



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

ph 902 765-2800
fx 902 765-0807

December 10, 2020

Commissioner W. Fowler
Commissioner M. West
Commissioner B. Beardsley
Commissioner M. Bishop
Commissioner N. Larder

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Thursday, December 10, 2020.



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REGULAR COMMISSION MEETING December 10, 2020

AGENDA

1. Review of Minutes of Meeting held November 12, 2020
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. Discussions
8. Correspondence
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF NOVEMBER 12, 2020

COMMISSION:

Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop
Neil Larder

Mike McCleave – Clerk/Treasurer

OPENING

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

SWEARING IN OF NEW COMMISSIONERS

Neil Larder and Mike Bishop were sworn in as new commissioners.

CHAIR/VICE-CHAIR APPOINTMENT

Wayne Fowler called for nominations for the position of Chair.

COMMISSIONER WEST NOMINATED COMMISSIONER FOWLER FOR THE POSITION OF CHAIR. COMMISSIONER FOWLER ACCEPTED THE NOMINATION. IT WAS SECONDED BY COMMISSIONER BEARDSLEY. NO FURTHER NOMINATIONS. MOTION CARRIED

Chair Fowler called for nominations for the position of Vice Chair. The Vice Chair would fill in when the Chair was not available.

COMMISSIONER WEST NOMINATED COMMISSIONER BISHOP FOR THE POSITION OF VICE CHAIR. COMMISSIONER BISHOP ACCEPTED THE NOMINATION. IT WAS SECONDED BY COMMISSIONER BEARDSLEY. NO FURTHER NOMINATIONS. MOTION CARRIED.

Chair Fowler welcomed newly elected commissioners Neil Larder and Mike Bishop to the Village Commission. Chair will also thank Lauren Avery for putting her name forward and ask if she would be interested in sitting on a committee.

REVIEW OF MINUTES

Chair Fowler asked for a review of the October 8, 2020 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF OCTOBER 8, 2020 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of October 8, 2020.

Clerk reported on the following:

- Has not yet contacted Credit Union regarding interest rate.
- Contacted Black and MacDonald and their supplier is still waiting for parts from the USA in order to install the new streetlights on Marilyn Court.
- No word yet on a planning advisory meeting with the County for the two zoning change requests.
- No update on the new public works building.
- Clerk stated he will wait until the next quarterly report is submitted by Armstrong Foodservice to see their flow numbers.
- The province has mandated that by 2030 all government levels must be fully accessible to all people with various impairments. To prepare, the County of Kings will spearhead an accessibility committee and the Village will need to have a representative sit on that committee. There will also be 8 members of the public who either have a disability or represent an organization that represents people with disabilities. The first meeting will be held at the County on November 18th allowing 2 commissioners to attend in person and the others can attend virtually. Commissioners Bishop and Fowler will attend on the 18th.
- Garbage pickup is still happening at noon causing traffic backups even after contacting Valley Waste. Will contact again.
- Clerk stated the Village has received three invoices from Dillon Consulting for the Balser Sidewalk Study even though it has not yet been completed or approved by the Department of Transportation (DTIR). Once a design is approved by DTIR and the cost is finalized, the Commission can decide if the project is feasible.
- A picture of the new village office has been taken and County staff will add to Village website.
- No official update on Steer BBQ discussions. Commissioner West stated John Pierce and Glen Abriel have held meetings with both the Lions and the Legion. John Pierce would like to continue to sit on the Steer BBQ committee. Commissioner West offered to be the liaison and report back to the commission with updates. Commission agreed.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT JOHN PIERCE STAY INVOLVED IN HIS ROLE ON THE STEER BBQ COMMITTEE. MOTION CARRIED.

Chair Fowler thanked Commissioner Bishop and his wife Tanya for their efforts in adding some fall decorations to the downtown area as well as Lauren Avery and students for decorating the corner of Pine Ridge Avenue and Sparky Street.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Commissioner Beardsley asked how many lift station locations are having a line of site issue for the SCADA system. Clerk stated 5 are still not communicating 100%. Pennecon is considering adding another antenna for better communication between locations.

