



Village of Kingston  
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**KINGSTON VILLAGE COMMISSION  
MINUTES OF THE COMMISSION MEETING OF MAY 13, 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 April 8, 2021 Regular Session meeting minutes.

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF APRIL 8, 2021. MOTION CARRIED.**

**BUSINESS ARISING FROM THE MINUTES**

Chair Fowler asked for any business arising from the minutes of April 8, 2021.

Clerk stated the new bill that was motioned and passed has changed the Code of Conduct requirements quite a bit. Municipal Affairs will send out a template with the additions. One addition is that there has to be an independent person, such as our solicitor, that will review all code of conduct violations.

The Village applied for funding for four summer staff and there was only approval for one student. Clerk emailed Chris D'Entremont regarding the lack of support and has not heard back.

**CONSENT TO AGENDA ITEMS**

Chair asked for any additions to the agenda. Commissioner Beardsley asked to have the public works building lot submission added to the agenda. An in camera session will be held at the end of the meeting to discuss the land proposal.

**ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE AGENDA AS PRESENTED WITH ADDITIONS. MOTION CARRIED.**

**COMMITTEE REPORTS – See Full Reports**

**ENVIRONMENTAL SERVICES – See Full Report**

Chair reported the Department of Transportation informed a resident on Kalley Lane that any water in the ditches in that subdivision would be the responsibility of the County of Kings. Clerk will contact Scott Quinn at the County for verification.

The Village received the lowest bid from Mid-Valley Construction for a new Lean-to at the Sewer Treatment Plant.

The new Trackless MT7 (sidewalk snow removal tractor) should be delivered next week.

**PUBLIC WORKS – See Full Report**

Commissioner West suggested the leaf bins be put out earlier in the spring.

Commission commented that the newly painted steer looks great as well as the village's parks and grounds.

Arena staff will be asked to try and clean the mess on the grounds after the ice is emptied at the end of the season.

There was an article in the Register and Saltwire online regarding the new proposed development at the west end of Kingston. Chair told the media that the Commission encourages growth in the Village.

The old MT6 will be kept for this season to determine its value to the Village staff. It may be decided that its not worth selling. Discussion to sell will be set for next spring (2022).

**RECREATION – See Full Report**

Chair asked that the Western Kings Active Kids Healthy Kids application deadline of May 28<sup>th</sup> be included on the LED sign.

Chair also stated staff at the arena were asked if the Credit Union Centre could be used as a Covid-19 pop-up testing site due to cases in the area and asked for feedback from the Commission. The Commission supports the arena being used as a testing site.

The Village was approved for \$1,500 to purchase cross country skis. Valley Wellness Centre also wants to make a donation toward a recreation need.

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

## **CLERK REPORT**

### **OPERATING BUDGET**

The Operating Budget is similar to last month's draft version, other than it was only necessary to transfer \$12,000 from surplus to offset expenditures based on the proposed budget. As well, the cost of the new MT was updated to \$155,000.00. There was also a \$3,000 increase in property tax revenues.

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE 2021/22 RESIDENTIAL TAX RATE BE SET AT 32.0 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES. MOTION CARRIED.**

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER THAT THERE BE NO INCREASES TO THE 2021/22 COMMERCIAL TAX RATE AND IT BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTY. MOTION CARRIED.**

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER THAT THERE BE NO INCREASES TO THE 2021/22 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES. MOTION CARRIED.**

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE DRAFT 2021/22 OPERATING BUDGET BE ACCEPTED AND APPROVED. MOTION CARRIED.**

### **OTHER MOTIONS:**

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST TO ACCEPT THE FOLLOWING PROJECT MOTIONS:**

**THAT THE VILLAGE OF KINGSTON COMMISSION INCREASE THE CAPITAL BUDGET AMOUNT FOR THE PURCHASE OF A SIDEWALK SNOW MACHINE TO \$155,000 WITH THE ORIGINAL \$120,000 TO COME FROM THE EQUIPMENT RESERVE AND THE INCREASE OF \$35,000 FROM THE CAPITAL RESERVE FUND.**

**THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE PURCHASE OF THE SNOW MACHINE TENDER (2021-501) TO SAUNDERS EQUIPMENT LTD IN THE AMOUNT OF \$147,220.00 + HST.**

**THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE MAPLE STREET SIDEWALK AND CURBING PROJECT (2021-301) TO DEXTER CONSTRUCTION LTD IN THE AMOUNT OF \$158,310.00 + HST.**

**THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE THE CHANGE ORDER RCO#1 – ADDITIONAL CURBING FOR PROJECT 201-301 IN THE AMOUNT OF \$24,150.00 + HST.**

**MOTIONS CARRIED.**

## **Audit**

The Village of Kingston's auditor, Lawrence Lake, is conducting the annual audit and draft financials should be available soon.

