



Village of New Minas
Commission Meeting
January 9, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. December 12, 2022 Village Commission Meeting
5. Business Arising from Minutes:
 - a. December 12, 2022 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
 - a. Beautification Committee — Report and draft minutes included in package
 - b. Finance & Audit Committee — No meeting since last report
 - c. Joint Accessibility Advisory Committee — Draft minutes included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Recreation & Community Development Advisory Committee — No meeting since last report
 - f. Regional Sewer Committee — Report and draft minutes included in package
9. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. Manager of Municipal Operations — Report included in package
 - c. Manager of Finance — Report included in package
 - d. Director of Recreation & Community Development — Report included in package
 - e. Active Living Coordinator — Report included in package
10. New Business — None
11. Correspondence — None
12. Other Business
13. General Public Input
14. Adjournment



Village of New Minas
Commission Meeting
January 9, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
December 12, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Commissioners Present:

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

Commissioners Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Rod Dawe, Head Custodian
- John Ansara, Director of Recreation & Community Development
- Erica Gillis, Recreation Coordinator

Others Present:

- Jim Winsor, County Councillor

1. Call to Order:

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

2. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

3. Approval of the Agenda:

Motion:

THAT the Agenda for the December 12, 2022 Commission Meeting be approved as circulated.

M/ James Redmond

S/ Quentin Hill

Motion Carried

4. Approval of Minutes:

- a. November 14, 2022 Village Commission Meeting

Motion:

THAT the Minutes for the November 14, 2022 Village Commission Meeting be approved as circulated.

**M/ James Redmond
S/ Quentin Hill
Motion Carried**

- b. November 28, 2022 Village Commission Meeting

Motion:

THAT the Minutes for the November 28, 2022 Village Commission Meeting be approved as circulated.

**M/ James Redmond
S/ Quentin Hill
Motion Carried**

5. Business Arising from Minutes:

- a. November 14, 2022 Village Commission Meeting

There was no business arising from the November 14, 2022 minutes.

- b. November 28, 2022 Village Commission Meeting

There was no business arising from the November 28, 2022 minutes.

6. Comments from the Chair:

Dave Chaulk mentioned the Village-County meeting that took place on November 16. The Clerk Treasurer/CAO summarized two of the topics that were discussed:

- 1. upcoming changes to the Village CCBF (Gas Tax) allocations
- 2. new asset management initiative

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal summary of the draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Beautification Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by Mary Munroe.

M/ Mary Munroe
S/ Debra Windle-Smith
Motion Carried

b. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Finance & Audit Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by Dave Chaulk.

M/ Quentin Hill
S/ Debra Windle-Smith
Motion Carried

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Joint Accessibility Advisory Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by Quentin Hill.

M/ Quentin Hill
S/ James Redmond
Motion Carried

f. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Regional Sewer Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by James Redmond.

M/ James Redmond
S/ Debra Windle-Smith
Motion Carried

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the December 12, 2022 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Manager of Municipal Operations — Report included in package
- c. Manager of Finance — Report included in package
- d. Director of Recreation & Community Development — Report included in package
- e. Active Living Coordinator — Report included in package

Motion:

THAT the Staff Reports be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/ James Redmond
S/ Quentin Hill
Motion Carried

10. New Business:

- a. Years of Service Acknowledgement

The following staff received a framed certificate and gift for their years of service to the Village, according to Section 42 of the Employee Policy Manual:

- Greg Messom: 20 years (cheque for \$200)
- Rod Dawe: 20 years (cheque for \$200)
- John Ansara: 10 Years (cheque for \$50)
- Erica Gillis: 5 years (cheque for \$25)

Note: this agenda item was moved to the beginning of the meeting (before the Committee Reports), as some of the recipients attended in person to receive their certificate.

- b. Update to Staff Policy Manual — Sections 38 & 42

The Clerk Treasurer/CAO presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended updates to Sections 38 & 42 of the Village's Staff Manual Policy, as included in the December 12, 2022 agenda package.

M/ Mary Munroe
S/ James Redmond
Motion Carried

c. 2023 Meeting Schedule

The Clerk Treasurer/CAO presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended 2023 Meeting Schedule, as included in the December 12, 2022 agenda package.

M/ Quentin Hill
S/ James Redmond
Motion Carried

d. JAAC Terms of Reference

Quentin Hill presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended changes to the JAAC Terms of Reference, as included in the December 12, 2022 agenda package.

M/ Quentin Hill
S/ Debra Windle-Smith
Motion Carried

e. Front Reception Position & Adventure Club Financial Update

The Clerk Treasurer/CAO presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission authorize the Clerk Treasurer/CAO to fill the front line reception position with a term position until August 18, 2023.

M/ James Redmond
S/ Debra Windle-Smith
Motion Carried

11. Correspondence:

There was no correspondence.

12. Other Business:

Commissioners had no other business to discuss.

13. General Public Input:

Jim Winsor provided the following comments:

- The New Minas SPS was pulled off the November 1 Council agenda by the CAO, who is currently conducting a legal review of the document and will bring it forward for approval in the new year.
- Development statistics have been lower in District 8 (New Minas) than the rest of the County. This highlights the need for the SPS to be approved in a timely manner.
- The Canning Development has been appealed, and final documents are being prepared for submittal to the UARB by both parties. The upcoming UARB decision may set a precedent for development within Kings County.
- The Municipality and the Town of Kentville have approved the consulting report for the Regional Recreation Centre. The hope is that this project can move onto the next phase with support from all the partners.
- There are integration/promotional opportunities for the Village within the Valley Regional Enterprise Network.
- As a business opportunities and programming needs increase, the Village should look at expanding its professional staffing compliment.
- The annual banquet for the New Minas Fire Department was a big success.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:52pm.

Motion:

THAT the meeting be adjourned.

M/ James Redmond

S/ Quentin Hill

Motion Carried



Village of New Minas
Commission Meeting
January 9, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

8. Committee Reports

Information Report (Agenda Item 8.a.)

To: Village Commission

By: Mary Munroe, Village Commissioner

Meeting Date: January 9, 2023

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — December 14, 2022

The regular meeting of the Beautification Committee took place in December 14, 2022 via Zoom.

Updates on 2022 Beautification projects included reports on the completion of this year’s goals for the Crescent Corner Pocket Park with its bench, trash receptacle and three new cherry trees in place. The Prospect Pocket Park now has its gardens, trees, lawn and bricked patio area with two benches and its trash receptacle, though the solar garden light to match the Village’s theme for its pocket parks has not yet been acquired. Irrigation and its required power sources for both pocket parks have been deferred until next year’s budget but preliminary planning is in place.

New and more showy seasonal lights have been purchased and were on display in the Lockhart Ryan Park, Crescent Corner East Pocket Park and in the Founding Fathers Park. New white lights on the eaves the LMCC were installed with old and new lights not matching well so our to-do list now includes doing an upgrade to the old lights to provide an aesthetically pleasing match.

The Committee’s January meeting is scheduled for two hours beginning at 9:30am on the 18th, and will focus on identifying Village Beautification priorities to recommend for the 2023-2024 fiscal year.

Respectfully submitted,

Mary Munroe, Chairperson

On behalf of the New Minas Beautification Committee



Village of New Minas
Beautification Committee
December 14, 2022 @ 10:30 AM
Online Video Conference (Zoom)
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Mary Munroe, Commission Member & Chair
- Debra Windle-Smith, Commission Member
- Agnes Wojt, Citizen Member
- Donna Randell, Citizen Member
- John Ansara, Director of Recreation & Community Development

Members Absent:

- Gerard Hamilton, Manager of Municipal Operations (absent with regrets)

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Erica Gillis-Dominey, Minutes

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:47am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the December 14, 2022 Beautification Committee Meeting be approved as circulated.

M/ John Ansara
S/ Donna Randell
Motion Carried

3. Approval of Minutes:

- a. November 16, 2022 Beautification Committee Meeting

Motion:

THAT the Minutes for the November 16, 2022 Beautification Committee Meeting be approved as circulated.

M/ John Ansara
S/ Donna Randell
Motion Carried

4. Business Arising from Minutes:

- a. November 16, 2022 Beautification Committee Meeting

There was no business arising from the October 26, 2022 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

There were no presentations.

7. Finance & Budget Update

- a. Expenditures to date

Tim Bouter gave an update on expenditures to date. The receptacles and benches from Barco have been paid for, the numbers changed slightly due to shipping. Christmas decorations were also expended.

8. Project Updates

- a. Crescent Park West — Phase #2

John Ansara updated that the Cherry Trees have been planted.

- b. Prospect Road Pocket Park

The benches have arrived and have been staged. John Ansara requested that a solar lamp post be purchased. It was discussed if adding parking would be beneficial to the pocket parks.

- c. Lighting & Decorations

A discussion on what time the lights should come on in the evening. Tim updated that the lights are on a sensor and turn on before dark. The committee should consider the environmental impact on turning the lights on before dark and use of power. The Louis Millett Community Complex should also have a timer on their lights to have the lights come on consistently. It was noted that the lights on the LMCC are not all the same and it would be nice to have the lights be consistent.

d. Streetside Benches

Locations need to be discussed and respacing. One bench has yet to be placed, it was discussed that in front of the new Jordans building would be an ideal location.

9. New Business:

a. 2023/24 Budget Planning

The Village Commission has scheduled budget deliberations in February. The next Beautification Committee meeting will focus exclusively on project priorities and budgeting for 2023/24, and will be extended to two hours.

10. Next Meeting Date:

a. January 18, 2023

The next meeting is scheduled for Wednesday January 18, 2023 @ 9:30 am via online video conference (Zoom).

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:30am.

Motion:

THAT the meeting be adjourned.

M/ Donna Randell

S/ John Ansara

Motion Carried

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, December 14, 2022

Draft Minutes

Meeting, Date and Time	A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, December 14, 2022, at 6:00 p.m. in Council Chambers at 181 Coldbrook Village Park Drive.
Attending	
JAAC Members	Doug Ralph – Citizen Member (Vice Chair) Councillor Lexie Misner – District 2 Alan Price – Citizen Member: West Ben Brown – Citizen Member Don Nauss – Citizen Member Andy Vermeulen – Commissioner, Village of Canning Michael Keith – Commissioner, Village of Cornwallis Square Scott Leier – Commissioner, Village of Port Williams
Municipal Staff	Terry Brown – Manager of Inspection & Enforcement Division Katie MacArthur – Accessibility Coordinator Laurie-Ann Clarke – Recording Secretary
Guests	Dan Stovel – Kings REMO Regional Emergency Management Coordinator
Regrets	Crystal McCormack – Citizen Member: Central Dino Wamboldt – Citizen Member: East Mary Fox – Citizen Member (Chair) Mike Bishop – Commissioner, Village of Kingston Quentin Hill – Commissioner, Village of New Minas Robert Sealby – Commissioner, Village of Greenwood
Absent	Kirk MacLennan – Commissioner, Village of Aylesford

- 1. Call to Order** Doug Ralph, Vice Chair, called the meeting to order at 6:06 p.m.
- 2. Roll Call** Roll call was taken.
- 3. Amendments to the Agenda** None.
- 4. Approval of the Agenda**

On motion of Commissioner Vermeulen and Councillor Misner, that the Joint Accessibility Advisory Committee approve the December 14, 2022 meeting agenda as circulated.

The question was called on the motion. Motion carried.
- 5. Disclosure of Conflict of Interest Issues** There were no conflict of interest issues disclosed.
- 6. Approval of Minutes**
 - a. November 9, 2022** **On motion of Councillor Misner and Mr. Price, that the minutes of the Joint Accessibility Advisory Committee meeting held on November 9, 2022 be approved as circulated.**

The question was called on the motion. Motion carried.
- 7. Business Arising from the Minutes** There was no business arising from the minutes.
- 8. Business**
 - a. Presentation by Dan Stovel** Dan Stovel, Kings REMO Regional Emergency Management Coordinator, gave a presentation on the Vulnerable Persons Registry.
 - b. Approval of the**

**2023 Meeting
Schedule**

Per section 12.2.2 of the Terms of Reference, the JAAC is required to approve the meeting schedule for the upcoming calendar year at the meeting in December. Municipal staff proposed continuing to meet on the second Wednesday of each month at 6:00 pm. There was a discussion regarding meeting less frequently as well as moving the meetings to 7:00 pm.