Chair stated sewer treatment plant operator will provide a tour of the treatment plant for new commissioners at a convenient time.

PUBLIC WORKS – See Full Report

Leaf/Brush Bins

Commission noticed that the leaf/brush bins have been well used this fall. Staff will monitor usage for the next 2 weeks and decide how much longer to leave them out.

J-Class Roads List

Clerk stated this is the first time the Village had been asked by Kings County to provide input on its J-Class road paving priority list. The list had to be submitted by November 3rd. Clerk stated the County hired Englobe to provide a detailed score of its 135 kms of J-Class roads. Clerk informed new Commissioners it is a 50/50 cost shared program between Kings County and the province. The County, in the past, wanted the road residents to pay the 50%, which did not work for many years since some roads with heavy traffic had only a few houses to cover the cost. The County is now paying the 50% so the J-Class roads are finally getting paved in Kings County and have been for the last 8 years. There is a limit of only 10 streets that can be paved each year in the entire county so the Village's first priority road may not get paved for a few years, depending on the road priority list.

Christmas Decorations

Commission agreed to provide funding for extra decorations along Main Street from Leo Glavine's office to the Superstore. Clerk stated it may be necessary to hire out some of the additional decorating since public works are busy with daily duties, fall cleanup and preparing for winter.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP TO APPROVE AN EXPENDITURE OF \$5,000 TO FURTHER ENHANCE THE VILLAGE CHRISTMAS DECORATIONS. MOTION CARRIED.

RECREATION – See Full Report

Oakhurst Subdivision – Designated Greenspace

Chair Fowler stated Recreation Coordinator Glen Abriel has been working on a conceptual idea for the Oakhurst Subdivision greenspace. As well, an Acadia University student contacted the Village and offered assistance for any recreation project the Village may be working on. The first step would be the planting of trees to act as a buffer zone between the greenspace and the nearby homeowners. The second phase would be a walking trail development and next would be a play structure followed by a sports court and finally a parking area. Clerk stated the Village has had calls from neighbouring property owners who are against any development.

Disc Golf

Clerk stated this activity has grown in popularity and Recreation Coordinator is looking into costs and logistics of establishing a course in the Kingston area. Commission suggested there could even be two different locations.

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

CLERK / TREASURER REPORT

OPERATING BUDGET – See Full Finance Report

Clerk reported that overall the year end position is expected to be favourable.

Library Renovation

Clerk stated he is still waiting for approval from the Federal government to replace the exterior of the building.

VIC/Office Rental

Chair asked Commission for input on the rental charges of the VIC or the Village Office board room. Commission agreed on the fees of \$600 a month to rent out the VIC and \$50 per day for the Village Office board room.

Christmas Dinner

Chair asked for suggestions in lieu of the Christmas dinner this year due to Covid-19 restrictions. After a discussion Commission decided to provide staff and commissioners with a \$75 restaurant gift card.

New Years Eve Event

Clerk stated the usual arena event will not take place this year due to Covid-19 but fireworks can still take place. There is a \$5,000 cushion from previous years' business donations in the New Years Eve bank account. The Village also contributes \$1,000 annually, as well as \$3,500 that used to be for Steer BBQ fireworks. Clerk asked if businesses should be canvassed this year. Commissioner Larder suggested asking the Village of Greenwood to cost share since it has been a difficult year for businesses. Commission agreed to approach the Village of Greenwood and the County of Kings for funding and if successful Commission agreed not to approach businesses. Staff contact the Village of Greenwood and the County. Commission agreed to a budget of \$10,000 to possibly be split 3 ways.

Budget Discussions

Clerk stated he would like to begin capital budget discussions in December and approve the budget by March/April 2021.

Travel Mileage Rate

Clerk stated the provincial mileage rate has increased from \$0.4415 TO 0.4585 per km.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE AN INCREASE IN THE MILEAGE RATE TO REFLECT THE PROVINCIAL RATE OF 0.4585 PER KILOMETER. MOTION CARRIED.

Pay Period Change

Clerk is changing the pay period so that employees are paid for the previous two weeks of work instead of the week previous plus the week they are currently working.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE CLERK CHANGING THE PAY PERIODS SO THAT THERE IS A DELAY OF ONE WEEK FOR PAY, WITH THE OPTION OF EITHER FOREGOING A WEEK'S PAY OR PROVIDING A LOAN OF ONE WEEK'S PAY WITH A PAYBACK OF 10 INSTALLMENTS. MOTION CARRIED.

Village Office / Library Cleaning

Clerk stated he is investigating options for cleaning the new larger library and possibly the village office. Kings Janitorial provided a quote to clean the Village Office. The village office will also need more security measures in place with an outside cleaner.

Approved Capital Projects 2020-21 (Budget / YTD Actual Amounts)

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$261,639	
- KN5 / KN12 Lift Station Panels	\$40,000	\$35,997	(Complete)
- SCADA System	\$135,000	\$91,714	
- Main Street Easement Renewal	\$60,000	\$39,216	(Complete)

- Balser Sidewalk Design	\$10,000	\$9,386	
- Main/Maple RRFB Crosswalks	\$15,000	Waiting for dollar value	
- PW Building	\$250,000	\$2,733	
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000	\$3,153	Eavestrough to do
- Recreation Storage Shed(s)	\$9,000	\$7,436	(Complete)
- Wastewater Lean-to	\$5,000	Too expensive	
- Tow-behind Boom Lift	\$40,000	\$39,072	(Complete)

DISCUSSIONS:

Commissioner West reported John Pierce's sister passed away on November 7, 2020.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE EXPENDITURE OF \$100 FOR A DONATION IN MEMORY OF THELMA PECK. MOTION CARRIED.

Commissioner West stated she is the treasurer for the Association of Nova Scotia Villages (ANSV) which represents 21 villages in the province and its 50,000 residents. The association shares information and has become a valuable resource for Clerk/Treasurers. The annual meeting usually takes place in September but this year it will be held virtually on Saturday, November 21st at 10:30am.

Commissioner West stated they are working on a library donation recognition piece for the many generous donators. Commission will tour the building at a convenient time for all. Clerk anticipates the library will be opening to the public in January and the Annapolis Valley Regional Library will be planning a grand opening.

Commissioner West stated she will send/deliver Christmas cards to businesses in Kingston again this season.

Chair advised new commissioners to contact the Clerk anytime for questions/information. Clerk will also provide new commissioner binders of information and name tags.

ADJOURNMENT

ON MOTION OF COMMISSIONER BEARDSLEY THAT THE MEETING BE ADJOURNED AT 9:30PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **December 10, 2020**
Re: **Environmental Services Report**

SCADA Update / Training

Unfortunately, to date, there are 5 Lift Stations that are still not on the new SCADA system. This is due to a supply shortage of radio components needed to complete the job, so that all lift stations are reporting. The supply shortage is due to very little manufacturing being done internationally because of Covid-19. Village Clerk can explain product supply in more detail. Staff did receive training on how to get around on VT Scada site and how to acknowledge alarms from the 9 stations that are online.

Cellular modem for those 5 stations is an option but does come at a monthly fee per station, something staff were trying to get away from when the decision was made to prepare tender for radio SCADA vs cellular to save the monthly cost. Waiting for the radio parts that are needed, without an ETA, could be quite a wait. Meanwhile stations not online need to be checked manually every couple of days to ensure no alarms.

Lift Station Maintenance

Loomer's Pumping Service finally freed up time and staff went around to clean the different lift stations. Stations are cleaned twice a year to remove grease build up and grit that accumulates in the bottom of station, which is quite abrasive on impellers and wear plates.

Staff were dealing with a few lift station alarms over the last month. Leak sensor alarm, through the SCADA network for Laurel St. lift station, was periodically tripping out pump. After resetting pump a few times, staff pulled pump and sent into Xylem for assessment. Leak sensor usually indicates mechanical seal problem which allows water to seep into motor housing. Pumps are 16 years old and have never been pulled. Will wait to see estimate of repair and compare with replacement value.

Pumps also had to be pulled at KN-4(Kalley Lane) and KN-5(Acadia Dr.) to remove rags/wipes in impeller housing. New impellers and wear plates have been ordered from Xylem.

Collection System

Staff inspected 2 sewer lateral hook-ups. Marilyn Court and East Main St. duplex.

Treatment Plant Maintenance Daily maintenance and record keeping is ongoing at the treatment plant including washing down of tanks, cleaning UV channel and cleaning out of return sludge pumps. Sewer treatment plant manager gave tour of the plant to Commissioners Larder and Beardsley.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **December 10, 2020**
Re: **Public Works Report**

Leaf & Brush Bins

Dec 1st Leaf and brush bins were taken away for season. Public works staff dismantled staging and cleaned up area where bins were located. Leaves in surrounding area were cleaned up in preparation to install mesh on tennis court fencing, which helps keep leaves out of rink area.

Rink Installation

Framework for outdoor arena was installed by staff. With the help of Rec Coordinator, staff installed rink bladders and put sand bags in place to hold tarps down. Rec staff arranged to have Kingston Fire Department haul water to fill the two rinks. Thank you to the KDFD.

Christmas Lights/Decorations Installation

Public Works staff installed Christmas lights and decorations in the Village. Additions to Christmas decorating this year included installation of a large wreath mounted on peak of bandstand as well as a small display of lights in shrub bed across from Village office. Commercial grade red bows were also ordered and installed on black streetlamps in the downtown core along with evergreen garland wrapped around poles. Wreaths were also installed on rail fencing behind where Kingsley is mounted as well as on the Visitor Information Center (VIC). Unfortunately, two of the wreaths were stolen the night of Dec 5th, one from the VIC, along with a set of lights, and one from the fence. Staff ordered just one 'Snowburst' light decoration that surrounds the streetlamp itself, to make sure it works on our light standards before ordering more. More may be added next year if staff decide to move forward with this type of decoration, but they are quite costly.

Library Renovation Clean up

Public Works staff put a call into contractors requesting clean up of truck bay to remove excess building materials and clean up mess in general. Contractors removed material and cleaned up truck bay the next day. Staff now has clear access to sand pile if needed and room to keep MT. After library transfers new supplies and boxes of books into library, both Village trucks can be parked in truck bay again instead of outside at the treatment plant.

Snow Removal / MT

With warmer than normal temperatures throughout November, there has been no snow removal to date but staff did spread salt in certain locations of sidewalk this week. Mechanics working on the MT, as reported last month, had trouble sourcing proper oil gauge but staff did receive MT back last week.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **December 10, 2020**
Re: **Recreation Report**

SANTA DRIVES THRU KINGSTON – FRI DEC 11TH 6PM – 7:30PM (Approx.)

- Kingston Rec, in collaboration with the Kingston Volunteer Fire Dept., will be hosting a Santa Drive Thru in Kingston. This is not a parade or a gathering but rather Santa will simply be driving through various subdivisions and streets within the Village of Kingston.
- Routes and approximate times can be viewed on Facebook or on the Village website.

SANTA DRIVE THRU TOUR

DECEMBER 11TH

Beginning at 6pm (at Oakhurst Subdivision)

All route times listed are approximate



*Please remember to remain
physically distanced as Santa drives by*

Food bank donations can be dropped off at The Village of Kingston Office

SENIORS FITNESS WINTER 2020 – TUESDAYS & THURSDAYS

- Helen Malo is the instructor for our Senior Fitness Program. Averaging 12-20 participants each class. Folks seem to enjoy the program and on Tuesday Dec 8th there were 24 participants. Some of the participants include “snowbirds” who are not able to travel south. As well, the Greenwood Mall’s East Coast Fitness Centre closed so some of those individuals have joined our program.

ADULT AEROBICS WINTER 2020 – WEDNESDAYS

- As a trial, Kingston Recreation initiated a more aggressive aerobic fitness class for those who may desire a little bit more cardio than our Senior Fitness class offers.
- Interest in the program has been a little less than expected, with class sizes of 5 – 8 participants.

OUTDOOR RINK AT TENNIS COURTS

- Both tarps have been installed. Public Works has built the framework and the Kingston Fire Department has filled the tarps with water, now waiting for the weather to get colder. This year a slightly more expensive but thicker tarp was used, which seems to be a bit more resilient. Thank you to Public Works staff for all their leadership & expertise.

COMMUNITY BASKETBALL / PINE RIDGE MIDDLE SCHOOL – MONDAY EVENINGS 7PM - 9PM

- Averaging 12 participants each week.
- Many thanks to Pine Ridge Middle School for making the school gymnasium available. NS Provincial Health Guidelines for sporting activities and AVRCE are being followed.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Consistently 10-15 participants and as many as 25 participants.

CREDIT UNION CENTRE – FREE SKATING 2020

- Due to the challenges of limiting and monitoring the number of individuals on the ice during a “normal” Public Skating session, the Credit Union Centre has decided to not offer public skating at this time.
- Due to the fact that there are normally fewer participants, the Annapolis Valley Chapter for Autism is being offered scheduled skate times by the Credit Union Centre and Kingston Recreation, which comply with their specific sensory requirements. The next skate time for the Kingston Autism Centre is Wednesday, Dec 30th from 12:45pm – 1:45pm.

NEW YEARS EVE – THURS DEC 31ST

- Kingston Recreation has contacted Fireworks F/X to inquire as to how much lead time they would require in order to provide a Fireworks display from their inventory. The Recreation Coordinator will let Clerk/Treasurer know prior to Thursday's meeting.
- In light of current events, adjacent communities such as Berwick & Middleton are not hosting such events. So the question remains, would the organization responsible for a fireworks display (the Village of Kingston) be able to ensure compliance with NS Public Health Restrictions. NS Public Health Outdoor group gathering guidelines are listed below:

“outdoor gathering limit with [social distancing](#) for social events, spectators of sports and performing arts, organized physical activity, faith gatherings, weddings, funerals, arts and culture events, festivals and special events that are run by a recognized business or organization - 250 people maximum outdoors”

“gathering limit with [social distancing](#) for sports (spectators and participants) and unorganized physical activity that are not run by a recognized business or organization - 50 people maximum indoors and outdoors (participants can have incidental close contact with each other if it's infrequent, brief and can't be avoided)”

KINGSTON STEER BBQ COMMITTEE MEETING – TUESDAY DEC 8TH @ 7PM

- Kingston Recreation will be attending.

REC HUT USAGE

- Recreation Department continues to clean the Recreation Hut and washrooms twice per week and supplying disinfecting wipes and spray for community groups to wipe down after

each use. Groups continuing to utilize the Recreation Hut include: Brownies, Girl Guides, Sparks, NS Family & Children Services, Community Service Restorative Justice Dept.

- Recreation Hut washrooms continue to be opened each weekday to allow for playground and park users to have access to washroom facilities. Signs are posted that washrooms are to be used at their own risk.

VILLAGE OF KINGSTON SOCIAL MEDIA

- Kingston Recreation continues to monitor and update the Village of Kingston's social media platforms (Facebook, Twitter, etc) and website on a regular basis.

VILLAGE OF KINGSTON L.E.D SIGN

- Kingston Recreation continues to update and promote the LED sign as partners share information to be promoted.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **December 10, 2020**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

OPERATING BUDGET

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

Brush Bins

Brush bins expenditures for Fall 2020 = \$3,500

Library Renovation

We are still waiting for Federal approval of the time extension to re-side the exterior of the library building. Roof replacement started Monday, December 7th, 2020.

Western Woodlot Services Cooperative Ltd

Currently in discussion with General Manager of the Western Woodlot Services Cooperative Ltd. The Village will be putting together a rental agreement for the organization to rent our Visitor Information Centre (VIC) building.

New Years Eve - Fireworks

The Village of Greenwood has approved a \$5,000 donation towards our New Years Eve fireworks event. The Village of Kingston currently has \$4,700 budgeted towards the event.

Joint Accessibility Advisory Committee

MOTION #1

That the Village Commission agree to accept the invitation from the Municipality of the County of Kings to join the Joint Accessibility Advisory Committee, which includes the Municipality and other Villages in Kings County.

MOTION #2

That the Village Commission agree to share the costs of operating the Committee as outlined in the Municipality's October 6, 2020 Request for Decision report titled Options for Accessibility Advisory Committee.

Approved Capital Projects 2020-21 (Budget / YTD Actual Amounts)

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$261,639	
- KN5 / KN12 Lift Station Panels	\$40,000	\$35,997	(Complete)
- SCADA System	\$135,000	\$91,714	
- Main Street Easement Renewal	\$60,000	\$40,774	(Complete)
- Balser Sidewalk Design	\$10,000	\$9,386	
- Main/Maple RRFB Crosswalks	\$15,000		
- PW Building	\$250,000	\$2,733	
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000	\$3,153	(Complete)
- Recreation Storage Shed(s)	\$9,000	\$7,436	(Complete)
- Wastewater Lean-to	\$5,000	deferred	
- Tow-behind Boom Lift	\$40,000	\$39,072	(Complete)

Village of Kingston
Commission Finance Report
November 30, 2020

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	727,300	725,300	2,000	725,300	
Dog Registrations	100	100	-	600	
Rentals	-	-	-	-	
Interest on Investments and Taxes	10,200	8,400	1,800	11,500	Partial Capital Interest included
Miscellaneous Income	700	700	-	800	
Recreation Revenue	8,400	22,400	(14,000)	26,100	Covid
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	29,000	53,500	(24,500)	79,800	Timing & \$7.5k positive variance
Contributions from Reserves	-	-	-	-	
Total Revenues	860,700	895,400	(34,700)	929,100	
Expenditures					
General Government					
Legislative	12,000	14,200	2,200	20,800	travel expenses / election expenses
Administration	98,500	116,700	18,200	165,200	timing / journal entries required
Professional Fees	10,400	9,100	(1,300)	10,400	legal fees
Insurance (General)	15,000	14,000	(1,000)	14,000	
Civic Building Expenses	9,100	8,000	(1,100)	15,300	Extra work/higher electricity
Crossing Guards	5,200	9,800	4,600	16,400	(no school March - June)
Miscellaneous	1,500	3,500	2,000	5,500	no festival grants
Taxation Charges	8,500	10,500	2,000	10,500	
Library	4,700	14,900	10,200	17,300	
Total General Government	164,900	200,700	35,800	275,400	
Public Works & Transportation					
Public Works	83,900	74,700	(9,200)	105,200	timing / journal entries required
Village Maintenance	25,100	25,200	100	30,000	
Sidewalks & Crosswalks	2,600	9,500	6,900	9,500	
Snow Removal	23,200	14,700	(8,500)	73,300	timing (2019 - \$27k at Oct.31)
Street Lighting	10,200	12,700	2,500	19,100	
Capital from Operating	-	-	-	-	
Total Public Works	145,000	136,800	(8,200)	237,100	
Tourism and Development					
Visitor Information Centre	2,100	1,300	(800)	4,200	
Other Development	6,200	11,500	5,300	11,500	tree planting & beautification
Apple Blossom Festival	-	4,200	4,200	4,200	
New Years Eve Event	-	-	-	4,800	
Steer BBQ	-	5,000	5,000	5,000	
Total Tourism and Development	8,300	22,000	13,700	29,700	
Parks					
Parks Repairs and Maintenance	40,300	37,300	(3,000)	46,700	\$5k fr. Last year
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	44,900	41,900	(3,000)	51,300	
Recreation					
Recreation Administration	51,200	66,200	15,000	91,500	
Outdoor Rink(s)	2,000	1,600	(400)	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	4,400	7,800	3,400	7,800	
Youth Programs	400	1,800	1,400	3,000	
Adult Programs	1,600	5,500	3,900	8,300	
Seniors Programs	1,300	3,100	1,800	4,700	
Total Recreation	60,900	86,000	25,100	118,500	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	104,100	104,100	-	104,100	
Sidewalk Construction Reserve	100,000	100,000	-	100,000	
Building Reserve	12,000	12,000	-	12,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	217,100	217,100	-	217,100	
Total Expenditures	641,100	704,500	63,400	929,100	
Surplus / (Deficit)	219,600	190,900		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	494,100	494,000	100	494,000	
Sewer - User Fees	20,600	10,500	10,100	18,700	Armstrong Food Services increase
Sewer - Connection Charges	4,200	2,300	1,900	2,300	Strong construction year
Total Revenues	518,900	506,800	12,100	515,000	
Expenditures					
Environmental Health					
Administration	99,100	121,500	22,400	167,300	timing / journal entries required
Treatment	13,200	18,700	5,500	28,800	
Treatment - Electricity	38,500	46,700	8,200	70,000	
Treatment - Disposal	33,600	36,000	2,400	60,000	
Collection System Costs	21,400	27,600	6,200	41,400	
Total Environmental Health	205,800	250,500	44,700	367,500	
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	353,300	398,000	44,700	515,000	
Surplus / (Deficit)	165,600	108,800		-	



**KINGSTON
LIONS CLUB**
P.O. BOX 339
KINGSTON, NOVA SCOTIA
BOP 1R0

2020.11.10

Village of Kingston

655 Main Street, Kingston, NS, B0P1R0

Attn: John Pierce

and;

Kingston Legion Branch #98

1472 Veterans Lane, Kingston, NS, B0P1R0

Attn: Peter Kirkpatrick

Dear Gentlemen,

It is with great regret that the Kingston Lions Club (KLC) membership has unanimously voted to withdraw from the Annual Kingston B-B-Q partnership for the following reasons.

1. The KLC representatives have tried on several occasions to address the dispersion of revenues from the Kingston Steer BBQ at the organizing meetings without success. It appears that the Legion sees things differently, yet the facts are not presented for discussion.
2. The KLC volunteers predominately set up 80-90% of the food preparation for the event from the transporting of the steer, mounting the steer on the spit, to supervising the cooking and meals preparations. The operational aspects (food preparation and service) are mostly manned and supervised by the KLC volunteers such as, burger bits, poutine/fries, strawberry cake, roast beef dinners, ticket selling, bingo's, out-door attractions with exception to hamburgers/hot-dogs, beer garden and live events at the park.
3. The after-events (take down/clean-up) is supervised and dismantled by the KLC. That includes securing the cooking vats/ovens and fryers for take-down the following day, cleaning up the canteen area, cleaning up the yard, storing the ovens, and transporting/cleaning the fryers for future use.
4. The Village of Kingston share of profits was 25%. When leaving active partnership, the Village share was turned over to the Legion with no discussion as to how the Legion was going to increase their participation in the Steer BBQ. The KLC members do not agree that the Legion has picked up additional work during the event to claim this additional 25% profit. We are unable to get information from the Kingston Legion, after several attempts trying, to identify any additional work that may warrant increasing their share.
5. The Kingston Steer BBQ food preparation equipment is predominately owned by and serviced by the KLC. The maintenance, cleaning, and storage of this equipment is controlled by the KLC.

Most of the non-disposable utensils used in the food processing/distribution at the event are owned and serviced by the KLC. This equipment remains the property of the KLC for future use.

The KLC membership believe that a 75/25 split of profits from the Kingston Steer BBQ with 75% going to the KLC would be a more equitable distribution, given the volunteer time and equipment provided by KLC to operate this event. Without a change to the mutual agreement, we hereby notify the Village of Kingston, and the Kingston Legion Branch # 98 that as of November 30, 2020, the Kingston Lions Club will be withdrawing partnership from the Annual Kingston Steer BBQ.

We have attempted to re-negotiate the mutual agreement without success.

Your truly,

A handwritten signature in black ink, appearing to be 'Cecil Wilson', written over a horizontal line.

King Lion Cecil Wilson, for

Kingston Lion Club membership