



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

ph 902 765-2800
fx 902 765-0807

April 14, 2022

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, April 14, 2022.



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REGULAR COMMISSION MEETING April 14, 2022

AGENDA

1. Review of Minutes of Meeting held March 10, 2022
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Development
5. Committee Reports
 - i. Steer BBQ
 - ii. JAAC - Joint Accessibility Advisory
 - iii. Kingston Area Advisory
 - iv. Kingston Policy and Finance
 - v. Audit Committee
 - vi. Soldiers Memorial Hospital Foundation
 - vii. ANSV - Association of Nova Scotia Villages
6. Clerk's Report
7. Finance Report
8. Correspondence
9. In-Camera Discussion
10. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF MAR 10, 2022

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the February 10, 2022 Regular Session meeting minutes.

**ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY
THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES
OF FEBRUARY 10, 2022. MOTION CARRIED.**

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of February 10, 2022.

There is no update regarding the letter to the NS Department of Public Works asking that they look into the Tim Hortons entrance and the traffic that backs up onto Main St.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

**ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BISHOP THAT
THE COMMISSION APPROVE THE AGENDA WITH ADDITION OF CAPITAL
BUDGET PRESENTATION. MOTION CARRIED.**

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

The Town of Berwick will need our sewer staff until they hire their new Level 2 operator.

PUBLIC WORKS – See Full Report

The Village used less salt on the sidewalks this year due to the new spreader. Saunders Equipment mechanic was not able to diagnose the issues with the MT7. Clerk will contact them and discuss the possibility of returning it.

RECREATION – See Full Report

EMILY HARRIS REPORT – See Full Report

COMMITTEE REPORTS:

Steer BBQ

Commissioner Beardsley reported on the following:

- Received a letter from the Domino Man who would like to be hired for the event.
- Initial contact with 14 Wing was made regarding the use of their tents, tables and chairs.
- Paul Parsons is willing to donate the steer but does not have staff to cook it.
- Lions do not want to cook the steer and if another group is not willing to take it on, an option is for the Lions to cook individual roasts for burger bits.
- Contacted the Lions who confirmed they own the cookers and are the only ones who can use them since they are not CSA approved.
- The idea of having food trucks was not favourable since the Lions are cooking and selling food as their fundraising effort.
- The Village newsletter in May will advertise for groups wishing to participate in some capacity.
- Legion agreed to organize and lead a parade, cook the hamburgers and French fries and hold a dance in the evening.
- Village Clerk will investigate the insurance.
- Commissioner West will organize the market. If beef cold plates are not going to be available, a suggestion was made to have the craft tables in the rink.
- Post Office agreed to hold a colouring contest and deliver to 4,000 mailboxes with the event information on the flipside.
- Commissioner West suggested using the name “Steer Fest” if a whole steer is not able to be cooked.
- Riley Peckford has agreed to be the MC for the event.

Apple Blossom Festival

Commissioner Beardsley reported there is no leadership competition this year as part of the Apple Blossom Festival. Commission agreed to have a parade float if a committee is willing to work on it. Clerk reported there has already been interest expressed by local residents to help decorate the float.

Joint Accessibility Advisory Committee (JAAC)

Commissioner Bishop attended a JAAC meeting yesterday and informed the Commission that the Commission needs to approve the accessibility plan.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER WEST THAT THE VILLAGE OF KINGSTON APPROVE THE ACCESSIBILITY PLAN ENTITLED “OUR JOINT ACCESSIBILITY PLAN” WHICH IS SUBSTANTIVELY THE SAME (SAVE

FOR MINOR DIFFERENCES IN FORM) AS THE DRAFT PRESENTED AT THE JAAC MEETING ON MARCH 9, 2022. MOTION CARRIED.

The accessibility plan should be included on the Village's website and printed copies available at the office and library for the public.

Each of the seven Village Commissions in the County will be responsible to ensure that their participation has been approved at a Village level by the deadline of April 1, 2022.

Audit Committee

Year-end is March 31st and the file will go to the auditors at the end of April to be completed by the Village's Annual General Meeting on May 26th.

Soldiers Memorial Hospital Foundation

The foundation committee is asking if the Village could endorse Kelly Hutton so he can continue representing the Village until June 2024 or appoint someone else.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION RE-APPOINT KELLY HUTTON AS THE VILLAGE REPRESENTATIVE ON THE SOLDIERS MEMORIAL HOSPITAL FOUNDATION UNTIL JUNE 2024. MOTION CARRIED.

Commissioner West reported there is a doctor participating in the Nova Scotia Practice Ready Assessment Program (PRAP) in order to practice at Soldier's Memorial Hospital.

Association of Nova Scotia Villages (ANSV)

Commissioner West reported the Accessibility Directorate is going to fund hiring a resource person through the Association of Municipal Administrators (AMA) to liaise with municipal units, including villages.

CLERK REPORT – See Full Report

Confederate Flag Ban Request

Commissioner requested that the Village ask the County of Kings if they could adopt a bylaw to ban the confederate flag from being flown since it is viewed as a hate symbol. Commission agreed to investigate what other municipal units have written and if other hate symbols were included. Commissioner West and Chair Fowler will work together on this and report to Commission at the April meeting.

Recreation Coordinator Position

The position has not yet been filled for various reasons; Clerk will re-advertise.

500 Markland Rd

There have been public advertisements on Facebook and Kijiji of Rooms for Rent, making it sound like a boarding house. This would change their sewer fees and their building permit did not reflect the changes to the property. Clerk advised the County and they are looking into it.

Sludge Disposal Cost to Increase

The Village received correspondence that the cost of hauling sludge from the sewer plant will increase and affect the annual budget by approximately \$12,000.

EV Chargers

Commission agreed that Clerk should seek grants for EV Chargers to have in the community. Clerk will also look into a partnership with the County.

Greenwood Rd Sewer

The tender for new sewer work on Greenwood Rd north will be issued once the capital budget is approved. Village office will send letters beforehand to homeowners affected.

New Public Works Building

Mid Valley Construction has begun to clear the land next to Park Road for the new Public Works building.

Library Siding Update

Contractor has left the area to complete another job that he had secured before this contract. Commission agreed the contractor is taking too long to replace the siding.

Capital Projects

- Clerk received documents for the KN#3 lift station renewal design.
- The GIS Survey is in the budget for next year. The county is hoping to hire an engineer who could help with our asset database.
- East Main Sidewalk Design – In the hands of ABLE Engineering and the NS Department of Public Works. Elevations may have to be lifted at certain residences.

Finance Report – See full report

There will be a surplus of approximately \$60,000 - \$80,000 at year-end.

CORRESPONDENCE:

Thank You from Soldiers Memorial Hospital Foundation

Letter was received thanking the Village for the \$2,500 toward the Mid Valley Region Physician Recruitment & Retention Committee.

Thank You from Terry Fox

Letter was received thanking the Village for organizing the 2021 Terry Fox Run and selling Terry Fox T-shirts. The t-shirt design was inspired by the Metis ancestry of Terry's maternal grandmother.

2022/23 CAPITAL BUDGET

Clerk presented 2022/23 Capital Budget.

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP
THAT THE VILLAGE APPROVE THE 2022/23 CAPITAL BUDGET AS PRESENTED.
MOTION CARRIED.**

DISCUSSIONS:

Commissioner West asked that the Village report the potholes on Sparky St. Staff reported they were contacted already.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST TO
ADJOURN THE MEETING AT 9:55PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 14, 2022**
Re: **Environmental Services Report**

Collection System

Staff received final draft of the lift station design from Dillon Consulting for Embrook Development West Main St. Staff also have been in conversation with Eric Morse, the engineer designing force main from lift station and gravity sewer lines running to lift station. Staff will arrange to have directional drilled force main after Transportation Public Works department determines size of culvert to accommodate road entrance into new development, and the fact ditch is a natural waterway to brook. Diameter of culvert is key before directional drilled 4-inch HDPE can be installed.

Greenwood Rd Sewer Extension

March 17th tender for installation of gravity sewer line from East Main St north to top of hill on Greenwood Rd, was uploaded onto the provincial procurement site for bidding. Tender closed on April 5th. Bids received were reviewed by staff and engineers and recommendation passed onto Village Commission. Letters to residents on west side of Greenwood Rd will be sent out to inform home owners of the process to hook up to the new gravity sewer line and the fact that tax will be levied the following year to encourage residents to hook onto system.

Sewer Permits

Three sewer permits were issued in the month of March. Acorn Lane, Bill St and Maple St. Lateral will likely have to be installed by staff for the end of Bill St. Laterals are in place on Acorn and Maple St, as per feeder line directional drilled under Maple St last year to pick up building lots created on West side of street.

Marshall Rd Future Lots

Staff were contacted by DeWolfe Surveying about lots to be surveyed facing Marshall Rd. (David Loomer's Old Homestead). As reported last year, owners of the property are having three lots surveyed off and a gravity stub line will be installed by Public Works staff to pick up the 3 new lots and reconnect lateral from existing home to 6-inch gravity main sewer line.

Call Outs

Staff received call from Village Office regarding resident at 696 Balser Dr. complaining of sewer backing up. Main line was clear in street and resident was told to call plumber to clear blockage. Staff did notice that resident's home was very close to sag in sewer main found last year via video of sewer line. After staff located video and printed off "as built" drawing of

where house lateral comes out to street, it was determined that sag in pipe with grease and fat build-up is about same location resident ties into main sewer in street. Plumber was able to free blockage but job to dig up street should be considered in the near future to correct sagging pipe. Until then staff will maintain sewer line with Loomer's high pressure flush truck to remove fat and grit build up.

Treatment Plant

Treatment plant manager met with Dillon Consulting engineers April 12th for official site visit for start-up of STP assessment tender. Detailed report of plant history and data was passed on to engineers along with equipment manuals.

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, sludge disposal, and monthly sampling of the final effluent. Washing down of the clarifier and cleaning UV bulbs and UV channel twice a week or as needed.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 14, 2022**
Re: **Public Works Report**

Sidewalk Replacement Tender

March 25th Tender for sidewalk replacement on Main St from Palmer Dr. to Andy's Tire was uploaded onto Provincial Procurement site for bidding. Length of section of sidewalk is about 770 feet with 8 driveway aprons that amount to approximately 409 square meters. New sidewalk will be 60 inches wide replacing the old 48-inch wide sidewalk. Landscaping will be the responsibility of Public Works staff after asphalt is installed.

MT7 Trackless

Village Office received notice from Saunders Equipment that they will pick up MT7 Trackless and take unit back to their shop to thoroughly check machine over and troubleshoot the few ongoing issues with new machine. As reported previously, unit hesitates when stepping on gas peddle and the brake lights flash off and on.

Outdoor Arena Dismantled

Staff removed framework at one end of outdoor arena to allow water to drain out. Tarps and rest of framework will be removed when seasonal staff start back to work on April 11th.

Maple St. Blowing Sand Issue

Fill, that was hauled in late last fall to build up subdivided building lots on west side of Maple St., has been blowing across street when wind is blowing from the west. This occurred most of the winter creating heavy deposits of sand on boulevard, street and resident's lawn across the street. MVC have since covered loose sand with class A gravel to help prevent sand from blowing across street. Public Works staff have cleaned up the bulk along the curbs edge with tractor bucket and, after raking of the boulevard, street will be swept.

Parks/Recreation Equipment Delivery

March 25th staff received delivery of black plastic sections of retaining wall that will be used to replace wooden timber retaining wall around swing set at Forest Brook park playground on Sunset Dr. Public Works staff will install when time permits.

April 5 staff received delivery of fitness station ordered by recreation coordinator for the Stronach Park fitness trail. New exercise station will replace old wooden chin-up station.

Street Sweeping

Village Clerk negotiated with NS Transportation Public Works department to pay for sweeping of the streets. Loomer's Pumping Service will be hired by the village to sweep all our curbside streets and bill sent to Provincial Public Works department. Public Works staff will use MT6 sweeper attachment to angle broom side streets without curb. With street sweeping in our control, streets will be cleaned up in a much timelier manner.

Spring Clean-up/Brush Bins

Spring clean up has begun and as mentioned above seasonal staff started back to work April 11th to help with raking and picking up brush.

Public Works staff was informed by office that residents have been calling asking when bins will be available. Public works staff advised office that ground was still soft for setting bins in place and suggested using the back northeast corner of the Credit Union Center parking lot this spring. Staff will set up staging and keep area cleaned up during time that bins are there.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **April 14, 2022**
Re: **Community Development Report**

March Break

- Kingston Day Camp
 - o The March Break day camp was small in numbers this year. The Recreation Department will look at offering the day camp again next year or new program possibilities.
- Pop-up Play Day
 - o This was a successful afternoon at Stronach Park with 30-40 participants.
 - o Everyone seemed to enjoy the scavenger hunt and hot chocolate.
- Public Skates
 - o Skating was offered every day for the week. These had a good turnout of people with numbers ranging 30-40.

Skating

- All skating programs are finished for the season.
- The Recreation Department hopes to expand on the skate programming offered this fall.
- Thanks to the Credit Union Centre arena staff!

Equipment Loan Program

- The winter equipment has been put away for the season. The Village has received lots of positive feedback on the addition of cross-country skis.
- The Village has tennis rackets, pickleball equipment, and more available for use this spring and summer.

Fitness Classes

- The Fit & Fun fitness classes have been running Tuesday/Wednesday/Thursday with an average of 15 on Tuesdays and Thursdays and 7 on Wednesdays.
- A new evening fitness program for all ages is in the works for this fall.

Ultimate Frisbee Group

- A community member reached out about starting up a female Ultimate Frisbee group. This will be starting up towards the end of the month and they will use the soccer fields located on Elm St.

Kingston Walks Group

- New program for Kingston. A weekly walk group that meets on Tuesdays at 10:30am to walk along the Harvest Moon Trail and other locations may possibly be added in.
- Started April 12th; location to meet up is 510 Main St parking lot.
- Registration required through Walk NS.

Kings County Spring Craft Workshop

- No new updates. Date and time for this event TBD.

Outdoor Concert Series

- Scheduling for the 2022 Outdoor Concert Series has begun. Planning for Wednesdays 6-7:30pm and Sundays 2-3:30pm.
- Performances expected to begin Sunday June 19th and wrap up Wednesday, August 31st.

Outdoor Movies at Centennial Park

- Planning to offer three movies this summer, once a month during July, August, and September.
- Looking for community partners this year to “sponsor” a movie to help lower the cost of licensing.

Recreation Meetings

- Next meeting for Kings County Recreation, TBD.
- Kiosks and bike stands for the Harvest Moon trail are set to be installed by end of May/June. Next meeting for the Kings County Trail Society is scheduled for April 25 at 7pm.

Grants

- The Park, Playground & Trail Maintenance grant for 22/23 has been submitted.
- The Community Recreation Programming Assistance grant is due May 1st.
- There is a Develop NS Community-Led Placemaking Program grant available. A project for this is in the works.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **April 14, 2022**
Re: **Clerk Report**

Election (1x Commissioner) and Annual General Meeting Dates

April 28 - May 11, 2022	Nomination Period
Wednesday, May 11, 2022	Nomination Day
Tuesday, May 24, 2022	Advance Poll
Saturday, May 28, 2022	Election Day
Thursday, May 26, 2022	Annual General Meeting

Audit

Finance report is showing a surplus, prior to our auditor's adjustments. Lawrence Lake is tentatively scheduled to be onsite auditing our financials on April 25th.

Central Water

The County helped complete an application for the Village of Kingston for a new central water system. The approximate project cost is \$40M and will be broken down into phases. The first phase (that was applied for) is a \$10M design and construction phase. This will bring water to Main Street and other areas depending on the completed design. The ICIP (Investing Canada Infrastructure Plan) funding, if approved, would cover 73.3% of the eligible costs. The remaining costs would need to be covered by the residents of the Village.

Motion:

That the Commission of the Village of Kingston is prepared to undertake the \$9,776,812.50 Development of Village of Kingston Water Utility project and that the Village accepts that any cost overruns of the project will be the responsibility of the Village.

Greenwood Rd Sewer

The approved capital budget allocated \$100,000 for this project. The lowest bid (of 3) was \$217,250+HST. The Commission will need to either increase its funding (Gas Tax or Reserves), or motion to cancel the project.

PW Building

The land has been cleared of trees and brush and MVC is currently excavating and removing the unsuitable soils.

We received 3 bids for well drilling. Based on a 180' drilled well, the two lowest bidders are \$300 apart at \$9,300 and \$9,610. The second bid is local to the village itself, but all are within the County of Kings.

