



Village of New Minas
Commission Meeting
November 12, 2024 @ 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 15, 2024 Village Commission Meeting
5. Business Arising from Minutes:
 - a. October 15, 2024 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
 - a. Beautification Committee — No meeting since last report
 - b. Finance & Audit Committee — Draft minutes included in package
 - 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. Planning Application — multi-unit residential development on Old Dyke Road
 - b. Code of Conduct for Elected Officials of the Village of New Minas
 - c. Growth and Renewal for Infrastructure Development (GRID) Program
 - d. Strategic Planning Update
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



Village of New Minas
Commission Meeting
November 12, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
October 15, 2024 @ 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
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development

Others Present:

- Christina Sappington
- 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 October 15, 2024 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. September 9, 2024 Village Commission Meeting

Motion:

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

M/James Redmond

S/Debra Windle-Smith

Motion Carried

5. Business Arising from Minutes:

- a. September 9, 2024 Village Commission Meeting

There was no business arising from the September 9, 2024 minutes.

6. Comments from the Chair:

The Chair had no comments.

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 15, 2024 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the October 15, 2024 Commission agenda package and as verbally summarized by Mary Munroe.

M/Mary Munroe

S/Debra Windle-Smith

Motion Carried

- c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the October 15, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the October 15, 2024 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 October 15, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the October 15, 2024 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 provided a verbal summary of reports a. and c., the Director of Public Works provided a verbal summary of report b., and the Director of Recreation & Community Development provided a verbal summary of report d., each included in the October 15, 2024 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:

THAT the Staff Reports be received as included in the October 15, 2024 Commission agenda package and as verbally summarized by the respective staff.

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

10. New Business:**a. Second Reading — Update to Sewer Bylaw**

The Clerk Treasurer/CAO presented the recommended changes to the Sewer By-Law included in the September 9, 2024 Commission agenda package. No comments were received through the advertising period in-between first reading and second reading.

Motion:

THAT second reading be given to the amendments to the Sewer By-Law as included in the October 15, 2024 Commission agenda package.

M/James Redmond**S/Quentin Hill****Motion Carried****b. Village Infrastructure Capital Enhancement (VICE) Program**

The Clerk Treasurer/CAO summarized the proposed Village Infrastructure Capital Enhancement (VICE) program included in the October 15, 2024 Commission agenda package. The Clerk Treasurer/CAO recommended that the following changes be requested prior to approval by the Village Commission:

- The Village would like Clause 7.3 to be reworded to allow for carry over of the VICE funding.
- The Village would like to see a clause that the total Grant of \$1,050,000 will be increased proportionately if the CCBF going to the County increases. This would match past practise for increases in CCBF allocations to the Villages.
- The Village would like to see three Base Grant Amounts:
 - Villages that have both water and sewer
 - Villages that have either water or sewer
 - Villages that have neither water or sewer

Motion #1:

THAT the changes to the proposed VICE Program recommended by the Clerk Treasurer/CAO be requested to the Municipality of the County of Kings prior to approval by the Village Commission.

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

Motion #2:

THAT the draft letter to Municipal Council regarding the proposed VICE Program be amended in accordance with Motion #1 and signed by the Village Commission Chair.

M/James Redmond

S/Quentin Hill

Motion Carried

11. Correspondence:

a. Elementary School Concerns

The Clerk Treasurer/CAO outlined the concerns included in the October 15, 2024 Commission agenda package. Parking and congestion along Jones Road does not appear to be as much an issue as at the start of the school year. Through consensus, the Commission directed the Clerk Treasurer/CAO to obtain an update from Christine DeWolfe and to see if the request has changed in scope.

12. Other Business:

There was no other business.

13. General Public Input:

Christina Sappington:

- Attended a School Advisory Meeting. Attendance is up, and there are some children that may not be attending school due to lack of transportation options.
- Not a problem with the idea of reallocating the Celebration Days to other events.

Maynard Stevens:

- Agreed with the Commission's decision regarding the VICE program, and moving forward with caution.
- Suggested moving Celebration Days to September.
- Enjoyed the Nova Scotia Walk Audit.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:04pm.

Motion:

THAT the meeting be adjourned.

M/Quentin Hill

S/James Redmond

Motion Carried



Village of New Minas
Commission Meeting
November 12, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

8. Committee Reports



Village of New Minas
Finance & Audit Committee
October 16, 2024 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Dave Chaulk, Commission Member & Chair
- Valerie Kneen-Teed, Citizen Member
- Bruce MacArthur, Citizen Member

Members Absent:

- Quentin Hill, Commission Member (with regrets)

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 3:05pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the October 16, 2024 Finance & Audit Committee Meeting be approved as circulated.

M/Valerie Kneen-Teed

S/Bruce MacArthur

Motion Carried

3. Approval of Minutes:

a. June 5, 2024 Finance & Audit Committee Meeting

Valerie Kneen-Teed pointed out that the minutes should reflect her request for hard copies of the Financial Statements.

Motion:

THAT the Minutes for the June 5, 2024 Finance & Audit Committee Meeting be approved as amended.

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

4. Business Arising from Minutes:

- a. June 5, 2024 Finance & Audit Committee Meeting

There was no business arising from the June 5, 2024 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.

Motion:

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

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

8. Next Meeting Date:

- a. January 22, 2025

The next meeting is scheduled for January 22, 2025 @ 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 4:07pm.

Motion:

THAT the meeting be adjourned.

M/Bruce MacArthur

S/Valerie Kneen-Teed

Motion Carried

DRAFT

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

Village of New Minas
Statement of Revenue & Expense
For the Period Ending September 30, 2024

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	2024/25 Annual Budget	Annual Budget Remaining
Administration Revenue							
12410 - Tax Certificate Fees	\$ 280.00	\$ 120.00	233%	\$ 160.00	133%	\$ 240.00	\$ (40.00)
14900 - Miscellaneous Revenue	\$ 55.61	\$ 150.00	37%	\$ (94.39)	-63%	\$ 300.00	\$ 244.39
15160 - Dog Licenses	\$ 175.00	\$ 150.00	117%	\$ 25.00	17%	\$ 1,000.00	\$ 825.00
15500 - Refund PST on Gas/Diesel	\$ 1,827.79	\$ 2,000.00	91%	\$ (172.21)	-9%	\$ 2,000.00	\$ 172.21
15510 - Earned Interest	\$ 41,681.81	\$ 33,000.00	126%	\$ 8,681.81	26%	\$ 66,000.00	\$ 24,318.19
15700 - HST Offset - Nova Scotia Power/UNSM	\$ 11,346.51	\$ 12,500.00	91%	\$ (1,153.49)	-9%	\$ 12,500.00	\$ 1,153.49
18000 - Shared Services Revenue	\$ 137,515.00	\$ 137,515.00	100%	\$ -	0%	\$ 137,515.00	\$ -
Total Administration Revenue	\$ 192,881.72	\$ 185,435.00	104%	\$ 7,446.72	4%	\$ 219,555.00	\$ 26,673.28
Administration Expenditures							
21136 - Service Charges	\$ 9.89	\$ -		\$ (9.89)	0%	\$ -	
21210 - Salaries	\$ (54,387.21)	\$ (24,891.32)	218%	\$ 29,495.89	-118%	\$ 240,504.94	\$ 294,892.15
21212 - CPP	\$ 22,221.05	\$ 34,433.42	65%	\$ 12,212.37	35%	\$ 83,138.84	\$ 60,917.79
21213 - EI Premiums	\$ 10,912.91	\$ 13,449.76	81%	\$ 2,536.85	19%	\$ 32,473.53	\$ 21,560.62
21213A - Pension	\$ 18,645.92	\$ 31,847.88	59%	\$ 13,201.96	41%	\$ 82,884.76	\$ 64,238.84
21213B - Medical & Dental	\$ 17,424.96	\$ 19,200.00	91%	\$ 1,775.04	9%	\$ 44,400.00	\$ 26,975.04
21213C - Group Insurance	\$ 2,703.13	\$ 3,700.00	73%	\$ 996.87	27%	\$ 9,400.00	\$ 6,696.87
21213D - Bonus	\$ 775.42	\$ 1,750.00	44%	\$ 974.58	56%	\$ 8,050.00	\$ 7,274.58
21213E - Workers Compensation	\$ 11,875.32	\$ 14,929.03	80%	\$ 3,053.71	20%	\$ 36,454.06	\$ 24,578.74
21215 - Legal Expense	\$ 1,700.89	\$ 3,000.00	57%	\$ 1,299.11	43%	\$ 6,000.00	\$ 4,299.11
21220 - BMW Utility Vehicle - 33%	\$ -	\$ -		\$ -	0%	\$ -	
21225 - Audit	\$ 8,864.27	\$ 9,000.00	98%	\$ 135.73	2%	\$ 9,000.00	\$ 135.73
21230 - Stationary & Office Supplies	\$ 1,842.28	\$ 2,100.00	88%	\$ 257.72	12%	\$ 4,200.00	\$ 2,357.72
21230A - Postage	\$ 1,643.77	\$ 2,000.00	82%	\$ 356.23	18%	\$ 8,000.00	\$ 6,356.23
21230B - Lease & Service Agreements	\$ 1,531.03	\$ 2,565.00	60%	\$ 1,033.97	40%	\$ 7,695.00	\$ 6,163.97
21230C - Telephone	\$ 1,782.32	\$ 2,040.00	87%	\$ 257.68	13%	\$ 4,080.00	\$ 2,297.68
21230E - Website	\$ -	\$ -		\$ -	0%	\$ 400.00	\$ 400.00
21230F - Advertising	\$ -	\$ 450.00	0%	\$ 450.00	100%	\$ 900.00	\$ 900.00
21230G - Computer Support	\$ 256.00	\$ 1,200.00	21%	\$ 944.00	79%	\$ 2,400.00	\$ 2,144.00
21230I - Miscellaneous	\$ 1,270.32	\$ 1,200.00	106%	\$ (70.32)	-6%	\$ 2,400.00	\$ 1,129.68
21230J - Publications	\$ -	\$ -		\$ -	0%	\$ -	
21230K - Software	\$ 12,606.31	\$ 13,800.00	91%	\$ 1,193.69	9%	\$ 27,600.00	\$ 14,993.69
21231N - Insurance	\$ 257,401.34	\$ 253,300.00	102%	\$ (4,101.34)	-2%	\$ 253,300.00	\$ (4,101.34)
21235 - Travel and Conference	\$ 667.58	\$ 2,725.00	24%	\$ 2,057.42	76%	\$ 4,370.00	\$ 3,702.42
21235A - Courses and Training	\$ 117.32	\$ 2,400.00	5%	\$ 2,282.68	95%	\$ 4,800.00	\$ 4,682.68
21235B - Memberships	\$ 600.00	\$ 450.00	133%	\$ (150.00)	-33%	\$ 900.00	\$ 300.00
21235C - Staff Meetings	\$ 55.14	\$ 600.00	9%	\$ 544.86	91%	\$ 1,200.00	\$ 1,144.86
21236 - Bank Charges	\$ 9,271.47	\$ 6,000.00	155%	\$ (3,271.47)	-55%	\$ 12,000.00	\$ 2,728.53
21940 - Marketing and Development	\$ -	\$ 250.00	0%	\$ 250.00	100%	\$ 500.00	\$ 500.00
21970 - Dog Tags	\$ -	\$ 105.00	0%	\$ 105.00	100%	\$ 700.00	\$ 700.00
Total Administration Expenditures	\$ 329,791.43	\$ 397,603.77	83%	\$ 67,812.34	17%	\$ 887,751.12	\$ 557,959.69

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	2024/25 Annual Budget	Annual Budget Remaining
General Government Revenue							
11110 - Residential Property Taxes	\$ 1,362,409.29	\$ 1,253,231.96	109%	\$ 109,177.33	9%	\$ 1,342,748.53	\$ (19,660.76)
11121 - Commercial Property Taxes	\$ 941,253.05	\$ 914,799.60	103%	\$ 26,453.45	3%	\$ 980,142.43	\$ 38,889.38
11131 - Resource Property Taxes	\$ 6,203.78	\$ 7,718.44	80%	\$ (1,514.66)	-20%	\$ 8,269.76	\$ 2,065.98
11145 - Interest on Property Taxes	\$ 4,905.95	\$ 8,000.00	61%	\$ (3,094.05)	-39%	\$ 16,000.00	\$ 11,094.05
12210 - Grants in Lieu of Taxes Federal	\$ 46,062.93	\$ 42,000.00	110%	\$ 4,062.93	10%	\$ 42,000.00	\$ (4,062.93)
12310 - Grants In Lieu of Taxes - Provincial	\$ 15,698.97	\$ 16,000.00	98%	\$ (301.03)	-2%	\$ 16,000.00	\$ 301.03
13310 - Crosswalk Services	\$ 9,744.00	\$ -		\$ 9,744.00	0%	\$ 9,744.00	\$ -
Total General Government Revenue	\$ 2,386,277.97	\$ 2,241,750.01	106%	\$ 144,527.96	6%	\$ 2,414,904.72	\$ 28,626.75
General Government Expenditures							
21110 - Remuneration	\$ 29,510.78	\$ 29,022.00	102%	\$ (488.78)	-2%	\$ 64,872.00	\$ 35,361.22
21112 - Committee Honorariums	\$ -	\$ 1,000.00	0%	\$ 1,000.00	100%	\$ 2,000.00	\$ 2,000.00
21132 - Travel and Expenses	\$ 80.00	\$ 2,210.00	4%	\$ 2,130.00	96%	\$ 2,360.00	\$ 2,280.00
21133A - Other Expenses	\$ 2,379.52	\$ 3,625.00	66%	\$ 1,245.48	34%	\$ 7,950.00	\$ 5,570.48
21134 - Membership Dues	\$ -	\$ -		\$ -	0%	\$ -	
21135 - Elections Expense	\$ 783.08	\$ 3,200.00	24%	\$ 2,416.92	76%	\$ 3,200.00	\$ 2,416.92
21950 - Grants & Special Donations	\$ 28,660.35	\$ 28,700.00	100%	\$ 39.65	0%	\$ 72,975.00	\$ 44,314.65
21950A - Apple Blossom Festival	\$ 3,066.55	\$ 3,000.00	102%	\$ (66.55)	-2%	\$ 3,000.00	\$ (66.55)
21960 - Youth Engagement	\$ 3,000.00	\$ 3,500.00	86%	\$ 500.00	14%	\$ 3,500.00	\$ 500.00
21238 - Crossing Guard Wages	\$ 6,987.52	\$ 8,547.84	82%	\$ 1,560.32	18%	\$ 20,453.76	\$ 13,466.24
21242 - Tax Expense	\$ -	\$ -		\$ -	0%	\$ 1,200.00	\$ 1,200.00
22450 - Fire Protection Hydrant Tax	\$ 337,415.02	\$ 328,590.00	103%	\$ (8,825.02)	-3%	\$ 328,590.00	\$ (8,825.02)
Total General Government Expenditures	\$ 411,882.82	\$ 411,394.84	100%	\$ (487.98)	0%	\$ 510,100.76	\$ 98,217.94

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	2024/25 Annual Budget	Annual Budget Remaining
Facility Revenue							
15300 - Facility Rental Revenue	\$ 32,387.09	\$ 28,193.00	115%	\$ 4,194.09	15%	\$ 50,693.00	\$ 18,305.91
15400 - Membership Fees/Drop In Fees	\$ 18,831.30	\$ 16,500.00	114%	\$ 2,331.30	14%	\$ 33,000.00	\$ 14,168.70
17572A - Craft Fair Revenue	\$ 670.00	\$ -		\$ 670.00	0%	\$ 1,700.00	\$ 1,030.00
15310 - Facility Bar Revenue	\$ 5,038.92	\$ 6,000.00	84%	\$ (961.08)	-16%	\$ 12,000.00	\$ 6,961.08
Total Facility Revenue	\$ 56,927.31	\$ 50,693.00	112%	\$ 6,234.31	12%	\$ 97,393.00	\$ 40,465.69
Facility Expenditures							
21250 - Facility Wages	\$ 58,082.10	\$ 67,784.97	86%	\$ 9,702.87	14%	\$ 135,569.93	\$ 77,487.83
21251 - Power	\$ 22,364.00	\$ 24,000.00	93%	\$ 1,636.00	7%	\$ 48,000.00	\$ 25,636.00
21251A - Repairs & Maintenance	\$ 4,551.30	\$ 10,000.00	46%	\$ 5,448.70	54%	\$ 20,000.00	\$ 15,448.70
21251B - Staff Clothing	\$ 350.00	\$ 400.00	88%	\$ 50.00	13%	\$ 800.00	\$ 450.00
21251C - Supplies	\$ 8,074.35	\$ 6,000.00	135%	\$ (2,074.35)	-35%	\$ 12,000.00	\$ 3,925.65
21251E - Staff Training	\$ 300.00	\$ 300.00	100%	\$ -	0%	\$ 600.00	\$ 300.00
21251F - Propane	\$ 115.00	\$ 600.00	19%	\$ 485.00	81%	\$ 1,200.00	\$ 1,085.00
21251H - Water & Sewage	\$ 250.03	\$ 530.00	47%	\$ 279.97	53%	\$ 990.00	\$ 739.97
21251I - Waste Removal	\$ 1,834.33	\$ 2,100.00	87%	\$ 265.67	13%	\$ 4,200.00	\$ 2,365.67
21251J - Telephone	\$ 264.29	\$ 360.00	73%	\$ 95.71	27%	\$ 720.00	\$ 455.71
21251K - Equipment & Maintenance Contracts	\$ 6,100.49	\$ 4,200.00	145%	\$ (1,900.49)	-45%	\$ 8,400.00	\$ 2,299.51
21251L - Administration Expenses	\$ 222.59	\$ 300.00	74%	\$ 77.41	26%	\$ 300.00	\$ 77.41
21251M - Grounds Maintenance	\$ 4,000.00	\$ 4,000.00	100%	\$ -	0%	\$ 4,000.00	\$ -
27113A - Craft Fair Expenses	\$ -	\$ -		\$ -	0%	\$ 400.00	\$ 400.00
21251N - Bar Liquor Purchases	\$ 3,050.69	\$ 3,000.00	102%	\$ (50.69)	-2%	\$ 6,000.00	\$ 2,949.31
21251O - Bar Labour	\$ 1,226.00	\$ 1,500.00	82%	\$ 274.00	18%	\$ 3,000.00	\$ 1,774.00
21251R - Miscellaneous	\$ -	\$ -		\$ -	0%	\$ -	\$ -
Total Facility Expenditures	\$ 110,785.17	\$ 125,074.97	89%	\$ 14,289.80	11%	\$ 246,179.93	\$ 135,394.76

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	2024/25 Annual Budget	Annual Budget Remaining
Fire Services Revenue							
13320 - Kings County Grant	\$ 150,000.00	\$ 149,977.50	100%	\$ 22.50	0%	\$ 299,955.00	\$ 149,955.00
13321 - Fire Department Payments	\$ 150.00	\$ -		\$ 150.00	0%	\$ 1,966.00	\$ 1,816.00
Total Fire Services Revenue	\$ 150,150.00	\$ 149,977.50	100%	\$ 172.50	0%	\$ 301,921.00	\$ 151,771.00
Fire Services Expenditures							
22460 - Travel & Training	\$ 2,930.29	\$ 4,022.50	73%	\$ 1,092.21	27%	\$ 8,045.00	\$ 5,114.71
22472 - Building Maintenance & Repairs	\$ 24,465.26	\$ 12,250.00	200%	\$ (12,215.26)	-100%	\$ 22,000.00	\$ (2,465.26)
22473 - Heating Fuel	\$ 3,188.68	\$ 6,000.00	53%	\$ 2,811.32	47%	\$ 18,000.00	\$ 14,811.32
22474 - Power	\$ 2,257.80	\$ 7,500.00	30%	\$ 5,242.20	70%	\$ 15,000.00	\$ 12,742.20
22475 - Telephone	\$ 3,897.89	\$ 4,632.00	84%	\$ 734.11	16%	\$ 9,264.00	\$ 5,366.11
22476 - Wages	\$ 20,861.28	\$ 21,366.40	98%	\$ 505.12	2%	\$ 42,732.82	\$ 21,871.54
22476A - Benefits & Deductions	\$ 4,398.48	\$ 4,616.50	95%	\$ 218.02	5%	\$ 9,233.00	\$ 4,834.52
22476C - Workers Compensation	\$ 2,364.20	\$ 2,550.00	93%	\$ 185.80	7%	\$ 5,100.00	\$ 2,735.80
22480 - Chemicals	\$ -	\$ -		\$ -	0%	\$ -	
22481 - Equipment, Appliances, Hoses	\$ 13,937.04	\$ 8,484.50	164%	\$ (5,452.54)	-64%	\$ 16,969.00	\$ 3,031.96
22482 - Vehicle Gas & Diesel	\$ 7,422.08	\$ 8,750.00	85%	\$ 1,327.92	15%	\$ 20,000.00	\$ 12,577.92
22483 - Vehicle Maintenance	\$ 9,496.21	\$ 22,491.50	42%	\$ 12,995.29	58%	\$ 44,983.00	\$ 35,486.79
22485 - Uniforms	\$ 19,779.95	\$ 9,000.00	220%	\$ (10,779.95)	-120%	\$ 18,000.00	\$ (1,779.95)
22486 - Licenses & Communications	\$ 1,021.23	\$ 5,450.00	19%	\$ 4,428.77	81%	\$ 10,900.00	\$ 9,878.77
22488 - Legal & Professional Fees	\$ -	\$ -		\$ -	0%	\$ -	
22489 - Dues	\$ 100.00	\$ 130.00	77%	\$ 30.00	23%	\$ 260.00	\$ 160.00
22494 - Audit	\$ -	\$ 5,500.00	0%	\$ 5,500.00	100%	\$ 5,500.00	\$ 5,500.00
22495 - General Office Expenses	\$ 1,128.20	\$ 2,500.00	45%	\$ 1,371.80	55%	\$ 5,000.00	\$ 3,871.80
22495A - Honorariums	\$ -	\$ -		\$ -	0%	\$ 7,420.00	\$ 7,420.00
22495C - Canaan Tower User Fee	\$ -	\$ -		\$ -	0%	\$ -	
22496 - Insurance	\$ 6,707.88	\$ 39,914.00	17%	\$ 33,206.12	83%	\$ 43,514.00	\$ 36,806.12
Total Fire Services Expenditures	\$ 123,956.47	\$ 165,157.40	75%	\$ 41,200.93	25%	\$ 301,920.82	\$ 177,964.35

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	2024/25 Annual Budget	Annual Budget Remaining
Recreation Revenue							
17570A - Recreation - Seasonal Programs	\$ 32,970.89	\$ 27,000.00	122%	\$ 5,970.89	22%	\$ 54,000.00	\$ 21,029.11
17570B - Recreation - Summer Day Camp	\$ 100,622.28	\$ 97,920.00	103%	\$ 2,702.28	3%	\$ 105,420.00	\$ 4,797.72
17570C - Recreation - March Break Day Camps	\$ 310.00	\$ -		\$ 310.00	0%	\$ 7,200.00	\$ 6,890.00
17570D - Recreation - Any Child Can Participate	\$ 539.45	\$ 150.00	360%	\$ 389.45	260%	\$ 3,300.00	\$ 2,760.55
17570E - Recreation - Adventure Club	\$ 70,963.44	\$ 58,242.00	122%	\$ 12,721.44	22%	\$ 153,348.00	\$ 82,384.56
17571 - Recreation - Special Events	\$ -	\$ 750.00	0%	\$ (750.00)	-100%	\$ 1,500.00	\$ 1,500.00
17571B - Recreation - Celebration of Lights	\$ 850.00	\$ -		\$ 850.00	0%	\$ 2,000.00	\$ 1,150.00
17572 - Recreation - Employment Grants	\$ 4,500.00	\$ 22,500.00	20%	\$ (18,000.00)	-80%	\$ 27,500.00	\$ 23,000.00
17573 - Recreation - Celebration Days	\$ 850.00	\$ 2,000.00	43%	\$ (1,150.00)	-58%	\$ 2,000.00	\$ 1,150.00
17573A - Recreation - Canada Day	\$ 850.00	\$ 2,000.00	43%	\$ (1,150.00)	-58%	\$ 2,000.00	\$ 1,150.00
17575A - Recreation - County of Kings Professional	\$ -	\$ -		\$ -	0%	\$ 20,000.00	\$ 20,000.00
Total Recreation Revenue	\$ 212,456.06	\$ 210,562.00	101%	\$ 1,894.06	1%	\$ 378,268.00	\$ 165,811.94
Recreation Expenditures							
27110 - Management Salaries	\$ 37,300.74	\$ 38,368.11	97%	\$ 1,067.37	3%	\$ 76,736.23	\$ 39,435.49
27111K - Recreation - Summer Day Camps Salaries	\$ 90,578.83	\$ 98,558.72	92%	\$ 7,979.89	8%	\$ 98,558.72	\$ 7,979.89
27112 - Summer Day Camp Expenses	\$ 9,994.17	\$ 12,000.00	83%	\$ 2,005.83	17%	\$ 12,000.00	\$ 2,005.83
27112A - Seasonal Program Expenses	\$ 7,167.52	\$ 7,500.00	96%	\$ 332.48	4%	\$ 15,000.00	\$ 7,832.48
27112C - Active Kids Healthy Kids Grant	\$ -	\$ -		\$ -	0%	\$ 500.00	\$ 500.00
27112D - March Break Camps	\$ 155.72	\$ -		\$ (155.72)	0%	\$ 7,271.20	\$ 7,115.48
27112E - Any Child Can Participate	\$ 1,360.00	\$ 3,000.00	45%	\$ 1,640.00	55%	\$ 6,000.00	\$ 4,640.00
27112G - Active Living Coordinator	\$ 17,221.82	\$ 28,769.75	60%	\$ 11,547.93	40%	\$ 57,539.49	\$ 40,317.67
27113 - Equipment Purchase & Maintenance	\$ 7,374.65	\$ 1,080.00	683%	\$ (6,294.65)	-583%	\$ 2,160.00	\$ (5,214.65)
27114 - Stationary & Office Supplies	\$ 1,124.10	\$ 1,800.00	62%	\$ 675.90	38%	\$ 3,600.00	\$ 2,475.90
27114A - Software	\$ 5,714.88	\$ -		\$ (5,714.88)	0%	\$ 7,000.00	\$ 1,285.12
27114B - Telephone	\$ 788.33	\$ 1,020.00	77%	\$ 231.67	23%	\$ 2,040.00	\$ 1,251.67
27114D - Advertising	\$ 205.64	\$ 1,200.00	17%	\$ 994.36	83%	\$ 2,400.00	\$ 2,194.36
27114F - Miscellaneous Expense	\$ 170.03	\$ 300.00	57%	\$ 129.97	43%	\$ 600.00	\$ 429.97
27115 - Travel & Conference	\$ 640.71	\$ 2,700.00	24%	\$ 2,059.29	76%	\$ 5,400.00	\$ 4,759.29
27116A - Staff Training	\$ 1,307.42	\$ 1,500.00	87%	\$ 192.58	13%	\$ 3,000.00	\$ 1,692.58
27116B - Membership Fees	\$ 200.00	\$ 1,590.00	13%	\$ 1,390.00	87%	\$ 3,180.00	\$ 2,980.00
27119 - Special Events	\$ 495.53	\$ 1,200.00	41%	\$ 704.47	59%	\$ 2,400.00	\$ 1,904.47
27119A - Celebration of Lights	\$ -	\$ -		\$ -	0%	\$ 7,000.00	\$ 7,000.00
27119C - Celebration Days	\$ 3,649.27	\$ 7,000.00	52%	\$ 3,350.73	48%	\$ 7,000.00	\$ 3,350.73
27119D - Volunteer Week	\$ -	\$ 150.00	0%	\$ 150.00	100%	\$ 150.00	\$ 150.00
27119E - Canada Day	\$ 8,153.23	\$ 7,000.00	116%	\$ (1,153.23)	-16%	\$ 7,000.00	\$ (1,153.23)
27119F - Adventure Club Expenses	\$ 3,744.34	\$ 3,600.00	104%	\$ (144.34)	-4%	\$ 9,000.00	\$ 5,255.66
27119G - Adventure Club Labour	\$ 59,299.08	\$ 61,899.00	96%	\$ 2,599.92	4%	\$ 141,769.20	\$ 82,470.12
27190 - Trails Lease	\$ 3,500.00	\$ -		\$ (3,500.00)	0%	\$ 5,600.00	\$ 2,100.00
Total Recreation Expenditures	\$ 260,146.01	\$ 280,235.58	93%	\$ 23,589.57	8%	\$ 482,904.84	\$ 222,758.83

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	2024/25 Annual Budget	Annual Budget Remaining
Parks/Playgrounds Revenue							
17574 - Community Development Grant	\$ -	\$ -		\$ -	0%	\$ 5,000.00	\$ 5,000.00
17576 - Misc Revenue	\$ 11,700.00	\$ 11,700.00	100%	\$ -	0%	\$ 11,700.00	\$ -
17577 - Field & Other Revenue	\$ 8,600.00	\$ 7,000.00	123%	\$ 1,600.00	23%	\$ 11,000.00	\$ 2,400.00
Total Parks/Playgrounds Revenue	\$ 20,300.00	\$ 18,700.00	109%	\$ 1,600.00	9%	\$ 27,700.00	\$ 7,400.00
Parks/Playgrounds Expenditures							
27170 - Parks/Playgrounds - Wages	\$ 77,295.70	\$ 111,742.15	69%	\$ 34,446.45	31%	\$ 199,004.30	\$ 121,708.60
27170G - Parks/Playgrounds - Travel & Training	\$ 20.00	\$ 300.00	7%	\$ 280.00	93%	\$ 600.00	\$ 580.00
27179 - Sign Truck Gas & Maintenance	\$ 4,126.75	\$ 3,250.00	127%	\$ (876.75)	-27%	\$ 6,500.00	\$ 2,373.25
27180 - Parks Building Maintenance	\$ 696.35	\$ 750.00	93%	\$ 53.65	7%	\$ 1,500.00	\$ 803.65
27180A - Power	\$ 2,353.61	\$ 3,750.00	63%	\$ 1,396.39	37%	\$ 6,900.00	\$ 4,546.39
27180B - Furnace Oil	\$ 654.95	\$ -		\$ (654.95)	0%	\$ 1,950.00	\$ 1,295.05
27180C - Maintenance & Cleaning	\$ 2,746.91	\$ 1,740.00	158%	\$ (1,006.91)	-58%	\$ 3,480.00	\$ 733.09
27180D - Equipment Diesel	\$ -	\$ 3,300.00	0%	\$ 3,300.00	100%	\$ 4,400.00	\$ 4,400.00
27180E - Fields/Grounds/Splash Pad Maintenance	\$ 22,531.42	\$ 18,000.00	125%	\$ (4,531.42)	-25%	\$ 27,000.00	\$ 4,468.58
27180F - Waste Disposal	\$ 2,031.03	\$ 2,100.00	97%	\$ 68.97	3%	\$ 4,200.00	\$ 2,168.97
27180I - Chevy Silverado Gas & Maintenance	\$ 2,076.07	\$ 1,750.00	119%	\$ (326.07)	-19%	\$ 3,500.00	\$ 1,423.93
27180K - Tools & Shop Supplies	\$ 616.99	\$ 720.00	86%	\$ 103.01	14%	\$ 1,440.00	\$ 823.01
27180L - Water & Sewage	\$ 1,750.74	\$ 5,500.00	32%	\$ 3,749.26	68%	\$ 9,500.00	\$ 7,749.26
27180P - Telephone	\$ 1,112.28	\$ 1,650.00	67%	\$ 537.72	33%	\$ 3,300.00	\$ 2,187.72
27181 - F150 Gas & Maintenance	\$ 3,433.21	\$ 3,000.00	114%	\$ (433.21)	-14%	\$ 6,000.00	\$ 2,566.79
27181D - Equipment Maintenance	\$ 646.35	\$ 1,050.00	62%	\$ 403.65	38%	\$ 2,100.00	\$ 1,453.65
27181F - Equipment Gas	\$ 334.13	\$ 480.00	70%	\$ 145.87	30%	\$ 960.00	\$ 625.87
27182 - Tractor Diesel & Maintenance	\$ 3,439.04	\$ 3,900.00	88%	\$ 460.96	12%	\$ 5,200.00	\$ 1,760.96
Total Parks/Playgrounds Expenditures	\$ 125,865.53	\$ 162,982.15	77%	\$ 37,116.62	23%	\$ 287,534.30	\$ 161,668.77

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	2024/25 Annual Budget	Annual Budget Remaining
Public Works, Sidewalks & Snow Clearing Revenue							
14901 - C of K Sidewalk Maintenance	\$ -	\$ -		\$ -	0%	\$ 22,423.00	\$ 22,423.00
Total Public Works, Sidewalks & Snow Clearing Revenue	\$ -	\$ -		\$ -	0%	\$ 22,423.00	\$ 22,423.00
Public Works Expenditures							
21240 - Public Works - Engineering Services	\$ -	\$ 5,000.00	0%	\$ 5,000.00	100%	\$ 10,000.00	\$ 10,000.00
24109 - Public Works - Wages	\$ 63,064.55	\$ 70,487.48	89%	\$ 7,422.93	11%	\$ 140,974.97	\$ 77,910.42
24112C - Public Works - Chevy Silverado Gas & Maintenance	\$ 1,102.92	\$ 1,750.00	63%	\$ 647.08	37%	\$ 3,500.00	\$ 2,397.08
24112F - Public Works - 2 Ton F550 Diesel & Maintenance	\$ 1,110.92	\$ 2,500.00	44%	\$ 1,389.08	56%	\$ 5,000.00	\$ 3,889.08
24200 - Public Works - Shop Expenses - 50%	\$ 702.61	\$ 1,080.00	65%	\$ 377.39	35%	\$ 2,160.00	\$ 1,457.39
24200A - Public Works - Shop Power - 50%	\$ 826.34	\$ 450.00	184%	\$ (376.34)	-84%	\$ 900.00	\$ 73.66
24200B - Public Works - Clothing and Boots	\$ 1,738.38	\$ 4,030.00	43%	\$ 2,291.62	57%	\$ 8,060.00	\$ 6,321.62
24200C - Public Works - Office Expenses	\$ -	\$ 450.00	0%	\$ 450.00	100%	\$ 900.00	\$ 900.00
24200D - Public Works - Travel & Training	\$ 1,510.60	\$ 1,500.00	101%	\$ (10.60)	-1%	\$ 3,000.00	\$ 1,489.40
24200E - Public Works - Telephone	\$ 1,163.54	\$ 1,650.00	71%	\$ 486.46	29%	\$ 3,300.00	\$ 2,136.46
24200G - Public Works - Tools/Shop Supplies	\$ 358.35	\$ 1,110.00	32%	\$ 751.65	68%	\$ 2,220.00	\$ 1,861.65
24200I - Public Works - Safety Equipment	\$ 778.14	\$ 1,110.00	70%	\$ 331.86	30%	\$ 2,220.00	\$ 1,441.86
21220 - BMW Utility Vehicle - 33%	\$ 692.92	\$ 1,125.00	62%	\$ 432.08	38%	\$ 2,250.00	\$ 1,557.08
23240 - Street Beautification	\$ 3,210.75	\$ 7,500.00	43%	\$ 4,289.25	57%	\$ 10,000.00	\$ 6,789.25
23250 - Street Lighting	\$ 11,255.17	\$ 16,000.00	70%	\$ 4,744.83	30%	\$ 32,000.00	\$ 20,744.83
23232 - Sidewalk Maintenance	\$ 1,461.90	\$ 4,250.00	34%	\$ 2,788.10	66%	\$ 5,950.00	\$ 4,488.10
23232A - Crosswalk Maintenance	\$ -	\$ 7,000.00	0%	\$ 7,000.00	100%	\$ 8,000.00	\$ 8,000.00
23232B - Snow Clearing - Wages	\$ 21,280.31	\$ 30,672.91	69%	\$ 9,392.60	31%	\$ 61,345.81	\$ 40,065.50
23232K - Snow Clearing - Tractor Gas/Diesel	\$ -	\$ -		\$ -	0%	\$ 3,450.00	\$ 3,450.00
23232M - Snow Clearing - Tractor Maintenance	\$ -	\$ -		\$ -	0%	\$ 8,000.00	\$ 8,000.00
23232N - Snow Clearing - Salt/Sand	\$ -	\$ -		\$ -	0%	\$ 8,000.00	\$ 8,000.00
23232P - Snow Clearing - Plow Tools	\$ 166.85	\$ -		\$ (166.85)	0%	\$ 750.00	\$ 583.15
Total Public Works Expenditures	\$ 110,424.25	\$ 157,665.39	70%	\$ 47,241.14	30%	\$ 321,980.78	\$ 211,556.53

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	2024/25 Annual Budget	Annual Budget Remaining
Sewer Utility Revenue							
11210 - Sewer - User Charges	\$ 357,434.28	\$ 380,000.00	94%	\$ (22,565.72)	-6%	\$ 760,000.00	\$ 402,565.72
11211 - Sewer - Penalties	\$ 580.88	\$ 1,000.00	58%	\$ (419.12)	-42%	\$ 2,000.00	\$ 1,419.12
11212 - Sewer - Canaan Heights	\$ -	\$ -		\$ -	0%	\$ 23,402.00	\$ 23,402.00
Total Sewer Utility Revenue	\$ 358,015.16	\$ 381,000.00	94%	\$ (22,984.84)	-6%	\$ 785,402.00	\$ 427,386.84
Sewer Utility Expenditures							
24224A - Sewer - General Maintenance	\$ 8,704.62	\$ 6,060.00	144%	\$ (2,644.62)	-44%	\$ 12,120.00	\$ 3,415.38
24225 - Sewer - Wages	\$ 27,364.69	\$ 38,554.98	71%	\$ 11,190.29	29%	\$ 77,109.96	\$ 49,745.27
24233 - Sewer - Pumping Stations Power	\$ 1,407.21	\$ 1,655.50	85%	\$ 248.29	15%	\$ 3,311.00	\$ 1,903.79
24234 - Sewer - Supplies	\$ 1,009.56	\$ 281.50	359%	\$ (728.06)	-259%	\$ 563.00	\$ (446.56)
24235 - Sewer - Travel & Training	\$ -	\$ 331.00	0%	\$ 331.00	100%	\$ 662.00	\$ 662.00
24236 - Sewer - Office Supplies	\$ -	\$ 844.00	0%	\$ 844.00	100%	\$ 1,688.00	\$ 1,688.00
24240 - Sewer - Treatment	\$ 183,350.00	\$ 183,350.00	100%	\$ -	0%	\$ 421,700.00	\$ 238,350.00
24242 - Sewer - Shared Services Expense	\$ 137,515.00	\$ 137,515.00	100%	\$ -	0%	\$ 137,515.00	\$ -
24250 - Sewer - Municipal Fees	\$ 5,442.90	\$ 7,200.00	76%	\$ 1,757.10	24%	\$ 26,900.00	\$ 21,457.10
24260 - Sewer - Health/Safety Expense	\$ 469.28	\$ 552.00	85%	\$ 82.72	15%	\$ 1,104.00	\$ 634.72
24290 - Sewer - Laterals	\$ -	\$ 1,104.00	0%	\$ 1,104.00	100%	\$ 1,656.00	\$ 1,656.00
28223 - Sewer - Reserve	\$ 101,073.00	\$ 101,073.00	100%	\$ -	0%	\$ 101,073.00	\$ -
Total Sewer Utility Expenditures	\$ 466,336.26	\$ 478,520.98	97%	\$ 12,184.72	3%	\$ 785,401.96	\$ 319,065.70

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	2024/25 Annual Budget	Annual Budget Remaining
Capital Reserve Accounts Expenditures							
28226 - Capital Reserve	\$ 339,033.60	\$ 339,033.60	100%	\$ -	0%	\$ 339,033.60	\$ 0.00
28227 - Equipment Reserve	\$ 84,758.40	\$ 84,758.40	100%	\$ -	0%	\$ 84,758.40	\$ 0.00
28229 - Capital Reserve from Surplus	\$ -	\$ -		\$ -	0%	\$ -	
Total Capital Reserve Accounts Expenditures	\$ 423,792.00	\$ 423,792.00	100%	\$ -	0%	\$ 423,792.00	\$ 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	2024/25 Annual Budget	Annual Budget Remaining
Total Revenue	\$ 3,377,008	\$ 3,238,118	104%	\$ 138,891	4%	\$ 4,247,567	\$ 870,559
Total Expenditures	\$ 2,362,979.94	\$ 2,602,427	91%	\$ 239,447	9%	\$ 4,247,567	\$ 1,884,587



Village of New Minas
Statement of Accounts
March 31, 2024

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,217,441.22	\$ 1,500,000.00	\$ 2,717,441.22
General Operating Reserve	121-541-7	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
General Operating	121-549-0	\$ 1,643,444.40	\$ -	\$ 1,643,444.40
Subtotal				\$ 5,360,885.62
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	\$ 195,016.04	\$ -	\$ 195,016.04
Water Operating	113-241-4	\$ 791,330.91	\$ -	\$ 791,330.91
Subtotal				\$ 4,298,550.01
Total				\$ 9,659,435.63



Village of New Minas
Statement of Accounts
June 30, 2024

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,708,694.13	\$ 1,500,000.00	\$ 3,208,694.13
General Operating Reserve	121-541-7	\$ 215.78	\$ 1,000,000.00	\$ 1,000,215.78
General Operating	121-549-0	\$ 1,599,378.87	\$ -	\$ 1,599,378.87
Subtotal				\$ 5,808,288.78
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 1,217,807.41	\$ 2,500,000.00	\$ 3,717,807.41
Water Capital & Equipment Reserve	113-240-6	\$ 108,211.64	\$ -	\$ 108,211.64
Water Operating	113-241-4	\$ 28,432.01	\$ -	\$ 28,432.01
Subtotal				\$ 3,854,451.06
Total				\$ 9,662,739.84



Village of New Minas
Statement of Accounts
September 30, 2024

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,511,452.16	\$ 1,581,443.34	\$ 3,092,895.50
General Operating Reserve	121-541-7	\$ -	\$ 1,047,780.17	\$ 1,047,780.17
General Operating	121-549-0	\$ 2,476,749.90	\$ -	\$ 2,476,749.90
Subtotal				\$ 6,617,425.57
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 1,103,547.14	\$ 2,750,000.00	\$ 3,853,547.14
Water Capital & Equipment Reserve	113-240-6	\$ 111,370.43	\$ -	\$ 111,370.43
Water Operating	113-241-4	\$ 507,820.60	\$ -	\$ 507,820.60
Subtotal				\$ 4,472,738.17
Total				\$ 11,090,163.74



Village of New Minas
New Minas Water Commission
October 22, 2024 @ 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 Clerk Treasurer/CAO called the meeting to order at 3:04pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the October 22, 2024 Water Commission Meeting be approved as circulated.

M/ Maynard Stevens

S/ Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. September 24, 2024 Water Commission Meeting

Motion:

THAT the Minutes for the September 24, 2024 Water Commission Meeting be approved as circulated.

M/ Bruce MacArthur

S/ Maynard Stevens

Motion Carried

4. Business Arising from Minutes:

- a. September 24, 2024 Water Commission Meeting

There was no business arising from the September 24, 2024 minutes.

5. Comments from the Chair:

The Chair commented that there have been a few issues with fire pressure around the system. The Chair will meet with the Director of Public Works on Thursday at 11:00am to discuss.

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 October 22, 2024 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the October 22, 2024 Water Commission meeting and as verbally summarized by the Director of Public Works.

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 January 23, 2024 Water Commission meeting, which was reviewed line by line.

Motion:

THAT the Q3 Finance Variance Report be received as circulated prior to the October 22, 2024 Water Commission meeting and as presented by the Clerk Treasurer/CAO.

M/ Bruce MacArthur

S/ Maynard Stevens

Motion Carried

7. Forsythe Water Reservoir Refurbishment Update:

The Clerk Treasurer/CAO provided an update on the capital project for the refurbishment of the Forsythe Water Reservoir:

- Tender closed on October 2.
- Two bids were received prior to tender closing:
 - **Allsteel Coatings Ltd.:** Total Estimated Contract Price of \$2,418,448.31 including all taxes
 - **Corrcoat Services Inc.:** Total Estimated Contract Price of \$1,843,579.49 including all taxes
 - The Engineering estimate for this project was \$1,532,134.00 including all taxes
- This project was tendered early in an effort to solicit competitive bids by providing contractors with advanced notice to plan for the following construction season. The contract requires the work to be completed between April 01, 2025 and September 30, 2025, and within 12 weeks of commencement.
- The construction component of this project is currently included in year two (2025/26) of the New Minas Water Commission's five-year capital investment plan. The budget estimate for 2025/26 included \$1,600,000 for this project (\$1,100,00 from Capital Reserves, and \$500,000 from CCBF).
- Dillon Consulting has asked the low bidder for a breakdown of the costing for the ladder and roof walkway upgrades. The scope of this line item can be reduced to allow for cost savings.
- It is recommended to not include the optional lightning protection system (\$75,051.60 + HST).
- Utility and Review Board approval is required for any capital expenditures over \$250,000. A letter was sent to the Board on October 21, requesting approval of this project.
- The contract award recommendation will be brought to the November 26 Water Commission meeting.

8. Source Water Protection Plan:

The Source Water Protection Committee will be meeting on October 25 to discuss the updated Source Water Protection Plan prepared by CBCL.

9. Correspondence:

There was no correspondence.

10. Other Business:

There was no other business.

11. Public Input:

There was no public input.

12. Adjournment:

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

Motion:

THAT the meeting be adjourned.

M/ Dave Chaulk

S/ Maynard Stevens

Motion Carried

DRAFT



Village of New Minas
New Minas Water Commission
November 5, 2024 @ 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
- Cory Palmer, Director of Public Works
- Greg Messom, Utility Operator

Others Present:

- None

1. Call to Order:

The Clerk Treasurer/CAO called the meeting to order at 1:32pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the November 5, 2024 Water Commission Meeting be approved as circulated.

M/ Bruce MacArthur

S/ Dave Chaulk

Motion Carried

3. Comments from the Chair:

There were no comments from the Chair.

4. Staff Reports:**a. Contract Award: Forsythe Water Reservoir Rehabilitation**

The Clerk Treasurer/CAO provided an award recommendation for the refurbishment of the Forsythe Water Reservoir:

- Tender closed on October 2.
- Two bids were received prior to tender closing:
 - **Allsteel Coatings Ltd.:** Total Estimated Contract Price of \$2,418,448.31 including all taxes
 - **Corrcoat Services Inc.:** Total Estimated Contract Price of \$1,843,579.49 including all taxes
 - The Engineering estimate for this project was \$1,532,134.00 including all taxes
- Approval from the Utility and Review Board for the capital expenditures was received on October 29.
- The low bidder submitted a breakdown of the costing for the ladder and roof walkway upgrades. The roof walkway/railing system and optional lightning protection system were removed from the contract through a post closure addendum. The updated project cost is \$1,371,732.27 + HST (\$1,430,520.80 including non-recoverable HST).
- The construction phase engineering services (including full time inspection) has been quoted at \$169,300 + HST (\$176,555.71 including non-recoverable HST).
- The construction component of this project is currently included in year two (2025/26) of the New Minas Water Commission's five-year capital investment plan. The budget estimate for 2025/26 included \$1,600,000 for this project (\$1,100,00 from Capital Reserves, and \$500,000 from CCBF). This will be revised upwards in the 2025/26 Capital Budget by \$100,000 to provide additional contingency.

Motion #1:

THAT Tender No. VNM2024-02 (Forsythe Water Reservoir Rehabilitation) be awarded to Corrcoat Services Inc. for a total amount of \$1,371,732.27 + HST.

M/ Dave Chaulk
S/ Bruce MacArthur
Motion Carried

Motion #2:

THAT the construction phase engineering services be awarded to Dillon Consulting Ltd. for a total amount of \$169,300.00 + HST.

M/ Dave Chaulk
S/ Maynard Stevens

Motion Carried**b. Growth and Renewal for Infrastructure Development (GRID) Program**

The Department of Municipal Affairs and Housing has announced a call for applications under the Growth and Renewal for Infrastructure Development (GRID) Program. The GRID Program supports investments in priority infrastructure projects that address critical capacity issues, build more accessible and adaptable communities and enable the preservation and expansion of services for new housing development. The Forsythe Water Tower Refurbishment meets many of these targets. The 2025/26 capital expenditures for this project are eligible under the program, even though the tender has been awarded. The program provides funding for up to 50% of eligible project costs.

Motion:

THAT the Forsythe Water Reservoir Refurbishment be recommended to the Village Commission as the Village of New Minas' priority for application under the GRID Program.

M/ Maynard Stevens

S/ Bruce MacArthur

Motion Carried

5. Correspondence:

There was no correspondence.

6. Other Business:

There was no other business.

7. Public Input:

There was no public input.

8. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 1:45pm.

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, October 17, 2025
MINUTES**

Meeting Date and Time

A meeting of the Regional Sewer Committee was held on Thursday, October 17, 2024, at 10:00 a.m. at the Municipal Complex in Coldbrook, NS

1. Roll Call

Municipality of the County of Kings:

Kevin Davidson, Councilor (voting member)
Brad Carrigan, Director of Engineering & Public Works
Louis Pearson, Manager Engineering
Michael Edgar, Manager of Environmental Services
Mike Livingston, Manager of Financial Reporting
Scott Conrod, CAO
Stephanie Elliott, Recording Secretary

Town of Kentville

Cate Savage, Deputy Mayor, Deputy Chair (voting member)
Dave Bell, Director of Engineering & Public Works
Jeff Lawrence, Chief Administrative Officer

Village of New Minas

James Redmond, Commissioner (voting member)
Tim Bouter, Clerk Treasurer/CAO

PepsiCo

Nicolette McCahill, PepsiCo Foods Limited (voting member)

Regrets:

Jeremy Sharpe, Manager of Operations
Joel Hirtle, Councilor – Chair

Call to Order

Deputy Mayor Savage called the meeting to order at 10:03 a.m. Roll call was taken.

2. Additions to Agenda

CAO S. Conrod would like to add a closed session item that deals with legal matters

3. Approval of Agenda

On motion of Commissioner Redmond and Councilor Davidson that the October 17, 2024, Agenda be approved as circulated.

