



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

ph 902 765-2800
fx 902 765-0807

April 9, 2025

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

Dear Commissioner Members:

Attached for your review is the agenda for the regular Village meeting scheduled to take place on Wednesday, April 9, 2025.



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REGULAR COMMISSION MEETING April 9, 2025

AGENDA

1. Review of Minutes of Meeting held March 19, 2025
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. County of Kings – Alice Jacobs
 - i. 25-03 H.E. Armstrong – Kings St; expansion of non-conforming use
 - ii. 25-04 Embrook Investments – Marshall Road property to R4, from R3
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. Festivals and Community Events Funding
8. Clerk's Report
9. Correspondence
10. In-Camera Discussion (if required)
11. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MARCH 19, 2025

COMMISSION:

Wayne Fowler - Chair
Mike Bishop – Vice Chair
Maggie Travis
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Paula Ferguson – Admin Assistant
Riley Peckford – Deputy Mayor

OPENING

Chair Fowler invited Deputy Mayor Peckford to open the meeting, he advocated for a plan to use the housing accelerator funding. This could be used to bring water to the Village, or to help build roads. There was also discussion about expanding sewer lines/lift stations and fixing/rebuilding the bridges between Kingston and Greenwood. Mr. Peckford said that there are community grants available, which may help us build a pickleball court.

REVIEW OF MINUTES

No questions, concerns, errors or omissions

ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER TRAVIS, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF FEBRUARY 12, 2024. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Commissioner of Oaths application was returned and asked for a letter stating that one is needed in our area. Clerk will request the letter and Village will resubmit

CONSENT TO AGENDA ITEMS

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

PUBLIC WORKS – See Full Report

Commission agreed that a letter should be sent to the homeowners on Markland, one this year and again in November. It was suggested that a post to remind people to clean up after themselves and not litter could be added to our FB page.

RECREATION – See Full Report

ON MOTION OF COMMISSIONER AVERY AND COMMISSIONER BISHOP, THAT THE COMMISSION APPROVE SPENDING \$172.50 FOR THE COMMUNITY SHREDDING EVENT. MOTION CARRIED.

COMMUNITY DEVELOPMENT REPORT:

COMMITTEE REPORTS:

2024 Steer BBQ

Looking for a location for a possible movie to add. Confirmed "Community Cruiser" will be at the event.

Joint Accessibility Advisory Committee (JAAC)

A staff member can replace the Commissioner at the meetings but is not able to vote. Commissioner Bishop will keep his position, and Amy Spurrell will be asked to take his place at the meetings.

Kingston Area Advisory Committee (KAAC)

N/A

Audit Committee

N/A

Soldiers Memorial Hospital (SMH) Foundation – Dr. Recruitment Committee

N/A

Association of Nova Scotia Villages (ANSV)

Still looking into hiring a part-time or full-time staff member, New Minas voted against the hiring, but this is still "in process"

CLERK REPORT – See Full Report

FINANCE REPORT – See Full Report.

DISCUSSIONS:

Budget Discussions began at 9:10 and ended at adjournment

ADJOURNMENT

Paula Ferguson was dismissed from the meeting at 9:10pm as she was not needed for budget discussion, Commissioner Avery moved to adjourn the meeting at 11:00pm.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**

Date: **April 9/2025**

Re: **Environmental Services Report**

Treatment Plant

Capital Projects Update

April 1 HE Armstrong Mechanical started subcontract work installing the heat pumps for the Lab and Blower/Pump Building. Armstrong's has most of the vents and louvers needed to carry out the ventilation aspect of the job but are still waiting on specific parts for the Bar Screen room as is the same with MVC waiting on the double door and frame.

As reported last month, exploration digging was carried out by MVC to locate underground infrastructure where the Pump Chamber is going to be installed for the UV Room Flood Mitigation project. Staff were informed by MVC that the pump chamber is ready to go but that the pump and panel have still not been delivered, they are expected mid April.

It should also be noted that the ventilation upgrade in the UV Room cannot be done until the Pump Chamber is in operation, in the event the river system backs up and possibly ruins the new ventilation upgrade.

Aerater Panel Issues

Staff have been experiencing on and off again issues over the last year or more with aerators shutting down, usually one at a time and usually our splashing style aerator. This particular panel controls the operation of the four 15 hp aerators in aeration tank. Each aerator has a time relay inside the panel to allow aerators to come on 5- 10 seconds apart so that all the aerators don't start at once causing a strain on electrical current/ampereage draw.

These small devices had to be replaced over time for many years but over the last 1.5 years this problem is happening more often, and the supply of replacement time relays is down to one. The price for these items has increased significantly and staff recommend that the control panel in the Pump/Blower room should be prioritized in the capital budget to be replaced. Panel is over 30 years old and certain parts have been replaced over the years, such as pump contacts, relay switches and the above-mentioned time relays.

Staff arranged a meeting with Nick Smith Electrical and Kimber Keddy with Kentville Electric to discuss panel options. Quote was received for future capital budget consideration.

Water Pressure Tank Replacement

The water pressure tank at the treatment plant had to be replaced and plumbers also repaired some copper line leaks on incoming water lines from the well.

Ongoing Maintenance

On going daily and weekly maintenance includes taking flow readings, washing down clarifier and UV Channel twice a week, cleaning out sludge pumps when needed, coordinating with Loomer's to haul sludge, and sending in monthly effluent samples to BV Labs for analysis.

Collection System

KN-2 Capital Project Completion

March 25 Staff along with subcontractors finished the retro-fit of KN-2 lift station across from the duck pond. Staff planned and coordinated job with GB Plumbing, Nick Smith Electrical and Loomer's Pumping Service needed to carry out work. Staff removed old pumps, discharge elbows, and valve and pump stacks.

Staff installed the new discharge elbows and plumbing contractor pipe fitted and connected to existing force main pipe and bolted up check valves. Staff also worked with electrical contractor to pull old wires from control panel and run new pump cables to wire into panel. KSB Pump Technician was called to help with proper connections for new pumps into new panel installed last fall.

Staff also prepared for Confined Space Entry, using fall protection gear, rescue winch, proper PPE, calibrated gas meter and permit for Confined Space Entry.

Resident Sewer Issue

Resident at that owns rental home at 1420 Varner Lane approached staff March 28th about a sewer line issue at his property. Staff in the past have gone to same property a couple of times over the years and problem was old pipe on his property. Resident claimed problem was out by the main sewer line that staff replaced over 20 years ago.

Staff hired local excavating contractor to dig on shoulder of road, which is pretty much the edge of resident's property where he thought pipe was. After excavating shoulder of road and not finding lateral staff dug up residents' lawn to find pipe. Pipe was exposed to find old no-corrode collapsed piping and blockages up by the house and out by the property line. Resident was informed that he needed to replace his own sewer line and connect to PVC connection staff supplied years ago.

Trenching Course

Staff attended Trenching course put on by the Town of Berwick at the Berwick Fire Hall. As per OH&S Trench course needs to be taken every 3-years. Staff will also be attending a one-time Chainsaw course that is mandatory for staff using chainsaws even with years of experience.

Scada Issues

April 3rd staff noticed issues with Scada system not updating in normal time frame and some stations not updating at all. Staff have narrowed the issue down to antenna pole behind library that staff replaced antenna cable on less than a year ago.

Staff made arrangements with MVC to borrow their 75-foot boom lift again, something they never charge us for, and we certainly appreciate.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **April 9, 2025**
Re: **Public Works Report**

Dugout Replacement Quotes

Staff received two quotes for the demolition of the old baseball field dugouts at Ravenwood ball fields and installation of new concrete block walls. As mentioned in last months report, staff will be responsible to haul block away and arrange to have Boom truck remove dugout roofs and then reinstall after block work is complete. Staff were informed that the contractor with the lower quote is available to do the work at the end of May, once approved by Commission to move forward.

Street Sweeping/Parking Lots

Staff have been sweeping side streets to get rid of the heavy accumulation of sand. DTPW have been out with their angle broom on some of the streets and Public Works staff have gone over those streets to tidy up a bit better. New set of poly bristles was ordered by staff and installed on MT Trackless used for sweeping side streets.

Staff was also approached by KDFD maintenance personnel to sweep fire hall parking lot. Staff used JD Tractor to sweep Fire Hall.

Tree Removal/Pruning

As reported last month, staff requested tree pruning in and around the power lines on Oakwood Dr in Forrest Brook subdivision and Village office sent request out to NSP. NSP passed request onto their forestry department and pruning limbs around power lines will be taken care of in the next month.

Staff also received quote to remove tree between old truck bay and apartment building 5-feet away. Crane would need to be used to remove tree in a relatively more efficient manor. Removal of tree was request from owner of apartment building.

Miscellaneous

Salt and sand spreader was removed from 2018 Dodge Ram and stored away for season.

Staff moved parade float from new shop and parked it in old truck bay by library at the request of the float committee.

Raking and pruning shrubs and trees is ongoing along with Grounds Keeper preparing and planning for planting season.

Seasonal worker will be starting back to work on April 14th to help with spring raking and dismantling the outdoor rinks.

Village Leaf & Brush Disposal

Public Works staff have brought up concerns over the years that we are running out of places to dump our brush and leaves that are cleaned up from our many different parks and public spaces. We have been fortunate to be able to dump our brush at Garnet Loomer's shop just outside of Kingston boundaries the last year or so but really should have our own area to get rid of leaves and brush.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **April 9, 2025**

Re: **Recreation Report**

Recreation

- Recreation Coordinator is helping the **Hall of Fame** Committee, with social media, part of selection committee, and is the main point of contact to receive nominations etc. The 6 inductees have been chosen, and we have received 3 logos for the logo competition, and a winner was decided.
- The Equipment Loan Program for spring and summer equipment is being advertised.
- June – Recreation and park, we are planning 2 yoga in the park sessions, a bike-bell giveaway, and a forest bathing walk in Stronach park (\$10 for 1hour1/2). Community Programmer is planning a few other activities too.
- Helped Community Programmer conduct Interviews for Day Camp Counsellor.
- Requesting to order clothing mainly for Community and Recreation staff, mainly to wear at events to be noticeable to the public. Some will be for other employees and volunteers, and seasonal staff who help at events (vest's that are easy to wear over anything). For all the clothing we hope to have the cost would be \$822 plus tax. (4 sweaters, 3 shirts, 2 rain jackets, 8 vests and 4 headbands). We also plan to have Kingston added on to the Public Works new safety vests. Cost to be determined.
- Sportball will be starting again at the Kingston and District School on Monday, April 28th.
- Pickleball at the school has seen good attendance! Numbers have been growing. Both pickleball teams are fundraising a little bit for the re-surfacing of the courts on Elm St.
- Recreation Coordinator is part of the Valley South Shore Planning Committee, having the next gathering in New Minas On April 30th and May 1st.
- Worked with the Clerk and Community Programmer to develop the new Equity and Anti-Racism Plan for the Village of Kingston. See previous e-mail about the plan as document is ready for review and to be accepted by the Commission.

Easter

- Kingsley's Easter Scavenger Hunt will be on Thursday, April 17th from 6:00-7:30pm.
- The Kingston Lion's will be handing out free hot chocolate and helping down the trail too.
- We have a scavenger hunt planned like last year, where attendees find letters, and unscramble the word, return the card to get Easter Treat Bags! We will have Kingsley in attendance as well.

Grants

- No update yet for The Recreation Facility Development Grant through Communities, Culture, Tourism and Heritage (CCTH).
- Submitted the Kings County Park, Playground and Trail Assistance Grant.
- Submitted for the Courts on Elm St. Grants through Kings county- Vision grant.

- We are working on the Planning Assistance Grant for the Rec Hut/ Playground development.
- Completed the final report for the Community Recreation and Programming Assistance grant from last year.

Fitness Classes/ Programs

- Functional Fitness will start on April 23rd – June 18th with Nicole. 8-week class for \$60.
- Sandye's class will end at the end of May, added a 5-card pass option to finish up, as there are less than 10 weeks.
- 50+ class will end at the end of May as well, they will do a social after the last class.

Skating

- Adult Skating Finished at the end of March, Recreation Coordinator made it a free last class for all the regulars, it was greatly appreciated.

Outdoor Concerts

- The outdoor concert series will be on Wednesday evenings from 6:00-7:30pm starting on July 2nd! We have a total of 7 evenings booked, and we will leave 1 evening free for rain-date make-up session if needed.
- Have booked most of the musicians for the summer. Have 2 new to us, local groups we are trying out - Vanilla Whiskey, and Lee-Sharp-Dewan.
- Tried to book in Smooshies (ice cream sandwich truck), but unfortunately, they are already fully booked for the summer, they will let me know if it becomes available. Looking at other options now too.

Seniors Summer Social

- Planning for the Social to be on Wednesday, August 27th, please save the date to come help.
- Have Bob Deveau booked entertainment.
- I'm planning to bring back Bingo in some format this year.



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REPORT TO VILLAGE COMMISSION

From: **Amy Spurrell**

Date: **April 9, 2025**

Re: **Community Programmer Report**

After School Program

I went to observe the program one afternoon and it appears to be running well. On the day I attended there were 26 kids! They had to cancel April 3rd due to parent teacher meetings but will add the missed day to the end of the program. I plan to meet with the teachers involved in the fall so we can re-assess everything and plan for the 2025/2026 school year.

Businesses

The Recreation Coordinator and I went to the Valley REN Business Expo on March 25th at the Kingston Lions Club. It was a good opportunity to connect with members of the Valley REN and invite some of the businesses present to apply to our Steer BBQ vendor fair.

Community Health Board

I met with Michelle Parker, Coordinator for the East Kings and Kings West Community Health Boards. She shared a lot of information about the work they do, grants they offer and regional service groups she can connect us with. She will add me to her email list.

Facebook

Unfortunately, none of our page metrics from the past month are up in comparison to the month prior. Fortunately, the posts that have reached 1000 people and more were primarily about our own events. I've noticed that original posts tend to get more reach and views than posts shared from another page. In hopes of reaching more people, I will try to make more new posts and tag the group in the post, rather than sharing from their page. I did connect with the United Baptist Church about sharing their events because I noticed we weren't getting anything from them, and they were happy to know they could advertise through us.

Mental Health Meeting

We were invited to attend a meeting with the Kingston/Greenwood Mental Health Association. Daisy Dwyer, who runs the organization, invited a group of business, faith, and other community leaders to the table to have an open discussion about mental wellness in our community. I was one of 16 attendees, and a good discussion was held. There was talk of re-starting a community garden. The previous one was behind the United Church. I am a member of the United Church's council and will discuss the garden at our next meeting.

Naloxone Kit

A free naloxone kit was picked up from Kingston Pharmasave and is available in the office in case anyone comes across an overdose situation. Here's a link for more information on naloxone: <https://pans.ns.ca/naloxone>.

Steer BBQ

Grant request has been submitted to Kings County asking for \$2000. We have confirmed the donation of individual ice cream tubs from Dairy Farmers of NS. I'm working on the request for a new grant we can apply to which offers help with online promotions through Tourism NS. A draft letter has been made to ask select businesses for donations. That will be approved and sent out by the end of April.

Summer Camp

Interviews took place in the first week of April to fill one summer staff position. The Recreation Coordinator and I held the interviews and will select the best candidate for the position. I have created a new staff contract that will be signed by all day camp employees. Registration for camps will open Tuesday, April 22nd and has started to be advertised.

Valley Recreation

The Recreation Coordinator and I attended a day of professional development with our Valley Recreation colleagues at the Greenwood Community Centre on March 21. We had presentations and discussions about a variety of topics including the use of online survey to gauge public opinion, working on anti-racism plans, equipment loans and more.

The Recreation Coordinator and I are also planning activities for Valley-wide recreation month which will be held in June. My events are an afternoon of outside games with local Special Olympics coaches and athletes and an evening presentation of local Kingston history by long-term residents.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **April 9, 2025**
Re: **Clerk Report**

Village Election and AGM

The Commission approved the below dates at the previous Commission meeting:

Nomination Period	Thursday, May 1, 2025 – Wednesday, May 14, 2025
Nomination Day	Wednesday, May 14, 2025
Advance Poll	Tuesday, May 27, 2025
Annual General Meeting	Thursday, May 29, 2025
Election Day	Saturday, May 31, 2025

2024-25 Operating and Capital Budget Schedule (updated)

April 9	Publicize proposed Operating Budget / Approve Capital Budget
April 23 (S)	Budget Deliberations Special Meeting (if required)
May 14	Final approval of 2024-25 Capital and Operating Budgets.

(S) – denotes special meeting (non-village commission meeting)

Equity and Anti-Racism Plan

Staff have finalized the Equity and Anti-Racism plan. Julie Glaser, Manager, Equity, Anti-Racism and Accessibility Program has reviewed and informally approved the plan as well. Once the Commission approves of the plan, it will be posted on our website. This plan will need to be followed and updated over the next three years (as per the legislation).

PW/Library Tree Removal

Received quote, crane would be needed to safely bring pieces down. \$3,900 taxes included.

Community and Festival Events Grant

Received two applications:

Kingston Greenwood Hall of Fame	Request: \$1,000.00
Include Me! Autism Event	Request: \$ 500.00

NS-DPW

Clerk requested our deposit for the "road breaking" permit for the East Main Sidewalk project that was completed in October 2023. The deposit (\$10,000) is held for one year after project completion.

Capital Projects:

Bridge Street Crosswalk (near Windsor St.)

NS-DPW will initiate project starting in Spring, 2025.

STP – UV Room Flooding

I believe all shop drawings have been submitted and approved.

STP - E, V, M Project(s)

I believe all shop drawings have been submitted and approved.

DNR Greenspace Purchase

Clerk has returned the list of encroachments to the DNR representative. They will review and get back to us on any other issues.

2024-25 Projects	Budget	Tender w/ HST portion	YTD Actual	Status
Building Mural	12,500	10,882	11,143	Z
Christmas Decorations	10,000	11,800	11,315	Z
Highway 101 signage (2x)	30,000	31,807	2,500	Y
Paving – 3 locations	110,000	95,057	100,479	Z
Sea Container Storage	10,000	9,506	9,506	Z
Grit chamber concrete repair	10,000	9,125	8,708	Z
Digital daily/weekly flow meter (STP)	8,000		11,870	Z
KN#2 Lift Station Panel & Pump Replacement	70,000	64,991	75,274	Z
Large Tractor Replacement	65,000	66,092	66,092	Z
Ravenwood ball field repairs	10,000		13,727	Z
STP - UV Building Flood Mitigation	340,000	353,529		C
Asset Management (Surveying / GIS Design)	20,000		14,531	C
Kearne Avenue Streetlights	8,000			
Pumps & Laterals	25,000		3,200	

Year	Multi-Year Projects	Budget	Tender w/ HST portion	YTD Actual	Status
2008	DNR Greenspace Purchase	n/a	n/a	7,691	C
2023	Bridge Street Crosswalk	30,000		2,932	C
2023	KN#3 Lift Station Renewal	300,000	276,775	262,143	Z
2023	STP – E, V, M	303,500	54,000	58,202	C

T - Tendering Process

Z – Finished

C - Work started / Construction

Y - project deferred or cancelled