



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

ph 902 765-2800
fx 902 765-0807

February 11, 2021

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, February 11, 2021.



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REGULAR COMMISSION MEETING February 11, 2021

AGENDA

1. Review of Minutes of Meeting held January 14, 2021
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. Capital Budget 2021-22
8. Correspondence
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JANUARY 14, 2021

COMMISSION:

Wayne Fowler - Chair
Mike Bishop – Vice Chair
Muriel West
Brad Beardsley
Neil Larder

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

OPENING

Chair Fowler called the meeting to order at 7:04pm.

REVIEW OF MINUTES

Chair asked for a review of the December 10, 2020 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF DECEMBER 10, 2020. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of December 10, 2020.

Student Work Term

Commissioner West asked about the duties for the new student during her 6 week placement at the Village Office. Clerk stated he and the Recreation Coordinator are making a list of different projects for student Emily Harris, which he will present at the next commission meeting. One of the projects will be compiling a list of names, email and civic addresses of businesses owners/managers in Kingston and possibly Greenwood. Clerk is also putting together a job description. It will also be a free opportunity to see if there will be enough work to warrant a permanent position.

Valley Waste Garbage Collection Time

Commissioner West asked if the garbage on Main St and Bridge St is now consistently be collected in the morning. Clerk stated they have been collecting at 8am and should be continuing with that time.

Department of Transportation (DTIR) Issues

Clerk stated he has not yet received word from DTIR regarding the request for a speed limit change at the east and west end of Main St. Clerk stated he also asked about the possibility of adding the RRFB flashing crosswalk light to our existing crosswalks. DTIR's response was that they are not approved to be added to our existing RA5 type of crosswalk.

Balser Drive Sidewalk Design

Clerk reported he is still waiting on the same people to approve it.

Future Fireworks

Chair asked if the Village of Greenwood and the County of Kings had agreed to partner on a future fireworks date, once Covid-19 restrictions are lifted. Clerk confirmed the Village of Greenwood is onboard but they did ask if the Village would consider contributing to the Canada Day fireworks instead. The County of Kings just removed it from their agenda.

New Library

Clerk stated the library roof leak has been fully repaired and the cleaning is scheduled for tomorrow to prepare for staff opening next week. The decision on new cladding for the library may have to wait until the new public works building tender closes.

VIC Rental Agreement

Clerk reported he was advised by Village solicitor that a license will be required in order for various businesses to have rental access to the old Visitor Information Centre building. Solicitor is preparing agreement.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

Steer BBQ Report – See Full Report

Commissioner West reported the Steer BBQ Committee will be meeting on January 19th to discuss a new way forward. Chair Fowler and Commissioners West and Beardsley agreed to attend. This could involve discussing a redesigned event, with the Village as the organizer and groups holding their own fundraising idea, each keeping the proceeds. There will also be a discussion on what should be done with the \$5,000 seed money reserved each year for the next BBQ. Commission stated they would like to see it go toward the new event as start up money but would agree with what the Lions and Legion choose.

Library Report – See Full Report

Commissioner West stated the word 'desk' should have been included after the word 'circulation' in the first sentence of the report. The grand opening will be virtual with a tentative date of February 22nd. The greater donors will also receive an invitation to attend a walk through in small groups. The library will start to move in on Monday and they will open to the public on Saturday, January 23rd.

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

In reference to staff report of acidic level at sewer treatment plant possibly due to petroleum, Commissioner Beardsley asked if it was possible to get access to a business's fuel spill report. Clerk stated yes, but only if the business files a report.

PUBLIC WORKS – See Full Report

Commission viewed the late arriving lighted Christmas streetlamp decoration and agreed to purchase 4 more for the other 4 streetlamps, as per approved motion at the November 12th meeting.

Clerk stated the lights were replaced with LED lights at each crosswalk today.

Clerk reported a new MT6 for sidewalk snow removal would be approximately \$130,000 + HST which includes two attachments. The Village will also look at other companies for competitive pricing. To help offset the cost the Village would sell its MT6. The Village is looking at the benefits of a new MT including a variable hydraulic pump to speed up or slow down the salter. Staff are also looking at a new salter that has a more controlled spreading capability.

Chair Fowler stated he was asked by a few residents why the fence at the outdoor tennis court rinks was locked and suggested that a sign be placed by the lock to indicate that the ice is not yet ready for skating.

Commissioner Beardsley asked what the maintenance costs were for the '08 truck this year. Clerk reported it was \$6,000 for this past year and that the truck was budgeted to be replaced in a few years. It was suggested when the time comes to look at tendering for a used one since it is used for ploughing.

Commission agreed that more streetlamps might be the simplest way of adding to the beautification of the downtown and should extend west as far as Avery's Farm Market.

Commissioner Beardsley asked if the Department of Transportation had agreed to remove the section of Markland Rd in front of the Superstore, which would be one section of a J-Class road that they wouldn't have to repave. Clerk stated he would check with both DTIR and the County of Kings.

RECREATION – See Full Report

Commissioner Beardsley asked if there was any free skating at the Credit Union Centre this winter. Chair stated no due to Covid-19 restrictions.

Commissioner West thought that the Paragon Golf Course's cross country ski initiative should be included in the recreation report to help get the word out. Chair stated he shared it on Facebook and that it is on the Village's website. Chair also suggested adding the information to the Village's LED sign.

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. Please see next report for budget, actuals and variances.

Library Renovation

Clerk talked with the contractor and there was an extra \$25,000 for the flooring and \$20,000 more for the change orders required to build the renovation correctly to the building code. This totals \$357,000 + HST and after the tax rebate the total will be \$372,000. There was also a cost of \$65,000 for the roof and \$5,000 for engineering costs totaling \$442,000 leaving \$58,000 of federal funding for outside cladding. Clerk reported the federal government has informally extended the funding expiry date to late spring/early summer. The options are to not do the cladding and miss out on that federal funding or the Village could contribute to the \$58,000, depending on the tender cost. There is still the public works building to consider, and if the tender for that comes in at budget, there may be extra funds for the siding. Commission agreed to wait until the public works building tenders come in before making a decision. Clerk will also have graphic designer submit drawings that show the cladding on the entire building.

Commissioner West reported the new library sign is up on the building but requested that the letters for the word 'Library' be ordered and installed as soon as possible. Even though the outside cladding colour hasn't been decided yet, Chair Fowler suggested the lettering colour choice can be remedied by adding a painted background temporarily.

The library will be ready to move into on Monday, January 18th and the fireplace will be installed at a later date.

IT Infrastructure Costs

Clerk reported the IT management for the Village's public Wi-Fi upgraded their servers in Windsor which controls our Wi-Fi here. The partnered amount came in higher than expected and has used up this year's budgeted amount.

SCADA Budget Increase

Clerk provided background on the misfortunes of the SCADA system replacement project including the fact that the radios are not available and the alternative that is available comes in at a higher cost. The contractor will sell the product at cost but it does put the overall cost over budget. After a discussion the Commission agreed to pay the extra \$9,328.00.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE VILLAGE COMMISSION APPROVE THE PANEL SHOP'S CHANGE ORDER #TPS001828 ECN #1 FOR \$9,328.00 + HST AND INCREASE THE CAPITAL BUDGET ALLOTTED TO THIS PROJECT TO \$142,000.00 TO BE FUNDED FROM THE CAPITAL SEWER RESERVE ACCOUNT. MOTION CARRIED.

OPERATING BUDGET

General Operations

Clerk stated the operating reserve fund should run about 15% and therefore advised transferring \$258,784.01 into from operating to capital reserves and leaving an amount of \$225,000 in the operating reserve. Once it is moved to the capital reserve it stays in the capital reserve.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP TO APPROVE THE TRANSFER OF \$258,784.01 FROM OPERATING TO CAPITAL RESERVES. MOTION CARRIED.

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

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$270,645	
- 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 Drive Sidewalk Design	\$10,000	\$9,386	
- Main/Maple RRFB Crosswalks	\$15,000		
- PW Building	\$250,000	\$14,774	
- 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)

FINANCE REPORT

Clerk reported the budget is balanced with \$14,000 more in surplus than what was expected. Sewer operation also has \$60,000 more in surplus than expected.

Capital Budget

Clerk stated there will be no tax increase this year and the only reason for a property tax increase would be if assessments decreased from Property Valuation Services. Clerk gave an overview of the capital budget process, particularly for the new Commissioners. He stated there is 1.5 million of gas tax to be spent in the next 4 years on either sidewalks or sewer. Clerk stated some of the items to consider would be a secondary sewer treatment plant clarifier, a sidewalk on Balser Drive or a sidewalk in East Kingston from Old Brook Road to Greenwood Road. Commission agreed these decisions will affect staff and more staff may be needed for the extra work involved. Commission asked if there was a cost estimate for a secondary sewer treatment plant clarifier to consider. Clerk will look into getting a cost estimate?

Clerk also informed the commission that in the next few weeks, staff will be putting together a prioritized list of capital projects to consider.

DISCUSSIONS:

Commission agreed to hold the next commission meeting at 6pm, an hour earlier, to discuss budget items.

ADJOURNMENT

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BISHOP THAT THE MEETING BE ADJOURNED AT 9:10PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 11, 2021**
Re: **Environmental Services Report**

SCADA Update

Unfortunately, there has been no progress with the installation of radios in the remaining five lift stations. Pennecon has been in communication with GE, the supplier of radios. They are waiting to hear back from GE on replacing radios in all of our lift stations so that we have a consistent, reliable SCADA system with the same make of radio in all our lift stations. Pennecon has assured us there will be no additional cost once they receive proposal from GE.

The other issue is the time frame, something Pennecon are struggling with because of the pandemic issues in New Brunswick. They cannot send someone here unless they self isolate for 14 days with current restrictions, so completion date is somewhat up in the air. Staff still receive communication from nine of the fourteen lift stations. Staff checks the other five stations manually to ensure there are no alarms.

STP Environment Reports

Annual treatment plant report was submitted to the provincial Department of Environment Compliance Division. The reports to Environment only have to be reported annually if the quarterly averages do not exceed effluent set values, as per "Approval to Operate" permit.

Treatment plant manager has also been training public works staff, Dave and Jeff, on the online process when reporting quarterly to Pollution and Climate Control Canada.

Treatment Plant

Daily duties at the treatment plant are ongoing, including washing down of tanks and UV Channel, cleaning out sludge pumps when needed, recording daily flows and monthly sampling of the final effluent.

Collection System

Sunday Jan 17th, staff were called out to Lincoln St because resident had sewer backing up through floor drain. Staff used sewer rods and auger to relieve blockage. Staff informed residents that they should have a back flow preventer installed to prevent sewer flowing back up through fixtures or floor drains. Staff were able to relieve blockage within hour of being called.

Staff received wear rings and impellers ordered for pumps in lift stations and will install next time pumps trip out.

Staff received rebuilt pump back from Xylem and installed back in Laurel St. (KN-10) lift station.

Staff met with excavating contractor at a lot for sale on Foster St. Staff informed contractor on approximate depth of main sewer line and location, which is under shoulder of road on the same side of street lot fronts against. Contractor was also informed that Public Works would install sewer service connection at main line when sewer is installed.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **February 11, 2021**
Re: **Public Works Report**

Outdoor Rinks

Since last report and with colder temperatures staff were able to open up outdoor rinks at the tennis courts. Public Works staff, with the help of the Recreation Coordinator, kept the ice clear of snow and flooded ice surface when temperatures were cold enough. Recent mild spell forced staff to close rinks until cooler temperatures prevail.

Library Renovation

Final steps for the library opening were completed by the Annapolis Valley Regional Library staff with the assembly of different pieces of library furniture and other final touches. Once the library moved into newly renovated space, Public Works staff removed and disposed of all the cardboard boxes and pallets from the renovation. Staff also removed temporary library shelving from the VIC and stored in truck bay. Accumulation of unwanted library items and parade float decorations were hauled to the dump.

Staff also installed the 4x8 sheet of plywood artwork of the Village Steer on the north wall of the library. This was a project spearheaded by the 7Arts group that was held at the 60th Annual Steer BBQ and involved participation by the community.

Decorative Street Lighting

Staff received pricing from Graybar Canada for decorative street lighting and budgeting purposes. Pricing is for 12ft post with LED lamp top. Unit pricing was requested for the post itself and the lamp top separate. This is to know how much the five existing lamp tops would be to replace in order to have consistency if more streetlamps are approved to purchase.

NSP Scope / Village Office Electrical Service

Public Works staff booked a scope with NSP to change existing route of electrical service that runs from a pole on the south side of Main St across to Village Office. The reason is to eliminate that pole altogether, located along the edge of south parking lot. This would create an open space to install decorative street lighting. Staff recommends changing route of service regardless of whether Commission moves forward with new streetlights. The new location of service would be where 3-phase power comes across Main St to service Pharmasave and would then run parallel along north sidewalk and reconnect into service entrance. This would help tidy up Main St area across from office and if new lighting is installed, more hanging baskets can be on display along with more seasonal decorations to light up the Main St area.

Sidewalk Snow Removal

Sidewalk snow removal has picked up a bit since last report but has still been limited with the mild winter and little precipitation. Salt has also been applied when needed and should also be well under budget compared to the last few years.

Miscellaneous

Nova International changed out the front wheel hub assembly on the Kubota tractor, including bearings and seals.

Staff booked in Kingsley to be repainted April 26th. Steer is faded and needs a coat of paint.

Staff used tow behind boom lift to remove low hanging tree over Pine Ridge Ave across from Kira Place. Dump trailer was used to haul brush away.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **February 11, 2021**
Re: **Recreation Report**

MARCH BREAK DAY CAMP 2021 – MON MAR 15TH – FRI MAR 19TH

- Currently contemplating if we are able or should offer a March Break Day Camp.
- Some Municipal units are offering a camp for groups of 12 – 15 without physical distance.
- Acadia student would be an integral part of the March Break Day Camp planning and implementation, if the Village moves forward with one.

FITNESS CLASSES 2021

- Senior Fitness Classes with Helen Malo going smoothly – averaging 15-22 participants.
- Adult Aerobics classes on Wednesdays have a reduced number with only 3-6 participants.

OUTDOOR RINKS – STRONACH PARK DUCK POND/TENNIS COURTS

- Please see Public Works report. Recreation Coordinator spent Tuesday morning Feb 2nd snow blowing both rinks off at tennis courts before weather switched to heavy rain.
- Many thanks to public works staff for maintaining outdoor rink at the tennis courts and for checking ice thickness on Stronach Park Duck Pond.
- There have been 11 days of skating so far in 2021 on the tennis courts with the first day of skating beginning Thurs Jan 21st.
- No skating yet on Stronach Park Duck Pond due to weather conditions and ice thickness.
- Recreation Coordinator monitors and updates the Tennis Court Outdoor Rink Facebook site.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Mondays at 10:30am – averaging 17 participants.

KINGSTON LEGION – 2021 CHASE THE ACE – SATURDAYS 1PM – 3PM – DRAW AT 3:30PM

- Kingston Legion Branch #98 continues to host a Chase the Ace fundraiser for 2021, continuing every Saturday until the Ace is drawn.
- Legion donates a portion of the ticket revenue towards local non-profit community groups.

ACTIVE COMMUNITIES FUND 2021 – KINGSTON CREDIT UNION CENTRE

- A portion of this fund has gone to subsidize the Adult Skating on Mondays.
- An additional part of this fund goes towards funding the 1 hour “sensory” skating opportunities for the Annapolis Valley Autism Chapter. These “sensory” skating opportunities include no music, adult sized plastic skate helpers and a lower number of participants. The Autism group looks after registration for these skating opportunities and submits contact information to both the arena and the Recreation Department.
- Next Sensory skate is Mon Feb 15th.

CANADA SUMMER JOBS

- Recreation Coordinator applied to the Canada Summer Jobs for (4) Summer Day Camp staff and potentially a Public Works staff. Application was sent on Wednesday Jan 27th. Total request was for \$14,491.00.

MUNICIPALITY OF THE COUNTY OF KINGS

- Community Recreation Program Assistance Fund is due Feb 14th, 2021. This is up to \$15,000.00 in annual funding.
- Recreation Coordinator and the Village Clerk Treasurer met with the County of Kings Municipal Physical Activity Leader Ashley Brooker to discuss the Kings County Active Transportation Strategy and also the County Active Living Strategy.

ACTIVE KIDS HEALTHY KIDS COMMITTEE 2021

- Active Kids Healthy Kids final reports continue to come in from Western Kings County recipients.
- Kingston Recreation Coordinator is the chairperson of this committee. Recreation Coordinator will be calling for an update Committee meeting before the end of February.

COMMUNITY BASKETBALL – PINE RIDGE MIDDLE SCHOOL

- Monday evenings @ 7pm, averaging 15 participants each week

SNOWSHOE LOAN PROGRAM

- Snowshoe loan program corresponds with the weather. The snowshoes have been loaned out to individuals as well as to the Kingston Girl Guides.

KINGS COUNTY TRAILS SOCIETY

- The Village of Kingston has a seat on this committee. The Recreation Coordinator has been sitting in on the past two meetings via Zoom.
- Next meeting is Tuesday Feb 16th @ 9:30am.

DISC GOLF SITE VISIT

- Kingston Recreation Coordinator and New Minas Recreation Coordinator John Ansara will be viewing a potential site within the Village of Kingston for the feasibility of a 9-hole disc golf course. John Ansara is an avid disc golfer and competes provincially. He designed and oversaw the construction of the 18-hole disc golf course in New Minas and the 9-hole course in Waterville.
- The potential site includes the Village leased property east of the Ravenwood ballfields.

VALLEY RECREATION MEETING

- Valley Recreation Zoom meeting will be on Wed Feb 24th @ 10am.
- Kings County “Parks and Green Space” meeting via Zoom on Thurs Feb 25th @ 2pm. This meeting is specific to discussing how other Municipalities deal with park and open space development.

PARAGON GOLF & NORDIC SKIING / SNOWSHOE TRAILS

- The Recreation Coordinator will be in a meeting with various other municipalities and the Cross-Country Ski Association of Nova Scotia regarding each municipality interested in purchasing cross country skis for the 2021/22 winter season. Meeting date has yet to be determined.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **February 11, 2021**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

MOTION: THAT THE VILLAGE COMMISSION APPROVE TO INCREASE THE PW BUILDING CAPITAL BUDGET FROM \$250,000 TO \$475,000.

MOTION: THAT COMMISSIONER {insert name} CALLS A PUBLIC MEETING OF THE ELECTORS TO DISCUSS THE PROPOSAL TO FINANCE A PORTION OF THE PUBLIC WORKS BUILDING CONSTRUCTION.

MOTION: THAT THE VILLAGE COMMISSION TRANSFER \$275,000 FROM "SURPLUS" ACCOUNT TO THE CAPITAL RESERVE ACCOUNT

MOTION: THAT THE VILLAGE COMMISSION TRANSFER \$36,135.45 FROM THE "SURPLUS - SEWER" ACCOUNT TO THE SEWER RESERVE ACCOUNT

OPERATING BUDGET

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

VIC Building Rental

Western Woodlot Services Corp (WWSC) moved into the VIC building on February 1, 2021. They have signed a license agreement to rent space. The license agreement does allow for more than one user of the space, with WWSC having first right of refusal to other users.

Library Cleaning Contract

Kings Janitorial was awarded the cleaning contract for the Kingston Library. They have been contracted to clean the library 3 times per week, along with additional cleanings throughout the year. The Village received 3 bids (annual cost, excluding HST):

Jani-King Commercial Cleaning	\$10,788.00
Michael Gillespie Horticulture	\$ 8,190.00
Kings Janitorial	\$ 7,069.92

Greenwood Road Speed Sign (Summer 2020)

The speed sign registered 2962 readings above 48 km/h.
537 speed readings of 56 km/h and higher (18%)
151 speed readings of 60 km/h and higher (5%)
82% of all speed readings were under 56 km/h.

IT Infrastructure Cost

Windsor West Hants mistakenly over-billed for the IT upgrades previously reported last month. We were previously billed \$7,039, but we will be receiving a credit.

Community Development Student

The Village will have a 4th year Acadia student for 6 weeks, starting February 22.

Public Works Building

The tender closed for the Public Works Building construction. The Village received 4 bids (HST excluded).

Mid Valley (1997) Construction Limited (MVC)	\$388,700
Gary Parker Excavating Limited	\$525,000
Roscoe Construction Limited	\$525,434
MacLean Construction Ltd. O/A APM MacLean	\$619,865

ABLE Engineering has put forward a recommendation to award MVC the contract. The Kingston Commission approved \$250,000 in its 2020-21 Capital Budget towards the construction of this building. Knowing the construction bid amounts, and including engineering, surveys, and a 10% contingency, the budget needs to be approximately \$475,000 for this project to be awarded.

The Village has the capital reserves to complete the project but we should look at financing, at least, a portion of the construction project. This will allow the Village to continue to be financially secure and allow us to complete other projects in the coming years.

There are several options for financing, the Municipal Finance Corporation (MFC) Debenture program offers financing at a low interest rate over a fixed 10-year span. The Village can also finance through a local financial institution with a short-term loan. All borrowing shall be approved by the MFC and guaranteed by the County of Kings.

Library Renovation (Breakdown)

Architecture and Engineering	\$14,908.15	(\$14,295.45 + HST)
Access Contracting	\$367,333.41	(\$352,236.55 + HST)
Acadia Roofing	\$64,849.70	(\$62,184.47 + HST)
Miscellaneous	\$4,787.00	(\$4,590.26 + HST)
Unused Federal Funds	\$48,122.00	(\$46,144.26 + HST)

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

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$451,878	
- 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	~\$18,000	(no invoice yet)
- PW Building	\$250,000	\$14,774	
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000	\$5,030	(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
January 31, 2021

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	400	400	-	600	
Rentals	-	-	-	-	
Interest on Investments and Taxes	8,900	10,000	(1,100)	11,500	
Miscellaneous Income	400	800	(400)	800	
Recreation Revenue	9,800	23,800	(14,000)	26,100	Covid
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	29,000	72,000	(43,000)	79,800	County Rec funding
Contributions from Reserves	-	-	-	-	
Total Revenues	860,800	917,300	(56,500)	929,100	
Expenditures					
General Government					
Legislative	14,700	17,500	2,800	20,800	travel expenses / election expenses
Administration	133,200	141,000	7,800	165,200	
Professional Fees	12,600	9,700	(2,900)	10,400	legal fees
Insurance (General)	15,000	14,000	(1,000)	14,000	
Civic Building Expenses	10,300	11,900	1,600	15,300	
Crossing Guards	7,100	13,100	6,000	16,400	(no school March - June)
Miscellaneous	1,500	5,000	3,500	5,500	no festival grants
Taxation Charges	8,500	10,500	2,000	10,500	
Library	13,000	16,100	3,100	17,300	
Total General Government	215,900	238,800	22,900	275,400	
Public Works & Transportation					
Public Works	95,000	88,800	(6,200)	105,200	
Village Maintenance	28,200	27,600	(600)	30,000	
Sidewalks & Crosswalks	2,600	9,500	6,900	9,500	
Snow Removal	41,800	44,000	2,200	73,300	
Street Lighting	12,800	15,900	3,100	19,100	
Capital from Operating	-	-	-	-	
Total Public Works	180,400	185,800	5,400	237,100	
Tourism and Development					
Visitor Information Centre	2,800	2,900	100	4,200	
Other Development	11,300	11,500	200	11,500	
Apple Blossom Festival	-	4,200	4,200	4,200	Covid
New Years Eve Event	-	4,800	4,800	4,800	Covid
Steer BBQ	-	5,000	5,000	5,000	Covid
Total Tourism and Development	14,100	28,400	14,300	29,700	
Parks					
Parks Repairs and Maintenance	42,600	41,700	(900)	46,700	\$5k fr. Last year
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	47,200	46,300	(900)	51,300	
Recreation					
Recreation Administration	58,500	79,500	21,000	91,500	Salaries / NS Active Grant (5k each)
Outdoor Rink(s)	2,200	1,900	(300)	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	4,400	7,800	3,400	7,800	Covid
Youth Programs	400	2,400	2,000	3,000	
Adult Programs	3,400	6,900	3,500	8,300	Covid
Seniors Programs	1,700	3,900	2,200	4,700	Covid
Total Recreation	70,600	102,400	31,800	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	745,300	818,800	73,500	929,100	
Surplus / (Deficit)	115,500	98,500		-	

**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	24,000	14,600	9,400	18,700	Armstrong Food Services increase
Sewer - Connection Charges	4,200	2,300	1,900	2,300	Strong construction year
Total Revenues	522,300	510,900	11,400	515,000	
Expenditures					
Environmental Health					
Administration	116,200	143,800	27,600	167,300	timing / journal entries required
Treatment	16,000	23,700	7,700	28,800	
Treatment - Electricity	48,900	58,300	9,400	70,000	
Treatment - Disposal	33,600	48,000	14,400	60,000	
Collection System Costs	33,500	34,500	1,000	41,400	
Total Environmental Health	248,200	308,300	60,100	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	395,700	455,800	60,100	515,000	
Surplus / (Deficit)	126,600	55,100		-	