



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

ph 902 765-2800
fx 902 765-0807

May 13, 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, May 13, 2021.



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REGULAR COMMISSION MEETING May 13, 2021

AGENDA

1. Review of Minutes of Meeting held April 8, 2021
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
5. 2021-22 Operating Budget
6. Clerk's Report
7. Finance Report
8. Correspondence
9. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF APRIL 8, 2021

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

GUEST:

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

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the March 11, 2021 Regular Session meeting minutes.

Commissioner West asked that the word 'they' be replaced with 'the high school' under the heading West Kings High School Prom/Graduation.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MARCH 11, 2021 WITH AMENDMENT. MOTION CARRIED.

Chair Fowler stated West Kings High School will be going through MLA Leo Glavine's office for use of the arena, in case of inclement weather, for their prom/graduation.

COUNTY OF KINGS UPDATE

Councillor Armstrong provided the following update:

- This year, due to the pandemic, the federal government will be doubling the amount of gas tax funding as part of their economic stimulus plan.
- The County has passed their operating and capital budgets for 2021/22.
- There will be no tax increase for residential or commercial properties.

- The County has not been successful so far in finding a suitable water source during their well drilling search.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of March 11, 2021.

Student Work Term

The student has completed her 6 week work term. Her work included preparing for and running the March Break Day Camp, compiling a business directory and assisting Recreation Coordinator. Clerk will send the student job description out to commissioners.

Joint Accessibility Advisory Committee

Chair Fowler and Clerk have signed the inter-municipal agreement. All 7 villages in Kings County have signed the agreement.

CONSENT TO AGENDA ITEMS

Chair asked if there were any additions to the agenda. No additions.

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

When Covid-19 restrictions lift, New Brunswick's Pennecon will install the lift station radios and make sure they are working properly. If there is a problem with any of them, they may be changed to cellular connectivity. Clerk will contact company to see if they are able to enter the province as an essential worker.

PUBLIC WORKS – See Full Report

Seven bids from three companies were received today for sidewalk snow removal equipment and were reviewed briefly by staff. Clerk provided the information to Commission and stated staff would like to review more thoroughly before bringing forth a recommendation.

Staff have been tilling the Ravenwood Ball Field the last few days.

Commissioner West stated she would like to see some type of greenery to replace the wooden planter surrounding the library.

PW staff asked if the ice removal process by arena staff could be changed to avoid the mess on the recreation grounds each year. PW would also wondered if arena staff could do the spring raking of gravel caused by their snow removal process. Commission agreed to send a letter to the arena board making the request.

Commissioner West asked if the school will be cleaning up the garbage on the trail this year. Chair Fowler will ask principal at Pine Ridge Middle School.

Commissioner Beardsley asked if the outdoor arena tarps only had a one winter life span. Clerk confirmed they are one use only. Staff used a heavier tarp this year, which held up very well.

RECREATION – See Full Report

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

CLERK REPORT

OPERATING BUDGET

Invoices for the past fiscal year are still coming in and will be posted over the next few weeks, but overall the year-end position is favourable.

Proposed Commissioner Election and Annual General Meeting (AGM) Dates

Nomination Period	Thursday, April 29 th – Wednesday, May 12 th
Nomination Day	Wednesday, May 12 th
Advance Poll	Tuesday, May 25 th
Annual General Meeting	Thursday, May 27 th
Election Day	Saturday, May 29 th

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE DATES FOR THE COMMISSIONER ELECTION AND THE ANNUAL GENERAL MEETING. MOTION CARRIED.

Volunteer of the Year

There were 5 nominations submitted to the Village Office and reviewed by the selection committee today. The following were nominated:

Kevin Ring – nominated by Sara Wilson GCC – Paragon Golf Course

Kim Pollard – nominated by the Kingston Lions Club

Harley Hazelwood – nominated by Cori Plante and also by Rev. Dr. Christine Gladu

John Pierce – nominated by Muriel West

The selection committee, comprised of past Volunteers of the Year, chose John Pierce. Commissioner West will present the award to John Pierce at the Annual General Meeting on May 27th.

Donation from Annapolis Valley Wellness

Annapolis Valley Wellness is celebrating their 10th anniversary in business this month. They would like to express their appreciation to the local community by providing a donation to the Village, to be used for a recreation purpose. Commission agreed that recreational equipment, such as cross country skis for signing out, would be appreciated by the community. A 'donated by' sticker with their logo could be attached to the skis.

