



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

ph 902 765-2800
fx 902 765-0807

May 11, 2023

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, May 11, 2023.



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REGULAR COMMISSION MEETING May 11, 2023

AGENDA

1. Review of Minutes of Meeting held April 13, 2023
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. Audit Committee
 - v. Soldiers Memorial Hospital Foundation
 - vi. ANSV - Association of Nova Scotia Villages
6. Clerk's Report
 - i. 2023-24 Operating Budget Approval
7. Festival and Community Events
8. Correspondence
9. In-Camera Discussion
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF APRIL 13, 2023

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Absent

GUESTS:

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

COUNTY UPDATE

Councillor Armstrong provided the following update:

- County Council passed the 2023/24 budget.
- Due to many upcoming projects, there will be a significant amount of borrowing. (Councillor Armstrong was not in favor of borrowing).
- No increase in commercial or residential tax rates.
- The UARB hearing took place today for the county district boundary changes. The ruling should be announced within the next month. Kingston and Greenwood will be amalgamated into one, with the eastern boundary near Glebe Road. Military housing will be included in District 5. The next boundary review will be in 8 years time.
- In anticipation of DND giving up ownership of the 140-acre property at the west end of Greenwood (where PMQ row housing was torn down), the County has been working toward rezoning the land. DND is going through the process to determine if they want to declare the land as surplus. If/when that happens, the County will be ready to go.
- Chair Fowler invited Councillor Armstrong to the grand opening of Kingston's new disc golf course on Saturday May 13th in Ravenwood park.
- Still no word on the federal government grant for a water system in Kingston.
- Councillor Jim Winsor resigned on Tuesday afternoon. There will be a by-election to fill the position for the next 17 months until the next county election in 2024.
- Councillor Armstrong and Mayor Muttart will be at the District 4 meeting at the Kingston fire hall on April 26th.

Village resident Shawn Roberts raised questions about smart city planning and fifteen-minute cities and what it means for the Village of Kingston. Commission agreed it is an item they would like to get more educated in before commenting on. Chair Fowler offered to forward his concerns on to the federal government. Councillor Armstrong

acknowledged there are articles out there filled with misinformation regarding smart cities and fifteen-minute cities and since everyone interprets these articles differently, some lean toward conspiracy theories. Mr. Roberts agreed to draft an email with his concerns and send it to the Village, the County, the MLA and the MP.

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the March 9, 2023, Regular Session meeting minutes.

The following sentences under MLA update should read:

- Doctors '*trained outside of North America*' are not streamlined yet to practice in NS.
- More access to pharmacists at Wilson's Drug Store in Berwick and Shopper's Drug Mart '*in Greenwood*'.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MARCH 9, 2023, WITH CHANGES. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Commissioners agreed the news of a new Kingston Farmer's Market should go into the Village's May newsletter.

Commission agreed they would like to have the steer on the float this year. Going forward, since volunteers are hard to come by, it would be easier to have a permanent Steer BBQ float rather than an Apple Blossom themed float (which changes annually).

Two commissioners and Clerk will attend the District 4 Meeting at the fire hall on April 26th at 7pm. Chair Fowler and Commissioner Larder will attend the RCMP/ theft crime meeting the same night in Aylesford.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda. No additions.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE AGENDA. MOTION CARRIED.

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

Newsletter – Sewer Issues

Commission agreed to advise residents, in the newsletter, to first call the Village Office so staff can determine if the problem is in the Village's main sewer line or in the homeowner's line.

KN3 Lift Station Tender

The tender will be issued for the KN3 lift station retrofit within the month and will be advertised for a few weeks.

Greenwood Road Sewer

As in budget discussions, Commission agreed this was not a priority project for this year.

PUBLIC WORKS – See Full Report

Supplies for New Public Works Building

New supplies for the new public works building were included in the capital budget.

RECREATION – See Full Report

Grant Applications

Commission appreciates all the grant applications the Rec Coordinator is submitting for various programs and equipment.

Rec Hut Door

The door at the Rec Hut will be replaced regardless of grant.

COMMUNITY DEVELOPMENT – See Full Report

Business Appreciation Event

The event is being planned for the morning of April 26th. Commission would like to attend but would like to have more information. It also may not be a suitable time for some commissioners.

Social Media

Commission agreed to have staff attend the \$750 training session consisting of two 3-hour sessions. Commission would like to see how staff manages with the training session before considering the other proposal consisting of a development fee and a monthly fee for 12 months (cost-shared with Greenwood).

Shredding Event

Commission agreed the Lions Club can submit a Festivals and Events grant application to hold a shredding event for Village residents.

COMMITTEE REPORTS:

Steer BBQ – See Full Report

Commissioner West provided these highlights from the March 22nd meeting:

- Paragon Golf Tournament has been approved for Friday morning July 7th.
- Foam Party has been booked and will take place late Friday.
- 5km 'Running with the Steer' will be run by Lauren Avery and other volunteers on Sunday morning July 9th.
- Afternoon Concert in the Park will be held on July 9th.
- Possible funding sources: Kings County, Province of NS, Atlantic Lotto, Valley Credit Union, and the Dairy Farmers of NS.
- Centennial Park will be designated for activities for small children.
- Kingston Legion will run the beer tent and the parade.
- Information will be included in the Village newsletter.

Joint Accessibility Advisory Committee (JAAC)

Commissioner Bishop's term ends in May, but he agreed to continue if he is successful in staying on as Commissioner for another term.

- County of Kings is making a template for a bus stop that includes accessibility.
- The Village can reach out to accessibility coordinator Katie MacArthur for any help applying for accessibility grants.
- The County is proclaiming May 28 to June 3 as accessibility week. This information can be added to the LED sign.

Kingston Area Advisory Committee

There is growth happening in various areas of the Village. A new business is being built on Main Street, as well as residential developments throughout the Village.

Audit Committee

N/A

Soldiers Memorial Hospital Foundation – Dr. Recruitment Committee - See full report.

N/A

Association of Nova Scotia Villages (ANSV)

Meetings are held 4 times a year and commission feel one should be in person.

CLERK REPORT – See Full Report

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE EAST MAIN STREET SIDEWALK PROJECT (2023-301) TO HOWARD LITTLE EXCAVATING IN THE AMOUNT OF \$481,673.40 + HST TO BE FUNDED TWO-THIRDS BY CANADA COMMUNITY BUILDING FUND AND THE REMAINDER BY SIDEWALK RESERVES. MOTION CARRIED.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE HARVEST MOON TRAIL PAVING PROJECT TO DEXTER CONSTRUCTION IN THE AMOUNT OF \$98,325.00 + HST TO BE FUNDED TWO-THIRDS BY CANADA COMMUNITY BUILDING FUND AND THE REMAINDER BY SIDEWALK RESERVES. MOTION CARRIED.

Village Election (2 Positions) and AGM

Commissioner Larder and Commissioner Bishop are both up for re-election.

Nomination Period Thursday, May 11, 2023 – Wednesday, May 24, 2023

Nomination Day Wednesday, May 24, 2023

Advance Poll Tuesday, June 6, 2023

Annual General Meeting Thursday, June 8, 2023

Election Day Saturday, June 10, 2023

Speed Sign Location

Resident would like the Village's speed sign installed on Maple Street (for northbound traffic) prior to Pine Ridge Avenue. Commission agreed to have speed sign temporarily installed on Maple St.

Steer BBQ Post Office Box

Commission agreed to keep a separate PO Box for the Steer BBQ for another year.

NS Department of Public Works (DPW)

Clerk met with Operations Supervisor, Sergey Averin, and Area Manager, Logan Webb, to discuss outstanding issues in Kingston.

- DPW will try to get the Village's crosswalk painting and street sweeping done earlier in the year.
- DPW is aware of the poor condition of Markland Rd, especially the section of in front of the Superstore. They only agreed to grade the gravelled section of Markland Rd in front of the dental office.
- DPW's policy is they are allowed to patch potholes without traffic control if they only spend a certain amount of time in one location. Therefore, they must come back another time to fill the other holes in the same area.

443 Pine Ridge Ave

Resident is inquiring about village paying for larger portion of sewer repair. Clerk will clarify with staff and report back next meeting.

Speed Reduction East Main Street

Resident is inquiring about having the speed limit on Highway 1 reduced to our eastern boundary of the Village. DPW is aware of the Village's request to lower the speed limit.

Festivals and Community Events Funding

Two applications have been submitted, one for the Kingston Farmers Market and one for the Steer BBQ run.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE THE \$1,000 FUNDING REQUEST FOR THE KINGSTON FARMERS MARKET THROUGH THE FESTIVALS AND COMMUNITY EVENTS FUNDING. MOTION CARRIED.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE THE \$500 FUNDING REQUEST FOR THE STEER BBQ FUN RUN TO BE HELD JULY 9TH THROUGH THE FESTIVALS AND COMMUNITY EVENTS FUNDING. MOTION CARRIED.

Capital Projects – See Report

Public Works Building

The building should be completed by the end of April. Commission will tour the building once completed.

East Main St Sidewalk Design

Tender closed on March 30th and three bids were received. The three bids were \$481,673.40, \$492,959.50, and \$564,590.00 + HST.

Village Office Exterior

On April 11th the new office windows were installed due to broken seals. Commission agreed to have staff get a quote to replace the windows in the conference room.

Irving Parking Lot Beautification

Commission asked if it would be possible to have the work completed by Steer BBQ date and if the work for the lamp standards could at least be started. Clerk will ask staff about installing lamp standards. Commission will decide on whether to put a design out to tender.

FINANCIAL REPORT – See Report

The financial year-end report indicates a \$141,000 surplus and a sewer deficit of \$28,000.

DISCUSSION:

Car Charging Stations

Commission agreed they would like to investigate getting charging stations for the Village. One possible location is the arena.

Scouts Garden

Commission questioned the future of the garden and whether the Scout group will be able to continue to maintain it. Some residents have complained there is no beautification at the west end of the Village. Commission agreed it would be nice to keep it, but it would depend on whether the Village wants to maintain it.

Library

The Kingston Library has grown in numbers, particularly since the Greenwood Library closed its doors. To expand the hours at the library, an appeal would have to be made to the County and the Province. Commission agreed to send a request to regulate/expand the hours at the library.

Poorly Paved Roads in Village of Kingston

Complaints were received about certain roads and the poor condition of the pavement. Commission acknowledges there are certain roads that are in poor shape in the Village such as Old French Road and Elm St. Unfortunately, the Village does not have a say in what roads are repaved. They are scored by the County and the NS Department of Public Works.

Liquor Store and Markland Rd

Commission agreed to have Clerk call Loblaws to see if they are aware of the situation with Markland Road and if there is any way the liquor store could stay in Kingston.

CORRESPONDENCE:

The Village of Greenwood has informally asked for help to fund the Rib Fest they are hosting this summer.

ADJOURNMENT

As there was no further business to discuss, Chair adjourned the meeting at 9:52pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 11, 2023**
Re: **Environmental Services Report**

Collection System

SCADA System

April 24 Pennecon arrived on site to troubleshoot certain lift stations that the SCADA system was not updating for multiple days at a time. After short visit to the treatment plant lift station, technical staff surmised that antenna pole behind library had some issues. To check antenna pole staff had to arrange boom lift rental from Mid Valley Construction (MVC), as done in the past. Pennecon came back the following week and changed out damaged antenna cable and radio. Stations are now updating every couple of minutes.

Staff would like to thank MVC for boom lift use, as they never seem to charge us for big boom lift that must be transported by flatbed truck.

443 Pine Ridge Sewer / Plumber's Letter

Staff contacted plumber that replaced sewer line at 443 Pine Ridge Ave a few months ago. He stated the same thing in his letter for resident, which was that PVC pipe brought in from street had settled at MJ Coupling where No-Corrode pipe meets new pipe at curb's edge. He also indicated that pipe had to be replaced on property as it was No-Corrode pipe all the way up to house. No-Corrode pipe was installed years ago for many of the homes in Kingston and is basically made of layers upon layers of compressed tar paper that deforms over the years from tree roots literally squishing pipe from outside. Plumber felt amount offered from Village Commission towards line replacement was fair for the 10 feet replaced in the road right of way.

It should be noted that staff responded to call and helped plumber with sections of resident's sewer line on their own property.

Sewer Lateral Installation

Staff installed sewer lateral for building lot on Main St next to 778 Main St. Staff installed lateral into side of manhole just inside property line of Richter's old house where easement line takes sewer to main sewer trunk line that runs through OH Armstrong's abandoned pasture.

Construction has started on building lot and sewer line that runs through center of lot will be abandoned once staff can schedule Bret Minor for directional drilled lateral installation. Excavating contractors have been made aware of location of sewer line below where

foundation will be dug out for 4-foot frost wall and will be approximately 3-feet away from 8-inch sewer main.

Staff have been in contact with Bret Minor and hope to schedule work soon.

Mama Sofia Sewer Line Replacement

Staff received call in April from local plumber asking where sewer line was located for Mama Sofia's Pizzeria. Staff informed plumber that sewer easement line runs west to east behind building. Staff stopped in to check when plumber replaced sewer line to ensure main sewer pipe was not compromised. Replaced sewer line had huge deposits of caked fat on inside walls of pipe.

Treatment Plant

It should be noted that wastewater projects this year are significant inside and outside the treatment plant including: Balser Dr line repair, KN-3 lift Station retrofit, lateral installations for Kingston Heights Dr, directional drilled lateral for 778 Main St and a sewer easement line replacement behind homes on Markland St, just in the sewer collection side of things.

Village Clerk is arranging meeting with Dillon Consulting for projects Commission has decided to do at the sewer treatment plant this year, including mitigation of the UV Room flooding and building ventilation and structural repairs.

Ongoing Maintenance

Ongoing weekly maintenance at the plant includes cleaning of UV channel, washing down clarifier, cleaning out sludge pumps and sending monthly samples to BV Labs.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 11, 2023**
Re: **Public Works Report**

East Main St Sidewalk

Public Works staff and Village Clerk attended meeting with Howard Little and his associate regarding East Main St sidewalk construction. Josh Porter from Able Engineering also attended meeting. Little made the argument that final surface elevation of sidewalk is just slightly higher than road elevation itself and does not allow for future curbing to be installed. Engineer stated that Provincial Department of Public Works (NSDPW) pre-approved final elevation of sidewalk as per their request. NSDPW is concerned that if sidewalk is at higher elevation that it may cause pooling of water on residents' property. Engineer recommends leaving design as is. Schedule of work has project starting sometime in July with end date of August 31/23. Owner of land being developed on the north side of Main St was asked to have his driveways well marked before sidewalk construction.

Recycled Asphalt / Abandoned Rail Trail

Asphalt millings from Greenwood Air Force base were hauled and spread on abandoned rail bed trail from Freeman's Esso to Greenwood Rd. Another small section from Freeman's Esso east 200 meters was also added to overall contract.

This section already had recycled asphalt in place but sections of it were crumbling and about a 5-foot-wide strip was removed when 6-inch force main sewer pipe was installed 4 years ago. Staff hired contractor to remove chunks of old recycled asphalt on this section, in preparation for Dexter's to grade and compact asphalt millings from base.

Recycled Asphalt / Irving Parking Lot

Public Works staff met with Dexter's on short notice at the old Irving parking lot to discuss where and how much area is to be prepared for recycled asphalt. With no actual plot plan, staff had to wing it and used the north end of Pharmasave asphalt parking as a line for how far to go back. Price was received and approved by Commission to proceed.

Staff noticed in minutes that Commission would like light standards installed with planter contract work before Steer BBQ. This is a significant request for that timeframe, especially when it is staff's busiest time of year.

Public Works supervisor talked with Village Clerk and recommended some type of plan/design should be in place. Along with that, there needs to be an NSP scope of where power is coming from. There needs to be underground locates done by NSP, Bell Aliant and Eastlink. There also

needs to be the known location for proposed bus shelter in the same area. Until these items listed are dealt with, staff cannot move forward with project.

Seasonal Staff Hiring

Public Works staff and Village Clerk interviewed applicants for second seasonal position. Five interviews were conducted, and job was awarded to Steve Mosher. Steve has experience with plants, shrubs, and flowers after working with Glad Gardens for the last few years and is a welcome addition for the many planters and ground beds staff has to take care of.

New Shop Purchases

Staff have begun the process of moving equipment over to new public works shop including a couple of new purchases. Heavy duty air compressor was purchased from Greg Bryden locally and new upright toolboxes were also purchased.

New Public Works Building Parking Lot

Staff has reservations on Commission decision not to pave new shop parking lot for winter plowing reasons. Will make for quite a mess come spring. The little bit of natural settling will be minimal versus good compaction. Staff understands priorities in budgets but we have been waiting for our new shop for over 2 years and seems a shame to tear up the already gravel graded parking lot.

Stronach Park / Fountains

Staff installed fountain and newly ordered aerator for duck pond. After installation of new aerator, staff realized design had changed for aerator. A deflector had to be ordered and installed to give fountain the spraying action versus just bubbling. Diffuser was installed this week.

Day Camp Double Door Replacement

Mid Valley Construction was contacted and asked to confirm double doors quoted 2-years ago with new hardware, paint, and installation. Revised quote was received, and order has been made as per Commission request.

It should be noted that staff had to move heavy stainless steel table top along with steel spit, planks and sawhorses that were jammed up against door to be replaced. Expansion of room that stores BBQ equipment or another outbuilding should be considered to store some of items as it is almost impossible to walk around and access anyone of the 3 door exits including garage door.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **May 11, 2023**

Re: **Recreation Report**

Fitness / Dance Classes

- The 50+ class will be ending May 31st. Village will supply coffee, tea, etc. for the social after the last class.
- The current evening Made to Move session with Karly has 24 participants, and her Older Adult morning class has 12 participants. The Mobility class by Elie-Joseph has 10 participants, which is a good start for the first round of the two new programs. It is anticipated that there will be growth when we hold another session.
- The Latin Dance class will run another session from May 21st to July 9th.

Pickleball

- Pickleball has a good base of 10 individuals who attend the program at Kingston School. Thanks to our volunteers Heather and Larry for running the program on Friday evenings.

Recreation Training

- Recreation Coordinator was unable to attend the NS ASK (Active Smarter Kids) training session due to car complications.
- Recreation Coordinator participated in a Project Management Course put on through Valley Recreation on May 4th and 5th.
- Planning a Community Clean Up Day with the Lions Club for June 17th.

Grants

- Received the equipment we purchased through the Recreation Nova Scotia Grant (4 sets of youth cross country skis and 4 more pairs of adult snowshoes).
- Finished the Active Communities Grant final report and was able to purchase additional equipment with the remaining money that was not yet spent. Additional equipment included adult tennis racquets, more pickleball sets, jump ropes for playboxes, and shuffleboard equipment.
- Completed the Community Recreation Program Assistance grant for Kings County, including Summer Day Camp, March Break Day Camp, and in-service skate days for youth.
- Had a meeting with Mike and Anna from the department of Communities, Culture, Tourism & Heritage to discuss the Planning Assistance Grant. This is a work in progress.
- Received confirmation from the Canada Summer Jobs grant that we will receive half of the wages for all 4 summer day camp staff this year.

Disc Golf

- Grand opening on **Saturday, May 13th**. Invited a representative from Pine Ridge Middle School, MLS Chris Palmer (unable to make it) and Martha Armstrong, Kings County Councillor District 4. Informed CBC to see if they would do an article on the new course. TJ's food truck will be on site as well.

Summer Day Camp

- Day Camp registration went smoothly, and we have most of the camp filled for the summer.
- Have hired the Day Camp Supervisor (Anna) for the summer. Have also hired Tom, who supervised the March Break Day Camp, as a counsellor and will be number 2 for the camp. Waiting to confirm the other 2 counsellors for the summer.
- No returning staff from last year.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **May 11, 2023**
Re: **Community Development Report**

Business Appreciation Event

Re-booked with the Lions Club for May 17th 9:30am-11:30am. Food served will be sausages, eggs, pancakes, toast, and fruit. An event plan has been sent out to the Village Commission.

Social Media

Working with Truro Buzz to set social media training dates.

Mural Festival

Spoke to Paul Parsons about the possibility of a donation in supplies for this project. He is willing to look for doors to donate. Suggested art designs focus on the history of Kingston, i.e., the train station and mill.

7Arts suggested launching this project during the Steer BBQ. Planning for Sunday during the concert series to have doors available for families to paint. Food trucks will be available along with the live music. After this event we will work with local community groups to finish the painted pieces and have them displayed in Stronach Park by the end of July. The doors will remain up until the end of fall and then be stored over the winter to be used again in spring.

Steer BBQ Planning

Met with Paragon Golf's manager to discuss the Steer BBQ Golf Tournament. Paragon is happy to be participating in the festival and felt this was a natural fit to do so. The tournament is booked for Friday, July 7th starting at 9am. More details to be confirmed.

Bounce Kingdom Party Rentals are going to bring some games to the Friday evening portion of the weekend along with the snow cone trailer. This will be in addition to the food trucks and foam party. No new updates on grant funding.

Art in the Park with 7Arts

In a meeting with 7Arts it was mentioned that they had done Art in the Park in Kingston prior to Covid. The group is hoping to partner with the Village to offer programming again.

Registration would be done through the Kingston Library and 7Arts would run each session. The location would be Centennial Park with sessions running once weekly over 6-8 weeks during the summer months. 7Arts have asked for funding help through the Village as part of the partnership. Staff are looking into ways to help subsidize the cost.

Outdoor Concert Series

There are two slots left for the concert series this summer. While speaking to John Pierce a suggestion was made for the future to hold less shows and pay for larger artists to draw more of a crowd. After this summer staff will review the attendance of the concert series and investigate possible changes.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 11, 2023**
Re: **Clerk Report**

Motion

THAT THE RESIDENTIAL AND RESOURCE PROPERTIES TAX RATE BE SET AT 32.0 CENTS FOR THE 2023-24 FISCAL YEAR.

THAT THE COMMERCIAL TAX RATE BE SET AT 41.3 CENTS FOR THE 2023-24 FISCAL YEAR.

THAT SEWER RATES FOR 2023-24 BE SET USING THE PROPOSED ADJUSTERS IN THE TABLE FOR THE 2023-24 FISCAL YEAR.

Old Rate	Proposed Rate	Adjuster
340.00	350.00	Sewer Rate
218.43	240.00	Commercial Service Adjustment
150.00	150.00	Vacant Lot Rate
0.00796	0.007960	Sewer Flow Rate
150.00	150.00	Room Rate
372.07	395.00	Gas Station Rate
962.26	975.00	Mnftr 1
1,744.90	1,765.00	Mnftr 2
754.01	770.00	Restaurant
380.22	400.00	Tea Room
18,184.92	18,562.58	Superstore
178.21	185.00	Service Clubs
170.00	175.00	Hotel Room

THAT THE PROPOSED 2023-24 OPERATING BUDGET, DISSEMINATED AT THE APRIL 13, 2023 COMMISSION MEETING, BE ACCEPTED AND APPROVED.

THAT POLICY VOK-020 TITLED HARRASSMENT AND DISCRIMINATION POLICY BE APPROVED AS CIRCULATED TO THE COMMISSION BY EMAIL ON MAY 4, 2023.

Village Election (2 Positions) and AGM

Nomination Period	Thursday, May 11, 2023 – Wednesday, May 24, 2023
Nomination Day	Wednesday, May 24, 2023
Advance Poll	Tuesday, June 6, 2023
Annual General Meeting	Thursday, June 8, 2023
Election Day	Saturday, June 10, 2023

Association of Nova Scotia Villages

Annual General Meeting and Workshop to take place in Pugwash
September 15-16, 2023 (Travel to Pugwash – September 14th)

Festivals and Community Events Funding

Walk your Way – Autism Nova Scotia - \$600.00
Community Shredding Event - Kingston Lions Club - \$ 230.00

443 Pine Ridge Ave

Resident is inquiring about village paying for larger portion of sewer repair.

Insurance

Received our insurance renewal and it has increased significantly. This year's insurance is \$60,530; last year's premium was \$53,626 (approximately 11.4% increase).

Park Benches

The village ordered 2 park benches, similar to the purple bench at Stronach Park, in March 2022. Delivery time was expected to be a month, but at ordering time, it was extended to 6 months. The delivery time has been pushed back (since October 2022), 5 times, with the new date being August 2023 (17 months from order date). One of the benches is a memorial bench pre-paid for by a resident. The resident has suggested ordering a composite bench from Country Stove and Sunrooms.

Harassment and Discrimination Policy

The Village's insurance provider is requiring the Village update its policy for two main reasons: to provide definitions of each type of harassment and they require a section for review and sign off by employees, volunteers, etc. annually.

**THAT POLICY VOK-020 TITLED HARRASSMENT AND DISCRIMINATION POLICY
BE APPROVED AS CIRCULATED BY EMAIL TO THE COMMISSION ON MAY 4, 2023.**

KN#2 Lift Station Panel Replacement

Upon further discussions, staff (Dan) suggests that we hold off on the panel replacement at the KN#2 lift station as this station will need more work in the near future and should be grouped together as one project.

Capital Projects:

PW Building – Electrical inspection failed due to emergency wiring not being designed to code. Corrective measures are required.

East Main Street Sidewalk – Questions raised by Howard Little Excavating Ltd about raising sidewalk to support future possibility of storm sewer/curbing. Cost for new engineering ~\$10,000 and would require NSDPW approval again.

2023-24 Projects	Budget	Tender w/ HST portion	YTD Actual	Status
East Main Sidewalk	1,200,000	502,318	334	
Bridge Street Crosswalk	30,000			
Bus Shelter	30,000			
Railway Trail Paving	150,000	102,540	133,771	
KN#3 Lift Station Renewal	200,000			
KN#2 Lift Station Panel Replacement	25,000	Defer?	Defer?	
STP – UV Building Renovation	95,000			
Asset Management Plan	20,000	n/a		
Balser Drive Sewer Line	20,000			
Pumps and Laterals	20,000	n/a		
Irving Parking Lot	30,000			
PW Building Equipment	10,000	n/a	2,046	
Salt Shed	125,000	4,500		
Truck #3 Replacement	75,000			
Disc Golf	20,000	18,500	10,429	
Total	2,050,000			

Year	Multi-Year Projects	Budget	Tender w/ HST portion	YTD Actual	Status
2019	PW Building Design / Other	475,000	"86,300"	39,135	C
2022	PW Building Construction	n/a	388,700	308,577	C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

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