



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

ph 902 765-2800
fx 902 765-0807

August 10, 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 on Thursday, August 10, 2023.



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

ph 902 765-2800
fx 902 765-0807

REGULAR COMMISSION MEETING August 10, 2023

AGENDA

1. Review of Minutes of Meeting held July 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. Committee Assignments
7. Correspondence
8. In-Camera Discussion (if required)
9. Adjournment



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

ph 902 765-2800
fx 902 765-0807

KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JULY 13, 2023

COMMISSION:

Wayne Fowler
Mike Bishop
Muriel West
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

GUEST:

Harley Hazelwood – Volunteer of the Year

OPENING

Chair Fowler called the Regular Session meeting to order at 7:03pm.

VOLUNTEER OF THE YEAR

Chair Fowler congratulated Harley Hazelwood for being selected by the committee as Kingston's Volunteer of the Year for 2022 and presented him with a card and plaque. Mr. Hazelwood has volunteered with the Upper Room Food Bank for 34 years. He thanked the Village for the presentation and for supporting the Food Bank by offering to be a year-round drop-off location of donations from the public.

REVIEW OF MINUTES

Chair asked for a review of the June 8, 2023, Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER AVERY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JUNE 8, 2023, AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

EV Stations

Clerk will investigate suppliers.

Farmer's Market Request

The Kingston Farmer's Market organizers requested to have someone in the bull mascot suit at their July 6th market for photo-ops. This was a big success as the organizers added a cow calling contest.

Steer BBQ

Commissioner Avery thanked Commissioner West for doing such a great job representing the Village at the Steer BBQ. Chair Fowler heard all positive comments from the public regarding this year's Steer BBQ and commended all staff for their part in making it a success.

New Public Works Truck

The truck arrived at Connell Motors, they are outfitting it with some extras, and it should be ready next week.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda. Commissioner Avery requested one additional item – Community Garden Request.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BISHOP THAT THE COMMISSION APPROVE THE AGENDA AS PRESENTED WITH ADDITION. MOTION CARRIED.

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

KN3 Lift Station

Commission agreed it would be prudent to have Clerk look into retendering since only one bid that came in and well over budget.

Sewer Permit

The sewer connection application needs to be modified to include number of units being built per year.

PUBLIC WORKS – See Full Report

Steer BBQ Work

Commission thanked public works staff for all the preparation work they did before the Steer BBQ weekend.

Complaint from Hearing Impaired Resident

The complaint regarding a lack of sidewalk on either side of the west Superstore entrance should be directed to Loblaws/Superstore since it is on their land.

Portable Stage

Chair Fowler will discuss cost-sharing to replace the rotting stage sections, with the Village of Greenwood. It may be an item for next year's budget, or it could possibly be built over the winter.

Rec Hut Doors

The other double doors on the Rec Hut also need replacing in the next year/budget.

RECREATION – See Full Report

Steer BBQ

It was suggested to the BBQ committee that the generators be located away from the games area in the future due to the loud noise. Another option is to run more power to the area.

Mural Ideas

The Kings County Trail Society is funding a mural for the back wall of 1496 Park Rd across from G.W Sampson. The owner of the building has agreed to the mural. A suggestion for a mural on the railbed side was to use an old picture of the group of men cooking the steer, a slogan, or something bright, colourful, and lively. Commission agreed they would like to have more information and input.

COMMUNITY DEVELOPMENT – See Full Report

Groups Involved in Steer BBQ

Staff will reach out to all groups to see how they did at the Steer BBQ and if they would want to come back again next year. The NS Dairy Farmers should be added to the list of Funds/Sponsors for contributing \$500.

Credit Union Centre Sign

President of the arena board gave Village staff permission to use arena sign on Main St across from Westwood St to advertise the summer concert series at the bandstand.

COMMITTEE REPORTS:

Steer BBQ – See Full Report

- The event was a success and the new additions such as the Friday night Foam Party were a big hit.
- The weather cleared and was great for the four days of activities.
- The first ever Steer BBQ golf tournament at Paragon on Friday July 7th was a big success with 30 teams registered. The revenues for the Village will be used to provide ice time for public skating and other recreational activities in the community. They held a random draw for prizes. Suggestion was made to have a steer plaque made for the golf tournament and to make it an annual event.
- Commission thanked Brad Beardsley for chairing the Steer BBQ committee and all the work that goes along with that position as well as Commissioner West and Commissioner Larder for their contributions.
- The process of cooking the steer went well with Hugh Moore as the guide/mentor to Robert McMaster, Commissioner Larder and others.
- Revenue for the Lions Club goes back into the community.

Joint Accessibility Advisory Committee (JAAC)

The meeting was cancelled last night.

Kingston Area Advisory Committee

Jamie Kane's position will need to be filled.

Audit Committee

N/A

Soldiers Memorial Hospital Foundation – Dr. Recruitment Committee

Commissioner West provided the following highlights:

- The new doctor will hopefully be practicing by September in the Kingston Medical Centre.
- Another doctor who has purchased a home in Kingston is doing a two-year residency here.
- Commission agreed to have some swag on hand for the new doctors such as reusable bags or discs for disc golf with the Village logo. Businesses may want to supply discs with their logo on them.
- Suggestion was made to have shirts for commissioners and staff when attending events/meetings as well as some blank cards with the Village logo.

Association of Nova Scotia Villages (ANSV)

There will be a virtual meeting on July 20th.

CLERK REPORT – See Full Report

Kingston Historical Society

Volunteers sold 12 sets of Echoes Across the Valley books at the Steer BBQ Craft Fair.

Sewer Bylaw/Policy Changes

Commission agreed to have the Association of Nova Scotia Villages present to the province an amendment to the Municipal Government Act to allow Villages to change sewer fees without re-approval from the province each time. This item will be brought up at the virtual meeting on July 20th.

Cybersecurity Update

The County of Kings was hit with a cybersecurity threat this week and have been shut down ever since. Since the Village's website was created by the County, it has been down as well. The Village has not been affected otherwise. Clerk will look into an insurance policy that will protect against cyber attacks.

Irving Parking Lot

Commission agreed with Option 3 stonework for the flower beds. The Commission agreed to wait for confirmation on the size of the bus shelter from Kings Transit/County of Kings and, in the meantime, allocate space for the bus shelter and bike racks.

Capital Projects – See Report

Sewer Treatment Plant UV Room Flooding

Engineers have been very busy but are finalizing tender documents.

Salt Shed

Tender should be ready to go out next week for a two-week period. If bids come in under budget, Commission agreed to look into bringing in Class A gravel.

Public Works Building

Manager of Able Engineering was to ask Equilibrium today for an update and the heat pump is not running yet since the drainpipe hadn't been installed.

Crosswalk on Bridge St

The province has approved a Rectangular Rapid Flash Beacon (RRFB) crosswalk for Bridge St., and they should hopefully install it sometime this year.

Sewer Treatment Plant

As part of the sewer treatment plant assessment, the Village will go ahead with the electrical, ventilation, and mechanical changes that are needed, with a budget of \$303,000 using gas tax.

CORRESPONDENCE:

Provincial Funding Allocated to Villages

The Association of Nova Scotia Villages received a response from Municipal Affairs confirming that it was expected the villages would receive a portion of the SSGF Fund that the province had sent to the county. Villages would like to be able to receive the SSGF Fund and the Federal Gas Tax Fund sent directly to villages by the province instead of through the County.

Community Gardens Request

Commissioner Avery was approached by someone working with NSCC who is going to petition the Villages of Kingston and Greenwood to supply a space and access to water for a community garden. The Village does not have the authority to adhere to a petition. Commission would like to know if there were a solid group of people that would maintain it. The Village may also be able to help them find a suitable piece of land through various groups, i.e., churches.

DISCUSSIONS:

Steer BBQ Logo

Village will get a trademark for the new Steer BBQ logo.

Loose Gravel on Trail

The loose recycled asphalt on the trail may have to be removed.

Commissioner Committee Appointments

Commissioner West advised the Commission that at the August meeting, when Village Committee Member appointments are decided, she step down from the Steer BBQ Committee next year.

ADJOURNMENT

As there was no further business to discuss, Commissioner Larder motioned to adjourn the meeting at 9:30pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **Aug 10, 2023**
Re: **Environmental Services Report**

Collection System

Balser Dr Quotes

As reported last month, staff received 2 quotes for Balser Drive, one from Howard Little Excavation and one from Dexter's Construction and have been waiting on quote from Mid Valley Construction (MVC). Staff received quote verbally from MVC, but it was much higher than both quotes received earlier. Staff awarded job to Dexter's Construction since their bid was within \$1000 of budgeted amount. Dexter's was notified to schedule work and will hopefully get job done before school opens in September. Road breaking permit was acquired by Village Clerk for the project.

KN-3 Lift Station Retrofit

Wastewater manager sat in on zoom meeting with Village Clerk, Xylem and Dillon Consulting engineers for project. The meeting was to explain the installation of proposed lift station liner- something new Xylem is offering for retrofits on existing lift stations. After short diagram display of how liner is installed, wastewater manager felt that job could be simplified by not installing this style of liner.

Also discussed were the flush valves being quoted for in pump purchase for contractor. Staff explained that stations are cleaned twice a year to remove grit and fat buildup and the flush valves are just another maintenance item. We had flush valves in one station years ago and pump had to be sent in for pricey flush valve maintenance job. Since then, we do not order flush valves with pumps and have no flush valves in any of our 15 lift stations.

After Xylem left zoom meeting, staff discussed addendum change of removing liner in favor of 200mm of quick setting fresh poured concrete with benching flat mounted discharge flanges as well as removal of flush valve option.

The addendum changes allowed staff to go back to MVC and possibly reduce quoted price for lift station retrofit.

Lift Station Cleaning

July 28th Staff, along with Loomer's Pumping Service, cleaned lift stations throughout the village. Staff clean most stations twice a year to remove fat and grit build up as a preventative maintenance measure to help protect wear on impellers and wear plates.

Treatment Plant

UV Room Flood Prevention Upgrade

Wastewater manager continues to have dialogue back and forth with Dillon Consulting engineers for UV Room Flood Prevention Project. As reported last month, staff has been taking measurements of effluent chamber where proposed pump is to be installed. This is to force pump water out of effluent pipe when river level rises and causes UV Room to flood with up to 4 feet of water. Part of this process is to install a check valve on effluent pipe.

The installation of the check valve has become a bit of a civil engineering dilemma. Engineers do not feel comfortable with a 3-meter excavation to expose effluent pipe so close to underground electrical, sludge draw off lines, and aeration tank in general. Dillon has proposed a slight change in design to have excavation about 8 meters away from infrastructure mentioned, as well as the installation of a new manhole downstream on the effluent pipe where check valve will be installed.

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 is more often this time of year with algae bloom in full swing.



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

ph 902 765-2800..
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **August 10, 2023**
Re: **Public Works Report**

Irving Parking Lot Beautification

Public Works staff received vague design submitted by Landscape Guru for stone planters to be constructed along the face of the old Irving parking lot bordering the sidewalk. Staff used the measurements of the proposed planters, with spacing in between for streetlamp standards, and guesstimated on size of proposed new bus shelter and bike racks for even spacing across 100 lineal feet.

Ideally, it would have been better to have design in place before Commission decided to install recycled asphalt. Staff had to remove a 9' wide by 100' long swath of the recycled asphalt so electrical conduit, along with 15 X 7-foot stone planters, could be installed. After recycled asphalt was removed, trench was dug to install electrical conduit followed by NS Power inspection. Following inspection, trench was backfilled, and 6-8-inches of gravel was leveled to fill in cavity where recycled asphalt was removed to accommodate Guru Landscape installation of stone planters.

Staff installed 2 concrete bases for the decorative streetlamps, which will be installed once stone planters are in place.

East Main St Sidewalk

July 26 Howard Little Excavating started construction of East Main St sidewalk. Grubbing of the construction area took place to clear any trees and shrubs in the way of where new sidewalk is being constructed. Removal of unsuitable material was also part of this process. Some trees and shrubs were relocated at the far east end of project, to owner's satisfaction.

Flowers / Hanging Baskets

Since last report about having to remove hanging baskets so they could be replanted, we have received warm sunny conditions and the hanging baskets and ground bed planter flowers are doing much better. Watering and fertilizing have also helped flowers to bloom.

Steer BBQ Tear Down

Public Works staff took apart portable staging and stored part of it away and loaned big sections of staging to the Village of Greenwood for their Rib Fest event the weekend of July 29th. Crowd barriers were also loaned to Greenwood for event. It should be noted that staging pieces are still being stored in the red barn and there is no other place to store them. There is

not enough room in new shop and unlikely enough room in proposed salt shack. Another alternative must be considered when barn is vacated.

Sand for BBQ pit was also removed with tractor to eliminate fly problem. Compost bins need to be addressed next year to have them picked up as soon as event is over. Bins were still at BBQ grounds/day camp the first week of August.

Tractor Maintenance

Kubota tractor was sent to Nova International to replace wheel hub assembly and seal. This is an ongoing maintenance item with this model of tractor. It is the third or fourth time since owning it that this repair was made. Front tires for tractor were also replaced due to wear.

John Deere tractor used for mowing also had to have rear tires replaced due to wear.

New Public Works Truck

New truck was delivered July 29th. Waiting on Lance Riswald to install Village logo and lettering on doors and back of truck.

Ongoing Maintenance

Ongoing maintenance includes mowing and trimming grass, watering and weeding of flower beds, garbage, and litter control. Staff have also been quite busy raking grass because of extreme growing conditions this year.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**
Date: **August 9, 2023**
Re: **Recreation Report**

Fitness Classes

- Have meetings scheduled to discuss the fall procedure/systems for fitness classes.

Disc Golf

- The 3rd disc golf lesson went very well with 9 people in attendance. Will be scheduling more for the summer and possibly fall.

Trail Society

- Revisiting and discussing possible mural ideas.

Day Camp

- Day camp has had visitors including: the clean river project, rugby, dragonfly haven petting zoo, pirates, and some sport try-it sessions with the County of Kings. The last day of Day Camp is Friday August 25, 2023.
- Day Camp staff have been doing a wonderful job, and work well together. We have had a few cancellations and changes so far and no major complaints/injuries. We have had some great feedback from parents on the staff this year. Staff are scheduled to have their last day on August 30th and will be helping with the Seniors Summer Social that day.

Seniors Summer Social

- The Senior's Summer Social is on Wednesday, August 30th from 2pm to 5:30pm and the format will be changing a bit this year to try to include more social interaction. Chris Palmer and friends will be performing, Recreation Coordinator will run a Social Bingo where participants must find someone who answers positively to the questions asked in each square called. Staff would like to invite all commissioners to attend, show their support and help serve food. An email will follow with more detailed instructions on

assistance required. I have received support from organizations for prizes this year. Pharmasave is donating a wonderful gift basket that will be a door prize. I have also requested gift certificates from Superstore, Sobeys, Canadian Tire, and Giant Tiger. Trishe Colman from Kings County Seniors Safety Coordinator will be in attendance, handing out some brochures. Kingsley may make an appearance.

Terry Fox Run

- Recreation Coordinator is taking the lead, with help from volunteers, for the Terry Fox Run this year. It will be held on Sunday, September 17th starting at 12:00pm. The meeting spot will be the parking lot of G.W. Sampsons and the run/walk will go down the Harvest moon trail, with a 2.5 or 5 km run option.

Grants

- The planning assistance grant will be on hold until next year so we can come up with more details and specifics on what we would like to include in the schematic design on Elm Street.
- Update on current projects:
 - o Fence modification at Ravenwood is scheduled for August 11th.
 - o The new doors on the Rec Hut have been installed.
 - o I have ordered the 2 new basketball net system for Ravenwood.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **August 10, 2023**
Re: **Community Development Report**

Outdoor Concert Series

Mother nature has been more cooperative for the concerts. Only two groups have had to reschedule due to rain: Ruth Manning & the Prospectors and Jason Spinney. Advertising on the arena sign has worked well, feedback from attendees is more noticeable. Once the season ends, feedback will be requested from performers for any possible changes.

MLA Chris Palmer Meeting – People Helping People

On Wednesday, July 19th staff were invited by MLA Kings West Chris Palmer to attend an afternoon meeting with other community organizations such as foodbanks. The intent was to learn how each group supports their community and surrounding areas. This was a great and informative afternoon. Afterward, the recommendation was made that these types of meetings be held annually.

Farm to Feast Café Association Community Garden

The board secretary sent an email to staff with the proposal of a community garden in Kingston. They inquired as to possible spaces available for a garden project. Suggestion was made to connect with the United Church to see if a collaboration is possible again. Not many details were provided on the project.

Valley Memorial Poppies Project

A member of the Four Seasons Fibre group in Kentville inquired about the Village participating in their Valley Memorial Poppies project. The idea is to create a visual display of poppies for Remembrance Day 2023. More information on the project has been requested to determine if each community is meant to make their own display or have one big display in Kentville.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **August 10, 2023**
Re: **Clerk Report**

Armstrong Food Services Sewer Billing

The Village had previously been billing sewer fees to Armstrong Food Services by charges based on flow rate due to contaminants (blood/fats) in their effluent. The flow meter has required regular maintenance, namely cleaning, for it to maintain accurate flows. Also, Armstrong's has changed their business operations (no kill floor) and handle less blood than they had previously. The Village clerk suggests charging a flat rate similar to all other properties in Kingston. Based on the size of the business, type of business, number of employees, and factoring in their continued effluent containing blood (albeit less), the clerk suggests an annual sewer charge of \$6,669.30.

This was calculated using our sewer bylaw "grocery store with meat counter" method less 30% (for not being a walk-in grocery store).

Sewer By-Law

I have circulated the updated bylaw based on the province's requested edits. As compared to the last bylaw that the Commission approved earlier this year, the changes made were:

- Include a "repeal and replace" clause.
- Indicate changes will be in effect until such time as a future "repeal and replace."
- Standardized measurements to metric system (imperial units in parentheses)
- Include sewer fee structure in bylaw (as appendix A), instead of moving the fees into a separate policy.

Update from MLA Chris Palmer (re: NSDPW)

Doug Pulsifer to reach out with a few more details about the crosswalk on Bridge St. Someone should be over sometime this week to do some foundational work. Also, new speed limit signs will be going up at the west end of the village (60kms), and a 70km sign will be put up at the east end before your new sidewalk construction.

Association of Nova Scotia Villages

We need confirmed attendance for September 14-16, 2023 – Pugwash.

IT Update

Village of Kingston staff's personal information, (as part of the pension program) during the cybersecurity incident at the County of Kings, was compromised. Staff should be receiving a letter soon from TransUnion Canada for credit monitoring services. The Village website is partially running as it was being hosted at the County. The County has now moved its website and email to the cloud. The village clerk was (and still is) in the process of strengthening our security and backup procedures at our own location. There was no direct threat to the Village from the County's security breach.

Committee Appointments

Planning Advisory (PAC) – Chairperson + 2 Commissioners

Kingston Accessibility (JAAC) – 1 Commissioner + Spare

Audit Committee – 2 Commissioners

Steer BBQ – 1 Commissioner (or 2)

Association of NS Villages (2 currently elected from ANSV)

Doctor Retention Committee – 1 Commissioner + Spare.

Capital Projects:

STP – Electrical, Ventilation, Mechanical – Engineering cost is \$55,730+HST.

Balser Drive Sewer Line Replacement – Dexter's was low quote at \$26,990.00+HST.

STP–UV Room Flooding – Engineering review revealed some construction hurdles, so they are re-working the design.

Salt Shed – Tender is open, possible extension to next week.

PW Building – Equilibrium Engineer has not provided any response to the electrical inspection deficiency. I reached out (directly) on Tuesday, August 8 for an update.

Bus Shelter – Province has approved Village's grant application under the Beautification and Streetscaping Program (BSP). 50% up to \$25,000 has been approved.

Bridge Street Crosswalk – waiting on Province for construction.

KN#3 Lift Station renewal – Received 1 bid for \$275,000. Originally deferred, with additional info, should we move forward?

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		T
KN#2 Lift Station Panel Replacement	25,000	Deferred	Deferred	Z
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	28,147		C
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	46,389	4,693	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