



Village of New Minas
Regular Commission Meeting
September 12, 2022 @ 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. July 11, 2022 Regular Village Commission Meeting
 - b. September 6, 2022 Special Village Commission Meeting
5. Business Arising from Minutes
6. Comments from the Chair
7. Public Input
8. Committee Reports:
 - a. Beautification Committee — Report 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 — No meeting since last report
 - e. Recreation & Community Development Advisory Committee — No meeting since last report
 - f. Regional Sewer Committee — Report 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. JAAC Citizen Appointments
 - b. Co-operative Education Incentive — Administrative Assistant
 - c. Kings County 4x4 Club — Thunder in the Valley Event
 - d. Sidewalk Design Priorities
 - e. Finance & Audit Committee Appointments
 - f. Citizen Appointment Vacancies: Finance & Audit Committee and Source Water Protection Committee (verbal update from Clerk Treasurer/CAO)
 - g. Abuse Policy (verbal update from Clerk Treasurer/CAO)
11. Correspondence
 - a. Kings County 4x4 Club — Thunder in the Valley Event
12. Public Input
13. Adjournment



Village of New Minas
Regular Commission Meeting
September 12, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia

4. Approval of Minutes



Village of New Minas
Draft Minutes of Regular Commission Meeting
Monday July 11, 2022 @ 7:00 PM
Lynn Spencer Hall, LMCC
New Minas, Nova Scotia

Commissioners Present:

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe, Commissioner
- Quentin Hill, Commissioner

Staff Present:

- John Ansara, Interim Clerk Treasurer/CAO
- Laura Jacobs, Active Living Coordinator
- Erica Dominey, Minutes

Others Present:

- Debra Windle-Smith
- Jim Winsor, Councillor for District 8

Call to Order:

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

Approval of the Agenda:

THAT the Agenda for the July 11, 2022 regular Commission meeting be approved, as presented.

M/James Redmond

S/Quentin Hill

Motion Carried

Approval of the Minutes from Prior Meeting:

THAT the Minutes for the June 13, 2022 regular Commission meeting be approved, as presented.

M/James Redmond

S/Quentin Hill

Motion Carried

New Business:

2021-2022 Audit

John Ansara provided the commission a final report of the 2020-2021 audit that had been approved by the Finance and Audit Committee.

THAT the 2021-2022 Audit be approved as presented

M/Quentin Hill

S/James Redmond

Motion Carried

New Minas Village Election Report

John Ansara advised the Commission the Village had 3 Candidates for the Village Commission Election. Advanced Polls started on July 11th running until July 22nd with Election Day being July 23rd.

Business Arising from Minutes

Treatment Plant Odor

John Ansara gave an update from Aaron Dondale, Manager of Public Works, Municipality of the County of Kings about the Sewage Treatment Plant.

Presentations:

Laura Jacobs, Active Living Coordinator for the Village of New Minas gave a presentation on a Community Development Opportunity partnering with the Province of Nova Scotia to provide an Afterschool Program located at New Minas Elementary. Laura provided an overview of the afterschool program for New Minas Elementary and also an overview of the current afterschool program (Afterschool Adventure Club – ASAC) that runs out of the Louis Millett Community Complex. It was determined that there is a high community need for afterschool care in New Minas. It was advised that in order to properly support this program, the Village Commission would need to approve a full time Recreation Coordinator position that would also help support the Recreation Department as a whole.

THAT the Village Commission approve a full time Recreation Coordinator for a one year term position and that the Village Commission will re-evaluate the position in one years time.

M/Quentin Hill

S/James Redmond

Motion Carried

Committee Reports:

- Beautification Committee – report included in package
- Clerk Treasurer/CAO – report included in package
- Finance – report included in package
- Finance & Audit Committee – no report (next meeting June 23)

- Joint Accessibility Advisory Committee – no report
- New Minas Water Commission – report included in package
- Operations – report included in package
- Recreation & Community Development – report included in package
- Recreation & Community Development Advisory Committee – no report
- Active Living Coordinator- report included in package
- Regional Sewer Committee – no report (next meeting June 16)

THAT the report for the Beautification Committee be accepted, as presented.

M/Mary Munroe

S/James Redmond

Motion Carried

THAT the following staff reports be accepted as presented:

- Clerk/Treasurer/CAO
- Director of Recreation & Community Development
- Finance Department
- Operations Manager
- Active Living Coordinator

M/Quentin Hill

S/James Redmond

Motion Carried

THAT the reports for New Minas Water Commission and the Regional Sewer Committee be accepted, as presented.

M/James Redmond

S/Mary Munroe

Motion Carried

Correspondence:

None

Public Discussion Period:

Jim Winsor, Councillor for District 8 advised the Village Commission on an update on a concern he had discussed previously at the Commission Meeting prior. Councillor Winsor objected to the idea that a levy be implemented on all development over 25,000 sqft in New Minas South. John Ansara drafted a letter to the Planning Committee and the Municipality of the County of Kings voicing the Commissions disagreement.

Adjournment:

M/James Redmond

THAT the meeting be adjourned at 8:05 pm.



Village of New Minas
Draft Minutes of Special Commission Meeting
Tuesday September 6, 2022 @ 3:30 PM
Lynn Spencer Hall, LMCC
New Minas, Nova Scotia

Commissioners Present:

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

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Laura Morrison
- Blanchard Smith

1. Call to Order:

Chair Dave Chaulk called the meeting to order at 3:31 pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the September 6, 2022 Special Commission be approved as circulated.

M/James Redmond

S/Quentin Hill

Motion Carried

3. Oath of Office for July 23, 2022 Election

The Clerk Treasurer/CAO advised the Commission that he is not yet an appointed Commissioner to administer oaths. He introduced Laura Morrison, the Clerk for the Town of Wolfville, who has been appointed as a Commissioner to administer oaths. Pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia, Laura has been granted all necessary authority under the aforementioned act. As such, she has the authority to administer the Oath of Office, either by swearing or affirmation, for the July 23rd election.

Laura Morrison, acting as a Commissioner under the *Act*, administered the Oath of Office to Debra Windle-Smith, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. The signed Oath of Office certificate has been attached to the Minutes of the Meeting.

Following the swearing-in of Commissioner Windle-Smith, Dave Chaulk commented that in the future the period between the election and administration of the oath of office should not be as long as it was this time. The Clerk Treasurer/CAO indicated that this adjustment will be made after future elections.

4. Election of Village Commission Chair and Vice-Chair

The Chair directed the Clerk Treasurer/CAO to administer the election process for Chair for a term to commence at the conclusion of this meeting and lasting until the first meeting after the next election for Village Commission, at which time a new Chair and Vice-Chair shall be elected. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Village Commission. A nomination was received for Dave Chaulk, who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission. The Clerk Treasurer/CAO issued a Third and Final Call for nominations for the position of Chair of the New Minas Village Commission. No additional nominations were received.

Motion:

THAT Dave Chaulk be appointed Chair of the New Minas Village Commission.

M/James Redmond

S/Quentin Hill

CARRIED

The Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Village Commission. A nomination was received for James Redmond, who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Village Commission. The Chair issued a Third and Final Call for nominations for the position of Vice Chair of the New Minas Village Commission. No additional nominations were received.

Motion:

THAT James Redmond be appointed Vice-Chair of the New Minas Village Commission.

M/Quentin Hill

S/Mary Munroe

CARRIED

5. New Business:

a. Appointment for Beautification Committee

The Chair issued a First Call for nominations to fill the current vacancy for a Commissioner member for the Beautification Committee for the remainder of its term (ending August 31, 2023). A nomination was received for Debra Windle-Smith, who confirmed her acceptance of the nomination.

Motion:

THAT Debra Windle-Smith be appointed to the Beautification Committee as a Commissioner member for the remainder of the term ending on August 31, 2023.

M/Mary Munroe

S/Quentin Hill

Motion Carried

6. Public Remarks:

None.

7. Adjournment:

Motion:

M/James Redmond

THAT the meeting be adjourned at 3:40 pm.



Oath of Office

I, Debra Windle-Smith, swear and solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors, according to law;

And that I am duly qualified as required by law for the office of Commissioner of the Village of New Minas;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 6th day of September, 2022, before me

Laura Morrison
Commissioner of Oaths

Laura Morrison
A Commissioner of the Supreme
Court of Nova Scotia



Tim Bouter
Clerk Treasurer/CAO



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8. Committee Reports

New Minas Beautification Committee

Report to Commission

September 12, 2022

The August 17th Meeting of New Minas Beautification Committee took place via Zoom (the July meeting was cancelled).

Our new Village Clerk/Treasurer-CAO, Tim Bouter was welcomed and shared some things about the background and interest he brings to his new role in leading our Village Administrative services and in serving New Minas. Tim gave us a snapshot of the current financial picture for the Beautification Committee and of our Municipal Beautification Grant funds.

By the time our Commission meets, it is anticipated that a second Commissioner will have been appointed to the Beautification Committee.

We have reviewed our summer projects and established that the ones qualifying for the 50/50 grant would be our top priority: 1) Prospect Pocket Park, 2) Phase 2 of Crescent Corner West Pocket Park, and 3) Lighting and Decorations projects. The other two outstanding projects planned for this year will be completed as time allows: 1) Garden project for Lonnie Milne Park and preparation for planting of the Butterflyway Garden at the end of Jones Road adjacent to the walking trail (a project coordinated with Blomidon Naturalists). Our thinking is that we would be well advised not to try to accomplish too many large projects in any given year.

We are pleased that the two roundabouts on Granite Drive have been cleaned up and mowed to make that entrance to the Village more attractive for those entering from Exit 11A. Some planting has begun on the Commercial Street roundabout and future phases will continue to be planned.

Irrigation for Prospect Pocket Park and Crescent Corner West Pocket Park is in the works as is planning to complete the irrigation for the Commercial Street roundabout.

Seasonal banners and special interest banners were discussed Banners for Commercial Street – that discussion will continue at our September meeting.

The topic of future planting of trees in the Village continues to be studied with a stated desire to plan for increasing the number of trees in New Minas – our older streets are quite well treed but newer streets have very few. Commissioner Quentin Hill who has experience with the HRM trees projects, is making himself available to us to discuss the potential for funding for adding trees and other details will be addressed as the topic continues to be pursued.

Prospect Pocket Park is taking shape with more plantings to come and the hard surfaced accessible area being planned. Two of our trademark benches, a solar garden light and a trash receptacle are also in the works. We are excited to have a new attractive feature to make a statement to folks entering our Village from Exit 12 of the 10. Plans are being made to having seasonal lights as a feature there.

Plans for Phase 2 of Crescent Corner West Pocket Park include flowering cherry trees, two of our trademark benches and a trash receptacle just off the adjacent Commercial Street sidewalk. The area is well lighted so no garden light is planned for that park. Future plans include having a lighted seasonal feature added to the park.

The Committee's next regular meeting is scheduled for 10:30am on September 21st via Zoom.

Respectfully submitted,

Mary Munroe, Chairperson
On behalf of the New Minas Beautification Committee

Regional Sewer Committee Special Meeting

August 31, 2022

The special meeting was called for the purpose of discussion of the replacement of the 18-inch force main from lift station RG5 (Next to Provincial Justice Centre) to Glooscap Curling Club as approved in 2022/23 capital budget.

The lowest bid for replacement came in at \$1,249,561.30. This bid came in well over budget requiring an additional \$667,611.59 including the contingency fund.

It was the unanimous consensus of the partners that replacement not take place this year, and that it be re- tendered in February of next year, and that it include phase 2 of the replacement from curling rink to Eaves Hollow as was purposed to be included in 2023/24 capital budget.

James Redmond



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9. Staff Reports



Clerk Treasurer / CAO Report September 7, 2022

Introduction

I began my new position of Clerk Treasurer/CAO on July 18th. I've been busy getting set up and learning about all of the projects and Committee work that is ongoing. It's been a pleasure to meet all of the commissioners, staff, volunteers, business owners and members of the public that contribute so much to our community.

Highlights of the Past Month

- 2021/22 Audit (including final summary letters) has been completed.
- Debra Windle-Smith elected on July 23rd.
- Applied to Department of Justice for appointment as Commissioner of Oaths.
- 6% pay increase for non-union staff implemented on August 11, retroactive to April 1.
- Tanisha Kalkman began her new role as Finance Officer on August 1.
- Erica Gillis-Dominey began her new role as Recreation Coordinator on August 15.
- Collective letter of Kings County Villages sent to Minister of Municipal Affairs, outlining concerns with the Municipality's response to NSFM survey.
- Staff bbq was held on August 24th.
- Fall meetings for collective bargaining have been scheduled.
- NS Power invoices were switched to pre-authorized debit. This will save an estimated \$850-\$1,000 per year in interest payments by avoiding delays in administration and mailing.

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)
- Beautification Committee (August 17)
- Meeting with Jim Winsor (August 18)
- Regional Sewer Committee (August 31)
- Special Village Commission Meeting (September 6)

Other Notable Meetings

- Introductory meeting with Village Commission (July 20)
- Meeting with Kings County Villages to discuss concerns with the Municipality's response to NSFM survey (August 2)

- Meeting with Municipality of Kings CAO and Directors (August 5)

Professional Development

- Municipal Government Training Session (Jason Haughn) — August 19, 2022

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)
- County of Kings Public Participation Meeting — September 13, 2022
- ANSV Conference September 16-17, 2022
- Collective Bargaining Exchange Meeting — September 22, 2022
- Strategic planning
- Finance
 - Bank reconciliations
 - Payroll (bi-weekly)

Sincerely,



Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

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Monthly Departmental Report

Department: Public Works/Water
Number of Staff Supervised: 5.5 Public Works/1.5 Water
Date: September 12.2022
Submitted by: Gerard Hamilton

Summary:

It has been a successful season as it relates the making use of the Lockhart and Ryan Park infrastructure. We are in the process of performing annual maintenance of the soccer and softball fields. The Prospect Road Park is moving forward. Mowing of stations and parks are ongoing. Milne Plant park is on hold. The day to day operations are as usual.

Current Tasks/Projects:

- Water leaks at Deep Hollow Road, Highland Ave, Highbury Road, Jill Street West and Aalders Ave
- Woodvale tank will have its 1 year warranty inspection done this week
- All sports fields at LRP are up for annual maintenance
- Several road cuts from water leaks will be patched
- Asphalt sidewalks repairs are on going
- Several flow meters at well sites have been repaired
- The approval to operate the water system has been approved

Long-Term Projects:

- Prospect Road Park
- Water rate study
- Future Sidewalks

Meetings:

- Met with Clerk-Treasurer and Village Solicitor to discuss upcoming union negotiations
- Meeting with Chair of the Beautification Committee

Outlook for Next Month:

- Daily Operations
- Beautification projects ongoing
- Sports field maintenance
- Upgrade to safety and employee improvement courses ongoing

Monthly Departmental Report

Department: Finance
Number of Staff Supervised: 2
Date: September 6, 2022
Submitted by: Shelly Palmer

Summary:

Now that Summer Camp has wrapped up, there are a few less residents coming into the office and when people become for familiar with Recreation being in another location, I am hoping foot traffic will slow down even more. We are looking into a co-op student to help cover the front desk over the winter months to help reduce overlapping of duties.

Current Tasks/Projects:

- Operating and Capital bank reconciliations for June have been completed.
- July's bank reconciliations should be completed by the end of this week.
- Second Quarterly Due to/from and HST will be completed in October.
- 2021/22 audit has been completed, and the report has been submitted, all the Auditor's Auditors Journal Entries are completed and our figures match the Auditors. Just waiting on July's bank reconciliation to be finished before I can close 2021/21 General Ledgers. That is the last step in closing the year.

Long-Term Projects:

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

Budget Update:

Property Taxes	Budgeted	Collected Year to Date Sep 6
• Residential	\$1,135,595	\$897,316.05
• Commercial	\$866,404	\$870,943.18
Sewer	Budgeted	Collected Year to Date Sep 6
• Usage Charges	\$663,687	\$341,447.97
Water	Budgeted	Collected Year to Date Sep 6
• Metered Sales	\$618,100	\$145,141.12
• Sprinkler Service	\$4,852	\$961.36

Meetings:

- Monthly individual meetings will start this month, mid September.
- Weekly office meetings will start next week.

Professional Development Summary:

- Instructional manuals:
 - Finance Manager, almost complete
 - Administrative Assistant, not started
 - Finance Officer, not started

Outlook for future Months:

- POA, Wills and various other workshops was re-scheduled for an evening in November, I would like to contact RBC to see they will be able to offer another session for sometime in the new year.

Monthly Departmental Report

Department: Recreation and Community Development
Number of Staff Supervised: 6 seasonal, 2 FT
Date: Sept 6, 2022
Submitted by: John Ansara

Summary:

- Successful execution of summer day camp
 - Projected revenue: \$48,760
 - Actual Revenue: \$61,041 (not including outstanding payments)
- Celebration Days
 - Great community feedback on well put-on event
- Spring programs starting
- New after school program to begin at NMES, ASAC continuing at LMCC
 - NMES – 39 registered
 - LMCC – 34 registered
 - Still receiving registration requests

Current Tasks/Projects:

- Beautification
- Fall/Winter event planning
- Fall program support
- Iron Leaf Disc Golf Tournament (10th year!)
- Capital Projects (Playgrounds)

Long-Term Projects

- Park Revitalization Project (through RAC)

Meetings

- None

Professional Development Summary

- None

Outlook for Next Month

- Playground/Park planning, Beautification, programs



Active Living Coordinator Report August & September, 2022

Active Living Strategy — progress update:

- Initial draft of report is done and has been sent Clerk Treasurer for review.
- Next step is review by CCTH.
- The goal for completion and review by Commission is October 2022.

Projects:

- Community Play Boxes:
 - Ready for installation – coordinating with public works for installation with playground
- Way Finder Stations:
 - Initiative Goal - This project involves the development and installation of information kiosks located at the connector sites with the Harvest Moon Trail.
 - *Received grant funding from Community, Culture & Heritage.*
 - Signs & maps ordered.
- Spontaneous Play Stations:
 - One of the goals of the Active Living Strategy is to create opportunities for spontaneous unstructured outdoor recreation. The plan for this project is to install "Spontaneous Play Spaces" — painted hopscotch, mazes, or obstacle courses on sidewalks, or safe paved areas throughout the community.
 - *Received grant funding from Community, Culture & Heritage*
 - Ordered and received reusable stencils.
 - Waiting on paint and then we will scout locations with the assistance of Public Works.

Walkability Program:

- Initiative Goal — increase awareness and access to walking opportunities in the Village
 - Walk NS — guided walking group – Wednesdays at 4:30pm, meeting at Lockhart & Ryan Park.

Wheelchair Basketball:

- Collaboration with Parasport NS – Monday nights 7:00-9:00pm – registration is open to the public
- Coordinated session for the senior summer camp- great feedback and engagement

After School programming:

- NS Before & After Program (BAP) – at New Minas Elementary School
 - 39 participants registered (still receiving registration requests)
 - Monday to Friday, 2:00-5:00pm
- Adventure Club – Louis Millet Community Centre
 - 34 registered (still receiving registration requests)
 - Monday to Friday, 2:30-5:00pm
- Leadership – hired 6 new staff and we have 4 returning leaders
 - Facilitated new staff orientation and leadership training

Health NS Partnership:

- building relationship with primary care clinics to facilitate collaborative programming and support
 - Active for Life – collaboration with Primary Care, Acadia University and Kings Co. – senior’s fitness classes – update- first session starts in September.

Newcomers Event:

- partnership with Y Reach, Flying Squirrels Adventures and Town of Kentville to offer recreation-based events for newcomers from around the World.
- Disc golf event planned for September 18.

Outdoor Play Policy Development:

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

Orienteering Event:

- partnership with Annapolis Valley Orienteering Club (AVOC)- September 17, at Lockhart & Ryan Park

Support to Recreation Dept:

- Summer Day Camp:
 - Helping facilitate the Leader in Training program
 - Supporting leaders on site
 - Coordinating activities/presentations with Rugby NS, Soccer NS, Annapolis Valley Orienteering
 - Facilitated end of season staff interviews
- Celebration Days:
 - Bookings and organization of activities
 - On site facilitation of event activities:
 - Thursday Sept 1 – Carnival – food trucks, bouncy castles, facepainting, etc.
 - Friday Sept 2 – Foam party & fireworks

- Playground Revitalization Plan:
 - Assisting with RFP for updates to Lockhart & Ryan Park, Lonnie Milne Park and Jones Rd Subdivision
 - Received one proposal – under review & consideration (further updates from John Ansara)

- Promotional Materials:
 - Developed recreation program brochure



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10. New Business



VILLAGE OF NEW MINAS
9489 COMMERCIAL STREET
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Request for Decision (item 10.a.)

Joint Accessibility Advisory Committee Citizen Appointments

Introduction

The Municipality of the County of Kings (Municipality) has 3 citizen vacancies on the Joint Accessibility Advisory Committee (JAAC). Two applications were received, and the Municipality is advertising again to fill the third.

Discussion

At the meeting on July 5, Municipal Council approved Alan Price and Ben Brown to fill two of the vacant positions. Their applications are attached to this report. 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.

Recommendation

1. THAT the Village of New Minas appoint Ben Brown as a citizen member on the Joint Accessibility Advisory Committee for a term running from July 5, 2022 to May 31, 2023.
2. THAT the Village of New Minas appoint Alan Price as a citizen member representing the Western Region on the Joint Accessibility Advisory Committee for a term running from July 5, 2022 to May 31, 2023.



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Request for Decision (item 10.b.) Co-operative Education Incentive — Administrative Assistant

Introduction

Acadia University has informed the Village that Co-operative Education Incentive (CEI) applications are now open for the winter 2023 term. This funding program provides a wage subsidy to support co-op student hiring in Nova Scotia. The deadline to apply is Sept 15, 2022.

Successful applicants are reimbursed \$7.50 per hour (50% of the required minimum hourly wage of \$15.00) to a maximum of 40 hours per week. There is an additional incentive for employers who hire a co-op student who identifies as: African Nova Scotian, Mi'kmaq or Indigenous, as racially visible or a person with a disability, a woman in an under-represented occupation or an international student. This 'diversity bonus' amounts to an additional \$1.50/hour, for a total per-hour subsidy of \$9.00.

Employers are required to pay 4% vacation pay and deductibles. For successful applications, funds are reimbursed at the end of the work term. Co-op students hired without CEI funding are not required to be paid \$15/hour. However, Acadia co-op work terms must be paid, discipline-related, and a minimum of 35 hours/week for a minimum duration of 12 weeks.

Discussion

Tanisha Kalkman began her new role as a Finance Officer for the Village on August 1, 2022. This position was added as a new position in the 2022/23 budget. In order to save money, the front desk reception position has not been backfilled, and Tanisha has been performing both roles. The intent, as confirmed by the Village Commission, was to evaluate this working arrangement in the fall to ensure she is not overloaded. If more help is needed, the front desk position will be back-filled with either a full-time or part-time staff member.

The dual responsibilities have been making it difficult for Tanisha to find the uninterrupted time required for financial duties. The current CEI opportunity would provide her with more focused time while providing the Village with continuing cost savings. The cost to the Village for the CEI position would be approximately \$325 per week. The time period for the work term would be flexible depending on the availability of the applicants, from a minimum of 12 weeks to a maximum of 8 months (up to August 2023). A longer work term would provide additional benefit to the Finance Department.

Recommendation

THAT the Village Commission direct the Clerk Treasurer/CAO to apply for a co-op student position for an administrative assistant through Acadia University's Co-operative Education Incentive program for the winter 2023 term.



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Request for Decision (item 10.c.)

Kings County 4x4 Club — Thunder in the Valley Event

Introduction

The Kings County 4x4 Club submitted a letter to the Clerk Treasurer/CAO on August 15, 2022, requesting a letter of support from the Village Commission for the annual Thunder in the Valley Event (see Correspondence). This year the event is scheduled for October 8 and 9. The event requires approval from the Municipality of the County of Kings for an exemption to By-Law 84 — Noise Control Bylaw.

Discussion

This event has been positive to the local community in many ways, including associated economic spin-offs. The Village Commission has supported this event in the past, with the exception of 2020 due to concerns related to Covid-19. The Kings County 4x4 Club proceeded with the event that year without an exemption to the noise bylaw from the Municipality.

This year's request is for an exemption from the Noise Control Bylaw from 7am to 7pm on both of the days of the event. The early morning starts have prompted complaints from local residents in the past. Out of respect for the residents adjacent to the event, it is recommended that the noise control exemption not begin until 9:00am, instead of the requested time of 7:00am.

Recommendation

THAT the Village Commission direct the Clerk Treasurer/CAO to provide a letter of support for the Thunder in the Valley Event, in favor of an exemption to the Municipality of the County of Kings Noise Control Bylaw for the dates of October 8 and 9, 2022 from 9:00am to 7:00pm.



Request for Decision (item 10.d.) Sidewalk Design Priorities

Introduction

Stantec Consulting Ltd. has been commissioned to complete the design of new sidewalks in the Village of New Minas. This initiative will encourage active transportation and pedestrian safety in the Village. The locations that Stantec is currently designing are as follows:

1. Lockhart Drive (Jones Road to Civic #24)
2. Commercial Street (Valley View Drive to Henny Penny's)
3. Commercial Street (Kentucky Court to Dow Road)
4. Garden Court (Commercial Street to Memory Lane)
5. Orchard Drive (Commercial Street to cul-de-sac)
6. Bonavista Drive (Commercial Street to Russet Street)
7. Prospect Road (Commercial Street to Perrier Drive)
8. Prospect Road (Bishop Avenue to Milne Avenue)

Discussion

Staff recommend that locations without any existing sidewalks should be prioritized over locations that already have a sidewalk on one side of the street. Likewise, locations that link existing sections of sidewalk should be prioritized over extensions in one direction. Links provide additional connectivity for pedestrians and efficiency for sidewalk plowing operations in the winter.

The section in front of the County Fair Mall (from Valley View Drive to Granite Drive) has been shortened to now end at Henny Penny's for the following reasons:

- Existing NS Public Works storm drainage infrastructure near the Royal Bank requires significant upgrades in order to accommodate sidewalk at that location
- Potential redevelopment of Henny Penny's
- Potential future redevelopment of the County Fair Mall

The Lockhart Drive location currently poses a safety risk, as the sidewalk ends at Civic #24 and directs pedestrians (many of whom use this route to walk to the New Minas Elementary School) into the street. Although this location will require a significant retaining wall or other solution to bypass the ravine, it is considered the highest priority by staff. Commercial Street should be the next highest area of focus, as the traffic and pedestrian volumes are highest along this corridor. The section from Valley View Drive to Henny Penny's has existing curb and catch basins, which will lead to lower construction costs. The section from Kentucky Court to Dow Road would complete the missing gap along the western side of the Village. Staff recommend that these three locations should be the current design focus for consideration in the 2023-24 Capital Budget.

Figure 1-1. Lockhart Drive (Jones Road to Civic #24)



Figure 1-2. Commercial Street (Valley View Drive to Henny Penny's)



Figure 1-3. Commercial Street (Kentucky Court to Dow Road)



Recommendation

THAT the Village Commission direct the CAO to complete the new sidewalk designs for Lockhart Drive (Jones Road to Civic #24), Commercial Street (Valley View Drive to Henny Penny's) and Commercial Street (Kentucky Court to Dow Road) for consideration in the 2023-24 Capital Budget.



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Request for Decision (item 10.e.) Finance & Audit Committee Appointments

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.”

Discussion

The initial appointments for the Finance & Audit Committee began on April 1, 2021. 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.

Recommendation

1. THAT Dave Chaulk be appointed to the Finance & Audit Committee as a Commissioner member for the remainder of the term ending on March 31, 2023.
2. THAT Quentin Hill be appointed to the Finance & Audit Committee as a Commissioner member for the remainder of the term ending on March 31, 2023.
3. THAT Valerie Kneen-Teed be appointed to the Finance & Audit Committee as a citizen member for the remainder of the term ending on March 31, 2023.



Village of New Minas
Regular Commission Meeting
September 12, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia

11. Correspondance



Kings County 4x4 Club
19 Oakdene Vale
Kentville, NS B4N 2C9

AUG 15/2022

To the Village of New Minas

The Kings County 4x4 Club is asking for a letter of support for the Kings County noise control by-law #84 exemption for the dates of October 8th & 9th 2022 from 7 am to 7 pm for the annual Thunder In The Valley 4x4 event

This event has been happening for the past 44 years & has made many donations to local fire departments, food banks, sporting groups, lions club & people who are down on there luck

The event also brings a lot of revenue back into the community stores, local motels, restaurants in the area & county of kings

We are a no profit organization and all funds go back into the village of new minas & county of kings

The club would like to thank the village at this time & hopefully you will consider our request

My cell number is 1-902-698-9912 for you need to reach me

Thanks for now

Stephen Gillis

President