



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

ph 902 765-2800
fx 902 765-0807

May 14, 2020

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 Thursday, May 14, 2020. Due to the potential spread of the novel coronavirus (COVID-19), the meeting will be held using Zoom and will not be open to the public.



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REGULAR COMMISSION MEETING May 14, 2020

AGENDA

1. Review of Minutes of Meeting held April 9, 2020
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. Discussions
7. Correspondence
8. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF APRIL 9, 2020 VIA TELECONFERENCE – DUE TO COVID-19

COMMISSION:

John Pierce
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

CALL TO ORDER

Chair Pierce called the meeting to order at 7:03pm. Due to Covid-19 the meeting was not open to the public.

REVIEW OF MINUTES

Chair Pierce asked for a review of the March 12, 2020 Regular Session meeting minutes.

Commissioner West put forth and Commission agreed to the following changes:

1. Under the Public Works heading it should read:

Chair Pierce offered a suggestion of possibly incorporating temporarily planted **live evergreen** Christmas trees as an addition to the decorations in the Village.

2. Under the Capital Budget heading it should read:

Under **Sidewalks heading**, there is the \$10,000 **budgeted for** design of Balser Drive sidewalk to completion, as well as the RRFB crosswalks at the intersection of Main St and Maple St. Commission agreed that the design for the sidewalk will provide a sidewalk solution, and then a decision can be made on how much to spend. It can then go to tender and if it comes in at **the proposed** amount, then **the Village** can go ahead with the project in the future.

3. Under the Operating Budget heading it should read:

- The Village has 5 million more in assessments this year which works out to about \$16,000 **in tax revenue**

- The total assessment amount this year for the Village is 228-~~000~~ million

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MARCH 12, 2020 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of March 12, 2020.

Main and Maple St Crosswalk

Clerk stated Scott Quinn at the County said it will be added to their budget for capital sidewalk improvements - 50,000 allotted amount for all villages in the County and they will provide up to 15% of our project rather than 50%.

Funding for Bins

Clerk stated it has gone to the County's finance department but payment has not yet been received for cost share of the bins that the Village provided for the public to use after Hurricane Dorian.

New LED Sign

Commission stated the new sign looks great and is very visible.

SCADA System

Clerk stated, regarding the height levels for the antennas, the applications were submitted to Nav Canada and it takes 8-12 weeks for approval. There are only two antennas that will be above the treeline, one at the Public Works building and one on Acadia Drive. The Panel Shop is getting things ready in the meantime.

DeCoste / Main St Crosswalk – Flag System

Commissioner West pointed out that the new flags at the crosswalk are very visible.

Crosswalk Line Painting

Commissioner Pierce asked if staff have considered doing our own crosswalk line painting. Clerk stated with the safety requirements staff felt it might be better to look at the cost of subcontracting out the work or continue to have it done by Department of Transportation.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Commissioner West stated it was good to see a contingency plan in place throughout the County for wastewater staff to cover other areas in case one falls ill due to Covid-19.

PUBLIC WORKS – See Full Report

Clerk stated he contacted an engineer who put him in touch with a draftsman. This draftsman recommended having a design in place prior to tender for the public works building. Clerk asked that he provide a quote for design work for the new building. He will contact other designers to provide quotes.

Peter Spicer will install the 4 new dugout roofs for the cost of the materials and provide the labour free of charge.

Chair asked if the seasonal employees will be needed with the Covid-19 emergency measures in place. Clerk stated they all work separately and Dan and Dave will need the extra help while they are busy working on upcoming sewer projects. Chair asked if there was any funding for the new seasonal worker. Clerk stated he did not think there was any funding through the Covid-19 government programs.

RECREATION – See Full Report

Commissioner Pierce stated the Steer BBQ is on hold at the present time due to Covid-19. The Lions have cancelled all of their events this summer and the Legion has concerns about it. There is the possibility of getting enough volunteers to hold a one day, smaller scale event on the Saturday with music and food. This is if the emergency restrictions are lifted by then.

