



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

ph 902 765-2800
fx 902 765-0807

KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MARCH 6, 2019

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUEST:

Martha Armstrong – Councillor District 4, Municipality of the County of Kings

OPENING

With the absence of Chair Don Holmesdale, Vice Chair Pierce chaired the meeting. The meeting was called to order at 7:00pm.

REVIEW OF MINUTES

Vice Chair Pierce asked for a review of the March 6, 2019 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MARCH 6, 2019 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair Pierce asked for any business arising from the minutes of March 6, 2019.

Department of Transportation (DTIR) Issues

Commissioner West asked if the meeting with DTIR has occurred yet. Clerk stated he has been trying to arrange a meeting with Department of Transportation (DTIR) Area Manager Richard Lloyd to discuss several issues but they have cancelled twice due to their busy schedule. Vice Chair Pierce suggested that since it has taken so long to organize a meeting that Richard Lloyd could attend himself without other DTIR staff. Clerk stated he did discuss the issues with him at length over the phone and that he is collecting information from the different department heads for the meeting. Vice Chair Pierce reported another issue to add to the list for DTIR - the dip in the road on Westwood Street is getting worse. Commissioner Fowler reported the rotting poplar

trees on Greenwood Road south are within the 33 foot DTIR right of way. Clerk stated that item would go through the regular channels of reporting to DTIR rather than discussing with Richard Lloyd.

Commission agreed they would like to have the large boulder placed on the path at the end of Prince Street to block ATV. Clerk stated it was on the list to discuss with DTIR for liability purposes but he will advise public works staff to do it now.

Greenwood Recreation Programming

Vice Chair Pierce advised that the Chair for the Village of Greenwood should speak to the Village of Kingston Chair/Commission regarding recreation programming for Greenwood Village. Councillor Armstrong suggested the Village of Greenwood's Chair should speak to Kings County's recreation department and the recreation director for 14 Wing.

Kings County Update

Councillor Armstrong provided the following update:

- County is about to start budget deliberations, first meeting is next Thursday.
- County has a new Chief Financial Officer, Mr. Barr, who came in from the CAO position with the Town of Annapolis Royal.
- Council unanimously gave final approval for Kane Development on Main Street.
- The new county building will be 90% complete at the end of March and will open, hopefully, in July.
- County is in the midst of doing a Recreation Study, funded by the County and all the towns in Kings County. They have published a survey, to be completed by March 15, encouraging residents to engage in this topic.

Commission advised Councillor Armstrong that the Steer BBQ Committee is planning a 4 day event and will be asking for more funding this year for the 60th Annual.

Councillor Armstrong advised that any grant over \$10,000 comes to council. She also encouraged the idea of someone from the committee to arrange to make a presentation to council and include pictures to give them a better idea visually of what takes place.

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

Force Main Sewer Project along Rail Bed

Clerk stated the Department of Natural Resources (DNR) needs to approve the sewer easement for the abandoned rail bed and that the Village has signed off on a Letter of Intent providing us an easement. The survey has been approved for the easement so

just waiting now for documents from DNR. The project will be engineer managed (ABLE Engineering) and the tender documents will be designed to protect the Village and include the water table. As well, Rick Jacques, Annapolis Valley Trail Coalition Trails Co-ordinator, is allowing the Village to grade the trail and put a culvert underneath.

Property on Westwood Street

Wastewater staff reported the sewer line is shallow for the new property build on Westwood Street. The property owners have been advised and given options and suggestions by staff for the build.

PUBLIC WORKS – See full report

Steer BBQ Stage

Commissioner West stated she would like to report the plans for renovating the stage at the next Steer BBQ meeting on March 12th. Commission agreed the stage area should stay in the same location, be portable, and have a gravel base in case of any changes made to the field in the future. Commission agreed the Village would cover the associated costs incurred including some repairs to the stage and roof.

Arena Ice Removal

Clerk stated public works would like to see the ice from the arena hauled away at the end of the season since it makes such a mess of the Steer BBQ grounds. Commissioner Fowler stated he researched to see what other arenas do with their ice at the end of the season and they all just take it outside. Commissioner Fowler stated ice removal is quite a process so he suggested Public Works co-ordinate closely with arena staff and try different methods to see what works best.

RECREATION

Minor Hockey for Kingston

Commissioner Fowler stated that Greenwood is closing their competitive minor hockey organization because of their rules and regulations and will now only have shinny hockey. He suggested the possibility of starting a Kingston based minor hockey group to utilize the Kingston arena at times when it's not being used. He asked if there was money in the budget for a small ice subsidy of \$20/hr for Kingston hockey ice time for a total cost of \$5,760 for 6 months. Commissioner West asked if other towns or villages subsidize hockey. Commissioner Fowler stated in a roundabout way they do. Vice Chair Pierce stated he was concerned it would start a precedent. Commissioner Fowler stated it would not be for the 2019/20 budget but it could be a future budget item. Commission decided to table this item until a formal request is received for another budget year.

Chairperson

Clerk stated Chair Don Holmesdale has been absent from more than three meetings due to illness. Commission asked that Clerk contact Lynda Holmesdale and request that she send notification that Don will be stepping down.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE ABSENCE OF CHAIR DON HOLMESDALE BASED ON HIS CURRENT MEDICAL CONDITION. MOTION CARRIED.

Cow Print Aprons

Commissioner West stated that for the 60th Annual Steer BBQ she would like to propose ordering new cow print aprons since the existing ones, that were bought by the Village in 2011 for Steer BBQ, are stained and the Village logo is fading. After a discussion the Commission agreed to purchase a new supply of aprons. These aprons would not have the Kingston logo screen-printed on since it deteriorates with each wash. The aprons could also be sold at the Visitor Center.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE PURCHASE OF A MINIMUM OF 50 COW PRINT APRONS AT A COST NOT EXCEEDING \$1,000. MOTION CARRIED.

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

CLERK REPORT

Clerk handed out budget documents that include all the new projects and the priority of projects for each year. Clerk stated he added, to the general capital reserve, the digital LED sign to this year's projects since there are commitments from other organizations to contribute to the cost of the sign.

Clerk stated the proposed capital budget will cost \$816,000 of Village funds which will mean going from a 1.7 million dollar reserve to 1.3 million reserve after contributions. This will include the purchase of the CIBC building and renovations of \$175,000 for both buildings with possible grants for the library renovations. Clerk stated the grant application has to include renovation quotes and therefore asked the Commission if they could decide on the best purpose for the CIBC building - library or office. After a discussion, the Commission agreed to move the office into to the CIBC building and expand the library into the office space to maximize square footage for both.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE VILLAGE APPROVE MOVING THE VILLAGE OFFICE TO THE OLD CIBC BUILDING AND EXPAND THE EXISTING LIBRARY SPACE. MOTION CARRIED.

Clerk stated CBCL, the company doing the water study for the County, sent a list of properties as potential sites for well drilling to accommodate a future water system. Clerk stated he will forward that list to the Commission.

Capital Budget

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE 2019/20 CAPITAL BUDGET WITH GROSS EXPENDITURES OF \$816,000 BE APPROVED; TO BE FUNDED THROUGH SEWER RESERVES OF \$475,000 AND CAPITAL RESERVES OF \$341,000. MOTION CARRIED.

Clerk stated the Village is in its last month of the current fiscal year and reported there are no new variances and the year end position is expected to be favourable.

Kingston Area Advisory Committee (KAAC)

Clerk stated Jamie Kane has offered to be a member of the KAAC and the Village is actively seeking one more member of the public to sit on the committee and a member to take the place of Don Holmesdale.

Village Audit Committee

Clerk stated he is waiting for a policy template from the Association of Municipal Administrators of NS but that the Village can proceed with creating a membership. The requirements are two commissioners and one public member, with the public member being financially literate. Mike Bishop of Bishop Accounting has agreed to sit on the committee. The commission also needs to appoint 2 commissioners for the next few months and new audit committee members may be selected in July when new committee appointments are made.

CAPITAL PROJECTS

STP Clarifier Refurbishment - \$75,000 (100% gas tax) – Deferred to next fiscal year.

Maple St RCMP Lift Station - \$150,000 (100% gas tax) Actual Cost - \$123,794 – Project complete

Public Wi-Fi/Camera Expansion - \$19,000 – 3 Wi-Fi antennas purchased – should be just under budget with installation costs.

Lights to LED Conversion - \$15,000 - Project is completed. Project cost approximately \$11,295 after Efficiency NS rebates.

Ravenwood Lower Field Re-dressing - \$12,000 – Upper field to be fixed first.

Stronach Park Fitness Equipment - \$7,000 – Will be ordered

Ravenwood Fencing - \$10,000 (\$8,100 spent) Ravenwood Playground fence not completed, Basketball Court and Rec-Hut Playground gate installed – \$4,800, Tennis Court fence hole and gate repaired \$3,300

2019/20 Budget Schedule – Wednesdays, 7pm Village Office

January 23	Special Meeting	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	Special Meeting	Operating Budget Deliberations
May 1	Regular Meeting	Operating Budget Deliberations and Approval

CORRESPONDENCE:

Annapolis Valley Exhibition Newsletter

Exhibition newsletter items included the Annual Spring Fundraising Auction and Supper on March 30th at the Aylesford Lions Hall. As well, the date for the Redneck Rodeo event has been changed to June 22nd and 23rd and therefore will not be competing with the Steer BBQ this year.

Kings Regional Recreation Needs Assessment

Kings County and the Towns of Berwick, Kentville, and Wolfville are conducting a regional needs assessment on Recreation which includes a short survey that is open until March 15th.

Port George Jamboree

Clerk stated the Village received a letter from the Port George Sponsorship Committee asking for support.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER FOWLER THAT THE VILLAGE APPROVE THE SILVER SPONSORSHIP OF \$125.00 TO THE PORT GEORGE JAMBOREE EVENT TAKING PLACE ON JULY 27TH 2019. MOTION CARRIED.

Valley Thunder Lacrosse Festivals and Events Request

Clerk stated the Village received a request of \$720.00 from Valley Thunder Lacrosse for their 6th Annual Apple Cup tournament which will be held both at the Kingston Credit Union Centre and the Berwick Apple Dome on June 7th, 8th and 9th. They are hoping to host 25 teams.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER WEST TO APPROVE \$250 FOR THE VALLEY THUNDER LACROSSE TOURNAMENT IN JUNE. COMMISSIONER FOWLER ABSTAINED FROM VOTING. MOTION CARRIED.

Lions Club 58th Annual Charter Night Invitation

With the absence of Chair Don Holmesdale, Commissioner Parsons will represent the Commission at the banquet at 6pm on April 13, 2019.

ADJOURNMENT

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

COMMISSION CHAIRPERSON

CLERK/TREASURER