



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

ph 902 765-2800
fx 902 765-0807

September 8, 2022

Commissioner W. Fowler
Commissioner M. West
Commissioner M. Bishop
Commissioner N. Larder
Commissioner L. Avery

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Thursday, September 8, 2022.



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

ph 902 765-2800
fx 902 765-0807

REGULAR COMMISSION MEETING September 8, 2022

AGENDA

1. Review of Minutes of Meeting held August 11, 2022
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. STEERFEST
 - ii. JAAC - Joint Accessibility Advisory
 - iii. Kingston Area Advisory
 - iv. Audit Committee
 - v. Soldiers Memorial Hospital Foundation
 - vi. ANSV - Association of Nova Scotia Villages
6. Clerk's Report
7. Correspondence
8. In-Camera Discussion
9. Adjournment



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

ph 902 765-2800
fx 902 765-0807

KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF AUGUST 17, 2022

COMMISSION:

Wayne Fowler – Chair
Mike Bishop – Vice Chair
Muriel West
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

OPENING

Chair Fowler called the Regular Session meeting to order at 7:03pm. (Meeting was postponed from August 11, 2022 due to illness).

REVIEW OF MINUTES

Chair asked for a review of the July 21, 2022 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 21, 2022. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of July 21, 2022.

Maple & Main Intersection/Markland Rd

New area manager will be in place with the NS Department of Public Works at the end of August. Clerk will arrange to discuss the intersection of Maple and Main Street and the Markland Road issue.

Rec Hut Roof Damage

No update from the insurance company regarding a possible claim approval for the roof storm damage that occurred 2 years ago.

Dangerous and Unsightly Premises

There was an attempt to cut the grass at the house on Marshall Rd.

Irving Parking Lot

Suggestions either included modular planters or poured concrete seating wall planters with dwarf trees suited to planters and shrubs/flowers, along with a bus shelter and two streetlamps. Commission suggested it could be done in stages but asked that a design be presented this fall. Suggestion was also made to separate the Pharmasave parking lot and the gravel parking lot.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

Wastewater Treatment Plant Assessment

Staff have prepared notes to discuss at a future meeting with Dillon Consulting. The total cost of items in the assessment was about \$800,000 but not all items listed need to be done. Staff feel the priorities are Occupational Health & Safety updates, the UV room flooding issue and the air quality. Staff would also like the sewer treatment plant to be as integrated into the SCADA system as possible. The assessment also suggested possibly bringing in a temporary second clarifier while the main one is repaired.

New commissioner Lauren Avery will receive tour of the sewer treatment plant with wastewater supervisor.

Easement Profile Drawings

Commission suggested students from the Centre of Geographic Sciences might be able to work on digitizing the sewer/easement drawings. Clerk will also ask if it would be possible to get electronic files from Able Engineering and local survey office.

PUBLIC WORKS – See Full Report

Westwood St Flooding

NS Department of Public Works has begun work to fix flooding issue on section of Westwood St.

Seasonal Staff Departure

There are no plans to replace the seasonal employee this late in the season. Commission suggested the third full-time staff should get the necessary wastewater certification required, for staff flexibility.

Vandalism

Commission agreed that existing cameras might have to be moved around or that the whole system needs to be updated to include more cameras. Clerk will research cost analysis.

RECREATION – See Full Report

Commission commended staff's idea of having the day camp kids dropped off at Yogi Bear Campground and Greenwood Day Camp/pool for a full day in order to save on transportation costs.

Discussion took place regarding using keypad locks for the recreation areas but having one key for all doors would be cheaper.

COMMUNITY DEVELOPMENT – See Full Report

Emancipation Day drum session was not that popular this year. Commissioner West suggested a concert again for next year.

MEETING WITH BASE COMMANDER

Chair and Clerk met with Base Commander and part of the discussion involved having more communication between the base and the Village. They want to get more integrated into the community. The Village also agreed to advertise base events on the LED sign.

COMMITTEE REPORTS:

Steer BBQ

- Commissioner West will arrange a wrap-up meeting with the committee in October.
- Commission agreed the name should continue to be Steer BBQ due to the history and since the Lion's members were able to barbeque beef roasts.
- Committee will try to find volunteers that could learn the procedure of roasting a whole steer from the Lions. Commissioner West will review previous Steer BBQ minutes to confirm ownership of the steel containers used to barbeque.

Joint Accessibility Advisory Committee

The next meeting will be Sept. 14th.

Kingston Area Advisory Committee

N/A

Audit Committee

N/A

Soldiers Memorial Hospital Foundation

- Commissioner West, who sits on the subcommittee of the foundation, reported she would be attending the next meeting on August 25th.
- There is a new doctor starting at the Greenwood clinic and two new doctors starting in Middleton in the fall. This makes four new doctors and a nurse practitioner added to the area this year.
- Commission applauds the efforts of the committee and appreciates everything they have done to date.

Association of NS Villages (ANSV) and Nova Scotia Federation of Municipalities (NSFM)
The villages in Kings County discussed the SERMGAR (a subset of NSFM) survey at a virtual meeting in July. They agreed to send a letter to the Honourable John Lohr, Minister of Municipal Affairs and Housing, expressing concerns that the NSFM are looking to dissolve towns and villages. The letter will be drafted and passed around to all villages in the county to sign. The other NS villages may also send a similar letter of concern. County Councillor Martha Armstrong sits on the NSFM board and they were not privy to the survey created by SERMGAR. Councillor Armstrong does side with the villages and understands the concerns with NSFM's approach to survey question #13. Chair of the ANSV, Brian Banks, would like the ANSV to back the Kings County villages on this issue and send a letter of support to the province. Commission asked if the Clerk and Commissioner West could request support from the ANSV at the September conference.

CLERK REPORT – See Full Report

NSFM Survey – County of Kings Response and more

As discussed, the seven county villages are concerned with the county's response to a survey put out by the UNSFM. The county prefers that there be no other government entities within the county and that they alone would govern the entire geographic area directly. The Villages and the ANSV will be sending a formal response to those involved.

Public Works Building

The final concrete pour for the walls should be completed August 12th and roof joists starting soon after.

Committee Memberships

Village Committee Members appointments:

Steer BBQ – Village of Kingston took ownership of the Steer BBQ in 2021 and should have Commission members on the committee. A committee will be formalized later on. Commissioner West, Commissioner Avery and Commissioner Larder will sit on committee.

Mid Valley Region Physician Recruitment & Retention – Commissioner West

Joint Accessible Advisory – Commissioner Bishop

Kingston Area Advisory - Commissioner Fowler, Commissioner Larder and Commissioner Avery, Paul Parsons, Jamie Kane, Paul McNeil and Councillor Martha Armstrong

Audit Committee – Commissioner Fowler, Commissioner Bishop, Public Member Chris Fowler

Soldiers Memorial Hospital Foundation – Public Member Kelly Hutton

Association of Nova Scotia Villages – Commissioner Fowler, Commissioner West, Clerk Mike McCleave

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT
THE COMMISSIONER POSITIONS ARE ACCEPTED AS PRESENTED. MOTION
CARRIED.**

Letter to Minister Lohr

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE VILLAGE OF KINGSTON SUPPORT AND SIGN THE ATTACHED LETTER TO JOHN LOHR, MINISTER OF MUNICIPAL AFFAIRS, ALONG WITH COPIES TO MAYOR MUTTART, MUNICIPALITY OF KINGS; BOARD OF DIRECTORS, NOVA SCOTIA FEDERATION OF MUNICIPALITIES; HONOURABLE KEITH IRVING, MLA KINGS SOUTH AND CHRIS PALMER, MLA KINGS WEST. MOTION CARRIED.

Commissioner Training

Training by Jason Haughn will take place Friday, August 26th at 2pm at the Village Office.

Capital Projects

Greenwood Rd Sewer Extension - Low bid was approximately \$228,000 – Work was deferred to a future year due to cost.

Asset Management (GIS Survey) - Clerk will work on an agreement with the County for future years.

New Sewer Laterals and Pumps - Several pumps need repair and new Embrook Development lateral at the Village's west end will be installed this week.

Main Street Sidewalk Renewal - Work will begin on Monday to replace and widen sidewalk on Main St between Palmer Rd and Andy's Tire for required maintenance and ease of winter maintenance.

East Main Sidewalk (design and construction) – Able Engineering came back with a rough cost estimate of just over \$800,000 with a 5% contingency to install sidewalk from Kingswood Lane to Greenwood Rd. Whereas, the design for Balser Dr sidewalk came in at \$1.35 million due to the necessary infrastructure required by the NS Department of Public Works. The design for East Main is finished and the next step would be to go to public tender. Staff will reach out to contractor regarding his development and getting his driveway planning and NSDPW approvals in place, to avoid ripping up the new sidewalk.

Village Office Exterior - Commission agreed to replace existing windows with energy efficient windows and keep them the same size. Clerk will contact professional window companies for an estimate. Commission agreed to remove the two old fluorescent white sign areas on the front of the building and replacing them with burgundy siding. Commission would also like to have the civic number on the building itself, rather than just on the sign.

Public Works Building Paving - The parking lot paving will wait until construction is completed which may mean deferring to next fiscal year.

Salt Shed - Commission asked Clerk to research ideas and cost analysis for a salt shed before next budget time.

Brush/Leaf Bins – The arena board agreed to have the bins placed behind the arena again this fall. They will be available late October into November.

Irving Parking Lot Beautification - Clerk showed initial pictures of the design created by Angie Myers and Commission agreed they would like to see designs that fill up the whole length of the parking area and without grass.

Central Water - Village is waiting for results of the federal funding application.

CORRESPONDENCE:

Tulip Bulbs

The Rotary Club of Middleton is giving each town and village in their catchment area 100 tulips, as part of their project End Polio Now Tulip Campaign. The bulbs will be delivered late September for planting.

DISCUSSIONS:

Fall Displays

Commissioner West and Commissioner Avery offered to decorate the five Village entrance signs with hay bales, corn stalks and pumpkins for fall. Commission asked that an ad be placed in the newsletter requesting volunteers/groups help decorate the downtown for fall.

Christmas Displays

Community development staff Emily Harris could approach businesses early October with a brochure or letter explaining a contest idea to decorate their storefronts and have the community vote for a favorite. Staff could then promote the success of the business on Facebook/social media and on the LED sign.

Christmas Cards

Commissioner West offered to deliver Christmas cards again this year to all the businesses in Kingston.

Santa Comes to Kingston and New Years Eve Event

Commission discussed the two the events and the fact that they are so similar and close together. The Village pays for the Santa event and the New Years Eve event is paid for by the businesses. Discussion included eliminating one of the events or modifying them. Commission will bring ideas and discuss at the September meeting.

ADJOURNMENT

ON MOTION OF COMMISSIONER AVERY TO ADJOURN THE MEETING AT 10:00PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 8, 2022**
Re: **Environmental Services Report**

Sewer Collection System

Request from potential buyer of building lot on Main St for sale across from Sparky St. and the sewer easement line that runs across the middle of the lot. Staff used Loomer's Pumping Service to clean line and video to check what sewer line serviced. Video showed house lateral connection into sewer line from house on west side of empty building lot. Interested buyer was informed of video and confirmation of sewer easement line.

While staff was in same area, it was noticed that sewer easement line that runs through Armstrong Food's property needed some tree and brush removal to expose manholes. Staff will also use bush hog and trimmers to clear out around Armstrong's pre-treatment plant for their effluent that connects into our sewer system.

Markland St Sewer Easement

As reported last month, staff arranged to have transit shots (taken by Morse & DeWolfe Surveying Ltd) of all the manhole inverts of sewer easement line that runs from Superstore Gas Bar all the way to Windsor St, with the majority of the line in resident's back yard. One section behind home facing Markland St was videoed and tree roots prevented video of whole line. Staff will cut out tree roots with sewer auger machine so video can be completed. Line is concrete and should be considered for replacement.

Treatment Plant

Staff acknowledges that new commissioner and office staff have requested a tour of treatment plant. Unfortunately, public works has been short staffed the last few weeks with employee off due to injury, and have been very busy keeping up. Treatment plant should be ready for tour next week and staff will notify office to set up a time.

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 are done twice a week or as needed.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 8, 2022**
Re: **Public Works Report**

End of Baseball Season Maintenance

Minor ball teams and the women's ball team renting baseball fields have finished for season. Public Works staff removed foul ball nets between the two Ravenwood ballfields and stored away for season. Staff cleaned up canteen, bathrooms and equipment room mess left by minor ball. Staff relayed condition of facility to recreation coordinator and the idea of deposits for use of facility was discussed.

Flower Baskets

Staff have begun removing hanging baskets gradually as flowers die. Staff is always hopeful to have baskets last into the end of September like other towns but we are usually removing by end of August. Ground bed flowers are still healthy and staff continue to water planters on the outskirts of Village and the individual pots along sidewalk and in front of library.

Duck Pond Fountain

Aerator fountain in duck pond at Stronach Park had to be removed for season. Somehow, electrical cable became entangled in aerator prop and broke plastic framework that aerator sits on inside pontoon. New aerator and possibly pontoon will have to be budgeted for next spring.

Fitness Trail Station

Staff installed Fitness Trail activity station on the trail at Stronach Park. New station replaces Chin-up apparatus mounted on wooden 6X6 post cemented in the ground. All stations around the trail are now painted steel framework.

Equipment Replacement / Alarm System

Staff have, for the most part, purchased new equipment to replace things that were stolen but still have a few things to get, such as gas powered pressure washer and leaf blowers.

Autism Fund Raiser

Public Works staff distributed barricades, pylons and extra garbage cans around the recreation grounds for Autism car show fundraiser that took place on August 27th.

Street Light Pruning

Village Office received complaint from resident about streetlight covered up by tree branches on the corner of Windridge and Pine Ridge Ave. Public Works staff drove around all streets to see where pruning is needed around other streetlights in the Village. Staff listed streets and went around with Atlantic Arborists Ltd to show which streetlights needed pruning back. Atlantic Arborists Ltd will take care of pruning when they are working in the area.

Sidewalk Replacement

Section of sidewalk, from the corner of Palmer Dr. to Andy's Tire, was replaced by Howard Little Excavating. Contractors contacted Public Works at the start of excavation to show that there was another layer of asphalt sidewalk 10-12 inches below. Extra gravel was needed to compact in place over and above tender that called for only 4 inches of new gravel. Public Works staff signed off on extra material needed to complete job. Grass median was landscaped and seeded by public works staff.

Transportation Public Works

To date, there has been no work at flooding area on Westwood St by NS Dept of Public Works. There has also been no crosswalk line painting and school is back in class. There are still potholes and sinkholes by catch basins that were reported months ago that have not yet been repaired.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **September 8, 2022**

Re: **Recreation Report**

Summer Day Camp

- Day Camp has finished for the year.
- The staff enjoyed their summer, and at least one staff member will be back next year.
- August 22-26 counsellors cleaned the Rec Hut, assisted with the Seniors Summer Social, hosted a Scavenger Hunt in Stronach Park (6 families), held a Rock Painting and Sensory Bottle Craft class (10 kids), and assisted with other Try-It events.

Fitness Classes

- Made to Move will run again starting September 21st. Kingston Fire Hall is now charging for the made to Move program, \$25/session. This will come out of the registration fee.
- Sandye is starting a Fit for You class to be held every Tues and Thurs evening at 7:15pm. Tuesday evenings will be at the Legion, and Thursdays at the fire hall. Legion will be charging \$35 a session.
- 50+ Fitness classes will be held 3 days a week; Tues, Weds and Thurs from 10am-11am beginning Tues, Sept. 13th with previous instructors, Karen and Helen.
- The Fit for You and the 50+ Fitness Classes punch cards will be interchangeable and will be the same price: 10 Card Pass - \$40 or 20 Card Pass - \$80 or a \$5 drop in fee. I will have the instructors keep track of attendance at the classes.

