



Village of New Minas
Commission Meeting
April 8, 2024 @ 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. March 11, 2024 Village Commission Meeting
5. Business Arising from Minutes:
 - a. March 11, 2024 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
 - a. Beautification Committee — Report and draft minutes included in package
 - b. Finance & Audit Committee — No meeting since last report
 - c. Joint Accessibility Advisory Committee — Draft minutes included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — 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. Interest Rates for Overdue Taxes
 - b. Strategic Planning Update
 - c. Crosswalk Lines (Commissioner Munroe)
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



Village of New Minas
Commission Meeting
April 8, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
March 11, 2024 @ 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

Commissioners Absent:

- Debra Windle-Smith (with regrets)

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Donna Randell (via Zoom)

1. Call to Order:

Dave Chaulk called the meeting to order at 7:05pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the March 11, 2024 Commission Meeting be approved as circulated.

M/James Redmond

S/Quentin Hill

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. February 12, 2024 Village Commission Meeting

Motion:

THAT the Minutes for the February 12, 2024 Village Commission Meeting be approved as circulated.

M/Quentin Hill

S/James Redmond

Motion Carried

5. Business Arising from Minutes:

- a. February 12, 2024 Village Commission Meeting

There was no business arising from the February 12, 2024 minutes.

6. Comments from the Chair:

There were no comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Committee Reports:

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the March 11, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the March 11, 2024 Commission agenda package and as verbally summarized by James Redmond.

M/James Redmond

S/Quentin Hill

Motion Carried

- e. Regional Sewer Committee

James Redmond and the Clerk Treasurer/CAO provided a verbal summary of the draft minutes and proposed 2023/24 Operating Budget included in the March 13, 2023 Commission agenda package.

Motion #1:

THAT the draft minutes for the Regional Sewer Committee be received as included in the March 11, 2024 Commission agenda package and as verbally summarized by James Redmond and the Clerk Treasurer/CAO.

M/James Redmond
S/Quentin Hill
Motion Carried

Motion #2:

THAT the proposed 2024/25 Regional Sewer Operating Budget be approved as included in the March 11, 2024 Commission agenda package and as verbally summarized by James Redmond and the Clerk Treasurer/CAO.

M/James Redmond
S/Quentin Hill
Motion Carried

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the March 11, 2024 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 March 11, 2024 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/Quentin Hill
S/James Redmond
Motion Carried

10. New Business:

- a. JAAC Appointment

The Clerk Treasurer/CAO presented the request for decision included in the March 11, 2024 Commission agenda package.

Motion:

That the Village Commission appoint Ryan Hutt as a Citizen Representative on the Joint Accessibility Advisory Committee for the remainder of a three-year term ending on May 31, 2026.

M/Quentin Hill
S/James Redmond
Motion Carried

b. 5-Year CIP

The Clerk Treasurer/CAO presented the 5-Year Capital Investment Plan (CIP) included in the March 11, 2024 Commission agenda package.

Motion:

That the Village Commission approve the 5-Year CIP for the fiscal years 2024/25 to 2028/29, as included in the March 11, 2024 Commission agenda package.

M/Quentin Hill
S/James Redmond
Motion Carried

c. Approval of 2024-25 Operating Budget

The Clerk Treasurer/CAO presented the 2024-25 Operating Budget included in the March 11, 2024 Commission agenda package.

Motion #1:

THAT the Village Commission approve the following tax rates for the 2024-25 fiscal year:

- Residential: \$0.43 per \$100 of assessment
- Commercial: \$0.592 per \$100 of assessment
- Resource: \$0.43 per \$100 of assessment

M/Quentin Hill
S/James Redmond
Motion Carried

Motion #2:

THAT the Village Commission approve the 2024-25 Operating Budget, as included in the March 11, 2024 Commission agenda package.

M/James Redmond
S/Quentin Hill
Motion Carried

d. Approval of 2024-25 Capital Budget

The Clerk Treasurer/CAO presented the 2024-25 Capital Budget included in the March 11, 2024 Commission agenda package.

Motion:

THAT the Village Commission approve the 2024-25 Capital Budget, as included in the March 11, 2024 Commission agenda package.

M/James Redmond
S/Quentin Hill
Motion Carried

11. Correspondence:

a. Cornwallis Street Renaming

The Village Commission discussed the letter from Connie Veinotte, included in the March 11, 2024 Commission agenda package. The Commission instructed the Clerk Treasurer/CAO to forward the letter for the renaming of Cornwallis Street to Nova Scotia Public Works and the Municipality of the County of Kings, as it does not fall under the jurisdiction of the Village.

12. Other Business:

There was no other business.

13. General Public Input:

Donna Randell mentioned that it was a good meeting. She inquired whether the upgraded recreation office will have kitchen facilities, which will be considered in the RFP process. Donna also pointed out the positive aspects of natural playgrounds, and mentioned that the Old Orchard Inn is developing a trail system that could have similar features to the Douglas Street open space.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:18pm.

Motion:

THAT the meeting be adjourned.

M/James Redmond
S/Quentin Hill
Motion Carried



Village of New Minas
Commission Meeting
April 8, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

8. Committee Reports



Village of New Minas
Beautification Committee
March 20, 2024 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Mary Munroe, Commission Member & Chair
- Agnes Wojt, Citizen Member
- Donna Randell, Citizen Member
- John Ansara, Director of Recreation & Community Development
- Gerard Hamilton, Manager of Municipal Operations

Members Absent:

- Debra Windle-Smith, Commission Member (with regrets)

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:30am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the March 20, 2024 Beautification Committee Meeting be approved as circulated.

M/ John Ansara

S/ Gerard Hamilton

Motion Carried

3. Approval of Minutes:

- a. January 17, 2024 Beautification Committee Meeting

Motion:

THAT the Minutes for the January 17, 2024 Beautification Committee Meeting be approved as circulated.

M/ John Ansara
S/ Donna Randell
Motion Carried

4. Business Arising from Minutes:

- a. January 17, 2024 Beautification Committee Meeting
There was no business arising from the January 17, 2024 minutes.

5. Comments from the Chair:

The Chair discussed the importance of planning for future

6. Review of 2023/24 (Lessons Learned)

The Committee discussed lessons learned from 2023/24:

What went well:

- Finished red Christmas banners
- Purchased seasonal banners
- Lockhart Ryan Park sign
- Remembrance Day signs
- Wiring/lights for the gazebo at L&R Park
- Gardens have been well tended
- Snow clearing around benches

Opportunities for improvements:

- Christmas tree lighting
- Keep on improving planters
- Wipersnipping around benches
- Commercial Street roundabout
- Consistency of garbage dispensers

7. Review of Upcoming Projects

The Clerk Treasurer/CAO reviewed the projects that were approved in the 2024/25 capital budget with the Committee. Nova Scotia Power has indicated that they will not allow hardware for banners to be attached to the utility poles along Prospect Road. The Clerk Treasurer/CAO will follow up with senior staff at NSP.

Gerard will take the lead on the Founding Fathers Park project and purchase of trees. John will take the lead on the banners and decorations. John will also be submitting the application for external funding in the spring.

8. Future Project Planning

The Committee discussed project priorities for future years. Some of the ideas include:

- New planters (the existing planters are reaching the end of their useful life)
- Beautification of existing parks
- Community garden

9. Operational Improvements

The Committee discussed various operational improvements to be made within the Village:

- West end sign (repair the base) — Gerard to action.
- Straighten Nova Drive sign in Crescent West Pocket Park garden — Gerard to action.
- Derelict building needing attention (Trading Post/Sister Sarah's) — parts falling off could be pedestrian hazard. The Clerk Treasurer/CAO to inform Kings County By-law Officer.
- Fish truck neon signs (posted days ahead for when truck will be on site) — Gerard to work with vendor.

10. Next Meeting Date:

- a. May 15, 2024

The next meeting is scheduled for Wednesday May 15, 2024 @ 10:30am at the LMCC and via online video conference (Zoom).

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:28am.

Motion:
THAT the meeting be adjourned.

M/ Donna Randell
S/ John Ansara
Motion Carried

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, March 13th, 2024

Draft Minutes

Meeting, Date and Time

A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, March 13th, 2024, on Microsoft Teams.

Attending

JAAC Members

Mary Fox – Citizen Member (Chair) (Joined at 7:12)

Doug Ralph – Citizen Member (Vice Chair)

Councillor Peter Allen – District 9 (On behalf of Councillor Burgess)

Andy Nette – Commissioner, Village of Port Williams

Andy Vermeulen – Commissioner, Village of Canning (Joined at 7:30)

Crystal McCormack – Citizen Member: Central

Don Nauss – Citizen Member (Joined at 7:58, left at 8:05)

Michael Keith – Commissioner, Village of Cornwallis Square (Joined at 7:15)

Mike Bishop – Commissioner, Village of Kingston

Robert Sealby – Commissioner, Village of Greenwood

Ryan Hutt- Citizen Member

Shelley Hopkins – Citizen Member (left at 8:12)

Quentin Hill – Commissioner, Village of New Minas

Municipal Staff

Katie MacArthur – Accessibility Coordinator

Terry Brown – Manager of Inspection & Enforcement Division

Haley Hutt – Recording Secretary

Regrets

Alan Price – Citizen Member: West

- Absent**
- Rick Balsor – Commissioner, Village of Aylesford
Dino Wamboldt – Citizen Member: East
Shawn Fevens – Recreation Coordinator
- 1. Call to Order** Doug Ralph, Vice Chair, called the meeting to order at 7:05 p.m.
- 2. Roll Call** Roll call was taken.
- 3. Amendments to the Agenda** None
- 4. Approval of the Agenda** **On motion of Commissioner Sealby and Commissioner Hill, that the Joint Accessibility Advisory Committee approve the March 13th 2023 agenda as circulated.**
- The question was called on the motion. Motion carried.**
- 5. Disclosure of Conflict of Interest Issues** There were no conflict of interest issues disclosed.
- 6. Approval of Minutes**
- a. December 13th, 2023** **On motion of Councillor Allen and Ms. Hopkins, that the minutes of the Joint Accessibility Advisory Committee meeting held on December 13th, 2023 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. **Work Plan Update** Katie MacArthur presented a draft work plan for the 2024 year.

On a motion of Commissioner Hill and Councillor Allen that the Joint Accessibility Advisory Committee recommends the 2024 Work Plan as presented for final approval by the Municipal CAO

The question was called on the motion. **Motion Carried.**

- b. **Accessibility Coordinator quarterly report** Ms. MacArthur shared that the March Quarterly Update was included in the agenda package and invited the committee to review the document and contact her with any questions or comments.

- c. **Joint Accessibility Plan Update** Ms. MacArthur presented the draft work plan for updating the Joint Accessibility plan. Ms. MacArthur presented some potential questions looking for feedback from the committee. Discussion occurred.

On a motion of Commissioner Sealby and Commissioner Hill that the Joint Accessibility Advisory Committee (JAAC) accept the Joint Accessibility Plan Update- Work Plan as presented on the March 13th meeting of the JAAC

The question was called. **Motion Carried.**

- d. **Audit Tool Update** Ms. MacArthur gave an update on the Audit Tool created for Municipalities to use. The tool launches March 31st, with training to follow.

- e. **JAAC Working Group Update** Ms. MacArthur gave an update on the projects that the JAAC Working group had been working on.

- f. JAAC Working Group - Work Plan and Terms of Reference** Ms. MacArthur presented the Work Plan, and Terms of Reference created for the JAAC Working Group.
On the motion of Councillor Allen and Commissioner Sealby that the Joint Accessibility Advisory Committee accept the Terms of Reference for the JAAC Working group as presented.

The question was called. **Motion Passed.**

On a motion of Ms. Hopkins and Commissioner Hill that the Joint Accessibility Advisory Committee accept the Work Plan for the JAAC Working Group as presented.

The question was called. **Motion Passed.**

- g. JAAC New Member Guide** Ms. MacArthur shared the draft version of the new committee member guide. There was discussion amongst the committee to separate out the member bios as it would be the document most frequently changing.

- h. Engagement Platform** Ms. MacArthur presented an update on the Engagement Platform. The software is almost complete, and Ms. MacArthur would update in the next meeting.

- i. Upcoming Events** Ms. MacArthur noted some up coming events.

Autism Acceptance Event/Flag Raising – April 2nd. 2-2:30

Access Awareness Week Event – More info to follow.
Silent Disco
Panel- The Unlikely Activist hosted by AMANS.

World Down Syndrome Day/Flag Raising – March 21st 9-9:30am

9. Other Business

There was no other business arising.

10.Roundtable

Commissioner Vermeulen presented a letter from a Canning area business owner he had received. The letter identified concerns regarding accessibility requirements and the struggles of business owners to comply. The letter prompted discussion around the roll of the committee.

Doug Ralph shared his experience with attending a town hall with the MP for Kings-Hants

11.Correspondence

There was no new correspondence.

12. Public Comments

There were no members of the public in attendance.

13.Date of Next Meeting

The next meeting will be held on Wednesday, June 12, 2024 at 7:00 p.m. in Council Chambers

14. Adjournment

There being no further business, on motion of Commissioner Hill and Commissioner Vermeulen, the meeting adjourned at 8:36 p.m.

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year



Village of New Minas
New Minas Water Commission
March 26, 2024 @ 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
- Maynard Stevens, Citizen Member
- Bruce MacArthur, 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 March 26, 2024 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

3. Approval of Minutes:

- a. February 27, 2024 Water Commission Meeting

Motion:

THAT the Minutes for the February 27, 2024 Water Commission Meeting be approved as circulated.

M/Dave Chaulk
S/Maynard Stevens
Motion Carried

4. Business Arising from Minutes:

- a. February 27, 2024 Water Commission Meeting

There was no business arising from the February 27, 2024 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Staff Reports:

- a. Water Operations Report

The Utility Operator provided a verbal summary of the Water Operations Report circulated prior to the March 26, 2024 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the March 26, 2024 Water Commission meeting and as verbally summarized by the Utility Operator.

M/Maynard Stevens
S/Dave Chaulk
Motion Carried

- b. Canaan Heights Generator

The Clerk Treasurer/CAO provided a verbal summary of options for the Canaan Heights generator, circulated prior to the March 26, 2024 Water Commission meeting.

- Option 1:
 - Permanent Generator with automatic transfer switch (including electrical modifications): \$108,000
 - Generator pad: \$7,000
 - Site safety improvements to road shoulder: \$36,000
 - Contingency: \$16,000
 - **Total: \$167,000 + HST (round to \$175,000 at net HST)**
- Option 2:
 - Trailer mounted generator: \$60,000
 - Site safety improvements to road shoulder: \$36,000

- Electrical modifications to Towers Well: \$10,000
- Contingency: \$10,000
- **Total: \$116,000 + HST (round to \$125,000 at net HST)**

Motion #1:

THAT Option 2, consisting of a trailer mounted generator and site safety improvements to the Canaan Heights Booster Station, be included in the Water System Equipment project in the 2024/25 Capital Budget.

M/ Maynard Stevens

S/Dave Chaulk

Motion Carried

Motion #2:

THAT the Water System Equipment project be approved in the 2024/25 Capital Budget, at a total value of \$145,000.

M/ Maynard Stevens

S/Dave Chaulk

Motion Carried

7. Correspondence:

There was no correspondence.

8. Other Business:

There was no other business.

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:33pm.

Motion:

THAT the meeting be adjourned.

M/Dave Chaulk

S/ Maynard Stevens

Motion Carried

**THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday, March 7, 2024
MINUTES**

- Meeting Date and Time** A meeting the Regional Sewer Committee was held on Thursday, March 7, 2024 at 10:00 a.m. at the Louis Millett Community Complex, New Minas, Nova Scotia.
- 1. Roll Call** In attendance:
- Municipality of the County of Kings:* Peter Muttart, Mayor
Kevin Davison, Councillor (alternate voting member)
Scott Conrod, CAO
Brad Carrigan, Director of EPW
Zobia Jawed, Director of ENV
Aaron Dondale, Manager of Operations
Shivani Gilhotra, Manager of Treatment Plants and Compliance
Mike Livingstone, Manager of Financial Reporting
Stephanie Elliott, Recording Secretary
- Town of Kentville:* Cate Savage, Deputy Mayor, and Deputy Chair (voting member)
Jeff Lawrence, CAO
Dave Bell, Director of EPW
- Village of New Minas:* James Redmond, Commissioner (voting member)
Tim Bouter, Clerk Treasurer/CAO
- PepsiCo Foods Limited:* Nicolette McCahill (voting member)
- Regrets:* Councillor Joel Hirtle – Chair (excused)
- Call to Order** The Deputy Chair called the meeting to order at 10:03 am. Roll call was taken.
- 2. [Approval of Agenda](#)** **On motion of Commissioner Redmond and Councillor Davison, that the March 7, 2024 agenda be approved as circulated.**
- Motion Carried.**
- 3. Conflict of Interest** None.
- 4. Approval of Minutes** Deferred.
- 5. Business Arising from Minutes** None.

6. New Business

Budget Discussion

The Manager of Financial Reporting presented an updated draft of the 2024/25 operating and capital budget. The Manager noted that the input of the Regional Sewer Technical Committee was reflected in the presentation.

On motion of Councillor Davison and Commissioner Redden, that the Regional Sewer Committee recommend that the partner Councils, Village Commission, and PepsiCo approve the 2024/25 Regional Sewer operating and capital budget as discussed, with the understanding that the \$90,000 increase in maintenance expense is intended for one year only.

Motion Carried.

7. Partner Updates

None.

8. Round Table

None.

9. Next Meeting

Thursday, March 21, 2024, at 10:00 a.m. at Louis Millett Community Complex.

10. Adjournment

On motion of Commissioner Redmond and Councillor Davison, that the meeting stand adjourned.

Motion Carried.

The meeting adjourned at 10:25 a.m.

Approval:

On the motion of Cate Savage and Jim Redmond, that the minutes of February 22, 2024 and March 7, 2024 be approved as presented.

Regional Sewer Committee



Village of New Minas
Commission Meeting
April 8, 2024 @ 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: April 8, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The 2024/25 budgets (Village Operating, Village Capital, NMWC Operating, NMWC Capital & Regional Sewer) have all been approved. The focus in the coming months will be the implementation of capital projects. The year end audit for 2023/24 will be taking place the second week of May. Preliminary numbers indicate a surplus of over \$350,000. Remaining invoices from March will be accrued until April 19th, and any invoices after that date will be applied to the new fiscal year.

On March 15, we received approval from the UARB on the water rate application. The new rates came into effect on April 1, 2024, and will be reflected in the June billing. The hiring process for a second Utility Operator has begun.

Highlights of the Past Month:

- Village of New Minas budget approval — March 11
- Water Commission budget approval — February 27 & March 26
- UARB approval for water rate application — March 15

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)
- Regional Sewer Committee (March 7)
- Village Commission (March 11)
- Beautification Committee (March 20)
- Water Commission (March 26)
- Regional Sewer Committee (March 28)

Other Notable Meetings:

- Village Asset Management (March 21)
- Strategic Planning Working Group (April 4)

Professional Development:

- Volunteering as a mentor for Engineers Nova Scotia
- JCCD Society meeting (January 16)
- PMP training — ongoing

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: April 8, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Outlook for Next Month:

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

- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Capital Projects
- 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: April 8, 2024

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

Spring cleanup is underway. Parks are being cleaned, any damage from snow clearing to private property and sidewalks will be addressed. We have begun the process of getting sports fields ready for the upcoming season. Staff members have removed all items from the old recreation office so the refurbishment capital project can move forward. Spring tends to be our busiest time of the year.

Current Task/Projects:

- Over the winter several trees have fallen on the LRP trails. They have been removed.
- Sport field preparation on going.
- Groundwork to be done at both water towers.
- Water shutoffs
- Continuation of water meter repairs and RF box installation
- Snow clearing, if needed
- Hanging spring banners
- Splash pad refurbishment of the spray units.

Long-Term Projects:

- Meeting with representatives of Design-Point consulting on the Aalders Ave water line replacement capital project
- Site meeting with Dillon Consulting for the future Forsythe Tank Restoration Project

Meetings:

- Attended Occupational Health and Safety Meeting
- Attended Water Commission Meeting
- Weekly Manager’s Meeting
- Beautification Meeting
- Public Works Staff Meeting

Professional Development:

- Mark Jackson and I will be attending the Nova Scotia Municipal Public Works Association Conference in May
- Safety course renewals as required.

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: April 8, 2024

Subject: Monthly Report — Manager of Municipal Operations



Outlook for Next Month:

- Water distribution flushing
- Mowing will commence.
- Repairs from any winter plowing damage
- Daily operations

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: April 8, 2024

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The focus of the Finance department is still outstanding Taxes and Year End Closing. We sent letters to Mortgage Companies that had a vested interest in the properties. Several ratepayers and mortgage companies have reached out as a result, they either paid or contacted the office to made arrangements to pay in the near future.

2023/24 Receipting and Accounts Payables are closed, the General Ledger will be closed after Morse Brewster and Lake has completed the 2023/24 audit, which will commence May 6th.

Current Tasks/Projects:

- All February’s bank reconciliations are completed.
- Fourth Quarter Due to/from and HST, will be completed in Mid-April for submission and payment.
- Preparing for the Audit.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date February 29
• Residential	\$1,269,195	\$1,282,627.74
• Commercial	\$904,256	\$932,146.95
• Resource	\$8,130	\$7,360.93
 Sewer	 Budgeted	 Collected Year to Date February 29
• Usage Charges	\$685,824	\$804,466.23
 Water	 Budgeted	 Collected Year to Date February 29
• Metered Sales	\$648,000	\$741,021.51
• Sprinkler Service	\$4,852	\$4,855.06

Professional Development Summary:

- None currently.

Outlook for future Months:

- eCommerce payments are working out nicely, payment is requested for each online registration.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: April 8, 2024

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- ~ 70 kids attended March Break Camp
- Spring program registration occurred
- Job vacancy for Active Living Coordinator posted
- “Easter Egg Hunt” event for March 30, over 100 kids attended, despite very poor weather

Current Tasks/Projects:

- Valley recreation Summer Staff Training planning
- New Minas Craft Fair set for May 4
- Active Living coordinator hiring
- Summer program planning

Long-Term Projects:

- Beautification
- Parks and Playgrounds
- Douglas St Park development

Meetings:

- Upcoming: Valley Rec Spring Meeting – April 17-18

Professional Development Summary:

- Valley Rec Spring Meeting

Outlook for Next Month:

- Summer Day Camp staff training
- Staff first aid training



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10. New Business



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11. Correspondence