



**Village of New Minas**  
Commission Meeting  
June 12, 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. May 8, 2023 Village Commission Meeting
5. Business Arising from Minutes:
  - a. May 8, 2023 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
  - a. Beautification Committee — Draft minutes included in package
  - b. Finance & Audit Committee — No meeting since last report
  - c. Joint Accessibility Advisory Committee — No meeting since last report
  - d. New Minas Water Commission — Draft minutes included in package
  - e. Regional Sewer Committee — Draft minutes included in package
9. Staff Reports:
  - a. Clerk Treasurer/CAO — Report included in package
  - b. Manager of Municipal Operations — Report included in package
  - c. Manager of Finance — Report included in package
  - d. Director of Recreation & Community Development — Report included in package
  - e. Active Living Coordinator — Report included in package
10. New Business:
  - a. Water Commission Appointments
  - b. Source Water Protection Committee Appointments
  - c. Finance & Audit Committee Appointment
  - d. Regional Sewer Committee Appointment
11. Correspondence — none
12. Other Business
  - a. Special Committee for Strategic Planning
  - b. Microsoft Office 365
13. General Public Input
14. Adjournment



**Village of New Minas**  
Commission Meeting  
June 12, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **4. Approval of Minutes**



**Village of New Minas**  
Commission Meeting  
May 8, 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
- Laura Jacobs, Active Living Coordinator

**Others Present:**

- None

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:02pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the May 8, 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. April 11, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the April 11, 2023 Village Commission Meeting be approved as circulated.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

- b. April 20, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the April 20, 2023 Village Commission Meeting be approved as circulated.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. April 11, 2023 Village Commission Meeting

There was no business arising from the April 11, 2023 minutes.

- b. April 20, 2023 Village Commission Meeting

There was no business arising from the April 20, 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. Committee Reports:**

- a. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the May 8, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Finance & Audit Committee be received as included in the May 8, 2023 Commission agenda package and as verbally summarized by Dave Chaulk.

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

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the May 8, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the May 8, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

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

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the May 8, 2023 Commission agenda package.

Proposed Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the May 8, 2023 Commission agenda package and as verbally summarized by James Redmond.

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

e. Regional Sewer Committee

James Redmond provided a verbal summary of the written report and draft minutes included in the May 8, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Regional Sewer Committee be received as included in the May 8, 2023 Commission agenda package and as verbally summarized by James Redmond.

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

**9. Staff Reports:**

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the May 8, 2023 Commission agenda package:

- 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

Motion:

THAT the Staff Reports be received as included in the May 8, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

**10. New Business:**

- a. JAAC Appointments

The Clerk Treasurer/CAO presented the request for decision included in the May 8, 2023 Commission agenda package.

Motions:

- 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.

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

- 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.

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

- 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.

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

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.

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

b. Finance & Audit Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the May 8, 2023 Commission agenda package.

Motions:

1. THAT Dave Chaulk and Quentin Hill be re-appointed to the Finance & Audit Committee as a Commissioner members for the term ending on March 31, 2024.

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

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

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

c. Anti Racism Charter in Recreation

The Active Living Coordinator presented the Anti Racism Charter in Recreation. This charter is needed to specifically acknowledge and address the harm and exclusion caused by racism in recreation. A proactive and systemic approach is required to make recreation welcoming and inclusive for everyone in Nova Scotia.

Motion:

THAT the Village Commission endorse the signing and implementation of the Anti Racism Charter in Recreation.

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

d. Kentville/New Minas Dog Park

The Clerk Treasurer/CAO provided an update on the Kentville/New Minas Dog Park, which is slated to open in June. The Town of Kentville has more capacity within their team for maintenance duties, and it would therefore be more feasible for the Village of New Minas to provide a yearly financial contribution towards the operation of the park. The yearly amount is estimated to be \$3,000 (beginning in 2024/25), and staff will keep track of the true costs and level of effort to maintain the park once it opens. This will inform a new line in the operating budget for 2024/25.

e. New Minas South Naming

Mary Munroe discussed concerns about naming used to describe the lands to the south of the 101, which were recently opened up for development through the New Minas SPS. The Clerk Treasurer/CAO confirmed that the majority of the area in question falls within the Village boundary, and as such is part of the Village of New Minas. The term New Minas South will likely be used as a geographical area descriptor, but this has nothing to do with legal boundaries.

f. Provincial Capital Assistance Program (PCAP) Funding Opportunity

The Clerk Treasurer provided an update on the PCAP funding opportunity. The Village received an email on May 8<sup>th</sup> informing municipalities that they can now apply for various provincial funding programs administered by the Department of Municipal Affairs and Housing, including the PCAP program. Applications are due on June 7<sup>th</sup>, and must include a resolution of council supporting the submission of the project for funding consideration under PCAP. SNC Lavalin prepared a Utility System Assessment for the Village as part of the New Minas SPS project. This report identified nine areas of sewer pipe that were modeled to be over 90% capacity. SNS Lavalin has recommended additional field work to install flow meters in these sections of pipe. The actual hydraulic information will then be used to calibrate the model and determine which areas should proceed to detailed design.

Motion:

THAT the Village Commission instruct staff to submit an application for PCAP funding for the Sanitary Capacity Study.

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



**11. Correspondence:**

There was no correspondence.

**12. Other Business:**

Mary Munroe provided an update on a meeting with the Minister of Municipal Affairs and Housing about the history of the Village. The Province is interested in supporting efforts to promote the history of the Village, including further research into our First Nations and Acadian heritage. The consensus was to add this initiative to the upcoming Strategic Planning work.

**13. General Public Input:**

There was no public input.

**14. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 7:56pm.

Motion:

THAT the meeting be adjourned.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**



**Village of New Minas**  
Commission Meeting  
June 12, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **8. Committee Reports**



**Village of New Minas**  
Beautification Committee  
May 17, 2023 @ 10:30 AM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Members Present:**

- Mary Munroe, Commission Member & Chair
- Debra Windle-Smith, Commission Member
- Agnes Wojt, Citizen Member (via Zoom)
- Donna Randell, Citizen Member (via Zoom)
- John Ansara, Director of Recreation & Community Development
- Gerard Hamilton, Manager of Municipal Operations

**Members Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- John George, Public Works

**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 May 17, 2023 Beautification Committee Meeting be approved as circulated.

M/ John Ansara

S/ Debra Windle-Smith

Motion Carried

**3. Approval of Minutes:**

- a. March 29, 2023 Beautification Committee Meeting

Motion:

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

**M/ John Ansara**  
**S/ Gerard Hamilton**  
**Motion Carried**

**4. Business Arising from Minutes:**

- a. March 29, 2023 Beautification Committee Meeting  
There was no business arising from the March 29, 2023 minutes.

**5. Comments from the Chair:**

The Chair would like to address sign maintenance on either end of the Village. The Chair also requested that the team keep looking for environmentally friendly, accessible surfacing.

**6. Presentations:**

There were no presentations.

**7. Finance & Budget Update:**

John has submitted the Streetscaping & Beautification grant through Municipal Affairs. The grant asked for \$25,000 to support projects such as irrigation, lights, lighting and decorations and Founding Fathers Park.

**8. Capital Projects:**

- a. Crescent Park West  
The permit has been submitted to the Nova Scotia Department of Public Works for a ¾ inch line for irrigation. A replacement sign was also discussed.
- b. Founding Fathers Park  
Irrigation, replacement sign, viewing deck were all discussed as additions to Founding Fathers Park. Water and Power supply are already there but a small water line adjustment will have to happen to support irrigation. It was discussed that the group would benefit from having an outside planner come in to discuss the viewing deck. The group will reach out to Tim Palmer and attempt to work out a meeting time to discuss options.

c. Lights and Decorations

- 7 red holiday banners will be ordered this summer, as part of a phased approach to replace the existing blue banners along Commercial Street. The goal is to install the blue banners along Prospect Road in the future.
- Design for new seasonal banners to be approved at the next Beautification Committee meeting. The final number of banners to be ordered will be pending external funding approval (budgeted at either 30 or 60).
- Christmas related items to be discussed in the September meeting.

d. Prospect Road Pocket Park

Solar lamp post with 3 heads has been received and will be installed in the next month. Solar lights for the blue spruce trees have been received and will be hung at the same time as the lamp post. Solar flood lights will be purchased this summer after it is determined if there is enough lighting from the two current light sources.

9. New Business:

There was no new business.

10. Other Business

a. Spring Plantings Update

John George went to Blomidon Nurseries and ordered the flowers needed for the hanging baskets and planters. We have all sorts of colours coming in the planters including pink, yellow, orange, red, black and blue. Along with fullers, drapers, plants of all different heights including but not limited to sunflowers, potato vine, black lilies, petunias, tiger grass, and begonias. The Louis Millett Community Complex will get 4 large baskets. Ornamental grass/shrubs will be planted at the Louis Millett Community Complex to help with curb appeal, and for markers during plowing in the winter time.

b. Butterfly Way Update

Debra spoke to Carolyn; they are working on setting up a meeting.

c. Christmas Lights Warranty Update

John has spoken with the manufacturer, and we will be returning 40 lights. They will be replaced under warranty.

11. Next Meeting Date

The next meeting is scheduled for Wednesday July 19, 2023 @ 10:30am at the LMCC and via online video conference (Zoom).

**12. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 11:31am.

Motion:

THAT the meeting be adjourned.

**M/ John Ansara**

**S/ Donna Randell**

**Motion Carried**

DRAFT



**Village of New Minas**  
New Minas Water Commission  
May 23, 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

**Members Absent:**

- Maynard Stevens, Citizen Member

**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 3:03pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the May 23, 2023 Water Commission Meeting be approved as circulated.

**M/ Dave Chaulk**

**S/ Mary Munroe**

**Motion Carried**

**3. Approval of Minutes:**

- a. April 25, 2023 Water Commission Meeting

Motion:

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

**M/ Mary Munroe**

**S/ Bruce MacArthur**

**Motion Carried**

**4. Business Arising from Minutes:**

- a. April 25, 2023 Water Commission Meeting

There was no business arising from the April 25, 2023 minutes.

**5. Comments from the Chair:**

The Chair asked the Clerk Treasurer/CAO to provide an update on a new property tax bill that has been received for the Busch Lane water tower, and potential implications for other Water Utility properties.

The following list shows the New Minas Water Utility PIDs and assessed values:

- 55321566: \$560,100
- 55201800: \$3,310,500
- 55209852: \$46,000
- 55210322: \$30,200
- 55285613: \$34,000
- 55286207: \$240,100
- 55289615: \$50,900
- 55450274: \$411,400
- 55450282: \$68,500
- 55468904: \$1,200

Section 5(h) of the Nova Scotia Assessment Act allows water utility properties to be taxed. PVSC has recently changed PID 55321566 to commercial taxable from commercial exempt. It is likely that over time many or all of these properties will be changed to commercial taxable.

Total: \$4,752,900 = \$108,700 per year @ commercial rate = \$65,200 @ 40% exempt

2023/24 Water Utility Operating Budget = \$1,146,500 → 6% increase



Motion:

THAT the Clerk Treasurer/CAO send a letter to the Mayor, Council, Minister of Municipal Affairs and the Local MLA outlining the Water Commission's concerns about this new and unexpected tax situation.

**M/ Dave Chaulk**  
**S/ Mary Munroe**  
**Motion Carried**

**6. Staff Reports:**

a. Water Operations Report

Greg Messom provided a verbal summary of the Water Operations Report circulated prior to the May 23, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the May 23, 2023 Water Commission meeting and as verbally summarized by the Utility Operator.

**M/ Dave Chaulk**  
**S/ Bruce MacArthur**  
**Motion Carried**

**7. Capital Projects Update:**

The Utility Operator provided an update on the variable frequency drives. Staff are currently preparing tender specifications for suppliers to bid on. The goal is to tender this project in June.

**8. Source Water Protection Committee:**

The updated draft of the Source Water Protection Plan prepared by Billy Shaw has been circulated to the Committee, and will be discussed at the next meeting on June 7.

**9. Correspondence:**

None

**10. Other Business:**

The Clerk Treasurer/CAO informed the Water Commission that Nova Scotia Environment requires an updated System Assessment Report (SAR) for the Utility. The last SAR was prepared in 2013, and requires updating on a 10-year cycle. This project was not included in the budget. The Clerk Treasurer/CAO recommended using GL #113-241-4 (Water Operating) for the estimated \$15,000 to \$20,000 expense.

**11. Public Input:**

None

**12. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 3:28pm.

Motion:

THAT the meeting be adjourned.

**M/ Bruce MacArthur**

**S/ Dave Chaulk**

**Motion Carried**

DRAFT

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

- Meeting, Date and Time** Regional Sewer Committee Meeting was held on Friday, May 5, 2023, at the Municipal Complex
- (1) Roll Call:** In attendance were:
- Municipality of the County of Kings:* Councillor Joel Hirtle, Chair  
Scott Conrod, Chief Administrative Officer  
Mayor Muttart, Mayor  
Aaron Dondale, Manager of Operations  
Mike Livingstone, Manager of Financial Reporting  
Abdelkalek Omar, Manager of Engineering  
Susan Gray, Recording Secretary
- Town of Kentville:* Cate Savage, Deputy Mayor (voting member) – Chair  
Dan Troke, Chief Administrative Officer  
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:* none
- (1) Meeting Called to order:** The Chair called the meeting to order at 11:02 am. Roll call was taken.
- (2) Approval of the Agenda:** **On the motion of Commissioner Redmond and Deputy Mayor Savages that the agenda be approved.**
- Motion carried.**
- (3) Approval of April 25, 2023, Minutes** **On the motion of Commissioner Redmond and Deputy Mayor Savage that the minutes of April 25, 2023, be approved.**
- Motion carried.**
- (4) Retire to Closed Session as per Section 22(2)(e) of the Municipal Governance Act -Contract Negotiations** **On the motion of Deputy Mayor Savage and Commissioner Redmond that we move to closed session.**
- Motion Carried at 11:04**  
**Return to Public at 12:12**
- (5) Reconvene in Public Session** **Recommendation (revised based on discussion)**
- That Regional Sewer Committee recommend to their respective Councils, Commission, and Management that approval be provided to proceed with consulting and drafting an NRFP including cost**

estimates for an additional desludging contract related to Cell 1 of the Regional Sewer System as detailed in the May 5, 2023, Request for Decision.

**(6) Adjournment**

On the motion of Commissioner Redmond and Katrina Wonders that the meeting be adjourned.

**Motion Carried**

Approval:  
Regional Sewer Committee

DRAFT



**Village of New Minas**  
Commission Meeting  
June 12, 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: June 12, 2023

Subject: Monthly Report — Clerk Treasurer/CAO

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## Monthly Report — Clerk Treasurer/CAO

### Summary:

The nomination period for the Village Commission election closed on May 26. We received two nominations from the incumbents, meaning that both will be elected through acclamation and an election will not be necessary. The oaths of office will be administered prior to the July Commission meeting, at which time the Commission will also select a Chair and Vice Chair for the next year.

The Village’s 5-year Capital Investment Plan (CIP) was submitted to the Municipality on May 25. This includes this year’s gas tax projects, which has been renamed to the Canada Community-Building Fund (CCBF).

There have been numerous discussions and meetings with the Regional Sewer Technical Working Group on the plan to resolve the ongoing odour issue. This is currently the most significant issue in the Village from a political and social perspective. The Municipality is preparing a request for proposals for additional desludging from Cell 1 this fall, which will require approval from the Regional Sewer Committee and the individual partners. The cost for this unbudgeted work is expected to be \$2-3 million, and the Village of New Minas will be responsible for 21% of the cost. The Village will be able to fund its share of the project out of its CCBF allocation balance of \$1,339,857.50.

Lastly, a letter outlining the Village’s concerns about the unexpected change in tax designation to the Busch Lane water tower property was sent on June 5. The hope is that this will lead to a resolution from either the County or the Province.

### Highlights of the Past Month:

- 5-year Capital Investment Plan has been submitted.
- PCAP application for the Collection System Line Replacements project has been submitted.
- Water rate study is ongoing.
- The two incumbents for this year’s Village Commission election have been elected through acclamation. Congratulations to James Redmond and Mary Munroe!

### Regularly Scheduled Meetings:

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

- Collective meetings Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Regional Sewer Committee (May 5)
- Village Commission (May 8)
- Beautification Committee (May 17)

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

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: June 12, 2023

Subject: Monthly Report — Clerk Treasurer/CAO

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- Water Commission (May 23)
- Source Water Protection Committee (June 7)

**Other Notable Meetings:**

- Regional Sewer Technical Working Group — May 9 & 31
- Community Meeting for Regional Sewer Treatment Plant odour issue — May 11
- Labour Management Meeting — May 23
- District 8 Meeting — May 23

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

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: June 12, 2023

Subject: Monthly Report — Manager of Municipal Operations

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## **Monthly Report — Manager of Municipal Operations**

### **Summary:**

Summer is a week away and staff are busy with the operation and maintenance of parks, sidewalks, sport fields, hydrant maintenance, meter reading, splash pad and so forth. We have several beautification capital projects in the works. Department of Transportation and Infrastructure Renewal (DTIR) did a good job with the cleaning of several streets (Commercial Street) before the Apple Blossom Festival.

### **Current Task/Projects:**

- Fabricating existing water line at Founding Fathers for new irrigation unit
- The planter boxes have been placed throughout the village. John George came up with a new layout. There appears to a vast array of colours
- Water meters are in the process of being read
- Sewer truck will be here in the last week of June to clean sections of the sewer system
- A Request for Proposal had been submitted to the provincial procurement site for a new sidewalk snow clearing machine. It closed on June 09, 2023.
- Mowing and maintenance of parks and other village owned facilities

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

- Met with Clerk-Treasurer and representatives of Stantec for continuing discussions on the water rate study

### **Meetings:**

- Attended Beautification meeting
- Weekly managerial meeting

### **Professional Development:**

- Several staff members will be renewing their traffic control signers course
- I am in the process of collecting data from Public Works/Water staff for renewals and first time safety courses.
- I attended several sessions on the interaction with staff members as it relates to empathetic situations.



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

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: June 12, 2023

Subject: Monthly Report — Manager of Municipal Operations

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**Outlook for Next Month:**

- Mowing and park maintenance
- Participation in safety training as required
- Daily operations

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

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: June 12, 2023

Subject: Monthly Report — Manager of Finance



## Monthly Report — Manager of Finance

### Summary:

These last couple of weeks have been busy. Lawrence was in gathering info for the 2022/23 Audit. Worked on multiple reports for submission, including PST, Grant in Lieu (GIL) and bank property tax listings. 2023/24 tax levy was run and notices went in the mail. Posted a position on the job bank for the front desk, as Susan is finished the third week of August. The front desk has been busy with water and sewer payments from March’s billing, taxes, After School Adventure Club and Summer Camp.

### Current Tasks/Projects:

- The Operating and Capital bank reconciliations for April are completed, hope to have May finished this week.
- Fourth Quarter due to/from and HST are completed.
- PST claims submitted for both the Village and the NMVFD
- GIL, both Federal and Provincial claims submitted

### 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 May 31</b>
• Residential	\$1,269,195	\$42,805.56
• Commercial	\$904,256	\$13,535.28
• Resource	\$8,130	\$37.91
<b>Sewer</b>	<b>Budgeted</b>	<b>Collected Year to Date May 31</b>
• Usage Charges	\$685,824	\$191,369.50
<b>Water</b>	<b>Budgeted</b>	<b>Collected Year to Date May 31</b>
• Metered Sales	\$648,000	\$181,553.85
• Sprinkler Service	\$4,852	\$1,137.47

### Meetings:

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

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

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: June 12, 2023

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: June 12, 2023

Subject: Monthly Report — Director of Recreation & Community Development

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

### **Summary:**

The Village took on a larger role in this year’s Apple Blossom Festival, thanks in large part to Recreation Staff Erica Dominey’s inclusion in the festival planning committee. On May 25<sup>th</sup> we co-hosted the “Food Truck Party” which brought hundreds of visitors to the Village. On May 26<sup>th</sup> we co-hosted the “Business Breakfast”, which was an opportunity for local businesses and other organizations to network. On May 27<sup>th</sup>, we hosted the “Foam Party”, which brought another few hundred visitors to Lockhart Ryan Park. Finally, the Village submitted a float into the Apple Blossom festival. This year’s theme was “Apple Saucer”, paying homage to the first reported UFO sighting in North America - in New Minas - in 1796!

The Recreation department continues to attract interesting and important community events to use its facilities. In early May we hosted the third Wrestling event in 3 months, with a 4<sup>th</sup> being scheduled for July 7<sup>th</sup>. In early June, the provincial girls high school softball tournament will be played out of Lockhart Ryan Park, and on the same weekend there is a youth soccer tournament. And very recently, we were approached to partner with the Canadian Disc Golf Tour to make our annual, “Iron Leaf” disc golf tournament a sanctioned event.

### **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
- Summer Event Planning – Canada Day, Celebration Days
- Program Evaluations – Ongoing
- Prepare disc golf course for “Canadian National Disc Golf Tour” event in October

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

- Park Revitalization Project – Ocean Playgrounds has begun work with the installation of the playgrounds at Meadow Terrace Park. All that remains to be done is the addition of the synthetic wood chip surfacing. Work at Golfview will commence once this project is complete.

### **Meetings:**

- Beautification Committee
- Valley Recreation AGM

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

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: June 12, 2023

Subject: Monthly Report — Director of Recreation & Community Development

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- 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: June 12, 2023

Subject: Monthly Report — Active Living Coordinator

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## Monthly Report — Active Living Coordinator

### Projects:

- Anti Racism Charter – endorsement has been signed and sent to Recreation NS – promoted via social media
  - Developing policy documents, reporting forms and operational procedures for staff/volunteers
  - Developing communications to share with facility users regarding policy standards
  - Working with Recreation Facilities Association of Nova Scotia for appropriate signage to include in LMCC and Lockhart & Ryan park
- Pride Event – partnering with EMS to host event at Lockhart & Ryan Park as part of their Pride week.
- Active Transportation supports – installation of bike repair station and bike racks at the LMCC
  - Supported by Active Community Funding through CCTH- awaiting funding update
- Healthy Eating/Food Insecurity Projects – Breakfast program support for Summer Day Camp – applied for Community Health Board Wellness Funds
  - Potential support from the New Minas Rotary Club
- Community Play Boxes:
  - *Installation delayed due to repair needs*
- 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

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

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: June 12, 2023

Subject: Monthly Report — Active Living Coordinator

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### 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.
- Active Communities Fund – awaiting funding updates

### Summer Programs:

- Leader In Training Program –youth ages 13-14, focusing on leadership skills and training opportunities that will increase their employability and community engagement.
- Developing training schedule
- Hired LIT Director and leader to facilitate program – start date June 19th

### Workplace Wellness Initiatives

- Lunch & Learn Sessions– received Wellness Grant from the Municipal Wellness Program
  - Opportunities for staff to learn and network
  - Topics will include – mental health, stress management, conflict resolution, customer service and nutrition

### Meetings/Professional Development:

- Recreation Nova Scotia
- Valley Recreation Professional Development Committee
- Active Kids Healthy Kids – grant application review
- School Physical Activity Partnership
- New Minas Rotary Club
- Kings County Recreation Meeting
- Equitable Language training
- Valley Female Leadership Network
- Valley Recreation – meeting & AGM



**Village of New Minas**  
Commission Meeting  
June 12, 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: June 12, 2023

Subject: Water Commission Appointments

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## **Water Commission Appointments**

### **1. Introduction**

The Act to Incorporate the New Minas Water Commission states the following regarding membership:

5. (1) The Board shall consist of
  - (a) three Village Commissioners appointed by the Village Commissioners; and
  - (b) two qualified ratepayers appointed by the Village Commissioners.
  
- (2) Notwithstanding any provision of this Act, no person may be appointed a Water Commissioner unless the person has continuously been rated in respect of property in the Village and has been ordinarily resident in the Village continuously for at least three years immediately before the person's appointment.
  
6. (1) Each Water Commissioner shall hold office for a term of three years.  
(2) Notwithstanding subsection (1), a person shall cease to be a Water Commissioner when he dies, resigns, becomes unable to act as a Water Commissioner, or ceases to be a qualified ratepayer.  
(3) Notwithstanding subsections (1) and (2), a person appointed pursuant to clause (a) of subsection (1), of Section 5 ceases to be a Water Commissioner when the person ceases to be a Village Commissioner.

### **2. Discussion**

Two of the three Village Commissioner seats on the Water Commission require new appointments for a three year term. The other three seats (one Village Commissioner and two citizen appointments) will be up for appointment in May of 2024. The Act requires oaths of office to be administered prior to beginning the duties for each term; this will take place at the June 27 Water Commission meeting. At that time, the Water Commission will also appoint a Chair and Vice Chair from among its members. The Chair receives an honorarium of \$2,225 per year, and the other Water Commissioners receive an honorarium of \$1,112 per year.

### **3. Recommendation**

1. THAT James Redmond be appointed to the Water Commission as a Commissioner member for the term ending on May 31, 2026.
2. THAT Mary Munroe be appointed to the Water Commission as a Commissioner member for the term ending on May 31, 2026.

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

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: June 12, 2023

Subject: Source Water Protection Committee Appointments

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## **Source Water Protection Committee Appointments**

### **1. Introduction**

The Source Water Protection Committee Policy states the following regarding membership:

The Committee shall be composed of stakeholders of the Utility. The members of the Committee shall be appointed by the New Minas Water Commission and shall consist of the following five voting members:

- One Municipal Councillor, drawn from District #7 or District #8, who shall be appointed by the Municipality for a one-year term commencing in November;
- Two citizen representatives, appointed for a two-year term commencing in July of the appointment year, who shall be either a Utility customer or a resident of New Minas at the time of appointment and for the duration of their appointment;
- Two members of the New Minas Water Commission, appointed for a one-year term commencing in July.

### **2. Discussion**

The current terms for citizen members and members of the New Minas Water Commission expire on June 30. There has been a vacancy for one of the citizen members for over one year which will now be filled. The operating budget now includes a \$250 honorarium for citizen members, to acknowledge their time and effort.

### **3. Recommendation**

1. THAT James Redmond be appointed to the Source Water Protection Committee as a member of the New Minas Water Commission for the term ending on June 30, 2024.
2. THAT Maynard Stevens be appointed to the Source Water Protection Committee as a member of the New Minas Water Commission for the term ending on June 30, 2024.
3. THAT Scott Crowell be appointed to the Source Water Protection Committee as a citizen member for the term ending on June 30, 2025.
4. THAT Dale Pineo be appointed to the Source Water Protection Committee as a citizen member for the term ending on June 30, 2025.

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

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: June 12, 2023

Subject: Finance & Audit Committee Appointment

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## **Finance & Audit Committee Appointment**

### **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 Committee has had a citizen member vacancy for the past 11 months. This appointment will complete the Finance & Audit Committee membership for the current term ending on March 31, 2024. The operating budget now includes a \$250 honorarium for citizen members, to acknowledge their time and effort.

### **3. Recommendation**

THAT Bruce MacArthur be appointed to the Finance & Audit Committee as a citizen member for the term ending on March 31, 2024.

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

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: June 12, 2023

Subject: Regional Sewer Committee Appointment

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## **Regional Sewer Committee Appointment**

### **1. Introduction**

The terms of reference for the Regional Sewer Committee state the following regarding membership:

#### **Composition**

Each Partner shall appoint one Voting Member:

- For municipal partners, their voting member shall be a current member of the respective Council or Commission.
- PepsiCo voting member shall be a person holding a management level position at either the New Minas facility or one who has an operational or environmental oversight responsibility for the New Minas facility.

### **2. Discussion**

The Regional Sewer Committee provides "day to day" oversight of the Regional Sewage System for Council and advises it on various matters including operations, regulatory compliance, finances, and capital work. The Committee typically meets on the fourth Thursday of each month at the Municipal Building. Its voting members consist of a representative of each of the five partners: the Municipality, Town of Kentville, Village of New Minas, Hostess Frito-Lay, and Atlantic Poultry. The Technical Working Group is currently the only subcommittee and consists of technical staff from the three municipal partners. The Working Group provides engineering and operational advice to the Committee. The Regional Sewage System consists of the Kings Regional Sewage Treatment Plant in New Minas and a trunk collection system which extends from Coldbrook to the New Minas/Greenwich border. Its total catchment area stretches from Coldbrook to Greenwich to parts of North Kentville and services around 18,000 people.

### **3. Recommendation**

THAT James Redmond be appointed to the Regional Sewer Committee as the Village's Voting Member for the term ending on May 31, 2026.