



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

ph 902 765-2800
fx 902 765-0807

May 12, 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, May 12, 2022.



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REGULAR COMMISSION MEETING May 12, 2022

AGENDA

1. Review of Minutes of Meeting held April 14, 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
 - i. 2022-23 Operating Budget
7. Correspondence
8. In-Camera Discussion
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF APR 14, 2022

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

GUEST:

Martha Armstrong – Councillor District 4, Municipality of the County of Kings

OPENING

Chair Fowler called the Regular Session meeting to order at 7:05pm.

County Update

Councillor Armstrong provided the following update:

- Council approved the 2022/23 budget.
- No change to residential, resource or commercial tax rate.
- Council approved McMaster Crescent as per this year's J-Class road paving; it now goes to the NS Department of Public Works for final approval.

The Village applied for the Investing in Canada Infrastructure Program (ICIP) grant for a Kingston Water Utility. The money is for the first phase along Main St in the commercial district. Commission is hoping the County will own the utility, or that the Kingston Water Utility hires the County to run it. The main issue is the Village would have to fund the other 26% of the project, which is \$2.6M for phase 1. This would mean going to Village taxpayers for a vote to approve it and if they say no the project would not go ahead. If the County owns it, they do not have to go to the residents.

Commissioner Beardsley provided an update to Councillor Armstrong on the STEERFEST for this year. It will be a one-day event on Saturday, July 9, 2022. The Lions Club and Legion will be involved and the Kingston Fire Department will be doing the pancake breakfast. Each group will provide their own supplies, volunteers, cash etc. and take in their own earnings. A resident has offered to cook the steer but will confirm next week once he has checked with the Lions Club. Community Development Village employee Emily Harris is working on grant applications.

Commissioner West commented on the recent local demonstrations involving people upset with government mask mandates etc and the fact that there are racial

undertones involved with these gatherings. She would like to have elected officials speak up to provincial and federal governments and ask to make the displaying of hate symbols, such as certain flags, a criminal offence.

REVIEW OF MINUTES

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

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MARCH 10, 2022. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

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

There were only seven children registered for the March Break Day Camp. The Commission may have to decide to rework, revamp or redo the camp if the demand remains weak for the March Break camp.

Clerk met with family of 500 Markland Rd and explained the sewer bylaw/charges for residences renting out rooms.

The NS Dept. of Public Works filled the potholes on Sparky St. but the cold patch is already coming out. The whole crosswalk needs to be cut out and repaved.

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 AS PRESENTED. MOTION CARRIED.

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

PUBLIC WORKS – See Full Report

The MT7 was sent to Saunders Equipment in Fredericton so they can run diagnostics and try to solve the problems.

The full brush/leaf bins will be sent to Loomer's Pumping Service for composting so there will be no tipping fees involved.

Street Sweeping will be done before STEERFEST in July. The Village is hiring Loomer's Pumping Service and the NS Department of Public Works will reimburse us for the cost for curbed streets up to \$3,000.

RECREATION – See Full Report

The Commission passes on condolences to the family of Gary Slauenwhite. His services to the community were very much appreciated and he will be missed.

COMMUNITY DEVELOPMENT – See Full Report

The cross country ski loan program was very well received along with the ability to use the Greenwood Golf Course. There was no access to the course from the trail in Kingston.

COMMITTEE REPORTS:

STEERFEST

Commissioner Beardsley provided the following update:

- The committee is still looking for a Legion member.
- The craft market will be held in the arena.
- Cider vendors cannot sell glasses of cider, only sealed bottles for take-out. Sale of open alcoholic beverages must be a cordoned off setup.
- Suggestion was made to meet with each entity separately.
- Resident offered to cook the steer and will check with Lions Club.

Joint Accessibility Advisory Committee (JAAC)

Commissioner Bishop attended a JAAC meeting yesterday via Microsoft Teams. The County of Kings issued a news release stating the Municipality and the Villages of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams recently adopted a joint accessibility plan. The plan was prepared by consultants with Intelligent Futures and Level Playing Field and provides a framework for improving access to services, transportation, buildings, sidewalks, parks, trails, and other infrastructure owned or operated by the Municipality and the Villages.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE VILLAGE APPROVE THE JOINT ACCESSIBILITY PLAN NEWS RELEASE AS PRESENTED. MOTION CARRIED.

Audit Committee

The Committee should schedule a meeting once the terms of reference are read on May 26th, and meetings are held twice a year.

Soldiers Memorial Hospital Foundation - Dr Recruitment + Retention

Commissioner West attended a meeting this morning where they announced events that will be recognized such as National Physician's Day on May 1st and Nurses Week May 9th to the 15th. They are planning to provide coffee, balloons and thank you notes from the community to all the medical centres in the area. The Mid Valley Region Physician Recruitment and Retention Committee is also celebrating its first anniversary on April 23rd. The Village will advertise these events on its social media platforms. The Commission thanks this volunteer committee for all their hard work this past year.

Association of Nova Scotia Villages (ANSV)

Commissioner West will send a request to the association's political action committee asking they petition the federal government to do something about the racist flags that people are using when protesting. The local MP and MLA have been asked to provide a list of various ministers to whom the correspondence could be directed. The association has their meeting on April 22nd.

CLERK REPORT – See Full Report

Election 2022

Nomination Period	- April 28 – May 11
Nomination Day	- May 11
Advance Poll	- May 24
Annual General Meeting	- May 26
Election Day	- May 28

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY, THAT THE COMMISSION APPROVE THE DATES OF THE COMMISSIONER ELECTION 2022 AND THE ANNUAL GENERAL MEETING. MOTION CARRIED.

Central Water for Kingston

The County of Kings has other projects to apply for and therefore, would rather the utility be under the Village of Kingston's name. It would be the same cost to residents regardless of whether it is in the County's or the Village's name. A plebiscite would have to take place and a method of payment determined.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT THE VILLAGE OF KINGSTON COMMISSION 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. UNANIMOUS VOTE, MOTION CARRIED.

Greenwood Rd Sewer

The tenders for the new sewer work on Greenwood Rd north all came in over 2 times the budgeted amount of \$100,000. After a discussion, the Commission decided to defer this project to a future year.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY, THAT THE VILLAGE DELAY THE GREENWOOD RD SEWER EXTENSION PROJECT TO A FUTURE FISCAL YEAR. MOTION CARRIED.

Village office will send letters to homeowners informing them of the cancelled project.

New Public Works Building

Mid Valley Construction is currently excavating and removing unsuitable soils at the site for the new Public Works building. The Village received three bids for well drilling based on a 180' well. The Commission agreed to accept the bid from DJ Well Drilling.

Sidewalk Tender

The Village received five bids to repave and widen the section of sidewalk from Palmer Drive to Andy's Tire Shop. The Commission agreed to accept the bid of \$25,000 from Howard Little Excavating.

Finance Report – See full report

There is a surplus of approximately \$71,600 for general operations and \$24,300 for sewer operations at year-end.

CORRESPONDENCE:

No correspondence.

PROPOSED BUDGET

Community Development employee Emily Harris is under Recreation and is now a salaried employee.

The CPI for this year is 5.7 and wages will reflect that.

DISCUSSIONS:

The Commissioners will each have their own email address when the County administers Microsoft 365 and easily connects the phones.

Commission agreed to spend \$200 for gifts for local doctors and nurses on National Physicians Day and Nurses Week.

Don Hyslop was selected as Volunteer of the Year for his work as Chair of the Mid Valley Region Physician Recruitment & Retention Committee. Staff will contact Don to request that he attend the Village's AGM. Staff will also contact other nominees with the results. The Village will recognize nominees and the Volunteer of the Year in The Aurora Newspaper during National Volunteer Week of April 24th.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP TO
ADJOURN THE MEETING AT 9:45PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 12, 2022**
Re: **Environmental Services Report**

Maple St. Construction

Construction of eight-unit apartment complex is underway with footings poured this week. Contractor/owner will use all four lateral connections provided by the Village last fiscal year.

Sewer Permits/ Inspections

Two sewer permits were issued since last report for Marilyn Court and Cynthia Ave. Staff inspected sewer connection on Acorn Lane.

