



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

ph 902 765-2800
fx 902 765-0807

March 9, 2023

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, March 9, 2023.



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REGULAR COMMISSION MEETING March 9, 2023

AGENDA

1. Review of Minutes of Meeting held February 9, 2023
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Presentation – Kingston Farmer's Market
5. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Development
6. 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
7. Clerk's Report
 - i. Capital Budget 2023-24
8. Correspondence
9. Operating Budget 2023-24
10. In-Camera Discussion
11. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF FEBRUARY 9, 2023

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 6:03pm.

REVIEW OF MINUTES

Chair asked for a review of the January 12, 2023, Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER AVERY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JANUARY 12, 2023. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

No business arising.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

The following item was added to the agenda:

1. In Camera Session

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THE COMMISSION APPROVE THE AGENDA WITH ONE ADDITION. MOTION CARRIED.

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

PUBLIC WORKS – See Full Report

NS Power was finally able to install a power pole this week for the new public works building. Electrician is now hanging lights and XCountryTV ran fibre cable to the building.

RECREATION – See Full Report

Disc Golf

Commission would like to have information/timeline from the installer before confirming an opening date and grand opening date. Commission suggested having the opening in the spring and having a tournament around Steer BBQ time.

Commission agreed to have Rec staff contact building owners to see about having a mural painted on the back wall of their business facing trail, as per request from Kings County Trail Society.

Request for Gym Membership

Commission declined the request to have the Village pay for a gym membership for the Volunteer of the Year to encourage more volunteers. It may not be suitable to all so the Village will continue with a plaque presentation.

COMMUNITY DEVELOPMENT – See Full Report

Business Lunch

All commissioners plan to attend the business lunch, once a date is confirmed.

Social Media

Commission agreed to have Community Development staff work at social media efforts to enhance the community, like the efforts used to enhance the Town of Truro.

A NEW BUSINESS

A new business owner, who is renting a house on Main St for her new osteopath business, discovered after a County of Kings inspection, that the building is not up to code for a commercial business. Chair assisted with advice on other potential buildings that might be more suitable. Commission agreed to provide a letter of support if asked.

COMMITTEE REPORTS:

Steer BBQ – See Full Report

Commissioner West provided a report.

- Library is open to hosting an Open House again this year, in conjunction with Steer BBQ.
- The post office is onboard for sponsoring another Colouring Contest.
- Paul Parsons would provide a small steer, dressed at 300 lbs, if a steer is to be cooked. Paul also agreed to sponsor the cost of the Mechanical Bull, which will be approximately \$1,500.
- Bounce Kingdom has been booked.
- Grants are being applied for.
- Various ideas are being pursued for entertainment.
- Commission suggested a golf tournament in partnership with Paragon Golf Club.

Joint Accessibility Advisory Committee (JAAC)

Commissioner Bishop attended a JAAC Teams meeting at 7pm on Feb 8. The Committee was advised that there are currently two Provincial grants available for accessibility upgrades. The information on the grants was emailed to Village Clerks and the deadline to apply is February 14, 2023.

Minutes from the monthly meetings are now available to the Commission on SharePoint.

Kingston Area Advisory Committee

N/A

Audit Committee

N/A

Soldiers Memorial Hospital Foundation – Dr. Recruitment Committee - See full report.

Commissioner West provided the following highlights from the meeting on January 19th.

- Percentage of area residents needing a doctor has risen slightly to 22.8%.
- Committee is hopeful that a doctor, who is going through the Practice Ready Assessment Program (PRAP), is looking to practice in Kingston for a three-year term commitment. The position may be filled this summer.
- Committee may be receiving a 70,000 grant.
- NS Health recruiter for the western zone, is working to recruit doctors for the Annapolis Valley and is aware of the lack of emergency room doctors at Soldiers Memorial Hospital.
- For Valentine's Day, deliveries of baked treats + hot chocolate will be made to our 4 centers + Dr Goddard. Commissioner West will assist with the delivery to the Kingston Medical Centre.
- Chair Fowler will attend the next meeting on Feb. 16.