Village of Kingston
Commission Finance Report
March 31, 2022

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	765,000	763,500	1,500	763,500	
Dog Registrations	500	500	-	500	
Rentals	7,200	7,200	-	7,200	
Interest on Investments and Taxes	7,900	11,500	(3,600)	11,500	
Miscellaneous Income	5,300	400	4,900	400	
Recreation Revenue	12,000	16,100	(4,100)	16,100	Day camp revenues
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	65,700	77,300	(11,600)	77,300	final reports
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	963,600	976,500	(12,900)	976,500	
Expenditures					
General Government					
Legislative	17,700	20,200	2,500	20,200	
Administration	167,600	211,100	43,500	211,100	Salaries (CD) and IT
Professional Fees	13,300	13,200	(100)	13,200	
Insurance (General)	16,000	15,500	(500)	15,500	
Civic Building Expenses	10,300	10,500	200	10,500	
Crossing Guards	14,000	17,200	3,200	17,200	Covid (May/June)
Miscellaneous	7,000	10,600	3,600	10,600	
Taxation Charges	7,200	10,300	3,100	10,300	
Library	16,900	17,100	200	17,100	
Total General Government	270,000	325,700	55,700	325,700	
Public Works & Transportation					
Public Works	106,300	98,600	(7,700)	98,600	PW Salaries
Village Maintenance	24,500	30,000	5,500	30,000	See Parks Maintenance
Sidewalks & Crosswalks	6,500	9,600	3,100	9,600	missing DPW billings
Snow Removal	59,800	65,000	5,200	65,000	
Street Lighting	15,900	19,600	3,700	19,600	less maintenance and additions
Capital from Operating	-	-	-	-	
Total Public Works	213,000	222,800	9,800	222,800	
Tourism and Development					
Visitor Information Centre	3,700	4,400	700	4,400	
Other Development	10,200	12,500	2,300	12,500	
Apple Blossom Festival	-	4,200	4,200	4,200	Covid
New Years Eve Event	4,600	4,800	200	4,800	Allocated, not spent
Steer BBQ	10,000	10,000	-	10,000	Allocated, not spent
Total Tourism and Development	28,500	35,900	7,400	35,900	
Parks					
Parks Repairs and Maintenance	53,000	49,800	(3,200)	49,800	See Village Maintenance
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	57,600	54,400	(3,200)	54,400	
Recreation (COVID IMPACTS)					
Recreation Administration	86,500	91,800	5,300	91,800	
Outdoor Rink(s)	1,400	2,000	600	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	200	1,200	1,000	1,200	
Summer Day Camp	3,400	7,800	4,400	7,800	
Youth Programs	1,200	3,000	1,800	3,000	
Adult Programs	3,300	4,000	700	4,000	
Seniors Programs	3,200	4,200	1,000	4,200	
Total Recreation	99,200	114,000	14,800	114,000	
Fiscal Expenses					
Transfers to Reserves	-	-	-	-	
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	110,700	110,700	-	110,700	
Sidewalk Construction Reserve	100,000	100,000	-	100,000	
Building Reserve	12,000	12,000	-	12,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	223,700	223,700	-	223,700	
Total Expenditures	892,000	976,500	84,500	976,500	
Surplus/(Deficit)	71,600	-	-	-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	500,700	499,700	1,000	499,700	
Sewer - User Fees	22,600	25,900	(3,300)	25,900	
Sewer - Connection Charges	2,700	2,300	400	2,300	
Total Revenues	526,000	527,900	(1,900)	527,900	
Expenditures					
Environmental Health					
Administration	171,100	185,300	14,200	185,300	Salaries and Conferences
Treatment	33,000	29,000	(4,000)	29,000	
Treatment - Electricity	66,600	72,400	5,800	72,400	
Treatment - Disposal	60,900	60,000	(900)	60,000	
Collection System Costs	22,600	33,700	11,100	33,700	repairs / Scada cellular costs
Total Environmental Health	354,200	380,400	26,200	380,400	
Fiscal Expenses					
Sewer Reserve	147,500	147,500	-	147,500	
LTD - Principal	-	-	-	-	
LTD - Interest	-	-	-	-	
Total Fiscal Expenses	147,500	147,500	-	147,500	
Total Expenditures	501,700	527,900	26,200	527,900	
Surplus/(Deficit)	24,300	-		-	