



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

ph 902 765-2800
fx 902 765-0807

December 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, December 8, 2022.



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REGULAR COMMISSION MEETING December 8, 2022

AGENDA

1. Review of Minutes of Meeting held November 10, 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. Steer BBQ
 - 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



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF NOVEMBER 10, 2022

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

GUESTS:

Chris Palmer – MLA, Kings West

OPENING

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

MLA Chris Palmer Update

- MLA spoke with Doug Pulsifer from the NS Department of Public Works who agreed to look into Kingston's request for a crosswalk at the intersection of Windsor St and Bridge St.
- MLA spent the last month at the legislature discussing issues such as inflation/affordability and the senior care grant.

Commission updated MLA on the following Village issues:

1. The County informed the Village that the province does not regularly inspect the condition of its low-income housing and therefore the housing units are unsightly and some end up in bad disrepair. Commission would like to see more accountability for the state of housing in the Province/County, and in particular on Lincoln St. in Kingston. MLA will look into this issue.
2. The entire Markland Road was to be paved by County/Province in 2021. They only paved to Bishop Ave leaving the rest in poor condition. The Commission would like to see the section in front of the Superstore either fixed up or decommissioned and grassed over and the rest of Markland Rd repaved. However, neither the Province nor the County are taking responsibility of the rest of Markland Rd.
3. The NS Department of Public Works (NSDPW) patched the east-turning lane last fall at Bridge St/Main St. That day there were issues at the asphalt plant and the patch job ended up a mess. NSDPW said they would fix it this year, but have not fixed it yet.

4. In order to have street sweeping done in the spring, (rather than in the fall) the Village has to hire it out and then be reimbursed by NSDPW, since they only have one sweeper to do the entire province.
5. Commission extended an invitation to MLA to attend the Santa Comes to Kingston event on Dec 2, 2022 from 6pm to 8pm.
6. New Years Eve event will consist of fireworks only, sponsored by the Villages of Kingston and Greenwood, and the County of Kings beginning at 7:30pm.
7. If the Village is successful in receiving a grant to start a water utility, the County should have ownership of it since they already have the management and employees in place.
8. Village proposed to County, during their boundary review, that they consider having at least one, or part of, a village in each district. This would help County have a better understanding of how villages work. The Municipal Government Act also needs to be amended to put villages on a more level playing field.
9. The Villages of Kingston and Greenwood have asked NSDPW to make the bridges on Bridge St more accessible.

REVIEW OF MINUTES

Chair asked for a review of the October 13, 2022 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF OCTOBER 13, 2022. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of October 13, 2022.

New Windows for Office Building

Employee from South Shore Glass has been on vacation, will get quote once he returns.

Meeting with NS Department of Public Works

NS Department of Public Works has not yet set a new meeting date but they have fixed most of the items on the list the Village was going to discuss with them.

CONSENT TO AGENDA ITEMS

One item was added to the agenda.

- Sewer charges for land at old Hopkins Home.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER AVERY THAT THE COMMISSION APPROVE THE AGENDA WITH ADDITION. MOTION CARRIED.
DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

Sewer Treatment Plant

Clerk ordered treatment and collection study guides for wastewater staff to prepare for certification test. Commission discussed having a succession plan for an easier transition when employees decide to retire.

PUBLIC WORKS – See Full Report

Leaf and Brush Bins

Leaf and brush bins will be available for another week after Monday. Next year there needs to be a more aggressive dumping schedule.

RECREATION – See Full Report

Disc Golf

Commission agreed to have staff apply for a grant for this recreation activity and suggested having a grand opening event when it is ready. A disc golf sign visible from Highway 101 may attract non-residents to the course.

Santa Comes to Kingston Event

Recreation staff will send out a task list for Commissioners attending the Santa Comes to Kingston event on Dec. 2nd at the Credit Union Centre.

Rec Hut Playground

Commission agreed the playground equipment did not need replacing at this time but agreed to add a piece that is more accessible.

Fitness Classes

Recreation staff will coordinate with instructors on a wish list of equipment for the classes.

COMMUNITY DEVELOPMENT – See Full Report

Business Holiday Decorating Contest

Commission agreed to have staff visit businesses with a proposal to get involved in a decorating contest. The contest will be promoted on the LED sign and on social media. The voting would take place online or ballots could be brought into each store or Village Office.

COMMITTEE REPORTS:

Steer BBQ

- Brad Beardsley will call a meeting in January to begin planning.
- Commission would want expense details if meat-smoking idea takes place.
- Plans to refine the beer tent.
- Possible plan to have someone local make a steer head with horns for parade prizes.

Joint Accessibility Advisory Committee (JAAC)

Mary Fox is chair of the committee again. Kathleen Purdy had to resign so the committee needs a new member. Commission was asked to let Mary know if they have an idea of who might be interested.

Kingston Area Advisory Committee

N/A

Audit Committee

N/A

Soldiers Memorial Hospital Foundation – Dr. Recruitment

Commissioner West reported the committee held a gala on October 22nd at 14 Wing Greenwood to welcome new doctors and nurses to the area. Annapolis County representatives attended and spoke about their incentive package to entice new doctors to the area.

Association of Nova Scotia Villages (ANSV)

The Village of Kingston has had access to Property Valuation Services Corporation's (PVSC) site through the County of Kings. Then in 2021 the password was locked out and the explanation was that villages are not allowed to have access. Clerk also discovered that the Board of Directors is made up of mostly County CAOs. The Village should have access since ratepayers are already paying for this service through the County of Kings. The PVSC Act needs to be changed now that Villages need access to the information. Clerk was advised by Municipal Affairs to have the ANSV to bring this issue to DMAH through the ANSV. Clerk will contact other NS village clerks and then present the information to ANSV.

CLERK REPORT – See Full Report

Property Tax Sales

Clerk sent tax sale notices to two property owners and one property owner has paid their arrears. The other property owner has not responded to the notice.

Village-County Meeting

Commission agreed to suggest the following items be added to the agenda: gas tax allocations, boundary review changes, support for villages and the NS Department of Public Works downloading services onto villages.

Irving Parking Lot Beautification

An initial meeting will take place with Michelle Moreau on November 14th.

Microsoft 365 Switchover

Training for staff will take place on November 23rd with a 'go live' date of November 28th.

J-Class Roads

There were some errors on the County's J-Class road listing for 2023. Clerk will report correct list next meeting.

Capital Projects

East Main Sidewalk - (design and construction) – The drawings are in final edits.

Village Office Exterior – Clerk is waiting for a window replacement quote from South Shore Glass.

Irving Parking Lot Beautification – Village is waiting to hear if the County was successful in getting a grant for new bus shelters, with one slated for Kingston.

Central Water - Village is waiting for results of the federal funding application for the first phase of central water.

FINANCIAL REPORT:

The Village is in a surplus position.

Added Agenda Item – Sewer Charges

The land that once held Hopkins Home has been charged a full sewer rate, even though the home was torn down years ago. It is up to the property owner to advise the Village/County of property changes for taxation purposes. The owners are requesting to be reimbursed for the overpaid amount. Village precedent is two years. Clerk will advise owner.

CORRESPONDENCE:

Payment of Invoices by Regional Centres for Education

The Village received a letter stating the Department of Municipal Affairs/Housing and the Department of Education/Early Childhood Development are reviewing the charges municipalities and villages invoice Regional Centres for Education. Until a long-term approach is in place, Regional Centres for Education are to pay municipalities' outstanding invoices for charges such as fire and sewer, without interest charges.

Kingston Legion Remembrance Day Invitation

Chair Fowler and Commissioner Bishop will attend the November 11th ceremony.

14-Wing Greenwood Invitation

Chair Fowler will attend the Christmas reception at the Annapolis Mess on Friday, November 25th.

DISCUSSIONS:

Budget Items

Commission suggested the following possible items for next budget: salt shed, boardroom table, fence compound.

ADJOURNMENT

**ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER BISHOP TO
ADJOURN THE MEETING AT 9:58PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

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

Collection System

Sewer Line Replacement

Recently there have been residents in different areas of the village replacing their sewer lines that are old and causing problems with blockages because of tree root infiltration. Two of the three sewer lines that were replaced were on Pine Ridge Ave and the other was on George St.

All three homes connected to the Village collection system, which was replaced by staff 25-30 years ago. When staff replaced the main sewer line on the opposite side of the road, crosscuts were made to replace house sewer laterals under the street to the edge of resident's lawn, not necessarily to the actual property line. With two of the three pipe replacements, the problem occurred where new pipe meets old pipe and residents are asking for some compensation to help with sewer repair bill. Staff recommended paying for one third of total bill for sewer line replacement.

Main St Sewer Inquiry

Owner of Kings Painting's former office building was having sewer line problems under basement concrete floor. He asked if new lateral from the street could be installed in different location to allow them to abandon line under floor and direct plumbing out the other side of house rental. After some discussion, it was advised by staff that existing line should be replaced and that if new lateral was the only option, it would be at owner's cost. Main sewer line is on the other side of the street.

Greenwood Rd. Sewer Extension

Staff received call from Nova Scotia Housing Authority asking if there was a central water system in place to service property on Greenwood Rd North because of issues with the well. Staff informed him that there is no central water system but that it is being considered. He also asked if there was a design in place to extend sewer collection system. Staff informed him that there was a design in place, but project was deferred until next budget year. Staff would like to point out that it has been a goal by staff and past Commissions to have everyone hooked up to sewer system.

Treatment Plant

Dillon Zoom Meeting

Village Clerk and Treatment Plant Manager had online meetings with Dillon engineers, who were involved in Treatment Plant Assessment tender. Meeting was to confirm different aspects of report and the engineer's recommendations for addressing existing infrastructure repairs or design changes.

Moving forward, staff would make recommendations of priorities at the sewer treatment plant and which area of plant needs to be addressed first. At that time, a more detailed design would be prepared by Dillon to put out to tender once budget is in place. Staff are leaning toward a new design to prevent UV room from flooding when Annapolis River is backed up due to heavy precipitation over days and/or springtime melting.

Ongoing Maintenance

Ongoing weekly maintenance at the plant includes cleaning of UV channel, washing down clarifier, cleaning out sludge pumps and sending monthly samples to BV Labs. With leaves falling, staff have been in on weekends cleaning out sludge pumps jamming up with leaves that fall into clarifier.



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REPORT TO VILLAGE COMMISSION

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

Christmas Decorations

Public Works staff installed Christmas lights and decorations throughout the Village. Decorations included bows, wreaths, and garland on decorative light poles.

Staff informed office staff that sets of the Noma LED lights are thrown out each year (about 20 sets). Staff reached out to acquaintances on the west coast that install Christmas lighting as a business and their recommendation was to buy reels of cord and sockets that can be cut to fit certain structures like buildings, bandstand, and light poles. Lighting also carries a 4- year warranty and would eliminate throwing out non-recyclable sets of lights every year.

Staff will wait until the new year and try to get discount on 500ft reels of lighting. Bulbs and connectors will also have to be purchased separately with preferred colours. Village Clerk passed along website for permanent LED lighting for buildings throughout the year, where colour of lighting can be changed seasonally. This idea would help reduce staff labour time of installing Christmas lights.

Staff received comment on colour of lights spiralled up poles next to Main St. and the fact that they were not the green and red colours like the rest of the Village's lighting. Staff installed strings of Cool White lighting to match halo lighting installed at top of light fixtures. Bulbs could be changed out to green and red on Halo decorations and/or on string lights running down post if desired and welcome Commission's opinion.

Outdoor Rinks Installation

Public Works staff installed framework for the two outdoor rink ice surfaces on tennis courts. Tarps/bladders ordered by recreation department were then installed with the help of the Recreation Coordinator. Staff would like to thank the Kingston & District Fire Department for filling up the bladders with four 2500-gallon loads of water. Benches and rubber matting were also installed along rink's edge. Obviously consistent cold weather is needed to freeze ice surfaces.

Public Works staff have indicated to Recreation Coordinator to research low profile outdoor rink boards. Framing up rink is a long and tedious process that involves throwing out old rotten lumber and purchasing more. Something more prefab would help make it a speedier process.

Winter Preparation / MT Trackless

Public works staff have been preparing for winter months ahead that include installation of winter tires on the three work trucks, repairing the auger on truck bow sander, and routine maintenance on the MT Trackless sidewalk machines.

Saunders's Equipment technical personnel reprogrammed the computer on the new MT Trackless to fix the ongoing problems of sudden surging ahead when stepping on accelerator and flashing brake lights. The reprogram fixed these two issues but now machine has limited power which is also something we have had an issue with since purchased. Staff have been in contact with Saunders's, and they will be sending someone to check problem out.

East Main St Sidewalk Design

Final draft for East Main St sidewalk design was received by staff via email and reviewed before design is sent to Transportation Public Works department. A few things were pointed out by staff including design to install aggregate rock from shoulder to edge of sidewalk instead of topsoil and hydro seed to eliminate trimming grass in ditch. Cross culverts to drain low lying areas on north side of Main St were also not included in design. Engineers to get back to staff.

Leaf & Brush Bins / Leaf Raking

Leaf and brush bins were hauled away for season and staff removed staging and sign and stored in Public Works barn. Leaf raking throughout the village is completed for the most part.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **December 8, 2022**

Re: **Recreation Report**

Fitness Classes

- The Fit for You and the 50+ classes are continuing to be a success. They both will be wrapping up for the holidays on December 15th.
- We plan to run all fitness classes again in January. The 50+ class will be only on Tuesdays and Thursdays, as we will be missing an instructor for the first 2 months.

Schools

- Met with Kaitlyn, the Physical Education teacher at Kingston District, and discussed afterschool programs and partnership.
- Change of dates for the mini courses at Pine Ridge Middle School: February 9th & 10th. Below Zero is still able to run with our assistance.
- Looking into arranging a pickleball evening for adults, drop-in sessions at Pine Ridge Middle School. Member of community able to help organize and run event. Dates to be determined with school.

Recreation

- Active Kids, Healthy Kids funding is now closed. Village of Kingston completed an application for two Community Playboxes (a container filled with a variety of gently used outdoor play equipment for community members to enjoy).
- Recreation Staff put out 2 ads in the Aurora newspaper, covering upcoming events, programs and skate times that are occurring over the holidays.
- Three snowshoe walks are booked with HIKE NS in January, February, and March. County of Kings will help provide extra snowshoes as needed.
- Equipment Loans: Recreation Coordinator re-worked forms and documentation for equipment loans, to streamline the process and have the system consistent year-round. Starting January 5th, 2023, the office will stay open on Thursday evenings until 6:00pm to have the equipment available after regular business hours. Recreation coordinator and community development coordinator will alternate every Thursday evening.
- Assisted public works staff with the outdoor rink at the tennis courts. Will be looking into grants and cost of possible boards for future use, as well as areas to cost save.
- Tibbs Tumblers replaced the locks for the Rec Hut.
- No updates on Disc Golf.

November Craft

- Rec Coordinator, with the help of Community Development staff, held a Grinch Tree craft session at the fire hall on November 25th with 21 in attendance. It was very well

received, and the trees turned out wonderful with each one unique. Grinch jokes were also well received during the event.

Skating

- Adult skating has seen a good turnout with an average of 13 participants. Will be doing 1 free skate for the adults on January 2nd.
- Holiday free skates will be staffed by both Recreation Coordinator and Community Development Coordinator. They will run from December 21-24, 27-31 and January 2nd & 7th. Weekday hours will be 1:45pm – 3:45pm and Saturday hours 3:00pm-4:30pm.
- The Kingston Lion's Hall is covering the cost of 3 skating sessions December 28th, 31st, and January 2nd. They will have Lester the Lion out on the ice and will also provide hot chocolate and coffee.

Holidays 2022

- Santa Comes to Kingston had a bit of a slower turnout than in previous years but, with illnesses going around in the schools, it was expected.
 - o The Foodbank and the Christmas Hamper Program collected donations of food and toys.
 - Kingston Fire Department members arrived with Sparky and dropped off toys.
 - o The Lions prepared and served the chili and hotdogs.
 - o The arena canteen was finished for the event!
 - o Tim Vallillee was popular, as usual, doing balloon animals again and Santa, the popcorn, and the wood ornament craft were all a hit!
 - o Cadets were also onsite helping with the event (14 in attendance) as well as members of the Valley Wildcats and their mascot.
 - o Thank you to commissioners and staff for assisting with various duties.
- Santa's visit around the village will be on Friday, December 16th.
 - o The food bank van will be going around with Santa collecting donations.
 - o Santa and the fire truck have been confirmed.



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REPORT TO VILLAGE COMMISSION

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

Business Holiday Decorating Contest

Staff visited businesses located in Kingston to promote a business decorating competition. While the idea was well received, not much participation has followed, with only Home Hardware confirming participation. An email was sent out on December 5th as a reminder for groups to confirm participation. Voting is set to begin Saturday, December 10th and end on Wednesday, December 21st.

A list of the businesses in Kingston and their contact information was also updated while out in the community.

New Year's Eve Fireworks

A fireworks show in Kingston has been confirmed with Fireworks FX for New Year's Eve. Paragon Golf & Country Club has also confirmed use of its property for Saturday, December 31st at 7:30pm.

AKHK Application

An application for two community playboxes has been submitted. If approved, these playboxes will be placed by the sports courts on Elm St. and the playground located on Balser Dr. These two locations are the community's largest recreation zones. The boxes will provide storage and easier access to sports equipment for youth in Kingston.

Kingston Walks Program

This program wrapped up for 2022 on Wednesday, November 23rd. Walk leaders are hoping to start again in the new year, depending on how safe the conditions will be this winter.

Youth Services Expo

The Village of Kingston was invited to a youth services expo held by the Annapolis Valley Chapter of Autism and People First Nova Scotia. This event is being held at NSCC in Kentville on Monday, December 12th from 1-4pm. Recreation and Community Development staff will be present promoting employment and activity opportunities for youth through the Village.

Making Partnerships Work for the Benefit of the Community Workshop

Staff attended workshop on December 1st to gain more knowledge on how to create partnerships in the community, specifically a collaborative business group. Lots of good information shared on the importance of clarifying roles between partners and contributors. Introduced memorandum of understanding documents and the Kellogg Logic Model as tools to use when forming community partnerships. An email has been sent to the main speaker for thoughts on how to get potential partners to the table to have further conversations on starting a partnership.



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REPORT TO VILLAGE COMMISSION

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

Property Tax Sales

Property eligible for tax sale - 586 Victoria Drive

As of December 5th, 2022

Date	Over \$1,000	Under \$1,000	Over 1 Year
10/13/22	25	170	17
11/04/22	20	132	12
12/05/22	16	61	7

Office Building Windows

The village received pricing to replace 7 windows on front of office building. South Shore Glass provided a quote of \$ 8,272.00+HST. ETA on delivery of glass is 8-10 weeks, installation would be scheduled once windows have arrived.

MS 365 Switchover

The Village has converted to MS365 last week. The switchover went relatively smoothly with no issues. Staff knowledge is relatively good with some needing more training than others but, overall, all staff have a good understanding of it. Commission will need to get connected to complete the MS365 switchover. This will provide the Commission with their own email addresses and access to many documents online through SharePoint. Commissioners will also have access to Teams, and other office apps.

J-Class Roads

The County has approved their 2023 J-class road paving season. The list has 10 J-class roads from within Kings County. The roads in Kingston are Bishop Avenue, Prince Street, Mosher Street, and Polaris Court. Typically not all 10 roads are approved by the Province due to cost constraints.

JAAC

Required: Motion to approve the updated JAAC Terms of Reference.

MOTION: That the Village of Kingston approve the updated Terms of Reference, as circulated by email on December 5th, 2022, for the Joint Accessibility Advisory Committee.

Irving Parking Lot Beautification

The meeting with Michelle Moreau that was scheduled for Nov. 14th was postponed and rescheduled for Dec 8th at 9:30am.

Parsons Sewer Request

At the previous monthly meeting, the Village had followed precedence and agreed to credit 2 years of sewer back to Parsons for the property at 493 Main Street. Parsons Investments has requested a refund back to 2010 (\$27,341.78).

Historical Data:

Time frame	Description	Actual Charges	Undisputed Charges
2010-2015	House Burnt	12,108.88	\$1,799.58
2016-2023	Vacant Land	15,232.90	\$1,050.00

It has always been the responsibility of the property owner to advise the Village of any changes to their use of the property, both for the benefit or detriment to the property owner. This is a somewhat unique case in that the Village should have been aware of the property changes due to its visibility in the community. On the other hand, the property owner must inspect their invoices for errors and omissions each year as well.

The clerk still feels that Parsons Investments must take some responsibility in not inspecting their tax bills annually.

They are looking for a refund of \$24,492.20 (Actual charges less undisputed charges). We have agreed to a refund of \$6,120.00 (2 years plus current year of actual charges).

Bridge Street (Windsor St) Crosswalk

NS Department of Public Works (NSDPW) requires the Village to submit a request for a crosswalk on Bridge Street. In all previous instances, crosswalks have been the responsibility of the Village, except for the crosswalk near Palmer Drive on Highway 1, which was co-funded by the County.

Capital Budget

Any new projects to be added to our capital plan?

Capital Budget Tentative Schedule

January 12, 2023 – Regular Commission Meeting

Prioritize projects based on urgency and Village Commissioners' goals

February 9, 2023 – Regular Commission Meeting

Capital Budget Analysis and Discussion, re-organize, if necessary, any projects based on financial considerations

March 9, 2023 – Regular Commission Meeting

Capital Budget Approval, may defer to April 13, 2023 Regular Commission Meeting if more discussion is needed.

Capital Projects:

PW Building – Garage doors and man doors are installed. Ceiling has been insulated and inside walls have been partially constructed. Electrical and mechanical are expected to start shortly.

East Main Street Sidewalk (design and construction) – Final drawings have been submitted to NSDPW for approval.

Village Office Exterior – See above report

PW Building Paving - Must wait for construction to be completed.

Irving Parking Lot Beautification – village hoping to get design/input from Michelle Moreau. 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. Some, if not all, work will commence in 2023.

Central Water - Village has not heard back on the ICIP funding application 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	20,380	Z
Main Street Sidewalk Renewal	35,000	26,444	36,868	Z
Village Office Exterior Repairs	7,000	8,627		C
Library Parking Lot Paving	50,000	40,093	46,996	Z
PW Building Lot Paving	60,000			--
Irving Parking Lot Beautification	20,000			--
STP Assessment	Post-budget		38,984	Z
Central Water	50,000			--
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	11,550	C
2019	PW Building Design / Other	475,000	"86,300"	39,135	C
2022	PW Building Construction	n/a	388,700	44,800	C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

Village of Kingston
Commission Finance Report
November 30, 2022

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	818,000	815,400	2,600	815,400	
Dog Registrations	200	-	200	500	
Rentals	4,900	4,800	100	7,200	
Interest on Investments and Taxes	9,800	6,200	3,600	8,000	higher interest rate / bank balance
Miscellaneous Income	24,300	300	24,000	400	Berwick-Dan / SteerBBQ / NYE JE
Recreation Revenue	21,400	14,900	6,500	17,300	DayCamp / Seniors / Lions Skate / Grinch
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	44,300	56,700	(12,400)	78,000	
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	1,022,900	998,300	24,600	1,026,800	
Expenditures					
General Government					
Legislative	13,000	13,500	500	19,700	
Administration	112,100	126,400	14,300	179,100	
Professional Fees	11,600	11,100	(500)	13,200	Dr.Recruitment / auditor / legal fees
Insurance (General)	18,600	16,500	(2,100)	16,500	higher annual increase than expected
Civic Building Expenses	8,600	6,600	(2,000)	11,800	Power Bills / Heat Pump Repairs
Crossing Guards	11,300	11,000	(300)	18,400	
Miscellaneous	6,500	8,200	1,700	10,000	
Taxation Charges	7,700	9,300	1,600	9,300	
Library	10,800	16,200	5,400	17,400	
Total General Government	200,200	218,800	18,600	295,400	
Public Works & Transportation					
Public Works	92,500	99,400	6,900	131,200	
Village Maintenance	24,400	25,200	800	30,000	
Sidewalks & Crosswalks	6,400	8,800	2,400	8,800	
Snow Removal	21,100	14,400	(6,700)	65,400	Timing, salary allocations
Street Lighting	12,400	12,800	400	19,200	
Capital from Operating	-	-	-	-	
Total Public Works	156,800	160,600	3,800	254,600	
Tourism and Development					
Visitor Information Centre	2,200	1,500	(700)	4,900	Insurance
Other Development	13,700	13,200	(500)	13,200	
Apple Blossom Festival	800	1,400	600	1,400	
New Years Eve Event	-	-	-	4,800	
Steer BBQ	7,700	10,000	2,300	10,000	final cost
Total Tourism and Development	24,400	26,100	1,700	34,300	
Parks					
Parks Repairs and Maintenance	38,200	43,800	5,600	51,800	
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	42,800	48,400	5,600	56,400	
Recreation					
Recreation Administration	86,100	102,600	16,500	140,200	
Outdoor Rink(s)	2,400	1,600	(800)	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	100	-	(100)	1,200	
Summer Day Camp	3,000	7,800	4,800	7,800	limited bus trips / excursions
Youth Programs	500	1,800	1,300	3,000	
Adult Programs	3,700	2,700	(1,000)	4,000	Skate session / Made to Move
Seniors Programs	3,600	2,800	(800)	4,200	increased programming / offset by revs
Total Recreation	99,400	119,300	19,900	162,400	
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	747,300	796,900	49,600	1,026,800	
Surplus/ (Deficit)	275,600	201,400		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	507,600	508,700	(1,100)	508,700	
Sewer - User Fees	14,300	13,500	800	24,100	Schools/Armstrongs tax billings
Sewer - Connection Charges	3,800	2,300	1,500	2,300	
Total Revenues	525,700	524,500	1,200	535,100	
Expenditures					
Environmental Health					
Administration	116,100	123,800	7,700	182,300	
Treatment	27,000	19,100	(7,900)	28,000	Pump repairs / capitalized at audit
Treatment - Electricity	39,500	47,300	7,800	71,000	
Treatment - Disposal	48,600	44,100	(4,500)	73,500	
Collection System Costs	24,200	21,900	(2,300)	32,800	
Total Environmental Health	255,400	256,200	800	387,600	
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	402,900	403,700	800	535,100	
Surplus / (Deficit)	122,800	120,800		-	



Kingston Lions Club

P.O. Box 339
Kingston, NS
B0P 1R0



17 November 2022

671 Main Street
Box 254
Kingston, NS
B0P 1R0

Mr. Wayne Fowler,

On behalf of the Kingston Lions Club, I would like to extend my personal invitation for you to participate, along with other Provincial, Municipal and Local dignitaries, in serving up breakfast to our local civilian and military community members at our annual Christmas Eve Breakfast on Dec 24th at the Kingston Lions Hall.

It is a great time to meet the members of the Kingston & Greenwood area, including surrounding communities, and we would welcome your assistance at what we are sure will be a very busy morning. Once again, we will be serving up generous helpings of pancakes, scrambled eggs, hash browns, sausage, ham, toast, coffee, tea, and juice are all served up, with the cost being only a free will offering, to our community. This ensures that every member of the community, regardless of personal or economic situation, is able to enjoy this community event.

The intent of this breakfast is to thank the local community for their support and to bring the many diverse members of our community together in the spirit of the Christmas and Holiday Season. A fun and enjoyable time is always had by all.

If you are able to help us out, please call me at the number below and we can, in recognition of your busy schedule, arrange a specific time for your participation if you wish. Your assistance at the serving table would be greatly appreciated.

Pre-pandemic, on average, we usually serve around eight hundred and fifty (850) breakfasts during the four-hour event!! Event will adhere to any NS Health Directives/Mandates should they be implemented.

Thank you.

Lion Pat Nixon
President
Kingston Lions Club
(902) 765-8011



Royal Canadian Legion
Alvin H. Foster M.M. Memorial Branch #098
P.O. Box 2, Kingston, NS B0P 1R0
website: www.legion98.com
email: legion98sect@eastlink.ca



Branch: 765-4428
Office: 765-4920
Fax: 765-2479

15 November 2022

Wayne Fowler
Village of Kingston
655 Main St.
Kingston, Nova Scotia
B0P 1R0

Dear Mr. Fowler:

The Members of the Royal Canadian Legion, Alvin H. Foster M.M. Memorial Branch #098 thank you for your participation in our Remembrance Day ceremony on Nov.11th, and for the wreath on behalf of the Village of Kingston.

We appreciate your support of Kingston Legion Br.#98

Respectfully,

Al Peterson
President, Br. 098