



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

ph 902 765-2800
fx 902 765-0807

January 13, 2022

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, January 13, 2022.



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REGULAR COMMISSION MEETING January 13, 2022

AGENDA

1. Review of Minutes of Meeting held December 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 DEC 9, 2021

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

OPENING

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

REVIEW OF MINUTES

Chair asked for a review of the November 4, 2021 Regular Session meeting minutes.

Commissioner West clarified that there were 50 'plus' people who attended the doctor recruitment event in Bridgetown.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 4, 2021 WITH AMENDMENT. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of November 4, 2021.

Reports were given by each of the seven villages at the Kings County/Villages meeting. The main topic of discussion was regarding the NS Department of Public Works (NSDPW), (formerly Dept. of Transportation) and the dissatisfaction with the quality of work and work just not being done. Commission agreed to have staff draft a letter as a follow up to the meeting with the County asking that they put in a request to the province to increase the budget for NSDPW. This was a unified request from all seven Kings County Villages.

During the same meeting, the County reiterated that they are still in the process of a planning project to hook Kingston to the Greenwood water utility. The Village of Greenwood is also in favour of this endeavor.

The County has not yet organized a planning meeting regarding the proposed storage units in Kingston. Commission asked that Clerk contact the County for an update.

The letter to the NS Minister for the Department of Public Works (NSDPW) regarding the traffic backup at the Tim Hortons Drive-Thru was also sent to the franchisee, who had questions. It was explained to the franchisee that the letter was to hopefully have NSDPW find a suitable solution.

The New Year's Eve event will consist of fireworks only, due to Covid-19 and the spread of the new Omicron variant. The Village of Greenwood will be contributing toward the fireworks. There was no request sent out to businesses for donations since it was not a full event.

Commissioners checked the state of both Hillcrest Ave and McMaster Cres and agreed that McMaster should be on the 2022 list for repaving. Clerk will advise the County that the Commission agreed to substitute George St and Varner St with McMaster Cres.

Clerk confirmed he emailed Scott Quinn at the County and copied NSDPW, asking that the section of Markland Rd in front of the Superstore be delisted and grassed over **or** that the rest of Markland Rd be fixed next year.

Commission Bishop reported there is a citizen vacancy for the Joint Accessibility Advisory Committee (JAAC). Commission agreed that Ben Brown, an advocate for disability, would be an ideal candidate and asked Clerk to send his contact information to the committee.

The Santa Drive-Through was a success with many residents out to greet Santa. The accompanying fire truck had to leave near the end of the tour to respond to an emergency call.

The Village's recreation position has been posted on Indeed.ca and the Clerk has started to receive resumes.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

Commission asked that the draft minutes be sent to them earlier to prepare for the meeting.

DEPARTMENTAL REPORTS

ENVIRONMENTAL SERVICES – See Full Report

Legion Sewer Backup

As per report, the Legion had a sewer backup due to a blockage (video showed what appeared to be a diaper) in their line and they have asked the Village to reimburse

them for the repair bills. The diaper had to come from either the Legion or the Lions Club and therefore Commission agreed they would not set a precedent by paying the bill. Commission asked Clerk to contact the Legion with the decision.

West Main St Development

Clerk reviewed that the purpose of the Village's \$380 sewer permit is to give permission to connect to Village sewer, to inform the Village of a build and to provide an inspection of the line. He suggested the Village may want to adopt a 3-tiered system with costs determined by whether there is a lateral in place or not. Commission agreed to have Clerk meet with STP Supervisor Dan Lundrigan to discuss the details.

PUBLIC WORKS – See Full Report

Leaf/Brush Bins

Commission agreed with public works staff that the Village needs an alternate location for the leaf/brush bins to save the grassed area from getting destroyed. As well, a suggestion was made to the office to have two leaf bins available during the busy weeks.

New Streetlamps

Commission commented on how nice the Village looked with the Christmas lights and decorations and in particular, the new lampposts with the new silhouette light decorations. Commission would like to add the Irving parking lot area next to the beautification budget.

New Public Works Building

The building permit will be ready in the next couple of weeks. Construction will most likely begin early summer.

New Trees Planted

Commission commented that the trees planted at the Elm St playground look great.

Bridge St Turning Lane

Chair confirmed he received about 75-100 complaints regarding the terrible quality of the road patching job that was done on the east bound turning lane by the Dept. of Transportation. Area Manager Richard Lloyd said they plan to fix it next year.

RECREATION – See Full Report

A third day of classes was added for Senior Fitness in order to offer a more active workout. The Village added Wednesday as the extra day during the month of December to see if it is viable to have 3 classes per week.

EMILY HARRIS REPORT – See Full Report

Commissioner West prepared Christmas cards and Community Development staff Emily Harris prepared an infographic on Collaborative Business Groups. They visited each Kingston business to hand deliver the cards and business group information. Emily received a positive response from businesses regarding forming a business group and invited them to contact her.

The seniors who attended the dinner theatre in Halifax, which was organized by the County of Kings, were all from the Kingston area and the feedback was very positive.

COMMITTEE REPORTS

Steer BBQ

Commissioner Beardsley stated he has not yet heard from the Legion regarding their participation in the Steer BBQ. He will ask them to send an attendee to the next meeting.

Joint Accessibility Advisory Committee (JAAC)

The funding calculation for the proposed 2022/23 budget shows that the Village of Kingston's share will be \$630.00.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER LARDER THAT THE VILLAGE COMMISSION APPROVE THE \$630.00 AS PER PROPOSED JAAC BUDGET. MOTION CARRIED.

Commissioner Bishop clarified that there were images in the report that were incorrectly labeled the Village of Kingston. Clerk will advise the Committee.

Kingston Area Advisory Committee

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

Audit Committee

Chris Fowler will sit on the audit committee.

Soldiers Memorial Hospital Foundation

Commissioner West will attend the next meeting on December 10th regarding doctor recruitment and retention and report back to the Commission.

CLERK REPORT – See Full Report

Overnight Parking

A new resident on Markland Rd asked for permission to use the Village's parking lot next to Markland Rd. Commission denied this request due to snow removal issues and setting a precedent.

New Year's Eve Fireworks

The Villages of Kingston and Greenwood and the County of Kings, with a total budget of \$12,000, will sponsor the fireworks. Paragon Golf Course is prepared for the setup.

Library Siding

Clerk will contact contractor on Friday for an update on whether or not he can do the work.

Finance Report – See full report

Clerk reported the numbers look good and that there is a surplus at this point.

CORRESPONDENCE:

Letter from Kingston Legion

(Sewer bill discussed earlier)

DISCUSSIONS:

Commissioner West suggested, for next year, having a large Christmas wreath propped up under each of the Village signs.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER BEARDSLEY TO
ADJOURN THE MEETING AT 8:50PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 13, 2022**
Re: **Environmental Services Report**

Treatment Plant

Jan 7th snowstorm activated generator transfer switch at plant at approximately 9:30pm after loss of power. Generator ran all night until 7am Saturday morning when power was finally restored. Storm did blow down a pine tree onto treatment plant compound fence causing minimal damage and also blew down antenna that was poorly installed on lift station panel at the treatment plant. Staff removed tree from fence, erected antenna and reattached it to station.

Generator Maintenance

Dec 13th Cummins service technician arrived at the treatment plant to perform a five-year maintenance overhaul on treatment plant generator. Technician was here for two full days doing various tasks such as oil change, installation of new batteries, cleaning of automatic transfer switch contacts as well as programming and voltage checks.

Aerator Shaft / New Parts

Staff have still not received shaft and motor back from Nova Millwrights machine shop to date. Shaft has been made for unit but needs to be sent out for balancing. New parts were ordered for aerator and received so when staff receive motor and shaft from machine shop, aerator can be put back together and installed in aeration tank.

Engineer Tender Proposals for STP

Dec 22nd received engineer tender proposals for overall assessment of the wastewater treatment plant and how to move forward with some of the aging infrastructure. Village Clerk is in the evaluation process of the different engineer proposals. Dillon Engineering was used for the expansion of the treatment plant in 1992/93 and for extension of the effluent pipe to riverbank between 2004 and 2006. Dillon was also used for switching over to UV and the construction of the UV building. The lower priced engineering firm did not come for a site visit. Staff recommends using Dillon.

Daily / Weekly Duties

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, 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.

Sewer Collection System

Dec 21st installed two new Flygt pumps in KN-12 lift station. Old pumps were cleaned up and stored away for spare pumps. Station SCADA program still giving inaccurate data with regards to pump starts and pump runtimes. Pennecon was told about this problem and the somewhat poorly installed antennas.

Call Outs

January 7th resident on Spring Garden Rd called about sewer backing up in his house the night before. Resident was informed that main sewer line in street was replaced 7 years ago. Staff checked main line but there was no blockage.

Dec 15th called out to resident on Park Rd. Resident complained about the smell of sewer gas coming from bathtub drain. Main sewer line was checked in street but there was no blockage. Staff told resident to run lots of water and after that sewer smell went away.

KN-3 Engineered Proposed Tender

Prepared tender document was received from Dillon Consulting for the retrofit design for KN-3/ 1972 East Main St lift station. Scope of work for the job is replacement of pumps, valves, piping and new concrete top with safety hatches. Dewatering will be part of the challenge for contractors when making the new piping connection at the outside of the lift station wall. The manhole directly in front of the station will also have top part of chimney repaired. Panel was replaced in 2016 and will be relocated 1.5 meters away from station as per safe distance from vent pipes. New submersible transducer will likely be required to have enough cable to reach from bottom of station to relocated panel. Old transducer can be installed in another station.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 13, 2022**
Re: **Public Works Report**

Library Siding Construction

Replacement of the steel siding began just before Christmas and, as reported last month, one of the Public Works trucks is being kept at the treatment plant to make room for material taking up space on one side of the truck bay. Staff also moved out one of the MT tractors and it is being stored in the shop at the treatment plant to give contractors more room to access material.

There is no current timeframe for construction of new Public Works building.

Outdoor Rinks

Dec 25th opened outdoor rinks. Lots of use over the holiday weekend but had to close right after weekend because of mild conditions. Up and down temperatures have made it hard to keep rinks open for very long periods. Duck pond ice is being monitored for thickness and could possibly open by next week if cold temperatures stick around. Tennis court rinks were opened up again this week.

Snowstorm

January 7th received first major snowstorm of 2022 with accumulations of over 30 cm. Storm began on a Friday lasting throughout the night into Saturday morning. Public Works staff were in late afternoon Friday into the evening but blizzard conditions were such that staff decided to go home and come back early Saturday morning. As per normal, sidewalks were cleared before streets, which meant staff had to come back in on Sunday to clear sidewalks that were winged in by NS Public Works Transportation Department.

New MT Trackless Issues

As mentioned in last months report, staff were having some issues with brake lights flashing on and off while driving unit. Staff also noticed that MT-7 seemed underpowered to blow snow in first snow event the third week of December. Technician showed up and changed the electronic foot pedal but this did not solve the problems of brake lights flashing. Village Clerk has been in contact with Saunder's Equipment, machine's computer will be reset and a diagnosis will be performed to make sure machine is at full power. Staff knew reduction in horsepower was going to be noticeable but were assured by Saunder's that Ribbon Blower would be more efficient and we would not notice horsepower difference. Staff used MT-6 (old machine 115 hp) in the last storm with ribbon blower and there was no problem blowing snow. Staff is awaiting computer reset and diagnosis of new MT-7 and hope to get issues solved.

It was also mentioned in last report that old MT was generating interest from a couple of municipalities. Since then staff has indicated to the Village Clerk that maybe we should consider keeping the old MT, especially if the Village is adding future sidewalks. Increased staffing during winter months may have to be considered. Just to note that the Village of Greenwood has two staff on for sidewalk snow clearing with less sidewalk than Kingston and no sewer system to maintain.

Christmas Decorations

Public Works staff removed all Christmas lights and decorations and stored away for another season. Two of the new lamppost Christmas lights stopped working a few days before New Years Eve. GFI's were checked but not tripped and staff will have electrician check plug receptacles and GFI's before next season.

Ongoing Work

Winter sidewalk snow removal and salt spreading is ongoing with another weekend storm on the horizon. Flooding of the rinks when temperatures are cold enough is also ongoing along with ploughing of the duck pond parking lot, public works barn and recreation area at day camp and tennis courts.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **January 13, 2022**

Re: **Recreation Report**

2022/23 MUNICIPALITY OF THE COUNTY OF KINGS COMMUNITY GRANTS

- Recreation staff is looking to complete both the Community Parks grant and the Community Programming grant applications prior to February 28th. Deadline for grant applications is April 1st, 2022.
- Recreation staff is also working on completing the final reports for the 2021/22 County grant applications as well.

AFTER SCHOOL PROGRAM – KINGSTON & DISTRICT SCHOOL

- Recreation staff is working with provincial staff and AVRCE to complete reporting for payments made to cover supervisory and leadership positions at Kingston School. Payment reports are being completed and submitted in accordance with the After School program framework.

SENIORS FITNESS 2022

- Senior Fitness Classes with Helen Malo have been postponed until February due to the Omicron uncertainty and how contagious it is. Kingston Rec has been in discussions with both the Fire Hall and the fitness instructors and will re-evaluate later in the month following NS Provincial Public Health recommendations.

OUTDOOR RINK PLANNING 2022

- A total of 6 skating days so far on the outdoor tennis court rinks since opening on Dec 25th 2021. The weather has been especially challenging so far this winter season. Many thanks to Public Works Supervisor for coming in so often during evenings and weekends to flood, shovel and maintain the ice. Recreation staff continues to assist with on-going shoveling, maintenance and monitoring as needed.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Recreation staff supervises this activity and monitors attendance to ensure Public Health protocols are followed. P.O.V. information is collected at the door and during initial registration.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

- In partnership with Provincial Funding – the Village has been able to offer public skating daily since school was let out on Dec 22nd. The Kingston Lions Club also donated \$600 to go toward public skating.

CANADA SUMMER JOBS 2022

- Recreation Department has applied to Canada Summer Jobs for summer staff employment. Application includes (1) Summer Day Camp Planner/Leader and (3) Summer Day Camp Counsellors. Total application amount is \$6561.00 which covers 50% of minimum wage for each employee for the weeks they work.

MARCH BREAK DAY CAMP – March 14th – 18th, 2022

Recreation Department will be working to plan and implement a March Break Day Camp plan that abides by the latest NS Public Health protocols.

SNOWSHOE LOANING 2022

- Snowshoes will be on loan again this year. Some snowshoes have already gone out.

CROSS COUNTRY SKI PURCHASE

- Recreation Staff have purchased 13 sets of X-country skis/boots & poles from The Trail Shop in Halifax, and staff went into Halifax to pick them up. The total purchase price was \$4260. Recreation Staff applied for and received \$1560.00 in funding from NS Sport Fund and the rest of the purchase price was covered by a donation from Annapolis Valley Wellness Centre, a local business. Village staff are now working on a storage unit for the new skis to best distribute and organize them by sizes before starting the loan program. We will also be investigating the best way to recognize the local business for their community donation.

SCOTIA XC & LOCAL GOLF COURSES

- Scotia XC is the former Halifax Nordic Ski organization which grooms cross country and Nordic ski trails throughout Nova Scotia. They had originally planned to groom the trails at Paragon Golf Course but Paragon is doing maintenance with trenches, etc. Paragon thought it was too much of a liability risk to allow residents unsupervised on the golf course this winter and so that plan was shelved for this year. Not to be denied, Scotia XC approached 14 Wing Greenwood and their golf course and are now in the process of negotiating grooming trails at the 14Wing Greenwood Golf Course. Village of Kingston recreation staff asked if access to the Greenwood Golf Course trail could be made available from the Harvest Moon Trail but that is yet to be determined.

RECREATION STAFF OCCUPATIONAL INFORMATION TRANSITION

- Kingston Recreation Staff, under the guidance of the Clerk/Treasurer, is working on transferring information as the Recreation Coordinator departs. Information and methods include current grant applications, final reports, organizational involvement, contacts and memberships, etc.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **January 13, 2022**
Re: **Community Development Report**

Collaborative Business Group

- Visiting businesses in Kingston during December went well. Most spots had interest in the idea and thought it could be beneficial.
- So far, we have had three businesses reach out with interest for meeting to discuss what a business group could look like (The Aurora Inn, Andy's Tire, and Relax with Us/JC Pool's & Hot Tubs).
- I have sent out potential dates for a meeting time along with inviting Valley REN to see if they would attend to provide information they have.
- I think starting small by finding an effective way to communicate with each of the businesses in Kingston and possibly planning a small activity/event with them may be a proactive step forward.
- I have thought about reaching out to see if there is interest in planning a mini scavenger hunt. Having a picture of Kingsley with a number placed in the windows of businesses who want to participate. Residents can search for the pictures and submit the numbers they found.

Kingston E-Newsletter – Keeping up with Kingston

- I have been working on a newsletter for the Village as another way to connect to residents. I thought a newsletter could be beneficial to reach those who do not use social media. Most people have an email they use; sending out a monthly newsletter could help them stay up to date on everything happening in the community.
- I have been trying out mail chimp as a platform for this as I have seen other communities use the website to create their newsletters.
- I would like to try promoting this for the beginning of February to gauge if there is interest.

Parent & Tot Skating

- During the public skates over the holidays, I had a few families ask about other skating options. Most had younger children trying to learn to skate.
- I would like to offer a parent & tot skating program for the month of February (Feb 3rd – March 3rd). The skates will run from 10:30am-11:30am on Thursday mornings. The setup will be the same as adult skating with families pre-registering.
- I have planned this program to be offered as free but I am open to adding a small cost like the adult skating offered.

March Break Day Camp 2022

- I have started planning for the March break day camp.
- I have kept a list of different organizations I have found over the past few months and will begin to reach out to them soon.

Recreation /Community Development Survey

- I finished developing a programming survey and have posted the link on the Facebook page and website.
- I will update with responses in the next monthly report.
- I would like to expand on the recreation programming offered by the Village and hope this will help determine what the community wants.

Winter Break Skates

- Free public skates were offered from December 22nd – January 3rd, and then extended until January 7th. These went well; there were no issues with public health protocols.
- Number of attendees were highest during the week of January 3rd – 7th but stayed consistent in the 20s.
- We have added two more public skates for January 13th and 14th from 3pm-4pm.

Stronach Park Riddle Hunt

- Similar to the activity I had set up in the park last October.
- There are five riddles for people to solve, I am going to post them to Facebook and leave clues along the fitness trail in the park.
- Families/individuals can walk the trail and work to solve each riddle. They then submit their answers by email; at the end a name will be drawn for a gift card to a local business.
- This activity will run from January 15th to January 23rd.

Memo to File

Date: January 12, 2022
Client: Village of Kingston
Reference: Update of JAAC meeting and agenda package of January 12, 2022

From agenda package:

- Discussion on agenda item 8.a - Draft Accessibility Plan
 - The draft Accessibility Plan should be available for public review and comment between Friday Jan 14-22 and Monday Jan 24-22. I believe that this updated plan will be forward to us from the Municipality and we will be able to share with others.
- Discussion on agenda item 8.b – 2022-2023 proposed operating budget
 - The new proposed (estimated) budget for the 2022-2023 year now includes an estimate for hiring an accessibility coordinator.
 - The proposal would be for the Municipality to hire the employee with the cost being shared by the members of the JAAC.

From meeting:

- The accessibility coordinator would work for the Municipality and with the members of the JAAC to assist them in implementing the accessibility plan.
- The length of the employment was discussed for the position. While the position would be year by year, really the position would be intended to last for a few years. The accessibility task is supposed to be in place/completed by year 2030.
- The revised estimated budget amount requested is almost \$4,600 for the 2022-2023 year. The increased amount is entirely to hire an accessibility coordinator.
- This is entirely my own thought (**NOT** discussed in the JAAC meeting). The costs of being part of the JAAC has already changed significantly. We may want to keep \$5K to \$10K per year ear marked for costs related to accessibility??
- Special meeting on Wednesday Jan 19-22
 - Committee wants an answer to the budget ask
 - Wants an answer to partnering on the coordinator position

From JAAC meeting (via Teams) on January 12, 2022
MBB



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 13, 2022**
Re: **Clerk Report**

Covid-19 Vaccination Policy

Clerk has distributed draft policy for Commissioners review. This policy will make it mandatory for Village Commissioners, employees, and committee members to be fully vaccinated, with exceptions.

County Letter

Clerk has distributed draft letter for the Commission to review. This letter is requesting support from the County and, in extension, support from the NSFM to request additional funding for the Nova Scotia Department of Public Works for routine maintenance of its roads.

Kingston Area Advisory Committee

Kingston needs one more public member as required by the Terms of Reference. The Committee members need to be approved at a Council meeting as well.

Sewer Application Permit

After many discussions with Dan, we have concluded that each and every building requiring sewer service that is to be built within Kingston shall require a sewer permit, no exceptions.

Capital and Operating Budget

Capital Budget - February / March meetings - approve at either March or April meeting

Operating Budget - March / April meetings - approve at May meeting

- Do we want to hold separate meetings to discuss projects, without time constraints

Sewer Treatment Plant Assessment

Tender has closed and we received four submissions ranging from \$28,800 to \$60,764 (not including taxes). Proposals will be scored in the coming weeks and results will be submitted to the Commission for discussion and approval.

Irving Parking Lot

I talked with an employee at Irving and they felt that there was no issue with beautifying the edge of the property. They will confirm with their geotech department to make sure on excavation issues (for sonotubes, etc) and get back to me. They would also like to see a design of the project prior to final approval by Irving. Secondary discussion with Irving suggests that they would like to increase our lease payment on the property. Currently we are paying \$62.50+HST, they are suggesting \$100+HST, per month.

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	10,168	Z
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

CAPITAL UPDATES:

Library Siding

Rick Gillis has started the project. There was quite a bit of water damage to the window boxes and there were some other hidden siding issues. Rick estimates about \$10k of extras.

Public Works Building Update

Parsons/MVC is still working towards land ownership. ABLE Engineering is working with County on getting building permit for new location.

East Main Lift Station KN3 Refurbishment

Dillon Consulting has submitted tender documents and design drawings. Overall, project is complete and ready to tender in a future fiscal year.

East Main Sidewalk Design

ABLE Engineering is working on the design of the proposed sidewalk on Main Street from Kingswood Lane to Greenwood Road. ABLE is working with NSDPW to find suitable solution for storm water.

Village of Kingston
Commission Finance Report
December 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	600	200	400	500	
Rentals	6,000	5,400	600	7,200	
Interest on Investments and Taxes	7,500	9,300	(1,800)	11,500	low operating balance
Miscellaneous Income	600	300	300	400	
Recreation Revenue	10,300	14,200	(3,900)	16,100	Day camp revenues
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	40,300	69,000	(28,700)	77,300	final reports / timing
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	930,300	961,900	(31,600)	976,500	
Expenditures					
General Government					
Legislative	13,500	15,400	1,900	20,200	
Administration	123,500	163,300	39,800	211,100	Salaries (CD) and IT
Professional Fees	12,900	11,700	(1,200)	13,200	Trademarks
Insurance (General)	16,000	15,500	(500)	15,500	
Civic Building Expenses	7,200	6,900	(300)	10,500	
Crossing Guards	10,300	12,000	1,700	17,200	Covid (May/June)
Miscellaneous	7,000	9,900	2,900	10,600	JAAC Funding
Taxation Charges	7,200	10,300	3,100	10,300	
Library	12,900	16,200	3,300	17,100	
Total General Government	210,500	261,200	50,700	325,700	
Public Works & Transportation					
Public Works	94,400	76,200	(18,200)	98,600	PW Salaries
Village Maintenance	21,000	26,400	5,400	30,000	See Parks Maintenance
Sidewalks & Crosswalks	4,300	9,600	5,300	9,600	DTIR billings / crosswalk maintenance
Snow Removal	27,900	26,000	(1,900)	65,000	Jeff's Salary
Street Lighting	11,700	14,700	3,000	19,600	
Capital from Operating	-	-	-	-	
Total Public Works	159,300	152,900	(6,400)	222,800	
Tourism and Development					
Visitor Information Centre	2,600	2,200	(400)	4,400	Insurance posted to account
Other Development	10,200	12,500	2,300	12,500	Tree Planting
Apple Blossom Festival	-	4,200	4,200	4,200	
New Years Eve Event	4,600	4,800	200	4,800	
Steer BBQ	10,000	10,000	-	10,000	
Total Tourism and Development	27,400	33,700	6,300	35,900	
Parks					
Parks Repairs and Maintenance	46,300	42,100	(4,200)	49,800	See Village Maintenance
Arena Rental Charges	4,600	4,600	-	4,600	Arena MOU
Total Recreation	50,900	46,700	(4,200)	54,400	
Recreation					
Recreation Administration	69,400	73,800	4,400	91,800	
Outdoor Rink(s)	1,400	1,800	400	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	2,100	900	3,000	
Adult Programs	2,000	3,000	1,000	4,000	
Seniors Programs	2,400	3,200	800	4,200	
Total Recreation	79,700	91,700	12,000	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	751,500	809,900	58,400	976,500	
Surplus/(Deficit)	178,800	152,000		-	

**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	20,200	(500)	25,900	
Sewer - Connection Charges	2,300	2,300	-	2,300	
Total Revenues	522,700	522,200	500	527,900	
Expenditures					
Environmental Health					
Administration	130,900	147,900	17,000	185,300	Salaries and Conferences
Treatment	17,900	22,600	4,700	29,000	
Treatment - Electricity	49,300	54,300	5,000	72,400	
Treatment - Disposal	48,700	42,000	(6,700)	60,000	
Collection System Costs	18,200	25,300	7,100	33,700	repairs / Scada cellular costs
Total Environmental Health	265,000	292,100	27,100	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	412,500	439,600	27,100	527,900	
Surplus/(Deficit)	110,200	82,600		-	