



Village of New Minas
Commission Meeting
February 13, 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. January 9, 2023 Village Commission Meeting
5. Business Arising from Minutes:
 - a. January 9, 2023 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 — Draft minutes included in package
 - c. Joint Accessibility Advisory Committee — Draft minutes included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. 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:
 - a. Active Living Strategy
 - b. Update to Staff Policy Manual — Section 41
 - c. Update to Staff Policy Manual — Cell Phones in the Workplace
 - d. Update to Beautification Committee Terms of Reference
11. Correspondence — None
12. Other Business
13. General Public Input
14. Closed Session
 - a. Personnel Matters
15. Adjournment



Village of New Minas
Commission Meeting
February 13, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
January 9, 2023 @ 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

Others Present:

- Jim Winsor, County Councillor
- Donna Randell (via Zoom)

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 January 9, 2023 Commission Meeting be approved as circulated.

M/ James Redmond

S/ Quentin Hill

Motion Carried

4. Approval of Minutes:

- a. December 12, 2022 Village Commission Meeting

Motion:

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

M/ Quentin Hill

S/ James Redmond

Motion Carried

5. Business Arising from Minutes:

- a. December 12, 2022 Village Commission Meeting

There was no business arising from the December 12, 2022 minutes.

6. Comments from the Chair:

There were no additional comments from the Chair.

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 written report and draft minutes included in the January 9, 2023 Commission agenda package.

- c. Joint Accessibility Advisory Committee

Quentin Hill informed the Commission that he was unable to attend the December 14, 2022 JAAC meeting.

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the January 9, 2023 Commission agenda package.

- f. Regional Sewer Committee

James Redmond provided a verbal summary of the written report and draft minutes included in the January 9, 2023 Commission agenda package.

Motion:

THAT the Committee Reports be received as included in the January 9, 2023 Commission agenda package and as verbally summarized by the respective Commissioners.

M/ Debra Windle-Smith

S/ Mary Munroe

Motion Carried

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the January 9, 2023 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 January 9, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/ Quentin Hill

S/ James Redmond

Motion Carried

10. New Business:

There was no new business.

11. Correspondence:

There was no correspondence.

12. Other Business:

Mary Munroe provided an update on collaborative information gathering that is ongoing related to the history of the Village. Researchers report that the original area that is present day New Minas was historically inhabited by Mi'kmaq and then Acadians, and that within the current Village boundaries are burial grounds that have not been officially recognized as Historic Sites. On May 18, 2004, the following motion was PASSED by the Village Commission:

“It was moved by Commissioner Messom, seconded by Commissioner Swanburg that the Village of New Minas make application to the Municipality of the County of Kings to have

the Village-owned properties, as identified by the Acadian Sites Committee, designated as Historic Sites. MOTION CARRIED”

Since the historical designation did not take place at the time, the Village Commission requested the Clerk Treasurer/CAO to determine steps that can be taken to revive this initiative.

13. General Public Input:

Jim Winsor provided the following comments:

- The Canning Development has received \$10 million of funding across all levels of government. This goes to show that money is available, and the Village should begin pursuing partnership opportunities for the lands to the south of Hwy 101.
- In the meantime, Jim is coordinating a meeting between the Municipality and Nova Scotia Public Works, to discuss the infrastructure and transportation studies that were completed as part of the New Minas SPS process. The goal is to create awareness of the New Minas SPS and identify specific projects to be added to the Provincial Capital Plan.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:23pm.

Motion:

THAT the meeting be adjourned.

M/ James Redmond

S/ Quentin Hill

Motion Carried



Village of New Minas
Commission Meeting
February 13, 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: February 13, 2023

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — January 18, 2023

The last meeting of the New Minas Beautification Committee took place on January 18th as an in-person meeting with two members connecting via Zoom. The two-hour meeting was dedicated to preparing a budget proposal for 2023-24. Details will be discussed during the Commission’s budget deliberations later this month. The focus recommended for the coming year will be on the next phases for current beautification projects including existing Pocket Parks, Founding Father’s Park, adding to our collection of street banners and lighting features and upgrading the entrance sign to the Lockhart Ryan Park. New projects are on hold for now while more extensive planning work can be done, but we anticipate this year’s work should qualify us for much-valued grant money. In order to spend our considerable investments on beautification to the best advantage, we will be looking to engaging professional expertise to help us build wisely on our existing foundations.

As Chair, I appreciate the cooperative approach of our Committee members to achieve results for our village. Also, I want to thank Debra for the considerable work she has been doing to prepare to strengthen the Terms of Reference of our Committee, as it seems timely to address our original terms. After Debra and I discuss our ideas with Tim this week, we will jointly prepare a presentation to Commission with any recommendations for changes.

Spring is only five weeks away, and we look forward to this summer’s projects.

Our next regular meeting is scheduled for February 15 at 10:30am and will be in-person with Zoom as an option for those who need it.

Respectfully submitted,

Mary Munroe, Chairperson

On behalf of the New Minas Beautification Committee



Village of New Minas
Beautification Committee
January 18, 2023 @ 9:30 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 (via Zoom)
- Donna Randell, Citizen Member (via Zoom)
- John Ansara, Director of Recreation & Community Development
- Gerard Hamilton, Manager of Municipal Operations

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 9:32am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 18, 2023 Beautification Committee Meeting be approved as circulated.

M/ John Ansara
S/ Donna Randell
Motion Carried

3. Approval of Minutes:

- a. December 14, 2022 Beautification Committee Meeting

Motion:

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

M/ John Ansara
S/ Debra Windle-Smith
Motion Carried

4. Business Arising from Minutes:

- a. December 14, 2022 Beautification Committee Meeting

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

5. Comments from the Chair:

Mary Munroe commented that the Beautification Committee Appointments expire this year. The Clerk Treasurer/CAO will confirm the dates and take care of advertising for the citizen members. The existing citizen members are free to apply for another term.

6. Presentations:

There were no presentations.

7. Budget Deliberations

The Committee discussed project ideas and costs for the 2023/24 fiscal year. The following projects were recommended for approval by the Village Commission in the 2023/24 Capital Budget:

Assuming no external funding:

- Prospect Road Pocket Park: \$2,000
 - Lamp post
 - Solar lights
- Crescent Park West: \$5,000
 - Irrigation and power
 - Pavers
- Founding Fathers Park: \$6,500
 - Patio/gazebo/swing design
 - Replacement sign
 - Irrigation
- Lights and Decorations: \$9,500
 - Replace blue holiday banners: \$1,000
 - New seasonal banners: 30 @ \$150 = \$4,500

- Christmas lights/hooks: \$2,000
- Christmas decorations & timers: \$2,000
- Lockhart & Ryan Park: \$2,000
 - Sign upgrade

Assuming \$25,000 additional external funding:

- Prospect Road Pocket Park: \$2,000
 - Lamp post
 - Solar lights
- Crescent Park West: \$5,000
 - Irrigation and power
 - Pavers
- Founding Fathers Park: \$27,000
 - Patio/gazebo/swing design & construction
 - Replacement sign
 - Irrigation
- Lights and Decorations: \$14,000
 - Replace blue holiday banners: \$1,000
 - New seasonal banners: 60 @ \$150 = \$9,000
 - Christmas lights/hooks: \$2,000
 - Christmas decorations & timers: \$2,000
- Lockhart & Ryan Park: \$2,000
 - Sign upgrade

8. Next Meeting Date:

- a. February 15, 2023

The next meeting is scheduled for Wednesday February 15, 2023 @ 10:30 am via online video conference (Zoom).

9. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:26am.

Motion:

THAT the meeting be adjourned.

M/ Debra Windle-Smith
S/ John Ansara
Motion Carried

DRAFT



Village of New Minas
Finance & Audit Committee
January 18, 2023 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Dave Chaulk, Commission Member & Chair
- Quentin Hill, Commission Member (via Zoom)
- Valerie Kneen-Teed, Citizen Member

Members Absent:

- Citizen Member Vacancy

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Shelly Palmer, Manager of Finance

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:00pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 18, 2023 Finance & Audit Committee Meeting be approved as circulated.

M/ Quentin Hill

S/ Valerie Kneen-Teed

Motion Carried

3. Approval of Minutes:

- a. December 6, 2022 Finance & Audit Committee Meeting

Motion:

THAT the Minutes for the December 6, 2022 Finance & Audit Committee Meeting be approved as circulated.

M/ Valerie Kneen-Teed

S/ Quentin Hill

Motion Carried

4. Business Arising from Minutes:

- a. December 6, 2022 Finance & Audit Committee Meeting

There was no business arising from the December 6, 2022 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

There were no presentations.

7. New Business:

- a. Q2 Variance Reports

The Clerk Treasurer/CAO presented the Q3 Variance Report and Statement of Accounts as attached in Appendix A, which were reviewed line by line.

- b. 2023/24 Budget Update

The Clerk Treasurer/CAO provided an overview of the 2023/24 budget timeline. The operating and capital budgets are currently being prepared by the Clerk Treasurer/CAO and department heads, and will be presented to the Commission/public on February 23 & 24. The goal is for the Commission to approve the 2023/24 budget at its March 13 meeting.

- c. Review of Finance & Audit Committee Policy

The Committee reviewed the terms of its Finance & Audit Committee Policy. A question was raised about private liability for individual committee members, which the Clerk Treasurer/CAO will report back on.

8. Next Meeting Date:

- a. April 19, 2023

The next meeting is scheduled for Wednesday April 19, 2023 @ 3:00 pm at the Commission Room of the LMCC.

9. Public Input:

None

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:52pm.

Motion:

THAT the meeting be adjourned.

M/ Quentin Hill

S/ Valerie Kneen-Teed

Motion Carried

DRAFT

**Appendix A —
Q3 Variance Reports and Statement of Accounts**

DRAFT



Village of New Minas
Statement of Revenue & Expense
For the Period Ending December 31, 2022

Administration	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Administration Revenue							
12410 - Tax Certificate Fees	\$ 80.00	\$ 200.00	40%	\$ (120.00)	-60%	\$ 300.00	\$ 220.00
14900 - Miscellaneous Revenue	-	\$ 1,485.00	0%	\$ (1,485.00)	-100%	\$ 1,980.00	\$ 1,980.00
15160 - Dog Licenses	\$ 495.00	\$ 140.00	354%	\$ 355.00	254%	\$ 900.00	\$ 405.00
15500 - Refund PST on Gas/Diesel	\$ 4,551.12	\$ 2,700.00	169%	\$ 1,851.12	69%	\$ 2,700.00	\$ (1,851.12)
15510 - Earned Interest	\$ 28,750.28	\$ 3,600.00	799%	\$ 25,150.28	699%	\$ 4,800.00	\$ (23,950.28)
15700 - HST Offset - Nova Scotia Power/UNSM	\$ 12,876.06	\$ 9,000.00	143%	\$ 3,876.06	43%	\$ 9,000.00	\$ (3,876.06)
18000 - Shared Services Revenue	\$ 135,009.00	\$ 135,009.00	100%	\$ -	0%	\$ 135,009.00	\$ -
Total Administration Revenue	\$ 181,761.46	\$ 152,134.00	119%	\$ 29,627.46	19%	\$ 154,689.00	\$ (27,072.46)
Administration Expenditures							
21136 - Service Charges	\$ 105.81	\$ 540.00	20%	\$ 434.19	80%	\$ 720.00	\$ 614.19
21210 - Salaries	\$ 104,937.29	\$ 117,221.00	90%	\$ 12,283.71	10%	\$ 180,641.00	\$ 75,703.71
21212 - CPP	\$ 40,023.24	\$ 53,262.00	75%	\$ 13,238.76	25%	\$ 71,016.00	\$ 30,992.76
21213 - EI Premiums	\$ 17,491.54	\$ 20,672.00	85%	\$ 3,180.46	15%	\$ 27,560.00	\$ 10,068.46
21213A - Pension	\$ 36,206.95	\$ 45,234.00	80%	\$ 9,027.05	20%	\$ 60,312.00	\$ 24,105.05
21213B - Medical & Dental	\$ 22,303.74	\$ 29,907.00	75%	\$ 7,603.26	25%	\$ 39,881.00	\$ 17,577.26
21213C - Group Insurance	\$ 5,162.38	\$ 6,883.00	75%	\$ 1,720.62	25%	\$ 9,439.00	\$ 4,276.62
21213D - Bonus	\$ 288.07	\$ 4,475.00	6%	\$ 4,186.93	94%	\$ 4,675.00	\$ 4,386.93
21213E - Workers Compensation	\$ 28,873.30	\$ 31,860.00	91%	\$ 2,986.70	9%	\$ 42,478.00	\$ 13,604.70
21215 - Legal Expense	\$ 11,389.77	\$ 22,500.00	51%	\$ 11,110.23	49%	\$ 24,000.00	\$ 12,610.23
21225 - Audit	\$ 9,385.69	\$ 11,000.00	85%	\$ 1,614.31	15%	\$ 11,000.00	\$ 1,614.31
21230 - Stationary & Office Supplies	\$ 2,707.25	\$ 2,349.00	115%	\$ (358.25)	-15%	\$ 3,132.00	\$ 424.75
21230A - Postage	\$ 4,178.37	\$ 4,829.00	87%	\$ 650.63	13%	\$ 7,428.00	\$ 3,249.63
21230B - Lease & Service Agreements	\$ 4,501.79	\$ 4,520.00	100%	\$ 18.21	0%	\$ 6,780.00	\$ 2,278.21
21230C - Telephone	\$ 3,284.01	\$ 2,740.00	120%	\$ (544.01)	-20%	\$ 3,520.00	\$ 235.99
21230E - Website	\$ -	\$ -	-	\$ -	0%	\$ 400.00	\$ 400.00
21230F - Advertising	\$ 143.98	\$ 545.00	26%	\$ 401.02	74%	\$ 710.00	\$ 566.02
21230G - Computer Support	\$ 380.26	\$ 2,000.00	19%	\$ 1,619.74	81%	\$ 2,750.00	\$ 2,369.74
21230I - Miscellaneous	\$ 887.40	\$ 11,650.00	8%	\$ 10,762.60	92%	\$ 11,750.00	\$ 10,862.60
21230J - Publications	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 150.00	\$ 150.00
21230K - Software	\$ 27,245.32	\$ 22,791.00	120%	\$ (4,454.32)	-20%	\$ 28,913.00	\$ 1,667.68
21231N - Insurance	\$ 217,929.58	\$ 201,179.00	108%	\$ (16,750.58)	-8%	\$ 201,179.00	\$ (16,750.58)
21235 - Travel and Conference	\$ 1,039.97	\$ 2,195.00	47%	\$ 1,155.03	53%	\$ 2,390.00	\$ 1,350.03
21235A - Courses and Training	\$ 207.00	\$ 4,080.00	5%	\$ 3,873.00	95%	\$ 6,100.00	\$ 5,893.00
21235B - Memberships	\$ 553.92	\$ 625.00	89%	\$ 71.08	11%	\$ 625.00	\$ 71.08
21235C - Staff Meetings	\$ 37.15	\$ 1,250.00	3%	\$ 1,212.85	97%	\$ 1,500.00	\$ 1,462.85
21236 - Bank Charges	\$ 7,069.46	\$ 7,575.00	93%	\$ 505.54	7%	\$ 9,975.00	\$ 2,905.54
21940 - Marketing and Development	\$ -	\$ 1,500.00	0%	\$ 1,500.00	100%	\$ 2,000.00	\$ 2,000.00
21970 - Dog Tags	\$ -	\$ 98.00	0%	\$ 98.00	100%	\$ 630.00	\$ 630.00
Total Administration Expenditures	\$ 546,333.24	\$ 613,580.00	89%	\$ 67,246.76	11%	\$ 761,654.00	\$ 215,320.76

General Government (Commissioners, Crosswalk & Property Tax)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
General Government Revenue							
13310 - Crosswalk Services	\$ 9,072.00	\$ 9,936.00	91%	\$ (864.00)	-9%	\$ 9,936.00	\$ 864.00
11110 - Residential Property Taxes	\$ 1,111,284.74	\$ 1,078,815.25	103%	\$ 32,469.49	3%	\$ 1,135,595.00	\$ 24,310.26
11121 - Commercial Property Taxes	\$ 920,452.47	\$ 823,083.80	112%	\$ 97,368.67	12%	\$ 866,404.00	\$ (54,048.47)
11131 - Resource Property Taxes	\$ 7,693.47	\$ 7,758.65	99%	\$ (65.18)	-1%	\$ 8,167.00	\$ 473.53
11145 - Interest on Property Taxes	\$ 11,882.78	\$ 11,700.00	102%	\$ 182.78	2%	\$ 16,200.00	\$ 4,317.22
12210 - Grants in Lieu of Taxes Federal	\$ 37,308.44	\$ 37,683.00	99%	\$ (374.56)	-1%	\$ 37,683.00	\$ 374.56
12310 - Grants In Lieu of Taxes - Provincial	\$ -	\$ 15,245.00	0%	\$ (15,245.00)	-100%	\$ 15,245.00	\$ 15,245.00
Total General Government Revenue	\$ 2,097,693.90	\$ 1,984,221.70	106%	\$ 113,472.20	6%	\$ 2,089,230.00	\$ (8,463.90)
General Government Expenditures							
21110 - Commissioners - Remuneration	\$ 40,857.93	\$ 44,352.00	92%	\$ 3,494.07	8%	\$ 59,136.00	\$ 18,278.07
21132 - Commissioners - Travel and Expenses	\$ 344.78	\$ 2,230.00	15%	\$ 1,885.22	85%	\$ 2,380.00	\$ 2,035.22
21133A - Commissioners - Other Expenses	\$ 11,061.25	\$ 24,625.00	45%	\$ 13,563.75	55%	\$ 24,625.00	\$ 13,563.75
21134 - Membership Dues	\$ -	\$ 600.00	0%	\$ 600.00	100%	\$ 640.00	\$ 640.00
21135 - Elections Expense	\$ 1,058.40	\$ 3,400.00	31%	\$ 2,341.60	69%	\$ 3,400.00	\$ 2,341.60
21950 - Grants & Special Donations	\$ 49,012.00	\$ 48,788.00	100%	\$ (224.00)	0%	\$ 49,088.00	\$ 76.00
21950A - Apple Blossom Festival/Other Events Exp	\$ 176.80	\$ 1,425.00	12%	\$ 1,248.20	88%	\$ 1,425.00	\$ 1,248.20
21960 - Youth Engagement	\$ -	\$ 3,000.00	0%	\$ 3,000.00	100%	\$ 3,000.00	\$ 3,000.00
21238 - Crosswalk Guards - Salaries	\$ 12,149.69	\$ 12,343.00	98%	\$ 193.31	2%	\$ 17,435.00	\$ 5,285.31
21242 - Tax Expense - PVSC	\$ 205.94	\$ 432.00	48%	\$ 226.06	52%	\$ 432.00	\$ 226.06
22450 - Fire Protection Hydrant Tax	\$ 260,025.00	\$ 260,025.00	100%	\$ -	0%	\$ 260,025.00	\$ -
Total General Government Expenditures	\$ 374,891.79	\$ 401,220.00	93%	\$ 26,328.21	7%	\$ 421,586.00	\$ 46,694.21

Facility (Facility & Bar Services)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Facility Revenue							
15300 - Facility Rental Revenue	\$ 48,112.07	\$ 26,750.00	180%	\$ 21,362.07	80%	\$ 30,500.00	\$ (17,612.07)
15400 - Membership Fees/Drop In Fees	\$ 18,830.74	\$ 5,000.00	377%	\$ 13,830.74	277%	\$ 10,000.00	\$ (8,830.74)
15310 - Facility Bar Revenue	\$ 8,222.12	\$ -		\$ 8,222.12	0%	\$ -	\$ -
Total Facility Revenue	\$ 75,164.93	\$ 31,750.00	237%	\$ 43,414.93	137%	\$ 40,500.00	\$ (34,664.93)
Facility Expenditures							
21250 - Facility Wages	\$ 93,332.95	\$ 88,770.00	105%	\$ (4,562.95)	-5%	\$ 116,210.00	\$ 22,877.05
21251 - Power	\$ 28,002.44	\$ 28,400.00	99%	\$ 397.56	1%	\$ 38,100.00	\$ 10,097.56
21251A - Facility Expense - Repairs & Maintenance	\$ 4,563.44	\$ 8,584.00	53%	\$ 4,020.56	47%	\$ 10,000.00	\$ 5,436.56
21251B - Staff Clothing	\$ 124.43	\$ 800.00	16%	\$ 675.57	84%	\$ 800.00	\$ 675.57
21251C - Facility - Supplies	\$ 8,454.47	\$ 8,176.00	103%	\$ (278.47)	-3%	\$ 10,000.00	\$ 1,545.53
21251E - Facility - Staff Training	\$ -	\$ 450.00	0%	\$ 450.00	100%	\$ 600.00	\$ 600.00
21251F - Facility - Propane	\$ 1,304.16	\$ 425.00	307%	\$ (879.16)	-207%	\$ 700.00	\$ (604.16)
21251H - Water & Sewage	\$ 647.78	\$ 520.00	125%	\$ (127.78)	-25%	\$ 690.00	\$ 42.22
21251I - Waste Removal	\$ 2,567.22	\$ 1,935.00	133%	\$ (632.22)	-33%	\$ 2,580.00	\$ 12.78
21251J - Facility-phone	\$ 520.89	\$ 420.00	124%	\$ (100.89)	-24%	\$ 510.00	\$ (10.89)
21251K - Equipment & Maintenance	\$ 5,740.85	\$ 4,750.00	121%	\$ (990.85)	-21%	\$ 6,235.00	\$ 494.15
21251L - Facility Administration Expenses	\$ -	\$ -		\$ -	0%	\$ 225.00	\$ 225.00
21251M - Facility - Grounds Maintenance	\$ 3,000.00	\$ 2,100.00	143%	\$ (900.00)	-43%	\$ 3,000.00	\$ -
25226 - Contribution to Capital Reserve	\$ 9,500.00	\$ 10,000.00	95%	\$ 500.00	5%	\$ 10,000.00	\$ 500.00
21251N - Bar Liquor Purchases	\$ 4,656.13	\$ -		\$ (4,656.13)	0%	\$ -	\$ -
21251O - Bar Labour	\$ 2,308.50	\$ -		\$ (2,308.50)	0%	\$ -	\$ -
21251P - Mix Supplies	\$ -	\$ -		\$ -	0%	\$ -	\$ -
21251Q - Dry Goods Expense	\$ -	\$ -		\$ -	0%	\$ -	\$ -
21251R - Miscellaneous	\$ 560.70	\$ -		\$ (560.70)	0%	\$ -	\$ -
Total Facility Expenditures	\$ 165,283.96	\$ 155,330.00	106%	\$ (9,953.96)	-6%	\$ 199,650.00	\$ 34,366.04

Fire Services	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Fire Services Revenue							
13320 - Kings County Grant	\$ 262,745.00	\$ 259,421.00	101%	\$ 3,324.00	1%	\$ 259,421.00	\$ (3,324.00)
13321 - Fire Department Payments	\$ (1,309.90)	\$ -		\$ (1,309.90)	0%	\$ -	
Total Fire Services Revenue	\$ 261,435.10	\$ 259,421.00	101%	\$ 2,014.10	1%	\$ 259,421.00	\$ (2,014.10)
Fire Services Expenditures							
22460 - Travel & Training	\$ 4,899.86	\$ 7,000.00	70%	\$ 2,100.14	30%	\$ 9,000.00	\$ 4,100.14
22472 - Building Maintenance & Repairs	\$ 14,170.82	\$ 23,816.00	60%	\$ 9,645.18	40%	\$ 32,000.00	\$ 17,829.18
22473 - Heating Fuel	\$ 7,378.83	\$ 14,000.00	53%	\$ 6,621.17	47%	\$ 22,500.00	\$ 15,121.17
22474 - Power	\$ 8,608.37	\$ 8,458.00	102%	\$ (150.37)	-2%	\$ 12,687.00	\$ 4,078.63
22475 - Telephone	\$ 3,572.69	\$ 5,247.00	68%	\$ 1,674.31	32%	\$ 7,000.00	\$ 3,427.31
22476 - Wages	\$ 30,145.14	\$ 27,090.00	111%	\$ (3,055.14)	-11%	\$ 35,490.00	\$ 5,344.86
22476A - Benefits & Deductions	\$ 2,906.38	\$ 3,006.00	97%	\$ 99.62	3%	\$ 4,010.00	\$ 1,103.62
22476C - Workers Compensation	\$ 3,546.22	\$ 1,500.00	236%	\$ (2,046.22)	-136%	\$ 2,000.00	\$ (1,546.22)
22480 - Chemicals	\$ 824.96	\$ 1,000.00	82%	\$ 175.04	18%	\$ 1,000.00	\$ 175.04
22481 - Equipment, Appliances, Hoses	\$ 15,769.50	\$ 9,000.00	175%	\$ (6,769.50)	-75%	\$ 13,000.00	\$ (2,769.50)
22482 - Vehicle Gas & Diesel	\$ 9,478.27	\$ 6,228.00	152%	\$ (3,250.27)	-52%	\$ 9,500.00	\$ 21.73
22483 - Vehicle Maintenance	\$ 37,913.81	\$ 27,900.00	136%	\$ (10,013.81)	-36%	\$ 37,205.00	\$ (708.81)
22485 - Uniforms	\$ 4,780.12	\$ 11,250.00	42%	\$ 6,469.88	58%	\$ 15,000.00	\$ 10,219.88
22486 - Licenses & Communications	\$ 4,945.01	\$ 3,748.00	132%	\$ (1,197.01)	-32%	\$ 5,000.00	\$ 54.99
22488 - Legal & Professional Fees	\$ 564.63	\$ 250.00	226%	\$ (314.63)	-126%	\$ 500.00	\$ (64.63)
22489 - Dues	\$ -	\$ -		\$ -	0%	\$ -	
22494 - Audit	\$ 4,171.42	\$ 4,380.00	95%	\$ 208.58	5%	\$ 4,380.00	\$ 208.58
22495 - General Office Expenses	\$ 3,080.78	\$ 7,150.00	43%	\$ 4,069.22	57%	\$ 8,500.00	\$ 5,419.22
22495A - Honorariums	\$ -	\$ -		\$ -	0%	\$ 7,200.00	\$ 7,200.00
22495C - Canaan Tower User Fee	\$ -	\$ 2,000.00	0%	\$ 2,000.00	100%	\$ 2,000.00	\$ 2,000.00
22496 - Insurance	\$ 30,923.45	\$ 30,980.00	100%	\$ 56.55	0%	\$ 31,449.00	\$ 525.55
Total Fire Services Expenditures	\$ 187,680.26	\$ 194,003.00	97%	\$ 6,322.74	3%	\$ 259,421.00	\$ 71,740.74

Recreation	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Recreation Recreation Revenue							
17569 - Kaleidoscope Program	\$ -	\$ -		\$ -	0%	\$ -	
17570A - Recreation - Seasonal Programs	\$ 31,020.61	\$ 22,280.00	139%	\$ 8,740.61	39%	\$ 33,300.00	\$ 2,279.39
17570B - Recreation - Summer Day Camp	\$ 62,596.06	\$ 48,760.00	128%	\$ 13,836.06	28%	\$ 48,760.00	\$ (13,836.06)
17570C - Recreation - March Break Day Camps	\$ -	\$ -		\$ -	0%	\$ 4,290.00	\$ 4,290.00
17570D - Recreation - Any Child Can Participate	\$ -	\$ -		\$ -	0%	\$ -	
17570E - Recreation - Adventure Club	\$ 54,065.90	\$ 22,425.00	241%	\$ 31,640.90	141%	\$ 30,825.00	\$ (23,240.90)
17570F - Recreation - After School Programs	\$ 1,329.50	\$ -		\$ 1,329.50	0%	\$ 1,500.00	\$ 170.50
17571 - Recreation - Special Events	\$ 3,002.28	\$ 1,500.00	200%	\$ 1,502.28	100%	\$ 1,500.00	\$ (1,502.28)
17571B - Recreation - Celebration of Lights	\$ -	\$ 1,000.00	0%	\$ (1,000.00)	-100%	\$ 1,000.00	\$ 1,000.00
17572 - Employment Grants	\$ 7,482.00	\$ 7,000.00	107%	\$ 482.00	7%	\$ 27,000.00	\$ 19,518.00
17573 - Recreation - Celebration Days	\$ 500.00	\$ 250.00	200%	\$ 250.00	100%	\$ 250.00	\$ (250.00)
17573A - Recreation - Canada Day	\$ -	\$ 1,000.00	0%	\$ (1,000.00)	-100%	\$ 1,000.00	\$ 1,000.00
17575A - County of Kings Professional	\$ -	\$ -		\$ -	0%	\$ 20,000.00	\$ 20,000.00
Total Recreation Revenue	\$ 159,996.35	\$ 104,215.00	154%	\$ 55,781.35	54%	\$ 169,425.00	\$ 9,428.65
Recreation Expenditures							
27110 - Management Salaries	\$ 59,843.91	\$ 53,396.00	112%	\$ (6,447.91)	-12%	\$ 69,415.00	\$ 9,571.09
27111 - Intern Events Coordinator	\$ -	\$ -		\$ -	0%	\$ -	
27111H - Program & Event Wages	\$ -	\$ 9,700.00	0%	\$ 9,700.00	100%	\$ 9,700.00	\$ 9,700.00
27111J - Fitness Incentive	\$ -	\$ -		\$ -	0%	\$ -	
27111K - Recreation - Summer Day Camps Salaries	\$ 54,331.98	\$ 57,592.00	94%	\$ 3,260.02	6%	\$ 57,592.00	\$ 3,260.02
27112 - Summer Day Camp Expenses	\$ 5,391.05	\$ 6,700.00	80%	\$ 1,308.95	20%	\$ 6,700.00	\$ 1,308.95
27112A - Seasonal Program Expenses	\$ 10,889.55	\$ 9,021.00	121%	\$ (1,868.55)	-21%	\$ 12,910.00	\$ 2,020.45
27112B - After School Programs	\$ 140.54	\$ 2,100.00	7%	\$ 1,959.46	93%	\$ 3,000.00	\$ 2,859.46
27112C - Active Kids Healthy Kids Grant	\$ 500.00	\$ 500.00	100%	\$ -	0%	\$ 500.00	\$ -
27112D - March Break Camps	\$ 3,143.46	\$ -		\$ (3,143.46)	0%	\$ 4,710.00	\$ 1,566.54
27112E - Any Child Can Participate	\$ 1,150.00	\$ 2,250.00	51%	\$ 1,100.00	49%	\$ 3,000.00	\$ 1,850.00
27112G - Active Living Coordinator	\$ 39,216.61	\$ 36,693.00	107%	\$ (2,523.61)	-7%	\$ 47,700.00	\$ 8,483.39
27113 - Equipment Purchase & Maintenance	\$ 1,693.20	\$ 1,503.00	113%	\$ (190.20)	-13%	\$ 2,000.00	\$ 306.80
27114 - Stationary	\$ 1,624.50	\$ 570.00	285%	\$ (1,054.50)	-185%	\$ 760.00	\$ (864.50)
27114A - Software	\$ -	\$ -		\$ -	0%	\$ 5,200.00	\$ 5,200.00
27114B - Telephone	\$ 1,506.89	\$ 1,310.00	115%	\$ (196.89)	-15%	\$ 1,655.00	\$ 148.11
27114D - Advertising	\$ 1,698.36	\$ 3,000.00	57%	\$ 1,301.64	43%	\$ 3,000.00	\$ 1,301.64
27114E - Kaleidoscope Expenses	\$ -	\$ -		\$ -	0%	\$ -	
27114F - Miscellaneous Expense	\$ -	\$ 300.00	0%	\$ 300.00	100%	\$ 300.00	\$ 300.00

27114G - Photocopies	\$ 315.96	\$ 270.00	117%	\$ (45.96)	-17%	\$ 360.00	\$ 44.04
27115 - Travel & Conference	\$ 5,000.83	\$ 5,376.00	93%	\$ 375.17	7%	\$ 5,486.00	\$ 485.17
27116A - Staff Training	\$ 747.06	\$ 1,000.00	75%	\$ 252.94	25%	\$ 1,000.00	\$ 252.94
27116B - Membership Fees	\$ 841.00	\$ 2,730.00	31%	\$ 1,889.00	69%	\$ 2,980.00	\$ 2,139.00
27119 - Special Events	\$ 3,118.13	\$ 1,200.00	260%	\$ (1,918.13)	-160%	\$ 1,200.00	\$ (1,918.13)
27119A - Celebration of Lights	\$ 4,843.02	\$ 4,000.00	121%	\$ (843.02)	-21%	\$ 4,000.00	\$ (843.02)
27119C - Celebration Days	\$ 7,916.28	\$ 9,600.00	82%	\$ 1,683.72	18%	\$ 9,600.00	\$ 1,683.72
27119D - Volunteer Week	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 100.00	\$ 100.00
27119E - Canada Day	\$ 4,665.24	\$ 6,750.00	69%	\$ 2,084.76	31%	\$ 6,750.00	\$ 2,084.76
27119F - Adventure Club Expenses	\$ 1,946.36	\$ 1,225.00	159%	\$ (721.36)	-59%	\$ 1,750.00	\$ (196.36)
27119G - Adventure Club Labour	\$ 37,531.68	\$ 17,001.00	221%	\$ (20,530.68)	-121%	\$ 24,107.00	\$ (13,424.68)
27190 - Trails - Lease	\$ -	\$ 2,100.00	0%	\$ 2,100.00	100%	\$ 2,100.00	\$ 2,100.00
Total Recreation Expenditures	\$ 248,055.61	\$ 233,887.00	106%	\$ (14,168.61)	-6%	\$ 287,575.00	\$ 39,519.39

Parks/Playgrounds	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Parks/Playgrounds Revenue							
17574 - Community Development Grant	\$ -	\$ -		\$ -	0%	\$ 5,000.00	\$ 5,000.00
17576 - Misc Revenue	\$ 10,000.00	\$ 10,000.00	100%	\$ -	0%	\$ 10,000.00	\$ -
17577 - Field & Other Revenue	\$ 5,435.65	\$ 4,200.00	129%	\$ 1,235.65	29%	\$ 4,200.00	\$ (1,235.65)
Total Parks/Playgrounds Revenue	\$ 15,435.65	\$ 14,200.00	109%	\$ 1,235.65	9%	\$ 19,200.00	\$ 3,764.35
Parks/Playgrounds Expenditures							
27170 - Parks/Playgrounds Wages	\$ 97,394.05	\$ 125,595.00	78%	\$ 28,200.95	22%	\$ 163,272.00	\$ 65,877.95
27170G - Parks/Playgrounds - Travel & Training	\$ -	\$ 600.00	0%	\$ 600.00	100%	\$ 700.00	\$ 700.00
27179 - Sign Truck 4 Gas & Maintenance	\$ 3,654.25	\$ 2,007.00	182%	\$ (1,647.25)	-82%	\$ 2,900.00	\$ (754.25)
27179B - Sign Truck Maintenance	\$ -	\$ -		\$ -	0%	\$ -	\$ -
27180 - Parks Building Maintenance	\$ 67.55	\$ 900.00	8%	\$ 832.45	92%	\$ 900.00	\$ 832.45
27180A - Power	\$ 4,053.35	\$ 4,416.00	92%	\$ 362.65	8%	\$ 6,068.00	\$ 2,014.65
27180B - Furnace Oil & Diesel	\$ 4,771.06	\$ 4,600.00	104%	\$ (171.06)	-4%	\$ 5,100.00	\$ 328.94
27180C - Maintenance & Cleaning	\$ 2,077.37	\$ 2,610.00	80%	\$ 532.63	20%	\$ 3,480.00	\$ 1,402.63
27180E - Parks/Playgrounds Fields/Grounds Mtce	\$ 21,626.81	\$ 30,000.00	72%	\$ 8,373.19	28%	\$ 30,000.00	\$ 8,373.19
27180F - Parks/Playgrounds-Exp-Waste Disp	\$ 2,686.46	\$ 1,935.00	139%	\$ (751.46)	-39%	\$ 2,580.00	\$ (106.46)
27180I - Manager's Truck Maintenance	\$ 646.13	\$ 1,030.00	63%	\$ 383.87	37%	\$ 1,550.00	\$ 903.87
27180K - Parks/Playgrounds Tools/Shop Supplies	\$ 1,296.30	\$ 602.00	215%	\$ (694.30)	-115%	\$ 800.00	\$ (496.30)
27180L - Parks/Playground Water & Sewage	\$ 15,630.85	\$ 6,310.00	248%	\$ (9,320.85)	-148%	\$ 7,910.00	\$ (7,720.85)
27180P - Parks/Playground Exp - Phone	\$ 2,211.49	\$ 2,615.00	85%	\$ 403.51	15%	\$ 3,320.00	\$ 1,108.51
27181 - F150 Gas & Maintenance Truck 5	\$ 2,328.48	\$ 2,547.00	91%	\$ 218.52	9%	\$ 3,400.00	\$ 1,071.52
27181D - Equipment Maintenance	\$ 512.41	\$ 1,440.00	36%	\$ 927.59	64%	\$ 1,900.00	\$ 1,387.59
27181F - Parks/Playgrounds Equipment Gas	\$ 671.46	\$ 530.00	127%	\$ (141.46)	-27%	\$ 700.00	\$ 28.54
27182 - Parks and Playgrounds-Tractor Expenses	\$ 1,324.61	\$ 3,000.00	44%	\$ 1,675.39	56%	\$ 3,000.00	\$ 1,675.39
Total Parks/Playgrounds Expenditures	\$ 160,952.63	\$ 190,737.00	84%	\$ 29,784.37	16%	\$ 237,580.00	\$ 76,627.37

