



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

ph 902 765-2800
fx 902 765-0807

December 9, 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, December 9, 2021.



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REGULAR COMMISSION MEETING December 9, 2021

AGENDA

1. Review of Minutes of Meeting held November 4, 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 NOV 4, 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

OPENING

Chair Fowler called the Regular Session to order at 7:05pm and welcomed Councillor Armstrong.

COUNCILLOR ARMSTRONG

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). After a discussion, Commission agreed with substituting Varner St and George St with either Hillcrest Ave or McMaster Cres. This would result in a completion of paving in either area. Chair asked Commission and staff to assess the condition of both Hillcrest Ave and McMaster Crescent. The NS Department of Public Works (NS DPW) and the County will do a new ranking of roads next year.

NSDPW has suggested de-listing the remainder of Markland (as per Scott Quinn). The Commission, based on this information, has stated that Markland should be dug up and grassed over if they aren't willing to repair the road. NS Power, Loblaws/Superstore, Home Hardware, and New Hope Church will have to be included in the conversation as it may mean a change of address for them. Commission would like to see this work done next year since it was missed this year.

The Villages/County virtual meeting will take place on Wednesday, November 17th.

REVIEW OF MINUTES

Chair asked for a review of the October 14, 2021 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF OCTOBER 14, 2021. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of October 14, 2021.

Clerk has not contacted Irving regarding their parking lot.

Scott Quinn, engineer with the County, informed Clerk they are looking into the possibility of Kingston connecting into their Greenwood Water Utility. It would require approval from the UARB and other entities.

The trees for the Elm St playground are here and ready for planting. Commission agreed an arborist should look at existing trees for preventative maintenance.

The design for the new public works building site should be ready in 2 or 3 weeks. Mid Valley Construction is dealing with the land sale/registry and will clear the land by December.

Contractor is still waiting for the bottom section of library siding to arrive to begin work.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

DEPARTMENTAL REPORTS

ENVIRONMENTAL SERVICES – See Full Report

As per report, the inspector for Transportation of Dangerous Goods will be doing an inspection.

PUBLIC WORKS – See Full Report

Commission asked if staff could place small steps next to bins for easier disposal of bags of leaves.

RECREATION – See Full Report

Commission agreed to reach out to businesses explaining that due to Covid-19 restrictions there will only be fireworks for the New Years Eve event. Businesses can then decide if they wish to participate in sponsoring the fireworks since it is a business-sponsored event. Paragon Golf Course has given permission to use their land for the fireworks.

EMILY HARRIS REPORT – See Full Report

The Haunted Night at Centennial Park was a success for its first attempt. If it becomes an annual event, more could be added but would also require more volunteers. The suggestion was made to have more lighting along the trail for better visibility.

COMMITTEE REPORTS

Steer BBQ

King Lion Pat Nixon will present the letter regarding Steer BBQ responsibilities to the Lions Club at their next meeting on November 15th. Commissioner Beardsley will talk to Terry Hearn about whether the Sparky Run will continue since two organizers of the Sparky Fun Run have left the Fire Hall.

Joint Accessibility Advisory Committee

Commissioner Bishop attended a meeting last week and reported the survey results are being compiled.

Kingston Area Advisory Committee

The County will organize a meeting soon to discuss the proposed storage unit at 787 Main St.

CLERK REPORT – See Full Report

Balser Dr

Commissioner Larder noted the dip in Balser Dr was likely a result of fill underneath that section that composted and settled over the years. Due to budget constraints, the NS Department of Public Works is only going to put asphalt overtop of that section.

Tim Hortons Intersection

Commission approved the letter to be sent to the NS Minister of Public Works asking for a solution to the safety issue of Tim Hortons patrons obstructing traffic on Main St while waiting to enter the drive-through. The letter was copied to 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.

Christmas Dinner

The Yellow Leaf was not able to offer their entire dining room so the dinner will be at the Roof Hound and Clerk will confirm a suitable date.

Steer BBQ Funds

The Steer BBQ bank account is now closed and a cheque for \$5008 was brought to the Village to open a new account. Commission agreed to add the \$10,000 budgeted for the 2021 Steer BBQ (cancelled due to Covid-19) to the new account.

Recreation Coordinator

Clerk will advertise the Recreation Coordinator position with no end date until someone is officially hired.

Santa Comes to Kingston

Due to Covid-19 restrictions, the Village is collaborating with the Kingston Fire Department again this year. Santa will be driven around the Village in a fire truck on December 3rd starting at 6pm.

Village of Greenwood

The Village of Greenwood would like the Village of Kingston to co-sponsor their Canada Day event for 2022. Commission agreed they would co-sponsor the Canada Day event. The Village of Greenwood would also like to co-sponsor other events with Kingston so residents of both Villages can feel included.

New Year's Eve Fireworks

The Village of Greenwood agreed to contribute \$5,250 for New Year's Eve fireworks. Since this event has always been majority business-funded, the Village will also reach out to businesses via social media for donation interest, explaining that there will only be fireworks this year. The Village will also ask the County of Kings for funding.

Kings County Villages Meeting

The seven villages in Kings County have agreed to meet before the Villages/County meeting to discuss various issues.

Finance Report – See full report

CORRESPONDENCE:

Chair Fowler received an invitation from the Kingston Legion Branch #98 to attend the Remembrance Day Ceremony on November 11th. Chair confirmed he would attend.

DISCUSSION:

Commissioners Bishop and West attended the doctor recruitment event in Bridgetown on behalf of the Village. There were 50 people at the event and the Village expressed its appreciation of all the work the recruitment committee is doing to attract doctors to the area.

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: **December 9, 2021**
Re: **Environmental Services Report**

SCADA System / Troubleshooting

Dec 1st - As reported last month, Pennecon technician arrived onsite to troubleshoot KN-12 lift station, which was having inaccurate pump starts according to the SCADA data received. Problem turned out to be antenna that rotated in wind because bolts to hold it in place were missing. Antenna was turned and bolted up properly.

Pennecon also installed ISB's for two of the submersible level transmitters at KN-1(STP) and KN-3(East Main St). Submersible Level Transducers replace float switches for pump starts and stops by detecting water level in station.

KN-10(Laurel St) lift station was also diagnosed for pumps running on bottom and it was determined that a bad float was the issue. Staff replaced float.

Legion Sewer Backup

Monday, Nov 22nd staff received call that the Legion had a sewer backup in one set of their washrooms and had to get plumber to clear the sewer line twice. Afterward, staff checked main sewer line in street and did not notice significant sewer backup. Staff then viewed video of legion sewer line and noticed camera went underwater about 10 feet before main sewer line.

Loomer's Pumping Service were called to video main sewer line in street to see where problem was and showed, what appeared to be, a diaper in the sewer line right at the Legion connection. Sewer line was then high-pressure flushed to remove buildup of solids along with diaper. The Lions and the Legion are the only two users of the sewer line on Union St., meaning diaper had to come from one of the two places. Legion representative was asking about compensation for the sewer backup.

West Main St Development

Staff brought to the Clerk's attention the fact that a third foundation is being installed in the proposed subdivision at the west end of Kingston and the Village has not yet received design for the lift station and the overall site plan. Surveyor Eric Morse was contacted and a preliminary draft is to be sent this week. Staff could not install force main as budgeted for this fiscal year because there was no design or sewer profile of proposed force main with the elevation that pipe needs to be at. To date there has been only one sewer permit issued and concerns were expressed, with the Village Clerk, about why there has not been three permits issued.

Staff understands that development should not be held up but feels that the cart before the horse could potentially cause problems, such as issuing permits and making sure there is no problem installing major infrastructure like a force main pipe under the street and into a manhole 275 feet away. The cost for the directional drilled force main pipe is significant and money recouped from

permit fees does not even come close to paying for the directional drilled laterals Village staff has been installing the last few years.

Onsite Meeting with Derik DeWolfe / Bishop Ave & Marshall Rd

Staff received call from surveyor Derik Dewolfe requesting an onsite meeting at two different properties in the Village. First location was on Bishop Ave and a Village sewer line that runs between two homes to pick up a third property west of homes facing Bishop Ave. Surveyor was just confirming that there is a Village sewer main but does not have a legal easement. This was picked up, because of the sale of house at 375 Bishop Ave.

The second location was at 1409 Marshall Rd and surveyor wanted to know if house was hooked to sewer. Staff confirmed that there was a pipe in place but unsure whether house was connected. Surveyor also indicated that owner wanted to subdivide frontage of property and create three building lots. Staff informed surveyor that 4-inch sewer line, that services old home, would have to be removed and replaced with 6-inch line to service the three proposed lots and reconnect the home as well.

Treatment Plant

Treatment plant staff noticed a significant vibration noise coming from the splashing style aerator in the aeration tank. Staff turned off and re-started aerator to see if something was lodged in pontoon. When aerator was started, bolts (that hold motor to base intake cone) sheared causing motor to rotate and wrap electrical cable around 15hp electric motor before staff could turn off. New shaft and motor were installed in late summer. Staff removed aerator from aeration tank, to find broken propeller and badly damaged shaft. Staff contacted Ecojet about possible warranty, but company would not honor any warranty because they feel aerator picked up something foreign to cause prop to break. This also ruined the new shaft and staff is waiting on machine shop to repair aerator shaft.

As reported last month, TDG inspector questioned why there has been no paperwork for Transportation of Dangerous Goods since 2005. On Nov 19th TDG inspector arrived for scheduled site visit of treatment plant. Staff did a complete tour of plant and the different processes. Inspector was quite satisfied with the fact we no longer use chlorine. He did want to know more about the 50lb bags of hydrated lime that we use to adjust PH and a sulfuric acid product that we use to clean UV bulbs. Invoices showing purchase date of the two products was requested to show frequency of purchases. After these items were sent to inspector he replied that there would be no need for TDG reports but may be revisited in 5 years.

Engineering firms have been contacting Village staff to arrange a site visit of the treatment plant for overall evaluation of possible upgrades. This would include the clarifier and bar screen room, in particular, as well as ventilation throughout most buildings and any occupational health & safety concerns with existing infrastructure at the plant. RV Anderson was first onsite on Dec 3rd. Village Clerk and treatment plant manager did the walk-through with Jason Angel. Proposals will be submitted to the Village Office.

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 clarifier and cleaning UV bulbs and UV channel are done twice a week or as needed.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **December 9, 2021**
Re: **Public Works Report**

Leaf & Brush Bins

Nov 26th Leaf and brush bins were hauled away for the season. Staff feel that another location should be considered for the bins next year. Grass area by barn was destroyed by trucks picking up and dropping off bins.

East Kingston Sidewalk Design Meeting

Public Works staff and the Village Clerk attended meeting with ABLE Engineering to discuss sidewalk design for East Kingston. Survey of area is completed and design is in the process. Design will consist of concrete curb, asphalt sidewalk and storm pipe installation. Sidewalk will be located on the north side of Main St and will allow staff to access sewer manholes on that side of the street more conveniently.

Library Supplies / Truck Bay

Staff received additional supplies for the outside renovation of the library. The 7 pallets of stone to be installed at the base of library walls is now taking up the rest of the space on one side of the truck bay. Staff has had to park one of the work trucks in treatment plant compound because of the lack of space in truck bay.

Christmas Lights / Decorations Installation

Christmas lights, bows and wreaths were installed throughout the village. New halo lights were also installed on new street light standards that were installed this summer. Garland was also purchased and used to spiral up poles with led lights attached.

Staff installed lights and generator on one of the work trucks for the Village Santa drive through on December 3rd.

New Public Works Building Location / Park Rd.

Received layout drawing of proposed new Public Works building and new location on Park Rd. Initial design showed small pump station for the one bathroom in new building. Public Works staff felt that gravity sewer would work with maybe a little insulation leading into building. Engineer changed design by raising the building slightly to accommodate a gravity-only sewer line.

Tree Planting

Public Works staff purchased Autumn Blaze maple trees and planted in Westwood St. playground. Staff felt that three trees were enough along with huge existing oak tree in playground.

Sidewalk Snow & Ice Removal

Public Works has been out on occasion to apply salt on the sidewalks and clear snow. New salt spreader worked well with new MT Trackless and is much easier to control flow of salt hydraulically. There are some issues with the brake lights flashing off and on and staff is in contact with Saunder's Equipment about this issue.

Village Clerk has also listed the old MT Trackless for sale and has interest from one municipality.

Bridge St Turning Lane Patch Job Observation

Approximately the third week in November, the provincial Transportation Department paved a patch of asphalt on the Bridge St east bound turning lane, something the Village has been requesting for over three years. There was no seam milled in existing asphalt to blend in patch. That, combined with poorly compacted asphalt, has meant the whole patch is now crumbling and tracking down the edge of curbing all the way to Park Rd. Once again, quality of workmanship is lacking with Transportation Department and leaves our Main St area in the downtown core looking terrible. By winter's end, it should be quite a sight. Clerk has contacted NSDPW (Richard Lloyd) and they will do a spreader patch next summer over this area.

Outdoor Rinks

After cleaning tennis court surfaces and accumulated leaves, Public Works installed framework for outdoor rinks along with bracing. Bladders were installed and staff coordinated with the Kingston Fire department to fill rink bladders.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **December 9, 2021**
Re: **Recreation Report**

SANTA DRIVES THRU KINGSTON – FRI DEC 3rd 6PM – 8PM (Approx.)

- Kingston Rec, in collaboration with the Kingston Volunteer Fire Dept., hosted a Santa Drive-Thru Kingston. Many positive comments on social media. Very grateful to Santa Claus who took time from his busy schedule to tour through the Village.
- While driving down Brookside Dr. at approximately 7:30pm – the Fire Department was called to a house fire in Greenwood and had to depart. The Village truck, which was decorated with lights, and the side x side transporting Santa finished the tour.

SENIORS FITNESS FALL 2021 – TUESDAYS, WEDNESDAYS (Trial) & THURSDAYS

- Helen Malo is our instructor for the Fitness Program. Averaging approximately 15 participants each week. Folks seem to enjoy the program. In consultation with the instructors and the participants, we have added a trial Wednesday session for the month of December to see how many show up. The Rec Department will review and consult to see if it is viable to offer 3 days per week.

NEW YEAR'S EVE FIREWORKS DISPLAY – FRIDAY DECEMBER 31ST, 2021

- As directed by the Commission, Kingston Recreation is in discussion with Paragon Golf Course to put on a fireworks display. Rec staff is meeting with Paragon staff on Wednesday Dec 8th to finalize a fireworks shooting area on the #2 fairway. It has to be in an area that does not interfere with the on-going work at Paragon or the Scotia XC Ski trails, etc., should there be snow at the time. The Recreation Department has been in communication with Fireworks F/X regarding the display.

OUTDOOR RINK

- Both tarps have been installed at the tennis courts. Public Works built the framework and the Kingston Fire Department filled the tarps with water. The ice will be ready when temperatures are right. This year we again went with a slightly more expensive but thicker tarp, (8mm) which seems to be a bit more resilient.
- Thanks to Public Works for all their leadership & expertise.
- The leaves have filled in the rinks again this year. Recreation Department staff will attempt to remove the leaves before the water freezes too thick.

COMMUNITY BASKETBALL / ST. MARY'S ELEMENTARY SCHOOL – MONDAY EVENINGS 7 - 9PM

- Averaging 12-15 participants each week.
- Many thanks to St. Mary's School for making the school gymnasium available.
- NS Provincial Health Guidelines for sporting activities and AVRCE are being followed.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Consistently 12-16 participants, and as many as 22.

CREDIT UNION CENTRE – HOLIDAY FREE SKATING 2021

- Holiday Free Skating will take place between Dec 22nd & Jan 3rd almost every day from 12:30pm – 1:30pm. All those in attendance ages 12 & up will have to show Proof of Vaccination. Recreation Department staff will be on-site supervising the door and managing the Proof of Vaccination requirements.

REC HUT USAGE

- Recreation Department continues to clean the Recreation Hut and washrooms twice per week and also supplying disinfecting wipes and spray for community groups to wipe down after each use. Groups continuing to utilize the Recreation Hut include: Brownies, Girl Guides & Sparks.
- Recreation Hut washrooms continue to be opened each week day to allow for playground and park users to have access to washroom facilities. Signs are posted that washrooms are to be used at their own risk.

VILLAGE OF KINGSTON SOCIAL MEDIA

- Kingston Recreation continues to monitor and update the Village of Kingston social media platforms (Facebook, Twitter, etc) and website on a regular basis.

VILLAGE OF KINGSTON L.E.D SIGN

- Kingston Recreation continues to update and promote the LED sign as partners share information to be promoted.

VALLEY RECREATION ASSOCIATION ANNUAL HALIFAX MEETING – THURS DEC 9TH & FRI DEC 10TH

- Kingston Recreation Coordinator will be attending the meeting in Halifax. Clerk/Treasurer has been given the agenda for the meetings. Traditionally it gives the Valley recreation municipal departments an opportunity to meet with provincial recreation and health representatives.

MUNICIPALITY OF THE COUNTY OF KINGS 2022/23 GRANTS APPLICATION

- Kingston Recreation will be working on and finalizing projects and programming for the upcoming 2022/23 County grants for both Community Parks and Community Recreation programming applications.

KINGSTON & DISTRICT SCHOOL – AFTER-SCHOOL PROGRAMMING AGREEMENT

- Kingston Recreation is offering a free physical activity opportunity for students during the 3pm – 4pm timeframe in accordance to the Provincial agreement and guidelines. This is a 3-way partnership between the Province, AVRCE and the Municipality.
- Staff from the school are supervising and implementing the program while Kingston Recreation handles the remuneration of staff.

SCOTIA XC – (FORMLY HALIFAX NORDIC SKI) & PARAGON GOLF COURSE

- Kingston Recreation has been in communication with Scotia XC (Cross Country Ski) regarding Nordic and cross country skiing at the Paragon Golf Course again in 2021/22. Scotia XC has already delivered trail grooming equipment to Paragon and are ready to go.

- Besides non-profit grants, much of Scotia XC's income derives from member fees. Lorenzo (Scotia XC – President) has requested that the Village promote memberships within Scotia XC as much as possible.

<https://scotiaxc.ca/membership>

MEMBERSHIP

Member registration for 2021/2022 season will be available on Oct 18th, 2021 on Zone 4.

Register for 2021-2022 Season



Membership Type	Youth	Individual	Family
SCOTIA XC Membership. Excludes the Brunello Snow Bowl.	\$30	\$ 60	\$120
Brunello Pass Additional pass that provides access to the Brunello Snow Bowl.	-	\$ 30	\$75

Types of membership:

- Individual Adult
- Individual Youth: age 4-17
- Family: Family = 2 adults of the same household and their dependent children under the age of 18 yrs (as of Dec 31st of the current registration year.) Be sure to name all of the individuals in your family who ski when you register, so that they will be eligible for Club discounts and be covered by Nordiq Canada's

Member Benefits:

Your membership fee allows the club to run activities and maintain grooming equipment that our volunteers use to groom 7 different SCOTIA XC ski trails; Brunello XC at The Links at Brunello Golf course near Timberlea, Oakfield XC at Oakfield Golf and Country Club, Paragon XC at Paragon Golf Course in Kingston, Dollar Lake Provincial Park in Wyse's Corner, Graves-Oakley Memorial Park in Spryfield, Haliburton House Grounds in Windsor and the Bryan Scallion trails at McDonald Sport Park in Waverley.

- E-news bulletins about club activities, snow conditions, notices, etc.
- Access to groomed trails at 7 parks
- Low-cost xc instructional programs for youth and adults
- Ski equipment rental program – your children will have the right equipment every season without the hassle of buying and selling as your children grow (while supply lasts)
- Access to Club Gear Swap (TBD) – buy and sell used equipment (mid-November)
- [Hub Cycle](#) discount – 10% on all XC Ski Gear
- [The Trail Shop](#) discount- 10% on all individual XC Ski Gear
- [Xperience Kouchibouguac](#) discount – 15% (except for holiday weekends and March Break.)
- [L'Ancre B&B](#) discount for 2 nights – 15%
- Social events and fun competitions
- Access to Club outings (eg. to Kouchibouguac, Charlo)
- An easy way to meet 800 other cross country skiers.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **December 9, 2021**
Re: **Community Development Report**

Collaborative Business Group

- Started delivering holiday cards with Muriel on Wednesday, December 8th.
- Along with the cards, I handed out an infographic on Collaborative Business Groups that included some questions for business owners to consider. Contact information was also included for those interested in forming a business group.
- While researching for the infographic, I discovered Downtowns Atlantic Canada. This organization was formed by different business groups across Atlantic Canada to act as a collective voice for businesses in their regions. Kentville, Berwick, Wolfville, and other nearby business groups are members. This might be something to look into if a Kingston business group progresses.

Social Media Engagement

- I have different holiday acknowledgement posts ready to post throughout the Holiday season.
- I have planned 'elf on the shelf' style posts for Facebook for the 12-day lead up to Christmas. I would like to use the Kingsley mascot gear and take pictures around the community. People can guess in the comments where they think Kingsley is hiding.
- For the Santa Drive-by, posting updates on the location of the parade was successful. I found people were following along on the Facebook page and were interacting with each update.
- Overall, social media engagement and page likes have increased.

Recreation Programming Survey

- Created a survey for the community on the Village's recreation programming. The survey includes questions that will help gauge what kind of programming residents want to see take place. I have also included some questions to see how often the public spaces are used and which outdoor spaces draw more people.

Hike NS Snowshoe Guided Walks

- Hike NS is looking to promote snowshoeing and walking this winter. Groups can register up to five guided walks, Hike NS will help promote these events and send out trail prizes to be drawn for at the end of the walk.

- I have signed up Kingston for three walks; I am hoping to do these at Paragon so the trails we use are beginner friendly.

Kings County Seniors Bus Trip

- All attendees for the County of Kings' bus trip were from Kingston.
- We had 24 people at the bus stop at the Kingston Fire Hall.
- I did the check for Proof of Vaccination, there were no issues and everyone was able to get on the bus and leave by 3:25pm.
- One person messaged our Facebook page after the trip to share their fun experience.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **December 9, 2021**
Re: **Clerk Report**

Vaccination Policy

Clerk should have a draft policy for the Commission to review in January 2022. Policy will most likely follow the County's policy.

Christmas Dinner

Dinner is set for the Roof Hound on Monday, December 13, 2021. Starts at 6:00pm, dinner for 6:30pm.

Villages Meeting

The 7 Villages meeting was postponed due to calendar conflicts. It will be rescheduled for a later date.

Overnight Parking

Kingston has a no-overnight parking rule for all of our parking lots and parks. The history behind this was for safety and security throughout the year, as well as for snow removal in the winter. The Village does not have a by-law enforcement officer to enforce any infractions; our only recourse is to tow the vehicle. We had one vehicle in November that was parking overnight in the VIC parking lot. We allowed it to occur for a couple weeks. We advised the car owner, through a letter left on the vehicle by the clerk, that there was no overnight parking in our parking lots. The car has not be parked there since. We have just received a request from property owner on Markland to allow parking in the VIC parking lot as their driveway may not be large enough for their vehicles. I suggested that we would not allow this but I would ask the Commission to confirm.

New Year Eve Fireworks

Clerk has allocated, from Village funds, \$5,250 towards the NYE fireworks. The Village of Greenwood will match this amount, and the County of Kings has also provided a \$1,500 grant towards this event. Total fireworks budget will be \$12,000.

Legion sewer issue

See Wastewater report. The Kingston legion has requested that we pay for the service calls to the legion from a local plumber. Each of the two visits cost \$200+HST. The village is typically not responsible for costs related to damage on private property as long as the village was not negligent in our sewer operations. During the investigation, by Dan Lundrigan, the sewer blockage was caused by a diaper that entered the system either through the Legion or the Lions Club. Since this was not negligence on the part of the village infrastructure or staff, I would suggest for the Commission to reject the request. We do not want to set a precedent in this type of situation.

Capital Projects

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	5,084	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	189,346	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	45,854	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	15,345	Z
Sidewalk Snow Machine Replacement	155,000	152,904	152,904	Z

C - Work started T - Tendering Process Z - Finished

Addition:

Lift Station replacement pumps (2x) \$12,010.00

Library Siding

As per previous email, Rick Gillis missed pricing several items on the tender bid. He is currently getting a price on those items and will advise us of the outcome.

Public Works Building Update

Parsons/MVC is still working towards land ownership. ABLE Engineering has completed the new drawings for that location. I assume once the land purchase is complete that construction will begin (pending weather issues).

East Main Lift Station KN3 Refurbishment

Dillon Consulting is nearly finished the renewal design and tender for the aging lift station. We should be able to tender it out this spring if the project is included in our 2022-23 capital budget.

East Main Sidewalk Design

ABLE Engineering is working on the design of the proposed sidewalk on Main Street from Kingswood Lane to Greenwood Road. They had a staff turnover that caused this project to be missed until mid November.

Village of Kingston
Commission Finance Report
November 30, 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	4,800	4,800	-	7,200	
Interest on Investments and Taxes	8,200	8,400	(200)	11,500	low operating balance
Miscellaneous Income	200	300	(100)	400	
Recreation Revenue	9,900	13,800	(3,900)	16,100	Day camp revenues
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	41,900	56,000	(14,100)	77,300	final reports / timing
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	930,100	946,900	(16,800)	976,500	
Expenditures					
General Government					
Legislative	12,100	13,800	1,700	20,200	
Administration	100,000	147,100	47,100	211,100	Salaries (CD) and IT
Professional Fees	12,800	11,100	(1,700)	13,200	Trademarks
Insurance (General)	16,000	15,500	(500)	15,500	
Civic Building Expenses	6,900	6,000	(900)	10,500	
Crossing Guards	8,100	10,300	2,200	17,200	Covid (May/June)
Miscellaneous	4,500	8,600	4,100	10,600	JAAC Funding
Taxation Charges	7,200	10,300	3,100	10,300	
Library	12,000	15,900	3,900	17,100	
Total General Government	179,600	238,600	59,000	325,700	
Public Works & Transportation					
Public Works	74,600	70,000	(4,600)	98,600	PW Salaries
Village Maintenance	20,000	25,200	5,200	30,000	See Parks Maintenance
Sidewalks & Crosswalks	4,300	9,600	5,300	9,600	DTIR billings / crosswalk maintenance
Snow Removal	18,800	13,000	(5,800)	65,000	Jeff's Salary
Street Lighting	10,500	13,100	2,600	19,600	
Capital from Operating	-	-	-	-	
Total Public Works	128,200	130,900	2,700	222,800	
Tourism and Development					
Visitor Information Centre	2,300	1,300	(1,000)	4,400	Insurance posted to account
Other Development	9,400	12,500	3,100	12,500	Tree Planting
Apple Blossom Festival	-	4,200	4,200	4,200	
New Years Eve Event	4,600	4,600	-	4,800	
Steer BBQ	10,000	10,000	-	10,000	
Total Tourism and Development	26,300	32,600	6,300	35,900	
Parks					
Parks Repairs and Maintenance	42,900	40,600	(2,300)	49,800	See Village Maintenance
Arena Rental Charges	4,600	4,600	-	4,600	Arena MOU
Total Recreation	47,500	45,200	(2,300)	54,400	
Recreation					
Recreation Administration	62,600	66,500	3,900	91,800	
Outdoor Rink(s)	1,400	1,600	200	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	3,300	7,800	4,500	7,800	
Youth Programs	-	1,800	1,800	3,000	
Adult Programs	1,400	2,700	1,300	4,000	
Seniors Programs	2,300	2,800	500	4,200	
Total Recreation	71,000	83,200	12,200	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	676,300	754,200	77,900	976,500	
Surplus/(Deficit)	253,800	192,700		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	500,700	499,700	1,000	499,700	
Sewer - User Fees	19,700	14,500	5,200	25,900	
Sewer - Connection Charges	2,300	2,300	-	2,300	
Total Revenues	522,700	516,500	6,200	527,900	
Expenditures					
Environmental Health					
Administration	103,300	135,000	31,700	185,300	Salaries and Conferences
Treatment	16,900	19,500	2,600	29,000	
Treatment - Electricity	43,800	48,300	4,500	72,400	
Treatment - Disposal	29,700	36,000	6,300	60,000	
Collection System Costs	12,000	22,500	10,500	33,700	repairs / Scada cellular costs
Total Environmental Health	205,700	261,300	55,600	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	353,200	408,800	55,600	527,900	
Surplus/(Deficit)	169,500	107,700		-	



Royal Canadian Legion

Alvin H. Foster M.M. Memorial Branch #098



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Branch: 765-4428
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November 29, 2021

Attn: Village of Kingston

Further to the issues of flooding within our building due to the recent sewer blockage issue on Veterans Lane, please find enclosed a copy of the 2 invoices for expenses our business incurred in trying to rectify the issue.

As we are not able to determine a measurable amount of the loss of sales that we suffered over the week long period, we would appreciate if you would re-imburse the Branch for the repair bills in the sum of \$460.00, as the issue stemmed from a problem not on our property.

If you wish to discuss further or have any questions or concerns, please do not hesitate to contact the undersigned.

Regards,

Al Peterson
ROYAL CANADIAN LEGION BR. 98
President