



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

ph 902 765-2800
fx 902 765-0807

July 8, 2021

Commissioner W. Fowler
Commissioner M. West
Commissioner B. Beardsley
Commissioner M. Bishop
Commissioner N. Larder

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 8, 2021.



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REGULAR COMMISSION MEETING July 8, 2021

AGENDA

1. Review of Minutes of Meeting held June 10, 2021
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. Finance Report
7. Correspondence
8. In-Camera Discussion
9. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF JUNE 11, 2021 VIA TELECONFERENCE – DUE TO COVID-19

COMMISSION:

Wayne Fowler - Chair
Mike Bishop – Deputy Chair
Muriel West
Brad Beardsley
Neil Larder

Mike McCleave – Clerk/Treasurer

OPENING

Chair Fowler called the Regular Session Zoom meeting to order at 7:00pm.

REVIEW OF MINUTES

Chair asked for a review of the May 13, 2021 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES, WITH CORRECTIONS, OF MAY 13, 2021. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of May 13, 2021.

The MT6 will be kept for one season and a decision can be made then as to whether or not it is worth keeping.

The Village will not receive any more student funding from the Federal Government this year. Clerk will contact Human Resources Development Canada (HRDC) next year to discuss requirements for the funding.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda. No additions.

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

It was noted that the white product, which caused the blockage at the duplex in East Kingston, may have been caused by tile grouting used during the floor installation. There may not have been enough water to flush it all the way out to the main sewer line.

PUBLIC WORKS – See Full Report

The delay of the sidewalk installation on Maple Street is due to the reduction in Covid-19 protocols and the back to school order. The contractor will pave the west side next week and the remaining work will be completed after the school year ends.

The sewer projects on Maple Street and Lincoln Street have both been completed.

The designs for the library siding should be submitted within the next few weeks by Insight Design in Windsor.

The air quality issues have been taken care of at the new library.

RECREATION – See Full Report

Commission agreed it was nice to see that Centennial Park was being used by different groups including an Aikido group recently.

The summer day camp will include supervisor Emily Harris, 3 counsellors and up to 12 children.

Recreation coordinator will be off until June 27th and may or may not have to self isolate for 14 days when he returns.

Recreation coordinator found that the Village's fence is too close to the tennis courts and is not an ideal setup for Pickleball. While the coordinator is trying to configure a better setup, the court in Greenwood should open soon for players.

Clerk explained that Cobequid Consulting is a company in Truro that designs and builds play structures with more of a natural substance, rather than metal structures.

The suggestion was made to have a roofed structure for the Oakhurst Subdivision greenspace.

It was also noted that bike parks are getting popular and that the one in Berwick is very well utilized.

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

CLERK REPORT

The province has announced its reopening plan due to higher vaccination rates and lower Covid-19 positive case numbers. This 5 phase plan will be contingent on the number of positive Covid-19 case numbers.

The Village should be able to hold its annual general meeting and election during phase three of the plan after July 2, 2021.

Bridge St Speed Reduction

The Village of Greenwood has requested that the Kingston Commission support them in their effort to have the Bridge St speed limit changed to 50kmh the entire length of the road. Commission noted that the speed limit has already been reduced on Bridge St from 70kmh to 60kmh within the past few years. Commission is undecided on whether speed limit should be reduced in Kingston but supports Greenwood attempt to lower the limit in their village.

Flag Policy

The Village received a request to fly a new support flag for the healthcare workers during Covid-19 times. The Village only has one flag pole which flies the Canadian flag and does not have the infrastructure to fly other various support flags. Commission agreed that rather than spending thousands of dollars on flag pole infrastructure and flags, the LED sign could be used for that purpose. Clerk will request the digital design for the healthcare flag from The Flagshop in Dartmouth.

Accessibility 2030

Clerk submitted the required asset database to the County which includes all of the Village's infrastructure that can be accessed by the public or staff.

Village Election

Phase 3 is scheduled for July 3rd but Commission agreed to wait until the July 8th meeting to discuss potential dates for the annual general meeting and election. This would hopefully allow more time and certainty for advertising of dates.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER LARDER THAT THE KINGSTON COMMISSION WAIT UNTIL THE JULY 8TH REGULAR MEETING TO SET DATES FOR THE ANNUAL GENERAL MEETING AND ELECTION. MOTION CARRIED. Commissioners Fowler and West, who are up for election, abstained from the vote.

KN#3 Lift Station Design

Clerk reported that 4 bids were received for the engineering design of the KN#3 lift station, which was budgeted at \$10,000. The lowest bid received was \$9,750 from Dillon Consulting. The other 3 bids were: \$9963 from Sandy Dewar, \$12,000 from CBCL Limited and \$33,000 from Design Point Engineering.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT THE VILLAGE COMMISSION AWARD THE KN#3 LIFT STATION DESIGN CONTRACT TO DILLON CONSULTING WITH THE LOWEST BID OF \$9,750 + HST. MOTION CARRIED.

J-Class Roads / Gas Tax

Clerk explained the document on J-Class roads from Kings County included information on a 2 million dollar gas tax increase again this year from the federal government to the County of Kings. These funds will not be dispersed by the County this year for J-Class roads and will instead go toward the money the County spent last year on its J-Class road paving.

Clerk stated the County is asking for the Commission's thoughts on substituting the 450m paving of Markland Road for 375m of Victoria Drive paving including its extension section. After a discussion, Commission agreed that Victoria Drive should be repaved due to the number of complaints about the state of that road, the amount of commercial traffic and additional traffic when Bridge St is backed up.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION REQUEST TO HAVE VICTORIA DRIVE ADVANCED TO THE TOP OF THE LIST OF J-CLASS ROAD RESURFACING ONLY IF FLOODING/DRAINAGE ISSUES ARE RECTIFIED PRIOR TO PAVING. MOTION CARRIED.

Commission asked that Clerk send correspondence to the County with that request.

Approved Capital Projects List

Clerk reported the consultant's cost estimate for the Balser Drive sidewalk came in at 1.35 million. This would mean the budget would have to be increased since the Village's original budget/guestimate for the Balser Dr sidewalk was 1 million. Clerk is going to reach out to the Village of Bible Hill to find out how their sidewalks were installed with no curbing or drainage.

The East Main Street sidewalk design award will also include a cost estimate for paving. Commission would like to see the cost of the East Main Street sidewalk from the consultants before making a decision.

The Commission also agreed the considerations for the basis of their decision would be the overall requirements of the Village, being fiscally responsible with public dollars, traffic, safety, accessibility, aesthetics, usefulness and growth. This may warrant having a sidewalk along busy Main St and connecting the Village from one end to the other.

Chair noted the Commission has done their best the past few years to investigate the possibility of putting a sidewalk on Balser Dr and the resulting information received means it would be a huge cost to residents.

By next year's budget time, if the decision is made not to go ahead with Balser Drive, it was suggested to let Ravenwood residents know that it is just too costly.

The Ravenwood Canteen roof replacement was budgeted at \$15,000 and the price came in at \$4,210, a third lower than the other quotes. The contractor, Peter Spicer, seems to always provide us a great deal with regards to construction work at Ravenwood Park.

CORRESPONDENCE:

Community Health Board Review

A review of the community health board model is being conducted by Common Goods Solutions on behalf of NS Health. They are seeking to engage partners who work on issues of health. The Village's health representative Don Hyslop will attend. Chair stated a regional group is now in place representing the entire western region, of which Don Hyslop is the Chair. It would be good to recognize Don as our Village advocate.

Emily Harris Report

Clerk stated the Canada Jobs funding for Emily is for 10 weeks and there may be an opportunity for her after that if the Commission decides. She is working on the local business association engagement and, if an association is created, it may help community development for the Village.

Scada System

The Panel Shop from New Brunswick will be here to complete the work on the Scada system once the restrictions are lifted.

Comments:

Commissioner West confirmed that the fireplace and stonework have been installed at the new library.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY THAT THE MEETING BE
ADJOURNED AT 9:13PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 8, 2021**
Re: **Environmental Services Report**

Shawn Dr. Lift Station Failure

June 22nd received call from Village Office that resident at 680 Shawn Dr. has sewer backing up in basement. Staff checked manhole in street and manhole was full of sewer. Staff checked lift station and both pumps were tripped out on overload. Pumps were reset to pump station down, but one pump tripped out after only pumping less than a minute. Staff pulled pump and removed string mop material that was jamming pump impeller. Pump was installed back in wet well and turned onto auto mode. Red beacon light was not flashing at the time but light still works. Station is one of five still not on the SCADA system.

June 30th Public Works staff had onsite meeting at Shawn Dr. lift station with Village of Kingston insurance adjuster. Meeting was to get a statement from staff about the lift station pump failure at the station on June 22nd. Staff explained some of the ongoing maintenance such as cleaning of stations 2 times annually, new pumps as recent as 4 years ago and new panel installed 5 years ago.

East Main St. Lift Station /Engineer Visit

June 30th Public Works staff had onsite meeting with engineer from Dillon Consulting at East Main St. (KN-3) lift station. The purpose of the visit was to talk about what type of upgrade is needed for the station that was installed in 1972. Some of the upgrades include: new piping inside station, new check valves, new concrete top with new hatches and installation of valve chamber with new connection to force main pipe outside the wet well. New pumps will be purchased and installed by staff at time of retrofit to save contractor markup. Panel that was installed 5 years ago will be removed and re-installed after new concrete top is in place.

Foster St. Sewer Lateral Installation

Public Works staff installed sewer lateral for lot on Foster St. Street had to be cut and excavated to expose sewer pipe in street. Staff tapped into sewer line and installed 4-inch sewer pipe into property line. Staff compacted fill and gravel into place and will have asphalt reinstated in a few weeks. Staff will also have Lincoln St. cut in road repaved at the same time along with a few asphalt aprons needed for manholes that were shoved off by street ploughs.

Treatment Plant Maintenance

Daily duties at the treatment plant are ongoing, including washing down of tanks and UV Channel, cleaning out sludge pumps when needed, recording daily flows, wasting of sludge and sludge disposal, and monthly sampling of the final effluent. Washing down of the clarifier

and cleaning UV bulbs and channel has been more often because of algae bloom this time a year.

Aerator / Broken Shaft

June 22nd Staff arrived at the treatment plant and noticed that the Ecojet Splashing Aerator was not running. Electrician was called to replace burnt contact in panel. After replacing contact, aerator was turned on but was not generating any splashing activity. Staff removed aerator from aeration tank and upon inspection noticed shaft from motor had broken away from prop and keyway and bottom of shaft were damaged. Company that sells Ecojet Aerators was contacted for parts needed to repair. Unfortunately, shaft and motor is all one part. Other parts needed were ordered along with new motor and shaft. All aerators are 24/7 operation and this particular aerator is about 10 years old. Once new parts are received, staff will contact Nova Millwrights and have them measure new shaft size keyway and, if possible, repair shaft to have for a spare. Splashing style aerators generally transfer oxygen into the water much better than our aspirating aerators, and with the splashing affect, it helps with the de-nitrification of the foam, which is created from the mixing of the Biomass.

Lean To Construction

Mid Valley Construction has started the installation of the 32X16 ft. lean-to, having sub-contractors install screw piles for the 6X6 support post. Stack of lumber was delivered last week and construction will begin sometime in the next few weeks.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 8, 2021**
Re: **Public Works Report**

Maple St Sidewalk & Curb Replacement

Public Works staff landscaped boulevard between new asphalt sidewalk and curb installed on the west side of Maple St. Bank on other side of new sidewalk was also landscaped with topsoil and seeded to keep bank from eroding.

Contractors replacing curb and sidewalk are back on the job this week removing old curb and sidewalk in preparation for new. Public Works staff will also landscape boulevard after sidewalk and curb installation is complete on East side of Maple St.

New LED Light Standards

June 21st Staff received the five new 12 ft. light standards ordered in early spring. The location, that staff has picked for three of the new standards to be installed, starts across the street from the Village Office. Staff will install two of the light standards along the edge of parking lot and sidewalk, in line with existing light standards. The third new installation will be on the west side of Fraser's Pro Hardware driveway across from Pharmasave. The remaining two 12 ft. light standards will replace the two existing 10 ft. lights directly across from Pharmasave. This will help with a standard uniform height along this stretch. The two 10 ft. poles can be used in another location as staff and commission decide which area is best suited. With the purchase of the new 12 ft. poles, the order also included new replaceable LED tops for the existing five light standards which will make all lights LED.

Installation of new lights will likely be in two stages. This is due to the fact that an electrical permit will have to be applied for by the electrician for conduit inspection of the three new standards to be installed, which can be time consuming. Staff will coordinate with electrician in the next few weeks to have the two 10ft. lights removed from bases. Staff will also install 2 of the 12 ft. lights and have electrician install the new LED tops onto the existing lights, located in the shrub beds along the trail. Once permit by electrician is acquired, staff will proceed to excavate trench for conduit and install sonotubes to support new light standards.

Flower Planting

Public Works staff have completed the flower planting process. Weeding and watering of the hanging baskets and ground beds is ongoing, along with pruning. Big pots were purchased for flowers planted by staff and installed in front of a few Main St. businesses, as well as next to side door of library.

Miscellaneous

Staff received price for spraying of weeds at the lower ball field that was recently renovated. Spray will only kill broad leaf weeds and not the new grass planted. Weeds in newly planted field were very dominant, mostly because of prolonged heat and dry spell.

Staff would like to thank John Parsons for another donation of a tree planted along trail in front of GW Sampson's. John donated same type of tree last year also. Trees replaced ones that the Village planted but did not survive.

Streets, to date, still have not been swept by DTIR. Administrative Assistant drafted a letter to send to NS Minister of Transport expressing concerns over when certain types of street work are performed and the lack of quality and timing that goes with it.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **July 8, 2021**

Re: **Recreation Report**

SUMMER DAY CAMP 2021 Weekly from – Monday, July 5th to Friday, Aug 20th

- (3) Counselors have been hired: Shannon Moore, Halliday Ogilvie & Kaitlyn Wood. Staff has started at camp and they have cleaned the rec hut, purchased supplies and have gone over cleaning protocols. They have familiarized themselves with one another and the day camp programming.
- 7 weeks of camp - 3 counsellors and 15 potential campers. Provincial COVID -19 protocols have a day camp group gathering limit of 20.

ELM STREET - RECREATION GROUNDS SCHEDULE:

- **Soccer**: Ladies Over 30 Soccer - Mondays & Thursdays – 6:30 – 8pm
- **Beach Volleyball**: Sundays & Thursdays 7pm – 9pm

KINGS COUNTY SENIORS WALK & TALK STRONACH PARK

- Wed July 14th @ 10am. Kings County Seniors Walk & Talk program is held throughout Kings County on various days and is coming to Kingston Stronach Park.

KINGS COUNTY FAMILY ADVENTURE STRONACH PARK – THURS JULY 15TH @ 10AM

- Wed July 14TH @ 10AM. Kings County Seniors Walk & Talk program throughout Kings County on various days is coming to Kingston Stronach Park.

MUSIC IN THE PARK:

- See Kingston Recreation Intern/Community Development Report.

WOMEN'S SOFTBALL – THURSDAY EVENINGS @ 6:30PM RAVENWOOD BALL FIELD

- Recreation will be lining upper Ravenwood field on Thursdays for women's softball games Thursday evenings. This organization pays for this service as they are not a youth sport organization.

KINGSTON/ GREENWOOD MINOR BASEBALL

- Over 75 youth registered for minor ball this summer.
- KGMB has booked ARENA BALL field nightly from Monday – Friday (5pm – 8:30pm) and Saturdays from 12noon – 2pm.
- KGMB also has RAVENWOOD BALL field booked Monday – Wednesday evening 6 – 8:30pm.

CROSS COUNTRY SKI PURCHASE – FOR FREE COMMUNITY LOAN PROGRAM INVENTORY

- Recreation department is waiting on final quotation from HUB Cycle in Halifax for cross country ski purchase. The Village is looking to purchase 16 sets of skis with a variety of boot and pole sizes.
- Recreation department is working with a local business and the Sport Nova Scotia Community Grant Initiative to subsidize the cost of the skis.

PICKLEBALL LINES ON TENNIS COURTS

- Kingston Recreation has ordered tennis net straps for the tennis nets at Elm St recreation grounds. Once the straps arrive, we will be painting “pickleball” lines on each of the 2 tennis courts in blue paint. The tennis straps are simply to lower the net to pickleball height.

KINGS COUNTY RECREATION MEETING – TUESDAY JULY 20TH @ 10AM – KENTVILLE.

- Kings County recreation departments are meeting to collaborate, network and share initiatives, programs and ideas.

CREDIT UNION CENTRE ARENA SUMMER USAGE

- Recreation Coordinator assisted with moving tables earlier this month and getting air conditioning up and running upstairs.
- Riptide Rollers female roller Derby starting arena usage Wednesday evenings at 6:30pm
- Valley Thunder Lacrosse booking arena Tuesday & Thursday evenings and weekends.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **July 8, 2021**
Re: **Clerk Report**

Financial Statements

Draft Financial Statements have been circulated to the Commission. Are there any questions? Motion to approve draft financial statements (revision 2) as circulated.

Commissioner Election and AGM Dates - Phase 3

Advance Poll Tuesday, August 3rd, 2021
Election Day Saturday, August 7th, 2021
Annual General Meeting Wednesday, August 4th, 2021
Motion to approve election and AGM dates.

Committee Members

Village committee member appointments (commissioner and public) shall/should be completed at the September Regular Commission Meeting.

Microsoft 365 Roll-out

Configuring back-end right now, email will be the first service operational, followed by software updates, and then data storage.

Radar Speed Sign

Installed on Bridge Street last week of June. Will run for several weeks. We had a resident requesting that the sign be installed on Maple Street (near Aurora Inn, heading north) but there really is no suitable location.

PROPERTY TAXES

	2021	2020	2019	2018	2017
Total Arrears	\$83,778	\$92,889	\$63,874	\$86,290	\$86,290
Total properties	87	126	111	104	104
# Properties under \$100	14	8	14	16	16
Top 10 Properties Sum	\$48,175	\$31,595	\$22,912	\$41,975	\$41,975
# Properties over \$1000	17	22	15	20	20

** Trailer Park at 321 Main Street is in arrears of \$23,043 (2.5 years) and is eligible for tax sale.

SCADA Update

Pennecon is talking with supplier to get pricing for new hardware and once settled, they will schedule work.

Public Works Building Proposal

Discussion / Decision

Approved Capital Projects 2021-22	Budget	Tender Cost	YTD Actual	Status
SCADA System	135,000	134,963	91,714	C
Lift Station KN#3 Renewal Design	10,000			T
New Clarifier Study/Design	25,000			
New Development(s) Laterals	24,000	n/a	11,117	C
Asset Management (GIS Survey)	10,000			
Lincoln Street Sewer Line Repair	35,000	n/a	30,248	Z
Maple Street Curbing and Sidewalk	230,000	182,560	93,145	C
East Main Street Sidewalk Design	30,000	17,500		C
Village Office Exterior Repairs	5,000	n/a		
Library Exterior	100,000		2,295	T
New Public Works Building	475,000	388,700	22,507	T
Decorative Streetlights	18,000			C
Top Dressing Ravenwood Field	20,000	17,000	20,921	Z
Ravenwood Canteen Roof Replacement	15,000	4,210		Z
Water - Well Drilling Project	100,000	50,000		T
Wastewater lean-to	15,000	12,370	42	T
Sidewalk Snow Machine Replacement	155,000	152,904	152,904	Z

C - Work started / Construction

T - Tendering Process

Z - Finished

From: Michael Hamm
Sent: June-19-21 4:40 PM
To: Janice Knickle
Subject: Village Commission Agenda Consideration

Good Afternoon:

I would like a few matters to be put forward for general discussion and consideration by the village commission at their next meeting:

1. Bridge Street Speed Limit: I would like to propose that the village ask the province to reduce the speed limit on Bridge Street in its entirety to a maximum of 50 kph. Currently, for some reason, it actually increases near Stronach Park, which is a place where families with small children congregate, and vehicles are always exiting and entering the parking lot. It is unsafe to have the speed limit at 60 at an uncontrolled intersection such as that parking lot,.

2. Bridge Street Speed Camera: I would like to have a speed camera placed on Bridge Street southbound just prior to the Intersection of Pleasant Street and Bridge Street. In recent years, Bridge Street has been returning to a residential area vice a residential commercial area. 1519 Bridge Street is now a privately owned residence with 4 small children, 1513 Bridge Street is now a private residence frequented by numerous pre-school grandchildren, and 1476 and 1488 Bridge Street have been bought by young families as well. Notwithstanding the numerous existing young families that continue to live on this busy road While it is understood that Bridge Street is a major artery between Greenwood and Kingston, the presence of so many small children as a result of a resurgence of family owned and occupied homes, it is time to put measures in place to ensure the traffic actually obeys the speed limit given the presence of small children. Bridge Street is no different than any other residential street in Kingston. It is unacceptable that people drive 20 kph over the speed limit routinely on this street. Community safety zone designation would be beneficial, with increased fines as a result in an effort to deter speeding. I have spoken many many times with the RCMP regarding additional enforcement on Bridge Street to no avail. In my 4 years as a resident here, not once have I observed the RCMP conducting radar on what has to be the busiest road in Kingston outside of Main Street. The RCMP SSGT advised me there was no good place to set up radar on Bridge Street. I can think of several.

3. Lack of Crosswalks on Bridge Street. There are no crosswalks on Bridge Street between Main Street and Bowlby Park intersection in Greenwood. I would ask that crosswalks be installed at the intersections near Pleasant Street, Windsor Street, and the area adjacent to Stronach Park so that people can cross the road safely, with the right of way protection of a crosswalk. Not only will this increase pedestrian safety, it will also show drivers that the istreet has pedestrians and perhaps it will slow the drivers down.

4. Town Water: It is difficult to believe that a village of over 3000 people has town sewer, yet no town water. This puts us at great risk, given the age of most of the buildings and the close proximity to each other, especially on Main Street. While our Fire Department does an excellent job, they are fighting with one hand behind their backs due to the lack of fire hydrants in Kingston. Mutual Aid agreements and nursing trucks aside, it is a risk that this village should no

longer feel comfortable managing. It is my understanding the village paid 50K to drill a well, however, the water quality was unsuitable as drinking water, and therefore that process was abandoned. Rather than lose a 50K investment, could that well not be used to supply water to fire hydrants to help our Fire Dept mitigate the risk of losing several buildings should a large fire occur where buildings are in close proximity?

5. Rat Problem: There is a rat infestation on George Street and on Pleasant Street that has spread towards homes on Bridge Street. This problem is originating from several run down tenements in that area who are leaving garbage around which the rats use for food. This is a health and safety issue. There are young children in that area and my understanding is the rats are inside of the homes there. Last year, while having my furnace cleaned, the serviceman pulled a dead rat out of the coil area. My home was built in 1912 and has a stone foundation. I have two cats that now patrol the house and they deter the rats. Somebody needs to determine the source of these rats and take appropriate action against the property owner.

Michael Hamm
1513 Bridge Street
Kingston, NS



The Confederacy of Mainland Mi'kmaq
The Confederacy of Mainland Mi'kmaq- Dept. of Governance
C/o The CMM Electoral Office
PO BOX 1590 57 Martin Cres.,
Truro, Nova Scotia.
B2N 5V3
(902)895-6385

June 17, 2021

PO Box 254
655 Main St
Kingston NS B0P 1R0

To Village Chair John Pierce,

My name is Brenda Tracey, I am the Electoral Officer for The Confederacy of Mainland Mi'kmaq's (CMM) Electoral Office, The CMM is a Tribal Council that provides programs and services for the eight First Nation communities located on Mainland Nova Scotia.

The Electoral Office was created in 2019 for the benefit of The CMM's member communities. The office provides electoral services, conducts referendums and plebiscites, provides educational and engagement sessions for various electoral acts, develops and collects survey data, and liaises with other organizations or governments looking to engage with Mi'kmaq communities.

The Electoral Office also guides organizations looking to engage with or work with Indigenous organizations or communities ahead of elections and can provide additional support for Municipal, Provincial, and Federal elections.

The Electoral Office offers its expertise on a fee-for-service basis. We would like to make you aware of our services should you want to work with the Mi'kmaq communities in or neighbouring your municipality. We are also developing services in survey development and data collection to assist stakeholders with engaging Mi'kmaq communities and citizens on public opinion.

I have included a brochure for your review. If you would like further information on the Electoral Office and the services we offer, please contact me at the following email: electoraloofficer@cmmns.com

Wela'lin,

Brenda Tracey
Electoral Officer

The Electoral Office: Who we are and what we do

Elections are fundamental to the democratic governance of our First Nation Communities. Elections enable voters to select leaders and to hold them accountable for their performance in office.

The Electoral Office was created for the benefit of The Confederacy of Mainland Mi'kmaq's (CMM) eight Member Communities. The office will provide Electoral Services including:

- ✓ Band elections including Indian Act, First Nation Election Act, Custom Elections
- ✓ Referendums
- ✓ Plebiscites
- ✓ Surveys - and questionnaires
- ✓ Support for Provincial and Federal Elections

If you have any questions about the election process or any services we provide, please contact the Electoral Office

The CMM Electoral Office
Canada's First
Mi'kmaq
Electoral Office

PO Box 1590
57 Martin Crescent Truro, NS
B2N 5V3
Phone - (902) 895-6385
Fax - (902) 893-1520
Toll Free - 1-877-892-2424

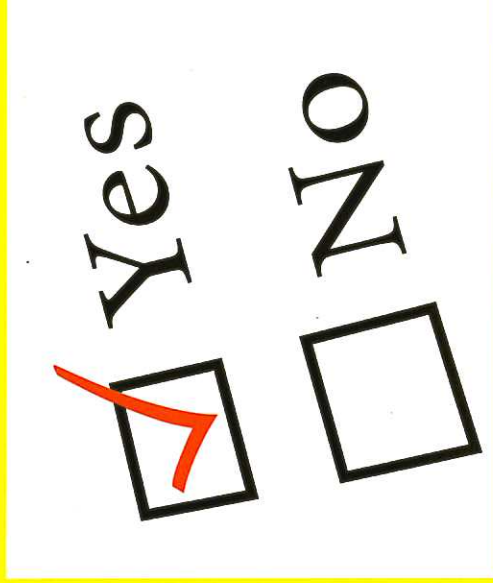
Electoral Officer
electoralofficer@cmmns.com

Deputy Electoral Officer
electoraldeputy@cmmns.com

Electoral Services Administrator
electoraladministrator@cmmns.com



The Electoral Office not only conduct the elections but provides guidance and information during each phase of the election. Most recently this has been achieved by implanting safety procedures in communities for holding elections during the pandemic. Currently our office is looking to expand services to include public opinion data collection and analysis. Our office is available to work on and conduct survey development, distribution, and collection. Services from the Electoral Office are available to all organizations for hire. Please contact us for details.



The office has 3 staff members:

Electoral Officer – Brenda Tracy

- Responsible for planning, directing and overseeing the electoral services team.
- Ensure the election/referendum timelines and checklists are followed.
- Confirm number of Councillors, prepare the voters list, prepare for nominations, prepare for the poll, maintain order and voting procedures on election day, manage the count, prepare the statement of votes and prepare the Electoral Officer's Report.
- Assure compliance with the election's regulations. Assure the integrity of the voting system through robust security, auditing and accountability systems.

Deputy Electoral Officer – Kathy McKenna

- Working with the Electoral Officer to ensure the electoral officer's timelines and checklists are followed.
- In the event the Electoral Officer is unable to fill their duties, the Deputy Electoral Officer may step in to fulfill the duties.

Electoral Services Administrator – Samantha Trites

- Working with the Electoral Officer to ensure the electoral officer's timelines and checklists are followed.
- Provides support and administrative services for the electoral office.

