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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF OCTOBER 10, 2019

COMMISSION:

John Pierce
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop – Arrived 7:10pm

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant - Absent

CALL TO ORDER

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

REVIEW OF MINUTES

Chair Pierce asked for a review of the Sept. 12, 2019 Regular Session meeting minutes.

**ON MOTION OF COMMISSIONER BEARDLSEY AND COMMISSIONER FOWLER
THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES
OF SEPTEMBER 10, 2019 AS PRESENTED. MOTION CARRIED.**

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of September 10, 2019.

Commissioner Beardsley asked if the flashing lights for the crosswalk at the intersection of Main and Maple will be installed before winter. Clerk stated this item would have to wait until the next budget.

Chair Pierce asked if the expenses of the Dorian storm cleanup had been forwarded to the County for cost sharing. Clerk stated he received an invoice from EFR for the bins, totaling just over \$3,000, and forwarded it to the County who agreed to pay for half.

Commissioner Fowler asked about the status of the crosswalk painting by the Department of Transportation (DTIR). Chair stated the crosswalk painting in the Village is in progress and some crosswalks have been painted. Clerk stated DTIR would allow the Village to paint its own crosswalks but traffic control would be the biggest expense. Clerk stated Public Works staff suggested equipping one of the Village trucks with the safety features required. Commission agreed with this idea since it would pay for itself

in a few years by not paying DTIR to paint them and the Village would have more control over the timing of the crosswalk painting.

Chair stated the Commission should have an update from the County on the Land Use Bylaw changes regarding zoning that will affect the Village. Clerk will make request to County staff for an update and forward to the Commission.

Commissioner West asked for clarification on the County's open house invitation at their new complex on October 29th. Clerk will contact county staff to see if Commissioners can bring a guest.

Commissioner Fowler asked if there was word from the County regarding entering a resident's home when there is a concern of sump pumping into our sewer system during flooding. Clerk stated he hadn't contacted the County but discovered that other municipalities vary on how they deal with it. Commissioner Fowler stated he asked an insurance company who stated if a resident is hooked up to a municipal unit they are not covered under insurance because the municipal unit cannot guarantee not to have a back up.

Commissioner Fowler asked about the status of the funding for the library from the Federal and Provincial governments. Chair stated he is confident about the provincial funding but has not yet received word from the Federal government.

Clerk stated DTIR has started cleaning out the storm sewer line in east Kingston and it was full of root balls etc.

Chair Pierce reported he attended the 75th Anniversary of Service celebration dinner for the Kingston & District Fire Department on Saturday, October 5th. Commissioner Beardsley/Volunteer Firefighter added they also had celebrations during the day including a BBQ and cake, activities and displays of fire equipment for the public and then a dinner/dance for the members.

Commissioner Fowler reported he attended the Garden Party at the Wing Commander's residence on September 29th. Commissioner Fowler also reported the Wing Commander expressed interest in having another meeting with the Commission to keep open communication.

Chair reported he attended a meeting at the Village Office on October 7th with the Wing Commander, a few of his staff, the MLA, the Premier and the Chair of the Village of Greenwood. Wing Commander expressed concern that the families of military members will be without a doctor while stationed in Greenwood. Wing Commander stated they are looking into building a new skateboard park in Greenwood. He also asked that Kingston promote the new dog park in Greenwood.

CONSENT TO AGENDA ITEMS

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

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT
THE COMMISSION APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED.**

COMMITTEE REPORTS – See Full Report

ENVIRONMENTAL SERVICES – See Full Report

The Commission thanked the Public Works/Wastewater staff who saved the Village from a \$75,000 capital project expense by tackling the clarifier maintenance themselves.

PUBLIC WORKS – See Full Report

Clerk stated the Village is able to piggyback on the province's cost for salt at \$58 per ton and that storage space will be adequate in the barn.

RECREATION – See Full Report

Commissioner Fowler advised the Village to order the nets for the outdoor rink as soon as possible since delivery time was around 8 weeks.

Clerk confirmed that free public skating ice time provided by the Village is 50% funded from the province through the Facility Access Grant. The Kingston Legion also provides \$650 a year to offset the cost of free public skating and the arena subsidizes the cost of ice time as well. The Adult Skate each Monday is paid by the Village directly. Chair suggested the Adult Skate program may have started too early in the season since the turnout was not very good in September.

TOURISM – See Full Report

The Commission noted from the report that the statistics of visitors to the Visitor Information Centre are dwindling each year. Chair noted that some VICs are actually getting busier such as in Wolfville but they also have a thriving tourism industry. Commissioner Beardsley suggested the idea of incorporating the VIC in with the new library building after it expands.

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

CLERK REPORT

OPERATING BUDGET

The year-end position is expected to be favourable.

CAPITAL BUDGET

New Village Office Reno

Clerk reported the contract price was \$167,467 + HST for the renovation and reported the following change orders to the contract:

\$639.00 (Cumulative)

- Exterior Light Fixtures \$1,194.16
- Remove hidden ductwork under floor \$945.59
- Delete closet doors and BL2 at office2 (\$1500.75)

Other Approved Capital Projects 2019-2020 **(Budget /Actual Amounts)**

Sewer Treatment Plant Clarifier Refurbishment	\$75,000	\$ in-house
KN-14 Force Main Sewer Installation	\$400,000	\$269,900
Public Wi-Fi/Camera Expansion	\$38,000	n/a
Trail Repair	\$15,000	\$14,302
Water Drilling Study	\$50,000	\$50,000
Hwy 101 Signage	\$25,000	n/a
Steer BBQ Stage Replacement	\$8,000	\$6,393
Digital LED Sign	\$30,000	\$
Ravenwood Park Improvements	\$0	\$5674
• Field Repairs and Fencing		

Commissioner Fowler asked if the surplus from some of the budgeted items could be used this fiscal year for the crosswalk flashing light at the intersection of Main and Maple St. Clerk stated the budget for capital projects cannot be changed/re-allocated. After a discussion, Commission asked Clerk to check with DTIR on a timeline for installation of the crosswalk lights.

Digital LED Sign

After a discussion, Commission agreed to accept Clerk's recommendation to order the sign from OES Scoreboards provided their references are favourable. Chair asked Clerk to make sure the other three stakeholders approve of the location.

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE VILLAGE ACCEPT THE BID FOR THE LED SIGN FROM OES
SCOREBOARDS. MOTION CARRIED.**

J-Class Road Paving

Clerk stated County Council was looking to approve, at a recent Committee of the Whole meeting, the list of priority J-Class roads for paving. Clerk stated he noticed that 7 roads in the Village were left off the list and others were not scheduled for paving until 2040 that are in bad shape. He contacted the Mayor and Council to express concern that Villages are not included in the evaluation of the J-Class roads or the decision making for prioritizing. Councillor Armstrong asked, and Council agreed, to have that item tabled until corrections are made. Clerk stated he has not yet been contacted by County staff for a corrections list but the County is holding a meeting tonight. Chair informed the Commission that the County has made a presentation to Municipal Affairs and DTIR asking if they could get approval to borrow the money to get all of the emergency J-Class roads paved now and pay it back over the years. Clerk stated they now have to get the Treasury Department on board to see if the province can make a commitment to pay back their portion over the years.

CLERK FINANCE REPORT

Clerk stated this report does show a deficit including payroll which may be a timing issue but he will confirm. The other accounts at a deficit are due to more pro-active and unforeseen storm expenses etc. in Village Maintenance and Parks and Repairs Maintenance, which may be corrected by year-end with minimal spending.

Discussion:

Bench Request

Clerk stated there has been a request by a resident to purchase a commemorative bench to be placed next to the playground in Ravenwood Subdivision. Commission agreed to this request and Clerk will consult with resident and Recreation staff to source a suitable bench for the park.

DISCUSSION:

Commission Meet & Greet with Local Businesses

Commissioner Fowler suggested having the event in April or early May. Commission agreed; Chair asked Commissioners to meet and brainstorm over the winter. Commission agreed that when Commissioner West delivers Christmas cards this year, a welcome letter could be included for any new businesses. Commissioner West also suggested checking with other towns/villages to see what they are doing to appreciate and celebrate their businesses.

County/Village Meeting

Chair reported there is a Village/County meeting on October 16th to be held at the new County complex, the second of two meetings per year. Chair, Commissioner Fowler and Clerk will attend. Clerk stated he sent an agenda item to the County regarding the accessible planning tool kit and asked if the County would consider making a motion at the next Council meeting to include Villages. The mayor stated they will add this item to the agenda for discussion and advised that they had planned to liaise with the Villages once they had something more concrete in place.

CORRESPONDENCE:

Legion Poppy Campaign

Chair stated the Village received a letter from the Royal Canadian Legion Branch 98 requesting a financial contribution for their Poppy Campaign. Chair stated the Village purchases a wreath annually for the Remembrance Day Service.

School Advisory Council

Chair stated the Village received a letter from the Pine Ridge Middle School Advisory Council seeking volunteers for the Council which meets up to 5 times a year. The

council consists of staff, parents, Grade 8 students and community members. Commissioner Fowler agreed to speak with Principal Rafuse for more information.

Audit Committee

Commissioner West asked about the status of the Village Audit Committee since it was brought up at the Association of Nova Scotia Villages Meeting in September. Clerk stated the committee does need a public member. Commissioner Fowler stated he will speak to someone who may be interested.

Possible Splash Pad

Commissioner West suggested adding a splash pad to the area next to the Ravenwood ball field now that the well has been drilled there.

ADJOURN

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE MEETING BE ADJOURNED AT 9:10PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER