



**Village of New Minas**  
Commission Meeting  
May 8, 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. April 11, 2023 Village Commission Meeting
  - b. April 20, 2023 Village Commission Meeting
5. Business Arising from Minutes:
  - a. April 11, 2023 Village Commission Meeting
  - b. April 20, 2023 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
  - a. Beautification Committee — No meeting since last report
  - b. Finance & Audit Committee — Draft minutes included in package
  - c. Joint Accessibility Advisory Committee — Draft minutes included in package
  - d. New Minas Water Commission — Draft minutes included in package
  - e. Regional Sewer Committee — Draft minutes included in package
9. Staff Reports:
  - a. Clerk Treasurer/CAO — 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. JAAC Citizen Appointments
  - b. Finance & Audit Committee Appointments
  - c. Anti Racism Charter in Recreation
  - d. Kentville/New Minas Dog Park
  - e. New Minas South Naming
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



**Village of New Minas**  
Commission Meeting  
May 8, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **4. Approval of Minutes**



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

**Commissioners Present:**

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

**Commissioners Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO

**Others Present:**

- Alicia Simms, Team Truro Buzz
- Jeff Kelly, Flower Cart
- Paul Randell, Flower Cart
- Donna Randell (via Zoom)

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:01pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the April 11, 2023 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. March 13, 2023 Village Commission Meeting

Motion:

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

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. March 13, 2023 Village Commission Meeting

There was no business arising from the March 13, 2023 minutes.

**6. Comments from the Chair:**

There were no comments from the Chair.

**7. Public Input Specific to Agenda Topics:**

Jeff Kelly spoke on behalf of the Flower Cart, thanking the Village for the capital contribution towards the connector path, and advocating for tax exemption for the new Flower Cart property.

**8. Team Truro Buzz Presentation:**

Alicia Simms gave a presentation about Team Truro Buzz, a company specializing in building community connection. Truro Buzz offers a wide variety of promotional services and training, from how to use social media for business to complete social media management for municipal units. They can work with staff on the planning and execution of everything that makes our village an amazing place to live, work or play, and how to showcase that to potential visitors. Truro Buzz also provides training so that existing staff can cover the unique perspective of our citizens across our social media channels.

**9. Committee Reports:**

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the April 11, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

**M/Mary Munroe  
S/James Redmond  
Motion Carried**

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the April 11, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

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

e. Regional Sewer Committee

James Redmond provided a verbal summary of the written report and draft minutes included in the April 11, 2023 Commission agenda package.

Motion:

THAT the approved and draft minutes for the Regional Sewer Committee be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by James Redmond.

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

**10. Staff Reports:**

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the April 11, 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 April 11, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

**11. New Business:**

- a. Update to Bylaw 4 — Tax Exemption for Non Profit Organizations

The Clerk Treasurer/CAO presented the request for decision included in the April 11, 2023 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended updates to Bylaw 4 outlined in Option 2, as included in the April 11, 2023 agenda package and as amended for 100% tax exemption for the new Flower Cart property.

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

- b. Special Committee for Strategic Planning

The Clerk Treasurer/CAO discussed options for a Special Committee to develop a Strategic Plan for the Village of New Minas. It was decided to wait until after the election to formally create the Special Committee. In the meantime, Quentin Hill and Debra Windle-Smith volunteered to work with senior staff in establishing resourcing needs and a timeline for project completion, which will be reported back to the Commission before the formal Committee is created.

- c. Microsoft Office 365

The Clerk Treasurer/CAO discussed the benefits of migrating to Microsoft Office 365. Additional research will be completed, and quotations from the existing service provider will be obtained for the Commission to make an informed decision.

**12. Correspondence:**

The Clerk Treasurer/CAO provided a verbal summary of the following correspondence included in the April 11, 2023 Commission agenda package:

- a. Flower Cart Tax Exemption Request

Motion:

THAT the correspondence be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

**13. Other Business:**

There was no other business.

**14. General Public Input:**

There was no public input.

**15. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 8:01pm.

Motion:

THAT the meeting be adjourned.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

DRAFT



**Village of New Minas**  
Commission Meeting  
April 20, 2023 @ 7:00 PM  
New Minas Fire Department  
New Minas, Nova Scotia  
DRAFT MINUTES

**Commissioners Present:**

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe
- Debra Windle-Smith
- Quentin Hill (via Zoom)

**Commissioners Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO

**Others Present:**

- Jon Cuming, TMC Law

**1. Call to Order:**

Dave Chaulk called an Emergency Meeting of the Commission in accordance with Clause 17 of the Village’s Meetings and Procedures Bylaw. The meeting was called to order at 11:00am.

**2. Closed Session:**

- a. Personnel Matters

At 11:01am, the Commission adjourned to move into closed session to discuss personnel matters, in accordance with Section 22 (2) (c) of the MGA.

Motion:

THAT the Commission adjourn to move into closed session.

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



**3. Adjournment:**

The Regular Commission meeting reconvened at 12:10pm. There being no further business, Dave Chaulk called for a motion to adjourn at 12:10pm.

Motion:

THAT the meeting be adjourned.

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

DRAFT



**Village of New Minas**  
Commission Meeting  
May 8, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **8. Committee Reports**



**Village of New Minas**  
Finance & Audit Committee  
April 19, 2023 @ 3:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Members Present:**

- Dave Chaulk, Commission Member & Chair
- Quentin Hill, Commission Member
- Valerie Kneen-Teed, Citizen Member

**Members Absent:**

- Citizen Member Vacancy

**Staff Present:**

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

**Others Present:**

- Lawrence Lake, Morse Brewster Lake (via phone)

**1. Call to Order:**

The Chair called the meeting to order at 3:02pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the April 19, 2023 Finance & Audit Committee Meeting be approved as circulated.

**M/ Quentin Hill**

**S/ Valerie Kneen-Teed**

**Motion Carried**

**3. Approval of Minutes:**

- a. January 18, 2023 Finance & Audit Committee Meeting

Motion:

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

**M/ Quentin Hill**

**S/ Valerie Kneen-Teed**

**Motion Carried**

**4. Business Arising from Minutes:**

- a. January 18, 2023 Finance & Audit Committee Meeting

There was no business arising from the January 18, 2023 minutes.

**5. Comments from the Chair:**

There were no comments from the Chair.

**6. Presentations:**

There were no presentations.

**7. New Business:**

- a. Q4 Variance Reports

The Clerk Treasurer/CAO presented the Q4 Variance Report and Statement of Accounts as attached in Appendix A, which were reviewed on a line by line basis.

Motion:

THAT the Q4 Variance Report and Statement of Accounts be received as presented by the Clerk Treasurer/CAO.

**M/ Quentin Hill**

**S/ Valerie Kneen-Teed**

**Motion Carried**

- b. Year End Audit

The Clerk Treasurer/CAO provided an overview of the 2023/24 Year End Audit timeline. Morse Brewster Lake will be present at the LMCC collecting information from May 10-12. The Financial Statements will be presented to the Commission for approval in June, (either at the regularly scheduled Commission meeting or a subsequent special meeting), then at the Annual General Meeting on June 27, and finally at the Finance and Audit Committee meeting on July 19 for a detailed review. Asset Retirement Obligations will be included in the Financial Statements this year as a new requirement of the Provincial Government.

**8. Next Meeting Date:**

- a. July 19, 2023

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

**9. Public Input:**

None

**10. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 3:50pm.

Motion:

THAT the meeting be adjourned.

**M/ Quentin Hill**

**S/ Valerie Kneen-Teed**

**Motion Carried**

DRAFT

**Appendix A —  
Q4 Variance Reports and Statement of Accounts**

DRAFT



**Village of New Minas**  
**Statement of Revenue & Expense**  
**For the Period Ending March 31, 2023**

Administration	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Administration Revenue</b>							
12410 - Tax Certificate Fees	\$ 120.00	\$ 300.00	40%	\$ (180.00)	-60%	\$ 300.00	\$ 180.00
14900 - Miscellaneous Revenue	\$ 84.47	\$ 1,980.00	4%	\$ (1,895.53)	-96%	\$ 1,980.00	\$ 1,895.53
15160 - Dog Licenses	\$ 1,105.00	\$ 900.00	123%	\$ 205.00	23%	\$ 900.00	\$ (205.00)
15500 - Refund PST on Gas/Diesel	\$ 4,551.12	\$ 2,700.00	169%	\$ 1,851.12	69%	\$ 2,700.00	\$ (1,851.12)
15510 - Earned Interest	\$ 47,523.90	\$ 4,800.00	990%	\$ 42,723.90	890%	\$ 4,800.00	\$ (42,723.90)
15700 - HST Offset - Nova Scotia Power/UNSM	\$ 12,876.06	\$ 9,000.00	143%	\$ 3,876.06	43%	\$ 9,000.00	\$ (3,876.06)
18000 - Shared Services Revenue	\$ 135,009.00	\$ 135,009.00	100%	\$ -	0%	\$ 135,009.00	\$ -
<b>Total Administration Revenue</b>	<b>\$ 201,269.55</b>	<b>\$ 154,689.00</b>	<b>130%</b>	<b>\$ 46,580.55</b>	<b>30%</b>	<b>\$ 154,689.00</b>	<b>\$ (46,580.55)</b>
<b>Administration Expenditures</b>							
21136 - Service Charges	\$ 115.50	\$ 720.00	16%	\$ 604.50	84%	\$ 720.00	\$ 604.50
21210 - Salaries	\$ 209,903.51	\$ 180,642.00	116%	\$ (29,261.51)	-16%	\$ 180,642.00	\$ (29,261.51)
21212 - CPP	\$ 54,956.65	\$ 71,016.00	77%	\$ 16,059.35	23%	\$ 71,016.00	\$ 16,059.35
21213 - EI Premiums	\$ 21,969.32	\$ 27,560.00	80%	\$ 5,590.68	20%	\$ 27,560.00	\$ 5,590.68
21213A - Pension	\$ 51,470.49	\$ 60,312.00	85%	\$ 8,841.51	15%	\$ 60,312.00	\$ 8,841.51
21213B - Medical & Dental	\$ 30,250.30	\$ 39,881.00	76%	\$ 9,630.70	24%	\$ 39,881.00	\$ 9,630.70
21213C - Group Insurance	\$ 7,126.29	\$ 9,439.00	75%	\$ 2,312.71	25%	\$ 9,439.00	\$ 2,312.71
21213D - Bonus	\$ 3,953.07	\$ 4,675.00	85%	\$ 721.93	15%	\$ 4,675.00	\$ 721.93
21213E - Workers Compensation	\$ 38,753.29	\$ 42,478.00	91%	\$ 3,724.71	9%	\$ 42,478.00	\$ 3,724.71
21215 - Legal Expense	\$ 12,270.31	\$ 24,000.00	51%	\$ 11,729.69	49%	\$ 24,000.00	\$ 11,729.69
21220 - BMW Utility Vehicle - 33%	\$ 105.42	\$ -		\$ (105.42)	0%	\$ -	\$ -
21225 - Audit	\$ 9,385.69	\$ 11,000.00	85%	\$ 1,614.31	15%	\$ 11,000.00	\$ 1,614.31
21230 - Stationary & Office Supplies	\$ 3,420.10	\$ 3,132.00	109%	\$ (288.10)	-9%	\$ 3,132.00	\$ (288.10)
21230A - Postage	\$ 6,015.48	\$ 7,428.00	81%	\$ 1,412.52	19%	\$ 7,428.00	\$ 1,412.52
21230B - Lease & Service Agreements	\$ 6,364.18	\$ 6,780.00	94%	\$ 415.82	6%	\$ 6,780.00	\$ 415.82
21230C - Telephone	\$ 4,909.95	\$ 3,520.00	139%	\$ (1,389.95)	-39%	\$ 3,520.00	\$ (1,389.95)
21230E - Website	\$ -	\$ 400.00	0%	\$ 400.00	100%	\$ 400.00	\$ 400.00
21230F - Advertising	\$ 143.98	\$ 710.00	20%	\$ 566.02	80%	\$ 710.00	\$ 566.02
21230G - Computer Support	\$ 380.26	\$ 2,750.00	14%	\$ 2,369.74	86%	\$ 2,750.00	\$ 2,369.74
21230I - Miscellaneous	\$ 887.40	\$ 11,750.00	8%	\$ 10,862.60	92%	\$ 11,750.00	\$ 10,862.60
21230J - Publications	\$ 294.72	\$ 150.00	196%	\$ (144.72)	-96%	\$ 150.00	\$ (144.72)
21230K - Software	\$ 30,295.67	\$ 28,913.00	105%	\$ (1,382.67)	-5%	\$ 28,913.00	\$ (1,382.67)
21231N - Insurance	\$ 208,577.51	\$ 201,179.00	104%	\$ (7,398.51)	-4%	\$ 201,179.00	\$ (7,398.51)
21235 - Travel and Conference	\$ 1,196.65	\$ 2,390.00	50%	\$ 1,193.35	50%	\$ 2,390.00	\$ 1,193.35
21235A - Courses and Training	\$ 324.32	\$ 6,100.00	5%	\$ 5,775.68	95%	\$ 6,100.00	\$ 5,775.68
21235B - Memberships	\$ 1,582.64	\$ 625.00	253%	\$ (957.64)	-153%	\$ 625.00	\$ (957.64)
21235C - Staff Meetings	\$ 203.57	\$ 1,500.00	14%	\$ 1,296.43	86%	\$ 1,500.00	\$ 1,296.43
21236 - Bank Charges	\$ 11,282.30	\$ 9,975.00	113%	\$ (1,307.30)	-13%	\$ 9,975.00	\$ (1,307.30)
21940 - Marketing and Development	\$ -	\$ 2,000.00	0%	\$ 2,000.00	100%	\$ 2,000.00	\$ 2,000.00
21970 - Dog Tags	\$ -	\$ 630.00	0%	\$ 630.00	100%	\$ 630.00	\$ 630.00
<b>Total Administration Expenditures</b>	<b>\$ 716,138.57</b>	<b>\$ 761,655.00</b>	<b>94%</b>	<b>\$ 45,516.43</b>	<b>6%</b>	<b>\$ 761,655.00</b>	<b>\$ 45,516.43</b>

General Government (Commissioners, Crosswalk & Property Tax)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>General Government Revenue</b>							
13310 - Crosswalk Services	\$ 9,072.00	\$ 9,936.00	91%	\$ (864.00)	-9%	\$ 9,936.00	\$ 864.00
11110 - Residential Property Taxes	\$ 1,164,778.99	\$ 1,135,595.00	103%	\$ 29,183.99	3%	\$ 1,135,595.00	\$ (29,183.99)
11121 - Commercial Property Taxes	\$ 938,166.63	\$ 866,404.00	108%	\$ 71,762.63	8%	\$ 866,404.00	\$ (71,762.63)
11131 - Resource Property Taxes	\$ 7,799.78	\$ 8,167.00	96%	\$ (367.22)	-4%	\$ 8,167.00	\$ 367.22
11145 - Interest on Property Taxes	\$ 15,265.87	\$ 16,200.00	94%	\$ (934.13)	-6%	\$ 16,200.00	\$ 934.13
12210 - Grants in Lieu of Taxes Federal	\$ 37,308.44	\$ 37,683.00	99%	\$ (374.56)	-1%	\$ 37,683.00	\$ 374.56
12310 - Grants In Lieu of Taxes - Provincial	\$ 15,790.49	\$ 15,245.00	104%	\$ 545.49	4%	\$ 15,245.00	\$ (545.49)
<b>Total General Government Revenue</b>	<b>\$ 2,188,182.20</b>	<b>\$ 2,089,230.00</b>	<b>105%</b>	<b>\$ 98,952.20</b>	<b>5%</b>	<b>\$ 2,089,230.00</b>	<b>\$ (98,952.20)</b>
<b>General Government Expenditures</b>							
21110 - Commissioners - Remuneration	\$ 57,425.04	\$ 59,136.00	97%	\$ 1,710.96	3%	\$ 59,136.00	\$ 1,710.96
21132 - Commissioners - Travel and Expenses	\$ 344.78	\$ 2,380.00	14%	\$ 2,035.22	86%	\$ 2,380.00	\$ 2,035.22
21133A - Commissioners - Other Expenses	\$ 13,224.58	\$ 24,625.00	54%	\$ 11,400.42	46%	\$ 24,625.00	\$ 11,400.42
21134 - Membership Dues	\$ -	\$ 640.00	0%	\$ 640.00	100%	\$ 640.00	\$ 640.00
21135 - Elections Expense	\$ 1,646.57	\$ 3,400.00	48%	\$ 1,753.43	52%	\$ 3,400.00	\$ 1,753.43
21950 - Grants & Special Donations	\$ 49,113.20	\$ 49,088.00	100%	\$ (25.20)	0%	\$ 49,088.00	\$ (25.20)
21950A - Apple Blossom Festival/Other Events Exp	\$ 176.80	\$ 1,425.00	12%	\$ 1,248.20	88%	\$ 1,425.00	\$ 1,248.20
21960 - Youth Engagement	\$ 500.00	\$ 3,000.00	17%	\$ 2,500.00	83%	\$ 3,000.00	\$ 2,500.00
21238 - Crosswalk Guards - Salaries	\$ 16,084.04	\$ 17,435.00	92%	\$ 1,350.96	8%	\$ 17,435.00	\$ 1,350.96
21242 - Tax Expense - PVSC	\$ 1,248.79	\$ 432.00	289%	\$ (816.79)	-189%	\$ 432.00	\$ (816.79)
22450 - Fire Protection Hydrant Tax	\$ 260,025.00	\$ 260,025.00	100%	\$ -	0%	\$ 260,025.00	\$ -
<b>Total General Government Expenditures</b>	<b>\$ 399,788.80</b>	<b>\$ 421,586.00</b>	<b>95%</b>	<b>\$ 21,797.20</b>	<b>5%</b>	<b>\$ 421,586.00</b>	<b>\$ 21,797.20</b>



Facility (Facility & Bar Services)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Facility Revenue</b>							
15300 - Facility Rental Revenue	\$ 62,680.95	\$ 30,500.00	206%	\$ 32,180.95	106%	\$ 30,500.00	\$ (32,180.95)
15400 - Membership Fees/Drop In Fees	\$ 34,679.43	\$ 10,000.00	347%	\$ 24,679.43	247%	\$ 10,000.00	\$ (24,679.43)
15310 - Facility Bar Revenue	\$ 10,279.30	\$ -		\$ 10,279.30	0%	\$ -	\$ -
<b>Total Facility Revenue</b>	<b>\$ 107,639.68</b>	<b>\$ 40,500.00</b>	<b>266%</b>	<b>\$ 67,139.68</b>	<b>166%</b>	<b>\$ 40,500.00</b>	<b>\$ (67,139.68)</b>
<b>Facility Expenditures</b>							
21250 - Facility Wages	\$ 118,004.49	\$ 116,210.00	102%	\$ (1,794.49)	-2%	\$ 116,210.00	\$ (1,794.49)
21251 - Power	\$ 41,813.29	\$ 38,100.00	110%	\$ (3,713.29)	-10%	\$ 38,100.00	\$ (3,713.29)
21251A - Facility Expense - Repairs & Maintenance	\$ 6,613.52	\$ 10,000.00	66%	\$ 3,386.48	34%	\$ 10,000.00	\$ 3,386.48
21251B - Staff Clothing	\$ 136.94	\$ 800.00	17%	\$ 663.06	83%	\$ 800.00	\$ 663.06
21251C - Facility - Supplies	\$ 8,854.36	\$ 10,000.00	89%	\$ 1,145.64	11%	\$ 10,000.00	\$ 1,145.64
21251E - Facility - Staff Training	\$ -	\$ 600.00	0%	\$ 600.00	100%	\$ 600.00	\$ 600.00
21251F - Facility - Propane	\$ 1,304.16	\$ 700.00	186%	\$ (604.16)	-86%	\$ 700.00	\$ (604.16)
21251H - Water & Sewage	\$ 814.73	\$ 690.00	118%	\$ (124.73)	-18%	\$ 690.00	\$ (124.73)
21251I - Waste Removal	\$ 3,553.76	\$ 2,580.00	138%	\$ (973.76)	-38%	\$ 2,580.00	\$ (973.76)
21251J - Facility-phone	\$ 677.31	\$ 510.00	133%	\$ (167.31)	-33%	\$ 510.00	\$ (167.31)
21251K - Equipment & Maintenance	\$ 12,167.45	\$ 6,235.00	195%	\$ (5,932.45)	-95%	\$ 6,235.00	\$ (5,932.45)
21251L - Facility Administration Expenses	\$ -	\$ 225.00	0%	\$ 225.00	100%	\$ 225.00	\$ 225.00
21251M - Facility - Grounds Maintenance	\$ 3,000.00	\$ 3,000.00	100%	\$ -	0%	\$ 3,000.00	\$ -
25226 - Contribution to Capital Reserve	\$ 9,500.00	\$ 10,000.00	95%	\$ 500.00	5%	\$ 10,000.00	\$ 500.00
21251N - Bar Liquor Purchases	\$ 5,677.13	\$ -		\$ (5,677.13)	0%	\$ -	\$ -
21251O - Bar Labour	\$ 2,548.50	\$ -		\$ (2,548.50)	0%	\$ -	\$ -
21251P - Mix Supplies	\$ -	\$ -		\$ -	0%	\$ -	\$ -
21251Q - Dry Goods Expense	\$ -	\$ -		\$ -	0%	\$ -	\$ -
21251R - Miscellaneous	\$ 560.70	\$ -		\$ (560.70)	0%	\$ -	\$ -
<b>Total Facility Expenditures</b>	<b>\$ 215,226.34</b>	<b>\$ 199,650.00</b>	<b>108%</b>	<b>\$ (15,576.34)</b>	<b>-8%</b>	<b>\$ 199,650.00</b>	<b>\$ (15,576.34)</b>

Fire Services	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Fire Services Revenue</b>							
13320 - Kings County Grant	\$ 262,745.00	\$ 259,421.00	101%	\$ 3,324.00	1%	\$ 259,421.00	\$ (3,324.00)
13321 - Fire Department Payments	\$ 19,516.07	\$ -		\$ 19,516.07	0%	\$ -	
<b>Total Fire Services Revenue</b>	<b>\$ 282,261.07</b>	<b>\$ 259,421.00</b>	<b>109%</b>	<b>\$ 22,840.07</b>	<b>9%</b>	<b>\$ 259,421.00</b>	<b>\$ (22,840.07)</b>
<b>Fire Services Expenditures</b>							
22460 - Travel & Training	\$ 6,692.83	\$ 9,000.00	74%	\$ 2,307.17	26%	\$ 9,000.00	\$ 2,307.17
22472 - Building Maintenance & Repairs	\$ 21,577.97	\$ 32,000.00	67%	\$ 10,422.03	33%	\$ 32,000.00	\$ 10,422.03
22473 - Heating Fuel	\$ 16,974.16	\$ 22,500.00	75%	\$ 5,525.84	25%	\$ 22,500.00	\$ 5,525.84
22474 - Power	\$ 12,679.62	\$ 12,687.00	100%	\$ 7.38	0%	\$ 12,687.00	\$ 7.38
22475 - Telephone	\$ 5,666.86	\$ 7,000.00	81%	\$ 1,333.14	19%	\$ 7,000.00	\$ 1,333.14
22476 - Wages	\$ 40,014.62	\$ 35,490.00	113%	\$ (4,524.62)	-13%	\$ 35,490.00	\$ (4,524.62)
22476A - Benefits & Deductions	\$ 6,558.06	\$ 4,010.00	164%	\$ (2,548.06)	-64%	\$ 4,010.00	\$ (2,548.06)
22476C - Workers Compensation	\$ 4,646.14	\$ 2,000.00	232%	\$ (2,646.14)	-132%	\$ 2,000.00	\$ (2,646.14)
22480 - Chemicals	\$ 824.96	\$ 1,000.00	82%	\$ 175.04	18%	\$ 1,000.00	\$ 175.04
22481 - Equipment, Appliances, Hoses	\$ 28,962.39	\$ 13,000.00	223%	\$ (15,962.39)	-123%	\$ 13,000.00	\$ (15,962.39)
22482 - Vehicle Gas & Diesel	\$ 12,646.34	\$ 9,500.00	133%	\$ (3,146.34)	-33%	\$ 9,500.00	\$ (3,146.34)
22483 - Vehicle Maintenance	\$ 45,802.53	\$ 37,205.00	123%	\$ (8,597.53)	-23%	\$ 37,205.00	\$ (8,597.53)
22485 - Uniforms	\$ 21,719.13	\$ 15,000.00	145%	\$ (6,719.13)	-45%	\$ 15,000.00	\$ (6,719.13)
22486 - Licenses & Communications	\$ 8,017.13	\$ 5,000.00	160%	\$ (3,017.13)	-60%	\$ 5,000.00	\$ (3,017.13)
22488 - Legal & Professional Fees	\$ 564.63	\$ 500.00	113%	\$ (64.63)	-13%	\$ 500.00	\$ (64.63)
22489 - Dues	\$ 170.00	\$ -		\$ (170.00)	0%	\$ -	
22494 - Audit	\$ 4,171.42	\$ 4,380.00	95%	\$ 208.58	5%	\$ 4,380.00	\$ 208.58
22495 - General Office Expenses	\$ 4,190.58	\$ 8,500.00	49%	\$ 4,309.42	51%	\$ 8,500.00	\$ 4,309.42
22495A - Honorariums	\$ 6,980.00	\$ 7,200.00	97%	\$ 220.00	3%	\$ 7,200.00	\$ 220.00
22495C - Canaan Tower User Fee	\$ -	\$ 2,000.00	0%	\$ 2,000.00	100%	\$ 2,000.00	\$ 2,000.00
22496 - Insurance	\$ 33,401.70	\$ 31,449.00	106%	\$ (1,952.70)	-6%	\$ 31,449.00	\$ (1,952.70)
<b>Total Fire Services Expenditures</b>	<b>\$ 282,261.07</b>	<b>\$ 259,421.00</b>	<b>109%</b>	<b>\$ (22,840.07)</b>	<b>-9%</b>	<b>\$ 259,421.00</b>	<b>\$ (22,840.07)</b>

Recreation	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Recreation Recreation Revenue</b>							
17569 - Kaleidoscope Program	\$ -	\$ -		\$ -	0%	\$ -	
17570A - Recreation - Seasonal Programs	\$ 49,964.81	\$ 33,300.00	150%	\$ 16,664.81	50%	\$ 33,300.00	\$ (16,664.81)
17570B - Recreation - Summer Day Camp	\$ 62,596.06	\$ 48,760.00	128%	\$ 13,836.06	28%	\$ 48,760.00	\$ (13,836.06)
17570C - Recreation - March Break Day Camps	\$ 6,477.50	\$ 4,290.00	151%	\$ 2,187.50	51%	\$ 4,290.00	\$ (2,187.50)
17570D - Recreation - Any Child Can Participate	\$ -	\$ -		\$ -	0%	\$ -	
17570E - Recreation - Adventure Club	\$ 94,350.60	\$ 30,825.00	306%	\$ 63,525.60	206%	\$ 30,825.00	\$ (63,525.60)
17570F - Recreation - After School Programs	\$ 1,329.50	\$ 1,500.00	89%	\$ (170.50)	-11%	\$ 1,500.00	\$ 170.50
17571 - Recreation - Special Events	\$ 3,002.28	\$ 1,500.00	200%	\$ 1,502.28	100%	\$ 1,500.00	\$ (1,502.28)
17571B - Recreation - Celebration of Lights	\$ -	\$ 1,000.00	0%	\$ (1,000.00)	-100%	\$ 1,000.00	\$ 1,000.00
17572 - Employment Grants	\$ 12,482.00	\$ 27,000.00	46%	\$ (14,518.00)	-54%	\$ 27,000.00	\$ 14,518.00
17573 - Recreation - Celebration Days	\$ 500.00	\$ 250.00	200%	\$ 250.00	100%	\$ 250.00	\$ (250.00)
17573A - Recreation - Canada Day	\$ -	\$ 1,000.00	0%	\$ (1,000.00)	-100%	\$ 1,000.00	\$ 1,000.00
17575A - County of Kings Professional	\$ 20,000.00	\$ 20,000.00	100%	\$ -	0%	\$ 20,000.00	\$ -
<b>Total Recreation Revenue</b>	<b>\$ 250,702.75</b>	<b>\$ 169,425.00</b>	<b>148%</b>	<b>\$ 81,277.75</b>	<b>48%</b>	<b>\$ 169,425.00</b>	<b>\$ (81,277.75)</b>
<b>Recreation Expenditures</b>							
27110 - Management Salaries	\$ 76,003.94	\$ 69,415.00	109%	\$ (6,588.94)	-9%	\$ 69,415.00	\$ (6,588.94)
27111 - Intern Events Coordinator	\$ -	\$ -		\$ -	0%	\$ -	
27111H - Program & Event Wages	\$ -	\$ 9,700.00	0%	\$ 9,700.00	100%	\$ 9,700.00	\$ 9,700.00
27111J - Fitness Incentive	\$ -	\$ -		\$ -	0%	\$ -	
27111K - Recreation - Summer Day Camps Salaries	\$ 55,033.98	\$ 57,592.00	96%	\$ 2,558.02	4%	\$ 57,592.00	\$ 2,558.02
27112 - Summer Day Camp Expenses	\$ 5,414.45	\$ 6,700.00	81%	\$ 1,285.55	19%	\$ 6,700.00	\$ 1,285.55
27112A - Seasonal Program Expenses	\$ 14,081.79	\$ 12,910.00	109%	\$ (1,171.79)	-9%	\$ 12,910.00	\$ (1,171.79)
27112B - After School Programs	\$ 140.54	\$ 3,000.00	5%	\$ 2,859.46	95%	\$ 3,000.00	\$ 2,859.46
27112C - Active Kids Healthy Kids Grant	\$ 500.00	\$ 500.00	100%	\$ -	0%	\$ 500.00	\$ -
27112D - March Break Camps	\$ 3,427.46	\$ 4,710.00	73%	\$ 1,282.54	27%	\$ 4,710.00	\$ 1,282.54
27112E - Any Child Can Participate	\$ 1,150.00	\$ 3,000.00	38%	\$ 1,850.00	62%	\$ 3,000.00	\$ 1,850.00
27112G - Active Living Coordinator	\$ 50,673.51	\$ 47,700.00	106%	\$ (2,973.51)	-6%	\$ 47,700.00	\$ (2,973.51)
27113 - Equipment Purchase & Maintenance	\$ 1,727.74	\$ 2,000.00	86%	\$ 272.26	14%	\$ 2,000.00	\$ 272.26
27114 - Stationary	\$ 1,572.79	\$ 760.00	207%	\$ (812.79)	-107%	\$ 760.00	\$ (812.79)
27114A - Software	\$ 1,694.91	\$ 5,200.00	33%	\$ 3,505.09	67%	\$ 5,200.00	\$ 3,505.09
27114B - Telephone	\$ 1,913.29	\$ 1,655.00	116%	\$ (258.29)	-16%	\$ 1,655.00	\$ (258.29)
27114D - Advertising	\$ 1,765.82	\$ 3,000.00	59%	\$ 1,234.18	41%	\$ 3,000.00	\$ 1,234.18
27114E - Kaleidoscope Expenses	\$ -	\$ -		\$ -	0%	\$ -	
27114F - Miscellaneous Expense	\$ -	\$ 300.00	0%	\$ 300.00	100%	\$ 300.00	\$ 300.00

27114G - Photocopies	\$ 633.85	\$ 360.00	176%	\$ (273.85)	-76%	\$ 360.00	\$ (273.85)
27115 - Travel & Conference	\$ 6,950.01	\$ 5,486.00	127%	\$ (1,464.01)	-27%	\$ 5,486.00	\$ (1,464.01)
27116A - Staff Training	\$ 817.06	\$ 1,000.00	82%	\$ 182.94	18%	\$ 1,000.00	\$ 182.94
27116B - Membership Fees	\$ 857.31	\$ 2,980.00	29%	\$ 2,122.69	71%	\$ 2,980.00	\$ 2,122.69
27119 - Special Events	\$ 3,508.54	\$ 1,200.00	292%	\$ (2,308.54)	-192%	\$ 1,200.00	\$ (2,308.54)
27119A - Celebration of Lights	\$ 4,843.02	\$ 4,000.00	121%	\$ (843.02)	-21%	\$ 4,000.00	\$ (843.02)
27119C - Celebration Days	\$ 7,916.28	\$ 9,600.00	82%	\$ 1,683.72	18%	\$ 9,600.00	\$ 1,683.72
27119D - Volunteer Week	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 100.00	\$ 100.00
27119E - Canada Day	\$ 4,665.24	\$ 6,750.00	69%	\$ 2,084.76	31%	\$ 6,750.00	\$ 2,084.76
27119F - Adventure Club Expenses	\$ 3,909.10	\$ 1,750.00	223%	\$ (2,159.10)	-123%	\$ 1,750.00	\$ (2,159.10)
27119G - Adventure Club Labour	\$ 64,435.35	\$ 24,107.00	267%	\$ (40,328.35)	-167%	\$ 24,107.00	\$ (40,328.35)
27190 - Trails - Lease	\$ -	\$ 2,100.00	0%	\$ 2,100.00	100%	\$ 2,100.00	\$ 2,100.00
<b>Total Recreation Expenditures</b>	<b>\$ 313,635.98</b>	<b>\$ 287,575.00</b>	<b>109%</b>	<b>\$ (28,160.98)</b>	<b>-10%</b>	<b>\$ 287,575.00</b>	<b>\$ (26,060.98)</b>

Parks/Playgrounds	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Parks/Playgrounds Revenue</b>							
17574 - Community Development Grant	\$ 5,540.48	\$ 5,000.00	111%	\$ 540.48	11%	\$ 5,000.00	\$ (540.48)
17576 - Misc Revenue	\$ 10,000.00	\$ 10,000.00	100%	\$ -	0%	\$ 10,000.00	\$ -
17577 - Field & Other Revenue	\$ 7,940.44	\$ 4,200.00	189%	\$ 3,740.44	89%	\$ 4,200.00	\$ (3,740.44)
<b>Total Parks/Playgrounds Revenue</b>	<b>\$ 23,480.92</b>	<b>\$ 19,200.00</b>	<b>122%</b>	<b>\$ 4,280.92</b>	<b>22%</b>	<b>\$ 19,200.00</b>	<b>\$ (4,280.92)</b>
<b>Parks/Playgrounds Expenditures</b>							
27170 - Parks/Playgrounds Wages	\$ 142,579.74	\$ 163,272.00	87%	\$ 20,692.26	13%	\$ 163,272.00	\$ 20,692.26
27170G - Parks/Playgrounds - Travel & Training	\$ -	\$ 700.00	0%	\$ 700.00	100%	\$ 700.00	\$ 700.00
27179 - Sign Truck 4 Gas & Maintenance	\$ 3,839.67	\$ 2,900.00	132%	\$ (939.67)	-32%	\$ 2,900.00	\$ (939.67)
27179B - Sign Truck Maintenance	\$ -	\$ -	-	\$ -	0%	\$ -	\$ -
27180 - Parks Building Maintenance	\$ 753.73	\$ 900.00	84%	\$ 146.27	16%	\$ 900.00	\$ 146.27
27180A - Power	\$ 6,062.68	\$ 6,068.00	100%	\$ 5.32	0%	\$ 6,068.00	\$ 5.32
27180B - Furnace Oil & Diesel	\$ 8,059.75	\$ 5,100.00	158%	\$ (2,959.75)	-58%	\$ 5,100.00	\$ (2,959.75)
27180C - Maintenance & Cleaning	\$ 2,706.99	\$ 3,480.00	78%	\$ 773.01	22%	\$ 3,480.00	\$ 773.01
27180E - Parks/Playgrounds Fields/Grounds Mtce	\$ 21,626.81	\$ 30,000.00	72%	\$ 8,373.19	28%	\$ 30,000.00	\$ 8,373.19
27180F - Parks/Playgrounds-Exp-Waste Disp	\$ 3,715.32	\$ 2,580.00	144%	\$ (1,135.32)	-44%	\$ 2,580.00	\$ (1,135.32)
27180I - Manager's Truck Maintenance	\$ 1,075.86	\$ 1,550.00	69%	\$ 474.14	31%	\$ 1,550.00	\$ 474.14
27180K - Parks/Playgrounds Tools/Shop Supplies	\$ 1,366.15	\$ 800.00	171%	\$ (566.15)	-71%	\$ 800.00	\$ (566.15)
27180L - Parks/Playground Water & Sewage	\$ 17,206.67	\$ 7,910.00	218%	\$ (9,296.67)	-118%	\$ 7,910.00	\$ (9,296.67)
27180P - Parks/Playground Exp - Phone	\$ 3,020.49	\$ 3,320.00	91%	\$ 299.51	9%	\$ 3,320.00	\$ 299.51
27181 - F150 Gas & Maintenance Truck 5	\$ 3,640.09	\$ 3,400.00	107%	\$ (240.09)	-7%	\$ 3,400.00	\$ (240.09)
27181D - Equipment Maintenance	\$ 646.68	\$ 1,900.00	34%	\$ 1,253.32	66%	\$ 1,900.00	\$ 1,253.32
27181F - Parks/Playgrounds Equipment Gas	\$ 671.46	\$ 700.00	96%	\$ 28.54	4%	\$ 700.00	\$ 28.54
27182 - Parks and Playgrounds-Tractor Expenses	\$ 1,324.61	\$ 3,000.00	44%	\$ 1,675.39	56%	\$ 3,000.00	\$ 1,675.39
<b>Total Parks/Playgrounds Expenditures</b>	<b>\$ 218,296.70</b>	<b>\$ 237,580.00</b>	<b>92%</b>	<b>\$ 19,283.30</b>	<b>8%</b>	<b>\$ 237,580.00</b>	<b>\$ 19,283.30</b>

Public Works (Public Works, Sidewalks & Snow Clearing)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Public Works, Sidewalks &amp; Snow Clearing Revenue</b>							
14901 - C of K Sidewalk Maintenance	\$ 17,500.00	\$ 17,500.00	100%	\$ -	0%	\$ 17,500.00	\$ -
<b>Total Public Works, Sidewalks &amp; Snow Clearing Revenue</b>	<b>\$ 17,500.00</b>	<b>\$ 17,500.00</b>	<b>100%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 17,500.00</b>	<b>\$ -</b>
<b>Public Works Expenditures</b>							
21240 - Engineering Services	\$ -	\$ 10,000.00	0%	\$ 10,000.00	100%	\$ 10,000.00	\$ 10,000.00
24109 - Public Works Wages	\$ 124,393.01	\$ 131,843.00	94%	\$ 7,449.99	6%	\$ 131,843.00	\$ 7,449.99
24112C - Manager's Truck Maintenance	\$ 1,268.81	\$ 1,550.00	82%	\$ 281.19	18%	\$ 1,550.00	\$ 281.19
24112F - Public Works - 2 Ton F550 Diesel	\$ 7,829.58	\$ 5,000.00	157%	\$ (2,829.58)	-57%	\$ 5,000.00	\$ (2,829.58)
24113 - Public Works - Tractor Maintenance	\$ 438.89	\$ 1,000.00	44%	\$ 561.11	56%	\$ 1,000.00	\$ 561.11
24200 - Public Works - Building Insurance	\$ -	\$ -		\$ -	0%	\$ -	
24200A - Public Works - Clothing and Boots	\$ 2,306.82	\$ 2,100.00	110%	\$ (206.82)	-10%	\$ 2,100.00	\$ (206.82)
24200B - Public Works - Shop Expense 50%	\$ 1,611.60	\$ 1,700.00	95%	\$ 88.40	5%	\$ 1,700.00	\$ 88.40
24200C - Public Works - Office Expenses	\$ 441.45	\$ 850.00	52%	\$ 408.55	48%	\$ 850.00	\$ 408.55
24200D - Public Works - Travel & Training	\$ 2,276.02	\$ 2,500.00	91%	\$ 223.98	9%	\$ 2,500.00	\$ 223.98
24200E - Public Works - Phone	\$ 3,077.74	\$ 3,320.00	93%	\$ 242.26	7%	\$ 3,320.00	\$ 242.26
24200G - Public Works - Tools/Shop Supplies	\$ 843.11	\$ 2,100.00	40%	\$ 1,256.89	60%	\$ 2,100.00	\$ 1,256.89
24200I - Public Works - Safety Equipment	\$ 719.76	\$ 2,100.00	34%	\$ 1,380.24	66%	\$ 2,100.00	\$ 1,380.24
21220 - BMW Utility Vehicle - 33%	\$ 105.44	\$ -		\$ (105.44)	0%	\$ -	
23240 - Streets - Beautification	\$ 8,465.98	\$ 10,000.00	85%	\$ 1,534.02	15%	\$ 10,000.00	\$ 1,534.02
23250 - Street Lighting	\$ 22,362.44	\$ 25,770.00	87%	\$ 3,407.56	13%	\$ 25,770.00	\$ 3,407.56
23232 - Sidewalk Maintenance	\$ 4,299.56	\$ 5,000.00	86%	\$ 700.44	14%	\$ 5,000.00	\$ 700.44
23232A - Crosswalk Maintenance	\$ -	\$ 8,500.00	0%	\$ 8,500.00	100%	\$ 8,500.00	\$ 8,500.00
23232B - Snow Clearing Wages	\$ 52,237.60	\$ 57,246.00	91%	\$ 5,008.40	9%	\$ 57,246.00	\$ 5,008.40
23232K - Snow Clearing - Tractor Gas/Diesel	\$ 4,218.78	\$ 2,400.00	176%	\$ (1,818.78)	-76%	\$ 2,400.00	\$ (1,818.78)
23232M - Snow Clearing - Tractors Maintenance	\$ 5,999.90	\$ 8,700.00	69%	\$ 2,700.10	31%	\$ 8,700.00	\$ 2,700.10
23232N - Snow Clearing - Salt/Sand	\$ 7,009.28	\$ 7,000.00	100%	\$ (9.28)	0%	\$ 7,000.00	\$ (9.28)
23232P - Snow Clearing - Plow Tools	\$ 170.43	\$ 500.00	34%	\$ 329.57	66%	\$ 500.00	\$ 329.57
<b>Total Public Works Expenditures</b>	<b>\$ 250,076.20</b>	<b>\$ 289,179.00</b>	<b>86%</b>	<b>\$ 39,102.80</b>	<b>14%</b>	<b>\$ 289,179.00</b>	<b>\$ 39,102.80</b>

Sewer Utility	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Sewer Utility Revenue</b>							
11210 - Sewer Users Charge	\$ 683,910.30	\$ 663,687.00	103%	\$ 20,223.30	3%	\$ 663,687.00	\$ (20,223.30)
11211 - Sewer - Penalties	\$ 4,381.96	\$ 1,152.00	380%	\$ 3,229.96	280%	\$ 1,152.00	\$ (3,229.96)
11212 - Sewer Canaan Heights	\$ 18,630.00	\$ 18,630.00	100%	\$ -	0%	\$ 18,630.00	\$ -
<b>Total Sewer Utility Revenue</b>	<b>\$ 706,922.26</b>	<b>\$ 683,469.00</b>	<b>103%</b>	<b>\$ 23,453.26</b>	<b>3%</b>	<b>\$ 683,469.00</b>	<b>\$ (23,453.26)</b>
<b>Sewer Utility Expenditures</b>							
24224A - Sewage Collection - General Mtce.	\$ 9,804.90	\$ 11,536.00	85%	\$ 1,731.10	15%	\$ 11,536.00	\$ 1,731.10
24225 - Sewage Collection Wages	\$ 66,402.79	\$ 72,014.00	92%	\$ 5,611.21	8%	\$ 72,014.00	\$ 5,611.21
24233 - Sewer Pumping Stations - Power	\$ 2,062.60	\$ 3,152.00	65%	\$ 1,089.40	35%	\$ 3,152.00	\$ 1,089.40
24234 - Sewer Pumping Stations - Supplies	\$ 483.61	\$ 530.00	91%	\$ 46.39	9%	\$ 530.00	\$ 46.39
24235 - Sewer Pumping/Collection Travel/Training	\$ 510.77	\$ 630.00	81%	\$ 119.23	19%	\$ 630.00	\$ 119.23
24236 - Sewer Collection - Office Supplies	\$ 1,693.77	\$ 1,639.00	103%	\$ (54.77)	-3%	\$ 1,639.00	\$ (54.77)
24240 - Central Treatment Plant - Trans/Treatment	\$ 348,210.00	\$ 348,500.00	100%	\$ 290.00	0%	\$ 348,500.00	\$ 290.00
24242 - Shared Services Expense	\$ 135,009.00	\$ 135,009.00	100%	\$ -	0%	\$ 135,009.00	\$ -
24250 - Municipal Fees	\$ 23,234.00	\$ 22,860.00	102%	\$ (374.00)	-2%	\$ 22,860.00	\$ (374.00)
24260 - Health/Safety Expense	\$ 827.27	\$ 1,151.00	72%	\$ 323.73	28%	\$ 1,151.00	\$ 323.73
24290 - Sewer Laterals	\$ -	\$ 1,576.00	0%	\$ 1,576.00	100%	\$ 1,576.00	\$ 1,576.00
28223 - Sewer Reserve	\$ 84,872.00	\$ 84,872.00	100%	\$ -	0%	\$ 84,872.00	\$ -
<b>Total Sewer Utility Expenditures</b>	<b>\$ 673,110.71</b>	<b>\$ 683,469.00</b>	<b>98%</b>	<b>\$ 10,358.29</b>	<b>2%</b>	<b>\$ 683,469.00</b>	<b>\$ 10,358.29</b>

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

Totals	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Total Revenue</b>	<b>\$ 3,777,958.43</b>	<b>\$ 3,433,434.00</b>	<b>110%</b>	<b>\$ 344,524.43</b>	<b>10%</b>	<b>\$ 3,433,434.00</b>	<b>\$ (344,524.43)</b>
<b>Total Expenditures</b>	<b>\$ 3,361,854.37</b>	<b>\$ 3,433,435.00</b>	<b>98%</b>	<b>\$ 71,580.63</b>	<b>2%</b>	<b>\$ 3,433,435.00</b>	<b>\$ 71,580.63</b>



**New Minas Water Commission  
Statement of Revenue & Expense  
For the Period Ending March 31, 2023**

Water Commission	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 31-Mar	Budget at 31-Mar	Actual as % of Budget at 31-Mar	\$ Variance at 31-Mar	% Variance at 31-Mar	2022/23 Annual Budget	Annual Budget Remaining
<b>Water Commission Revenue</b>							
W11100 - Metered Sales	\$ 686,968.68	\$ 618,100.00	111%	\$ 68,868.68	11%	\$ 618,100.00	\$ (68,868.68)
W13100 - Fire Protection Hydrant Rent	\$ 260,025.00	\$ 260,025.00	100%	\$ -	0%	\$ 260,025.00	\$ -
W14000 - Sprinkler Service	\$ 4,898.62	\$ 4,852.00	101%	\$ 46.62	1%	\$ 4,852.00	\$ (46.62)
W18011 - Water Penalties	\$ 3,688.03	\$ 3,900.00	95%	\$ (211.97)	-5%	\$ 3,900.00	\$ 211.97
W18210 - Other Interest	\$ 19,200.09	\$ 2,100.00	914%	\$ 17,100.09	814%	\$ 2,100.00	\$ (17,100.09)
W18420 - Kings - Hydrant Tax	\$ 70,413.17	\$ 68,922.00	102%	\$ 1,491.17	2%	\$ 68,922.00	\$ (1,491.17)
W18900 - Miscellaneous Water Revenue	\$ 3,058.81	\$ 1,800.00	170%	\$ 1,258.81	70%	\$ 1,800.00	\$ (1,258.81)
<b>Total Water Commission Revenue</b>	<b>\$ 1,048,252.40</b>	<b>\$ 959,699.00</b>	<b>109%</b>	<b>\$ 88,553.40</b>	<b>9%</b>	<b>\$ 959,699.00</b>	<b>\$ (88,553.40)</b>
<b>Water Commission Expenses</b>							
W21410 - Maintenance of Reservoir Tanks	\$ 8,784.47	\$ 13,104.00	67%	\$ 4,319.53	33%	\$ 13,104.00	\$ 4,319.53
W21430 - Maintenance of Wells	\$ 45,447.22	\$ 34,000.00	134%	\$ (11,447.22)	-34%	\$ 34,000.00	\$ (11,447.22)
W22400 - Pumping - Power	\$ 125,676.76	\$ 120,870.00	104%	\$ (4,806.76)	-4%	\$ 120,870.00	\$ (4,806.76)
W23100 - Engineering Expense	\$ -	\$ 57,500.00	0%	\$ 57,500.00	100%	\$ 57,500.00	\$ 57,500.00
W23200 - Professional Services	\$ 2,306.07	\$ 2,000.00	115%	\$ (306.07)	-15%	\$ 2,000.00	\$ (306.07)
W23310 - Purification Expense	\$ 136,528.83	\$ 80,088.00	170%	\$ (56,440.83)	-70%	\$ 80,088.00	\$ (56,440.83)
W24200 - Maps & Records Expense	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 100.00	\$ 100.00
W24410 - Maintenance Distribution Lines Exp	\$ 14,602.84	\$ 5,050.00	289%	\$ (9,552.84)	-189%	\$ 5,050.00	\$ (9,552.84)
W24430 - Maintenance Transmission Lines	\$ -	\$ 2,675.00	0%	\$ 2,675.00	100%	\$ 2,675.00	\$ 2,675.00
W24491 - Maintenance of Services	\$ 8,022.46	\$ 8,000.00	100%	\$ (22.46)	0%	\$ 8,000.00	\$ (22.46)
W24492 - Maintenance of Meters	\$ 54.48	\$ 500.00	11%	\$ 445.52	89%	\$ 500.00	\$ 445.52
W24493 - Maintenance of Hydrants	\$ 4,251.35	\$ 5,000.00	85%	\$ 748.65	15%	\$ 5,000.00	\$ 748.65
W24501 - BMW Utility Vehicle - 33%	\$ 1,125.58	\$ 1,550.00	73%	\$ 424.42	27%	\$ 1,550.00	\$ 424.42
W24601 - Water Truck Maintenance & Gas Truck #1	\$ 3,874.49	\$ 2,100.00	184%	\$ (1,774.49)	-84%	\$ 2,100.00	\$ (1,774.49)
W24605 - Backhoe Fuel	\$ 4,438.99	\$ 10,000.00	44%	\$ 5,561.01	56%	\$ 10,000.00	\$ 5,561.01
W24606 - Backhoe Maintenance	\$ -	\$ -		\$ -	0%	\$ -	\$ -
W24800 - Shop Expenses - Maintenance	\$ 2,272.67	\$ 1,700.00	134%	\$ (572.67)	-34%	\$ 1,700.00	\$ (572.67)
W24800A - Shop - Power	\$ 3,192.89	\$ 2,625.00	122%	\$ (567.89)	-22%	\$ 2,625.00	\$ (567.89)
W24800D - Monitoring Stations Expenses	\$ 8,340.74	\$ 7,943.00	105%	\$ (397.74)	-5%	\$ 7,943.00	\$ (397.74)
W24801 - Clothing	\$ 192.00	\$ 600.00	32%	\$ 408.00	68%	\$ 600.00	\$ 408.00
W24802 - Travel & Training	\$ 457.64	\$ 1,900.00	24%	\$ 1,442.36	76%	\$ 1,900.00	\$ 1,442.36
W24803 - Small Tools	\$ 343.97	\$ 600.00	57%	\$ 256.03	43%	\$ 600.00	\$ 256.03
W24804 - Membership Fees	\$ 505.81	\$ 705.00	72%	\$ 199.19	28%	\$ 705.00	\$ 199.19
W24805 - Conference Fees	\$ -	\$ 1,870.00	0%	\$ 1,870.00	100%	\$ 1,870.00	\$ 1,870.00
W25130 - Water Testing Expenses	\$ 32,199.83	\$ 25,000.00	129%	\$ (7,199.83)	-29%	\$ 25,000.00	\$ (7,199.83)
W25150 - Bank Charges & Services Fees	\$ 5,347.86	\$ 3,900.00	137%	\$ (1,447.86)	-37%	\$ 3,900.00	\$ (1,447.86)
W25160 - Commissioner's Remuneration	\$ 6,828.00	\$ 6,828.00	100%	\$ -	0%	\$ 6,828.00	\$ -
W25210 - Wages	\$ 217,127.50	\$ 217,841.00	100%	\$ 713.50	0%	\$ 217,841.00	\$ 713.50

W25292 - Benefits	\$ 14,587.00	\$ 14,718.00	99%	\$ 131.00	1%	\$ 14,718.00	\$ 131.00
W25295 - Snow Clearing - Hydrants Tanks	\$ 5,000.00	\$ 5,000.00	100%	\$ -	0%	\$ 5,000.00	\$ -
W25311 - Advertising	\$ -	\$ 500.00	0%	\$ 500.00	100%	\$ 500.00	\$ 500.00
W25312 - Telephone	\$ 1,736.24	\$ 2,045.00	85%	\$ 308.76	15%	\$ 2,045.00	\$ 308.76
W25313 - Leases & Service Agreements	\$ 2,260.00	\$ 2,260.00	100%	\$ -	0%	\$ 2,260.00	\$ -
W25314 - Postage & Office Supplies	\$ 5,129.89	\$ 4,100.00	125%	\$ (1,029.89)	-25%	\$ 4,100.00	\$ (1,029.89)
W25410 - Audit Fees	\$ 6,257.19	\$ 7,196.00	87%	\$ 938.81	13%	\$ 7,196.00	\$ 938.81
W25421 - Propane	\$ 4,818.70	\$ 7,500.00	64%	\$ 2,681.30	36%	\$ 7,500.00	\$ 2,681.30
W25500 - Regulatory Expenses	\$ 1,640.00	\$ 1,600.00	103%	\$ (40.00)	-3%	\$ 1,600.00	\$ (40.00)
W25600 - Insurance	\$ 22,519.00	\$ 21,716.00	104%	\$ (803.00)	-4%	\$ 21,716.00	\$ (803.00)
W25700 - Rental	\$ 5,500.00	\$ 5,500.00	100%	\$ -	0%	\$ 5,500.00	\$ -
W26000 - Depreciation	\$ 328,500.00	\$ 328,500.00	100%	\$ -	0%	\$ 328,500.00	\$ -
<b>Total Water Commission Expenses</b>	<b>\$ 1,029,870.47</b>	<b>\$ 1,014,684.00</b>	<b>101%</b>	<b>\$ (15,186.47)</b>	<b>-1%</b>	<b>\$ 1,014,684.00</b>	<b>\$ (15,186.47)</b>





**Village of New Minas  
Statement of Accounts  
March 31, 2023**

<b>Village of New Minas General Accounts</b>				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,186,252.78	\$ 1,100,000.00	\$ 2,286,252.78
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 1,657,142.61	\$ -	\$ 1,657,142.61
			Subtotal	\$ 4,443,395.39
<b>New Minas Water Commission Accounts</b>				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 931,964.94	\$ 2,000,000.00	\$ 2,931,964.94
Water Capital & Equipment Reserve	113-240-6	\$ 124,756.78	\$ -	\$ 124,756.78
Water Operating	113-241-4	\$ 791,097.04	\$ -	\$ 791,097.04
			Subtotal	\$ 3,847,818.76
			<b>Total</b>	<b>\$ 8,291,214.15</b>

# JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, April 12, 2023

## Draft Minutes

<b>Meeting, Date and Time</b>	A meeting of the Joint Accessibility Advisory Committee (JAAC) was held virtually on Wednesday, April 12, 2023, at 7:00 p.m. via Microsoft Teams.
<b>Attending</b>	
<b>JAAC Members</b>	Mary Fox – Citizen Member (Chair) Doug Ralph – Citizen Member (Vice Chair) Councillor Lexie Misner – District 2 (signed in at 7:01 p.m.) Alan Price – Citizen Member: West Ben Brown – Citizen Member (signed in at 7:12 p.m.) Crystal McCormack – Citizen Member: Central Dino Wamboldt – Citizen Member: East Don Nauss – Citizen Member Andy Vermeulen – Commissioner, Village of Canning (until 7:45 p.m.) Michael Keith – Commissioner, Village of Cornwallis Square Mike Bishop – Commissioner, Village of Kingston Robert Sealby – Commissioner, Village of Greenwood Scott Leier – Commissioner, Village of Port Williams
<b>Municipal Staff</b>	Scott Quinn – Director of Engineering & Public Works (signed out at 7:18 p.m.) Terry Brown – Manager of Inspection & Enforcement Division Katie MacArthur – Accessibility Coordinator Laurie-Ann Clarke – Recording Secretary
<b>Regrets</b>	Quentin Hill – Commissioner, Village of New Minas
<b>Guests</b>	Brian Bruce, Donna Lemmon Able Society (signed in at 7:12 p.m., signed out at 7:59 p.m.)
<b>1. Call to Order</b>	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 Commissioner Sealby and Commissioner Leier, that the Joint Accessibility Advisory Committee approve the April 12, 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. March 8, 2023** **On motion of Mr. Nauss and Mr. Price, that the minutes of the Joint Accessibility Advisory Committee meeting held on March 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. Presentation on Pilot for Accessible Bus Stops** Scott Quinn, Director of Engineering and Public Works, explained to the committee that the Municipality is working with Kings Transit Authority (KTA) on a pilot project for accessible bus stops. The Municipality has seen issues with the placement of the existing bus stop at the Municipal Complex and recognized that there is an opportunity in the relocation to test a design, layout, signage, snow removal, and shelter that is accessible. Mr. Quinn shared that both the Municipality and KTA are interested in assistance from the JAAC in the pilot and invited members to comment. Katie MacArthur, Accessibility Coordinator, advised that she

has invited KTA staff to attend JAAC meetings and will reach out to their office again. The Chair advised that she is interested in working with Municipal staff and KTA in a workshop setting and it seemed like a good way for many ideas to be heard at once. Mr. Quinn thanked the Committee for allowing him to speak and signed out of the virtual meeting.

The Recording Secretary requested that anyone not on camera turn their camera on per the recent adoption of amendments to Municipal Policy ADMIN-01-22: Virtual Meetings, which was shared with the JAAC via email prior to the meeting.

**b. Presentation on  
The Donna  
Lemmon Able  
Society**

Brian Bruce, founder of the Donna Lemmon Able Society (DLAS), shared information on what inspired him to form the society and the work DLAS will do. DLAS was formed in memory of Donna Lemmon, a friend of Mr. Bruce who had been diagnosed with multiple sclerosis, faced mobility challenges, and unfortunately passed away in 2017. DLAS's vision is to advocate, educate, and reduce stigma for those with mobility issues.

**c. Training Needs  
Assessment**

Ms. MacArthur referred to the Accessibility Needs Assessment Findings Report included in the meeting's [agenda package](#), which provided a summary of the results of a survey which was sent to Municipal staff and council as well as Village staff and commissioners. The intention of the survey was to create a benchmark on training and staff/council/commissioner's level of understanding of disability and accessibility issues. The findings will be used to shape future training initiatives and allow Ms. MacArthur to evaluate progress as she continues with staff training in years to come.

**d. Committee  
Membership  
Terms**

Ms. MacArthur noted that May 31, 2023 marked the end of membership terms for some Commissioners and citizen members. She has contacted citizen members affected by the end of term and asked them to reapply to JAAC if they

wanted to continue working with the committee or advise her if they would not reapply so that the positions could be advertised. Village Commissions with a term ending were also contacted.

**e. NS Accessibility Directorate Foundations Training**

Ms. MacArthur briefly discussed documents within the [agenda package](#) from the Nova Scotia Accessibility Directorate’s 2023 Accessibility training and provided an overview of what the training involved. She invited members of JAAC to submit applications to take a “Train the Trainer” course being offered in May 2023 by the Directorate.

**f. Federal Funding**

Ms. MacArthur shared that the Municipality’s grant proposal for funding from the Enabling Accessibility Fund was approved and work on installing accessible doors, an accessible podium, and cane detectable carpeting in Council Chambers would begin shortly.

Terry Brown, Manager of Inspection & Enforcement, reminded Commissioners that Ms. MacArthur is available should Village Commissions require help with grant applications.

**g. Access Awareness Week Proclamation**

Ms. MacArthur referred to the proclamation included in the [agenda package](#) and noted that this proclamation would be part of Access Awareness Week if recommended by JAAC to Municipal Council.

**On motion of Commissioner Sealby and Ben Brown, the Joint Accessibility Advisory Committee recommends that Municipal Council proclaim May 28 – June 3, 2023 “Access Awareness Week” in the County of Kings.**

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

**h. Discussion on Meeting Structure/Barriers to Participation**

Ms. MacArthur asked for feedback from members on the meeting structure of JAAC and whether there were any barriers to participation. Alternative locations were suggested for meetings and potential closed captioning options were discussed. Ms. MacArthur suggested that a space for a Roundtable discussion be placed on the May 2023 meeting agenda to enable all members the opportunity to speak.

**9. Other Business**

Manager Brown shared with the JAAC that on April 5, 2023, the Municipality hosted a Proclamation reading and flag-raising event recognizing April as Autism Acceptance Month in the Municipality. Mr. Ralph, his daughter Chloe, and Mayor Muttart each offered their remarks at the event.

**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 Wednesday, May 10, 2023 at 7:00 p.m. in Council Chambers.

**13. Adjournment**

**There being no further business, on motion of Commissioner Sealby and Councillor Misner, the meeting adjourned at 8:08 p.m.**

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**Approved by:**  
**Joint Accessibility Advisory Committee**

**Day/Month/Year**



**Village of New Minas**  
New Minas Water Commission  
April 25, 2023 @ 3:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Members Present:**

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

**Members Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- Greg Messom, Utility Operator

**Others Present:**

- None

**1. Call to Order:**

The Chair called the meeting to order at 3:02pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the April 25, 2023 Water Commission Meeting be approved as circulated.

**M/ Maynard Stevens**

**S/ Dave Chaulk**

**Motion Carried**

**3. Approval of Minutes:**

- a. February 28, 2023 Water Commission Meeting

Motion:

THAT the Minutes for the February 28, 2023 Water Commission Meeting be approved as circulated.

**M/ Bruce MacArthur**

**S/ Maynard Stevens**

**Motion Carried**

**4. Business Arising from Minutes:**

- a. February 28, 2023 Water Commission Meeting

There was no business arising from the February 28, 2023 minutes.

**5. Comments from the Chair:**

There were no comments from the Chair.

**6. Staff Reports:**

- a. Water Operations Report

Greg Messom provided a verbal summary of the Water Operations Report circulated prior to the April 25, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the April 25, 2023 Water Commission meeting and as verbally summarized by the Utility Operator.

**M/ Maynard Stevens**

**S/ Dave Chaulk**

**Motion Carried**

- b. Q4 Variance Report

The Clerk Treasurer/CAO presented the Q4 Finance Variance Report circulated prior to the April 25, 2023 Water Commission meeting, which was reviewed on a line by line basis.

Motion:

THAT the Q4 Finance Variance Report be received as circulated prior to the April 25, 2023 Water Commission meeting and as presented by the Clerk Treasurer/CAO.

**M/ Bruce MacArthur**

**S/ Maynard Stevens**

**Motion Carried**



**7. Capital Projects Update:**

The Clerk Treasurer/CAO and Utility Operator provided the following update on Capital projects:

- The design work for the Aalders Avenue Water Laterals project is currently at 75%. The 90% submission is expected in May.
- Variable frequency drives will be tendered in May, with the goal of installing them in the fall.
- The Test Well project has been awarded to DJ’s Well Drilling for \$83,850 + HST. Staff are working on finalizing the three locations with property owners, and the drilling is expected to commence in the late spring or early summer.
- Communication Radios will be ordered in the summer, as per approved budget.
- Water Meters are currently being installed as necessary. A new order will be placed in the summer, as per approved budget.

**8. Source Water Protection Committee:**

The draft Source Water Protection Plan prepared by Billy Shaw will be discussed at the Source Water Protection Committee on April 26.

**9. Correspondence:**

None

**10. Other Business:**

None

**11. Public Input:**

None

**12. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 3:46pm.

Motion:

THAT the meeting be adjourned.

**M/Maynard Stevens**

**S/Dave Chaulk**

**Motion Carried**

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

**Meeting, Date and Time** Regional Sewer Committee Meeting was held on Tuesday, April 25th, 2023, at the Municipal Complex

**(1) Roll Call:** In attendance were:

*Municipality of the County of Kings:* Scott Quinn, Director of Engineering & Public Works, Lands & Parks  
Mike Livingstone, Manager of Financial Reporting (virtual)  
Aaron Dondale, Manager of Operations  
Abdelkalek Omar, Manager of Engineering  
Laurie Ann Clark, Recording Secretary

*Town of Kentville:* Cate Savage, Deputy Mayor (voting member) - Chair  
Dave Bell, Director of Engineering & Public Works

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

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

*Guest:* Matt Balcombe, Dillon Consulting Limited (virtual)

Scott Conrad, CAO, Municipality of the County of Kings

*Absent:* Dan Troke, Town of Kentville, CAO  
Councillor Joel Hirtle, Municipality of the County of Kings

**Meeting Called to order:** The Chair called the meeting to order at 11:02 am. Roll call was taken.

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

**Motion carried.**

**(2) Aeration Project Discussion** Scott Quinn gave a project update based on the Briefing Report as provided. There was a site meeting on April 20<sup>th</sup> between Municipal Staff, Gary Parker Excavating, Dillon Consulting and GFL.

With cell 1 being drained down to begin work it was discovered that there is a great deal more sludge than originally estimated. Current estimates suggest there is still about a meter in there (e.g., upwards of 32,000 m<sup>3</sup>). The aeration equipment is in better condition than expected and with some maintenance, it is believed it can be brought back to good working condition. With the amount of sludge, the old system would be difficult to remove, and the new system could not be installed. The new diffusers could be shortened however that would create a less treated zone at the bottom of the cell, which would present a risk of recurring odours to the community.

After the parties involved met to discuss, it is believed there are two options available for the project:

Option 1 – refer to Briefing note for description.

Option 2- refer to Briefing note for description.

Matt Balcombe (Dillon) indicated that with the cell 1 aeration equipment being exposed, we can get a better sense of its condition than was possible when planning the contracted work scope. With some maintenance, it is expected that the current system could potentially get provide more years of serviceable life to allow for a future desludging project and eventual upgrade of that equipment.

If option 2 was used, there could be some delays with the regulatory approvals, there would likely have to be some background work and reports prepared for them. This would slow the ability to get cell 1 back online. The longer cell 1 is offline, potentially the odour will be worse. Dillon communicated that there is a high likelihood that NSE and DFO would not approve the removal of cell 2 from service due to the likely impact on the quality of effluent leaving the plant.

#### Discussion:

- With option 2 - it is not known at this time how much that would lower the capacity at Regional.
- Costs are being reviewed and updated; these will be brought back to the committee as quickly as possible.
- Unit price of sludge removal was considered as well as onsite storage vs removal. There is not sufficient space onsite to store what needs to be removed.
- Current odours impacting communities are coming from the exposed sludge in cell 1, as well as from cells 2 and 3 which are strained due to the overload from cell 1 begin offline.
- Replacing corroded pins, screws, and rebar along with cleaning out solids around the intake and the sludge removal will allow the current cell 1 aeration to preform much more efficiently.
- One way or another, the old sludge must be removed before installing the new equipment in cell 1.
- The more sludge we can store, the less shipping costs we incur. Local companies can be used to remove if done over time.
- The sooner we can get moving on the desludging the better off we will be.
- Is a barge the way to go or can it be excavated? Bottom of the cell may be too soft to allow for straight excavation.
- Option 2 could be months before we get Regulatory approvals, low likelihood of success. Plant is often over capacity level agreements so taking one cell offline for 1-3 years is not an ideal solution.
- Third option could be to just do all the work, desludging and aeration replacement and pay the extra costs.
- Need to mitigate the odour as much as possible whichever option we choose.
- Do we need more information to be able to make a proper decision? We do not want to waste money, we do want solutions.
- Cell 1 is already drained, desludging (depending on storage) could likely be done in about 3 weeks.

Recommendation to get pricing and make a plan for the following scope of work:

- full desludge of cell 1
- complete replacement of aeration equipment in cell 1
- purchase material for cell 2 (unless a full refund for materials is possible)
- defer all cell 2 work
- get someone to check the sludge level in cell 2

We will meet again soon to discuss further.

**On the motion of Chair Savage and Commissioner Redmond that the meeting be adjourned.**

**(3) Adjournment**

Approval:  
Regional Sewer Committee

DRAFT



**Village of New Minas**  
Commission Meeting  
May 8, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **9. Staff Reports**

**Information Report (Agenda Item 9.a.)**

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: May 8, 2023

Subject: Monthly Report — Clerk Treasurer/CAO

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## **Monthly Report — Clerk Treasurer/CAO**

### **Summary:**

The 2022/23 operating surplus is projected to be slightly over \$400,000 (to be confirmed by year end audit). Many of the capital projects for the new fiscal year are underway, including IT hardware, LMCC greening, the electronic signboard for the entrance to the LMCC, the LMCC air duct motors and kitchen heating exhaust system, purchase of the auto scrubber, playground installations, facility lighting efficiency improvements and purchase of Public Works equipment. We will continue to update the Commission on the progress of the Capital Program. The water rate study is also underway, and most of the requested information has been sent to Stantec. The goal is to take the application to the Utility and Review Board this fall. Lastly, the nomination period for the June 28 Commission election is now open. The advanced polls will be on Wednesday June 21<sup>st</sup> and Saturday June 24<sup>th</sup>.

### **Highlights of the Past Month:**

- The 2022/23 operating surplus is projected to be slightly over \$400,000 (to be confirmed by year end audit).
- Many of the capital projects are already underway.
- Water rate study is ongoing.
- Nomination period for June 28 Commission election is now open.

### **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 (April 11)
- Finance & Audit Committee (April 19)
- Regional Sewer Committee (April 25)
- Water Commission (April 25)
- Source Water Protection Committee (April 26)

### **Other Notable Meetings:**

- Utility System Assessment Report Overview — April 19
- Regional Sewer Technical Working Group — April 21 & 24

**Information Report (Agenda Item 9.a.)**

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: May 8, 2023

Subject: Monthly Report — Clerk Treasurer/CAO

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**Professional Development:**

- Volunteering as a mentor for Engineers Nova Scotia
- PMP training — ongoing

**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

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Village of New Minas

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**Information Report (Agenda Item 9.c.)**

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: May 8, 2023

Subject: Monthly Report — Manager of Finance



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## Monthly Report — Manager of Finance

### Summary:

Last couple of weeks have been busy, including work on the fall Co-op application, winter placement financial information submission, and the MSPP pension unload and payments. The front desk has been busy with water and sewer payments from March’s billing; to date over three quarters are already paid.

### Current Tasks/Projects:

- Working on the Operating and Capital bank reconciliations for April, hope to have them completed by the end of next week.
- Fourth Quarterly Due to/from and HST are completed.
- The number for the PST claims for both the village and the Fire Department figures are available for Morse Brewster and Lake, just waiting on vehicle lists and insurance information to finish the claim for submission.

### Long-Term Projects:

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

### Budget Update:

<b>Property Taxes</b>	<b>Budgeted</b>	<b>Collected Year to Date April 30</b>
• Residential	\$1,269,195	\$16,282.24
• Commercial	\$904,256	\$7,291.23
• Resource	\$8,130	\$0.47
 <b>Sewer</b>	 <b>Budgeted</b>	 <b>Collected Year to Date April 30</b>
• Usage Charges	\$685,824	\$160,659.51
 <b>Water</b>	 <b>Budgeted</b>	 <b>Collected Year to Date April 30</b>
• Metered Sales	\$648,000	\$150,569.68
• Sprinkler Service	\$4,852	\$1,043.51

### Meetings:

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



## Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

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Subject: Monthly Report — Manager of Finance

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### 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: May 8, 2023

Subject: Monthly Report — Director of Recreation & Community Development

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## **Monthly Report — Director of Recreation & Community Development**

### **Summary:**

Registration for Summer Day Camps opened on May 1. Within 2 hours every week for every camp, except for Senior Camp, filled up and has a waitlist. Senior Camp is at 75% capacity throughout the summer and will likely fill up as well. Camps are capped at 30 children per camp, as this is what space allows in our camp rooms. We have at least three staff per camp, as well as “junior leaders” for the younger groups that require more supervision.

The Leadership in Training program has also started to fill up and will continue to be an important program that develops future camp staff and provides the youth of our community with valuable job skills for the future.

We received \$8,120.00 for staffing support for summer day camps through “Canada Summer Jobs”.

### **Current Tasks/Projects:**

- Douglas Street Park Planning – developing a community engagement event for early summer
- Summer Camp Planning – Staff training, programming
- Program maintenance for ongoing programs
- Kentville/New Minas Dog Park – Met with head of Park Operations, ToK, to discuss ongoing partnership between the Village and ToK with regards to maintenance of Dog Park. The Dog Park is slated to open in mid-June.
- Summer Event Planning – Canada Day, Celebration Days
- Program Evaluations – Ongoing

### **Long-Term Projects:**

- Park Revitalization Project – Ocean Playgrounds has begun work with the installation of the playgrounds at Meadow Terrace Park. Work at Golfview will commence once this project is complete.

### **Meetings:**

- Beautification Committee
- Health & Safety
- Kentville/New Minas Dog Park

**Information Report (Agenda Item 9.d.)**

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: May 8, 2023

Subject: Monthly Report — Director of Recreation & Community Development

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**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: May 8, 2023

Subject: Monthly Report — Active Living Coordinator

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## **Monthly Report — Active Living Coordinator**

### **Projects:**

- NEW - Active Transportation supports – installation of bike repair station and bike racks at the LMCC
  - Supported by Active Community Funding through CCTH
- NEW – Healthy Eating/Food Insecurity Projects – Breakfast program support for Summer Day Camp – applied for Community Health Board Wellness Funds
- Leadership Development Workshop Series:
  - Project Management Workshop- May 4 & 5
- Community Play Boxes:
  - *Met with Public Works – installation to correspond with playground renovations*
- Way Finder Stations:
  - *Met with Public Works re: installation – waiting for update*
  - *Ordered more signs for the park*
- 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

### **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

## Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: May 8, 2023

Subject: Monthly Report — Active Living Coordinator

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### 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.
- Working on Active Communities Fund Application

### Summer Programs:

- 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

- Lunch & Learn Sessions– received Wellness Grant from the Municipal Wellness Program
  - Opportunities for staff to learn and network
  - Team building opportunities
- Make Your Move @ Work – facilitated by Healthy Tomorrow’s Foundation – distributed content to office staff

### Meetings/Professional Development:

- Recreation Nova Scotia
- Valley Recreation Professional Development Committee
- Active Kids Healthy Kids – grant application review
- Valley/South Shore – Recreation Collective
- Physical Activity Practitioner Exchange - Aging Demographic: Implications and Opportunities  
Dr. Robert Strang, Chief Medical Officer of Health, Department of Health and Wellness



**Village of New Minas**  
Commission Meeting  
May 8, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **10. New Business**

**Request for Decision (Agenda Item 10.a.)**

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: May 8, 2023

Subject: JAAC Appointments

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## **JAAC Appointments**

### **1. Introduction**

The Municipality of the County of Kings (Municipality) is looking to appoint new members for vacancies on the Joint Accessibility Advisory Committee (JAAC) and re-appoint existing members whose appointments will be expiring.

### **2. Discussion**

In accordance with the Inter-municipal Service Agreement between the Municipality and the Villages to form this Committee, each of the parties to the Agreement must separately approve all appointments to the Committee.

### **3. Recommendation**

1. THAT the Village Commission re-appoint Mike Bishop (Village of Kingston) and Andy Vermeulen (Village of Canning) as Village Commissioner Representatives on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023.
2. THAT the Village Commission appoint Rick Balsor (Village of Aylesford) as a Commissioner Representative on the Joint Accessibility Advisory Committee for the remainder of a three year term ending May 31, 2024.
3. THAT the Village Commission re-appoint Dino Wamboldt and Alan Price as the Citizen Representatives on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023.
4. THAT the Village Commission appoint Shelley Hopkins as a Citizen Representative on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023.

## **Finance & Audit Committee Appointments**

### **1. Introduction**

The Finance & Audit Committee Policy states the following regarding membership:

“The membership of the Committee shall consist of:

- Two Commissioners, who shall be appointed on an annual basis and one of whom shall serve as Chair;
- Two independent citizens of the Village, who shall be appointed on an annual basis;
- The Clerk Treasurer/Chief Administrative Officer, who shall be non-voting.”

### **2. Discussion**

The current appointments for the Finance & Audit Committee expired on March 31, 2023. Since the members of the Committee are appointed on an annual basis, the appointments for the current year should be formalized by the Village Commission.

### **3. Recommendation**

1. THAT Dave Chaulk be re-appointed to the Finance & Audit Committee as a Commissioner member for the term ending on March 31, 2024.
2. THAT Quentin Hill be re-appointed to the Finance & Audit Committee as a Commissioner member for the term ending on March 31, 2024.
3. THAT Valerie Kneen-Teed be re-appointed to the Finance & Audit Committee as a citizen member for the term ending on March 31, 2024.