



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

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
  - a. January 13, 2025 Village Commission Meeting
5. Business Arising from Minutes:
  - a. January 13, 2025 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
  - a. Beautification Committee — No meeting since last report
  - b. Finance & Audit Committee — No meeting since last report
  - c. Joint Accessibility Advisory Committee — Draft minutes included in package
  - d. New Minas Water Commission — Draft minutes included in package
  - e. Regional Sewer Committee — No meeting since last report
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
  - e. Active Living Coordinator — Report included in package
10. New Business:
  - a. JAAC Updates
  - b. Strategic Planning Update
11. Correspondence — none
12. Other Business
  - a. Fitness Room Discussion
  - b. Douglas Street Trail Update
  - c. New Minas History
13. General Public Input
14. Adjournment



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

**4. Approval of Minutes**



**Village of New Minas**  
Commission Meeting  
December 9, 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

**Others Present:**

- John Ansara, Director of Recreation & Community Development
- Laura Mosher, Municipality of the County of Kings
- Alice Jacob, Municipality of the County of Kings
- Mark Redmond
- Calvin Redmond

**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 December 9, 2024 Commission Meeting be approved as circulated.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

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

No conflicts of interest were declared.

**4. Approval of Minutes:**

- a. November 12, 2024 Village Commission Meeting

Motion:

THAT the Minutes for the November 12, 2024 Village Commission Meeting be approved as circulated.

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

**5. Business Arising from Minutes:**

- a. November 12, 2024 Village Commission Meeting

There was no business arising from the November 12, 2024 minutes.

**6. Comments from the Chair:**

There were no comments from the Chair.

**7. Public Input Specific to Agenda Topics:**

There was no public input.

**8. Committee Reports:**

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the December 9, 2024 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the December 9, 2024 Commission agenda package and as verbally summarized by Mary Munroe.

**M/Mary Munroe  
S/James Redmond  
Motion Carried**

**9. Staff Reports:**

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the December 9, 2024 Commission agenda package:

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



Motion 1:

THAT the Clerk Treasurer/CAO Report be received as included in the December 9, 2024 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Motion 2:

THAT the Director of Public Works Report be received as included in the December 9, 2024 Commission agenda package.

**M/James Redmond**

**S/Debra Windle-Smith**

**Motion Carried**

Motion 3:

THAT the Manager of Finance Report be received as included in the December 9, 2024 Commission agenda package.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

Motion 4:

THAT the Director of Recreation & Community Development Report be received as included in the December 9, 2024 Commission agenda package and as verbally summarized by the Director of Recreation & Community Development.

**M/Debra Windle-Smith**

**S/Mary Munroe**

**Motion Carried**

**10. New Business:**

a. Years of Service Acknowledgement

Charlene Hines will be receiving a framed certificate and \$50 cheque for her 10 years of service to the Village, according to Section 43 of the Employee Policy Manual. The Commission asked the Clerk Treasurer/CAO to pass along their appreciation for Charlene's dedication to the Village.

Commissioner James Redmond was also recognized for being a recipient of the King's Coronation Medal for his many years of service. To mark the occasion of King Charles III's coronation, the Government of Canada issued King's Coronation Medals to

deserving Canadians. As a Member of Parliament, Kody Blois had the privilege of selecting 20 recipients from Kings-Hants. James has served the community in various capacities for many decades. He has served as the Fire Chief for the New Minas Volunteer Fire Department for 28 years, and served his community on the New Minas Village Commission since 1998 (currently as Vice-Chair). James is known as a key leader for the Village of New Minas. The Commission congratulated James on receiving this prestigious and well-deserved recognition.



- b. Planning Application to rezone PID: 55199145 from Highway Commercial (C5) Zone to Mixed Commercial Residential (C3) Zone to permit multi-unit dwellings on the property.