Online Courses/CEU's

Due to Covid-19 restrictions over the past two years, courses for wastewater treatment that offer CEUs (continuing education units) for recertification have been non-existent. Both employees that hold a Level 2 wastewater treatment certificate for Kingston are in the process of taking online courses to get the required amount of CEUs for new 4-year certificates.

Treatment plant manager holds a DRC (Direct Responsible Charge) and needs twice as many CEUs as a regular treatment plant operator. Staff completed an online course back in March and scheduled two more online courses next month worth .7 CEUs per course. After these courses are complete, Dave will have enough CEUs to retain his level 2 operator status. Treatment plant manager will travel to Mulgrave for an in-person course on May 18th in order to acquire the 4.8 CEUs needed for a DRC.

Level two certificates expire June 23rd 2022.

Treatment Plant

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. Berwick recently hired a Level 2 operator (starting May 16th) and they requested that Kingston staff brief their new operator for another week or two to bring them up to speed. Staff have been coming in early hours to deal with Berwick plant once a week for a couple of hours. Village office has been invoicing the town of Berwick for employee's wages and use of Village truck. Staff will be finished work for Berwick by the end of May.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 12, 2022**
Re: **Public Works Report**

Sidewalk Replacement Tender

Village office received tenders for replacing sidewalk on Main St., from Palmer Dr. to Andy's Tire. Five bids were received and after review, tender was awarded to Howard Little Excavation. Timeline has not been confirmed due to broken down asphalt plant.

Library Parking Lot Quotes

Public Works staff met with paving contractors to mark off area of asphalt to be removed and replaced with new asphalt. Quotes include removal of old asphalt and 100 mm of existing earth to be replaced with Class 1 gravel compacted in preparation for hot asphalt mix compacted to a thickness of 65mm. The approximate total of square meters of asphalt is 850. Three quotes were received.

New Public Works Building

Trees were removed and ground has been grubbed off in preparation for new Public Works building on Park Rd. Village office contacted Bell Aliant for underground locates and passed on information to MVC for sewer line installation for new building. MVC was also asked for construction schedule.

Maple St. Apartment Building

Construction of an 8-unit apartment building on Maple St. has started with footings poured this week. Staff spoke with owner of new construction and there will be only one driveway entrance off Maple St. into parking lot for new building. Some of the new curb will need to be cut and removed for 20 ft. wide driveway entrance. Public Works staff are pleased that there will only be one entrance and will save cutting out different sections of new curbing installed last year. Staff have also raked and cleaned up sand accumulation that built up on median due to loose sand/fill that blew across street all winter. Median was also top-dressed with topsoil and seeded.

Recreation Equipment / Parade Float

Recreation equipment received last month was removed from truck bay, and transported to treatment plant compound to make room for volunteers to decorate parade float.

New tennis court posts, ordered by recreation department, were received this week. New posts are different from old posts and staff will have to figure out best way to install.

Day Camp/Rec Hut Building

Public Works staff coordinated meeting with MVC to assess areas of concern with the Day Camp/Rec Hut building. Tree that fell on building a few years ago did significant damage to 6-inch eaves trough and one of the steel trusses that supports the overhang. We also asked for double wood doors to be replaced along with steel work on the east side of building. Doors are weathered beyond repair.

Staff talked to Village Clerk about different groups that are using the building and the fact that the floors are not being cleaned regularly. The main entrance to the building is the south door and there is no walkway up to it, just grass and sand. Staff suggested to Clerk that a properly sloped (for handicap accessibility) concrete walkway should be considered. It would also help prevent tracked-in soil from scratching the flooring. MVC was asked to give separate price for concrete work.

Street Sweeping/Parking Lots

As per report last month, Village Clerk negotiated with NS Transportation Public Works to contribute up to \$3000 towards having Loomer's sweep the Village's streets in a timely manner. Loomer's have completed all curbside sweeping in Kingston and Public Works staff swept all side roads (J Class) with MT Trackless. Parking lots in the downtown core area were swept by staff as well. It should be noted that streets last year were not swept until August.

