



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

ph 902 765-2800
fx 902 765-0807

October 14, 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, October 14, 2021.



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REGULAR COMMISSION MEETING October 14, 2021

AGENDA

1. Review of Minutes of Meeting held September 9, 2021
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Development
5. Committee Reports
 - i. Steer BBQ
 - ii. JAAC - Joint Accessibility Advisory
 - iii. Kingston Area Advisory
 - iv. Kingston Policy and Finance
 - v. Audit Committee
 - vi. Soldiers Memorial Hospital Foundation
6. Clerk's Report
7. Finance Report
8. Correspondence
9. In-Camera Discussion
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF SEPT 9, 2021

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

GUESTS:

Martha Armstrong – Councillor, District 4, Municipality of the County of Kings
Chris Palmer – MLA Kings West

OPENING

Chair Fowler called the Regular Session to order at 7:00pm and congratulated MLA Chris Palmer on his recent election win.

COUNCILLOR ARMSTRONG

Victoria Drive

Councillor Armstrong received phone calls from a few residents of Victoria Drive regarding the poor condition of their road. One resident is in a wheelchair and considers the road to be dangerous, having to veer around potholes. Councillor Armstrong asked County Engineer Scott Quinn if Victoria Drive could be switched with Markland Road this year for the J-Class repaving and the answer was it could not. Clerk had previously advised Scott Quinn that all of Victoria Drive, including the extension, needs repaving. The County and Department of Transportation feel the extension would involve removing massive trees and would be too costly. The Victoria Drive extension suffers constant flooding and the residents are upset.

Westwood St Flooding

Councillor Armstrong has been receiving complaints about the flooding on Westwood St ever since the new construction was completed at the south end. Clerk stated he met the NS Public Works (Department of Transportation) area supervisor and maintenance manager at the site and they decided to put in a small trench as a temporary solution. The trench is a short-term solution since they do not have a legal easement on the trenched property and a long-term solution is not affordable at this time. Area supervisor said he would bring the issue to his superiors for a solution, hopefully for next year.

Joint Accessibility Advisory Committee (JAAC)

Councillor Armstrong advised the Commission that JAAC member Patricia Norris, who represented the western area of the county, passed away in July.

MLA CHRIS PALMER REPORT

MLA Chris Palmer introduced himself and informed the Commission that his new office will be centrally located in Berwick. The new Minister of Municipal Affairs and Housing is John Lohr and he will be the advocate for any issues the Village may have.

Councillor Armstrong advised MLA Chris Palmer that there is desperate need for NS Housing Authority to improve the unsightly appearance and overall condition of the low-income housing in Kingston and other areas. The tenants do not have to care about the appearance of their rentals since nobody is policing them. There should be regular inspections inside and out and maintenance should be on an ongoing basis; the whole system needs to be fixed. MLA Chris Palmer appreciated the update and stated the role of the department needs to be determined.

The new PC provincial government's priority is fixing healthcare. MLA Chris Palmer had a meeting with Don Hyslop, the Village of Kingston's representative on the Mid Valley Region Physician Recruitment & Retention Committee. Don Hyslop has been named the navigator for the area. There will be a tour of the province by the new Health Minister to meet front line people. An open forum will take place that people will be able to sign up for that meeting. MLA will include the Village on any official correspondence.

Chair Fowler also informed newly elected MLA Chris Palmer that the Village has been working for years to get a water system and that talks are being held with Kings County to possibility tap into their Greenwood water utility.

REVIEW OF MINUTES

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

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF AUGUST 11, 2021. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

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

As per Public Works report, Commission suggested one possible location for installing the two other streetlamps is in front of the Irving parking lot. It could be part of an overall beautification of that area. Clerk will contact Irving for permission to use 3 or 4 feet of their property to add planters and benches for next year's capital budget. The Village could get approval from the Department of Public Works to install them on the sidewalk, as long as the snow clearing machines are able to get through.

The Commission commended Emily Harris and Glen Abriel for planning and holding a successful outdoor movie night at Centennial Park with over 75 in attendance.

Commission agreed to include an amount at budget time to hold more movie events next year.

The siding for the library was ordered and should arrive in 4 to 5 weeks. The installation should be completed by late November and must be completed by December 31st.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda. Commission agreed to add an in-camera session to the agenda.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE AGENDA AS PRESENTED WITH IN-CAMERA ADDITION. MOTION CARRIED.

DEPARTMENTAL REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

As per report, during the meeting between staff and engineers from RV Anderson and Associates, staff were advised that a scope of work could determine what is needed at the sewer treatment plant. Staff will provide engineers with as-built drawings of the clarifier and overall record drawings of the expansion in 1993. The Village will then be able to issue a tender for an overall assessment of what the sewer treatment plant requires.

Staff would also like to scan and PDF all of the Village's sewer drawings; Commission agreed to discuss that item, as well as GIS mapping, during the next capital budget.

PUBLIC WORKS – See Full Report

Village had to hire out street sweeping for the side streets since the Department of Transportation only had funds to do Main St and Bridge St.

Commissioner Bishop learned that residents in the new small options home have to travel on part of Westwood St in their wheelchairs before accessing the nearest sidewalk.

RECREATION – See Full Report

Commission asked if there were grants available from the County of Kings for outdoor movie sound and screen equipment. Clerk said there are grants available but they are more for recreation day camps and park maintenance than entertainment. Commissioner Beardsley has speakers that were purchased for the school last year if the Village is interested in learning more about them.

Clerk will look into the progress Rec staff are making on the Oakhurst Subdivision greenspace and the disc golf at Ravenwood park.

Greg Peck will find out who the Steer BBQ signing authorities are and make sure the funds are transferred to the Village.

EMILY HARRIS REPORT – See Full Report

Emily has worked beyond the 10-week summer job grant on other projects such as a collaborative business group for the area. She was in contact with Valley REN (Regional Enterprise Network) who sent her to Roman3 Solutions. She is organizing a meeting with Roman3 Solutions who offer a free consultation providing different options for businesses.

COMMITTEE REPORTS

Steer BBQ Committee – No report

Joint Accessibility Advisory Committee

Commissioner Bishop reported Commission has to approve Amanda Baker as the new community representative for the western region.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER BEARDSLEY TO ACCEPT AMANDA BAKER AS THE NEW COMMUNITY REPRESENTATIVE ON THE JOINT ACCESSIBILITY ADVISORY COMMITTEE. MOTION CARRIED.

Kingston Area Advisory Committee

The Village received correspondence from the County of a proposed development agreement to allow for a self-storage building on Main St. After a discussion, the Commission had no objections to the development. There will also be a public meeting for both the Village and the County before it can be approved.

Soldiers Memorial Hospital Foundation (SMHF)

Clerk will invite Kelly Hutton, Chair of SMHF to the next Village Commission meeting on October 14th. The donations to the foundation for doctor recruitment are for that purpose only. There is a meet and greet taking place in Bridgetown for the new doctor and the Commission will be invited and encouraged to attend.

CLERK REPORT – See Full Report

National Day for Truth and Reconciliation

The government recently passed legislation to make September 30th a federal statutory holiday for the National Day for Truth and Reconciliation. The province and most municipalities in Nova Scotia have added this day to their employee holiday list.

ON MOTION OF COMMISSIONER WEST AND COMMISSION BEARDSLEY THAT THE COMMISSION DECLARE SEPTEMBER 30TH A PAID HOLIDAY FOR VILLAGE EMPLOYEES TO COMMEMORATE THE NATIONAL DAY FOR TRUTH AND RECONCILIATION. MOTION CARRIED.

Clerk will inform all staff members.

New Public Works Building

Land appraisals were completed and the Village land is worth more than Parsons Investments land. Parsons has agreed to pay the difference of \$4,000 on the land exchange.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE VILLAGE OF KINGSTON COMMISSION DISPOSE OF VILLAGE OWNED LANDS. THE LANDS ARE MUTUALLY AGREED UPON PORTION(S) OF TWO LARGER PARCELS OF LAND LOCATED CURRENTLY AS PID#5532294 AND PID #55390603. IN RETURN, THE VILLAGE WILL ACCEPT \$4,000.00 EXCLUDING APPLICABLE TAXES AND TWO PARCELS OF LAND FROM PARSONS INVESTMENTS/MID VALLEY CONSTRUCTION. THE LAND IS PID#55477822 AND A MUTUALLY AGREED UPON PORTION OF PID #55121842. MOTION CARRIED.

Clerk will send a letter to the Honourable John Lohr, Minister of Municipal Affairs and Housing seeking consent to allow the Village to dispose of land(s) at market value. Once approved, the Village can move forward with the construction of the new Public Works in a better location.

Stronach Park Ducks

A public discussion took place on Facebook regarding the safety of the wild ducks at Stronach Park and suggestions were made to have a duck crossing sign and to add a fence and a cement platform to prevent ducks from sunning on the sidewalk. Staff advised there was a fence years ago when the ducks were tame which was unsuccessful in keeping them from being injured. Signs advising people not to feed the ducks may be considered to lessen the number congregating.

14 Wing Airport Obstruction

Commission agreed to allow 14 Wing to trim or remove trees that are located on Village property and are hazardous to flight safety.

NS Transportation Department

The newly elected PC government has renamed the NS Department of Transportation and Infrastructure Renewal to the Department of Public Works.

Capital: Water Study

Scott Quinn from the County of Kings is going to reschedule the meeting that was to take place on September 10th with the Clerk regarding tapping into Greenwood's water utility.

Finance Report – See full report

CORRESPONDENCE:

Truth and Reconciliation Day Walk

The Village Commission has been invited by 14 Wing Greenwood to participate in a walk to commemorate the residential school victims. Participants are encouraged to wear commemorative orange or black t-shirts. Clerk will take orders for t-shirts from staff and commission who are interested in receiving them.

Battle of Britain Parade

Chair was invited to the 81st anniversary service of the Battle of Britain taking place at 14 Wing Greenwood on September 19th.

In Camera Discussion

Commission began in-camera meeting at 8:30pm.

In-camera session ended at 8:52pm.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP TO
ADJOURN THE MEETING AT 8:55PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **October 14, 2021**
Re: **Environmental Services Report**

Scanning of STP & Gravity Sewer Profiles

As mentioned in last months report, staff were arranging services with County of Kings Civil Engineering Technologist to scan and create PDF files for staff to have quick access to drawings. Treatment plant drawings and the majority of Ravenwood Subdivision street profiles of sewer collection system can now be easily computer accessible. Staff will continue to gather individual sections/subdivisions of gravity sewer lines in the street for scanning.

R.V. Anderson Zoom Meeting

Treatment plant manager and Village Clerk met with R.V. Anderson engineers via Zoom to discuss preparation of tender document to address staff concerns at the treatment plant with regard to aging infrastructure, particularly the Clarifier and the Bar Screen Room. The recently scanned treatment plant As Built drawings have been sent to RV Anderson to help with creating tender for other engineer firms to bid on. Staff also feel the tender should be more inclusive than just the two pieces of infrastructure listed above and have passed this on to engineers and the Village Clerk.

West Pine Ridge Ave Sewer Lateral Issue

As reported last month, resident at west Pine Ridge Ave was having continuous sewer blockages and was advised to have his sewer line videoed to show where roots were causing problem. Staff excavated at the shoulder of road to expose pipe and used sewer auger to clear root mass. After roots were removed, staff repaired access hole in pipe and advised resident that big maple tree should be removed and line should be replaced.

Lateral Locate

Public Works staff received call from real estate agent to confirm that sewer was available for recently sold lot on Victoria Dr. extension. Public Works recalled installing lateral for future building lot 30 years ago when main sewer in street was replaced. Staff excavated and located 4-inch sewer lateral and staked location. Staff have been receiving more and more calls from real estate agents on sewer availability.

Call Outs

Sept 29th Public Works staff received call from Girl Guide leader that they locked themselves out of Day Camp building.

Sept 30th Resident, whose sewer was backing up floor drain when washer was emptying, and has had the problem since they purchased home in August, called out Public Works staff to

Laurel St. Staff checked manholes in street and found driveway marker that was dropped down vent holes in manhole cover causing solids to build up and cause partial sewer blockage in main sewer line. Staff did not feel blockage was enough to cause resident problem and advised resident that if problem persist that his sewer line may have to be cleaned out. After holiday, staff checked other manholes and removed more sticks that were dropped down manholes. Staff also flushed sewer line to make sure there was no accumulation of sticks in sewer main.

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, wasting of sludge and sludge disposal, and monthly sampling of the final effluent. Washing down clarifier and cleaning UV bulbs and UV channel is done twice a week or as needed.

Miscellaneous

Staff inspected two sewer lateral connections. When sewer lines are inspected, staff measures distance from property lines and where sewer comes out of house and then creates a small as built drawing. We have been receiving more calls every year from residents drilling a new well or doing yard construction.

Flushed slow moving gravity sewer lines at Elizabeth Ave sewer easement line behind homes and west Pine Ridge Ave sewer main.

Mid Valley Construction completed Lean-to construction at Sewer Treatment Plant.

Staff pulled pump at KN-12 lift station in trailer court across from Paragon Golf course and removed rags jammed in impeller housing. Still waiting on new Flygt pumps from Xylem.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **October 14, 2021**
Re: **Public Works Report**

Seasonal Fall Display Stolen / Returned

Fall seasonal display installed by Village Office staff, was partially stolen, with removal of scarecrows and pumpkin decorations. Culprit was seen on camera at 3am in the morning pushing shopping cart with scarecrows and pumpkins taken from display. Camera showed general direction person was travelling and after a bit of investigative work items were located. RCMP paid a visit and retrieved items stolen.

Bandstand Graffiti / Wooded Area Maintenance

Public Works staff sanded away graffiti reported last month on bandstand wooden post and installed protective coating over blemished area. Vandals again painted cement pad with graffiti that also had to be removed by staff.

Public Works staff bush hogged wooded area behind bandstand and trimmed sections that bush hog could not reach. Stumps were also removed with Kubota backhoe attachment and hauled away.

Ground Bed Flower Removal

Cold nights with frost finished off most ground bed flowers and staff removed dead flowers from all ground beds.

Flowers in planter around library were also removed, and staff dismantled wooden planter and removed soil in preparation for contractor to install new steel siding when order comes in.

Duck Pond Fountain Removal

One of the fountains at the duck pond had to be removed because intake screen continued to plug up with leaves and pine needles and limited flow from fountain.

Staff would also like to acknowledge commission conversation and agree that in stead of having signs up at Stonach Park telling people what to feed the ducks that maybe they should be replaced with please don't feed the ducks. They are wild ducks, which was staff's recommendation years ago was to not have domestic ducks that label ownership and responsibility.

Miscellaneous

Painted ball field bleachers and replaced random rotten boards.

Viewed proposed location for new Public Works building. Staff will install sewer lateral for new construction once ownership is in order.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **October 14, 2021**

Re: **Recreation Report**

SENIORS FITNESS 2021/22 – STARTED TUES OCT 5TH

- Program started with Helen Malo as instructor at the Kingston Fire Hall with various NS Provincial COVID-19 protocols in affect. Proof of vaccination (P.O.V.) required when filling in registration form. Masking in and out of building but not during activity.
- 11 participants on first day with more signed up.
- Program continues Tues / Thurs 10 – 11am.

ADULT SKATING 2021

Adult skating will continue on Monday Oct 18th at the Credit Union Centre. Emails have been sent to those who participated last year. Recreation staff will monitor the arena door during these Monday activity times.

MEN'S COMMUNITY BASKETBALL 2021 – STARTING OCTOBER 25TH

Men's community basketball will begin on Monday Oct 25th at St. Mary's Elementary School (SMES). Kingston Recreation will be supervising this program and monitoring P.O.V status of all participants and reporting to AVRCE via SMES.

WESTERN KINGS ACTIVE KIDS HEALTHY KIDS – FALL 2021 APPLICATION

ASSESSMENT MEETING

- Kingston Recreation is currently chairing the Western Kings Active Kids Healthy Kids funding Committee that distributes funds to local community groups towards youth physical activity initiatives throughout Kings County. Committee will be meeting at the end of the month to assess all applications.

OUTDOOR RINK PLANNING

- Recreation Coordinator will be ordering tarps for outdoor rink. (2 tarps 50ft x 100ft.)
- Recreation Coordinator will be installing meshing for the outside of the tennis court fencing in order to keep some of the leaves from infiltrating the water in the framework for the ice rinks. This will take place "after" the leaves fall (lesson from previous years).

OCTOBER COMMUNITY EVENTS

- CHASE THE ACE – Every Saturday – Kingston Legion Fundraiser
- Village of Kingston Big Garbage Day – Week of Oct 17-24
- Kingston Anglican Church Fall Dinner – Sat. Oct 16th - 4pm – 6pm – Orders submitted by Oct 15th.

POTENTIAL SANTA COMES TO KINGSTON – FRI DEC 3rd 2021

- Due to COVID-19 Proof of Vaccination restrictions, staff will consult with Clerk/Treasurer and Public Works staff to discuss strategies for Kingston events for 2021. Potential ideas include having a BBQ outside or at the Recreation Building, while having Santa and other activities as a combination of indoor and outdoor.

POTENTIAL NEW YEARS EVE COMMUNITY CELEBRATION 2021

- Due to COVID -19 Proof of Vaccination restrictions, staff will consult with Clerk/Treasurer and Public works to discuss strategies for Kingston events for 2021.

KINGSTON RECREATION HUT USAGE

- Recreation Department has communicated with a variety of user groups that are interested in using the recreation hut over the next few months. These groups include: the NS Dept. of Restorative Justice and The Annapolis Valley Girl Guides Association, Kingston Brownies, Annapolis Valley Speed Skating and Pine Ridge Middle School. These groups agree to use the building for small group meetings as community space is currently very limited. All groups will be responsible for collecting P.O.V. from any individuals entering the recreation building.

FOREST BROOK PARK WOOD REPAIR/REPLACEMENT

- Recreation Department has ordered replacement border panels from a supplier to replace the wooden panels that are now rotting. Due to shipping and stock shortages, items will be backordered for several weeks.

WELLNESS INITIATIVE FUNDS 2021

- Recreation Department is considering applying to the Kingston/Greenwood Community Health Board to potentially subsidize an additional bicycle repair station for outside the library and to purchase new sound equipment for Village events and future outdoor movies.

PINE RIDGE MIDDLE SCHOOL – GRADE 6 ACTIVITY DAY – Thursday October 7th

- Recreation staff assisted with the Pine Ridge Middle School Grade 6 activity day. The school books the entire recreation grounds (next to Credit Union Centre) and the sixth grade children participate in an afternoon of various physical activity stations. This year there were 125 participants.

AFTER SCHOOL ACTIVITY PROGRAM 2021 – KINGSTON & DISTRICT SCHOOL

- Recreation staff have been partnering with Kingston & District School regarding their After School Program according to the Kings School Activity Partnership Program. Kingston District School will be providing after school activities 3 days per week for 6 weeks. Kingston School will also provide the leadership and supervision while Kingston Recreation will be paying the staff for their time and submitting documentation to the Province of NS and AVRCE for subsidization. These measure are all in accordance with the School Activity Partnership Program which includes various municipalities, the Province of NS and AVRCE representatives.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **October 14, 2021**
Re: **Community Development Report**

Outdoor Music at the Park

- The outdoor concert series ended on September 12th. The crowds for the last two performances were smaller than those earlier in the summer.
- Overall successful series this summer, all but one group scheduled to perform did so on the original dates booked.

Emancipation Day Event

- African Nova Scotia Affairs (ANSA) only funded official proclamations and not community events. They have passed on my application to the Black Cultural Center (BCC) to see if that organization had funding opportunities. I have yet to hear from the BCC.

World Clean-Up Day

- World Clean-up Day was September 18th. I scheduled a community clean-up for the 19th from 1-3pm.
- Small event, seven people attended.
- Four bags of garbage were picked up during the event.

Wheelchair Basketball

- This event has been postponed until the schools know what they are allowed to do with outside groups booking the gymnasium.

Collaborative Business Group

- Had a meeting with Roman3 Solutions and Valley REN at the end of September.
- Their recommendations are to focus on finding 'community champions' who will help/take leadership with the process of starting up a business group. Without this project being community lead the business group will not have longevity.
- I would like to begin setting up small meetings with different business owners and focus on what they would like to see/do. This would also help find the 'champions' Roman3 Solutions discussed needing to help create an association/group.

Haunted Night at Centennial Park

- Planning a Halloween event for October 28th from 6-8pm.
- Overall for the event, I am planning a haunted trail walk through the area behind the bandstand. There will be an organization holding a bbq fundraiser and I am hoping to set up the popcorn machine for attendees to enjoy. At the entrance for the trail, there will also be a donation table set up for our local foodbank.
- I have recruited some West King students from the drama department to volunteer. They are going to participate as actors/haunted characters for the haunted trail walk.
- 7Arts is collaborating with the Village on this event; they are helping with decorations for the trail.

Stronach Park Riddle Hunt

- I set up a riddle hunt, which began October 12th.
- There are rocks with the answers to each riddle on them placed throughout the park. The letters of each word are jumbled up to make it more challenging. As people walk the trail, they can try to solve all of the riddles and then submit their answers to the Village for the chance to win a gift card to a local business.
- Community members can participate in this activity until October 26th, the draw for the gift card will be on the 27th.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk / Treasurer**
Date: **October 14, 2021**
Re: **Clerk Report**

Public Works Building Update

Engineering is currently working on placing existing design onto property survey. Parsons/MVC has been advised to start clearing and preparing land for construction.

J-Class Roads

Received correspondence to discuss and approve proposed 2022 J-Class Road paving list. Based on the first run technical score the top roads are:

Bill St
Mosher St
Varner St
Hillcrest Dr
George St.

From previous email and verbal discussions, the Village has been prioritizing:

Victoria Dr
Varner St
George St

2 of: Elm St, Old French Rd (Katelyn to CS), Old French Rd (Drummond to CS)

The County has proposed supporting the selection of the Village's prioritized roads.

Westwood Street Flooding / Tim Horton's Intersection

Complaints have been brought to Chairperson Wayne Fowler's attention.

November Commission Meeting

The date for the meeting falls on Thursday, November 11th - Remembrance Day.

Proposed alternate date: Wednesday, November 10, 2021.

JAAC Committee changes

Two motions to approve:

That Village of Kingston appoint Michael Keith as the representative for the Village of Cornwallis Square on the Joint Accessibility Advisory Committee for a period of 1 year commencing September 21, 2021.

That the Village of Kingston appoint Quentin Hill as the representative for the Village of New Minas on the Joint Accessibility Advisory Committee for the remainder of a 3-year term, which commenced June 1, 2021.

Christmas Holidays

Christmas Day, Boxing Day, and New Years Day all fall on the weekend so government offices will be closed Monday, December 27th; Tuesday, December 28th; and Monday, January 3rd, 2022.

Last year, the village staff used vacation time to be closed between Christmas and New Years. This year, Glen has already used his vacation time so he will be in the office this year.

Christmas Dinner

In previous years, the village Commissioners have taken the staff (and their significant others) out for Christmas dinner to a local restaurant. In 2021, due to Covid, the Commission provided restaurant gift certificates (\$75) to staff.

Leaf / Brush Bins

The village staff are still waiting for the leaves to turn and start falling before ordering the bins.

Approved Capital Projects 2021-22	Budget	Tender Cost	YTD Actual	Status
SCADA System	135,000	134,963	131,020	Z
Lift Station KN#3 Renewal Design	10,000	9,750	2,033	C
New Clarifier Study/Design	25,000			
New Development(s) Laterals	24,000	n/a	10,148	Z
Asset Management (GIS Survey)	10,000			
Lincoln Street Sewer Line Repair	35,000	n/a	32,740	Z
Maple Street Curbing and Sidewalk	230,000	182,560	170,572	Z
East Main Street Sidewalk Design	30,000	17,500		C
Village Office Exterior Repairs	5,000	n/a	1,147	C
Library Exterior	100,000		2,575	C
New Public Works Building	475,000	388,700	26,665	C
Decorative Streetlights	18,000	n/a	22,212	Z
Top Dressing Ravenwood Field	20,000	17,000	20,921	Z
Ravenwood Canteen Roof Replacement	15,000	4,210	4,390	C
Water - Well Drilling Project	100,000	50,000		C
Wastewater lean-to	15,000	12,370	42	C
Sidewalk Snow Machine Replacement	155,000	152,904	152,904	Z

C - Work started T - Tendering Process Z - Finished

Village of Kingston
Commission Finance Report
September 30, 2021

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	761,200	759,500	1,700	763,500	
Dog Registrations	100	100	-	500	
Rentals	3,600	3,600	-	7,200	
Interest on Investments and Taxes	8,800	6,300	2,500	11,500	Capital Reserves interest included
Miscellaneous Income	200	200	-	400	
Recreation Revenue	9,100	13,100	(4,000)	16,100	Day camp revenues
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	9,600	51,300	(41,700)	77,300	timing
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	892,600	934,100	(41,500)	976,500	
Expenditures					
General Government					
Legislative	9,400	10,600	1,200	20,200	
Administration	74,600	108,200	33,600	211,100	Salaries (CD) and IT
Professional Fees	10,100	10,100	-	13,200	
Insurance (General)	16,000	15,500	(500)	15,500	
Civic Building Expenses	5,400	4,500	(900)	10,500	
Crossing Guards	4,800	6,900	2,100	17,200	Covid (May/June)
Miscellaneous	4,500	8,100	3,600	10,600	JAAC Funding
Taxation Charges	7,200	10,200	3,000	10,300	
Library	10,300	10,800	500	17,100	
Total General Government	142,300	184,900	42,600	325,700	
Public Works & Transportation					
Public Works	63,300	51,900	(11,400)	98,600	PW Salaries
Village Maintenance	13,000	19,200	6,200	30,000	See Parks Maintenance
Sidewalks & Crosswalks	4,300	8,100	3,800	9,600	DTIR billings / crosswalk maintenance
Snow Removal	14,500	6,500	(8,000)	65,000	Jeff's Salary
Street Lighting	7,800	9,800	2,000	19,600	
Capital from Operating	-	-	-	-	
Total Public Works	102,900	95,500	(7,400)	222,800	
Tourism and Development					
Visitor Information Centre	2,100	900	(1,200)	4,400	Insurance posted to account
Other Development	8,900	12,200	3,300	12,500	Tree Planting
Apple Blossom Festival	-	4,200	4,200	4,200	
New Years Eve Event	-	-	-	4,800	
Steer BBQ	-	10,000	10,000	10,000	
Total Tourism and Development	11,000	27,300	16,300	35,900	
Parks					
Parks Repairs and Maintenance	38,300	33,000	(5,300)	49,800	See Village Maintenance
Arena Rental Charges	-	4,600	4,600	4,600	Arena MOU
Total Recreation	38,300	37,600	(700)	54,400	
Recreation					
Recreation Administration	50,400	53,200	2,800	91,800	
Outdoor Rink(s)	-	-	-	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	3,300	7,800	4,500	7,800	
Youth Programs	-	1,200	1,200	3,000	
Adult Programs	400	2,000	1,600	4,000	
Seniors Programs	1,300	2,100	800	4,200	
Total Recreation	55,400	66,300	10,900	114,000	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	110,700	110,700	-	110,700	
Sidewalk Construction Reserve	100,000	100,000	-	100,000	
Building Reserve	12,000	12,000	-	12,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	223,700	223,700	-	223,700	
Total Expenditures	573,600	635,300	61,700	976,500	
Surplus/(Deficit)	319,000	298,800		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	501,100	499,700	1,400	499,700	
Sewer - User Fees	16,800	14,500	2,300	25,900	
Sewer - Connection Charges	1,500	2,300	(800)	2,300	
Total Revenues	519,400	516,500	2,900	527,900	
Expenditures					
Environmental Health					
Administration	91,600	103,100	11,500	185,300	Salaries and Conferences
Treatment	14,800	16,200	1,400	29,000	
Treatment - Electricity	33,300	36,200	2,900	72,400	
Treatment - Disposal	29,700	24,000	(5,700)	60,000	
Collection System Costs	7,600	16,800	9,200	33,700	repairs / Scada cellular costs
Total Environmental Health	177,000	196,300	19,300	380,400	
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	324,500	343,800	19,300	527,900	
Surplus/(Deficit)	194,900	172,700		-	



THE PREMIER
Halifax, Nova Scotia

September 14, 2021

Honourable John Lohr
Minister of Municipal Affairs and Housing
Minister responsible for responsible for the Office of Emergency Management
Minister responsible for Military Relations

Dear Minister Lohr,

Thank you for agreeing to serve Nova Scotians as Minister of Municipal Affairs and Housing, Minister responsible for the Office of Emergency Management, and Minister responsible for Military Relations.

Governing is about people. On August 17th, 2021, we were given a mandate by Nova Scotians to activate solutions. They responded to our platform, *Solutions for Nova Scotians*, and its vision for our Province. Nova Scotians share the hope you and I have for our beautiful province and its potential.

A brighter future starts with a shared belief in what our province can do. A belief in each other. A belief in our communities. A belief in fellow Nova Scotians. We can put Nova Scotians on the path to financial sustainability and fix healthcare. We can support our traditional industries and build an environment plan that fights climate change. We can make our province a magnet for doctors, students, new residents, investors and tourists alike, and remain proud of our traditions and our heritage.

Fixing healthcare and rebuilding the economy is not for the faint of heart. It will require strong leadership and a willingness to take bold action. Working together, we can get the job done.

The success of all Nova Scotians and improvement of their health, access to health care and quality of life will be our collective success.

We have committed to listen to and respect all Nova Scotians. We have also committed to lead a government which represents all Nova Scotians and is reflective of the modern societal makeup of Nova Scotia, inclusive and respectful of all demographic, cultural and ethnic diversities to advance our collective growth and prosperity.

You have been chosen for Cabinet because of your track record and capabilities as a problem solver, as a “solutionist,” as someone who gets things done and is not deterred by complexity. You are a known collaborator who will work with your colleagues on solutions that need all the capabilities of the Government and the public service pulling in the same direction.

As Minister, your leadership and your team will play a critical role in contributing to the commitments we have made and to providing solutions. You are responsible for the conduct of the department(s) you oversee and must be aware of and adhere to the public service's *Code of Conduct and Respectful Workplace Policy* in your interactions with the public service. Most importantly, you are part of a team of solutionists who share a common vision and commitment to *Solutions for Nova Scotians*.

As Minister of Municipal Affairs and Housing you will:

- Within the first 90 days of your mandate, prepare a timeline for completion of all tasks below over the next four years. The initial timelines are to be updated quarterly thereafter.
- Renegotiate the Memorandum of Understanding with the Municipalities.
- Include funding for municipal roads as an item of discussion when renegotiating the Memorandum of Understanding.
- Double the equalization payment for the first year, until a new Memorandum of Understanding can be reached.
- Work with the Housing Commission to implement the recommendations of the 2021 Affordable Housing Report.
- Develop a full inventory of lands owned and identify areas that could be used for housing. The inventory must be prepared within three months of coming into government so that the province can manage and keep track of the land it owns in a comprehensive accounting manner. This will also allow work to get underway immediately in determining best uses of those lands.
- Consider where land is available and where there is a need for housing stock: both affordable housing and general residential purchases.
- Within the first six months of your mandate, undertake a review of the Municipal Act, Municipal Charters including their size and scope, the concept of shared services and regional service authorities, with a goal of refining the delivery and governance model for all municipalities in the province.

As Minister of Municipal Affairs and Housing, you will also support your Ministerial colleagues as they execute their responsibilities. In particular, you will support:

- The Minister of Environment and Climate Change as they build climate change adaptive capacity and resilience by prioritizing climate adaptation across every government department and ensuring that all Nova Scotia municipalities have sufficient resources to take immediate and long-term action on their adaptation priorities.

As Minister for Military Relations, you will:

- Ensure that the important contributions of our military members, veterans, and their families are recognized within all areas of government.
- Work with the Federal Government to ensure that Nova Scotia's defence sector continues to be a driving force of innovation and economic growth for our Province.

As we progress through our mandate, we will work together to identify further refinement and priorities of focus.

Within the first six months, and as part of your Department's mandate, you will work with me and other Departments in reviewing the role and effectiveness of Agencies, Offices and Crown Corporations with a goal of ensuring the most efficient and accountable methodology for the undertaking of their respective tasks.

We have a clear mandate and the vision and the determination to take decisive action to solve problems for people by giving them hope for health, universal mental health care, dignity for our seniors and a new opportunity for aging well. We will invest in our future. We will build a Nova Scotia with more people, more jobs, better jobs and more housing and infrastructure for people. We will do this with an overriding commitment to sustainable prosperity, establishing Nova Scotia as a world leader.

We will overcome the obstacles that stand in the way of achieving the incredible opportunities within our reach to improve the well-being and quality of life every Nova Scotian deserves.

I look forward to working with you to improve the lives of all the people of Nova Scotia and change the course of our Province now and for generations to come.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Houston".

Honourable Tim Houston, M.L.A.

Premier of Nova Scotia

Copy to: Paul LaFleche, Deputy Minister of Municipal Affairs and Housing
Mark Peck, Associate Deputy Minister of Municipal Affairs and Housing
Kelliann Dean, Deputy Minister of Intergovernmental Affairs