



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

ph 902 765-2800
fx 902 765-0807

June 13, 2024

Commissioner W. Fowler
Commissioner M. Bishop
Commissioner N. Larder
Commissioner L. Avery
Commissioner M. Travis

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place on Thursday, June 13, 2024.



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REGULAR COMMISSION MEETING June 13, 2024

AGENDA

1. Oath of Allegiance and of Office – Maggie Travis
2. Chair / Vice-Chair Appointment
3. Presentation – AVRL – CEO Julia Merritt
4. Presentation – Blomidon Naturalist Society – Alan Warner
5. Review of Minutes of Meeting held May 9, 2024
6. Business Arising from the Minutes
7. Consent to Agenda Items
8. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Development
9. 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
10. Clerk's Report
11. Correspondence
12. In-Camera Discussion (if required)
13. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MAY 9, 2024

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Absent

GUESTS:

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

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the April 11, 2024, Regular Session meeting minutes.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER AVERY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF APRIL 11, 2024, AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Mural Project

Commissioner Avery met with the two artists to discuss the details of the project. They discussed the logistics of preparation and the parking lot during paint days. The artists asked about wrapping the mural around the wall a bit. It will incorporate flowers and word(s). It will be completed the week before Steer BBQ.

Hwy 101 Village Signs

The Village obtained the rights from the artist and will be using her mural of the Steer that sits in the library as part of the overall design. The graphic artist and the artist had a meeting with Clerk and Chair to discuss details.

Power Poles on Sidewalk

One pole has been removed so far.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

The Village will fix the sewer situation at the Lions Club and Legion and if it ventures into their property, they may be invoiced accordingly.

Accessory dwellings are becoming more popular with the housing crisis and new County zoning bylaws. Owners will have to hook onto their own sewer line to get out to the road. They will still be required to purchase a sewer permit. If they are unable to hook onto their own line, they will have to pay to have their second lateral out to the road.

PUBLIC WORKS – See Full Report

The Village is still waiting for the manhole on Westwood Street to be repaired by the NS Department of Public Works. They have a temporary grate on it.

RECREATION – See Full Report

Sign for Duck Pond

Commission agreed to use the “Do Not Feed the Ducks” sign presented by the Recreation Coordinator for Stronach Park to keep wildlife wild and healthy.

Steer BBQ Ball Caps

The Steer BBQ hats with logo are ready and will be available for sale at the Steer BBQ. Suggestion was made to have a disc reader machine for payment at the BBQ.

COMMUNITY DEVELOPMENT – See Full Report

Outdoor Concerts

Suggestion was made for staff to promote the outdoor concerts on valleyevents.ca etc., to gain more attendance at the concerts.

Business Group Update

Commission would like to have an update on the status of the business group and if they have been asked to volunteer at the Steer BBQ movie night.

COMMITTEE REPORTS:

Steer BBQ

- The golf tournament will be held again this year.
- The hot water issue has been resolved.
- The next meeting will be held Wednesday May 15th at 4:30pm.

- The Valley Credit Union staff may be able to provide manpower support for the movie night. Commission requested that community development staff apply under the Valley Credit Union site and the contact is Laura Zeldon.

Joint Accessibility Advisory Committee (JAAC)

N/A

Kingston Area Advisory Committee (KAAC)

There was a meeting last night and the committee agreed to the zoning request to the County of Kings from R1 to R2 for a build on a vacant lot on Windsor St.

Audit Committee

N/A

Soldiers Memorial Hospital (SMH) Foundation – Dr. Recruitment Committee

Their annual general meeting will be held at 6pm on June 13th at the Lions Club.

Association of Nova Scotia Villages (ANSV)

N/A

CLERK REPORT – See Full Report

2024/25 Tax Rates

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BISHOP THAT THERE BE NO INCREASES TO THE 2024/25 RESIDENTIAL AND RESOURCE PROPERTIES TAX RATE AND IT BE SET AT 32.0 CENTS.

THAT THERE BE NO INCREASES TO THE 2024/25 COMMERCIAL TAX RATE AND IT BE SET AT 41.3 CENTS.

THAT THE RESIDENTIAL SEWER TAX RATE BE SET AT \$365 AND THERE BE NO OTHER INCREASES TO THE 2024/25 SEWER RATES.

MOTIONS CARRIED.

Paving Tender

Tender closed May 8th, 2024, at 2:00PM

Tender bids (2024-201-VOK) received (\$\$\$ + HST):

Valley Paving and Excavation	\$103,962.00
Howard Little Excavating	\$145,000.00
Bowlby Paving Ltd	\$94,438.00
Dexter Construction	\$91,150.00

ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER LARDER THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE PAVING TENDER (2024-201-VOK) TO DEXTER CONSTRUCTION IN THE AMOUNT OF 91,150 + HST. MOTION CARRIED.

Tractor Replacement Tender (2024-401-VOK)

Village received 3 bids:

Nova International (Kubota L5460HSTCC)	\$63,375.00+HST
Green Diamond (John Deere 4052RCAB)	\$70,838.53+HST
MacKay's Truck and Trailer (Bobcat CT5555EHST)	\$54,691.01+HST

- Although the Bobcat tractor is ~\$8,700 less than the Kubota, the tender bid did not state any warranty or service costs, which were required as part of the tender. The tractor would either need to be transported at our cost to Halifax (Bobcat Atlantic) or Truro (MacKay's Truck and Trailer location) for any service work. The Nova International bid is under budget, and they listed the warranty requirements correctly.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER AVERY THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE TRACTOR REPLACEMENT TENDER (2024-401-VOK) TO NOVA INTERNATIONAL IN THE AMOUNT OF \$63,375.00+HST. MOTION CARRIED.

Association of Nova Scotia Villages (AGM)

The location for the meeting will be St. Peters - September 20-21, 2024.

Village Election and Annual General Meeting (AGM)

The candidates for the two commissioner openings at the upcoming election are Maggie Travis, Brad Beardsley, and Wayne Fowler. All three candidates will have an opportunity to speak at the Annual General Meeting.

Advance Poll	Tuesday, May 21, 2024
Annual General Meeting	Thursday, May 23, 2024
Election Day	Saturday, May 25, 2024

Capital Projects – See Full Report

It has been a busy month getting tenders out for various projects. The UV Room Flooding Mitigation is out for tender for the second time, since there was only one bid received the first time. It closes May 15th.

The LED permanent lighting tender has been issued and the Village received two tender bids. Commission agreed to replace lighting for the bandstand with the library.

CORRESPONDENCE:

The province agreed to increase funding to NS libraries and award \$500,000 in bridge funding and an additional \$800,000 for operating assistance in 2024/25.

ADJOURNMENT

As there was no further business to discuss, the meeting adjourned at 9:03pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 13/2024, 2024**
Re: **Environmental Services Report**

Sewer Collection System

Lion's Sewer Lateral

As reported last month, wastewater services staff replaced portion of Lion's Hall sewer lateral under street/parking lot. Pipe replaced was no-corrode and remaining 40 feet of old pipe had to be replaced because it was still giving Lion's Hall trouble during big events like bingo.

After conversation with local plumber that videoed pipe out from inside building, it was determined that PVC pipe left building but only 10 feet outside building where pipe transitioned to no-corrode. Staff sawcut remaining 35 feet of asphalt and hired local excavating contractor to dig up. Staff replaced old pipe with new and made connection onto PVC pipe outside building.

Four feet wide by forty feet long cut in asphalt was reinstated while asphalt contractors were in town paving parking lots. It should be noted that both the Lion's and the Legion sewer laterals were replaced by the Village in the last two years. Both laterals had problems at the connection to Village sewer main, but also had problems with poor grade close to their building.

KN-7 Weekend Call Out

Sunday May 26, staff received call from Scada system indicating pump was tripped out on overload at lift station on Shawn Dr. Staff have had ongoing issues with station pumps tripping out on overload with this lift station and, when pump is pulled, there is very little material obstructing impeller. Station ended up with both pumps tripping out later in the afternoon. Staff reset both pumps and waited for station to pump down completely to make sure pumps did not trip out.

Staff contacted Xylem, company that sells Flygt pumps, and educated them on what was happening with pumps tripping out and very little debris in pumps that are supposed to pump 3-inch solids. Xylem advised to set overloads (FLA) at 12 amps which staff did. Staff will monitor.

Treatment Plant

UV Room Flooding Mitigation Project

Capital project was re-tendered for installation of a pumping chamber to prevent UV Room from flooding when river system backs up due to days of heavy rain or combination of that and melting snow.

Treatment plant manager had onsite meeting with MVC to discuss the details of the project. MVC bid was the only one received. Nothing to date yet for schedule of work.

Permit to Operate

Staff have been working with NS Environmental Monitoring and Compliance Division for the 'Permit to Operate' for sewer treatment plant, which is a ten-year permit. There has been some delay because of insignificant items that were not completed such as Easting and Northing for the Village Sewer Treatment Plant that has been in the same place since 1972.

File has since been handed over to Katherine MacLeod, a long time NS Environment supervisor. Staff have scheduled a meeting with Katherine for site visit June 18th for treatment plant audit to complete application process for 'Permit to Operate'.

Ongoing Maintenance

Ongoing weekly maintenance at the plant includes cleaning of UV channel, washing down clarifier, cleaning out sludge pumps when needed and sending monthly samples to BV Labs. More cleaning of the clarifier and UV Channel is required this time of year due to Algae Bloom and Lime Scale build up on UV Lights.

Quarterly report was completed for Environment & Climate Change as per required.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 13, 2024**
Re: **Public Works Report**

Capital Paving Projects/Parking Lots

June 3, Dexter Construction arrived on site to pave new public works building parking lot, the day camp parking lot and recap parking lot across from Village Office as per tender design.

Job ended up taking longer than expected due to deteriorated existing concrete catch basin in Main St parking lot that crumbled during excavation around perimeter. Crock had to be removed and proper precast crock installed to support square storm grate and frame.

Job also had unfortunate incident when one of Dexter's dump trucks backed up and snapped off decorative light standard at the base and shifted concrete anchored Sono tube. Electrical was disconnected and conduit replaced where it had broken off underground. Concrete mooring was straightened and compacted around so light standard could be reinstalled once welding shop repaired break.

Streetlight has since been installed.

East Main St Pole Relocation

The ongoing issue of power pole relocation has finally been completed and the removal of the poles in the sidewalk has been completed. Public Works staff will arrange to have sidewalk patched where poles were. Process to deal with poles to be removed started 4 months before actual construction of sidewalk began in June of 2023.

As reported last month, repair of VJ Rice driveway to their pit has to be altered to match original sidewalk/driveway approach design. When this takes place, staff will likely arrange to have spots patched where poles were removed.

Day Camp Walkway

Contractor completed concrete walkway from parking lot to day camp south door entrance. Walkway was completed before asphalt was applied to prevent heavy trucks on new asphalt. Public Works staff landscaped with topsoil and grass seed on either side of new walkway.

Ravenwood Lower Ball Field

Due to lack of rain the lower ball field in Ravenwood will likely be closed all summer. Staff top seeded bare spots and grass has begun to grow in most areas.

Dugouts Structural Assessment

The dugouts for Ravenwood ball fields have shown some significant deterioration over the last few years. Staff met with concrete block contractor to discuss problem with crumbling blocks here and there. Contractor feels paint used to paint block (oil based) has sealed block so much it cannot breathe which causes concrete to spoil inside out.

Contractor stated that to try and replace the many different blocks that are showing signs of deterioration would be a waste of time and that whole structure should be replaced.

Staff received budget costing to replace at \$2500.00 per dugout. This would include demolition of existing block and installation of new block. Public Works staff labor to carry out project would include removal and reinstallation of dugout roofs with use of boom truck and hauling away old concrete block. There are 4 dugouts in total at Ravenwood ballfields.

New Tractor Delivered

May 31, new tractor was delivered. Old tractor was taken a few days prior so that Nova International could remove backhoe associated hardware and install on new tractor.

New Fertilizer Spreader

Staff received negotiated price from Nova International for new fertilizer spreader. Old spreader has been broken and fixed many times and was not worth fixing again.

Street Sweeping

NS Department of Public Works swept all curbside streets before Apple Blossom weekend. Staff are hopeful that the early trend will continue in the future. Staff will also arrange to have streets swept by Loomer's to tidy up before Steer BBQ.

Ongoing Maintenance

Public Works staff have been extremely busy planting flowers, mulching ground beds, installing hanging baskets, watering, weeding and mowing and trimming grass throughout the Village.

Rock fountain was also commissioned and associated literature signs for the Steven's Family display were installed.

