



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

ph 902 765-2800
fx 902 765-0807

July 9, 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, July 9, 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 July 9, 2020

AGENDA

1. Review of Minutes of Meeting held June 11, 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 JUNE 11, 2020
VIA ZOOM – DUE TO COVID-19**

COMMISSION:

John Pierce
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave – Clerk/Treasurer

CALL TO ORDER

Chair Pierce called the meeting to order at 7:00pm. Due to Covid-19 the meeting was not open to the public.

REVIEW OF MINUTES

Chair Pierce asked for a review of the May 14, 2020 Regular Session meeting minutes.

Muriel West stated there was an omission regarding trees in playground on Elm St, and that it should state the new native hardwood trees would go on the west side of the playground along Westwood St.

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER FOWLER
THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES
OF MAY 14, 2020 AS PRESENTED. MOTION CARRIED.**

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of May 14, 2020.

Chair asked about the status of the antennas for the SCADA system. Clerk stated he is still waiting for approval from NAV Canada.

Chair asked about the status of the decision on the design work for Balser Drive sidewalk. Clerk stated it is now being reviewed by the Department of Transportation and that Dillon Consulting is hoping to have it back next week. If everything is good they should have the report back to the Village shortly after that.

Commissioner West asked about the status of the excess garbage on Lincoln St. and Lincoln Court. Clerk stated he informed Valley Waste of the issue who said they would

look into it. It is not known if the landlord or the tenants themselves were contacted by Valley Waste regarding cleaning it up.

Chair Pierce stated he had a discussion with Clerk regarding the fact that Valley Waste's biweekly garbage pickup is being collected later in the day along Main St instead of the usual 7am. Clerk stated he contacted Valley Waste and advised them that the later time is holding up traffic on Main St as well as Bridge St. They informed Clerk that it must have been an oversight.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Clerk stated, as in the report, that the new panels are waiting for disconnects, the SCADA system is moving along, we're waiting for a few things from the US and for approval from NAV Canada.

Staff are still working on the clarifier, replacing gaskets etc. With the concrete wearing out and becoming quite porous, supervisor sees looking at having a second clarifier in another 10 years. Staff estimated a \$600,000 cost and Clerk stated it can be paid for using 100% gas tax. Chair suggested reviewing in the next few years. Clerk suggested, in the short term, getting a consultant company in to look at the existing clarifier and give us an assessment of putting in a new one. Clerk stated he can include it in the budget forecast for next fiscal budget.

Commissioner Bishop stated he would still would like a tour of the sewer treatment plant. Clerk stated a convenient time for both commissioners and wastewater supervisor can be arranged.

PUBLIC WORKS – See Full Report

Chair asked about the quote amount from Maritime Blasting for the bandstand in Centennial Park. Clerk stated it was \$1,200 taxes included. Commission agree to have the work completed.

Commissioner West asked about the cost of the barn door opener. Clerk stated he will have to look it up and let the Commission know.

Commissioner West complimented public works on the flower planting and hanging baskets.

RECREATION – See Full Report

Chair stated he would like to discuss the draft report by recreation staff, which includes information for this year's possible summer day camp while abiding by restrictions due to Covid-19. The report, if approved by the commission, is to be submitted to the NS Health Authority for approval.

Clerk stated Valley Recreation is trying to assist with those municipal units that are planning to hold a day camp, as well as assisting with the report that is to be submitted. Clerk provided background for the day camp scenario and stated the Summer Student Jobs program would fund 2 staff with full minimum wage. After a discussion, Commission agreed to support the report if approved by public health. Commission also decided to give first priority to Village residents.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BISHOP THAT THE COMMISSION SUPPORT RECREATION STAFF IN THEIR PROPOSAL TO THE PROVINCE FOR A POTENTIAL SUMMER DAY CAMP. ONE ABSTENTION. MOTION CARRIED.

Commissioner West pointed out the correct spelling of Jelynn Samson on the recreation report.

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

CLERK / TREASURER REPORT

Financial Statements

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE DRAFT 2019-20 FINANCIAL STATEMENTS AS SUBMITTED BY VILLAGE AUDITOR, LAWRENCE LAKE. MOTION CARRIED.

Property Taxes / delayed payments

Many municipalities have provided interest relief for property owners during the provincial state of emergency. Neighbouring municipal units have provided the same relief until the end of July, 2020. The Kingston Village Commission has already, by motion, provided for interest relief for the months of May and June 2020. Commission agreed to extend the interest relief for the month of July.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE INTEREST RELIEF FOR ALL PROPERTY OWNERS FOR THE MONTH OF JULY, 2020 AND REVIEW THE NEED FOR EXTENDING THIS INTEREST RELIEF AT THE JULY COMMISSION MEETING. MOTION CARRIED.

Ministerial Order

See attached correspondence. In summary, Village Annual General Meetings (AGM) and Elections are deferred until the provincial state of emergency is lifted. Villages will have 90 days after the end date to schedule and hold such events. Current commissioner's

terms are extended until the AGM/Elections take place. The newly elected commissioner's terms will be shortened by the same duration.

Miscellaneous

Sneeze guards have been ordered from Workplace Essentials and PPE products will be ordered as required. Chair asked about a time frame for opening the office, Clerk stated it would probably be open once the sneeze guard is installed.

Library Renovation

The tender addendum should arrive tomorrow and the new closing date for the Library Tender is June 22nd, 2020. Barring any unforeseen circumstances, the tender should be awarded shortly thereafter. Chair reported the roof is not part of this tender and will be on a separate tender.

Much of the library's contents, which are not being taken to their temporary location at the old Visitor Centre, will be relocated. The Kingston Library is now open on a takeout basis only at the temporary location of 510 Main St.

Main / Maple Street RRFB Crosswalk

Department of Transportation and Infrastructure Renewal (DTIR) advised the Village that there will be an added cost to the project of approximately \$3,500. Crosswalks of this style have upgraded thermoplastic crosswalk lines that are etched into the pavement, which should last five years saving labour costs.

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

- Water Drilling Study	\$50,000	\$17,661
- KN5 / KN12 Lift Station Panels	\$40,000	\$32,647
- SCADA System	\$135,000	
- Main Street Easement Renewal	\$60,000	
- Balser Sidewalk Design	\$10,000	\$8,448
- 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	\$7,200
- Wastewater Lean-to	\$5,000	
- Tow-behind Boom Lift	\$40,000	\$38,291

Radar Speed Sign

Clerk stated the Village installed the radar speed sign on Greenwood Road South heading into Oakhurst Subdivision in an attempt to slow down speeders.

New Streetlights

Clerk stated three new streetlights will be required for Marilyn Court at a cost of approximately \$4,000. Clerk will get a price from Black & MacDonald. He stated that as each new street is developed, streetlights should be added.

Rail Trail

Clerk stated he received word that the Kings County Trail Society do not have funds to provide dust control for the abandoned rail bed. They have no problem with the Village taking on the dust control and suggested that Howard Little Excavating has experience with liquid dust control. Staff will get quotes for this work.

Public Works Building

Clerk stated there were four quotes to review. Clerk asked if Commission was interested in going with the lowest quote of \$20,000 submitted by Able Engineering or going out to tender to possibly get a cheaper quote.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST TO AWARD THE TENDER TO ABLE ENGINEERING TO DRAW UP THE TENDER AND COMPLETE THE DESIGN WORK FOR A NEW PUBLIC WORKS BUILDING. MOTION CARRIED.

Correspondence

Chair Pierce stated he received a call from staff at the Kingston NSLC requesting that the Village Commission send a letter to their CEO requesting a cannabis outlet, particularly since Berwick received one. The response received was that NSLC would consider Kingston as a possible future location.

ADJOURNMENT

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE MEETING BE ADJOURNED AT 8:30PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 9, 2020**
Re: **Environmental Services Report**

Sewer Lateral Installation

June 22nd Installed 2 directionally drilled laterals under sidewalks, curbing and street on Pine Ridge Ave for 2 new duplexes presently under construction. As reported last month, Evangeline Excavating quoted job in February at \$2000.00 each. Directionally drilled services saves on restoration of infrastructure, time and labour. Public Works staff hired a back hoe to excavate on each side of the road while staff made connection into main sewer line.

Main St Sewer Easement Line Replacement

June 23rd Staff began excavation of Main St sewer easement line starting from behind Pharmasave west to Magee Dr. As reported in recent reports, "pipe bursting" was the preferred technology for replacing old concrete sewer pipe that is located directly under truck bay of former garage. This type of procedure uses a powerful machine that pulls a new plastic pipe through the old concrete pipe as pipe breaks up. Initially staff felt 40 meters would be all that's needed for the "pipe bursting" part of the job. However, after excavating at the far west end of the other truck bays facing Main St, staff realized that old sewer line ran within 18 inches all along the front of the building. Staff made decision to pipe burst an additional 35 meters to avoid tearing up 6 inch concrete ramps and risk collapse underneath shallow foundation of building. Price per meter was received last February for pipe bursting and staff consulted with Village Clerk to make sure we had the budget room for the capital project to pipe burst right to manhole on Magee Dr., a total of 110 meters. Line was videoed 2 years ago in preparation for this particular job and was needed to pin point where all the services were connected so that staff could dig down and connect services into new PVC pipe that replaced the old concrete sewer pipe.

Again, this type of trenchless technology saves on tearing up infrastructure. After many years the Main St easement line from the Green Elephant restaurant to the former Hopkin's home has been replaced with PVC pipe. Note, old privacy fence had to be removed in the back yard of the homes facing Magee Dr. New section of fence to be installed by staff.

SCADA SYSTEM UPDATE/New Panels

Pennecon have been installing the antennas on the lift stations this week and the new location for antenna pole has been approved by NAV Canada. Pole is to be installed next week and electrical service to pole will follow. Electricians are still waiting on conduit fittings for the new lift station panels explained in last month's report. Received panels will be installed at Acadia Dr. and the trailer court lift station across from Paragon golf course.

Treatment Plant

Treatment plant maintenance is ongoing with washing down of the clarifier on a bi-daily basis and cleaning of the UV channel and bulbs. Regular monthly testing has been carried out and maintenance on pumps is ongoing. Warm weather is always challenging to treat sewer but plant has been in compliance.

Call Outs

July 4th Staff were called out to residence on Elizabeth Ave that was having sewer backing up in basement drains. Staff checked main line and line was clear but did have some solid build up. Staff hooked up water tank and flushed line to ensure there were no problems. Problem was in resident's own pipe.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 9, 2020**
Re: **Public Works Report**

Dugout Roofs

Dugout roofs were replaced by P.M. Spicer Contracting, as per quote. New metal roofs were installed and all exterior exposed wood was clad with white metal as per contract request. Great job overall.

Street Sweeping / Parking Lots

After constant requests to DTIR, streets were finally swept. Public Works staff swept all parking lots for a complete uniform looking job. Staff are frustrated with the long wait to get streets swept by DTIR, something that is usually done the first week in June.

Catch Basin Repair & Asphalt Patching

Public Works staff repaired parking lot catch basin in parking lot across from the Village Office. Bowlby's paving patched around catch basin afterwards and a few other patch jobs throughout the village including a section on Maple St sidewalk. The sidewalk and curb on Maple St has been brought to the attention of the commission over the years by staff and should be replaced on both sides of the street. With broken curbing and heaved sections of sidewalk it gives an esthetically displeasing look when driving into Kingston from the off ramp. Contractor developing lots on west side of Maple St has cut curbing out so dump trucks can haul fill into lots. This will result in more broken curbing next winter as ploughs catch severed sections of curb that were cut.

New Boom Lift

The new tow behind boom lift has been used already to remove overhanging branches around street lights and certain trees that had fallen but were hung up on other trees. Staff will be using boom lift to paint the wood exterior on the Village office and to stain the bandstand after vapor blasting, as reported last month.

Flower Beds & Hanging Baskets

Due to the dry weather over the last month, watering of ground beds, planters and hanging baskets has been steady. Seasonal staff have also been coming in on weekends to water and accumulating hours in lieu of paid time off. Grass mowing has been limited with the dry conditions but trimming, weeding and litter pick up is ongoing.

Ball Fields & Playgrounds

As of June 15th ball fields have been in use and playgrounds are now open to the public. Staff have been dragging ball fields and keeping dugouts swept out. Playgrounds have been mowed and trimmed and picnic tables installed at the different parks. New volleyball and basketball uprights ordered by recreation department were received and will be installed over the next month.

Speed Radar Sign

Speed radar sign was installed on Greenwood Rd south.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **July 9, 2020**

Re: **Recreation Report**

SUMMER DAY CAMP 2020 – Tuesday July 13th – Friday Aug 21st

- 3 Counselors – (Isaac Abriel returning, Aaliyah Hiltz new, Emilie Rossignol new)
- 1 Supervisor – (Larissa Gregory returning)
- Counselors' start date was July 6th and they are painting the rec hut, purchasing supplies, familiarizing themselves with one another and going over day camp programming and cleaning protocols.
- There will be 6 weeks of camp with a limit of 16 campers. Campers will be separated into two groups of 8 campers with 2 counsellors per group totaling two groups of 10. This way, each group does not have to physical distance within their individual group.
- Recreation Coordinator is working on a Day Camp Staff "Code of Conduct and Expectations" as well as social media guidelines for recreation staff employed by the Village of Kingston.

ELM STREET - RECREATION GROUNDS SCHEDULE:

- Baseball: Mondays & Wednesdays 5:15pm – 8:30pm
- Ladies Over 30 Soccer: Mondays & Wednesdays – 6:30pm – 8pm
- Parents Group w/kids: Tuesdays & Thursdays - 6:30pm – 8pm

KINGS COUNTY YOUTH AND FAMILY TENNIS PROGRAM – MONDAYS

- Kings County has hired a tennis instructor to travel through the County each week to do tennis instruction. In Kingston it is Monday evenings starting July 6th (Rained out). Cost is \$20/person and the participants get a sleeve of tennis balls and a youth sized tennis racquet if required.
Youth Time – Mondays 4pm – 5pm
Family Time – Mondays 5pm – 7pm (5 members per family)

MUSIC IN THE PARK:

- Recreation is in talks with Bob Deveau, Tim Vallillie, Chris Palmer and others to begin Music in the Park toward the end of July.

ART IN THE PARK – CENTENNIAL PARK: PLANNING STAGES

- Recreation is collaborating with Nova 7arts to introduce a trial program to have "Art in the Park" for a 4 week trial period. It would potentially take place on Wednesday evenings from 7pm – 9pm. Each week would feature a different type of art. (Painting, drawing, photography and word art). Maximum 15 adult participants with physical distancing at the park. There would be a cost but each participant would get their own supplies.

FITNESS IN THE PARK – CENTENNIAL PARK

- Recreation is still in the planning stages of implementing an Adult “self paced” fitness program at Centennial Park in Kingston on Tuesday & Thursday mornings with Helen Malo.

YOGA IN THE PARK – STRONACH PARK

- The Recreation Department has received a request from a local Yoga instruction business to offer Yoga at Stronach Park. While discussing this with the Clerk/Treasurer, we have decided to maybe allow the organization to offer a trial period for 4 or 6 weeks as long as the business can provide a certificate of insurance and the Village would charge a service fee for using the park. The Park would still be open to the Public and the group would have no authority to remove individuals from the park at anytime.

REPLACEMENT SPORTS PARK EQUIPMENT

- Replacement sports equipment has arrived. Awaiting one final piece of equipment and Recreation will work with Public Works to install new equipment at the Elm St. Recreation grounds. (New basketball poles, backboards and nets. New volleyball poles and sleeves)

KINGS COUNTY – ACTIVE KIDS HEALTHY KIDS FUNDING OPPORTUNITY

- Kingston Recreation is chair of the Western Kings Active Kids Healthy Kids Funding opportunity. Applications are due Friday Aug 28th and will be submitted to the Municipality of the County of Kings office. They will be distributed to either the Western or Eastern regional committees, depending on which community the applying group resides.

TERRY FOX 2020 – VIRTUAL RUN – SUNDAY SEPT 20TH, 2020:

- The Terry Fox Run is going to be a “Virtual Run” this year. That simply means that each person runs and tracks their own individual run/walk or wheel and submits it to the Terry Fox website. There is currently a competition within Atlantic Canada to see which province can be the first to have 400 individuals register their virtual run. Donations take place at www.terryfox.org

RECREATION COORDINATOR VACATION TIMES – JULY & AUGUST

- Recreation Coordinator will be on vacation Wednesday and Thursday July 15th & 16th, returning Friday July 17th. Also, in August the Rec Coordinator will be in Calgary beginning Friday Aug 7th and returning Monday Aug 23rd. Unsure at this time what quarantining requirements will be in place after returning from outside the Atlantic Bubble.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **July 9, 2020**
Re: **Clerk Report**

RECOMMENDATIONS

THAT THE VILLAGE COMMISSION AWARD THE LIBRARY RENOVATION CONTRACT TO ACCESS CONTRACTING LTD. IN THE AMOUNT OF \$343,534.40+HST (312,304.00 + 10% + HST) TO BE FUNDED FROM PROVINCIAL AND FEDERAL GRANTS.

GENERAL OPERATIONS

As it is early in the fiscal year, variances cannot be generally determined at this time.

PROPERTY TAXES

	2020	2019	2018	2017	2016
Total Arrears	\$92,889	\$63,874	\$86,290	\$86,290	\$98,644
Total properties	126	111	104	104	128
# Properties under \$100	8	14	16	16	15
Top 10 Properties Sum	\$31,595	\$22,912	\$41,975	\$41,975	\$42,008
# Properties over \$1000	22	15	20	20	20

Property Taxes / delayed payments

Many municipalities have provided interest relief for property owners during the provincial state of emergency. Our neighbouring municipal units have provided the same relief until the end of July, 2020. The Kingston Village Commission has already, by motion, provided for interest relief for the months of May, June, and July 2020.

PW Building Update

Able Engineering has done geotechnical work and supplied a first draft drawing of the PW building.

Trail Paving / Dust Control

Several complaints of dust on the trail, wondering if the Commission would entertain paving the trail.

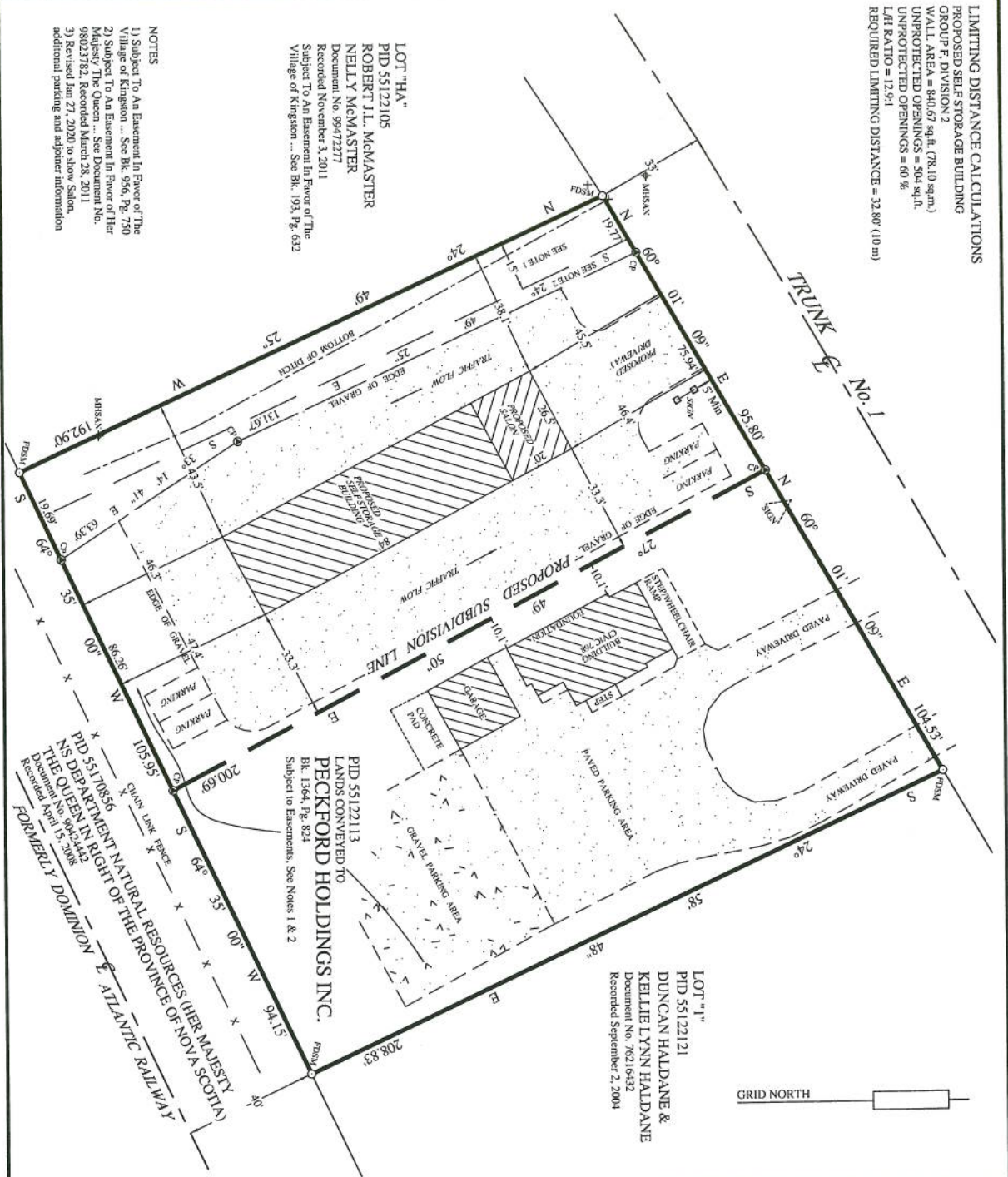
Rezoning 768 Main Street (PID 55122113)

