



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

ph 902 765-2800
fx 902 765-0807

June 10, 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, June 10, 2021.



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REGULAR COMMISSION MEETING June 10, 2021

AGENDA

1. Review of Minutes of Meeting held May 13, 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. Correspondence
8. Adjournment



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**KINGSTON VILLAGE COMMISSION
MINUTES OF THE COMMISSION MEETING OF MAY 13, 2021
VIA TELECONFERENCE – DUE TO COVID-19**

COMMISSION:

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

Mike McCleave – Clerk/Treasurer

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the April 8, 2021 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF APRIL 8, 2021. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of April 8, 2021.

Clerk stated the new bill that was motioned and passed has changed the Code of Conduct requirements quite a bit. Municipal Affairs will send out a template with the additions. One addition is that there has to be an independent person, such as our solicitor, that will review all code of conduct violations.

The Village applied for funding for four summer staff and there was only approval for one student. Clerk emailed Chris D'Entremont regarding the lack of support and has not heard back.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda. Commissioner Beardsley asked to have the public works building lot submission added to the agenda. An in camera session will be held at the end of the meeting to discuss the land proposal.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE AGENDA AS PRESENTED WITH ADDITIONS. MOTION CARRIED.

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Chair reported the Department of Transportation informed a resident on Kalley Lane that any water in the ditches in that subdivision would be the responsibility of the County of Kings. Clerk will contact Scott Quinn at the County for verification.

The Village received the lowest bid from Mid-Valley Construction for a new Lean-to at the Sewer Treatment Plant.

The new Trackless MT7 (sidewalk snow removal tractor) should be delivered next week.

PUBLIC WORKS – See Full Report

Commissioner West suggested the leaf bins be put out earlier in the spring.

Commission commented that the newly painted steer looks great as well as the village's parks and grounds.

Arena staff will be asked to try and clean the mess on the grounds after the ice is emptied at the end of the season.

There was an article in the Register and Saltwire online regarding the new proposed development at the west end of Kingston. Chair told the media that the Commission encourages growth in the Village.

The old MT6 will be kept for this season to determine its value to the Village staff. It may be decided that its not worth selling. Discussion to sell will be set for next spring (2022).

RECREATION – See Full Report

Chair asked that the Western Kings Active Kids Healthy Kids application deadline of May 28th be included on the LED sign.

Chair also stated staff at the arena were asked if the Credit Union Centre could be used as a Covid-19 pop-up testing site due to cases in the area and asked for feedback from the Commission. The Commission supports the arena being used as a testing site.

The Village was approved for \$1,500 to purchase cross country skis. Valley Wellness Centre also wants to make a donation toward a recreation need.

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

CLERK REPORT

OPERATING BUDGET

The Operating Budget is similar to last month's draft version, other than it was only necessary to transfer \$12,000 from surplus to offset expenditures based on the proposed budget. As well, the cost of the new MT was updated to \$155,000.00. There was also a \$3,000 increase in property tax revenues.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE 2021/22 RESIDENTIAL TAX RATE BE SET AT 32.0 CENTS ON RESIDENTIAL AND RESOURCE PROPERTIES. MOTION CARRIED.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER THAT THERE BE NO INCREASES TO THE 2021/22 COMMERCIAL TAX RATE AND IT BE SET AT 41.3 CENTS ON COMMERCIAL PROPERTY. MOTION CARRIED.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER THAT THERE BE NO INCREASES TO THE 2021/22 SEWER RATES FOR ALL RESIDENTIAL AND COMMERCIAL PROPERTIES. MOTION CARRIED.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE DRAFT 2021/22 OPERATING BUDGET BE ACCEPTED AND APPROVED. MOTION CARRIED.

OTHER MOTIONS:

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST TO ACCEPT THE FOLLOWING PROJECT MOTIONS:

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.

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.

MOTIONS CARRIED.

Audit

The Village of Kingston's auditor, Lawrence Lake, is conducting the annual audit and draft financials should be available soon.

Commissioner Election and Annual General Meeting Dates

Three nomination forms were received by the due date. Muriel West and Wayne Fowler reoffered for another term and a nomination form was also submitted by Riley Peckford. The following were the original dates for the election and meeting:

Advance Poll – Tuesday, May 25th

Election Day – Saturday, May 29th

Annual General Meeting – Thursday, May 27th

Due to present Covid-19 restrictions, the election and meeting dates will have to be postponed to either certain future dates or an indefinite time. Commission agreed to postpone dates for an indefinite time until restrictions are lifted. Information can be added to the LED sign and included on social media.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE ELECTION DATES BE POSTPONED UNTIL PROVINCIAL STATE OF EMERGENCY RESTRICTIONS HAVE BEEN LIFTED AND COMMISSION CAN RECONVENE TO DISCUSS NEW DATES. MOTION CARRIED.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE ANNUAL GENERAL MEETING DATE BE POSTPONED UNTIL PROVINCIAL STATE OF EMERGENCY RESTRICTIONS HAVE BEEN LIFTED AND COMMISSION CAN RECONVENE TO DISCUSS A NEW DATE. MOTION CARRIED.

Microsoft Office 365

Commission acknowledged the benefits of switching to the constantly updated subscription with Microsoft 365 rather than buying newer versions of the software every few years. There is also the benefit of protection against Ransomware attacks and other malware infections and the costs are comparable to what we are paying now.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE OFFICE SWITCHING TO MICROSOFT 365 IF DEEMED NECESSARY. MOTION CARRIED.

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	\$155,000	\$

Joint Accessibility Advisory Committee

Citizen Appointments to Joint Accessibility Advisory Committee (2-Year Term)

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY 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 TWO YEAR TERM COMMENCING ON THE FIRST DAY OF THE MONTH IN WHICH THE COMMITTEE HOLDS ITS INAUGURAL MEETING. MOTION CARRIED.

Citizen Appointments to Joint Accessibility Advisory Committee (3-Year Term)

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY 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 THREE YEAR TERM COMMENCING ON THE FIRST DAY OF THE MONTH IN WHICH THE COMMITTEE HOLDS IT INAUGURAL MEETING. MOTION CARRIED.

Councillor Appointment to Joint Accessibility Advisory Committee

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY 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. MOTION CARRIED.

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

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY 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 KINGTON

SCOTT LEIER OF THE VILLAGE OF PORT WILLIAMS

WITH ALL TERMS COMMENCING ON THE FIRST DAY IN WHICH THE COMMITTEE HOLDS IT INAUGURAL MEETING. MOTION CARRIED

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

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY 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. MOTION CARRIED.

MIKE BISHOP ABSTAINED FROM THE VOTE.

In Camera Session

The Village Commission moved into an in-camera session.

Sidewalk Tender

Clerk reported there were only 2 bids received from engineers for the design of the East Main St sidewalk. CBCL Engineering bid \$24,000 and Able Engineering bid \$17,500. Clerk will review both bids with public works staff as well as the public works building and report back to Commission.

CORRESPONDENCE

Brian Banks, President of the Association of Nova Scotia Villages, sent a letter to the Minister of Municipal Affairs expressing support for Acts #50 and #98 as advancements toward improving and modernizing the Municipal Government Act. Villages are often left out of important decision making.

West Kings Graduates on LED Sign

Commission agreed to honour graduates by having them added to the LED sign, which could be an annual effort.

Lincoln St

Commissioner West stated she contacted Martha Armstrong, Kings County Councillor and Geoff MacLellan, Minister of Housing and Infrastructure, expressing concerns over the messy state of some of the low income housing units caused by some tenants on Lincoln St. She also had a discussion with John Campbell, head of the Western District Housing Commission, about the issue and since then, the area has been cleaned up a bit. She suggested keeping an eye on the area on a regular basis.

Westwood St Flooding

Commissioner West noted there is flooding that occurs on Westwood St in front of the new building with no place to drain. Clerk stated the Department of Transportation is going to try to fix their section of it but that they cannot legally work on non-DTIR properties and that the property owners may need to “help” fix it. Commissioner Larder stated the parking lot just needs to be re-graded.

Duck Pond

Commissioner West commented on the entrance to Stronach Park and asked if a guardrail could be considered.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER
THAT THE MEETING BE ADJOURNED AT 9:13PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 10, 2021**
Re: **Environmental Services Report**

Sewer Collection System

Public Works staff booked traffic control for Lincoln St. sewer main replacement, along with Evangeline Excavators who will pipe-burst the old section of sewer pipe between the two McMaster Cr. entrances. A section of asphalt had to be cut out of intersection at the west entrance to allow contractor to install pipe-bursting machine. Asphalt removed will be reinstated after some natural settling/compaction. Letters were distributed to residents of McMaster Cr. advising them to use west entrance and limit their water usage while work is in progress.

With the help of Loomer's Pumping Service, staff cleaned the pumping stations throughout the Village. Lift stations are cleaned twice a year to remove accumulated fat and grit. Removal of grit is a preventative measure to save wear on pump impellers and wear plates.

While cleaning lift stations, staff recognized corroded pump guide rails. Galvanized pipe was purchased last year so staff could replace guide rails as needed. Rails were replaced by staff.

Sewer line on Balser Drive, that was videoed and confirmed last month of having a build-up of fat/grease in main sewer line, was high-pressure flushed during cleaning of the lift stations. Staff will arrange to have line videoed again to check for possible dip in sewer line.

Wastewater Manager and Village Clerk discussed job to retrofit East Main St. KN-3 lift station. Wastewater staff created a scope of work and Village Clerk sent out a formal Request for Quote (RFQ) to different engineering firms. General scope of work is to replace piping, valves, pumps and new top with new hatches.

June 5th staff was called out to East Kingston duplex again for a blocked sewer on the corner of Greenwood Rd. and East Main St. Owner had the lateral dug up to expose pipe, where there was an accumulation of a hard type of white product that contractors could not remove. Staff augured line to remove hard packed accumulation of white product. Staff will schedule Loomer's to video main sewer to check lateral connection on main line. Staff will continue to observe.

Treatment Plant

Staff received 3rd quote from Mid Valley Construction (MVC), the lowest bid received for the construction of a 32X16 ft. lean-to off the side of the new shop built a few years ago at the sewer treatment plant. They were asked to proceed with the work as schedule permits.

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. Washing down of the clarifier and cleaning UV bulbs and channel has been more often because of algae bloom this time a year.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 10, 2021**
Re: **Public Works Report**

Maple St Sidewalk/Curb Replacement

Contractor replaced curbing on west side of Maple St. with new concrete curb. Contractors will wait until school is over for the year before completing the sidewalk and curb replacement on Maple Street. Public works staff will start landscaping the median between sidewalk and curb after new sidewalk is installed. Topsoil will be seeded and watered until grass gets growing.

New MT Trackless Delivery

May 20th new MT trackless sidewalk snow removal machine was delivered, along with attachments as per RFQ proposal. Attachments include 60-inch angle broom, 60-inch ribbon blower, and 43-inch drop spreader. Public Works staff unloaded flat bed trailer with the help of MVC tilt /tow trailer. Much thanks to MVC when requesting use of their services that we never seem to be billed for.

Flower Planting/Hanging Baskets

Public works staff has started the flower planting process throughout the Village. The 18 hanging baskets were installed along Main St. Budget may have to be increased next year for more hanging baskets for new street light standards ordered earlier this spring.

Public Works staff also removed wooden planter sections from the side of library to expose the steel siding to be replaced. Staff discussed with Village Clerk, and will wait to remove rest of planter sections once a firm date has been set for contractor to replace the siding. Work start date to replace siding will determine whether or not to plant flowers in remaining sections of wooden planters. Area, where section of planter was removed, was top-dressed and seeded to grow grass for the time being. Staff will install a couple of big flower pots of wave petunias to set alongside of library building.

Miscellaneous

Grass mowing and trimming is ongoing, along with pruning and fertilizing of trees through the downtown core area.

Parking lots were swept and the Village Office has called a second time requesting DTIR to sweep the streets. Street sweeping by DTIR is later every year and not all streets are getting swept. Hopefully DTIR will sweep soon so we can have Loomer's sweep what they do not.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **June 10, 2021**
Re: **Recreation Report**

Recreation Coordinator will be on vacation out of province from June 10th until June 27th. See Clerk Treasurer for details. If self-quarantining is required upon return, Recreation Coordinator will take time without pay as required.

RECREATION DEPARTMENT 2021 COVID-19

- Recreation staff continues to update and disseminate updated and relevant COVID-19 information on Village social media and websites, as information changes: Kings County Senior Safety Manager Kingston/Greenwood Isolation and Support Network, Kingston/Greenwood Community Health Board, etc.
- Recreation staff continues to collaborate with all recreation departments throughout the Annapolis Valley, using ZOOM and conference calls to discuss what recreation looks like moving forward as we enter the different phases of the provincial re-opening plan.
- 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, FACILITIES & TRAILS SIGNAGE

- Kingston Rec staff ordered new "Scoop your Poop" signs and requested more Kings County Municipal By-law signs for dog waste. Public works staff will be putting the signs up at various park areas throughout the Village.
- Kingston Rec has also designed and ordered a "Please do not feed the ducks bread" sign to be placed near the pond at Stronach Park.
- Signs, requesting that people not hang on the volleyball nets or sit on the tennis nets, have also been ordered.

KINGSTON BEACH VOLLEYBALL NETS & BOUNDARIES

- Beach volleyball nets and boundaries have been installed.

AIKIDO IN THE PARK – WEDNESDAY JUNE 2ND

- Local Aikido program requested the use of Centennial Park in order to have "physically distanced" groups of 10 participate in an outdoor Aikido class. Instructors and participants seemed to enjoy the experience.

SUMMER DAY CAMP 2021

- Recreation department has hired a recreation intern/day camp planner for summer 2021.
- Recreation staff and intern have been working on a summer day camp plan which will consist of "modified, hours, participants, hours, activities and locations" in order to comply with the provincial 5 PHASE RE-OPENING PLAN guidelines.

- Recreation staff and intern will be submitting this plan, first to the Clerk, then out to the public.
- To prepare for the possibility of summer day camp, the recreation department will be hiring 3 summer day camp counsellors and will work towards having a modified program with a group of 15. (12 participants and 3 counsellors)

GIRL GUIDES – PROGRAM CLOSING – SAT JUNE 26TH

- Girl Guides will be using the Recreation Hut building washrooms as they finish off their programming for the year. Organizers ensured Village staff that they will comply with all COVID-19 regulations and protocols, as required.

OUTDOOR MUSIC IN THE PARK

- Recreation coordinator and intern will be working on the outdoor music schedule while ensuring the Village complies with the provincial re-opening plan. Re-scheduling and postponements are now taking place as outdoor group size is currently 25, until Phase 3 or Phase 4.

LOCAL PROVINCIAL SPORTS 2021 – COVID-19

- Kingston recreation staff has met with the Kingston Area Baseball Association President on June 9th. Baseball NS has released a COVID-19 phased plan to reintegrate youth back into baseball. Some of the basic PHASE 1 modified restrictions include: Only 10 individuals practicing on a field at a time. As the phases progress, numbers and group sizes will increase.
- Kingston/Greenwood Soccer also has a plan to comply with the phased-in guidelines from the province.
- Valley Thunder Lacrosse has been communicating with Kingston Recreation with regards to possibly using some of our outdoor fields for practices as they wait for indoor facilities, such as the Credit Union Centre, to have restrictions lifted.

KINGS COUNTY REGIONAL EQUIPMENT LOAN PROGRAM

- Recreation departments throughout Kings County are collaborating to create a potential “Kings County wide equipment loan program” including various recreation departments from throughout Kings County. This is still in the discussion phase, but the potential initiative could include an online equipment booking software and other advantages for Kings County residents. More to come as information affords.

KINGS COUNTY TENNIS/BASKETBALL MULTI-SPORT PROGRAM

Kingston Recreation is working in collaboration with Kings County Recreation to have a tennis/basketball instructor travel to various locations throughout Kings County to offer youth tennis and basketball programming. These potential programs would all comply with up-to-date provincial COVID-19 phased-in re-opening plan.

CROSS COUNTRY SKIS PURCHASE – FOR FUTURE COMMUNITY LOAN

Kingston Recreation is collaborating with NS Provincial Sport Program and a local business owner to potentially purchase a community set of cross country skis. The Rec department has received one quote for 16 sets of various sized skis and is awaiting an additional quote. Rec staff will meet with local business owner on Tuesday June 8th at the Village Office.

PICKLEBALL ON TENNIS COURTS

Kingston Recreation has been approached by local “pickleball” players to have pickleball lines painted on our tennis courts. Recreation Coordinator travelled to other municipal tennis courts from Kentville to Middleton to see how each tennis court has done this. Due to the different sized court, there are a variety of ways to accomplish this. Recreation staff is investigating a possible temporary way of doing the lines before painting on permanent lines. Pickleball is one of the fastest growing sports in Nova Scotia for ages 50 and over.

OAKHURST SUBDIVISION GREENSPACE UPDATE

Kingston Recreation staff has compiled the returned surveys and is now consulting with Cobequid Consulting on the most efficient method of moving forward with the next steps of community engagement and potential development.

PROVINCIAL ZOOM MEETING WITH RECREATION SECTOR – Wednesday June 2nd

Recreation Department met on a Zoom call with many other recreation departments to listen to provincial representatives regarding the province’s phased in re-opening plan.

WESTERN KINGS (WK) ACTIVE KIDS HEALTHY KIDS APPLICATION REVIEW – WED JUNE 9TH

Kingston Recreation staff will be reviewing applications to the WK Active Kids Healthy Kids funding program on Wednesday June 9th @ 2pm. Funding partners include representatives from the Province of NS, Municipality of the County of Kings, the Village of Kingston, the Town of Berwick and the Western Kings Memorial Health Society.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **June 10, 2021**
Re: **Clerk Report**

Province's Re-Opening Plan - with respect to Municipal Government

Phase 1 - Gathering limits indoors remains to household members only
Phase 2 - Meetings limited to 10 people (June 16, 2021)
Phase 3 - Meetings limited to 50% capacity (up to 100 people) (July 3, 2021)
Phase 4 - Meetings limited to 50% capacity (up to 150 people) (July 14, 2021)
Phase 5 - to be determined, transition to normal (September 2021)

Village Commission Meetings

To be held in person when province is in **Phase 2** of re-opening plan.

Financial Statements

Draft Financial Statements have been circulated to the Commission. Are there any questions? Financial Statements shall be approved at the 2021 AGM (**Phase 3**).

Commissioner Election and AGM Dates - Phase 3

Advance Poll	Tuesday, TBD
Election Day	Saturday, TBD
Annual General Meeting	Thursday, TBD
Needs to be motioned at Commission Meeting	

Committee Members

Village committee member appointments (commissioner and public) shall/should be completed once the election and new commission has been formed. (**Phase 3**)

Bridge Street Speed Reduction

The Village of Greenwood is requesting the Kingston Commission support them in having Bridge Street speed limit reduced to 50kmh along the whole length of the road.

Flag Policy

We received a request to have a new flag flown to show support for the health care workers of Nova Scotia. The Village only has one flag pole and we have always flown the Canadian flag. The Village does not have a policy to fly "proclamation" flags or for that matter, when to fly a flag at half mast, or to change it out when damaged, etc. As an interim solution we could hang the flag on our brick wall, for instance.

Accessibility 2030

Village must create an asset database (Excel file) that includes all infrastructure that can be accessed by staff or public access. This would include sidewalks, crosswalks, buildings, parks, trails, etc. County requires this by June 16, 2021.

Approved Capital Projects 2021-22	Budget	Tender Cost	YTD Actual	Status
SCADA System	135,000	134,963	91,714	C
Lift Station KN#3 Renewal Design	10,000			T
New Clarifier Study/Design	25,000			
New Development(s) Laterals	24,000	n/a	8,168	C
Asset Management (GIS Survey)	10,000			
Lincoln Street Sewer Line Repair	35,000	n/a		C
Maple Street Curbing and Sidewalk	230,000	182,560	131	C
East Main Street Sidewalk Design	30,000	17,500		C
Village Office Exterior Repairs	5,000	n/a		
Library Exterior	100,000		2,295	T
New Public Works Building	475,000	388,700	22,138	T
Decorative Streetlights	18,000			C
Top Dressing Ravenwood Field	20,000	17,000	20,921	Z
Ravenwood Canteen Roof Replacement	15,000	4,210		T
Water - Well Drilling Project	100,000	50,000		T
Wastewater lean-to	15,000	12,370	42	T
Sidewalk Snow Machine Replacement	155,000	152,904	152,904	Z

C - Work started / Construction

T - Tendering Process

Z - Finished

Village of Kingston
Commission Finance Report
March 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	500	600	(100)	600	
Rentals	1,200	-	1,200	-	
Interest on Investments and Taxes	9,500	11,500	(2,000)	11,500	
Miscellaneous Income	500	800	(300)	800	
Recreation Revenue	11,700	26,100	(14,400)	26,100	Covid
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	78,200	79,800	(1,600)	79,800	
Contributions from Reserves	-	-	-	-	
Total Revenues	913,900	929,100	(15,200)	929,100	
Expenditures					
General Government					
Legislative	17,900	20,800	2,900	20,800	travel expenses / election expenses
Administration	154,800	165,200	10,400	165,200	
Professional Fees	13,000	10,400	(2,600)	10,400	legal fees
Insurance (General)	15,000	14,000	(1,000)	14,000	
Civic Building Expenses	12,000	15,300	3,300	15,300	
Crossing Guards	10,500	16,400	5,900	16,400	(no school March - June)
Miscellaneous	2,500	5,500	3,000	5,500	no festival grants
Taxation Charges	8,500	10,500	2,000	10,500	
Library	15,600	17,300	1,700	17,300	
Total General Government	249,800	275,400	25,600	275,400	
Public Works & Transportation					
Public Works	101,300	105,200	3,900	105,200	
Village Maintenance	27,700	30,000	2,300	30,000	
Sidewalks & Crosswalks	6,300	9,500	3,200	9,500	
Snow Removal	63,200	73,300	10,100	73,300	
Street Lighting	15,500	19,100	3,600	19,100	Marilyn Crt installation (missing inv)
Capital from Operating	-	-	-	-	
Total Public Works	214,000	237,100	23,100	237,100	
Tourism and Development					
Visitor Information Centre	3,500	4,200	700	4,200	
Other Development	11,500	11,500	-	11,500	
Apple Blossom Festival	100	4,200	4,100	4,200	Covid
New Years Eve Event	4,700	4,800	100	4,800	Allocated funds to account, not spent
Steer BBQ	-	5,000	5,000	5,000	Covid
Total Tourism and Development	19,800	29,700	9,900	29,700	
Parks					
Parks Repairs and Maintenance	45,500	46,700	1,200	46,700	\$5k fr. Last year
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	50,100	51,300	1,200	51,300	
Recreation					
Recreation Administration	68,700	91,500	22,800	91,500	CSJ / FAGrant / Santa
Outdoor Rink(s)	2,200	2,000	(200)	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	300	1,200	900	1,200	
Summer Day Camp	4,400	7,800	3,400	7,800	Covid
Youth Programs	400	3,000	2,600	3,000	Covid
Adult Programs	4,900	8,300	3,400	8,300	Covid
Seniors Programs	3,200	4,700	1,500	4,700	Covid
Total Recreation	84,100	118,500	34,400	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	834,900	929,100	94,200	929,100	
Surplus/(Deficit)	79,000	-	-	-	

**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	18,700	5,300	18,700	Armstrong Food Services increase
Sewer - Connection Charges	6,100	2,300	3,800	2,300	Strong construction year
Total Revenues	524,200	515,000	9,200	515,000	
Expenditures					
Environmental Health					
Administration	144,400	167,300	22,900	167,300	
Treatment	17,300	28,800	11,500	28,800	
Treatment - Electricity	69,200	70,000	800	70,000	
Treatment - Disposal	45,200	60,000	14,800	60,000	
Collection System Costs	30,800	41,400	10,600	41,400	
Total Environmental Health	306,900	367,500	60,600	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	454,400	515,000	60,600	515,000	
Surplus/(Deficit)	69,800	-	-	-	



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