Broken handrail at the Village office entrance had to be removed and repaired/welded then painted and reinstalled. Entrance walkway was also painted.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**
Date: **June 13, 2024**
Re: **Recreation Report**

Recreation / OH&S

- The sign to not feed the ducks at Stronach Park has been installed.
- Kingston/Greenwood Titans Minor Baseball, school baseball, church baseball, and flag football have all started using the fields again.
- The local schools are also booking our facility space for their field trip/fun days.
- We are in the process of painting lines for 4 pickleball courts on the two tennis courts. Volunteer Jason is helping with the pickleball lines for us. Paul, our pickleball volunteer, will have his set pickleball times when he brings the nets to play. We will also have one net at the Village office as part of the equipment loan program for people to borrow and use. This way Paul does not have to raise or lower the tennis nets. A thank you card will be given to these volunteers.
- Recreation Coordinator completed the Healthy Boundaries for Work-Life Balance and Resiliency through Valley Recreation.
- The free equipment loan program has been seeing steady use. Kingston District School will be using the lawn games on their carnival day on June 13th. Two of our day camp staff will be going to help run the games in the morning.
- Recreation Coordinator added extra trail markings to the disc golf course.
- The trail society mural west of G.W. Sampsons by Larry Lee is almost done. The idea of including Kingsley on the mural changed to a train. He is still adding the apple trees and a plane. He expects to finish on Monday, June 17th.

Fitness Classes / Programs

- Sandye's aerobics class has finished for the summer. In the fall we will most likely go back to the pass card system for her classes.
- The meeting in May with a potential new fitness instructor was cancelled and we have not heard back from her to schedule another meeting date. Another yoga instructor Lisa has been in touch. She is running a few "yoga in the park" this June, and we will discuss having a partnership with her yoga classes for the fall.
- The pick-up box lacrosse group has been cancelled due to low turnout.

Grants

- We are receiving \$4,450 from the County of Kings Community Recreation Programming Assistance Grant. This will help with day camp staff wages for both the Summer and March Break camps, and the new HopOn Program with Cycle NS this summer.
- No word back yet on the Active Communities Fund Grant.

Day Camp

- Day camp supervisor Anna has started work and is planning a fun-filled summer for the kids! The three counsellors will start on June 24th.
- The Recreation Coordinator will be helping with the full day's training for summer staff in Greenwood on June 26th.
- We have had a few cancellations of daycamp but have been filling the spaces with people from the waitlist.
- One family has received Jumpstart funding to help cover the cost of the daycamp, (they only had to pay for 1 week, and we lowered the other weeks by \$25 so they wouldn't have to pay any more). The parent navigator Tammy is also helping another family try to find funding, as they did not receive anything from Jumpstart.

Seniors Summer Social

- We had a meeting for this event at the Kingston Lion's Hall on June 5th.
- Due to partnering with the Village of Greenwood, we started advertising this event early as those who wish to attend will have to call in to reserve their spot. We will try to leave some space for those who just show up on the day of, but we will encourage everyone to call ahead. This will give us a better idea of numbers.
- "Left of Centre" will be our entertainment for an hour and a half.
- All Commissioners are asked to come to help with this event. If you can be there the whole time that would be great, if not, if you can at least come and help with serving supper at the event. We are going to have the seniors start to line up for the buffet right at 4:00pm, so if you are there ahead of time that would be great! Reminder the event is on **Thursday, August 1st from 2:00pm-5:30pm.**



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **June 13, 2024**
Re: **Community Development Report**

Volunteer Leadership Symposium – Kings Volunteer Resource Centre

Attended a full day of workshops and networking with Kings Volunteer Resource Centre. The CEO of Volunteer Canada was in attendance and provided a presentation on the importance of volunteering on a national level and how Volunteer Canada is working on new approaches to reach new volunteers. I attended two workshops with the focus on legal liability and planning a board meeting.

Outdoor Concert Series

The concert series kicks off Wednesday, July 3rd. I have reached out to TJ's Burgers & Fries food truck to have them on site. The concerts are promoted on valley events, in the Aurora newspaper, the LED sign, and on the Village social media pages.

Steer BBQ Volunteer Information Session

The information session did not draw as many volunteers as was hoped. Four community members from Kingston and Greenwood attended the meeting. Three people were unable to make the session and reached out for more information.

Steer BBQ 2024

- The Village was approved for and received a \$3500.00 grant from Nova Scotia Communities, Culture, Tourism and Heritage.
- The next Steer BBQ meeting is June 19th at 4:30pm.
- The Lions Club confirmed the kiddie train for the Saturday.
- The Kingston Fire Auxiliary will charge for breakfast this year. \$10/adult, \$5 for kids aged 6-12, and 5 and under eat free.
- The Legion confirmed bingo as an activity for Sunday. They will also contact the Roof Hound to work on a deal for the Kingsley Cream Ale to be in the beer tent. They are not going to have cider in the tent this year. RCMP still needs to be booked for the parade. A sensory friendly zone has been confirmed for the parade this year.
- Cooking the steer is all set. The steer will go on the spit earlier on Friday to be ready for the start of serving food on Saturday.
- An event food permit is needed for the Friday Foam and Food Truck Party. This is to be completed one month before the event.

Tentative Schedule

Wednesday, July 10th

Indoor Movie Night

Thursday, July 11th

Canada Post Colouring Contest

Disc Golf Tournament

Kingston Farmers Market

Friday, July 12th

Golf Tournament

Foam Party with food trucks and mocktails

Saturday, July 13th

Kingston Fire Hall Breakfast

Street Parade

Main Steer BBQ

Legion Dance

Sunday, July 14th

Running with the Steer

Highland Games

Bingo at the Legion



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **June 13, 2024**
Re: **Clerk Report**

Association of Nova Scotia Villages (AGM)

St. Peters – September 20-21, 2024; I won't be in attendance this year as I am away for a wedding.

Equity and Anti-Racism Plan

Municipalities and villages are prescribed under both the Accessibility Act and the Dismantling Racism and Hate Act. Municipalities and Villages will be required to have both plans in place by April 1, 2025. The OEA and AD are working together with AMANS to support municipalities and villages to meet obligations under both acts.

I would like to make you aware of a few new resources now available to municipalities and villages online, which describe this work and plan requirements, please check out this website for more information: : [Resources for Municipalities and Villages | Office of Equity and Anti-Racism Engagement Page \(oeaengagement.ca\)](https://oeaengagement.ca/Resources-for-Municipalities-and-Villages)

Canada Summer Jobs

Kingston did not receive any funding from CSJ – Service Canada.

Bridge Street Crosswalk (near Windsor St.)

Kingston will be responsible for approaches on both sides of crosswalk. We will need a ramp approach on the sidewalk side and will require a platform on the opposite side (east).

Oakhurst Greenspace – Oakhurst resident email

A few years ago, the Oakhurst subdivision in Kingston was polled about what we would like to see installed in the green space behind Kalley Lane, however we haven't really heard of any progress on its development moving forward since. The neighbourhood has changed a bit since then with some new families moving in and some out. I conducted a new informal poll on the Oakhurst Facebook group to ask what the community would like to see developed in the green space. The response was overwhelmingly in favour of something for the children to have a safe place to play, with a playground being the top choice for all respondents, followed by a basketball court then gazebo. Please let me know if there is anything else we can help with to take the next steps as we have many neighbours eager to help in any way they can!

Capital Projects:

Mural Update

Highway 101 Signage

LED Lights

2024-25 Projects	Budget	Tender w / HST portion	YTD Actual	Status
Grit chamber concrete repair	10,000	9,125		C
KN#2 Lift Station Panel & Pump Replacement	70,000	64,991		C
STP - UV Building Flood Mitigation	340,000	353,529		C
Asset Management (Surveying / GIS Design)	20,000			
Digital daily/weekly flow meter (STP)	8,000		4,765	C
Pumps & Laterals	25,000			
Christmas Decorations	10,000	11,800	11,315	C
Highway 101 signage (2x)	30,000	31,807	2,500	C
Building Mural	12,500	10,882	5,441	C
Ravenwood ball field repairs	10,000		12,958	Z
Kearne Avenue Streetlights	8,000			
Paving – 3 locations	110,000	95,057		C
Sea Container Storage	10,000			
Large Tractor Replacement	65,000	66,092	66,092	Z

Year	Multi-Year Projects	Budget	Tender w / HST portion	YTD Actual	Status
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C
2023	Bridge Street Crosswalk	30,000			C
2023	KN#3 Lift Station Renewal	300,000	276,775	239,720	C
2023	STP – E, V, M	303,500	54,000	58,202	T

T - Tendering Process

C - Work started / Construction

Z – Finished

Y - project deferred or cancelled