



Village of New Minas
Commission Meeting
October 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. Approval of Minutes:
 - a. September 11, 2023 Village Commission Meeting
5. Business Arising from Minutes:
 - a. September 11, 2023 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
 - a. Beautification Committee — Report and draft minutes included in package
 - b. Finance & Audit Committee — No meeting since last report
 - c. Joint Accessibility Advisory Committee — Draft minutes included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — No meeting since last report
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 Appointment
 - b. Draft Strategic Plan
 - c. ANSV Conference
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



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

4. Approval of Minutes



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

Commissioners Present:

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

Commissioners Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Kevin Davison, Kings County District 8 Councillor
- Paul Morgan, Kings County Tennis Association
- Bruce MacArthur, NMWC Citizen Commissioner
- Maynard Stevens, NMWC Citizen Commissioner (via Zoom)
- Donna Randell (via Zoom)
- Jeff Dykstra, Stantec Consulting Ltd. (via Zoom)
- John Gallant, Stantec Consulting Ltd. (via Zoom)
- William Ziebertz, Stantec Consulting Ltd. (via Zoom)
- Kevan Cook, Stantec Consulting Ltd. (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:

Motion:

THAT the Agenda for the September 11, 2023 Commission Meeting be approved as circulated.

M/James Redmond

S/Quentin Hill

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. July 10, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the July 10, 2023 Village Commission Meeting be approved as circulated.

M/James Redmond

S/Quentin Hill

Motion Carried

5. Business Arising from Minutes:

- a. July 10, 2023 Village Commission Meeting

There was no business arising from the July 10, 2023 minutes.

6. Comments from the Chair:

The Chair did not have any comments.

7a. Public Input Specific to Agenda Topics:

There was no public input.

7b. Presentations:

- a. Water Rate Study

The Clerk Treasurer/CAO introduced Stantec Consulting Ltd. and gave a brief introduction about the process. The last Water Rate Study was approved in 2008. Jeff Dykstra gave a detailed presentation of the Water Rate Study and answered questions. Due to increased operational costs and needs, an approximately 20% increase is being recommended, which represents a 1.25% increase per year from the last approval. The Water Commission will deliberate on September 26 with the goal of approving a motion to apply to the UARB.

Motion:

THAT the September 8, 2023 Water Rate Study prepared and presented by Stantec Consulting Ltd. be received.

M/James Redmond

S/Quentin Hill

Motion Carried

b. Indoor Tennis Facility Presentation

Paul Morgan gave a presentation on behalf of the Kings County Tennis Association, regarding the construction of an indoor tennis facility in New Minas. Potential locations are being evaluated throughout the Valley. The request for the New Minas location would be for a facility in Lockhart Ryan Park, with no leasing costs and an annual tax rebate. In addition, a \$500,000 donation has been requested. The Commission asked the Clerk Treasurer/CAO to research this matter and to provide information ahead of the October Commission meeting.

9. Committee Reports:

a. Beautification Committee

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

Motion:

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

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

b. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the September 11, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Finance & Audit Committee be received as included in the September 11, 2023 Commission agenda package and as verbally summarized by Dave Chalk.

M/James Redmond
S/Quentin Hill
Motion Carried

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the September 11, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the September 11, 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 September 11, 2023 Commission agenda package.

Motion:

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

M/James Redmond
S/Quentin Hill
Motion Carried

10. Staff Reports:

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

- a. Clerk Treasurer/CAO — Report included in package
- b. Manager of Municipal Operations — Report included in package
- c. Manager of Finance — Report included in package
- d. Director of Recreation & Community Development — Report included in package
- e. Active Living Coordinator — Report included in package

Motion:

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

M/Quentin Hill
S/James Redmond
Motion Carried

11. New Business:

- a. Engineering Services Standing Offer

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

Motion:

THAT CBCL Ltd., Design Point Engineering & Surveying Ltd. and Stantec Consulting Ltd. be selected as the pre-qualified firms for engineering services to the Village for a period of three years, with an option to extend for an additional three years upon approval by the Commission.

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

b. Laptop Purchase

Commissioner Munroe has requested the purchase of a laptop to assist her with accessibility needs. Since this is a mid-year budget request not approved in the 2023/24 Capital Budget, Commission approval is required. The estimated cost is \$900.

Motion:

THAT the budget for the IT Hardware Program (GL #GC35390) be increased from \$4,500 to \$5,500 to allow for the purchase of an additional laptop.

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

12. Correspondence:

There was no correspondence.

13. Other Business:

There was no other business.

14. General Public Input:

Donna Randell:

- Donna asked about the security of the New Minas IT system considering the recent cyber attack at the County of Kings. The Clerk Treasurer/CAO responded that security is a key aspect of the Village's IT system hosted by CloudMetric.

Maynard Stevens:

- Maynard voiced a general concern about condition of sidewalks in New Minas for accessibility (particularly wheelchairs). The Chair asked Maynard to bring a specific list of problem areas to the Clerk Treasurer/CAO.

15. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:40pm.

Motion:

THAT the meeting be adjourned.

M/James Redmond

S/Quentin Hill

Motion Carried

DRAFT



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

8. Committee Reports



Village of New Minas
Beautification Committee
September 20, 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
- Donna Randell, Citizen Member
- John Ansara, Director of Recreation & Community Development
- Gerard Hamilton, Manager of Municipal Operations

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:30am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the September 20, 2023 Beautification Committee Meeting be approved as circulated.

**M/Donna Randell
S/Debra Windle-Smith
Motion Carried**

3. Approval of Minutes:

- a. July 19, 2023 Beautification Committee Meeting

Motion:

THAT the Minutes for the July 19, 2023 Beautification Committee Meeting be approved as circulated.

**M/Donna Randell
S/John Ansara
Motion Carried**

4. Business Arising from Minutes:

- a. July 19, 2023 Beautification Committee Meeting

Donna asked if there was any update on Village “eye sores” on private property. Mary mentioned that she is planning to talk to the owner of Vales and that Committee members should submit information to the Clerk Treasurer/CAO for further follow up with the County Compliance Officer. The Committee also discussed the possibility of murals, which could be incorporated into the Strategic Plan.

5. Comments from the Chair:

Mary mentioned that she is still seeking to coordinate a presentation about accessibility requirements for a future meeting.

6. Presentations:

There were no presentations.

7. Finance & Budget Update:

- a. Capital Expenditures

The Clerk Treasurer/CAO presented a summary of the capital expenditures up to September 15, 2023, as attached in Appendix A.

- b. BSP Funding Application

John Ansara provided an update on the Beautification & Streetscaping Program (BSP) funding application. The Province is awaiting a confirmation letter and the release of last’s year’s funding through the Municipality of the County of Kings, which was affected by the recent cyber attack. Staff expect this to be sorted out shortly (as Deputy CAO Rob Frost is now involved), and will update the Committee through email.

8. Capital Projects:

- a. Crescent Park West

Gerard informed the Committee that the Nova Scotia Public Works’ approval process for excavating across Commercial Street in this location would be rigorous and costly. An exploratory dig confirmed that the water main is located in the street, rather than in the shoulder. Manual watering options will be used as necessary for this park going forward.

b. Founding Fathers Park (including viewing deck)

Gerard informed the Committee that the irrigation system has been installed. The Clerk Treasurer/CAO presented the final plan for the viewing deck, which has been submitted to contractors for quotes.

c. Lights and Decorations

The Committee discussed the purchase of banners, Christmas lights/decorations and fall holiday decorations. A subcommittee led by Donna will meet separately to discuss purchases and an installation plan.

Motion:

THAT staff purchase additional red Christmas banners up to a maximum of \$7,500.

**M/Donna Randell
S/Agnes Wojt
Motion Carried**

Motion:

THAT staff purchase Christmas lights and decorations up to a maximum of \$1,500.

**M/Donna Randell
S/Agnes Wojt
Motion Carried**

Motion:

THAT staff purchase Remembrance Day decorations up to a maximum of \$500.

**M/Debra Windle-Smith
S/Agnes Wojt
Motion Carried**

d. Prospect Road Pocket Park

Current phase of the project is complete. Gerard to have Public Works staff remove the dead tree branch.

9. New Business:

There was no new business.

10. Other Business

a. Update on Planters

John George provided an update on the planters. The Committee was pleased with the results this season. One suggestion was to stagger the blooming periods in our planters.

John will continue to optimize the plan with Blomidon Nurseries for next season, based on comments and lessons learned.

b. Butterfly Way Garden Update

Debra provided an update to the Committee about Butterfly Way Garden. After meeting with the interested partners, a new location in Lockhart Ryan Park was selected. The Blomidon Naturalist Society will proceed with the project, and Public Works staff will include the new garden in future maintenance.