## **Commissioner Election and Annual General Meeting Dates**

Three nomination forms were received by the due date. Muriel West and Wayne Fowler reoffered for another term and a nomination form was also submitted by Riley Peckford. The following were the original dates for the election and meeting:

Advance Poll – Tuesday, May 25<sup>th</sup>  
Election Day – Saturday, May 29<sup>th</sup>  
Annual General Meeting – Thursday, May 27<sup>th</sup>

Due to present Covid-19 restrictions, the election and meeting dates will have to be postponed to either certain future dates or an indefinite time. Commission agreed to postpone dates for an indefinite time until restrictions are lifted. Information can be added to the LED sign and included on social media.

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE ELECTION DATES BE POSTPONED UNTIL PROVINCIAL STATE OF EMERGENCY RESTRICTIONS HAVE BEEN LIFTED AND COMMISSION CAN RECONVENE TO DISCUSS NEW DATES. MOTION CARRIED.**

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE ANNUAL GENERAL MEETING DATE BE POSTPONED UNTIL PROVINCIAL STATE OF EMERGENCY RESTRICTIONS HAVE BEEN LIFTED AND COMMISSION CAN RECONVENE TO DISCUSS A NEW DATE. MOTION CARRIED.**

## **Microsoft Office 365**

Commission acknowledged the benefits of switching to the constantly updated subscription with Microsoft 365 rather than buying newer versions of the software every few years. There is also the benefit of protection against Ransomware attacks and other malware infections and the costs are comparable to what we are paying now.

**ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE OFFICE SWITCHING TO MICROSOFT 365 IF DEEMED NECESSARY. MOTION CARRIED.**

## **Approved Capital Projects 2021/22**

|                                   | <b>Budget</b> | <b>YTD Actual</b> |
|-----------------------------------|---------------|-------------------|
| SCADA System                      | \$135,000     | \$91,714          |
| Lift Station KN#3 Renewal Design  | \$10,000      | \$                |
| New Sewer Clarifier Study/Design  | \$25,000      | \$                |
| New Development(s) Laterals       | \$24,000      | \$                |
| Asset Management (GIS Survey)     | \$10,000      | \$                |
| Lincoln Sewer Line Repair         | \$35,000      | \$                |
| Maple Street Curbing and Sidewalk | \$230,000     | \$                |
| East Main Street Sidewalk Design  | \$30,000      | \$                |
| Village Office Exterior Repairs   | \$5,000       | \$                |

|                                    |           |          |
|------------------------------------|-----------|----------|
| Library Exterior                   | \$100,000 | \$       |
| New Public Works Building          | \$475,000 | \$15,548 |
| Decorative Streetlights            | \$18,000  | \$       |
| Ravenwood Ball Field Top Dressing  | \$20,000  | \$       |
| Ravenwood Canteen Roof Replacement | \$15,000  | \$       |
| Water – Well Drilling Project      | \$100,000 | \$       |
| Wastewater Lean-to                 | \$15,000  | \$       |
| Sidewalk Snow Machine Replacement  | \$155,000 | \$       |

### **Joint Accessibility Advisory Committee**

#### **Citizen Appointments to Joint Accessibility Advisory Committee (2-Year Term)**

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE VILLAGE OF KINGSTON COMMISSION APPOINT THE FOLLOWING CITIZEN MEMBER REPRESENTATIVES TO THE JOINT ACCESSIBILITY ADVISORY COMMITTEE:**

**DINO WAMBOLDT AS EASTERN AREA REPRESENTATIVE  
M. PATRICIA NORRIS AS WESTERN AREA REPRESENTATIVE  
CHARLENE PARK  
KATHLEEN PURDY**

**EACH FOR A TWO YEAR TERM COMMENCING ON THE FIRST DAY OF THE MONTH IN WHICH THE COMMITTEE HOLDS ITS INAUGURAL MEETING. MOTION CARRIED.**

#### **Citizen Appointments to Joint Accessibility Advisory Committee (3-Year Term)**

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE VILLAGE OF KINGSTON COMMISSION APPOINT THE FOLLOWING CITIZEN MEMBER REPRESENTATIVES TO THE JOINT ACCESSIBILITY ADVISORY COMMITTEE:**

**CRYSTAL MCCORMACK AS CENTRAL AREA REPRESENTATIVE  
THOMAS LEBLANC  
DOUG RALPH  
MARY FOX**

**EACH FOR A THREE YEAR TERM COMMENCING ON THE FIRST DAY OF THE MONTH IN WHICH THE COMMITTEE HOLDS IT INAUGURAL MEETING. MOTION CARRIED.**

#### **Councillor Appointment to Joint Accessibility Advisory Committee**

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE VILLAGE OF KINGSTON COMMISSION APPOINT COUNCILLOR MISNER AS THE MUNICIPAL COUNCIL REPRESENTATIVE ON THE JOINT ACCESSIBILITY ADVISORY COMMITTEE FOR A 3-YEAR TERM COMMENCING ON THE FIRST DAY OF THE MONTH IN WHICH THE COMMITTEE HOLDS ITS INAUGURAL MEETING. MOTION CARRIED.**

**Village Commissioner Appointments to Joint Accessibility Advisory Committee (2-year term)**

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT MUNICIPAL COUNCIL APPOINT THE FOLLOWING VILLAGE COMMISSIONERS TO THE JOINT ACCESSIBILITY ADVISORY COMMITTEE FOR A 2 YEAR TERM:**

**JOHN DECOSTE OF THE VILLAGE OF AYLESFORD**

**ANDY VERMEULEN OF THE VILLAGE OF CANNING**

**MIKE BISHOP OF THE VILLAGE OF KINGTON**

**SCOTT LEIER OF THE VILLAGE OF PORT WILLIAMS**

**WITH ALL TERMS COMMENCING ON THE FIRST DAY IN WHICH THE COMMITTEE HOLDS IT INAUGURAL MEETING. MOTION CARRIED**

**Village Commissioner Appointments to Joint Accessibility Advisory Committee (3-year term)**

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT MUNICIPAL COUNCIL APPOINT THE FOLLOWING VILLAGE COMMISSIONERS TO THE JOINT ACCESSIBILITY ADVISORY COMMITTEE FOR A 3-YEAR TERM:**

**BRUCE ROOD OF THE VILLAGE OF CORNWALLIS SQUARE**

**ROBERT SELBY OF THE VILLAGE OF GREENWOOD**

**CHERYL MANZER OF THE VILLAGE OF NEW MINAS**

**WITH ALL TERMS COMMENCING ON THE FIRST DAY OF THE MONTH IN WHICH THE COMMITTEE HOLDS ITS INAUGURAL MEETING. MOTION CARRIED.**

**MIKE BISHOP ABSTAINED FROM THE VOTE.**

**In Camera Session**

The Village Commission moved into an in-camera session.

**Sidewalk Tender**

Clerk reported there were only 2 bids received from engineers for the design of the East Main St sidewalk. CBCL Engineering bid \$24,000 and Able Engineering bid \$17,500. Clerk will review both bids with public works staff as well as the public works building and report back to Commission.

**CORRESPONDENCE**

Brian Banks, President of the Association of Nova Scotia Villages, sent a letter to the Minister of Municipal Affairs expressing support for Acts #50 and #98 as advancements toward improving and modernizing the Municipal Government Act. Villages are often left out of important decision making.

**West Kings Graduates on LED Sign**

Commission agreed to honour graduates by having them added to the LED sign, which could be an annual effort.

### **Lincoln St**

Commissioner West stated she contacted Martha Armstrong, Kings County Councillor and Geoff MacLellan, Minister of Housing and Infrastructure, expressing concerns over the messy state of some of the low income housing units caused by some tenants on Lincoln St. She also had a discussion with John Campbell, head of the Western District Housing Commission, about the issue and since then, the area has been cleaned up a bit. She suggested keeping an eye on the area on a regular basis.

### **Westwood St Flooding**

Commissioner West noted there is flooding that occurs on Westwood St in front of the new building with no place to drain. Clerk stated the Department of Transportation is going to try to fix their section of it but that they cannot legally work on non-DTIR properties and that the property owners may need to "help" fix it. Commissioner Larder stated the parking lot just needs to be re-graded.

### **Duck Pond**

Commissioner West commented on the entrance to Stronach Park and asked if a guardrail could be considered.

### **ADJOURNMENT**

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

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COMMISSION CHAIRPERSON

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CLERK/TREASURER