



**Village of New Minas**  
**Commission Meeting**  
**February 10, 2025 @ 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. January 13, 2025 Village Commission Meeting
5. Business Arising from Minutes:
  - a. January 13, 2025 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
  - a. Beautification Committee — Draft minutes included in package
  - b. Finance & Audit Committee — No meeting since last report
  - c. Joint Accessibility Advisory Committee — No meeting since last report
  - d. New Minas Water Commission — Draft minutes included in package
  - e. Regional Sewer Committee — Draft minutes included in package
9. Staff Reports:
  - a. Clerk Treasurer/CAO — Report included in package
  - b. Director of Public Works — Report included in package
  - c. Manager of Finance — Report included in package
  - d. Director of Recreation & Community Development — Report included in package
10. New Business:
  - a. ANSV Briefing — Staff Position
11. Correspondence — none
12. Other Business
13. General Public Input
14. Closed Session
  - a. Personnel Matters
15. Adjournment



**Village of New Minas**  
Commission Meeting  
February 10, 2025 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

**4. Approval of Minutes**



**Village of New Minas**  
Commission Meeting  
January 13, 2025 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Commissioners Present:**

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

**Commissioners Absent:**

- Mary Munroe (with regrets)

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development

**Others Present:**

- Joel Hirtle, PC candidate for Kings-Hants
- Julie Vanexan, MLA for Kings-South
- Christina Sappington, District 8 Councillor
- Maynard Stevens

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:00pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the January 13, 2025 Commission Meeting be approved as circulated.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**3. Disclosure of Conflict of Interest:**

No conflicts of interest were declared.

**4. Approval of Minutes:**

- a. December 9, 2024 Village Commission Meeting

Motion:

THAT the Minutes for the December 9, 2024 Village Commission Meeting be approved as circulated.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. December 9, 2024 Village Commission Meeting

There was no business arising from the December 9, 2024 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:**

- c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the January 13, 2025 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the January 13, 2025 Commission agenda package and as verbally summarized by Quentin Hill.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the January 13, 2025 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the January 13, 2025 Commission agenda package and as verbally summarized by James Redmond.

**M/James Redmond**  
**S/Quentin Hill**  
**Motion Carried**

## **9. Staff Reports:**

The Clerk Treasurer/CAO, Director of Public Works and Director of Recreation & Community Development provided a verbal summary of the following written reports included in the January 13, 2025 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Director of Public Works — Report included in package
- c. Manager of Finance — Report included in package
- d. Director of Recreation & Community Development — Report included in package

### Motion #1:

THAT the Clerk Treasurer/CAO Report be received as included in the January 13, 2025 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

### Motion #2:

THAT the Director of Public Works Report be received as included in the January 13, 2025 Commission agenda package and as verbally summarized by the Director of Public Works.

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

### Motion #3:

THAT the Manager of Finance Report be received as included in the January 13, 2025 Commission agenda package.

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

### Motion #4:

THAT the Director of Recreation & Community Development Report be received as included in the January 13, 2025 Commission agenda package and as verbally summarized by the Director of Recreation & Community Development.

**M/James Redmond**  
**S/Quentin Hill**  
**Motion Carried**

#### **10. New Business:**

##### **a. JAAC Updates**

The Clerk Treasurer/CAO presented the request for decision included in the January 13, 2025 Commission agenda package.

##### **Motion #1:**

That the Village Commission re-appoint Robert Sealby (Village of Greenwood) and appoint Doug MacLean (Village of Cornwallis Square) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for terms ending May 31, 2027.

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

##### **Motion #2:**

That the Village Commission adopt the accessibility plan update entitled "Our Joint Accessibility Plan Update 2025-2028".

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

##### **b. Strategic Planning Update**

Debra Windle-Smith provided a verbal summary of the minutes included in the January 13, 2025 Commission agenda package. The Village has been seeing more applications on infill development. The Strategic Planning Working Group will be working with the Valley REN on opportunities for partnerships in the coming year. Other outreach initiatives for the upcoming year include meetings with the landowners south of the 101 and political representatives/stakeholders for this project.

#### **11. Correspondence:**

There was no correspondence.

#### **12. Other Business:**

a. Fitness Room Discussion

Quentin Hill received two complaints over the holidays about the Fitness Room being closed. The Clerk Treasurer/CAO clarified that the closure was from December 24 to January 1 (9 total days including 3 statutory holidays). During trials in previous years, the fitness room was only used by a handful of people between Christmas and New Years. A decision was made at that time to keep it closed during the holidays. This also allows for cleaning and floor maintenance of the fitness room and other parts of the building by the custodial staff, which would not be possible with other people in the building.

Fitness room members are made aware of the closure in-between the holidays when they purchase their membership. Those with a monthly pass are given the extra days in January to make up for the closure. For comparison purposes, the cost for a yearly membership at Motiv Fitness is \$588 per year, while our memberships are \$250 per year.

Quentin requested for additional communication to be posted ahead of the holiday closure in the future. The Clerk Treasurer/CAO responded that this would be implemented this December.

b. Douglas Street Trail Update

John Ansara provided an update of the Douglas Street Trail. John recently met with recreation staff at the Municipality of Kings to discuss their requirements in more detail. The uncertainty around the Annapolis Vally Trails Coalition following Rick Jacques' retirement has delayed the project. There are also a few land ownership issues that need to be sorted out between the Village, the County and the developer. These discussions will continue through the winter. The construction of the trail will be included in the 2025/26 Capital Budget.

**13. General Public Input:**

Comments from the public were as follows:

Christina Sappington:

- Appointed to the New Minas Source Water Protection Committee, and as Chair of the Police Advisory Board and Diversity Kings
- Will be meeting with Julie Vanexan on January 22 to discuss homelessness, schools and growth.

Maynard Stevens:

- New Minas held a winter carnival (Take the Roof off Winter) in partnership with the Province in the past. Asked if this could be reinstated.

Julie Vanexan:

- New MLA for Kings-South. Meeting with community groups and organizations to build relationships and ask about needs.

- Would like to meet with the Strategic Working Group to discuss visioning and partnerships.
- Office will be in New Minas (next to Napa Auto).

Joel Hirtle:

- Looking forward to being the next representative for Kings-Hants.
- Putting in the work to meet with the community to learn about the needs, receive input and find solutions.

**14. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 7:54pm.

Motion:

THAT the meeting be adjourned.

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





**Village of New Minas**  
Commission Meeting  
February 10, 2025 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
AGENDA

## **8. Committee Reports**



**Village of New Minas**  
Beautification Committee  
January 15, 2025 @ 9:30 AM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**DRAFT MINUTES**

**Members Present:**

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- Agnes Wojt, Citizen Member (via Zoom)
- Donna Randell, Citizen Member
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development

**Members Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO

**Others Present:**

- None

**1. Call to Order:**

The Chair called the meeting to order at 9:35am, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the January 15, 2025 Beautification Committee Meeting be approved as circulated.

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

**3. Approval of Minutes:**

- a. November 20, 2024 Beautification Committee Meeting

Motion:

THAT the Minutes for the November 20, 2024 Beautification Committee Meeting be approved as circulated.

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

**4. Business Arising from Minutes:**

a. November 20, 2024 Beautification Committee Meeting

There was no business arising from the November 20, 2024 minutes.

**5. Comments from the Chair:**

The Chair welcomed the committee members and thanked Mary for her many years of service as the Chair. The goal for this meeting will be to build on past strategic planning work and prioritize initiatives for the short and long term. Mary was also given an opportunity to discuss past successes and the importance of ongoing communication with the Commission to keep the positive momentum of the Committee.

