



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

ph 902 765-2800
fx 902 765-0807

November 4, 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, November 4, 2021.



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REGULAR COMMISSION MEETING November 4, 2021

AGENDA

1. Review of Minutes of Meeting held October 14, 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 OCT 14, 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
Kelly Hutton – Chair and Village of Kingston Representative with the Soldiers Memorial Hospital Foundation

OPENING

Chair Fowler called the Regular Session to order at 7:00pm and welcomed Councillor Armstrong and Kelly Hutton.

SOLDIERS MEMORIAL HOSPITAL FOUNDATION UPDATE

Kelly Hutton reported he has been the Village's representative for 10 years and has seen many changes. The foundation is:

- In good shape financially due to good investment decisions by Jim Mosher, head of the foundation for the last 40 years.
- \$200,000 spent annually on infrastructure and renewal projects at the hospital.
- Fundraising ongoing but efforts stalled during Covid-19.
- Waiting for treasury board approval to pay a share of over \$300,000 to CT Scan fundraising effort at Valley Regional Hospital.
- Foundation has rewritten bylaws, invented position of past president, added term limits for positions of not more than 6 years in a row.
- Long time members have retired and those positions have been filled.
- Foundation has no actual impact on doctor recruitment. It is a function of the Health Authority, the Department of Health and the doctors. There are multiple layers of approvals to go through and it can take 8 months or more for a doctor to get approved even coming from Alberta.
- Doctors are given a tour of the hospital and are now given a tour of the whole area to help entice them to move here. The foundation is looking at villages and towns to help with this effort.
- The number one issue is the lack of permanent/temporary housing. The other issue is the red tape involved in the process.

- A sub-committee is putting on an event in Bridgetown on October 23rd with 65 in attendance. Foundation would like to see more of these events taking place such as at the 14 Wing Greenwood Annapolis Mess.
- Foundation sent a video to the new PC government expressing the need for help in this area, with 7,000 residents without a doctor.
- The foundation discovered through a Facebook post from another hospital foundation that there are provincial funds available to help pay for a doctor's relocation. This information should have been shared by the province directly to all hospital foundations.

COUNCILLOR ARMSTRONG UPDATE

J-Class Road List

The County has the J-Class road list ready for 2022/23 paving and have proposed supporting Victoria Dr, Varner St, George St, Elm St and Old French Rd (from Katelyn St to CS).

Budget

The County will be starting their budget process soon and are working with the Fire Departments.

Westwood St Flooding

Department of Public Works (DPW) operations supervisor for Kings West Sergey Averin and Area Manager Richard Lloyd are looking at a capital solution for next year regarding the flooding on Westwood St. Clerk asked that the County actively request more money from the province for DPW budget. Councillor Armstrong will talk to County Engineer Scott Quinn regarding a possible catch basin for west side of Westwood St.

Housing Shortage

County Council and CAO met with new Minister of Municipal Affairs and Housing John Lohr emphasizing that the County would need help from the province for infrastructure involved with new housing developments.

State of Low-Income Housing

Councillor Armstrong will gather more information before bringing complaint to Minister Lohr of the state of low-income housing in some areas.

Storage Units

The County held an online public information session regarding the proposed storage building on Main St. by Riley Peckford. The proposed building does not need to be rezoned.

REVIEW OF MINUTES

Chair asked for a review of the September 9, 2021 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF SEPTEMBER 9, 2021. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of September 9, 2021.

Clerk has not yet contacted Irving to ask permission to beautify the south end of their parking lot.

The new siding for the library has not yet arrived.

Clerk met with Scott Quinn who confirmed the County is open to the idea of Kingston connecting to their Greenwood Water Utility. Clerk will reach out to the County and ask what the MOU would look like and where we go from here.

Clerk did advise 14 Wing that the Commission agreed to allow them to trim or remove trees on Village property that are hazardous to flight safety.

Commissioner West found the event for National Truth and Reconciliation Day to be very meaningful.

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

DEPARTMENTAL REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

PUBLIC WORKS – See Full Report

Commission asked if a WiFi camera could be installed at the bandstand to curb vandalism. Clerk advised a WiFi camera is an option and the estimated cost would be \$1,500.

Commission commended Public Works staff for doing an excellent job of clearing the undergrowth in the wooded area of Centennial Park behind the bandstand.

RECREATION – See Full Report

Commission agreed the Santa Comes to Kingston event might have to be limited to Santa riding around the Village with the fire department due to Covid-19 regulations. A postcard mail-out could provide the information to all residents.

Rec staff received approval to use a section of Paragon Golf Course for fireworks on New Years Eve. Commission agreed to ask the Village of Greenwood if they would offer support for the fireworks.

Commissioner West participated in the garbage pickup on the trail, which was a good initiative but was not well attended. The number of volunteers may grow as the event gains momentum.

Various groups using the Rec Hut are not always locking up the bathrooms after they leave for the evening.

Commissioner West will deliver Christmas cards to the businesses again this year.

EMILY HARRIS REPORT – See Full Report

Commission love the idea of a haunted night in the wooded area behind the bandstand.

Emily will be visiting businesses again to see if anyone was willing to spearhead a collaborative business group. It would be beneficial to the community and would foster buying local but if there is no interest from someone to take the lead, then a business group may not work.

COMMITTEE REPORTS

Joint Accessibility Advisory Committee – Commissioner Bishop reported a survey was created where, from October 12 to November 12, the committee is inviting residents to share their feedback on accessibility in the Municipality and Villages to identify what works, what doesn't and how things can be improved. The information will be used to help shape the creation of an Accessibility Plan for the County and Villages. The plan is due to be completed by April 1, 2022. Clerk will share survey with Commission. There will also be in-person engagement activities from October 24 – 27.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER LARDER THAT THE 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. MOTION CARRIED.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER LARDER 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. MOTION CARRIED.

CLERK REPORT – See Full Report

Public Works Building

Engineering staff are working on the existing building design for the new property. The land is to be prepared for construction.

J-Class Roads

The Village received correspondence from the County regarding the priority list for next year's J-Class road paving. The Village has prioritized Victoria Dr, Varner St, George

St, Elm St and Old French Rd (from Katelyn St to chip seal) and the County has proposed supporting this selection.

Westwood St Flooding

There have been complaints from the public regarding the flooding on Westwood St. The area manager with the Department of Public Works is looking into a solution.

Tim Hortons Intersection

Chair has received complaints of people obstructing traffic waiting to enter the Tim Hortons drive-through which is so close to a busy 3-way intersection. The traffic studies by the Department of Public Works (DPW) have determined the intersection does not warrant a full set of traffic lights. Commission agreed to have staff send a letter to the Minister of Public Works asking for solution to this safety issue and copy MLA Chris Palmer, the Kingston RCMP and the Tim Hortons owner. One solution might be for DPW to purchase privately owned King St in order to have a secondary turning lane.

November Commission Meeting

Commission agreed to hold the next commission meeting on Thursday, November 4th since November 11th is a holiday.

Christmas Dinner

The Commission agreed to go with staff's choice of a restaurant in Kingston.

Leaf/Brush Bins

The bins will go out within the next 2 weeks.

Tree Planting

Clerk advised that the planning of the green space at Oakhurst Subdivision is on hold, including planting trees. Commission did agree to have four hardwood trees planted on the west side of the Elm/Westwood St playground for added shade.

Finance Report – See full report

CORRESPONDENCE:

In a letter to John Lohr, Minister of Municipal Affairs and Housing, New NS Premier Tim Houston outlined the mandate to activate solutions and a list of responsibilities. The letter was copied to the Village.

DISCUSSION:

Commissioner West advised that, at the Association of NS Villages annual conference in September, there was an offer by Jason Haughn, municipal affairs advisor, to conduct a free strategic planning session with the Commission. Commission agreed to table this item.

In Camera Discussion

Commission began in-camera session at 9:15pm.

In-camera session ended at 9:36pm.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP TO
ADJOURN THE MEETING AT 9:37PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **November 4, 2021**
Re: **Environmental Services Report**

Sewer Lateral Installation

Public Works staff installed sewer lateral on Pine Ridge Ave for the third duplex to be built in the near future. Staff used sub-contractor Evangeline Excavating to directional drill under road from duplex lot to far north shoulder, on other side of concrete sidewalk. Staff excavated sewer main on north side and connected 4-inch directionally drilled pipe into main sewer line.

Maple St Lots/Fill Hauled In

There has been activity on parcel of land on west side of Maple St including hauling in fill. The proposed building lots on this parcel of land were sewer serviced by staff in the spring, before new sidewalk was installed, as per budget.

Scada Issues

Staff have been experiencing very irregular pumpstarts with KN-12(trailer court) and some nuisance calls from KN-11. Pennecon was notified about the inaccurate pump start data for KN-12 that is recording far too many start times. Pennecon feels that it is a communication issue, possibly with antenna, and will be down in the near future to check out. Pennecon will also install backordered submersible transmitter fuses/IS Barriers in a handful of stations and will check nuisance call issues with KN-11.

Treatment Plant

Staff have been organizing the treatment plant compound, getting rid of junk and accumulation of scrap metal. Items are being tucked away under new lean-to, in order of priority use coming into winter.

Daily duties at the treatment plant are ongoing, including washing down tanks and UV Channel, cleaning out sludge pumps when needed, recording daily flows, wasting of sludge, sludge disposal, and monthly sampling of the final effluent. Washing down of the clarifier and cleaning UV bulbs and UV channel twice a week or as needed.

Received quote from Nova Millwrights to build new shaft and replace 15hp motor bearings for splashing style aerator replaced 3 months ago. Cost to repair is less than half the value of ordering new motor and shaft. Staff will check on cost of another Float Assembly to install rebuilt motor and shaft and compare cost with a completely new unit. As mentioned in previous reports, splashing style aerators provide a much better oxygen transfer rate and help the treatment process, especially during warm summer months.

Oct 17, Treatment plant staff was in on weekend to check plant during heavy rainfall and realized RAS pumps were not pumping. Return Activated Sludge Pumps were drained and cleaned out and accumulated fall leaves and twigs were removed. After pumps were up and running, staff wasted sludge to prevent sludge from bulking out in final clarifier.

Received email from Transportation of Dangerous Goods (TDG) inspector. Email indicated that there has been no paperwork on TDG's since 2005. That year was when the treatment plant went to UV Disinfection and stopped using 150lb chlorine cylinders. Inspector is also looking for Means of Containment (MOC) documents. Village Clerk is confirming with inspector all documents required.

Miscellaneous

Staff inspected two sewer lateral hookups, one on Marilyn Court and the other on Moody Court.

Oct 21st - Overdue new Flygt submersible pumps were delivered. Staff will likely wait until Pennecon arrives in early November to troubleshoot KN-12 before installing new pumps. Old pumps in station are working fine.

Village office forwarded email from Annapolis Valley Home Care at 1499 Bridge St. Email indicated that owners wanted to add another building to existing property and would require a sewer connection. Staff called and told owner that new connection to the sewer system can be provided after sewer permit is purchased. Owner indicated that they had to get setback and positioning of the new building before proceeding.

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.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **November 4, 2021**
Re: **Public Works Report**

Leaf / Brush Bins

Oct 22nd - Leaf and brush bins were delivered to Public Works barn on Elm St. Staff installed portable staging and signage indicating what is acceptable in each bin. Garbage cans were also set by bins for leaf bag garbage.

Fountains

Remaining aerator fountain in duck pond at Stronach Park was removed for season. Rock fountain in downtown core was drained and winterized for winter.

Tennis Courts

Staff removed tennis nets and posts for the season. Staff will install framework for outdoor ice rinks with the help of seasonal staff before their layoff. Seasonal staff will be finished for year November 12th.

Miscellaneous

Raking and disposal of leaves and pine needles is ongoing.

Seasonal fall displays were removed by staff and stored away for season in preparation for winter.

Public Works staff retrieved self-portrait apple tree frame and castle wall from red barn and transported them to Centennial Park for recreation Halloween festivity at bandstand.

Staff requested that Village Office ask Roof Hound to remove outdoor patio for winter snow removal.

Fraser's Building Supply called to say that metal siding for library was in. Staff used parade float trailer to set pallets of siding on until contractor installs. Synch straps on boom truck that delivered siding created a small dent in product.

Ravenwood ballfield canteen was winterized and lime was applied to all ballfields, parks and playgrounds and other areas where needed.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **November 4, 2021**
Re: **Recreation Report**

2021 SANTA COMES TO KINGSTON DRIVE THRU – FRIDAY DEC 3RD, 2021

- Kingston Recreation staff have been in discussions with Fire Chief Watson Armstrong regarding having a Santa Parade/Drive Thru in Kingston, a similar event to last year. Plans are being made and advertising adjusted for the event. The Kingston Volunteer Fire Department will drive Santa as he waves and spreads holiday cheer throughout the Village, without having large group gatherings.

KINGSTON & AREA NEW YEARS EVE CELEBRATION – FRIDAY DEC 31ST, 2021

- As directed by the Commission, Recreation Staff will begin working with community partners and Fireworks F/X to make preliminary plans for a fireworks display with no additional activities at the Credit Union Centre.
- Staff recommends “passively” reaching out to local businesses & organizations via social media to offer them the opportunity to donate to the event if they so choose to participate financially.

RECREATION HUT FACILITY USAGE – ORGANIZATION PROOF OF VACCINATION

- Recreation Department has reached out to user groups at the recreation hut in order to have a list of individuals entering the facility with their individual Proof of Vaccination. This is following the provincial Nova Scotia Public Health requirements for non-essential discretionary activities. Recreation Department is awaiting these forms to be return by user groups.

PINE RIDGE MIDDLE SCHOOL – MINI COURSES – NOV 23rd – 24th – OUTDOOR LEADERSHIP

- Kingston Recreation is partnering with Pine Ridge School and Flying Squirrel Adventures to offer students an outdoor leadership mini course during the 2nd last week of November. On Wednesday Nov 24th we will be taking the students to Crystal Falls for a hike outdoors.

SENIORS FITNESS FALL 2021 TUESDAYS & THURSDAYS

- Program continues – averaging 10 - 12 participants each week at the Kingston Fire Hall while following provincial health COVID-19 guidelines and proof of vaccination requirements.
- The Recreation Department is in discussions with the fitness leaders and the Kingston Fire Hall to offer an additional fitness class on Wednesdays. Once all details are finalized the Wednesday offering will begin.
- Village is looking to hire an additional Fitness Instructor in order to have increased capacity for instructor vacation times and sick days, etc.

CREDIT UNION CENTRE – PUBLIC SKATING

- The Recreation Department has been in discussion with the Credit Union Centre arena staff regarding offering Public Skating. Due to the fact that anyone aged 12 years of age & older is required to provide Proof of Vaccination and I.D. for all non-essential, discretionary activities, Village Recreation staff will be supervising the door during the first Public Skate time beginning Friday Nov 5th @ 3 – 4pm. Advertising will be going out, mentioning the Proof of Vaccination and I.D. requirements.
- The Village Recreation Department has reached out to the Valley Centre for Autism to see if they are interested in partnering again for sensory skate times during school in-service days.

OUTDOOR RINK PLANNING 2021/22

- Recreation Department has ordered the tarps for the outdoor rink. (2 x 50ft x 100ft 8mil) from Cavendish Nova Agri in Wilmot.
- Rec Coordinator will be in talks with Public works regarding the construction of the framework.

KINGSTON ADULT SKATING – MONDAYS AT 10:30AM – CREDIT UNION CENTRE

- Adult Skating is up and running within Provincial COVID-19 Proof of Vaccination regulations.
- 8-12 skaters participating weekly, depending on the day.

MEN'S COMMUNITY BASKETBALL – MONDAYS @ 7PM – ST. MARY'S ELEMENTARY SCHOOL

- Starting Monday October 25th. Following all Provincial Proof of Vaccination requirements and AVRCE facility usage agreement.
- 15 spots available – all spots filled.

KINGS COUNTY TRAILS SOCIETY – (KCTS)

- Next Meeting Thursday November 18th @ 7pm.
- Re-signing current Trail Partnership Agreement between Village of Kingston and KCTS.
- Harvest Moon Trailhead Kiosk installation east of and adjacent to the former Visitor Information Center. Through the Active Communities Grant the Village will be installing a bike repair station in the same location and the KCTS will be installing a bike rack. The bike repair station w/pump has been purchase through Valley Stove & Cycle in Kentville.

VALLEY REGION – CROSS COUNTRY SKI COLLABORATION MEETING

- Valley & Provincial partners will be meeting on Thursday November 4th @ 10:30am to discuss the inventory and capacity within various recreation departments for community loan programs and community event options.
- The Village of Kingston Recreation Department has ordered 16 Cross Country Ski sets from the Trail Shop in Halifax in partnership with a local Kingston business. The Village is waiting for order to be filled. Delays expected as with most equipment orders.

PINE RIDGE MIDDLE SCHOOL – SCHOOL ADVISORY COMMITTEE MEETING – MONDAY NOV 29TH @ 4:30PM

- Village of Kingston Recreation Staff have a seat on this committee as the community representative.

KINGSTON & DISTRICT SCHOOL – AFTERSCHOOL PROGRAM MEETING
– WEDNESDAY NOV 3RD @ 2:20PM

- Kingston Recreation staff will be meeting with Kingston School staff to receive an update regarding the progress of the after school program at the school. The program is offered three days per week. Leadership is provided by the school staff. Leaders are paid through the Village of Kingston according to the After School Time Frame Partnership agreement with the NS Province, AVRCE and the Village of Kingston.

CLEAN ANNAPOLIS RIVER – SAND BARRONS INTERPRETIVE WALK – SAT NOV 13TH
1PM

- Dr. Nick Hill will be leading the group through a somewhat sand barrens site, introducing the plants and ecology of this rare ecosystem. You will see sand barrens species such as Reindeer Lichen, Broom Crowberry, Rock Rose and Bearberry. Nick will teach us about how the ecosystem works together and how it has changed over time. The walk will take place on a dirt trail, but there will be some times when we move off trail to explore different habitat features.
Location details will be provided upon registration. The site is accessed off Whitman Rd in Aylesford.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **November 4, 2021**
Re: **Community Development Report**

Haunted Night at Centennial Park

- Event took place on Thursday, October 28th from 6-8pm.
- Successful turn out, from 6pm-7:15pm the park was busy with groups walking through the trail. As it got later into the evening numbers started to go down.
- 37 groups total reached out looking to register to walk the trail. 90 people total were registered for the event.
- 7Arts have donated some of the Halloween decorations collected and made by them for the Village to have if this event is planned again in the future. I have stored these items in a bin in the shed by the Rec Hut, which is labelled 'Halloween Box' with a list of what is inside.
- West Kings High School students volunteered as the actors for the trail. Feedback from them was positive with the majority having lots of fun and excited to hopefully participate again in the future. The West Kings Drama teacher who was the primary contact for the schools participation is also on board for future participation.
- Annapolis Valley Chapter of Autism sold cookies and hot chocolate for \$1 each at the event. At the end of the night, they had positive feedback and had collected many donations from the community.
- At the end of the night, we had four bags of donations for the foodbank.