Alice Jacob provided a presentation on the proposed rezoning application of PID 55199145 on Prospect Road, as included in the December 9, 2024 Commission agenda package. The applicant intends to develop multi-unit dwellings on the subject property. The conceptual plan suggests 120 units within 6 multi-unit dwellings and the applicant intends to develop these dwellings in phases. Phase 1 will focus on the development of the front portion, followed by Phase 2 which will develop the rear portion. The property is within the Highway Commercial (C5) Zone, the zone does not permit residential uses as-of-right. Rezoning to the Mixed Commercial Residential (C3) Zone would enable the applicant to develop the proposed residential development.

The Clerk Treasurer/CAO mentioned that the proposed units may require water pressure boosting. The developer will be required to confirm this as part of their engineering design. The Clerk Treasurer/CAO also informed the Commission that the lift station and forcemain on Prospect Road will be evaluated for capacity, and any required upgrades would be incorporated into Capital Budget deliberations.

- c. Planning Application to rezone PID 55199129 from Highway Commercial (C5) Zone to Mixed Commercial Residential (C3) Zone to permit multi-unit residential development.

Alice Jacob provided a presentation on the proposed rezoning application of PID 55199129 on Prospect Road, as included in the December 9, 2024 Commission agenda package. The applicant intends to develop multi-unit dwelling/dwellings on the subject property. The Highway Commercial (C5) Zone does not permit residential uses as-of-right. Rezoning to the Mixed Commercial Residential (C3) Zone would enable the applicant to develop the proposed residential development. Based on the property's area (44,988 sq ft), the rezoning could potentially allow for 22 to 24 units. However, the property's topography (steep slope), the presence of a stream and the requirements of the Land Use By-law (LUB) will likely impact the actual number of units that can be developed.

The Clerk Treasurer/CAO mentioned that the proposed units may require water pressure boosting. The developer will be required to confirm this as part of their engineering design.

- d. Updated CIP

The Clerk Treasurer/CAO provided an update on the 5-year Capital Investment Plan. The final numbers for the Regional Desludging & Aeration Upgrades project have been provided by the Municipality. The actual cost of \$5,984,382.16 was more than the preliminary budget, which was initially used for CCBF allocations, but less than the Final Approved Budget of \$6,858,319.10. The Village's share of the project is \$1,296,217.18.

	Preliminary Budget Considerations	Final Approved Budget	Actual Cost
Actual project cost up to 2023/24	679,317.63	679,317.63	
<b>2022/23 remaining budget</b>	<b>-</b>	<b>1,720,682.37</b>	
2023/24 budget	2,055,200.00	2,055,200.00	
2023/24 Supplemental budget	1,544,800.00	2,403,119.10	
Total	4,279,317.63	6,858,319.10	5,984,382.16
Village Share	21.66%	21.66%	21.66%
	<b>926,900.20</b>	<b>1,485,511.92</b>	<b>1,296,217.18</b>

Motion:

THAT the Village Commission approve the updated CIP included in the December 9, 2024 Commission agenda package.

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

## e. VICE Program Approval

The Clerk Treasurer/CAO summarized the amendments to the proposed Village Infrastructure Capital Enhancement (VICE) program included in the December 9, 2024 Commission agenda package. The Clerk Treasurer/CAO and Village Commission Chair attended a meeting with the Municipality on December 2 to go over the amendments, which were drafted in response to the concerns raised by the Villages of Canning, Kingston, New Minas and Port Williams.

Motion:

THAT the Village Commission enter into the amended Village Infrastructure Capital Enhancement (VICE) program agreement included in the December 9, 2024 Commission agenda package.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

## f. Historical Photographs

The Clerk Treasurer/CAO informed the Commission that Dick Killam is in possession of many historical photographs of the Village through his previous employment. He has asked whether the Village would be interested in purchasing them in a digital format. The cost for all the photographs included in the agenda package is \$3,000. The Village Commission sees value in the aerial photographs showing the growth of the Village over time, and asked the Clerk Treasurer/CAO through consensus to negotiate a cost for these pictures, not to exceed \$1,000.