Seniors Summer Social

- Seniors Summer Social was held on August 24th at the Lions Hall from 2pm to 5:30pm (an hour earlier this year). Overall it was a great success with about 60 seniors in attendance.
- There were 8 Bingo games played and prizes were gratefully donated by businesses in Kingston/Greenwood and some purchased by the Village.
- Entertainment was provided by Bob Deveau and that and the meal were both a hit. Received help from Lion's Club members with set-up of the hall as well as with cooking and cleaning. Lion's hall also supplied the condiments and plates at no charge.
- Received 53 completed surveys from the seniors. From the survey Recreation Coordinator has learned that the seniors do learn a lot about events through word of mouth, The Aurora Newspaper and social media. Some of the top activities chosen included: seniors fitness classes, crafts/painting, walking and dancing. Health was the top obstacle preventing seniors from participating in activities and events. Hope to use this information for planning future activities and events for the senior population.
- Chris Palmer attended the event, but was unable to stay to help with food serving.
- There was a shortage of servers as, in the past, the MLA, County Councillor and more Commissioners helped.

AKHK Active Kids Healthy Kids

- Missed last meeting, but application is being worked on by committee members for the 2022/2023 Recreation Community Development Grant.

Valley Recreation

- Recreation Staff will attend the ReConnect Conference this October 19-21, 2022.
- The Recreation Nova Scotia Conference in October, 2023 will be held at the Old Orchard Inn, and Recreation Coordinator will be assisting in planning the conference.

Terry Fox Run

- Terry Fox Community Run (Kingston/Greenwood) will be on Sunday, September 18th. Registration begins at 12:00pm and the event will be from 1:00-3:00pm, starting at the GW Sampson parking lot. The run will go down the Harvest Moon Trail.
- Recreation Coordinator has gathered volunteers to assist in planning and running the event day of. We will also be selling some t-shirts the day of as well.

Disc Golf

- Reached out to Mike Corbet on Facebook Disc Golf Nova Scotia page. He directed me to two individuals who are able to help set-up the course; Ben Smith and Dave Jolette.
- For a 9-hole course the price ranges from \$15,000 to \$19,000+ . Both gentlemen have set up courses in Nova Scotia before, both know each other and have a passion for disc golf. Details can be adjusted to our needs. Recreation Coordinator would like feedback on how official we want to make the course, and any preferences on who we use to help design the course. Will then meet to get a more accurate quote on the project.
- **Ben Smith** works with Flickline Disc Golf. Can offer wholesale and retail prices. Sent whole proposal with lots of information to set up the course, including options for the course, and outlining the benefits for the community.
 - o 9-hole course cost estimate includes: mulch tee pads, tee signs, welcome board, baskets, design fee, course package(discs), gravel, installation, concrete, and some possible machine works (varies). \$18,500 for 9-hole. Also includes a grand opening with promotion, demos etc.
 - o With Ben we would have minimal assistance required to help set up and prepare the course. They would look after everything.
- **Dave Jolette** who works with Innova Disc Golf; the largest and oldest disc golf manufacturer in the world. Not for profit. Dave does more of the set-up on the side, not as official as Ben.
 - o Sent an old comparable quote for \$15,755 which would include: Design of Course, Main Course Sign with rules and layout (customizable), Baskets, Tee Signs and Posts, Tee Markers, Misc. Materials and 100 beginner friendly discs.
 - o This does **not** include any additional clearing of land etc., and if the community can provide labour or materials in kind we can provide a discount on the price equivalent to that effort.
 - o He can also provide workshops, clinics and/or be present at community events to launch this project and introduce it to our community.
- In addition, staff informed Scott Quinn with the County of Kings of our plans for the addition of disc golf, and waiting to hear back details on possible sport grants to help cover the cost of putting in the disc golf course.

November Craft

- Recreation Coordinator reached out to Greenleaf Enterprises about assisting with a Grinch Tree Craft in November, which they are willing to help with. Hope to offer a few sessions for adults and seniors. Cost to be determined. Recreation Coordinator will be comfortable leading the class, and purchasing some of the equipment separately from Greenleaf to watch costs. Location to be determined.

Rec Hut

- Working with Rick of Tibbs Tumblers to re-key the Rec Hut, decreasing the number of keys needed for the doors.
- Have changed format for groups to use the fields and the Rec Hut space, where users would have to put down a deposit of \$100 (Rec Hut- \$200), which we will then refund after use, if left in good condition. This will help ensure the return of the keys.

Schools

- Recreation Coordinator reached out to Pine Ridge Middle School, and Kingston District to set up a proper introduction, tour of the schools, and to discuss relationship with Village and Afterschool programs. Arrangements are underway. Recreation Coordinator also reached out to West Kings to make an e-mail introduction as well.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **September 8, 2022**
Re: **Community Development Report**

Truth & Reconciliation Day

The Aboriginal Advisory Group at C.F.B Greenwood is planning a community walk with afternoon activities for September 30th. The event will be similar to last year's walk we helped promote. An invitation to the event with more information will be sent out soon.

Upcoming Meetings

Kings County Trail Society (KCTS): Meetings to resume Monday, September 26th

Kingston/Greenwood Community Health Board: Tuesday, September 13th

Upper Room Foodbank: TBD

Pride Event: TBD

Outdoor Concert Series

The summer concert series has wrapped up for the year. Did not get to have an end of summer showcase; a performer had mentioned these took place pre-covid. Will look into planning for next year. Focus for 2023 is changing up the lineup of performers.

Wednesdays seemed to work fine for both the artists and listeners, the change in weekday did not have any interference with other community's concerts.

Communication with Community

Other communities have begun offering easier access to council/commission meeting information. Town of Kentville has a minute recap video highlighting the main points of their meetings. Kingston could do something similar either in video or infographic format. Our mascot Kingsley could outline the main points; an example video has been included.

Outdoor Movie

The outdoor movie was delayed one week due to weather. Event was held Thursday, September 1st at 8pm. There were some issues with the popcorn machine during the first part of the evening, but managed to resolve and serve popcorn. Event had a good turnout of families, with an estimated 50 people. A small group of young teens were disrupting at times, even after being asked to quiet down. Those who attended enjoyed event overall.

Next movie is set for Friday, September 16th, featuring The Lorax. This will also serve as an event for World Clean Up Day.

Ball Field Concert 2023

A music manager we have worked with in the past for the concert series has expressed interest in putting together a larger concert in Kingston. It would have performers he represents and tickets would be sold in advance. He is thinking the ball field behind the arena would be the best for location as it already has fencing to create a closed off area. No details on when this would be held besides late summer next year. Inquiring manager first looking to see if we are on board to work towards having a show here. Asked for examples of what this concert could look like but did not hear back before meeting.

Halloween at Centennial Park

Planning the haunted trail event to take place for a 2nd year. This year will include a pumpkin-carving event prior to the main night; these will be used along the trail. Will reach out to groups who supported the event last year to see about handling food and entertainment again. Main event to be held on Friday, October 28th.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **September 8, 2022**
Re: **Clerk Report**

PW Building

Installation of roof trusses and roof sheeting is nearly complete.

Festival and Community Events Funding Application

Clerk received an application for event funding (Farmers Market). This is a multiple day event scheduled to start in the spring of 2023.

VIC Building Use

I had a phone call from someone looking to rent the former VIC building (long-term use) for a new business as their current in-home business is growing.

Abuse Policy

Insurance is requiring the Village to have an abuse policy in place. Clerk had circulated a draft policy for approval.

Armstrong Food Services

Currently, the village invoices Armstrong Food Services for its sewer usage. This is measured by a flow meter located on the sewer pipe exiting their building. Their previous billings were approximately 10-20 times their current quarterly charge. They have made changes to their business operations and have also diverted roof water from the sewer line to help reduce these billings. Their current billing is less than many regular businesses within the village. There are several options available, one, keep the calculations as current; two, use the well water meter to confirm usage, as the sewer flow meter can provide inaccurate results; or three, set a flat-rate sewer fee, similar to all other businesses.

Property Tax Sales

Several properties are currently eligible for tax sale. I will provide more information next month on the properties so we can start the formal process to collect the tax arrears.

Capital Projects:

East Main Street Sidewalk (design and construction) - Drawings are being finalized (minor changes). Tender can take place this fall with possible construction starting next spring.

Village Office Exterior - Getting quotes on new windows to replace old, inefficient windows.

PW Building Paving - Must wait for construction to be completed. May need to defer to next fiscal year.

Irving Parking Lot Beautification - received a few design ideas. Talked with Kings Transit, they have an application in to the Feds for bus shelter funding. Two shelters slated for Kingston, one as a replacement and one new for Irving parking lot. Costs have escalated considerably over the years - ~\$18k for basic shelter...not installed.

Central Water - Village has applied for ICIP funding to construct first phase of central water for the Village.

Current Projects	Budget	Tender w / HST portion	YTD Actual	Status
Greenwood Road Sewer Extension	100,000	deferred	n/a	n/a
Asset Management (GIS Survey)	10,000	n/a	n/a	n/a
New Laterals and Pumps	20,000	n/a	14,227	Z
Main Street Sidewalk Renewal	35,000	26,444		Z
Village Office Exterior Repairs	7,000	n/a		
Library Parking Lot Paving	50,000	40,093	42,695	Z
PW Building Lot Paving	60,000			
Irving Parking Lot Beautification	20,000	Design Phase		
STP Assessment			33,986	C
Central Water	50,000	ICIP Appl		
Total	1,552,000			

T - Tendering Process
C - Work started / Construction
Z - Finished

Year	Multi-Year Projects	Budget	Tender w / HST portion	YTD Actual	Status
2022	East Main Street Sidewalk	1,200,000			
2021	East Main Sidewalk Design	30,000	17,500	9,130	C
2019	PW Building Design / Other	475,000	"86,300"	39,135	C
2022	PW Building Construction	n/a	388,700		C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

Village of Kingston
Commission Finance Report
August 31, 2022

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	-	-	-	815,400	
Dog Registrations	100	-	100	500	
Rentals	3,000	3,000	-	7,200	
Interest on Investments and Taxes	6,200	3,600	2,600	8,000	Capital Interest included (2 mo)
Miscellaneous Income	2,900	200	2,700	400	Sewer income - Berwick / SteerBBQ
Recreation Revenue	16,700	13,800	2,900	17,300	
Arena Revenue	-	-	-	-	
Administration Revenues	-	-	-	85,000	
Grants from Other Governments	30,100	24,200	5,900	78,000	
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	74,000	59,800	14,200	1,026,800	
Expenditures					
General Government					
Legislative	8,100	8,800	700	19,700	
Administration	69,600	77,000	7,400	179,100	
Professional Fees	7,700	9,600	1,900	13,200	
Insurance (General)	18,600	16,500	(2,100)	16,500	
Civic Building Expenses	6,800	4,200	(2,600)	11,800	Power Bills / Heat Pump Repairs
Crossing Guards	6,800	5,500	(1,300)	18,400	
Miscellaneous	7,400	6,000	(1,400)	10,000	Greenwood Fireworks
Taxation Charges	7,300	9,200	1,900	9,300	
Library	7,800	10,300	2,500	17,400	
Total General Government	140,100	147,100	7,000	295,400	
Public Works & Transportation					
Public Works	62,700	62,600	(100)	131,200	
Village Maintenance	16,000	15,600	(400)	30,000	
Sidewalks & Crosswalks	6,400	7,500	1,100	8,800	
Snow Removal	12,800	9,800	(3,000)	65,400	Timing, salary allocations
Street Lighting	7,800	8,000	200	19,200	
Capital from Operating	-	-	-	-	
Total Public Works	105,700	103,500	(2,200)	254,600	
Tourism and Development					
Visitor Information Centre	2,000	700	(1,300)	4,900	Insurance
Other Development	12,100	11,900	(200)	13,200	
Apple Blossom Festival	700	1,400	700	1,400	
New Years Eve Event	-	-	-	4,800	
Steer BBQ	6,800	10,000	3,200	10,000	
Total Tourism and Development	21,600	24,000	2,400	34,300	
Parks					
Parks Repairs and Maintenance	29,200	28,200	(1,000)	51,800	
Arena Rental Charges	4,600	-	(4,600)	4,600	Journal Entry required
Total Recreation	33,800	28,200	(5,600)	56,400	
Recreation					
Recreation Administration	59,400	76,900	17,500	140,200	
Outdoor Rink(s)	-	-	-	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	100	-	(100)	1,200	
Summer Day Camp	2,900	7,800	4,900	7,800	limited bus trips / excursions
Youth Programs	500	900	400	3,000	
Adult Programs	700	1,700	1,000	4,000	
Seniors Programs	2,200	1,800	(400)	4,200	increased programming
Total Recreation	65,800	89,100	23,300	162,400	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	-	1,000	1,000	1,000	Journal Entry required
General Capital Reserves	-	110,700	110,700	110,700	Journal Entry required
Sidewalk Construction Reserve	-	100,000	100,000	100,000	Journal Entry required
Building Reserve	-	12,000	12,000	12,000	Journal Entry required
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	-	223,700	223,700	223,700	
Total Expenditures	367,000	615,600	248,600	1,026,800	
Surplus / (Deficit)	(293,000)	(555,800)		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	-	-	-	508,700	
Sewer - User Fees	-	5,300	(5,300)	24,100	Schools/Armstrongs tax billings
Sewer - Connection Charges	1,500	2,100	(600)	2,300	
Total Revenues	1,500	7,400	(5,900)	535,100	
Expenditures					
Environmental Health					
Administration	80,800	82,600	1,800	182,300	
Treatment	22,100	13,000	(9,100)	28,000	Pump repairs
Treatment - Electricity	22,700	29,600	6,900	71,000	
Treatment - Disposal	37,200	25,700	(11,500)	73,500	timing
Collection System Costs	13,900	13,700	(200)	32,800	
Total Environmental Health	176,700	164,600	(12,100)	387,600	
Fiscal Expenses					
Sewer Reserve	-	147,500	147,500	147,500	Journal Entry required
LTD - Principal	-	-	-	-	
LTD - Interest	-	-	-	-	
Total Fiscal Expenses	-	147,500	147,500	147,500	
Total Expenditures	176,700	312,100	135,400	535,100	
Surplus / (Deficit)	(175,200)	(304,700)		-	



National Défense
Defence nationale

14 Wing
PO Box 5000 Stn Main
Greenwood NS B0P 1N0

19 August 2022

Chairperson
Village Commission of Kingston,
Via E-Mail

Dear Mr. Wayne Fowler,

On behalf of 14 Wing Greenwood and the Royal Canadian Air Force Association (RCAFA) 107 Valley Wing, we cordially invite you and a guest to attend the annual Battle of Britain ceremony taking place on 18 September 2022 at the Greenwood Military Aviation Museum Air Park. If you would like to lay a wreath on behalf of your organization, please let us know.

The ceremony will commence at 1330 hours and it would be appreciated if you could arrive by 1315 hours.

We ask that you please RSVP your attendance by contacting Sergeant Justin Kubis at justin.kubis@forces.gc.ca or 902-765-1494 extension 5247 by 15 September 2022.

We sincerely hope you can attend the ceremony.

Very respectfully,

Colonel Jeff Davis
Wing Commander
14 Wing Greenwood

Gary Bond
President
RCAFA 107 Valley Wing