**6. Strategic Planning:**

The Committee discussed and prioritized projects under the following headings:

- Beautification
- Placemaking
- Streetscaping

**7. Budget Deliberations**

The Committee discussed project ideas and costs for the 2025/26 fiscal year. The following projects were discussed for inclusion in the 2025/26 Capital Budget:

**Assuming no external funding:**

- Founding Father's Park:
  - Signage: \$1,500
  - Interpretive panel: \$4,000
- Prospect Road:
  - Anchor boulders: \$2,500
  - Decorative planter: \$2,500
- Planters & Trees: \$10,000
- Lighting & Decorations: \$4,500
- **Total: \$25,000**

**Assuming \$25,000 additional external funding:**

- Founding Father's Park:
  - Signage: \$1,500
  - Interpretive panel: \$4,000
- Prospect Road:
  - Anchor boulders: \$2,500
  - Decorative planter: \$2,500
- Planters & Trees: \$10,000
- Lighting & Decorations: \$10,000
- Murals: \$6,000
- Community Parks: \$13,500
  - Community gardens
  - Signage
- **Total: \$50,000**

These projects will be further discussed and finalized at an additional Beautification Committee meeting to be held on February 5, 2024. The final project list will be recommended to the Village Commission through a formal motion.

**8. Next Meeting Date:**

- a. February 5, 2024

The next meeting is scheduled for Wednesday February 5, 2024 @ 10:30am at the LMCC and via online video conference (Zoom).

**9. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 11:46am.

Motion:

THAT the meeting be adjourned.

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



**Village of New Minas**  
Beautification Committee  
February 5, 2025 @ 9:30 AM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Members Present:**

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- Agnes Morine, Citizen Member (via Zoom)
- Donna Randell, Citizen Member
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development

**Members Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO

**Others Present:**

- None

**1. Call to Order:**

The Chair called the meeting to order at 10:35am, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the February 5, 2025 Beautification Committee Meeting be approved as circulated.

**M/ Donna Randell**

**S/ John Ansara**

**Motion Carried**

**3. Approval of Minutes:**

- a. January 15, 2025 Beautification Committee Meeting

Motion:

THAT the Minutes for the January 15, 2025 Beautification Committee Meeting be approved as circulated.

**M/ Cory Palmer**

**S/ John Ansara**

**Motion Carried**

**4. Business Arising from Minutes:**

a. January 15, 2025 Beautification Committee Meeting

There was no business arising from the January 15, 2025 minutes.

**5. Comments from the Chair:**

The Chair commented that the previous budget planning meeting went well, and that this meeting would build on the work completed to date. There are exciting new projects coming up this year. Many of the previous projects have been completed, and the Committee has a clean slate with the opportunity for new challenges.

**6. Budget Deliberations**

The Committee further refined the project ideas and costs for the 2025/26 fiscal year. The following projects were finalized for inclusion in the 2025/26 Capital Budget:

**Assuming no external funding:**

- Founding Father's Park:
  - Signage: \$1,500
  - Interpretive panel: \$4,000
- Prospect Road:
  - Anchor boulders: \$2,500
  - Decorative planter: \$2,500
- Planters & Trees: \$10,000
- Lighting & Decorations: \$4,500
- **Total: \$25,000**

**Assuming \$25,000 additional external funding:**

- Founding Father's Park:
  - Signage: \$1,500
  - Interpretive panel: \$4,000
- Prospect Road:
  - Anchor boulders: \$2,500
  - Decorative planter: \$2,500
- Planters & Trees: \$10,000
- Lighting & Decorations: \$10,000
- Murals: \$7,500
- Community Enhancements: \$12,000
  - Community garden
  - Recycling stations
  - Signage
- **Total: \$50,000**

Motion:

THAT the two project lists (one at \$25,000 assuming no external funding and the other at \$50,000 assuming external funding) finalized at the February 5, 2025 Beautification Committee Meeting (and summarized above) be recommended for approval in the Village of New Minas Capital Budget.

**M/ Agnes Morine**

**S/ John Ansara**

**Motion Carried**

**7. Next Meeting Date:**

- a. March 19, 2025

The next meeting is scheduled for Wednesday March 19, 2025 @ 10:30am at the LMCC and via online video conference (Zoom).

**8. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 11:51am.

Motion:

THAT the meeting be adjourned.