**11. Correspondence:**Motion:

THAT the Village Commission receive Christina Sappington's report included in the Correspondence.

**M/James**

**S/Debra**

**Motion Carried**

**12. Other Business:**

Dave Chaulk mentioned that a meeting was held with Mayor Dave Corkum and Scott Conrod to discuss the expansion of the New Minas Growth Centre into Greenwich. The Commission instructed the Clerk Treasurer/CAO to speak with the Village Solicitor about the level of effort and likelihood of success to file a request to the UARB for a Village Boundary expansion.

**13. General Public Input:**

There were no comments from the public.

**14. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 8:25pm.

Motion:

THAT the meeting be adjourned.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

DRAFT



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

## **8. Committee Reports**

# **JOINT ACCESSIBILITY ADVISORY COMMITTEE**

**Wednesday, December 11, 2024**

## **Draft Minutes**

### **Meeting, Date and Time**

A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, December 11, 2024, on Microsoft Teams.

### **Attending**

#### **JAAC Members**

Mary Fox – Citizen Member (Chair)  
Doug Ralph – Citizen Member (Vice Chair)  
Alan Price – Citizen Member: West  
Crystal McCormack – Citizen Member: Central  
Ryan Hutt- Citizen Member  
Andy Nette – Commissioner, Village of Port Williams  
(signed in at 7:07 p.m.)  
Doug McLean – Commissioner, Village of Cornwallis  
Square  
Robert Sealby – Commissioner, Village of Greenwood

#### **Municipal Staff**

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

#### **Regrets**

Councillor Robbie Hiltz  
Jason Langille – Citizen Member  
Shelley Hopkins – Citizen Member  
John DeCoste – Commissioner, Village of Aylesford  
Quentin Hill – Commissioner, Village of New Minas

#### **Absent**

Dino Wamboldt – Citizen Member: East  
Andy Vermeulen – Commissioner, Village of Canning  
Mike Bishop – Commissioner, Village of Kingston

- |   |   |
|---|---|
| <b>1. Call to Order</b>                             | Mary Fox, Chair, called the meeting to order at 7:04 p.m.   |
| <b>2. Roll Call</b>                                 | Roll call was taken by the Recording Secretary, Commissioner MacLean was welcomed as a new member, and introductions were made.   |
| <b>3. Amendments to the Agenda</b>                  | None  |
| <b>4. Approval of the Agenda</b>                    | <p><b>On motion of Commissioner Sealby and Commissioner Nette, that the Joint Accessibility Advisory Committee approve the December 11, 2024 agenda as circulated.</b></p> <p><b>The question was called on the motion. Motion carried.</b></p>                 |
| <b>5. Disclosure of Conflict of Interest Issues</b> | There were no conflict of interest issues disclosed.  |
| <b>6. Approval of Minutes</b>                       |   |
| <b>a. June 12, 2024</b>                             | <p><b>On motion of Mr. Price and Commissioner Nette, that the minutes of the Joint Accessibility Advisory Committee meeting held on June 12, 2024, be approved as circulated.</b></p> <p><b>The question was called on the motion. Motion carried.</b></p>      |
| <b>b. September 11, 2024</b>                        | <p><b>On motion of Mr. Price and Commissioner Nette, that the minutes of the Joint Accessibility Advisory Committee meeting held on September 11, 2024, be approved as circulated.</b></p> <p><b>The question was called on the motion. Motion carried.</b></p> |



**7. Business Arising from the Minutes** There was no business arising from the minutes.

**8. Business**

**a. Commissioner Appointments** On motion of Commissioner Nette and Mr. Hutt, that the Joint Accessibility Advisory Committee recommends that Municipal Council re-appoint Quentin Hill (Village of New Minas) and Robert Sealby (Village of Greenwood) and appoint Doug MacLean (Village of Cornwallis Square) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for terms ending May 31, 2027.

The question was called on the motion. Motion carried.

**b. Election of Officers** Mr. Brown, Manager of Inspection and Enforcement, called for nominations for chair for a term to begin at the next meeting of the JAAC. Commissioner Nette nominated Ms. Fox who accepted the nomination. There were no other nominations. Ms. Fox was acclaimed as Chair.

Ms. Fox called for nominations for Vice-Chair. Mr. Price nominated Mr. Ralph who accepted the nomination. There were no other nominations. Mr. Ralph was acclaimed as Vice Chair.

**c. Proposed Budget 2024-2025** Per section 12.13.2 of the Terms of Reference, the JAAC is required to review and recommend an annual budget for the upcoming fiscal year to Municipal Council and Village Commissions. Ms. MacArthur briefly outlined the suggested budget prepared by staff and included in the [agenda package](#).

On the motion of Commissioner Nette and Commissioner Sealby, that the Joint Accessibility Advisory Committee accept the proposed budget as

**presented at the December 11, 2024 meeting and recommend to the Municipal CAO and the Village Clerks for final approval.**

**The question was called on the motion. Motion carried.**

**d. Proposed Meeting Schedule 2025**

Per section 12.2.2 of the Terms of Reference, the JAAC is required to approve the meeting schedule for the upcoming calendar year at the meeting in December. A suggested meeting scheduled was included in the [agenda package](#).

**On motion of Commissioner Sealby and Mr. Price, that for the 2025 calendar year, the Joint Accessibility Advisory Committee will meet quarterly (March, June, September and December) at 6p.m. on the second Wednesday of the month as outlined in the 2025 meeting schedule.**

**The question was called on the motion. Motion carried.**

**e. Community Engagement Report**

Ms. MacArthur reviewed the Community Engagement Report included in the [agenda package](#).

**On motion of Commissioner Nette and Mr. Hutt, the Community Engagement Report was accepted for information.**

**The question was called on the motion. Motion carried.**

**f. Our Joint Accessibility Plan Update 2025-2028**

Ms. MacArthur reviewed the accessibility plan update included in the [agenda package](#).

**On motion of Commissioner Nette and Mr. Hutt, that the Joint Accessibility Advisory Committee recommends approval to Municipal Council and the**

**Villages of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams the accessibility plan update entitled “Our Joint Accessibility Plan Update 2025-2028”.**

**The question was called on the motion. Motion carried.**

**g. Current Grant Opportunities**

Ms. MacArthur shared some open grants that are currently available.

**h. Work Plan Update**

Ms. MacArthur briefly reviewed the Work Plan Update as included in the [agenda package](#).

**i. Accessibility Coordinator Report**

Ms. MacArthur advised the JAAC that the Accessibility Coordinator report was included in the [agenda package](#).

**j. Long Term Plan for the JAAC**

Ms. MacArthur reviewed the JAAC mandate and spoke to the requirement under the Accessibility Act for each public sector body to have an accessibility committee.

**9. Other Business**

Mr. Brown advised the JAAC that Ms. MacArthur would be providing an Accessibility Orientation at a Special Meeting of Committee of the Whole on December 12, 2024 and “Our Joint Accessibility Plan Update 2025-2028 at Committee of the Whole on December 17, 2024; everyone was invited to attend.

**10.Roundtable**

Mr. Price shared that he had recently spent time at the Mersey River Chalets and was impressed with the accessibility efforts made at the facility.

Ms. McCormack shared her thoughts on the Municipality’s Volunteer Celebration held on December 9, 2024. She also advised the committee that she had applied to be a member of the Town of Berwick’s accessibility committee.

**11. Correspondence**

There was no new correspondence.

**12. Public Comments**

There were no members of the public in attendance.

**13. Date of Next Meeting**

The next meeting of the Citizen Members working group will be held on January 8, 2025.

The next meeting of the JAAC will held on March 12, 2026.

