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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF OCTOBER 8, 2020

COMMISSION:

John Pierce - Chair
Wayne Fowler - Vice Chair
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave - Clerk/Treasurer

GUEST:

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

CALL TO ORDER

Chair Pierce called the meeting to order at 7:05pm.

REVIEW OF MINUTES

Chair Pierce asked for a review of the September 10, 2020 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER FOWLER THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF SEPTEMBER 10, 2020 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of September 10, 2020.

Clerk reported on the following:

- No update on the Balser Drive sidewalk design work.
- No word yet on a meeting date with the County for the two zoning change requests. The County would like to be able to hold a public meeting. Councillor Armstrong stated it may be a few months before a meeting can be arranged since the new council members will not be sworn in until November and then their Planning Advisory Committee will not be populated until at least December.
- There was a stall in the antenna raising for the SCADA system. The boom truck that was being used had a hydraulic issue and it is being repaired.
- Staff at the County will make sure the Village receives notifications of zoning change requests going forward.
- Waiting for Black & MacDonald to install new streetlights on Marilyn Court.

- Clerk contacted Department of Transportation who confirmed there are supposed to be signs on the crosswalk poles at the intersection of Main and Maple Streets. They will contact the manufacturer to make sure the signs get added to the poles.
- Clerk contacted staff at Armstrong Foodservice to request their flows. Their flows were up considerably due to the installation of a new grinder pump. The flow will continue to be monitored and Clerk will meet with them after next week.
- The tender for the new public works building should be completed mid October.

CONSENT TO AGENDA ITEMS

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

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

J-Class Road Paving

Chair reported the Village Commission of New Minas did not support the County's request to pay 25% of their J-Class road paving since it is not the responsibility of Villages to pay for road paving but rather the responsibility of the Province and County. Chair stated a decision by the Commission needs to be made regarding the county's request for Kingston to pay a portion of the J-Class road paving project. Clerk stated the County is in good financial shape to pay their share of the paving project this year. Clerk also made the point that Kingston is a local level of government that has to be responsible to its residents. As well, higher levels of government do not ask lower levels of government for funding. After a discussion,

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION NOT SUPPORT THE COUNTY OF KINGS' REQUEST FOR THE 25% PORTION OF THE J-CLASS ROADS. MOTION CARRIED.

COUNTY UPDATE:

Accessibility Advisory Committee

Councillor Armstrong reported that the Province has brought down a directive that all municipal units must have an accessibility advisory committee, including villages. The County would like to set up one county committee that encompasses all 7 villages within the county. The committee would include a county council member who is also a member of the Kings Transit Board of Directors, a commissioner from each of the 7 villages and 8 members of the public who either have a disability or represent an organization that represents people with disabilities. The County would be asking the villages to cost share the expenses, which would include mileage for commissioners and honoraria and expenses pro-rated of the citizen members. The committee will be assessing the needs of public buildings throughout the county. County staff will contact the villages with this proposal.

Commissioner Fowler asked if County could acknowledge John Pierce's 13 years of service. Councillor Armstrong stated she would ask the Mayor if he could attend the Village's Annual General Meeting on November 5th.

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Moody Court Sewer Lateral

Clerk stated he received word that a Kent Home will be going up on Moody Crt. and will require sewer service. Unfortunately the newly paved road may need to be cut for the new sewer lateral, since the manhole is quite shallow. Staff will be assessing the situation. It may be necessary to drill under the road, into the manhole directly instead.

Digital Map of Sewer Manholes

Clerk stated he has been getting digital copies of all our sewer plans. Staff would like to have a survey done of all the manhole locations and all the lift stations in Kingston, have it all geographically located on a map and have flow direction added to it as well. Clerk reported this past summer the County was planning to hire some GIS students to go around and do their own sewer lines and the Village could borrow their services but this was sidetracked possibly because of Covid-19 restrictions. Commission agreed this was an item for the next budget.

PUBLIC WORKS – See Full Report

Outdoor Rink

Commissioner Fowler stated he was definitely in favour of any outdoor activity for the kids during Covid-19 restrictions and therefore supports building the outdoor arena. Commission agreed that an outdoor arena was an important endeavor.

Fall Decorating

Commissioner Fowler thanked Commissioner West for decorating the Village signs with bales of hay and pumpkins, even though some of the pumpkins were stolen. Chair asked if staff could put more bales of hay and pumpkins could be placed in the flower beds throughout the Village. Commissioner Bishop agreed to ask his family to help decorate.