The summer day camp and all recreation activities are also on hold for now.

Commissioner West suggested adding those items to the newsletter, as well as the leaf bins not being available yet.

APPLE BLOSSOM – See Full Report

The 2020 Apple Blossom Board of Directors issued a press release on April 3rd announcing the postponement of this year's Apple Blossom Festival to 2021.

VOLUNTEER OF THE YEAR

Two nominations were received this year, one for Jim Spurrell submitted by the Kingston United Church and one for Pat Nixon, submitted by the Kingston/Greenwood

Community Health Board. The selection committee reviewed the two nomination forms and chose Jim Spurrell as Kingston's Volunteer of the Year. Staff will notify Jim and add the information to the new LED sign. The Kings County Volunteer Celebration event at the Kingston Lions Club on April 28th has been postponed to a later date.

Wastewater, Public Works, Recreation, Apple Blossom and Volunteer of the Year reports were received as presented.

CLERK / TREASURER REPORT

OPERATING BUDGET

Clerk stated the year end position is expected to be favourable. See financial report.

CAPITAL BUDGET

Library Renovation

Clerk reported that provincial funding has been received by the Village and we are now waiting for Federal funding approval in order to begin the project.

Public Works Building

Commission discussed earlier.

Other Approved Capital Projects 2020-2021 (Budget / Actual Amounts)

Water Drilling Study	\$50,000	~\$50,000
KN5 / KN12 Lift Station Panels	\$40,000	
SCADA System	\$135,000	
Main Street Easement Renewal	\$60,000	
Balser Drive Sidewalk Design	\$10,000	
Main/Maple St RRFB Crosswalks	\$15,000	
Public Works Building	\$250,000	
Ravenwood Ball Field Dugouts	\$13,000	
New Village Office Exterior Repairs	\$5,000	
Recreation Storage Shed	\$9,000	
Wastewater Lean-to	\$5,000	
Tow-behind Boom Lift	\$40,000	

Budget Schedule 2020 / 21 (Thursday 7pm New Village Office)

May 14 Regular Meeting Operating Budget Deliberations and Approval

Coronavirus / Covid-19 – Municipal Government Operations

Due to Covid-19 all recreation programming has been cancelled so recreation coordinator Glen Abriel has been posting online some creative recreation suggestions of things to do at home in order to stay active. He has also created an online neighbourhood scavenger hunt for a chance to win gift certificates from local

restaurants. He will also familiarize himself with the new LED sign technology and if need be, will help public works staff.

Administrative staff have been busy, but that may change, depending on how long the health regulations last.

Crossing guards have been laid off and they are applying for the Emergency Covid-19 funding.

Public Works staff are operating as usual while practicing safe health guidelines.

Property Taxes

Clerk stated there is a possible provincial program coming through for all municipal units to assist those that need help with property taxes. The province is aware that taxes are required to run the Village. After a discussion the Commission agreed to provide interest relief for the months of May and June and review the situation again in July. Commission asked staff to encourage residents in the newsletter to stay up to date with their property taxes particularly if there is no provincial program.

Clerk stated the Annual General Meeting may have to be held by video conference call and any residents with Facebook can listen in and ask questions over Facebook Live. Chair stated Service Nova Scotia will direct the Villages on requirements for their annual general meetings and elections with Covid-19.

CORRESPONDENCE

Food Truck – Request for Permission

Clerk reported the Village received a request for permission, as part of the County of Kings' Vendors By-Law#90, to operate a food truck in the Village. After a discussion, Commission agreed to provide a letter approving the food truck operation, with the understanding that the owner is in full compliance with the County's regulations.

DISCUSSION:

Commissioner Fowler stated he is part of a Covid-19 emergency response group for people in the area who are isolated and unable to get food and the group needs help advertising. Commission suggested including the information in the Village newsletter and on the new LED sign.

ADJOURNMENT

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE MEETING BE ADJOURNED AT 8:07PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 14, 2020**
Re: **Environmental Services Report**

SCADA System Update

April 30th Pennecon technician arrived for job site meeting to discuss installation of new SCADA system for our 14 lift stations. Civic addresses for antenna poles installation were visited to ensure locations were adequate. After viewing Acadia Dr. location for pole installation and the close proximity of overhead power lines, it was decided another location would have to be approved and application for the change would have to be sent in to NAV Canada. Staff arranged for NS Power (NSP) scope of where pole needs to be installed and approval for an unmetered service to supply power to the antenna. NSP scope was scheduled for May 14th this week.

New Lift Station Panels

Staff contacted Pennecon for update on the 2 new lift station panels ordered the end of March as per approved capital budget item. Delivery of panels is tentatively scheduled for this week but there have been some issues with delivery times of late. Staff have also booked a scope with NSP for installation of new panels, which is scheduled for Thursday, May 28th. Staff hopes that both scopes, for antenna pole and panels, can be done on May 14th as reported in SCADA System Update.

Inquiries/ New Developments

Staff have received some phone calls from different companies lately inquiring about sewer service for lots in Kingston not developed to date.

JOST Architecture called to ask about the procedure for connecting to the sewer on Westwood St. They were informed that the lot can be connected to the existing sewer lateral that was previously used for a building that was demolished and hauled away. They were also told to apply for sewer permit at the Village Office, which they did.

Plumbing business also inquired about two vacant building lots just west of Sparky St on the north side of Pine Ridge Ave. They were informed that sewer laterals will need to be installed by the Village, once sewer permit is purchased by developer.

A survey company from Dartmouth also called this week asking about the rules of hooking into Village sewer when developing one parcel of land for multiple units. Plot of land being referred to is in East Kingston across from the new duplexes that are being built on the south side of Main St. Staff informed the survey company that a 6 inch Tee was installed onto main line 6 years ago when gravity sewer was installed as a sewer service for the piece of land in

question. Staff also clarified that it is the responsibility of the developer to install and maintain the sewer system for multiunit on one piece of land.

Sewer Call Outs

April 21st staff received call from resident out for a walk on Shawn Dr. stating that red alarm light was flashing at lift station. Staff reset alarm light and pulled pump the next morning. Rag like material was removed from impeller and pump was put back in station.

May 10th received call from resident on Sunset Dr. Sunday evening, reporting that water was backing up in their shower and that power was out the night before. Pumps need to be reset at this particular station every time there is a power outage, which shouldn't be the case. We will have this issue checked out when new SCADA system and Pump Controls are installed. With no remote monitoring of stations currently staff do not know when there is a station issue until it is someone's problem.

Treatment Plant

Work at the treatment plant is ongoing including keeping work space clean and tidy, cleaning out pumps as needed, cleaning the UV channel and monthly testing. Clarifier is being washed down more frequently with the warmer temperature and the growth of algae.

Upcoming maintenance at the plant will include removing aerators from aeration tank and inspecting and changing bearings, as part of biannual maintenance.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 14, 2020**
Re: **Public Works Report**

Covid-19 Restrictions / Recreational Areas

May 1st Province lifted some of the restrictions late Friday before the weekend. Some of the restrictions lifted were use of walking trails and sports fields. Stronach Park was opened late Friday after the announcement. The following week Public Works staff had conversations with office staff about exercise stations on the fitness trail being considered playground equipment. Stations were taped off and signs were posted. It was also discussed with office staff and decided that tennis and basketball courts could be opened but not playgrounds.

Boom Lift Tender

Boom lift tenders were reviewed by staff and questions were asked about servicing ability when maintenance or parts are needed. Both reference checks were positive and staff based their decision on the specifications. Both units had the working platform height at 34 feet but when unit was totally folded down for transport, the slightly higher priced Haulette brand's total length was 6 feet shorter. Staff feel this more compact option would make it easier for towing unit around and getting into tighter areas so the decision was made to go with the Haulette from McFarland's.

