



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

ph 902 765-2800
fx 902 765-0807

January 8, 2025

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 Wednesday, January 8, 2025.



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REGULAR COMMISSION MEETING January 8, 2025

AGENDA

1. Review of Minutes of Meeting held December 11, 2024
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
7. Correspondence
8. In-Camera Discussion (if required)
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF December 11, 2024

COMMISSION:

Wayne Fowler - Chair
Mike Bishop – Vice Chair
Maggie Travis
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Janice Knickle – Admin Assistant
Paula Ferguson – Admin Assistant

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the November 14, 2024, Regular Session meeting minutes.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER AVERY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 14, 2024. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Seasonal groundskeeper decided to stay for one more season.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

PUBLIC WORKS – See Full Report

Christmas decorations look beautiful.

It was noted that the lamp posts are dark at night, and it was suggested that perhaps a reflective tape could be added for safety. It was suggested that more decorations could be added west of the lights at Bridge St and Main St.

Steve Mosher is collecting information on the treatment of the trees in Stronach Park.

RECREATION – See Full Report

It was asked to clarify the Valley Rec meeting held in HRM, and for more information on the Valley South Shore planning committee.

Hall of Fame committee has begun to meet; Village will work with the finances for the first year. Parameters around submissions were clarified.

There was good feedback online about the Santa Drive-through.

The Commission approved the purchase of 3 more silhouettes for the streetlamps.

There were suggestions for the job description to include “enthusiastic” and “outgoing”.

COMMITTEE REPORTS:

2024 Steer BBQ

Update in January.

Joint Accessibility Advisory Committee (JAAC)

N/A

Kingston Area Advisory Committee (KAAC)

N/A

Audit Committee

N/A

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

They are reworking the constitution.

Association of Nova Scotia Villages (ANSV)

There was a meeting to discuss a paid position as well as the possibility of co-hosting the AGM with the Village of Greenwood in the future.

CLERK REPORT – See Full Report

New Admin

Thank you to Janice Knickle for her years of service.
Welcome to Paula Ferguson.

Property tax

Clerk is working to recover arrears. After two years of arrears the properties are eligible to go to tax sale. The Village can reach out to mortgage companies and advise them of the arrears.

VICE

An amendment was made to lower the Village's amount by \$5000 for this year, but it will return to the full amount next year.

Capital Projects – See Full Report

STP – UV Room Flooding/E, V, M Project

No start date yet by Mid Valley Construction. Next step is for the Clerk to reach out to the County to ask for a second extension so that the grant is not lost. Village will reach out to the construction company to discuss the ramifications.

Bridge St Crosswalk

DPW is set to begin this Spring.

FINANCE REPORT – See Full Report

CORRESPONDENCE:

Commission was invited to join the volunteers for the Christmas Eve breakfast at the Lion's Club.

DISCUSSIONS:

Thank you to the community group and Commissioner Travis for the beautiful Christmas decorations that were added to the planters.

Location of new Indian restaurant, dollar store and other possible ventures

ADJOURNMENT

As there was no further business to discuss, Commissioner Avery moved to adjourn the meeting at 8:25pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 8, 2025**
Re: **Environmental Services Report**

Sewer Collection System

Balser Dr Sewer Lateral

As reported last month, staff received a call from local plumber that he cleared a blockage in sewer line for 705 Balser Dr. The blockage was out by the streets edge, and it was the second time in 10 months that it plugged.

Dec 17th staff hired an excavating contractor to dig up sewer lateral to troubleshoot the problem. Beforehand, staff reviewed video that was taken 2 years prior, that showed where sewer lateral connected into main sewer in street. This helped staff locate pipe on residents' property when excavated. Once pipe was found, staff cut pipe and pushed sewer rods with auger to where plumber stated problem was which was partially plugged again. Staff augured line to remove fat/grease build up, which usually indicates dip in pipe.

Staff excavated between culvert and street's edge and exposed pipe with dip in it. Because ground in this area is quite unstable, staff did not bother excavating anymore. The trench was on verge of collapsing and whole driveway culvert would have to be removed and possibly part of the paved road. Staff installed cleanout on property owner's side. That pipe can now be cleared when grease buildup happens again, without having to take toilet off inside apartment to snake the line. Staff also flushed sewer lateral with 200 gallons of water to flush fat chunks out of pipe.

Hillcrest Sewer Easement Line Break

Dec 11 staff were called to residence on Hillcrest Ave by well drilling contractors that hit and broke 8-inch sewer main while installing water lines from new well into house. Contractors were told by resident that there was a sewer easement line that runs through the backyard but that it was really deep. Sewer line was only 4 feet below surface and contractors broke the pipe while excavating. Staff replaced 7-foot section of the 8-inch sewer pipe so contractors could finish installing water lines. Staff relayed to contractors to always contact the Village Office before digging.

Sewer Blockage Magee Dr

Dec 19 staff received a call from local plumber that manhole in street was backed up with sewer after he tried to snake out house line. Staff retrieved sewer rods and auger machine to relieve blockage. Staff feel blockage is likely where trailer court pipe hooks onto main sewer line in street and will video this section of pipe to determine problem area.

Kingswood Lane Resident Sewer Call

Jan 2 Village Office received complaint from resident on Kingswood Lane that sewer was backing up into his downstairs shower. Staff checked manhole in street and main sewer line was backed up. Staff checked lift station KN-14 and found that pumps in station had tripped out on overload. Staff reset pumps and lift station pumped down to drain lines in the street.

Treatment Plant

Mid Valley Construction Job Coordinator had site visit Dec 17 to familiarize himself on the two Capital treatment plant projects. Staff gave tour of the buildings receiving ventilation and structural repair along with heat pump installation locations.

UV Room Flood Mitigation project was also explained along with the logistics of where pump chamber would be located.

Still no date for start time but job meeting must take place before start of contract.

Flow Meter Reading's Observation

Since new Flow Meter was installed two months ago staff have noticed a somewhat substantial increase in flow from 6-months to a year ago. Staff have questioned over the last few years if old Greyline Instrument flow meter was measuring correctly in correlation with increased building over the last 4-5 years. Plant is now starting to creep up to three quarters of the daily design flow of 400,000 USGPD.

Village may want to consider possible expansion of treatment plant over the next five years through an engineer assessment.

Ongoing Maintenance

Ongoing daily and weekly maintenance includes; taking flow readings, washing down clarifier and UV Channel twice per week, cleaning out sludge pumps when needed, coordinating with Loomer's to haul sludge, and sending in monthly effluent samples to BV Labs for analysis.

Annual Metals Test samples were also taken along with monthly effluent samples for December. Metals testing of the Bio- Solids (digested sludge) is required by Loomer's Pumping Service for their annual report to Environment.

Additional testing was also required by Loomer's via Environment that hauled sludge be tested for PCB's, Furans, and Dioxins. Grab samples of the digester sludge were also sent off to BV Labs for analysis.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 8, 2025**
Re: **Public Works Report**

Christmas Decorations

Staff removed the majority of the Christmas decorations throughout Kingston. Staff left the lights spiralled down the decorative streetlight poles and left the halo decorations up for post-festive season look for the next few months. Christmas lights, wreathes, garland and bows were stored away for season, along with decorating committee material that was removed by committee.

Outdoor Rinks

Certain individuals decided to climb fence at outdoor rinks and tried to shovel ice off. Because of thick layer of slush footprints and abandoned shovels were left in the middle of one of the rinks. When people do this, the breaking ice punctures the rink bladders and water keeps draining out when there are mild spells.

Hopefully with consistent colder temperatures in the forecast and more snow to come, staff will be able to start surface flooding to try and get solid ice base.

Downtown Snow Removal Contract

As reported last month staff had meeting with snow removal contractors about downtown snow removal expectations. Since then, there has been a few issues, but Gillespie's snow removal team seems to be doing a satisfactory job.

Garbage Cans at Duck Pond

Staff have been dealing with someone that refuses to separate their household garbage and has been throwing big heavy bags of mixed garbage in our garbage cans at the duck pond parking lot. This activity pretty much fills the trash can with one bag and staff end up picking up what ends up on the ground because cans are full.

