



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

ph 902 765-2800
fx 902 765-0807

June 9, 2022

Commissioner W. Fowler
Commissioner M. West
Commissioner M. Bishop
Commissioner N. Larder
Commissioner L. Avery

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Thursday, June 9, 2022.



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REGULAR COMMISSION MEETING June 9, 2022

AGENDA

1. Swearing in of new Commissioner
2. Election of Village Chairperson / Vice-Chairperson
3. Review of Minutes of Meeting held May 12, 2022
4. Business Arising from the Minutes
5. Consent to Agenda Items
6. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Development
7. 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
8. Clerk's Report
9. Correspondence
10. In-Camera Discussion
11. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MAY 12, 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 7:02pm.

New Recreation Coordinator

Elizabeth Wright introduced herself to the Village Commission. She has been with the Village for one month and is excited to get started with programming. She updated them on summer programs and events as well as plans for the fall, which may include some intergenerational ideas. She has met with contacts of various sports organizations and is catching up on plans for STEERFEST on July 9th.

REVIEW OF MINUTES

Chair asked for a review of the April 14, 2022 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF APRIL 14, 2022. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of April 14, 2022.

Commissioners commented on how well the street sweeping was done by both Loomer's Pumping Service and Village staff. The Village had negotiated a deal with NS Department of Transportation that would enable the Village to hire a contractor to sweep the streets when we wanted to. The province would cover the costs up to \$3,000. Clerk budgeted \$2,000 extra for another street sweeping later in the summer/fall. With the increase in gas prices this spring, the original street sweeping, estimated to be under \$3,000 has ballooned to an estimated \$3,900 for the first run.

Yves and Wendy Perreault have volunteered to design the float and drive it in the Apple Blossom parade on May 28th.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

PUBLIC WORKS – See Full Report

The Village received three quotes to pave the Library parking lot. Bowlby's Paving had the lowest bid and will be awarded the contract, as part of this year's capital approval. Commissioner Larder suggested having someone there to check asphalt temperature. Commissioner Fowler suggested (if there are extra budget funds) having the entire parking area sealed for a more even look (with the adjacent parking lot) before the lines are painted.

Commission agreed the doors on the Rec Hut building need to be replaced.

Through discussions between ABLE Engineering and the NS Department of Public Works there is not enough slope and nowhere for the water to go in order to have a storm systems. Therefore the sidewalk would have to go as close to the property lines as possible with a ditch in between. The Village's sewer line is where the ditch would be so some sections of the sewer may have to be moved or insulated more, depending on final design.

Staff will have to see if this design fits the Village's needs. One option is if the project is approved, the Commission could put it out to tender in the fall, approve it and stipulate that the construction is to begin early spring.

RECREATION – See Full Report

Commission is pleased to have a new recreation coordinator on staff.

A higher fence for the basketball court will be purchased through a county grant.

COMMUNITY DEVELOPMENT – See Full Report

Commission would like to thank the Grade 8 and West Kings students on the LED sign for cleaning up Stronach Park and sections of the Harvest Moon Trail.

Commission suggested the library may want to look after the bicycle loan program, if storage is available.

COMMITTEE REPORTS:

STEERFEST

Commissioner Beardsley provided the following update:

- Dana with Bounce Kingdom is confirmed to provide bounce inflatables and their bucking steer, which may be an added cost of approximately \$1,000. They may also provide snow cones and cotton candy.
- Domino Man is confirmed to be there.
- Lions Club members are not able to cook the steer or offer advice to other volunteers on how to put together the equipment to barbeque the steer. The Lions will cook roasts to be chopped into bits and provide fries, poutine, onion rings, strawberry shortcake, pop and water.
- The Legion will be cooking hamburgers and hotdogs.
- Groups will meet next week to discuss their participation.
- There will be no beef cold plate.
- Will confirm entertainment bookings with Riley Peckford and Emily Harris.
- Will confirm sound for entertainment.
- Commissioner West is hopeful to have 30 to 40 tables rented for vendors.
- A list of dignitaries needs to be finalized and invitations sent.
- 14 Wing representative stated the new Wing Commander Base Chief may not be in by July 9th but the Wing Chief will be around.

Kingston Audit Committee

Chair and committee member Chris Fowler reviewed information and Chris will stop in to the office see Clerk.

Soldiers Memorial Hospital Foundation

The Committee has not had a meeting since last month but they have been busy recognizing Doctors Day on May 1st and Nurses Week. They handed out almost 50 thank you cards to various doctors and nurses at local medical centres as well as pizza, donuts, fruit trays and balloons. The Kingston Medical Centre is at full capacity so any new doctors will go to the Middleton Medical Centre, which is much larger. The committee is making progress in recruiting doctors. There will be a meeting next week.