Motion Carried

4. Disclosure of Conflict-of-Interest issues

None

5. Approval of Minutes	<p>On a motion of Commissioner Redmond and Deputy Major Savage that the July 25, 2024, minutes be approved as circulated.</p> <p>Motion Carried</p>
6. Business Arising from Minutes	None
7. New Business	None
8. Operations & Compliance Reports	
Regional Environmental Compliance Update	<ul style="list-style-type: none"> ○ Manager Edgar provided an update to the Regional Sewer Committee on the state of the Regional's effluent compliance as per its Approval to Operate pre and post completion of the 2023-2024 Capital Upgrades through to September 2024.
Regional Forcemain Project Update	<ul style="list-style-type: none"> ○ Manager Pearson provided an update to the Regional Sewer Committee on project status relating to the Regional Sewer Forcemain replacement project in Kentville.
9. Financial Update	
August 2024 Regional Sewer Variance Report	<ul style="list-style-type: none"> ○ Manager Livingston provided Regional Sewer Committee interim financial results of the Regional Sewer System operations as of August 31, 2024, as well as forecasted year end results.
Supplemental Budget Report	<ul style="list-style-type: none"> ○ Manager Livingston provided the Regional Sewer Committee the recommendation for a Supplemental Capital Budget be provided to Municipal Council(s) for consideration. <p>On motion of Commissioner Redmond and Councilor Davidson that Regional Sewer Committee recommend that the Municipal Councils Approve the Regional Sewer Supplemental Capital Budget 2024/2025, attached as Appendix A to the October 17, 2024, request for decision.</p> <p>Motion Carried</p>
10. Partner Updates	None
11. Other Business	None

12. Next Meeting

Next meeting date has been tentatively scheduled for January 16, 2025 @ 10am.

13. Meeting Adjournment

On motion of Commissioner Redmond and Councilor Davidson to go in camera

Motion Carried

The meeting was adjourned at 10:56am.



Village of New Minas
Commission Meeting
November 12, 2024 @ 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 12, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

Interviews are being conducted for the final Labourer position in the Public Works Department. The goal is for this position to be filled by mid-November, at which point the Village will be fully staffed.

The Utility and Review Board has approved the capital expenditure for the Forsythe Water Tower Refurbishment. We have also been successful in negotiating a scope reduction with the low bidder to reduce the cost from \$1,844,729.49 to \$1,577,492.11 (including all taxes). The New Minas Water Commission awarded the contract at a special meeting held on November 5, 2024.

The Department of Municipal Affairs and Housing has announced a call for applications under the Growth and Renewal for Infrastructure Development (GRID) Program. The GRID supports investments in priority infrastructure projects that address critical capacity issues, build more accessible and adaptable communities and enable the preservation and expansion of services for new housing development. The Forsythe Water Tower Refurbishment meets many of these targets. The 2025/26 capital expenditures for this project are eligible under the program, even though the tender has been awarded. The program provides funding for up to 50% of eligible project costs. The New Minas Water Commission recommends proceeding with an application for this project.

Some unexpected expenses related to the Louis Millett Community Complex (LMCC) have been incurred this fall. We had an attempted burglary into the two sheds on the east side of the main building. The wooden doors were damaged, and are being replaced with metal doors and frames. One of the sheds was broken into, but we assume that the flashing alarm panel deterred the burglars. A Provincial Inspector noted deficiencies in our commercial kitchen that required an additional hot water tank and a new dishwasher. We also had a leak in the ceiling of the Commission Room that required a section of the roof to be replaced. Together, these costs are expected to exceed \$25,000. This will be partially offset by a long term booking of three rooms in the LMCC by Elections NS (approximately \$17,000).

Highlights of the Past Month:

- Received UARB approval for the Forsythe Water Tower Refurbishment capital expenditure on October 29.
- Budget preparation for 2024/25 has started.

Regularly Scheduled Meetings:

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

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 12, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



- Collective meetings with Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Village Commission (October 15)
- Finance & Audit Committee (October 16)
- Regional Sewer Committee (October 17)
- Water Commission (October 22)

Other Notable Meetings:

- Strategic Planning Meeting (October 23)
- Source Water Protection Committee (October 25)

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

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Cory Palmer

Meeting Date: November 12, 2024

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

Shawn Cornelius has accepted the position of skilled labor. We are currently conducting interviews for the open Laborer position.

Current Task/Projects:

- Founding Father's Park is progressing well. The walking path has been finished, the parking lot has been dug out and ready for gravel, trees are scheduled to be removed Nov. 6-8, irrigation is scheduled to be rerouted on Nov. 12 week, and hills on other side of the parking lot were filled in and sodded. Fence installation remains to be scheduled.
- Plow and salter equipment has been installed and inspected in preparation for winter weather.
- Clean up at Lockhart Ryan Park and Jones Road facilities continues. We have removed some unnecessary materials.
- Parade preparation is continuing.
 - The tree is up, and the lights are on.
 - The roundabout trees are ready, and the parks are almost complete.
 - Banners are scheduled to be up Nov. 12 – 13.
- Meter Replacements:
 - Some large older water meters have been replaced, Staples and New Minas Elementary.
 - Residential meters continue to be upgraded.

Long-Term Projects:

- The water tower refurbishment has been awarded to the lowest bidder, Corrocoat Services Inc., for \$1,371,732.27 + HST (\$1,430,520.80 including non-recoverable HST).

Professional Development:

- We will be completing training on the new towable generator in the upcoming weeks to prepare for the winter months.
- We will be training new employees to operate the snow removal equipment in the next two weeks.
- We need to review safety training for employees and determine the path to get personnel safety training.

Outlook for Next Month:

- Finish Founding Father's Park.

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Cory Palmer

Meeting Date: November 12, 2024

Subject: Monthly Report — Director of Public Works



- Train new employees to operate snow equipment.
- Cleaning leaves from parks and sidewalks.
- Finish cleaning grounds at Lockhart Ryan Park and Jones Road.
- Trim trees around fences at parks and facilities.
- Train staff on CCCP (Cross Connection Control Program) plan to start completing audits in the winter months.
- Water meter readings will start in December.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: November 12, 2024

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The Finance department's focus is on tax and water payments. We sent out a second round of tax reminders last month along with a few registered letters for new accounts that are in arrears by three years. Water payment reminders will be sent out first of next week.

Current Tasks/Projects:

- September's Capital bank reconciliations are completed, hoping to have September's Operating completed within the next couple of weeks.
- Second Quarter Due to/from and HST, is completed, just waiting on the HST refund.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date October 31
• Residential	\$1,342,749	\$1,382,762.75
• Commercial	\$980,142	\$942,705.53
• Resource	\$8,270	\$6,707.78
Sewer	Budgeted	Collected Year to Date October 31
• Usage Charges	\$780,000	\$530,740.67
Water	Budgeted	Collected Year to Date October 31
• Metered Sales	\$845,000	\$530,384.40
• Sprinkler Service	\$4,925	\$3,795.10

Professional Development Summary:

- AMTC conference at the Inverary Resort, in Baddeck, was one of my favorite conferences. The resort was lovely, the weather couldn't have been better and the presentations were valuable.

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



Village of New Minas
Commission Meeting
November 12, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. New Business

FILED

Date: October 15, 2024

Jane Newton
Registrar of Regulations
Province of Nova Scotia

**In the matter of subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

-and-

**In the matter of regulations respecting a code of conduct
for elected officials of villages**

Order

I, John Lohr, Minister of Municipal Affairs and Housing for the Province of Nova Scotia, pursuant to subsection 520(1) of Chapter 18 of the Acts of 1998, the *Municipal Government Act*, hereby make regulations respecting a code of conduct for elected officials of villages in the form set forth in the attached Schedule “A”.

This order is effective on and after October 20, 2024.

Dated and made October 15, 2024, at Halifax Regional Municipality, Province of Nova Scotia.



Honourable John Lohr
Minister of Municipal Affairs and Housing

Schedule “A”

Regulations Respecting a Code of Conduct for Village Elected Officials made under Section 520 of Chapter 18 of the Acts of 1998, the *Municipal Government Act*

Interpretation

Citation

- 1** These regulations may be cited as the *Code of Conduct for Village Elected Officials Regulations*.

Definitions

- 2** In these regulations,

“Act” means the *Municipal Government Act*;

“complaint” means a complaint regarding an alleged breach of the code of conduct;

“elected official” means a village commissioner;

“investigator” means a person or entity appointed by a village under subsection 408AD(1) of the Act to receive and investigate complaints;

“model code of conduct” means the model code of conduct prescribed in Schedule “A”.

Code of Conduct

Application

- 3** **(1)** The code of conduct referred to in these regulations is a code of conduct established under Section 408AB of the Act.
- (2)** The code of conduct applies to elected officials at all times and in all locations.

Adoption of code of conduct and notice to Minister

- 4 (1) A village must adopt the model code of conduct on or before December 19, 2024.
- (2) A village must report to the Minister and provide a notice confirming adoption of the model code of conduct on or before December 19, 2024.

When code of conduct applies

- 5 (1) The code of conduct applies to each village commissioner from the time that they are declared elected until the earliest of the following:
- (a) the date of their resignation;
 - (b) the date they are disqualified from office;
 - (c) the date their successor is sworn into office, or the date of the meeting at which a successor would have been sworn into office if there is no successor.
- (2) The code of conduct does not apply to action or conduct that occurred before the earlier of the following dates:
- (a) date that the code is adopted by a village;
 - (b) December 19, 2024.

Complaint and Investigation Process

Appointment of investigator by village

- 6 (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
- (2) A village must include an investigator's contact information on its publicly accessible website or by posting notices in conspicuous places in the village.
- (3) A village must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

Timeline for complaints

- 7 (1) A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- (2) For the purposes of this Section, a complaint is discovered on the following applicable date:
- (a) the date that the complainant first knew or ought reasonably to have

known that the village commissioner's conduct or action was potentially in breach of the code of conduct;

- (b) for conduct or an action that is continuous, the date that the village commissioner's action or conduct ceases;
- (c) for conduct or a series of actions that is repeated, the date that the village commissioner's last act or conduct in the series occurs.

Complaints during elections

- 8** (1) A complaint brought forward between nomination day, if a village has a nomination bylaw under Section 410 of the Act, and election day must not be investigated until the election is concluded.
- (2) An investigation in progress on an election's nomination day, if a village has a nomination bylaw under Section 410 of the Act, must continue, but may be paused between nomination day and election day.
- (3) An investigation in progress for a complaint made about the conduct of an elected official will not continue if the official is not re-elected.

Initial complaint process

- 9** (1) An investigator must notify the clerk whenever a complaint is received.
- (2) An investigator must determine if there is merit to a complaint and then take 1 of the following actions:
- (a) notify the clerk that it is dismissed in accordance with subsection 23C(3) of the Act;
 - (b) if the investigator finds that the complaint has merit, the investigator must
 - (ii) notify the village commissioner who is the subject of the complaint that a complaint has been made about them, and that it is proceeding to an investigation, and
 - (iii) begin their investigation and notify the commission in camera of the fact that a complaint is proceeding to the investigation phase.

Confidentiality

- 10** An investigator must protect the confidentiality of all of the following to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness:
- (a) the complainant;

- (b) all persons who are the subject of the complaint;
- (c) all persons involved in the investigation,

Reporting on investigation

- 11** (1) Except as provided in subsection (2), the report on the investigation required by subsection 408AD(2) of the Act to be presented to the commission must be presented no later than 6 months after a complaint is made.
- (2) The commission may grant an investigator additional time to present a report in exceptional circumstances, including a delay caused by a village election period.
- (3) A village commissioner who is the subject of a complaint must be given an opportunity to review and respond to the information in an investigator's report, and to make submissions to the commission before the commission determines whether there was a breach of the code of conduct.

Investigator report on failing to comply with sanction

- 12** Despite Sections 9, 10 and 11, if a village commissioner fails to comply with a sanction as required by the code of conduct, the investigator is not required to conduct an investigation but must present a report to the commission with a recommendation on an appropriate sanction.

Determinations

- 13** After receiving the investigator's report and hearing any submissions from any village commissioner who is the subject of the complaint, the commission must determine if a breach occurred any appropriate sanctions to impose in accordance with Sections 17 and 18.

Conflict of interest—village commissioner present at meeting

- 14** If a village commissioner who is the subject of a complaint or who has made a complaint under the code of conduct is present at a commission meeting at which the complaint is discussed, the commissioner must
- (a) withdraw from their place as a village commissioner and take 1 of the following applicable actions while the complaint is being considered:
 - (i) for a closed meeting, leave the room where the meeting is held,
 - (ii) for a meeting that is open to the public, either
 - (A) leave the room where the meeting is held, or
 - (B) attend only in part of the room set aside for the general

public; and

- (b) not vote on any issue related to the complaint.

Public record

15 After a commission's determination of a complaint, the commission must make a record that is open to the public outlining all of the following:

- (a) the section of the code of conduct under which the complaint was made;
- (b) the investigator's recommendations;
- (c) the commission's determination and any sanction imposed

The commission determination final

16 A commission's determination regarding a complaint is final and binding on all parties.

Sanctions and Sanction Framework

Sanctions framework

17 A commission must consider all of the following criteria before imposing a sanction on a village commissioner for a contravention of the code of conduct:

- (a) the nature of the contravention;
- (b) the length or persistence of the contravention;
- (c) whether the village commissioner's contravention was intentional;
- (d) whether the village commissioner has taken any steps to remedy the contravention;
- (e) whether the village commissioner has previously contravened the code of conduct;
- (f) any external factors that are relevant to the village commissioner's contravention, including personal issues and health issues;
- (g) the resources necessary to fulfilling the village commissioner's responsibilities as a village commissioner.

Sanctions for contravention of code of conduct

18 (1) The sanctions to be imposed by the commission under 408E of the Act may include 1 or more of the following prescribed sanctions:

- (a) a letter of formal reprimand or warning;
 - (b) a requirement that the village commissioner provide a letter acknowledging their contravention and an apology no later than 15 days after the date the commission imposes the sanction;
 - (c) a requirement that the village commissioner attend training that is appropriate to address the action or conduct that contravened the code of conduct;
 - (d) a public censure;
 - (e) limiting the village commissioner's access to certain local government facilities, equipment or property;
 - (f) suspending or removing the village commissioner as chair or vice-chair of the commission or the chair of any committee;
 - (g) suspending or removing the village commissioner, for a period no longer than 6 months, from some or all village committees or boards;
 - (h) limiting the village commissioner's participation on behalf of a village;
 - (i) limiting the village commissioner's travel or expense reimbursement on behalf of a village;
 - (j) a fine of up to \$1000 per contravention of the code of conduct, that must be paid no later than 6 months after the date that the commission imposes the sanction;
 - (k) reducing the village commissioner's remuneration, for a period no longer than 6 months;
 - (l) requiring the village commissioner to repay any direct monetary loss realized by a village as a result of the village commissioner's contravention, in an amount determined by the investigator;
 - (m) requiring the village commissioner to repay any direct monetary gain they obtained as a result of their contravention, in an amount determined by the investigator.
- (2)** A village commissioner who is determined by the commission to have contravened the code of conduct must complete additional code of conduct training.

**Schedule “A”—Model Code of Conduct for Municipalities
prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Title

- 1** The title of this code of conduct is the *Code of Conduct for Elected officials of the [insert name of village]*.

Definitions

- 2** In this Code, the following definitions apply:

“Act” means the *Municipal Government Act*;

“clerk” means the clerk of the village;

“closely connected” to a village commissioner, means any of the following:

- (i) a family member of the village commissioner,
- (ii) an agent of the village commissioner,
- (iii) a business partner of the village commissioner,
- (iv) an employer of the village commissioner;

“Code” means the *Code of Conduct for Elected officials of the [insert name of village, as in title]*;

“commission” means the commission of the village;

“complaint” means a complaint regarding an alleged breach of the Code;

“confidential information” includes any information in the possession of the village that the village is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the village and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the village’s property,
- (ii) a proposed or pending acquisition or disposition of land or other property,

- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (xi) advice that solicitor-client privileged;

“discrimination” has the same meaning as in the *Human Rights Act*;

“elected official” means a village commissioner;

“family member” means in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

“harass” has the same meaning as in the *Human Rights Act*;

“investigator” means a person or entity appointed by a village under subsection 408AD(1) of the Act to receive and investigate complaints;

“poisoned environment” means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person’s work environment;

“sexual harassment” has the same meaning as in the *Human Rights Act*.

General purpose

- 3 (1) The purpose of this Code is to set out the expectations for the behaviour of village commissioners in carrying out their functions and making decisions that benefit the constituents in their village.
- (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4 (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.
- (2) This Code is intended to operate together with, and as a supplement to, the other by-laws and policies of a village.
- (3) This Code prevails in any conflict between the Code and any village resolution, policy or bylaw.

Guiding principles

- 5 All of the following are the guiding principles for village commissioners’ conduct:

Collegiality: village commissioners must work together to further the best interests of the village in an honest and honourable way.

Respect: village commissioners must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Village commissioners must not act in a manner that negatively impacts the village or tarnishes the village’s reputation.

Integrity: village commissioners must act lawfully and adhere to strong ethical principles by prioritizing the village’s interests over individual interests.

Professionalism: village commissioners must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Village commissioners must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in commission activities.

Transparency: village commissioners must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility: village commissioners are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Village commissioners must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General conduct

- 6
- (1) A village commissioner must be truthful and forthright and not deceive or knowingly mislead the commission, the clerk and treasurer, staff or the public.
 - (2) A village commissioner must show respect for chairs of commission meetings, chairs of committee meetings, colleagues, staff and members of the public that present during commission meetings or other meetings of the village.
 - (3) A village commissioner must adhere to the direction of the chairs of meetings with respect to rules of procedure.
 - (4) A village commissioner must conduct commission business and all duties in an open and transparent manner, other than for those matters that the commission is authorized by law to carry out in private.
 - (5) A village commissioner must not be impaired by alcohol or drugs while attending any commission meeting or other meeting of the village.
 - (6) A village commissioner must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7
- (1) A village commissioner must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the commission to do so.
 - (2) A village commissioner must not use confidential information for personal or private gain or for the private gain of any other person or entity.
 - (3) A village commissioner must not access or attempt to access confidential

information in the custody of the village unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the village.

- (4) A village commissioner must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8 (1) A village commissioner must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
 - (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the village commissioner;
 - (c) sponsorships and donations for community events organized or run by a village commissioner or by a third party on behalf of a village commissioner;
 - (d) compensation authorized by the village.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a village commissioner, with the village commissioner's knowledge, is deemed to be a gift to the village commissioner.

Use of village property, equipment and services

- 9 (1) A village commissioner must not use, or request the use of, any village property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
 - (a) it is generally available for use by the public and the village commissioner is receiving no special preference in its use;
 - (b) it is made available to the village commissioner in the course of carrying out commission activities and duties, and is used for purposes connected with the discharge of commission duties.
- (2) A village commissioner must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the village.
- (3) A village commissioner must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for

any purposes other than carrying out their official duties.

- (4) A village commissioner, or a person closely connected to a village commissioner, must not tender on the sale of surplus village property, including old or extra equipment.

Building, development, planning, or procurement proposals before commission

- 10 A village commissioner must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before the commission.

Improper use of influence

- 11 A village commissioner must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

- 12 (1) A village commissioner must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the village.
- (2) A village commissioner must not borrow money from any person who regularly does business with the village, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A village commissioner must not act as an agent of a person or entity before the commission or a committee of the commission or any agency, board or committee of the village.

Employment of persons closely connected to village commissioners

- 13 (1) A village commissioner must not attempt to influence any village employee to hire or promote a person closely connected to the commissioner.
- (2) A village commissioner must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the commissioner.

Fairness

- 14 (1) A village commissioner must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- (2) A village commissioner must not give special consideration, treatment or advantage to an organization or group because the village commissioner, or a person closely connected to the member, is involved with the organization or group.

Adherence to policies, procedures, bylaws and other laws

- 15** (1) Village commissioners must adhere to all applicable federal and provincial legislation.
- (2) Village commissioners must adhere to the procedures, resolutions, policies and bylaws of the village.
- (3) Village commissioners must adhere to the expense and hospitality policy of the village.

Respect for commission as a decision-making body

- 16** (1) A village commissioner must abide by, and act in accordance with, any decision made by the commission, whether or not the commissioner voted in favour of the decision.
- (2) A village commissioner must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of commission

- 17** (1) A village commissioner, other than the chair, must not claim to speak on behalf of the commission unless the commissioner is authorized to do so.
- (2) The chair or an individual designated by the commission may speak on behalf of the commission and must make every effort to convey the intent of the commission's decision accurately.

