



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

ph 902 765-2800
fx 902 765-0807

July 9, 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, July 9, 2025.



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REGULAR COMMISSION MEETING

July 9, 2025

AGENDA

1. Review of Minutes of Meeting held June 11, 2025
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. Audit Committee
 - iv. Soldiers Memorial Hospital Foundation
 - v. ANSV - Association of Nova Scotia Villages
6. Clerk's Report
7. Correspondence
8. In-Camera Discussion (if required)
9. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JUNE 11, 2025

COMMISSION:

Wayne Fowler - Chair
Mike Bishop – Vice Chair
Maggie Travis
Neil Larder
Laurie Green

Mike McCleave – Clerk/Treasurer
Paula Ferguson – Admin Assistant

Presentations

Julia Merritt- Library update

- Over 2000 people participated in the summer reading program which is up over last year.
- The provincial government has not provided a budget to the libraries; they put in an emergency request and were granted \$800k.
- Libraries had to cut 12 full time employees and cut programs by 50%.
- They have been in contact with MLA's to help and our Commission has offered support in what ever way is needed.

Riley Peckford

- A significant increase in population is expected due to the federal government's plans to expand the base in Greenwood and the County is looking to stay ahead of infrastructure with things like municipal water and upgrades to our sewer system.
- Prime Minister Carney has a push to build infrastructure.
- Working on a plan for the pickleball courts, looking at a possible "Gala Dinner" for fundraising.
- It was noted that the commission is hoping that Kingston will get more attention going forward when discussing plans for the Valley.
- Garbage cans have been ordered to be placed along Hwy 1.
- Splash pad has been shelved and won't be revisited until there is municipal water available. The cost of treating and recycling water is too great.
- Washrooms at the arena are kept locked due to vandalism, every time they have been left unattended there has been toilet paper jammed in the toilets along with other messes. We would need a plan in place in order to have them opened to the public.

ELECTIONS

Laurie Green was sworn in as Village Commissioner.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER TRAVIS, THAT WAYNE FOWLER SERVE AS COMMISSION CHAIR. MOTION CARRIED.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER TRAVIS, THAT MIKE BISHOP SERVE AS COMMISSION VICE CHAIR. MOTION CARRIED.

REVIEW OF MINUTES

No questions, concerns, errors or omissions.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER LARDER, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MAY 14, 2025. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

None

CONSENT TO AGENDA ITEMS

ON MOTION OF COMMISSIONER TRAVIS 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

Commissioners noted that the dugouts look great, it was nice to see the time capsule recovered and happy to hear it was added to and returned to be found the next time the dugouts are redone.

Staff had the opportunity to voice concerns over the purchase of the new tractor. When it comes to preferences on brands, without specific quantifiable problems stated, the commissioners will vote for the most fiscally responsible option to save taxpayers dollars. In the future, Clerk will confirm with public works staff on which specifications are more important than others.

Bids for sidewalk repair came in at \$85k and \$112k

RECREATION – See Full Report

COMMUNITY PROGRAMMER REPORT– See Full Report

It was suggested that with our FB following rising, doing “meet the commissioners and staff” posts would be helpful.

COMMITTEE REPORTS:

2024 Steer BBQ

Plans are moving along; next meeting is Wednesday June 18 at 430pm.

Joint Accessibility Advisory Committee (JAAC)

Amy to go to meeting on June 11, no updates.

Audit Committee

Along with community member Chris Fowler the audit committee met and completed the audit.

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

These two committees are officially amalgamating.

Association of Nova Scotia Villages (ANSV)

Clerk looked at budgets and price per capita for the new employee, this is still ongoing.

CLERK REPORT – See Full Report

Admin Assistant will notify schools that Debbie is retiring so that the kids have an opportunity to say goodbye

Quote from Mid Valley came in with mark ups on tariffs, Clerk will send it back and ask for a revision

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER TRAVIS THAT THE COMMISSION APPROVE LLOYD SMITH AS OUR TOWN CRIER, MOTION CARRIED.

FINANCE REPORT – See Full Report.

DISCUSSIONS:

Commissioner Travis asked about moving the meeting time forward, starting at 6pm instead of 7pm.

ADJOURNMENT

Commissioner Bishop motioned to adjourn at 9:10pm

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **July 9, 2025,**
Re: **Environmental Services Report**

Treatment Plant

Capital Projects Update

UV Room Flood Mitigation/Ventilation Upgrade

The pump chamber has been completed, and the start up/commissioning took place July 8th. Xylem pump technicians were here to train staff on pump maintenance and how to set up sonar pump sensor. Staff have only used sonar devices for measuring flow leaving plant, not for turning pumps off and on. Staff are used to Submersible Transducer and float switches to turn pumps on in all the lift stations.

Headworks Bar Screen/Ventilation

As per last report, the Bar Screen room roof hatch was initially supposed to be sand blasted and covered over with metal paneling. After sand blasting was complete roof hatch frame was totally rusted out at one end. Able engineer suggested pitch roof, but staff felt that would complicate the designed mechanical ventilation exhaust through roof top.

A second visit by Able engineers to look at roof hatch situation for second opinion about repairing existing roof, and after some discussion Able felt they couldn't provide a scope of work without removal of the metal ceiling panels. It was at this point that we decided exhaust fan would need to be changed to a wall mount device because of the unknowns with the roof condition. These changes obviously came with extra cost because unit had to be shipped back to the states to retro exhaust fan for wall mount application. Five to six weeks is the time frame for receiving exhaust fan back.

Staff have approached MVC for labor to remove ceiling panels and insulation so there is a clear view of metal roof trusses and how they are attached to frame supporting roof hatch. After ceiling panels have been removed staff hope to come up with scope of work to repair roof and hatch frame.

Cantilever Gate Tender

Village Clerk drafted the tender document for 15-foot cantilever gate installation. Draft includes supply and installation of gate and operator, along with remotes for trucks, keypad manual code for opening gate and swing gate man door separate from cantilever gate. Tender closes July 15.

Ongoing Maintenance

Ongoing 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

After a long wait the new antenna was delivered and staff booked Atlantic Arborist boom truck and electrician to hook up new antenna. Two of our lift station radios were also installed back in their original panels after Pennecon updated devices.

Stations are now updating efficiently.

933 Main St/ Sewer Lateral Issue

As reported over the last few months the home next door to the Aurora Inn has had sewer blockages over the last year that staff have dealt with because problem was in the street. Staff also reported that they had line videoed to pinpoint area of sagging pipe a few months ago.

After viewing video staff realized there was significant fat/grease build up that is usually the case with sag in pipe. Staff initially stated that street would have to be dug up but decided to ream pipe out with 4-inch auger to remove grease build up. Staff will monitor over the next 6 months and hopefully will just be annual maintenance item to ensure pipe remains clear and would be better than digging up street.

Staff spoke with homeowners about annual maintenance that staff will carry out and also advised them to be careful what they flush down their drains and to make sure grease and fat are limited as much as possible.



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REPORT TO VILLAGE COMMISSION

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

Sidewalk Replacement/West Main St

The sidewalk between Westwood St and Marshall Rd has been replaced with 60-inch-wide asphalt sidewalk. Staff used 4 loads of topsoil to top dress edges of sidewalk and grass median and seeded. Staff are hopeful for rain but will likely have to gear something up to water kilometer long stretch.

At each end of the sidewalk concrete pads were poured for installation of accessible friendly metal plates for the blind or vision impaired.

Overall job was carried out satisfactorily except for some traffic control issues and new sidewalk mostly at the west end is somewhat wonky but after landscaping it looks better.

New Dugouts/Ravenwood Ball Fields

Ten gallons of paint was purchased, and seasonal employee painted the concrete block on the new dugouts. Curtis got all four dugouts painted over the course of 2 weeks, inside and out.

45 Gallon Drum Can Purchase

Staff sourced 45- gallon drums online to add to our garbage can collection. Big cans such as these are always requested for community events and some of our inventories of cans were starting to rust out in the bottom.

Cans will be painted with the green colour we use for parks and ball fields and HE Armstrong metal shop will make some new lids for some of them. Staff purchased 12 of the cranberry juice drums from individual just outside of Bridgewater.

Steer BBQ Chores

Staff installed wood sign advertising dates for Steer BBQ across from Decoste Kitchens and installed the BBQ banners using boom lift just west of Avery's Farm Market.

Public Works staff have been in communication with Liz and Amy to ensure everything is in place. Staff also moved freezer from Day Camp to rink for ice cream storage for BBQ.

Parking Lot Signage

Public Works staff have requested signage for the Main St parking lots. The sign for 'No Overnight Parking' is still in place in the VIC parking lot but there are no signs in the other three.

Signs will hopefully deter people from using parking lots as personal parking which is the case with a white SUV that continues to park, sometimes days on end, up against the stone planters by Pharmasave parking lot.

This particular parking lot was always signed before but when staff installed decorative streetlights NSP light pole was removed that had the sign on it.

It is very hard to do parking lot maintenance early in the morning if vehicles are parked in the way especially in the wintertime. That said, parking lots need to be signed.

Hemlock Treatment/Stronach Park

Head Grounds Keeper coordinated with Village Office staff to notify public of park closure at Stronach Park so chemical spraying could be carried out for prevention of Wolly Algid infestation. Park was closed for a total of four days.

Chain Link Fence Compound Tenders

Village Clerk prepared tender document for fence compound at the new Public Works shop and for construction of a 55ft X 30 ft compound with 7-foot-high fence and 10ft gate opening. Contract was awarded to Eastern Fencing and was installed earlier this week.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**

Date: **July 9, 2025**

Re: **Recreation Report**

Recreation

- Events for June Recreation and Parks month all went very well, for Yoga between 7-10 people in attendance, for forest bathing we had 17 registered, but only 5 showed up. Prize given to a participant as well from Valley Recreation.
- 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, with between 3-6 people in attendance each week.
- Playbox in Ravenwood has been installed. Great feedback from the community in person, and on Facebook. The 2nd playbox for Elm St. will be installed when the re-paving is completed. Have already received some new balls in the box as a donation from someone.
- Beach Volleyball program, led by Ksenia has 9 participants, we were looking to cap it at 10, so we are happy with the sign-ups. Received grant for supplies, and have purchase new outdoor volley balls, antenna for the program. The first night went well!
- Social bingo for seniors' week with Kings County went well with 50 people in attendance. Discussed the possibility of partnering with Kings County to do a monthly bingo starting in the fall.

Grants

- For the Kings Vision Grant, we are going to receive \$64,099.93 towards the new pickleball courts and resurfacing the basketball court. Will be looking to see what we can do with the funds we have, will aim to have the paving done in the fall.
- For the Active Communities Fund, we received a full funding amount of \$4,490 towards after-school programming, skating opportunities and free community play (playbox).
- Completed new Sport fund application for equipment for the new volleyball programs – received full \$429.00
- Receiving \$10,236.84 from the County of Kings for the Parks Playground and Trails Grant, for the new dugouts and additional bike rack at Ravenwood, and new picnic tables.

Fitness Classes/ Programs

- Classes are all done for the summer.

Outdoor Concerts

- The first concert on July 2nd with Happy Anywhere went well, even though it was a hot and humid day. There were at least 50 people or more sitting outside, plus more that stayed in their cars.

- Next concert on July 9th with Vanilla Whisky. Put concert on valley events website, was already in the Aurora newspaper too.

Seniors Summer Social

- Social on Tuesday, August 26th. Will start to plan more after Steer BBQ.

Steer BBQ

- Eastlink Community TV reached out to do an interview for the Steer BBQ to be aired the week of July 6th. Robert McMaster and I did the interview virtually. Discussed doing the interview in person next year for the 65th Steer BBQ.
- Autism NS informed us mid-June that both Valley staff have moved on. They are still eager to run a successful Autos for Autism event.
- 4000 copies have been delivered by Canada Post for the Colouring Contest. I tried to make a connection with the Greenwood post office, but it was unsuccessful. Hand delivered copies to Kingston and District to send home with the children too.
- The 5-page ad spread in the Aurora newspaper looked great!
- Firehall change – new lead: Dwight H. All should go ahead as planned.



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REPORT TO VILLAGE COMMISSION

From: **Amy Spurrell**

Date: **July 9, 2025**

Re: **Community Programmer Report**

Games with Special Olympics

This was held on Saturday, June 14th in partnership with Special Olympics Annapolis County, as part of Valley Recreation Month. We had some local people out and a family from Wolfville. We also had Justin and Lois from the Para PowerPlay Association attend to make connections in hopes of doing more programming in the future. Big thanks to Jim Spurrell from Annapolis County Special Olympics for bringing lots of fun equipment for everyone to use!

Holiday Hampers

I had a meeting with the co-chairs of the Kingston Greenwood Holiday Hampers, Pat Nixon and Kathy Spurrell, on Tuesday, June 17th. The group is working towards registering their name with joint stocks which will allow them to access more grant funding.

JAAC Meeting

On Wednesday, June 11th I attended my first JAAC meeting on behalf of the Village of Kingston Commission. It was a short meeting and there are no updates for the commission at this time.

Pride Scavenger Hunt

Unfortunately, I did not have any participants in my pride scavenger hunt. I hope to try this again next year, as we did have positive feedback from people and a couple of the question sheets were picked up with the intention of finishing them. I will see if some adaptations can be made to make it easier to participate.

Steer BBQ

We received \$1900 from the Middleton Rotary for sanitation/environmental toilets. The donation of ice cream from Dairy Farmers of Nova Scotia arrived Monday, July 7th. Kingston resident Addison Beardsley and a friend will help distribute them on Saturday, July 12th. Staff schedules and Kingsley schedule have been made and distributed.

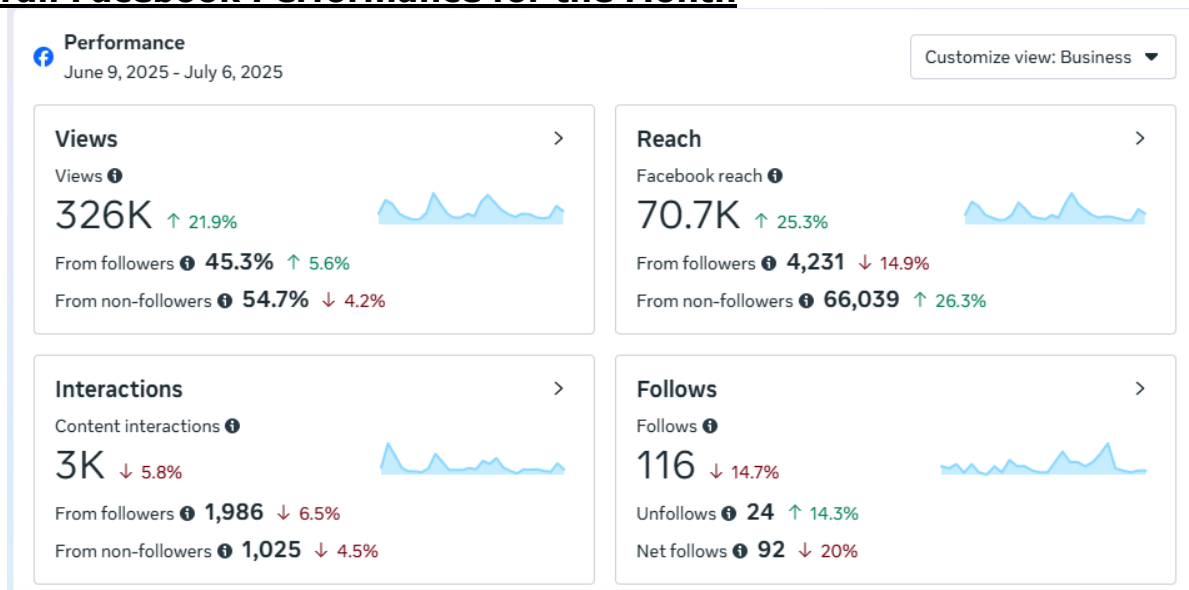
Summer Day Camp

Our returning Day Camp supervisor, Anna, started in the office on Monday, June 9th and the rest of the staff started Monday, June 23rd. Anna and another staff member, Ava, attended Accessible Leadership Training on Wednesday, June 11th and Valley Recreation Training Day in Greenwood on Thursday, June 26th. The staff did a great job preparing for camp and had a great start with a short first week, July 2nd to 4th. I will do check-ins with all staff in the coming weeks to ensure everyone is meeting their goals and having fun!

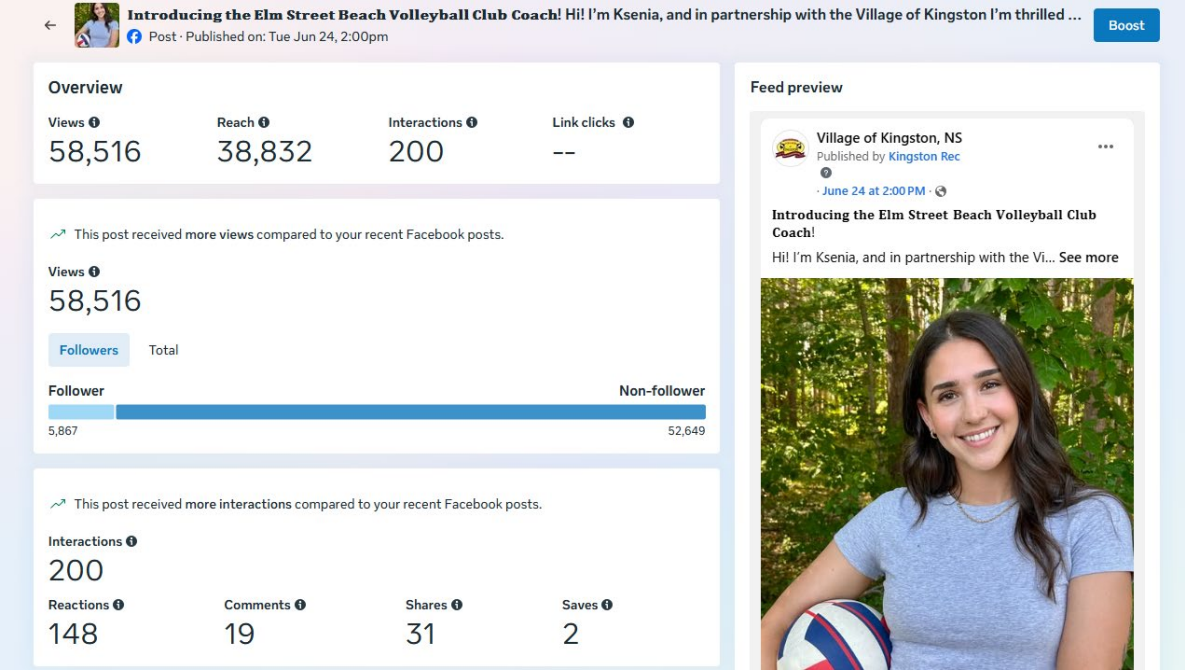
Valley Recreation

On June 12th, the Recreation Coordinator and I attended the Valley Recreation AGM in Clare. We had a great day learning about how each other's summer staff, day camps and other events function and elected a new President.

Overall Facebook Performance for the Month



Best Performing Facebook Post





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REPORT TO VILLAGE COMMISSION

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

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)
- 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)

Association of Nova Scotia Villages (AGM)

Port Williams – September 19-20, 2025

Capital Projects:

Office Generator

Motion: *THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE OFFICE GENERATOR TENDER CONTRACT TO 1ST ELECTRIC IN THE AMOUNT OF \$20,421.60+HST.*

We received bids from 4 different contractors. Two contractors supplied an optional quote for a whole building generator. Clerk has suggested going with the 20kw (whole building) generator due to the marginal increase in costs. This will provide the office with full backup power using a light-commercial grade generator, instead of a home-grade generator.

10kW	14,549.10	1stElectric
14kW	16,500.00	G&C Hughes Enterprises
14kW	18,200.00	ALM Energy Services
14kW	19,400.00	Nick Smith Electrical
14kW	21,493.00	CN Electric Ltd.
20kW	20,421.60	1stElectric
20kW	21,650.00	Nick Smith Electrical

Cantilever Gate

Tender closing is Tuesday, July 15, 2025.

Fence Compound

We received 3 quotes (due to cost below the tender threshold of \$10,000)

Maritime Fence \$6,890.00+HST

Citadel Fence \$8,752.32+HST

Eastern Fence \$9,800.00+HST

I have awarded the contract to the lowest bidder (Maritime Fence).

Pickleball Resurfacing

The County has approved their Vision Grant towards this project. I will be completing the tender document and publishing it next week. The total estimated cost for this project is \$128,376.06. Our funding for this project looks like this:

Total estimated cost: \$128,376.06

County of Kings Vision Grant \$64,099.93

County of Kings VCEP: \$30,000.00

Village of Kingston (Reserves) \$34,276.13 (remaining expenditures)

The Commission would need to approve, by motion, the extra \$35,000 from reserves. This was originally to be funded through a provincial grant.

Motion: *THAT THE VILLAGE OF KINGSTON COMMISSION APPROVE ADDITIONAL FUNDING FOR THE PICKLEBALL RESURFACING CONTRACT IN THE AMOUNT OF \$xxx.00*

Bridge Street Crosswalk (near Windsor St.)

NS-DPW have installed concrete post supports. We have awarded Valley Paving the work to adjust curbing and sidewalk. NS-DPW to install posts, lights, and signage.

DNR Greenspace Purchase

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

Picnic Tables and Garbage Cans

Clerk ordered picnic tables and garbage cans from Barco. Cheaper model garbage cans were either too wide, or too big. The Village did receive a grant from the County of Kings as well.

4x standard picnic tables \$4,560

2x accessible picnic tables \$2,710

6x garbage cans \$5,514

Total: \$12,784 + Shipping + HST

County of Kings grant: ~ \$5,254.00

2025-26 Projects	Budget	Tender w/ HST portion	YTD Actual	Status
Office Generator	30,000			T
Garbage Bins and Picnic Tables	11,000	8,000		C
PW Fence Compound	10,000	6,890		C
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	268,470	C
2024	STP - UV Building Flood Mitigation	340,000	353,529	228,551	C

T - Tendering Process
C - Work started / Construction

Z – Finished
Y - project deferred or cancelled