Stronach Park Riddle Hunt

- I created a list of outdoor related riddles for community members to solve.
- Clues to each of the riddles were left along the fitness trail at Stronach Park for participants to find.
- Answers could be submitted for the chance to win a gift card. Participants had two weeks to do this, from October 12th-26th.
- I had seven people submit answers; all said they enjoyed the activity. I also had 2-3 people send in other versions of this activity being done in other communities for future games.

Try Wheelchair Basketball

- Pine Ridge Middle School is now allowing groups to book the gymnasium during the evening.
- I have reached out to Steve Sampson who is a volunteer coach to see about having him instruct an introduction to the sport for anyone interested.
- I am hoping to have this take place during the week of November 22nd-26th.

Collaborative Business Group

- I have started to email business owners in the Village with questions on what they would want to see from this type of group/what it could do to support business in this community.
- I am offering to host a meeting for those interested in having a leadership role with this group or if anyone would like to sit down and chat to have more information.
- Focusing on only Kingston businesses and asking them if they believe we should invite Greenwood businesses into the mix.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **November 4, 2021**
Re: **Clerk Report**

Public Works Building Update

Parsons/MVC is still working towards land ownership. Our engineering firm, ABLE Engineering, has estimated 3-4 weeks for updated drawings. Once complete, a new building permit would have to be applied for (from the County).

J-Class Roads

Markland Road was paved on November 2nd, only the section from Bridge St to the VIC was completed. The County reported that the other section of road was not considered to be J-class as it has commercial business on it. The Clerk is still trying to confirm who has the responsibility of fixing that portion of the road.

Balser Dr

Spoke with Sergey (NSDPW) and he said that they will patch the dip in the road on Balser.

Vaccination Policy

The County of Kings has created a policy (not yet approved) that would require all staff to be vaccinated and non-vaccinated staff would need to be tested twice weekly not on consecutive days. Other municipalities have created policies of the same, while others have created policies that only allow vaccinated persons to be hired, with no alternative.

Christmas Dinner

We have spoken informally with most of the staff and they are all good with Yellow Leaf Restaurant.

Steer BBQ

Greg Peck and Andre Cotnoir dropped off a cheque for \$5008 from the defunct Steer BBQ Committee. These funds are to be used for future "Steer BBQ" events. The Commission had budgeted \$10k towards the 2021 Steer BBQ. Does the Commission want to allocate \$10,000 to the Steer BBQ "account" for future years or allow the funds to accumulate into the village surplus?

Santa Comes to Kingston

Under the current requirements for Covid-19, the village will not be holding any indoor events for Santa Comes to Kingston. The Village will organize a "to the people" parade similar to last year.

Village of Greenwood

The Village of Greenwood requested that the Village of Kingston co-sponsor their Canada Day Event for 2022. They have also suggested that they would like to co-sponsor more

events of this nature allowing residents of both of our villages to feel included in each other's events.

New Years Eve Event and Fireworks

Under the current requirements for Covid-19, the village will not be holding any indoor events for NYE. The Village will organize a larger fireworks display in cooperation with the Village of Greenwood. The Village of Greenwood has joined our event and is offering to match our funds up to \$10,000 towards the event. I have reached out to Councillor Martha Armstrong, for County participation, but have not had a response as of yet.

Previously, the event was majority funded by local business. The Village expended \$1,100 to the arena event and \$3,500 towards the fireworks annually. Typically, local business, through door-to-door solicitation, donated approximately \$7,500 towards the event and fireworks.

Glen and I recommend passively approaching local business through a direct email and/or social media to state that we are holding a large NYE Fireworks and if they are so inclined, they could donate towards the event if they so wish.

Our current cash account for the NYE event is \$14,479 including our \$4,600 donation from last fiscal year. This does not include our \$4,600 donation for this current fiscal year. We have always tried to keep one year ahead in our bank account, which is approximately \$11k-\$12k.

Villages Meeting

Port Williams has requested that the 7 villages (in Kings County) get together to discuss shared interests and concerns. I have advised their Clerk that we are interested in attending that meeting.

Kingston AAC

The Kingston Area Advisory Committee will most likely have a meeting in November/December to discuss the County's development agreement with Riley Peckford for the storage units to be located at 787 Main Street.

