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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION ZOOM MEETING OF JAN 13, 2022

COMMISSION:

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

Mike McCleave - Clerk/Treasurer

OPENING

Chair Fowler called the Regular Session Zoom meeting to order at 6:00pm. A Zoom meeting was held due to the Omicron variant and NS Health restrictions.

REVIEW OF MINUTES

Chair asked for a review of the December 9, 2021 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF DECEMBER 9, 2021. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of December 9, 2021. Items to be discussed in Clerk report.

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

Commissioner West commented and Commission agreed that public works/sewer staff keep very busy and that the Village is well served by a very competent group of workers.

The generator at the sewer treatment plant is maintained annually and every five years there is a more comprehensive maintenance plan.

The need for extra staff to do sidewalk snow removal depends on the storms. In a big storm, it may be too much for our one Village staff. Most government entities have staff who only do public works/snow removal and the Village of Kingston has staff who look after both public works/snow removal and sewer operations. The Village may have to look at hiring a second person on a part-time emergency basis or a seasonal person on an on call basis during the winter, especially if the Village adds more kilometers of sidewalks.

PUBLIC WORKS – See Full Report

RECREATION – See Full Report

The sets of new cross-country skis, poles and boots will be stored in a room at the Village Office for loan purposes. A rack will be made for the skis, shelving for the boots and bins purchased for the poles. Commission agreed to recognize Annapolis Valley Wellness Centre on the Village's social media for their generous donation of cross-country ski equipment. The equipment will be available to loan to the public at the Village Office soon.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE VILLAGE PUBLICLY RECOGNIZE THE ANNAPOLIS VALLEY WELLNESS CENTRE FOR THEIR GENEROUS DONATION OF FUNDS TO PURCHASE NEW CROSS-COUNTRY SKI EQUIPMENT. MOTION CARRIED.

Commission asked if staff conferred with other municipal units to see what wording they used in their Canada Summer Jobs grant applications to give them such successful results. Clerk advised that one of the reasons the Village may not have been very successful was the rate of pay. It was suggested to also apply to Canada Summer Jobs for the arena as well.

Recreation staff is putting together a list of all the different grants the Village applies for, the timelines and reasons for applying. This is to help the new recreation employee transition. He is also having Emily Harris apply for grants from the County. Interviews for the new recreation coordinator will begin next week.

EMILY HARRIS REPORT – See Full Report

Commission liked Emily's initiatives such as the electronic monthly newsletter, the parent/tot free skating times, the mini scavenger hunt and encouraging businesses to decorate during special occasions.

COMMITTEE REPORTS

Steer BBQ

Commissioner Beardsley emailed the president of the Legion twice and has not heard back. He will physically drop a letter off to the Legion. A decision should be made soon as to whether or not to start planning the Steer BBQ. Some large events are beginning

to make plans for their events but others are not, due to the outbreak of Omicron/Covid-19.

Joint Accessibility Advisory Committee (JAAC)

Commissioner Bishop attended a virtual meeting last night and the committee has revised the budget again to hire an accessibility coordinator. The County had just received a lot of information within a few days from the consultants. A coordinator would help each entity implement any accessibility plans and the Village will definitely see some infrastructure costs. A special meeting will take place on January 19th to find out if each partner is willing to support the coordinator position and the new budget ask of \$4,600. This amount would be for the fiscal year of 2022/23. Commission would like to see a plan in order to have a budget line for these expenses.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE VILLAGE AGREES TO LEND SUPPORT TO KINGS COUNTY IN HIRING A JAAC COORDINATOR AND PROVIDE A CONTRIBUTION OF UP TO \$5,000 TO OFFSET THE COSTS OF THIS HIRE. MOTION CARRIED.

Kingston Area Advisory Committee

A third public member is needed to sit on this committee and County Council has to approve this committee before any formal decisions can be made. A developer is waiting for the KAAC to have its meeting, which cannot be held until the County approves this committee. County has not approved the KAAC committee since 2015, which was an oversight that they wanted to correct, so this technicality is holding up the development. Commission was dismayed by this holdup and will try to expedite the process for the developer.

Soldiers Memorial Hospital Foundation

Commissioner West reported she attended a sub-committee meeting for Recruitment and Retention of Doctors on December 10th and informed the Commission that the situation is pending regarding another new doctor. There will be a zoom meeting on January 21st. The doctor retention group has their own website and Facebook site and the Village shares their posts. Chair Don Hyslop and Secretary Anne Crowell are working tirelessly in their efforts to recruit doctors.

CLERK REPORT – See Full Report

Covid-19 Vaccination Policy

The Village technically does not require a vaccine policy but i would allow the Village to dictate whom we hire and how we allow employees to interact with each other and the public. Clerk would like to modify the policy he submitted for review and make it so it protects staff for more than just Covid-19. It would also protect the employer from any future liability of any other contagious diseases and vaccines. It was suggested that this be included in an employee Health and Safety Policy.

County Letter

Commission reviewed the letter and agreed that the issues with the NS Department of Public Works were laid out well. Clerk will send letter to county.

Sewer Application Permits

Staff agreed that the simplest solution was to have the sewer permit fees left as they are. Each building that will be attaching to our sewer system, directly or indirectly, will require a sewer permit and applicable fee.

Capital and Operating Budget

Clerk presented a tentative schedule for budget meetings. Commission agreed to hold budget meetings during Regular Sessions in February and March.

Sewer Treatment Plant Assessment

The Village received four tender submissions ranging from \$28,800 to \$60,764 excluding HST. Once proposals are scored, staff will send results to Commission for review.

Irving Parking Lot

Irving employee will bring the Village's proposal to his superiors to try to reach a mutually satisfactory agreement. If an agreement is reached, staff could have a graphic designer begin work on a beautification design, which would include a bus shelter, benches, streetlamps and plants.

CAPITAL UPDATES

Library Siding

Most of the old siding has been removed and they will begin spray foam insulation next. The overage due to window frame damage was an estimate since all siding had not yet been removed. Clerk will now firm up cost for extras.

Public Works Building

Able Engineering is working with Kings County to obtain a building permit for the new location.

East Main Lift Station KN3 Refurbishment

The contract for Dillon Consulting is complete and everything has been done. The Commission can either approve it for construction next fiscal year or in future years, depending on other necessary projects.

East Main Sidewalk Design

Able Engineering is still working on storm water issues with the NS Department of Public Works (formerly Dept. of Transportation).

Finance Report – See full report

There is an expected surplus.

DISCUSSIONS:

Commissioner West reported Julia Rose is the new librarian at the Kingston Library and Shelly Cox, the former librarian is now at the regional office in Berwick.

The flooding on Westwood is freezing now and will continue to be hazardous until the NS Dept. of Public Works corrects the situation.

Commission agreed to have the issues with NS Dept. of Public Works added to the agenda at the next ANSV meeting on January 21st.

Commissioners were dismayed to hear of alcohol consumption taking place at the outdoor rink and bottles/cans being left around. Clerk will advise the RCMP.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER TO
ADJOURN THE MEETING AT 7:52PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER