



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

ph 902 765-2800
fx 902 765-0807

April 13, 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, April 13, 2023.



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REGULAR COMMISSION MEETING April 13, 2023

AGENDA

1. Review of Minutes of Meeting held March 9, 2023
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
 - i. 2023-24 Operating Budget Discussion (if any)
7. Festival and Community Events
8. Correspondence
9. In-Camera Discussion
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MARCH 9, 2023

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

Kingston Farmer's Market Presentation:

Sara Naesmyth
Alexander Naesmyth
Lauren Avery

OPENING

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

MLA Update

MLA Chris Palmer provided the following update:

- Town Hall meeting will be held at the Kingston Lions Hall on Thursday, March 16th with the Minister of Labour, Skills, and Immigration Jill Balser.
- Will be back in the legislature for a month.
- Funding announced for new medical school at Cape Breton University is designed to provide rural doctors for Cape Breton and Nova Scotia.
- Foreign born and Canadian doctors trained in the USA can now practice in Nova Scotia with no hurdles.
- Doctors outside of North America are not streamlined yet to practice in NS.
- Looking at allowing nurses to practice in NS from the US.
- Expanded scope of practice to take pressure off emergency rooms.
- Increased the mobile and popup clinics at Soldiers Memorial in Middleton.
- More access to pharmacists at Wilson's Drug Store in Berwick and Shopper's Drug Mart. There are only 12 such designations in the province and fortunately there are two of them in our area. More will be added in the coming months.

Commission commended the doctor recruitment committee and the government for all their efforts to combat the health care issues.

There has been a string of thefts lately from construction sites. MLA will organize a meeting possibly with MP Chris D'Entremont and Chair Wayne Fowler to discuss the increase in crime and a string of thefts lately from construction sites.

Kingston Farmers Market Presentation

Board of Directors Lauren Avery, and Sarah and Alex Naesmyth provided the following update for their farmer's market:

- Looking to support community connection and want it to be a great place to be.
- Have registered as a non-profit society and joined the Farmer's Market of NS Co-op.
- The market will be held on the Aurora Motel grounds.
- Have 25 vendors so far and hope to have 30+ with a 50/50 mix of food and dry goods/crafts.
- Hope to have 150 attendees with a duration of stay up to 30 minutes.
- Will have educational workshops to create inclusivity. They look forward to a strong workshop attendance.
- The season will run from June 1st to October 12th.
- Market to be held every Thursday from 3pm to 7pm, rain or shine.
- Looking to create school partnerships and hoping to encourage families to come over after school. They have 20 parking spaces onsite, more parking on the street, possibly at the schools and across the road on King St.

Treasurer Alex Naesmyth presented their budget and demonstrated that they have a \$4,961.00 deficit. Upfront expenses include tent rental, toilet rental, signage, décor, music bookings and workshops. They are looking at other funding sources such as Rafflebox 50/50 draw and the Steer BBQ Fun Run. MLA Chris Palmer asked to meet with the group to discuss funding. Village Commission advised group of the Village's Festivals and Events grant and offered to include the information in the Village's spring newsletter.

REVIEW OF MINUTES

Chair asked for a review of the February 9, 2023, Regular Session meeting minutes.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER AVERY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF FEBRUARY 9, 2023. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

No business arising.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda. No additions.

ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE AGENDA. MOTION CARRIED.

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

Cantilever Gate

As stated in report, staff received a quote of \$18,000 for cantilever gate at sewer treatment plant. Commission agreed to add this item to a future budget.

Sewer Certifications

Clerk will meet with public works staff before next meeting to discuss certifications for sewer staff.

PUBLIC WORKS – See Full Report

Snow Clearing Machine

Staff used old snowblower on newer MT7 machine and it worked well so both sidewalk snow machines can be used efficiently.

Duck Pond Rink

Commission appreciated staff opening the duck pond for skating, even though it was short-lived due to milder weather.

Food Trucks

Commission agreed they cannot allow vendors to park in Village parking lots due to liability and complaints from tax paying Kingston businesses.

New Village Truck

Commission agreed that the new truck will need to be a ¾ ton to handle hauling at least 9,000 lbs.

RECREATION – See Full Report

COMMUNITY DEVELOPMENT – See Full Report

Outdoor Concert Budget

Commission agreed to increase the budget amount for summer outdoor concerts from \$4,800 to \$5,100.

APPLE BLOSSOM

There was no response to the advertisements for a Kingston Leadership Candidate. There will still be a float for the parades if volunteer group is able to get together. Commission discussed the possibility of having a permanent float instead of following the Apple Blossom's annual theme.

COMMITTEE REPORTS:

Steer BBQ – See Full Report

Commissioner West provided the following report from Feb 15 meeting:

- Fire Dep. Auxiliary is doing the breakfast again this year.

- Kingston Legion will hold the dance on Friday night, organize the parade and cook the hamburgers/hotdogs on Saturday. Cider and wine options by other suppliers are permitted in beer tent. Committee will contact local suppliers.
- Paul Parsons offered to provide a small steer, dressed at 300 lbs.
- Lions may cook the steer and will also provide same foods as last year.
- Looking at getting fencing to better organize the event.
- Village staff are applying for grants.
- Various ideas are being pursued for entertainment.
- *Possible* events include a Saturday evening concert by an independent partner, Strong Man Competition, 5km Fun Run, Golf Tournament at Paragon, Petting Zoo, Touch-a-truck, Magic Show/Balloon Animals, and a Sunday concert.
- Confirmed events include a Meat Smoking Competition, Cool Moves BMX, Bounce Kingdom, Mechanical Bull, Indoor Market, Domino Man, Basketball 3 on 3, a kids Foam Party as well as the usual Saturday activities.
- Plan to revamp sound on grounds.
- Plan to order banners.

Commissioner Avery suggested having a Steer BBQ logo. Staff will send a logo to Commission that was created by previous Clerk in 2011. Commission agreed to a budget of \$250 to have 3 design other options presented.

Joint Accessibility Advisory Committee (JAAC)

Accessibility Coordinator will reach out to Clerk for contact for social media. Commissioner Bishop will add minutes of March 8th meeting to 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 Feb 16th meeting.

- NS Practice Ready Assessment Program (PRAP) candidates have been matched and Kingston was successful in receiving one candidate.
- Three other candidates are being assessed in the area this spring.
- Committee will visit medical clinics monthly with coffee and baked goods.
- Families of doctors are being introduced to curling and being taken to the Black Loyalist Heritage Centre in Shelburne in April.
- Committee is also using the grant money for the following:
 - o extended site visit offers to prospective residents and doctors.
 - o whale watching, July 29
 - o Multi-Cultural Day, Aug 19
 - o Breakfast with the Governor at L'Habitation
 - o Family Skate Day
 - o Community Welcome Event in the fall
 - o Family Art Experience

- Chris Palmer reported that the Government has plans to ease the administrative duties that physicians currently have.
- The next monthly meeting is at 10am on Thursday, March 16th at the Annapolis Mess.

Association of Nova Scotia Villages (ANSV)

President Brian Banks sent a letter to Property Valuation Services Corp. (PVSC) to request that Villages regain access to IAS World. Clerk met with PVSC and they agreed to give permission back to Villages for tax collection purposes.

CLERK REPORT – See Full Report

Property Developments

A commercial business is going to be built on the lot of land next to 738 Main St. As well, a developer is planning to build homes on Kingston Heights Drive.

Sewer Bylaw

Municipal Affairs never sent the Village's sewer bylaw amendments to the Minister for approval in 2017. Municipal Affairs advisor is working to get approval without going through the process again.

Village Election and Annual General Meeting (AGM)

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

County of Kings

The County is looking to have a meeting with Commissioners to discuss municipal support and cooperation and opportunities for improvement.

Boardroom Table

Commissioners will continue to look at more options.

Capital and Operating 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

The inside work is ongoing.

East Main St Sidewalk Design

Tender is ready and has been publicized. Bids are due Tuesday, March 28th at 3pm.

Irving Parking Lot Beautification

Michelle Moreau provided a plan for the commission to review.

FINANCIAL REPORT – See Report

The financial position is favourable currently.

CORRESPONDENCE:

Letter from Port George Jamboree Committee

The Village received a request for funding from the Kingston Lions for the Port George Country Jamboree. Commission agreed to give the gold status of \$200.

Community Health Board Wellness Fund Celebration

Village Office received an invitation to attend a celebration of recipients of this year's wellness funds at Peopleworx on April 5th from 6:00pm – 8:30pm. Commissioner West will attend.

ADJOURNMENT

As there was no further business to discuss, Chair adjourned the meeting at 9:30pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 13, 2023**
Re: **Environmental Services Report**

Sewer Collection System

Call Outs

March 9th staff received call from plumber at 7:15 pm, indicating that he received call from resident at 944 Julie Dr complaining about sewer coming back through toilet fixtures flooding their home. Staff responded to call and checked manhole in street in front of home having sewer backup. Staff could see root ball that was plugging the inlet causing sewer to back up, upstream line. Staff called assistant to help retrieve sewer rods and auger machine and removed root mass to relieve blockage. Staff went back the next day and entered manhole to cut out rest of root ball. Residents were told to have plumber check to see if they have a backwater valve and if so, that it is functioning properly. Staff relieved blockage before 8 pm.

March 31st staff received call from Rafuse Mechanical plumber at 5pm stating that they had snaked the sewer line from 565 Pine Ridge Ave home out to the edge of the road and blockage would not let go. They checked manhole in resident's driveway and saw a pile of solids plugging the main sewer line. Staff retrieved tools to loosen up blockage. After relieving blockage, staff used spoon shovel to remove big chunks of concrete, which was likely the cause of the solid build-up blockage. Plumbers were advised to call Village staff first for any plugged sewer calls in Kingston before sending out someone for service call. Bill for plumber call out will be sent to Village office.

Lift Stations

Staff received new pumps that were ordered in February and installed pumps in KN-4 lift station on March 14th. Staff also received rebuilt pump from same station that was sent to Xylem for repair. The other lone 5hp pump from same station was removed from wet well and staff will replace worn out impeller and wear plate. Pumps will be kept in storage for spare pumps when needed.

Staff installed rebuilt pumps in KN-1 (treatment plant lift station) that were received a few months ago, after repairs. Pumps removed from this station were also stored away for spare 600V/3hp pumps. Staff will also order impellers and wear plates to do in-house repairs.

Collection System Capital Projects

Balser Dr

Staff booked Loomer's Sewer Video to video sagging sewer line on Balser Dr, from downstream manhole to totally identify length of pipe that needs to be replaced. Staff will meet with contractors to get price to repair sag and fix compromised sewer laterals in this section and repave section of road to be excavated.

KN-3 Retro-fit

Staff have contacted Dillon Consulting to prepare tender document for KN-3 lift station retro-fit. Retro-fit involves replacement of pumps, valves, discharge flanges, piping, new concrete top with new hatches and excavation to expose force main on outside of station wall to make solid connection of new pipe to existing PVC. Design also involves new liner in bottom of station and moving existing electrical panel away from lift station vent pipes 3 meters away. Lastly restoration of sidewalk and landscaping.

Asset Management Meeting

March 15th Village Clerk and Wastewater Operations staff had meeting with County of Kings employee Dan Hagan, Strategic Projects Specialist, and his co-worker John Thomas. The two county employees presented a map of Kingston showing the overall collection system displaying gravity sewer lines, manholes, force main pipes and locations of the 15 different lift stations. Map was left with staff to edit and make corrections and show directions of flow of gravity sewer lines. Although map wasn't completely accurate, staff were somewhat surprised that county had as much information as they did.

Overall Asset Management is something all municipalities, towns and villages need in place for future government funding request/grants and is not limited to just wastewater infrastructure. Asset management is also required for sidewalks, parking lots, playgrounds, and activity trails.

Treatment Plant

Dillon Assessment Fixes

Village Clerk and treatment plant manager discussed projects moving forward that were detailed in Dillon Consulting's treatment plant assessment. Staff indicated to clerk that the most urgent project to address at the treatment plant is the UV Room flooding that happens occasionally from time to time when the Annapolis River backs up from Spring thaw or long periods of rainy weather.

The basic concept of this fix is to install pump system that is activated with the aid of float switch or sensor by water level rising in effluent chamber due to river backing up. Check valve would also be installed on gravity effluent pipe to stop flow from coming back into effluent chamber and hence, stop the flooding of the UV Room.

There are other itemized future projects to address existing building needs such as ventilation and minor structural restoration, along with aeration tank/ digester catwalk design and clarifier repairs, something staff was not confident in assessment fix proposed.

Greenwood Rd Sewer Extension

Village Clerk stated that with bids for new sidewalk construction much lower than anticipated that reserves and available fuel tax funds need to be used in a specified time frame. Wastewater operation supervisor recommends tendering out installation of sewer line extension on Greenwood Rd north again. This recommendation would generate sewer revenue vs treatment plant repairs. that do not and would also save tearing up proposed new East Main St sidewalk after construction.

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.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 13, 2023**
Re: **Public Works Report**

Sidewalk Tenders Received

March 30th, Village office received tender bids for East Main St sidewalk construction. New construction of sidewalk extension starts at Kingswood Lane and ends at Greenwood Rd on the north side of #1 Highway. Bids were well within proposed budget.

Recycled Asphalt / Abandoned Railbed

Village office received one quote from Dexter's to apply recycled asphalt on abandoned railbed trail, from Freeman's Esso at King St. to Greenwood Rd. Quote includes reshaping, grading and compacting existing surface in preparation for recycled asphalt. Recycled asphalt quantities would be compacted at 125mm (5 inches) thick and approximately 2.7m (9-10 ft) wide. Recycled asphalt would be coming from 14 Wing base runways and could be done in conjunction with base project, which is supposed to be early spring.

Seasonal Employee Interviews

Village Clerk and Public Works staff have been conducting interviews for second seasonal position after position was vacated last September. Three interviews were carried out to date, but having trouble getting replies back from applicants that were short listed. Staff will make decision by end of the week as we will have both seasonal employees start April 17th.

New Public Works Building / Supplies

Staff to date are still not occupying new public works building. Staff are starting to purchase supplies needed for new shop such as big wheel around tool boxes and industrial air compressor. It would be an understatement to say that staff are frustrated with long construction time frame to finish this project.

Miscellaneous

Hanging wire baskets were delivered to Greenleaf Enterprises to get flowers started. Ground bed flowers have also been ordered for upcoming planting season.

Leaf and brush bins are scheduled to be delivered by the end of the week. Staff have set up staging and signage for access to bins.

Public Works staff have begun spring clean up.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **April 13, 2023**

Re: **Recreation Report**

Fitness Classes

- The 50+ class has seen consistent strong numbers. Second instructor Helen Malo is back and we have picked back up with 3 classes a week. The last class will be on May 31st. Purchased additional Bender Balls for the class, as numbers have increased.
- Made to Move by Karly is holding another 8-week session starting on April 12th.
- Two new fitness classes starting: **Older Adult Strength** program lead by Karly will be on Fridays from 10-11am. Karly's husband Elie-Joseph will be running an evening **Mobility** fitness class on Thursdays from 6-7pm. These both are an 8-week program for \$60 - same set-up as the Made to Move.
- The Aerobics class will be ending on Tuesday, April 25th.
- The Latin Dance class will run another session starting on May 21st - July 9th. They are also having a drop-in social dance at the Fire Hall on April 22nd from 7-9:00pm for \$20.

Schools

- Pickleball has had a few sessions at Pine Ridge School now that the weather is nicer. It will run until the end of the school year.
- The After School Program at Kingston District School will be ending on April 13th.

Recreation

- Recreation Coordinator will be completing the ASK (Active Smarter Kids) Train the Trainer workshop on April 20-21st. After completion, Recreation Coordinator will have the tools and ability to go into the schools to train the teachers on ways they can increase physical activity in their lesson plans, getting kids more active while learning.
- The Recreation Coordinator will also be participating in a Project Management Course put on through Valley Recreation on May 4th and 5th.
- Recreation Coordinator is continuing to help with the Program Committee for the Recreation Nova Scotia Conference in October 2023, at Digby Pines.

Grants

- Received confirmation from the Recreation Nova Scotia Grant that we are approved to receive \$2000 for new adult snowshoes and youth skis to add to our Equipment Loan Program. New equipment has been ordered through the Trail Shop.
- Working on the final report for the Active Communities grant for more lawn games and multiple skating sessions this past year. Will be starting work on the next one.
- Finishing final report for the Community Recreation Program Assistance grant and will be soon complete the new one. This will include wages for Summer Day Camp and March Break Day Camp.

- Meeting with Mike and Anna from the department of Communities, Culture, Tourism & Heritage to discuss the Planning Assistance Grant.
- Completed the Park, Playground, and Trail Maintenance & Development Grant for the County of Kings.

Requested:

- o Fence adjustments- Ravenwood- access for Disc Golf
- o New basketball nets – Ravenwood
- o New balance beams and bench for Stronach Park
- o Outdoor rink replacement board and liners
- o Door replacement for Rec Hut (gutters will wait another year)

Disc Golf

- The final walk through the course occurred on April 6th. Work on the course will start the week of April 18th.
- The grand opening will be held on **Saturday, May 13th**. Will have a representative from the schools, possibly from KASA (Kingston Area Seniors Association) and will invite MLA Chris Palmer. Will be informing CBC or CTV. Will look into possibly having the Lions or a food truck come to the event as well. The first 50 people will receive a free disc.
- Great response from the community with 'Disc Golf coming soon' Facebook post.
- Received quote for the fence adjustment from Maritime Fence. A total of \$3,450 to add two breezeways at the back of each ball field. This was included in the Parks, Playground, and Trail Maintenance and Development Grant. May only be one that is needed.

Summer Day Camp

- Advertisements for job posting have gone out. Deadline for applications is April 28th.
- Registration for Day Camp will open on April 17th. Will have one day of in-person registration, then the next day we will open to e-mail registrations.
- Day Camp will start on July 4th and will end on August 25th. Hours are 8:00am-3:30pm, with ½ hour of before and aftercare available for a fee of \$10/half hour/week. We are keeping the price of \$100/week (with shorter holiday weeks at \$80).

Easter

- The Easter Egg Hunt on April 5th was very popular, with over 100 kids! We had two hunts, one in the ball field for the younger kids, and the woods behind the ball field for the older group. Great spot for an annual hunt! Photo opportunities with the Easter Bunny went well and were appreciated.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **April 13, 2023**
Re: **Community Development Report**

Business Appreciation Event

An event plan will be sent out to the Commission and those helping with this event.

Social Media

The quote for social media training, for both Recreation and Community Development staff, is \$750.

A second meeting was held with both Truro Buzz and the Village of Greenwood. This was to discuss the possibility of developing an online newsletter between the two Villages and other surrounding communities. The newsletter would promote community events and businesses, essentially acting as a hub of information promoting the local area. The newsletter would be put together through Truro Buzz, they are working on expanding and creating different community buzzes. The cost of this would be split between Kingston and Greenwood (and any other community additions); strategy development fee of \$1,500 + HST and monthly fee of \$1,400 + HST for 12 months.

Mural Festival

7Arts is on board to partner with the Village for this project. They have begun contacting potential artists to help create designs.

Steer BBQ Planning

A final grant application to Kings County has been submitted. Axe throwing is booked for 3 hours on Saturday. Booking bands for the afternoon is in the works; Friday evening and Sunday afternoon music has been booked. Atlantic Lottery has confirmed \$1000 in funds towards the Steer BBQ.

Fundamentals of Accessibility Training

Participated in the training on Tuesday, March 28th. The workshop covered different types of accessible needs and the beginning parts of the Accessibility Act. Not much covered on expectations or a plan on how to move towards being accessible. From what was covered, the Village is in the right direction.

Outdoor Concert Series

The summer concert series is 3/4 booked. The starting date is July 5th and concerts will run almost every Wednesday and Sunday until August 27th. Promotion will begin in June online and with the Aurora Newspaper.

Kingston Lions Club Partnership

President Pat Nixon pitched a partnership for an event the Kingston Lions Club is working on. The idea is a paper shredding day, providing equipment for Kingston residents who do not have access to come and shred any documents no longer needed. The Lions inquired to see if the Village could provide sponsorship/financial support in getting the equipment needed for the day. Could this event apply for funding through the Festival & Community Events Grant?



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REPORT TO VILLAGE COMMISSION

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

Motion

THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE EAST MAIN STREET SIDEWALK PROJECT (2023-301) TO HOWARD LITTLE EXCAVATING IN THE AMOUNT OF \$481,673.40 + HST TO BE FUNDED 2/3 BY CANADA COMMUNITY-BUILDING FUND AND THE REMAINDER BY SIDEWALK RESERVES.

THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE HARVEST MOON TRAIL PAVING PROJECT TO DEXTER CONSTRUCTION IN THE AMOUNT OF \$98,325.00 + HST TO BE FUNDED 2/3 BY CANADA COMMUNITY-BUILDING FUND AND THE REMAINDER BY SIDEWALK RESERVES.

Village Election (2 Positions) 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

Speed Sign Location

Resident would like speed sign installed on Maple Street (for northbound traffic) prior to Pine Ridge Avenue. Resident complained of consistently high number of speeders.

Steer BBQ Post Office Box

Staff is wondering whether the Commission would like to continue to keep a separate PO Box for the Steer BBQ.

NS Department of Public Works

Had a productive meeting with Operations Supervisor, Sergey Averin, and Area Manager, Logan Webb, to discuss outstanding issues in Kingston.

443 Pine Ridge Ave

Resident is inquiring about village paying for larger portion of sewer repair

Speed Reduction East Main Street

Resident is inquiring about village reducing the speed limit on highway 1 to our Eastern boundary of Village.

Festivals and Community Events Funding

Two applications submitted – Kingston Farmers Market and Steer BBQ run

Capital Projects:

PW Building – Finishing touches to be completed on building this month.

East Main Street Sidewalk – Tender closed on Thursday, March 30th. We received 3 tender bids. Bids were \$481,673.40, \$492,959.50, and \$564,590.00 (HST not included).

Village Office Exterior – 7 new windows installed on April 11th by South Shore Glass.

Irving Parking Lot Beautification –

2023-24 Projects	Budget	Tender w/ HST portion	YTD Actual	Status
East Main Sidewalk	1,200,000	502,318		
Bridge Street Crosswalk	30,000			
Bus Shelter	30,000			
Railway Trail Paving	150,000	102,540		
KN#3 Lift Station Renewal	200,000			
KN#2 Lift Station Panel Replacement	25,000			
STP – UV Building Renovation	95,000			
Asset Management Plan	20,000			
Balser Drive Sewer Line	20,000			
Pumps and Laterals	20,000			
Irving Parking Lot	30,000			
PW Building Equipment	10,000			
Salt Shed	125,000			
Truck #3 Replacement	75,000			
Disc Golf	20,000			
Total	2,050,000			

Year	Multi-Year Projects	Budget	Tender w/ HST portion	YTD Actual	Status
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
March 31, 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	700	500	200	500	
Rentals	7,300	7,200	100	7,200	
Interest on Investments and Taxes	12,900	8,000	4,900	8,000	interest rate / bank balance
Miscellaneous Income	42,400	400	42,000	400	Berwick-Dan / SteerBBQ / NYE
Recreation Revenue	26,200	17,300	8,900	17,300	DayCamp / Seniors / Lions Skate / Grinch
Arena Revenue	1,500	-	1,500	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	106,300	78,000	28,300	78,000	sidewalk grant (21-22)
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	1,115,300	1,026,800	88,500	1,026,800	
Expenditures					
General Government					
Legislative	18,800	19,700	900	19,700	
Administration	171,700	179,100	7,400	179,100	
Professional Fees	11,600	13,200	1,600	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	11,800	11,800	-	11,800	
Crossing Guards	18,900	18,400	(500)	18,400	
Miscellaneous	4,100	10,000	5,900	10,000	
Taxation Charges	7,700	9,300	1,600	9,300	
Library	17,000	17,400	400	17,400	
Total General Government	280,200	295,400	15,200	295,400	
Public Works & Transportation					
Public Works	110,300	131,200	20,900	131,200	
Village Maintenance	33,200	30,000	(3,200)	30,000	
Sidewalks & Crosswalks	6,600	8,800	2,200	8,800	
Snow Removal	62,600	65,400	2,800	65,400	
Street Lighting	17,900	19,200	1,300	19,200	
Capital from Operating	-	-	-	-	
Total Public Works	230,600	254,600	24,000	254,600	
Tourism and Development					
Visitor Information Centre	3,300	4,900	1,600	4,900	Insurance
Other Development	16,300	13,200	(3,100)	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	8,200	10,000	1,800	10,000	
Total Tourism and Development	40,300	34,300	(6,000)	34,300	
Parks					
Parks Repairs and Maintenance	48,400	51,800	3,400	51,800	
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	53,000	56,400	3,400	56,400	
Recreation					
Recreation Administration	123,200	140,200	17,000	140,200	Wages/Benefits (Glen / Liz)
Outdoor Rink(s)	2,500	2,000	(500)	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	400	1,200	800	1,200	
Summer Day Camp	3,000	7,800	4,800	7,800	limited bus trips / excursions
Youth Programs	500	3,000	2,500	3,000	
Adult Programs	11,500	4,000	(7,500)	4,000	Skate session / Made to Move
Seniors Programs	4,800	4,200	(600)	4,200	increased programming / offset by revs
Total Recreation	145,900	162,400	16,500	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	973,700	1,026,800	53,100	1,026,800	
Surplus / (Deficit)	141,600	-	-	-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	485,200	508,700	(23,500)	508,700	
Sewer - User Fees	14,300	24,100	(9,800)	24,100	Armstrongs sewer billings
Sewer - Connection Charges	4,600	2,300	2,300	2,300	
Total Revenues	504,100	535,100	(31,000)	535,100	
Expenditures					
Environmental Health					
Administration	173,900	182,300	8,400	182,300	
Treatment	39,400	28,000	(11,400)	28,000	Pump repairs / capitalized at audit
Treatment - Electricity	69,000	71,000	2,000	71,000	
Treatment - Disposal	72,000	73,500	1,500	73,500	
Collection System Costs	30,400	32,800	2,400	32,800	
Total Environmental Health	384,700	387,600	2,900	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	532,200	535,100	2,900	535,100	
Surplus / (Deficit)	(28,100)	-	-	-	