New Sheds

Public Works staff made gravel pads for the new recreation storage sheds at the Day Camp and the arena ballfields. Staff arranged for the delivery of the new buildings and the transport of the old 8X8 existing ball field shed to the Public Works barn. Staff are using old shed to store outdoor rink supplies to free up room in big barn.

Windstorm / Tree / Day Camp

May 9th Windstorm brought down big maple cluster just inside Westwood St. playground fence and ended up on Day Camp roof. Tree damaged Day Camp eaves trough and bent up some of the metal roofing. Public Works staff were able to remove tree off of building and get to the ground safely. Brush and wood was cleaned up by staff. Staff will have steel building contractor check for possible structure damage.

Fountains / Duck House

Public Works staff installed the fountains in the pond at Stronach Park. Duck house was also installed back on island.

Stump Grinding

Public Works arranged to have stumps grinded at the Westwood St playground and at Stronach Park. Holes left by the grinding of stumps will be filled and landscaped with topsoil.

Staff would like the process of arena ice removal to be revisited. When ice melts a thick layer of paint residue is left on the ground and the paper from the ice surface blows all over the recreation grounds that Public Work maintains. Public Works employees hope that board members will support recommendation next spring to haul ice away like other facilities. It is a mess to deal with every year.

Mathews Lane Park

Staff cleaned up the branches that broke off and fell from the Mathews Lane playground and landed on a neighbour's property. Playground was also cleaned up thoroughly.

Ongoing Maintenance

Spring cleanup is ongoing but near completion and includes a request to DTIR to have street sweeping completed. Garbage cans, benches and picnic tables have had fresh coats of paint and have been distributed in some areas. Shrub beds have been weeded and shrubs pruned in all the beds.

Lime has also been applied throughout the village and some grass mowing has already begun.

Preparations for the flower beds have begun but staff will likely wait until after the full moon on the 6th of June before planting and hanging up the baskets.

Kingsley's block that steer is mounted on was given a fresh coat of paint and he was installed this week donning the proper PPE.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **May 14, 2020**

Re: **Recreation Report**

RECREATION DEPARTMENT 2020 COVID-19

- Recreation Department continues to update and disseminate updated and relevant COVID-19 information on Village social media and websites as information changes.
(Kingston/Greenwood Isolation and Support Network, Kingston/Greenwood Community Health Board, Kings County Senior Safety Manager, etc.)
- Recreation Department continues to collaborate with all Recreation Departments throughout the Annapolis Valley, using weekly ZOOM and conference calls to discuss what Recreation looks like moving forward throughout the pandemic.
- Recreation Department continues to review, update and formulate all recreational staff guidelines, policies, and recommendations for the 2020 season.
- Kingston Recreation Department has been working within the confines of the Provincial COVID-19 Emergency Measures regulations under the direction of the Clerk/Treasurer.

KINGSTON PARKS & TRAILS SIGNAGE COVID-19

- Recreation Department, in consultation with the Public Works Department, has and will continue to place updated COVID-19 restrictions signage throughout various Village parks and on sports court facilities, reminding users of the physical distancing requirements.

ALL REC PROGRAMMING REMAINS ON HOLD DUE TO CURRENT COVID-19 RESTRICTIONS

KINGS COUNTY COMMUNITY SENIOR LINKS SUPPORT PROGRAM

- Recreation Department has been partnering with the County of Kings and the Kings County Community Senior Links program to deliver "CARE PACKAGES" to a number of Western Kings County senior residents. The program identifies the individuals and makes up the "CARE PACKAGES" for the seniors. The Village Recreation Coordinator meets with a member of Kings County Recreation to acquire the care packages and then delivers them to the individual residents. The seniors also appreciate having a physical distancing chat with Recreation staff.

