



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

ph 902 765-2800
fx 902 765-0807

June 5, 2019

Commissioner J. Pierce
Commissioner M. West
Commissioner W. Fowler
Commissioner M. Bishop
Commissioner B. Beardsley

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Wednesday, June 5, 2019 at the Kingston Village Office.



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REGULAR COMMISSION MEETING June 5, 2019

AGENDA

1. Swearing in of new Commissioners
2. Election of Village Chairperson / Vice-Chairperson
3. Review of Minutes of Meeting held May 1, 2019
4. Business Arising from the Minutes
5. Consent to Agenda Items
6. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
7. Clerk's Report
8. Policy and Finance
 - i. Walk the Walk for Autism
 - ii. Loomer's Portable Toilets
 - iii. Visa / MasterCard
9. Discussions
10. Correspondence
11. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MAY 1, 2019

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUEST:

Sgt. Ryan Kelly – RCMP, Kingston Detachment

OPENING

Vice Chair Pierce called the meeting to order at 7:00pm.

RCMP UPDATE

Sgt. Kelly stated he was born and raised here and had worked at the detachment when it was on Pine Ridge Ave. He stated he will provide monthly reports rather than one report annually. He stated that due to the timing of the Commission meetings, his reports will be behind. He reported the detachment has 24/7 patrolling with 4 corporals and 3 constables on each watch. Sgt. Kelly also stated there has been a rash of break and enters and that general investigations is looking into it. He stated there will be more ATV and boat patrols this summer. He also requested to be informed of community events so that he can provide more officers in those areas. Sgt. Kelly stated he will attend any future commission meetings if requested.

REVIEW OF MINUTES

Vice Chair Pierce asked for a review of the April 3, 2019 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF APRIL 3, 2019 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair Pierce asked for any business arising from the minutes of April 3, 2019.

Vice Chair Pierce asked if there was an update from Richard Lloyd (Department of Transportation) on allowing soak away pits for sidewalk construction on Balser Drive. Clerk stated there has been no update.

Vice Chair Pierce asked if any other cameras have been installed in the Village. Clerk stated the Village has one big camera left to install. It was suggested it be installed on the Greenwood Mall sign at the corner of Bridge St. and Main St. Clerk stated, for that location, the Village would have to have fibre-opt installed there.

Commissioner Fowler asked if there had been a public announcement for the purchase of the CIBC building. Vice Chair Pierce stated MLA would like to make an announcement at the Annual General Meeting on May 30th. The Commission agreed to invite MP Colin Fraser to the meeting.

Vice Chair Pierce asked about the status of the Apple Blossom cheque from the Lions. Clerk stated he had not yet contacted the King Lion.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER FOWLER TO APPROVE.....

MOTION CARRIED.

CONSENT TO AGENDA ITEMS

Vice Chair Pierce 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 AS PRESENTED. MOTION CARRIED.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

PUBLIC WORKS – See Full Report

Commission agreed that the brush and leaf bins that were put out on April 16th should be left out until after the Victoria Day long weekend. Clerk stated the Village hired Dwight Lewis as the new seasonal public works employee.

Commissioner Fowler informed the Commission that the Credit Union Centre Board are working with the province toward getting an addition for the arena building. This will include a request to purchase some land from the Village. Clerk stated the land would have to be surveyed.

RECREATION – See Full Report

Commissioner Fowler informed the Commission that the Credit Union donated \$10,000 toward a retrofit of lights at the arena.

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

CLERK REPORT

Clerk stated there is no update since it is the beginning of the new fiscal year. He reported when the financial statements are received from the auditor, he will forward to the commission.

Library Expansion

Clerk stated he met with three people regarding design costs for both the CIBC building renovations and the library expansion. Clerk will also contact MP Colin Fraser regarding funding.