Public Works (Public Works, Sidewalks & Snow Clearing)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Public Works, Sidewalks & Snow Clearing Revenue							
14901 - C of K Sidewalk Maintenance	\$ -	\$ -		\$ -	0%	\$ 17,500.00	\$ 17,500.00
Total Public Works, Sidewalks & Snow Clearing Revenue	\$ -	\$ -		\$ -	0%	\$ 17,500.00	\$ 17,500.00
Public Works Expenditures							
21240 - Engineering Services	\$ -	\$ 7,500.00	0%	\$ 7,500.00	100%	\$ 10,000.00	\$ 10,000.00
24109 - Public Works Wages	\$ 111,682.22	\$ 101,420.00	110%	\$ (10,262.22)	-10%	\$ 131,843.00	\$ 20,160.78
24112C - Manager's Truck Maintenance	\$ 722.24	\$ 1,030.00	70%	\$ 307.76	30%	\$ 1,550.00	\$ 827.76
24112F - Public Works - 2 Ton F550 Diesel	\$ 6,621.03	\$ 3,744.00	177%	\$ (2,877.03)	-77%	\$ 5,000.00	\$ (1,621.03)
24113 - Public Works - Tractor Maintenance	\$ 210.97	\$ 747.00	28%	\$ 536.03	72%	\$ 1,000.00	\$ 789.03
24200 - Public Works - Building Insurance	\$ -	\$ -		\$ -	0%	\$ -	
24200A - Public Works - Clothing and Boots	\$ 1,656.72	\$ 1,750.00	95%	\$ 93.28	5%	\$ 2,100.00	\$ 443.28
24200B - Public Works - Shop Expense 50%	\$ 1,095.33	\$ 1,231.00	89%	\$ 135.67	11%	\$ 1,700.00	\$ 604.67
24200C - Public Works - Office Expenses	\$ 225.31	\$ 639.00	35%	\$ 413.69	65%	\$ 850.00	\$ 624.69
24200D - Public Works - Travel & Training	\$ 2,029.34	\$ 2,000.00	101%	\$ (29.34)	-1%	\$ 2,500.00	\$ 470.66
24200E - Public Works - Phone	\$ 2,231.05	\$ 2,615.00	85%	\$ 383.95	15%	\$ 3,320.00	\$ 1,088.95
24200G - Public Works - Tools/Shop Supplies	\$ 777.19	\$ 1,575.00	49%	\$ 797.81	51%	\$ 2,100.00	\$ 1,322.81
24200I - Public Works - Safety Equipment	\$ 674.94	\$ 1,600.00	42%	\$ 925.06	58%	\$ 2,100.00	\$ 1,425.06
23240 - Streets - Beautification	\$ 8,059.09	\$ 10,000.00	81%	\$ 1,940.91	19%	\$ 10,000.00	\$ 1,940.91
23250 - Street Lighting	\$ 16,907.11	\$ 20,491.00	83%	\$ 3,583.89	17%	\$ 25,770.00	\$ 8,862.89
23232 - Sidewalk Maintenance	\$ 4,299.56	\$ 5,000.00	86%	\$ 700.44	14%	\$ 5,000.00	\$ 700.44
23232A - Sidewalk - Crosswalk Maintenance	\$ -	\$ 8,500.00	0%	\$ 8,500.00	100%	\$ 8,500.00	\$ 8,500.00
23232B - Snow Clearing Wages	\$ 36,437.17	\$ 44,037.00	83%	\$ 7,599.83	17%	\$ 57,246.00	\$ 20,808.83
23232K - Snow Clearing - Tractor Gas/Diesel	\$ 163.10	\$ 900.00	18%	\$ 736.90	82%	\$ 2,400.00	\$ 2,236.90
23232M - Snow Clearing - Tractors Maintenance	\$ 142.33	\$ 4,200.00	3%	\$ 4,057.67	97%	\$ 8,700.00	\$ 8,557.67
23232N - Snow Clearing - Salt/Sand	\$ -	\$ 2,500.00	0%	\$ 2,500.00	100%	\$ 7,000.00	\$ 7,000.00
23232P - Snow Clearing - Plow Tools	\$ -	\$ 200.00	0%	\$ 200.00	100%	\$ 500.00	\$ 500.00
Total Public Works Expenditures	\$ 193,934.70	\$ 221,679.00	87%	\$ 27,744.30	13%	\$ 289,179.00	\$ 95,244.30

Sewer Utility	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Sewer Utility Revenue							
11210 - Sewer Users Charge	\$ 520,270.16	\$ 497,766.00	105%	\$ 22,504.16	5%	\$ 663,687.00	\$ 143,416.84
11211 - Sewer - Penalties	\$ 3,370.38	\$ 864.00	390%	\$ 2,506.38	290%	\$ 1,152.00	\$ (2,218.38)
11212 - Sewer Canaan Heights	\$ -	\$ -		\$ -	0%	\$ 18,630.00	\$ 18,630.00
Total Sewer Utility Revenue	\$ 523,640.54	\$ 498,630.00	105%	\$ 25,010.54	5%	\$ 683,469.00	\$ 159,828.46
Sewer Utility Expenditures							
24224A - Sewage Collection - General Mtce.	\$ 9,450.16	\$ 8,650.00	109%	\$ (800.16)	-9%	\$ 11,536.00	\$ 2,085.84
24225 - Sewage Collection Wages	\$ 46,130.78	\$ 55,394.00	83%	\$ 9,263.22	17%	\$ 72,014.00	\$ 25,883.22
24233 - Sewer Pumping Stations - Power	\$ 1,133.00	\$ 2,100.00	54%	\$ 967.00	46%	\$ 3,152.00	\$ 2,019.00
24234 - Sewer Pumping Stations - Supplies	\$ -	\$ 395.00	0%	\$ 395.00	100%	\$ 530.00	\$ 530.00
24235 - Sewer Pumping/Collection Travel/Training	\$ 510.77	\$ 475.00	108%	\$ (35.77)	-8%	\$ 630.00	\$ 119.23
24236 - Sewer Collection - Office Supplies	\$ 1,136.93	\$ 1,229.00	93%	\$ 92.07	7%	\$ 1,639.00	\$ 502.07
24240 - Central Treatment Plant - Trans/Treatmen	\$ 257,775.00	\$ 262,575.00	98%	\$ 4,800.00	2%	\$ 348,500.00	\$ 90,725.00
24242 - Shared Services Expense	\$ 135,009.00	\$ 135,009.00	100%	\$ -	0%	\$ 135,009.00	\$ -
24250 - Municipal Fees	\$ 8,708.64	\$ 19,395.00	45%	\$ 10,686.36	55%	\$ 22,860.00	\$ 14,151.36
24260 - Health/Safety Expense	\$ 152.83	\$ 851.00	18%	\$ 698.17	82%	\$ 1,151.00	\$ 998.17
24290 - Sewer Laterals	\$ -	\$ 1,576.00	0%	\$ 1,576.00	100%	\$ 1,576.00	\$ 1,576.00
28223 - Sewer Reserve	\$ 84,872.00	\$ 84,872.00	100%	\$ -	0%	\$ 84,872.00	\$ -
Total Sewer Utility Expenditures	\$ 544,879.11	\$ 572,521.00	95%	\$ 27,641.89	5%	\$ 683,469.00	\$ 138,589.89

Capital Reserve Accounts	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Capital Reserve Accounts Expenditures							
28226 - Capital Reserve	\$ 167,193.00	\$ 167,193.00	100%	\$ -	0%	\$ 167,193.00	\$ -
28227 - Equipment Reserve	\$ 32,265.00	\$ 32,265.00	100%	\$ -	0%	\$ 32,265.00	\$ -
28229 - Capital Reserve from Surplus	\$ 93,862.00	\$ 93,862.00	100%	\$ -	0%	\$ 93,862.00	\$ -
Total Capital Reserve Accounts Expenditures	\$ 293,320.00	\$ 293,320.00	100%	\$ -	0%	\$ 293,320.00	\$ -

Totals	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Total Revenue	\$ 3,315,127.93	\$ 3,044,571.70	109%	\$ 270,556.23	9%	\$ 3,433,434.00	\$ 118,306.07
Total Expenditures	\$ 2,715,331.30	\$ 2,876,277.00	94%	\$ 160,945.70	6%	\$ 3,433,434.00	\$ 718,102.70



**New Minas Water Commission
Statement of Revenue & Expense
For the Period Ending December 31, 2022**

Water Commission	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Dec	Budget at 31-Dec	Actual as % of Budget at 31-Dec	\$ Variance at 31-Dec	% Variance at 31-Dec	2022/23 Annual Budget	Annual Budget Remaining
Water Commission Revenue							
W11100 - Metered Sales	\$ 523,405.49	\$ 471,600.00	111%	\$ 51,805.49	11%	\$ 618,100.00	\$ 94,694.51
W13100 - Fire Protection Hydrant Rent	\$ 260,025.00	\$ 260,025.00	100%	\$ -	0%	\$ 260,025.00	\$ -
W14000 - Sprinkler Service	\$ 3,639.03	\$ 3,639.00	100%	\$ 0.03	0%	\$ 4,852.00	\$ 1,212.97
W18011 - Water Penalties	\$ 2,845.91	\$ 2,925.00	97%	\$ (79.09)	-3%	\$ 3,900.00	\$ 1,054.09
W18210 - Other Interest	\$ 11,291.35	\$ 1,575.00	717%	\$ 9,716.35	617%	\$ 2,100.00	\$ (9,191.35)
W18420 - Kings - Hydrant Tax	\$ 131,681.19	\$ 68,922.00	191%	\$ 62,759.19	91%	\$ 68,922.00	\$ (62,759.19)
W18900 - Miscellaneous Water Revenue	\$ 100.00	\$ 1,350.00	7%	\$ (1,250.00)	-93%	\$ 1,800.00	\$ 1,700.00
Total Water Commission Revenue	\$ 932,987.97	\$ 810,036.00	115%	\$ 122,951.97	15%	\$ 959,699.00	\$ 26,711.03
Water Commission Expenses							
W21410 - Maintenance of Reservoir Tanks	\$ 5,825.72	\$ 9,738.00	60%	\$ 3,912.28	40%	\$ 13,104.00	\$ 7,278.28
W21430 - Maintenance of Wells	\$ 28,868.52	\$ 25,497.00	113%	\$ (3,371.52)	-13%	\$ 34,000.00	\$ 5,131.48
W22400 - Pumping - Power	\$ 86,163.95	\$ 84,883.00	102%	\$ (1,280.95)	-2%	\$ 120,870.00	\$ 34,706.05
W23100 - Engineering Expense	\$ -	\$ 57,500.00	0%	\$ 57,500.00	100%	\$ 57,500.00	\$ 57,500.00
W23200 - Professional Services	\$ 402.78	\$ 2,000.00	20%	\$ 1,597.22	80%	\$ 2,000.00	\$ 1,597.22
W23310 - Purification Expense	\$ 96,290.68	\$ 60,066.00	160%	\$ (36,224.68)	-60%	\$ 80,088.00	\$ (16,202.68)
W24200 - Maps & Records Expense	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 100.00	\$ 100.00
W24410 - Maintenance Distribution Lines Exp	\$ 14,270.48	\$ 3,800.00	376%	\$ (10,470.48)	-276%	\$ 5,050.00	\$ (9,220.48)
W24430 - Maintenance Transmission Lines	\$ -	\$ 2,000.00	0%	\$ 2,000.00	100%	\$ 2,675.00	\$ 2,675.00
W24491 - Maintenance of Services	\$ 6,297.96	\$ 6,500.00	97%	\$ 202.04	3%	\$ 8,000.00	\$ 1,702.04
W24492 - Maintenance of Meters	\$ 54.48	\$ 400.00	14%	\$ 345.52	86%	\$ 500.00	\$ 445.52
W24493 - Maintenance of Hydrants	\$ 633.99	\$ 3,800.00	17%	\$ 3,166.01	83%	\$ 5,000.00	\$ 4,366.01
W24501 - Manager's Truck Maintenance & Gas #2	\$ 919.64	\$ 1,030.00	89%	\$ 110.36	11%	\$ 1,550.00	\$ 630.36
W24601 - Water Truck Maintenance & Gas Truck #1	\$ 2,089.86	\$ 1,950.00	107%	\$ (139.86)	-7%	\$ 2,100.00	\$ 10.14
W24605 - Backhoe Fuel	\$ 4,438.99	\$ 7,497.00	59%	\$ 3,058.01	41%	\$ 10,000.00	\$ 5,561.01
W24606 - Backhoe Maintenance	\$ -	\$ -		\$ -	0%	\$ -	
W24800 - Shop Expenses - Maintenance	\$ 2,448.48	\$ 1,231.00	199%	\$ (1,217.48)	-99%	\$ 1,700.00	\$ (748.48)
W24800A - Shop - Power	\$ 961.57	\$ 1,700.00	57%	\$ 738.43	43%	\$ 2,625.00	\$ 1,663.43
W24800D - Monitoring Stations Expenses	\$ 7,738.63	\$ 7,193.00	108%	\$ (545.63)	-8%	\$ 7,943.00	\$ 204.37
W24801 - Clothing	\$ 70.02	\$ 600.00	12%	\$ 529.98	88%	\$ 600.00	\$ 529.98
W24802 - Travel & Training	\$ 92.63	\$ 950.00	10%	\$ 857.37	90%	\$ 1,900.00	\$ 1,807.37
W24803 - Small Tools	\$ 343.97	\$ 500.00	69%	\$ 156.03	31%	\$ 600.00	\$ 256.03
W24804 - Membership Fees	\$ 291.91	\$ 705.00	41%	\$ 413.09	59%	\$ 705.00	\$ 413.09
W24805 - Conference Fees	\$ -	\$ 1,870.00	0%	\$ 1,870.00	100%	\$ 1,870.00	\$ 1,870.00
W25130 - Water Testing Expenses	\$ 19,818.90	\$ 20,500.00	97%	\$ 681.10	3%	\$ 25,000.00	\$ 5,181.10
W25150 - Bank Charges & Services Fees	\$ 2,626.41	\$ 2,925.00	90%	\$ 298.59	10%	\$ 3,900.00	\$ 1,273.59
W25160 - Commissioner's Remuneration	\$ 6,828.00	\$ 6,828.00	100%	\$ -	0%	\$ 6,828.00	\$ -
W25210 - Wages	\$ 162,845.63	\$ 163,380.75	100%	\$ 535.13	0%	\$ 217,841.00	\$ 54,995.38

W25292 - Benefits	\$ 14,587.00	\$ 14,718.00	99%	\$ 131.00	1%	\$ 14,718.00	\$ 131.00
W25295 - Snow Clearing - Hydrants Tanks	\$ 5,000.00	\$ 5,000.00	100%	\$ -	0%	\$ 5,000.00	\$ -
W25311 - Advertising	\$ -	\$ 250.00	0%	\$ 250.00	100%	\$ 500.00	\$ 500.00
W25312 - Telephone	\$ 1,372.30	\$ 1,565.00	88%	\$ 192.70	12%	\$ 2,045.00	\$ 672.70
W25313 - Leases & Service Agreements	\$ 2,260.00	\$ 2,260.00	100%	\$ -	0%	\$ 2,260.00	\$ -
W25314 - Postage & Office Supplies	\$ 4,262.04	\$ 3,800.00	112%	\$ (462.04)	-12%	\$ 4,100.00	\$ (162.04)
W25410 - Audit Fees	\$ 6,257.19	\$ 7,196.00	87%	\$ 938.81	13%	\$ 7,196.00	\$ 938.81
W25421 - Propane	\$ 2,331.54	\$ 5,625.00	41%	\$ 3,293.46	59%	\$ 7,500.00	\$ 5,168.46
W25500 - Regulatory Expenses	\$ -	\$ -		\$ -	0%	\$ 1,600.00	\$ 1,600.00
W25600 - Insurance	\$ 22,519.00	\$ 21,716.00	104%	\$ (803.00)	-4%	\$ 21,716.00	\$ (803.00)
W25700 - Rental	\$ 5,500.00	\$ 5,500.00	100%	\$ -	0%	\$ 5,500.00	\$ -
W26000 - Depreciation	\$ 328,500.00	\$ 328,500.00	100%	\$ -	0%	\$ 328,500.00	\$ -
Total Water Commission Expenses	\$ 842,912.27	\$ 871,273.75	97%	\$ 28,361.49	3%	\$ 1,014,684.00	\$ 171,771.74



**Village of New Minas
Statement of Accounts
September 30, 2022**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 801,702.27	\$ 1,100,000.00	\$ 1,901,702.27
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 2,230,789.98	\$ -	\$ 2,230,789.98
			Subtotal	\$ 4,632,492.25
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 603,464.94	\$ 2,000,000.00	\$ 2,603,464.94
Water Capital (including special reserve)	113-240-6	\$ 289,559.43	\$ -	\$ 289,559.43
Water Operating	113-241-4	\$ 914,705.00	\$ -	\$ 914,705.00
			Subtotal	\$ 3,807,729.37
			Total	\$ 8,440,221.62



**Village of New Minas
Statement of Accounts
December 31, 2022**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,181,263.89	\$ 1,100,000.00	\$ 2,281,263.89
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 1,817,580.97	\$ -	\$ 1,817,580.97
			Subtotal	\$ 4,598,844.86
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 931,964.94	\$ 2,000,000.00	\$ 2,931,964.94
Water Capital & Equipment Reserve	113-240-6	\$ 241,437.48	\$ -	\$ 241,437.48
Water Operating	113-241-4	\$ 657,078.33	\$ -	\$ 657,078.33
			Subtotal	\$ 3,830,480.75
			Total	\$ 8,429,325.61

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, January 11, 2023

Draft Minutes

- Meeting, Date and Time** A meeting of the Joint Accessibility Advisory Committee (JAAC) was held virtually on Wednesday, January 11, 2023, at 7:00 p.m. via Microsoft Teams.
- Attending**
- JAAC Members**
- Mary Fox – Citizen Member (Chair)
 - Doug Ralph – Citizen Member (Vice Chair)
 - Councillor Lexie Misner – District 2
 - Alan Price – Citizen Member: West
 - Ben Brown – Citizen Member (signed in at 7:18 p.m.)
 - Crystal McCormack – Citizen Member: Central
 - Dino Wamboldt – Citizen Member: East
 - Don Nauss – Citizen Member
 - Andy Vermeulen – Commissioner, Village of Canning
 - Michael Keith – Commissioner, Village of Cornwallis Square
 - Quentin Hill – Commissioner, Village of New Minas
 - Robert Sealby – Commissioner, Village of Greenwood
 - Mike Bishop – Commissioner, Village of Kingston
 - Scott Leier – Commissioner, Village of Port Williams
- Municipal Staff**
- Terry Brown – Manager of Inspection & Enforcement Division
 - Katie MacArthur – Accessibility Coordinator
 - Shawn Fevens – Recreation Coordinator
 - Laurie-Ann Clarke – Recording Secretary
- 1. Call to Order** Mary Fox, Chair, called the meeting to order at 6:57 p.m.
 - 2. Roll Call** Attendance was taken by the Recording Secretary from the Microsoft Teams record.
 - 3. Amendments to the** Manager Brown requested to add an agenda item as Item

Agenda 8d.

- 4. Approval of the Agenda** **On motion of Commissioner Vermeulen and Mr. Price, that the Joint Accessibility Advisory Committee approve the January 11, 2023 meeting agenda with one addition.**

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. December 14, 2022** **On motion of Commissioner Leier and Mr. Price, that the minutes of the Joint Accessibility Advisory Committee meeting held on December 14, 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. Citizen Member Vacancy** Katie MacArthur, Accessibility Coordinator, advised that the advertisement for the JAAC’s citizen member vacancy has been published to the Municipality’s website and social media and shared with committee members via email. She requested that members continue to share the ad in order to fill the position.

- b. Discussion of Meeting Schedule** At the December 2022 meeting, the Committee discussed the meeting schedule for the upcoming calendar year and requested that staff review the Terms of Reference and Inter Municipal Service Agreement to determine if a meeting frequency was written into these documents. Ms. MacArthur shared that upon review, there is nothing that

dictates how often the JAAC must meet. There was a discussion surrounding how to make the most of meeting times, what members would like to discuss, and staff welcomed Village Commissioners and Citizen Members to make additions to the meeting agendas. Through consensus, the Committee made the decision to maintain a monthly meeting schedule with the option to cancel a meeting if there are no urgent items or host via Teams if the meeting is expected to be short.

c. Provincial Grant Funding

Ms. MacArthur advised that there are currently two Provincial grants available for accessibility upgrades. The information on the grants was emailed to Village Clerks and the deadline to apply is February 14, 2023. She offered to assist with applications as needed.

d. Acknowledgement of Kirk MacLennan’s passing

Manager Brown acknowledged the passing of Commissioner Kirk MacLennan in December 2022. He served on the JAAC for the Village of Aylesford and the Committee thanks him for his work.

9. Other Business

There was no other business.

10. Correspondence

There was no new correspondence.

11. Public Comments

There were no members of the public in attendance.

12. Date of Next Meeting

The next meeting will be held on February 8, 2023 at 7:00 p.m. via Microsoft Teams. Councillor Misner gave her regrets for the February meeting.

13. Adjournment

There being no further business, on motion of Commissioner Sealby and Commissioner Vermeulen, the meeting adjourned at 7:26 p.m.

Approved by:
 Joint Accessibility Advisory Committee

Day/Month/Year

DRAFT



Village of New Minas
New Minas Water Commission
January 24, 2023 @ 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 3:00pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 24, 2023 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. December 20, 2022 Water Commission Meeting

Motion:

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

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

4. Business Arising from Minutes:

- a. December 20, 2022 Water Commission Meeting

There was no business arising from the December 20, 2022 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

- a. Q3 Finance Variance Report

The Clerk Treasurer/CAO presented the Q3 Finance Variance Report circulated prior to the January 24, 2023 Water Commission meeting, which was reviewed line by line.

Motion:

THAT the Q3 Finance Variance Report be received as circulated prior to the January 24, 2023 Water Commission meeting and as presented by the Clerk Treasurer/CAO.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

7. Staff Reports:

- a. Water Operations Report

Gerard Hamilton provided a verbal summary of the Water Operations Report circulated prior to the January 24, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the January 24, 2023 Water Commission meeting and as verbally summarized by the Manager of Municipal Operations.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

8. Capital Projects Update:

The Clerk Treasurer/CAO and Operations Manager provided the following update on Capital projects:

- 50% review drawings for Aalders Avenue Water Laterals are yet to be submitted.
- The RF Meter Reading System meters and regular water meters have been purchased and received.
- Test Well RFP has been re-submitted, with proposals due on February 3, 2023.

9. Source Water Protection Committee:

The Clerk Treasurer/CAO informed the Water Commission that a Source Water Protection Committee meeting is scheduled on February 8, 2023.

10. Correspondence:

None

11. Other Business:

Dave Chaulk mentioned that there had been a problem with electronic invoicing to one of the business owners. The September invoice had not been received, resulting in a double invoice in December. The Clerk Treasurer/CAO acknowledged that there was an issue with the gmail distribution list, and that a workaround had been found.

Mary Munroe asked a question about what is permitted within a right-of-way. The Clerk Treasurer responded that the specific legal document would need to be examined, but that in general permanent structures are not permitted within a right-of-way/easement.

12. Public Input:

None

13. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:26pm.

Motion:

THAT the meeting be adjourned.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried



Village of New Minas
Source Water Protection Committee
February 8, 2023 @ 1:30 PM
Online ZOOM Video Conference
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- James Redmond, Chair and NMWC Member
- Maynard Stevens, NMWC Member
- Jim Winsor, Municipal Councillor
- Scott Crowell, Citizen Member

Members Absent:

- Citizen Member Vacancy

Staff and Advisors Present:

- Tim Bouter, Clerk Treasurer/CAO
- Gerard Hamilton, Manager of Municipal Operations
- Trish Javorek, Director of Planning and Inspections (Municipality of Kings)
- Mike Allen, Sustainability & Applied Science Division (Nova Scotia Department of Environment & Climate Change)

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 1:46pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the February 8, 2023 Source Water Protection Committee Meeting be approved as circulated.

M/Maynard Stevens

S/Scott Crowell

Motion Carried

3. Approval of Minutes:

- a. March 16, 2022 Source Water Protection Committee Meeting

Motion:

THAT the Minutes for the March 16, 2022 Source Water Protection Committee Meeting be approved as circulated.

M/Maynard Stevens

S/Scott Crowell

Motion Carried

4. Business Arising from Minutes:

- a. March 16, 2022 Water Commission Meeting

There was no business arising from the March 16, 2022 Source Water Protection Committee minutes.

5. Comments from the Chair:

James Redmond reminded the Committee that it functions as a consulting/recommendation body to the New Minas Water Commission. He also noted that the reason for the long gap between meetings was due to staffing changes and awaiting final approval for the New Minas SPS.

6. Presentations:

- a. Summary of the Source Water Protection Plan

Billy Shaw presented a Power Point presentation summarizing the current Source Water Protection Plan, hydrogeology of the New Minas water aquifers and New Minas Water Utility infrastructure, and answered questions from the attendees.

Mike Allen will report back to the Committee on opportunities for collaboration between NSE and the New Minas Water Commission on drilling activity within the source water protection area.

7. New Business:

- a. Updates to Source Water Protection Plan

Billy Shaw is currently working on updates to the Source Water Protection Plan, and plans to circulate a draft copy by the end of the month.

- b. Exploration Program for New Well

The New Minas Water Utility has issued an RFP to drilling companies for new test wells. This forms part of an exploration program with the goal of finding a location for a new production well in the future. The test wells will determine if the desired water quality and quantity is available for proceeding to

8. Other Business:

There was no other business.

9. Next Meeting Date:

The next meeting date will be April 26, 2023, at 1:30pm.

10. Adjournment:

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

Motion:

THAT the meeting be adjourned.

M/Maynard Stevens

S/Scott Crowell

Motion Carried

DRAFT

Information Report (Agenda Item 8.e.)

To: Village Commission

By: James Redmond, Village Commission Vice Chair

Meeting Date: February 13, 2023

Subject: Regional Sewer Committee Report



Regional Sewer Committee Report

Regional Sewer Committee Meeting — January 19 & February 2, 2023

- The meeting on January 19th dealt mainly with the operating budget for 2023/24.
- There was agreement on all budget items except the allocation of EPW Operations Center. With no agreement on the allocation for EPW Centre, finance was asked to bring back justification for this budget increase for EPW building to a meeting scheduled for February 2, 2023.
- The meeting of February 2, 2023 did not resolve the budget allocation for the EPW Operations Centre. A committee was suggested to study further the budget allocation for the EPW Operations Centre and bring back to a meeting scheduled for February 16, 2023.
- In all, the operating budget for the Regional Treatment Plant may increase between 8 to 8.6% for New Minas in 2023/24.

James Redmond

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

Meeting, Date and Time Regional Sewer Committee Meeting was held on Thursday, January 19, 2023, 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
Aaron Dondale, Manager of Public Works
Abdelkalek Omar, Manager of Engineering
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: None

Public: None

Absent: Katrina Wonders

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**
Councillor Winsor would like to add a note that at the next regularly scheduled meeting, we will be reviewing Committee performance as indicated in the Committee's Terms of Reference. Please be prepared to discuss.

(3) Approval of the Agenda: **On the motion of Deputy Mayor Savage and Commissioner Redmond that the agenda be approved.**

Motion carried.

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

(5) Approval of the Minutes from December 16, 2022: **On the motion of Deputy Mayor Savage and Commissioner Redmond that the Minutes from December 16, 2022, be approved as circulated.**

Motion carried.

(6) Business arising from previous minutes: None

New Business

(7) Operations and Compliance Update:

Aaron Dondale provided a brief update. Our TSS numbers were creeping up. This was also seen at other lagoon-based plants in the area. It was believed that this was related to the weather and rainfall amounts. We had passed our latest Acute Lethality test and ammonia numbers were down.

Regarding maintenance and operations, we had completed some work during the past couple of months on the re-seed pump station. We saw improved reliability. It had also been added to our SCADA system and we would be notified of any issues with the pumps. We used this system last year to help mitigate odour issues and plan to continue to do so.

Scheduled to begin in February we would be doing a sampling project in conjunction with the Federal and Provincial governments for COVID screening in the wastewater system. Samples would be sent to a lab in Manitoba and results shared on government public websites. Materials and shipping were paid for by Federal Government so that program would not bare any extra costs to the Committee.

Contractually the Partners are within their capacity. Regional was operating at approximately 50% capacity.

Discussion Points:

- New Minas: Is there a fire monitoring system on site? Aaron Dondale indicated he was not certain and would investigate the question. If there is not, that is certainly something we could look at adding.
- Town of Kentville would like to explore the ability to pull samples from closer to the hospital site. Current sampling site allows for too much dissolution which leads to inaccurate results.
- Do we use fresh water to dilute the affluent? Aaron Dondale indicated that we do not. We use water from Cell 5 to assist with the dilution in Cell 1.
- Members would like to see a picture of what the last year of data is telling us about the Regional Sewer system.
- We had seen some positive results from the vector truck work done last year, plan to continue work this year.

(8) Capital Update:

Scott Quinn provided a brief update. Gary Parker Excavating was set to move onsite during the first week of February to start the aeration replacement project. Due to some of the change orders, completion date may be extended by a few weeks.

The RFP for the additional desludging is open. The job mandatory site visit was held and attended by two contractors. RFP was set to close January 26th but may need to be extended.

Work would soon begin on the next projects with an RFP to come in February for the By-law review and Loading Considerations projects.

There will be communications sent out prior to any potential service interruptions (due to Aeration and desludging work).

**(9) Finance Update – Draft
23/24 Operating & Capital
Budgets**

Mike Livingston gave a presentation of the draft Operating budget.

Discussions:

- Support Services – rationale document and further discussion was required.
- Monitoring/Communications- members feel this is one area to find some savings and want it reduced to \$5,000. We can create a new plan to meet that budget.
- Maintenance and Vehicles were under budgeted last year. Clarification of costing was requested. More activity equates to higher maintenance costs. Kentville and New Minas would like that budget number to be lower. Staff noted that while could be done, prior years have been lower. However, comes with risk, especially with new maintenance measures for odour mitigation.

The Committee decided to hold an extra meeting on February 2nd to review the budget changes. Mike Livingston was to have prepared a rationale document for the cost of the Public Works building and the Support Services.

Mike Livingston gave a presentation of the draft Capital Budget. This budget is based on projects already approved.

Discussions:

- Does this budget include the additional desludging? Yes, it does.
- Year one projects are desludging and aeration project, new flow meters, new security camera, a SCADA system update, new generators, two studies (INI and Forcemain Replacement).

(10) Partner Updated:

Town of Kentville – None
Village of New Minas - None
Pepsico – no representative present

**(11) Round Table – TOR
Review:**

The Chair requested that members be prepared to review in detail next regular meeting. Municipal Policy Analyst to be invited to attend meeting as well.

(12) Other Business

Next regular meeting a Vice Chair needs to be established.

(15) Next Meeting:

Next meeting will be Thursday, February 2, 2023, at 10:00am at Municipal Complex.

(16) Adjournment:

On the motion of Deputy Mayor Savage and Commissioner Redmond the meeting be adjourned.

Motion Carried.

The meeting adjourned at 11:51 pm.

Approval:

Regional Sewer Committee



Village of New Minas
Commission Meeting
February 13, 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: February 13, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The first draft of the 2023/24 operating budget is now complete, and ready for deliberations in February. In the coming weeks I will be working with the department heads to complete the first draft of the capital budget. Following the budget process, strategic planning and the water rate study will be two of my main areas of focus.

Highlights of the Past Month:

- Collaborated with the Flower Cart on a partnership for supported employment services
- Reviewing energy efficient lighting opportunities

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 & February 1)
- Village Commission (January 9)
- Beautification Committee (January 18)
- Finance & Audit Committee (January 18)
- Regional Sewer Committee (January 19 & February 2)
- Water Commission (January 24)

Other Notable Meetings:

- Strategic Planning update with Jason Haughn — January 12
- Asset Retirement Obligations: Ask the Expert Session 3 — January 19
- ANSV Quarterly Board Meeting — January 20

Professional Development:

- JCCD Society meeting — January 16
- 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: February 13, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



- Department Head meetings (collective and individual)
- 2023/24 budget process
- Strategic planning
- Water Rate Study
- 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: February 13, 2023

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

January's mild weather provided staff members an opportunity to get caught up on work from the fall season. We were able to perform tasks like removing dead trees from parks, repairing park infrastructure, and other outdoor assignments. Our spring season preparation continues as we have inspected and made repairs to planter boxes and picnic tables. We were able to acquire several used lawn mowers, at no cost to the village, from a local supplier with the intentions of repairing and putting them into service this year.

Current Task/Projects:

- Budget meetings with Clerk-Treasurer/CAO
- Winter snow clearing operations ongoing
- Working with Water Operator and Foreperson for upcoming 2023/24 capital projects and equipment
- Cornwallis # 2 well has a new motor. Will be put online depending on water sampling results

Long-Term Projects:

- Continuation of meetings with Stantec to discuss the water rate study
- Working with Stantec for future sidewalks
- Working with Design Point Engineering on the Aalders Ave water infrastructure replacement capital project

Meetings:

- Attended Water Commission meeting
- Attended Occupational Health and Safety meeting
- Attended Beautification meeting

Professional Development:

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

Outlook for Next Month:

- Educational course upgrades
- Budget meetings
- Snow clearing
- Daily Operation

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: February 13, 2023

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

We are within the last two months of 2022/23 and already preparing for March’s year end close. December’s past due utility reminders should be going out by the end of this week which, should remind the stragglers that it’s time to pay before March’s disconnections. The 2022 T4s have been handed out and uploaded to CRA.

Current Tasks/Projects:

- Operating and Capital bank reconciliations for November have been completed.
- Hoping to have December and January reconciled by the end of this week.
- Third Quarter due to/from and HST is completed.

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 Jan 31
• Residential	\$1,135,595	\$1,127,970.29
• Commercial	\$866,404	\$927,876.03
Sewer	Budgeted	Collected Year to Date Jan 31
• Usage Charges	\$663,687	\$647,312.72
Water	Budgeted	Collected Year to Date Jan 31
• Metered Sales	\$618,100	\$433,443.52
• Sprinkler Service	\$4,852	\$3,190.44

Meetings:

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

Professional Development Summary:

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

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: February 13, 2023

Subject: Monthly Report — Manager of Finance



- 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: February 13, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

In January we finished hiring and planning for March break and summer camps, and developed the 2023-24 operating budget for the recreation department.

Winter programming began, with a full slate of classes and programs. Another pickleball class was needed due to extremely high demand.

The outlook for the rest of February will be to finish planning for the fiscal year's capital budget, finish year end grant reports and begin work on applicable grant applications for the new fiscal year.

Current Tasks/Projects:

- Operating and Capital budget planning
- Beautification grant report
- 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:

- N/A

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: February 13, 2023

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

Active Living Strategy — progress update:

- The Active Living Strategy has been reviewed and approved by CCTH- final draft ready for review by Village Commission - included as an attachment.
- Presentation of strategy is scheduled for February.

Projects:

- Leadership Development Workshop Series:
 - Hosted & facilitated a Time Management Workshop on February 2, 2023- this was a partnership with PeopleWorx
 - Upcoming – Project Management Workshop- May
- 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) – ongoing*
 - *Assisted with equipment inventory, Valley Connect updates, Active & Healthy Awards.*
- Community Play Boxes:
 - Ready for installation — *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

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: February 13, 2023

Subject: Monthly Report — Active Living Coordinator



"Spontaneous Play Spaces" — painted hopscotch, mazes, or obstacle courses on sidewalks, or safe paved areas throughout the community.

- 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.
 - Update – met with AVRCE and BAP program coordinators for onsite review.

Health NS Partnership:

- Facilitating Recreation & Health Partnership meetings – representatives from NS Health Primary Care, CCTH and regional recreation partners – the intention is to share updates from our various departments and to build relationships

Outdoor Play Policy Development:

- Collaboration with County of Kings and surrounding recreation departments to develop county wide policy encouraging outdoor play
 - Update – hosted planning meeting on February 17, 2023- youth engagement data review

Equipment Loan Program:

- Equipment inventory – snowshoes, bikes, sporting supplies etc.
- Community engagement – survey
- Phase one planning – Safe Walking Kits – plan to purchase head lamps, reflective vests, walking poles and ice grips
 - Applied for funding through Recreation Nova Scotia Equipment Loan Grant.

Meetings/Professional Development:

- Healthy Tomorrow's Foundation – Make Your Move at Work Webinar
- Valley Female Leadership Network – strategic planning collaboration
- Valley Recreation Professional Development Committee
- Recreation Nova Scotia – Gender Equity Workshop
- Sport NS and Valley United – field allocation meeting
- Active Kids Healthy Kids – grant application updates
- Youth Leadership Development – potential collaboration with County of Kings and PeopleWorx



Village of New Minas
Commission Meeting
February 13, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. New Business

Village of New Minas

ACTIVE LIVING STRATEGY

INTRODUCTION

In November 2021, the Village of New Minas became a member of the Municipal Physical Activity Leadership (MPAL) program, facilitated by the Province of Nova Scotia. Through the Department of Community, Culture, Tourism & Heritage - Communities, Sport and Recreation Division, the MPAL program provides participating municipalities with a staff person who is responsible for the development and implementation of an Active Living Strategy. The Active Living Strategy has a broad mandate to improve active living and increase movement in New Minas. This is a five-year strategy, spanning 2022-2027. An evaluation and revision to this strategy will commence in 2027.

Provincial documents and national guidelines were used to help guide the direction of this Strategy. The Province of Nova Scotia's *Let's Get Moving Nova Scotia: An Action Plan for Increasing Physical Activity in Nova Scotia*, was reviewed and used to guide the broad intent of the Strategy.

Adding more physical activity to our day can be as simple as walking to school, around our workplace, and in the places we live, or by participating in cultural activities or even just playing in the backyard.

We all need to move more—and sit less—more often.
That's what *Let's Get Moving Nova Scotia* is all about!

Let's Get Moving Nova Scotia—a plan to encourage and support Nova Scotians to move more, and sit less, more often:



- ✓ Redefine movement
- ✓ Reach Nova Scotians where we learn, work, and access health care
- ✓ Advance quality community leadership
- ✓ Enhance opportunities and address inclusion
- ✓ Measure progress

"Recreation is the experience that results from freely chosen participation in physical, social, intellectual, and community well-being"

- A Framework for Recreation in Canada, 2015



Village of New Minas

ACTIVE LIVING STRATEGY

Redefining Movement

The first goal of Let's Get Moving is to redefine movement. The goal states: We want Nova Scotians to form new habits that make regular movement part of our daily lives. This goal encourages us to think about movement in a new way and motivates us to move in ways and at times that work for us.

The World Health Organization defines physical activity as any bodily movement produced that requires energy expenditure. Physical activity refers to all movement including during leisure time, for transport to get to and from places, or as part of a person's work. Breaking up sedentary time, light, moderate and vigorous intensity activity improve health. Opportunities for increased physical activity can exist in all the spaces of our lives.

"All the small bouts of movement in your day count toward your overall activity. When we move more, even a little more, we improve our overall wellness and more importantly – we feel better!"

- Make your Move, Healthy Tomorrow Foundation

Reach Nova Scotians where we learn, work, and access health care

Opportunities for being physically active are not limited to sports and organized recreation. They exist everywhere – where people live and work, schools, health establishments and in our neighbourhoods.

Built Environment

Peoples' participation in physical activity is often influenced by the built and natural environment in which they live, by their social environment and by personal factors such as gender, age, ability and motivation. Design elements in the built environment, such as street layout, land use, the location of recreation facilities, parks and public buildings and the transport system can either encourage or discourage physical activity. People are more active when they can easily access key destinations such as parks, green spaces, workplaces and shops. Other barriers to active living include fears about safety, problems with access and/or a lack of recreation and sport facilities and negative attitudes about physical activity and active transport.

Enhance opportunities and address inclusion

Regular physical activity is one of the most important things you can do for your health. Everyone can experience the health benefits of physical activity; age, abilities, ethnicity, shape, or size do not matter. There are often various barriers that prevent community from engaging in physical activity, such as financial, social, cultural or physical barriers. Creating an inclusive, welcoming and safe environment can help reduce these barriers and assist in increasing opportunities for physical activity.

The goal of the New Minas Active Living Strategy is to help mitigate and to offset risks associated with sedentary behaviour and low levels of activity for all ages and create a new culture of movement for the community.

Village of New Minas

ACTIVE LIVING STRATEGY

VISION

The Village of New Minas is committed to improving active living and increasing movement for those who live, work, and visit our Village.

The Village envisions a community where active living is part of the culture and opportunities are readily accessible, welcoming, easy to incorporate into everyday life, while being inclusive of individuals of all ages, abilities, and income levels.

The purpose of the Active Living Strategy is to increase the uptake in physical activity over the lifespan, for all residents of the Village of New Minas.

GUIDING PRINCIPALS

Foster
Equity

Focus on hard to reach groups and individuals with social or economic barriers with the aim of providing inclusive and easy ways to participate

Targeted
Approach

Focus on populations who currently get very little movement with the aim of encouraging these individuals to get started by incorporating little amounts of movement.

Redefine
Movement

Promote active living and movement as part of a healthy lifestyle that can be easily incorporated into daily routines.

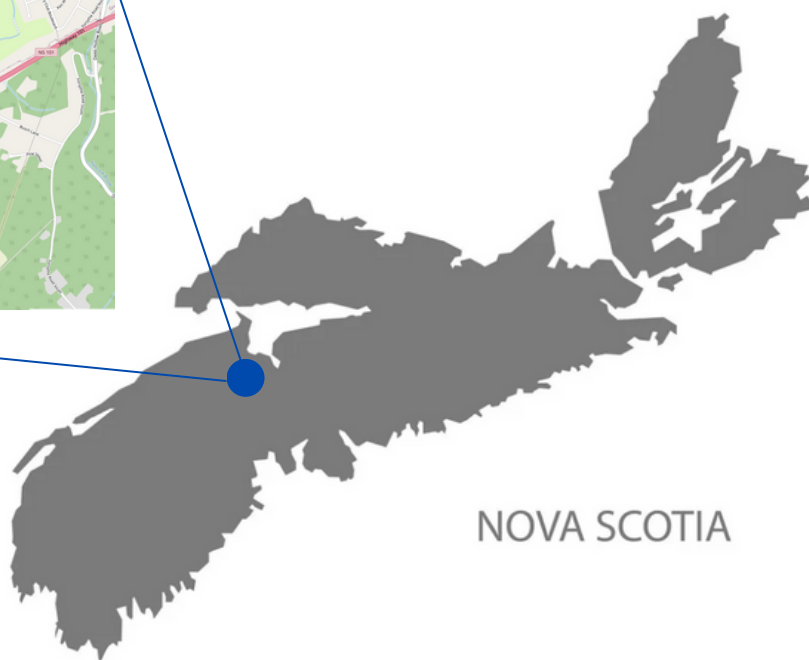
Village of New Minas

ACTIVE LIVING STRATEGY

COMMUNITY PROFILE

New Minas was founded in the early 1700s by Acadians from the Grand Pre area, the largest of the settlements known as Les Mines or Minas after the French copper mines explored at Cape d'Or at the entrance to the Minas Basin in the 1600s. As the Minas settlement grew, families moved westward up the Cornwallis River and founded a new settlement which came to be known as "New Minas".

Over the past ten to fifteen years, New Minas has been witness to a commercial boom which has seen many large retail outlets set up shop, while pre-existing retailers and many others have rebuilt into larger venues.



Population (2016): 4,231

Incorporated: 1968

Land Area: 14km²

Village of New Minas

ACTIVE LIVING STRATEGY

COMMUNITY PROFILE



Parks & playgrounds



Disc Golf Course



Harvest Moon Trail

Physical Assets: Parks and Green Space

The Village of New Minas is home to a variety of parks and recreation spaces. There are six individual playgrounds, with various sizes in equipment and use. Lockhart & Ryan Memorial Park is the most popular recreation area within the Village. Located adjacent to the Louis Millett Community Complex, the space contains two baseball diamonds, three natural soccer fields, two tennis courts, a basketball court, a splash pad and two playground structures. The park is also home to the first permanent disc golf course in Nova Scotia. With 18 holes, it circles Lockhart & Ryan park and encompasses a 2km long trail system. Lockhart & Ryan Park also serves as a connection to the Harvest Moon Trail, providing access to an active transportation option spanning the Annapolis Valley.

In 2012, the Village built the Louis Millett Community Complex (LMCC). The LMCC has a gymnasium, banquet hall, several community rooms, and a recently expanded fitness room. Programs are administered through New Minas Recreation and Community Development and include everything from open jam sessions to prenatal classes, basketball, yoga and pickleball.

New Minas is also home to New Minas Elementary School and Evangeline Middle School. The students and their families, as well as the wider community, enjoy playground equipment, green spaces and sports fields as part of the school properties.

Village of New Minas

ACTIVE LIVING STRATEGY

COMMUNITY ENGAGEMENT

Stakeholders Consultation

In development of the strategy and key projects, a variety of community partners were consulted for input: community groups, schools, municipal partners, etc.

Moving forward, the plan focuses on working directly with partners and engaging with them during the implementation and evaluation of the plan. This will help foster more diversity, access, inclusion, and equity on action items.

Physical Activity Community Survey

New Minas residents reported on physical activity participation, perceived barriers to physical activity, facilitators to physical activity, current facility use, satisfaction with physical activity services and the affects of COVID on their physical activity as part of the Physical Activity Community Survey Among Adults (Citizen's Survey) conducted by Nova Insights Inc. for the Municipality (December 2021).

As with any quantitative study, the data reported in this research are subject to sampling error, which can be defined as the likely range of difference between the reported results and the results that would have been obtained had we been able to interview everyone in the relevant population.

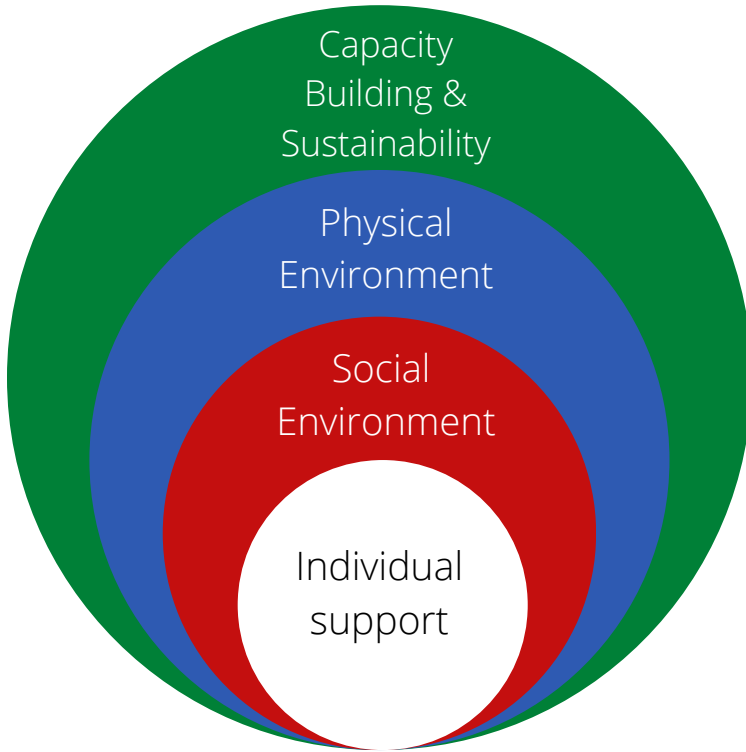
Key Findings

Top Activities on Wish List	Swimming: Top of the wish list (by far) for future activity. Walking: A distant second activity of interest. Yoga/Pilates and Home Exercise: Lead a close third tier.
Most Common Challenges	Infrastructure: Condition and maintenance of bicycle lanes and roads for walking Social: Having someone to be active with Time: Incorporating activity into daily routine and scheduling.
Physical Activity Opportunities	Social Spaces to be meet others, tools to help connect with others, and groups to be active with Non-competitive (recreational) activities Family-friendly spaces and programs.
Active Transportation Motivators	Half walk at least weekly. Very few bicycle weekly. A strong majority would like to walk more often, affected by trails, maps, indoor spaces, and lighting. A third would like to bicycle more often with quieter traffic, better road quality, and affordability of bicycle repair..

Village of New Minas

ACTIVE LIVING STRATEGY

STRATEGY OBJECTIVES



The Strategy is divided into four parts, which organize actions into different categories, based on the Social Ecological Model

The Social Ecological Model is a framework put in place in order to understand the multifaceted levels within a society and how individuals and the environment interact within a social system.

Different factors and determinants exist at all levels of health, making prevention, control, and intervention most effective when the model is addressed from all levels.

#1 Supports for Individuals

Connects to a persons age, race, gender, knowledge, skill, belief, attitude, and/or motivation



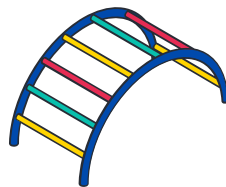
#2 Social Environment

Relates to community culture and relationships within the community (workplace, school, associations)



#3 Physical Environment

Refers to natural or build environments within the community.



#4 Capacity Building & Sustainability

Building consistency through policy, regulations and leadership development



The vision for this part of the Active Living Strategy is all about providing people of all ages and abilities with the information they need to build interest in engaging in more movement.

SUPPORTING INDIVIDUALS

1.1 Objective: Use multiple platforms to communicate physical activity benefits and opportunities

Action	Priority	Timeline
Create and promote branding for the Active Living Strategy	Med	2022
Develop and distribute information on parks, trails, and programs	Med	2023-27
Develop and distribute information on physical activity opportunities		
Share updates related to active living from the Provincial/National level	Med	ongoing
Ensure accurate information is on Valley Connect database	Low	2023
Publish a seasonal brochure listing all recreational activities	High	annually

1.2 Objective: Develop a “Learn to Play” program for all ages, abilities and family friendly options

Action	Priority	Timeline
Create safe spaces for community groups and sport organizations	High	ongoing
Increase the number of playboxes throughout the community	Med	2024
Ensure playboxes are filled seasonally	High	annually
Develop and implement an equipment loan program	High	2023-27

1.3 Objective : Host community events that focus on physical activity.

Action	Priority	Timeline
Host all-ages, friendly events (walks, hikes, snowshoeing, sledding, etc)	High	annually
Host a wellness event & partner with local organizations	Med	annually
Coordinate free community swim times at local pools	Low	2022

1.4 Objective : Increase awareness of parks and recreation facilities.

Action	Priority	Timeline
Install signage that direct attention to park/facility locations	High	2023-24
Design/Install updated Lockhart & Ryan Park signage/welcome signs.	High	2023-24

The vision for this part of the Active Living Strategy is to foster a social environment that supports active living and makes movement part of the culture.

SUPPORTS FOR SOCIAL ENVIRONMENT

2.1 Objective: Develop workplace policies and practices that support daily physical activity.

Action	Priority	Timeline
Develop an Active Work Place document to support workplaces in increasing PA opportunities	High	2023-24
Implement a workplace wellness policy for Village Office staff-leading by example in the community	High	2023-27
Develop workplace wellness challenges to implement in Village office	Med	2023-27

2.2 Objective: Develop a recognition program that supports active living in New Minas

Action	Priority	Timeline
Recognize individuals, non-profit organizations, community groups, or businesses who provide social or physical environments that support active living.	High	2023-27
Develop and promote a reward/recognition program - "A-HA" - Active & Healthy Award	Med	ongoing

2.3 Objective: Develop community walking groups.

Action	Priority	Timeline
Collaborate with Hike NS and the NS Walk program to facilitate Walk Leader trainings.	Med	ongoing
Schedule and promote walking groups	High	ongoing
Develop collaboration with County Fair Mall to offer indoor walking programs	Med	2023-27
Invest in equipment to support safe walking	High	2023-24

2.4 Objective: Develop opportunities and strategies to target underserved populations to make active living more equitable

Action	Priority	Timeline
Coordinate with partners to identify underserved populations in New Minas	High	2023-27
Incorporate diversity in promotion of active living programs & media	High	ongoing
Coordinate programs that focus on women and girls	Med	2023-27

The vision for this part of the Active Living Strategy is to provide a physical environment that supports active living & makes movement easy & accessible.

SUPPORTS FOR PHYSICAL ENVIRONMENT

3.1 Objective: Facilitate Walkability Program

Action	Priority	Timeline
Compile, promote and distribute a list of existing trail systems and walking routes	High	ongoing
Evaluate and design safe and accessible walking routes throughout the Village	Med	2023-24
Develop signage and maps to post routes in various communities	Med	2022-23
Advertise walking routes connecting to the Harvest Moon Trail	Med	2022-23

3.2 Objective: Develop green space/parks redesign

Action	Priority	Timeline
Identify and assess under-utilized Village property/land for potential projects	High	2023-24
identify opportunities for improvements to the existing Village infrastructure for safety and accessibility	High	2023-24

3.3 Objective: Design opportunities for spontaneous unstructured outdoor recreation

Action	Priority	Timeline
Install "Spontaneous Play Spaces"	Med	2022-23
Collaborate with local businesses to incorporate active hallway decals in family used spaces	Med	2024-25
Develop and install "Active Bench" signage- ideas and directions for physical activity and exercise using benches	Med	2023-24

3.4 Objective: Increase awareness and use of Harvest Moon Trail

Action	Priority	Timeline
Install Way finder signage and maps at connectors	Med	2022-23
Facilitate installation of safe and accessible parking areas	High	2024-25
Install bicycle repair stations	Med	2023-24
Install solar lighting to address safety concerns	High	2024-25

The vision for this part of the Active Living Strategy is to ensure there are adequate resources to implement the Active Living Strategy and that it remains effective over time.

CAPACITY BUILDING & SUSTAINABILITY

4.1 Objective: Build capacity through training and skill building opportunities.

Action	Priority	Timeline
Develop & build relationships with sport organizations to offer training workshops for leadership positions.	Low	2023-27
Train all summer recreation staff through annual training seminar with Valley Recreation	High	2022-27
Develop workshop series to address identified professional development needs within the recreation sector.	Med	2022-27

4.2 Objective: Collaborate with primary health care practitioners

Action	Priority	Timeline
Create opportunities/collaborations to support prescriptive recreation programming (Centre for Lifestyle Studies - Active for Life, Fit to Function, etc)	High	ongoing
Develop promotional materials to utilize in clinics and office spaces	Med	ongoing

4.3 Objective: Develop Active Transportation Strategy Plan

Action	Priority	Timeline
Facilitate recommendations based on AT study and Kings County AT Strategy	High	2023-27
Collaborate with Blue Route Project to create safe cycling routes	Low	2023-24
Collaborate with Kings County to develop safe routes to school.	Med	2023-27

4.4 Objective: Develop Outdoor Play Policy

Action	Priority	Timeline
Collaborate with The Municipality of the County of Kings and partners to develop and Outdoor Play Policy	Med	ongoing
Implement an Outdoor Play Policy.	Med	2023-24

4.5 Objective: Expand Any Child Can Participate Grant

Action	Priority	Timeline
Increase awareness of funding opportunity	Med	ongoing
Facilitate fundraisers to increase grant capacity	Low	2022-27

CAPACITY BUILDING & SUSTAINABILITY

4.6 Objective: Ensure that programs and policies foster equity and inclusion

Action	Priority	Timeline
Develop and implement Anti Racism policy	High	2022-23
Facilitate harassment and discrimination training for all staff	High	2023

Update to Staff Policy Manual — Section 41

1. Introduction

Section 41 of the Village’s Staff Policy Manual states the following:

41. WELLNESS BENEFIT

The Village recognizes the benefit of a healthy and vibrant workforce. Full Time Permanent Employees are eligible for a Wellness Benefit in which the Village will match any wellness related expense up to a maximum of \$300 per benefit year, with the Employer’s maximum contribution being \$150. The benefit year will be defined as April 1-March 31. Employees should speak to their supervisor to access the benefit.

Two issues related to this section have been identified:

1. The annual amount is on the low end of the spectrum, compared to neighboring municipal units.
2. The matching requirement in our current policy makes the wellness benefit less accessible. Some staff members have indicated that they have not been able to take advantage of the wellness benefit for this reason.

2. Discussion

Benefits such as this are becoming increasingly important for employee attraction and retention. The wellness benefits for neighbouring municipal units (which all cover 100% of the applicable purchases) are as follows:

Municipal Unit	Wellness Benefit
Town of Berwick	\$200
Town of Middleton	\$200
Village of Bible Hill	\$200
County of Kings	\$175
Town of Kentville	\$150

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: February 13, 2023

Subject: Update to Staff Policy Manual — Section 41



The following language is recommended for Section 41 of the Village’s Staff Policy Manual:

41. WELLNESS BENEFIT

The Village recognizes the benefit of a healthy and vibrant workforce. Full Time Permanent Employees are eligible for a Wellness Benefit in which the Village will refund any qualifying wellness related expense up to a maximum of \$175 per fiscal year, upon submission of receipts. Qualifying expenses include, but are not limited to:

- Fitness classes
- Gym memberships
- Exercise footwear and apparel
- Exercise/sports equipment
- Recreation related registration fees and passes

3. Recommendation

THAT the Village Commission approve the recommended updates to Section 41 of the Village’s Staff Policy Manual, as included in the February 13, 2023 agenda package.

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: February 13, 2023

Subject: Update to Staff Policy Manual — Cell Phones in the Workplace



Update to Staff Policy Manual — Cell Phones in the Workplace

1. Introduction

The Village’s Staff Manual Policy currently provides no guidance or regulations on the use of cell phones in the workplace. Although management does currently monitor the use of cell phones by staff, a policy will add clarity and formalize expectations for both management and staff. A policy will also address safety concerns, particularly for staff that drive vehicles or work in construction environments.

2. Discussion

The following section, based on the Town of Yarmouth’s Cell Phones in the Workplace Policy, is recommended to be added to the Village’s Staff Policy Manual:

5. CELL PHONES IN THE WORKPLACE

The Village of New Minas understands and recognizes that there are times when employees need to be in touch with those outside of the workplace. The Village also realizes that cell phones and other communication devices can be a major distraction in the workplace for individual employees and those in the surrounding work area. The purpose of this policy is to limit the use of cell phones and other communication devices at work to minimize risk and create a more productive work environment. This policy applies to all conversations whether personal or business-related. The devices covered by this policy include cell phones, smart phones, text pagers and other wireless devices, whether owned by the Village or the individual employee (“Devices”). The following guidelines are intended to provide reasonable guidance for appropriate use of Devices in the workplace:

- Keep all personal conversations to a minimum both in terms of frequency and duration while at work. This applies to verbal and written conversations (such as text messaging) on any Device.
- Employees may use Devices while on break.
- Do not use, access, or visit social media sites while at work using any Device unless you are required to do so in order to perform your job.
- Do not take photos or videos of co-workers while they are on duty on any Device unless there is an authorized reason for doing so.
- Do not use or access your Device during the course of your employment when it may be unsafe to do so for yourself and others (e.g. driving, working around traffic, working in construction environments, etc.). Use hands-free capabilities on your Device when it is appropriate and possible to do so.

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: February 13, 2023

Subject: Update to Staff Policy Manual — Cell Phones in the Workplace



- All records on your Device that relate to your job may be obtained by the Village and disclosed in a legal proceeding or pursuant to Freedom of Information laws as required.

Violation of these terms will result in discipline and could lead to termination.

3. Recommendation

THAT the Village Commission approve the addition of the “Cell Phones in the Workplace” section to the Village’s Staff Policy Manual, as included in the February 13, 2023 agenda package.

BEAUTIFICATION COMMITTEE

1. Definitions
2. Purpose
3. Mandate
4. Committee Membership
5. Meetings

1. DEFINITIONS

The following definitions shall apply:

- “Act” means the Municipal Government Act, R.S.N.S. 1998, Chapter 18;
- “Beautification” means the process of making visual improvements to a person, place, or thing.
- “Clerk Treasurer/Chief Administrative Officer” means the Village Clerk Treasurer/Chief Administrative Officer appointed by the Commissioners pursuant to the Act;
- “Commissioner” or “Commissioners” mean a Commissioner or Commissioners for the Village of New Minas within the scope of the Act;
- “Placemaking” means a multi-faceted approach to the planning, design, and management of public spaces capitalizing on local assets, inspiration, and potential, with the intention of creating public spaces that promote health, happiness, and wellbeing.
- “Streetscape” means the visual elements of a street, including the road, adjoining buildings, sidewalks, street furniture, trees, and open spaces that combine to form the character of a street.
- “Village” means the Village of New Minas, Kings County, Nova Scotia.

2. PURPOSE

To develop a strategic plan for beautification and to provide the Village Commission with advice and recommendations on issues relative to the development of beautification, placemaking, and streetscaping, and as aligned with the strategic plan.

3. MANDATE

All Village Committees are governed in accordance with the applicable provisions of the Municipal Government Act. The Committee will provide advice and recommendations, on the request of the Commission, in the following areas.

- Consideration of existing or proposed bylaws and policies related to beautification, placemaking, and streetscaping;
- Develop a strategic plan;

~ Adopted by Resolution of the Village Commission on April 12, 2021 ~
~ Amended by Resolution of the Village Commission on February 13, 2023 ~

- Enhancement and development of appropriate properties with the Village’s jurisdiction;
- Matters referred to the Committee by the Commission;
- Other areas identified by the Committee for approval by the Commission.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to the Commission for consideration after the respective Committee Minutes have been adopted, unless otherwise directed by the Clerk Treasurer/Chief Administrative Officer.

4. COMMITTEE MEMBERSHIP

The membership of the Committee shall consist of:

- Two Commissioners, as appointed by the Village Commission, one of whom shall serve as Chair
- Director of Recreation and Community Development;
- Operations Manager;
- One (1) member of the public, appointed by the Village Commission open to all residents and non-resident property owners of New Minas;
- One (1) member of the local business community, appointed by the Village Commission.

Terms of service will be for two years, commencing on September 1. Members are eligible for reappointment.

5. MEETINGS

- Administrative support is provided by staff;
- -At its first meeting, the Committee will endorse the recommended meeting schedule provided by staff. The Committee will meet bi-monthly, or at the call of the Chair.
- Committee business will endeavor to be conducted by a consensus-based approach to its decision making;
- If unable to attain a consensus on an issue a recommendation to the Commission, the Chair may put a matter to a vote if it is deemed that a consensus is not achievable. Each voting member is entitled to one (1) vote and decisions shall be majority vote of those present. In the event of a tie, the matter is defeated;
- Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by staff;
- The Chair shall issue a report outlining its activities and recommendations to the Commission, at each meeting of the Commission;
- This Committee is not authorized to hold a meeting In-Camera;
- When requested by the Village Commission or Committee Chair, Village or Municipal Staff will attend a Committee meeting to provide technical support.

~ Adopted by Resolution of the Village Commission on April 12, 2021 ~
~ Amended by Resolution of the Village Commission on February 13, 2023 ~