Capital Projects

Lift Station replacement pumps (2x)

\$12,010.00

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			C
New Development(s) Laterals	24,000	n/a	10,148	Z
Asset Management (GIS Survey)	10,000	n/a	n/a	Z
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	85,000	2,575	C
New Public Works Building	475,000	388,700	29,540	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	Z
Water - Well Drilling Project	50,000	n/a	n/a	Z
Wastewater lean-to	15,000	14,300	15,303	Z
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
October 31, 2021

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	765,000	763,500	1,500	763,500	
Dog Registrations	100	100	-	500	
Rentals	4,200	4,200	-	7,200	
Interest on Investments and Taxes	6,400	7,400	(1,000)	11,500	low operating balance
Miscellaneous Income	300	200	100	400	
Recreation Revenue	9,300	13,400	(4,100)	16,100	Day camp revenues
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	22,400	52,500	(30,100)	77,300	final reports / timing
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	907,700	941,300	(33,600)	976,500	
Expenditures					
General Government					
Legislative	10,800	12,200	1,400	20,200	
Administration	85,600	131,300	45,700	211,100	Salaries (CD) and IT
Professional Fees	12,600	10,600	(2,000)	13,200	Trademarks
Insurance (General)	16,000	15,500	(500)	15,500	
Civic Building Expenses	5,700	5,300	(400)	10,500	
Crossing Guards	6,500	8,600	2,100	17,200	Covid (May/June)
Miscellaneous	4,500	8,400	3,900	10,600	JAAC Funding
Taxation Charges	7,200	10,300	3,100	10,300	
Library	10,700	11,700	1,000	17,100	
Total General Government	159,600	213,900	54,300	325,700	
Public Works & Transportation					
Public Works	70,800	60,900	(9,900)	98,600	PW Salaries
Village Maintenance	13,700	22,800	9,100	30,000	See Parks Maintenance
Sidewalks & Crosswalks	4,300	8,100	3,800	9,600	DTIR billings / crosswalk maintenance
Snow Removal	15,400	6,500	(8,900)	65,000	Jeff's Salary
Street Lighting	9,100	11,400	2,300	19,600	
Capital from Operating	-	-	-	-	
Total Public Works	113,300	109,700	(3,600)	222,800	
Tourism and Development					
Visitor Information Centre	2,200	1,100	(1,100)	4,400	Insurance posted to account
Other Development	9,200	12,500	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	\$19,000
Total Tourism and Development	11,400	27,800	16,400	35,900	
Parks					
Parks Repairs and Maintenance	41,500	37,200	(4,300)	49,800	See Village Maintenance
Arena Rental Charges	4,600	4,600	-	4,600	Arena MOU
Total Recreation	46,100	41,800	(4,300)	54,400	
Recreation					
Recreation Administration	56,800	59,300	2,500	91,800	
Outdoor Rink(s)	800	-	(800)	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	3,300	7,800	4,500	7,800	
Youth Programs	-	1,500	1,500	3,000	
Adult Programs	500	2,300	1,800	4,000	
Seniors Programs	1,300	2,500	1,200	4,200	
Total Recreation	62,700	73,400	10,700	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	616,800	690,300	73,500	976,500	
Surplus/(Deficit)	290,900	251,000		-	

**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	2,300	2,300	-	2,300	
Total Revenues	520,200	516,500	3,700	527,900	
Expenditures					
Environmental Health					
Administration	102,100	119,300	17,200	185,300	Salaries and Conferences
Treatment	16,500	17,800	1,300	29,000	
Treatment - Electricity	38,600	42,200	3,600	72,400	
Treatment - Disposal	29,700	30,000	300	60,000	
Collection System Costs	9,100	19,700	10,600	33,700	repairs / Scada cellular costs
Total Environmental Health	196,000	229,000	33,000	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	343,500	376,500	33,000	527,900	
Surplus/(Deficit)	176,700	140,000		-	