Land Owner is requesting to have property re-zoned from C1 to M1 so that a self-storage facility may be developed on the property.

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

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$7,453	
- KN5 / KN12 Lift Station Panels	\$40,000	\$32,647	
- SCADA System	\$135,000	\$45,900	
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- Village Office Exterior Repairs	\$5,000		
- Recreation Storage Shed(s)	\$9,000	\$7,200	(Complete)
- Wastewater Lean-to	\$5,000		
- Tow-behind Boom Lift	\$40,000	\$38,291	(Complete)

LIMITING DISTANCE CALCULATIONS
 PROPOSED SELF STORAGE BUILDING
 GROUP F, DIVISION 2
 WALL AREA = 840.67 sq.ft. (78.10 sq.m.)
 UNPROTECTED OPENINGS = 304 sq.ft.
 UNPROTECTED OPENINGS = 60 %
 L/H RATIO = 12.9:1
 REQUIRED LIMITING DISTANCE = 32.80' (10 m)



SITE PLAN

TEST PIT
 SURVEY MARKER
 IRON PIPE (IRON BAR)
 RADIUS
 NOT TO SCALE
 PROPERTY BOUNDARY
 CALCULATED POINT

TP X
 SM O
 IP (IB)
 R
 1-
 CP

CULTURAL FEATURES SHOWN ARE LOCATED TO PLOTTING
 ACCURACY UNLESS SPECIFICALLY DIMENSIONED.

LANDS OF
 PECKFORD HOLDINGS INC.
 PID 55122113
 Bk. 1364, Pg. 824

TRUNK No. 1
 KINGSTON
 KINGS COUNTY
 NOVA SCOTIA

DEWOLFE & MORSE SURVEYING LIMITED
 P.O. BOX 520 MIDDLETON ANNAPOLIS COUNTY
 NOVA SCOTIA
 PHONE 825-2362
 FAX 825-4777
 CELLULAR 680-8543
 EMAIL info@dewolfemorseurveying.ca

PREPARED BY
 ERIC J. MORSE P.Eng. NSLS

Revised: Jan 27, 2020

Scale 1" = 30'

Date: June 14, 2011

Plan No: 2010-343-SP

