



Village of New Minas
Commission Meeting
November 13, 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. October 10, 2023 Village Commission Meeting
5. Business Arising from Minutes:
 - a. October 10, 2023 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Apple Blossom Gift
9. Committee Reports:
 - a. Beautification Committee — No meeting since last report
 - b. Finance & Audit Committee — Draft minutes included in package
 - c. Joint Accessibility Advisory Committee — Draft minutes included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — Draft minutes included in package
10. 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
11. New Business:
 - a. Village Christmas Tree
 - b. Municipal Capital Growth Program
 - c. Draft Strategic Plan
12. Correspondence — none
13. Other Business
14. General Public Input
15. Adjournment



Village of New Minas
Commission Meeting
November 13, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



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

Commissioners Present:

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

Commissioners Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Donna Randell (via Zoom)

1. Call to Order:

Dave Chaulk called the meeting to order at 7:01pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the October 10, 2023 Commission Meeting be approved as circulated.

M/James Redmond

S/Debra Windle-Smith

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. September 11, 2023 Village Commission Meeting

Motion:

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

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

5. Business Arising from Minutes:

- a. September 11, 2023 Village Commission Meeting

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

6. Comments from the Chair:

There were no comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the October 10, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the October 10, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

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

- c. Joint Accessibility Advisory Committee

The Clerk Treasurer/CAO provided a verbal summary of the draft minutes included in the October 10, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the October 10, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

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

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the October 10, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the October 10, 2023 Commission agenda package and as verbally summarized by James Redmond.

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

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the October 10, 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 October 10, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

10. New Business:

a. JAAC Appointment

The Clerk Treasurer/CAO presented the request for decision included in the October 10, 2023 Commission agenda package.

Motion:

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.

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

b. Draft Strategic Plan

The Clerk Treasurer/CAO presented the draft Strategic Plan included in the October 10, 2023 Commission agenda package. The Strategic Plan includes a Vision Statement and a Mission Statement for the Village of New Minas. The Vision Statement describes the Village's goal for our future (what we are building towards). The Mission Statement summarizes what the Village is currently doing (and will be doing) to reach this goal. The Strategic Plan also includes our core values and principles to abide by, and five key strategic priorities for the Village. Each strategic priority has subcategories of strategic focus areas. Future capital projects and other Village initiatives will be designed to align with the Strategic Plan.

Motion:

That the Village Commission receive the first draft of the Village of New Minas Strategic Plan and convene at 6:00pm on November 14, 2023 to review the strategic priorities and strategic focus areas in more detail.

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

c. ANSV Conference

The Clerk Treasurer/CAO discussed the upcoming ANSV Conference and Annual General Meeting, which Mary Munroe is planning to attend on behalf of the Commission.

Motion:

That the Village Commission appoint Mary Munroe to vote on behalf of the Village for motions at the ANSV Annual General Meeting.

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

11. Correspondence:

There was no correspondence.

12. Other Business:

There was no other business.

13. General Public Input:

Donna Randell asked if the Village has considered purchasing pride benches and displaying alternate flags. This matter was referred to staff for review.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:57pm.

Motion:

THAT the meeting be adjourned.

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

DRAFT



Village of New Minas
Commission Meeting
November 13, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

8. Committee Reports



Village of New Minas
Finance & Audit Committee
October 18, 2023 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Dave Chaulk, Commission Member & Chair
- Quentin Hill, Commission Member (via Zoom)
- Valerie Kneen-Teed, Citizen Member
- Bruce MacArthur, Citizen Member

Members Absent:

- None

Staff Present:

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

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:02pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the October 18, 2023 Finance & Audit Committee Meeting be approved as circulated.

M/Valerie Kneen-Teed

S/Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. July 19, 2023 Finance & Audit Committee Meeting

Motion:

THAT the Minutes for the July 19, 2023 Finance & Audit Committee Meeting be approved as amended.

**M/Bruce MacArthur
S/Quentin Hill
Motion Carried**

4. Business Arising from Minutes:

- a. July 19, 2023 Finance & Audit Committee Meeting
There was no business arising from the July 19, 2023 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

There were no presentations.

7. New Business:

- a. Q2 Variance Reports
The Clerk Treasurer/CAO presented the Q2 Variance Report and Statement of Accounts as attached in Appendix A, which were reviewed on a line by line basis. The Committee asked the Clerk Treasurer/CAO to research whether it would be appropriate to invest additional funds from the bank accounts into GICs at a higher interest rate.

Motion:
THAT the Q2 Variance Report and Statement of Accounts be received as presented by the Clerk Treasurer/CAO.

**M/Valerie Kneen-Teed
S/Bruce MacArthur
Motion Carried**

8. Next Meeting Date:

- a. January 17, 2024
The next meeting is scheduled for Wednesday January 17, 2024 @ 3:00 pm at the Commission Room of the LMCC.

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:54pm.

Motion:

THAT the meeting be adjourned.

M/Bruce MacArthur

S/Quentin Hill

Motion Carried

DRAFT

**Appendix A —
Q2 Variance Reports and Statement of Accounts**

DRAFT



Village of New Minas
Statement of Revenue & Expense
For the Period Ending September 30, 2023

Administration	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Administration Revenue							
12410 - Tax Certificate Fees	\$ 100.00	\$ 140.00	71%	\$ (40.00)	-29%	\$ 300.00	\$ 200.00
14900 - Miscellaneous Revenue	\$ -	\$ 600.00	0%	\$ (600.00)	-100%	\$ 1,200.00	\$ 1,200.00
15160 - Dog Licenses	\$ 215.00	\$ 120.00	179%	\$ 95.00	79%	\$ 900.00	\$ 685.00
15500 - Refund PST on Gas/Diesel	\$ 1,880.84	\$ 2,700.00	70%	\$ (819.16)	-30%	\$ 2,700.00	\$ 819.16
15510 - Earned Interest	\$ 41,367.16	\$ 30,000.00	138%	\$ 11,367.16	38%	\$ 60,000.00	\$ 18,632.84
15700 - HST Offset - Nova Scotia Power/UNSM	\$ 12,552.74	\$ 12,000.00	105%	\$ 552.74	5%	\$ 12,000.00	\$ (552.74)
18000 - Shared Services Revenue	\$ 129,929.00	\$ 129,929.00	100%	\$ -	0%	\$ 129,929.00	\$ -
Total Administration Revenue	\$ 186,044.74	\$ 175,489.00	106%	\$ 10,555.74	6%	\$ 207,029.00	\$ 20,984.26
Administration Expenditures							
21136 - Service Charges	\$ -	\$ 240.00	0%	\$ 240.00	100%	\$ 480.00	\$ 480.00
21210 - Salaries	\$ 23,358.97	\$ (226.42)	-10317%	\$ (23,585.39)	10417%	\$ 213,687.88	\$ 190,328.91
21212 - CPP	\$ 31,938.46	\$ 38,797.00	82%	\$ 6,858.54	18%	\$ 82,442.00	\$ 50,503.54
21213 - EI Premiums	\$ 13,854.12	\$ 14,867.00	93%	\$ 1,012.88	7%	\$ 31,592.00	\$ 17,737.88
21213A - Pension	\$ 32,705.97	\$ 33,904.00	96%	\$ 1,198.03	4%	\$ 73,511.00	\$ 40,805.03
21213B - Medical & Dental	\$ 19,027.31	\$ 20,592.00	92%	\$ 1,564.69	8%	\$ 41,184.00	\$ 22,156.69
21213C - Group Insurance	\$ 4,562.72	\$ 5,110.00	89%	\$ 547.28	11%	\$ 10,870.00	\$ 6,307.28
21213D - Bonus	\$ 1,244.86	\$ 1,750.00	71%	\$ 505.14	29%	\$ 7,250.00	\$ 6,005.14
21213E - Workers Compensation	\$ 20,493.08	\$ 20,491.00	100%	\$ (2.08)	0%	\$ 43,687.00	\$ 23,193.92
21215 - Legal Expense	\$ 2,152.42	\$ 3,000.00	72%	\$ 847.58	28%	\$ 6,000.00	\$ 3,847.58
21220 - BMW Utility Vehicle - 33%	\$ 674.49	\$ 600.00	112%	\$ (74.49)	-12%	\$ 1,200.00	\$ 525.51
21225 - Audit	\$ 8,864.27	\$ 10,600.00	84%	\$ 1,735.73	16%	\$ 10,600.00	\$ 1,735.73
21230 - Stationary & Office Supplies	\$ 2,018.72	\$ 1,950.00	104%	\$ (68.72)	-4%	\$ 3,900.00	\$ 1,881.28
21230A - Postage	\$ 1,670.85	\$ 2,000.00	84%	\$ 329.15	16%	\$ 8,000.00	\$ 6,329.15
21230B - Lease & Service Agreements	\$ 723.71	\$ 2,565.00	28%	\$ 1,841.29	72%	\$ 7,695.00	\$ 6,971.29
21230C - Telephone	\$ 1,627.73	\$ 2,220.00	73%	\$ 592.27	27%	\$ 4,440.00	\$ 2,812.27
21230E - Website	\$ 350.27	\$ -	0%	\$ (350.27)	0%	\$ 400.00	\$ 49.73
21230F - Advertising	\$ 294.72	\$ 590.00	50%	\$ 295.28	50%	\$ 880.00	\$ 585.28
21230G - Computer Support	\$ 289.28	\$ 1,200.00	24%	\$ 910.72	76%	\$ 2,400.00	\$ 2,110.72
21230I - Miscellaneous	\$ 1,348.72	\$ 1,200.00	112%	\$ (148.72)	-12%	\$ 2,400.00	\$ 1,051.28
21230J - Publications	\$ -	\$ 90.00	0%	\$ 90.00	100%	\$ 180.00	\$ 180.00
21230K - Software	\$ 17,169.86	\$ 15,600.00	110%	\$ (1,569.86)	-10%	\$ 31,200.00	\$ 14,030.14
21231N - Insurance	\$ 226,486.24	\$ 241,000.00	94%	\$ 14,513.76	6%	\$ 241,000.00	\$ 14,513.76
21235 - Travel and Conference	\$ 605.38	\$ 2,225.00	27%	\$ 1,619.62	73%	\$ 4,725.00	\$ 4,119.62
21235A - Courses and Training	\$ 308.07	\$ 2,400.00	13%	\$ 2,091.93	87%	\$ 4,800.00	\$ 4,491.93
21235B - Memberships	\$ 300.00	\$ 420.00	71%	\$ 120.00	29%	\$ 840.00	\$ 540.00
21235C - Staff Meetings	\$ 410.70	\$ 750.00	55%	\$ 339.30	45%	\$ 1,500.00	\$ 1,089.30
21236 - Bank Charges	\$ 5,499.89	\$ 4,980.00	110%	\$ (519.89)	-10%	\$ 9,960.00	\$ 4,460.11
21940 - Marketing and Development	\$ -	\$ 1,000.00	0%	\$ 1,000.00	100%	\$ 2,000.00	\$ 2,000.00
21970 - Dog Tags	\$ -	\$ 84.00	0%	\$ 84.00	100%	\$ 630.00	\$ 630.00
Total Administration Expenditures	\$ 417,980.81	\$ 429,998.58	97%	\$ 12,017.77	3%	\$ 849,453.88	\$ 431,473.07

General Government (Commissioners, Crosswalk & Property Tax)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
General Government Revenue							
11110 - Residential Property Taxes	\$ 1,094,139.13	\$ 1,072,773.00	102%	\$ 21,366.13	2%	\$ 1,269,195.00	\$ 175,055.87
11121 - Commercial Property Taxes	\$ 803,534.24	\$ 764,314.00	105%	\$ 39,220.24	5%	\$ 904,256.00	\$ 100,721.76
11131 - Resource Property Taxes	\$ 6,452.29	\$ 6,872.00	94%	\$ (419.71)	-6%	\$ 8,130.00	\$ 1,677.71
11145 - Interest on Property Taxes	\$ 3,653.99	\$ 6,000.00	61%	\$ (2,346.01)	-39%	\$ 16,200.00	\$ 12,546.01
12210 - Grants in Lieu of Taxes Federal	\$ 41,915.97	\$ 41,700.00	101%	\$ 215.97	1%	\$ 41,700.00	\$ (215.97)
12310 - Grants In Lieu of Taxes - Provincial	\$ 15,699.00	\$ 16,265.00	97%	\$ (566.00)	-3%	\$ 16,265.00	\$ 566.00
13310 - Crosswalk Services	\$ -	\$ -		\$ -	0%	\$ 9,648.00	\$ 9,648.00
Total General Government Revenue	\$ 1,965,394.62	\$ 1,907,924.00	103%	\$ 57,470.62	3%	\$ 2,265,394.00	\$ 299,999.38
General Government Expenditures							
21110 - Remuneration	\$ 28,194.22	\$ 28,068.00	100%	\$ (126.22)	0%	\$ 62,964.00	\$ 34,769.78
21112 - Committee Honorariums	\$ 1,500.00	\$ 1,000.00	150%	\$ (500.00)	-50%	\$ 2,000.00	\$ 500.00
21132 - Travel and Expenses	\$ 80.00	\$ 1,710.00	5%	\$ 1,630.00	95%	\$ 1,960.00	\$ 1,880.00
21133A - Other Expenses	\$ 4,062.48	\$ 3,475.00	117%	\$ (587.48)	-17%	\$ 7,550.00	\$ 3,487.52
21134 - Membership Dues	\$ -	\$ 300.00	0%	\$ 300.00	100%	\$ 500.00	\$ 500.00
21135 - Elections Expense	\$ -	\$ 3,000.00	0%	\$ 3,000.00	100%	\$ 3,000.00	\$ 3,000.00
21950 - Grants & Special Donations	\$ 11,774.59	\$ 10,158.00	116%	\$ (1,616.59)	-16%	\$ 53,088.00	\$ 41,313.41
21950A - Apple Blossom Festival	\$ 2,074.49	\$ 3,100.00	67%	\$ 1,025.51	33%	\$ 3,100.00	\$ 1,025.51
21960 - Youth Engagement	\$ 3,000.00	\$ 3,500.00	86%	\$ 500.00	14%	\$ 3,500.00	\$ 500.00
21238 - Crossing Guard Wages	\$ 7,409.58	\$ 7,419.36	100%	\$ 9.78	0%	\$ 18,557.76	\$ 11,148.18
21242 - Tax Expense	\$ -	\$ 250.00	0%	\$ 250.00	100%	\$ 1,700.00	\$ 1,700.00
22450 - Fire Protection Hydrant Tax	\$ 265,650.00	\$ 265,650.00	100%	\$ -	0%	\$ 265,650.00	\$ -
Total General Government Expenditures	\$ 323,745.36	\$ 327,630.36	99%	\$ 3,885.00	1%	\$ 423,569.76	\$ 99,824.40

Facility (Facility & Bar Services)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Facility Revenue							
15300 - Facility Rental Revenue	\$ 26,934.91	\$ 29,500.00	91%	\$ (2,565.09)	-9%	\$ 53,500.00	\$ 26,565.09
15400 - Membership Fees/Drop In Fees	\$ 17,281.56	\$ 13,500.00	128%	\$ 3,781.56	28%	\$ 27,000.00	\$ 9,718.44
17572A - Craft Fair Revenue	\$ 615.00	\$ -		\$ 615.00	0%	\$ 1,700.00	\$ 1,085.00
15310 - Facility Bar Revenue	\$ 5,493.01	\$ 6,000.00	92%	\$ (506.99)	-8%	\$ 12,000.00	\$ 6,506.99
Total Facility Revenue	\$ 50,324.48	\$ 49,000.00	103%	\$ 1,324.48	3%	\$ 94,200.00	\$ 43,875.52
Facility Expenditures							
21250 - Facility Wages	\$ 60,909.27	\$ 64,846.86	94%	\$ 3,937.59	6%	\$ 129,074.92	\$ 68,165.65
21251 - Power	\$ 23,819.81	\$ 21,000.00	113%	\$ (2,819.81)	-13%	\$ 42,000.00	\$ 18,180.19
21251A - Repairs & Maintenance	\$ 10,503.90	\$ 7,500.00	140%	\$ (3,003.90)	-40%	\$ 15,000.00	\$ 4,496.10
21251B - Staff Clothing	\$ -	\$ 400.00	0%	\$ 400.00	100%	\$ 800.00	\$ 800.00
21251C - Supplies	\$ 2,363.32	\$ 5,625.00	42%	\$ 3,261.68	58%	\$ 11,250.00	\$ 8,886.68
21251E - Staff Training	\$ -	\$ 300.00	0%	\$ 300.00	100%	\$ 600.00	\$ 600.00
21251F - Propane	\$ 115.00	\$ 990.00	12%	\$ 875.00	88%	\$ 1,980.00	\$ 1,865.00
21251H - Water & Sewage	\$ 455.35	\$ 440.00	103%	\$ (15.35)	-3%	\$ 800.00	\$ 344.65
21251I - Waste Removal	\$ 1,894.85	\$ 1,800.00	105%	\$ (94.85)	-5%	\$ 3,600.00	\$ 1,705.15
21251J - Telephone	\$ 312.87	\$ 330.00	95%	\$ 17.13	5%	\$ 660.00	\$ 347.13
21251K - Equipment & Maintenance Contracts	\$ 5,609.93	\$ 3,600.00	156%	\$ (2,009.93)	-56%	\$ 7,200.00	\$ 1,590.07
21251L - Administration Expenses	\$ 222.59	\$ 250.00	89%	\$ 27.41	11%	\$ 250.00	\$ 27.41
21251M - Grounds Maintenance	\$ 3,000.00	\$ 3,000.00	100%	\$ -	0%	\$ 3,000.00	\$ -
27113A - Craft Fair Expenses	\$ -	\$ -		\$ -	0%	\$ 400.00	\$ 400.00
21251N - Bar Liquor Purchases	\$ 2,341.29	\$ 2,100.00	111%	\$ (241.29)	-11%	\$ 4,200.00	\$ 1,858.71
21251O - Bar Labour	\$ 1,138.75	\$ 1,800.00	63%	\$ 661.25	37%	\$ 3,600.00	\$ 2,461.25
21251P - Mix Supplies	\$ -	\$ 420.00	0%	\$ 420.00	100%	\$ 840.00	\$ 840.00
21251Q - Dry Goods Expense	\$ -	\$ 180.00	0%	\$ 180.00	100%	\$ 360.00	\$ 360.00
21251R - Miscellaneous	\$ -	\$ -		\$ -	0%	\$ -	\$ -
Total Facility Expenditures	\$ 112,686.93	\$ 114,581.86	98%	\$ 1,894.93	2%	\$ 225,614.92	\$ 112,927.99

Fire Services	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Fire Services Revenue							
13320 - Kings County Grant	\$ 141,487.50	\$ 141,488.00	100%	\$ (0.50)	0%	\$ 282,976.00	\$ 141,488.50
13321 - Fire Department Payments	\$ 2,287.53	\$ -		\$ 2,287.53	0%	\$ 6,925.00	\$ 4,637.47
Total Fire Services Revenue	\$ 143,775.03	\$ 141,488.00	102%	\$ 2,287.03	2%	\$ 289,901.00	\$ 146,125.97
Fire Services Expenditures							
22460 - Travel & Training	\$ 11,392.96	\$ 4,000.00	285%	\$ (7,392.96)	-185%	\$ 8,000.00	\$ (3,392.96)
22472 - Building Maintenance & Repairs	\$ 10,800.31	\$ 13,156.00	82%	\$ 2,355.69	18%	\$ 26,312.00	\$ 15,511.69
22473 - Heating Fuel	\$ 2,638.85	\$ 6,000.00	44%	\$ 3,361.15	56%	\$ 18,000.00	\$ 15,361.15
22474 - Power	\$ 4,143.82	\$ 7,500.00	55%	\$ 3,356.18	45%	\$ 15,000.00	\$ 10,856.18
22475 - Telephone	\$ 3,968.09	\$ 3,498.00	113%	\$ (470.09)	-13%	\$ 7,000.00	\$ 3,031.91
22476 - Wages	\$ 21,564.62	\$ 20,585.00	105%	\$ (979.62)	-5%	\$ 41,170.00	\$ 19,605.38
22476A - Benefits & Deductions	\$ 3,988.19	\$ 4,188.00	95%	\$ 199.81	5%	\$ 8,376.00	\$ 4,387.81
22476C - Workers Compensation	\$ 2,271.63	\$ 2,750.00	83%	\$ 478.37	17%	\$ 5,500.00	\$ 3,228.37
22480 - Chemicals	\$ -	\$ -		\$ -	0%	\$ -	
22481 - Equipment, Appliances, Hoses	\$ 9,494.70	\$ 8,300.00	114%	\$ (1,194.70)	-14%	\$ 16,600.00	\$ 7,105.30
22482 - Vehicle Gas & Diesel	\$ 8,753.15	\$ 8,750.00	100%	\$ (3.15)	0%	\$ 15,000.00	\$ 6,246.85
22483 - Vehicle Maintenance	\$ 29,752.03	\$ 23,500.00	127%	\$ (6,252.03)	-27%	\$ 47,000.00	\$ 17,247.97
22485 - Uniforms	\$ 3,516.00	\$ 6,000.00	59%	\$ 2,484.00	41%	\$ 12,000.00	\$ 8,484.00
22486 - Licenses & Communications	\$ 6,703.29	\$ 5,400.00	124%	\$ (1,303.29)	-24%	\$ 10,800.00	\$ 4,096.71
22488 - Legal & Professional Fees	\$ -	\$ 500.00	0%	\$ 500.00	100%	\$ 1,000.00	\$ 1,000.00
22489 - Dues	\$ 71.15	\$ 150.00	47%	\$ 78.85	53%	\$ 300.00	\$ 228.85
22494 - Audit	\$ -	\$ 4,954.00	0%	\$ 4,954.00	100%	\$ 4,954.00	\$ 4,954.00
22495 - General Office Expenses	\$ 855.37	\$ 3,044.00	28%	\$ 2,188.63	72%	\$ 6,088.00	\$ 5,232.63
22495A - Honorariums	\$ -	\$ -		\$ -	0%	\$ 7,300.00	\$ 7,300.00
22495C - Canaan Tower User Fee	\$ -	\$ -		\$ -	0%	\$ -	
22496 - Insurance	\$ 624.45	\$ 35,251.00	2%	\$ 34,626.55	98%	\$ 39,501.00	\$ 38,876.55
Total Fire Services Expenditures	\$ 120,538.61	\$ 157,526.00	77%	\$ 36,987.39	23%	\$ 289,901.00	\$ 169,362.39

Recreation	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Recreation Recreation Revenue							
17569 - Recreation - Kaleidoscope Program	\$ -	\$ -		\$ -	0%	\$ -	
17570A - Recreation - Seasonal Programs	\$ 32,768.55	\$ 20,310.00	161%	\$ 12,458.55	61%	\$ 40,620.00	\$ 7,851.45
17570B - Recreation - Summer Day Camp	\$ 84,867.97	\$ 84,200.00	101%	\$ 667.97	1%	\$ 89,200.00	\$ 4,332.03
17570C - Recreation - March Break Day Camps	\$ -	\$ -		\$ -	0%	\$ 5,280.00	\$ 5,280.00
17570D - Recreation - Any Child Can Participate	\$ 200.00	\$ -		\$ 200.00	0%	\$ -	
17570E - Recreation - Adventure Club	\$ 51,870.69	\$ 60,352.00	86%	\$ (8,481.31)	-14%	\$ 155,200.00	\$ 103,329.31
17570F - Recreation - After School Programs	\$ -	\$ -		\$ -	0%	\$ -	
17571 - Recreation - Special Events	\$ -	\$ -		\$ -	0%	\$ 1,500.00	\$ 1,500.00
17571B - Recreation - Celebration of Lights	\$ -	\$ -		\$ -	0%	\$ 1,000.00	\$ 1,000.00
17572 - Recreation - Employment Grants	\$ 20,000.00	\$ 22,500.00	89%	\$ (2,500.00)	-11%	\$ 27,500.00	\$ 7,500.00
17573 - Recreation - Celebration Days	\$ 1,500.00	\$ 250.00	600%	\$ 1,250.00	500%	\$ 250.00	\$ (1,250.00)
17573A - Recreation - Canada Day	\$ -	\$ 1,000.00	0%	\$ (1,000.00)	-100%	\$ 1,000.00	\$ 1,000.00
17575A - Recreation - County of Kings Professional	\$ -	\$ 20,000.00	0%	\$ (20,000.00)	-100%	\$ 20,000.00	\$ 20,000.00
Total Recreation Revenue	\$ 191,207.21	\$ 208,612.00	92%	\$ (17,404.79)	-8%	\$ 341,550.00	\$ 150,342.79
Recreation Expenditures							
27110 - Management Salaries	\$ 34,617.37	\$ 36,963.49	94%	\$ 2,346.12	6%	\$ 73,926.98	\$ 39,309.61
27111 - Intern Events Coordinator	\$ -	\$ -		\$ -	0%	\$ -	
27111H - Program & Event Wages	\$ -	\$ 1,000.00	0%	\$ 1,000.00	100%	\$ 1,500.00	\$ 1,500.00
27111J - Fitness Incentive	\$ -	\$ -		\$ -	0%	\$ -	
27111K - Recreation - Summer Day Camps Salaries	\$ 78,326.30	\$ 83,640.96	94%	\$ 5,314.66	6%	\$ 83,640.96	\$ 5,314.66
27112 - Summer Day Camp Expenses	\$ 8,199.52	\$ 6,300.00	130%	\$ (1,899.52)	-30%	\$ 6,300.00	\$ (1,899.52)
27112A - Seasonal Program Expenses	\$ 2,702.90	\$ 7,500.00	36%	\$ 4,797.10	64%	\$ 15,000.00	\$ 12,297.10
27112B - After School Programs	\$ 70.27	\$ -		\$ (70.27)	0%	\$ -	
27112C - Active Kids Healthy Kids Grant	\$ -	\$ -		\$ -	0%	\$ 500.00	\$ 500.00
27112D - March Break Camps	\$ -	\$ -		\$ -	0%	\$ 5,292.80	\$ 5,292.80
27112E - Any Child Can Participate	\$ 600.00	\$ 1,500.00	40%	\$ 900.00	60%	\$ 3,000.00	\$ 2,400.00
27112G - Active Living Coordinator	\$ 27,541.71	\$ 27,427.50	100%	\$ (114.21)	0%	\$ 54,855.00	\$ 27,313.29
27113 - Equipment Purchase & Maintenance	\$ (3,321.73)	\$ 1,020.00	-326%	\$ 4,341.73	426%	\$ 2,040.00	\$ 5,361.73
27114 - Stationary	\$ 1,679.73	\$ 1,720.00	98%	\$ 40.27	2%	\$ 2,440.00	\$ 760.27
27114A - Software	\$ 1,648.76	\$ -		\$ (1,648.76)	0%	\$ 6,750.00	\$ 5,101.24
27114B - Telephone	\$ 738.99	\$ 1,020.00	72%	\$ 281.01	28%	\$ 2,040.00	\$ 1,301.01
27114D - Advertising	\$ 95.97	\$ 1,500.00	6%	\$ 1,404.03	94%	\$ 3,000.00	\$ 2,904.03
27114E - Kaleidoscope Expenses	\$ -	\$ -		\$ -	0%	\$ -	
27114F - Miscellaneous Expense	\$ -	\$ 300.00	0%	\$ 300.00	100%	\$ 600.00	\$ 600.00

27114G - Photocopies	\$ 986.91	\$ 240.00	411%	\$ (746.91)	-311%	\$ 480.00	\$ (506.91)
27115 - Travel & Conference	\$ 965.31	\$ 2,700.00	36%	\$ 1,734.69	64%	\$ 5,400.00	\$ 4,434.69
27116A - Staff Training	\$ 2,203.19	\$ 600.00	367%	\$ (1,603.19)	-267%	\$ 1,200.00	\$ (1,003.19)
27116B - Membership Fees	\$ 200.00	\$ 1,590.00	13%	\$ 1,390.00	87%	\$ 3,180.00	\$ 2,980.00
27119 - Special Events	\$ -	\$ 1,200.00	0%	\$ 1,200.00	100%	\$ 3,400.00	\$ 3,400.00
27119A - Celebration of Lights	\$ -	\$ -	-	\$ -	0%	\$ 5,000.00	\$ 5,000.00
27119C - Celebration Days	\$ 5,432.81	\$ 10,000.00	54%	\$ 4,567.19	46%	\$ 10,000.00	\$ 4,567.19
27119D - Volunteer Week	\$ 61.88	\$ 150.00	41%	\$ 88.12	59%	\$ 150.00	\$ 88.12
27119E - Canada Day	\$ 4,678.48	\$ 7,350.00	64%	\$ 2,671.52	36%	\$ 7,350.00	\$ 2,671.52
27119F - Adventure Club Expenses	\$ 3,079.50	\$ 2,400.00	128%	\$ (679.50)	-28%	\$ 6,000.00	\$ 2,920.50
27119G - Adventure Club Labour	\$ 51,741.03	\$ 52,050.72	99%	\$ 309.69	1%	\$ 119,167.92	\$ 67,426.89
27190 - Trails Lease	\$ -	\$ -	-	\$ -	0%	\$ 2,100.00	\$ 2,100.00
Total Recreation Expenditures	\$ 222,248.90	\$ 248,172.67	90%	\$ 25,923.77	10%	\$ 424,313.66	\$ 202,064.76

Parks/Playgrounds	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Parks/Playgrounds Revenue							
17574 - Community Development Grant	\$ -	\$ -	-	\$ -	0%	\$ 5,000.00	\$ 5,000.00
17576 - Misc Revenue	\$ 10,000.00	\$ 10,000.00	100%	\$ -	0%	\$ 10,000.00	\$ -
17577 - Field & Other Revenue	\$ 7,152.50	\$ 6,500.00	110%	\$ 652.50	10%	\$ 9,500.00	\$ 2,347.50
Total Parks/Playgrounds Revenue	\$ 17,152.50	\$ 16,500.00	104%	\$ 652.50	4%	\$ 24,500.00	\$ 7,347.50
Parks/Playgrounds Expenditures							
27170 - Parks/Playgrounds - Wages	\$ 64,427.38	\$ 84,083.82	77%	\$ 19,656.44	23%	\$ 168,167.63	\$ 103,740.25
27170G - Parks/Playgrounds - Travel & Training	\$ 247.68	\$ 300.00	83%	\$ 52.32	17%	\$ 600.00	\$ 352.32
27179 - Sign Truck Gas & Maintenance	\$ 910.94	\$ 2,400.00	38%	\$ 1,489.06	62%	\$ 6,800.00	\$ 5,889.06
27180 - Parks Building Maintenance	\$ 899.33	\$ 650.00	138%	\$ (249.33)	-38%	\$ 900.00	\$ 0.67
27180A - Power	\$ 2,205.32	\$ 3,450.00	64%	\$ 1,244.68	36%	\$ 6,300.00	\$ 4,094.68
27180B - Furnace Oil	\$ -	\$ -	-	\$ -	0%	\$ 1,800.00	\$ 1,800.00
27180C - Maintenance & Cleaning	\$ 1,825.53	\$ 1,740.00	105%	\$ (85.53)	-5%	\$ 3,480.00	\$ 1,654.47
27180D - Equipment Diesel	\$ 3,290.70	\$ 3,000.00	110%	\$ (290.70)	-10%	\$ 4,000.00	\$ 709.30
27180E - Fields/Grounds/Splash Pad Maintenance	\$ 13,254.77	\$ 20,010.00	66%	\$ 6,755.23	34%	\$ 30,000.00	\$ 16,745.23
27180F - Waste Disposal	\$ 1,894.85	\$ 1,800.00	105%	\$ (94.85)	-5%	\$ 3,600.00	\$ 1,705.15
27180I - Chevy Silverado Gas & Maintenance	\$ 573.01	\$ 1,350.00	42%	\$ 776.99	58%	\$ 3,700.00	\$ 3,126.99
27180K - Tools & Shop Supplies	\$ 864.75	\$ 600.00	144%	\$ (264.75)	-44%	\$ 1,200.00	\$ 335.25
27180L - Water & Sewage	\$ 3,242.54	\$ 5,000.00	65%	\$ 1,757.46	35%	\$ 8,400.00	\$ 5,157.46
27180P - Telephone	\$ 1,503.29	\$ 1,590.00	95%	\$ 86.71	5%	\$ 3,180.00	\$ 1,676.71
27181 - F150 Gas & Maintenance	\$ 755.46	\$ 1,950.00	39%	\$ 1,194.54	61%	\$ 5,900.00	\$ 5,144.54
27181D - Equipment Maintenance	\$ 1,785.08	\$ 960.00	186%	\$ (825.08)	-86%	\$ 1,900.00	\$ 114.92
27181F - Equipment Gas	\$ 244.67	\$ 480.00	51%	\$ 235.33	49%	\$ 960.00	\$ 715.33
27182 - Tractor Diesel & Maintenance	\$ 639.34	\$ 3,900.00	16%	\$ 3,260.66	84%	\$ 5,200.00	\$ 4,560.66
Total Parks/Playgrounds Expenditures	\$ 98,564.64	\$ 133,263.82	74%	\$ 34,699.18	26%	\$ 256,087.63	\$ 157,522.99

Public Works (Public Works, Sidewalks & Snow Clearing)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Public Works, Sidewalks & Snow Clearing Revenue							
14901 - C of K Sidewalk Maintenance	\$ -	\$ -		\$ -	0%	\$ 20,500.00	\$ 20,500.00
Total Public Works, Sidewalks & Snow Clearing Revenue	\$ -	\$ -		\$ -	0%	\$ 20,500.00	\$ 20,500.00
Public Works Expenditures							
21240 - Public Works - Engineering Services	\$ -	\$ 5,010.00	0%	\$ 5,010.00	100%	\$ 10,020.00	\$ 10,020.00
24109 - Public Works - Wages	\$ 57,485.74	\$ 67,931.53	85%	\$ 10,445.79	15%	\$ 135,863.06	\$ 78,377.32
24112C - Public Works - Chevy Silverado Gas & Maintenance	\$ 520.84	\$ 1,350.00	39%	\$ 829.16	61%	\$ 3,700.00	\$ 3,179.16
24112F - Public Works - 2 Ton F550 Diesel & Maintenance	\$ 486.98	\$ 3,000.00	16%	\$ 2,513.02	84%	\$ 6,000.00	\$ 5,513.02
24113 - Public Works - Tractor Maintenance	\$ 137.79	\$ -		\$ (137.79)	0%	\$ -	
24200 - Public Works - Shop Expenses - 50%	\$ 939.02	\$ 1,020.00	92%	\$ 80.98	8%	\$ 2,040.00	\$ 1,100.98
24200A - Public Works - Shop Power - 50%	\$ 393.20	\$ 711.00	55%	\$ 317.80	45%	\$ 1,422.00	\$ 1,028.80
24200B - Public Works - Clothing and Boots	\$ 2,057.79	\$ 2,200.00	94%	\$ 142.21	6%	\$ 4,400.00	\$ 2,342.21
24200C - Public Works - Office Expenses	\$ -	\$ 450.00	0%	\$ 450.00	100%	\$ 900.00	\$ 900.00
24200D - Public Works - Travel & Training	\$ 934.72	\$ 1,650.00	57%	\$ 715.28	43%	\$ 3,300.00	\$ 2,365.28
24200E - Public Works - Telephone	\$ 1,467.51	\$ 1,590.00	92%	\$ 122.49	8%	\$ 3,180.00	\$ 1,712.49
24200G - Public Works - Tools/Shop Supplies	\$ 304.22	\$ 1,110.00	27%	\$ 805.78	73%	\$ 2,220.00	\$ 1,915.78
24200I - Public Works - Safety Equipment	\$ 898.35	\$ 1,110.00	81%	\$ 211.65	19%	\$ 2,220.00	\$ 1,321.65
21220 - BMW Utility Vehicle - 33%	\$ 674.49	\$ 600.00	112%	\$ (74.49)	-12%	\$ 1,200.00	\$ 525.51
23240 - Street Beautification	\$ 6,919.60	\$ 7,500.00	92%	\$ 580.40	8%	\$ 10,000.00	\$ 3,080.40
23250 - Street Lighting	\$ 16,626.27	\$ 14,118.00	118%	\$ (2,508.27)	-18%	\$ 28,236.00	\$ 11,609.73
23232 - Sidewalk Maintenance	\$ 4,938.28	\$ 4,200.00	118%	\$ (738.28)	-18%	\$ 5,600.00	\$ 661.72
23232A - Crosswalk Maintenance	\$ 736.71	\$ 8,000.00	9%	\$ 7,263.29	91%	\$ 9,000.00	\$ 8,263.29
23232B - Snow Clearing - Wages	\$ 23,644.23	\$ 29,594.18	80%	\$ 5,949.95	20%	\$ 59,188.36	\$ 35,544.13
23232K - Snow Clearing - Tractor Gas/Diesel	\$ -	\$ -		\$ -	0%	\$ 3,200.00	\$ 3,200.00
23232M - Snow Clearing - Tractor Maintenance	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ 7,500.00
23232N - Snow Clearing - Salt/Sand	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ 7,500.00
23232P - Snow Clearing - Plow Tools	\$ -	\$ -		\$ -	0%	\$ 625.00	\$ 625.00
Total Public Works Expenditures	\$ 119,165.74	\$ 151,144.71	79%	\$ 31,978.97	21%	\$ 307,314.43	\$ 188,148.69

Sewer Utility	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Sewer Utility Revenue							
11210 - Sewer - User Charges	\$ 400,387.70	\$ 342,912.00	117%	\$ 57,475.70	17%	\$ 685,824.00	\$ 285,436.30
11211 - Sewer - Penalties	\$ 1,025.48	\$ 1,000.00	103%	\$ 25.48	3%	\$ 2,000.00	\$ 974.52
11212 - Sewer - Canaan Heights	\$ -	\$ -		\$ -	0%	\$ 19,562.00	\$ 19,562.00
Total Sewer Utility Revenue	\$ 401,413.18	\$ 343,912.00	117%	\$ 57,501.18	17%	\$ 707,386.00	\$ 305,972.82
Sewer Utility Expenditures							
24224A - Sewer - General Maintenance	\$ 9,970.62	\$ 5,910.00	169%	\$ (4,060.62)	-69%	\$ 11,824.00	\$ 1,853.38
24225 - Sewer - Wages	\$ 30,044.13	\$ 37,183.81	81%	\$ 7,139.68	19%	\$ 74,367.62	\$ 44,323.49
24233 - Sewer - Pumping Stations Power	\$ 923.68	\$ 1,615.00	57%	\$ 691.32	43%	\$ 3,231.00	\$ 2,307.32
24234 - Sewer - Supplies	\$ 8.33	\$ 273.00	3%	\$ 264.67	97%	\$ 546.00	\$ 537.67
24235 - Sewer - Travel & Training	\$ 765.87	\$ 324.00	236%	\$ (441.87)	-136%	\$ 646.00	\$ (119.87)
24236 - Sewer - Office Supplies	\$ 624.11	\$ 819.00	76%	\$ 194.89	24%	\$ 1,639.00	\$ 1,014.89
24240 - Sewer - Treatment	\$ 90,692.50	\$ 188,500.00	48%	\$ 97,807.50	52%	\$ 369,900.00	\$ 279,207.50
24242 - Sewer - Shared Services Expense	\$ 129,929.00	\$ 129,929.00	100%	\$ -	0%	\$ 129,929.00	\$ -
24250 - Sewer - Municipal Fees	\$ 5,443.20	\$ 7,200.00	76%	\$ 1,756.80	24%	\$ 25,100.00	\$ 19,656.80
24260 - Sewer - Health/Safety Expense	\$ 20.00	\$ 540.00	4%	\$ 520.00	96%	\$ 1,077.00	\$ 1,057.00
24290 - Sewer - Laterals	\$ -	\$ 1,076.00	0%	\$ 1,076.00	100%	\$ 1,615.00	\$ 1,615.00
28223 - Sewer - Reserve	\$ 87,511.00	\$ 87,511.00	100%	\$ -	0%	\$ 87,511.00	\$ -
Total Sewer Utility Expenditures	\$ 355,932.44	\$ 460,880.81	77%	\$ 104,948.37	23%	\$ 707,385.62	\$ 351,453.18

Capital Reserve Accounts	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Capital Reserve Accounts Expenditures							
28226 - Capital Reserve	\$ 266,086.83	\$ 266,086.83	100%	\$ 0.00	0%	\$ 266,086.83	\$ 0.00
28227 - Equipment Reserve	\$ 51,350.09	\$ 51,350.09	100%	\$ -	0%	\$ 51,350.09	\$ 0.00
28229 - Capital Reserve from Surplus	\$ 149,382.08	\$ 149,382.08	100%	\$ -	0%	\$ 149,382.08	\$ 0.00
Total Capital Reserve Accounts Expenditures	\$ 466,819.00	\$ 466,819.00	100%	\$ 0.00	0%	\$ 466,819.00	\$ 0.00

Totals	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Total Revenue	\$ 2,955,312	\$ 2,842,925	104%	\$ 112,387	4%	\$ 3,950,460	\$ 995,148
Total Expenditures	\$ 2,237,682	\$ 2,490,018	90%	\$ 252,335	10%	\$ 3,950,460	\$ 1,712,777



**New Minas Water Commission
Statement of Revenue & Expense
For the Period Ending September 30, 2023**

Water Commission	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Sep	Budget at 30-Sep	Actual as % of Budget at 30-Sep	\$ Variance at 30-Sep	% Variance at 30-Sep	2023/24 Annual Budget	Annual Budget Remaining
Water Commission Revenue							
W11100 - Metered Sales	\$ 376,329.40	\$ 334,000.00	113%	\$ 42,329.40	13%	\$ 648,000.00	\$ 271,670.60
W13100 - Fire Protection Hydrant Rent	\$ 265,650.00	\$ 265,650.00	100%	\$ -	0%	\$ 265,650.00	\$ -
W14000 - Sprinkler Service	\$ 2,427.21	\$ 2,426.00	100%	\$ 1.21	0%	\$ 4,852.00	\$ 2,424.79
W18011 - Water Penalties	\$ 1,403.78	\$ 1,950.00	72%	\$ (546.22)	-28%	\$ 3,900.00	\$ 2,496.22
W18210 - Other Interest	\$ 12,902.76	\$ 11,250.00	115%	\$ 1,652.76	15%	\$ 22,500.00	\$ 9,597.24
W18420 - Kings - Hydrant Tax	\$ -	\$ -		\$ -	0%	\$ 70,413.00	\$ 70,413.00
W18900 - Miscellaneous Water Revenue	\$ 976.35	\$ 850.00	115%	\$ 126.35	15%	\$ 1,750.00	\$ 773.65
Total Water Commission Revenue	\$ 659,689.50	\$ 616,126.00	107%	\$ 43,563.50	7%	\$ 1,017,065.00	\$ 357,375.50
Water Commission Expenses							
W21410 - Reservoir Tank Power & Maintenance	\$ 4,174.29	\$ 7,485.00	56%	\$ 3,310.71	44%	\$ 14,610.00	\$ 10,435.71
W21430 - Well Maintenance	\$ 156.53	\$ 18,000.00	1%	\$ 17,843.47	99%	\$ 36,000.00	\$ 35,843.47
W22400 - Pumping Power	\$ 55,091.86	\$ 64,920.00	85%	\$ 9,828.14	15%	\$ 129,840.00	\$ 74,748.14
W23100 - Engineering Expense	\$ 32,874.71	\$ 50,000.00	66%	\$ 17,125.29	34%	\$ 53,000.00	\$ 20,125.29
W23200 - Professional Services	\$ -	\$ 900.00	0%	\$ 900.00	100%	\$ 1,800.00	\$ 1,800.00
W23310 - Purification Expense	\$ 65,918.30	\$ 66,900.00	99%	\$ 981.70	1%	\$ 133,800.00	\$ 67,881.70
W24200 - Maps & Records Expense	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 100.00	\$ 100.00
W24410 - Distribution Lines Maintenance	\$ 4,600.14	\$ 2,550.00	180%	\$ (2,050.14)	-80%	\$ 5,050.00	\$ 449.86
W24430 - Transmission Lines Maintenance	\$ -	\$ 1,350.00	0%	\$ 1,350.00	100%	\$ 2,675.00	\$ 2,675.00
W24491 - Services Maintenance	\$ 3,889.15	\$ 4,000.00	97%	\$ 110.85	3%	\$ 8,000.00	\$ 4,110.85
W24492 - Meters Maintenance	\$ 62.13	\$ 300.00	21%	\$ 237.87	79%	\$ 500.00	\$ 437.87
W24493 - Hydrant Maintenance	\$ 500.00	\$ 2,550.00	20%	\$ 2,050.00	80%	\$ 5,000.00	\$ 4,500.00
W24501 - BMW Utility Vehicle - 33%	\$ 674.48	\$ 600.00	112%	\$ (74.48)	-12%	\$ 1,200.00	\$ 525.52
W24601 - Water Truck Gas & Maintenance	\$ 1,513.84	\$ 1,440.00	105%	\$ (73.84)	-5%	\$ 2,880.00	\$ 1,366.16
W24605 - Backhoe Fuel & Maintenance	\$ 803.99	\$ 5,000.00	16%	\$ 4,196.01	84%	\$ 10,000.00	\$ 9,196.01
W24800 - Shop Expenses - 50%	\$ 939.02	\$ 1,020.00	92%	\$ 80.98	8%	\$ 2,040.00	\$ 1,100.98
W24800A - Shop Power - 50%	\$ 393.21	\$ 711.00	55%	\$ 317.79	45%	\$ 1,422.00	\$ 1,028.79
W24800D - Monitoring Stations Expenses	\$ 1,258.62	\$ 4,620.00	27%	\$ 3,361.38	73%	\$ 9,240.00	\$ 7,981.38
W24801 - Clothing	\$ -	\$ 275.00	0%	\$ 275.00	100%	\$ 550.00	\$ 550.00
W24802 - Travel & Training	\$ -	\$ 475.00	0%	\$ 475.00	100%	\$ 1,900.00	\$ 1,900.00
W24803 - Small Tools	\$ 75.18	\$ 300.00	25%	\$ 224.82	75%	\$ 600.00	\$ 524.82
W24804 - Membership Fees	\$ 225.24	\$ 585.00	39%	\$ 359.76	61%	\$ 705.00	\$ 479.76
W24805 - Conference Fees	\$ 1,573.46	\$ 935.00	168%	\$ (638.46)	-68%	\$ 1,870.00	\$ 296.54
W25130 - Water Testing Expenses	\$ 14,961.08	\$ 64,000.00	23%	\$ 49,038.92	77%	\$ 82,000.00	\$ 67,038.92
W25150 - Bank Charges & Services Fees	\$ 2,156.63	\$ 1,800.00	120%	\$ (356.63)	-20%	\$ 3,600.00	\$ 1,443.37
W25160 - Commissioners' Remuneration	\$ 6,828.00	\$ 6,828.00	100%	\$ -	0%	\$ 6,828.00	\$ -
W25210 - Wages	\$ 225,848.00	\$ 225,849.00	100%	\$ 1.00	0%	\$ 225,849.00	\$ 1.00

W25292 - Benefits	\$ 15,814.00	\$ 15,814.00	100%	\$ -	0%	\$ 15,814.00	\$ -
W25295 - Snow Clearing	\$ 5,000.00	\$ 5,000.00	100%	\$ -	0%	\$ 5,000.00	\$ -
W25311 - Advertising	\$ -	\$ 250.00	0%	\$ 250.00	100%	\$ 500.00	\$ 500.00
W25312 - Telephone	\$ 684.53	\$ 930.00	74%	\$ 245.47	26%	\$ 1,860.00	\$ 1,175.47
W25313 - Leases & Service Agreements	\$ 2,565.00	\$ 2,565.00	100%	\$ -	0%	\$ 2,565.00	\$ -
W25314 - Postage & Office Supplies	\$ 4,804.31	\$ 4,750.00	101%	\$ (54.31)	-1%	\$ 5,500.00	\$ 695.69
W25410 - Audit Fees	\$ -	\$ -		\$ -	0%	\$ 6,400.00	\$ 6,400.00
W25421 - Propane	\$ -	\$ 3,600.00	0%	\$ 3,600.00	100%	\$ 7,200.00	\$ 7,200.00
W25500 - Regulatory Expenses	\$ -	\$ -		\$ -	0%	\$ 1,600.00	\$ 1,600.00
W25600 - Insurance	\$ 35,870.00	\$ 35,870.00	100%	\$ -	0%	\$ 25,000.00	\$ (10,870.00)
W25700 - Rental	\$ 5,500.00	\$ 5,500.00	100%	\$ -	0%	\$ 5,500.00	\$ -
W26000 - Depreciation	\$ 328,500.00	\$ 328,500.00	100%	\$ -	0%	\$ 328,500.00	\$ -
Total Water Commission Expenses	\$ 823,255.70	\$ 936,272.00	88%	\$ 113,016.30	12%	\$ 1,146,498.00	\$ 323,242.30



**Village of New Minas
Statement of Accounts
March 31, 2023**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,186,252.78	\$ 1,100,000.00	\$ 2,286,252.78
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 1,657,142.61	\$ -	\$ 1,657,142.61
			Subtotal	\$ 4,443,395.39
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 931,964.94	\$ 2,000,000.00	\$ 2,931,964.94
Water Capital & Equipment Reserve	113-240-6	\$ 124,756.78	\$ -	\$ 124,756.78
Water Operating	113-241-4	\$ 791,097.04	\$ -	\$ 791,097.04
			Subtotal	\$ 3,847,818.76
			Total	\$ 8,291,214.15



**Village of New Minas
Statement of Accounts
June 30, 2023**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,705,449.41	\$ 1,100,000.00	\$ 2,805,449.41
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 1,610,817.11	\$ -	\$ 1,610,817.11
			Subtotal	\$ 4,916,266.52
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 1,282,444.53	\$ 2,000,000.00	\$ 3,282,444.53
Water Capital & Equipment Reserve	113-240-6	\$ 186,617.98	\$ -	\$ 186,617.98
Water Operating	113-241-4	\$ 313,412.28	\$ -	\$ 313,412.28
			Subtotal	\$ 3,782,474.79
			Total	\$ 8,698,741.31



**Village of New Minas
Statement of Accounts
September 30, 2023**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,298,712.92	\$ 1,500,000.00	\$ 2,798,712.92
General Operating Reserve	121-541-7	\$ 16,164.38	\$ 500,000.00	\$ 516,164.38
General Operating	121-549-0	\$ 2,352,762.94	\$ -	\$ 2,352,762.94
			Subtotal	\$ 5,667,640.24
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 812,203.06	\$ 2,500,000.00	\$ 3,312,203.06
Water Capital & Equipment Reserve	113-240-6	\$ 200,744.21	\$ -	\$ 200,744.21
Water Operating	113-241-4	\$ 615,738.11	\$ -	\$ 615,738.11
			Subtotal	\$ 4,128,685.38
			Total	\$ 9,796,325.62

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, October 11, 2023

Draft Minutes

Meeting, Date and Time

A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, October 11, 2023, in Council Chambers at 181 Coldbrook Village Park Drive.

Attending

JAAC Members

Doug Ralph – Citizen Member (Vice Chair)
Alan Price – Citizen Member: West
Dino Wamboldt – Citizen Member: East
Don Nauss – Citizen Member
Shelley Hopkins – Citizen Member
Andy Vermeulen – Commissioner, Village of Canning
Councillor Lexie Misner – District 2
Michael Keith – Commissioner, Village of Cornwallis Square
Mike Bishop – Commissioner, Village of Kingston
Robert Sealby – Commissioner, Village of Greenwood (via Microsoft Teams)

Municipal Staff

Katie MacArthur – Accessibility Coordinator
Terry Brown – Manager of Inspection & Enforcement Division
Laurie-Ann Clarke – Recording Secretary

Guests

Andy Nette – Commissioner, Village of Port Williams
Maddi Adams – Senior Policy Analyst, NS Accessibility Directorate (via Microsoft Teams, until 7:30 pm)
Beth House – Dementia Friendly Communities Lead, Alzheimer Society of Nova Scotia (via Microsoft Teams, until 7:50 pm)
Claire Jimmison – Education & Outreach Regional Coordinator, Alzheimer Society of Nova Scotia (via Microsoft Teams, until 7:49 pm)

Regrets

Mary Fox – Citizen Member (Chair)
Crystal McCormack – Citizen Member: Central
Quentin Hill – Commissioner, Village of New Minas
Shawn Fevens – Recreation Coordinator

Absent

Rick Balsor – Commissioner, Village of Aylesford

1. Call to Order

Doug Ralph, Vice Chair, called the meeting to order at 7:02 p.m.

2. Roll Call

Roll call was taken.

3. Amendments to the Agenda

None

4. Approval of the Agenda

On motion of Councillor Misner and Mr. Nauss, that the Joint Accessibility Advisory Committee approve the October 11, 2023 agenda as circulated.

The question was called on the motion. Motion carried.

5. Disclosure of Conflict of Interest Issues

There were no conflict of interest issues disclosed.

6. Approval of Minutes

a. September 13, 2023

On motion of Commissioner Vermeulen and Councillor Misner, that the minutes of the Joint Accessibility Advisory Committee meeting held on September 13, 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. Presentation on the Proposed Built Environmental Accessibility Standard**

Maddi Adams, Senior Policy Analyst for the Nova Scotia Accessibility Directorate, provided a presentation on the development of the proposed Built Environment Accessibility standards and shared information on how Nova Scotian’s can provide feedback on the proposed standard.
- b. Presentation on Dementia Friendly Communities**

Claire Jimmison, Educational & Outreach Regional Coordinator, and Beth House, Dementia Friendly Communities Lead from the Alzheimer Society of Nova Scotia provided a presentation on Dementia Friendly Communities, the importance to quality of life, and how to create these communities. A handout was provided and is included as Appendix A.
- c. Meeting Schedule & Committee Structure Discussion**

Katie MacArthur, Accessibility Coordinator, reviewed the portion of the JAAC’s Terms of Reference (TOR) which addresses meeting requirements and the opportunity to create working groups of the full committee. She suggested that the committee consider creating a working group of citizen members who would meet monthly in a less formal setting and have the full committee meet quarterly. The working group would be required to provide a report to the full committee at the quarterly meetings. Per the TOR, the JAAC must set its 2024 meeting schedule at the meeting in December and the suggested option could be discussed further at that time.
- d. Accessibility Coordinator’s Quarterly Update**

Ms. MacArthur shared that the October Quarterly Update was included in the [agenda package](#) and invited the committee to review the document and contact her with any questions or comments.
- e. Work Plan Update**

Ms. MacArthur presented an update on the JAAC’s work plan.
- 9. Other Business**

Ms. MacArthur referenced a handout (included as Appendix B) she had given out prior to the meeting regarding a study being conducted by the PEACH Research Unit of Dalhousie

University and invited committee members to complete a survey on pilot visual aids for the guidelines established in the Accessible Design for the Built Environment Standard.

Ms. MacArthur noted that the accessible lectern had been installed in Chambers and demonstrated the ability to adjust the height to the committee.

10. Roundtable

Commissioner Bishop commented on staff's suggestion to create a working group and modify the committee meeting schedule, noting that he liked the idea.

Commissioner Vermeulen stated that he liked the idea of moving to quarterly meetings for the full committee. He shared frustration with some regulations and expressed concern that the requirements for accessibility will negatively affect existing businesses and the established built environment.

Terry Brown, Manager of Inspection & Enforcement, shared that he was pleased with the work the JAAC has done and how far the committee has come since its first meeting. Though the issues cannot be fixed quickly, changes are being made and the committee members are all a part of those changes.

The Recording Secretary spoke on behalf of Commissioner Sealby, sharing that he wanted to thank Ms. MacArthur for her assessment of the Village of Greenwood's Accessibility Plan and office.

The Chair noted that he was happy to see that developing accessibility standards for education was included in the NS Accessibility Directorate's presentation as it is an area he has experience with and concerns about.

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, November 8, 2023 at 7:00 p.m. in Council Chambers.

14. Adjournment There being no further business, on motion of Mr. Price and Mr. Nauss, the meeting adjourned at 8:12 p.m.

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year

DRAFT



Village of New Minas
New Minas Water Commission
October 24, 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
- Greg Messom, Utility Operator

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:00pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the October 24, 2023 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

3. Approval of Minutes:

- a. September 26, 2023 Water Commission Meeting

Motion:

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

M/Dave Chaulk
S/Maynard Stevens
Motion Carried

4. Business Arising from Minutes:

- a. September 26, 2023 Water Commission Meeting

There was no business arising from the September 26, 2023 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Staff Reports:

- a. Water Operations Report

The Utility Operator provided a verbal summary of the Water Operations Report circulated prior to the October 24, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the October 24, 2023 Water Commission meeting and as verbally summarized by the Utility Operator.

M/Maynard Stevens
S/Bruce MacArthur
Motion Carried

- b. Q2 Variance Report

The Clerk Treasurer/CAO presented the Q2 Finance Variance Report circulated prior to the July 25, 2023 Water Commission meeting, which was reviewed line by line.

Motion:

THAT the Q1 Finance Variance Report be received as circulated prior to the July 25, 2023 Water Commission meeting and as presented by the Clerk Treasurer/CAO.

M/Bruce MacArthur
S/Maynard Stevens
Motion Carried

7. Capital Projects Update:

The Clerk Treasurer provided an update on the current capital projects. The variable frequency drives for 3 wells have been awarded to Rexel Atlantic. An eight-hour pump test was conducted at the test well behind the Annapolis Animal Hospital on October 19, and results are being analysed. Water meter purchases are ongoing, and staff are in the process of sourcing radios to upgrade the SCADA system.

8. Correspondence:

There was no correspondence.

9. Other Business:

There was no other business.

10. Public Input:

There was no public input.

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:27pm.

Motion:

THAT the meeting be adjourned.

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

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

- Meeting, Date and Time** Regional Sewer Committee Meeting was held on Thursday, January 19, 2023, at the Municipal Complex
- (1) Roll Call:** In attendance were:
- Municipality of the County of Kings:* Councillor Joel Hirtle – Chair
Scott Conrod, Chief Administrative Officer
Mike Livingston, Manager of Financial Reporting
Aaron Dondale, Manager of Public Works
Susan Gray, Recording Secretary
 - Town of Kentville:* Cate Savage, Deputy Mayor (voting member)
Dave Bell, Director of Engineering and Public Works
 - Village of New Minas:* Commissioner James Redmond (voting member)
Tim Bouter, Clerk, Treasurer/CAO
 - PepsiCo Foods Limited:* None
 - Public:* None
 - Absent:* Katrina Wonders (with regrets), Nicolette McCahill (with regrets)
- Meeting Called to order:** The Chair called the meeting to order at 10:04 pm. Roll call was taken.
- (2) Additions to the Agenda:** **Aaron Dondale added Discussion of RG5 Forcemain Update as item 8.5.**
- (3) Approval of the Agenda:** **On the motion of Deputy Mayor Savage and Commissioner Redmond that the agenda be approved.**
Motion carried.
- (4) Conflict of Interest:** **None**
- (5) Approval of the Minutes from March 16, 2023
May 5, 2023
June 15, 2023
August 9, 2023:** **On the motion of Commissioner Redmond and Deputy Mayor Savage that the Minutes from March 16, May 5. June 15 and August 9, 2023, be approved as circulated.**
Motion carried.
- (6) Business arising from previous minutes:** None

New Business

- (7) Operations and Compliance Update:** Aaron Dondale provided a brief update. We have started fall lift station cleaning as of October 18th. There were some recent minor odor issues in New Minas related to the desludging project which should dissipate by the end of the week. In September, we completed some maintenance and

repairs on the blower motors in the new blower building, UV lights maintenance is scheduled for December.

From a staffing standpoint, the Municipality's new Director of Engineering and Public Works, Brad Carrington starts Oct 23rd. We also have a new Manager of Treatment Plants and Compliance, Shavani Gilhotra who starts on October 30th. Both are filling existing vacancies within our organization.

From a compliance standpoint, we noticed a flow decrease in some parts of the collection system in August and September. Overall loads decreased with the decrease in flow. We observed an increase of BOD and TSS from the Pepsico line in September. At the plant, BOD and TSS were low in August and September, and we attribute that to the weather. We also attribute that to the capital work which happened at the plant during those months.

There was some discussion around:

- the outcome related to the overages experience by Pepsico. It was noted that the fee structure for operating share is based on usage and would be accounted for in that process.
- It was noted that the table of average BOD, TSS used to be colour coded so that exceedances and reportable exceedances were highlighted, can we get back to that. It will be looked at.
- What is the update on Acute Lethality quarterly testing. We have passed the last two quarters.
- The August summary for Town of Kentville shows a negative flow number, is this an error? Unclear as to why that is, normal on the September report.
- Do we use flow measurements to look for leaks/issues? Yes, if an abnormal change in flow is noted it is investigated. Flow reports are reviewed daily.

(8) Capital Update:

Aaron Dondale shared a presentation regarding the ongoing capital projects.

Recommendation: That the Regional Sewer Committee receive the October 20, 2023, Capital Treatment and Related Updates for information.

Discussion was held regarding:

- If the ongoing desludge project wraps up early, will we see a savings on the cost of the project? Yes, we should see some savings on the per unit costs, as it is looking like the full volume of sludge will not be removed. We are anticipating ~ 70% removal.
- In regard to the overall Capital Improvement Plan, the only "extra" costs might be associated with any additional engineering reports that may be required.
- Is WSP doing both the System Assessment Review and the Sludge Management Plan? No, they are two separate projects. WSP had been retained to complete the SAR and the Sludge Management Plan is intended to be internal work.

On the motion of Deputy Mayor Savage and Commissioner Redmond that the recommendation be approved.

Motion carried.

(8.5) RG5 Forcemain Discussion:

Aaron Dondale gave a presentation.

Recommendation: That the Regional Sewer Committee receive the October 20, 2023, Briefing on RG5 Force Main Breaks for information.

Discussions:

- Cost – cancelled 22-19 contract was for approximately \$1.4-1.8 million. Can we expect same kind of costs? No, that was for only one section of replacement. We now are required to replace the entire line, roughly twice the distance.
- External funding – it was strongly suggested that external funding be sought for this project. It was indicated that to apply for funding, there must be an open project the work would qualify under. Sources of external funding will be researched.

On the motion of Deputy Mayor Savage and Commissioner Redmond that the recommendation be approved.

Motion carried.

(9) Communication Update:

Aaron Dondale gave a brief update. A community meeting was held on September 20 to provide the public with updates on the ongoing aeration and desludge work. Aeration and desludging work has been communicated in monthly e-newsletters, the local newspaper, local radio (3 stations), social media, and the Municipal website.

Communications for the Forcemain breaks were shared by social media and on the Municipal website.

Discussion:

The public meeting was challenging and kudos to Aaron on his presentation and addressing the public's concerns.

Are we meeting the promises and timelines that were given at that community meeting? No, timelines have slipped a bit due to the Forcemain breaks. We did indicate the projects should be wrapped up by the end of the calendar year, we are on target to meet that.

(10) Partner Updated:

Town of Kentville – None
Village of New Minas - None
Pepsico – no representative present

(11) Round Table:

Why are so many breaks happening on the Forcemain?

This section of line has reached the end of its life due to flow-related wear and the pH of wastewater travelling through it.

Are there other sections of the collection system requiring updates?

Yes, as we complete condition assessments on our infrastructure, we are finding other areas of concern and will move forward with some of those repairs once the concerns at Regional are completed.

The soils in the RG5 section tend to be acidic in nature so the ductile iron would be affected by that, and the replacement lines would like be HDPE which will not be affected by the soil.

(12) Next Meeting:

Next meeting will be Thursday, November 16, 2023, at 10:00am at Municipal Complex.

(16) Adjournment:

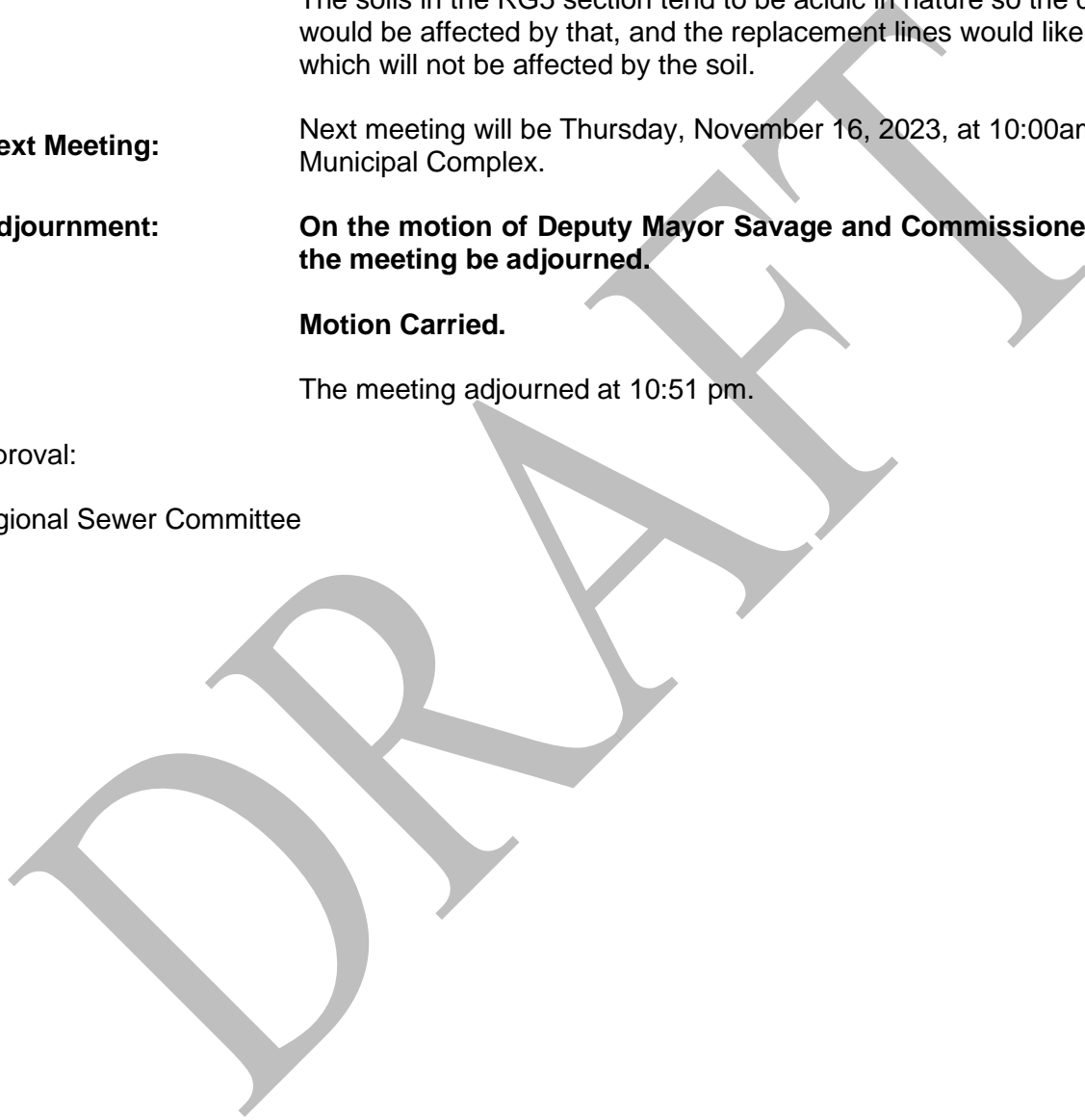
On the motion of Deputy Mayor Savage and Commissioner Redmond the meeting be adjourned.

Motion Carried.

The meeting adjourned at 10:51 pm.

Approval:

Regional Sewer Committee





Village of New Minas
Commission Meeting
November 13, 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: November 13, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The Finance & Audit Committee had questions about the funds we have in our regular bank accounts versus GICs. Following a meeting with the Village Auditor, it was decided to allocate an additional \$500,000 from the General Operating Account to the General Operating Reserve, where it was combined with the existing \$500,000 redeemable GIC at 5.4% interest. The Operating Reserve is more flexible for future use, whereas the Capital/Equipment Reserves can only be spent on capital assets related to those reserves. The sewer operating surplus of \$82,126.56 from last fiscal year was also allocated to the Sewer Reserve.

The Utility and Review Board has issued a 12-page Information Request related to the Water Rate Application. I will be working with Stantec to submit responses before the deadline of November 22.

Highlights of the Past Month:

- Alternative solution has been found for Flower Cart busing.
- Asset Management work has started in partnership with the County of Kings.
- UARB Water Rate Study process is ongoing.
- Budget preparation for 2024/25 has started.

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 (October 10)
- Finance & Audit Committee (October 18)
- Regional Sewer Committee (October 20)
- Water Commission (October 24)

Other Notable Meetings:

- Labour Management meeting — October 17
- Regional Sewer Technical Committee — October 27

Professional Development:

- Volunteering as a mentor for Engineers Nova Scotia
- PMP training — ongoing

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 13, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Outlook for Next Month:

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

- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Strategic planning
- Water Rate Study
- Capital Projects
- 2024/25 Budget Preparation
- 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: November 13, 2023

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

Members of the Public Works have been carrying out tasks before the upcoming winter. Presently, all parks are being cleaned of leaves, irrigation systems are winterized and snow clearing equipment is ready to go. The new sidewalk plow has arrived. There is a purchase contract in place for salt with the Department of Transportation. After Remembrance Day, staff members will be installing Holiday Infrastructure throughout the village.

Current Task/Projects:

- Fall cleanup ongoing
- Sidewalk repairs on Highbury Road
- Sidewalk plow has arrived
- All planters have been removed from Village sites and staff members are preparing the gardens for winter
- Variable speed drives (VSD) at Canaan Heights water booster station required new programming. They were malfunctioning.
- Two transducers were replaced at well sites, as they expired.
- Setting up holiday decorations throughout the Village

Long-Term Projects:

- An eight-hour pump test was performed on the test well at Turner Drive. We are waiting for the results from the Hydrogeologist.

Meetings:

- No meetings as I was on vacation.

Professional Development:

- Mark Jackson and I will be attending a two-day seminar on mental health in the workplace December 12-13.

Outlook for Next Month:

- Winter maintenance
- Daily Operations
- Pre-budget discussion
- Hydrant maintenance as required

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: November 13, 2023

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The office was busy with water utility payments the past few weeks, approximately 70% of them are paid. Payment reminders will be mailed out at the end of this week to encourage payments.

Current Tasks/Projects:

- October’s capital bank reconciliations are completed, hope to have Water and General finished by the end of this week.
- Fourth Quarterly Due to/from and HST are completed, HST payment should be in soon from the province.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date October 31
• Residential	\$1,269,195	\$1,126,447.10
• Commercial	\$904,256	\$814,460.97
• Resource	\$8,130	\$6,452.80
Sewer	Budgeted	Collected Year to Date October 31
• Usage Charges	\$685,824	\$550,962.90
Water	Budgeted	Collected Year to Date October 31
• Metered Sales	\$648,000	\$514,222.83
• Sprinkler Service	\$4,852	\$3,352.65

Professional Development Summary:

- Charlene and I attended a Munisoft AP Upgrade webinar.
- RBC hosted a Pension workshop.

Outlook for future Months:

- Researching online payment options through our rental and recreational program software.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: November 13, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

October was another busy month with fall programs firmly underway. The Pickleball Community organized a fundraising tournament, raising over \$3,000.00 for the Village’s “Any Child Can Participate” program! Another event - the 11th annual Iron Leaf Disc Golf tournament - took place on October 14-15, bringing over 100 competitors to New Minas for the 2-day event. Time was also spent planning for the Parade of Lights and Holiday Craft Fair. Also met with the local soccer community to discuss and explore the viability/cost of transitioning two Lockhart Ryan Park soccer fields into artificial turf surfaces. The process is ongoing, and the Commission will be kept up to date throughout.

Current Tasks/Projects:

- Parade of Lights
- Holiday Craft Fair

Long-Term Projects:

- Planning for Douglas Street park/playground underway
- Soccer field surfacing

Meetings:

- Attended Rec NS Annual Conference

Professional Development Summary:

- Attended RNS Annual Conference

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: November 13, 2023

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

After School Programs

- Facilitating fee reduction applications
- Monthly meetings with school administration to facilitate program details

Activate Your Neighbourhood – pilot location

- The toolkit has been finalized and shared with the public – I have been conducting one on one meetings with community champions.
- Upcoming engagement session to identify interested neighbourhoods
- 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
 - See attached draft Anti Racism Policy for Recreation Facilities (this will be presented at the December Commission meeting for approval)
 - RNS has released Anti Racism online training module – I have completed the training and propose staff opportunity to share training.
- Facility signage will be supplied by Recreation Facilities Association of NS.
- Please see the County of Kings [TOWARD EQUITY AND DIVERSITY — A Strategy for Belonging in the Municipality of the County of Kings](#). This document will help support our actions within the Anti-Racism work as well as other practices to ensure that we are creating a safe and welcoming environment for all.

Community Play Boxes:

- Graphics are being prepared – installation pending

Health NS Partnership:

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

Outdoor Play Policy Development:

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

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: November 13, 2023

Subject: Monthly Report — Active Living Coordinator



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
 - *All equipment purchased and received – first promos shared on social media*

Workplace Wellness Initiatives

- Lunch & Learn – received a Wellness Grant from the Municipal Wellness Program
 - Sessions pending feedback from staff

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

Anti-Racism & Discrimination Policy for Recreational Facilities

Policy statement:

This facility is committed to providing a safe and respectful environment that facilitates fun in both competition and recreation; for all of those involved. This includes individuals directly participating, as well as, those attending in any other capacity. This policy enforces zero tolerance for any forms of racism and/or discrimination, regardless of intention. Should there be any incident perceived as racism, or discrimination, it will be dealt with immediately, according to protocol.

Full Policy:

The Anti-Racism and Discrimination Policy for Recreational Facilities prohibits any acts perceived as racism and/or discrimination, regardless of intention.

There is to be zero tolerance for any acts perceived as racism and/or discrimination; any individual(s) responsible for these acts will be required to vacate the facility property.

All individuals present, regardless of their capacity, are responsible to report any incidents of racism and/or discrimination to facility staff, or those in charge of the facility renting group.

Those responsible for receiving a report of incident are to act immediately, by following the Policy Protocol, found in Appendix A.

Signage is to be posted informing individuals of this policy, and how to report an incident.

1. Purpose

- 1.1 This policy intends to facilitate a safe and inclusive environment for all those in attendance, free of any acts reflective of racism and/or discrimination.
- 1.2 To designate responsibility in putting a stop to racism and discrimination within this facility, and providing a protocol in dealing with it properly.
- 1.3 To support fair play and the right for individuals to participate in sport and recreation with equal opportunities.
- 1.4 To foster a positive and encouraging environment that facilitates the personal development of individuals.

2. Human Rights

2.1 In accordance with the Human Rights Act of Nova Scotia, this policy protects individuals on the account of their age; race; colour; religion; creed; sex; sexual orientation; gender identity; gender expression; physical/mental disability; an irrational fear of contracting an illness or disease; ethnic, national, or aboriginal origin; family status; marital status; source of income; political belief, affiliation, or activity; that individual's association with another individual or class of individuals having characteristics referred to in clauses listed above.

4. Applicability

4.1 This policy is applicable to all individuals that enter the property of the facility.

4.2 This policy is not only limited to players, team staff, and officials; but also includes facility staff, volunteers, spectators and/or supporters of any kind.

5. Rights and Responsibilities

Rights:

5.1.1 All individuals have the right to treatment with respect, regardless of their role while present at the facility.

5.1.2 All individuals have the right to non-judgment, should they feel they have experienced racism and/or discrimination.

5.1.3 Any person committing the act of racism and/or discrimination has the right to an explanation as to the issue within their actions.

Responsibilities:

5.2.1 Managers/Supervisors of the facility are required to distribute and explain this policy to all facility staff; including direct employees and any other contracted employees, such as security from outside groups.

5.2.2 All persons employed within this facility are to ensure that they know, understand, and agree, as to what is expected of them under this policy.

5.2.3 Facility staff is responsible for ensuring that this policy has been explained to the person(s) renting any space within the facility property, and that they agree to their responsibilities.

5.2.4 Facility staff, security, and person(s) renting the facility, have the responsibility to stop the act(s) of racism and/or discrimination as soon as they become aware of it.

5.2.5 Should an incident of racism and/or discrimination be witnessed or reported, it is the responsibility of facility staff, security and/or the facility renter to ensure that the policy protocol (Appendix A) is put into effect immediately.

5.2.6 All individuals that enter the facility property undertake the responsibility of reporting any incidents of racism and/or discrimination (Appendix B).

6. Definitions

Discrimination	Whether intentional or not, the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, or sex.
Racism	Prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one's own race is superior.
Zero tolerance	The refusal to accept antisocial behavior (in the case of this policy – racism and/or discrimination), typically by strict and uncompromising application of the law.
Perceived incident	How an incident is perceived by others, regardless of the actor's intent.
Facility renter	The lead person responsible for securing (booking and/or renting) the facility space on behalf of themselves, or a group; or the lead person on site, on behalf of the renting group.

7. Reporting & Record Keeping

Reporting

7.1.1 Incidents should be reported to a facility staff, security; or facility renter.

7.1.2 Incidents can be reported by any individual witness to the incident, or on behalf of the person perceiving the incident as racist and/or discriminatory.

Record Keeping

7.2.1 A written report of the incident (Appendix B), including names of those involved, a summary of the incident, and also the action taken, is to be completed by the individual dealing with the incident.

7.2.2 A record of reports should be kept by the facility supervisor/manager.

8. Discipline

8.1 There is to be zero tolerance for acts of racism and/or discrimination.

8.2 Any individual(s) responsible for acts of racism and/or discrimination are required to cooperate with the decided discipline; which may include vacating the facility property.

8.3 Facility manager/supervisor can utilize their discretion in the banning of any individuals based on the severity of the incident.

9. Review and Report

9.1 This policy is to be reviewed six months after initial implementation, and thereafter annually.

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Appendix A – Policy Protocol

Action Plan following an Incident

Note:

**Should a facility supervisor be available, they should be the one to deal with the incident.*

**Should a facility supervisor NOT be available, next in charge would be a facility staff person, or security.*

**In the event that no facility staff are present, the individual acting as the Facility Renter will become the individual to follow the Policy Protocol.*

Following a reported incident:

1. Recognize the act that is being perceived as racism and/or discrimination, and put a stop to it immediately.
2. Consider: Is the incident a legal matter (ie. Physical abuse, vandalism, etc.) or ethical matter?
 - 2.a. If the incident is considered a legal matter, the relevant law enforcement should be contacted to deal with the incident.
 - 2.b. If the incident is considered solely an ethical matter, facility staff can attend to the situation, and must complete the protocol action plan.
3. Collect the facts of the incident, and information from those involved.
 - Include the names of the individuals involved and their role in the incident.
 - Include a summary of the incident, and the resultant decision following the completion of the protocol.
4. Based on the information gathered, determine if the reported act occurred.
 - 4.a. If the act was found to have occurred, explain the concern within the action(s) to the individual in question, followed by the zero tolerance policy that requires immediate disciplinary action, which will depend on the severity of the action.
These actions can be discussed with facility staff and/or manager/supervisor. They may range from a simple apology; the separation of the individuals involved; or to require the individual causing the act in question to vacate the facility property.
 - 4.b. If the act was not found to have occurred, the individual in question will not face disciplinary actions.
5. Submit completed report form (Appendix B) to Facility Manager/Supervisor.

Appendix B – Incident Report Form

Date: _____ **Facility Name:** _____

Name of Report Writer: _____

Contact Information: _____

Name of Complainant: _____

Contact Information: _____

Name of Accused: _____

Contact Information: _____

Summary of Incident:

Action Taken:

Signature: _____ **Manager Signature:** _____



Village of New Minas
Commission Meeting
November 13, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. New Business

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 13, 2023

Subject: Municipal Capital Growth Program



Municipal Capital Growth Program

1. Introduction

On November 1st, the Province released a call for applications under the Municipal Capital Growth Program (MCGP). The MCGP is a new one-time program for 2023/24 that provides investments for capital municipal infrastructure to service Nova Scotia’s growing population while supporting provincial priority areas. Among others, the main program elements include:

- Province wide \$32M program
- 50% Provincial funding (max)
- Water/sewer projects with critical capacity issues are eligible
- Application requires relevant studies to be in place, Council resolutions, and a detailed cost estimate
- Applications to be filed on or before December 13th
- Completion date of March 31, 2026

2. Discussion

The Regional Forcemain from the RG5 Lift Station (located at the Kentville Justice Centre) to Eave’s Hollow has become an urgent priority for the Regional Sewer Committee. After the recent breaks in the 18” line, Environment Canada and Nova Scotia Environment are actively involved in compliance resolution. These lines must be replaced to prevent further release of untreated sewage into the marshland and Cornwallis River. The Regional municipal partners are interested in submitting a joint and scaled application for this project. One single application will strengthen each unit’s chances for approval under the program. The total project is expected to be in the \$4-5 million range, with New Minas’ allocation being approximately 20%. In order for applications to be considered, a resolution of the Commission supporting the submission of the project for funding consideration under MCGP must be included.

3. Recommendation

THAT the Regional Forcemain Replacement project be submitted for funding consideration under the Municipal Capital Growth Program, to be filed as a joint application through the Municipality of the County of Kings.

Village of New Minas Strategic Plan 2024-2027



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. Fiscal Responsibility:
 - a. Financial Integrity
 - b. Revenue Generating & Cost Saving Initiatives
- 3. Growth and Development:
 - a. New Minas South
 - b. Infill & Redevelopment
 - c. Partnerships with Stakeholders
 - d. Infrastructure Capacity & Extension
- 4. Marketing and Promotion:
 - a. Branding & Website Upgrade
 - b. History & Culture of New Minas
 - c. Partnerships with Stakeholders
 - d. Establishment of New Minas Business Association

- 5. Sound Governance:
 - a. Effective and Efficient Services
 - b. Policy Updates & Communication Plan
 - c. Community Engagement
 - d. Staff Retention & Recruitment
- 6. Sustainable Infrastructure:
 - a. Asset Management Plan
 - b. Energy Efficiency Upgrades

5. Amendments

Date	Amendments
February 12, 2024	Policy adopted by Commission

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