**M/ Donna Randell**

**S/ Cory Palmer**

**Motion Carried**



**Village of New Minas**  
New Minas Water Commission  
January 27, 2025 @ 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 (via Zoom)
- Maynard Stevens, Citizen Member
- Bruce MacArthur, Citizen Member

**Members Absent:**

- Mary Munroe, Commission Member

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- Cory Palmer, Director of Public Works
- Greg Messom, Utility Operator

**Others Present:**

- None

**1. Call to Order:**

The Chair called the meeting to order at 3:04pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the January 27, 2025 Water Commission Meeting be approved as circulated.

**M/ Bruce MacArthur**

**S/ Maynard Stevens**

**Motion Carried**

**3. Approval of Minutes:**

- a. December 10, 2024 Water Commission Meeting



Motion:

THAT the Minutes for the December 10, 2024 Water Commission Meeting be approved as circulated.

**M/ Maynard Stevens**

**S/ Mary Munroe**

**Motion Carried**

**4. Business Arising from Minutes:**

- a. December 10, 2024 Water Commission Meeting

There was no business arising from the December 10, 2024 minutes.

**5. Comments from the Chair:**

The Chair thanked the water employees for their professional work on recent water breaks (including the mainline repair on January 19).

**6. Staff Reports:**

- a. Water Operations Report

The Director of Public Works provided a verbal summary of the Water Operations Report circulated prior to the January 27, 2025 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the January 27, 2025 Water Commission meeting and as verbally summarized by the Director of Public Works.

**M/ Maynard Stevens**

**S/ Bruce MacArthur**

**Motion Carried**

- b. Q3 Variance Report

The Clerk Treasurer/CAO presented the Q3 Finance Variance Report circulated prior to the January 27, 2025 Water Commission meeting, which was reviewed line by line.

Motion:

THAT the Q3 Finance Variance Report be received as circulated prior to the January 27, 2025 Water Commission meeting and as presented by the Clerk Treasurer/CAO.

**M/ Bruce MacArthur**

**S/ Maynard Stevens**

**Motion Carried**

**7. Correspondence:**

There was no correspondence.

**8. Other Business:**

There was no other business.

**9. Public Input:**

There was no public input.

**10. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 3:33pm.

Motion:

THAT the meeting be adjourned.

**M/ Dave Chaulk**

**S/ Maynard Stevens**

**Motion Carried**

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
REGIONAL SEWER COMMITTEE  
Thursday, January 16, 2025  
MINUTES**

**Meeting Date and Time**                      **A meeting of the Regional Sewer Committee was held on Thursday, January 16, 2025, at 10:00 a.m. at the Municipal Complex in Coldbrook, Nova Scotia**

**1. Roll Call**                                      In attendance:

*Municipality of the County of Kings:*      Tim Harding, Councillor **(Chair / voting member)**  
Dave Corkum, Mayor  
Brad Carrigan, Director of Engineering & Public Works  
Jeremy Sharpe, Manager of Operations  
Tyler Honeywood, Manager of Financial Reporting  
Chris Ritchie (support for Tyler Honeywood)  
Greg Barr, Director of Finance & IT  
Stephanie Elliott, Recording Secretary

*Town of Kentville:*              Cate Savage, Councillor **(Vice Chair / voting member)**  
Jeff Lawrence, CAO  
Dave Bell, Director of EPW

*Village of New Minas:*      James Redmond, Commissioner **(voting member)**  
Cory Palmer, Director of Public Works – New Minas  
Tim Bouter, Clerk Treasurer / CAO

*PepsiCo Foods Limited:*      Rachel Hirtle - PepsiCo **(voting member)**

*Regrets:*      None

**Meeting Called to Order**                                      The Chair called the meeting to order at 10:00 am. Roll call was taken.

**2. Vote for Vice Chair**                      **Councillor Savage nominated herself to be Vice Chair. No additional nominations submitted; Councillor Savage accepted the uncontested position.**

- 3. Approval of Agenda** Director of Finance requested to remove the Agenda Items under the Financial Update in order to provide a more formal presentation due to staffing changes.

**On motion from the Chair, Councillor Harding and Councillor Savage to amend the agenda in order to postpone the Financial Updates from the Agenda.**

**Motion Carried.**

**On motion of Councillor Savage and Commissioner Redmond, that the January 16, 2025, agenda be approved as circulated.**

**Motion Carried.**

- 4. Conflict of Interest** None

- 5. Approval of Minutes** **On motion of Commissioner Redmond and Councillor Savage, that the October 17, 2024, minutes be approved as circulated.**  
**Motion Carried.**

- 6. Business Arising from Minutes** None

**New Business**

- Special Note** Jeff Lawrence arrived at 10:17hrs.

- 7. Operation and Compliance Reports** a. The Director of Engineering and Public Works presented an update on the Regional Environmental Compliance.

- a. **Regional Environmental Compliance Update**

**On motion of Vice Chair Councillor Savage and Commissioner Redmond, to accept the Regional Environmental Compliance report.**

- b. **Regional Forcemain Project Update**

**Motion Carried.**

- b. The Director of Engineering and Public Works presented an update on the Regional Forcemain Rehabilitation Project.

**On motion of Commissioner Redmond and Vice Chair Councillor Savage, to accept the Regional Forcemain Project update report.**  
**Motion Carried.**

**7. Partner Updates** None

**8. Other Business** None

**9. Next Meeting** Due to Budget Preparations, a special meeting will be convened to review a draft budget for Regional Sewer. Date to follow.

Next regular meeting scheduled for Thursday, March 20, 2025, at 10:00 a.m. at 181 Coldbrook Village Park Dr.

**10. Adjournment** **On motion of Commissioner Redmond and Vice Chair Councillor Savage, that the meeting stand adjourned.**  
**Motion Carried.**

The meeting adjourned at 10:44 a.m.

Approval:

Regional Sewer Committee



**Village of New Minas**  
Commission Meeting  
February 10, 2025 @ 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: February 10, 2025

Subject: Monthly Report — Clerk Treasurer/CAO



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## Monthly Report — Clerk Treasurer/CAO

**Summary:**

Budget deliberations with the Commission are scheduled to take place on February 19 and 26, with a target of final approval during the March Commission meeting. Related to this, the Province is expected to announce successful GRID applications this month. The Village's application under this 50% funding program was for the Forsythe Water Tower Refurbishment. The capital budget is being prepared with the assumption that this project will qualify for \$850,000 of Provincial funding. If the Village's application is unsuccessful, the difference will need to be drawn from Capital Reserves. This would have an impact on the long-term capital plan, and would likely necessitate the deferral of other projects.

All but three of the properties that qualified for tax sale (by being in arrears by three years or more) have now been paid. Payment arrangements have been approved for these three properties.

New Minas' portion of the Regional Sewer operating deficit for 2023/24 had been projected to be \$55,000. This was due to numerous forcemain breaks along the 18" line from RG5 to Eaves Hollow over the fall of 2023 and winter of 2024. The amount of \$55,000 was built into the 2024/25 sewer operating budget. The Municipality of Kings' end of year audit was recently completed, and the final invoice that was billed to the Village was \$48,347.18. The 2025/26 budget deliberations for the Regional Sewer Committee will be taking place in the next month. The goal will be for each partner to bring a recommendation of approval to their respective organizations following these meetings.

**Highlights of the Past Month:**

- GRID Application has been submitted for the Forsythe Water Tower Refurbishment.
- Budget preparation for 2025/26 is ongoing.
- Funding Agreement for VICE Program has been signed.

**Regularly Scheduled Meetings:**

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

- Collective meetings with Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Village Commission (January 13)
- Beautification Committee (January 15 and February 5)
- Regional Sewer Committee (January 16)
- Water Commission (January 27)
- Monthly meeting with Christina Sappington (December 19 & 23)

## Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: February 10, 2025

Subject: Monthly Report — Clerk Treasurer/CAO

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### Other Notable Meetings:

- Joint Committee on Contract Documents (January 14)
- Asset Management (January 15)
- ANSV Quarterly Board Meeting (January 16)

### Professional Development:

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

### Outlook for Next Month:

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

- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Capital Projects
- Finance:
  - Bank reconciliations
  - Accounts payable
  - Invoicing and receivables
  - Payroll (bi-weekly)

Sincerely,

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

**Tim Bouter, P. Eng.**

Clerk Treasurer/Chief Administrative Officer

t 902-681-0430 | e [timb@newminas.com](mailto:timb@newminas.com)

Village of New Minas

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**Information Report (Agenda Item 9.b.)**

To: Village Commission

By: Cory Palmer, Director of Public Works

Meeting Date: February 10, 2025

Subject: Monthly Report — Director of Public Works

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## **Monthly Report — Director of Public Works**

### **Staff Update:**

We currently have a posting on Indeed to fill our open Laborer position. With full staff and the current vacation requests, we will not be requiring summer students in the public works department.

### **Current Projects/Work:**

- Founding Father's Park is mainly completed with just the one large tree to remove on the bank. The fence has been installed.
- Plowing and salting season is in full swing, we are getting lots of small amounts of snow which means we are plowing and salting frequently. The new Holder machine broke for 6 days with a failed hydraulic pump, so we used the Wacker and Kubota tractor to keep the sidewalks clean. The Holder has been repaired and running again, the repair was under warranty.
- We have paused water meter replacements until the new fiscal year and we are only completing emergency replacements and new installs.
- We will be concentrating on RF box installations. We have targeted the end of April to get all RF boxes installed except for the Country Fair Mall units. We will need to install 16 - 20 RF boxes per week to meet our goal.
- We are replacing rotten pieces and painting picnic tables to get ready for spring.
- We organized the water fittings and placed them on the shelves at Jones Road so we know what we have for inventory. We will be ordering spare parts for inventory, so we have the necessary parts for potential water break repairs.
- We are checking the accessibility and functioning of water valves throughout the village. We delayed the fire hydrant maintenance until we have all the valves checked and repaired if needed.

### **Long-Term Projects:**

- The refurbishment of the reservoir at Busch Lane is in the drawing submittal phase. We had our first meeting with the contractor and engineering company on February 3. We will be having a monthly meeting until the project starts. Greg and I will be getting the equipment necessary to chlorinate at the wells and doing a trial prior to the project starting to ensure there are no issues. We will also be exercising the valves at the tank to ensure we can isolate the tank.
- We have been getting lots of requests for water and sewer hookups. We currently have requests for water and sewer for over 500 units. We will be mapping the units on the map and having an engineering company review it for sewer capacity.

**Information Report (Agenda Item 9.b.)**

To: Village Commission

By: Cory Palmer, Director of Public Works

Meeting Date: February 10, 2025

Subject: Monthly Report — Director of Public Works

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**Professional Development:**

- Deric has completed training on both the Wacker and Holder to allow for more flexibility in the crew.
- Zachary and Cory are scheduled for first aid training on February 12. All staff will have first aid training after this training is completed.
- Excavating and trenching will occur for new employees and Jason in March. We are scheduling the training to be completed at LMCC with several other municipalities involved.
- Online training for the Transportation of dangerous goods has been set up for Greg and Zachary.
- Training in fire hydrant maintenance was completed for all staff.
- Training on the above ground sewer pump station will occur over the winter months.
- Training staff on CCCP (Cross Connection Control Program) plan and Source Water Plan to start completing audits in the winter months.

**Outlook for Upcoming Months:**

- Valve accessibility work
- Training for employees
- Source water and CCCP audits
- Cleaning of LRP facility
- Plowing and salting
- Regular water duties and upgrades
- Preparing for spring

## Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: February 10, 2025

Subject: Monthly Report — Manager of Finance



# Monthly Report — Manager of Finance

## Summary:

We are within the last two months of 2024/25 and hopefully by that time winter will be over. The Finance staff are preparing for year-end close and Audit. T4s should be ready soon for handout and for uploading to CRA.

December's past due utility reminders should be ready for delivery by the first of next week, to remind the stragglers that it's time to pay before March's disconnections.

## Current Tasks/Projects:

- All December's bank reconciliations are completed, hope to have January's finished within the next two weeks.
- Third Quarterly Due to/from and HST, are complete, payment is expected next month.

## Budget Update:

Property Taxes	Budgeted	Collected Year to Date January 31
• Residential	\$1,342,749	\$1,443,790.06
• Commercial	\$980,142	\$958,516.39
• Resource	\$8,270	\$6,710.97
<b>Sewer</b>	<b>Budgeted</b>	<b>Collected Year to Date January 31</b>
• Usage Charges	\$780,000	\$716,087.51
<b>Water</b>	<b>Budgeted</b>	<b>Collected Year to Date January 31</b>
• Metered Sales	\$845,000	\$711,847.26
• Sprinkler Service	\$4,925	\$5,000.13

## Professional Development Summary:

## Outlook for Next Month:

- Bank reconciliations
- Accounts payable
- Invoicing and receivables
- Payroll (bi-weekly)
- CRA remittance, Union fees and Pension
- RBC Pension
- PAD, tax and water

**Information Report (Agenda Item 9.d.)**

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: February 10, 2025

Subject: Monthly Report — Director of Recreation & Community Development

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## **Monthly Report — Director of Recreation & Community Development**

### **Summary:**

- Budget preparation
- Meetings with Flower Cart, Province, County, various community members
- Attended community meeting regarding regional rec facility

### **Current Tasks/Projects:**

- Planning for March Break Camp
- Planning for winter event celebrating renovated rec office in park, which will include sledding party and snowshoe loans
- Planning for spring programs
- Promotion/facilitation of winter equipment loans

### **Long-Term Projects:**

- Beautification – Submitted project update report to province to satisfy requirements of grant
- Parks and Playgrounds – Will be submitting grant application to CCH for capital projects
- Douglas St Park development – Met with Ashley Brooker from County to discuss logistics of development
- Accessibility Working Group – Meeting scheduled for Feb 13

### **Meetings:**

- Flower Cart – Met with new ED, discussed future partnerships
- Province – Met with Anna Sherwood to discuss plausibility of grants for prospective capital projects around playground replacements and accessible playground flooring
- Meetings with Kentville and Wolfville recreation departments to plan combined recreation programming.
- Meeting with MOK staff and Provincial Public Works Department to inform grant application to increase trail access and wayfinding signage.
- PAPE Planning Committee meetings.
- Valley Rec Personal Development Committee meeting.

### **Professional Development Summary:**

- NA

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**Outlook for Next Month:**

- Monitor and support all programs
- Accessibility
- March Break Camp
- Summer Day Camp hiring



**Village of New Minas**  
Commission Meeting  
February 10, 2025 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**AGENDA**

**10. New Business**

# Association of Nova Scotia Village (ANSV) Briefing Note

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## ANSV Staff Position

### Issue:

ANSV Board members and Village staff have identified the need for a consistent staff person who reports directly to the ANSV and who is able to focus their attention on the day-to-day needs of the association.

### Background:

- Village staff raised concerns with the growing responsibilities generated by the ANSV actively advocating for Villages, to the degree that the work could not be reasonably completed on top of their regular responsibilities to their Villages.
- On January 11, 2024, the ANSV Board requested correspondence be sent out to member Villages requesting their feedback on this matter.
- On April 11, 2024, the ANSV Board assigned board members with their respective Clerk/Treasurers to review the possibility of hiring an ANSV staff person.

### Considerations:

- Feedback from Villages predominantly focused on the need to answer key questions about the idea of an ANSV staff position, including specific job responsibilities, remuneration, qualifications, a funding model, and other parameters such as work location, benefits, and more.
- The success of this approach requires broad buy-in from the member Villages.
- Municipal Affairs is beginning to offer Villages a “seat at the table”, the ANSV requires capacity to operate as a modern association that can effectively advocate for its members and provide a consistent representative.

### **DRAFT Job Description:**

**Job Title:** Association of Nova Scotia Villages (ANSV) Coordinator

**Summary:** Reporting to the Board of Directors, the ANSV Coordinator acts as the liaison between the Board, the ANSV Members, the Government of Nova Scotia, and other stakeholders. This position includes administrative, planning, and financial responsibilities. The position requires an individual with great interpersonal and negotiation skills and who needs minimal supervision.

**Responsibilities:**

- Act as the main point of contact for the ANSV, including communications by phone, email, letter, and social media.
- Prepare professional correspondence for the ANSV as directed.
- Attend meetings, conferences, and working groups with the provincial government and other stakeholders on behalf of the ANSV as needed.
- Maintain the ANSV's public communications through tools such as social media and/or a website.
- Facilitate the quarterly ANSV Board meetings and the Annual General Meeting (AGM) by managing and communicating schedules to members, preparing invitations, preparing the agenda and meeting package, and taking the minutes.
- Aid the host Village in planning and coordinating the AGM and Conference.
- Maintain a list of grants that Villages may apply for.
- Keep the ANSV accounts and prepare financial statements, including the *Treasurers Report* for consideration by the Board.<sup>1</sup>
- Keep up to date on important information impacting Villages and maintain the ANSV mailing list to ensure all members are informed of ANSV business or matters impacting Villages.
- Maintain a record of membership status, collect dues, and recruit non-member Villages into the ANSV.<sup>1</sup>

**Requirements:**

- Minimum education: Secondary School Diploma, preference given to candidates with a post-secondary degree in a relevant field
- Minimum 5 years of work experience in a relevant field.
- Computer and technical skills, including use of basic office software.
- Experience with basic accounting / bookkeeping.<sup>1</sup>
- Experience drafting letters, reports, briefings and other professional documents.
- Able to provide a clear criminal record and vulnerable sector check.
- Able to work some evenings and weekends.

**The following are considered assets:**

- Experience with Municipal Government, public policy, and/or government administration.
- Experience reporting to a board, commission, or similar body.
- Experience negotiating and liaising with government officials.
- Experience with the Municipal Government Act.

**Note:** This job description is not intended to be exhaustive. The employee may be required to perform other duties as assigned by the Board of Directors.

**Work Location:**

- There are two options that could be offered for work location:
  - The coordinator works from an Office in a “host village” or;

<sup>1</sup> Financial responsibilities could remain with the board treasurer and/or a clerk-treasurer to broaden the requirement pool.



- The coordinator works from home.
- Beyond physical work location, there may be an opportunity to partner with an existing organization in the province, e.g. A Village, AMANS, or other organization could host this position under their umbrella and make use of existing HR structures etc.

### **Compensation and Benefits:**

- The ANSV must be willing to offer a compensation and benefits package sufficient to attract a valuable candidate. Initial considerations of salary suggest the position should be offered between \$30,000 and \$50,000 annual salary for a part-time position of 20 hours per week.
- In addition to compensation the offering should include a minimum of two weeks vacation time or 4% vacation pay in lieu of vacation time.
- The ANSV may be able to negotiate health, dental, LTD, pension and other benefits for this position via the NSFM or through an individual Village's insurance provider. What benefits are offered will likely depend on how many hours of work the position is offered. For example, the ANSV may agree to forgo offering benefits for a part time position.

### **Other budget considerations:**

- The budget must include considerations for a cell phone, laptop, and travel expenses to conduct business effectively.

### **Basic Budget (year one):<sup>2</sup>**

<b>Expense</b>	<b>Cost</b>
Basic Salary	50,000
vacation pay	2,000
Pension	1,500
laptop	1,500
office supplies	1,500
phone / plan	1,000
Travel	2,500
<b>Total</b>	<b>60,000</b>

### **Funding Model:**

- The proposed funding model is based on a percentage of each Village's 2024-25 annual revenue, the actual percentage necessary to cover the budget will be calculated once a total budget is confirmed, as well as the number of villages paying the percentage rate versus the basic flat rate (see below).

<sup>2</sup> Basic budget figures for discussion purposes only

- Smaller villages with more modest budgets could be offered a basic flat rate (e.g. \$500) that would permit their participation in funding the position while creating as little a burden as possible on their operating budgets.
- There may be some provincial funding to subsidize the salary.

**Next Steps:**

If the Board is agreeable to the idea in principle, the next step is to communicate with member Villages and confirm buy-in.