Interactions of commission with staff and service providers

- 18** (1) A village commissioner must not direct, or attempt to direct, the clerk and treasurer or staff other than through a direction provided by the commission as a whole.
- (2) A village commissioner must be respectful of the role of the clerk and treasurer and staff to advise based on political neutrality and objectivity and without undue influence from any individual commissioner or group of the commission.
- (3) A village commissioner must not issue instructions to any of the contractors, tenderers, consultants or other service providers to the village unless the commission as a whole has provided direction regarding same.
- (4) A village commissioner must not require or request that a village employee undertake personal chores or tasks for the member that are unrelated to village business.
- (5) A village commissioner must not make public statements that are critical of specific or identifiable village employees or service providers.

Respectful interactions

- 19** **(1)** A village commissioner must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2)** A village commissioner must not sexually harass any person.
- (3)** A village commissioner must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

- 20** A village commissioner must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

Growth and Renewal for Infrastructure Development Program (GRID)

Application Guidelines 2024-25

Introduction

The Growth and Renewal for Infrastructure Development Program (GRID) supports investment in priority municipal infrastructure projects that address critical capacity issues, build more accessible and adaptable communities and enable the preservation and expansion of services to support housing.

This program was established as part of the renewed Service Exchange Agreement between the Province and the Municipalities. This partnership led to the creation of GRID, an application-based program, which supports provincial priorities and provides municipalities with increased flexibility in leveraging funding.

Funding

The program may provide funding for 50% of eligible project costs, though the actual cost-sharing percentage could vary based on project specifics or budget availability.

Applicants must demonstrate their ability to cover the remaining project costs through municipal and/or other funding sources.

Funding from GRID can be leveraged by municipalities as their portion of any cost-shared infrastructure program, provided that the other programs do not prohibit this. If recipients choose to use multiple funding sources for a project, they are responsible for understanding the specific requirements of each grant program. All grants supporting the project must be clearly outlined in the project proposal. If additional grants are obtained after GRID funding approval, recipients must inform DMAH.

Funding priority will be given to shovel-ready projects that help communities address critical capacity issues, health and safety, expand services, build more accessible and adaptable communities, and projects that enable and/or preserve housing.

Preference will be given to projects where funding sources are secured or where the project can proceed regardless of securing other funding sources.

Eligible Recipients

This program is available to Nova Scotia Municipalities and Villages.

Eligible Projects

Eligible projects include:

1. Water, Wastewater and Stormwater

Construction, expansion and/or renewal of:

- Facilities for the treatment and disposal of sanitary sewage
- Sanitary sewage collection systems
- Water intake, treatment, pumping and storage facilities
- Water transmission and distribution systems
- Construction, expansion and /or renewal of storm sewers
- Infrastructure which reduces/eliminates combined sewer overflows

2. Climate Change Adaptation

- Capital Project Recommendations from Climate Hazard/Risk Assessments
- Coastal and Inland Flooding Adaptations

3. Accessibility

- Capital projects required to comply with *Accessibility Act*
- Projects supported by accessibility plans
- Accessibility improvements to municipal infrastructure including sidewalks and active Transportation (excluding Fleet)

Eligible Costs

Eligible costs include:

- Engineering services and project management
- Design as a stand alone project
- Construction inspection and administration
- Construction and equipment acquisition as per plans and specifications

Ineligible Costs

Ineligible costs include:

- Interim financing costs
- Non-fixed assets which are not essential for the operation of the asset
- Operation and maintenance costs
- Land acquisition
- Leasing land, buildings and other facilities
- Real estate fees and related costs
- Overhead costs, including salaries and other employment benefits of any employees of the Recipient

Application and Submission

Municipal applicants may submit a maximum of 2 applications, but only 1 can be approved per cycle. A council motion must accompany the submissions and identify project priority. Village applicants may submit a maximum of 1 application. A motion from both the Village Commission and Municipal Council must accompany the submission.

Only 1 project can be active under this program at a time. An applicant is not eligible for another project until their project is complete.

The application form can be downloaded from the program [website](#). You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'GRID Nova Scotia'.

Once the application is completed, it must be emailed including any attachments to the program email GRID@novascotia.ca. Please make sure that you have confirmation from the Department of Municipal Affairs and Housing (DMAH) that your completed application has been received.

The application submission must include:

- **Council Resolution:** a Municipal resolution of Council supporting the submission of the project for funding consideration under GRID. Village applications require confirmed support by the Municipality.
- **Cost Estimate:** A detailed cost estimate for the project is required. A template is provided by DMAH. Preference will be given to projects with Class A estimates.
- **Location Shapefile:** a kml file of the project location.

Review Process

Applications submitted to DMAH will be reviewed to ensure requirements outlined in these guidelines have been met. Incomplete applications may result in your project not being reviewed for funding consideration.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program.

If the project is approved, it is possible that the approval will not match the full level of funding requested in the application.

It should take 6 to 8 weeks for the DMAH to review funding applications and let you know if your application is approved.

Evaluation Criteria

Applications are screened for eligibility and then recommended for approval based on but not limited to:

- Whether project addresses a critical capacity issue (e.g. treatment plant over capacity)
- Whether project addresses an immediate environmental and/or health and safety issue
- How the design and implementation considers impacts of climate change.
- Does the project meet accessibility regulatory requirements (i.e. *Accessibility Act*) or align with municipal accessibility plans?
- If the project enables housing development (e.g. the upgrade or extension of water/wastewater services that support new housing or preserve existing ones) and the number of units.
- Project readiness (i.e. preference given to projects which have detailed design complete and are ready to begin construction phase)

Payment

Successful applicants will receive an approval letter and Terms and Conditions (T&Cs) outlining the requirements of the approval. DMAH will release 100% of the payment upon receiving the signed T&Cs.

Project Amendments

After project approval, if the project scope changes or anticipated completion date extends beyond the project deadline outlined in the Terms and Conditions, an amendment is required. The amendment request (i.e. Progress Monitoring Report) must be submitted to and approved by DMAH.

Project Completion

The project must be complete, and all invoices must be dated no later than March 31, 2026. Only 1 active project under this program is permitted. Not eligible for another until active project is complete.

DMAH has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

Final Reporting

Recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH. DMAH will provide the required reporting templates to successful recipients.

The Project Closeout Report must confirm all project outcome indicator values as selected in application. (refer to Appendix A: Outcome Indicators).

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, bank statements or copies of electronic banking statements.

If feasible, please include a (pre and post completion) digital photo of your completed project with the Project Closeout Report. These photos may be used for media requests, reports, presentations, or communication purposes.

Communications

Funding approvals must be kept confidential until DMAH has coordinated a public program announcement.

The contribution by DMAH must be recognized in any project promotion or communication.

A list of successful project applicants may be made public after the process is completed.

For More Information

Growth and Renewal for Infrastructure Development Program

Department of Municipal Affairs and Housing
1505 Barrington Street, Floor 8 N
PO Box 216, Halifax, NS
B3J 2M4
902-424-6642

GRID@novascotia.ca

APPENDIX A-Outcome Indicators

Water

Outcome Indicator:

Length of deteriorated water pipe replaced (m)

Existing # of households with improved municipal water service

Length of water service extended or upgraded (m)

Increased # of properties with access to municipal water system

Increased # of households that will have improved fire protection

Increased # of households that will be equipped with residential water meters

Increased capacity to supply, treat or store potable water (m³)

Wastewater/Stormwater

Outcome Indicator:

Length of deteriorated wastewater pipe replaced (m)

Length of wastewater service extended or upgraded (m)

Increased # of properties with access to municipal wastewater system

Increased capacity to collect and/or treat wastewater (m³ per year)

Length of combined sewer systems separated (m)

Type of stormwater asset(s) receiving improvements. Specify # and/or length of asset(s).

Climate Change Adaptation

Outcome Indicator:

of properties where climate change risk is reduced

Accessibility

Outcome Indicator:

and type of assets (municipal buildings, playgrounds, beaches, etc.) that have received new accessibility features & improvements

Length and type of active transportation assets (sidewalks, trails, etc.) receiving accessibility improvements (km)

Village of New Minas Strategic Planning Committee

October 23/24 11:00 AM

Attending Strategic Planning Team Members

Tim Bouter CAO

Quentin Hill - Village Commission

Debra Windle-Smith - Village Commission

Guest – John Ansara – Director Of Recreation - New Minas

No set Agenda for this meeting – Committee has not met since June 2024 and the intent was to regain focus on the Strategic Plan 2024 – 2027

- Discussions ensued that earlier planned outreach meetings with Provincial and Federal Elected officials best be delayed. Speculation of a Provincial Election forth coming quickly and a Federal Election TBA – priorities and potential changes in portfolios - may not have value at this time
- Discussions around the initiatives Committee wants to focus on in upcoming months
 - New Minas South – Options for Private Development (any options Re: - Large Developers/Roads/Infrastructure
 - Attempt outreach again to Parson Development /Mid Valley Construction, Land Near the Home Depot – Tim Bouter will attempt outreach.
 - Potential Affordable Housing Project near Aalders Avenue /Barron Drive – potential Waterline issue (aging water line/aging infrastructure) under discussion – possible 50 lots being developed by fall 2025 Energy Efficient homes Tim working with the developer.
 - Land north of Kent – access issues to New Minas Connector (Dept of Transportation)
 - Douglas Street Park – awaiting reconnect with Rick Jacques from the Trail Coalition – he has retired but John Ansara and Tim Bouter – are attempting to move forward with next steps regarding the trail as per the agreed timeline of Fall 2024 and if he will be able to work on this project with the Village.

Next Steps to Revisit and Prioritize

- Rec Centre for New Minas – Land Opportunities in New Minas - and Funding Possibilities and potential locations for best access
- Reconnect with the Valley RENN - outreach and information potential alliances that might be possible with the Village.
- Out Reach – Business Community – Business Improvement Districts - how best to approach – How to Approach Who to meet with
- Accessibility/Beautification linkages and possible funding opportunities available.
- Newly revamped New Minas Business Association - how can the Village Participation

- Village Rebranding initiatives
 - Website – updates and revamp
 - Social Media increased and targeted out reach to the Village
 - Dedicated Communications /Outreach
 - Newsletter – Celebrate Village improvements/Achievements/Recreation/Outreach – John Ansara to reach out to Lyndsay Young (sp) Kentville (ideas)
 - Discussion about the validity of a dedicated Communications person or Executive Assistant/Communications Specialist role for future
- Meeting adjourned 11:50 – next meeting to be set for 1 month as per the Terms of Reference