Association of Nova Scotia Villages (ANSV)

- Chair Fowler attended virtual ANSV meeting held on Friday January 19th.
- The NS Code of Conduct Working Group will be seeking individual feedback from elected officials and senior departmental staff on their recommendations.
- All units would contribute \$3,000 annually toward someone to adjudicate/arbitrate code of conduct violations.
- Clerk will attend village code of conduct virtual session on February 16th.

CLERK REPORT – See Full Report

Crosswalk Reflective Strips

A request for reflective strips on Village crosswalks was made and Clerk is waiting for a response from the NS Department of Public Works.

KN-4 Sewer Lift Station

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE VILLAGE OF KINGSTON COMMISSION AUTHORIZE THE PURCHASE OF TWO NEW PUMPS FOR KN-4 FROM XYLEM AT A TOTAL COST OF \$23,138.80 + HST. MOTION CARRIED.

Asset Retirement Obligation (ARO)

Villages are now required to account for and report a liability for ARO. Clerk is working on a policy and will present a draft for commission to review.

Village Election and Annual General Meeting (AGM)

Proposed dates:

Nomination Period	Thursday, May 11, 2023 to Wednesday, May 24, 2023
Nomination Day	Wednesday, May 24, 2023
Advance Poll	Tuesday, June 6, 2023
Annual General Meeting	Thursday, June 8, 2023
Election Day	Saturday, June 10, 2023

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER AVERY THAT THE KINGSTON VILLAGE COMMISSION APPROVE THE PROPOSED DATES FOR THE 2023 ELECTION AND ANNUAL GENERAL MEETING. MOTION CARRIED.

Budget Schedule

At Regular Session Meetings – (beginning at 6pm to include budget).

Capital Budget – March meeting – approve at either March or April meeting.

Operating Budget – March/April meetings – approval at May meeting.

Meetings are open to the public.

Capital Projects – See Report

Public Works Building

Power has been installed for electrical and mechanical work to proceed.

East Main St Sidewalk Design

Finalized drawings should be available soon.

Irving Parking Lot Beautification

Michelle Moreau will have a presentation ready for March meeting.

FINANCIAL REPORT:

General Operations should have a surplus of \$100,000 at year-end.

CORRESPONDENCE:

Response from Minister of Justice and Attorney General of Canada

Chair received response to a letter the Village sent regarding Commission's concern with the display of the Confederate flag and other symbols of hate. One aspect of the response from government was that displaying the Confederate Flag may be difficult to prove, beyond a reasonable doubt, that the offence was intentional hate propaganda. The government is continuing work to develop and introduce legislation to combat hate speech both online and offline.

Thank you, Card - Toy Drive

The Village received a thank you card from the board members of the Christmas Hamper program for allowing them to use our office and the Santa Comes to Kingston event for a toy drop. This was a very successful effort.

In Camera Session

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BISHOP THAT THE COMMISSION MOVE IN-CAMERA AT 7:20PM. MOTION CARRIED.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THE COMMISSION CLOSE THE IN-CAMERA SESSION AT 9:15PM. MOTION CARRIED.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER LARDER THAT THE VILLAGE OF KINGSTON COMMISSION AUTHORIZE THE REIMBURSEMENT OF DISCREPANCIES IN SEWER RATES FOR THE PRECEDING 3 YEARS FOR THE COMMERCIAL PROPERTIES APPEALED BY PARSON'S INVESTMENTS. MOTION DEFEATED.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER WEST THAT THE VILLAGE OF KINGSTON COMMISSION AUTHORIZES THE REIMBURSEMENT OF DISCREPANCIES IN SEWER RATES FOR THE PRECEDING SIX YEARS FOR THE COMMERCIAL PROPERTIES APPEALED BY PARSON'S INVESTMENTS. MOTION CARRIED.

ADJOURNMENT

As there was no further business to discuss, Chair adjourned the meeting at 9:20pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **March 9, 2023**
Re: **Environmental Services Report**

Sewer Collection System

Lift Stations

Feb 16 Pennecon arrived onsite to troubleshoot KN-11 lift station (Sunset Dr) and find out why it was not updating in a timely manner, something staff reported last month. Scada antenna was repositioned to read from KN-15 antenna (Embrook Development) and is now updating station status every minute.

Pennecon did not have any answers for why, when power goes out, station overloads need to be reset manually. Technician wants staff to call the next time this issue arises. This was the issue we were having with station around Christmas time and could very well have been the loose 3-phase connection on transformer that NS Power had to repair. This type of incoming power fluctuation could trip pumps out on overload. Staff will continue to monitor.

Staff are still waiting for repair of 5hp pump sent to Xylem middle of January. Word was received this week that pump will be repaired and sent back by March 9th. KN-4 (Greenwood Rd) has been operating with one pump for nearly 2 months. Staff will install as soon as received.

New submersible transmitter needs to be ordered for KN-1 (treatment plant). Old sensor somehow managed to get sucked into bottom of pump and ruined sensor. Staff quite sure stringy material hanging from sensor cable contributed to sensor damage. Staff are waiting on price for new sensor from Pennecon.

Main St Sewer Easement/Lot Sale

As reported back in September, lot for sale at 378 Main St (beside Richter's old home) has sewer easement line running through middle of lot to pick up home on west side of lot. Since that report, property developers are in the process of purchasing land. Video in September showed old concrete pipe with offset joints and sag in pipe at one point of the sewer line. Staff had conversation with Village Clerk and decided to investigate if home on west side can be hooked up to Main St sewer line. Staff were able to gain access to home on west side and determined that house can be connected into manhole in street via directional drilling. Staff will also install Y on directionally drilled pipe within road right-of-way and provide sewer lateral for proposed new construction on lot. This will allow Village to abandon easement sewer line that prevented construction over top of line, as per County of Kings' correspondence.

Treatment Plant

Staff contacted Maritime Fence to repair chain link fence at the sewer treatment plant compound where thieves broke through late last summer. Fence was repaired.

Staff also received quote for cantilever gate for access to treatment plant compound. This style of gate allows remote fob closing and opening of gate. Staff are in and out of compound many times a day with gate left open so that we are not locking and unlocking. Staff feels this type of automated gate provides added security and public safety. The Town of Berwick has same style auto gate as quoted for their treatment plant compound. Quote does not include trenching, conduit, and electrical material. Gate opening will also be quite a bit wider at 14 feet versus 9 feet. Staff would obtain more quotes from different suppliers, if approved in budget.

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.

Treatment plant manager finally received certificates from 2-day course taken the middle of December. Certificates for courses, along with application for Level 2 Wastewater Treatment Operator and Wastewater Collection, were sent to provincial Department of Environment Monitoring and Compliance Division for 4-year renewal.

The certificates for every course taken allow .6 CEUs (Continuing Education Units) for every 8 hours of training. Plant Manager is a DRC (Direct Responsible Charge) and needs a total of 4.8 CEUs every four years.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **March 9, 2023**
Re: **Public Works Report**

Sidewalk Snow Removal

Since last report, sidewalk snow removal has picked up with light snow events combined with first major winter snowfall of the season on March 3rd. Snowfall was more than 25 centimeters and required use of older MT6, which has a lot more horsepower to get around all the Village's sidewalks in a timely manner. Newer MT7 is 30 horsepower less and literally takes twice as long to clear sidewalks.

Staff relayed to Clerk before winter that MT6 should be kept and not sold, especially with Commission decision to add 1 km of sidewalk on East Main St. With addition of more sidewalk, it was also discussed before this winter that the Village needs to consider two employees for sidewalk snow removal, something that needs to be taken into consideration when hiring new seasonal employee for 2023 season. The seven-month seasonal job will act as a probation period to assess employee performance before deciding the need for second seasonal employee to become full time, obviously with Commission approval.

Salt Delivery

Regardless of mild winter and limited snowfall, use of salt has been consistent, even though, to date, we have used significantly less than previous years. Staff ordered an additional 14 ton of salt and that will be it for the season. Estimated amount of salt that will be used this winter will be about 28 ton. That figure is about 20-30 ton less than previous winters but should be noted that the MT7 purchased two years ago has a much more efficient adjustable salt spreader.

Outdoor Rinks / Duck Pond

With the late winter frigid temperatures, staff were able to open the duck pond for a brief few days of skating. This was short-lived due to March 3rd snowstorm. On the other hand, staff were able to clear outdoor tennis court rinks and flood due to colder temperatures. This allowed for a lot of use over that 3 to 4-week period. However, with mild temperatures this week, rinks have been closed.

2008 Dodge Truck Replacement

Public Works staff were informed, after last Commission meeting, that perhaps the '08 Dodge truck should be replaced with just a half-ton truck and the 2018 Dodge ¾ ton truck could be used for ploughing and salt/sand spreading. Staff had conversation about this with Village Clerk and indicated that there is still a need for two ¾ ton trucks. During winter months, staff

use the 2018 Dodge ¾ ton to haul 500-gallon water tank to flood outdoor rinks and a ½ ton truck would be undersized to do this. Staff sees no problem with Commission recommendation to purchase second-hand truck versus new, other than warranty issues.

New Public Works Building

To date, new Public Works building is still not complete. Crack filling was completed, and painting of shop is last thing to do before electrical contractor can install lighting and get final electrical inspection.

East Main St Sidewalk Tender Document

Staff reviewed tender document for construction of 1km of 1.5 meter wide sidewalk from Kingswood Lane to Greenwood Rd. Staff did notice the wording in the Schedule of Quantities and Unit Pricing that stated Asphalt Concrete. Staff's recommendation previously was preference for asphalt versus concrete. Asphalt matches the majority of existing sidewalks and is much smoother for winter snow removal equipment versus concrete and expansion joints every 8 feet.

Roadside Vendors

Staff reported roadside vendors to office because they were set up partially on sidewalk in front of old Irving parking lot. Vendors were asked to leave and went down the street to the VIC parking lot and set up. Vendors had multiple signs that were nailed to poles around the lights at the intersection of Main and Bridge St. Vendors packed up but left signs nailed to poles overnight for next day set up. Staff removed fluorescent multi colored signs as per Village Clerk request. Staff would like clarification of vendor permission on Village of Kingston parking lots.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **March 9, 2023**

Re: **Recreation Report**

Fitness Classes

- The 50+ class is still going strong. Instructor Karen Reid was away for 1 week, and Sandye Prout subbed in to lead the classes.
- The evening Aerobics class has seen varying numbers of participants, from 5 to 12 per class.
- Made to Move Wed. evening class is finishing up their 8 weeks. We will have another 8-week session starting April 12th.
- The Latin Dance classes started on Sunday, March 5th for 8 weeks at the Fire Hall, with a total of 18 registered.

Schools

- Friday evening Pickleball has been cancelled quite a few times due to school cancellations/storms.
- The After School Program at Kingston District School started on February 21st, and both sessions are full of 30 kids in each. Thomas has done a good job with activities, and pickup time afterwards has gone smoothly.

Recreation

- Snowshoe walk on Sunday March 5th had a total of 12 participant, extra snowshoes were borrowed from Kings County.
- Outdoor rinks at tennis courts have seen consistent use since it opened. Stronach Park pond skating also opened on February 27th for the first time this year due to the warmer than usual winter.

Grants

- A grant planning meeting has been arranged with Clerk and Anna Sherwood from Community, Culture, Tourism and Heritage for the Planning Assistance Grant. We would like to have a Review and Schematic Design completed for the Recreation Grounds on Elm St. This currently includes our Rec Hut area, playground, volleyball net, tennis courts, basketball court, baseball field, small soccer field and small bandstand. A review of the space will include a plan to add in a splash pad, re-work the current small soccer field, and replace or relocate playground. Possible future replacement/addition of the Rec Hut building as well. The design would encompass all the above and include best locations for each, as well as a landscaping plan.

Disc Golf

- The quote for the fence adjustment from Maritime Fence was a total of \$3,450. This is to add two breezeways at the back of each ball field. Will apply to Kings County for a grant through Parks, Playground and Trail Maintenance and Development.

March Break Day Camp

- Have hired staff for the week. They will come in 1 day prior for a few hours to prepare.
- March Break filled up on February 22nd with 14 campers all week (15 on one day). Now only accepting people for the waitlist.
- Some fun activities planned for the week, including walking trips to Kingston District School gymnasium, library and arena for skating.

Skating

- In Service Skate February 20th, Heritage Day was very busy. Some trouble with people going on the ice with boots on. Hard with only 1 staff member, lending out skates and keeping eyes on the ice. Recreation Coordinator made big posters to help rectify the problem for March Break Skates and arranged for Thomas to be on the ice for 2 of the upcoming skate days. All skates available to loan out are being borrowed as well. Modern Haven gave away free hot chocolate and ran out with about 25 mins left in the skate.
- Numbers have varied for Adult Skates on Monday mornings. Will do a final push to finish strong. Final skate is March 27th.
- Booked free skate times on February 20th and over March Break. The times have been advertised in The Aurora Newspaper issued the week of February 6th.

Easter

- Planning a first Easter Egg Hunt for April 6th at Ravenwood Park. Will have Thomas dress up as the Easter Bunny. There will be 2 hunts; first one for children aged 1-6 and 2nd aged 7-12. It will be a bring your own basket; will try to have those who plan to attend 'Like' a Facebook event page, to gauge numbers closer to the event.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **March 9, 2023**
Re: **Community Development Report**

Business Appreciation Event

Staff is working with the Lions Hall to host an appreciation meal for Wednesday, April 26th 9:30am-11:30am. Event will run similarly to the Senior Picnic, replacing games with presentations on opportunities and supports for businesses. Valley REN will present at the event and help with the conversation on the potential of a business group in Kingston. An invite to present has been sent out to Annapolis Valley Chamber of Commerce. Looking into having someone who can speak on funding opportunities for businesses.

Social Media

Met with Truro Buzz on Wednesday, March 1st. Truro Buzz is a marketing company that highlights different aspects of Colchester County. Had a discussion on how the Village promotes information and events to the community, possibly adding Instagram as a platform, training packages, and support opportunities for the Steer BBQ. Options will be sent to Community Development staff.

Mural Festival

7Arts is onboard to partner with the Village for this project. They are going to begin contacting potential artists to help create designs.

Tuesday Walk Group

This program will be starting again on March 21st at 10am. The group will meet at 510 Main St. to walk along the Harvest Moon trail. Once Clairmont Park opens, the group will transition to meeting there.

Steer BBQ Planning

Festival and Community Event Planning and Atlantic Lottery grants have both been submitted. A letter requesting sponsorship from the Credit Union Centre is in the works. Nova Foam Parties has been booked for Friday, July 7th 5-8pm. Contacting local food trucks to vendor the Friday portion. TJ's Burgers & Homemade Fries in Greenwood, Cruising Gourmet in Canning, and Bounce Kingdom's Beavertail truck from Berwick.

Fundamentals of Accessibility Training

Online training workshop for Tuesday, March 28th. A free workshop to introduce the main concepts of the NS Accessibility Act and learn about accessibility barriers. Registered for the session focused on frontline staff.

Outdoor Concert Series

2022 season had 13 performers with a budget of \$4800.00. Including cost for two newspaper ads, remaining funds were \$225.00. For the 2023 season there are currently 15 acts on the list to potentially perform. A small increase in budget would accommodate more performers and advertising for the summer. Community Development staff request approval of a budget increase to \$5100.00.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **February 9, 2023**
Re: **Clerk Report**

Property Developments

There are several property developments that are ongoing. A property owner has purchased the vacant property near Armstrong Food Services on Main Street. Embrook Developments has submitted an easement document so the Village can take over the sewer. A property owner has requested from the County a subdivision of property near the corner of Kingswood Lane on Kingston Heights Drive.

Sewer Bylaw

The Village Commission, in 2017, had approved amendments to the sewer bylaw. Municipal Affairs had never sent the bylaw for approval from the minister at the time. I have talked with our Municipal Affairs Advisor, Jason Haughn, and he is looking into the approval being done now without going through the process again.

Village Election and AGM

Nomination Period	Thursday, May 11, 2023 – Wednesday, May 24, 2023
Nomination Day	Wednesday, May 24, 2023
Advance Poll	Tuesday, June 6, 2023
Annual General Meeting	Thursday, June 8, 2023
Election Day	Saturday, June 10, 2023

County of Kings

They are looking to have a meeting with the Kingston Village Commissioners to discuss municipal support and cooperation and opportunities for improvement. Councillor Armstrong, Scott Conrod, CAO, and Greg Barr, Director of Finance & IT, would attend (and Mayor Muttart if available).

Boardroom Table

Did commission want to weigh in on type or look of new table?

Vendors – Village Parking Lots

5+ years ago, Commission agreed to ban all vendors from selling product on our village parking lots. This week, the fish truck was told to move his sales/trailer this week and he was upset since many people buying from him are village residents. Did the Village Commission want to continue to ban vendors from our parking lots. Vendors don't pay property taxes, may compete with village businesses, and signage is usually deplorable.

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

Capital Projects:

PW Building – Power is connected, communications fibre has been run, walls are being painted. Mechanical and electrical is ongoing.

East Main Street Sidewalk – Tender documents are ready and have been publicized. Deadline for bids on this project are due by 3:00pm, Tuesday, March 28th, 2023.

Village Office Exterior – waiting on delivery of new windows and good weather for installation.

PW Building Paving – Deferred until building is complete and salt shack is confirmed.

Irving Parking Lot Beautification – Met with Michelle Moreau and provided her with our ideas for a design. Work will commence in spring/summer of 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		39,984	Z
Central Water	50,000			--
Total	1,552,000			

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	13,365	C
2019	PW Building Design / Other	475,000	"86,300"	39,135	C
2022	PW Building Construction	n/a	388,700	280,418	C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

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

Village of Kingston
Commission Finance Report
February 28, 2023

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	500	500	-	500	
Rentals	6,700	6,600	100	7,200	
Interest on Investments and Taxes	16,900	7,600	9,300	8,000	interest rate / bank balance / Capital
Miscellaneous Income	41,900	400	41,500	400	Berwick-Dan / SteerBBQ / NYE
Recreation Revenue	23,700	15,900	7,800	17,300	DayCamp / Seniors / Lions Skate / Grinch
Arena Revenue	1,200	-	1,200	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	101,100	69,700	31,400	78,000	sidewalk grant (21-22)
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	1,110,000	1,016,100	93,900	1,026,800	
Expenditures					
General Government					
Legislative	17,400	18,100	700	19,700	
Administration	158,500	166,100	7,600	179,100	
Professional Fees	12,200	12,700	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	10,800	10,700	(100)	11,800	Power Bills / Heat Pump Repairs
Crossing Guards	17,000	16,600	(400)	18,400	
Miscellaneous	8,000	9,800	1,800	10,000	
Taxation Charges	7,700	9,300	1,600	9,300	
Library	13,200	17,100	3,900	17,400	
Total General Government	263,400	276,900	13,500	295,400	
Public Works & Transportation					
Public Works	111,100	122,500	11,400	131,200	
Village Maintenance	32,200	28,800	(3,400)	30,000	
Sidewalks & Crosswalks	6,400	8,800	2,400	8,800	
Snow Removal	52,600	52,300	(300)	65,400	Timing, salary allocations
Street Lighting	16,400	17,600	1,200	19,200	
Capital from Operating	-	-	-	-	
Total Public Works	218,700	230,000	11,300	254,600	
Tourism and Development					
Visitor Information Centre	3,000	4,400	1,400	4,900	Insurance
Other Development	15,500	13,200	(2,300)	13,200	STP Break-in incl
Apple Blossom Festival	1,000	1,400	400	1,400	
New Years Eve Event	11,500	4,800	(6,700)	4,800	NYE Greenwood in Misc Income
Steer BBQ	7,700	10,000	2,300	10,000	final cost
Total Tourism and Development	38,700	33,800	(4,900)	34,300	
Parks					
Parks Repairs and Maintenance	42,100	48,700	6,600	51,800	
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	46,700	53,300	6,600	56,400	
Recreation					
Recreation Administration	115,300	129,600	14,300	140,200	
Outdoor Rink(s)	2,500	2,000	(500)	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	100	200	100	1,200	
Summer Day Camp	3,000	7,800	4,800	7,800	limited bus trips / excursions
Youth Programs	500	2,700	2,200	3,000	
Adult Programs	6,700	3,700	(3,000)	4,000	Skate session / Made to Move
Seniors Programs	4,400	3,900	(500)	4,200	increased programming / offset by revs
Total Recreation	132,500	149,900	17,400	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	923,700	967,600	43,900	1,026,800	
Surplus/(Deficit)	186,300	48,500		-	

**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	18,800	(4,500)	24,100	Armstrongs sewer billings
Sewer - Connection Charges	3,800	2,300	1,500	2,300	
Total Revenues	525,700	529,800	(4,100)	535,100	
Expenditures					
Environmental Health					
Administration	159,300	165,800	6,500	182,300	
Treatment	38,100	25,200	(12,900)	28,000	Pump repairs / capitalized at audit
Treatment - Electricity	57,000	65,100	8,100	71,000	
Treatment - Disposal	72,000	66,200	(5,800)	73,500	
Collection System Costs	29,400	30,100	700	32,800	
Total Environmental Health	355,800	352,400	(3,400)	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	503,300	499,900	(3,400)	535,100	
Surplus/(Deficit)	22,400	29,900		-	

Middleton, Kingston, Lawrencetown Lions Clubs
and the **Community of Port George**



DEAR SPONSOR

SUBJECT: 38th Annual Port George "COUNTRY JAMBOREE July 29th 2023"

The Community of Port George and the Kingston & Lawrencetown Lions Clubs will be holding the Port George "COUNTRY JAMBOREE" on Saturday, **29th July 2023**. In past years we have had approximately 3000 people at the Jamboree from all over Western NS and abroad. All proceeds from this event go to "Support Lions work in the local Communities" and "Improvements to the "Regional Recreation Centre" in Port George. The Organizing Committee would very much appreciate it if you would help sponsor this important fund-raiser by purchasing a company advertisement. The cost of the AD and the publicity that you will receive are as follows:

PLATINUM \$500 or more ...

- Your **LOGO** will be displayed on a "**SPECIAL**" sponsor sign at the Jamboree.
- Your **BANNER** (if provided) will be put up on the fence along the road.
- Your **AD** will be included on our Jamboree Posters.
- Your **AD** in our 2500 Programs will be located on the inside of the front cover.
- Your **NAME** will be announced on AVR (all stations) multiple times from **24th to 29th July**.
- Your **NAME** will appear on our PGCJ website as a **PLATINUM** sponsor.

GOLD \$200

- Your **NAME** will be announced on AVR (all stations) multiple times from **24th to 29th July**.
- Your **AD** will be included on our Jamboree Posters.
- Your **AD** will be included in our 2500 Programs.
- Your **NAME** will be included on a "**SPECIAL**" sponsor sign at the Jamboree.
- Your **NAME** will appear on our PGCJ website as a **GOLD** sponsor.

SILVER \$125

- Your **AD** will be included in our 2500 Programs.
- Your **NAME** will be included on a "**SPECIAL**" sponsor sign at the Jamboree.
- Your **NAME** will appear on our PGCJ website as a **SILVER** sponsor.

BRONZE \$75

- Your **AD** will be included in our 2500 Programs.
- Your **NAME** will be included on a "**SPECIAL**" sponsor sign at the Jamboree.
- Your **NAME** will appear on our PGCJ website as a **BRONZE** sponsor.

FRIENDS OF THE JAMBOREE \$35

- Your **Company Name & Phone #** will be included in our 2500 programs.
- Your **NAME** will be included on a "**SPECIAL**" sponsor sign at the Jamboree.
- Your **NAME** will appear on our PGCJ website as a **Friend of the Jamboree** sponsor.

The Organizing Committee **THANKS YOU** for your generous support.

Sincerely,

Lion Barbara Lyle

Phone 902-765-3225

2023 Sponsorship Committee - Port George Country Jamboree

MAKE CHEQUE PAYABLE TO **"PORT GEORGE COUNTRY JAMBOREE"**

Previous

Community Health Boards Wellness Fund Celebration

Wednesday, April 5

6:00-8:30pm

PeopleWorx
11 Opportunity Ln, Coldbrook,
NS B4R 0A5

All are welcome to join us in
celebrating the recipients of this
year's Wellness Funds in the
Annapolis Valley

RSVP to: westernchbs@nshealth.ca



**Western
KINGS**
Community Health Board



**Central
KINGS**
Community Health Board



**Eastern
KINGS**
Community Health Board



**KINGSTON/
GREENWOOD**
Community Health Board