APPROVED CAPITAL PROJECTS 2019/20

Sewer Treatment Plant (STP) Clarifier Refurbishment - \$75,000

KN-14 Force Main Installation - \$200,000/\$400,000 (PCAP Funding – 50%)

Public Wi-Fi/Camera Expansion - \$38,000

Office/Library Renovation - \$175,000/\$325,000 (Province - \$150,000)

Trail Repair - \$15,000

Water Drilling Study - \$50,000/\$100,000 (County of Kings - \$50,000)

Highway 101 Signage - \$25,000

Steer BBQ Stage Replacement - \$8,000

Digital LED Sign - \$30,000

Operating Budget Motions

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THERE WILL BE NO INCREASES TO THE 2019/20 RESIDENTIAL TAX RATE AND IT BE SET AT 30.9 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES. MOTION CARRIED.

ON MOTION OF COMMISSION PARSONS AND COMMISSIONER FOWLER THAT THERE WILL BE NO INCREASES TO THE 2019/20 COMMERCIAL TAX RATE AND IT BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTY. MOTION CARRIED.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER FOWLER THAT THERE WILL BE NO INCREASES TO THE 2019/20 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES. MOTION CARRIED.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE DRAFT 2019/20 OPERATING BUDGET, DISSEMINATED AT THE APRIL 3, 2019 COMMISSION MEETING, BE ACCEPTED AND APPROVED. MOTION CARRIED.

Upcoming Calendar Dates

Election (if necessary)

Nomination Period	Thursday, May 2, 2019 to
Nomination Day	Wednesday, May 15, 2019
Advance Poll	Tuesday, May 28, 2019
Annual General Meeting	Thursday, May 30, 2019
Election Day	Saturday, June 1, 2019

New Business

LED Light Village Sign

Clerk will apply to the County of Kings for a sign permit and also research prices for the appropriate sign for the downtown area. Clerk stated staff at the County are still working on the Land Use Bylaw changes but should be finished by June.

ADJOURNMENT

ON MOTION OF COMMISSIONER PARSONS 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: **June 5, 2019**
Re: **Environmental Services Report**

June 4th the tender to install 6 inch force main sewer line under rail bed corridor was posted. Bids will be accepted over a 3 week period. Contract also includes the diversion of flow on Kingswood Lane to gravity sewer line that is connected to KN-14 East Main St lift station where new force main will be hooked up. This part of the job was designed to take some of the flow away from KN-3 the first East Main St Station installed in 1972.

Treatment plant staff made arrangements with the County of Kings wastewater department to truck activated sludge from treatment plant in Tremont to our plant to replenish micro organism activity. As reported in previous reports treatment plant had higher amounts of storm water from February on and diluted the bio-mass in the aeration tank. Treatment plant is recovering slowly and is in compliance.

Resident on Elizabeth Ave complained about the state of her lawn where arborist created ruts in the lawn when staff replaced sewer line 2 years ago and needed trees removed to be able to do the job. Staff hauled top soil in and top dressed residents lawn and seeded.

May 30th staff met with Jost Architecture contact about new property to be developed on Westwood St. Staff exposed sewer lateral for property and flushed line and had a video done at the same time to make sure lateral was working properly. Other videos of certain sections were also done for future capital projects. According to the Jost representative there are a few more items that have to be cleared before new owners purchase land such as well water test onsite.

Ongoing work at the treatment plant includes draining cleaning pumps out, washing down tanks and cleaning UV bulbs and UV channel. Staff had to pull pumps at a few lift stations to remove rag like material wrapped around impeller.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 5, 2019**
Re: **Public Works Report**

The upper field at Ravenwood Park was tilled by staff and compost piles that were delivered in January were leveled and seeded by Hennigar's Farms as per quote received last fall. Field will remain closed until new grass is established. Public Works staff also dug out old railway ties that bordered the gravel parking lots at Ravenwood ball fields. Ties were broken in many places and did not look good. The area where those ties were removed will have scarfed rail fencing installed in its place.

May 21st - brush and leaf bins were removed for the season and staging and signage was taken down and area cleaned up. Rules for dumping waste was followed for the most part but some residents threw brush into leaf bins when brush bins were full. Public Works staff had to separate and remove excess brush and also whole plastic bags full of leaves that were not dumped out into bin as per rules. Bins will be placed out again in the fall at commission's request.

Second seasonal staff started on May 13th and has been busy trimming grass, weeding, and preparing flower beds for flowers beginning this week. Lime and fertilizer were spread throughout the different areas in Kingston at playgrounds, parks and sports fields.

Staff received prices from Dexter's Construction for replacing a bad section of sidewalk from the Green elephant to the post office. Prices were also received for patching sections of the ATV trail which will be done at weeks end along with 100 meter section priced last fall from Bridge St to the VIC. Part of the price includes Village staff preparing areas for patching and asphaltting and sweeping up of the millings to keep cost down.

Public Works Supervisor was approached by the family of a former Village of Kingston seasonal employee that lost his life suddenly in April of this year. They are requesting a small spot at Stronach Park where they would like to install a flower bed in his memory at their own cost and to be maintained by the family. Up for Commission discussion and final decision.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **June 5, 2019**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

DNR Easement for Force Main on Rail Bed

The Clerk returned the signed easement document to the Province. Once the Minister signed the document, the easement will be in place.

DNR Land Purchase – Green Space

Our survey plans are being recorded at the land registration office and once complete, DNR will have the documents created for our land purchase.

Library Expansion / Village Office (\$175,000 / \$325,000 total)

harveyArchitecture has scanned the existing buildings, as-builts will be created from these scans and then the renovation drawings can then be created. Clerk will forward designs as they come in.

Other Approved Capital Projects 2019-20

STP Clarifier Refurbishment	75,000
KN-14 Force Main Installation Tender closing - June 20, 2019	\$200,000 / \$400,000 (PCAP Funding - 50%)
Public Wi-Fi/Camera Expansion	38,000
Trail Repair	15,000
Water Drilling Study	\$50,000 / \$100,000 (County of Kings- \$50,000)
Highway 101 Signage Design needs to be done	25,000
Steer BBQ Stage Replacement	8,000
Digital LED Sign DTIR - sign location approval needed	30,000

Policy and Finance

Loomer's Portable Toilets

Past billings discussion

New invoice costs:

\$220 / month w/ handwasher active

\$180 / month w/o handwasher active

Walk the Walk for Autism

\$500 - Walk the Walk - 2018

\$300 - Autos for Autism - 2018

Visa / Mastercard Acceptance

Changes to CDIC (Canada Deposit Insurance Corporation) deposit insurance will no longer provide insurance for mortgage tax accounts in 2020. Mortgage Companies have, in the past, collected/remitted property taxes on behalf of their clients. Credit Unions have never done this and RBC has stopped the service for new clients and all other clients renewing their mortgages. Other banks may follow.

Credit Card Service Charges (if we start to accept)

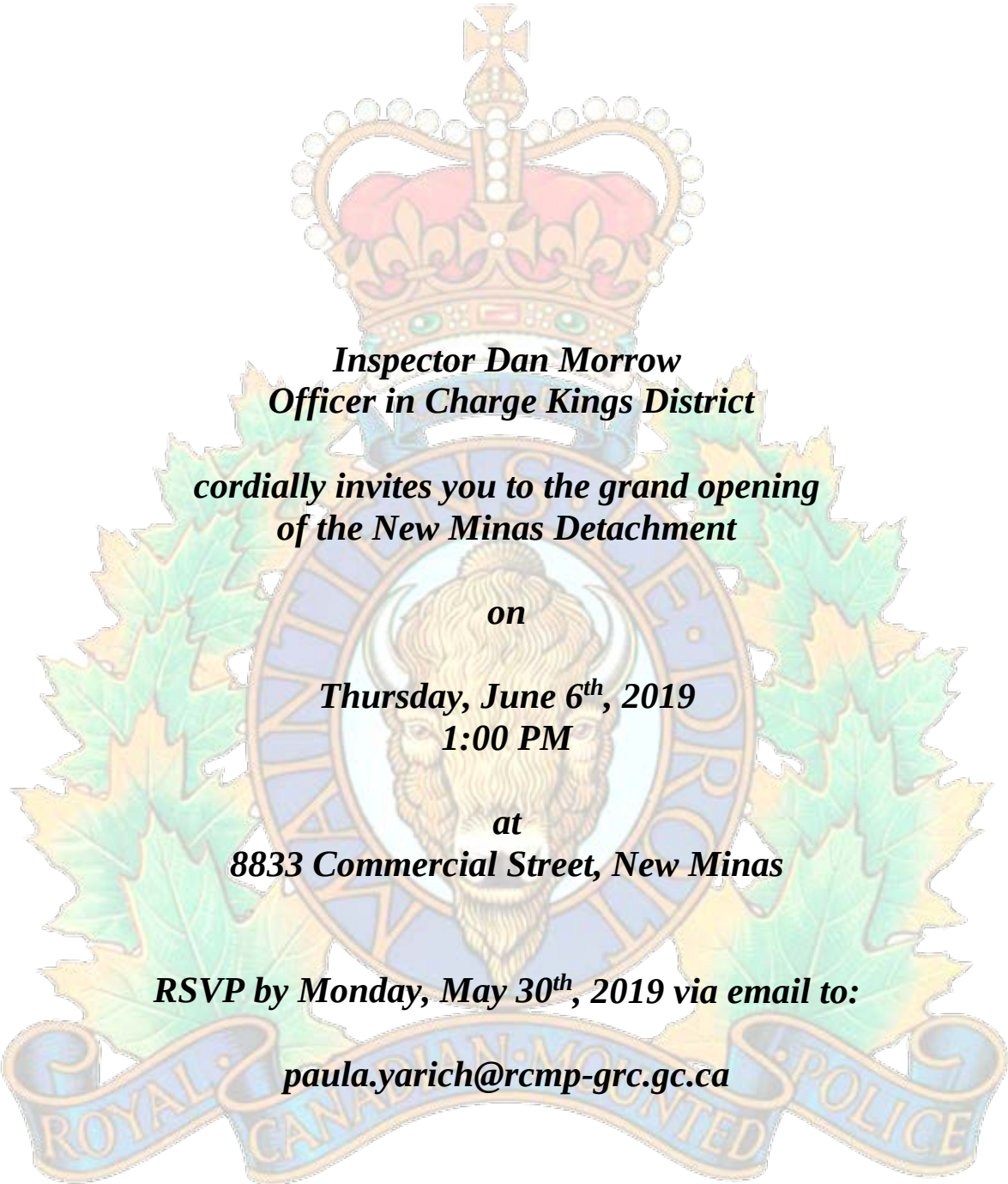
1.53% for Basic VISA

1.537% for Basic MasterCard

1.68% for Non-Qualified VISA (points/rewards cards)

1.83% for Non-Qualified MasterCard (points/rewards cards)

Assuming 25% of direct revenues (property taxes, day camps, etc) are paid with a credit card, bank fees would increase by just under \$5,000 annually based on 1.7% service fee. Residential tax rate would increase by 0.3 cents per \$100 assessed.



***Inspector Dan Morrow
Officer in Charge Kings District***

***cordially invites you to the grand opening
of the New Minas Detachment***

on

***Thursday, June 6th, 2019
1:00 PM***

at

8833 Commercial Street, New Minas

RSVP by Monday, May 30th, 2019 via email to:

paula.yarich@rcmp-grc.gc.ca



May 9, 2019

Hello community stakeholder,

We are pleased to invite you, or a delegate from your group/organization to participate in the first Stakeholder Group Meeting on June 12, 2019 which will include representatives from NSHA and community leaders in the area around Middleton.

Our goal is to increase communication, awareness and support as a group as well as provide an update on efforts around recruitment and retention of providers.

When: Wednesday, June 12, 2019
6:30pm to 8:00pm (light refreshments provided)
Location: Soldiers Memorial Hospital – Founders Room
462 Main Street
Middleton, NS

Please **RSVP** to Leanne Graham, Primary Health Care Coordinator, Western Zone–NSHA, at leanne.graham@nshealth.ca by May 30, 2019 *with the following information:*

- Your name
- The group/organization you are representing
- Your contact information for the best way to contact you
- Any food allergies

Thank you – we look forward to our first meeting and the opportunity to continue these very important conversations with you.

Sincerely,

Jo–Anne Wentzell, Director of Primary Health Care, Western Zone, NSHA
Dr. Crystal Todd, Head, Department of Family Practice, Western Zone, NSHA
Fran Duggan, Site Lead, Soldiers Memorial Hospital, Western Zone, NSHA

RSVP to:
Tel (902) 538–1315
leanne.graham@nshealth.ca