



**Village of New Minas**  
Commission Meeting  
July 10, 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. Oaths of Office for 2023 Election
5. Election of Village Commission Chair and Vice-Chair
6. Approval of Minutes:
  - a. June 12, 2023 Village Commission Meeting
  - b. June 27, 2023 Village Annual General Meeting
7. Business Arising from Minutes:
  - a. June 12, 2023 Village Commission Meeting
  - b. June 27, 2023 Village Annual General Meeting
8. Comments from the Chair
9. Public Input Specific to Agenda Topics
10. Committee Reports:
  - a. Beautification Committee — No meeting since last report
  - b. Finance & Audit Committee — No meeting since last report
  - c. Joint Accessibility Advisory Committee — Draft minutes included in package
  - d. New Minas Water Commission — No meeting since last report
  - e. Regional Sewer Committee — Draft minutes included in package
11. Staff Reports:
  - a. Clerk Treasurer/CAO — Report included in package
  - b. Manager of Municipal Operations — Report to be circulated
  - 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
12. New Business:
  - a. Beautification Committee Appointments
13. Correspondence — none
14. Other Business
15. General Public Input
16. Adjournment



**Village of New Minas**  
Commission Meeting  
July 10, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **6. Approval of Minutes**



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

- Donna Randell (via Zoom)

**1. Call to Order:**

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

**2. Approval of the Agenda:**

Dave Chaulk requested an addition to the agenda to discuss development in New Minas. Mary Munroe requested an addition to the agenda to discuss the reinstatement of the New Minas Area Advisory Committee. These items will were added to "Other Business."

Motion:

THAT the Agenda for the June 12, 2023 Commission Meeting be approved as amended.

**M/Quentin Hill**

**S/Mary Munroe**

**Motion Carried**

**3. Disclosure of Conflict of Interest:**

No conflicts of interest were declared.

**4. Approval of Minutes:**

- a. May 8, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the May 8, 2023 Village Commission Meeting be approved as circulated.

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

**5. Business Arising from Minutes:**

- a. May 8, 2023 Village Commission Meeting

There was no business arising from the May 8, 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. Beautification Committee

Mary Munroe provided a verbal summary of the draft minutes included in the June 12, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Beautification Committee be received as included in the June 12, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

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

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the June 12, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the June 12, 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 draft minutes included in the June 12, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the June 12, 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 June 12, 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 June 12, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

**M/Debra Windle-Smith**

**S/Mary Munroe**

**Motion Carried**

**10. New Business:**

- a. Water Commission Appointments

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion:

THAT James Redmond and Mary Munroe be appointed to the Water Commission as Commissioner members for the term ending on May 31, 2026.

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

b. Source Water Protection Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion #1:

THAT James Redmond and Maynard Stevens be appointed to the Source Water Protection Committee as members of the New Minas Water Commission for the term ending on June 30, 2024.

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

Motion #2:

THAT Scott Crowell and Dale Pineo be appointed to the Source Water Protection Committee as citizen members for the term ending on June 30, 2025.

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

c. Finance & Audit Committee Appointment

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion:

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

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

d. Regional Sewer Committee Appointment

The Clerk Treasurer/CAO presented the request for decision included in the June 12, 2023 Commission agenda package.

Motion:

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

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

**11. Correspondence:**

There was no correspondence.

**12. Other Business:**

a. Special Committee for Strategic Planning

Now that the two incumbents have been re-elected to the Village Commission via acclamation, the Clerk Treasurer/CAO reintroduced the idea of a Special Committee to develop a Strategic Plan for the Village of New Minas. It was decided to keep the process informal through a monthly working group consisting of two Commissioners and senior staff. Any resourcing needs and a timeline for project completion will be reported back to the Commission in September.

Motion:

THAT Quentin Hill and Debra Windle-Smith be appointed to a monthly working group consisting of two Commissioners and senior staff to develop a Strategic Plan for the Village of New Minas.

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

b. Microsoft Office 365

The Clerk Treasurer/CAO discussed a quotation from Server Cloud Canada (our existing service provider) to migrate to Microsoft Office 365. The total cost per year will decrease from \$21,200 to approximately \$19,700 (and potentially less depending on the number of subscriptions), with increased features that are important for productivity and collaboration. There will be a one-time migration service charge of \$1,500 + HST. The consensus was to move forward with this initiative, understanding that there will be some growing pains.

c. New Minas Development

Dave Chaulk discussed a desire for the Village to be proactive in pursuing development and funding opportunities (including partnerships with higher levels of government) for the lands to the south of Hwy 101. This initiative will be included in the Strategic Plan.

d. New Minas Area Advisory Committee

Mary Munroe discussed a desire for the New Minas Area Advisory Committee to be reinstated, now that the New Minas Secondary Planning Strategy has been approved. The Clerk Treasurer/CAO will discuss this matter with the County and provide a recommendation to the Commission.

**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 7:35pm.

Motion:

THAT the meeting be adjourned.

**M/Debra Windle-Smith**

**S/Quentin Hill**

**Motion Carried**





**Village of New Minas**  
Annual General Meeting  
June 27, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Commissioners Present:**

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

**Commissioners Absent:**

- Mary Munroe (with regrets)

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO

**Others Present:**

- Jason Haughn, Municipal Advisor
- Lawrence Lake, Morse Brewster Lake
- Pat Poll

**1. Call to Order:**

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

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the June 27, 2023 Village Annual General 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. June 28, 2022 Village Annual General Meeting

Motion:

THAT the Minutes for the June 28, 2022 Village Annual General Meeting be approved as circulated.

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

**5. Business Arising from Minutes:**

- a. June 28, 2022 Village Annual General Meeting

There was no business arising from the June 28, 2022 minutes.

**6. Comments from the Chair:**

There were no comments from the Chair.

**7. Presentations:**

- a. Financial Statements for Year Ending March 31, 2023

The audited financial statements for the year ending March 31, 2023 for the Village of New Minas and the New Minas Water Commission were presented. The auditor, Lawrence Lake, was present to provide an overview of the Financial Statements and to take questions. Mr. Lake provided a brief summary of the following sections of the Financial Statements:

- Independent Auditor's Report
- Consolidated Statement of Operations
- Consolidated Statement of Financial Position
- Consolidated Statement of Changes in Net Financial Assets
- Consolidated Statement of Cashflow

Mr. Lake commented that the Village is currently in a strong financial position with a healthy tax base.

Motion:

THAT the Financial Statements for Year Ending March 31, 2023 be received as presented.

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

b. 2023/24 Budget

The Operating Budgets and the Capital Budgets for the Village of New Minas and the New Minas Water Commission for the 2023-2024 fiscal year were presented by the Clerk Treasurer/CAO. The Operating and Capital Budgets for the Village of New Minas were ratified by the Village Commission on March 13, 2023. The Operating and Capital Budgets for the New Minas Water Commission were ratified by its Commission on February 28, 2023.

The Operating Budget for the Village is balanced, and the New Minas Water Commission is projecting a deficit of \$129,433. A new rate study will be presented to the Utility and Review Board later this fiscal year. The Capital Budget for the Village forecasts \$808,714 in spending with \$434,031 in funding offsets. The Capital Budget for the New Minas Water Commission forecasts \$315,000 in spending with \$290,000 in funding offsets.

**8. Annual Reports:**

a. Village of New Minas

The Annual Report of the Village of New Minas (included in the June 27, 2023 Village Annual General Meeting agenda package) was presented by Dave Chaulk, Chair of the Village Commission. During the presentation, Dave expressed his appreciation for the work of the Village Commissioners and staff.

Motion:

THAT the annual report for the Village of New Minas be received as presented.

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

b. New Minas Volunteer Fire Department

The Annual Report of the New Minas Volunteer Fire Department (included in the June 27, 2023 Village Annual General Meeting agenda package) was presented by Dave Chaulk, Chair of the Village Commission. Dave thanked NMFDC Chief James Redmond and all of the volunteer firefighters for their efforts over the past year.

Motion:

THAT the annual report for the New Minas Volunteer Fire Department be accepted as presented.

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

**9. Other Business:**

There was no other business.

**10. General Public Input:**

Pat Poll asked when the Golf View playground will be installed. The Clerk Treasurer/CAO replied that it is next on the list now that the Meadow Terrace playground has been completed, and the goal is for the installation to be completed by the end of the summer.

**11. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 7:38pm.

Motion:

THAT the meeting be adjourned.

**M/Quentin Hill**

**S/Debra Windle-Smith**

**Motion Carried**

DRAFT



**Village of New Minas**  
Commission Meeting  
July 10, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **10. Committee Reports**

# JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, June 14, 2023

## Draft Minutes

**Meeting, Date and Time** A meeting of the Joint Accessibility Advisory Committee (JAAC) was held virtually on Wednesday, June 14, 2023, in Council Chambers at 181 Coldbrook Village Park Drive.

### Attending

#### JAAC Members

Mary Fox – Citizen Member (Chair)  
Doug Ralph – Citizen Member (Vice Chair)  
Alan Price – Citizen Member: West  
Crystal McCormack – Citizen Member: Central  
Don Nauss – Citizen Member  
Shelley Hopkins – Citizen Member  
Michael Keith – Commissioner, Village of Cornwallis Square

#### Municipal Staff

Katie MacArthur – Accessibility Coordinator  
Shawn Fevens – Recreation Coordinator  
Laurie-Ann Clarke – Recording Secretary

#### Guests

Andy Vermeulen – Commissioner, Village of Canning  
Councillor Peter Allen – District 9 (Alternate)

#### Regrets

Councillor Lexie Misner – District 2  
Mike Bishop – Commissioner, Village of Kingston  
Quentin Hill – Commissioner, Village of New Minas  
Robert Sealby – Commissioner, Village of Greenwood  
Terry Brown – Manager of Inspection & Enforcement Division

#### Absent

Dino Wamboldt – Citizen Member: East  
Rick Balsor – Commissioner, Village of Aylesford

**1. Call to Order** Mary Fox, Chair, called the meeting to order at 7:02 p.m.

**2. Roll Call** Roll call was taken.

**3. Amendments to the Agenda**      None

**4. Approval of the Agenda**      **On motion of Commissioner Vermeulen and Mr. Price, that the Joint Accessibility Advisory Committee approve the June 14, 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. April 12, 2023**      **On motion of Commissioner Vermeulen and Mr. Price, that the minutes of the Joint Accessibility Advisory Committee meeting held on April 12, 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. Rick Hansen Foundation Accessibility Certification Training and Accessibility Ratings**      Katie MacArthur, Accessibility Coordinator, shared that she was enrolled in the Rick Hansen Foundation Accessibility Certification training. Once certified, she would be able to complete site visits and rate areas on accessibility for the Municipality and the Village’s high-traffic facilities and offer suggestions for short and long term improvements. Ms. MacArthur shared the presentation she made in her course which provided the JAAC with a look at what the rating system looked like. She indicated she would contact the Village Clerks to set up times and locations to complete the assessments.

- b. Foundations Training**

Ms. MacArthur advised the committee that she had completed the Nova Scotia Accessibility Directorate’s (the Directorate) “Train the Trainer” course which coached her in facilitating the Directorate’s “The Foundation of Accessibility” workshop. She will be scheduling this workshop for Village and Municipal staff and elected officials in the fall. She also mentioned that another workshop on plain language is being developed by the Directorate.
  
- c. Provincial Funding**

Ms. MacArthur shared that the Village of Canning had received Provincial funding for implementation of Braille signage. She also noted that the Municipality did not get approval for Council chamber upgrades.
  
- d. Aylesford Lake & Centreville Park Tours**

Ms. MacArthur invited the committee to visit Aylesford Lake Beach and provide feedback on the facility’s accessibility. A date of Monday, June 19 was proposed and she advised she would follow up by email to determine who was interested and arrange a time. Members requested that a virtual tour be made available for those unable to attend.
  
- e. Mel Hebb Hourglass Awards**

Ms. MacArthur advised the committee that Commissioner Sealby was awarded the Mel Hebb Hourglass Award which recognizes “an individual who, has gone above and beyond their duties as a provincial, municipal, or federal public servant and has demonstrated: 1) a commitment to person centred service- always putting the needs and concerns of persons with disabilities first; and 2) true dedication to supporting persons with disabilities to fully participate in their communities”. Ms. MacArthur accepted the award on the Commissioner’s behalf at an award ceremony on May 29, 2023.
  
- f. JAAC Membership Update**

She shared that the JAAC had an opening for one citizen member and asked committee members to reach out to their contacts to see if anyone would be interested in joining. She noted that a recommendation to Municipal Council from JAAC was necessary in order to



appoint/reappointment the Commissioners whose terms ended on May 31, 2023 and invited the committee to pass a motion.

**On motion of Mr. Price and Mr. Nauss, that the Joint Accessibility Advisory committee recommends that Municipal Council re-appoint Mike Bishop (Village of Kingston) and Andy Vermeulen (Village of Canning) and appoint Rick Balsor (Village of Aylesford) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for 3-year terms commencing June 1, 2023.**

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

**g. Association of Municipal Administrators of Nova Scotia's (AMANS) Accessibility Program Website**

Ms. MacArthur shared the AMAN's Municipal Accessibility Support Program [website](#). The website was built with collaboration and input from a Steering Committee which was discussed at a previous JAAC meeting and is intended to be used by Municipality's as a resource in implementing their accessibility plans. She reviewed the website's menus with the committee and invited members to visit the website and provide feedback on layout, function, and information provided.

**9. Other Business**

There was no other business.

**10. Roundtable**

Ms. Hopkins shared that in the course of her employment with the Flower Cart, she had the opportunity to attend an accessibility conference and see first-hand the resources that are available in the province.

The Chair spoke to Community Inc.'s career coaching program and the organization's work with companies to remove barriers.

The Vice-Chair shared information from an accessibility session at a tourism industry conference he attended.

Commissioner Vermeulen thanked Ms. MacArthur for her assistance with the Village of Canning’s grant application which led to the funding the Village received for Braille signage.

Mr. Price thanked everyone for sharing their thoughts in the roundtable.

Commissioner Keith shared that the Village of Cornwallis Square was successful in obtaining partial funding for automatic door openers.

Mr. Fevens asked the committee to contact him if they had thoughts or comments on accessibility within recreation.

**11. Correspondence**

There was no new correspondence.

**12. Public Comments**

There were no members of the public in attendance.

**13. Date of Next Meeting**

The next meeting will be held on Wednesday, July 12, 2023 at 7:00 p.m. in Council Chambers.

**14. Adjournment**

**There being no further business, on motion of Commissioner Keith and Ms. Hopkins, the meeting adjourned at 8:02 p.m.**

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

**Day/Month/Year**

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

**Meeting, Date and Time** Regional Sewer Committee Meeting was held on Thursday, February 16th, 2023, at the Municipal Complex

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

*Municipality of the County of Kings:* Mayor Muttart for Councillor Joel Hirtle – Chair  
Scott Conrod, Chief Administrative Officer  
Aaron Dondale, Manager of Operations  
Katrina Roefs, Financial Analyst  
Abdelkalek Omar, Manager of Engineering  
Susan Gray, Recording Secretary

*Town of Kentville:* Cate Savage, Deputy Mayor (voting member)  
Dave Bell, Director of Engineering and Public Works  
Dan Troke, CAO  
Sandra Snow, Mayor

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

*PepsiCo Foods Limited:* None

*Guest:* Kyle Macintyre, Dillon Construction  
Bennet Greener, EPW Operations Summer Student

*Absent:* Katrina Wonders, HSE Assoc Resource (voting member),  
Joel Hirtle, Municipal Councillor; Committee Chair

**Meeting Called to order:** The Vice Chair called the meeting to order at 10:01 am. Roll call was taken.

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

**(3) Approval of the Agenda:** Deferred

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

**(5) Approval of the Minutes from** Deferred to next meeting.

- March 16, 2023
- May 5, 2023

**(6) Business arising from previous minutes:** None

**New Business**

**(7) Project Updates  
Retire to Closed Session  
as per Section 22(2)(e) of  
the Municipal Governance  
Act  
-Contract Negotiations**

On the motion of Mayor Muttart and Commissioner Redmond that the committee move to closed session.

**Motion Carried at 10:15  
Return to public at 11:10**

**Reconvene in Public  
Session**

**(8) Operation and  
Compliance Update:**

Aaron Dondale gave a brief update. The areas of the plant not tied to the ongoing capital upgrades have been working well. Our TSS, BOD, and e-Coli numbers are high in June (and May), but this is inferred to be the result of the ongoing capital work which has caused disruptions to the overall treatment process. Overages will be reported and discussed with NSE according to our Permit to Operate.

We've been cleaning the collection system using the Vactor truck over the past couple months, and currently have cleaned approximately 85% of the pump stations (inclusive of the Regional pump stations). We have also started adding bacteria to some pump stations to aid in the collection system cleanliness.

Dave Bell inquired if we went too far with our drum screen mesh changes as it impacts our capacity and with new growth, we may go over capacity. Aaron Dondale indicated that Operations had begun reviewing the last 8 months of collected data to gauge effectiveness of the current drum screens. The old drum screen meshes were kept when they were replaced. It may be that some combination of the smaller and larger drum screens will be optimal. This analysis is ongoing at an operational level.

Upon further discussion it was also mentioned that removing more of the TSS prior to it reaching the plant would help the plant function more efficiently. This, along with operational safety both need to be considered during the operational analysis of the drum screen mesh size.

**(9) Capital Update:**

Abdelkhalek Omar gave a brief update. Current ongoing capital project work has been going well. The recent condition assessment on the Lab building located at Regional has been completed. The building is stable and should have several more useable years of service with some renovations, upgrades, and regular maintenance.

**(10) Communications  
Update:**

Members of the committee feel that creating an education plan to put into the schools to help teach children about wastewater, and what should (and should not) enter the various wastewater collection systems. It was discussed that a meeting with the Municipality's communication representative be held, then an approach be made to the School Board / AVRCE to see about adding it to the curriculum. Tim Bouter volunteered to assist with this project.

**(11) Partner Updates:  
Review**

Town of Kentville – discussion regarding sampling sites to enable better monitoring and for invoicing at the hospital and the pie plants.

New Minas – feeling pressure from FB group and residents regarding the smell. The Village Commission had made this issue a top priority.

Pepsico – no representative present

**(12) Other Business**

None.

**(13) Next Meeting:**

Next meeting will be Thursday, July 20, 2023, at 10:00am at Municipal Complex.

**(14) Adjournment:**

**On the motion of Mayor Muttart and Commissioner Redmond the meeting be adjourned.**

**Motion Carried.**

The meeting adjourned at 11:26 pm.

Approval:  
Regional Sewer Committee

DRAFT



**Village of New Minas**  
Commission Meeting  
July 10, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **11. Staff Reports**

**Information Report (Agenda Item 11.a.)**

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: July 10, 2023

Subject: Monthly Report — Clerk Treasurer/CAO

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

### **Summary:**

The Village held its Annual General Meeting on June 27<sup>th</sup>, which included the approval of the audited Financial Statements for Year Ending March 31, 2023. The migration of our IT system to Microsoft Office 365 has been scheduled for the latter half of August. Two additional letters about the unexpected change in tax designation to water utility properties were sent on June 27, to Peter Muttart and John Lohr. These were written as joint letters outlining the concerns from the Villages of Canning, New Minas and Port Williams. The hope is that this will lead to a resolution from either the County or the Province. The first strategic planning session for the Village of New Minas has been scheduled for July 6. The monthly working group consists of Quentin Hill, Debra Windle-Smith and senior staff. This will build on the work that was started in 2021 and 2022, and the goal is for the Commission to approve a Strategic Plan for the Village of New Minas before the end of the fiscal year.

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

- Engineering Standing Offer RFP was issued on June 22; proposals due on July 20.
- Audited Financial Statements for Year Ending March 31, 2023 have been submitted.
- Annual General Meeting took place on June 27.
- Migration to Microsoft Office 365 has been scheduled for August.
- Water rate study will be presented to the Village Commission on September 11.

### **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)
- Village Commission (June 12)
- Regional Sewer Committee (June 15)
- Annual General Meeting (June 27)

### **Other Notable Meetings:**

- Meeting with Kings County to discuss test well exploration program — June 21
- Strategic Planning Session — July 6

### **Professional Development:**

- Confined Space Training — June 14
- Volunteering as a mentor for Engineers Nova Scotia
- PMP training — ongoing

**Information Report (Agenda Item 11.a.)**

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: July 10, 2023

Subject: Monthly Report — Clerk Treasurer/CAO

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**Outlook for Next Month:**

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

- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Strategic planning
- Water Rate Study
- Capital Projects
- Finance:
  - Bank reconciliations
  - Accounts payable
  - Invoicing and receivables
  - Payroll (bi-weekly)

Sincerely,

A handwritten signature in black ink that reads "Tim B".

**Tim Bouter, P. Eng.**

Clerk Treasurer/Chief Administrative Officer

t 902-681-0430 | e [timb@newminas.com](mailto:timb@newminas.com)

Village of New Minas

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**Information Report (Agenda Item 11.b.)**

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: July 10, 2023

Subject: Monthly Report — Manager of Municipal Operations

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

### **Summary:**

Unlike the dry spring weather, the beginning of summer has been wet. Tasks like mowing, sport field maintenance, water and sewer maintenance have been a challenge. We were able, however, to perform sewer cleaning maintenance during the last week of June. The plants in the boxes are doing very well. I received positive comments! I am working with an irrigation contractor to set up a time for installation of two gardens.

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

- Asphalt patching of several roads was carried out. These were from water leaks of late winter and early spring.
- Request for proposals were received for a new sidewalk snow clearing machine. We will be purchasing it from Karcher Equipment. It should be delivered within the next several months.
- Seasonal maintenance of Village properties continue.
- Black and McDonald replaced/repared 9 street lights throughout the village.
- Painting of Hydrants will take place for the next several months as needed.
- Several sewer manholes that were paved over will be exposed and raised to the level of the surface of the road.

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

- Discussion with Stantec for water rate study on going.
- Installation of irrigation for two planter sites ongoing

### **Meetings:**

- N/A

### **Professional Development:**

- Several staff members will be renewing the Traffic Control and Temporary Road Signer Certification.

### **Outlook for Next Month:**

- Daily operations
- Sidewalk repair as needed

**Information Report (Agenda Item 11.c.)**

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: July 10, 2023

Subject: Monthly Report — Manager of Finance



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## Monthly Report — Manager of Finance

### Summary:

The 2022/23 Audit is finished, should be able to close the year this week. Interviews are set for the front desk position, selected applicant’s start date is scheduled for August 7, 2023. June’s water bills are sent out for payments and we’ve received over thirty percent of this year’s tax payments already. Front desk is busy with Summer Camp, pickleball, water and tax payments once again.

### Current Tasks/Projects:

- Working on the Operating and Capital bank reconciliations for May are completed, hope to have June finished within the two weeks.
- First Quarterly Due to/from and HST should be completed by the end of this month.

### 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 June 30</b>
• Residential	\$1,269,195	\$364,890.30
• Commercial	\$904,256	\$147,735.94
• Resource	\$8,130	\$1,443.13
 <b>Sewer</b>	 <b>Budgeted</b>	 <b>Collected Year to Date June 30</b>
• Usage Charges	\$685,824	\$202,165.23
 <b>Water</b>	 <b>Budgeted</b>	 <b>Collected Year to Date June 30</b>
• Metered Sales	\$648,000	\$190,696.77
• Sprinkler Service	\$4,852	\$1,215.39

### Meetings:

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

### Professional Development Summary:

- Instructional manuals:

**Information Report (Agenda Item 11.c.)**

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: July 10, 2023

Subject: Monthly Report — Manager of Finance

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- 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 11.d.)**

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: July 10, 2023

Subject: Monthly Report — Director of Recreation & Community Development

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

### **Summary:**

June was a very busy month for the Recreation Department, as it prepared for the upcoming Summer Camp Season. Senior camp staff started in mid June, followed by the rest of the staff the following week. During this time, staff underwent extensive training, as well as preparing the building for campers.

The outlook for July includes planning and preparing for the school year with after school programs, as well as planning for Celebration Days during the Labour Day weekend. Further to that, the Kentville/New Minas dog park is slated to officially open on July 7.

### **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 – 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 continues to work on their installation of two playgrounds.

### **Meetings:**

- Kentville/New Minas Dog Park

### **Professional Development Summary:**

- N/A

### **Outlook for Next Month:**

- Summer programs

## Information Report (Agenda Item 11.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: July 10, 2023

Subject: Monthly Report — Active Living Coordinator

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# Monthly Report — Active Living Coordinator

## Projects:

- Anti Racism Charter –
  - Developing policy documents, reporting forms and operational procedures for staff/volunteers – coordinating training/education opportunities for staff
  - Facility signage will be supplied by Recreation Facilities Association of NS.
  - Created document for facility users to communicate upcoming policy development
  
- Community Play Boxes:
  - *Met with Public Works – installation prep pending repairs*
  - *Installation continues to be delayed based due to Repracorp*
  
- Way Finder Stations:
  - Waiting for an update from Public Works on installation timeline
  
- Spontaneous Play Spaces:
  - *Leader in training program to help with installation over the summer (weather pending)*
  
- Active Transportation supports – bike repair stations and bike racks will be ordered for installation in Fall 2023. Additional funding support from Active Communities Funds.

## Health NS Partnership:

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

## Outdoor Play Policy Development:

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

## Equipment Loan Program:

- Received funding from Recreation Nova Scotia – this will support the purchase of “safe walking” kits – walking poles, shoe grips, LED head lamps and reflective vests.
- Expanding program – ordering outdoor play kits, yard games and sporting equipment

**Information Report (Agenda Item 11.e.)**

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: July 10, 2023

Subject: Monthly Report — Active Living Coordinator

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**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.
- Facilitated leadership training for all staff
- Facilitating breakfast program (Healthy Eating/Food Insecurity Projects)

**Workplace Wellness Initiatives**

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

**Meetings/Professional Development:**

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



**Village of New Minas**  
Commission Meeting  
July 10, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **12. New Business**

## **Beautification Committee Appointments**

### **1. Introduction**

The Beautification Committee Terms of Reference states the following regarding membership:

The membership of the Committee shall consist of:

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

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

### **2. Discussion**

The two Commissioner seats and two citizen member seats on the Beautification Committee require new appointments for a two year term. The operating budget now includes a \$500 honorarium for citizen members, to acknowledge their time and effort.

### **3. Recommendation**

1. THAT Mary Munroe and Debra Windle-Smith be appointed to the Beautification Committee as Commission members for the term ending on August 31, 2025.
2. THAT Donna Randell and Agnes Wojt be appointed to the Beautification Committee as citizen members for the term ending on August 31, 2025.