Chair offered congratulations to committee members Don Hyslop and Anne Crowell for their volunteer recognitions.

Association of Nova Scotia Villages (ANSV)

The association's political action committee is adding to their agenda the issue of racist flags and symbols of hate that should be banned.

CLERK REPORT – See Full Report

Operating Budget Motions

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT THE 2022/23 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 THE 2022/23 COMMERCIAL TAX RATE BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTIES. MOTION CARRIED.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THERE BE NO INCREASES TO THE 2022/23 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES. MOTION CARRIED.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER BEARDSLEY THAT THE DRAFT 2022/23 OPERATING BUDGET BE ACCEPTED AND APPROVED. MOTION CARRIED.

Election 2022

Advance Poll	- Tuesday, May 24
Annual General Meeting	- Thursday, May 26
Election Day	- Saturday, May 28

Commissioner Election

The Village received two submissions on Nomination Day from Brad Beardsley and Lauren Avery. Commissioner Beardsley has agreed to stay on as chair of STEERFEST, whether or not he is re-elected commissioner.

Public Works Building

The Village cannot get power into new building until the gravel driveway is built. NS Power needs the driveway built in order to scope and design where the power lines are going to be.

Crossing Guards Refresher Course

The Village's crossing guards will take a refresher course by the RCMP in the near future.

Draft Financial Statements

Clerk provided copies of draft financial statements and Chair asked that the Commission review them before the annual general meeting.

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.

NS Department of Public Works (NSDPW)

Clerk has sent several emails looking for updates regarding the status of the west section of Markland Rd and Tim Hortons drive through. NSDPW has yet to respond.

Summer Student Grants

The Village received only one summer student grant this year.

CORRESPONDENCE:

No correspondence.

DISCUSSIONS

Commissioner Beardsley reported the Scouts are working with a landscape designer and will be adding some new plants this year to the flowerbed they created. They will also be adding some bark mulch.

Commission agreed to the Chair taking the Volunteer of the Year out for lunch.

Disc Golf may not be available in Kingston this year. Recreation staff was working with the recreation director of the Village of New Minas on a disc golf program and, since he is currently the Clerk/Treasurer for New Minas, he may now be too busy.

The County, on behalf of the Village, has submitted the funding application for phase one of a central water system. The Commission is doing its due diligence in investigating the availability of funding for the project.

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: **June 9, 2022**
Re: **Environmental Services Report**

Treatment Plant

Dillon Consulting has been in contact about the treatment plant assessment in progress. They are near completion and will arrange for meeting to discuss document.

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.

Lift station pump at treatment plant that tripped out on overload was pulled to remove rags that jammed impeller. Pump would not start without tripping overload. Pump was disconnected from panel and spare pump was hardwired into panel and installed back in station. Pump will be sent to Xylem for repair/estimate.

Staff removed dead pine trees outside treatment plant compound. During windstorm last winter, one of the pine trees blew down across the top of fence causing minor damage.

Collection System

June 1st Job site meeting took place with contractor Bret Minor for directional drilling of force main sewer pipe for the new Embrook development on Main St west. Property owner also attended meeting to discuss size and location of storm culvert for road entrance into property, which will be straight across from Brookside Drive. After meeting, it was determined that culvert has to be installed first before directional drill job can proceed. Owner is hoping to have culvert installed by mid-June.

Staff delivered letter to resident on Bill St to inform them of upcoming sewer lateral installation for new construction. Letter was to inform them that we would be excavating a portion of their lawn to access sewer main. Actual property lines are 5 to 6 feet from road's edge but residents have lawns right up to shoulder.

Staff inspected sewer lateral hook up on Marilyn Court.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 9, 2022**
Re: **Public Works Report**

Library Parking Lot

The contract to replace the asphalt around the Kingston Library was awarded to Bowlby Paving. Tentative schedule of work to take place is set for the end of June. Work will take place on weekend and library will be given 2 weeks' notice before job commences to notify patrons of library closure. Decision was also made by staff to pave right up to building's edge because of concrete slab 2 inches under soil/grass along west side of building. There will be an extra-added cost to pave these areas in, as they were not part of the original scope of work in tender.

