



**Village of New Minas**  
Minutes of Regular Commission Meeting  
Tuesday February 9, 2021 @ 7:00 PM  
Spencer Room, Louis Millett Community Centre  
New Minas, Nova Scotia

**Commissioners Present:**

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Cheryl Manzer, Commissioner
- Mary Munroe, Commissioner
- Quentin Hill, Commissioner (via FaceTime connection)

**Staff Present:**

- John Ansara, Director of Recreation & Community Development
- Gerard Hamilton, Operations Manager
- Ian Morrison, Clerk Treasurer/CAO
- Shelly Palmer, Finance Manager

**Others Present:**

- Maynard Stevens

**Call to Order:**

Chair Dave Chaulk called the meeting to order at 7:04 pm, welcoming those in attendance.

**Approval of the Agenda:**

THAT the Agenda for the February 8, 2021 regular Commission meeting be approved, as presented.

**M/James Redmond**

**S/Mary Munroe**

**CARRIED**

**Approval of the Minutes from Prior Meetings:**

THAT the Minutes for the January 11, 2021 regular Commission meeting be approved as presented.

**M/Quentin Hill**

**S/James Redmond**

**CARRIED**

**Business Arising from Minutes:**

None

**Presentations:**

Committee Membership Survey Results

The Clerk Treasurer/CAO presented a report on how other Villages and Municipal units in the area construct their committee relationship with ratepayers who do not live in the unit, particularly as this relationship relates to membership and participation on committees.

Section 408A of the Municipal Government Act was reviewed, which does not specify any residency requirements for members of advisory, special, and standing committees, other than the residency requirement that exists for Commissioners. The municipal units surveyed included Bible Hill, Canning, Chester, Kentville, Kingston, and the Municipality of Kings. Most of these units do not specify residency requirements for citizen appointees or permit such membership to a degree.

The Clerk Treasurer/CAO was directed to report back to the Commission on a policy direction on this matter, although, in general, it was articulated that non-resident membership on Committees could be contemplated by the Commission on a case-by-case basis.

**Committee Reports:**

- Beautification Group – report included in package
- Finance – report included in package
- New Minas Water Commission – report included in package
- Operations – report included in package
- Recreation & Community Development – report included in package
- Recreation & Community Development Advisory Committee – report included in package
- Regional Sewer Committee – report included in package

The Clerk Treasurer/CAO commented on an aspect of the staff reports. Specifically, that the format has been modified and that an update on the status of bank reconciliations and revenues received to date has been incorporated into the report for the Finance Manager.

THAT the reports for Clerk Treasurer/CAO, Finance, Operations, Recreation & Community Development, and Recreation & Community Development Advisory Committee be accepted as presented.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Ms. Munroe commented on the role of the Beautification Committee and where it fits within the Village committee structure. She has consulted with the Clerk Treasurer/CAO who added

that the Village should consider Terms of Reference for the Beautification Group and that meetings should be advertised and made open to public participation. This would be consistent with requirements of Section 408A and Section 408B of the Municipal Government Act.

THAT the report for the Beautification Group be accepted as presented.

**M/Mary Munroe**

**S/Cheryl Manzer**

**Motion Carried**

THAT the report for the New Minas Water Commission be accepted as presented.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Mr. Redmond commented on an aspect of the report of the Regional Sewer Committee. Specifically, that, as of December 31, a deficit of \$30,000 is anticipated for the year, \$1852 of which would represent the Village's share of the deficit.

THAT the report for the Regional Sewer Committee be accepted as presented.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**New Business:**

Citizen Appointments

The appointments for the New Minas Water Commission and the Finance & Audit Committee were presented.

THAT Bruce MacArthur and Maynard Stevens be appointed to New Minas Water Commission for a three-year term, commencing April 1, 2021.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

The Clerk Treasurer/CAO advised that applications for the Finance & Audit Committee were extended until January 22. One person applied for the position prior to the deadline. After the deadline, however, a second individual expressed an interest in joining the Committee. Since two citizen members are necessary to constitute the Committee, a recommendation to appoint was presented.

THAT Debra Windle-Smith and Valerie Kneen-Teed be appointed to the Finance & Audit Committee for a one-year term, commencing April 1, 2021.

**M/Quentin Hill**

**S/James Redmond**

## **Motion Carried**

### **Sewer Rate Study & By-law Amendment**

The Sewer Rate Study, as prepared by Stantec Consulting Ltd. was discussed. The study, which was commissioned by the Village to review its sewer rates, provides a rate analysis for the next ten years which will enable the service to be fully funded by the collected rates and implement a capital renewal program on an annual basis. The analysis calls for an increase of 65% in rates, effective April 1, 2021 and then inflationary increases of 2.25% to 2.50% each year thereafter.

The Clerk Treasurer/CAO reviewed the following matters, at the request of the Commission:

- An analysis of a prospective decrease in the rates for property taxes to offset the increase in the rates for sewer service, which can be explored further at budget time
- Ratepayers who have their own wells but use the sewer service
- Ratepayers who are serviced by the Municipality for their sewer service

The rate schedule for the period of April 1, 2021 to March 31, 2031 was presented. The schedule included the following recommendations:

- Adoption of the rates and the schedule of implementation as recommended by Stantec Consulting
- With regard to Ratepayers who have their own wells but use the sewer service, where a metered service is not provided and a consumer is connected to the Village sewer system but not connected to the Village water system, then the consumer shall pay a yearly rate based on the average annual consumption for residential users and commercial users will be charged at the consumption rate based on the meter on their private well.
- With regard to Ratepayers who are serviced by the Municipality for their sewer service, the consumer shall be charged the rate assessed by the Municipality of Kings.

The Commission provided direction to the staff regarding the proposed amendment. Specifically, that First Reading of the Sewer By-law, which will be held at the next meeting of the Village Commission on March 8, should include:

- The proposed schedule of rates recommended by Stantec Consulting, which was recommended
- Metered service for property owners with wells or service fees computed at the rate of average consumption of a single-dwelling household should a meter not be installed, which was recommended

Commission wanted to consider and reserve direction on the matter of ratepayers serviced by the Municipality for their sewer service.

**Correspondence:**

A letter was received from the New Minas Children's Centre on January 26 requesting a property tax exemption on the basis that the organization was granted charitable status by the Canada Revenue Agency, effective July 16, 2018.

The Commission discussed the request and determined that a property tax exemption would be provided for the 2021-2022 tax year.

THAT a property tax exemption would be provided to the New Minas Children's Centre for the 2021-2022 tax year.

**M/James Redmond**

**S/Mary Munroe**

**Motion Carried**

**Public Discussion Period:**

None

**Adjournment:**

**M/James Redmond**

THAT the meeting be adjourned at 8:42 pm.