



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

ph 902 765-2800
fx 902 765-0807

January 11, 2024

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 on Thursday, January 11, 2024.



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REGULAR COMMISSION MEETING January 11, 2024

AGENDA

1. Review of Minutes of Meeting held December 14, 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
7. Proposed 2024-25 Budget Schedule
8. Correspondence
9. In-Camera Discussion (if required)
10. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 14, 2023

COMMISSION:

Wayne Fowler
Mike Bishop
Muriel West
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

GUESTS:

Martha Armstrong – Councillor District 4, Municipality of the County of Kings
Sean Roberts – Resident

OPENING

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

Resident Concerns

Mr. Roberts was concerned about who was paying for the paved aprons that were put in during the paving of the new east Main St sidewalk. It was explained by the Commission that the aprons were done during paving to prevent having to cut up the new sidewalk later when development occurs. As well, 7 of those aprons are so that public works staff has access to the sewer manholes in sidewalk.

Mr. Roberts also raised the concern that residents are struggling financially through these difficult times. He asked the Commissioners to do whatever they could to help residents, including lowering taxes, getting Property Valuation Services Corp (PVSC) to lower assessments, asking the Federal Government to eliminate the carbon tax and lower gas costs. Commission agreed to discuss these concerns at a future meeting.

County of Kings Update

1. Councillor Armstrong reported that County Council agreed to write a letter of request for a cease fire in Gaza.
2. The County has two committee citizen member openings, one on the Planning Advisory Committee and one on the Audit and Finance Committee. The applications are online. Village will share the information on our Facebook page.
3. A new long-term care home has been promised to be built somewhere between Berwick and Wolfville. Councillor advised the Commission to put a request in to MLA Chris Palmer to have the location be between Berwick and Middleton.
4. Mayor Muttart has been off due to health reasons.

5. The County did a joint feasibility study with the towns of Wolfville and Berwick for a possible aquatic centre with a possible pickleball/tennis court only, no rinks. The towns did not find it affordable.
6. To get hours extended at the Kingston library, Councillor Armstrong advised Commission to ask the library board.

Chair Fowler advised Councillor Armstrong that the Village Commission is working with Loblaws to try to have a new business, such as a restaurant, move into the Kingston NSLC store building once they move to their new location in Greenwood.

REVIEW OF MINUTES

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

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER AVERY, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 9, 2023, AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Commission agreed the Santa Comes to Kingston event went well. Commissioner West enjoyed meeting the Village's business owners while hand delivering Christmas cards.

Chair Fowler offered apologies for missing both the Santa Comes to Kingston event and the last meeting due to illness but will attend the Lions breakfast.

CONSENT TO AGENDA ITEMS

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

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

Sewer Backup

A homeowner on Kalley Lane filed an insurance claim for a sewer backup. Clerk has notified the village's insurance company.

Sewer Treatment Plant UV Room Flood Prevention

The one bid received for the UV Room Flood Mitigation Project tender came in at triple the budget, so the Commission agreed to defer this project to a future date.

PUBLIC WORKS – See Full Report

Power Poles on New Sidewalk

Clerk will contact Bell Aliant once again to get the easement process completed in order to get the poles removed from the middle of the new sidewalk in East Kingston.

Christmas Decorations

On behalf of the decorating committee, Commissioner Avery thanked public works staff for installing their three garlands on the Village office building and for hanging ornaments on the top area of the evergreen tree. Commission would like to plan for some future permanent decorations, such as more streetlamps, at the west end of the village. This can be discussed during capital budget time.

RECREATION – See Full Report

Santa Comes to Kingston

Commission suggested that staff get a 'Line Closed' sign for the balloon animal line up for future events.

Santa's Drive Through Kingston

The vehicles involved will be a side-by-side with Santa, the Village truck, a fire truck, and a food bank vehicle. This is an opportunity for the community to see Santa and contribute to the Upper Room Food Bank. It will take place on Friday Dec 15th beginning at 6pm in Oakhurst Subdivision.

AED for Village Office

Clerk will get quotes for an AED for the village and library.

COMMUNITY DEVELOPMENT – See Full Report

Business Holiday Wreath Decorating Competition

Many businesses were not aware of the business wreath decorating contest or that there were to be two prizes advertised for the winner. The names of businesses that participated would go into a draw and prizes were to be a Kingsley trophy and the winning business advertised on the LED sign. All business wreaths should also be included on our Facebook page and tagged afterward.

Business Meetings

Commission would like to have designated speakers/presenters at these meetings.

COMMITTEE REPORTS:

Steer BBQ

N/A

Joint Accessibility Advisory Committee (JAAC)

Commissioner Bishop reported they approved their budget at the meeting last night. The Village's contribution is \$4,064. Their meeting schedule will now be quarterly and, in between, there will be working groups networking with civilians.

Kingston Area Advisory Committee (KAAC)

Peckford Holdings has a zoning change application into the County for a property at the end of Mosher Street. There will be an upcoming KAAC meeting.

Audit Committee

N/A

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

Commissioner West provided the following update:

- The percentage of people without a doctor from Aylesford to Bridgetown has dropped from 30% to 19%.
- Another new doctor will soon be practicing in the area mainly as an emergency room doctor.
- Valley Regional has noticed the work of this committee and are looking into implementing the same type of committee to help recruit and retain doctors.
- Committee adopted the slogan 'Make Mid Valley Home'.
- The Soldiers Memorial Hospital Foundation is encouraging communities to promote anti-racism and inclusion of all ethnicities. Committee member Anne Crowell would like to make a presentation at a future Village meeting and ask to have banners hung around the Village.
- The committee members have planned various activities for the new doctors and families such as taking them to a hockey game and organizing a wreath making event.
- Committee also brought gifts to the Medical Centre in Kingston and helped new doctors settle into their new homes.
- Commissioner West made a wreath and centrepiece for Dr. Ayeni's home.
- These efforts will hopefully help to make the new doctors feel welcome and want to stay in the area.

Clerk was not able to attend the last Soldiers Memorial Hospital Foundation meeting.

Association of Nova Scotia Villages (ANSV)

N/A

CLERK REPORT – See Full Report

TD Insurance FOIPOP Request

TD Insurance will be sending a FOIPOP request to the office.

Leaf/Brush Bins

The cost to have leaf/brush bins last year was \$7,500 and this year it was \$16,432, due to the addition of and increase in tipping fees. The Village does not have any accessible land to dump them on.

Request for Power Bill Help

The Village received correspondence from a lady asking for assistance with her power bill. The Village advised they do not have the authority to give financial assistance but provided contacts for organizations that can. The response was copied to MLA Chris Palmer.

Association of Nova Scotia Villages

The Village of Bible Hill is asking if other NS villages are open to funding an admin staff person that could aid the board by doing research, writing letters etc., to continue in a stronger, more effective way. Salary could be based on a percentage of each village's tax revenues. Municipal Affairs may even contribute financially. Commissioners agreed they are open to funding a position.

Village Mural

The Village has received permission from the owner to have a mural painted on the west side of 565 Main Street. The owner would like to have some input on design. Staff will look into the cost of a mural for that sized wall for next year's budget.

Village Insurance – NSFM Invoice

This municipal insurance program through NSFM allows the Village to get a great rate. They are now making it mandatory for the Villages to pay an annual 2.5% fee to get a better insurance rate. Villages would like to have more support from NSFM going forward. Clerk will bring more information in January.

Christmas Lights

Staff would like the Commission to consider purchasing permanent LED lights for the village office, the library, the bandstand, and the old VIC building. These lights can be programmed to change colour which could be used for various holidays throughout the year. Clerk will get quotes and Commission can discuss during next budget.

Capital Projects

Electrical Ventilation at Treatment Plant

50% drawings have been approved.

Sewer Treatment Plant UV Room Flooding

Deferred to a future date.

New Salt Shed

The Britespan building is complete. The garage door will be installed once the steel has been galvanized and the electrical work started today.

Public Works Building

Deficiency with electrical has been resolved, just waiting for implementation. Elevation and grading issues were fixed this week in the front of the building.

Irving Parking Lot

Bike racks are ready and will be picked up tomorrow.

East Main Sidewalk

There was an overage due to more than estimated unsuitable soil underneath. Still waiting for poles in the new sidewalk to be moved by NS Power/Bell Aliant.

KN#3 Lift Station

Shop drawings have been approved.

2023-24 Projects	Budget	Tender w / HST portion	YTD Actual	Status
East Main Sidewalk	1,200,000	502,318	507,240	C
Bridge Street Crosswalk	30,000			
Bus Shelter (and bike racks)	30,000	13,663		C

Railway Trail Paving+Irving lot paving	150,000	149,564	149,564	Z
KN#3 Lift Station Renewal	200,000	266,400	125	C
KN#2 Lift Station Panel Replacement	25,000	Deferred	Deferred	Z
STP – UV Building Renovation	95,000	31,167	20,939	T
STP – Electrical, Ventilation, Mechanical	303,500	54,000		Pre-T
Asset Management Plan	20,000	n/a		
Balser Drive Sewer Line	20,000	28,147	30,304	Z
Pumps and Laterals	20,000	n/a		
Irving Lot (less paving \$46,389)	30,000	27,583	19,826	C
PW Building Equipment	10,000	n/a	10,360	Z
Salt Shed	125,000	166,507	29,258	C
Truck #3 Replacement	75,000	68,921	68,921	Z
Disc Golf	20,000	18,500	19,280	Z
Total	2,050,000			

Year	Multi-Year Projects	Budget	Tender w/ HST portion	YTD Actual	Status
Prev	PW Building	475,000	388,700+86,300	381,976	Z
2023	PW Building Remaining	93,024	n/a	32,895	C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

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

Finance Report

Costs have gone up considerably this year so the budget will be tight.

CORRESPONDENCE:

1. The Village received a request to have our speed sign placed along Main St near the Sparky St intersection. This request will have to wait until spring or when there is warmer weather.
2. The black wood panel next to the Yellow Leaf Restaurant looks unsightly and needs repainting or replaced.
3. The path, as well as the chain-link fence, behind Kingston School that leads to Peckford Holdings is unsightly. This area belongs to the school.

ADJOURNMENT

As there was no further business to discuss, the meeting adjourned at 10:25pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **Jan 11, 2024**
Re: **Environmental Services Report**

Sewer Collection System

Sewer Call

Dec 8 received call from J&R Pizzeria on Main St complaining about toilets not flushing. Staff retrieved sewer rods and augured from manhole in parking lot toward pizzeria. Blockage was cleared and staff had owners flush the line with running water. There was a lot of grease/fat buildup showing up while flushing sewer line.

KN-4 Sensor Replacement

January 5 received and installed new submersible pump sensor switch for KN-4 lift station located at the south end of Greenwood Rd. As reported last month, sensor needed to be replaced and station was operating on backup float switches. Staff also ordered a second sensor to have for backup when any other stations' sensors may fail.

KN 3 Lift Station Retrofit Update

MVC to date has still not received pumps for KN-3 lift station upgrade project. They have received shop drawings and change order to use prefabricated round concrete top for new hatches and vent pipe assembly. They expect to install top next week to get that portion of project over with.

Subdivision Sewer Approval/County of Kings

Staff received documents from County of Kings for subdivision for 2 different locations in Kingston. To be clear, properties involved are individual private lots that have been surveyed for single family dwellings at Marshall Rd and Kingston Heights Dr. Both lots were sewer serviced by staff as reported in November and County was notified.

Treatment Plant

Ventilation/Structural Upgrade

To date, staff has not received tender document for Ventilation / Structural Upgrade from Dillon Consulting.

UV Room Flooding Mitigation

Treatment plant manager and Village Clerk discussed over-budget bid amount for UV Room Mitigation project and are in the process of scheduling a site meeting with Dillon on project and explain in more detail the design for installation of Manhole/Mini Lift station proposal.

Ongoing Maintenance

Ongoing weekly maintenance at the plant includes cleaning of UV channel, washing down clarifier, cleaning out sludge pumps when needed and sending monthly samples to BV Labs.

Training with Steve at the treatment plant is ongoing with educating process and control along with teaching how to perform certain lab tests such as TSS (total Suspended Solids), BOD (Biochemical Oxygen Demand), E. Coli and PH testing.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **Jan 11, 2024**
Re: **Public Works Report**

Salt Shed

Contractors are still waiting on galvanized dipped square tubing from company in HRM. The square metal tubing is needed to support the garage door when opening and closing. Apparently, there is a 3- week waiting period for products to be dipped and likely longer than that with the Christmas break.

Staff also dug the trench for the underground electrical from new shop to salt shed. After electrical inspection, staff backfilled trench.

New Shop Bay Door Repair

New truck bay door had to be repaired after broom handle that was left leaning up against door slid into track and caused door to jam causing cable to unspool. The main shaft was bent and had to be replaced along with bearings.

Christmas Decorations

All Christmas decorations were removed including lights, wreaths, bows, and decorating committee ornaments. Special thanks to admin assistant for removing decorations from homemade garland used outside office on her own time.

Garland was removed from decorative light standards and staff left the 'cool white' lights, spiralled down the pole for seasonal look, at the suggestion of office staff.

Christmas decorations were stored in utility room next to library.

Outdoor Rinks / Duck Pond

Outdoor rinks have not been used to date for the obvious reasons related to the mild winter so far. The last 2 weeks with minus temperatures have allowed the water in the plastic bladders to freeze and, with the latest winter blast of snow and rain, the rinks naturally fill up to the top of wood frame. With colder temperatures coming, staff hopes to open by the end of next week.

Ice warning flag system sign was also installed at Stronach Park, and ice was checked for depth at the first of the week. With only 3 inches of ice staff left red flag in place. Staff will continue to monitor.

Sidewalk Snow Removal

Sidewalk snow removal has been very limited, but staff have been out to salt periodically with up and down temperatures. Staff are still using salt from last year and hope that new salt storage shed doors will be installed before we need to order more salt to avoid putting more back in the red barn.

Wooded Area Behind Bandstand

Staff cleaned up wind falls in wooded area behind bandstand and used dump trailer to haul brush and wood away.

Shipping Containers/Storage

Staff talked with Village Clerk about the purchase of steel ship containers for storing material that is usually stored in the red barn. Clerk indicated that purchase of container would have to wait until next fiscal year if approved by Commission. Staff would like to store rink framework, crowd barriers, recreational items, and miscellaneous items in container. Location to be discussed.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**
Date: **January 11, 2024**
Re: **Recreation Report**

Recreation

- “Try-it Cross-Country Ski” with Ike “the ski guy” will be from 1pm to 3pm on Saturday, January 27th at the Rec hut. This event will occur with or without snow. This will be an informal session on equipment selection, how to maintain your equipment, waxable vs less wax, clothing, and where to ski. If we have snow, we will practice skiing on the field next to the Rec Hut.
- We have also partnered with Hike NS to do a snowshoe hike on Saturday, February 17th at the Greenwood Golf Course. We will have a separate trail made specifically for snowshoes. Hike NS will help promote it and provide a trail prize. We can borrow extra snowshoes, if needed, from Kings County.
- The Winter Equipment Loan Program has not yet been used, as we are still waiting for the snow.
- The outdoor rink at the tennis courts has yet to be opened due to the weather as well. We might want to consider the work/effort and cost of running the outdoor rink vs. how much it gets used. Very dependent on the weather.
- The Recreation Coordinator is starting to work on a survey for residents to complete. The survey will gather input from the community on what they would like to see, and timing preferences for events and activities.

Fitness Classes

- “Made to Move” class with Karly starts on Wednesday, January 17. “Made to Move Older Adult” class starts on January 19th, both sessions run for 8 weeks.
- Sandye’s Aerobic/Bootcamp class has a total of 19 registered for this session starting Thursday, January 11th.

Skating

- Holiday public skating went well overall but unfortunately, we had to cancel 2 skates scheduled for the same day. Otherwise, there was a great turnout for the skates. It was beneficial having Tom running some of them, or both of us, for safety on the ice and for the loaning of skates. The Lions sponsored 3 of the skates and provided hot beverages during them. One will be re-scheduled as we had to cancel.
- The new learn to skate sessions went well with families and we have received good feedback. These sessions also allow a bit more room for the normal free skates, with less skate helpers on the ice.
- The Sensory Skate, in partnership with Autism Chapter, went well with about 20 skaters in attendance, and we are planning for one more on January 31st.
- Adult Skating continues every Monday, and this past Monday we had 19 in attendance.

Events/Other

- Santa's Drive Through Kingston on December 15th took a bit longer than expected, and we are looking at making some changes to the map for next year to cut down on the time. The RCMP cruiser at the start was very beneficial for stopping traffic.
- Thinking ahead about the Seniors Summer Social, do we want to implement a ticket system this year? They would pick up their ticket ahead of time from the Village office. This would give us a number for the event in advance. The ticket could also be used for the door prize draw, and we could also better control/see who is attending. Do we want to limit it only to Village residents? Or open it up to friends of Village residents as well. Or we can keep it the same as last year as well.
- Do we want to start replacing and creating standardized signage for our parks and for wayfinding etc. in Kingston?
- Are we able to order Village of Kingston clothing for staff? Public works, Recreation and Community Development staff would have something to wear at public events to be more noticeable and official.



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REPORT TO VILLAGE COMMISSION

From: **Emily Harris**
Date: **January 11, 2024**
Re: **Community Development Report**

New Year's Eve

Comm Dev staff covered the free skate at the arena. There was a good turnout of people on the ice the entire time. All skate supports were loaned out and most skates available were borrowed. No complaints about the time of the skate (4:30-6pm) conflicting with supper for families. Most seemed to leave the skate and head directly to the Superstore for the fireworks. Fireworks ran smoothly without issue. The path for the truck to get onto the golf course was muddy from the rain the previous two days. Parking lots at Superstore, Home Hardware, Visitor Information Centre, Andy's Tire, and Avery's Farm Market were all full. Some residents gave feedback on noise, asking if silent fireworks could be used instead. Overall, most residents enjoyed the show. The Kingston District Fire Department was in attendance, and they also handed out free hot chocolate.

January 16th Business Meeting

Valley REN Economic Development Officers Richelle Brown Redden and Kyle Walsh, with their CEO Jennifer Tufts, will be in attendance to discuss the different options and models available to starting an association. The meeting will be at the Kingston Fire Hall at 7pm. Valley REN has contacts for different consulting groups and can help connect us with someone to help set up an official association. A budget will need to be a topic of discussion at the meeting. I have received a few emails from the businesses appreciating the holiday cards Commissioner West and I put together, each confirming they will attend the next meeting.

Business Directory

An updated business directory was one of the suggestions at the last meeting. I am working on an updated draft to be ready for review which I would like added back to the website.

Steer BBQ 2024

Grants for the 2024 season are opening. An application for the Kings County Festival & Special Events grant has been started. A summary of how funds were spent for the 2023 Steer BBQ has been sent to the County.

Nova Foam Parties have reached out as their bookings for 2024 have opened. They were a popular attraction for the Steer BBQ in 2023. They are available for July 12th (a Friday). The cost has increased from \$1800.00 in 2023 to \$2000.00 this year. This attraction is for all ages and is accessible. This was a hit last year and enjoyed by many families.

PRMS Mini Courses

Pine Ridge Middle School reached out to see if we will partner with them for their mini courses. Activities will be held February 8th and 9th. Recreation and Community Development staff will work with a teacher to lead an outdoor group.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 11, 2024**
Re: **Clerk Report**

AVRL – Library – funding support (Correspondence)

Received correspondence (see attached).

County of Kings

See correspondence – any concerns that we may have with the development?

ANSV – Staff

ANSV meeting held Thursday, January 11, 2024. Possible discussions.

Resident Request

Discussion on request(s) from resident at last months meeting.

Christmas/Staff Bonuses

Full-time staff received \$125.00, Part-time staff \$50.00

Insurance Claims

There are several active claims at this date:
965 Kingston Heights Drive – sewer backup May 2022 – FOIPOP request
4 Kalley Lane – sewer backup – December 2023
Kingston Library – vehicle collision – January 2024

JAAC – Joint Accessibility Advisory Committee

JAAC requests for the Commission to approve the JAAC 2024-25 budget. The budget amount (\$4,064.00) will remain unchanged from the previous year.

Motion: ***That the Commission accept the proposed budget for 2024-2025 as presented at the Joint Accessibility meeting on December 13, 2023 and include the amount in the Village operating budget for 2024-25.***

Fireworks

Had received a couple complaints about the use of fireworks. Noise to animals and persons sensitive to loud noises. Also, could the money be better spent?

Village of Greenwood

Received \$2,500 towards our Santa Comes to Kingston event.

Capital Projects:

STP – Electrical, Ventilation, Mechanical – tender to be ready to publish next week.

STP–UV Room Flooding – One bid received \$307k; project canceled due to overbudget.

Salt Shed – Garage door installation (galvanizing of steel for door) – waiting on ETA.

PW Building – Electrical inspection deficiency solution has been supplied. Waiting on implementation. Elevation/grading issues completed this week.

Bus Shelter – Bike racks are ready to be installed; bus shelter shipped.

Bridge St Crosswalk – Parts are in stock (NS-DPW), waiting on NS-DPW to schedule.

KN#3 Lift Station renewal – Construction has started, no update from MVC.

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Bridge Street Crosswalk	30,000			
Bus Shelter (and bike racks)	30,000	13,663		C
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STP – UV Building Renovation	95,000	31,167	20,939	Y
STP – Electrical, Ventilation, Mechanical	303,500	54,000	30,304	Pre-T
Asset Management Plan	20,000	n/a		
Balser Drive Sewer Line	20,000	28,147	30,304	Z
Pumps and Laterals	20,000	n/a	5,786	Z
Irving Lot (less paving \$46,389)	30,000	27,583	35,609	C
PW Building Equipment	10,000	n/a	10,360	Z
Salt Shed	125,000	166,507	142,736	C
Truck #3 Replacement	75,000	68,921	68,921	Z
Office boardroom windows	15,000		13,822	Z
Disc Golf	20,000	18,500	19,702	Z
Total	2,050,000			

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2023	PW Building Remaining	93,024	n/a	73,489	C
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C

T - Tendering Process

C - Work started / Construction

Y - project deferred or cancelled

Z – Finished



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**

Date: **January 11, 2024**

Re: **2024-25 Village Budget Schedule (Proposed)**

Proposed Budget Schedule

- | | |
|--------------------|---|
| February 1 | Regular Commission Meeting (Rescheduled from Feb 8)
General discussion on capital budget, including CCBF (gas tax). |
| February 22 | To Prioritize Capital Projects (2 hr. +)
Based on the priorities of the Commission, staff will inquire about government grants and other funding opportunities. This meeting is to set the priorities of individual projects; the capital budget will still be approved in April as normal. No discussion on the operating budget at this time. |
| March 14 | Operating/Capital Budget (1.5 hr. +)
Similar to previous years, this meeting will provide an update on budget pressures, explain expected revenue changes (tax roll) and other staff identified items. Commission input will focus on setting budget parameters – salary adjustments, discussion on existing or new programs, service levels, budget principals, and other items. |
| April 11 | Operating/Capital Budget (1 hr. +)
Capital budget to be discussed - approved or deferred.
Proposed operating budget to be released (no discussion). |
| April 25 | Special Budget Meeting (if required)
Any further discussions or budget deliberations prior to approval |
| May 9 | Regular Commission Meeting
Approve 2024-25 Capital and Operating Budgets. |