New Public Works Building Update

MVC has started the excavation of unsuitable material and are hauling in and compacting fill for new Public Works building on Park Rd. Original location of building on engineered plot drawing was too close to property line for accessing single bay door where float will be stored. Pushing the building back changed the grade of sewer pipe to be installed (to service new building). To achieve minimum grade, contractor will install 8-inch (200mm) pipe just past face of building. This will allow future access to connect other buildings onto sewer system in the general area. Staff have informed ABLE Engineering of changes and are awaiting updated drawings.

Rec Hut Repair Quotes

Received quote from MVC to replace double wood doors on east side of Rec Hut, with steel doors. Staff also received quote to replace 6-inch eavestrough and fix bent overhang roof truss support.

MVC did inform Public Works staff that steel roof truss should be replaced totally. This would be at significant cost because scope of work would include stripping roof from one end of the building to damaged roof truss and would be in excess of \$40,000.

Staff also received price for concrete walkway with ramp to access south door of Rec Hut. As mentioned in last months report, entrance to Rec Hut is not very handicap accessible and concrete walkway would help with soil/grit being tracked in on flooring.

East Main St Sidewalk Design

Public Works staff had onsite meeting with ABLE engineers for East Main St sidewalk design/tender. After job site meeting, Public Works staff and Clerk met with engineers at the Village Office. Engineers indicated that they would need additional information with regard to

fill being hauled in for development on north side of Main St. Owner of development was asked for a design, or at least the location of driveway entrances, to allow engineers to complete sidewalk design to accommodate development with properly placed culverts.

Public Works staff was informed that storm sewer pipe could not be installed due to very little or no grade which means no curbing. Public Works staff have passed on concerns about ongoing maintenance with ditch banks instead of grass boulevard. Engineers were asked to incorporate in design a type of aggregate rock shoulder/bank to limit grass growth and the hand trimming that comes with that. Speed limit is also a concern with highway ploughs clipping along at 80 km and winging rocks and snow onto sidewalk.

Ongoing Maintenance

Public Works staff have been busy planting flowers and should be complete by early next week. Hanging baskets have been watered on a regular basis and preparation of flowerbeds is complete. Barrel planters were purchased and placed in front and along west side of library.

Grass mowing and trimming is ongoing, along with use of the bush hog to mow back edges of wooded areas throughout the Village.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **June 9, 2022**

Re: **Recreation Report**

Summer Day Camp

- Have to re-post for one position as a counsellor for Day Camp Staff.
- Current staff for Day Camp; Supervisor: Sarah Snair, Counsellors: Shannon M., and Diana W.
- Diana W. will also be completing her 80 Co-op hours, part of the Options & Opportunities program with West Kings.
- Sarah S. completed Senior Summer staff training day on May 24th. Recreation Coordinator will be scheduling summer staff for the Valley Recreation Training package on June 28th, and Emergency First Aid as needed.
- Registration opened on June 6th at 8:00am, and we have filled up our camp (minus 1 spot) for the summer.
- Planning day/bus trips and guest speakers, such as; the zoo, Yogi Bear Campground, Middleton pool, Pirates, Dragonfly haven etc. Will group with Middleton Camp for some bus trips.
- Request from Schools Plus to help fund a well-deserving child to go to camp. Some funding from school, and looking into Jumpstart funding as well.

King County- Community Recreation Programming Assistance Grant (CRAF)

- No updates on funding for previously requested items.

Kings county – community parks, trails & playground maintenance grant – (CPDP grant)

- No updates on funding for previously requested items.

Active Communities Fund

- Joined a zoom call with Anna Sherwood, who gave a description and information about this fund.
- Will be looking at requesting funds for Facility use at the Credit Union Centre for skating, and will look at other ideas that will have a positive impact on the community.

Fitness Classes

- Seniors Fitness class finished on May 31st. Held an end of spring social on May 24th after class, with 22 participants. Was appreciated and they are looking forward to starting in the Fall again.
- Starting a new fitness program: Made to Move, led by Karly Stefko. It is an on-going fitness program (no drop in), focused on improving strength and endurance. We have a total of 9 registered for the 8-week program. Will be held at the Fire Hall, every Wednesday from June 8th – July 27th.

Seniors Summer Social

- Working with the lion's club to set up the formerly Seniors Picnic on August 24.
- Bingo, Food, Bob Deveau for entertainment, and will reach out to community organizations for gift card contributions.

AVRCE Healthy Schools and Rec Partnership Meeting

- Meeting held to discuss the partnership between recreation programming and schools. Collaboration on ideas; gain better access to facilities, improve communication, increase promotion and well-being goals with-in the school and community.