On motion of Councillor Misner and Citizen Member Brown, that for the 2023 calendar year, the Joint Accessibility Advisory Committee will meet at 7:00 pm on the second Wednesday of every month as outlined in the 2023 Meeting Schedule with a virtual as an option when agenda allows.

**c. Review of the
2023-2024
Committee
Operating Budget**

The question was called on the motion. Motion carried.

Per section 12.13.2 of the Terms of Reference, the JAAC is required to review and recommend an annual budget for the upcoming fiscal year to Municipal Council and Village Commissions. Ms. MacArthur briefly outlined the suggested budget prepared by staff.

On motion of Councillor Misner and Commissioner Leier, that the Joint Accessibility Advisory Committee accept the proposed budget for 2023-2024 as presented at the Joint Accessibility meeting on December 14, 2022 and recommend to the Municipal CAO and the Village Clerks for final approval.

d. Quarterly Report

The question was called on the motion. Motion carried.

Ms. MacArthur noted the inclusion of the Accessibility Coordinator's Quarterly Report in the [agenda package](#) and allowed for questions or comments from the JAAC.

On motion of Councillor Misner and Citizen Member Brown, that the Joint Accessibility Advisory Committee

receive the “Accessibility Coordinator Quarterly Report” as presented at the JAAC meeting of December 14, 2022, as information.

The question was called on the motion. Motion carried.

e. Citizen Vacancy

Ms. MacArthur shared there is still a vacancy for one citizen member on the Committee and noted that the advertisement will be shared with the JAAC for distribution to their contacts.

f. Update on Terms of Reference

The Terms of Reference revisions recommended by the JAAC have been approved by Municipal Council and five of the seven Villages. Ms. MacArthur will contact the remaining Villages for follow up.

9. Other Business

Manager Brown urged members to review Ms. MacArthur’s Quarterly Report if they had not done so prior to the meeting, noting that she had accomplished a great deal in her short time in her role.

10. Correspondence

a. Minister of Public Works

A letter addressed to Mayor Muttart from the Nova Scotia Minister of Public Works was included in the [agenda package](#). Commissioner Leier noted that the Village of Port Williams received a similar letter. Ms. MacArthur urged Village Commissions to arrange meetings with A/Area Manager Ken Crowell to discuss moving forward in jointly addressing accessibility concerns in infrastructure as suggested in the letter

11. Public Comments

There were no members of the public in attendance.

12. Date of Next Meeting

The next meeting will be held on January 11, 2023 at 7:00 p.m. via Microsoft Teams.

13. Adjournment

There being no further business, on motion of

Commissioner Vermeulen and Commissioner Keith, the meeting adjourned at 7:00 p.m.

**Approved by:
Joint Accessibility Advisory Committee**

Day/Month/Year

DRAFT



Village of New Minas
New Minas Water Commission
December 20, 2022 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- James Redmond, Commission Member & Chair
- Dave Chaulk, Commission Member & Vice Chair
- Mary Munroe, Commission Member
- Bruce MacArthur, Citizen Member
- Maynard Stevens, Citizen Member

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Gerard Hamilton, Manager of Municipal Operations

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:03pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the December 20, 2022 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. October 25, 2022 Water Commission Meeting

Motion:

THAT the Minutes for the October 25, 2022 Water Commission Meeting be approved as circulated.

M/Dave Chaulk
S/Maynard Stevens
Motion Carried

4. Business Arising from Minutes:

- a. October 25, 2022 Water Commission Meeting

There was no business arising from the October 25, 2022 minutes.

5. Comments from the Chair:

The Chair wished everyone a happy upcoming holiday season.

6. Presentations:

There were no presentations.

7. Staff Reports:

- a. Water Operations Report

Gerard Hamilton provided a verbal summary of the Water Operations Report circulated prior to the December 20, 2022 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the December 20, 2022 Water Commission meeting and as verbally summarized by the Manager of Municipal Operations.

M/Dave Chaulk
S/Bruce MacArthur
Motion Carried

8. Capital Projects Update:

- a. Alders Avenue Water Laterals — Phase #1

The Clerk Treasurer/CAO provided an update on the Alders Avenue Water Laterals project. Design Point is working on the design, and will be submitting the 50% drawings in January for review.

b. RF Meter Reading System Meters

The Clerk Treasurer/CAO provided an update on the RF Meter Reading System Meters. Greg Messom recently put in an order for the remaining budget that was available (\$40,000 total).

c. Test Well

The Clerk Treasurer/CAO provided an update on the test well program. Only one quotation was received on October 28th, and it was approximately three times over the expected price. Upon further investigation, the market demand for well drilling combined with the short project deadline contributed to the lack of competition and high price. This project will be re-tendered in the new year, with a deadline extending into the spring.

d. Water Meter Purchases

The Clerk Treasurer/CAO provided an update on the Water Meter Purchases. Greg Messom recently put in an order for the remaining budget that was available (\$15,000 total).

9. Source Water Protection Committee:

The Clerk Treasurer/CAO provided an update on the Source Water Protection Plan. Billy Shaw has reviewed all of the Source Water Protection Plan (SWPP) documents for New Minas. Historically, this source water protection plan has stood the test of time fairly well. There has not been a documented release of hazardous materials in the Wellfield area since the mid-1980s, before the SWPP was in place.

The protection Zones, A-B-C-D, and the applicable land use restrictions are acceptable with Billy, but should be reviewed whenever there is a major development in the Village.

Billy suggests that the Village should update the inventory of properties with hazardous materials to include the Shell Station at 8868 Commercial Street and the Petro-Canada Station at 8981 Commercial Street. The Village should seek information on the gasoline and diesel storage tanks, including:

1. the locations of the tanks;
2. the date the tanks were installed; and
3. material stored and storage capacity.

10. Correspondence:

None

11. Public Input:

None

12. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:20pm.

Motion:

THAT the meeting be adjourned.

M/Dave Chaulk

S/Maynard Stevens

Motion Carried

DRAFT

Information Report (Agenda Item 8.f.)

To: Village Commission

By: James Redmond, Village Commission Vice Chair

Meeting Date: January 9, 2023

Subject: Regional Sewer Committee Report



Regional Sewer Committee Report

Regional Sewer Committee Meeting — December 15, 2022

- For the last eleven months average capacity loads were 40% for hydraulic load, 43% for BOD and 37% for TSS.
- BOD, TSS, e-coli and PH all within allowable discharge limits.
- The Regional Sewer Committee approved a motion to hire a third party matter expert to develop an ongoing program of sludge management, estimate volumetric capacity of bio-tube dewatering and removal of sludge, system maintenance, estimate 10 year capital and operational budgeting requirements and report on sludge disposal options.
- The cost of this third party is not to exceed \$50,000.00 and completed by May 15, 2023.

James Redmond

**Municipality of the County of Kings
Regional Sewer Committee - MINUTES**

Meeting, Date and Time Regional Sewer Committee Meeting was held on Thursday, December 15, 2022, at the Municipal Complex

(1) Roll Call: In attendance were:

Municipality of the County of Kings: Councillor Jim Winsor – Chair
Scott Quinn, Director of Engineering & Public Works, Lands & Parks
Mike Livingston, Manager of Financial Reporting
Susan Gray, Recording Secretary

Town of Kentville: Cate Savage, Deputy Mayor (voting member)
Dave Bell, Director of Engineering and Public Works
Dan Troke, CAO

Village of New Minas: Commissioner James Redmond (voting member)
Tim Bouter, Clerk, Treasurer/CAO

PepsiCo Foods Limited: Katrina Wonders, HSE Assoc Resource (voting member)

Public: None

Absent: Aaron Dondale and Abdelkalek Omar

Meeting Called to order: The Chair called the meeting to order at 10:05 pm. Roll call was taken.

(2) Additions to the Agenda: **None**

(3) Approval of the Agenda: **On the motion of Katrina Wonders and Commissioner Redmond that the agenda be approved.**

Motion carried.

(4) Conflict of Interest: **None**

(5) Approval of the Minutes from September 15, 2022: **On the motion of Deputy Mayor Savage and Katrina Wonders that the Minutes from November 14, 2022, be approved as circulated.**

Motion carried.

(6) Business arising from previous minutes: None

New Business

(7) Operations and Compliance Update: Scott Quinn provided a brief update. The larger drum screens have all been installed and staff are monitoring them. There had been fewer blinding issues since the installation. It does mean a bit more material gets through but if we avoid blinding the screens and going into bypass, overall, there will be less material reaching the lagoons. The TSS and BOD are within regulatory parameters. The latest acute lethality test did not pass

and there were some notes on the test reports that we are waiting for clarification on. We are in the middle of a new test, and it is looking better thus far. Staff had been working with regulators and consultants to address the issues.

Contractually the Partners are within their capacity. Regional is operating at approximately 40% capacity.

Discussion:

- is there a reason for the lower BOD and TSS numbers in this report? Maybe due to being a dry fall? Scott indicated that there had been some additional maintenance completed which may be helping with the lower numbers and it had been a dry fall.
- Will the larger mesh screens effect the output? What is the measurement on that? Scott indicated the effluent numbers should help indicate if they are working as expected. Operator monitoring was expected to be the best indicator.
- It was suggested that the operators keep an eye on the bin levels to see if it is lower. Scott indicated that would also be a good indicator to watch.

(8) Capital Update:

Scott Quinn provided a brief update. The kick off meeting with Gary Parker Excavating was to be held that week for the aeration replacement project. We believed they would be able to start in January and then move on to ground preparation and building the onsite storage pad. The timeline generally looks like the project will take about 40 weeks. We would know more after the kick off meeting. Some of the header work could potentially be done over the winter.

(9) Finance Update

Mike Livingston gave a brief update on the reports provided. Overall, we are currently under budget. If there is any surplus at the end of the year it could be used to help pay the 3rd party review of Loading Considerations and Common By-Laws.

Discussions:

- It was suggested that since our power billing is lagging, we pro-rate the forecast based on usage history. Mike indicated he would have a look at that for the next report.
- Which position at Regional has overages? Mike indicated that he would have to look at that.

Mike also presented a draft budget timeline for the Committee's benefit. The draft was based on dates of regular meetings found on members websites. If changes are required, please let Mike know.

**(10) Operations and
Capital Planning Projects
Proposals:**

Scott Quinn gave a presentation.

Discussion:

- There were some questions of clarification on timelines and budget implications.
- What exactly are we asking the consultant to do? Scott indicted that the consultant will basically come back with a business case to

establish what parameters they see for Regional for ongoing sludge management. Is this a permanent staffing position or a long-term contract with a 3rd party? They would also provide potential financial obligations associated with each option. They would make recommendations on which option would be best.

- Can we pre-screen to help avoid sludge build up? Scott indicated that is a question we could ask of the consultant.
- Does this study replace or tie into capacity studies already planned. Kentville is planning a great deal of residential growth in the next 3-5 years and has concerns about capacity and loads. We should be looking at a pro-active approach as opposed to reactionary. Scott indicated they would be separate but there will be overlap as they deal with some of the same issues.
- Is it the belief that residential effluent is not the cause of the sludge? Scott indicated that bulk of the sludge is related to commercial and industrial and not residential.
- Some concerns were raised around the cost of the sludge removal contract. If the sludge is not able to be bagged and stored onsite, the cost may be higher than forecasted. Scott indicated we would have a better picture of the costs once prices have been obtained and the contractors will attempt to keep the costs as low as possible.

Recommendations:

Receive Appendix A to the December 15, 2022 Request for Decision for Information; and

Recommend to Municipal Council that the cost associated with the consulting engagement described in the December 15, 2022 Request for Decision be funded in whole or in part from 2022-23 operating surplus, or failing sufficient surplus, to be recovered through 2022-23 deficit billings to the Partners, contingent upon Regional Partner approval.

On the motion of Deputy Mayor Savage and Commissioner Redmond that the above recommendations be approved.

Motion Carried.

(11) Partner Updates:

Town Of Kentville: None
 Village of New Minas: None
 Pepsico: None

**(12) Round Table
 -Terms of Reference
 Review**

The Committee had not made any suggested changes or updates to this point.

(13) Other Business

None

(14) Correspondence

None

(15) Next Meeting:

Next meeting will be Thursday, January 19, 2023, at 10:00am at Municipal Complex.

(16) Adjournment: **On the motion of Commissioner Redmond and Deputy Mayor Savage the meeting be adjourned.**

Motion Carried.

The meeting adjourned at 11:19 pm.

Approval:

Regional Sewer Committee

DRAFT



Village of New Minas
Commission Meeting
January 9, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

9. Staff Reports

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: January 9, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The budgeting process for 2022/23 is underway, and I will be working with the department heads this month to complete the first draft of the budget. Official budget deliberations with the Commission will take place on February 23 and 24. The goal will be for the Commission to approve the budget in March. On December 28, we received the 2023 assessment roll from PVSC. At the existing tax rates, the new assessment would result in the following:

- Increase of \$133,595 in Residential Tax revenue
- Increase of \$37,856 in Commercial Tax revenue
- Decrease of \$70 in Resource Tax revenue

Highlights of the Past Month:

- Unionized employees received retroactive pay on December 15.
- Received the 2023 assessment roll from PVSC on December 28.

Regularly Scheduled Meetings:

In the past month, I attended the following regularly scheduled meetings:

- Collective meetings Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Monthly meeting with Jim Winsor (January 4)
- Regional Sewer Committee (December 15)
- Village Commission (December 12)
- Beautification Committee (December 14)
- Water Commission (December 20)

Other Notable Meetings:

- Asset Retirement Obligations: Ask the Expert Session 2 — December 15

Professional Development:

- Volunteering as a mentor for Engineers Nova Scotia

Outlook for Next Month:

The planned focus for the next month will be as follows:

- Commission and Committee meetings

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: January 9, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



- Department Head meetings (collective and individual)
- 2023/24 budget process
- Strategic planning
- Finance:
 - Bank reconciliations
 - Accounts payable
 - Invoicing and receivables
 - Payroll (bi-weekly)

Sincerely,

A handwritten signature in black ink that reads "Tim B".

Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

t 902-681-0430 | e timb@newminas.com

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: January 9, 2023

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

The mild weather will permit public works staff to address tasks that would normally be performed in warmer temperatures such as hydrant maintenance, isolation valve exercising, park equipment inspections, etc. There has been no snow clearing to date with some salting of sidewalks. This is the time of year that the budget process begins. Equipment for spring/summer use is being inspected and made ready for upcoming season(s).

Current Task/Projects:

- All holiday decorations have been taken down and inspected for next year
- Snow clearing as required
- The annual water report is in the process of being assembled. It is due to be submitted to the Nova Scotia Department of Environment on or before April 1, 2023
- Mild weather has afforded staff to work on water infrastructure
- Cornwallis Well # 2 will require a new motor

Long-Term Projects:

- Communicating with Stantec to shore up design and surveying for future sidewalks

Meetings:

- Attended Water Commission meeting
- Attended Occupational Health and Safety meeting
- Attended in house meeting with Public Works and Water staff

Professional Development:

- During the winter months, I will upgrading several courses as it relates to Occupational Health and Safety. Likewise, all public works staff will participate as needed.

Outlook for Next Month:

- Budget meetings
- Snow clearing
- Park infrastructure repairs as required
- Daily operations

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: January 9, 2023

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

Susan Qiu Zhang has joined our Finance team for the Co-op winter term and is working out nicely. She’s already confident enough to answer the phone and receipt payments on her own. The summer Co-op Application for funding was submitted December 20th. We should hear back hopefully by the end of February, and the hope is for Susan to stay on until the end of August.

December’s Utility bills are printed and mailed out. Payroll 2022 yearend is completed and T4’s should be processed sometime within the next two weeks. This week we will be submitting December’s Union dues and CUPE Pensions.

Current Tasks/Projects:

- Operating and Capital bank reconciliations for October have been completed.
- Third Quarterly Due to/from and HST will be completed mid January.

Long-Term Projects:

- Job descriptions for all four positions will be updated in the near future.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date Dec 31
• Residential	\$1,135,595	\$1,111,284.74
• Commercial	\$866,404	\$920,452.47
• Resource	\$8,167	\$7,693.47
Sewer	Budgeted	Collected Year to Date Dec 31
• Usage Charges	\$663,687	\$520,270.16
Water	Budgeted	Collected Year to Date Dec 31
• Metered Sales	\$618,100	\$307,471.65
• Sprinkler Service	\$4,852	\$2,307.90

Meetings:

- Monthly individual meetings are ongoing.
- Weekly office meetings are ongoing.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: January 9, 2023

Subject: Monthly Report — Manager of Finance



Professional Development Summary:

- Instructional manuals:
 - Finance Manager, almost complete
 - Administrative Assistant, not started
 - Finance Officer 1, not started
 - Finance Officer 2, not started

Outlook for future Months:

- POA, Wills and various other workshops will hopefully be re-scheduled for an evening in 2023.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: January 9, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

In December we offered our regular slate of programs, but also introduced two new events to the community: Parents Day Out (parents could drop their kids off at the LMCC Gym, to do Christmas shopping) and Visit with Santa at the LMCC.

Current Tasks/Projects:

- Operating and Capital budget planning
- Program planning for March Break and Summer Day Camps
- Program maintenance for ongoing programs

Long-Term Projects:

- Park Revitalization Project – Planning for 2023/24 capital projects

Meetings:

- Beautification Committee
- Occupational Health & Safety

Professional Development Summary:

- Valley Rec Winter meetings Dec 8 and 9 – Accessibility, Risk Management and Team building sessions

Outlook for Next Month:

- March Break, summer planning

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: January 9, 2023

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

Active Living Strategy — progress update:

- The Active Living Strategy has been submitted to Communities, Culture, Tourism and Heritage (CCTH) for final review.
- Presentation of strategy will be scheduled for February.

Projects:

- Leadership Development Workshop Series:
 - Developing opportunities for capacity building
 - Partnering with PeopleWorx to offer leadership sessions on time management, stress management and conflict resolution
- Active & Healthy Award:
 - Develop and promote a reward/recognition program — "A-HA" (Active & Healthy Award) offering small prizes and acknowledgement on social media.
 - *ongoing*
- Outdoor Active Program:
 - Working with EMS and NMES to offer outdoor play activities during lunch periods at the school.
 - Funding support — School Physical Activity Partnership (SPAP).
 - *Progressed delayed based on school access- ongoing.*
 - *Partnering with Horton High School O2 program (Options & Opportunities)*
- Community Play Boxes:
 - Ready for installation — coordinating with public works for installation with playground — *pending playground installations.*
- Way Finder Stations:
 - Received grant funding from Community, Culture & Heritage.
 - Kiosk ordered and received – *installation pending update from Public Works*

Spontaneous Play Stations:

- One of the goals of the Active Living Strategy is to create opportunities for spontaneous unstructured outdoor recreation. The plan for this project is to install "Spontaneous Play Spaces" — painted hopscotch, mazes, or obstacle courses on sidewalks, or safe paved areas throughout the community.

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: January 9, 2023

Subject: Monthly Report — Active Living Coordinator



- Received grant funding from Community, Culture & Heritage.
- *Installation timeline extended to Spring due to weather conditions not being suitable*
- *Exploring winter options – snow mazes at the park*

After School programming:

- NS Before & After Program (BAP) — at New Minas Elementary School.
- Adventure Club — Louis Millet Community Centre.
- Leadership:
 - Facilitating new staff orientation and leadership training.
 - Managing fee reduction program.
 - *Ongoing*

Health NS Partnership:

- building relationship with primary care clinics to facilitate collaborative programming and support:
 - Active for Life — collaboration with Primary Care, Acadia University and County of Kings.
 - Harvest Tides Clinic — collaboration to share program information.
 - Excel Program- partnership with Dalhousie University and NS Health to provide 12-week fitness based programming for cancer patients.

Outdoor Play Policy Development:

- Collaboration with County of Kings and surrounding recreation departments to develop county wide policy encouraging outdoor play — ongoing.

Meetings/Professional Development:

- Valley Recreation – annual winter meeting – workshops on program accessibility, risk management, and presentations from Recreation Nova Scotia
- Regional Summer Staff Training meeting – coordinating schedule of training modules for summer staff
- NS Health and Recreation Partnership meeting