This has been an ongoing problem for a long time but seems to be every week in the last two months. Staff feels we may need to have special tops made up for the 45 -gallon drum garbage cans that has a small opening to prevent people from loading up with big bags of garbage and some type of locking device to remove big lid when emptying.

MT-6 Brake Issues

Staff noticed brakes on MT-6 were not working. Master cylinder was ordered but after that was replaced staff found leak in brake line near rear wheel. Staff waiting to get unit into K&D Trucking for repairs. MT-6 is our older Trackless machine for sidewalks and newer MT-7 unit is operational.

New cutting edges were also ordered and installed on V-Plow.

Salt Shack Bay Door Operator

Door opener for salt shack bay door has been an ongoing issue with door not opening/closing with remote and had to be shut manually using chain. Valley Doors were called and solved issues which included sensors and door opening and closing settings.

Ongoing Maintenance

Sidewalk snow removal has been limited, but is ongoing along with spreading salt.

Bulk salt price was received from Woods Excavating and price is the same as last year per ton.

Litter and Garbage control is ongoing.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**
Date: **January 8, 2025**
Re: **Recreation Report**

Recreation

- Job has been posted for the new Community Programmer, and interviews have been scheduled.
- The meeting with NS Communities, Culture, Tourism and Heritage has been scheduled to go over the details for the Planning Assistance Grant.
- The **Hall of Fame** committee is progressing. The nomination form has been made. We will help promote and advertise the form on our website and social media. Looking into how we would add the Hall of Fame inductees on our website.
- The Winter Equipment Loan Program has been promoted and is up and running. The Recreation Coordinator waxed all the skis before any were lent out. Will continue with the Thursday evenings extra pick-up times available by appointment. Some skis and snowshoes were lent out over the Holidays as we had snow! There is a snowshoe hike scheduled for February 15th, in partnership with HIKE NS who will provide a trail prize and help advertise. We will borrow some extra snowshoes from the County of Kings.
- Have booked a Ski Try-it session for Saturday, February 1st. Ike "the Ski Guy" will do his demonstration, and will help beginners learn to ski. This will be held at the Rec Hut.
- Outdoor rinks have not yet been open.

Fitness Classes/ Programs

- Functional Fitness class will run an 8-week program starting on January 15th – March 15th. \$60 for the 8-week program.
- Sandye's class will start closer to the end of January, date to be determined.
- 50+ class had a great social hour after the last class in December. We have added 1 more from the waitlist. The seniors also collected food items to donate this year again.
- Sportball will be starting on January 20 – March 3rd out of Kingston and District School. There are three age groups: 2-3, 3.5-5, and 5-7 year olds.
- Awaiting to confirm dates for the After School Program at Kingston and District School.

Skating

- The free skates and learn to skates all went well over the holidays with no injuries. The NYE skate was the busiest with around 150 people. The Lion's sponsored 3 of the skates, and gave away free hot chocolate, coffee and candy canes. A bit of confusion occurred over some of the dates and times for the learn to skate, will have to improve poster next year.
- Adult Skating resumes weekly on January 7th.

Christmas Events

- Santa Comes to Kingston event on Dec 13th went well! The Lions did a great job with the chili and hotdogs; next year we will need more. The Foodbank and Toy Drive got quite a few items. Our first ever Kids Bingo was a success. Kingsley on the ice, popcorn, and the balloon animals by Bob went well too! Overall, a good turnout for the event and everything went smoothly! Thank you to the Village Commissioners for their help with the event.
- The Wreath Decorating Contest went well. Freeman's Auto Sales won with 128 votes, 2nd place to Pharmasave with 60, and 3rd place went to the Aurora Inn.
- The Fireworks on NYE went well. The parking lot was packed, the Kingston Firehall gave out free hot chocolate. The show lasted for about 10 minutes with a spectacular finale! Great feedback from residents on Facebook and the weather was perfect.

March Break Day Camp

- March Break Day Camp this year will run from Monday, March 10 – Friday March 14th.
- Kalim and Wanda (current after-school program leaders) have agreed to run the camp this year.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**

Date: **January 8, 2024**

Re: **Clerk Report**

Request for roundabout

We have had a request for a roundabout at the Tim Hortons intersection. They have been advised that they would need to take that request to the province.

Request for Christmas Parade

Someone has reached out about starting a Christmas parade again in Kingston. They believe it would be doable, and they are sure they could gather a group to help.

Property Tax Arrears

Clerk is tracking down owners of properties that are in tax arrears so that payment arrangements can be made prior to initiating a property tax sale. We only have 50 (five less than previous month) properties with arrears over \$100. Top 10 properties have arrears of \$52k. 59 properties total \$80k (\$6k less than previous month). One property is \$33k in arrears.

ANSV Board Meeting

Thursday, January 16, at 3:30pm (Teams and/or in-person). Discussion of possible new ANSV staff person will be on the agenda.

Oakhurst Greenspace

Resident from Oakhurst Subdivision would like the Commission to discuss the future of the greenspace during the budget deliberations. Should the village have a consultation meeting with residents?

Office Boardroom Table

New conference table should be installed tomorrow (January 9, 2025).

Capital Projects:

Bridge Street Crosswalk (near Windsor St.)

NS-DPW will initiate project starting in Spring, 2025.

STP – UV Room Flooding

Requested timeline update from contractor.

STP - E, V, M Project(s)

Requested timeline update from contractor.

DNR Greenspace Purchase

Waiting on NS-DNR for update, no timeframe.

2024-25 Projects	Budget	Tender w/ HST portion	YTD Actual	Status
Building Mural	12,500	10,882	11,143	Z
Christmas Decorations	10,000	11,800	11,315	Z
Highway 101 signage (2x)	30,000	31,807	2,500	C
Paving – 3 locations	110,000	95,057	100,479	Z
Sea Container Storage	10,000	9,506	9,506	Z
Grit chamber concrete repair	10,000	9,125	8,708	Z
Digital daily/weekly flow meter (STP)	8,000		11,870	Z
KN#2 Lift Station Panel & Pump Replacement	70,000	64,991	75,274	Z
Large Tractor Replacement	65,000	66,092	66,092	Z
Ravenwood ball field repairs	10,000		13,727	Z
STP - UV Building Flood Mitigation	340,000	353,529		C
Asset Management (Surveying / GIS Design)	20,000			
Kearne Avenue Streetlights	8,000			
Pumps & Laterals	25,000		3,200	

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		2,932	C
2023	KN#3 Lift Station Renewal	300,000	276,775	262,143	Z
2023	STP – E, V, M	303,500	54,000	58,202	C

T - Tendering Process

Z – Finished

C - Work started / Construction

Y - project deferred or cancelled



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**

Date: **January 8, 2025**

Re: **2025-26 Village Budget Schedule (Proposed)**

Proposed Budget Schedule (All Wednesdays)

- | | |
|--------------------|--|
| February 12 | Regular Commission Meeting
General discussion on capital budget, including CCBF (gas tax). |
| February 19 | To Prioritize Capital Projects (2 hr.+)
Based on the priorities of the Commission, staff will inquire about government grants and other funding opportunities. This meeting is to set the priorities of individual projects; the capital budget will still be approved in April as normal. No discussion on the operating budget at this time. |
| March 12 | Operating/Capital Budget (1.5 hr.+)
Similar to previous years, this meeting will provide an update on budget pressures, explain expected revenue changes (tax roll) and other staff identified items. Commission input will focus on setting budget parameters – salary adjustments, discussion on existing or new programs, service levels, budget principals, and other items. |
| April 9 | Operating/Capital Budget (1 hr.+)
Capital budget to be discussed - approved or deferred.
Proposed operating budget to be released (no discussion). |
| April 23 | Special Budget Meeting (if required)
Any further discussions or budget deliberations prior to approval |
| May 14 | Regular Commission Meeting
Approve 2025-26 Capital and Operating Budgets. |

**Village of Kingston
Commission Finance Report
December 31, 2024**

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	1,016,400	1,020,300	(3,900)	1,020,300	re-assessments
Dog Registrations	200	-	200	500	
Rentals	5,400	5,400	-	7,200	
Interest on Investments and Taxes	35,400	8,200	27,200	10,000	Capital Interest partially included
Miscellaneous Income	14,200	11,600	2,600	11,700	Steer BBQ Revenues
Recreation Revenue	26,800	25,500	1,300	29,500	
Arena Revenue	1,000	1,100	(100)	1,100	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	33,400	68,200	(34,800)	73,300	timing
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	1,232,800	1,240,300	(7,500)	1,253,600	
Expenditures					
General Government					
Legislative	16,800	17,400	600	22,800	
Administration	137,900	164,200	26,300	210,800	I.T. (\$15k)
Professional Fees	8,900	10,800	1,900	11,800	
Insurance (General)	22,200	23,000	800	23,000	
Civic Building Expenses	8,700	9,700	1,000	14,600	
Crossing Guards	16,500	15,500	(1,000)	22,100	
Miscellaneous	4,100	10,000	5,900	10,600	
Taxation Charges	7,000	10,000	3,000	10,000	
Library	18,300	20,100	1,800	21,300	
Total General Government	240,400	280,700	40,300	347,000	
Public Works & Transportation					
Public Works	129,600	145,800	16,200	177,300	JE required
Village Maintenance	31,300	35,200	3,900	40,000	
Sidewalks & Crosswalks	11,100	13,300	2,200	13,300	
Snow Removal	31,100	30,200	(900)	81,700	salary allocation during summer mo
Street Lighting	13,900	15,100	1,200	20,100	
Capital from Operating	-	-	-	-	
Total Public Works	217,000	239,600	22,600	332,400	
Community Development					
Visitor Information Centre	3,200	3,000	(200)	5,900	insurance has been allocated
Other Development	17,200	18,000	800	18,000	
Apple Blossom Festival	800	2,000	1,200	2,000	
New Years Eve Event	10,000	10,000	-	10,000	timing
Steer BBQ	22,700	22,000	(700)	22,000	
Total Community Development	53,900	55,000	1,100	57,900	
Parks					
Parks Repairs and Maintenance	42,800	51,600	8,800	61,200	
Arena Rental Charges	5,600	5,600	-	5,600	
Total Parks	48,400	57,200	8,800	66,800	
Recreation					
Recreation Administration	121,300	137,600	16,300	172,600	
Outdoor Rink(s)	1,500	4,000	2,500	4,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	3,400	4,600	1,200	4,600	
Youth Programs	-	1,400	1,400	2,000	
Adult Programs	5,000	5,700	700	10,300	extra spring programs
Seniors Programs	3,700	4,400	700	5,900	
Total Recreation	134,900	157,700	22,800	200,600	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	123,000	123,000	-	123,000	
Sidewalk Construction Reserve	120,000	120,000	-	120,000	
Building Reserve	6,000	6,000	-	6,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	250,000	250,000	-	250,000	fixed report
Total Expenditures	944,600	1,040,200	95,600	1,254,700	
Surplus/(Deficit)	288,200	200,100	(1,100)	(1,100)	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Revenues				
Sewer - Taxation	578,700	578,700	-	578,700
Sewer - User Fees	15,300	11,500	3,800	14,800
Sewer - Connection Charges	4,700	4,300	400	4,300
Total Revenues	598,700	594,500	4,200	597,800
Expenditures				
Environmental Health				
Administration	138,700	158,200	19,500	204,200
Treatment	28,500	28,700	200	36,600
Treatment - Electricity	58,600	60,000	1,400	80,000
Treatment - Disposal	66,900	63,000	(3,900)	90,000
Collection System Costs	25,200	27,700	2,500	37,000
Total Environmental Health	317,900	337,600	19,700	447,800
Fiscal Expenses				
Sewer Reserve	150,000	150,000	-	150,000
LTD - Principal	-	-	-	-
LTD - Interest	-	-	-	-
Total Fiscal Expenses	150,000	150,000	-	150,000
Total Expenditures	467,900	487,600	19,700	597,800
Surplus/(Deficit)	130,800	106,900	-	-