



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

ph 902 765-2800
fx 902 765-0807

February 6, 2019

Commissioner D. Holmesdale
Commissioner J. Pierce
Commissioner P. Parsons
Commissioner M. West
Commissioner W. Fowler

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Wednesday, February 6, 2019 at the Kingston Village Office.



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REGULAR COMMISSION MEETING February 6, 2019

AGENDA

1. Review of Minutes of Meeting held January 2, 2019
2. Commission Approval of Don Holmesdale's absence
3. Business Arising from the Minutes
4. Consent to Agenda Items
5. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
6. Clerk's Report
7. Finance Report
8. Discussions
9. Correspondence
10. Operating Budget Presentation / Discussion
11. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JANUARY 2, 2019

COMMISSION:

Don Holmesdale – Chair - Absent
John Pierce – Vice Chair
Paul Parsons
Muriel West
Wayne Fowler

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

Due to the absence of Chair Don Holmesdale, Vice Chair John Pierce presided and called the meeting to order at 7:00pm.

REVIEW OF MINUTES

Vice Chair Pierce asked for a review of the December 5th, 2018 Regular Session meeting minutes.

Commissioner West stated under the heading “Lions Club – Village Signs” it should read: The Lions Club made an “informal” (rather than “formal”) request to have their logo added to the Village’s 5 main entrance signs.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF DECEMBER 5TH, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair Pierce asked for any business arising from the minutes of December 5th, 2018.

Clerk stated he will follow up to arrange a meeting with the Department of Transportation and include the Village of Greenwood and MLA Leo Glavine, regarding the excess sandy soil at Exit 17. The Commission would also like to discuss having a large sign erected on Highway 101 for both Villages.

Commissioner Parsons reported that the landlord, for the car cluttered property on Prince Street, spoke to his tenant and since then some of the excess cars in his yard have been removed. Vice Chair Pierce asked if a large rock could be placed at the end

of Prince Street to block ATVs and vehicles from accessing the rail trail. Clerk stated the Village should talk to the Department of Transportation first.

Clerk stated he was advised by the Village solicitor that if the Village is not doing anything with the lands next to the arena then there is no reason to migrate. If the Village did decide to consolidate the properties and migrate, then the timeframe would be 6 – 10 weeks to complete, including surveys.

Commissioners agreed that the Wastewater Supervisor organized a thorough and informative tour of the treatment plant and suggested it would be helpful if he attended some of the Village's monthly meetings.

Regarding a Lion member's informal request to add the Lion's logo to each of the Village's 5 entrance signs, next to the Legion logos, Clerk reported that in the Village meeting minutes of September 2003 it stated the Legion had donated \$1,000 toward the purchase of the 5 Village signs and in return asked to have their logo attached to each sign. Commission agreed the Village would require a formal request from the Lions Club.

Commissioner West stated the Christmas cards she delivered (on behalf of the Village Commission) again this year to all of the businesses in Kingston were very well received.

CONSENT TO AGENDA ITEMS

Vice Chair Pierce asked for a motion to approve the agenda items as presented.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER FOWLER THAT THE COMMISSION APPROVE THE AGENDA ITEMS AS PRESENTED. MOTION CARRIED.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

PUBLIC WORKS – See full report

Clerk stated the ice surface at the duck pond was ruined when people went on it after a snowfall and only shoveled a small area creating hard ridges. The outdoor rink at the tennis courts has been in use quite frequently so far this winter due to good weather conditions and maintenance by staff.

RECREATION

Commission asked that Dempsey Corner Orchards be included in the list of thank you letters for the 2018 New Year's Eve Event for the donation of their wagon for hay rides.

Commissioner West asked if there was Wi-Fi at the arena. Clerk stated there is Wi-Fi available with password information required but that there will soon be Village Wi-Fi at the arena with no password requirement.

Wastewater, Public Works and Recreation reports were received as presented.

CLERK REPORT

DJ Lowe Limited

Clerk stated there are still a few deficiencies with the Maple Street lift station project. He stated he has requested a meeting with the contractor to discuss the overage cost share agreement but has not heard back. Commissioner Fowler suggested a copy of the Village's meeting minutes be brought to that meeting. Clerk will keep Commission updated.

Tentative Budget Schedule

Budget meetings will take place at each monthly Regular Session meeting the first Wednesday of February, March, April and May with two Special Meetings to be held on January 23rd and April 24th, at 7pm.

CIBC Building

Clerk stated Colliers International is now looking after the sale of the vacant CIBC building at 655 Main Street which will be a sealed bid process. All offers are to be submitted to Colliers before or on January 15th. Clerk asked for direction from the Commission. Clerk stated the offers will not be presented to, or opened by, CIBC until after the bid date has passed to ensure a fair process.

Kingston Area Advisory Committee Meeting

Clerk stated there will be a meeting on Thursday, January 3rd regarding a request for a zoning change at 707 Main Street from Central Business to Residential Medium Density, in order to enable a single storey, six-unit residential dwelling development. Clerk stated the Village needs to advertise for two more public members since Wayne Fowler has gone from being a public member to a commission member and Emily Hill is moving outside of the Village's limits.

Oakhurst Subdivision Greenspace

Commissioner Fowler asked about the status of the possible greenspace development in Oakhurst Subdivision. Clerk stated the survey was completed and the Commission can decide on whether to go forward with a development such as a playground or leave it as is. Commission asked to have a detailed report from the Recreation Co-ordinator including data from the survey for the next meeting.

MONTHLY FINANCE REPORT – See Full Report

Clerk presented the December 2018 finance report in the new format. Some items that were under budget were training costs, IT, and software.

Central Water System

Commissioner West asked about available funding sources such as PCAP for cost sharing of the water test wells with the County. Commission decided it would be best to meet with and ask the County what their intentions are before funding is decided on. Clerk will still apply for PCAP funding which is due January 25th.

Acadia University's Kingston Case Study

Clerk stated he just received the Case Study from Acadia today and asked the Commission to check for any errors of fact. The next step for the university students is to prepare for a field visit to Kingston and interview more people. Clerk asked the Commission to read the study and send him suggestions for possible interviewees with their contact information.

CAPITAL PROJECTS

Clerk provided the following update:

STP Clarifier Refurbishment - \$75,000 (100% gas tax) – Deferred to next fiscal year.

Maple St Lift Station - \$150,000 (100% gas tax) - Still need NS Power electrical inspection approval.

Lights to LED Conversion - \$15,000 - Project is almost completed, the Village Office is the last building to be done.

In Camera

On motion of Commissioner Pierce, that Commission move in camera in accordance with Section 408B (2) (a) Municipal Government Act to the acquisition of village property. Motion Carried.

Commission moved in camera and returned to open session at 8:39pm.

ADJOURNMENT

ON MOTION OF COMMISSIONER FOWLER THAT THE MEETING BE ADJOURNED AT 8:40PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 6, 2019**
Re: **Environmental Services Report**

January 13th - Wastewater on-call staff received many calls due to the mild temperatures, heavy rain and melting snow, which caused local flooding in low-lying areas. The lack of snow this winter means the ground is frozen solid so any surface water will not soak into the ground causing residents problems, especially those with homes below road elevation. Public Works staff also received call from RCMP about water pooling out to the centerline at 900 Main St. This problem has been ongoing for a few years and was reported as recently as May 2018 with hopes of something being done about it in the dry months. RCMP were informed by staff that it is a Department of Transportation (DTIR) problem. Staff received calls all night due to high levels in some pumping stations from storm water infiltration through sanitary manholes.

January 14th - Received calls from residents on Shawn Dr with water overflowing ditches and flooding into their garages. Residents were advised that it is a DTIR issue but there was little DTIR response. Public Works consulted with Village Clerk and the decision was made to use Loomer's Pumping Service to pump ditches down and expose a DTIR catch basin described by resident in the flooded ditch. The exposed catch basin was determined to be a soak away pit, something that normally works well if ground is not frozen. With a frozen thick layer of leaves on the bottom of catch basin, it was obvious there had been no maintenance for a long time. Water was pumped into the Village's sewer system, which is not normally done.

January 16th - More rain and melting snow caused more flooding for residents on Shawn Drive and calls again were directed to Public Works staff. Public Works staff geared up 2 inch pumps and pumped ditches into sewer system from 10am to 7pm because more rain was forecasted. Because of the overwhelming volume, the catch basin could not be exposed, so DTIR could not see the actual catch basin that they were not aware of prior to this incident. Village Clerk is working on scheduling a meeting with DTIR Area Manager and Operations Supervisor about these issues and others.

Work at the treatment plant is ongoing with washing down clarifier, cleaning UV channel and bulbs and weekly cleaning out of the return sludge pumps. Treatment plant staff were in on the weekend during the Jan 13th rain event. Aerators were shut down on Saturday to prevent loss of the plant's Bio-Mass in the aeration tank. Flows were over twice the maximum design capacity for a few days during mild weather spell, especially from pumping storm water through our system.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 6, 2019**
Re: **Public Works Report**

January 9th - Public Works staff attended capital budget meeting with Village Clerk and Village Commission to discuss upcoming projects. Future capital projects were discussed and prioritized time wise for jobs to be accomplished. One important project that was not mentioned, but reported in 2018, was the wooden awning at the BBQ grounds behind the arena. The wooden structure is rotten and will be removed by staff in the spring. The ground area beneath awning is very uneven and makes it harder every year for Public Works to level portable staging for the entertainment. Public Works proposes that after structure is removed, the ground area that portable staging is set up on be grubbed off and gravel leveled and compacted into place. Staff have already received a budget price for an 18 x 24 foot concrete slab. This will make setting up the portable staging easier and provide a good solid base for new awning. Over half the sections of portable staging also need to be replaced. If approved, staff will get prices for construction of awning and sections of staging needed to be built. Public Works staff would be responsible to grub area off and compact gravel in preparation for cement pad.

Public Works staff were informed that Villages along with other municipalities can buy salt at provincial rates. Rates would be about \$60.00 cheaper then the current cost of \$150.00 per ton. That price would include delivery but we need a building or lean-to with the capacity to hold at least 26 ton, which is a tractor trailer load. The Village Clerk is checking into bulk salt purchase. As discussed in the capital budget meeting our current set up for salt in the Public Works barn holds 6-8 ton max. This was also brought up at the capital budget meeting January 9th.

Ongoing work includes flooding and snow clearing of the outdoor rinks, monitoring the ice at the duck pond which has also been flooded by the fire department a couple of times already. Salt spreading on the sidewalk has been ongoing, more so than snow removal, and has been steady using close to 26 ton in the month of January.

Two quotes were received and reviewed by staff for the supply of 18 hanging baskets and a variety of annuals for all the flower beds throughout the village.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **February 6, 2019**

Re: **Recreation Report**

MARCH BREAK DAY CAMP 2019 – Mon. March 18th – Fri. March 22nd -

- Currently receiving resumes for students to supervise the March Break Day Camp.
- Recreation Coordinator has been planning the activities for the camp.

ADULT TAI CHI 2019

- Adult Tai Chi at Kingston School will be on Mondays & Thursdays. On-going discussions with instructor indicate beginning classes during the first week of February.

SENIOR FITNESS 2019

- Senior Fitness Classes with Helen Malo going smoothly – averaging 20 - 25 participants. Current instructor is in talks with a potential substitute instructor that may be willing to instruct when Helen is away or unable to attend.
- Some dialogue regarding possibility of offering an advanced class on same days but directly following the Senior Class. Recreation Coordinator will continue discussion and include the Fire Hall.

WEST KINGS HIGH SCHOOL DAVID MORSE FIELD RENOVATION PROJECT – GRANT APPLICATIONS

- Recreation Coordinator met with MLA Leo Glavine regarding this project in January 2019 and he has made the completion of this project an election platform promise.
- Recreation Coordinator worked in collaboration with the administration of West Kings High School and staff at Annapolis Valley Centre for Education in Berwick to complete the Major Community Initiatives Grant Application from the Municipality of the County of Kings for the deadline of Fri Feb 1st.
- Recreation Coordinator worked in collaboration with the administration of West Kings High School and staff at Annapolis Valley Centre for Education in Berwick to complete the NS Provincial Recreation Facilities Grant Application for the deadline of Mon Feb 4th.
- Recreation Coordinator will be awaiting direction from Leo's Office regarding how to go about securing Federal funding for the 2019 year.
- West Kings Administration has had discussions with Kings County Councillors regarding this project.

TENNIS COURT & STRONACH PARK OUTDOOR RINK MAINTENANCE

Please see Public Works report.

- Many thanks to Public Works for maintaining outdoor rinks at the tennis courts and Stronach Park Duck Pond.
- When requested and the schedule permitted, the Recreation Coordinator assisted with shoveling or blowing snow off ice surfaces as needed.
- Recreation Department has been tracking the ice usage of both facilities and at the time of report the current # of days skating since opening on Wed Dec 12th, 2018 are as follow:

Tennis Court -	34 days
Duck Pond -	13 days

NEW YEARS EVE – MON DEC 31ST 6PM – 8:30PM – CREDIT UNION CENTRE

- Many of the NYE donations have been received with one or two still expected.

PINE RIDGE SCHOOL COMMUNITY VOLLEYBALL – TUESDAY EVENINGS 7-9PM

- Tuesday evening volleyball continues to gather 8-10 participants.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Averaging 12 participants.

KINGSTON LEGION – 2019 CHASE THE ACE – SATURDAYS 1PM – 3PM – DRAW AT 3:30PM

- Kingston Legion Branch 98 is hosting a Chase the Ace fundraiser for 2019.
- Continuing every Saturday until the Ace is drawn.
- Legion donates a portion of the ticket revenue towards Annapolis Valley Centre for Autism.

FREE FACILTIY ACCESS – KINGSTON CREDIT UNION CENTRE

- FREE Public Skating at the Credit Union Centre.
- During the 2018/19 Ice Season to date, the Credit Union Centre has offered more than 21 Free Access Skating times during weekends, In-service days, and are now experimenting with the Autism Centre with Quiet & Disability skate times.
- Recreation Coordinator has collaborated with Ueli Albert of Wolfville who is the coordinator of the Annapolis Valley Sledge Hockey equipment. On Fri Feb 1st from 12noon – 1pm Ueli will be in Kingston with 5 sledge hockey sleds to offer those with disabilities the opportunity to go on the ice.

CANADA SUMMER JOBS AND NOVA SCOTIA PROVINCIAL STUDENT ASSISTANCE FUND

- Recreation Coordinator applied to the Canada Summer Jobs for our Summer Day Camp and VIC student funding.

MUNICIPALITY OF THE COUNTY OF KINGS COMMUNITY RECREATION ASSISTANCE GRANT

- Recreation Coordinator applied to the County of Kings – Community Recreation Assistance Fund. Deadline for funding is Friday February 1st.

ACTIVE KIDS HEALTHY KIDS APPLICATION 2019

- Active Kids Healthy Kids final reports are due Feb 15th for Western Kings County recipients.
- Kingston Recreation Coordinator is the chairperson of this committee.

SNOW SHOE LOAN PROGRAM

- Due to the lack of snow – the Snow Shoe program is somewhat lacking but when the snow comes – we are hopeful residents will put them to good use. Many youth groups (Cubs & Scouts) have reserved them but have then had to cancel due to weather.

COMMUNITY BASKETBALL – WEST KINGS HIGH SCHOOL

- Monday evenings @ 6:30pm. Averaging 15 participants each week.

PINE RIDGE MIDDLE SCHOOL – P.A.W.S AFTERSCHOOL PROGRAM – MON / WED

- Pine Ridge Afterschool Program continues each week under the leadership of Pine Ridge Staff and West Kings High School students. Averaging 12-16 middle school participants each session. This program is funded through a partnership with the Provincial Government, Annapolis Valley Centre for Education and the Village of Kingston.

KINGSTON ELEMENTARY SCHOOL – MULTI-SPORT AFTERSCHOOL PROGRAM – MON - THURS

- Kingston Multi-Sport Afterschool Program continues each week under the leadership of Kingston Elementary Phys Ed Staff and West Kings Co-Op students. Averaging 10-15 elementary school participants each session. This program is funded through a partnership with the Provincial Government, Annapolis Valley Centre for Education and the Village of Kingston.

COMMUNITY EVENTS SIGNAGE

- Recreation Coordinator updates the community events sign at the end of Westwood St. as safely and as frequently as required. Weather and/or wind sometimes make for challenging signage updates.

KINGSTON STEER BBQ

- Recreation Coordinator currently working on Municipality of the County of Kings 2019 Festivals and Events Grant for the Kingston Steer BBQ. Deadline for this application is Friday Feb 1st.
- Attended Steer BBQ meeting on January 22nd.
- Committee is looking to extend Steer BBQ to be a four day celebration to commemorate the 60th Annual Steer BBQ.
- Next meeting will be Tuesday Feb 19th @ 7pm.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **February 6, 2019**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

Motion: TO AUTHORIZE THE TRANSFER OF \$200,000 FROM OPERATING RESERVES AND MOVE IT TO THE VILLAGE CAPITAL RESERVE ACCOUNT

Motion: TO AUTHORIZE THE TRANSFER OF \$450,000 FROM VILLAGE SURPLUS AND MOVE IT TO THE VILLAGE OPERATING RESERVE ACCOUNT

Surplus to Operating Reserves

The Village of Kingston currently holds \$606,000 in our surplus account. In layman terms, surplus is the extra revenues from the current fiscal year and previous years. Surplus may be made up of cash, uncollected accounts receivables, and other non-cash accounts. It is always beneficial to hold onto some surplus to cushion cash flow and, in some cases, to cover a deficit. If we are to transfer funds to our operating reserve, I suggest, and the auditor agrees, that we should leave approximately \$100k in surplus.

RCMP - Kingston Detachment

New Detachment Sergeant - Ryan Kelly

Kingston Area Advisory Committee (AAC)

The Commission needs to re-appoint (by motion) the current members of the Kingston AAC. Members who are Commissioners hold a 1-year term. Members who are residents only hold a 2-year term. We are short one public member that we are currently advertising for.

Current list of members:

Don Holmesdale (Chair / Commissioner)
Wayne Fowler (Commissioner)
Paul Parsons (Commissioner)
Martha Armstrong (Councillor)
Muriel Craig (public member)
Public Position #2 not filled (public member)
Public Position #3 not filled (public member)

Tentative Budget Schedule 2019 (Wednesdays, 7pm, Village Office)

January 23	~~Special meeting~~	~~Capital Budget Workshop/Prioritization~~
February 6	Regular meeting	Operating Budget Discussion
March 6	Regular meeting	Budget Update and Capital Budget approval
April 3	Regular meeting	Operating Budget released
April 24	<i>Special meeting</i>	Operating Budget deliberations
May 1	Regular meeting	Operating Budget deliberations and approval

Capital Projects

STP Clarifier Refurbishment	\$75,000	(100% Gas Tax)
- Deferred to next fiscal year		
RCMP Lift Station	\$150,000	(100% Gas Tax)
- Actual \$123,794 - Project Complete		
Public Wi-Fi/Camera Expansion	\$19,000	
- Purchased 3 Wi-Fi antennas and two cameras		
- Should be just under budget with installation costs		
Office Lights to LED Conversion	\$15,000	
- Project is complete. Project cost approximately \$11,295 after Efficiency NS rebates.		
Ravenwood Lower Field Re-dressing	\$12,000	
- Costs were too high and upper field needs to be fixed (\$5,000) first.		
Stronach Park Fitness Equipment	\$7,000	
- Will be ordered over the winter months		
Ravenwood Fencing	\$10,000 (\$8,100 spent)	
- Basketball Court and Rec-Hut playground gate installed (\$4,800)		
- Tennis Court fence hole and gate repaired (\$3,300)		
- Ravenwood Playground fence not completed		

**Village of Kingston
Commission Finance Report
December 31, 2018**

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	692,600	692,900	(300)	692,900	
Dog Registrations	400	200	200	600	
Rentals	400	-	400	200	
Interest on Investments and Taxes	11,400	10,100	1,300	12,500	Reserves Interest removed
Miscellaneous Income	1,700	500	1,200	600	CUC\$500, ABF, Ballfields
Recreation Revenue	21,900	22,400	(500)	25,400	
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	71,400	70,500	900	82,900	FA, HST Offset, timing
Contributions from Reserves	-	-	-	-	
Total Revenues	884,800	881,600	3,200	900,100	
Expenditures					
General Government					
Legislative	15,700	14,900	(800)	19,700	
Administration	104,900	118,100	13,200	151,800	Training, Consulting, IT
Professional Fees	9,300	11,500	2,200	13,200	Banking / Legal Fees
Insurance (General)	13,200	13,900	700	13,900	
Civic Building Expenses	9,800	9,800	-	14,800	
Crossing Guards	10,900	10,800	(100)	15,400	
Miscellaneous	3,700	3,800	100	5,500	
Taxation Charges	7,200	10,800	3,600	10,800	Tax Exemptions and Postage
Library	5,200	7,600	2,400	9,100	
Total General Government	179,900	201,200	21,300	254,200	
Public Works & Transportation					
Public Works	77,900	76,500	(1,400)	98,400	
Village Maintenance	22,500	23,800	1,300	27,000	
Sidewalks & Crosswalks	5,200	7,300	2,100	7,300	
Snow Removal	31,000	26,900	(4,100)	67,300	salary timing
Street Lighting	33,300	33,400	100	37,800	
Capital from Operating	-	-	-	-	
Total Public Works	169,900	167,900	(2,000)	237,800	
Tourism and Development					
Visitor Information Centre	20,900	21,800	900	23,200	
Other Development	6,500	9,400	2,900	9,400	Vanadlism/tree planting
Apple Blossom Festival	2,600	4,500	1,900	4,500	
New Years Eve Event	4,700	4,800	100	4,800	
Steer BBQ	3,400	3,500	100	3,500	
Total Tourism and Development	38,100	44,000	5,900	45,400	
Parks					
Parks Repairs and Maintenance	38,800	37,600	(1,200)	45,500	
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	45,400	43,800	(1,600)	51,900	
Recreation					
Recreation Administration	60,500	67,700	7,200	85,900	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	8,900	7,800	(1,100)	7,800	
Youth Programs	1,200	2,100	900	3,000	
Adult Programs	2,400	6,500	4,100	8,600	
Seniors Programs	3,400	4,800	1,400	6,400	
Total Recreation	76,400	88,900	12,500	112,900	
Fiscal Expenses					
Transfers to Reserves	-	-	-	-	
Operating Reserves	-	-	-	-	
General Capital Reserves	75,400	75,400	-	75,400	
Sidewalk Construction Reserve	110,500	110,500	-	110,500	
Building Reserve	12,000	12,000	-	12,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	197,900	197,900	-	197,900	
Total Expenditures	707,600	743,700	36,100	900,100	
Surplus/(Deficit)	177,200	137,900		-	

Village of Kingston
Finance Report

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	486,900	487,000	(100)	487,000	
Sewer - User Fees	23,300	17,600	5,700	22,600	
Sewer - Connection Charges	2,700	2,300	400	2,300	
Total Revenues	512,900	506,900	6,000	511,900	
Expenditures					
Environmental Health					
Administration	99,200	109,800	10,600	138,200	salary timing, travel, consulting fees
Treatment	21,300	21,000	(300)	27,900	maintenance
Treatment - Electricity	45,700	55,100	9,400	73,500	
Treatment - Disposal	45,900	49,000	3,100	70,000	
Collection System Costs	20,600	28,500	7,900	38,000	OmniSite billing - January (USD)
Total Environmental Health	232,700	263,400	30,700	347,600	
Fiscal Expenses					
Sewer Reserve	147,500	147,500	-	147,500	
LTD - Principal	16,000	16,000	-	16,000	
LTD - Interest	800	800	-	800	
Total Fiscal Expenses	164,300	164,300	-	164,300	
Total Expenditures	397,000	427,700	30,700	511,900	
Surplus/(Deficit)	115,900	79,200		-	



Village of Kingston

January 28, 2019

It is our pleasure to extend to you an invitation to join us at our annual banquet in celebration of Lord Baden Powell, the founder of the Scouting movement, as a thank you. The Banquet will be held at the Kingston Lion's Hall on Sunday, February 17th at 4 p.m. with our pot-luck dinner to commence at 4:30 p.m. Presentations will follow the dinner.

1st Kingston Scouting was established in 1923. Today it includes groups from Beavers through to Venturers. The majority of our helpers and Scouters are parents of our youth members. They've seen firsthand how Scouting benefits young people. Together, we work to create quality programs, deliver tremendous Scouting adventures and put our youth on a great path forward in life.

Scouting makes a difference in the lives of children, youth and young adults. Providing opportunities for youth to grow, achieve new "firsts" and develop into citizens of the world. Our aim is to ensure Scouting remains vibrant and continues to expand its reach: providing more youth with an opportunity to learn and to experience things at Scouts that they cannot experience elsewhere. Is it any wonder why so many moments in the lives of Canadian children have started with Scouts? For over 100 years, Scouts Canada has brought a world of adventure, outdoor experience, friendship and fun to 17 million Canadian youth who pledge to live by our founder's values: Be kind - Do your best - Leave each place a little better than you found it.

You are kindly requested to reply to this invitation by Friday, February 8th to our event co-organizer, Scouter Jen at cubs@1stkingston.ca.

Yours sincerely,
Jen Vaino & Sylvain Rousseau
Camp Co-Chiefs
1st Kingston Scouting Group



Municipality of the County of Kings

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mayor.muttart@countyofkings.ca

Land of Orchards, Vineyards and Tides

January 29, 2019

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

Re: Solar for Village Infrastructure

Dear Chair Holmesdale and Commission;

In follow up from the October 2018 Village/Municipal Meeting, we would like to assist you in your efforts to utilize green energy. As part of Nova Scotia's goal of increasing renewable electricity sources, the Department of Energy is currently contemplating the procurement of solar photovoltaic projects (up to 75kW each) to be developed by municipalities and other select local ownership groups. This program allows you to generate up to 75kW of solar photovoltaic electricity to sell to Nova Scotia Power under a 20-year contract.

The Municipality has contracted the Alternative Resource Energy Authority (AREA) to help us develop our own projects for the upcoming provincial solar photovoltaic initiative through the Electricity for Community Buildings Program. They will be providing both consulting and project management services including the deliverable of having a proposal ready to submit for the next Provincial power purchase program intake date. We want to extend to you the opportunity to have your Village infrastructure be considered.

The following locations meet the basic criteria for consideration:

- Kingston Recreation Hut (429 Elm St, Kingston)
- Village of Kingston Office (671 Main St, Kingston)

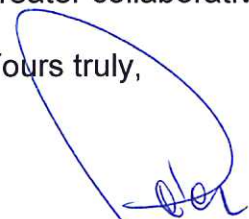
Would you like us to give this location(s) to AREA for technical consideration. There is no upfront cost to the Village for this process. If the location is deemed feasible then AREA will prepare a bid for the Village to submit. Payment is only required once your bid is successful and achieves commercial operation. The fee to AREA for this work is \$4000 per location and is already included in the project budget.

Past programs have involved applicants submitting a fixed price per kW hour. The Municipality's intent is to only submit applications where the technical review confirms that the sale of kW hours will more than repay the initial capital cost. The question for your consideration is how you would fund the initial capital cost. Following completion of the technical review we could further discuss funding.

I've included an Appendix A to this letter so you can see exactly what services AREA is going to provide on this project. For more information on the program visit:
<https://novascotia.ca/solar/solar-electricity-community-buildings.asp>

Our hope it that, together we can bring down bid prices, increase profitability, and foster greater collaborative participation in the greening of the grid.

Yours truly,



Mayor Peter Muttart
Municipality of the County of Kings

cc: Mike McCleave, Village Clerk

APPENDIX A:

The following services are being extended to the Villages:

Deliverables (without limitation):

- Project Management.
- Production and cost analysis.
- Bid preparation(s) for 2019 Provincial submission(s).
- Analysis and report on a variety of development options assembled within a capital budgeting framework, i.e., discounted cash flow statements, selection of an appropriate hurdle rate, and with net present value and internal rate of return calculations under a variety of debt to equity ratios.

AREA's Scope and Fee Structure

- AREA will prepare all the necessary bid documentation and submissions and will manage our Technical Partner, Thermo Dynamics Ltd, of Dartmouth.
- AREA's technical partner will provide costing estimates for the bid process financial model and if the project is successful, AREA's technical partner will contract at a price no greater than that estimate.
- AREA and the Village will use the financial model created by AREA to jointly determine a competitive bid price that is financially attractive to the Village. AREA will analyze and report on a variety of development options assembled within a capital budgeting framework, i.e., discounted cash flow statements, selection of an appropriate hurdle rate, and with net present value and internal rate of return calculations under a variety of debt to equity ratios.
- Once the contract is signed with Thermo Dynamics, AREA & Thermo Dynamics will manage all interactions with Nova Scotia Power.
- AREA can assist the Village as it secures municipal or other financing.
- AREA's fee for services is \$4000 per project that achieves commercial operation.