



**Village of New Minas**  
Annual General Meeting  
June 27, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflicts of Interest
4. Approval of Minutes:
  - a. June 28, 2022 Village AGM
5. Business Arising from Minutes:
  - a. June 28, 2022 Village AGM
6. Comments from the Chair
7. Presentations
  - a. Financial Statements for Year Ending March 31, 2023
  - b. 2023/24 Budget
8. Annual Reports:
  - a. Village of New Minas
  - b. New Minas Volunteer Fire Department
9. Other Business
10. General Public Input
11. Adjournment



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## **4. Approval of Minutes**



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DRAFT MINUTES

**Commissioners Present:**

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe
- Quentin Hill

**Commissioners Absent:**

- None

**Staff Present:**

- John Ansara, Interim Clerk Treasurer/CAO

**Others Present:**

- Lawrence Lake, Morse Brewster Lake

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:00pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the June 28, 2022 Village Annual General Meeting be approved as circulated.

**Motion Carried**

**3. Approval of Minutes:**

- a. June 22, 2021 Village Annual General Meeting

Motion:

THAT the Minutes for the June 22, 2021 Village Annual General Meeting be approved as circulated.

**Motion Carried**

**4. Business Arising from Minutes:**

- a. June 22, 2021 Village Annual General Meeting

There was no business arising from the June 28, 2021 minutes.

**5. Presentations:**

- a. Financial Statements for Year Ending March 31, 2022

The audited financial statements for the year ending March 31, 2023 for the Village of New Minas and the New Minas Water Commission were presented by Lawrence Lake.

Motion:

THAT the Financial Statements for Year Ending March 31, 2022 be received as presented.

**Motion Carried**

- b. Operating Budget and Rates of Taxation for fiscal year 2022-2023

The 2022-23 Operating Budget was presented by John Ansara. The rates of taxation were not changed.

**6. Annual Reports:**

- a. Village of New Minas

The Annual Report of the Village of New Minas was presented by Dave Chaulk, Chair of the Village Commission.

Motion:

THAT the annual report for the Village of New Minas be received as presented.

**Motion Carried**

- b. New Minas Volunteer Fire Department

The Annual Report of the New Minas Volunteer Fire Department was presented by the Vice Chair (and NMVFD Fire Chief) James Redmond.

Motion:

THAT the annual report for the New Minas Volunteer Fire Department be accepted as presented.

**Motion Carried**

**7. New Business:**

There was no new business.

**8. Correspondence**

There was no correspondence.

**9. General Discussion Period:**

There was no public input.

**10. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 7:30pm.

Motion:

THAT the meeting be adjourned.

**Motion Carried**

DRAFT



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## **8. Annual Reports**



# **Village of New Minas Annual Report**

**2022-2023**

**Annual General Meeting  
Village of New Minas  
Tuesday July 27, 2023**

# Annual Report

## ***Introduction***

On behalf of the Village Commission, I am pleased to present the Annual Report for the period of April 1, 2022 to March 31, 2023.

This past year has been fulfilling as the Village continues to make strides toward developing a stronger foundation for our community. These efforts have included policy updates, community engagement, enhanced programming and increased financial transparency. The New Minas Secondary Plan was formally approved on April 17, 2023, which has now opened up exciting opportunities for development and expansion to the lands south of Highway #101.

Please refer to the items below, which provide an overview of the year in review.

## ***Village Commission***

The Village Commission consisted of:

- Dave Chaulk, Chair
- James Redmond, Vice-Chair
- Mary Munroe
- Quentin Hill
- Cheryl Manzer (until June 2022)
- Debra Windle-Smith (from September 2022 on)

## ***Summary of Meeting Dates***

The Village Commission met on the following dates:

- April 11, 2022
- May 9, 2022
- June 13, 2022
- July 11, 2022
- September 6, 2022
- September 12, 2022
- October 11, 2022
- November 14, 2022
- November 28, 2022
- December 12, 2022
- January 9, 2023
- February 13, 2023
- March 13, 2023



## ***Detail of Activities***

### **Beautification Group**

Beautification improvements within the Village continued to be a major theme of the year. The Beautification Group was chaired by Commissioner Munroe and met regularly throughout the year. Last year's capital initiatives were focused on:

- Prospect Road Pocket Park: \$17,437
- Crescent Drive Pocket Park Phase 2: \$5,261
- Lighting & Decorations: \$7,535
- **Total: \$30,233**

This year's plans include the installation of irrigation at Founding Father's Park and Crescent Park West, the design of a viewing deck in Founding Father's Park and continued upgrades for Lighting & Decorating (including new banners for Commercial Street). As Chair, I continue to receive positive feedback from residents and business owners regarding the efforts of the Beautification Group.

### **Budget**

The Operating and Capital Budgets for 2023/24 were approved by the Commission on March 13, 2023. Highlights of the budget include:

- Operating Budget: \$3,950,460 (prior year: \$3,433,434)
- No change to tax rates:
  - 0.43/\$100 Residential
  - 0.592/\$100 Commercial
  - 0.43/\$100 Resource
- Capital Budget: \$808,714 (prior year: \$638,084)
- NMWC Operating Budget: \$1,146,498 (prior year: \$1,014,684)
- No change to water service rates
- NMWC Capital Budget: \$315,000 (prior year: \$242,200)

A full list of projects for the current fiscal year can be found in the 2023/24 Capital Budgets for the Village Commission and the New Minas Water Commission.

### **Elections**

Debra Windle-Smith was elected to the Village Commission on July 23, 2022, following an initial election process without any nominations. Debra was sworn in at a Special meeting of the Commission on September 6, 2022.

The nomination period for the 2023 election (two seats) was from May 1 to May 26. The two incumbents (Mary Munroe and James Redmond) have been re-elected via acclamation, and will be sworn in at the July 11, 2023 Commission meeting.

## Financial Statements

The Financial Statements for the year ending March 31, 2023 were initially presented to the Village Commission on June 22, and will be presented to the Finance & Audit Committee for a detailed review on July 19. The auditors have provided an opinion that the financial position of the Village and the New Minas Water Commission have been accurately presented in the statements. Some key indicators include:

- Value of 2022/23 Operating Surplus for the Village: \$398,391 (prior year: \$291,259)
- Value of 2022/23 Operating Surplus for the New Minas Water Commission: \$43,812 (prior year: \$9,819)
  
- Value of Net Financial Assets: \$8,663,316 (prior year: \$7,648,265)
- Value of Non-Financial Assets: \$13,981,615 (prior year: \$14,377,899)
- **Total Value of Assets: \$22,644,931 (prior year: \$22,026,164)**

## Policy Development

The following administrative policy/committee/bylaw updates were approved by the Village Commission in the past year:

- The Village of New Minas Harassment and Discrimination Policy was adopted on November 14, 2022.
- Updates to Section 15 (Per Diems) of the Financial and Expense Policy were approved on November 14, 2022.
- Updates to Section 39 (Vacations) and Section 43 (Years of Service Acknowledgement) of the Staff Policy Manual were approved on December 12, 2022.
- Updates to the Terms of Reference for the Joint Accessibility Advisory Committee were approved on December 12, 2022.
- The Village of New Minas Active Living Strategy was adopted on February 13, 2023.
- Updates to Section 42 (Wellness Benefit) of the Staff Policy Manual were approved on February 13, 2023.
- A new policy for Cell Phones in the Workplace (Section 5 of the Staff Policy Manual) was adopted on February 13, 2023.
- Updates to the Terms of Reference for the Beautification Committee were approved on February 13, 2023.
- Updates to Bylaw 4 (Tax Exemption for Non Profit Organizations) were approved on April 11, 2023.
- The Anti Racism Charter in Recreation was adopted on May 8, 2023.

## **Operations & Public Works**

The Village continued to provide a high level of service for the water and sewer utilities, sidewalks, parks and recreation facilities. These amenities include baseball fields, disc golf course, soccer fields, washroom facilities, and a section of the popular Harvest Moon Trail.

## **Recreation & Community Development**

The Village Recreation and Community Development Department offered a wide range of programs and opportunities to the community in 2022. At the Louis Millett Complex, participation rates increased dramatically for programs such as pickleball, badminton, yoga, Zumba, senior's fitness and the Fitness Centre. The department also partnered with ParaSport NS to offer wheelchair basketball on a biweekly basis.

The Recreation Department also introduced a new program at New Minas Elementary called, "The Before and After School Program", or "BAP" for short. BAP compliments our ongoing and successful afterschool program at the Louis Millett Complex called, "The Adventure Club". BAP was made possible by a partnership between the Village of New Minas, the Provincial Department of Early Childhood Education, and the Annapolis Valley Regional Centre for Education. Between the two programs, close to 100 kids have had access to affordable, quality after school programming in New Minas this school year.

Finally, the Recreation Department's summer camp has returned to fantastic numbers. The Village is offering 4 camps, which will provide 100 local children with a safe and fun environment for the summer months.

## **Regional Sewer Committee**

The Village continues to be an active participant in the Regional Sewer Committee, in conjunction with the Municipality of Kings, Town of Kentville, and PepsiCo. Commissioner Redmond represented the Village on the Committee this past year. The Clerk Treasurer/CAO also attends the meetings of the Committee as a non-voting member and also serves on the Technical Subcommittee.

The sewer odour from the treatment plant continues to be the most significant issue in the Village from a political and social perspective. The Municipality is preparing a request for proposals for additional desludging from Cell 1 this fall, which will require approval from the Regional Sewer Committee and the individual partners. The cost for this unbudgeted work is expected to be \$2-3 million, and the Village of New Minas will be responsible for 21% of the cost. The Village will be able to fund its share of the project out of its Canada Community-Building Fund allocation balance of \$1,339,857.50.

## **Service Advisors**

The Village used the following service advisors:

- Auditor — Lawrence Lake, Morse, Brewster, & Lake
- Legal Counsel — Jon Cuming, TMC Law
- Commercial Insurance Advisor — Sherry Spencer, BrokerLink

## **Staffing Changes**

Some of the notable staffing changes of the past year include the following:

- Tim Bouter began the position of Clerk Treasurer/CAO on July 17, 2022.
- Tanisha Kalkman began her new role as Finance Officer on August 1, 2022.
- Erica Gillis-Dominey began her new role as Recreation Coordinator on August 15, 2022.
- A new Collective Agreement for Public Works was signed on November 30, 2022.

## **Years of Service Awards**

The following staff member was presented with a service award under the Years of Service Acknowledgement program:

- Gerard Hamilton: 25 years
- Greg Messom: 20 years
- Rod Dawe: 20 years
- John Ansara: 10 Years
- Erica Gillis-Dominey: 5 years

## ***Conclusion***

Thank you to my fellow Commissioners for their dedication, leadership, and vision. Thank you to our staff for their administrative efforts over the year and for supporting our Commission. Thank you to our community for their tremendous efforts in making this a wonderful place to work, live, and grow.

Thank you especially to our families for their support during the past year.

Sincerely,



Dave Chaulk  
Commission Chair  
Village of New Minas

# **New Minas Volunteer Fire Department**

## **Annual Report: April 1, 2022 – March 31, 2023**

The New Minas Volunteer Fire Department responded to 225 emergency calls during the 2022/23 municipal year. Calls were down 13% over the previous year attributed to no winter snow until March, closure of businesses, early closure of businesses due to a shortage of employees, and no snowmelt causing flooding. The calls consisted of 13 structure fires, 2 propane leaks, 9 render assistance, 3 chimney fires, 25 smoke conditions, 48 motor vehicle accidents, 3 flood conditions, 26 mutual aid calls, 38 alarm systems sounding, 21 medical calls, 7 fuel leaks, 4 illegal burning, 6 brush/woods fires, 6 water rescue, 3 vehicle fires, 1 confined space rescue, 3 high angle rope rescue, 6 hazardous materials spills, and 1 animal rescue.

In December of 2022, the department took the possession of a new Rosenbauer 100 ft. aerial to replace 30-year-old chassis equipped with a 50-year-old aerial. With the new aerial, we hope to improve insurance grading or maintain our favorable insurance grading as the village grows. Unfortunately, interest rates have increased 59% on the slightly over two million dollar loan forcing the fire department to increase their fundraising. This new aerial has been used a number of times locally and spent three, 24-hour days in Barrington to extinguish a landfill dump fire.

The size of this aerial forced the fire department to extend the fourth apparatus bay 25 feet costing another \$130,000.00. The fire department was the general contractor and with some of the construction being done by department members, saved approximately \$30,000.00 on this addition.

The fire hall auditorium and training room have been extensively used by local non-profit organizations, including Nova Scotia Health Services for covid testing and vaccine clinics, used weekly by Minas 50 Plus Club, and Girl Guides to name a few.

James Redmond  
Fire Chief