SUMMER DAY CAMP 2020

- Recreation Department continues in a "holding pattern" regarding Summer Day Camps and continues to consult with other Recreation Departments throughout the Valley for advice and to ensure continuity. There has been a variety of different perspectives throughout the Valley as to how each Recreation Department is dealing with the uncertainty of moving

forward into the summer regarding the Provincial Restrictions and which restrictions may or may not be lifted or amended.

SOCIAL MEDIA – ACTIVE AT-HOME OPPORTUNITIES

- Through social media, the Kingston Recreation Department has been encouraging, supporting and offering ideas for residents to remain active while still following the Provincial Emergency Measures COVID-19 recommendations.
- Examples of these opportunities include backyard & sidewalk scavenger hunt challenges. There have been 3 so far.
- The latest is a “Where’s Kingsley” challenge where residents are given a picture clue (online) of Kingsley’s location and they are asked to walk or bike to that location with their family and post a picture of themselves.
- To date, 4 gift cards have been awarded from local Kingston restaurants.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 14, 2020**
Re: **Clerk Report**

Operating Budget Motions

THAT THERE BE NO INCREASES TO THE 2020/21 RESIDENTIAL TAX RATE AND IT BE SET AT 30.9 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES.

THAT THERE BE NO INCREASES TO THE 2020/21 COMMERCIAL TAX RATE AND IT BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTY.

THAT THERE BE NO INCREASES TO THE 2020/21 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES.

THAT THE DRAFT 2020/21 OPERATING BUDGET DISSEMINATED AT THE APRIL 2020 COMMISSION MEETING BE ACCEPTED AND APPROVED.

Audit

Lawrence Lake, the Village's auditor, is conducting the Village audit at his office. The Clerk-Treasurer delivered 3 boxes of files to Lawrence's office. Draft financials should be available in the near future.

Library Renovation

An addendum has been included in the Library renovation tender. The timing of the addendum required the extension of the closing date.

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

- Water Drilling Study	\$50,000	~\$50,000
- KN5 / KN12 Lift Station Panels	\$40,000	
- SCADA System	\$135,000	
- Main Street Easement Renewal	\$60,000	
- Balser Sidewalk Design	\$10,000	
- Main/Maple RRFB Crosswalks	\$15,000	
- PW Building	\$250,000	
- Ravenwood Dugouts	\$13,000	
- Village Office Exterior Repairs	\$5,000	
- Recreation Storage Shed(s)	\$9,000	
- Wastewater Lean-to	\$5,000	
- Tow-behind Boom Lift	\$40,000	

Property Taxes / delayed payments

Many municipalities (across Canada) see a need for financial support from their Province during these times. Many property owners may not be able to pay their property taxes due their own financial disruptions during the Coronavirus Pandemic. The Province of Nova Scotia is providing a low interest loan for municipal units who fall into this category. It is the choice of the municipal unit on whether to use Municipal Finance Corporation (MFC) financing or to cover delays in property tax payments through our own means (reserves). Does the Commission want to take part in the MFC financing, or use our operating reserve for any shortcomings?

The Village of Kingston is already providing interest relief for our property owners for May and June 2020. Is there an interest to continue this relief?

Commission Meetings

This is our first attempt at videoconferencing and there are several different videoconference programs available. Zoom, Cisco Webex and Microsoft Teams are the popular versions in Nova Scotia. We will need to provide a method for the public to participate in our annual general meeting and future regular commission meetings. Most municipalities are using Facebook Live to broadcast their virtual meetings to the public.

Miscellaneous

We are going to erect a sneeze guard at the reception desk.

We are working on standardized signage for our parks and recreation areas.

Upcoming Calendar Dates

Election

Nomination Period	May 28 th - June 10 th , 2020
Nomination Day	Wednesday, June 10 th , 2020
Advance Poll	Tuesday, June 23 rd , 2020
Election Day	Saturday, June 27 th , 2020

Annual General Meeting Thursday, June 25th, 2020

These dates are set as a requirement of the Municipal Government Act of Nova Scotia.