Garbage Pickup Time

Commissioner Fowler asked if Valley Waste could be contacted again to see about having regular garbage collection on Main St and Bridge St done early in the morning as it always was in the past, rather than lunch time. Clerk will contact Valley Waste and the County.

Fall Cleanup

Chair reiterated that the Fall Cleanup is not being held on the Village's regular garbage week. It will be held the following week between October 19th and the 23rd with items to be put out the weekend of October 17th and 18th.

RECREATION – See Full Report

Credit Union Centre Update

Commissioner Fowler informed the Commission that the Credit Union Centre arena will be receiving the \$10,000. They purchased the new Zamboni and just extended their naming rights agreement with the Credit Union Centre for the next 5 years, which means an extra \$10,000 per year to use toward capital projects. Social distancing guidelines are being adhered to. The Legion generously gave the arena \$650 toward public skate times.

Village/Lions/Legion Meeting

Chair stated he and the Recreation Coordinator have met with Legion members regarding the Steer BBQ proceeds and will be meeting with the Lions regarding the revenue structure to make sure that they are both on the same page.

Winter Special Events

Chair stated the Santa Comes to Kingston and the New Years Eve annual events will probably not be able to take place this year due to Covid-19 restrictions.

Meeting Space

Commissioner Fowler suggested using the Visitor Information Centre building for the demand for meeting space once the Library has moved back into their own building.

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

CLERK/TREASURER REPORT

OPERATING BUDGET – See Full Finance Report

Clerk reported that overall the year end position is expected to be favourable.

Request to Tap Trees in Village

Commission agreed the permission to tap trees for personal use in Centennial Park would not be granted.

Leaf/Brush Bins

Commission agreed to have the leaf/brush bins available to the residents with social distancing guidelines in place.

Annual General Meeting

Commissioner Fowler suggested a pre-registration for the meeting and a live recording for those at home.

Library Renovation Update

Commissioner West announced that, along with the \$150,000+ in local donations that have been received to date, Canada Post has awarded the library \$23,600 from a fundraising effort this year. The library renovations are ongoing and the gyprock is all up. They are working on a suitable sign design for the building as well as a donor recognition piece. Chair stated they are planning to have a soft opening for a few weeks and then hopefully a grand opening late November. Chair stated the money from the community that has been collected will go toward the internal facility including furnishings and there may even be money leftover for future library programs. Commissioner West stated there may also be the financial opportunity to have a 'makery' with specialized equipment. Clerk stated he was looking for the Commission to approve a change to the scope of work in order to spend the \$80,000 that is remaining from the federal and provincial funding. These funds could be used to re-side the building.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY TO AMEND THE SCOPE OF WORK TO UPGRADE THE EXTERIOR OF THE NEW LIBRARY BUILDING. MOTION CARRIED.

THIRD OFFICE & VIC BUILDING USAGE

Clerk stated the third office in the Village Office could be made available to rent out to the Western Woodlot Services Cooperative until the Visitor Information Centre (VIC) is available. Commission agreed that they were open to the idea but that more information is required.

Approved Capital Projects 2020-21 (Budget / YTD Actual Amounts)

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$145,208	
- KN5 / KN12 Lift Station Panels	\$40,000	\$35,997	(Complete)
- SCADA System	\$135,000	\$45,857	
- Main Street Easement Renewal	\$60,000	\$39,216	(Complete)
- Balser Sidewalk Design	\$10,000	\$9,386	
- Main/Maple RRFB Crosswalks	\$15,000		
- PW Building	\$250,000	\$657	
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000	\$3,153	
- Recreation Storage Shed(s)	\$9,000	\$7,436	(Complete)
- Wastewater Lean-to	\$5,000		
- Clerk stated staff was finding it difficult to get more quotes from local contractors			
- Tow-behind Boom Lift	\$40,000	\$39,072	(Complete)

Finance Report

Chair asked why the interest earned amount was so low. Clerk stated he removed the capital interest from the general operations report, most of which goes back into reserves. Clerk stated Valley Credit Union asked to re-negotiate the expired interest rate agreement. Clerk stated it was a fixed rate at 1.85 and would now be a floating rate which works out to 1.15% and is better than the pooled municipal finance rate. Commission agreed to have Clerk continue discussions with the CEO of the Credit Union for a better rate.

DISCUSSIONS:

Commissioner West asked that a picture of the new village office could be added to the Village website.

Commissioners thanked Chair John Pierce for his 13 years of knowledge and service. Chair stated he enjoyed his years on the Commission very much and will miss it.

ADJOURNMENT

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE MEETING BE ADJOURNED AT 9:40PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER