



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

ph 902 765-2800
fx 902 765-0807

July 13, 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 after the Annual General Meeting on Thursday, July 13, 2023.



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REGULAR COMMISSION MEETING July 13, 2023

AGENDA

1. Volunteer of Year Presentation
2. Review of Minutes of Meeting held June 8, 2023
3. Business Arising from the Minutes
4. Consent to Agenda Items
5. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Development
6. 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
7. Clerk's Report
8. Correspondence
9. In-Camera Discussion (if required)
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JUNE 8, 2023

COMMISSION:

Wayne Fowler
Mike Bishop
Muriel West
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Janice Knickle - Absent

SWEARING IN:

As no nominations for Village commissioner were received by nomination day May 24th, Neil Larder and Mike Bishop were elected by acclamation.

Mike Bishop and Neil Larder were sworn in as Village Commissioners for another three-year term.

OPENING

Chair Fowler called the Regular Session meeting to order at 9:30pm at the Village Office following the Annual General Meeting.

Chair Appointment

The Chair directed the Clerk Treasurer to administer the election process for Chair. Clerk called for nominations for the position of Chair. Commissioner Bishop nominated Commissioner Fowler for the position of Chairperson. Commissioner Fowler accepted the nomination. As there were no further nominations:

**ON MOTION OF COMMISSION BISHOP AND COMMISSIONER WEST THAT
WAYNE FOWLER BE APPOINTED CHAIR FOR THE VILLAGE OF KINGSTON.
MOTION CARRIED.**

Commissioner Fowler assumed the role of Chair.

Vice Chair Appointment

Chair Fowler called for nominations for the position of Vice Chair.

Commissioner West nominated Mike Bishop for the position of Vice Chair.
Commissioner Bishop accepted the nomination. As there were no further nominations:

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER AVERY THAT
MIKE BISHOP BE APPOINTED VICE CHAIR FOR THE VILLAGE OF KINGSTON.
MOTION CARRIED.**

REVIEW OF MINUTES

Chair asked for a review of the May 11, 2023, Regular Session meeting minutes.

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER, THAT
THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF
MAY 11, 2023, AS PRESENTED. MOTION CARRIED.**

BUSINESS ARISING FROM THE MINUTES

EV Stations

Commission agreed to investigate getting charging stations for the Village.

Fitness Class Passes

Any unused portions of Fitness Class passes can be carried over to the next session.

Farmer's Market Request

The Kingston Farmer's Market organizers are requesting to have Kingsley and someone in the bull mascot suit at their July 6th market for photo-ops. Commissioner Avery will check with public works staff.

CONSENT TO AGENDA ITEMS

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

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

PUBLIC WORKS – See Full Report

RECREATION – See Full Report

Mural Ideas

Commissioner West suggested there is an old picture of the group of men cooking the steer.

COMMUNITY DEVELOPMENT – See Full Report

COMMITTEE REPORTS:

Steer BBQ – See Full Report

Commissioner West provided the following highlights from their last meeting:

- A steer will be cooked this year by a group of volunteers including Neil Larder.
- \$1,100 was received from the County of Kings.
- \$1,000 was received from Atlantic Lottery.
- Businesses were not canvassed this year, but Sobeys called and asked if they could contribute \$500 to the Steer BBQ.
- Nova Scotia Dairy Farmers contributed \$500.
- There was no funding received from the province.
- Number of tents from 14 Wing are being worked out.
- Legion is allowing one cider provider at the beer tent.

Chair is not able to make the Steer BBQ, but Commissioner Bishop will carry out Chair duties in his place.

Joint Accessibility Advisory Committee (JAAC)

N/A

Kingston Area Advisory Committee

Jamie Kane is leaving his position on this committee as he will be moving out of the Village.

Audit Committee

N/A

Soldiers Memorial Hospital Foundation – Dr. Recruitment Committee

Commissioner West provided the following highlights:

- A new PRAP doctor will be coming on June 17th until the 23rd. If he passes his assessment, he must be licensed and then he has committed to 3 years of service here.
- Commission agreed to have Commissioner West deliver a hanging basket from the Village of Kingston to a doctor who will be doing her residency at Soldier's Memorial Hospital as well as to a new doctor who moved to Kingston.

Association of Nova Scotia Villages (ANSV)

There will be another virtual meeting on June 16th.

Village of Greenwood Mutual Support

Commission agreed that the Villages of Kingston and Greenwood will be sharing costs of various events going forward.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE VILLAGE PROVIDE \$2,500 TO THE VILLAGE OF GREENWOOD FOR THEIR RIB FEST TO BE HELD ON JULY 28TH – 30TH. MOTION CARRIED.

CLERK REPORT – See Full Report

Kingston Historical Society

Treasurer Tony Cochrane has handed the financial documents and monies related to the society to the Village. He proposed using the funds for a self guided walking tour around the Village with interpretive panels with pictures and text showing the history. There may be a booth at the Steer BBQ for the sale of Echoes Across the Valley books depicting the history of Kingston and surrounding areas.

ICIP Grant Application – Central Water Phase I

The grant application was declined by the province. They needed more information, such as the number of residents that would be connecting right away. The Village will work with the county to find out the necessary steps to prepare for the next available grant application.

Association of NS Villages

Clerk, Commissioner Fowler and Commissioner West will be attending the annual general meeting in September.

Festivals and Community Events Funding Requests

Autism NS applied for a grant of \$600 for the Autos for Autism Car Show July 30th.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THE VILLAGE APPROVE THE AMOUNT OF \$400 FOR THE AUTOS FOR AUTISM SHOW JULY 30TH THROUGH THE FESTIVALS AND EVENTS FUNDING POLICY. MOTION CARRIED.

Nova7Arts has applied for a grant of \$1,000 to hold Art in the Park in Centennial Park one day a week for six weeks this summer.

ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER LARDER THAT THE VILLAGE PROVIDE \$400 TO NOVA 7ARTS TO HOLD ART IN THE PARK IN CENTENNIAL PARK ONE DAY A WEEK FOR SIX WEEKS. MOTION CARRIED.

LED Streetlights

A new streetlight was installed on Mathews Lane to replace a privately owned one that is no longer connected. Black and MacDonald installed the light and repaired another for \$2,268.22 including HST.

J-Class Road Paving 2023

The County advised the Village that the province approved repaving 4 of the 10 roads submitted for the County of Kings. The County has requested that the province substitute in the old section of Old French Road.

Truck Tender

The Village received one more bid before the tender closed Wednesday. Tender will be awarded to the lowest bidder. Delivery time from Mexico is 30 to 60 days.

Capital Projects – See Report

Tender documents are being prepared for the KN#3 lift station renewal, the STP – UV Building renovations, and the Salt Shed.

Salt Shed Design

The design was received and will be put out for tender next week.

Irving Parking Lot Beautification Tender

Clerk put tender out on the NS procurement site and emailed to local companies and only one company has been in contact to ask for a site visit. The closing date is June 15th.

KN#03 Renewal Tender

The tender has just been issued today for three weeks.

New Bus Shelter

There has been no word from Kings Transit about whether they received the grant to purchase bus shelters.

Bridge St Crosswalk

Doug Pulsifer, with NS Department of Public Works, is waiting for approval from senior staff for a crosswalk on the Kingston end of Bridge St.

East Main St Sidewalk

Scheduled for completion in August.

Department of Natural Resources Greenspace Purchase

The purchase of the land on the south side of the trail from the east Superstore entrance to Walker Brook in the west has been held up for years due to complications with surveying. The surveys have been a challenge over the years due to the position of Hwy 1.

ADJOURNMENT

As there was no further business to discuss, Commissioner Avery motioned to adjourn the meeting at 10:30pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 13, 2023**
Re: **Environmental Services Report**

Collection System

Sewer Lateral Installations

With the help of Evangeline Excavation Services, staff installed directionally drilled sewer lateral at 738 Main St. Lateral was installed into manhole out in the street in front of 738. Staff hired mini excavator operator to expose pipe coming out of basement wall of house and make connection onto directionally drilled pipe. Old easement line that runs under new construction next door is now officially abandoned.

Installed two sewer lateral hookups for the two new fourplexes built on Markland Rd. Saddles were used to connect to sewer easement line that runs between the two new buildings. Staff had conversation with Village Clerk about sewer permits and how they are filled out and that more questions need to be asked to confirm what exactly is being built when contractors fill out sewer permits. Checking option box 'other' and listing how many fixtures does not always indicate how many units for sewer rate charges.

Lateral was installed for new unit in trailer court across from Paragon golf course by Mid Valley Construction (MVC). During excavation, force main pipe coming from lift station was struck. Staff were called by MVC to turn station off while they repaired. Office or staff were not notified that lateral was being installed.

Barnes Pump Demo

June 8 staff attended a Barnes pump demonstration at the County of Kings Public Works shop. Demonstration was put on by Sansom Equipment for a different option for Flygt pumps. Pump is a grinder style of pump that handles rags, plastics, and other items. Barnes pumps have been around for a long time and should be considered for possible smaller applications or low flow lift stations. Flygt pumps have increased in price over the last 3 years by at least 25%.

Balser Dr Sewer Line Repair Quotes

As reported last month, we received 2 quotes for Balser Dr line sewer line repair. Staff are still waiting for third quote from MVC.

KN-3 Lift Station Retrofit

Village Office received only one tender for the East Main St KN-3 lift station retrofit. Tender was submitted by MVC.

Treatment Plant

UV Room Flood Prevention Upgrade

Treatment plant manager has been communicating with Dillon Consulting to confirm measurements of effluent chamber where pump system will be located. Location of new pump panel was also discussed and confirmed to help complete tender document.

Pump float switches will be installed to turn pump on when level in effluent chamber rises due to river system backing up from time to time. It will force-pump it out the effluent pipe where check valve will be installed to prevent water backing up into UV Room.

Treatment Plant 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. Washing down clarifier happens more often this time of year with algae bloom in full swing.

Quarterly reports have also been submitted to Environment and Climate Change Canada.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July13, 2023**
Re: **Public Works Report**

Relentless Rain / Flower Issues

Since reporting dry conditions in last month's report, the rain has been relentless. This meant the hanging flower baskets had to be removed at the request of supplier Greenleaf Enterprises so they could replant with Wave Petunias and new soil. Flower baskets have since been hung back up. Ground flower bed flowers have also been very slow growing due to lack of sunshine but are now starting to take off.

Rec Hut /BBQ Storage Doors

Before Steer BBQ new double doors were installed on Rec Hut building by MVC. Other items were removed from storage area at north end of Rec Hut. Dead bolt was reused but will be keyed the same as rest of Rec Hut doors.

Steer BBQ Preparations

Some of the preparations carried out by Public Works staff before the Steer BBQ included the following:

- Portable staging was installed on the Steer BBQ grounds after receiving staging back from the Village of Greenwood for their Canada Day celebrations.
- Electrical cable was fished through pipe from arena for portable electrical panel that provides power for staging.
- Sand was hauled to BBQ pit and tractor was also used to unload tables and chairs from trucks.
- Used boom lift to install Steer BBQ banner west of Avery's Farm Market. Installed wood sign advertising BBQ dates on Main St across from DeCoste Kitchen's.
- Tennis nets were removed at the request of the recreation department for kid's foam party Friday night.
- Barricades and cones were also distributed to the different locations in the Village for traffic control for parade.
- Kingsley was removed from pedestal onto float for parade.
- Staff drove Village truck and float in parade on Saturday.

Staging Replacement

Staff reported last year and recommended that the wood portable staging be considered for replacement due to wood becoming quite weathered. Staff also suggested that the cost of new staging could be cost-shared with the Village of Greenwood. The responsibility of storing the

staging could also be shared with each Village storing half. Greenwood is borrowing the stage again for Rib Fest the last week in July. Different options should be explored.

Stronach Park/ New Benches

Public Works staff installed new metal benches at Stronach Park. The red bench was installed on the Fitness Trail as per requests from the public. The other yellow memorial bench was installed on the grass hill at the park parallel with purple memorial bench. When staff were installing yellow bench, they were approached by a person who donated purple memorial bench and did not understand why another memorial bench was allowed. They were referred to the Village Office.

Handicap Complaint/ Superstore Traffic Lights

Staff received complaint from handicapped deaf lady at Andy's Tire traffic lights about the lack of a sidewalk on either side of the west Superstore entrance for pedestrians who cross from north to south. The same lady also uses a walker and must walk out in the lane that cars drive in. Obviously because of her hearing handicap she is worried she may get hit. As far as accessibility goes it is not pedestrian handicap friendly.

Ongoing Maintenance

Ongoing maintenance, especially grass mowing, has kept staff hopping. Fertilizer applied 6 weeks ago, and all the rain, has created somewhat of a hayfield throughout our recreation grounds. Staff has had to rake grass into piles and then dispose of it. Grass trimming has also been steady.

Street sweeper from NS Department of Public Works (NSDTPW) finally showed up on the week of BBQ and managed to get the Main St, Westwood St and Pine Ridge Ave in time for Saturday parade. Parking lots and different areas were also swept by Public Works staff throughout the Village.

Platform Lift Training & Fall Protection Course

June 21 Public Works staff received training for Fall Arrest and Elevated Platform training with Sunbelt Rentals. Training is required every 3 years and touches on OH&S, harness inspections, fall arrest equipment inspections and hazard assessment forms. Training also includes practical use of boom lift, using our own Haulotte Boom lift.

East Main St Sidewalk Construction

To date, construction of East Main St sidewalk has not begun. Email was sent to contractors asking for scheduled start date. Initial meeting with Howard Little Excavation, staff, and engineer stressed the need to complete before school starts in September.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**
Date: **July 12, 2023**
Re: **Recreation Report**

Recreation

- Unfortunately, due to forecasted inclement weather, we had to cancel the Community Clean Up day on Saturday, June 17th. We plan to do one in the fall.
- The bike repair station has been installed by the parking lot next to the old Visitor's Centre. Recreation coordinator gave away free bike bells and had a draw for a free helmet as well.
- Rec coordinator booked a few try-it sessions with Kings County for Tennis, Golf and Basketball. These are free sessions for the community/youth to come learn to play.
- June 26th - 55+ Games held a washer toss tournament, with 16 seniors in attendance.

Fitness Classes

- Registration is full for the Made to Move summer class with Karly M.
- The Older Adult Strengthening class with Karly M. was cancelled for the summer due to low numbers. We will try to hold it again this fall.

Disc Golf

- We held two free Disc Golf lesson sessions before school ended, and a few more are scheduled over the summer. Nathan McCarthy has been leading them. We have opened them up to all ages to come learn how to play. We hope now that school has ended attendance increases for these free lessons.

Trail Society

- Have met with Larry Lee and he is willing and able to do the mural for us this year. For the mural, we are thinking of having Stronach park pond with trees, and a plane going overhead.
- Awaiting funding confirmation before proceeding.

Day Camp

- Staff have started at the Day Camp and completed training with assistance from Valley Recreation. Anna, our supervisor, has done a great job planning and booking in presentations/visitors/trips for the summer.
- Day Camp is still full, with some cancellations occurring but spots are filling up from the waitlist. To receive a refund, guardians must give a minimum of a week's notice before the week of camp they want to cancel, as it gives us time to fill the space.

Seniors Summer Social

- Planning is underway for the Senior's Summer Social on Wednesday, August 30th. It will be held at the Lions Hall again. Chris Palmer and Friends will be our entertainment.

Grants

Confirmation of the following grants applied for, and amounts received (awaiting cost breakdown details):

- Active Communities Fund, receiving \$3,900 - 100% of requested amount for free disc golf lessons, and facility access costs for free public skates.
- Community Recreation Program Assistance, receiving \$1,820 of the \$3,640 requested for Summer and March Break Day Camp wages, and in-service skate days.
- Park, Playground, and Trail Maintenance & Development Grant, receiving \$9,589.50 of the \$14,803.95 requested. Requested fence modification and new basketball systems at Ravenwood Park, new balance beams at Stronach Park, new steel door at Rec Hut and outdoor rink tarp replacement.

Steer BBQ

- The Steer BBQ was, overall, a success. Friday night's foam party was a hit, and adding more free options for families, such as more carnival games, petting zoo etc.
- The Recreation Coordinator hosted a Free Throw Competition instead of the 3on3 and had a good turnout. For the 8-12 age group we had 10 participants, for the 13-17 group we had 5 participants and the 18+ group we had 7 participants. The winner for the 18+ had a total of 46 baskets in the 2 minutes. Prizes were awarded.
- Day Camp staff helped during this event and were needed to help run events and tear down afterwards as well, which was appreciated.
- On Saturday Kingsley set a record on the mechanical bull, lasting 18 seconds!
- Disc golf baskets that were borrowed from Middleton got some good use on Friday night and helped promote our new Ravenwood course.
- Tents borrowed from Berwick were great to have for multiple uses.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **July 13, 2023**
Re: **Community Development Report**

Steer BBQ Recap

- The upgraded speakers with Brian Mullen worked well. Live music could be heard from the basketball courts on the other side of the field.
- Each of the bands were great and had a crowd sitting to watch. Having tents to provide shade over the seating section helped.
- The Friday night foam party was a big hit! The Kingston Fire Department allowed use of one of their trucks for water. An extension cord was run from the red barn to the tennis courts. This activity was also accessible for people who use wheelchairs. All ages seemed to enjoy it.
- Bounce Kingdom Party Rentals provided bouncers and snow cones for both Friday and Saturday. The addition of the rock-climbing wall was also popular.
- Changing the layout to have the beer tents in between the baseball field and arena made for more space.
- Sunday was slower for music and painting with 7Arts. The heat and 3 days of activities beforehand likely had the community tired. For next year, if a Sunday is planned, hold activities like bingo with the Legion.
- Businesses in the Kingston area also did a great job promoting the Steer BBQ by posting positive messages and pictures online.
- Overall, the weekend ran smoothly. Everyone seemed to enjoy the activities planned and were excited to have a whole roasted steer again.

Funds/Sponsors for 2023:

- Kings County \$1100
- Atlantic Lottery \$1000
- Greenwood Sobeys \$500
- Middleton Rotary Club \$500
- Valley Credit Union \$500
- Kingston Superstore donated 9 cases of water for volunteers/parade.
- EFR, free rental of compost bins and dumpster
- Fraser's Pro Home Centre, cost of mechanical steer & whole steer

Outdoor Concert Series

Delayed start to the season due to rain. Hoping to get permission from the rink association to promote the concerts on the sign across the road from Westwood St.

Kingston Lions Club Shredding Event

Former President Pat Nixon said the event ran smoothly. 30 individuals used the services provided. Those who missed out are hoping something similar can be done again in the future.

Outdoor Movie

Date scheduled for Friday, September 8th. The Annapolis Valley Autism Centre is interested in partnering for this event.

Business Meeting at Fire Hall

Booking a meeting for mid to end of September at the Fire Hall.





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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk / Treasurer**
Date: **July 13, 2023**
Re: **Clerk Report**

Kingston Historical Society

Booth was set up at the crafters market (Steer BBQ) and 12 sets of Echoes Across the Valley books were sold at \$15.00 each (regularly \$25). Minnie Rogers, John Pierce, and Lynda Pierce managed the booth for the day.

Sewer By-Law / Policy changes

Currently the Province will not allow Villages to create a policy for fees. This will require the Village to continue to have our sewer bylaw re-approved each time a sewer charge is updated. Municipal Affairs has suggested that we have the ANSV bring an MGA amendment to the Province to rectify this issue.

Association of Nova Scotia Villages

September 14-16, 2023 - Pugwash

Cybersecurity Update

Network, website, and documents and emails update / Backup(s) status

Irving Parking Lot – Choice of stonework color (smoke, option 3), charcoal cap stone

Capital Projects:

STP–UV Room Flooding - Dillon Consulting finalizing tender docs.

Salt Shed – Tender should be ready to distribute on Monday, July 17th.

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

Bus Shelter – I suggest delaying the purchase of a bus shelter until Kings Transit completes their study and distributes their own bus shelters.

Bridge Street Crosswalk – waiting for update from Province regarding installation location and date of construction.

KN#3 Lift Station renewal – Received 1 bid for \$275,000. Should we accept bid, or re-tender it hoping for a better price.

2023-24 Projects	Budget	Tender w / HST portion	YTD Actual	Status
East Main Sidewalk	1,200,000	502,318	22,764	C
Bridge Street Crosswalk	30,000			
Bus Shelter	30,000			
Railway Trail Paving+Irving lot paving	150,000	102,540	134,701	Z
KN#3 Lift Station Renewal	200,000	275,000		Pre-T
KN#2 Lift Station Panel Replacement	25,000	Deferred	Deferred	Pre-T
STP – UV Building Renovation	95,000			Pre-T
STP – Electrical, Ventilation, Mechanical	303,500			
Asset Management Plan	20,000	n/a		
Balser Drive Sewer Line	20,000			Quotes
Pumps and Laterals	20,000	n/a		
Irving Parking Lot	30,000	27,583		C
PW Building Equipment	10,000	n/a	10,360	Z
Salt Shed	125,000		4,693	Pre-T
Truck #3 Replacement	75,000	68,053		Z
Disc Golf	20,000	18,500	19,280	Z
Total	2,050,000			

Year	Multi-Year Projects	Budget	Tender w / HST portion	YTD Actual	Status
Prev	PW Building	475,000	388,700+86,300	381,976	Z
2023	PW Building Remaining	93,024	n/a	31,170	C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

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