



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

ph 902 765-2800
fx 902 765-0807

June 11, 2025

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

Dear Commissioner Members:

Attached for your review is the agenda for the regular Village meeting scheduled to take place on Wednesday, June 11, 2025.



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REGULAR COMMISSION MEETING

June 11, 2025

AGENDA

1. Swearing in of new Commissioner
2. Election of new Chair
3. Review of Minutes of Meeting held May 14, 2025
4. Business Arising from the Minutes
5. Consent to Agenda Items
6. Annapolis Valley Regional Library – Presentation – Julia Merritt, CEO
7. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Development
8. Committee Reports
 - i. Steer BBQ
 - ii. JAAC - Joint Accessibility Advisory
 - iii. Audit Committee
 - iv. Soldiers Memorial Hospital Foundation
 - v. ANSV - Association of Nova Scotia Villages
9. Clerk's Report
10. Correspondence
11. In-Camera Discussion (if required)
12. Adjournment



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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF MAY 14, 2025

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Paula Ferguson – Admin Assistant

Presentation

Peri Bowman, from the Municipality of the County of Kings, presented an application for rezoning.

Application to permit the change from general commercial (C1) to mixed commercial residential (C3) at 836 Main Street, Kingston.

MOTION TO ACCEPT BROUGHT FORWARD BY COMMISSIONER LARDER AND COMMISSIONER BISHOP, MOTION CARRIED.

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 APRIL 9, 2025. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

None

CONSENT TO AGENDA ITEMS

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

There was discussion around the sidewalks, crosswalks and what the plans are for replacement in terms of accessibility and materials used.
The overages and time for capital projects were questioned.

PUBLIC WORKS – See Full Report

RECREATION – See Full Report

Commissioners commented on what an amazing Easter event the Rec team put on.

COMMUNITY PROGRAMMER REPORT– See Full Report

COMMITTEE REPORTS:

2024 Steer BBQ

There will be no canvassing of businesses for money per a previous vote by Commission.

Joint Accessibility Advisory Committee (JAAC)

N/A

Audit Committee

N/A

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

N/A

Association of Nova Scotia Villages (ANSV)

There is a hard push for a full-time employee to keep things moving forward.

CLERK REPORT – See Full Report

Election

It was reported that only one person was nominated for Commissioner.

BUDGET

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER AVERY THAT THE COMMISSION APPROVE THE OPERATING BUDGET MOTIONS AS PRESENTED, MOTION CARRIED.

LAWN MOWER REPLACEMENT TENDER

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER TRAVIS THAT THE COMMISSION APPROVE THE REPLACEMENT TENDER TO NOVA INTERNATIONAL IN THE AMOUNT OF \$37,100+HST, MOTION CARRIED.

FINANCE REPORT – See Full Report.

DISCUSSIONS:

Chair Fowler thanked Commissioner Avery on behalf of the Commission, for her time accomplishments and dedication during her term.

ADJOURNMENT

Commissioner Avery motioned to adjourn at 8:35pm

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

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

Date: **June 11, 2025**

Re: **Environmental Services Report**

Treatment Plant

Capital Projects Update

UV Room Flood Mitigation/Ventilation Upgrade

June 2, excavation inside treatment plant began to expose effluent pipe 10 feet below the surface. Cement anchor pad was poured in place for prefab concrete pump chamber to be anchored to. June 5, pump chamber crocks were delivered and set into place using crane. Fence was in the way for excavation and temporary fence was installed for flexibility during excavation.

Waterproofing with blue skin has been applied on 2/3's of crocks but lid with access hatches will not be installed until end of week. After top is installed, anchors can be fastened to chamber and Civil Engineer will inspect before backfilling.

After above mentioned sequence of work is completed, backfilling and compaction can happen and installation of pump control panel and associated electrical underground needed to power panel.

Ventilation Upgrade

As reported last month CCO's had to be issued for location of electrical panel in bathroom/utility room in the Headworks building. This caused a prolonged delay because electrical code does not allow for electrical panel inside a bathroom, even though there was already panel in room since 1993 expansion. This did get sorted out eventually and panel has since been installed.

The second CCO was for supply of humidistat for UV Room, another item that was not included in the design. This has been sourced out and ventilation in UV Room should be completed by weeks end.

Headworks/Bar Screen Room/ Roof Hatch

After subcontractor's sandblasted around roof hatch frame above Bar Screen, it was evident that the frame that supports stainless steel hatch was rusted beyond repair and making it impossible to clad over with metal as per design/scope of work. Dillon emailed itemized list for structural engineer inspection and Able Engineering was hired by the Village to assess.

After initial site visit, Able suggested installing pitch roof over top of existing steel roof. This would compromise some aspects of the new exhaust louver to be install on roof for improved Bar Screen room ventilation. Ventilation upgrade design for Headworks building was forwarded to Able to incorporate into design for pitch roof using scissor trusses.

Contractors are carrying out other work in Bar Screen room such as, replacing rusted out double doors and installation of gas meter.

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.

Washing down clarifier is more often this time of year with algae bloom on a daily basis.

Collection System

Ongoing Scada Issues

As reported last month, staff have been experiencing on and off issues with Scada communication not updating. Pennecon technician came onsite May 15 and diagnosed problem with antenna on top of pole behind library. Antenna was removed with the intent of repairing, but after it was taken apart it was evident that we needed a new antenna. Order was placed by Pennecon; the new one is coming from the states.

Staff will arrange for Atlantic Arborist boom lift once delivery date is confirmed to install new antenna. In the meantime, staff have been checking the lift stations manually for any pump alarms.

Lift Station Cleaning

Cleaned lift stations with the help of Loomer's Pumping Service. Lift stations are cleaned twice per year as a preventative maintenance measure. Cleaning of the lift stations removes grit and other foreign material along with grease/fat build up on the walls of the lift stations and helps prevent impeller wear on pumps. Stations will be cleaned again late fall.

Bill St Lateral Installation

Staff received plot plan from County of Kings for confirmation that lots can be connected to sewer collection system. The two building lots are located at the west end of the dead-end street, and the depth of sewer line is about 2.5 feet. Staff will install one 4-inch pipe to service both lots and will insulate pipe because it will be under the ends of driveways to lots.

It should be noted that this is another section of the Village's sewer collection system that does not have sewer profile drawings. Staff replaced the Main Sewer line under shoulder of Bill 8-10 years ago and does appear to be on surveyed lot's property. Staff will contact Morse & DeWolfe to take a couple of elevation shots and create sewer profile and possible legal easement.

Pleasant St Ongoing Manhole Issue

Staff have been having ongoing issues with a back graded pipe coming out from easement line and connecting into Pleasant St manhole. This back graded short section causes solids to build up and eventually backs up into the lowest resident on the sewer system, which is a home at the end of Varner Lane. Staff realized how badly the back graded sewer main was just before manhole on Pleasant when staff installed lateral for new 4-plex late last fall and also replaced 30-foot section of old 8-inch concrete pipe.

Staff recommends making this a capital project next year to replace manhole with possible sump chamber to resolve solid build up in pipe would involve digging up street. Manholes like these would need a couple of times a year maintenance to have vacuum truck clean out sump build up. May need to confirm with engineering firm.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **June 11, 2025**
Re: **Public Works Report**

New Dugouts/Ravenwood Ball Fields

As mentioned in last months report, staff had arranged with Community Metal to remove dugout roofs in preparation for demolition of the 4 concrete block dugouts. Contractor began work on the demolition of dugouts on May 16. Public Works staff worked with contractor to load block onto dump trailer with the use of Kubota tractor. Contractor also provided a dump site to get rid of old concrete blocks free of charge. This saved the Village from paying tipping fees at the Torbrook Construction Dump site.

Contractor ordered the block and staff met Frasier's boom truck to instruct where new block needed to be put for easy access for contractor. New dugouts were erected within 7 days and staff allowed block to set up for 4-5 days before getting Community Metal back to set roofs back on new block dugouts.

Overall, job went very well with just one incident involving parents that complained of not being able to use one of the fields because of the construction.

Bleacher Boards

The majority of the 2x10 bleacher boards at the Ravenwood ball fields were rotten and somewhat unsafe. Staff removed all the boards/planks and installed new pressure treated lumber. The 2X10 that were in relatively good shape, were stored with Outdoor Rink framework to replace any rotten boards next fall when installing rinks.

Gravel Grading/Parking Lots

Staff ordered 4 tandem loads of Type 1 gravel for Stronach Park parking lot and Ravenwood Ball fields parking lot. Public works spread the gravel with the Kubota tractor in both parking lots.

Fountains Commissioned/ Duck House Installed

Staff commissioned all the fountains in the Village including the rock fountain and the two in Stronach Park duck pond. New submersible motor had to be purchased and wired by local plumber before installation of fountains. Duck house was also transported out via boat to island in duck pond.

Sidewalk Replacement Tender

Tenders for sidewalk replacement from Westwood St to Marshall Rd closed June 3 and only two bids were received, Dexter Construction and Valley Paving.

New Kubota Tractor Delivery

New front mount Kubota Mower was delivered June 3 with sweeper attachment and old John Deere and old broom attachment were taken by Nova International as per tender.

Staff appreciate new equipment but, sweeper that was delivered was not the size that was asked for in tender. The tender asked for 60-inch broom and sweeper that was received is 64-inches on the bristle's width and 68-inches on the metal housing of sweeper. This size makes it difficult to get into narrow areas along Main St that we sweep and is too wide for our 60-inch sidewalks.

Public Works staff respectfully ask that recommendations on equipment be given more consideration by commissioners. Public Works staff have operated this type of equipment for many years and know the capabilities of heavy equipment. Staff felt price difference was minimal and should have stayed with John Deere.

Hemlock Trees Treatment/Stronach Park

Head groundskeeper Steve Mosher has received the product used to treat the hemlock trees in and around the trail at Stronach Park. Steve will be coordinating treatment process and is communicating with village office when process will take place and closing of park during and after the application.

Flower Planting/Mulching of Shrub Beds

Head groundskeeper coordinated ordering, picking up and planting flowers throughout the Village. Loads of mulch were picked up from Valley Peat and staff applied to all the shrub beds throughout the Village. Staff also purchased a few more barrel planters and installed them by light standards across from the office to help with visibility for patrons using parking lot.

Ongoing maintenance

Now that flowers have been planted the watering process has begun and hanging baskets will be installed this week adding to the watering maintenance.

Grass trimming and mowing is ongoing along with sweeping of parking lots and Main St entrances to different businesses.

Reporting potholes is a weekly thing and reported to NS-DPW by the Administrative Assistant. Village public works staff do not understand during this time of year, why province is not sending crews to fix all potholes while they are in the area.

Leaf and brush bins were hauled away on Monday June 2. Staff dismantled portable staging, removed signage and cleaned up residual debris.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **June 11, 2025**

Re: **Recreation Report**

Recreation

- Events for June Recreation and Parks month are all planned, the first bike bell giveaway went well. Only have a few bike bells left. Forest Bathing and yoga should have a good turnout too.
- Sportball will be running a summer program on the field at Elm St, 4 weeks of soccer, and 4 weeks of t-ball.
- The new Walk Group on Wednesdays is going well, hope to grow to more participants.
- Playbox in Ravenwood should be installed any day now.
- The new dugouts look great in Ravenwood. The time capsule was returned to the dugout with some additions from 2025 - all to be found next time they're replaced! A copy of the paper found in the time capsule from 1997 will be displayed on the dugout.
- For the newsletter gift card draw, only had 4 people call in. Winner pick-up their gift card. Not as big of a response we were hoping for. Will have to discuss the newsletter and other options for the future.
- In house playground inspections complete.
- Volleyball court has been set-up, final details coming together for the drop-in volleyball program, and the youth 15-18-year-old youth program for July.
- Partnering with Kings County on Thursday, June 19th at the Firehall to run a social bingo for seniors' week.

Grants

- No update on grants from Kings County yet.
- Active Communities Fund grant has been submitted, including public, sensory and adult skating, items for the playbox and the June Recreation month activities.
- Completed new Sport fund application for equipment for the new volleyball programs.

Fitness Classes/ Programs

- Sandye's class has ended for the Summer.
- Functional fitness will end early July.
- 50+ class ended a bit early, as something came up with the instructor. Lost 2 weeks of classes. We were still able to have a social on the 29th with a great turnout. Informed that they could use pass cards in the fall, as it came to a quick ending. I have to think about the registration process for Fall.

Outdoor Concerts

- The outdoor concert series are starting to be promoted, on Facebook, posters and in the Aurora. The first concert is on July 2nd starting at 6:30pm with Happy Anywhere.

Seniors Summer Social

- Planning for the Social to be on Tuesday, August 26th, please save the date to help.
- We had a meeting with Lindsay from the Village of Greenwood, and Amy to discuss the details for Social. We will have people call to register ahead of time. Might make two lists, one with those from further away – and can be notified if room to attend closer to the event, then normal list with residents from Kingston Greenwood, and close surrounding Areas.

Steer BBQ

- Everything is moving along well for the Steer BBQ. Canada Post colouring contest and the schedule are going out this week.
- We have also created a map of the grounds for the Saturday we will promote. Will help direct people to locations, pinpoint events they want to attend.
- If any commissioners are available and free to help at the BBQ, please let me know. We can have tasks like cleaning tables, where you can socialize too.
- Proposed for the future, to make the Steer BBQ another event that we expect the commissioners to attend and help. This would be the 3rd event for the year, along with the Senior social and Christmas event.



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REPORT TO VILLAGE COMMISSION

From: **Amy Spurrell**
Date: **June 11, 2025**
Re: **Community Programmer Report**

Access Awareness Week Nova Scotia

Since 1987, Access Awareness Week has been celebrated in Nova Scotia. This year it was May 25-31. We received a flag, posters and postcards for free that were distributed and displayed. I also joined a couple of webinars around accessibility that were hosted by the Nova Scotia League for Equal Opportunities and Sea Change CoLab.

Apple Blossom Vendor Market

We had table at this event in Greenwood on June 1st. Unfortunately, high winds prevented a lot of vendors from setting up so it was much smaller than anticipated, but I did chat with a good amount of people about our lawn game loans, Steer BBQ, and the Kingston Greenwood Sports Hall of Fame.

Community Garden

The community garden is up and running behind the United Church! A watering system will be in place soon.

Games with Special Olympics

I'm hosting this event on Saturday, June 14th in partnership with Special Olympics Annapolis County, as part of Valley Recreation Month. Expecting a good crowd based on feedback and the promise of nice weather!

JAAC Meeting

On Wednesday, June 11th I will be attending my first JAAC meeting on behalf of the Village of Kingston Commission.

Mental Health Association

Daisy Dwyer, who runs the organization, invited a group of business, faith, and other community leaders to the table again to have an open discussion about mental wellness in our community. This was held Friday, May 30th at the Fire Hall. I was one of 10 attendees, and a good discussion was held. Thanks to Liz Wright and Watson Armstrong for booking and setting up the tables and chairs.

Pride Month

We purchased an inclusive pride flag and Dave installed it where the accessibility flag was.

On Friday, June 6th I stopped by Kingston Elementary School to watch their Pride March.

My scavenger hunt is ongoing. I'm planning to post some photos of clue locations to gain more interest. I sent the info to Kingston School for distribution.

Steer BBQ

We received \$3500 from the Nova Scotia Festival and Community Event Grant. Float application has been submitted for our float and grants for the Middleton Rotary Club and Valley Credit Union have been submitted. I've told the committee that we won't ask for any more sponsorships from businesses, per the commissioners' direction.

Summer Camp

Our returning Day Camp supervisor, Anna, started in the office on Monday, June 9th and is in full swing with planning for the summer. The rest of the staff start Monday, June 23rd. Anna and another staff member, Ava, will attend Accessible Leadership Training on Wednesday, June 11th from 12 PM – 3 PM at the Louis Millet Community Centre in New Minas. 3 of the 4 staff will attend Valley Recreation Training Day in Greenwood on Thursday, June 26th.

Valley Recreation

On June 12th, the Recreation Coordinator and I will be attending the Valley Recreation AGM in Clare.

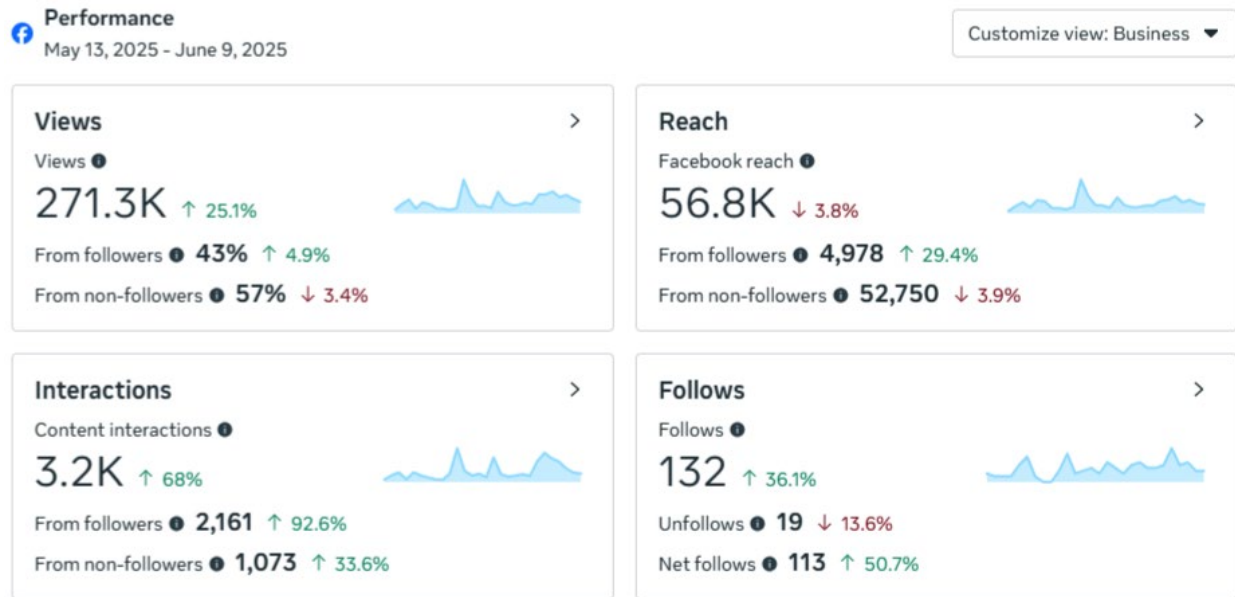
Virtual Workshop

The Media, Social Media, and Public Communication Training I attended May 14th-15th gave me a lot of valuable insights and tactics on managing issues and crises specifically on social media.

Walk Group

I covered the walk group on Wednesday, June 4th for the Recreation Coordinator and we walked from Kingsley to Goucher's and back on the Harvest Moon Trail!

Overall Facebook Performance for the Month



Best Performing Facebook Post of the Month

Overview

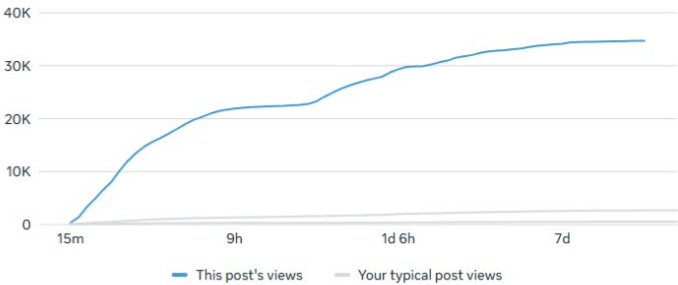
Views 34,736 Reach 24,292 Interactions 185 Link clicks 13

This post received more views compared to your recent Facebook posts.

Views

34,736

Total Followers



This post received more interactions compared to your recent Facebook posts.

Interactions

185

Reactions 114 Comments 39 Shares 29 Saves 3

Feed preview

Village of Kingston, NS

Published by Amy Spurrell

May 23 at 3:02 PM

Recognize any of these names? 🤔
The dugouts in Ravenwood are being rebuilt and we found this in one of the old structures! 📸📷📱

Village of Kingston, NS

Send message

View post on Facebook



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REPORT TO VILLAGE COMMISSION

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

Date: **June 9, 2025**

Re: **Clerk Report**

Town Crier

The village is required to approve of our village/town crier each year. Lloyd Smith has been our crier for many years. I am not sure if there is another "town" crier in the valley.

Committee Appointments

Commission will need to choose who will participate on select committees for the coming fiscal year. These can be chosen at the July Commission meeting.

- Soldiers Memorial Hospital Foundation (1 Commissioner)
- Doctor Retention Committee (1 Commissioner)
- Steer BBQ Committee (2 Commissioners)
- Kingston Accessibility representative (1 Commissioner w/ staff member)
- Kingston Equity and Diversity Committee (1 Commissioner w/ staff member)
- Kingston Audit Committee (2 Commissioners)
- Association of Nova Scotia Villages (1 Commissioner, at least)

Crosswalk – Pine Ridge across from schools

Debbie Spidell has offered her resignation as a crossing guard for the upcoming school year. Our spare, Judy Pinsent, has offered to take over the position.

Kingston Lions Request - Correspondence

Response required - please see attached correspondence

Capital Projects:

Bridge Street Crosswalk (near Windsor St.)

NS-DPW have installed concrete post supports. Village will adjust curb and sidewalk.
NS-DPW to install posts, lights, and signage.

DNR Greenspace Purchase

DNR is working on list of encroachments - 04-16-2025

2025-26 Projects	Budget	Tender w/ HST portion	YTD Actual	Status
Office Generator	30,000			T
Garbage Bins and Picnic Tables	11,000			
PW Fence Compound	10,000			
STP – Cantilever Gate	20,000			
Snow Plow for Truck	10,000			
Pickleball Courts	130,000			
Ravenwood Dug-Outs	12,000	11,155		C
Rec-Hut Planning	30,000			
#5 Lawn Mower Replacement	45,000	38,319	38,319	Z
Sidewalk – Main St (Westwood to Marshall)	80,000	88,241		C
Asset Management (Surveying / GIS Design)	20,000	n/a		C
Kearne Avenue Streetlights	8,000			
Pumps & Laterals	25,000	n/a		

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	STP – E, V, M	303,500	388,769	137,048	C
2024	STP - UV Building Flood Mitigation	340,000	353,529	49,346	C

T - Tendering Process

C - Work started / Construction

Z – Finished

Y - project deferred or cancelled



LIONS CLUB

P.O. BOX 339
KINGSTON, NOVA SCOTIA
B0P 1R0

Chairman Wayne

The annual Kingston Steer BBQ and Village Fair will once again be held on the 12th July 2025 from 10 am to 4 pm.

I will be Chairing the chopping of the BBQ beef and I am in the process of asking volunteers to help with this event and asking if you would be available from twelve noon on the 12th July 2025 for approximately half an hour chopping some BBQ beef.

I am also requesting members from the County, Provincial and Military if they would also be available at the same time as yourself in chopping some BBQ beef for a short period.

This would be excellent PR to have members from our community supporting a local event.

RSVP no latter than 27 June 2025

Respectively yours

A handwritten signature in black ink, appearing to read "Rick Haiplik".

Rick Haiplik
SBBQ Chopping Chair
Kingston Lions Club
r.haiplik@ns.sympatico.ca
902-765-0890