Village of Kingston
Commission Finance Report
December 31, 2023

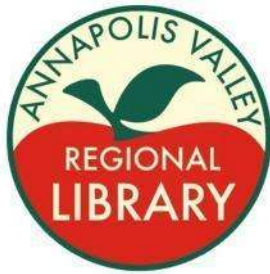
General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	927,700	925,600	2,100	925,600	
Dog Registrations	400	-	400	500	
Rentals	5,400	5,400	-	7,200	
Interest on Investments and Taxes	10,100	6,700	3,400	8,000	Operating Interest Only
Miscellaneous Income	16,600	7,600	9,000	7,700	Kingston Historical Society
Recreation Revenue	31,600	22,900	8,700	26,800	"Made to Move" rev offset w/exp
Arena Revenue	1,100	1,400	(300)	1,400	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	35,000	62,400	(27,400)	69,200	timing
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	1,127,900	1,132,000	(4,100)	1,146,400	
Expenditures					
General Government					
Legislative	15,100	17,400	2,300	22,800	
Administration	144,200	148,400	4,200	190,400	
Professional Fees	8,400	10,300	1,900	11,300	
Insurance (General)	21,100	19,500	(1,600)	19,500	higher than expected Insurance
Civic Building Expenses	8,900	9,100	200	13,700	
Crossing Guards	16,500	14,600	(1,900)	20,900	timing
Miscellaneous	7,000	10,700	3,700	11,600	
Taxation Charges	7,300	9,300	2,000	9,300	
Library	15,000	17,400	2,400	18,400	
Total General Government	243,500	256,700	13,200	317,900	
Public Works & Transportation					
Public Works	119,700	129,000	9,300	157,300	
Village Maintenance	35,500	29,000	(6,500)	33,000	brush bins and RecHut door
Sidewalks & Crosswalks	7,100	11,400	4,300	11,400	
Snow Removal	32,500	24,700	(7,800)	66,800	timing, maintenance
Street Lighting	13,500	14,400	900	19,200	
Capital from Operating	-	-	-	-	
Total Public Works	208,300	208,500	200	287,700	
Community Development					
Visitor Information Centre	3,400	2,600	(800)	5,100	
Other Development	14,300	16,400	2,100	16,400	
Apple Blossom Festival	1,200	2,300	1,100	2,300	
New Years Eve Event	10,000	10,000	-	10,000	
Steer BBQ	15,000	12,000	(3,000)	12,000	higher revenues as well
Total Community Development	43,900	43,300	(600)	45,800	
Parks					
Parks Repairs and Maintenance	51,000	45,800	(5,200)	52,800	
Arena Rental Charges	5,600	5,600	-	5,600	
Total Parks	56,600	51,400	(5,200)	58,400	
Recreation					
Recreation Administration	126,500	126,400	(100)	158,600	
Outdoor Rink(s)	3,700	2,500	(1,200)	2,500	extra plywood/insulation
Arena Expenses	-	-	-	-	
March Break Day Camp	(100)	-	100	1,200	
Summer Day Camp	4,800	7,800	3,000	7,800	
Youth Programs	300	2,100	1,800	3,000	
Adult Programs	6,600	5,100	(1,500)	8,700	Made to Move Offset
Seniors Programs	4,900	3,600	(1,300)	4,800	
Total Recreation	146,700	147,500	800	186,600	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	143,000	143,000	-	143,000	
Sidewalk Construction Reserve	100,000	100,000	-	100,000	
Building Reserve	6,000	6,000	-	6,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	250,000	250,000	-	250,000	
Total Expenditures	949,000	957,400	8,400	1,146,400	
Surplus/(Deficit)	178,900	174,600		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	
Revenues					
Sewer - Taxation	542,800	534,900	7,900	534,900	
Sewer - User Fees	14,400	14,900	(500)	19,100	
Sewer - Connection Charges	3,400	3,800	(400)	3,800	
Total Revenues	560,600	553,600	7,000	557,800	
Expenditures					
Environmental Health					
Administration	146,700	150,400	3,700	195,200	
Treatment	28,800	27,200	(1,600)	34,800	
Treatment - Electricity	53,600	53,300	(300)	71,000	
Treatment - Disposal	50,000	52,500	2,500	75,000	
Collection System Costs	29,900	23,900	(6,000)	31,800	SCADA/LS repairs
Total Environmental Health	309,000	307,300	(1,700)	407,800	
Fiscal Expenses					
Sewer Reserve	150,000	150,000	-	150,000	
LTD - Principal	-	-	-	-	
LTD - Interest	-	-	-	-	
Total Fiscal Expenses	150,000	150,000	-	150,000	
Total Expenditures	459,000	457,300	(1,700)	557,800	
Surplus/(Deficit)	101,600	96,300		-	



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

The Honourable Allan MacMaster
Minister of Communities, Culture, Tourism and Heritage
1741 Brunswick St., 3rd Floor
P.O. Box 456, STN Central
Halifax, NS B3J 2R5
Sent via email: MIN_CCTH@novascotia.ca

December 5, 2023

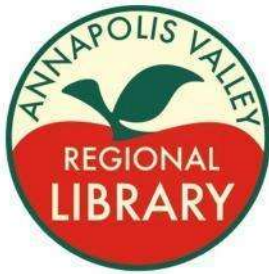
Dear Minister MacMaster,

We are writing to highlight the urgency of starting the funding review process as soon as possible and request the Ministry's support in ensuring continuation of the service that means so much to Nova Scotians.

AVRL is the busiest rural regional library system in Nova Scotia, serving 20% of the non-HRM population with 11 branches. And AVRL consistently demonstrates leadership in delivering sophisticated and modern library services. People are confident in coming back to public libraries and the feelings of community they find there, and it is our mission to continue to find ways to inspire and improve their quality of life with reliable service and informed resources. In 2022-23, circulation of materials and program attendance rebounded above 2019 levels, and we signed up a record-setting 5,252 new cardholders. 2023-24 is already even busier, with usage across all major indicators at 10+% increase over 2022-23.

Despite these successes, the limitations of previous funding formulas have created in very real negative outcomes resulting in staff reductions, including historically the lowest salaries for library workers in the Province. As of 2023, we are no longer able to recruit and retain staff to perform the core functions of the library. As a result, AVRL has already been forced to reduce programming and open hours to the public. Furthermore, the staff have recently unionized as NSUPE Local 23 and ratified their first collective agreement, during which they negotiated for modest wage increases of \$1 per hour, which brings the starting wage at AVRL to \$15.81.

For the 2020-2025 funding cycle, the Provincial contribution is \$1,919,600. Since 2011, AVRL's total funding from all sources has only increased by \$254,000 or 10.37%. As of the date of this letter, the Bank of Canada estimates that inflation from 2011-2023 has been in excess of 31%. Current funding has been declining in purchasing power for decades, and AVRL is now in a precarious financial situation, with operating costs outstripping the current financial envelope.



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To fund operational increases, AVRL has been gapping open positions and reallocating funds, but in order to maintain current levels of service through 2023 and 2024, it will need to draw on its reserve funds. AVRL estimates that approximately 60% of the reserve will be depleted as of March 31, 2025 and we will not be able to sustain current levels of service in 2025-26. Operational expenses are so lean that mitigating the shortfall would be the equivalent of closing 5 of the 11 library branches.

In order to communicate any changes to the municipalities with enough time to implement any changes for April 1, 2025, an agreement would need to be reached and communicated to the municipalities by March 31st, 2024. This represents a very short timeline and increases the urgency of beginning the process.

The funding Municipalities in the Annapolis Region continue to believe in the value of public libraries and to make investments in their facilities, with the Town of Wolfville committing in 2023 to construct a new building in the downtown core, with a projected construction date of 2027. Indeed, all of the funding Municipalities have demonstrated how much they value their library service, replacing or renovating all 11 branches within the last 25 years.

Further, Nova Scotia's public libraries continue to work cooperatively, delivering a higher level of service while being increasingly efficient with our funding; in April 2022 the Same Page initiative was launched between the 8 rural regions, increasing the size of the shared collection to over 1 million items. For reference, AVRL only owns about 130,000 physical items. This has increased the depth and breadth of the collection enormously, and AVRL patrons immediately became the heaviest users in the Province.

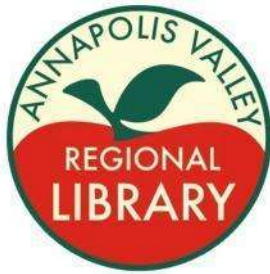
Libraries also continue to be places that can help to fulfill Provincial initiatives to improve quality of life in our communities. With 80 library locations across Nova Scotia, and locations open 7 days a week and staff who are trained in information literacy, libraries are an essential component in creating equitable, healthy communities. In 2023, this includes: continuing to distribute Rapid Antigen Test kits and menstrual supplies to mitigate the impacts of Period Poverty; promoting new initiatives related to health, education, tourism and culture; and allocating resources to increase education in treaty history and Mi'kmaw culture.

Public libraries are essential community hubs that bring people together and achieve enormous social and economic benefit. We respectfully ask for your help in bringing forward the value of public libraries in Nova Scotia and the case for enhanced financial investment to ensure that our communities thrive.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Janet Ness".

Janet Ness, Board Chair



Annapolis Valley Regional Library

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CC: Mr. Keith Irving, MLA for Kings South

Mr. Carmen Kerr, MLA for Annapolis

Mr. John Lohr, MLA for Kings North

Mr. Chris Palmer, MLA for Kings West

Ms. Melissa Sheehy-Richard, MLA for Hants West

Stephanie Smith, Executive Director, Archives, Libraries and Museums, Dept of
Communities, Culture, Tourism and Heritage

Lynn Somers, Director, Nova Scotia Provincial Library, Dept of Communities,
Culture, Tourism and Heritage



November 15, 2023

File: 23-15

Re: Planning Application at 500/502 and 496/498 Mosher Street (PID: 55109680, 55109698), Kingston

Dear Property Owner,

Riley Peckford on behalf of Peckford Holdings Inc., has applied for a land use by-law map amendment to rezone the properties located at 500/502 and 496/498 Mosher Street (PID: 55109680, 55109698), Kingston from the Residential One Unit (R1) Zone to Residential Mixed Density (R3) Zone. The two properties currently have duplexes on each and the rezoning would enable the applicant to develop additional dwellings on the subject properties.

You have been specifically notified of this application because assessment records show that you are the owner of a property located within 500 feet of the proposed rezoning. As the owner of the property, please provide notification of the proposal to any tenants of your property. You will be further notified should this application proceed to a Public Hearing of Municipal Council.



If you have any comments or concerns with regard to this application, or if you would like more information, please do not hesitate to contact me at 902-690-6276 or by email at ajacob@countyofkings.ca.

Sincerely,

alice jacob

Alice Jacob
Planner, Municipality of County of Kings