



Village of Kingston
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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF AUGUST 10, 2023

COMMISSION:

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

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 July 13, 2023, Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 13, 2023, AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

No business arising.

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 AS PRESENTED. MOTION CARRIED.

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

KN3 Lift Station

Commission agreed not to retender the KN#3 Lift Station project. Dillon Consulting engineers came back with an addendum which should reduce the amount of labour etc. and lower the price. Bidder can readjust their price. Commission agreed that the cost

of projects has gone up considerably since the budget process, due to carbon tax and rising inflation.

UV Room

Dillon Consulting engineers are creating a safer design for the UV Room at the sewer treatment plant.

PUBLIC WORKS – See Full Report

Mower

The Commission was advised that the mower may need to be replaced next year.

Storage Container

A shipping container was suggested as a possible storage unit in the future to store staging, barricades etc.

RECREATION – See Full Report

Disc Golf

Suggestion was made to track the number of disc golf participants on a tracking app. Staff will research supplier of golf discs to have as swag to promote the new course.

Senior's Social

Chair Fowler and Commissioner West confirmed they will attend the social.

COMMUNITY DEVELOPMENT – See Full Report

Summer Concert Series

Some concerts have not been that well attended.

Valley Memorial Poppies Project

Commission agreed that more information is needed.

Business Meeting

Commission would like to hold another business community meeting in the fall but on a smaller scale this time.

COMMITTEE REPORTS:

Steer BBQ

No report.

Joint Accessibility Advisory Committee (JAAC)

The meeting was cancelled.

Kingston Area Advisory Committee

Clerk will advertise for the vacant position and confirm that Paul Parsons and Paul McNeil will continue to sit on the committee.

Audit Committee

Village auditor is finalizing the financial statements. Clerk will organize an audit meeting.

Soldiers Memorial Hospital Foundation – Dr. Recruitment Committee

Commissioner West provided the following highlights:

- Dr. Ayeni is doing a residency at Soldiers Memorial Hospital. Volunteers were sought to help Dr Ayeni's family move into their new home in Kingston. Commissioner West brought pizza as well as brochures of the area and fresh strawberries for the family.
- New family also participated in disc golf instruction at the new disc golf course.
- Dr. Ajayi has secured accommodation for mid August and will practice at the Kingston Medical Centre as soon as he is licensed.
- The committee will be hosting an African Cultural Event on August 19th at Beaver Creek Winery. Chair is not able to attend but will check with Commissioner Bishop to see if he is able to attend in his place.

Association of Nova Scotia Villages (ANSV)

Chair Fowler and Commissioner West will attend the conference Sept. 14th and 15th.

CLERK REPORT – See Full Report

Armstrong Foodservices Sewer Billing

Commission agreed to charge a flat rate based on the sewer bylaw's grocery store rate (with no walk-ins). The annual calculated fee would be \$6,669.30 based on square footage, type of business, number of employees and their continued effluent.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE UPDATED VILLAGE OF KINGSTON SEWER BYLAW AS PRESENTED AND AN ANNUAL SEWER BILLING FOR ARMSTRONG FOODSERVICES IN THE AMOUNT OF \$6,669.30 AND FORWARD THE UPDATED SEWER BYLAW TO MUNICIPAL AFFAIRS FOR APPROVAL. MOTION CARRIED.

Sewer Bylaw

Commission approved the Village's updated sewer bylaw, as per Clerk report, based on the province's requested edits.

Crosswalk on Bridge St

Clerk is waiting for details from NS Department of Public Works regarding the installation of the new crosswalk.

New Village Speed Limits

The NS Department of Public Works will be installing new 60km speed limit signs on Main St at the west end of the Village and new 70km signs at the east end of Main St.

Committee Appointments

Planning Advisory Committee – Chair Fowler, Commissioner Larder and Commissioner Avery will sit on this committee.

Kingston Accessibility Committee – Chair Fowler and Commissioner Bishop will sit on this committee.

Audit Committee – Chair Fowler and Commissioner Bishop will sit on this committee.

Steer BBQ – Commissioner Avery and Commissioner Larder will sit on this committee.

Association of NS Villages – Commissioner Fowler and Commissioner West will sit on this committee.

Doctor Retention Committee – Chair Fowler and Commissioner West will sit on this committee.

Capital Projects – See Report

Sewer Treatment Plant UV Room Flooding

Cost of engineering for this project is \$55,730 + HST.

Balser Drive Sewer Line Replacement

The budget for this project was \$20,000 and the lowest bid came in from Dexter's at \$26,990.00+HST.

Sewer Treatment Plant UV Room Flooding

Engineers are amending the design.

Commission agreed to move ahead with these first three capital budget projects.

Salt Shed

The Village is waiting for tender bids for the foundation.

Bus Shelter

As part of the beautification grant, Commission approved the purchase of a bus shelter.

Village Office Conference Room

Commission agreed to replace the three windows in the conference room due to leakage/damage.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT, DUE TO DAMAGE TO EXISTING THREE CONFERENCE ROOM WINDOWS, THE COMMISSION AGREED TO HAVE THE WINDOWS REPLACED INCLUDING INSULATED FRAME. MOTION CARRIED.

KN#3 Lift Station Renewal

The engineering change-order to original contract should result in a cost savings.

2023-24 Capital Projects

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			

Irving Parking Lot Beautification

Commission agreed to have Clerk combine the Bus Shelter, Irving Lot Paving and Beautification of Irving Parking Lot into one project.

KN#3 Lift Station Renewal

This project was budgeted for \$200,000 but tender came in at \$275,000.

Balser Dr Sewer Line

This project was budgeted for \$20,000 but low bid came in at \$28,147.00.

Salt Shed

This project was budgeted for \$125,000 and so far, the bid for the cover came in at \$46,389.00.

DISCUSSIONS:

September Meeting Conflict

The Commission agreed to postpone their September meeting from the 14th to the 21st due to the ANSV conference. Clerk will advertise the change.

Fall Decorations

Commissioner West offered to decorate the 5 Village signs again this fall with bales of hay and pumpkins.

EV Stations

Commissioner asked Clerk to consult with MLA Chris Palmer and MP Chris D'Entremont for any grants that may be available for charging stations. Chair will also look into sponsorship opportunities with Valley Credit Union.

ADJOURNMENT

As there was no further business to discuss, Commissioner West motioned to adjourn the meeting at 8:35pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER