



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

ph 902 765-2800
fx 902 765-0807

September 12, 2019

Commissioner J. Pierce
Commissioner M. West
Commissioner W. Fowler
Commissioner M. Bishop
Commissioner B. Beardsley

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Thursday, September 12, 2019 at the Kingston Village Office.



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REGULAR COMMISSION MEETING September 12, 2019

AGENDA

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



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF AUG. 7, 2019

COMMISSION:

John Pierce - Absent
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUEST:

Sgt. Ryan Kelly – RCMP Kingston Detachment

OPENING

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

RCMP REPORT

Sgt. Kelly provided a July 2019 police report which included the following stating they were on par for targets:

- List of employees/duties with Kings District RCMP
- Some members training in Arizona or Florida to learn to identify drug impairment
- Request to the public - report suspected impaired drivers to police
- Annual Performance plan with an objective to have safer roads and highways
- Increased trail patrols on ATVs and issued tickets and warnings, also road patrols during special events such as Steer BBQ
- Public to call 800-803-7267 to report unsafe operation of an ATV
- Conducted 40 boat patrols on Aylesford and Loon Lakes on July 6th and 7th with more scheduled in the future
- In July RCMP responded to 1253 calls for service, 119 of those in Kingston
- Provided list of events attended by RCMP members
- Labour Day weekend - very busy with the Greenwood Air Show, Wharf Rat Rally and Berwick Gala Days all taking place. Five extra resources scheduled for traffic control of air show, they will open earlier than last year - 8am
- Racist graffiti on the road in front of a home on Maple Avenue the night of July 2nd – police seeking help from the public.
- Drug users can be evicted with the help of surveillance

Clerk reported the Village had complaints of speeding on the trail, particularly the dirt bikes and speeding on Old French Road.

REVIEW OF MINUTES

Vice Chair Fowler asked for a review of the July 3, 2019 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER BEARDLSEY AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 3, 2019 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Vice Chair Fowler asked for any business arising from the minutes of July 3, 2019.

Commissioner Beardsley stated he was asked if the Commission had any plans to install some flags for the crosswalk at the intersection of Main St. and Maple St. Clerk stated the commission is waiting for a cost from the Department of Transportation for the strobe light type crosswalk, which will be much more visible.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Report

WASTEWATER – See Full Report

Commissioner West asked why Jamie Kane's new development on Main Street is allowed to install septic tanks and if it conforms to health standards. Clerk stated it was the best solution to avoid cross cuts on Highway 1, it would be a two tank system where there would be one tank of fluids that would be directed out to our main line and the other tank of solids would be emptied at the property owner's expense. It would actually be less wear and tear on our sewer system by not having the solids in our system. Vice Chair Fowler stated it would all have to be inspected and approved by the County as well as by the Department of Environment.

Clerk reported that during the sewer line replacement at 1720 Old Brook Road Wednesday the neighbour's underground FibreOp cable, which was improperly installed by Bell Aliant, was damaged. Bell Aliant will be out to fix the problem on Monday with no cost to the Village.

PUBLIC WORKS – See Full Report

Commission commented on how nice the Village looks and how the hanging baskets are flourishing. Clerk stated staff have been watering even on the weekends.

Clerk stated he reported the property behind the Autism Centre to the County as dangerous and unsightly. The By-law officer called to say he had visited this residence

several months ago and asked him to clean up the property. He stated he would have another look to see if he was in compliance. The Bylaw officer did not know if the resident was zoned for the repairing and selling of lawn mowers and stated the Village would have to call the planning department for that information.

RECREATION – See Full Report

Commissioner West stated the Steer BBQ was a great success. There was one issue at the last minute when it was discovered that the order for cow print aprons placed in March was not going to come through. The Monday before Steer BBQ she contacted Lance Riswold at B&H Wholesalers to see if there was anything he could do. He placed an order and the aprons were received that Friday, with the words Kingston Steer BBQ added in red which was really commendable. Commissioner Beardsley reported there was a shortage of volunteers which led to some people working up to 6 hours or more. Commissioner West and Beardsley agreed to make a list of potential volunteer names to call for next year.

TOURISM – See Full Report

Commission agreed to discuss the future of the Visitor Information Centre at the October meeting. Clerk will provide an expense report.

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

CLERK REPORT

Town Crier

Clerk stated when a new chairperson is elected for the Village Commission, there is a requirement to vote in the town crier.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY TO ACCEPT LLOYD SMITH AS TOWN CRIER TO REPRESENT THE VILLAGE OF KINGSTON. MOTION CARRIED.

Property Taxes

Clerk reported that there are 5 properties that are eligible for tax sale with total arrears of \$7,154.24, two of which have payment plans in place. Clerk will contact the other three property owners and send registered letters notifying them of the arrears. Clerk stated if they are eligible for tax sale with the County as well, the Village's portion would just get included in with the County's tax sale proceedings. Clerk stated a property in the Village is eligible for tax sale after 2 years plus a half year.

Sewer Treatment Plant

Clerk presented the Commission with a few scenarios for a maintenance contract on the sewer treatment plant generator and the commission agreed on the 3 year contract.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP TO ACCEPT THE THREE YEAR CUMMINS GENERATOR MAINTENANCE CONTRACT IN THE AMOUNT OF \$1600+HST PER YEAR FOR THREE YEARS. MOTION CARRIED.

Commissioners agreed they could attend the sewer treatment plant tour during the week in September.

Association of Nova Scotia Villages (ANSV) Annual General Meeting

Clerk stated he is attending the ANSV two day conference in Tatamagouche from September 20th-22nd, as well as Commissioner West who will be the voting delegate. Commissioner Bishop or Commissioner Beardsley will advise if they are able to attend.

Department of Natural Resources Easement for Force Main on Rail Bed

Clerk stated he received the signed easement document from the Minister of Natural Resources.

Library Expansion

Clerk will post the tender for the CIBC building renovations, with a closing date of August 22nd. Commission agreed that the flooring and paint selections can be chosen by staff. Once received, the tenders will be submitted to Harvey Architecture for a recommendation. Commissioner West asked if the small shrub area in front of the CIBC building could get some maintenance.

Other Approved Capital Projects 2019-2020 (Budget Amounts)

Sewer Treatment Plant Clarifier Refurbishment	\$75,000
KN-14 Force Main Sewer Installation	\$400,000
- Mid Valley Construction Awarded Contract	\$269,900 + HST
Public Wi-Fi/Camera Expansion	\$38,000
Trail Repair	\$15,000
Water Drilling Study	\$50,000/\$100,000 (County)
Hwy 101 Signage	\$25,000
Steer BBQ Stage Replacement	\$8,000
Digital LED Sign	\$30,000
- DTIR approved location	

Department of Transportation (DTIR)

Clerk stated he is still waiting for DTIR on a price for the strobe crosswalk lights at the intersection of Maple St. and Main St. Clerk stated DTIR did run a camera in the catch basin on Old Brook Road down Hwy 1 in East Kingston and ran into dirt. DTIR stated that the storm piping would be cleaned. Potholes throughout the Village were reported to DTIR in early spring and they responded back recently that the work on the secondary roads will begin late August in Kingston. Commission will follow up in September.

POLICY AND FINANCE:

The Village received a request for funding from the Annapolis Valley Chapter of Autism NS for their Autos for Autism event to be held at the Credit Union Centre grounds on August 24th, as per the Village's Festival and Community Events and Funding Policy.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE AMOUNT OF \$300 FOR THE ANNAPOLIS VALLEY AUTOS FOR AUTISM EVENT ON AUGUST 24TH. MOTION CARRIED.

DISCUSSION:

Commission Meeting with Local Businesses

Commissioner West suggested the Commission hold a meet and greet with local business owners, and possibly one representative from each local service club, at the Visitor information Centre in October, once it is closed for the season. Commissioner Beardsley also suggested putting together a business directory. Commissioner West agreed to visit each business with an invitation.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE VILLAGE APPROVE UP TO \$500 TO HOLD A MEET AND GREET WITH LOCAL BUSINESSES AND REPRESENTATIVES FROM LOCAL SERVICE CLUBS. MOTION CARRIED.

Ravenwood Sandpit

Clerk reported Councillor Armstrong spoke with the owner of VJ Rice, regarding the sand that blows from their sandpit in Ravenwood onto a neighbouring property, and she was told they would be putting up a proper fence. Commission questioned, once all of the sand is removed, if the company is allowed to just leave the pit as an unsightly cavity that cannot be developed. Commission agreed to follow up on this item.

CORRESPONDENCE:

VIP Air Show Invitation

Clerk stated Chair Pierce will not be able to accept the invitation to attend the Greenwood Air Show and asked if any other Commissioners would be able to attend. Commissioner West stated she may be able to attend but, if not, Commission will graciously decline the invitation.

ADJOURNMENT

ON MOTION OF COMMISSIONER BEARDSLEY 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: **September 12, 2019**
Re: **Environmental Services Report**

Sept 7th Post-Tropical Storm Dorian

The September 7th tropical storm, with heavy winds and lots of rain, caused power to go out at all 13 lift stations. The only lift station to remain pumping was the one in the treatment plant compound and stayed running because plant has generator power. Generator ran for close to 48 hours during power outage. On Sunday, Sept 8th Public Works staff went around to all the different lift stations with Loomer's Pumping Service to pump stations down and haul sewer to plant. Over 60,000 gallons of sewage were hauled from different lift stations. Loomer's finished last load at 7pm. Treatment plant staff also gave verbal report to Department of Environment compliance officer over the phone. Officer was told that there were no plant by-passes and full treatment during the power outage because of generator power. They were also informed that sewage was trucked from lift stations to plant.

Force Main Project Update

Update on the force main sewer line project is as follows: as reported last month, all 6400 lineal feet of force main sewer pipe was installed in easement right-of-way under the abandoned rail bed. Contractors arrived back at job site August 30th to fill in hole over culvert that was installed during pipe installation which washed out in big rain storm on August 29th. After Labour Day weekend, contractors excavated what was left of culvert that had washed out and installed 2 side by side 18 inch culverts to better accommodate high volumes of flow. Gravel and coarse rock was hauled in instead of native sandy soil to prevent soil erosion. Contractors have stated that they will be back on the job site this week. Public Works staff, in the meantime, installed the new 4hp pumps into lift station in preparation for the switch over from a 4 inch sewer main, which currently pumps up to Kingston Heights Drive, to the newly installed 6 inch force main. Once new force main connection is made, the diversion of flow can take place on Kingswood Lane to divert flow to KN 14 lift station.

Sewer Lateral Installation / Directional Drill

August 7th Public Works staff coordinated job to install a directionally drilled sewer lateral under the street into a manhole 200 feet away for 1720 Old Brook Rd. As mentioned in past reports, sewer service for 1720 was incorrectly installed years ago under neighbour's driveway where tree roots have infiltrated sewer pipe causing frequent back-ups. While contractor was directional drilling, staff intercepted house sewer lateral before it passes under neighbor's property and installed new pipe under resident's own driveway and connected onto directionally drilled pipe out in the street limits. Other than severing next door neighbors barely under the ground fibre cable that was in DTIR right of way, the job went really well.

Pipe under neighbor's driveway was capped and abandoned. Section of driveway, that staff cut out to install new pipe, will be patched and is part of the cost.

Kane Development Update

The Kane development has changed a bit once again but in a positive way as far as cost to the village to supply a sewer lateral to property. As mentioned last report, where Kane development originally wanted the sewer lateral from the street in, was a very shallow location with the likelihood that the sewer pipe would freeze in frost conditions. After consultation with the developer's engineer, and the fact that all properties involved belong to one owner, it was decided the best route to discharge the liquid portion of the sewer from development was to connect to Kane's own house sewer lateral. This would save from having to directionally drill a new pipe under the street. Development overview plan shows a total of six buildings with 6 apartments in each building. Developer is hoping to get foundation in for second building this fall.

Upcoming Sewer Projects

Upcoming work in the month of September includes pumping down the clarifier for inspection of hardware such as threaded rods and bolts that hold brackets in place. Staff will have welder on site to assess the possibility of welding brackets in place. After inspection, staff will determine the possibility of moving forward with ordering hardware mentioned above and scheduling retrofit with Loomer's and welders. Public Works staff will also be replacing a short section of concrete sewer main on Hillcrest Street extension. As reported earlier this summer, staff used auger machine to unplug sewer in main line which is just a stub line that services 2 homes at the end of the street.

Daily Maintenance

Daily ongoing work at the treatment plant is as per normal with washing down clarifier, cleaning out pumps, cleaning UV channel and monthly testing.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 12, 2019**
Re: **Public Works Report**

Catch Basins / Road Patching

As reported last month, Public Works staff had concerns about sinkholes around catch basins and storm sewer lines that are half full of sand and need to be cleaned out, especially at East Main Street. Since then the office has been in contact with DTIR regarding our concerns of when maintenance on these issues will be dealt with. An email was also sent to DTIR from the Village office regarding the poor road patching job and lack of any type of compaction. The concerns were dealt with on the patching, for the most part, shortly after DTIR received email. DTIR also notified Public Works staff that East Main St storm sewer is scheduled for line cleaning on the 16th of September.

Storm Cleanup / Street Sweeping / Dugout Roof

Public Works staff scheduled Loomer's to sweep all curbed side streets after the somewhat messy asphalt patching. Streets were swept before Labour Day weekend to make Village look nice for long weekend. Obviously since the tropical storm, streets are in a bit of a mess and once bulk leaf/stick cleanup along curbside is complete, staff may schedule Loomer's again to sweep up. Storm cleanup is ongoing especially dealing with a few big trees that came down in Centennial Park and Westwood St playground. Thanks to the recreation coordinator for helping with the cleanup on Monday at Westwood St. Playground, surrounding recreation grounds and Centennial Park. Dugout roof was blown off in weekend storm at the upper ball field in Ravenwood. Quotes were received earlier this year for total roof replacement but parks and maintenance budgets have been used up and will likely have to wait until next year's budget.

New Village Office

Public Works staff cleaned up the outside of the future new Village office. Pressure washer was used to clean off chalk graffiti at the rear of building and to scour off front entrance. Staff also addressed concerns of overgrown shrub bed in front of building by the wheelchair access ramp. Overgrown or poorly growing shrubs were removed leaving one cedar tree in the corner of planter. New smaller growing shrubs and grasses were purchased and planted. Bark mulch was removed in favor of a colored textured rock to match up with rest of building and also makes for a cleaner area by the wheelchair ramp. Lastly, staff ordered truckloads of topsoil and landscaped and seeded west side of building after removing broken up asphalt apron. Boulders were also installed to block traffic from coming through at the rear of building onto the back parking lot.

Public Works staff also brought up the existing outdoor lights that were for CIBC logo on the front of the building. The three lights are the 2 longer rectangular lights and one cube light erected at the corner of the planter. Staff also mentioned the condition of the wood siding and

the fact that it should be painted before winter if contract for renovations is under budget. Some staff ideas circulated were to remove lights and board in with the rest of the wood siding or use the lighting to display the Village of Kingston's logo. The space, if lights were removed, could also possibly be used for some type of painted mural that represent the Village of Kingston.

Library Expansion

Public Works staff also weighed in on the Library expansion and the fact that the former Friendly Neighbours room was being considered for part of the expansion. Public Works has been interested in this room since moving into building 26 years ago. Staff have been contemplating the space for a wood working room because the small room at the back of the truck bay is not a sufficient size when ripping wood.

Parking Lots/Line & Decal Painting

As mentioned in last report, parking lot lines were painted in all village parking lots by Public Works staff. New stencils were also ordered and received for Handicap Parking, NO PARKING and 20 km/h. The 20 km/h symbol was used on the new strip of trail asphalt at the south edge of VIC parking lot. Staff received a complaint from resident while installing scarfed rail fencing last month about the speed of ATVs and dirt bikes. Line and symbol painting was always contracted out in the past, but with the additional property, along with another parking lot to maintain, it made sense to do our own painting and invest in proper stencils.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **September 12, 2019**
Re: **Recreation Report**

HURRICANE DORIAN SEPT 7th 2019

- Recreation Department assisted Public Works with park cleanup on Monday Sept 9th.
- Lions Hall opened as a Comfort Station on Tuesday Sept 10th 9:30am – 4pm.
- Aylesford Fire Hall was open as a Comfort Station since Sunday Sept 8th.
- GMFRC has opened as a PUBLIC Comfort Station on Monday Sept 9th at 8am.
- See Public Works Report for Damage to Village property.

SUMMER DAY CAMP 2019 – Tuesday July 2nd – Friday Aug 23rd

- Successful Day Camp this year with many positive comments regarding this year's staff.
- Average 23 youth per day over the eight weeks with waiting lists on most weeks.

DROP IN BEACH VOLLEYBALL – Tues/Thurs 7-9pm – ages 14 & up

- Very successful program with consistent numbers of 10 – 12 participants each Tues/Thurs. Program ended on Thursday Aug 28th.

CENTENNIAL PARK – OUTDOOR CONCERTS

- Many thanks to the Village Commission for agreeing to provide funding to the bands. Those who have attended these performances have thoroughly enjoyed them. The Village Office received a few phone calls praising the concerts.

SENIOR FITNESS INSTRUCTOR FALL 2019

Recreation Department start up for Senior Fitness was Tuesday Sept 3rd and will take place each Tuesday and Thursday. Instructor will be on vacation starting Oct 15th for 3 weeks. Recreation Department seeking an instructor for that time period, however, there is an instructor deficit within Kings County.

TAI CHI FALL 2019

Recreation Department has had correspondence with Tai Chi instructor to discuss locations and timings for the fall session. Instructor would like Tai Chi to begin in late Sept.

TERRY FOX – SUN SEPT 15TH 2019 – REGISTRATION AT 12 NOON- START TIME 1PM

The Village of Kingston will be hosting the Annual Terry Fox Run/Walk or Roll on Sunday Sept 15th starting at 1pm. Registration will take place at the G.W. Sampson Parking Lot and we will be using the Harvest Moon Trail to walk or run 5.5 kms.

WEST KINGS COMMUNITY BASKETBALL

- West Kings Community Basketball begins Monday Sept 16th @ 6:30pm.

KINGSTON CREDIT UNION CENTRE

- Complete loss of ice that was in the rink due to power loss from Hurricane Dorian.
- Once power is restored, arena staff will work to install a new ice surface at significant cost to the arena.

KINGSTON ELEMENTARY AND PINE RIDGE MIDDLE SCHOOL

- Recreation Department will be working with both schools to continue to provide after school physical activity opportunities for youth.
- Rec Department continues to collaborate with Teachers/EA staff for instructors to provide supervision for recreational programming.
- After school programming may include Volleyball, Ball Hockey, Cheerleading, Dance and others.
- Recreation Department Staff worked as a Crossing Guard on the afternoon of Friday Sept 6th due to spares not being available.

KINGSTON/GREENWOOD MINOR BASEBALL

- Minor Baseball has completed for the season.
- Kingston Minor Ball Association has formed an official association with a president, vice president, treasurer & secretary.

COMMUNITY EVENTS – SEPTEMBER 2019

- **Battle of Britain 14 Wing Concert** – Sun Sept 15th @ 3:30pm – 14 Wing Mess
- **Community Luncheon Turkey Dinner** - Tues Sept 10th – Kingston Lions Hall @ 12noon-1pm Cost: \$9 /\$9.50 delivered - 902-765-2128 - CANCELLED
- **ALS Walk for a Cure** - Sun Sept 15th 10am – 12Noon – Kingston Fire Hall
- **Chase the Ace** – Kingston Legion – Sat Sept 14th 1pm – 3:30pm – Draw time is 3:30pm
- **Annual Turkey Dinner** - Thurs Sept 26th 4:30pm – 6pm - Kingston United Church
- **Annapolis Valley Speed Skating Club Open House** – Sun Sept 29th @ 2pm Kingston Credit Union Centre

WESTERN KINGS ACTIVE KIDS HEALTHY KIDS COMMITTEE

- Meeting at Berwick Town Hall on Tuesday Sept 17th @ 2pm
- A Regional Kings County Active Kids Healthy Kids meeting with the Province will take place on Monday Sept 30th at 1:30pm and the CCH Offices (Community Culture & Heritage) in Kentville

VALLEY & SOUTH SHORE COORDINATORS AND DIRECTORS RECREATION MEETING

- Meeting in Digby on Thursday & Friday September 26th & 27th at the Digby Pines Resort. Clerk has meeting agenda.

ADULT SKATING – Mondays @ 10:30am – Credit Union Centre

KINGSTON LIBRARY - SEPTEMBER

- September is Fruit & Veggie month with a sampling of a different fruits or veggies Thursdays 2-4 pm.
- Tuesday morning Storytime 10:30am -11:30am for preschool aged children and their parent/caregiver filled with stories, songs and crafts.
- Kindermusik is back for an 8 week session on Fridays from 1-2pm, starting Friday September 20th.



Tuesday, September 10th
Comfort Centre Facilities

As of 09:00am
 2019-09-10

830am – 4pm	Wolfville Baptist Church, 487 Main Street, Wolfville
9am – 12pm	Woodville Community Hall, 342 Bligh Road, Woodville
9am – 1pm	Greenwich Firehall, 9798 Hwy 1, Greenwich
9am – 4pm	Canning Municipal Complex, 977 J Jordan Rd, Canning
930am – 4pm	Kingston Lions Club, 148 Veterans Ln, Kingston
930am – 4pm	Municipality of Kings Municipal Offices, 181 Coldbrook Village Park Drive
930am – 4pm	Berwick Town Hall, 236 Commercial Street, Berwick
10am – 4pm	New Minas Fire Hall, 6 Jones Road, New Minas
10am – 4pm	Centreville Community Hall, 1951 Hwy 359, Centreville
10am – 4pm	Kentville Fire Department,
11am – 4pm	Valley Search and Rescue, 177 Middle Dyke Road
11am – 4pm	Aylesford Fire Hall, 1083 Park St, Aylesford



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REPORT TO VILLAGE COMMISSION

From: Janice Hatfield
Date: September 12, 2019
Re: Tourism Report

REVIEW:

OPENING Hours of Operation

The hours of operation for the VIC for the month of August were 9am to 5pm, 7 days/week.

Staff

Summer student Iain Green completed his work term on August 29th. Maggie Rio will remain until the closing date of September 13th.

Statistics for August 2019

Kingston / Greenwood VIC Visitation			Total
Canada			443
New England			11
Other USA			21
Overseas			19
Grand Total			494

Past year's comparison:

August 2018 – 648
August 2017 – 674
August 2016 – 610
August 2015 – 621



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **September 12, 2019**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE VILLAGE OFFICE RENOVATION TENDER (2019-VOK1) TO MID VALLEY CONSTRUCTION IN THE AMOUNT OF \$ 167,467.00+HST.

OPERATING BUDGET

Overall, the year end position is expected to be favourable. Please see next report for budget, actuals and variances.

Association of Nova Scotia Villages (ANSV) Annual General Meeting (AGM)

The ANSV AGM will take place on Friday and Saturday (September 20th and 21st 2019). Commissioner Muriel West and Clerk, Mike McCleave, will be attending.

Library Expansion / Village Office (\$175,000 / \$325,000 total)

We have received four bids for the Village Office/CIBC renovation. The lowest bid was from Mid Valley Construction for \$167,467+HST.

Other Approved Capital Projects 2019-20 (Budget Amounts)

- STP Clarifier Refurbishment \$75,000
- KN-14 Force Main Installation \$400,000
 - o Mid Valley Construction Awarded Contract - \$269,900+HST
- Public Wi-Fi/Camera Expansion \$38,000
 - o Installation costs are greater than expected
- Trail Repair \$15,000
- Water Drilling Study \$50,000 / \$100,000 (County)
- Highway 101 Signage \$25,000
- Steer BBQ Stage Replacement \$8,000
- Digital LED Sign \$30,000
 - o DTIR - sign location approved
 - o 2 bids received, haven't reviewed or scrutinized specs submitted

Discussion Items

- DTIR update
 - o Main Street Flooding
 - o Main/Maple intersection crosswalk(s)
 - o Balser St Sidewalk

Village of Kingston
Commission Finance Report
August 31, 2019

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	707,200	705,400	1,800	709,300	
Dog Registrations	100	100	-	600	
Rentals	-	-	-	-	
Interest on Investments and Taxes	18,900	5,000	13,900	11,500	Reserve interest
Miscellaneous Income	1,600	900	700	1,200	
Recreation Revenue	22,000	20,700	1,300	26,500	
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	34,400	24,100	10,300	76,700	
Contributions from Reserves	-	-	-	-	
Total Revenues	869,200	841,200	28,000	910,800	
Expenditures					
General Government					
Legislative	6,900	9,300	2,400	20,800	
Administration	63,900	69,900	6,000	158,900	
Professional Fees	6,900	8,500	1,600	11,500	
Insurance (General)	800	13,800	13,000	13,800	Insurance hasn't been posted yet
Civic Building Expenses	2,400	3,100	700	15,900	
Crossing Guards	5,200	4,700	(500)	15,700	
Miscellaneous	2,900	1,300	(1,600)	5,500	
Taxation Charges	4,600	10,400	5,800	10,500	
Library	1,700	3,600	1,900	9,100	
Total General Government	95,300	124,600	29,300	261,700	
Public Works & Transportation					
Public Works	49,600	44,100	(5,500)	102,000	
Village Maintenance	17,300	15,600	(1,700)	30,000	
Sidewalks & Crosswalks	8,600	6,900	(1,700)	7,900	DTIR - past crosswalk invoices
Snow Removal	18,200	7,500	(10,700)	75,100	Jeff's Salary shared through PW
Street Lighting	26,000	27,500	1,500	37,800	
Capital from Operating	-	-	-	-	
Total Public Works	119,700	101,600	(18,100)	252,800	
Tourism and Development					
Visitor Information Centre	16,900	14,400	(2,500)	22,900	
Other Development	2,500	8,300	5,800	9,400	
Apple Blossom Festival	3,700	4,500	800	4,500	
New Years Eve Event	-	-	-	4,800	
Steer BBQ	5,300	3,500	(1,800)	3,500	
Total Tourism and Development	28,400	30,700	2,300	45,100	
Parks					
Parks Repairs and Maintenance	31,800	24,300	(7,500)	45,800	Loomers - \$6k past invoices
Arena Rental Charges	-	4,600	4,600	4,600	
Total Recreation	31,800	28,900	(2,900)	52,400	
Recreation					
Recreation Administration	44,500	40,900	(3,600)	85,400	
Arena Expenses	-	-	-	-	
March Break Day Camp	600	-	(600)	1,200	
Summer Day Camp	6,200	7,800	1,600	7,800	
Youth Programs	2,200	900	(1,300)	3,000	
Adult Programs	1,000	3,500	2,500	8,300	
Seniors Programs	2,100	2,000	(100)	4,700	
Total Recreation	56,600	55,100	(1,500)	110,400	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	75,400	75,400	-	75,400	
Sidewalk Construction Reserve	100,000	100,000	-	100,000	
Building Reserve	12,000	12,000	-	12,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	188,400	188,400	-	188,400	
Total Expenditures	520,200	529,300	9,100	910,800	
Surplus / (Deficit)	349,000	311,900		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Revenues				
Sewer - Taxation	489,200	488,000	1,200	488,000
Sewer - User Fees	1,900	5,000	(3,100)	22,700
Sewer - Connection Charges	2,300	2,100	200	2,300
Total Revenues	493,400	495,100	(1,700)	513,000
Expenditures				
Environmental Health				
Administration	56,600	70,900	14,300	158,200
Treatment	8,800	11,500	2,700	28,500
Treatment - Electricity	24,800	29,200	4,400	70,000
Treatment - Disposal	26,200	24,500	(1,700)	70,000
Collection System Costs	16,400	16,200	(200)	38,800
Total Environmental Health	132,800	152,300	19,500	365,500
Fiscal Expenses				
Sewer Reserve	147,500	147,500	-	147,500
LTD - Principal	-	-	-	-
LTD - Interest	-	-	-	-
Total Fiscal Expenses	147,500	147,500	-	147,500
Total Expenditures	280,300	299,800	19,500	513,000
Surplus/ (Deficit)	213,100	195,300		-



Wing Commander's Residence

Garden Party

Colonel Brendan Cook, and his wife, Cathy Cook,

invite you and a guest to their home

889 Central Ave Greenwood, NS

On 29 September, 2019, from 1-4 PM

Dress: Business Casual (jacket, no tie/women's equivalent)



Please RSVP by Wednesday, 18 September 2019 to Capt Shannon
Archer. Shannon.Archer@forces.gc.ca or 902-765-1494 ex 5372