Balser Drive Sidewalk Design

The Department of Transportation's Area Manager, Richard Lloyd, confirmed they have approved the sidewalk design by Dillon Consulting for Balser Drive. Clerk confirmed there would be a lot of new infrastructure involved with many cross overs from south to north with perforated pipe for drainage. After a discussion, Commission agreed to get a cost analysis for the project from the engineers.

Soldier's Memorial Health Foundation (SMHF)

Kelly Hutton is the Village's representative on the board for SMHF. Commission agreed to invite him to the meeting in May to provide an update and find out how long he plans to be our representative.

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

- Water Drilling Study	\$50,000	\$22,980	(Complete)
- Library Renovation	\$500,000	\$451,878	(Complete)
- KN5 / KN12 Lift Station Panels	\$40,000	\$35,997	(Complete)
- SCADA System	\$135,000	\$91,714	(Carried Over)
- Main Street Easement Renewal	\$60,000	\$40,774	(Complete)
- Balser Drive Sidewalk Design	\$10,000	\$9,386	(Complete)
- Main/Maple RRFB Crosswalks	\$15,000	\$18,660	(Complete)
- PW Building	\$250,000	\$15,548	(Carried Over)
- 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	n/a	(Deferred)
- Tow-behind Boom Lift	\$40,000	\$39,072	(Complete)

Approved Capital Projects 2021 / 22

	Budget	YTD Actual
SCADA System	\$135,000	\$91,714
Lift Station KN#3 Renewal Design	\$10,000	\$
New Sewer Clarifier Study/Design	\$25,000	\$
New Development(s) Laterals	\$24,000	\$
Asset Management (GIS Survey)	\$10,000	\$
Lincoln Sewer Line Repair	\$35,000	\$
Maple Street Curbing and Sidewalk	\$230,000	\$
East Main Street Sidewalk Design	\$30,000	\$
Village Office Exterior Repairs	\$5,000	\$
Library Exterior	\$100,000	\$
New Public Works Building	\$475,000	\$15,548
Decorative Streetlights	\$18,000	\$
Ravenwood Ball Field Top Dressing	\$20,000	\$
Ravenwood Canteen Roof Replacement	\$15,000	\$
Water – Well Drilling Project	\$100,000	\$
Wastewater Lean-to	\$15,000	\$
Sidewalk Snow Machine Replacement	\$120,000	\$

FINANCE REPORT – See Report

Please see report for budget, actuals and variances.

CLERK/TREASURER BUDGET REPORT

OPERATING BUDGET

Assessment rate increased this year by \$16,000

Transferred \$15,000 from Surplus to offset increased expenditures

Increase Residential Tax Rate 1.1 cents to 32 cents per \$100 assessed value

Add new employee (\$35k) for community development, communications and recreation)

Increased Steer BBQ budget from \$5k to \$10k

Added Joint Accessibility Advisory Committee budget line item (\$5,100)

Increased reserve contributions to \$6,600, (1.8), to \$371,200

Adjusted all budget line items to account for Covid-19 and prior years amounts

Doctor Retention and Recruitment \$2,500

CAPITAL BUDGET– Approved at March 11, 2021 Commission Meeting

TRANSPORTATION

Maple Street Sidewalk and Curbing	\$230,000	(\$145,000 Gas Tax)
East Main Street Sidewalk Extension Design	\$30,000	

WASTEWATER

KN#3 Lift Station Renewal Design	\$10,000
New Clarifier Design	\$25,000
West Main Street Lateral Installation	\$14,000
Maple Street Lateral Installation	\$10,000
Sewer Asset Management – Survey/GIS	\$10,000
Lincoln Street Gravity Line Replacement	\$35,000

CAPITAL

Village Office Exterior Repairs	\$5,000	
Library Exterior Re-siding	\$100,000	(\$50,000 Feds/Prov)
Sewer Treatment Plant Lean-to	\$15,000	
PW Building Construction	\$475,000	
Decorative Streetlights (5)	\$18,000	
Ravenwood Lower Ball Field Top Dressing	\$20,000	
Ravenwood Canteen Roof Replacement	\$15,000	
2021 Water Drilling Study	\$100,000	(\$50,000 Kings County)
MT-6 Trackless Replacement	\$120,000	

Total Budget **\$1,232,000**

Clerk reported there may be a cost adjustment for the MT-6 Trackless snow removal equipment replacement due to the bids received from the tender. Staff will evaluate the cost, specs and value and make a recommendation to the Commission.

DISCUSSION:

Commission discussed compiling a priority list of J-Class roads as a proactive measure considering the increase in gas tax this year.

Clerk will email the Code of Conduct out to the Commission.

Due to the death of Commissioner Bishop's father, Charles Bishop, Commission agreed to make a donation in his name.

ON MOTION OF COMMISSION WEST AND COMMISSIONER LARDER THAT THE VILLAGE MAKE A DONATION IN THE AMOUNT OF \$100 IN MEMORY OF CHARLES BISHOP TO A CHARITY CHOSEN BY THE FAMILY. MOTION CARRIED.

Commissioner West pointed out that the corner of the office cement steps needs to be repaired after being hit by the plow.

A few of the windows in the library need screens.

The bins for brush and leaves will be placed next to the barn on Elm Street after the road weight restrictions are lifted.

Commission discussed the water that lays in the ditches in Oakhurst Subdivision and will forward information to... Department of Transportation?

CORRESPONDENCE

A letter was received from the Minister of Municipal Affairs, Brendan Maguire, letting communities know that he will be opening up the lines of communication by holding bi-weekly open video calls with all partners and visiting as many communities as possible in the near future.

ADJOURNMENT

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER 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: **May 13, 2021**
Re: **Environmental Services Report**

Collection System

Wastewater staff installed a six-inch sewer lateral on Maple St with the help of directional drill sub-contractor, Evangeline Excavators (Bret Minor). Sewer pipe was installed under the street from west to east and connected to gravity sewer line with a six-inch saddle. Shoulder of road was excavated to access sewer main on east side of Maple St. The following day staff installed six-inch feeder pipe along the edge of sidewalk on the west side of street and installed individual 4-inch sewer laterals to the five proposed lots. Staff contacted Dewolfe & Morse Surveying Limited to mark the road setback limits prior to work, to make sure sewer pipe was installed within "DTIR right of way". Staff wanted to complete budgeted capital project before contract to replace sidewalk and curb got underway. Staff also installed proper grade rings on manhole in section of curb being replaced. Years ago, manholes were brought up to road grade using bricks. Over time bricks vibrate out of place, drop into sewer line and cause plugged sewers.

Staff installed sewer lateral for new construction on Elizabeth Ave. When main sewer line was exposed, staff noticed that sewer main was back graded and shoulder of road had to be excavated back 30 feet to raise pipe to eliminate dip. DTIR installed storm water system many years ago and the ground around the sewer lines was poorly compacted, causing line to sag.

April 28th Lift station in trailer court across from Paragon golf course had pump tripped out on overload. Staff pulled pump and removed rag that was wrapped around pump impeller. Pump was installed back into lift station.

Staff received call from Paragon golf course asking if sewer line could be checked for a Honda vehicle key fob that someone accidentally flushed down the toilet. Manhole closer to Main St was checked, and key fob was laying in the base of manhole. Staff retrieved it and gave to golf course staff.

May 8th called out to duplex having sewer problems East Main St on the corner of Greenwood Rd. and Main St. This particular duplex has only one tenant in one side and other side is vacant. Owners said it was the third time they have had to clear the line and pulled back wipe cloths. The duplex is the first house that dumps into main sewer and with little flow to carry solids along this may be an ongoing problem until they rent the other side, which will have more volume of water to carry solids along. Staff did retrieve trailer and water tank and flushed main sewer line to make sure there was no solid build-up in main sewer.

Staff used Loomer's Pumping Service's sewer line video operation to check a few sewer lines with potential issues. Sewer main on Philips Ave was videoed so staff could make sure that lateral in street (that staff were called out to on Easter Weekend) was a good connection into the main sewer line, and it was. Some gravel in main line will be high pressure cleaned when staff clean lift stations this spring.

Another line that was videoed was on Balser Dr. where the road has a couple of sharp dips or humps. This section of road had been dug up years ago, to take sag out of sewer main. Video showed 80% blockage of main sewer line with an accumulation of fat, which usually means a sag in the pipe. Sewer is still running fine as fat build up is on top side of pipe. Staff will also have this section of line cleaned to remove fat build-up and then video that section again. Ground under this section of road is of an unstable nature with very loose non-compactable sand.

Treatment Plant

Check valves ordered last month for the Return Activated Sludge Pumps were installed by staff.

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, wasting of sludge and sludge disposal, and monthly sampling of the final effluent.

Staff contacted three contractors for up-to-date pricing on the construction of a 32ftX16ft lean-to extension off the east side of workshop. Village Clerk applied for and received building permit from the County.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **May 13, 2021**
Re: **Public Works Report**

Maple St Sidewalk/Curb Replacement Tender

Tenders for sidewalk curb replacement were received April 21st. Tender was awarded to Dexter's and work on contract began May 3. Bids received were lower than anticipated. Dexter's Construction Co. was asked to submit price to replace additional curbing from Acker Court to crosswalk on at the corner of Pine Ridge Ave and Maple St., and a small broken section on west side just south of crosswalk. Quote for extra work was received and approved by the Village Commission and is still under capital budgeted amount. Staff arranged to have topsoil delivered to Maple St. job site for easy access for Public Works staff when landscaping of boulevard begins after curb and sidewalk installation.

Ravenwood Ball Field Contract

Ball field in Ravenwood was tilled by staff, to prepare for contractor to haul fresh topsoil in and then level and seed. After field was tilled, it was quite evident that more topsoil would be needed because of very sandy soil that came to the surface around the parameter of the infield. Staff received price for extra topsoil and labor to spread the extra soil. Public Works staff discussed extras with the Village Clerk, and approved the extra amount to complete job. It is still under budgeted amount to do the work before taxes.

May 3rd North Slope Dirt Works began hauling topsoil and spreading soil out on ball field. Depending on the weather, field should be raked and seeded by the end of second week of May. Hopefully, consistent rain will help with seed germination and good grass growth. Irrigation system would help keep fields in good shape throughout the hot summer months.

Sidewalk Snow Removal Equipment Tender

April 8th Tenders for sidewalk snow removal equipment were received and reviewed by Village Clerk and Public Works staff. The three models offered were the MT Trackless, Holder and MacLean's. Staff carefully reviewed the different options offered for each unit. In the end, decision was made to go with the 75hp MT Trackless with 60-inch ribbon blower, 60-inch angle broom and salt spreader that attaches to back of machine. Staff voiced concerns about reduced horse power and feel that keeping the old MT would still give us the option for higher horse power if needed, and also a back-up or second machine, in case staffing needs to be increased with addition of proposed sidewalk expansion.

Ravenwood Canteen Roof Quotes

Staff received quotes from three different contractors to replace old metal roof with new metal roof. Roof needs to be replaced because sunroof windows that were removed years ago leak around window frame box. Style of steel roofing cannot be matched, and therefore, the spot where window boxes are cannot be patched properly because of square shaped metal roof.

Bandstand Electrical Service

May 4th Public Works staff contacted electrical contractor to replace electrical service panel for bandstand. Old service contacts were corroded and box needed replacing. Breaker box and 110 plug receptacles were also replaced with GFI breakers under roof of bandstand.

Stronach Park

Public Works staff installed fountains in the duck pond at Stronach Park. One of the fountains had to be taken to local plumber to order and install submersible motor. Staff also ordered gravel and used tractor to grade parking lot. Lime was also applied to grass area and shrub and flower beds.

Miscellaneous

Kingsley was taken to GP Auto Body for a fresh coat of paint and repair of stress cracks. Staff installed steer back on pedestal in front of Superstore after paint job.

Leaf and brush bins were delivered on April 18th and staff set up portable staging and signage to help people access bins. Last day for bins will be May 14th.

Framework for outdoor rinks was disassembled and stored away for season. Tennis nets will be installed after restrictions are eased.

Staff ordered new sand for outdoor volleyball courts from VJ Rice Concrete's sand pit off Marshall Rd. Sand was spread out by Public Works staff and Recreation Coordinator. Volleyball nets will be installed after restrictions are eased.

Spring raking is 90 percent complete and seasonal staff have been busy pruning shrubs and preparing flower beds. Staff also went over flower list with Green Leaf Enterprises and dropped off hanging baskets for planting.

Lime was spread throughout the Village's green areas.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **May 13, 2021**

Re: **Recreation Report**

RECREATION DEPARTMENT 2021 COVID-19

- Recreation Department continues to update and disseminate updated and relevant COVID-19 information on Village LED sign, social media and websites, as information changes with the 3rd wave.
- Recreation Department continues to collaborate with all Recreation Departments throughout the Annapolis Valley, using ZOOM and conference calls to discuss what Recreation looks like moving forward throughout the 3rd wave.
- Kingston Recreation Department has been working within the confines of the Provincial COVID-19 Emergency Measures regulations under the direction of the Clerk/Treasurer.

KINGSTON PARKS & TRAILS SIGNAGE COVID-19

- Parks & Trails remain open with no additional limits other than the standard "group of 5" outdoors with physical distancing between each "group of 5". Parks remain unsupervised.

ALL REC PROGRAMMING REMAINS ON HOLD DUE TO CURRENT COVID-19 3rd WAVE RESTRICTIONS

SUMMER DAY CAMP 2021

- Recreation Department continues in a "holding pattern" regarding Summer Day Camps. Recreation Department continues to consult with other Recreation Departments throughout the Valley to ensure continuity and validity. There has been a variety of different perspectives throughout the Valley as to how each Recreation Department are dealing with the uncertainty of moving forward into the summer regarding the Provincial COVID-19 - 3rd wave restrictions and which restrictions may or may not be lifted or amended.
- Day Camp Supervisor position deadline Friday May 7th, 2021
- Day Camp Counselor position deadline Friday May 14th, 2021

OAKHURST SUBDIVISION GREEN SPACE

- Recreation Department has reached out to Cobequid Consulting regarding what a possible "natural playground" park space could look like.
- Recreation Department will be reviewing surveys that have been returned in order to collect updated feedback from subdivision residents.

AKHK SPRING 2021

- Western Kings Active Kids Healthy Kids application deadline is May 28th, 2021.

COLLABORATIVE CROSS COUNTRY SKI PURCHASE

- A collaborative meeting with various Recreation Departments throughout Kings and Annapolis Counties and the Province of NS regarding a potential Cross Country Ski purchase will take place on Thursday May 13th.

LOCAL MINOR SPORTS ORGANIZATIONS

- Kingston Recreation Department has maintained communication and collaboration with all local sports organizations regarding COVID-19 3rd wave restrictions and plans. Clubs include:
 - Kingston and Area Minor Baseball
 - Kingston Greenwood Soccer
 - Valley Thunder Lacrosse

SUMMER TENNIS 2021

- Kingston Recreation is in discussions with recreation departments throughout Kings County and Tennis Nova Scotia to collaborate on increasing the amount of tennis instructors within the Western Region of Kings County.

KINGS COUNTY TRAILS SOCIETY – MEETING MAY 20TH @ 9:30AM VIA ZOOM

- Grading the trail from Berwick and moving westward is ongoing.
- Rick Jacques will communicate with Village of Kingston Recreation Department and the Public Works Department regarding placement of the new Harvest Moon Trail Kiosk to be installed by the Trails Society.
- Replacement of the surfacing of the bridge on the trail over Walkers Brook on the western end of the Harvest Moon Trail to take place before the end of May.

MUSIC IN THE PARK 2021

- Multiple musicians have been booked for the months of July and August with the stipulation that there is no commitment as COVID-19 gathering restrictions may not allow for outdoor music.

PROVINCIAL ACTIVE COMMUNITIES FUND 2021 – OPENS MAY 14TH

- In previous years, this application has gone to subsidize the Adult Skating and the Sensory skating times for the Annapolis Valley Chapter for Autism at the Kingston Credit Union Centre. This has typically been a \$5000 grant.

WATER TESTS 2021

- Recreation Department completed the water tests for Village owned facilities. Will be completing follow-up tests later this month at 2 sites.

PLEASE SEE SOCIAL MEDIA POST FROM THE AUTISM NS – KINGSTON CHAPTER:

“From the moment we opened our Autism Centre on Main St., the Village of Kingston has welcomed us with open arms. Since 2015, the Valley Chapter has held its flagship fundraiser, the Walk the Walk for Autism, in Kingston. Not only do we get to enjoy the pretty town of Kingston during our Walk, but Village staff have been integral in ensuring the event is a safe and successful one. Our pre and post Walk activities have always taken place at Kingston's Credit Union Centre Arena and the parks that surround it, and it's also where our Autos for Autism car show has been held for two years running. Several years ago, the Village introduced sensory-friendly Special Needs Family Skates at the rink and purchased adaptive

skating equipment for use by participants with disabilities. Village staff have been unfailingly thoughtful, generous and professional throughout the years and we could not ask for better neighbours and partners. Thank-you, Village of Kingston, for your wonderful support”!

**CELEBRATING our AU-SOME COMMUNITY
THE VILLAGE OF KINGSTON**





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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 13, 2021**
Re: **Budget Report**

2021-22 OPERATING BUDGET

Transferred **\$12,000** from Surplus to offset expenditures (UPDATED from APRIL Meeting)
Increase residential tax rate 1.1 cents to 32 cents/\$100 assessed
Add new employee (\$35k) (community development, communications, recreation)
Increased Steer BBQ to \$10k, from \$5k
Added Joint Accessibility Advisory Committee budget line item (\$5,100)
Increased reserve contributions to \$6,600, (1.8%), to \$371,200
Adjusted all budget line items to account for Covid and prior years amounts

2021-22 CAPITAL BUDGET

TRANSPORTATION

Maple Street Sidewalk and Curbing	\$230,000 (\$145,000 Gas Tax)
East Main Street Sidewalk Extension Design	\$30,000

WASTEWATER

KN#3 Lift Station Renewal Design	\$10,000
New Clarifier Design	\$25,000
West Main Street Lateral Installation	\$14,000
Maple Street Lateral Installation	\$10,000
Sewer Asset Management - Survey/GIS	\$10,000
Lincoln Street Gravity Line Replacement	\$35,000

CAPITAL

Village Office exterior repairs	\$5,000
Library exterior re-siding	\$100,000 (\$50,000 Feds/Prov)
Treatment Plant lean-to	\$15,000
PW Building Construction	\$475,000
Decorative Streetlights (five)	\$18,000
Top Dressing Ravenwood Lower Field	\$20,000
Ravenwood Canteen roof replacement	\$15,000
2021 Water Drilling Study	\$100,000 (\$50,000 Kings County)
MT-6 Trackless Replacement	\$155,000

Total Budget	\$1,267,000
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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 13, 2021**
Re: **Clerk Report**

Operating Budget Motions

THAT THE 2021/22 RESIDENTIAL TAX RATE BE SET AT 32.0 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES.

THAT THERE BE NO INCREASES TO THE 2021/22 COMMERCIAL TAX RATE AND IT BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTY.

THAT THERE BE NO INCREASES TO THE 2021/22 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES.

THAT THE DRAFT 2021/22 OPERATING BUDGET BE ACCEPTED AND APPROVED.

OTHER MOTIONS

ON MOTION OF COMMISSIONER (Brad Beardsley) AND COMMISSIONER (Muriel West) THAT THE VILLAGE OF KINGSTON COMMISSION INCREASE THE CAPITAL BUDGET AMOUNT FOR THE PURCHASE OF A SIDEWALK SNOW MACHINE TO \$155,000 WITH THE ORIGINAL \$120,000 TO COME FROM THE EQUIPMENT RESERVE AND THE INCREASE OF \$35,000 FROM THE CAPITAL RESERVE FUND

ON MOTION OF COMMISSIONER (Brad Beardsley) AND COMMISSIONER (Muriel West) THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE PURCHASE OF THE SNOW MACHINE TENDER (2021-501) TO SAUNDERS EQUIPMENT LTD IN THE AMOUNT OF \$147,220.00 + HST

THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE **MAPLE STREET SIDEWALK AND CURBING PROJECT (2021-301)** TO **DEXTER CONSTRUCTION LTD.** IN THE AMOUNT OF **\$158,310.00+HST.**

THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE THE CHANGE ORDER RCO#1 - ADDITIONAL CURBING FOR **PROJECT 201-301** IN THE AMOUNT OF **\$24,150.00+HST.**

Audit

Lawrence Lake, the Village's auditor, is conducting the Village audit at his office. The Clerk-Treasurer delivered 3 boxes of files to Lawrence's office. Draft financials should be available in the near future.

Commissioner Election and AGM Dates - POSTPONEMENT REQUIRED??

Advance Poll	Tuesday, May 25 th
Election Day	Saturday, May 29 th
Annual General Meeting	Thursday, May 27 th

Election should be postponed to June 26th, Advance Poll - June 22nd, and AGM would be June 24th.

Microsoft Office 365

Clerk is contemplating the switch from Microsoft Office (software) to Microsoft 365 (Software as a Service (SaaS)). The major benefits to switching to a subscription-based product are (to name just a few) Microsoft software is always up-to-date, instead of buying newer versions of the software every 4-5 years. With SaaS, users have access to Microsoft Teams and our data is stored in the cloud for access from anywhere. Microsoft also provides protection against Ransomware attacks and other malware infections. Microsoft will also host our Village email and we will manage the email addresses and users. Our current software and hardware's annualized cost is approximately \$1492. Switching to Microsoft 365 (SaaS) would cost the village approximately \$1428 annually.

Approved Capital Projects 2021-22	Budget	YTD Actual
SCADA System	\$135,000	\$ 91,714
Lift Station KN#3 Renewal Design	\$10,000	\$
New Clarifier Study/Design	\$25,000	\$
New Development(s) Laterals	\$24,000	\$
Asset Management (GIS Survey)	\$10,000	\$
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Library Exterior	\$100,000	\$
New Public Works Building	\$475,000	\$ 15,548
Decorative Streetlights	\$18,000	\$
Top Dressing Ravenwood Field	\$20,000	\$
Ravenwood Canteen Roof Replacement	\$15,000	\$
Water - Well Drilling Project	\$100,000	\$
Wastewater lean-to	\$15,000	\$
Sidewalk Snow Machine Replacement	\$155,000	\$



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

ph 902 765-2800
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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **May 13, 2021**
Re: **Joint Accessibility Advisory Committee**

Citizen Appointments to Joint Accessibility Advisory Committee (2-year term)

That the Village of Kingston Commission appoint the following citizen member representatives to the Joint Accessibility Advisory Committee:

Dino Wamboldt as Eastern Area representative
M. Patricia Norris as Western Area representative
Charlene Park
Kathleen Purdy

each for a 2-year term commencing on the first day of the month in which the Committee holds its inaugural meeting.

Citizen Appointments to Joint Accessibility Advisory Committee (3-year term)

That the Village of Kingston Commission appoint the following citizen member representatives to the Joint Accessibility Advisory Committee:

Crystal McCormack as Central Area representative
Thomas Leblanc
Doug Ralph
Mary Fox

each for a 3-year term commencing on the first day of the month in which the Committee holds its inaugural meeting.

Councillor Appointment to Joint Accessibility Advisory Committee

That the Village of Kingston Commission appoint Councillor Misner as the Municipal Council representative on the Joint Accessibility Advisory Committee for a 3-year term commencing on the first day of the month in which the Committee holds its inaugural meeting.

**Village Commissioner Appointments to Joint Accessibility Advisory Committee
(2-year term)**

That Municipal Council appoint the following Village Commissioners to the Joint Accessibility Advisory Committee for a 2-year term:

John DeCoste of the Village of Aylesford

Andy Vermeulen of the Village of Canning

Mike Bishop of the Village of Kingston

Scott Leier of the Village of Port Williams

with all terms commencing on the first day of the month in which the Committee holds its inaugural meeting.

**Village Commissioner Appointments to Joint Accessibility Advisory Committee
(3-year term)**

That Municipal Council appoint the following Village Commissioners to the Joint Accessibility Advisory Committee for a 3-year term:

Bruce Rood of the Village of Cornwallis Square

Robert Selby of the Village of Greenwood

Cheryl Manzer of the Village of New Minas

with all terms commencing on the first day of the month in which the Committee holds its inaugural meeting.



Association of Nova Scotia Villages

c/o 67 Pictou Road
Bible Hill Nova Scotia B2N 2R9
Tel: 902.893.8083 | Email: president@ansv.ca

May 10, 2021

Honourable Brendan Maguire
Minister of Municipal Affairs
Department of Municipal Affairs
PO Box 216
Halifax, NS B3J 2M4

Re: Acts

Dear Minister Maguire:

It is with pleasure that we have seen action to advance the Municipal Government Act under your leadership. Acts number 50 and 98 are both positive and important steps to improve and modernize the function of local government across Nova Scotia.

As a member body of the majority of incorporated villages in Nova Scotia, we look forward to the opportunity to provide feedback as your department works to develop regulations in the months ahead.

Sincerely,

Brian L. Banks
President

c: Directors
Villages – via Clerk and Treasurers