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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF SEPTEMBER 8, 2022

COMMISSION:

Wayne Fowler – Chair
Mike Bishop – Vice Chair
Muriel West
Neil Larder
Lauren Avery

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 August 17, 2022 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF AUGUST 17, 2022. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of August 17, 2022.

New Windows for Office Building

Commission agreed windows for office building should remain the same size. Clerk will reach out to commercial glass companies for quotes.

Rec Hut Roof Insurance Claim

Clerk reported the insurance company would not cover the damage to the rec hut roof since too much time has passed. Clerk will look at getting an engineer to assess the necessary repair work.

Village Cameras

Clerk is investigating three options including adding licenses to our existing system (probably cheapest method), replacing the server itself or cloud based recording capability (with a monthly fee added but we would not need our own hardware here).

Rotary Club Tulip Donation

Commission agreed to send a thank you note to the Middleton Rotary Club once the Village receives the tulips.

Christmas card Delivery

Emily Harris, community development staff, will assist Commissioner West with card delivery.

New Year's Eve/Santa Event

Since the events are so close together and so similar, suggestions for alternatives included having a full street parade for Santa; having just fireworks for New Years Eve; having the Santa event at the Fire Hall and New Year's at the rink with fireworks; Santa going around the Village with the fire truck and New Year's Eve event with fireworks. Commission agreed that staff check with past organizer of the New Year's Eve event to see if there are plans to canvass businesses and if there is a volunteer/business committee to organize the event.

Sewer Treatment Plant Assessment

Clerk will send an electronic copy to the Commission. A meeting with Dillon Consulting has not yet taken place regarding the sewer treatment plant assessment.

Fall Displays

A cadet group has volunteered to do a fall display in the downtown area.

List for NS Department of Public Works (NSDPW)

Clerk emailed NSDPW Operations Supervisor, Sergey Averin and new Area Supervisor Logan Webb with a list of several items that have required attention and they have not yet responded. The list included Westwood St flooding, crosswalk line painting and various potholes/sinkholes.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

Sewer Easement Line

A sewer easement line runs across the middle of a lot that is currently for sale on Main St. Perspective buyers have been advised that the sewer line could potentially be moved, but at the buyers expense.

PUBLIC WORKS – See Full Report

Aerator Breakdown

As stated in report, aerator at the duck pond had to be removed due to the electrical cable becoming entangled in aerator prop, which broke plastic framework that the aerator sits on inside pontoon. New aerator and possibly pontoon will have to be budgeted for next fiscal year.

Flowers

Commission complimented public works staff on the flowerbeds/landscaping and overall look of the Village this year.

New Fitness Trail Station

Public Works staff finished installing the playground equipment today at Stronach Park.

RECREATION – See Full Report

Commission agreed to have recreation staff actively pursue getting grants for a good quality disc golf course, and have it ready to go to tender in the spring. Commission agreed to add it to next year's budget. Commission will still have to approve the item in the capital budget.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER AVERY THAT THE COMMISSION APPROVE UP TO \$20,000 AS A BUDGET LINE ITEM DEDICATED TO DISC GOLF. MOTION CARRIED.

Terry Fox Run/Walk

Recreation staff Elizabeth Wright organized the Terry Fox Run/Walk. Commission are welcome to attend the event on the trail September 18th.

Rec Hut Keys

Commission agreed with staff recommendation of a programmable timer lock.

COMMUNITY DEVELOPMENT – See Full Report

Truth and Reconciliation Day

Commissioner West will attend the community walk and afternoon activities planned by the Aboriginal Advisory Group at CFB Greenwood.

Trail

Commission agreed to have staff check with Dexter's Construction or Roger Parker Excavating into available recycled asphalt for possible trail paving to Greenwood Road. This item can be two-thirds paid for with gas tax and, if it can be recycled asphalt, the cost would be much lower. Commission will discuss next capital budget. Commission agreed to have staff ask Kings County Trail Society for permission to install speed bumps on the trail.

Ball Field Concert

A promoter is looking for permission to hold a concert in 2023 at the ball field next to the arena. Commission agreed that they are not opposed to the idea, but would like to see an event plan. The promoter would also have to incur all costs, supply port-o-

potties and hold event insurance. Neighbours should be notified in advance if it takes place.

Communication with Community

Commission agreed with staff idea to provide a recap of the main points of monthly meetings either in a video or infographic format.

COMMITTEE REPORTS:

Steer BBQ

- Commissioner West will attend wrap-up meeting with the committee at 4pm on September 14th at the Village Office.

Joint Accessibility Advisory Committee

The next meeting will be Wednesday, Sept. 14th. Commissioner Bishop will report back.

Kingston Area Advisory Committee

N/A

Audit Committee

N/A

Soldiers Memorial Hospital Foundation – Dr. Recruitment

In report sent to commissioners by Commissioner West, the committee is requesting the village help cover the cost of small gift items for the new doctor/nurse practitioner recruits. Committee will be making a presentation to the newest doctors, nurse practitioners and resident doctors at 14 Wing Greenwood on October 22nd.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP, THAT THE COMMISSION APPROVE THE PURCHASE OF SMALL GIFT ITEMS FOR THE THREE NEW DOCTORS, TWO NURSE PRACTITIONERS AND TWO RESIDENTS. MOTION CARRIED.

Association of Nova Scotia Villages (ANSV)

Clerk sent financial statements to the Village of Tatamagouche for approval. They were then sent to the Clerk at Bible Hill. The AGM will be held in Bible Hill on Friday Sept 15th and Saturday Sept 16th.

Letter was sent to Minister John Lohr regarding the survey sent out by NS Federation of Municipalities, who are looking to have a regional municipality and have towns and villages dissolved. Unsure if Chair of ANSV, Brian Banks, sent a letter supporting other Villages' stance. Clerk will check with the Village of Bible Hill tomorrow. Clerk also put an email out on the list serve asking for the names of Service Exchange Renegotiation and MGA Review (SERMGAR) committee members and has had no response.

CLERK REPORT – See Full Report

Public Works Building

The roof sheeting is near completion and they will be adding soffit.

Festival and Community Events Funding Application

Clerk received a funding application for a farmers market scheduled to start in June of 2023. The in-kind asks of providing village staff would not be possible since it would not take place on Village property and is a private organization. The application will also have to be re-submitted April 1, 2023. Commission agreed to add it as a line item in next year's budget.

VIC Building Use

Clerk received a request from a business owner to rent the former VIC building long term. Commission agreed they did not want to conflict with other business/property owners.

Abuse Policy

Insurance company requires the Village to have an abuse policy in place. Clerk drafted a policy and presented it for approval.

ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER BISHOP, THAT THE COMMISSION ACCEPT THE ABUSE POLICY AS PRESENTED. MOTION CARRIED.

Armstrong Food Service Sewer Billing

The Village issues a sewer bill quarterly to Armstrong Food Service, which is measured by a flow meter located on the sewer pipe exiting their building. Due to significantly reduced water flows, their sewer bill is now lower than most businesses in the Village. After a discussion, Commission agreed to challenge their data collection. The Village could start getting measurements from their water meter and bill based on their water usage. If numbers are still unusually low, the Village could switch them to a flat rate.

Property Tax Sales

Clerk will provide more information next meeting on the two properties that are in arrears and eligible for tax sale.

Capital Projects

East Main Sidewalk (design and construction) – There have been minor changes to the drawings but the tender can go out this fall with construction possibly beginning in the spring.

Village Office Exterior – Clerk is getting quotes to replace glass in old, inefficient windows with broken seals etc.

Public Works Building Paving – This item will have to be re-approved next fiscal year since construction will not be completed in time. Clerk updated the new commissioner on the history/background of the new public works building.

Irving Parking Lot Beautification - Clerk presented more pictures of a design created by Angie Myers that included a bus shelter, benches and planters. Commission agreed with the conceptual design. Clerk contacted landscape companies and they are too busy and are located in Halifax or the South Shore. Clerk also learned that Kings Transit is working on getting federal funding for bus shelters to be placed around the county and two are for the Village. One would be a replacement for the existing shelter

across from the Irving parking lot and one would be for the front of that parking lot. Clerk will also contact local resident Michelle Moreau for landscape ideas.

Central Water - Village is waiting for results of the federal funding application for the first phase of central water.

Financial Report

Clerk reported that nothing stands out in the report.

CORRESPONDENCE:

Battle of Britain Ceremony

Chair Fowler will attend the annual ceremony at 14 Wing Greenwood on September 18th at 13:30pm.

DISCUSSIONS:

Business Christmas Decorating Contest

Commissioner Avery suggested holding a business Christmas decorating contest and is willing to work on it with staff Emily Harris and Elizabeth Wright.

ADJOURNMENT

**ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER WEST TO
ADJOURN THE MEETING AT 9:50PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER