



Village of New Minas
Commission Meeting
April 11, 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. March 13, 2023 Village Commission Meeting
5. Business Arising from Minutes:
 - a. March 13, 2023 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Team Truro Buzz Presentation
9. 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 — No meeting since last report
 - e. Regional Sewer Committee — Approved/draft minutes included in package
10. 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
11. New Business:
 - a. Update to Bylaw 4 — Tax Exemption for Non Profit Organizations
 - b. Special Committee for Strategic Planning
 - c. Microsoft Office 365
12. Correspondence:
 - a. Flower Cart Tax Exemption Request
13. Other Business
14. General Public Input
15. Adjournment



Village of New Minas
Commission Meeting
April 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
March 13, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Commissioners Present:

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

Commissioners Absent:

- Dave Chaulk, Chair (absent with regrets)

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Donna Randell (via Zoom)

1. Call to Order:

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

2. Approval of the Agenda:

Motion:

THAT the Agenda for the March 13, 2023 Commission Meeting be approved as circulated.

M/Debra Windle-Smith

S/Quentin Hill

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. February 13, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the February 13, 2023 Village Commission Meeting be approved as circulated.

**M/Quentin Hill
S/Mary Munroe
Motion Carried**

5. Business Arising from Minutes:

- a. February 13, 2023 Village Commission Meeting

There was no business arising from the February, 2023 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. RCMP Presentation:

Corporal Joseph Fraser of the New Minas RCMP Detachment presented a community policing update to the Commission, including the attached statistics from the past year. Generally speaking, New Minas continues to be a safe community, and random assaults in which the individuals are unknown to each other are rare. The RCMP will pursue further opportunities for public education through their Senior Safety Coordinator and School Safety Resource Officer.

9. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the March 13, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the March 13, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

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

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the March 13, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the March 13, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

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

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the March 13, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the March 13, 2023 Commission agenda package and as verbally summarized by James Redmond.

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

e. Regional Sewer Committee

James Redmond provided a verbal summary of the proposed 2023/24 Operating Budget included in the March 13, 2023 Commission agenda package.

Motion:

THAT the proposed Regional Sewer 2023/24 Operating Budget be approved as included in the March 13, 2023 Commission agenda package and as verbally summarized by James Redmond.

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

10. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the March 13, 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 March 13, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

11. New Business:

- a. Approval of 2023-24 Operating Budget

The Clerk Treasurer/CAO presented the 2023-24 Operating Budget included in the March 13, 2023 Commission agenda package. The Commission decided to change the amount for the Horton Safe Grad to \$500.

Motion:

THAT the Village Commission approve a one-time allocation of \$500 for the 2023 Horton Safe Grad event.

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

Motion:

THAT the Village Commission approve the following tax rates for the 2023-24 fiscal year:

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

M/Mary Munroe
S/Quentin Hill
Motion Carried

Motion:

THAT the Village Commission approve the 2023-24 Operating Budget, as included in the March 13, 2023 Commission agenda package and as amended for the Horton Safe Grad event.

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

b. Approval of 2023-24 Capital Budget

The Clerk Treasurer/CAO presented the 2023-24 Capital Budget included in the March 13, 2023 Commission agenda package.

Motion:

THAT the Village Commission approve the 2023-24 Capital Budget, as included in the March 13, 2023 Commission agenda package.

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

12. Correspondence:

The Clerk Treasurer/CAO provided a verbal summary of the following correspondence included in the November 14, 2022 Commission agenda package:

a. Horton High School Safe Grad

Motion:

THAT the correspondence be received as included in the March 13, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

13. Other Business:

Debra Windle-Smith provided an update on the correspondence for the Butterfly Way project, which will flow through the Beautification Committee.

14. General Public Input:

There was no public input.

15. Adjournment:

There being no further business, James Redmond called for a motion to adjourn at 8:00pm.

Motion:

THAT the meeting be adjourned.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

DRAFT



Village of New Minas
Commission Meeting
April 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

9. Committee Reports

Information Report (Agenda Item 8.a.)

To: Village Commission

By: Mary Munroe, Village Commissioner

Meeting Date: April 11, 2023

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — March 29, 2023

New Minas Beautification Committee held a special meeting on March 29th to review plans for this year's projects.

Committee members will look into available environmentally friendly materials to use for future walkways and patio areas for our street-side parks especially where we need to focus on accessibility.

A solar post light for the Prospect Pocket Park, similar in style to the one in Crescent Corner Park East, has been ordered and will be installed when it arrives. There is concern that some of the plants in the new garden on Prospect Road may have suffered from our open winter and they will be assessed when spring growth becomes evident.

Plants have been ordered for our street-side planters and gardens and are expected to be available in late May or early June. Planter boxes have been repaired where necessary and stained to be ready for planting. It has been noted that plantings at the front of the Lockhart Ryan Park this year will be completed for the whole frontage.

Irrigation and a new park sign are planned for the Founding Fathers Park. The original vision for the park was reviewed and those attending the meeting in person viewed the plans that the Commission had originally approved with the understanding that the work would be phased in over a number of years. For this year, provided we receive Municipal Grant approval, we plan to develop a design for the viewing deck that would form the base of the future gazebo overlooking the river. It was recommended that a subcommittee of Committee members would work on the planning details for the gazebo which is to be a post and beam style structure to coordinate with the two future pergola structures in the park. It is understood that if significant deviations from the existing plans are considered those would require approval of the Commission.

Bench placements were discussed along with irrigation plans for Crescent Corner Park West to be installed this summer.

Additional red seasonal banners will be ordered to continue the project to replace the old blue ones along Commercial Street - another multi-year phased project. Banners for other special occasions will be explored this year with one consideration being the possibility to initiate Remembrance Day banners.

Seasonal lighting continues to receive Committee attention and warranties are being followed for some that did not perform well last year.

Information Report (Agenda Item 8.a.)

To: Village Commission

By: Mary Munroe, Village Commissioner

Meeting Date: April 11, 2023

Subject: Beautification Committee Report



The next regular Committee meeting is scheduled for May 17th 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
March 29, 2023 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Mary Munroe, Commission Member & Chair
- Agnes Wojt, Citizen Member (via Zoom)
- Donna Randell, Citizen Member (via Zoom)
- Gerard Hamilton, Manager of Municipal Operations

Members Absent:

- John Ansara, Director of Recreation & Community Development
- Debra Windle-Smith, Commission Member

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:32am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the March 29, 2023 Beautification Committee Meeting be approved as circulated.

M/ Gerard Hamilton

S/ Donna Randell

Motion Carried

3. Approval of Minutes:

- a. February 15, 2023 Beautification Committee Meeting

Motion:

THAT the Minutes for the February 15, 2023 Beautification Committee Meeting be approved with amendments.

M/ Gerard Hamilton
S/ Donna Randell
Motion Carried

4. Business Arising from Minutes:

- a. February 15, 2023 Beautification Committee Meeting

There was no business arising from the February 15, 2023 minutes.

5. Comments from the Chair:

The Chair would like the group to research and consider and research the possibility of using environmentally friendly surfaces for pathways and seating areas that are identified as accessible spaces.

6. Presentations:

There were no presentations.

7. Finance & Budget Update:

The Solar Light Post for the Prospect Road Pocket Park has been ordered, it is on track to be installed next month. We have made the claim to the Province for last years’ projects, and John is applying for a grant for this fiscal year. The 2023-2024 Budget has been approved by Commission.

8. New Business:

- a. Spring Plantings Update

The Planters have been stained and repaired for the season. The new plants have been ordered from Blomidon Nurseries and will be here end of May or early June. Gerard will ask John George for pictures of the plans for this season’s flower plantings, to be shared with the Committee.

- b. Implementation Plan for Founding Fathers Park

The 2023-2024 Budget includes funds for irrigation and the implementation of a new sign for Founding Fathers Park. The plan is to also finalize a plan for a viewing deck this year. Mary has the Founding Fathers Park plans that were approved by the Village Commission some years ago and accepted as representing a multi-year implementation plan. The paper plans were passed out to those who were able to attend in person, and Mary shared the overall original vision for the park. For this year, provided we receive grant approval, the plan is to develop the design for the viewing deck that would form the base of the gazebo. It was recommended that a subcommittee of Committee

members would work on the planning details for the viewing deck/gazebo which is to be a post and beam style structure to coordinate with the two future pergola structures in the park. It is understood that if significant deviations from the existing plans are considered those would require approval of the Commission. A connector trail from Founding Fathers to the Harvest Moon Trail will also be explored.

c. Implementation Plan for Other Capital Projects

Bench placements were discussed, along with irrigation plans to Crescent Park West. Irrigation will be installed in early Spring/Summer. Solar lights for Prospect Pocket Park were discussed and the best way to install them to deter theft.

In the 2023-2024 budget, there is an allocation for new banners. Some funds have been allocated to replace the blue Holiday banners with the current red banners in a multi year, phased approach. Additional funds were allocated for the purchase of new seasonal banners, with no holiday designation. It was discussed that the group would share ideas for new banners. Public Works will also reach out to the company we purchased Christmas lights from about their warranty.

9. Other Business:

Public Works will be contacting the Christmas light supplier to discuss the warranty on the lights purchased last fall (which had moisture accumulation inside the bulbs). An update will be brought back to the Committee.

10. Next Meeting Date:

The next meeting is scheduled for Wednesday May 17, 2023 @ 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 11:36am.

Motion:
THAT the meeting be adjourned.

M/ Donna Randell
S/ Gerard Hamilton
Motion Carried

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, March 8, 2023

Draft Minutes

Meeting, Date and Time	A meeting of the Joint Accessibility Advisory Committee (JAAC) was held virtually on Wednesday, March 8, 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 Crystal McCormack – Citizen Member: Central Dino Wamboldt – Citizen Member: East Don Nauss – Citizen Member Michael Keith – Commissioner, Village of Cornwallis Square Robert Sealby – Commissioner, Village of Greenwood Mike Bishop – Commissioner, Village of Kingston Scott Leier – Commissioner, Village of Port Williams Quentin Hill – Commissioner, Village of New Minas
Municipal Staff	Terry Brown – Manager of Inspection & Enforcement Division Katie MacArthur – Accessibility Coordinator Laurie-Ann Clarke – Recording Secretary
Regrets	Andy Vermeulen – Commissioner, Village of Canning
Absent	Ben Brown – Citizen Member
1. Call to Order	Mary Fox, Chair, called the meeting to order at 7:00 p.m.
2. Roll Call	Attendance was recorded from the Microsoft Teams record.
3. Amendments to the Agenda	None

- 4. Approval of the Agenda**

On motion of Councillor Misner and Commissioner Hill, that the Joint Accessibility Advisory Committee approve the March 8, 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. February 8, 2023**

On motion of Councillor Misner and Commissioner Hill, that the minutes of the Joint Accessibility Advisory Committee meeting held on February 8, 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. Awareness Campaign**

Katie MacArthur, Accessibility Coordinator, reviewed the Awareness Campaign Schedule included in the [March 8, 2023 agenda package](#) and asked for Committee feedback and suggestions. Several committee members expressed their ideas for events and topics for the monthly “Everyday Accessibility” articles on the Municipal website.

Ms. MacArthur referenced an email she had sent earlier in the day which asked Village Commissioners about their Village’s social media presence and websites as well as other means of distributing information to Village residents. Commissioner Bishop indicated that the Village of Kingston does use social media and he would have the Clerk provide the name of the social media manager. He also advised that the Village distributes a newsletter with their property tax

bills and there would be an opportunity to include accessibility awareness information in the newsletter. Commissioner Sealby indicated that he had emailed Ms. MacArthur to answer those questions on behalf of the Village of Greenwood.

b. Training and Survey Results

Ms. MacArthur referenced the committee member survey to inform training initiatives discussed at the [February 8, 2023 meeting](#) and indicated that she would leave the survey open for one week to allow other members to participate. Feedback received thus far indicated a desire to see training for the public on how accessibility relates to other issues such as poverty, housing and community access.

She shared that the Accessibility training offered by the Provincial government in April 2023 is full.

c. AMANS Municipal Accessibility Steering Campaign

Ms. MacArthur shared that the Association of Administrators of Nova Scotia (AMANS) has launched a Steering Committee to guide their Accessibility Support Program and she had been selected to join the committee. She asked Commissioners for their feedback on what villages need for support from AMANS to move forward.

d. Accessibility Coordinator's Quarterly Report

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

9. Other Business

Commissioner Leier expressed concern over multiple layers of government attempting to address accessibility, noting that different messages from different government is confusing. Ms. MacArthur reiterated her points made regarding the Steering Committee, noting that the work of that committee will guide collaboration and consistency throughout the province.

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 April 12, 2023 at 7:00 p.m. in Council Chambers.

Commissioner Bishop advised that he will not be at the April meeting.

13. Adjournment **There being no further business, on motion of Commissioner Sealby and Mr. Price, the meeting adjourned at 8:10 p.m.**

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year

DRAFT

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

Meeting, Date and Time	Regional Sewer Committee Meeting was held on Thursday, February 16th, 2023, at the Municipal Complex
(1) Roll Call:	In attendance were:
<i>Municipality of the County of Kings:</i>	Councillor Jim Winsor – Chair Scott Quinn, Director of Engineering & Public Works, Lands & Parks Mike Livingstone, Manager of Financial Reporting Abdelkalek Omar, Manager of Engineering Susan Gray, Recording Secretary
<i>Town of Kentville:</i>	Cate Savage, Deputy Mayor (voting member) Dan Troke, CAO Dave Bell, Director of Engineering and Public Works
<i>Village of New Minas:</i>	Commissioner James Redmond (voting member) Tim Bouter, Clerk, Treasurer/CAO
<i>PepsiCo Foods Limited:</i>	Katrina Wonders, HSE Assoc Resource (voting member)
<i>Public:</i>	None
<i>Absent:</i>	Aaron Dondale
Meeting Called to order:	The Chair called the meeting to order at 10:00 am. Roll call was taken.
(2) Additions to the Agenda:	None
(3) Approval of the Agenda:	On the motion of Commissioner Redmond and Deputy Mayor Savage that the agenda be approved. Motion carried.
(4) Conflict of Interest:	None
(5) Approval of the Minutes from February 2, 2023:	The Approval of the minutes was deferred to the next meeting to allow for amendments to be made.
(6) Business arising from previous minutes:	Commission Redmond nominated Deputy Mayor Savage to be Vice Chair. Motion was seconded by Katrina Wonders.
• Election of Vice Chair	Motion carried.

New Business

(7) Operation and Compliance Update	Scott Quinn gave a brief update. Contractually, there was an unusual spike of BOD influent levels in January, but that trend was not expected to continue. Flow numbers are within contract parameters. There were some
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daily spikes, likely related to weather but overall, within normal range. For effluent performance, BOD and E coli are within regulatory limits. TSS a bit high but not enough to raise concern.

There was a brief discussion around spring turnover and odour. Despite a milder winter thus far, there would still be turnover in the Spring and odour mitigation is planned.

Operationally, approximately 30,000 litres of canola oil spilled at Pepsico last week due to the malfunction of a ball valve. Some did end up in the lift station and made it into the Regional STP. In future, with quick notification, we can shut down the lift station temporarily to avoid contaminants reaching the Regional STP.

It was requested that Katrina provide an update on repairs and mitigation at the next meeting.

(8) Capital Update

- **Aeration Project**

Abdelkalek Omar gave a brief update. The aeration project should begin by the end of February and given some changes to the scope of work will likely be complete in June. Contractor for the Cell 1 desludging will have to coordinate their work with Gary Parker Excavating. Both projects could potentially be complete by July.

- **Cell 1 Desludging**

Scott Quinn presented a Request for Decision for the contract award for the Cell 1 Desludging Project. GFL Environmental had received the highest total evaluation score of the proposals received.

Recommended motion:

That Regional Sewer Committee recommends, subject to approval by the Regional Partners, Municipal Council:

1. Pre-approve funding for Contract 23-01: Regional STP Cell 1 De-sludging in the amount of \$170,140 for fiscal year 2023-24 as outlined in the February 16, 2023, Request for Decision.
2. Award Contract 23-01: Regional STP Cell 1 De-sludging to GFL Environmental for the total price of \$170,140, including non-rebated HST.

On the motion of Deputy Mayor Savage and seconded by Commission Redmond that the first recommendation be approved.

Motion carried.

On the motion of Commissioner Redmond and seconded by Deputy Mayor Savage that the second recommendation be approved.

Motion carried.

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

Mike Livingstone presented a Request for Decision report outlining cost allocation options for the Engineering and Public Works Operation Centre.

Discussion:

- Town of Kentville would like to have the costing set to zero until such time as the working group comes up with a reasonable formula.
- Some discussion was held around the Debt Services Cost.
 - CAO Troke indicated that he felt that using a benchmark inflation rate of 8% based on a rolling 12-month average is not reasonable as inflation is expected to shrink in response to recent and rapid interest rate hikes. It may be reasonable to expected closer to 4-6%.
 - Mike Livingstone responded that the EPW building is a brand-new cost and had not existed in the budget in previous years and therefore it does not have an inflationary increase for this budget. He also noted that the debt service component of the charge will decrease over time.
- After further discussion, it was suggested that the original recommendation be amended to change the allocation rate related to the EPW Operations Centre from 15% to 7.5%.
 - Change was adopted as friendly amendment by consensus of the voting members.

Amended Recommendation:

That the Regional Sewer Committee set the Regional Sewer partners' share of the capital cost of the Engineering and Public Work Operations Centre at 7.5% of annual amortization and debt service obligations (principal and interest payments on long-term debt), until such time that a working group, convened by the Committee, proposes a revised rate that is approved by the Committee, in the ensuing fiscal year.

On the motion of Deputy Mayor Savage and seconded by Commissioner Redmond.

Motion carried.

That the Regional Sewer Committee recommend the Draft Regional Sewer Budget for fiscal 2023/24, as amended during the February 16, 2023, Regional Sewer Committee meeting, to the partners.

On the motion of Commissioner Redmond and seconded by Deputy Mayor Savage.

Motion carried.

There was a brief discussion on the make-up of the working group and timeline to complete the review of the annual amortization rate. The consensus was to task the Technical Working Group with this work with assistance from applicable Finance staff.

Recommendation:

That the Technical Working Group have their first meeting in March 2023 to discuss this matter and provide an update to the Regional Sewer Committee at its April 2023 meeting.

On the motion of Deputy Mayor Savage and seconded by Commissioner Redmond.

Motion carried.

(10) Partner Updates

None

**(11) Round Table
Terms of Reference
Review**

Chair requested that the partners review and prepare to discuss at the next meeting.

(12) Other Business

Mike Livingstone reminded the Committee that the 2022 bill for partner deficits have not yet been issued and that will be coming soon.

It was requested that Mike Livingstone send out the updated budget documents to the partners.

There was a brief discussion around approval dates for the budget. Town of Kentville will bring it to Council on Feb. 27th, New Minas will bring to their Council on March 13th and Pepsico will respond prior to March 27th. The Municipality will bring it to Council on March 27th.

(13) Next Meeting:

Next meeting will be Thursday, March 16, 2023, at 10:00am at Municipal Complex.

(14) Adjournment:

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

Motion Carried.

The meeting adjourned at 11:23 pm.

Approval: March 16, 2023
Regional Sewer Committee

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

Meeting, Date and Time Regional Sewer Committee Meeting was held on Thursday, March 16th, 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 Livingstone, Manager of Financial Reporting
Aaron Dondale, Manager of Operations
Abdelkalek Omar, Manager of Engineering
Susan Gray, Recording Secretary

Town of Kentville: Cate Savage, Deputy Mayor (voting member)
Dan Troke, CAO

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

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

Public: None

Absent: Ashley Thompson, MCK Communications Specialist
Dave Bell, Town of Kentville Director of Engineering and Public Works

Meeting Called to order: The Chair called the meeting to order at 10:04 am. Roll call was taken.

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

(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 February 2, 2023: **On the motion of Commissioner Redmond and Deputy Mayor Savage that the Minutes of February 2, 2023, be approved.**

Motion Carried

February 16, 2023: **On the motion of Commissioner Redmond and Katrina Wonders Mayor Savage that the minutes of February 16, 2023, be approved.**

Motion Carried

(6) Business arising from previous minutes:

Chair Winsor asked Pepsico for an update on the canola oil spill. Katina Wonders indicated that the clean up is complete. They excavated and disposed of the contaminated soil. The concrete received multiple wet washes. The majority of the oil was contained. A formal report should be ready for the Committee’s next meeting.

Chair Winsor inquired if the Technical Sub-Committee had met yet to discuss the issues raised during the budget discussions. Scott Quinn indicated that they are attempting to find a date that works for everyone, potentially next week.

New Business

(7) Project Updates

Scott Quinn gave a brief presentation regarding the status of ongoing and upcoming projects identified during the June 29, 2023 and December 15, 2023 Committee meetings.

There was a brief discussion regarding the projects and the funding for them.

Recommendation:

That Regional Sewer Committee receive the March 16, 2023, project presentation as information.

On the motion of Deputy Mayor Savage and Commissioner Redmond the Recommendation be approved.

Motion Carried

Deputy Mayor Savage inquired if this document could be updated monthly so that the partners to have up to date information to provide to their Councils and Staff. Scott Quinn indicated that could be done.

(8) Operation and Compliance Update

Aaron Dondale gave a brief update. Contractually, Partners are within limits. As for loads and solids things are in good condition, no issues. Effluent is good, no issues.

We are seeing some evidence of spring turnover at other locations, we therefore expect to see it early at Regional as well. We are working on having all temporary equipment set up by the end of March as the turn usually begin around mid-April. We are also working on site preparation for the upcoming aeration and desludging projects and expect to have that completed prior to the end of the month.

Town of Kentville reminded the committee they would like to have more sampling sites used to determine where the higher effluent loads are coming from. Scott Quinn indicated that is being looked into, however we need to find a sample site we can easily access.

Tim Bouter inquired as to the Pepsico report showing all zero’s which is skewing the averages. Aaron Dondale indicated that was likely due to the

sampling sites being shut down during the oil spill. He would check with the lab and get proper numbers.

(9) Capital Update

Abdelkalek Omar gave a brief update. The aeration project should begin by the end of March. There was an upcoming meeting scheduled between the Consultant and representatives from GFL and Gary Parker and the Municipality for discussions and coordination of the projects.

Tim Bouter inquired if the aeration project would be installing Fine Bubble Diffusers in both Cell 1 and Cell 2. Scott Quinn indicated that is the plan.

There was a brief explanation of Fine Bubble Diffusers and the difference between the existing system.

(10) Communications Update

Scott Quinn gave a brief update on behalf of Ashley Thompson. The “What Not to Flush” flyers were sent out in January, there is also a page in the Valley Waste Calendar and is on the Regional Sewer Update website. We also did radio ads in the fall. The Odour App is on pause for now and will be revisited at a later date.

We will meet with our communications person to see what the next steps will be. There will be further communications once the work at the Regional STP gets going as there will be times when the system will be offline to allow the work to happen and there will likely be odours as a result.

(11) Finance Update

Mike Livingstone indicated that he did not have a formal finance report at this time. We did have the forecast brought forward at the last meeting.

At this point we have all the partners approvals of the draft budget that was circulated.

Recommendation:

That the Regional Sewer Committee recommend the Draft Regional Sewer Budget for fiscal 2023/24, as amended during the February 16, 2023, Regional Sewer Committee meeting, to Municipal Council.

On the motion of Deputy Mayor Savage and seconded by Katrina Wonders that the Recommendation be approved.

Motion carried.

(12) Partner Updates

None

(13) Round Table Terms of Reference Review

There were no changes suggested for the current Policy.

(14) Adjournment

Quorum was lost as Deputy Mayor Savage and Commissioner had to excuse themselves.

Next Meeting: Next meeting will tentatively be scheduled for Thursday, April 20, 2023, at 10:00am at Municipal Complex.

Approval:
Regional Sewer Committee

DRAFT



Village of New Minas
Commission Meeting
April 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. Staff Reports

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: April 11, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The budget was officially approved by the Commission in March. Since then, I have begun working with the department heads on an implementation plan for the capital projects. In March we implemented water shut-offs for customers who were past due, and I also completed a detailed review of water/sewer billing accounts ahead of the March billing. This has resulted in a revenue increase of \$73,000 this billing compared to the average of the three previous billings. The increased revenue is expected to carry forward on a quarterly basis.

I have also begun researching and planning for the upcoming Commission election (two seats), which will take place on June 28th. In the coming months, strategic planning, the water rate study and capital projects will be my main areas of focus. We would also like to plan for a tax sale sometime this fiscal year in order to reduce the amount owing for properties currently in arrears.

Highlights of the Past Month:

- Implemented water shut-offs for customers past due and completed a detailed review of water/sewer billing accounts.
- Beginning year end process, and setting up accounts and forms for new fiscal year.
- Preparing for June 28 Commission election.

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 (April 5)
- Village Commission (March 13)
- Beautification Committee (March 29)
- Regional Sewer Committee (March 16)

Other Notable Meetings:

- Clerk Treasurer Meeting — March 23
- Regional Sewer Technical Working Group — March 27

Professional Development:

- Volunteering as a mentor for Engineers Nova Scotia

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: April 11, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



- Safe Excavation and Trenching Course — March 21
- Accessibility Training — March 30

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)
- Strategic planning
- Water Rate Study
- 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 11, 2023

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

Spring clean up has begun. All parks are in the process of be cleaned. Sidewalks have been inspected and there are repairs that will take place when the asphalt plant opens in May. Capital items are being priced for purchase.

Current Task/Projects:

- Water main leak repairs on Aalders Ave
- Medians are being repaired where needed
- Next week, staff members will begin spring maintenance on all sports fields.
- Steve Vernie and Tanisha working on water meter administration
- Removing dead trees from parks/cleaning debris on LRP trails

Long-Term Projects:

- No new information on sidewalk project
- A preliminary design for the Aalders Ave laterals was sent to Clerk-Treasurer and myself for review. More field work required to gather additional information

Meetings:

- No Water Commission meeting
- Meetings with consulting engineer on future sidewalks
- Meetings with consulting engineer for Aalders Ave water line replacement
- Occupational Health and Safety meeting
- Weekly Manager’s meeting

Professional Development:

- Water systems operator attended water/wastewater conference in Charlottetown, P.E.I.
- Mark Jackson and Steve Vernie will be attending the Municipal Public Works Association of Nova Scotia Conference in May
- Several staff members will be upgrading different safety courses for compliance

Outlook for Next Month:

- Water distribution system flushing
- Mowing will commence
- All sports fields will be ready for use

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: April 11, 2023

Subject: Monthly Report — Manager of Municipal Operations



- Begin the process of establishing the planters for placement throughout the community
- Sidewalk repairs

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: April 11, 2023

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

March 2023 year end went relatively smooth this year. 2022/2023 Receipting and Accounts Payables are closed, the General Ledger will be able to close after Morse Brewster and Lake has completed the 2022/2023 audit, which will commence May 10th.

March’s billing is complete, and the invoices are printed and in the mail. Flower Cart employees helped by folding the invoices and putting labels and stamps on the envelopes.

The funding for the Summer Co-op Administrative Position has been approved, we are able to keep Susan for another four months starting the first of May. Once the winter term is completed we will send a report in and receive the funding.

Current Tasks/Projects:

- Working on the Operating and Capital bank reconciliations for March, hope to have them completed by the end of next week.
- Fourth Quarterly Due to/from and HST should be completed by then as well.
- PST claims for both the village and the Fired Department should be finished by mid-April, Morse Brewster and Lake will want the numbers for the audit.

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 Mar 31
• Residential	\$1,135,595	\$1,164,778.99
• Commercial	\$866,404	\$938,166.63
• Resource	\$8,167	\$7,799.78
Sewer	Budgeted	Collected Year to Date Mar 31
• Usage Charges	\$663,687	\$683,910.30
Water	Budgeted	Collected/billed Year to Date Mar 31
• Metered Sales	\$618,100	\$686,968.68
• Sprinkler Service	\$4,852	\$4,898.62

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: April 11, 2023

Subject: Monthly Report — Manager of Finance



Meetings:

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

Professional Development Summary:

- Instructional manuals:
 - Finance Manager, work in progress
 - Administrative Assistant, not started
 - Finance Officer 1, not started
 - Finance Officer 2, not started

Outlook for future Months:

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

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: April 11, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- March was busy with March Break Camp, summer planning, grant reports, and program registration for spring.
- The first fiscal year ended for the expanded after school programs. Since September, we have 37 kids in Adventure Club at the LMCC, and 42 in the BAP program at New Minas Elementary.
- 75 children attended March Break Camp, which is our highest in recent memory and 25 over our projected amount.
- We are preparing to be able to host up to 120 kids in this year’s summer camp.

Current Tasks/Projects:

- Douglas Street Park Planning
- Summer Camp Planning
- Program maintenance for ongoing programs
- Kentville/New Minas Dog Park
- Summer Event Planning
- Program Evaluations

Long-Term Projects:

- Park Revitalization Project – Confirmed with Ocean Playground that they will be installing Meadow Terrace and Golfview equipment as soon as the weather allows (top priority for them)
- Lockhart Ryan playground installation scheduled for early spring

Meetings:

- Beautification Committee
- Kentville/New Minas Dog Park

Professional Development Summary:

- N/A

Outlook for Next Month:

- Summer staff training

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: April 11, 2023

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

Projects:

- Leadership Development Workshop Series:
 - Leader in Training Workshop – youth leadership training opportunity – March 8th and 11th - in partnership with County of Kings and Canning Recreation
 - *32 participants registered*
 - *Feedback from participants positive and receptive*
 - Upcoming – Project Management Workshop- May 4 & 5
- Community Play Boxes:
 - *Met with Public Works – installation to correspond with playground renovations*
- Way Finder Stations:
 - Received grant funding from Community, Culture & Heritage.
 - Kiosk ordered and received – *installation set for mid-April*
- Spontaneous Play Spaces:
 - *Installation timeline extended to Spring due to weather conditions not being suitable*

After School programming:

- NS Before & After Program (BAP) — at New Minas Elementary School.
 - Assisting with program subsidies
- Exploring possibility of before school option – pending feedback from family

Health NS Partnership:

- Ongoing – participating in monthly meetings to support primary care clinics

Outdoor Play Policy Development:

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

Equipment Loan Program:

- Received funding from Recreation Nova Scotia – this will support the purchase of “safe walking” kits – walking poles, shoe grips, LED head lamps and reflective vests.

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: April 11, 2023

Subject: Monthly Report — Active Living Coordinator



March Break Camp:

- Facilitated staff orientation and training
- Onsite support for leaders

Summer Programs:

- Leader interviews – all staff placements have been offered.
- Leader In Training Program – we are developing an additional “camp” opportunity for youth ages 13-14, focusing on leadership skills and training opportunities that will increase their employability and community engagement.
- Developing training schedule

Workplace Wellness Initiatives

- Staff survey to evaluate needs
- Lunch & Learn – applying for a Wellness Grant from the Municipal Wellness Program
 - Opportunities for staff to learn and network
 - Team building opportunities

Meetings/Professional Development:

- Recreation Nova Scotia – board meeting
- Valley Recreation Professional Development Committee
- Active Kids Healthy Kids – grant application review



Village of New Minas
Commission Meeting
April 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

11. New Business

Request for Decision (Agenda Item 11.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: April 11, 2023

Subject: Update to Bylaw 4 — Tax Exemption for Non Profit Organizations



Update to Bylaw 4 — Tax Exemption for Non Profit Organizations

1. Introduction

The existing Flower Cart property located at 9412 Commercial Street and the New Minas Children’s Centre (NMCC) located at 9453 Commercial Street have both been granted tax exemption by the Village Commission as registered charitable organizations. On February 22, 2023, the Village received a letter from the Flower Cart requesting tax exemption for their new facility located at 9503 Commercial Street (see attached Correspondence). The Flower Cart has been a permanent fixture in the Village since 1970, providing community-inclusive opportunities for adults with diverse abilities. Having a facility like this in the Village promotes a welcoming environment for collaboration and partnerships, with many associated social and economic benefits in the local community.

2. Discussion

The existing version of Bylaw 4 can be seen in Appendix A. Clause 6 currently limits the tax exemption to a maximum of \$5,000. Due to their assessment values, the existing Flower Cart property and the NMCC have not reached this threshold. However, the new Flower Cart property assessment is estimated to be \$5,200,000. At the commercial tax rate of \$0.592 per \$100 of assessed value, this would equate to \$30,784 of property tax (\$25,784 after the \$5,000 reduction). Clause 4 of Bylaw 4 allows the Village Commission to reduce the commercial tax rate to the residential rate for charitable organizations. At the residential tax rate of \$0.43 per \$100 of assessed value, this would equate to \$22,360 of property tax (\$17,360 after the \$5,000 reduction).

Staff do not feel that the existing Bylaw provides a high enough degree of tax exemption when considering the charitable status of the Flower Cart and the benefits that this organization brings to our community. Two main options have been prepared for discussion, which would incorporate changes to the existing Bylaw:

Option 1 (see Appendix B):

- Raise the maximum tax exemption for Clause 3 (registered charitable organizations) to \$15,000.
- Add the new Flower Cart property to both Schedule A and Schedule B of the Bylaw, granting the reduction from the commercial tax rate to residential.
- These updates to the Bylaw would reduce the property tax for the new Flower Cart property to \$7,360 (or 24% of taxed assessment). The proposed edits to Bylaw 4 under this option can be seen in Appendix B.

Request for Decision (Agenda Item 11.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: April 11, 2023

Subject: Update to Bylaw 4 — Tax Exemption for Non Profit Organizations



Option 2 (see Appendix C):

- Remove the maximum threshold requirement for registered charitable organizations under Clause 3.
- Add the new Flower Cart property to Schedule A at an exemption extent of 75%.
- These updates to the Bylaw would reduce the property tax for the new Flower Cart property to \$7,696 (or 25% of taxed assessment). The proposed edits to Bylaw 4 under this option can be seen in Appendix C.

Option 1 is less arbitrary in terms of the Commission deciding on the exemption percentage in Schedule A. It would dictate the maximum exemption threshold for future applications, and is therefore the preferred option. The advantage of Option 2 is that it more clearly distinguishes between registered charitable organizations and other non-profit organizations in the Bylaw. Some other variations of these options for the Commission to consider are as follows:

Option 1:

- Maintain the maximum threshold of \$5,000 under Sections 3 and 4.
- Raise or lower the maximum threshold under Section 3 from the proposed \$15,000.

Option 2:

- Increase or decrease the exemption under Schedule A from the proposed 75% (up to a maximum of 100%).

3. Financial Impact

Option 1 would result in an estimated tax reduction of \$23,424 for the new Flower Cart facility. Option 2 would result in an estimated tax reduction of \$23,088 for the new Flower Cart facility. The existing Flower Cart property is expected to be sold and developed, at which time it will begin generating a new stream of property tax revenue.

4. Recommendation

THAT the Village Commission approve the recommended updates to Bylaw 4 outlined in Option 1, as included in the April 11, 2023 agenda package.

Appendix A — Existing Bylaw

BY-LAW # 4
TAX EXEMPTION FOR NON PROFIT ORGANIZATIONS BY-LAW
VILLAGE OF NEW MINAS

1. This By-Law is enacted by the Village of New Minas under the authority of Part XVIII, Section 429 (1) of the Municipal Government Act, Chapter 18, S.N.S. 1998.
2. This By-Law shall be known as the Tax Exemption for Non Profit Organizations By-Law, Village of New Minas.
3. The Commission of the Village of New Minas has determined that the property identified and belonging to the named Canadian charitable organization listed in Schedule "A" is used directly and solely for a charitable purpose and is therefore granted for tax exemption to the extent and under the conditions listed in Schedule "A".
4. The property of those non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations or institutions to the extent and under the conditions as listed in Schedule C to this by-law that would otherwise be classified as commercial property shall be reduced to the tax that would otherwise be payable if the property were residential property.
5. The full or partial tax exemption provided in Sections 3 and 4 shall apply only to that portion of the properties specified in Schedules in this Bylaw.
6. Unless the description of the property in the By-law identifies that the tax exemption applies in regards to a specific percentage of the assessment for the property, the exemption is for 100% of taxes and rates levied by the Village to a maximum of \$5,000 of taxes and/or rates per property, excluding Area Rates. Where the description of a property in the By-Law makes reference to a percentage of assessment, the property is exempt from such taxes and rates only to the extent of the percentage referenced in the By-law.
7. When a property or part thereof, listed in the By-law ceases to be occupied by the non-profit association identified as the owner or the property is no longer exclusively used for the community, charitable, fraternal, educational, recreational, religious, cultural or sporting purposes identified at the time of application for the exemption, then the partial or tax exemption from taxation shall cease and the owner of the property shall

immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.

8. Nothing in this By-Law shall relieve the owners of the properties in the By-Law from paying Area Rates and Capital Charges.
9. Owners of the properties listed in the By-Law shall report to the Village's Clerk Treasurer of any change in the status of the ownership or use of the property which should affect or could reasonably be interpreted as affecting its eligibility for tax exemption pursuant to this By-law within 30 days of such change.
10. Owners of properties seeking to make use of the tax exemption provided in Sections 3 and 4 shall make application to the Village outlining the nature of activities and/or services offered in their organization, the benefit to the community and a current financial statement. Any exemption granted under this By-Law is at the sole discretion of the Village Commission.
11. Applications made pursuant to Section 10 of this By-Law must be received by the Clerk Treasurer for the Village of New Minas on or before February 28th in any year.

I, Terry Silver, Clerk Treasurer of the Village of New Minas, do hereby certify that the foregoing is a true copy of a Bylaw passed at a meeting of the Village of New Minas, duly convened and held on the 8th Day of December, 2014.

Dated at New Minas, in the County of Kings, the 9th Day of December, 2014.



Terry Silver, Clerk Treasurer

BYLAW #4 Village of New Minas Tax Exemption for Non-Profit Organizations By-Law

First Reading:..... October 14, 2014

Second Reading:..... November 10, 2014

Third Reading: December 8, 2014

TAX EXEMPTION FOR NON PROFIT ORGANIZATIONS BY-LAW
VILLAGE OF NEW MINAS
PROPERTY LIST

SCHEDULE "A"

Properties must be owned by a named registered Canadian charitable organization, and used directly and solely for a charitable purpose.

PROPERTY DESCRIPTION	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 3	CHARITABLE NUMBER
Land Educational 9412 Commercial Street, New Minas	PID #55209654 AAN # 02372851	The Flower Cart	100%	107390676

Appendix B — Option 1

By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations

1. This By-Law is enacted by the Village of New Minas under the authority of Part XVIII, Section 429 (1) of the Municipal Government Act, Chapter 18, S.N.S. 1998.
2. This By-Law shall be known as the Tax Exemption for Non Profit Organizations By-Law, Village of New Minas.
3. The Commission of the Village of New Minas has determined that the properties identified and belonging to the named Canadian charitable organizations listed in Schedule “A” are used directly and solely for charitable purposes and are therefore granted for tax exemption to the extent and under the conditions listed in Schedule “A”, **to a maximum of \$15,000 of taxes and/or rates per property, excluding Area Rates.**
4. The property of those non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization or institutions to the extent and under the conditions as listed in Schedule € “B” to this By-Law that would otherwise be classified as commercial property shall be reduced to the tax that would otherwise be payable if the property were residential property, **to a maximum of \$5,000 of taxes and/or rates per property, excluding Area Rates (or \$15,000 for properties also included under Section 3 of the By-Law).**
5. The full or partial tax exemption provided in Sections 3 and 4 shall apply only to that portion of the properties specified in the Schedules of this Bylaw.
6. Unless the description of the property in the By-Law identifies that the tax exemption/reduction applies in regards to a specific percentage of the assessment for the property, the exemption/reduction is for 100% of taxes and rates levied by the Village ~~to a maximum of \$5,000 of taxes and/or rates per property, excluding Area Rates.~~ Where the description of a property in the By-Law makes reference to a percentage of assessment, the property is exempt from such taxes and rates only to the extent of the percentage referenced in the By-Law.
7. When a property or part thereof, listed in the By-Law ceases to be occupied by the non-profit association identified as the owner or the property is no longer exclusively used for the community, charitable, fraternal, educational, recreational, religious, cultural or sporting purposes identified at the time of application for the exemption, then the partial or tax exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.
8. Nothing in this By-Law shall relieve the owners of the properties in the By-Law from paying Area Rates and Capital Charges.

By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations

9. Owners of the properties listed in the By-Law shall report to the Village's Clerk Treasurer of any change in the status of the ownership or use of the property which should affect or could reasonably be interpreted as affecting its eligibility for tax exemption pursuant to this By-Law within 30 days of such change.
10. Owners of properties seeking to make use of the tax exemption provided in Sections 3 and 4 shall make application to the Village outlining the nature of activities and/or services offered in their organization, the benefit to the community and a current financial statement. Any exemption granted under this By-Law is at the sole discretion of the Village Commission.
11. Applications made pursuant to Section 10 of this By-Law must be received by the Clerk Treasurer/CAO of the Village of New Minas on or before February 28th in any year.

History of this By-Law:

Enacted: December 8, 2014
Amended: April 11, 2023

By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations



Schedule “A” — Tax Exemption Property List

Properties **granted tax exemption under Clause 3 of this By-Law** (properties must be owned by a named registered Canadian charitable organization, and used directly and solely for a charitable purpose):

Property Description	Property Number	Owner	Extent Of Application Of Section 3	Charitable Number
Land Educational 9412 Commercial Street, New Minas	PID # 55209654 AAN # 02372851	The Flower Cart	100%	107390676
Land Educational 9503 Commercial Street, New Minas	PID # 55210660 AAN # 00918083	The Flower Cart	100%	107390676
New Minas Children’s Centre 9489 Commercial Street, New Minas	PID # 55210629 AAN # 05841429	New Minas Baptist Church	100%	861207330

By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations



Schedule "B" — Tax Reduction Property List

Properties granted tax reduction from the commercial rate to the residential rate under Clause 4 of this By-Law:

Property Description	Property Number	Owner	Extent Of Application Of Section 4
Land Educational 9503 Commercial Street, New Minas	PID # 55210660 AAN # 00918083	The Flower Cart	100%

Appendix C — Option 2

By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations

1. This By-Law is enacted by the Village of New Minas under the authority of Part XVIII, Section 429 (1) of the Municipal Government Act, Chapter 18, S.N.S. 1998.
2. This By-Law shall be known as the Tax Exemption for Non Profit Organizations By-Law, Village of New Minas.
3. The Commission of the Village of New Minas has determined that the properties identified and belonging to the named Canadian charitable organizations listed in Schedule “A” are used directly and solely for charitable purposes and are therefore granted for tax exemption to the extent and under the conditions listed in Schedule “A”.
4. The property of those non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization or institutions to the extent and under the conditions as listed in Schedule € “B” to this By-Law that would otherwise be classified as commercial property shall be reduced to the tax that would otherwise be payable if the property were residential property, **to a maximum of \$5,000 of taxes and/or rates per property, excluding Area Rates.**
5. The full or partial tax exemption provided in Sections 3 and 4 shall apply only to that portion of the properties specified in the Schedules of this Bylaw.
6. Unless the description of the property in the By-Law identifies that the tax exemption/reduction applies in regards to a specific percentage of the assessment for the property, the exemption/reduction is for 100% of taxes and rates levied by the Village ~~to a maximum of \$5,000 of taxes and/or rates per property, excluding Area Rates.~~ Where the description of a property in the By-Law makes reference to a percentage of assessment, the property is exempt from such taxes and rates only to the extent of the percentage referenced in the By-Law.
7. When a property or part thereof, listed in the By-Law ceases to be occupied by the non-profit association identified as the owner or the property is no longer exclusively used for the community, charitable, fraternal, educational, recreational, religious, cultural or sporting purposes identified at the time of application for the exemption, then the partial or tax exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.
8. Nothing in this By-Law shall relieve the owners of the properties in the By-Law from paying Area Rates and Capital Charges.
9. Owners of the properties listed in the By-Law shall report to the Village’s Clerk Treasurer of any change in the status of the ownership or use of the property which should affect or

By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations

could reasonably be interpreted as affecting its eligibility for tax exemption pursuant to this By-Law within 30 days of such change.

10. Owners of properties seeking to make use of the tax exemption provided in Sections 3 and 4 shall make application to the Village outlining the nature of activities and/or services offered in their organization, the benefit to the community and a current financial statement. Any exemption granted under this By-Law is at the sole discretion of the Village Commission.
11. Applications made pursuant to Section 10 of this By-Law must be received by the Clerk Treasurer/CAO of the Village of New Minas on or before February 28th in any year.

History of this By-Law:

Enacted: December 8, 2014
Amended: April 11, 2023

By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations



Schedule “A” — Tax Exemption Property List

Properties **granted tax exemption under Clause 3 of this By-Law** (properties must be owned by a named registered Canadian charitable organization, and used directly and solely for a charitable purpose):

Property Description	Property Number	Owner	Extent Of Application Of Section 3	Charitable Number
Land Educational 9412 Commercial Street, New Minas	PID # 55209654 AAN # 02372851	The Flower Cart	100%	107390676
Land Educational 9503 Commercial Street, New Minas	PID # 55210660 AAN # 00918083	The Flower Cart	75%	107390676
New Minas Children’s Centre 9489 Commercial Street, New Minas	PID # 55210629 AAN # 05841429	New Minas Baptist Church	100%	861207330

**By-Law #4
Village of New Minas
Tax Exemption For Non Profit Organizations**



Schedule "B" — Tax Reduction Property List

Properties granted tax reduction from the commercial rate to the residential rate under Clause 4 of this By-Law:

Property Description	Property Number	Owner	Extent Of Application Of Section 4



Village of New Minas
Commission Meeting
April 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

12. Correspondence

February 22, 2023

Dear Mr. Bouter:

I am writing to officially make application for tax exemption under Section 3 of By-Law #4 *Tax Exemption for Non-Profit Organizations* for our new facility located at 9503 Commercial Street, New Minas and extend current exemption for 9412 Commercial St, New Minas.

The Flower Cart is a non-profit/charitable organization that has been a permanent fixture in the Village of New Minas since 1970. Our purpose is to create community inclusive opportunities for adults with diverse abilities.

The Flower Cart provides employment, volunteer, life enhancement and social recreational programs to almost 176 adults that are considered intellectually disabled or face significant barriers to employment. We do this through our network of social enterprises and collaboration with community programs and resources. We currently operate out of two campuses in New Minas, the new facility will allow us to provide more program opportunities and increase levels of participation by those that we support more efficiently. We are planning on taking possession in June of 2023. We will be selling our 9412 Commercial St property.

As per Section 10 of By-Law #4, I have included a recent copy of our financial statements from fiscal year 2021-22, reviewed by Morris Brewster Lake.

If you have any questions, please feel free to contact me either by phone, 902-681-4541; or by e-mail at jeffkelly@flowercart.ca.

Sincerely,



Jeffrey Kelly
Chief Executive Officer, The Flower Cart Group

cc: Dave Chaulk, Commission Chair
Paul Randell, Board Chair
Ramona Jennex, Vice-Chair

9412 Commercial Street, New Minas, NS Canada B4N 3E9
Tel: 902-681-0120 Fax: 902-681-0922 web: www.flowercart.ca