



Village of New Minas
Commission Meeting
October 11, 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. September 12, 2022 Village Commission Meeting
5. Business Arising from Minutes:
 - a. September 12, 2022 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 — Draft minutes included in package
 - c. Joint Accessibility Advisory Committee — Report and draft minutes included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Recreation & Community Development Advisory Committee — No meeting since last report
 - f. Regional Sewer Committee — Report and draft minutes included in package
9. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. Manager of Municipal Operations — Report included in package
 - c. Manager of Finance — Report included in package
 - d. Director of Recreation & Community Development — Report included in package
 - e. Active Living Coordinator — Report included in package
10. New Business:
 - a. Harassment and Discrimination Policy
 - b. New Minas Playgrounds — Amendment to Capital Spending
 - c. JAAC Citizen Appointment
11. Correspondence — None
12. General Public Input
13. Adjournment



Village of New Minas
Commission Meeting
October 11, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



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

Commissioners Present:

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

Commissioners Absent:

- Dave Chaulk, Chair

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Jim Winsor, County Councillor
- Donna Randell (Zoom)

1. Call to Order:

Vice Chair James Redmond called the meeting to order at 7:07pm, welcoming those in attendance.

2. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

3. Approval of the Agenda:

Mary Munroe requested an addition to the agenda, to discuss the painting of New Minas crosswalks and a crosswalk concern raised by a resident at the intersection of Dow Road and Commercial Street.

Motion:

THAT the Agenda for the September 12, 2022 Commission Meeting be approved as circulated with the addition of item 10. h. New Minas Crosswalks.

M/Debra Windle-Smith

S/Mary Munroe

Motion Carried

4. Approval of Minutes:

- a. July 11, 2022 Regular Village Commission Meeting

Motion:

THAT the Minutes for the July 11, 2022 Special Commission Meeting be approved as circulated.

M/Mary Munroe

S/ Quentin Hill

Motion Carried

- b. September 6, 2022 Special Village Commission Meeting

Motion:

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

M/Debra Windle-Smith

S/Mary Munroe

Motion Carried

5. Business Arising from Minutes:

- a. July 11, 2022 Regular Village Commission Meeting

There was no business arising from the July 11, 2022 minutes.

- b. September 6, 2022 Special Village Commission Meeting

There was no business arising from the July 11, 2022 minutes.

6. Comments from the Chair:

Vice Chair James Redmond discussed the passing of Queen Elizabeth II and called for a moment of silence in Her Majesty's honour.

7. Public Input

Jim Winsor:

- Joint Council Meeting will be held on October 3, 2022 to discuss Regional Recreation Study.
- Public Participation Meeting will be held on September 12, 2022 to discuss draft New Minas Secondary Planning Strategy.
- Update on Greenwich Fire Department situation. The Municipality's intension is to stand by the decision that was originally made based on the consultant's recommendation.

8. Committee Reports

a. Beautification Committee

Mary Munroe provided a verbal summary of the written report included in the September 12, 2022 Commission agenda package.

f. Regional Sewer Committee

James Redmond provided a verbal summary of the written report included in the September 12, 2022 Commission agenda package.

Motion:

THAT the Committee Reports be received as attached to the September 12, 2022 Commission agenda package and as verbally summarized by the respective Commissioners.

M/Mary Munroe
S/Quentin Hill
Motion Carried

9. Staff Reports

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the September 12, 2022 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 attached to the September 12, 2022 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

10. New Business:

a. JAAC Citizen Appointments

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Motion #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.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

Motion #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.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

b. Co-operative Education Incentive — Administrative Assistant

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Motion:

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.

M/Debra Windle-Smith

S/Mary Munroe

Motion Carried

c. Kings County 4x4 Club — Thunder in the Valley Event

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Mary Munroe recommended changing the start time to 8:00am as a compromise, rather than 9:00am.

Motion:

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 8:00am to 7:00pm.

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

d. Sidewalk Design Priorities

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Mary voiced safety concerns for Prospect Avenue, from Commercial Street to Perrier Drive. The Clerk Treasurer/CAO indicated that these concerns would be incorporated into the design for this section.

Motion:

THAT the Village Commission direct the Clerk Treasurer/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.

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

e. Finance & Audit Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Motion #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.

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

Motion #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.

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

Motion #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.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

- f. Citizen Appointment Vacancies: Finance & Audit Committee and Source Water Protection Committee

The Clerk Treasurer/CAO provided a verbal update on citizen appointment vacancies. The Finance & Audit Committee and the Source Water Protection Committee each have one vacancy for citizen appointments. These vacancies are currently being advertised on the Village's website and social media. The deadline for applications is September 30, 2022. Commissioners were asked to inform potential candidates of the vacancies.

- g. Abuse Policy (verbal update from Clerk Treasurer/CAO)

The Clerk Treasurer/CAO provided a verbal update on increased insurance requirements for abuse coverage. The Village is required to adopt an abuse policy addressing the topics of harassment, discrimination, physical abuse, sexual abuse, emotional abuse, verbal abuse, psychological abuse and neglect. The Village of Kingston has shared their draft policy with the Clerk Treasurer/CAO, which was in turn taken largely from the Town of Yarmouth's policy. The Clerk Treasurer/CAO will share the Village of Kingston's draft policy with Commissioners through email, with the intent of using the wording as the basis for a new abuse policy to be presented at the October Commission Meeting.

- h. New Minas Crosswalks

Mary Munroe discussed that crosswalks in the Village are normally painted in the summer, and expressed concern that they have not yet been completed this year. The faded lines are a safety concern. She also asked if different kinds of markings could be considered. The Clerk Treasurer/CAO replied that crosswalks must meet the standards of NS Public Works, and that a meeting with NS Public Works could be coordinated for further discussion.

Mary also discussed the safety of the crosswalk at Dow Road, and asked if rectangular rapid flashing beacons could be installed at that location. The Clerk Treasurer/CAO replied that this could also be included in a meeting with NS Public Works.

11. Correspondence:

James Redmond provided a verbal summary of the following correspondence included in the September 12, 2022 Commission agenda package:

- a. Kings County 4x4 Club — Thunder in the Valley Event

Motion:

THAT the correspondence be received as attached to the September 12, 2022 Commission agenda package and as verbally summarized.

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

12. Public Input:

Jim Winsor:

- Area Manager of NS Public Works is now Logan Webb.
- Municipality is engaging a consultant to review application process for building/development permits.

Donna Randell:

- Audio quality was better for this meeting than it ever has been in the past.

13. Adjournment:

There being no further business, Vice Chair James Redmond called for a motion to adjourn at 8:16pm.

Motion:

THAT the meeting be adjourned.

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



Village of New Minas
Commission Meeting
October 11, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

8. Committee Reports

Information Report (Agenda Item 8.a.)

To: Village Commission

By: Mary Munroe, Village Commissioner

Meeting Date: October 11, 2022

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — September 21, 2022

The September 21st Meeting of New Minas Beautification Committee took place via Zoom. We welcomed our new Village Commission representative, Debra Windle-Smith, to the Beautification Committee — we are pleased to have another member who has a keen interest in gardens and landscaping and will bring her diverse strengths to the group.

Updates on our summer projects were shared by Gerard Hamilton with progress underway at the Prospect Pocket Park and plans to complete the Crescent Corner West Park next. John Ansara reported that Benches and trash receptacles have been ordered for both pocket parks. Our traditional solar garden light and two live evergreens are on order for the Prospect Pocket Park — there are plans to light the evergreens to add a festive look welcoming those who enter our Village from Exit 12 and locals as well. Seasonal lighting and some special features to appeal to the young and young at heart are planned for the front of the Lockhart Ryan Park. The new red banner showcases the combined talents of our own Erica Dominey and Agnes Wojt and we look forward to the new addition being displayed along with the existing banners on Commercial Street — it is anticipated that the banners will be delivered in time to be hung before November 19 when the New Minas Rotary Club Parade of Lights is scheduled to take place.

The Committee's next regular meeting is scheduled for 10:30am on October 19th via Zoom.

Respectfully submitted,

Mary Munroe, Chairperson

On behalf of the New Minas Beautification Committee



Village of New Minas
Beautification Committee
September 21, 2022 @ 10:30 AM
Online Video Conference (Zoom)
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

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- John Ansara, Director of Recreation & Community Development
- Gerard Hamilton, Manager of Municipal Operations
- Erica Dominey, Minutes

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:38am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the September 21, 2022 Beautification Committee Meeting be approved as circulated.

M/ John Ansara

S/ Agnes Wojt

Motion Carried

3. Approval of Minutes:

- a. August 18, 2022 Beautification Committee Meeting

Motion:

THAT the Minutes for the August 18, 2022 Beautification Committee Meeting be approved as circulated.

M/ Donna Randell

S/ Agnes Wojt

Motion Carried

4. Business Arising from Minutes:

- a. August 18, 2022 Beautification Committee Meeting

There was no business arising from the August 18, 2022 minutes.

5. Comments from the Chair:

The Chair welcomed Debra Windle-Smith onto the Committee.

The Chair met with the Clerk Treasurer/CAO, and discussed subdivision signs and where it should be fitting in. It was decided that it needed to be added in a strategic plan. John questioned whose jurisdiction is the signs. Historically, it used to be up to the subdivision.

6. Presentations:

There were no presentations.

7. Finance & Budget Update

- a. Expenditures to date

The Clerk Treasurer/CAO provided a verbal report on expenditures to date. To date, \$5,640.00 has been spent. It was requested that the Clerk Treasurer/CAO provide a detailed report on what has been spent to date for the next meeting broken down by project. John updated that he purchased benches and trash receptacles that would not be reflected as of today.

Action: Clerk Treasurer/CAO to provide detailed budget update reports at each meeting.

8. Project Updates

- a. Crescent Park West — Phase #2

Gerard updated the Committee that benches and trash receptacles were going in. The Cherry Tree's are now available for pick up and they will be planted at the best time. Gerard is looking into irrigation, waiting on quote for 3-4 sites. It was questioned when Cherry Trees were decided.

Action: Gerard will reach out again for quotes and will pick up Cherry Trees.

- b. Prospect Road Pocket Park

It was updated that 9 Dogwood trees have gone into the park currently. Mary is discussing with Blomidon Nurseries about adding Blue Spruce in. Gerard updated that Public Works is in the process of putting pavers down and the water line going in around mid-October, and will be going underneath the road. Benches, a trash receptacle and a lamp post are still to come.

c. Butterfly Way

Mary did contact Carolyn and never heard back. The spot would need to be prepared for the group to continue. It was decided that this project would take a back burner to other projects currently on the go until a plan can be decided upon.

9. New Business:

a. Lighting & Decorations — follow-up from September 14 meeting

The current budget for lights and decorations, which was first thought to be \$14,000, was clarified to be \$5,000 by the Clerk Treasurer/CAO. Commission approval would be required to re-allocate any unused budgets from the other Beautification projects (specifically the \$5,500 for the Milne Subdivision Park).

Public Works has stated that they prefer Commercial Grade Lights. Donna received a quote from Ryan at Classic Displays. 60 sets of lights and bulbs, with shipping would be \$4451.61. Estimated time of arrival would be the end of October. It was discussed that Ryan did our blue holiday banners years ago and they have held up well throughout the years. Classic Displays will provide a quote for banners as well. The Peanuts decorations were discussed about adding in features to Lockhart & Ryan Park.

Motion:
THAT staff order lights as quoted from Classic Displays.

M/Donna Randell
S/Agnes Wojt
Motion Carried

Motion:
THAT staff order the Peanuts decorations and Flood Lights as approved for Lockhart and Ryan Park for \$1,000.00

M/Donna Randell
S/Agnes Wojt
Motion Carried

10. Next Meeting Date:

- a. October 19, 2022

The next meeting is scheduled for Wednesday October 19 @ 10:30 am via online video conference (Zoom).

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:43am.

Motion:

THAT the meeting be adjourned.

M/ Mary Munroe

S/ John Ansara

Motion Carried



Village of New Minas
Finance & Audit Committee
September 27, 2022 @ 6:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

Members Absent:

- Citizen Member Vacancy

Staff Present:

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

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 6:01pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the September 20, 2022 Finance & Audit Committee Meeting be approved as circulated.

M/ Quentin Hill

S/ Valerie Kneen-Teed

Motion Carried

3. Approval of Minutes:

- a. July 6, 2022 Finance & Audit Committee Meeting

Valerie Kneen-Teed pointed out that the specific meeting date should be reflected in the Minutes, rather than “the previous Finance and Audit Committee meeting”.

Motion:

THAT the Minutes for the August July 6, 2022 Finance & Audit Committee Meeting be approved as amended.

M/ Quentin Hill

S/ Valerie Kneen-Teed

Motion Carried

4. Business Arising from Minutes:

- a. July 6, 2022 Finance & Audit Committee Meeting

There was no business arising from the July 6, 2022 minutes.

5. Comments from the Chair:

The Chair did not have any comments at this time.

6. Presentations:

There were no presentations.

7. New Business:

- a. Variance Reports

Shelly Palmer went over the variance reports in detail with the Committee, noting that we were halfway through the year. A few errors and omissions were reported in the variance reports. The Finance Manager will reconcile these errors and omissions and report back to the Committee. The Committee also expressed the desire for more clarity in how the General Government Revenue is shown in the variance report.

- b. Summary of 2021/22 Audit

Some concerns over the effectiveness of internal control systems not being included during the audit was brought up. The Clerk Treasurer/CAO will contact Lawrence Lake to obtain a more detailed explanation about the first paragraph of the management letter.

- c. Membership Appointment Renewals

The Village Commission has formalised the appointments for the remainder of the term ending on March 31, 2023.

- d. Citizen Appointment Vacancy

No applications received to date.

8. Next Meeting Date:

- a. Discuss changing to January 17, 2023

The Clerk Treasurer/CAO discussed changing the next meeting to January 17, 2023. This will avoid conflicts with the busy holiday season, and also allow for the Q3 Variance Report to be presented to the Committee at the next meeting. Changing the meeting time to earlier in the afternoon will also save on staff overtime.

Valarie Kneen-Teed suggested an earlier meeting date to go over the updated variance reports. The Clerk Treasurer/CAO and Finance Manager will find a new date that works for everyone. This motion was deferred to the next meeting.

9. Public Input:

None

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 7:12pm.

Motion:

THAT the meeting be adjourned.

M/ Dave Chaulk

S/ Quentin Hill

Motion Carried

Information Report (Agenda Item 8.c)

To: Village Commission

By: Quentin Hill, Village Commissioner

Meeting Date: October 11, 2022

Subject: JAAC Report



Joint Accessibility Advisory Committee Report

Joint Accessibility Advisory Committee Meeting — September 14, 2022 (Council Chambers, 181 Coldbrook Village Park Drive)

The following was discussed at the September 14, 2022 JAAC meeting:

- Municipality of Kings has hired a new accessibility coordinator Katie MacArthur.
- Terri Lynn Almeda, Manager of NS Accessibility Directorate provided an update from the directorate and as well as a timeline for standards development and implementation process. She also indicated that there will be more public consultation as well as a public awareness campaign this fall. Presentation will be included with this report.
- Active Living Coordinator Ashley Booker provided a presentation on Active Transportation in Kings County.
- There is one citizen vacancy for the JAAC. If you know of anyone who might be interested, please let me know and I can provide them with details. Term to expire May 2024.

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, September 14, 2022

Draft Minutes

Meeting, Date and Time

A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, September 14, 2022, at 6:00 p.m. in Council Chambers at 181 Coldbrook Village Park Drive.

Attending

JAAC Members

Mary Fox – Citizen Member (Chair)
Alan Price – Citizen Member: West
Ben Brown – Citizen Member (arrived at 6:25 p.m.)
Crystal McCormack – Citizen Member: Central
Dino Wamboldt – Citizen Member: East (arrived at 6:20 p.m.)
Doug Ralph – Citizen Member
Kathleen Purdy – Citizen Member
Michael Keith – Commissioner, Village of Cornwallis Square
Mike Bishop – Commissioner, Village of Kingston
Quentin Hill – Commissioner, Village of New Minas (via Microsoft Teams; signed out at 7:27 p.m.)
Robert Sealby – Commissioner, Village of Greenwood
Scott Leier – Commissioner, Village of Port Williams

Municipal Staff

Terry Brown – Manager of Inspection & Enforcement Division
Katie MacArthur – Accessibility Coordinator
Shawn Fevens – Recreation Coordinator
Trish Javorek – Director of Planning & Inspections
Laurie-Ann Clarke – Recording Secretary

Guests

Ashley Brooker – Active Living Coordinator, Municipality of the County of Kings
Terri Lynn Almeda – Manager, Nova Scotia Accessibility Directorate (via Microsoft Teams)

Regrets Councillor Lexie Misner – District 2 (Vice-Chair)

Absent Andy Vermeulen – Commissioner, Village of Canning
Kirk MacLennan – Commissioner, Village of Aylesford

1. **Call to Order** The meeting was called to order at 6:04 p.m.
2. **Roll Call** Roll call was taken.
3. **Amendments to the Agenda** None.
4. **Approval of the Agenda**

On motion of Commissioner Sealby and Commissioner Leier, that the Joint Accessibility Advisory Committee approve the September 14, 2022 meeting 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. **June 8, 2022** **On motion of Commissioner Sealby and Mr. Ralph, that the minutes of the Joint Accessibility Advisory Committee held on June 8, 2022 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. **Accessibility Coordinator Introduction** Terry Brown, Manager of Inspection Enforcement Division, introduced Katie MacArthur as the Accessibility Coordinator and shared her experience and background with the JAAC.

- b. Update from Nova Scotia Accessibility Directorate** Terri Lynn Almeda, Manager, Nova Scotia Accessibility Directorate, provided the Committee with a presentation updating the committee on the work being done at a Provincial level to make Nova Scotia accessible by 2030.
- c. Active Transportation in Kings County** Ashley Brooker, Active Living Coordinator, gave a presentation on the work that the Municipality is doing to improve Active Transportation, with accessibility as factor in design, in the area and shared information on projects that the Municipality successfully received grants for.
- d. Citizen Member Update** Ms. MacArthur provided an update on citizen member recruitment. She shared that as of September 12, 2022, the Municipality and all Village Commissions had approved Ben Brown and Alan Price as members of the JAAC. The final citizen vacancy was advertised and received one application. The application has been forwarded to Nominating Committee for approval.
- e. Terms of Reference Review** At the Municipal Council meeting on April 5, 2022, a motion was passed requesting that each Committee of Council review their Terms of Reference and provide any proposed amendments to Council by the end of December. As such, staff has begun the review of the JAAC Terms of Reference and Ms. MacArthur presented staff’s proposed changes to the Committee. A copy of the draft changes will be sent to each Village Clerk for review by the Village Commissions before the October meeting of JAAC.
- 9. Other Business** Manager Brown shared that Ms. MacArthur has begun to contact each Village office to arrange a time to meet with Clerks and Commissions to discuss expectations of her role and answer any questions surrounding the implementation of “Our Joint Accessibility Plan”.
- 10. Correspondence** None.
- 11. Date of Next** The next meeting will be held on October 12, 2022 at 6 p.m.

Meeting

in Council Chambers at 181 Coldbrook Village Park Drive.

12. Adjournment

There being no further business, on motion of Commissioner Sealby and Mr. Ralph, the meeting adjourned at 7:53 p.m.

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year

DRAFT



Village of New Minas
New Minas Water Commission
September 27, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Gerard Hamilton, Manager of Municipal Operations
- Erica Dominey, Minutes

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 7:16pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the September 27, 2022 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. June 22, 2022 Water Commission Meeting

Information Report (Agenda Item 8.f.)

To: Village Commission

By: James Redmond, Village Commission Vice Chair

Meeting Date: October 11, 2022

Subject: Regional Sewer Committee Report



Regional Sewer Committee Report

Regional Sewer Committee Meeting — September 15, 2022

- The committee discussed the de-sludging and aeration equipment installation as approved in 2022/23 capital budget.
- The de-sludging and aeration approved capital budget for this project for 2022/23 is \$1,600,000.00 The lowest tender came in at \$3,660,000.00.
- There was a discussion about the reallocation of the budgeted 2022/23 of \$800,000.00 from Regional sewer lines to this de-sludging and aeration equipment project which has been canceled for this budget year.
- There was discussion around finding savings in the project to reduce costs and referred to the technical Committee to evaluate the costing of this project.
- BODs for August were 9 compared to 20 for the previous 7-month average, TSS was 10, the previous 7-month average was 31, as well E-coli was 3, and the previous 7-month average was 34. This appears to be an anomaly. Waiting for September readings.
- The plant is running at approximately 46% of capacity.

James Redmond

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, September 14, 2022

Draft Minutes

Meeting, Date and Time	A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, September 14, 2022, at 6:00 p.m. in Council Chambers at 181 Coldbrook Village Park Drive.
Attending	
JAAC Members	Mary Fox – Citizen Member (Chair) Alan Price – Citizen Member: West Ben Brown – Citizen Member (arrived at 6:25 p.m.) Crystal McCormack – Citizen Member: Central Dino Wamboldt – Citizen Member: East (arrived at 6:20 p.m.) Doug Ralph – Citizen Member Kathleen Purdy – Citizen Member Michael Keith – Commissioner, Village of Cornwallis Square Mike Bishop – Commissioner, Village of Kingston Quentin Hill – Commissioner, Village of New Minas (via Microsoft Teams; signed out at 7:27 p.m.) Robert Sealby – Commissioner, Village of Greenwood Scott Leier – Commissioner, Village of Port Williams
Municipal Staff	Terry Brown – Manager of Inspection & Enforcement Division Katie MacArthur – Accessibility Coordinator Shawn Fevens – Recreation Coordinator Trish Javorek – Director of Planning & Inspections Laurie-Ann Clarke – Recording Secretary
Guests	Ashley Brooker – Active Living Coordinator, Municipality of the County of Kings Terri Lynn Almeda – Manager, Nova Scotia Accessibility Directorate (via Microsoft Teams)

Regrets Councillor Lexie Misner – District 2 (Vice-Chair)

Absent Andy Vermeulen – Commissioner, Village of Canning
Kirk MacLennan – Commissioner, Village of Aylesford

1. Call to Order The meeting was called to order at 6:04 p.m.

2. Roll Call Roll call was taken.

3. Amendments to the Agenda None.

4. Approval of the Agenda **On motion of Commissioner Sealby and Commissioner Leier, that the Joint Accessibility Advisory Committee approve the September 14, 2022 meeting 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. June 8, 2022 **On motion of Commissioner Sealby and Mr. Ralph, that the minutes of the Joint Accessibility Advisory Committee held on June 8, 2022 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. Accessibility Coordinator Introduction Terry Brown, Manager of Inspection Enforcement Division, introduced Katie MacArthur as the Accessibility Coordinator and shared her experience and background with the JAAC.

- b. Update from Nova Scotia Accessibility Directorate** Terri Lynn Almeda, Manager, Nova Scotia Accessibility Directorate, provided the Committee with a presentation updating the committee on the work being done at a Provincial level to make Nova Scotia accessible by 2030.
- c. Active Transportation in Kings County** Ashley Brooker, Active Living Coordinator, gave a presentation on the work that the Municipality is doing to improve Active Transportation, with accessibility as factor in design, in the area and shared information on projects that the Municipality successfully received grants for.
- d. Citizen Member Update** Ms. MacArthur provided an update on citizen member recruitment. She shared that as of September 12, 2022, the Municipality and all Village Commissions had approved Ben Brown and Alan Price as members of the JAAC. The final citizen vacancy was advertised and received one application. The application has been forwarded to Nominating Committee for approval.
- e. Terms of Reference Review** At the Municipal Council meeting on April 5, 2022, a motion was passed requesting that each Committee of Council review their Terms of Reference and provide any proposed amendments to Council by the end of December. As such, staff has begun the review of the JAAC Terms of Reference and Ms. MacArthur presented staff’s proposed changes to the Committee. A copy of the draft changes will be sent to each Village Clerk for review by the Village Commissions before the October meeting of JAAC.
- 9. Other Business** Manager Brown shared that Ms. MacArthur has begun to contact each Village office to arrange a time to meet with Clerks and Commissions to discuss expectations of her role and answer any questions surrounding the implementation of “Our Joint Accessibility Plan”.
- 10. Correspondence** None.
- 11. Date of Next** The next meeting will be held on October 12, 2022 at 6 p.m.

Meeting

in Council Chambers at 181 Coldbrook Village Park Drive.

12. Adjournment

There being no further business, on motion of Commissioner Sealby and Mr. Ralph, the meeting adjourned at 7:53 p.m.

**Approved by:
Joint Accessibility Advisory Committee**

Day/Month/Year

DRAFT

Motion:

THAT the Minutes for the June 22, 2022 Water Commission Meeting be approved as circulated.

M/Dave Chaulk
S/Mary Munroe
Motion Carried

4. Business Arising from Minutes:

- a. June 22, 2022 Water Commission Meeting

There was no business arising from the June 22, 2022 minutes.

5. Comments from the Chair:

The Chair asked about Canaan Heights during Hurricane Fiona. The Generator worked well for the lift station for Canaan Heights.

6. Presentations:

There were no presentations.

7. Staff Reports:

- a. Water Operations Report

Gerard Hamilton provided a verbal summary of the Water Operations Report included in the September 27, 2022 Water Commission agenda package.

Motion:

THAT the Water Operations Report be received as attached to the September 27, 2022 Water Commission agenda package and as verbally summarized by the Manager of Municipal Operations.

M/Maynard Stevens
S/Bruce MacArthur
Motion Carried

8. Capital Projects Update:

- a. Aalders Avenue Water Laterals — Phase #1

The Clerk Treasurer/CAO updated that the Village has hired DesignPoint to design the laterals and go to tender late winter/early spring. The Village has not heard back from the ICIP grant applications yet.

b. RF Meter Reading System Meters

The Village of New Minas purchased RF Meter Reading System Meters. Public Works installs them as their time permits. Roughly 70% of customers have them installed.

c. Test Well

The test well project has not had any expenses to date. Public Works met with Billy Shaw, who identified two main sites for testing. Clerk Treasurer/CAO will discuss with property owners about installing test wells.

d. Submersible Pump

The Operations Manager updated that we have purchased the submersible pump to use for leaks and reports it is working well.

e. Water Meter Purchases

Public Works purchased new meters and will install them as needed.

f. Tank Refurbishment Inspection

The Operations Manager is waiting on the report. It was reported that the Woodvale Tank is in great shape.

9. New Business:

a. Source Water Protection Plan

The Chair reported that the end of October is being considered for their next meeting. The Clerk Treasurer/CAO spoke with Billy Shaw about the Source Water Protection Plan, as the Source Water Protection Plan Committee would like the plan updated. Billy Shaw is reviewing the plan on behalf of the Village.

10. Correspondence:

None

11. Public Input:

None

12. Adjournment:

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

Motion:

THAT the meeting be adjourned.

M/ Dave Chaulk

S/Jim Redmond

Motion Carried

DRAFT



Village of New Minas
Commission Meeting
October 11, 2022 @ 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 11, 2022

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

Following the summer break, I have been busy preparing for all of the regular Commission/Committee meetings during the month of September. One goal over the next few months will be to experiment with the audio system to improve accessibility for meeting attendees as well as online participants. The annual ANSV Conference was held on September 16-17, and included many helpful presentations and discussion sessions. One other item of note is that the Union provided their initial proposal on September 22. Negotiation sessions will begin this month, with the goal of finalizing the Collective Agreement before the end of November. This project will take significant time and effort, and will be my main focus this fall. Upon approval of the Collective Agreement by the Village Commission, I will shift my attention to budget preparations in December and January.

Highlights of the Past Month:

- Received my appointment from the Department of Justice as Commissioner of Oaths.
- Worked with James Redmond and Gerard Hamilton on reducing water pressure for the utility to normal operating pressures.
- Submitted application for co-op student for winter term
- Reviewed New Minas Active Living Strategy
- Attended ANSV Conference on September 16, 2022
- Received initial proposal from the Union on September 22, 2022
- Reinvested \$2.0M GIC for New Minas Water Commission (Capital Depreciation Account) and \$1.1M GIC for Village of New Minas (Capital Account) into one-year redeemable GICs at 4% interest (up from 1.4% for the previous 6 months). This will generate \$124,000 of interest over the one year term.

Regularly Scheduled Meetings:

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

- Collective meetings Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Monthly meeting with Jim Winsor (September 7)
- Village Commission (September 12)
- Regional Sewer Committee (September 15)
- Beautification Committee (September 21)
- Finance & Audit Committee (September 27)
- Water Commission (September 27)

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: October 11, 2022

Subject: Monthly Report — Clerk Treasurer/CAO



Other Notable Meetings:

- Regional Sewer Technical Sub-Committee (September 12)
- Presented at County of Kings Public Participation Meeting — September 13, 2022
- Met with Killam Properties Inc. on September 14, 2022 to discuss water pressure concerns
- Regional Sewer Technical Sub-Committee (September 20)

Professional Development:

- ANSV Conference — September 16, 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)
- Collective Bargaining Negotiations — October 12-13 & 27-28, 2022
- Strategic planning
- 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.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: October 11, 2022

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

Staff members have begun the process of performing tasks such as draining irrigation systems, sports field maintenance, inspecting equipment for the upcoming winter and finishing outside projects like the Prospect Road Park. This month, we are flushing the distribution system throughout the Village and Greenwich.

Current Tasks/Projects:

- Water leaks at Jill Street West and Prospect Road
- Currently working on Prospect Road Park
- All sports fields closed as they had maintenance completed for next season
- All water meters have been read for this quarter
- Christmas banners have been ordered
- Distribution mains to be flushed in October

Long-Term Projects:

- Working on locating sites to drill test well(s)
- Prospect Road Park to be completed this month
- Working on new seasonal holiday decorations for the village
- Surveying for the Aalders Ave water lateral replacement project has begun

Meetings:

- Met with CAO/Clerk-Treasurer and Billy Shaw to discuss new test well site(s) and Source Water Protection Plan
- Met with union representatives to begin the process of union negotiations
- Met with Village Solicitor and CAO/Clerk-Treasurer to analyze first draft of union collective agreement
- Attended Beautification Meeting
- Attended Water Commission Meeting

Outlook for Next Month:

- Daily Operations
- Fall cleaning of parks and other village stations
- Installation of seasonal holiday infrastructure (after Remembrance Day)
- Winter Operations Preparedness

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: October 11, 2022

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

Village office is busy; I am hopeful that foot traffic will slow down once visitors get used to the idea that the Recreation Department has moved to their new location in back. The Co-op student application was submitted and Acadia Professor, Matthew R Balsor BBA, C.I.M., FCUIC, has agreed to endorse the position, as part the CEI funding application. A response is expected within the next couple of weeks on the status of our application. The Co-op Administrative Assistant will cover the front desk over the winter months, which will provide Tanisha with more focused time for financial duties.

Current Tasks/Projects:

- Operating and Capital bank reconciliations for July have been completed.
- Second Quarterly Due to/from and HST will be completed in October.
- 2021/22 General Ledgers are closed; the 2021/2022 Audit is complete.

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	\$948,827.32
• Commercial	\$866,404	\$939,035.20
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	\$154,527.43
• Sprinkler Service	\$4,852	\$1095.86

Meetings:

- Monthly individual meetings will start in October
- Weekly office meetings will start next week.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: October 11, 2022

Subject: Monthly Report — Manager of Finance



Professional Development Summary:

- AMTC conference:
 - I will be away from October 4 through 7, 2022
- Instructional manuals:
 - Finance Manager, almost complete
 - Finance Officer's manuals not started

Outlook for future Months:

- Pension workshops are scheduled for October 17, 18 and 19, 2022, from 9:30 to 4:00 pm.
- Individual staff appointments will be set up over the three days for anyone who wants an appointment.
- POA, Wills and various other workshops have been re-scheduled for an evening in November. I would like to contact RBC to see they will be able to offer another session sometime in the new year.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: October 11, 2022

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Delivered Spring programs
 - Pickleball (12 sessions)
 - Yoga (3)
 - Senior Fitness (3)
 - Kids Multi Sport
 - New Minas swimming at Waterville Pool
 - Adventure Club, After School at NMES
- Plant Pot Paint Night
- Monday Open Mic started again
- Newcomers disc golf

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 – Recreation Nova Scotia Conference coming up October 19 - 21

Outlook for Next Month:

- Playground/Park planning, Beautification, programs

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: October 11, 2022

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

Active Living Strategy — progress update:

- Revisions have been returned to Clerk Treasurer, awaiting further feedback.
- Next step is review by CCTH.
- The goal for completion and review by Commission is November 2022.

Projects:

- NEW — Active & Healthy Award:
 - Recognize individuals, non-profit organizations, community groups, or businesses who provide social or physical environments that support active living.
 - Develop and promote a reward/recognition program — "A-HA" (Active & Healthy Award) offering small prizes and acknowledgement on social media
 - *Received grant funding from Community, Culture, Tourism & Heritage.*
- NEW — Outdoor Active Program:
 - Working with EMS and NMES to offer outdoor play activities during lunch periods at the school.
 - Funding support — School Physical Activity Partnership (SPAP)
- Community Play Boxes:
 - Ready for installation — coordinating with public works for installation with playground — *pending playground installation.*
- 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 and map have arrived. Kiosk was ordered — waiting for update on shipping.

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.

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: October 11, 2022

Subject: Monthly Report — Active Living Coordinator



Walkability Program — ongoing:

- 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 — ongoing:

- 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 County of Kings.
 - Senior's fitness classes — update: first session started in September.

Outdoor Play Policy Development:

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

Support to Recreation Dept:

- Playground Revitalization Plan:
 - Assisting with RFP for updates to Lockhart & Ryan Park



Village of New Minas
Commission Meeting
October 11, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. New Business

Harassment and Discrimination Policy

1. Introduction

Organizations can be held vicariously liable for the inappropriate and intentional actions of its employees, volunteers, visitors and independent contractors. In order to protect itself, the organization should implement a written and documented abuse policy. The purpose of the policy is:

- To maintain an environment that is free from harassment or abuse
- To identify the behaviours that are unacceptable
- To establish a mechanism for receiving complaints
- To establish a procedure to deal with complaints

The Village's Insurer (Intact Public Entities) requires the Village to implement an abuse policy that includes the following:

- Insured's stance on abuse
- Clear definitions of abuse (physical, mental, sexual etc)
- Reference the Governing legislation
- Clearly state who is covered by the policy (employees, volunteers etc)
- Reporting procedures
- Statement of consequences up to and including termination
- A review and sign off with employees/volunteers on an annual basis

2. Discussion

The Town of Yarmouth has implemented a policy that meets most of the updated insurance requirements. The Village of Kingston is in the process of adopting a policy that mirrors the wording of Yarmouth's policy. Staff have reviewed the wording, and after a review with the Insurer, have incorporated it into the draft policy attached below with the following changes:

- Addition of the last sentence in Clause 1.1 to clarify who the policy applies to.
- Addition of Clauses 2-5, describing various types of abuse.
- Addition of the word "abuse" throughout the Policy.
- Addition of Clause 19, which requires employees and volunteers to review and consent to the policy on an annual basis.

3. Recommendation

THAT the Village Commission adopt the Village of New Minas Harassment and Discrimination Policy, as included in the October 11, 2022 agenda package.

Village of New Minas

Harassment and Discrimination Policy



Policy Number: VNM-2022-02
Policy Adoption Date: October 11, 2022
Most Recent Amendment: N/A

1. Statement

1.1. The Village of New Minas is committed to maintaining a healthy, safe, and supportive workplace that values diversity where all persons are treated with respect and dignity. It is the right of all employees to work in an environment free of harassment, discrimination and abuse. This policy applies to all employees and volunteers working for the Village of New Minas.

2. Physical Abuse

2.1. Physical Abuse is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

3. Emotional Abuse

3.1. Emotional Abuse is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

4. Verbal Abuse

4.1. Verbal Abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

5. Psychological Abuse

5.1. Verbal Abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

6. Discrimination

6.1. Discrimination means differential treatment of an individual or group of individuals which is based, in whole or in part, on one or more of the prohibited grounds under the Nova Scotia Human Rights Act which has an adverse impact on an individual or group of individuals. Discrimination may be intentional or unintentional, direct or indirect.

7. Harassment

- 7.1. Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. This comment or conduct may be offensive, intimidating, hostile, or inappropriate, based on the prohibited grounds set out in the Nova Scotia Human Rights Act.
- 7.2. Harassment can take many forms and may be directed at an individual or group of individuals. Harassment can occur in various types of communication, including face to face exchanges, email, written correspondence, or social media.
- 7.3. Difference of attitude or culture and misinterpretation of social signals mean that what is perceived as harassment by one person may not seem so to another.
- 7.4. Examples of harassment include, but are not limited to:
 - Written or verbal insults;
 - Unwelcome remarks, jokes, or innuendoes;
 - Displaying offensive material;
 - Inappropriate requests;
 - Intimidation, bullying, verbal abuse, or threats;
 - Practical jokes which cause awkwardness, embarrassment, or endanger safety;
 - Behavior that undermines or sabotages an employee's job performance;
 - Actions intended to belittle, demean, or undermine an individual's self-respect or cause emotional or psychological suffering;
 - Horseplay, roughhousing, inappropriate touching, or physical assault; or
 - Behavior, conduct, comments or activities not directed specifically at an individual, but which nonetheless create a degrading, offensive, or poisoned work environment.
- 7.5. Harassment does not include:
 - Legitimate, reasonable management actions that are part of the normal work function including appropriate direction, delegation, performance management, counselling, or discipline administered by a supervisor;
 - Professional debate;
 - Attendance management;
 - Relationships of mutual consent;
 - Stressful events encountered in the performance of legitimate job duties; or
 - Occasional disagreements or personality conflicts.

8. Sexual Harassment

8.1. Sexual Harassment means:

- Vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcomed;
- A sexual solicitation or advance made to an individual by another where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made, where the individual making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- A reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

8.2. Examples of sexual harassment include, but are not limited to:

- Sexist jokes causing embarrassment or offense, told or carried out after the speaker was told they are embarrassing or offensive, or that are by their nature clearly embarrassing or offensive;
- Unwelcome remarks, jokes, comments, inquiries, or innuendoes about a person's physical appearance, attire, sex, or sexual orientation;
- Leering or other suggestive gestures;
- The display of sexually explicit material;
- Sexually degrading words used to describe a person;
- Practical jokes of a sexual nature, which can cause awkwardness or embarrassment;
- Unwelcomed sexual flirtations, advances, propositions;
- Requests for sexual favours;
- Unwanted touching; and
- A threat to job security or working conditions for refusing to comply with sexual demands by a person in a position of authority.

9. Human Rights Obligations

9.1. Employees are entitled to work in an environment free from harassment and discrimination that is based on the prohibited grounds under Nova Scotia's Human Rights Act, which include:

- Age
- Race
- Color
- Religion
- Creed
- Ethnic, national, or aboriginal origin
- Sex (including pregnancy and pay equity)
- Sexual orientation
- Physical disability
- Mental disability
- Family status
- Marital status
- Source of income
- Harassment (including sexual harassment)
- Irrational fear of contracting an illness or disease
- Political belief, affiliation, or activity
- Gender identity
- Gender expression
- Association with protected groups or individuals

9.2. Nova Scotia's Human Rights Act prohibits harassment, discrimination and abuse in the areas of:

- Employment
- Housing or accommodation
- Services and facilities
- Purchase or sale of property
- Volunteer public service
- Publication, broadcasting, or advertisement
- Membership in a professional, business, or trades association, or employers' or employees' organization.

10. Zero-tolerance

10.1. The Village of New Minas has zero-tolerance for any form of harassment, discrimination or abuse. This includes harassment, discrimination or abuse by or directed towards other employees, elected officials, volunteers, customers, the general public, contractors and suppliers.

10.2. Harassment, discrimination and abuse are violations of the Human Rights Act upon which this policy is based. The Village will take reasonable and necessary steps to ensure a workplace free from harassment, discrimination and abuse to the extent possible.

10.3. The Village prohibits harassment, discrimination and abuse in the workplace, or at any work-related and/or staff social functions, or in any other work-related circumstances.

11. Resolution of Harassment, Discrimination and Abuse

11.1. Employees should follow the steps below when they encounter inappropriate behavior in the workplace.

11.2. Informal Resolution

On occasion, some instance of harassment, discrimination or abuse can be dealt with directly and informally through communication with the person engaging in the inappropriate behavior. When employees feel comfortable doing so, they should communicate a clear message that the conduct or comments are offensive or unwelcome. However, the Village recognizes that there are circumstances where direct communication is not appropriate. Although information resolution is encouraged where possible, it is not a prerequisite to making a report of harassment, discrimination or abuse.

11.3. Formal Resolution

Where an employee does not wish to bring the matter directly to the attention of the person engaging in the inappropriate behavior, or where such an approach is attempted and does not produce a satisfactory result, the employee should report the harassment, discrimination or abuse as outlined below.

12. Making an Internal Report

12.1. Harassment, discrimination or abuse should be reported as soon as possible after experiencing or witnessing the behavior. This allows the incident to be addressed in a timely manner.

- 12.2. Employees are encouraged to report any incident(s) to their supervisor. If the supervisor is the person engaging in the behaviour, or the employee prefers not to report the incident directly to their supervisors, they should report the incident(s) to the Clerk Treasurer/CAO.
- 12.3. Employees can report incidents verbally or in writing. When reporting verbally, the person receiving the report will document the report in writing.
- 12.4. The report should include the following information:
- Name(s) of the person(s) who had allegedly experienced harassment, discrimination or abuse;
 - Name(s) of the person alleged to have engaged in the unwelcome behaviour;
 - Name(s) of any witnesses or other persons with relevant information about the incident and contact information (if known);
 - Details of what happened including date(s), frequency, and location(s) of the incident(s); and
 - Any supporting document that the person making the report has which are relevant to the matter.
- 12.5. All reports of harassment, discrimination or abuse shall be kept confidential except to the extent necessary to protect employees, investigate the complaint, take corrective action, or otherwise as required by law.

13. Investigation

- 13.1. The Clerk Treasurer/CAO will ensure that an investigation appropriate to the circumstances is conducted when a report of harassment, discrimination or abuse is made. Reports will be investigated in a fair, respectful, and timely manner. The Clerk Treasurer/CAO will determine who will conduct the investigation. Depending on the allegations and the people involved, the investigation may be referred to an external investigator, or may be investigated internally. In cases where the allegations of harassment are made against the Clerk Treasurer/CAO, the Village will engage with the Village of New Minas Solicitor.

14. Confidentially and Privacy

- 14.1. Investigations are highly sensitive and it is critical to maintain the utmost confidentiality throughout the process. This protects the privacy of the parties but also the integrity of the investigation. During the investigation and resolution of complaints, all information must remain confidential except where sharing information is required by law. Anyone who is aware of or participates in an investigation must maintain confidentiality regarding:
- The fact that a complaint was filed;
 - The fact that they are being interviewed and the questions they were asked;
 - The issues discussed with the investigator during their interview;
 - Their opinion on the validity or nature of the reported incident; and
 - Whether, and what other, individuals might also be participating in the investigation.

15. Outcome of Investigation

- 15.1. After the investigation is concluded, both the person making the report and the person

alleged to have engaged in the harassment, discrimination or abuse will be informed of the findings.

- 15.2. If the Clerk Treasurer/CAO concludes that there was no violation of this policy, no further action will be taken, and no documentation concerning the report will be placed on the file of the person(s) alleged to have engaged in harassment, discrimination or abuse.
- 15.3. If the Clerk Treasurer/CAO concludes that there was a violation of this policy, the employee(s) who violated the policy will be disciplined, up to and including termination. A record of the violation of this policy and any disciplinary action taken will be added to the employee’s personnel file. The complainant does not have a right to know what discipline was assigned.

16. No Retaliation

- 16.1. Regardless of the outcome of a report made in good faith, the employee making the report as well as anyone providing information during an investigation will be protected from retaliation.

17. Reports Made in Bad Faith

- 17.1. A bad faith report is a report that is made with a conscious effort to mislead or deceive, or with a malicious or fraudulent intent. An employee who makes a report in bad faith will face disciplinary action, up to and including termination.

18. External Reporting Options

- 18.1. Employees have external options to report harassment, discrimination or abuse. An employee may contact the Nova Scotia Human Rights Commission to make a complaint of harassment, discrimination or abuse, or may contact the police if they believe that criminal activity is involved.

19. Policy Review

- 19.1. All employees and volunteers working for the Village of New Minas shall be required to review the Village of New Minas Harassment and Discrimination Policy on an annual basis and sign the Consent Form contained in Appendix A.

20. Amendments

Date	Amendments
October 11, 2022	Policy adopted by Commission

Appendix A — Consent Form

I acknowledge that I have received and read the New Minas Harassment and Discrimination Policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this Policy and to report any incidents of harassment, discrimination or abuse as set forth in this Policy.

Date

Signature of Employee/Volunteer

Signature of Department Head

DRAFT

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: October 11, 2022

Subject: New Minas Playgrounds — Amendment to Capital Spending



New Minas Playgrounds — Amendment to Capital Spending

1. Introduction

The Village’s Department of Recreation and Community Development, along with the Recreation Advisory Committee, has implemented a multi-year plan to improve the Village’s play spaces in its community parks. In 2021, through an RFP process, the Village procured the services of Timbertec, a local firm, to install new play structures at Golfview and Meadow Terrace Subdivision Parks. In 2022, the Village once again went to tender to receive proposals for play structures at Lockhart Ryan and Milne Subdivision Parks.

2. Discussion

The budget for the 2022 projects was based on the previous year’s bid received from Timbertec, which provided the equipment for the new play structures as well as the cost to install. The Village, however, only received one proposal for 2022 and it came in well above the budgeted amount for both parks, making it financially restrictive to proceed with the project as originally set out:

PARK	ORIGINAL BUDGET	BID RECEIVED	DIFFERENCE
Lockhart Ryan	\$92,750	\$122,195	\$29,445
Milne Subdivision	\$65,000	\$83,634	\$18,634
Total over budget			\$48,079

Research into the increased cost of the project revealed that inflation has affected the sector and that most firms that are not local would need to charge a considerable amount more to install the playgrounds, according to the requirement of the RFP. Timbertec was not able to bid on the most recent RFP due to the scope of work and timeline, but expressed interest in a revised scope of work. They also indicated that their installation costs would be significantly less than firms outside of our immediate area.

3. Proposed Solution

The original capital plan included the procurement of two play structures: one at Milne Park and the other at Lockhart and Ryan Park. The Recreation & Community Development Department recommends deferring the project at Milne Park for the 2022-2023 year, which is still in line with the 5-year Park Improvement Plan, and re-purpose the capital spending so that the total amount goes to the project at Lockhart Ryan Park. By re-allocating the capital budget of the two projects into a single project, a total of \$157,750.00 would be available for Lockhart Ryan Park. The project at Milne Subdivision Park would simply be deferred until next fiscal year. A new RFP for Lockhart Ryan Park

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: October 11, 2022

Subject: New Minas Playgrounds — Amendment to Capital Spending



would be issued upon approval by the Village Commission, with the intent of awarding the project in November, 2022.

4. Financial Implications

The Village received \$45,000 in funding for the original two projects in the 2022/23 Capital Budget from the Provincial Government. The Department of Communities, Culture, Tourism and Heritage has advised staff that they would fund a single project at \$45,000, but that the Village would need to return the funding and re-apply next year if the project does not proceed this fiscal year.

5. Staff Recommendation

THAT the Village Commission re-allocate the \$65,000 for Milne Subdivision Park in the 2022/23 Capital Budget to Lockhart Ryan Park, for a revised total budget of \$157,750.

6. Clerk Treasurer/CAO Comments

The Clerk Treasurer/CAO agrees with the staff recommendation.

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: October 11, 2022

Subject: JAAC Citizen Appointment



JAAC Citizen Appointment

1. Introduction

The Municipality of the County of Kings (Municipality) has one remaining citizen vacancy on the Joint Accessibility Advisory Committee (JAAC). An application was received from Donald Nauss.

2. Discussion

At the meeting on October 4, Municipal Council approved Donald Nauss to fill the remaining citizen vacancy on the JAAC. 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 of New Minas appoint Donald Nauss as a citizen member on the Joint Accessibility Advisory Committee for the remainder of the two-year term.



Village of New Minas
Commission Meeting
October 11, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

11. Correspondence