Stronach Park

Public Works staff noticed muskrat activity in the duck pond at Stronach Park. Muskrat runs under the edge of banks create sinkholes along the waters edge and possible personal injury. Staff contacted nuisance wildlife trapper, as in the past, to discuss removing muskrats. Staff met with DNR biologist and trapper at the park to discuss strategy. Biologist would rather muskrats be trapped in season from November until end of February but was explained that they are not usually noticed there that time of year. DNR eventually agreed to issue permit for one week to remove muskrats. Part of the strategy is to set traps early morning or late evening and check first thing in the morning. Trapper will also conceal trap and use metal hoops with wire mesh to keep other wildlife out. In late fall we may try a concealed, camouflaged cage trap that can catch multiple muskrats during actual season as part of a long-term plan suggested by DNR.

Staff installed fountains and island duck house in pond at Stronach Park. Gravel was also ordered to gravel grade parking lot.

Miscellaneous/Ongoing Work

Spring raking is near completion and grass mowing and trimming has begun. Staff has started the process of preparing flowerbeds for annuals and pruning and fertilizing shrubs and small trees. Foul ball nets between the two ball fields in Ravenwood will be installed this week in preparation for minor ball season. High school is currently using fields a couple times a week for practice. Water that supplies building/canteen has been hooked up. Staff will be taking annual water samples in to be tested over the next couple of weeks.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **May 12, 2022**

Re: **Recreation Report**

Summer Day Camp

- Started interviews for 3 camp counselors and 1 supervisor position this summer.
- Supervisor will start June 13 and 3 Counselors will start June 27 and work until Aug 26.
- Received notice that Canada Summer Jobs Grant will cover 1 employee; 8 weeks at 35 hours with a rate of \$14.40 per hour.
- Hours of camp: 8:30am – 4:00pm, with half an hour before and after offered as extra time, for additional cost.

King County- Community Recreation Programming Assistance Grant (CRAF)

- Completed and submitted grant. Included on grant: Summer Day Camp, March Break Day Camp, youth snowshoe rentals (purchase more youth sizes), dedicated youth skating at the Credit Union Center, outdoor community beach volleyball, and a Bike Rodeo.

Kings County – Community Parks, Trails & Playground Maintenance Grant – (CPDP)

- Received new equipment for Stronach Park, to be installed.
- Received new tennis posts to be installed.
- Ordered new extension of fence by the basketball court, install date to be determined.

Community Clean-up Day on May 14

- Partnering with Lions Club - Mary-Ann & Rob.
- Lions Club providing a lunch at the hall afterwards for those participating. Valley Waste helped with supplies and for pick-up.
- Have promoted online, website and through schools. The Scouts and Cubs partaking as well.

Fitness Classes

- Seniors Fitness class coming to an end on May 31st. Working on planning a year end-social hopefully on May 24th. Good turnout, have had new registrations that have occurred. Average of about 15 participants per class.
- Looking at new adult fitness program to run over the summer time.

Meeting with Recreation and Primary Health Care

- Meeting to discuss and brainstorm collaboration ideas in the primary health care system. These would include ways to promote and connect to recreation/healthy living services within the community.

Pine Ridge School & Flying Squirrel Adventure

- May 19 & 20, we are partnering with the Flying Squirrel Adventure to help lead some opportunities to the children.

AKHK Active Kids Healthy Kids

- Total of 6 applications from:
 - Wildlife Association, Town of Berwick, Valley Thunder Lacrosse, Kingswood Camp, Kentville Marlins, Village of Aylesford.
- The committee would now have used up the remaining balance they had from previous years. Good to see a few applications. Will be having a meeting in June to discuss fall money and organizational aspects of the AKHK program.

VILLAGE OF KINGSTON RECREATION DEPARTMENT - TRANSITION

- Settling in well, getting to know the village.
- Previous recreation coordinator is providing consulting work on occasion.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **May 12, 2022**
Re: **Community Development Report**

Meetings

- Attended the Kings County Trail Society (KCTS) meeting on April 25th. Next meeting is planned for May 16th.
 - o Trail Kiosks, bike repair stations, and benches are to be installed late May - beginning of June.
 - o The Trail Society is looking at potential beautification projects for along the trail. Considerations for Kingston - possibly a mural along one of the buildings or art pieces placed along the trail. KCTS would like to know if there would be interest in a project for Kingston.

Community Grants

- The Kings County and Atlantic Lotto Festival & Special Events grants have been submitted for Steerfest.

Kingston Walks

- A weekly walk group started in April and has had success thus far as a new program for Kingston. These walks take place every Tuesday at 10:30am; the meet up spot is 510 Main St. parking lot. All are welcome to join.
- May 11th was Nova Scotia Walk Day. A hosted walk was scheduled for 2pm at Stronach Park. Each of the trails in our area were promoted as options and reminders of the opportunities we have around us to be out and active.

Outdoor Music

- The Outdoor Concert Series for this summer is almost fully booked. A full schedule will be included in the Aurora Newspaper for the beginning of June. Performances begin Sunday, June 19th. Only one advertisement will be placed in the paper, Village resources will be used to promote throughout the summer.

Community Garden at United Baptist Church

- I am looking for a contact for the community garden that is located behind the United Baptist Church. I would like to connect with those who had been managing the garden and look into revamping/starting it back up.

Connect2 Program – Bicycle Fleet Pilot Project

- The Nova Scotia Department of Public Works has a program called Connect2. This program funds active transportation projects for communities looking to reduce emissions and improve on connectivity between communities.
- I have submitted an Expression of Interest for Kingston for a bicycle fleet pilot project. This project would provide bicycles for community members to loan free. The expressions of interest are due Friday, May 13th and need to be approved before completing the full application for funding. This program covers 75% of the cost for projects.
- If the Village were to receive funding, I would look at getting 10-15 bicycles for different ages. The Harvest Moon Trail provides safe transportation between communities and in our own. Providing equipment for residents to try a different form of transportation would be a beneficial, sustainable project for the Village.

West Kings & Pine Ridge Clean-ups

- On Friday, May 6th two classes cleaned up different areas in the community. A big thank you to the youth in Kingston taking leadership!
- A grade 8 class cleaned up a portion of the Harvest Moon trail, behind Tim Hortons. Five bags were filled in total.
- A group of West Kings High School students organized a clean-up of Stronach Park for a school project. While they were able to pick up three bags total, the class did comment that Stronach Park is one of the better well-kept parks.

Teddy bear Picnic

- Planning a Teddy Bear Picnic as a family event for July, date TBD. This will likely take place mid-morning to early afternoon to avoid the heat.
- Families can stop by Centennial Park to partake in fun outdoor summer games and enjoy some snacks. Bring your own blanket or chair.
- If event is early in the day, Kingsley might make an appearance.

Summer Day Camp reports and Community Clean-up Event provided in Recreation report.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 12, 2022**
Re: **Clerk Report**

Operating Budget Motions

THAT THE 2022/23 RESIDENTIAL TAX RATE BE SET AT 32.0 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES.

THAT THE 2022/23 COMMERCIAL TAX RATE BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTIES.

THAT THERE BE NO INCREASES TO THE 2022/23 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES.

THAT THE DRAFT 2022/23 OPERATING BUDGET BE ACCEPTED AND APPROVED.

Election (1x Commissioner) and Annual General Meeting Dates

Tuesday, May 24, 2022	Advance Poll
Saturday, May 28, 2022	Election Day

Thursday, May 26, 2022	Annual General Meeting
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Commissioner Election

Nomination Day was May 11, 2022. This report was written prior to Nomination Day so no new information can be reported at this time.

PW Building

On May 2nd, we requested a construction timeline from MVC.

Draft Financial Statements (2021-22)

Lawrence Lake, our auditor, has supplied us with draft financial statements. The Audit Committee should review and provide questions to the clerk/auditor or request the Village Commission approve the draft financial statements at the Commission's Annual General Meeting on May 26th.

Crossing Guard Refresher Course

I have talked with Jeff Wilson, RCMP and he will set up and provide a refresher course for our crossing guards in the near future.

NSDPW (Nova Scotia Department of Public Works)

I have sent several emails to NSDPW for updates. I have not had a response yet for the Markland Rd fix or the Main/Maple/Tim Hortons intersection. Street cleaning was completed in Kingston, NSDPW has provided an allowance of \$3,000. Actual cost for street cleaning was closer to \$4,000 due to increases in fuel costs. I will reach out to NSDPW for additional funds. NSDPW Operations Manager has stated that the installation of a new catch basin for Westwood St is still planned for this summer and that they "should" be repairing the Sparky Street crosswalk as well.