11. Next Meeting Date

a. November 15, 2023

The next meeting is scheduled for Wednesday November 15, 2023 @ 10:30am at the LMCC and via online video conference (Zoom).

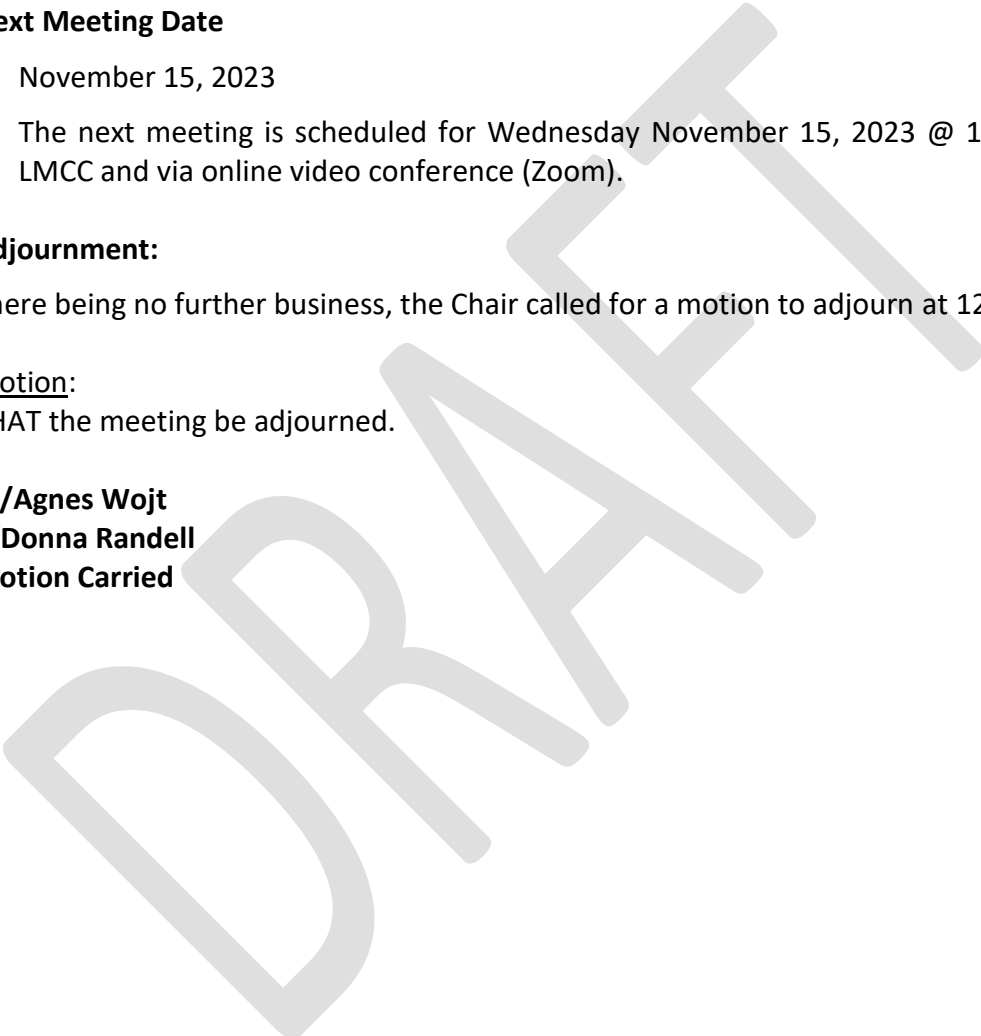
12. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 12:13am.

Motion:

THAT the meeting be adjourned.

**M/Agnes Wojt
S/Donna Randell
Motion Carried**



**Appendix A —
Capital Expenditures**

DRAFT

Budget Update — Beautification Capital Projects
As of September 15, 2023

GL	PROJECT	2023/2024 BUDGET	TOTAL EXPENSES (including net HST)	REMAINING BUDGET	INDIVIDUAL EXPENSES (including net HST)	PAYMENT DATE	TRANSACTION NUMBER	NOTES/DESCRIPTION
GC35345	Crescent Park West	\$ 5,000.00	\$ -	\$ 5,000.00				
GC35345	Founding Fathers Park	\$ 6,500.00	\$ 6,813.74	\$ (313.74)	\$ 478.42	28-Jun-23	Ch 1897	Palmer & Hoherty: Viewing deck design
					\$ 1,577.32	9-Aug-23	Ch 1904	Palmer & Hoherty: Viewing deck design
					\$ 4,500.00	tbd	tbd	Rousseau Irrigation: irrigation system
					\$ 258.00	tbd	tbd	APB Electric: electrical work for irrigation
GC35345	Lighting & Decorations	\$ 11,500.00	\$ 1,078.15	\$ 10,421.85	\$ 77.71	28-Jun-23	Ch 1897	Purolator: Christmas lights
					\$ 591.30	12-Jul-23	Ch 1901	Panda Print: signs
					\$ 60.00	31-Aug-23	Visa	Canadian Tire: materials for signs
					\$ 349.14	31-Aug-23	Visa	Home Depot: materials for signs
GC35345	Prospect Road Pocket Park	\$ 2,000.00	\$ 2,903.19	\$ (903.19)	\$ 1,692.43	30-Apr-23	Visa	Gamasonic: solar light
					\$ 772.76	30-Apr-23	Visa	Gamasonic: solar light post/base
					\$ 438.00	31-May-23	EFT 57	Blomidon Nurseries: blue spruce tree
Totals		\$ 25,000.00	\$ 10,795.08	\$ 14,204.92				

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, September 13, 2023

Draft Minutes

Meeting, Date and Time	A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, September 13, 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 Andy Vermeulen – Commissioner, Village of Canning Quentin Hill – Commissioner, Village of New Minas Michael Keith – Commissioner, Village of Cornwallis Square
Municipal Staff	Sean Veldhoven – Facilities Coordinator Katie MacArthur – Accessibility Coordinator Shawn Fevens – Recreation Coordinator Terry Brown – Manager of Inspection & Enforcement Division Laurie-Ann Clarke – Recording Secretary
Guests	Andy Nette – Commissioner, Village of Port Williams
Regrets	Councillor Lexie Misner – District 2 Mike Bishop – Commissioner, Village of Kingston Robert Sealby – Commissioner, Village of Greenwood
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.

a. New Village Commissioner

Katie MacArthur, Accessibility Coordinator, introduced Andy Nette, Port Williams Village Commissioner, advised the JAAC that approval of the appointment would be required from each of the stakeholders for his membership on the committee, and invited the committee to pass a motion recommending the appointment.

On motion of Commissioner Hill and Commissioner Vermeulen, that the Joint Accessibility Advisory Committee recommends that Municipal Council appoint Andy Nette (Village of Port Williams) as a Village Commissioner representative on the Joint Accessibility Advisory Committee for the remainder of a three-year term ending on May 31, 2026.

The question was called on the motion. Motion carried.

3. Amendments to the Agenda

None

4. Approval of the Agenda

On motion of Commissioner Vermeulen and Commissioner Hill, that the Joint Accessibility Advisory Committee approve the September 13, 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

b. June 14, 2023

On motion of Commissioner Hill and Commissioner Vermeulen, that the minutes of the Joint Accessibility Advisory Committee meeting held on June 14, 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. Aylesford Lake Accessibility Presentation** Sean Veldhoven, Facilities Coordinator for the Municipality of the County of Kings, made a presentation on Municipally owned properties, specifically Aylesford Lake Beach and the accessibility upgrades that were made in 2023.
- b. Discussion on Aylesford Lake Beach** Ms. MacArthur asked for feedback on Aylesford Lake Beach based on what the committee saw in Mr. Veldhoven's presentation and the video of the facility distributed via email earlier in the summer. She suggested that creating more shaded areas would be beneficial. There was a discussion on how the playground and overall built environment colour scheme could be changed to improve accessibility.
- c. Proposed Standard for the Built Environment** Ms. MacArthur provided an overview of the Draft Proposed Built Environment Accessibility Standard Package included in the [agenda package](#). She advised the committee that the Government of Nova Scotia was collecting feedback on the proposed standards with comments being accepted until October 30, 2023. She also advised that Maddi Adams, Senior Policy Analyst with the Nova Scotia Accessibility Directorate, would attend the JAAC meeting in October to further go over the standard and answer any questions from the committee.
- d. Discussion on Accessible Customer Service document** Ms. MacArthur reviewed the Accessible Customer Service document included in the [agenda package](#). She shared that initially the document would be used in training Municipal and Village staff and elected officials but noted that other organizations would be welcome to use the documents if interested. She invited the committee to share any feedback via email.

e. Sensory Toolkits Ms. MacArthur shared that there would be two sensory toolkits available for public use at the Municipal office and during recreation programming. Depending on the kit's usage, more kits may be assembled for summer day camps and Aylesford Lake Beach.

f. Accessibility Coordinator's Quarterly Update Ms. MacArthur shared that the July Quarterly Update was included in the [agenda package](#), invited the committee to review the document, and shared that the next update would be brought to the October meeting.

g. Work Plan Update The Work Plan approved in November 2022 was updated and included in the [agenda package](#); an update of the work plan will be included in each meeting agenda package.

9. Other Business There was no other business.

10. Roundtable Terry Brown, Manager of Inspection and Enforcement, advised the committee that Ms. MacArthur had successfully completed the Rick Hansen Foundation Accessibility training and the Villages were able to begin booking her for assessments of their built environment. Ms. MacArthur shared that she would be visiting Greenwood and Canning in the coming weeks to complete assessments.

Commissioner Keith shared that the Village of Cornwallis Square recently installed six automatic door openers at the Village office and were working on the installation of four bus shelters along Highway #1.

Commissioner Vermeulen expressed frustration with levels of government not working together to set regulations around accessibility, specifically as it related to a local restaurant's ability to obtain a permit from the Department of Environment. Mr. Brown noted he was aware of the situation and shared the frustration.

Ms. McCormack shared her experience at a local business with an older set of stairs and unstable railing.

Ms. Hopkins advised the committee that the Flower Cart's new location would be open in the coming weeks.

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, October 11, 2023 at 7:00 p.m. in Council Chambers.

14. Adjournment

There being no further business, on motion of Commissioner Hill and Mr. Price, the meeting adjourned at 8:22 p.m.

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year



Village of New Minas
New Minas Water Commission
September 26, 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
- Maynard Stevens, Citizen Member
- Bruce MacArthur, Citizen Member

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:01pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the September 26, 2023 Water Commission Meeting be approved as circulated.

M/ Dave Chaulk

S/ Maynard Stevens

Motion Carried

3. Approval of Minutes:

- a. July 25, 2023 Water Commission Meeting

Motion:

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

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

4. Business Arising from Minutes:

- a. July 25, 2023 Water Commission Meeting

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

5. Comments from the Chair:

There were no comments from the Chair.

6. Staff Reports:

- a. Water Operations Report

The Clerk Treasurer/CAO provided a verbal summary of the Water Operations Report circulated prior to the September 26, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the September 26, 2023 Water Commission meeting and as verbally summarized by the Clerk Treasurer/CAO.

M/Bruce MacArthur

S/Mary Munroe

Motion Carried

- b. Water Rate Study

The Clerk Treasurer/CAO summarized the Water Rate Study prepared by Stantec Consulting Ltd., which was presented at the September 11 Village Commission Meeting with all Water Commissioners present.

Motion:

THAT the New Minas Water Commission apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the Village of New Minas and the Municipality of the County of Kings and changes to its Rules and Regulations for customers served by the Commission, as set out in the Water Rate Study prepared by Stantec Consulting Limited.

M/ Maynard Stevens
S/Dave Chaulk
Motion Carried

Motion:

That staff review the rates on an annual basis to determine needs and timing for the next water rate study.

M/Dave Chaulk
S/Bruce MacArthur
Motion Carried

7. Capital Projects Update:

The Clerk Treasurer provided an update on the current capital projects. An RFP has been issued for variable frequency drives for 3 wells. The test well program has identified a prospective site behind the Annapolis Animal Hospital. Water meter purchases are ongoing, and staff are in the process of sourcing radios to upgrade the SCADA system.

8. Source Water Protection Committee:

The October 4 meeting will be rescheduled. Staff have been focussing their time and effort this summer on the System Assessment Report and updating the Engineering Standing Offer List to provide the Water Commission with additional options for qualified engineering/hydrogeological expertise. Staff will be focussing on completing the Source Water Protection Plan with consulting assistance in the coming months.

9. Correspondence:

There was no correspondence.

10. Other Business:

There was no other business.

11. Public Input:

There was no public input.

12. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:35pm.

Motion:

THAT the meeting be adjourned.

M/Bruce MacArthur
S/Dave Chaulk
Motion Carried



Village of New Minas
Commission Meeting
October 10, 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: October 10, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The migration of our IT system to Microsoft Office 365 has been successfully implemented. This has provided a significant increase to functionality and collaboration within the organization. The Water Rate Study has now been approved by the Water Commission, and has been submitted to the Utility and Review Board. A public hearing has been scheduled at the LMCC on January 9th. The first draft of the Strategic Plan has been completed and is included in the October 10 Village Commission agenda package.

Highlights of the Past Month:

- Migration to Microsoft Office 365 has been successfully implemented.
- Water Rate Study has been finalized and submitted to the UARB.

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 (September 11)
- Beautification Committee (September 20)
- Water Commission (September 26)

Other Notable Meetings:

- Labour Management meeting — July 18
- Strategic Planning Session — September 28

Professional Development:

- Volunteering as a mentor for Engineers Nova Scotia
- JCCD Society meeting — September 21
- 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

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: October 10, 2023

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

Public Works staff members are in the process of carrying out tasks such as winterizing irrigation systems, sports field maintenance, repairs to deficient areas of the sidewalks. This month we are flushing the distribution system throughout the Village and Greenwich. We are waiting on the arrival of the new sidewalk plow.

Current Task/Projects:

- Maintenance of grounds ongoing
- Continuation of sidewalk repairs before the cold weather arrives
- Final repairs of excavated areas for water leaks ongoing
- Staff members assisted in the capital playground projects
- Depending on the weather, the planters will be removed from village streets
- Remembrance Day signs are being ordered for placement throughout the village
- Snow clearing equipment being prepared for upcoming season

Long-Term Projects:

- A pump test will be performed at the test well on Turner Drive
- Several members of Beautification Committee met to discuss projects for next year

Meetings:

- Attended Beautification meeting
- Meeting with union for Labour Management
- Met with a member of the Butterfly society to discuss placement of their new garden in the Village

Professional Development:

- Staff members continue to upgrade their safety knowledge as required
- Mark Jackson and I will be attending a two-day seminar on mental health in the workplace

Outlook for Next Month:

- Fall cleaning of parks and other village stations
- Installation of holiday season infrastructure (after Remembrance Day)
- Setting up markers for snow clearing hazards
- Daily operations

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: October 10, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



- Water Rate Study
- Capital Projects
- Finance:
 - Bank reconciliations
 - Accounts payable
 - Invoicing and receivables
 - Payroll (bi-weekly)

Sincerely,

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

Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

t 902-681-0430 | e timb@newminas.com

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: October 10, 2023

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

September’s water utility billing is posted, and the bills went out the end of last week. Flower Cart came in and folded and stamped the single bills. We identified several meters that need to be replaced and Public Work/Water is currently replacing them in time for December’s billing.

Current Tasks/Projects:

- August Operating and Capital bank reconciliations are completed, will start September’s this week.
- Fourth Quarterly Due to/from and HST will be completed mid-October.
- Expecting the Summer Administrative Co-op payment to be in soon from the Province.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date September 30
• Residential	\$1,269,195	\$1,094,139.13
• Commercial	\$904,256	\$803,534.24
• Resource	\$8,130	\$6,452.29
 Sewer	 Budgeted	 Collected Year to Date September 30
• Usage Charges	\$685,824	\$400,387.70
 Water	 Budgeted	 Collected Year to Date September 30
• Metered Sales	\$648,000	\$376,329.40
• Sprinkler Service	\$4,852	\$2,427.21

Professional Development Summary:

- Attended the MTC conference last week.

Outlook for future Months:

- RBC Pension workshop has been scheduled

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: October 10, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

September saw Fall seasonal programs start up again, including after school programs at NMES and the LMCC, Kids Play (Sat mornings), badminton, pickleball, Zumba, multiple yoga classes, and multiple senior fitness classes. The LMCC has become a very busy place once again.

September also saw two playground projects completed (Meadow Terrace and Lockhart Ryan Park), with the third at Golfview very near completion. Both completed playgrounds have been a huge hit in the community.

In late September the Recreation department conducted a community engagement event at the corner of Douglas and Jordan in New Minas. The purpose of this event was to get feedback from the neighbourhood about a potential park development in that area. The turnout from the community was terrific and it became very apparent that a park/playground is needed there. Plans will be submitted for Commission approval during capital budget discussions towards the end of the fiscal year.

Current Tasks/Projects:

- Douglas Street Park Planning – Conducted community engagement session
- Seasonal Programming – Fall programs have begun
- Prepare disc golf course for “Canadian National Disc Golf Tour” event in October

Long-Term Projects:

- Planning for Douglas Street park/playground underway

Meetings:

- 2023 Rec Nova Scotia Conference Planning (Conference takes place Oct 10 – 13)

Professional Development Summary:

- N/A

Outlook for Next Month:

- Parade of Lights Planning, Santa at the mall planning

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: October 2023

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

NEW! Accessible Programming

- Partnership with Flowercart to facilitate modified physical activity opportunities
- Working on developing kids play time sessions aligned with current programming

After School Programs

- Facilitating fee reduction applications
- Staff hiring and training
- Meeting with school administration to facilitate program details

Activate Your Neighbourhood – pilot location

- The Canadian Parks and Recreation Association (CPRA), Recreation Nova Scotia and the Government of Nova Scotia are working together by implementing a Nova Scotia pilot project.
- The Activate Your Neighbourhood Pilot Project is based on the concept of “Tactical Urbanism”, or what we are calling Tactical Placemaking since many areas of the province are not, in fact, urban! What is Tactical Placemaking? Tactical placemaking refers to low-cost, deliberate, grassroots initiatives to make temporary changes or improvements to local neighbourhoods and public gathering places. Temporary alterations can sometimes lead to permanent changes over time.
- This project aligns with our spontaneous play places and green space development- the Douglas St community engagement was helpful in obtaining feedback
- You can find more info at the following website - <https://activateyourneighbourhood.ca/>

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- *document was sent to facility users and community groups*
- Facilitating training opportunities for staff and community members – dates pending

Community Play Boxes:

- *Graphics are being repaired – installation pending*

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: October 2023

Subject: Monthly Report — Active Living Coordinator



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 – *equipment has arrived, preparing promotional materials and branding*

Workplace Wellness Initiatives

- Lunch & Learn – received a Wellness Grant from the Municipal Wellness Program
 - Following session will include mental health in the workplace, stress management, and conflict resolution

Douglas Street Project

- Participated in community engagement session

Meetings/Professional Development:

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



Village of New Minas
Commission Meeting
October 10, 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: October 10, 2023

Subject: JAAC Appointment



JAAC Appointment

1. Introduction

The Municipality of the County of Kings (Municipality) is looking to appoint a new member for the Village of Port Williams on the Joint Accessibility Advisory Committee (JAAC).

2. Discussion

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

3. Recommendation

That the Village Commission appoint Andy Nette (Village of Port Williams) as a Village Commissioner representative on the Joint Accessibility Advisory Committee for the remainder of a three-year term ending on May 31, 2026.

Policy Number: VNM-2024-01
Policy Adoption Date: February 12, 2024
Most Recent Amendment: N/A

1. Vision

To enhance and develop the Village of New Minas as a preferred destination to live, shop and play in the Annapolis Valley.

2. Mission

To provide reliable and cost-effective services to our residents, enhance our community's wellbeing through practical and innovative governance, and foster opportunities for growth and development within the Village of New Minas.

3. Values/Principles

1. Accountability & Transparency
2. Excellence & Integrity
3. Reliability & Sustainability
4. Diversity & Inclusion
5. Collaboration & Friendliness

4. Key Strategic Priorities & Strategic Focus Areas

1. Community Wellness
 - a. Recreation & Facility Programs
 - b. Parks, Playgrounds & Trails
 - c. Accessibility
 - d. Beautification
2. Development of New Minas South
 - a. Partnerships with Stakeholders
 - b. Infrastructure Capacity & Extension
3. Fiscal Responsibility
 - a. Financial Integrity
 - b. Revenue Generating & Cost Saving Initiatives
4. Marketing and Promotion
 - a. Branding
 - b. Website Upgrade
 - c. History & Culture of New Minas
 - d. Establishment of New Minas Business Association
 - e. Partnerships with Stakeholders
5. Sound Governance
 - a. Effective and Efficient Services
 - b. Policy Updates
 - c. Community Engagement
 - d. Staff Retention & Recruitment

- 6. Sustainable Infrastructure
 - a. Asset Management Plan
 - b. Energy Efficiency

5. Amendments

Date	Amendments
February 12, 2024	Policy adopted by Commission

DRAFT