issue with the final leveling of the topsoil. Village Clerk will schedule meeting with contractors in the New Year to discuss deficiencies and the extras for the dewatering part of the job.

Dec 5th Enforcement Officers with Environment and Climate Change Canada showed up to interview treatment plant manager and review the different test parameters and frequency of reporting. Questions raised by plant manager included the testing for un-ionized ammonia and acute lethality test which is a fish survival test in a sample of treatment plant effluent mixed with river water, something that has not been tested for. The enforcement officers indicated that the acute lethality test is usually for effluents that exceed 2500 cubic meters daily. Kingston treatment plant has an effluent currently of about 700 cubic meters per day on average. Officers will look into this and get back to us on the need for that test and the un-ionized ammonia test. We have been testing for un-ionized ammonia for over a year but there is no place on the quarterly online reporting page that asks for ammonia test results. Un-ionized ammonia testing of our effluent is usually not detected (virtually zero) and therefore no need to continue to test for, which would be a cost savings but we will wait to get confirmation from Environment Canada. Plant manager was also informed that if we need a permit to by-pass raw sewer to the river to allow plant maintenance (clarifier brackets) then that process can go through their department. Plant manager will follow up.

Dec 21st a tour of the treatment plant was given to commissioners that attended. A power point session was shown first to explain the different functions and day-to-day activities that are carried out at the treatment plant. Actual tour of the plant followed as operator explained the different sections of the plant.

Dec 24th Generator fuel was delivered to treatment plant generator to top up.

Dec 26th Public Works were called out late afternoon to a plugged sewer on Maple St. Main sewer line was plugged and staff used rods and auger machine to relieve blockage.

Day to day activity is ongoing at the treatment plant with washing down of clarifier and cleaning of UV channel along with weekly cleaning out of the return sludge pumps.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 2, 2019**
Re: **Public Works Report**

Flooding of the outdoor rink at the tennis courts has been ongoing and the rink has been open for the most part, weather permitting. The new benches ordered by Recreation staff were assembled and installed at the tennis courts. Thick heavy duty rubber mats were also purchased from local hardware store and installed in front of benches to allow rink users to walk onto ice surface without stepping on asphalt with skate blades on. Public Works staff has also been monitoring the ice thickness at the duck pond at Stronach Park.

Ten loads of compost were delivered to the upper Ravenwood ball field while the ground was frozen solid. Piles of soil can now be leveled in the first part of spring without delays such as spring road restrictions. Field will be levelled and seeded as soon as weather permits and will hopefully allow ball games to begin a bit sooner than originally expected.

Wagon was picked up from Dempsey Corner Orchards for wagon rides on New Year's Eve. Wagon was decorated with festive lights to make wagon more visible on the roads around Credit Union Center. Kubota tractor will be used to pull wagon.

Lights and light fixtures were changed out for new LED lights at the Visitor Information Center, the Public Works barn, the Rec Hut on Elm St and the buildings at the sewer treatment plant.

Windfalls across the Fitness Trail at Stronach Park were taken down and limbed up. Brush grinder was rented from Greenwood Rent-all and brush was grinded. Logs from tree were pushed off trail where it was chunked up and removed. The remaining spruce tree at Westwood Street playground was taken down by Atlantic Arborists, at the request of Public Works, to avoid possible future damage to playground infrastructure.

Sidewalk snow removal has been ongoing but limited with minimal snowy precipitation. Having the bulk salt pile at the Public Works barn has been working out well with much less mess tracking in and out of the truck bays, which is helping to keep area at office tidier.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **January 2, 2019**
Re: **Recreation Report**

ADULT TAI CHI 2019

- Instructor Luitgard Budd will begin instruction for Tai Chi on Monday January 7th @ 6:30pm at the Kingston Elementary School small cafeteria.

SENIOR FITNESS 2019

- Senior Fitness Classes with Helen Malo will start up on Tuesday Jan 8th at the Kingston Fire Hall from 10am – 11am.

OUTDOOR RINK PLANNING 2019

- Please see Public Works report.

NEW YEAR'S EVE – MON. DEC 31ST 6PM – 8:30PM – CREDIT UNION CENTRE

- Many thanks to all those who were able to attend and assist with the event. The event was enjoyed by all in attendance. Food Bank donations amounts will be provided in next month's report.
- Tractor & wagon rides were a great success. Tractor generously donated by Dempsey Corner Orchards.
- Many thanks to the Kingston Lion's Club for once again providing the delicious chili and the Mayhew family for working upstairs in the kitchen.

PINE RIDGE SCHOOL COMMUNITY VOLLEYBALL – TUESDAY EVENINGS 7PM-8:30PM

ADULT SKATING – MONDAYS 10:30AM - NOON

- Averaging 12-15 participants.

FREE FACILITY ACCESS – CREDIT UNION CENTRE

- In partnership with Provincial Funding – the Kingston Credit Union Centre has been able to offer Free Public Skating on Full Day In-service Days & ½ Day In-service Days for youth – these have been well attended by students. Also, on Saturdays the arena has been able to offer FREE Public Skating from 5:30-6:30pm. Up to 60 participants during some of these skates and also over the Christmas break, the Arena was opened at various times each day.
- Will be scheduling more skates for January.

CANADA SUMMER JOBS & NOVA SCOTIA PROVINCIAL STUDENT ASSISTANCE FUND

- Recreation Department will be applying for the Canada Summer Jobs Grant for our Summer Day Camp student funding.
- Recreation Department will hold discussion with Arena Board members regarding the Village applying (on behalf of the Credit Union Centre) for funding for a summer student to assist with arena renovations, maintenance and potential summer programming.

ACTIVE KIDS HEALTHY KIDS – 2019 FUNDING PROGRAM

- Recreation Department will be working towards getting funding applications and information out to potential applicants throughout the western Kings County communities. Application deadline is end of February 2019.

MARCH BREAK DAY CAMP 2019 (March 18th – 22nd)

Recreation Department will be hiring two March Break Day Camp students to implement activities and provide supervision. Recreation Department will be planning all activities.

SNOW SHOES - LOAN PROGRAM 2019

- Snow Shoes will be on loan again this year. Some have already been loaned out for weekends. 1st Kingston Scouting has booked them for a weekend in January.

REC HUT 2019

- 1ST Kingston Scouts have booked the Rec Hut for an event on Saturday Jan 12th.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 2, 2019**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

DJ Lowe Limited

A meeting with DJ Lowe has been requested to discuss the contract and overages. The Village dealt with three DJ Lowe employees before and during the project. The two employees that were on site during the project are no longer with DJ Lowe. Previously, the Clerk had negotiated the overage charges to \$11,700+HST with one of the employees, that is no longer employed, but ownership is not supporting that discussion.

Note: The project is still not considered complete since the electrical has not been inspected by NS Power.

Tentative Budget Schedule 2019 (Wednesdays, 7pm, Village Office)

January 23	<i>Special meeting</i>	Capital Budget Workshop/Prioritization
February 6	Regular meeting	Operating Budget Discussion
March 6	Regular meeting	Budget Update and Capital Budget approval
April 3	Regular meeting	Operating Budget released
April 24	<i>Special meeting</i>	Operating Budget deliberations
May 1	Regular meeting	Operating Budget deliberations and approval

CIBC Building

Colliers International has advised us that the CIBC building is for sale (again). All offers are to be submitted to Colliers on or before January 15th, 2019 in a sealed envelope. Offers will not be opened and presented to the CIBC until after the bid date has passed. This is to ensure a transparent and fair process. A representative will be on site at the subject property, on January 15th, 2019 from 12pm to 2pm to collect offers.

Property Owner/Resident Complaints

Prince St (ATV use/trail at end of street) – Commissioner Pierce has suggested putting large boulders to block trail from roadway. ATV'ers can still access trail from Windsor Street.

Lions - Village Signs

The Lions Club has informally requested that their logo be added to our large Village signs similar to the Legion logo. At a previous meeting, the Commission asked if the Legion had made a financial contribution to the sign (and that is why their logo is included on our sign). Staff has searched capital files for sign information to no avail. Staff will now

need to search financial boxes by fiscal year until we find the information. Does the Commission know what year the signs were installed?

Kingston Area Advisory Committee (AAC)

The Commission needs to re-appoint (by motion) the current members of the Kingston AAC. Members who are Commissioners hold a 1-year term. Members who are residents only hold a 2-year term. We are short one public member that we are currently advertising for.

Current list of members:

Don Holmesdale (Chair / Commissioner)
Wayne Fowler (Commissioner)
Paul Parsons (Commissioner)
Martha Armstrong (Councillor)
Emily Hill (was surname - Keith) (public member)
Muriel Craig (public member)
Position not filled (public member)

Capital Projects

STP Clarifier Refurbishment \$75,000 (100% Gas Tax)
- Deferred to next fiscal year

RCMP Lift Station \$150,000 (100% Gas Tax)
- Project not complete – still need NS Power Electrical inspection approval

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
- Project was awarded to Kyle Sheridan (lowest price for labour) and Graybar Canada (parts). Project cost approximately \$11,295 after Efficiency NS rebates. Work has been completed at most locations

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

Village of Kingston
Commission Finance Report
November 30, 2018

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Revenues				
Residential/Commercial Taxation	692,600	692,900	(300)	692,900
Dog Registrations	200	100	100	600
Rentals	400	-	400	200
Interest on Investments and Taxes	34,900	9,300	25,600	12,500
Miscellaneous Income	1,400	500	900	600
Recreation Revenue	21,700	21,600	100	25,400
Arena Revenue	-	-	-	-
Administration Revenues	85,000	85,000	-	85,000
Grants from Other Governments	70,000	58,100	11,900	82,900
Contributions from Reserves	-	-	-	-
Total Revenues	906,200	867,500	38,700	900,100
Expenditures				
General Government				
Legislative	14,300	13,300	(1,000)	19,700
Administration	91,900	106,700	14,800	151,800
Professional Fees	9,000	10,900	1,900	13,200
Insurance (General)	13,200	13,900	700	13,900
Civic Building Expenses	8,900	8,400	(500)	14,800
Crossing Guards	9,400	9,200	(200)	15,400
Miscellaneous	3,700	3,500	(200)	5,500
Taxation Charges	7,200	10,800	3,600	10,800
Library	5,100	7,100	2,000	9,100
Total General Government	162,700	183,800	21,100	254,200
Public Works & Transportation				
Public Works	72,800	70,500	(2,300)	98,400
Village Maintenance	21,400	22,700	1,300	27,000
Sidewalks & Crosswalks	4,600	7,300	2,700	7,300
Snow Removal	23,500	13,500	(10,000)	67,300
Street Lighting	32,100	31,900	(200)	37,800
Capital from Operating	-	-	-	-
Total Public Works	154,400	145,900	(8,500)	237,800
Tourism and Development				
Visitor Information Centre	20,700	21,300	600	23,200
Other Development	3,900	9,400	5,500	9,400
Apple Blossom Festival	2,600	4,500	1,900	4,500
New Years Eve Event	4,700	4,800	100	4,800
Steer BBQ	3,400	3,500	100	3,500
Total Tourism and Development	35,300	43,500	8,200	45,400
Parks				
Parks Repairs and Maintenance	33,500	36,300	2,800	45,500
Arena Rental Charges	4,600	4,600	-	4,600
Total Recreation	39,500	42,300	2,800	51,900
Recreation				
Recreation Administration	55,700	60,300	4,600	85,900
Arena Expenses	-	-	-	-
March Break Day Camp	-	-	-	1,200
Summer Day Camp	8,900	7,800	(1,100)	7,800
Youth Programs	600	1,800	1,200	3,000
Adult Programs	2,100	5,700	3,600	8,600
Seniors Programs	3,200	4,300	1,100	6,400
Total Recreation	70,500	79,900	9,400	112,900
Fiscal Expenses				
Transfers to Reserves				
Operating Reserves	-	-	-	-
General Capital Reserves	75,400	75,400	-	75,400
Sidewalk Construction Reserve	110,500	110,500	-	110,500
Building Reserve	12,000	12,000	-	12,000
LTD - Principal	-	-	-	-
Total Fiscal Expenses	197,900	197,900	-	197,900
Total Expenditures	660,300	693,300	33,000	900,100
Surplus / (Deficit)	245,900	174,200		-

Village of Kingston
Finance Report

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Revenues				
Sewer - Taxation	486,900	487,000	(100)	487,000
Sewer - User Fees	13,100	12,700	400	22,600
Sewer - Connection Charges	2,700	2,300	400	2,300
Total Revenues	502,700	502,000	700	511,900
Expenditures				
Environmental Health				
Administration	90,400	99,500	9,100	138,200
Treatment	19,900	17,900	(2,000)	27,900
Treatment - Electricity	40,500	49,000	8,500	73,500
Treatment - Disposal	36,500	42,000	5,500	70,000
Collection System Costs	20,600	25,300	4,700	38,000
Total Environmental Health	207,900	233,700	25,800	347,600
Fiscal Expenses				
Sewer Reserve	147,500	147,500	-	147,500
LTD - Principal	16,000	16,000	-	16,000
LTD - Interest	800	800	-	800
Total Fiscal Expenses	164,300	164,300	-	164,300
Total Expenditures	372,200	398,000	25,800	511,900
Surplus / (Deficit)	130,500	104,000		-