Pine Ridge School & Flying Squirrel Adventure

- Held program at Pine Ridge Middle School on May 19 & 20, had a total of 15 students join.
- Flying Squirrel Adventure led the activities with the help of Recreation/ Community Development staff.
- Children were engaged in learning how to make a safe fire, shelter and other outdoor skills.

AKHK Active Kids Healthy Kids

- Next meeting on June 17th to discuss the layout, program continuation and funding.

Playground Inspection

- Process of typing out results, and to start yearly record of inspections.

Valley Recreation

- Overnight Annual General Meeting at Brigadoon Village, good net-working opportunity.
- Topics covered include: Celebrating Indigenous Culture, Adaptive Equipment Loans, Communication and Social Media, and creating safe environment and minimizing risk in recreation settings.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **June 9, 2022**
Re: **Community Development Report**

Outdoor Concert Series

Series is set to begin Sunday, June 19th 2-3pm. Concerts will take place at Centennial Park throughout the summer on Wednesdays and Sundays until August 28th. The full schedule will be distributed in the Aurora Newspaper. For the rest of the summer, updates will be done on social media and on the LED sign.

One performer advised staff that, pre-pandemic, the series would end with a summer showcase. Staff is planning to chat more with them to learn what this looked like and if it would be possible to bring back.

Community Garden at United Baptist Church

Received the contact information for the community garden and soup kitchen. Planning to meet with organizers to learn more on how these were managed, and plans for both initiatives moving forward.

Kingston Walks Group

Walk group meets every Tuesday at 10:30am. Started to change locations for variety, with Clairmont Park as new preference. Ten regular participants, new members always welcome.

Community Info Booklet

An updated information booklet on Village activities and services is in the works. This will be available as a pdf on the website as a resource for newcomers, visitors, or those looking to stay up-to-date.

Connect2 Bicycle Fleet Program

Expression of Interest was accepted and a full application was completed. Waiting to hear final decision from Connect2 program. If application is accepted, the Village will be able to purchase 8-10 bicycles, two being adaptive bikes for accessibility. Cost for storage was included in the application.

Emancipation Day - August 1st

Last year a concert was held in Centennial Park with food provided. This year looking at having an African Drumming workshop. Participants register beforehand to participate; event will be held at Centennial Park. Contacted Kings County Recreation for contact information.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **June 9, 2022**
Re: **Clerk Report**

Festival and Community Events Funding

Application: **Walk the Walk for Autism**

\$300 - Autos for Autism - 2018

\$300 - Autos for Autism - 2019

\$550 - Autos for Autism - 2021

Commissioner Election

Only 71 voters turned out for the election, including Advance Poll day. Lauren Avery became the newest Commissioner. Her term will be 3 years in duration.

Speed Sign Location

Commissioners' thoughts

PW Building

June 6, 2022 - MVC started excavation for footings.

Financial Statements (2021-22)

Final version of Financial Statements to be signed and submitted to Municipal Affairs

ANSV Conference and Annual General Meeting

Bible Hill - September 16th and 17th, 2022

Committee Members

Village committee member appointments (commissioner and public) should be finalized at the July 2022 Commission Meeting. Committees are:

STEERFEST	- (Discuss and formalize committee)
JAAC - Joint Accessibility Advisory	- Commissioner (Mike Bishop - 1yr)
Kingston Area Advisory	- Chair, 2x Comms, 3 Public, County Counc.
Kingston Policy and Finance	- should be disbanded
Audit Committee	- Chair, Commissioner, Public Member
Soldiers Memorial Hospital Foundation	- public member (Kelly Hutton)
ANSV - Assoc. of Nova Scotia Villages	- Commissioner / Clerk

Parade Float

Local resident volunteers, Yves and Wendy Perreault, designed and decorated the float with Stronach Park as the theme. It was a miniature replica of the park, duck pond and fitness trail and included miniature picnic tables, fountains, arbors etc. The Perreaults

also drove the float in the Apple Blossom Parade in Kentville and received a 2nd place prize for community entry.

Environmental Health	Budget	Tender w / HST portion	YTD Actual	Status
Greenwood Road Sewer Extension	100,000	deferred	n/a	n/a
Asset Management (GIS Survey)	10,000			
New Laterals and Pumps	20,000			
Main Street Sidewalk Renewal	35,000	26,444		
East Main Street Sidewalk	1,200,000			
Village Office Exterior Repairs	7,000			
Library Parking Lot Paving	50,000	40,093		
PW Building Lot Paving	60,000			
Irving Parking Lot Beautification	20,000			
Central Water	50,000			
Total	1,552,000			

T - Tendering Process
C - Work started / Construction
Z - Finished