



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

ph 902 765-2800
fx 902 765-0807

January 14, 2026

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, January 14, 2026.



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REGULAR COMMISSION MEETING January 14, 2026

AGENDA

1. Review of Minutes of Meeting held December 10, 2025
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Departmental Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
 - iv. Community Programming
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 DECEMBER 10, 2025

COMMISSION:

Mike McCleave – Clerk/Treasurer
Wayne Fowler – Chair
Mike Bishop – Vice Chair
Neil Larder
Laurie Green
Maggie Travis

Paula Ferguson – Admin Assistant
Jason Haughn, Municipal Affairs Advisor

OPENING

Chair Fowler welcomed Jason Haughn, Municipal Affairs Advisor. Mr Haughn said that he was only here to be present and answer any questions that may arise. It was explained that his role is to help Commission and staff to understand rules and regulations surrounding municipal government. He offered to come and have individual or group meetings for learning.

REVIEW OF MINUTES

No questions, concerns, errors or omissions

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER GREEN, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 12, 2025. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

It was asked if the deed transfer tax has begun, Chair Fowler stated that he is going to petition to raise the \$10,000 substantially, to offset our recreation budget as it is unlikely that our residents will use a facility built in Coldbrook.

CONSENT TO AGENDA ITEMS

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report/PUBLIC WORKS – See Full Report

Pickleball Court- It was asked if we are expecting more cracks or seams in the spring when the snow melts, the Clerk doesn't believe there should be any more trouble.
Christmas Lights- Disappointment was expressed that people would steal the lights and it was asked if we have had the same problem in previous years, Clerk said not to this extent.

It was asked if we needed a new budget amount for the sewer maintenance based on report, it is not.

Commission welcomed Greg to the Public Works team, it was noted that a resident came into the office to congratulate the Village on how clean the sidewalks are.

It was asked if all the monies had been paid out on the Sewer Treatment Plant upgrades, they have not. We have a 20% "hold back" and are waiting for completion of the project.

RECREATION – See Full Report

Commission commented on what a great event the Night of Lights was and thanks all the office and public works staff and volunteers on their hard work to accomplish what needed to be done. Thank you to the Commissioners for their help volunteering to make the event a wonderful success.

It was noted that the residents are disappointed with the closure of the outdoor rink this year and Commission will look at reasonable solutions during budget talks.

Chair Fowler asked all Commissioners to share the Facebook post about Santa driving through Kingston, this is a great way to help the Food Bank and a great event.

COMMUNITY PROGRAMMER REPORT– See Full Report

Commissioners commented on how many people attended the Stories of Kingston/Greenwood event and what a great success that was.

It was asked when we will hear back on the Summer Student Grant, it will be in March.

It was asked if the grant affects how many summer students we hire, no it does not.

It was noted that our Facebook numbers are significantly higher than they were 18 months ago, Congratulations to Amy on this accomplishment.

COMMITTEE REPORTS:

2025 Steer BBQ

Next meeting will be in January

Joint Accessibility Advisory Committee (JAAC)

The meeting scheduled for December 10 was cancelled

Audit Committee

Nothing to report until budget time

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

No updates

Association of Nova Scotia Villages (ANSV)

It was decided that ANSV will hire a dedicated employee. Job posting and pay is still to come in the new year.

Hall of Fame

The Base has agreed to be a part of this event going forward, Chair Fowler commended the Recreation Coordinator, Liz Wright on her efforts with this event and noted that she will be missed while on maternity leave.

CLERK REPORT – See Full Report

Clerk will provide two options for the Staff Christmas Dinner that was cancelled, it will be in January, after the holidays.

The water study is moving forward; there was a budget set aside for this to happen. With the expansion of the base, this will help Kingston/Greenwood to be a place to grow.

FINANCE REPORT – See Full Report

Chair Fowler let the Commissioners know to look at last years budget and to come with wants, wishes and desires to the new budget talks next year

ADJOURNMENT

Commissioner Bishop motioned to adjourn at 8:35pm

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Stephen Mosher, Incoming Public Works Supervisor**

Date: **January 14, 2026**

Re: **Environmental Services Report**

Treatment Plant

Capital Projects Update

Headworks Building

Sub-contractors have completed the install of the new gas meter at the headworks building on Monday January the 5th 2026. Upon arriving at treatment facility on Tuesday the 6th, staff found the gas meter has tripped for the Lower Explosive Limit when it was not appropriate to be alarming. Staff has followed up with MVC to confirm the meter was installed correctly and has all the monitoring heads in place. Currently the alarm has been disabled until such time we get a response from MVC.

The remaining work on the headworks ventilation is also yet to be completed to satisfaction. The ventilation blower and louvre have been installed in place, but when electricians went to hook it up it was found that there was no motor provided by sub-contractors to run the louvre unit.

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.

The increase in freeze thaw cycles we have seen well through January the last few years tend to create more hydraulic disruption to the treatment facility than we typically have seen in the past, creating a need for increased maintenance in certain areas.

The facility's two activated sludge pumps have recently experienced a higher-than-normal frequency of clogging events. These clogs have resulted in repeated pump trip outs, and belt failures, requiring Public Works staff to attend the site daily to ensure the pumps remain operational. Mechanical checks, including clearances, alignment, oil levels, and general condition, have been completed; however, the issue persists. Recently the services of Loomers vacuum truck were required to blow back on the lines attempting to force out any potential jams in the line underground. New wear plates have been ordered for the pumps as well. A meeting was held with a representative from Sansom equipment on January 12th to talk about future upgrades and hopefully further diagnose our pump issues.

Collection System

Sewer Call: 354 Lincoln Street

Saturday January the 3rd staff received a call from Palmer Plumbing and heating inquiring about a blockage at 354 Lincoln. Staff advised plumber that the lateral was known to be low grade and has had trouble before, and as the sewer main is on his shoulder of the road the repairs/ maintenance would be the responsibility of the property owner.

Sewer Call: 1496 Elizabeth Street

On Monday January 5th staff received another call from Palmer plumbing and heating about a resident complaining of sewer drainage issues. His camera revealed her lateral was underwater and about one foot from backing up into the residence. Upon being contacted staff opened up manholes on the Pine Ridge easement (between Elizabeth and Palmer) that services these lots, and found a solids blockage caused by low grade, low flow, and rags etc being flushed in the area. After several flushes, we were able to clear the easement line successfully. It should be noted that village staff had flushed this line in October most recently and typically do quarterly.

Miscellaneous

Quarterly, annual reports, and DOE spreadsheet logs for 2025 have now been completed closing out another year. 2025 saw us treat a record number of wastewater at our facility at 321,046 m³/year. This represents an increase of 44,415 m³ since 2024, during a year that saw historic droughts.



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REPORT TO VILLAGE COMMISSION

From: **Stephen Mosher, Incoming Public Works Supervisor**
Date: **January 14, 2026**
Re: **Public Works Report**

Christmas Decorations

Seasonal Christmas decorations are currently being removed as the holiday season concludes. This year presented several challenges, including the theft, and electrical trip issues. Toward the end of the season, we seemed to see improvements in the number of light outages following repairs and upgrades completed by electrical contractors at various outlets. With these corrections in place, staff are optimistic that next year's lighting will be more reliable.

Duck Pond Skating

Staff were fortunate enough to be able to get the duck pond open for skating for a few days over the Christmas break, which was well used during the brief period we were able to keep it open. Since then, rising temperatures and pooling water on the ice have made difficult or unreasonable to reopen at this point. We will continue to monitor on a regular basis with hopes to have to reopened ASAP, however the forecast for January is working against us currently.

Pickleball Courts

Eastern fence has returned to complete their portion of the pickleball courts, which entails cutting posts, installing nets, and providing of post caps. After the work was completed, the nets were stored for the season and posts capped for spring.

Winter Snow Removal

As noted in the previous report, a meeting was held with the Village's sidewalk parking lot snow removal contractor to address several deficiencies, particularly with respect to crosswalk clearing and few other localized areas. I am pleased to report that the contractor was responsive to the concerns discussed. During the most recent snowfall events, snow clearing operation have been completed to our satisfaction.

Ongoing Maintenance and Seasonal

Snow removal operation continued throughout December due to several significant snowfall events, as well as numerous smaller storms. Recent temperature fluctuations and mild conditions have resulted in freeze-thaw cycles, leading to localized icy conditions. While nothing unusual or excessive, these conditions have required frequent passes for clearing.

As usual to help address snow displacement from the provincial plows, the snow blower is being used to clear boulevards in problem areas, as well as open parking in places like Pine Ridge near the elementary school.

Operations will continue to be adjusted as required, pending weather conditions and the anticipated warmer weather in January.

Ongoing Tree Maintenance

Several wind events throughout the month of December resulted in the need for tree maintenance and cleanup at multiple locations within the village. Work was completed in Forest Brook Park, Centennial Park, along the cemetery on Westwood Street, and clean up on Sparky Street as well. Brush materials continue to be hauled to Loomers for composting.

In addition to this, staff also completed several areas of tree trimming along the sidewalks to allow for an appropriate path for our sidewalk equipment.

Ongoing Fleet Maintenance

The John Deere 2025R had a few minor issues this month including a blown fuse, and a blown hydraulic line. Both of these issues were corrected in house.

Despite staff efforts, the MT 6s drive issue has returned, placing it once again in the unfit to drive category. Staff had been through the machine replacing bad terminals relays fuses etc. trying to illuminate causes for the issue. Unfortunately, we have been unsuccessful and will be calling for service from Saunders equipment.

During slower days, staff have completed a variety of seasonal maintenance on both of our fleet tractors readying them for another year of service for the village.



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REPORT TO VILLAGE COMMISSION

From: **Elizabeth Wright, Recreation Coordinator**
Date: **January 14, 2026**
Re: **Recreation Report**

Recreation

- Hall of Fame nomination period is open, closing March 2nd. Finalized some of the last follow up items from last year.
- Equipment Loan Program– Promoting, some ski's have been loaned out.
- Ski try it session planned for February 7th, and a snowshoe Hike with partnership with Hike NS on February 21. They will provide trail prizes.
- The Rec Hut got used for a meeting space at the end of December for a week. Discussion occurred that in the winter, the hut is not set-up for consistent use, as the building is not properly insulated or heated. Will no longer be renting it out during the Winter.
- Pickleball will be starting up at the Pine Ridge School again 3 times a week.

Anti-Racism and Equity

- Will be planning to set up first meeting in early February.
- Received a summary of the survey results, which we will use to help the committee going forward.

Fitness Classes

- 50+ class end of year social on their own went well.
- The Tuesday class is full for the Winter. Promoting to the public the Thursday class to fill it up, but at 25 participants already.
- Sandye's class will start on the 14th instead of the 7th due to illness. We renamed the class to Interval Training plus Yoga, new promotion on Facebook, we are expecting a good turnout.
- Karen's classes on Tuesday and Thursday are almost full.
- Helen is back and will be running a class. Details to be determined.

Bingo with Kings County

- The three planned Bingo and socials are planned for January 14, February 11th and March 11th. Kings County has one each month from January to April.

Skating

- Holiday skates were busy as always, nice having the Lion's sponsor 3 of them and bring hot chocolate and coffee, and Dooly's too. Staff on the ice were great. Thanks to Maggie, Amy and rink staff for helping cover the days I did not make it back for.
- Received a few more skate donations. Will need a few more helmets, will look into getting a possible donation or grants to cover.
- Drop in skating's last day was December 16th and started again January 6th. A few home schoolers have been showing up.

- Scheduled a few more free skates on in-service days/ Friday nights – with the rinks not being open on the tennis courts.

Santa's Drive Through Kingston

- Due to weather and road conditions, we decided to postpone the drive through by 1 week. It was held on Friday, December 19th.
- Community Programmer was able to step-up to help with this event as Recreation Coordinator was on vacation for the new date.

Steer BBQ 2026 – 65th

- First Steer BBQ meeting will be held on Wednesday, January 21st at 4:30pm.
- Any ideas for the special 65th celebration are welcome.



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REPORT TO VILLAGE COMMISSION

From: **Amy Spurrell**
Date: **January 14, 2026**
Re: **Community Programmer Report**

After School Program

After School Program will begin January 19th. Addison Beardsley and Rachel Price will be the facilitators. Addison has been helping us with events over the last six months and Rachel has been working as our junior Day Camp counsellor for the last few years. It will run on Mondays and Wednesdays until March Break.

Holiday Hampers "Making Spirits Bright"

We helped 100 families over the 2025 holiday season. The week before distribution, we had all components delivered to the Kingston Lions Hall and packed with the help of many volunteers including our committee members, local churches, Lions members, 14 Wing Greenwood volunteers, a Rotary Club of Middleton volunteer, and MLA Chris Palmer. All hampers were distributed Saturday, December 20th from the Kingston Lions Hall. We want to thank everyone for the generosity we received this year. For the 221 children, we were able to include more toys, clothes and personal items than we have in the past few years. It was a great success!

Santa's Drive Through Kingston

This event was postponed to December 19th and while the weather wasn't the best it still went very well. The Food Bank Director and I decided to exclude the food donation component due to the high winds and rain. Some food donations were still received along the route but we also received quite a bit at the Village Office after asking people to bring in their donations. Since we eliminated food bank volunteers walking in the streets, we cancelled the RCMP as well.

Thanks to the Clerk for leading the drive in a village truck and his wife for updating our social media on Santa's location. Thanks to Public Works for decorating the truck. The fire department included a pumper truck, a ladder truck and the new brush truck which Santa rode in. The entire route took about 2 hours and 15 minutes. Everyone felt the turnout was better than expected given the conditions.

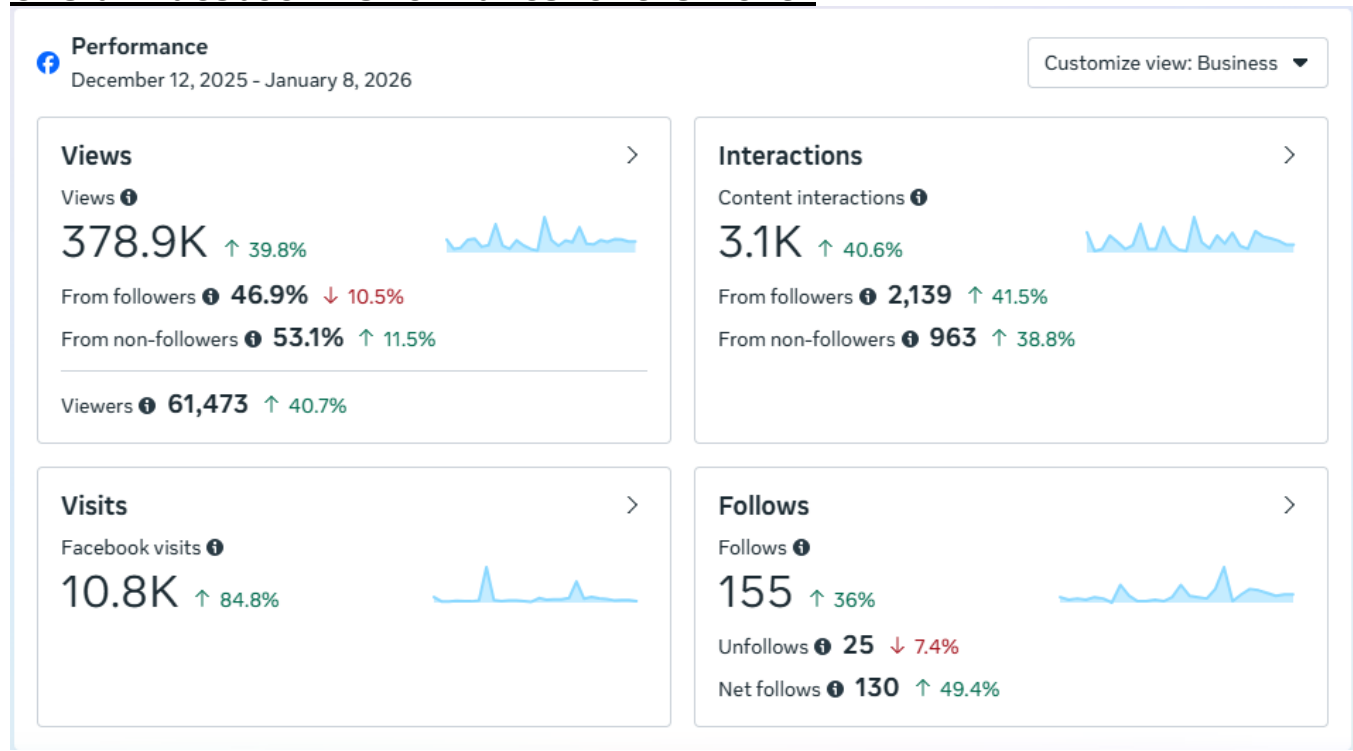
Skating

All the free skating sessions over the holidays went well with no major incidents! Since the Recreation Coordinator had travel delays, I was the main contact for all sessions but one. Thanks to Commissioner Travis, Addison Beardsley and Rachel Price for their help, especially on the 20th and 29th when neither myself nor the Recreation Coordinator were able to be there.

New Year's Eve

Fireworks were very well received! Thanks to Dan Lundrigan for clearing the pathway to the golf course for the fireworks company. The show was 15 minutes long and it was a great turnout from the public at Superstore. There were also a lot of fire fighters in attendance with the trucks on standby and a lot of people getting free hot chocolate and treats from the fire department auxiliary. We're thankful to have such a vibrant fire department!

Overall Facebook Performance for the Month



The top 5 posts were either about the duck pond or the fireworks.

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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 14, 2026**
Re: **Clerk Report**

2026-27 Budget Schedule

February 11	Capital Budget Discussion
* February 18	Capital Budget Prioritization
March 11	Operating Budget Discussion/Capital Budget Deliberation
April 8	Proposed Operating Budget Released
	Capital Budget Debated, Approved or Deferred
* April 22	Any further discussions or budget deliberations prior to approval
May 13	Approval of 2026-27 Capital and Operating Budgets.
* Special Meeting	

Sparky Street – Main Street Crosswalk

A Kingston Fire Commissioner met with clerk to discuss the dark crosswalk at the end of Sparky Street. Several firefighters, driving personal vehicles, have mentioned near misses with pedestrians at that crosswalk. Clerk reviewed area and estimates that there would be minimal benefit to adding another streetlight due to location of closest pole. Clerk feels it may be beneficial to cut back trees along Sparky at Church and/or private residence to allow, hopefully, better visibility of vehicles and pedestrians. Possible cost sharing between NS-DPW, fire department, Church, and NS-Power.

Embrook Development

The developer is trying to gain access for their proposed subdivision through NS-DPW right of way land from Forest Brook Subdivision. Land is currently owned by NS-DPW for future road use but NS-DPW will not allow land to be converted to road use under their ownership. Developer has stated that it could take up to two years for them to gain ownership, but time could be reduced considerably if village took over ownership and then sold land to developer. NS-DPW policy has stricter requirements for selling off surplus land to private ownership. Would the Village be open to be the interim landowner for the two access roads to help speed up the process. Proposed development is for 178 apartments (10x 16-unit, 2x 5-unit, 2x 4-unit buildings).

Christmas Dinner

We are still working on a date for the dinner as staff have conflicting activities.

AVRL Meeting

AVRL has set a meeting for January 21, 2026 12:30-3:30pm. The meeting is with the Annapolis Valley Regional Library and the regional municipalities' CAOs and Heads of Council regarding the AVRL's financial situation and existing service model. Lunch will be provided.

ANSV

Executive Director position has been posted on Facebook and Indeed.

Capital Projects:**DNR Greenspace Purchase**

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

Garbage Bins and Picnic Tables

We received a county grant on top of our original existing village funding

Pickleball Courts

Paving and pickleball systems have been awarded. Acrylic surface will need to be tendered and awarded in the spring (2026) for this project to be complete.

Eastern Fence	\$ 17,790.77 (fence repair and 4x pickleball net systems)
Valley Paving	\$ 54,977.58 (crack/depression repairs and re-capping)

2025-26 Projects	Budget	Tender w/ HST portion	YTD Actual	Status
Office Generator	30,000	22,939	22,939	Z
Garbage Bins and Picnic Tables	11,000	8,000	14,454	Z
PW Fence Compound	10,000	6,890	7,117	Z
STP – Cantilever Gate	20,000	19,500	21,279	Z
Snow Plow for Truck	10,000	10,386	10,386	Z
Pickleball Courts	130,000	72,769	56,222	C,T
Ravenwood Dug-Outs	12,000	11,155	12,986	Z
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	93,196	Z
Asset Management (Surveying / GIS Design)	20,000	n/a		C
Kearne Avenue Streetlights	8,000			
Pumps & Laterals	25,000	n/a	8,295	Z

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		14,120	Z
2023	STP – E, V, M	303,500	388,769	412,100	C
2024	STP - UV Building Flood Mitigation	340,000	353,529	309,691	Z
2025	Pickleball Courts	130,000			T

T - Tendering Process

C - Work started / Construction

Z – Finished

Y - project deferred or cancelled

Village of Kingston
Commission Finance Report
December 31, 2025

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	1,093,800	1,093,300	500	1,093,300	
Dog Registrations	100	-	100	500	
Rentals	5,400	5,400	-	7,200	
Interest on Investments and Taxes	13,300	8,200	5,100	10,000	
Miscellaneous Income	16,200	11,700	4,500	11,800	
Recreation Revenue	29,200	27,400	1,800	32,100	
Arena Revenue	400	1,300	(900)	1,300	
Administration Revenues	70,000	70,000	-	70,000	
Grants from Other Governments	103,400	68,200	35,200	73,300	Kings Vision Grant (Capital)
Contributions from Reserves	15,000	15,000	-	15,000	
Total Revenues	1,346,800	1,300,500	46,300	1,314,500	
Expenditures					
General Government					
Legislative	15,300	19,200	3,900	25,200	
Administration	151,400	159,300	7,900	204,500	
Professional Fees	12,200	10,700	(1,500)	11,500	
Insurance (General)	23,200	24,200	1,000	24,200	
Civic Building Expenses	9,400	11,600	2,200	14,800	
Crossing Guards	16,400	18,400	2,000	23,000	
Miscellaneous	6,100	10,000	3,900	10,600	
Taxation Charges	3,900	10,200	6,300	10,200	
Library	20,300	22,800	2,500	24,000	
Total General Government	258,200	286,400	28,200	348,000	
Public Works & Transportation					
Public Works	141,200	152,500	11,300	183,700	Staff shortage
Village Maintenance	35,200	42,100	6,900	46,500	
Sidewalks & Crosswalks	10,300	14,100	3,800	14,100	
Snow Removal	33,100	31,200	(1,900)	84,300	
Street Lighting	13,900	15,900	2,000	21,200	
Capital from Operating	-	-	-	-	
Total Public Works	233,700	255,800	22,100	349,800	
Community Development					
Visitor Information Centre	3,500	3,800	300	5,600	
Other Development	16,500	17,300	800	17,300	
Apple Blossom Festival	1,200	2,000	800	2,000	
New Years Eve Event	9,100	10,000	900	10,000	
Steer BBQ	20,200	20,700	500	20,700	
Total Community Development	50,500	53,800	3,300	55,600	
Parks					
Parks Repairs and Maintenance	39,100	52,300	13,200	61,900	
Arena Rental Charges	-	5,600	5,600	5,600	
Total Parks	39,100	57,900	18,800	67,500	
Recreation					
Recreation Administration	137,000	141,000	4,000	175,800	
Outdoor Rink(s)	-	4,500	4,500	4,500	No outdoor rink this year
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	3,600	4,600	1,000	4,600	
Youth Programs	800	700	(100)	1,000	
Adult Programs	2,200	5,700	3,500	10,300	
Seniors Programs	4,700	4,700	-	6,200	
Total Recreation	148,300	161,200	12,900	203,600	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	5,000	5,000	-	5,000	
General Capital Reserves	135,000	135,000	-	135,000	
Sidewalk Construction Reserve	140,000	140,000	-	140,000	
Building Reserve	10,000	10,000	-	10,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	290,000	290,000	-	290,000	
Total Expenditures	1,019,800	1,105,100	85,300	1,314,500	
Surplus/(Deficit)	327,000	195,400		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Revenues				
Sewer - Taxation	606,300	606,400	(100)	606,400
Sewer - User Fees	15,200	15,200	-	15,200
Sewer - Connection Charges	3,800	5,100	(1,300)	5,100
Total Revenues	625,300	626,700	(1,400)	626,700
Expenditures				
Environmental Health				
Administration	158,000	168,400	10,400	217,200
Treatment	24,300	30,000	5,700	38,300
Treatment - Electricity	56,300	63,700	7,400	85,000
Treatment - Disposal	70,000	70,800	800	101,200
Collection System Costs	25,700	26,300	600	35,000
Total Environmental Health	334,300	359,200	24,900	476,700
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	484,300	509,200	24,900	626,700
Surplus/(Deficit)	141,000	117,500		-