



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 OCTOBER 19, 2023

COMMISSION:

Wayne Fowler
Mike Bishop
Muriel West
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the September 21, 2023, Regular Session meeting minutes.

The following omission was noted:

The Village of Greenwood, Sobey's, and the Credit Union have not yet paid their Steer BBQ donation. There will be a meeting with the Village of Greenwood to discuss shared services, events etc.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER AVERY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF SEPTEMBER 21, 2023, WITH ADDITION, AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Crosswalk by Needs Store

The NS Dept of Public Works is waiting for new parts and then for Black & MacDonald to repair the post on the south side of Main Street.

CONSENT TO AGENDA ITEMS

The following items were added to the agenda:

1. Soldiers Memorial Hospital Foundation Appointment
2. Christmas Decorations
3. Staff Christmas Dinner

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THE COMMISSION APPROVE THE AGENDA AS PRESENTED WITH THE THREE ADDITIONS. MOTION CARRIED.

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

KN#3 Lift Station Retrofit

Possible delay with the KN#3 lift station retrofit until spring will not affect the budget, but the Village would have to let the County of Kings know if that were to happen.

Eradicator

It will now be every two or three weeks of maintenance routine for staff with this new type of pump.

PUBLIC WORKS – See Full Report

Greenhouse

Clerk will meet with staff member Steve Mosher to discuss his proposal to purchase a greenhouse and grow flowers in-house.

RECREATION – See Full Report

Anti Racism Charter Meeting

The meeting with Fawn from Recreation NS will tentatively take place at 2:00pm on November 16, 2023, at the Village Office.

Santa's Drive Through Kingston

Commission encouraged staff to do a sneak peek of the 'Santa Drive Through Kingston' beforehand to generate excitement. They suggested pictures and calendar reminders such as "Save the Date". Commission would like more information on what the mini parade would look like.

Santa Comes to Kingston

Commission added this event to their calendar to attend.

COMMUNITY DEVELOPMENT – See Full Report

Business Meeting

Commission wondered if staff can canvas businesses before the end of October, follow-up, and then create a list of attendees. Commission suggested inviting the Village of Greenwood Commission to attend. The Village of Kingston can help facilitate the meeting by arranging a suitable location. Commissioner Avery offered to help with the details.

Christmas Decorating Contest

Commissioner Avery offered to help staff with ideas for the contest.

COMMITTEE REPORTS:

Steer BBQ

N/A

Joint Accessibility Advisory Committee (JAAC)

Commissioner Bishop provided the following information:

- The BC government has a good strategy online that municipalities can use.
- Committee meetings will change from monthly to quarterly.
- County staff Katie MacArthur will attend the Village's next Regular Session meeting.
- Commission would like to know what traction the committee is gaining to make Nova Scotia accessible by 2030.

Kingston Area Advisory Committee

N/A

Audit Committee

N/A

Soldiers Memorial Hospital Foundation – Dr. Recruitment Committee

Commissioner West attended a meeting today and presented the following update:

- Another family practice doctor is scheduled to come to the Kingston Medical Centre September 2024.
- An event is being held on November 4th at the Annapolis Mess to officially welcome the new doctors to the area.
- Other events are being planned for the doctors and their families.

Association of Nova Scotia Villages (ANSV)

Clerk gave a report on the September conference including Pugwash's involvement in Communities in Bloom by volunteers.

CLERK REPORT – See Full Report

Greenwood/Kingston Meeting

Commission agreed to meet with the Greenwood commission on November 7th to discuss partnering on different events.

Security Cameras

The quality of the new and less expensive cameras will be determined once installed.

IT Solutions

Clerk installed the Network Attached Storage (NAS) this past summer, which runs the cameras. New cameras will be installed in various locations.

Association of NS Villages (ANSV) Conference Update

Chair received a five-year certificate for his involvement with ANSV. Chair Fowler was also voted in as Director-at-Large.

Capital Projects

Electrical Ventilation at Treatment Plant

Staff reviewed the 50% drawings today.

Sewer Treatment Plant UV Room Flooding

It will be a few weeks for the tender.

New Salt Shed

The walls will be poured tomorrow, and the slab is down.

Irving Parking Lot

The project is almost finished, the bus shelter will arrive December 20th and the bike racks will be ready soon but may have to be installed next spring.

Bridge St. Crosswalk

Installation date by the NSDPW was scheduled for mid-September but has not yet begun.

Broken Crosswalk Solar Panel by Needs Store

The NS Department of Public Works (NSDPW) removed the damaged crosswalk's solar panel, left it open for three weeks and the post filled up with water, ruining all the electronics. Village is waiting for new panel installation.

KN#3 Lift Station

Staff will look at drawings from Mid Valley Construction that just arrived today.

Balser Sewer Line Replacement

The project came in at \$30,000 instead of \$28,000.

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 (and bike racks)	30,000	13,663		C
Railway Trail Paving+Irving lot paving	150,000	149,564	149,564	Z
KN#3 Lift Station Renewal	200,000	266,400	125	C
KN#2 Lift Station Panel Replacement	25,000	Deferred	Deferred	Z
STP – UV Building Renovation	95,000	31,167	20,929	Pre-T
STP – Electrical, Ventilation, Mechanical	303,500	54,000		Pre-T
Asset Management Plan	20,000	n/a		
Balser Drive Sewer Line	20,000	28,147	30,304	Z
Pumps and Laterals	20,000	n/a		
Irving Lot (less paving \$46,389)	30,000	27,583	18,157	C
PW Building Equipment	10,000	n/a	10,360	Z
Salt Shed	125,000	166,507	29,258	C
Truck #3 Replacement	75,000	68,921	68,921	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	32,895	C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

T - Tendering Process

C - Work started / Construction

Z - Finished

Financial Statement

Commission agreed to change the Tourism & Development line item to Community Development.

ADDITIONS:

Soldiers Memorial Hospital Foundation Appointment

The Village of Kingston will need a representative to sit on the society. Commission agreed to have the Clerk sit as a representative until someone else is appointed.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BISHOP THAT THE VILLAGE COMMISSION APPOINT VILLAGE CLERK MIKE MCCLEAVE TO SIT ON THE SOLDIERS MEMORIAL HOSPITAL FOUNDATION AS THE INTERIM REPRESENTATIVE. MOTION CARRIED.

The board is being run by Deputy Chair John Smith until a new chair is elected. Commission agreed to send a letter to John Smith to let him know we have a representative on the foundation.

Christmas Decorations

Suggestions made by Commissioner Avery for decorations included:

- Having a large Christmas tree temporarily placed on the bus shelter platform, since the shelter is not being delivered until December 20th. A tree lighting ceremony could be planned with hot chocolate provided.
- Planting Christmas trees in each of the Welcome to Kingston signs.

Clerk advised there is no power at the signs and public works staff already have a great deal of decorating to do. He suggested getting a volunteer group to help decorate. Commissioner Avery will try to get a volunteer group together.

Former Autism Centre

Commissioner Avery suggested, for next year's budget, asking the owner of the former Autism Centre for permission to have a bright, colourful mural painted on the west side of the building. Staff will send correspondence to the owner.

CORRESPONDENCE

Soldiers Memorial Hospital Foundation (SMHF)

The Village received a letter of resignation from Kelly Hutton, Chair of the SMHF dated October 6, 2023. Mr. Hutton served for 13 years on the Society, 11 years on the board and 3½ years as Chair. The letter highlighted the many efforts completed over the years such as new equipment for the hospital. He encouraged community organizations to continue to support the good work of the foundation. Commission agreed to send a letter of thanks to Mr. Hutton for all his hard work over the years, while representing the Village.

Royal Canadian Legion

The Legion invited Chair Fowler to the Remembrance Day events. Chair Fowler and Commissioner Bishop will attend the wreath laying ceremony.

Kingston Lions Club

Lion's Club Chair sent a letter of thanks for supporting their 'After the Bell Program', which helps students with food insecurity.

Municipal Affairs and Housing

The NS Minister of Housing notified NS villages that they are looking into legislative options to allow a village to change its name. This came about when the Village of Cornwallis Square requested changes to the Municipal Government Act to allow them to change their name.

DISCUSSION:

Staff Christmas Dinner

Commissioners agreed to look into having the staff dinner at the Yellow Leaf Restaurant in Kingston on one of the following dates: December 4th, 5th, or 6th or December 11th, 12th, or the 13th.

Leaf/Brush Bins

Commission agreed to have the leaf and brush bins available starting Thursday, October 26th.

ADJOURNMENT

As there was no further business to discuss, the meeting adjourned at 9:35pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER