



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

ph 902 765-2800
fx 902 765-0807

April 3, 2019

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, April 3, 2019 at the Kingston Village Office.



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REGULAR COMMISSION MEETING April 3, 2019

AGENDA

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



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MARCH 6, 2019

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUEST:

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

OPENING

With the absence of Chair Don Holmesdale, Vice Chair Pierce chaired the meeting. The meeting was called to order at 7:00pm.

REVIEW OF MINUTES

Vice Chair Pierce asked for a review of the March 6, 2019 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MARCH 6, 2019 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair Pierce asked for any business arising from the minutes of March 6, 2019.

Department of Transportation (DTIR) Issues

Commissioner West asked if the meeting with DTIR has occurred yet. Clerk stated he has been trying to arrange a meeting with Department of Transportation (DTIR) Area Manager Richard Lloyd to discuss several issues but they have cancelled twice due to their busy schedule. Vice Chair Pierce suggested that since it has taken so long to organize a meeting that Richard Lloyd could attend himself without other DTIR staff. Clerk stated he did discuss the issues with him at length over the phone and that he is collecting information from the different department heads for the meeting. Vice Chair Pierce reported another issue to add to the list for DTIR - the dip in the road on Westwood Street is getting worse. Commissioner Fowler reported the rotting poplar

trees on Greenwood Road south are within the 33 foot DTIR right of way. Clerk stated that item would go through the regular channels of reporting to DTIR rather than discussing with Richard Lloyd.

Commission agreed they would like to have the large boulder placed on the path at the end of Prince Street to block ATV. Clerk stated it was on the list to discuss with DTIR for liability purposes but he will advise public works staff to do it now.

Greenwood Recreation Programming

Vice Chair Pierce advised that the Chair for the Village of Greenwood should speak to the Village of Kingston Chair/Commission regarding recreation programming for Greenwood Village. Councillor Armstrong suggested the Village of Greenwood's Chair should speak to Kings County's recreation department and the recreation director for 14 Wing.

Kings County Update

Councillor Armstrong provided the following update:

- County is about to start budget deliberations, first meeting is next Thursday.
- County has a new Chief Financial Officer, Mr. Barr, who came in from the CAO position with the Town of Annapolis Royal.
- Council unanimously gave final approval for Kane Development on Main Street.
- The new county building will be 90% complete at the end of March and will open, hopefully, in July.
- County is in the midst of doing a Recreation Study, funded by the County and all the towns in Kings County. They have published a survey, to be completed by March 15, encouraging residents to engage in this topic.

Commission advised Councillor Armstrong that the Steer BBQ Committee is planning a 4 day event and will be asking for more funding this year for the 60th Annual.

Councillor Armstrong advised that any grant over \$10,000 comes to council. She also encouraged the idea of someone from the committee to arrange to make a presentation to council and include pictures to give them a better idea visually of what takes place.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Force Main Sewer Project along Rail Bed

Clerk stated the Department of Natural Resources (DNR) needs to approve the sewer easement for the abandoned rail bed and that the Village has signed off on a Letter of Intent providing us an easement. The survey has been approved for the easement so

just waiting now for documents from DNR. The project will be engineer managed (ABLE Engineering) and the tender documents will be designed to protect the Village and include the water table. As well, Rick Jacques, Annapolis Valley Trail Coalition Trails Co-ordinator, is allowing the Village to grade the trail and put a culvert underneath.

Property on Westwood Street

Wastewater staff reported the sewer line is shallow for the new property build on Westwood Street. The property owners have been advised and given options and suggestions by staff for the build.

PUBLIC WORKS – See full report

Steer BBQ Stage

Commissioner West stated she would like to report the plans for renovating the stage at the next Steer BBQ meeting on March 12th. Commission agreed the stage area should stay in the same location, be portable, and have a gravel base in case of any changes made to the field in the future. Commission agreed the Village would cover the associated costs incurred including some repairs to the stage and roof.

Arena Ice Removal

Clerk stated public works would like to see the ice from the arena hauled away at the end of the season since it makes such a mess of the Steer BBQ grounds. Commissioner Fowler stated he researched to see what other arenas do with their ice at the end of the season and they all just take it outside. Commissioner Fowler stated ice removal is quite a process so he suggested Public Works co-ordinate closely with arena staff and try different methods to see what works best.

RECREATION

Minor Hockey for Kingston

Commissioner Fowler stated that Greenwood is closing their competitive minor hockey organization because of their rules and regulations and will now only have shinny hockey. He suggested the possibility of starting a Kingston based minor hockey group to utilize the Kingston arena at times when it's not being used. He asked if there was money in the budget for a small ice subsidy of \$20/hr for Kingston hockey ice time for a total cost of \$5,760 for 6 months. Commissioner West asked if other towns or villages subsidize hockey. Commissioner Fowler stated in a roundabout way they do. Vice Chair Pierce stated he was concerned it would start a precedent. Commissioner Fowler stated it would not be for the 2019/20 budget but it could be a future budget item. Commission decided to table this item until a formal request is received for another budget year.

Chairperson

Clerk stated Chair Don Holmesdale has been absent from more than three meetings due to illness. Commission asked that Clerk contact Lynda Holmesdale and request that she send notification that Don will be stepping down.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE ABSENCE OF CHAIR DON HOLMESDALE BASED ON HIS CURRENT MEDICAL CONDITION. MOTION CARRIED.

Cow Print Aprons

Commissioner West stated that for the 60th Annual Steer BBQ she would like to propose ordering new cow print aprons since the existing ones, that were bought by the Village in 2011 for Steer BBQ, are stained and the Village logo is fading. After a discussion the Commission agreed to purchase a new supply of aprons. These aprons would not have the Kingston logo screen-printed on since it deteriorates with each wash. The aprons could also be sold at the Visitor Center.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE PURCHASE OF A MINIMUM OF 50 COW PRINT APRONS AT A COST NOT EXCEEDING \$1,000. MOTION CARRIED.

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

CLERK REPORT

Clerk handed out budget documents that include all the new projects and the priority of projects for each year. Clerk stated he added, to the general capital reserve, the digital LED sign to this year's projects since there are commitments from other organizations to contribute to the cost of the sign.

Clerk stated the proposed capital budget will cost \$816,000 of Village funds which will mean going from a 1.7 million dollar reserve to 1.3 million reserve after contributions. This will include the purchase of the CIBC building and renovations of \$175,000 for both buildings with possible grants for the library renovations. Clerk stated the grant application has to include renovation quotes and therefore asked the Commission if they could decide on the best purpose for the CIBC building - library or office. After a discussion, the Commission agreed to move the office into to the CIBC building and expand the library into the office space to maximize square footage for both.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE VILLAGE APPROVE MOVING THE VILLAGE OFFICE TO THE OLD CIBC BUILDING AND EXPAND THE EXISTING LIBRARY SPACE. MOTION CARRIED.

Clerk stated CBCL, the company doing the water study for the County, sent a list of properties as potential sites for well drilling to accommodate a future water system. Clerk stated he will forward that list to the Commission.

Capital Budget

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE 2019/20 CAPITAL BUDGET WITH GROSS EXPENDITURES OF \$816,000 BE APPROVED; TO BE FUNDED THROUGH SEWER RESERVES OF \$475,000 AND CAPITAL RESERVES OF \$341,000. MOTION CARRIED.

Clerk stated the Village is in its last month of the current fiscal year and reported there are no new variances and the year end position is expected to be favourable.

Kingston Area Advisory Committee (KAAC)

Clerk stated Jamie Kane has offered to be a member of the KAAC and the Village is actively seeking one more member of the public to sit on the committee and a member to take the place of Don Holmesdale.

Village Audit Committee

Clerk stated he is waiting for a policy template from the Association of Municipal Administrators of NS but that the Village can proceed with creating a membership. The requirements are two commissioners and one public member, with the public member being financially literate. Mike Bishop of Bishop Accounting has agreed to sit on the committee. The commission also needs to appoint 2 commissioners for the next few months and new audit committee members may be selected in July when new committee appointments are made.

CAPITAL PROJECTS

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

Maple St RCMP Lift Station - \$150,000 (100% gas tax) Actual Cost - \$123,794 – Project complete

Public Wi-Fi/Camera Expansion - \$19,000 – 3 Wi-Fi antennas purchased – should be just under budget with installation costs.

Lights to LED Conversion - \$15,000 - Project is completed. Project cost approximately \$11,295 after Efficiency NS rebates.

Ravenwood Lower Field Re-dressing - \$12,000 – Upper field to be fixed first.

Stronach Park Fitness Equipment - \$7,000 – Will be ordered

Ravenwood Fencing - \$10,000 (\$8,100 spent) Ravenwood Playground fence not completed, Basketball Court and Rec-Hut Playground gate installed – \$4,800, Tennis Court fence hole and gate repaired \$3,300

2019/20 Budget Schedule – 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	Special Meeting	Operating Budget Deliberations
May 1	Regular Meeting	Operating Budget Deliberations and Approval

CORRESPONDENCE:

Annapolis Valley Exhibition Newsletter

Exhibition newsletter items included the Annual Spring Fundraising Auction and Supper on March 30th at the Aylesford Lions Hall. As well, the date for the Redneck Rodeo event has been changed to June 22nd and 23rd and therefore will not be competing with the Steer BBQ this year.

Kings Regional Recreation Needs Assessment

Kings County and the Towns of Berwick, Kentville, and Wolfville are conducting a regional needs assessment on Recreation which includes a short survey that is open until March 15th.

Port George Jamboree

Clerk stated the Village received a letter from the Port George Sponsorship Committee asking for support.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER FOWLER THAT THE VILLAGE APPROVE THE SILVER SPONSORSHIP OF \$125.00 TO THE PORT GEORGE JAMBOREE EVENT TAKING PLACE ON JULY 27TH 2019. MOTION CARRIED.

Valley Thunder Lacrosse Festivals and Events Request

Clerk stated the Village received a request of \$720.00 from Valley Thunder Lacrosse for their 6th Annual Apple Cup tournament which will be held both at the Kingston Credit Union Centre and the Berwick Apple Dome on June 7th, 8th and 9th. They are hoping to host 25 teams.

ON MOTION OF COMMISSIONER PARSONS AND COMMISSIONER WEST TO APPROVE \$250 FOR THE VALLEY THUNDER LACROSSE TOURNAMENT IN JUNE. COMMISSIONER FOWLER ABSTAINED FROM VOTING. MOTION CARRIED.

Lions Club 58th Annual Charter Night Invitation

With the absence of Chair Don Holmesdale, Commissioner Parsons will represent the Commission at the banquet at 6pm on April 13, 2019.

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: **April 3, 2019**
Re: **Environmental Services Report**

March 16th Wastewater on call staff received call from DTIR dispatch at 5:30 am asking if we can get our pumps to start pumping ditches down again on Shawn Dr.; call went to voicemail but staff did not call back because it is not our responsibility. Public Works staff did go out and check later in the morning and the ditches were full but not enough to flood garages and basements. Sept 22nd, Friday afternoon, the Village Office received a number of calls in a short time during a heavy downpour from residents on different streets including Shawn Drive. DTIR call center also called the office and asked if we could pump ditches down again. Village Clerk informed them that the treatment plant is already at maximum capacity. The water did eventually soak into the ground and with the frost coming out the problem should not persist anymore this year. The Village Clerk and PW staff met with DTIR Area Manager on Friday, March 29th to discuss all of our concerns in the Village. Staff explained that our treatment plant is still recovering from all the surface water that was pumped into our collection system.

March 17th Wastewater on-call staff received call from Omni Site indicating that KN-3 had a high wet level alarm. Station was checked out and found submersible transmitter was damaged. Sensors can get built-up with material and staff suspect the something hanging off probe got sucked into the pump and pulled probe end off cable. The old East Main lift station is our busiest station outside the treatment plant with each pump coming on over 60 times per day. Staff kept going back and forth to manually pump station down until Panel Shop could make it out Sunday afternoon to wire in back up float system. Staff pulled new float cable through into panel from sump so that was ready to go when Panel Shop arrived. With a busy swirl action station probe tends to move around more which likely caused probe to be drawn toward pump intake. Extra maintenance to clean probes off will be more frequent in the future. New sensor was ordered and will be installed by staff when it arrives.

March 23rd Wastewater on call staff were called out to Cherry Lane in Forrest Brook subdivision. Resident indicated that sewer was coming up through floor drain when they used upstairs plumbing. Staff checked main sewer line in the street and line was running clear. Residents were told the problem is likely in their own line and were advised to call a plumber.

Work at the treatment plant is ongoing with cleaning of pumps and UV Channel and washing down of the clarifier. Treatment plant staff also painted the UV Room; floors, walls and ceiling. Sludge from STP digester was hauled away the week before road weight restrictions went into place.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 3, 2019**
Re: **Public Works Report**

With snow removal and salt spreading pretty much over, Public Works staff disassembled salt containment area at the Public Works barn to access parade float. Float was taken to the Village Office truck bay so that float committee can proceed with design. The mini jersey barriers were then rearranged deeper into the barn to accommodate tractor trailer loads of salt at 26 ton per load with a significant savings as reported last month. Plywood was also purchased to board in inside wall as part of containment area.

Public Works staff removed wooden awning structure on the Steer BBQ grounds behind the arena. Structure was mostly rotten wood. Staff received price from local hardware/building supply for an 18x10 foot pergola 12 feet high from the ground up. Contractor names were also passed on to staff for quotes on construction. Staff will till and remove top soil and level and compact gravel base into place to allow an easier installation of the portable staging once frost is out of the ground.

Village Office received price from downtown snow removal contractor for snow removal for the former CIBC building parking lot. Price will be added into the current lump sum contract price for snow removal next winter season.

Miscellaneous items include duck pond ice and outdoor rinks were closed for the year at the end of the first week in March. Ice surfaces had a lot of use this past winter season. Spring clean-up has started and seasonal employee will be starting the second or third week in April, depending on the weather, to help with spring clean up and dismantling of the outdoor arena frame work. Public Works had meeting with arena staff about helping them haul ice away but rink staff decided to dump the ice onto the rink parking lot and take care of the mess themselves. Public Works staff will focus on cleaning up the mess from rink ploughing onto recreation grounds.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **April 3, 2019**

Re: **Recreation Report**

STEER BBQ MEETING 2019 – TUES Apr 9th @ 7pm – KINGSTON LIONS HALL

- Staff Attending.

UPCOMING SPRING NEWSLETTER

- Staff will be working on upcoming newsletter to go out with tax bills. If there is anything the Commission would like included in the newsletter please inform Office staff.

SENOIRS FITNESS 2019

- Senior Fitness Classes with Helen Malo going smoothly – averaging 20 - 25 participants. Had 30 participants on Tuesday Mar 26th. On Tuesday April 2nd and April 9th classes will be taking place at Kingston Legion.

WEST KINGS HIGH SCHOOL RENOVATION PROJECT

- Grant applications have been submitted provincially and to the Municipality of the County of Kings. A verbal discussion has taken place with School administration along with Provincial Community Culture & Heritage Minister Leo Glavine.

OUTDOOR RINK PLANNING 2019

- Please see Public Works report. Rink will be dismantled as ice melts.
- 2018/19 provided the most days skating since rinks have been created. 56 days of skating between the Duck Pond and the Tennis Courts.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

Recreation Department will be submitting final report for Facility Access Grant Application

KINGSTON/GREENWOOD MINOR BALL & SOCCER REGISTRATIONS

- Soccer Registration taking place mid-April.
- Kingston/Greenwood Minor Baseball is collaborating with the Village of Kingston again this year in order to provide local baseball to continue.
- Kingston recreation is assisting local baseball volunteers to investigate changing names and having Kingston Minor Baseball create its own organization.

KINGSTON UNITED CHURCH – WEDNESDAY FREE SOUP LUNCH

- Every Wednesday the Kingston United Church offers a FREE community soup lunch. Glen has been in discussions with John Morash regarding the potential of have designated “Community Garden sites” at

a few spots throughout the Village. John Morash would be the Lead for this and look after care & maintenance of these potential sites. Discussions to include Public Works as well.

KINGS COUNTY – COMMUNITY RECREATION ASSISTANCE FUND – (CRAF GRANT)

- Recreation Coordinator is working on Final Report from 2018/19 Application

KINGS COUNTY – PARKS, TRAILS AND PLAYGROUNDS GRANT – DEADLINE APRIL 1ST

- Recreation will be submitting grant to the County. This is a \$12,000.00 annual grant application.

KINGS COUNTY TATTOO TRIP JUNE 30th 2019

Tickets will go on sale Wednesday April 3rd at 8am. The Village requested 40 tickets this year due to the fact we sold out of the 28 tickets we had last year in 20 minutes. Trip takes place on Sunday June 30th, 2019 departing from Kingston School.

VILLAGE 2019 WATER SAMPLES

- Recreation Coordinator will be going to all 5 Village Locations that have water to do the yearly water testing.

RECREATION HUT – ONGOING BIRD NESTING CONCERN

- Birds nesting in the eaves has been an on-going struggle at the Day Camp.
- We are investigating possible options to alleviate this on-going issue. Recreation department will consult with Public Works and a potential outside pest control company.

PINERIDGE MIDDLE SCHOOL – P.A.W.S. AFTERSCHOOL PROGRAM

- Student participation in the afterschool program continue to increase. At time of this report there were over 20 students participating in this program twice per week. Many of these students require adult supervision and assistance and could not otherwise participate in afterschool activities.

APRIL COMMUNITY EVENTS:

- Tuesday April 9th – Kingston Lions Community Lunch - Chicken Supreme Dinner 12noon – 1pm
- Sun Apr 14th @ 2pm – 14 Wing Band Concert with special guests. AVM Morfee Centre
- West Kings School Musical Performance - Chicago – April 3- 7th – West Kings High School
- Kings County Family Resource Centre – Baby & Me – New Parents Support Group. Wed Apr 3rd @ 10:30 – 11:30 am at the Kingston Fire Hall.

SUMMER DAY CAMP 2019

- Working on preliminary Day Camp planning and posting Summer Student Job opportunities.
- Deadline for Summer Day Camp Supervisor position is Thursday April 18th. Start date is May 20th

1st KINGSTON SCOUTS

- Turkey Dinner Fundraiser – Sat March 30th 4:30 – 6:30pm – Kingston Lions Hall
- Recreation Department has been collaborating with the 1st Kingston scouts regarding opportunities for community outreach and service. Recreation Department has communicated with the North Kingston Cemetery Volunteer Organization to have the Scouts assist with their annual clean-up Day.

UPPER RAVENWOOD FIELD

- Recreation Department is investigating the possibility of having irrigation installed in the upper outfield. Rousseau Irrigation visited the site on Friday Mar 29th and will provide a quote.



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REPORT TO VILLAGE COMMISSION

From: **Janice Hatfield, Apple Blossom Committee**
Date: **April 3, 2019**
Re: **Apple Blossom Festival Report**

RECOMMENDATION

THAT THIS REPORT BE RECEIVED FOR INFORMATION

Before any advertising had taken place, the Village received one application for Leadership Candidate for the 87th Annual Apple Blossom Festival from an enthusiastic Katelyn Charlton. There were no other applications received by the due date of February 28th, after all forms of advertising. There have been no applications for a Child Attendant to date and if there are no offers, Addison Beardsley is excited to take that role.

The dates for the 2019 Apple Blossom Festival will be Wednesday, May 29th to Monday, June 3rd. To offset the booster fees of \$850 the Village requested funding in the amount of \$250 from each the Kingston Lions and the Kingston Legion. So far the Village has received \$50 from the Kingston Lions Club.

The Kingston Apple Blossom Festival (ABF) Committee held two meetings, one in February and one in March. The committee arranged to meet with Katelyn for the official crowning on Friday, March 15th with her family in attendance. Plans are underway for a Wardrobe Tea to welcome Katelyn and Addison and also say farewell to the outgoing Leadership Candidate Riley Rowan, and her Child Attendant, Bridget Ward. The Wardrobe Tea will take place at 2pm on Saturday, May 4th at the Kingston Fire Hall. Commissioners are all welcome to attend.

This year the parade float will veer from the usual Apple Blossom Festival theme and will be decorated to celebrate the 60th Annual Steer BBQ. Katelyn Charlton's family has generously offered to help the four member ABF Committee in any way.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk / Treasurer**
Date: **April 3, 2019**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

**THAT THE VILLAGE OF KINGSTON RECOGNIZE CARL NICHOLS AS OUR
“2018 KINGSTON VOLUNTEER OF THE YEAR”.**

GENERAL UPDATE

Fiscal 2018-19 is complete, there are still invoices to be posted over the next month, but overall the year end position is favourable.

DNR Easement for Forcemain on Railbed

The province has drafted the easement and will be sent this week to be recorded at the land registry office. Once the plan is recorded, the easement will be sent to the Village for signatures. Once we send it back to the Province, the Minister must sign it as well.

DNR Land Purchase – Green Space

Our survey plans are being recorded at the Land Registration Office and once complete, DNR will have the documents created for our land purchase

CIBC Building

The purchase of the CIBC building is complete. Closing date was March 31, 2019. Design of new offices and library need to be completed asap. Provincial funding was applied for in February to help offset costs. Snow removal costs will be included in our downtown snow removal contract increasing our costs from \$24,300 to \$27,000 annually (\$2,700 increase). Kevin will take over plowing the pizzeria parking lot as well, which will provide for easier and more efficient snow clearing.

VIC Funding

The VIC is typically funded by the Village of Greenwood (\$5k), Tourism NS (\$3.3k), the County (\$5k*), and Kingston covers the difference (~\$9.4k). In 2018, the County, due to the large number of applications, prorated our funding to ~\$2,300. In this year's application to the County, I applied for \$9.4k (instead of the \$5k), hoping that the County steps up to support tourism in their municipality.

DTIR Meeting

Danny and I met with Richard Lloyd, Area Manager DTIR on Friday, March 29th, 2019. Our concerns were heard and discussed. Richard agreed that more support for Kingston

was needed, but funds were, are, and will be a limiting factor. Please see the attached report. Richard Lloyd is open to attending a Commission meeting. I suggested June, since it would be the first meeting with newly elected Commissioners.

Upcoming Calendar Dates

Election

Nomination Period	Thursday, May 2 nd , 2019 to
Nomination Day	Wednesday, May 15 th , 2019
Advance Poll	Tuesday, May 28 th , 2019
Election Day	Saturday, June 1 st , 2019

Annual General Meeting Thursday, May 30th, 2019

ANNUAL GENERAL MEETING

Formal Presentation to Volunteer of the Year

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	
- Actual \$14,078		
- Installation still required		
Office Lights to LED Conversion	\$15,000	
- Actual \$11,810 - Project is complete.		
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	
- Actual \$7,581		
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		

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	Special meeting	Operating Budget deliberations
May 1	Regular meeting	Operating Budget deliberations and approval

DTIR Discussion List

Curbing/sidewalk responsibility

- Village

New / Existing storm water infrastructure responsibility

- DTIR

Exit 17E/W – beautification / reduction of ATV use

- Village - to be approved by DTIR
- Funding limitation

Exit 17E/W – lighting (a new lighting standard has been set with Exit 11A)

- Lighting is consistent with DTIR requirements

Shawn Drive – flooding / sole catch basin

- Cost effective options to be researched

900 Main St – culvert / storm sewer flooding

- DTIR will investigate and fix

Main Street / Maple street Intersection – crosswalks / traffic lights

- Village has option to install RA-4 rapid flash signage

Prince Street – can we put a boulder to block vehicles and ATV's access to trail

- Village has approval to place boulder(s); not to affect snow removal

Victoria Street Extension – continued flooding / tree removal/trimming-EFR

- DTIR will investigate solutions

1135 Main Street / new lift station – ditch drainage

- Village has permission during forcemain project

Balser Drive – if we install sidewalk on south side, where does storm sewer drain to?

- Original village sidewalk design with soak away pits will be revisited for approval

Westwood Ave - dip in road, getting worse?

- Wait for frost to come out of roads, not an urgency since it was just paved

Main Street / Bridge Street turning lane - patch over patch over patch

- Will try to get more permanent fix in place

Storm sewer laterals responsibility

- DTIR responsible in DTIR right of way, property owner responsible beyond right of way.

Sparky Street Crosswalk (at Pine Ridge)

- DTIR will look at replacing section of asphalt

Village of Kingston
Commission Finance Report
February 28, 2019

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	692,600	692,900	(300)	692,900	
Dog Registrations	600	600	-	600	
Rentals	400	200	200	200	
Interest on Investments and Taxes	20,100	11,700	8,400	12,500	Q4 Capital Interest Included
Miscellaneous Income	1,800	600	1,200	600	CUC\$500, ABF, Ballfields
Recreation Revenue	23,600	23,900	(300)	25,400	
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	94,900	70,500	24,400	82,900	FA Grant, HST Offset
Contributions from Reserves	-	-	-	-	
Total Revenues	919,000	885,400	33,600	900,100	
Expenditures					
General Government					
Legislative	18,400	18,100	(300)	19,700	
Administration	128,000	140,700	12,700	151,800	Training, Consulting, IT
Professional Fees	10,200	12,600	2,400	13,200	Banking / Legal Fees
Insurance (General)	13,200	13,900	700	13,900	
Civic Building Expenses	13,300	13,300	-	14,800	
Crossing Guards	14,000	13,900	(100)	15,400	
Miscellaneous	4,700	5,300	600	5,500	
Taxation Charges	9,600	10,800	1,200	10,800	
Library	5,800	8,600	2,800	9,100	
Total General Government	217,200	237,200	20,000	254,200	
Public Works & Transportation					
Public Works	90,600	90,200	(400)	98,400	
Village Maintenance	29,700	25,900	(3,800)	27,000	village signs expensed
Sidewalks & Crosswalks	5,200	7,300	2,100	7,300	
Snow Removal	60,000	53,800	(6,200)	67,300	
Street Lighting	36,400	36,300	(100)	37,800	
Capital from Operating	-	-	-	-	
Total Public Works	221,900	213,500	(8,400)	237,800	
Tourism and Development					
Visitor Information Centre	21,500	22,700	1,200	23,200	
Other Development	6,600	9,400	2,800	9,400	Vanadlism/tree planting
Apple Blossom Festival	3,100	4,500	1,400	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	39,300	44,900	5,600	45,400	
Parks					
Parks Repairs and Maintenance	41,800	41,800	-	45,500	
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	48,600	48,200	(400)	51,900	
Recreation					
Recreation Administration	72,200	79,800	7,600	85,900	
Arena Expenses	-	-	-	-	
March Break Day Camp	400	200	(200)	1,200	
Summer Day Camp	8,900	7,800	(1,100)	7,800	
Youth Programs	2,300	2,700	400	3,000	
Adult Programs	4,200	7,900	3,700	8,600	
Seniors Programs	4,100	5,900	1,800	6,400	
Total Recreation	92,100	104,300	12,200	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	817,000	846,000	29,000	900,100	
Surplus / (Deficit)	102,000	39,400		-	

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	121,500	126,900	5,400	138,200	travel, consulting fees
Treatment	22,500	24,700	2,200	27,900	maintenance
Treatment - Electricity	57,500	67,400	9,900	73,500	
Treatment - Disposal	54,700	63,000	8,300	70,000	
Collection System Costs	26,900	34,800	7,900	38,000	maintenance
Total Environmental Health	283,100	316,800	33,700	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	447,400	481,100	33,700	511,900	
Surplus / (Deficit)	65,500	25,800		-	

***Your Are Invited to a
Retirement Celebration for
Lorrie “The Subway Lady”***

At 6:00 pm on Tuesday, 16 April 2019, a retirement dinner and celebration will be held at the Kingston Lions Hall to recognize, and to honor, one of our community’s greatest partners. For more than 25 years, Lorrie Penny, AKA “The Subway Lady”, has been the friendly face who has lead the Subway team to provide support to community charities, special events, lunch programs, sports teams and so much more.

This is an opportunity for us in the community, either as individuals or as organizations, to show our appreciation to Lorrie and the Subway team for how much their support and dedication has meant to us. If you like good food, live entertainment and drinks and would like to help us celebrate the retirement of one our community’s most ardent supporters of everything that matters or happens in our community, then this event is a “must attend” for you.

It will be a smart casual event and the dinner will be hosted by the Kingston Lions with roast beef on the menu. If you would like to attend the dinner, the cost is \$20 and you can confirm your seat by emailing Brian Milligan at: talkwitbrian@hotmail.com or phone/text: 902-848-6286. Seats are limited and the deadline to confirm your attendance is Tuesday, 9 April, 2019. Come out and help us show how much Lorrie has meant to us and to wish her and Alec a long and happy retirement.