**14. Adjournment**

**There being no further business, on motion of Commissioner Nette and Mr. Price, the meeting adjourned at 8:16 p.m.**

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**Approved by:**  
**Joint Accessibility Advisory Committee**

<b>Day/Month/Year</b>
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**Village of New Minas**  
New Minas Water Commission  
December 10, 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)
- 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

**Others Present:**

- None

**1. Call to Order:**

The Clerk Treasurer/CAO called the meeting to order at 3:06pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

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

**M/ Maynard Stevens**

**S/ Bruce MacArthur**

**Motion Carried**

**3. Approval of Minutes:**

- a. October 22, 2024 Water Commission Meeting

Motion:

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

**M/ Dave Chaulk**  
**S/ Maynard Stevens**  
**Motion Carried**

b. November 5, 2024 Water Commission Meeting

Motion:

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

**M/ Maynard Stevens**  
**S/ Dave Chaulk**  
**Motion Carried**

**4. Business Arising from Minutes:**

a. October 22, 2024 Water Commission Meeting

There was no business arising from the October 22, 2024 minutes.

b. November 5, 2024 Water Commission Meeting

There was no business arising from the November 5, 2024 minutes.

**5. Comments from the Chair:**

There were no comments from the Chair.

**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 December 10, 2024 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the December 10, 2024 Water Commission meeting and as verbally summarized by the Director of Public Works.

**M/ Bruce MacArthur**  
**S/ Maynard Stevens**  
**Motion Carried**

**7. Source Water Protection Plan:**

The Source Water Protection Committee met on October 25 to discuss the updated Source Water Protection Plan prepared by CBCL. The following motion was approved by the Committee: THAT the draft Source Water Protection Plan be forwarded to the New Minas Water Commission for approval, with comments from the members incorporated into the final draft. The final comments have been incorporated into the plan, and it has been submitted to Nova Scotia Environment (NSE) for their initial review. There are three components that require additional updates prior to approval from NSE:

- risk tables
- selected management options
- implementation schedule

These components are currently being worked on by Utility staff and CBCL Ltd. The plan is for these to be integrated into the plan before the end of the fiscal year.

**Motion:**

THAT the Source Water Protection Plan dated October 30, 2024 be adopted as the current draft, and brought back for final approval following the additional updates required by NSE.

**M/ Maynard Stevens**

**S/ Dave Chaulk**

**Motion Carried**

**8. Correspondence:**

There was no correspondence.

**9. Other Business:**

There was no other business.

**10. Public Input:**

There was no public input.

**11. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 3:17pm.

**Motion:**

THAT the meeting be adjourned.

**M/ Dave Chaulk**

**S/ Maynard Stevens**

**Motion Carried**



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

## **9. Staff Reports**



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

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: January 13, 2025

Subject: Monthly Report — Clerk Treasurer/CAO

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## **Monthly Report — Clerk Treasurer/CAO**

### **Summary:**

The budgeting process for 2025/26 is in full swing, and I will be working with the department heads over the next month to complete the first draft of the budget. Official budget deliberations with the Commission will take place on February 19 and 26. The goal will be for the Commission to approve the budget during the March Commission meeting. The PVSC assessment roll was received at the end of December, and at the current tax rates an increased revenue of just over \$60,000 is projected for 2025/26.

### **Highlights of the Past Month:**

- GRID Application has been submitted for the Forsythe Water Tower Refurbishment.
- Budget preparation for 2025/26 is underway.

### **Regularly Scheduled Meetings:**

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

- Collective meetings with Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Village Commission (December 9)
- Water Commission (December 10)
- Monthly meeting with Christina Sappington (December 19 & 23)

### **Other Notable Meetings:**

- Strategic Planning Working Group (December 12)
- Staff & Commission Christmas Event (December 20)

### **Professional Development:**

- Volunteering as a mentor for Engineers Nova Scotia
- Conducted elections training and participated in the Provincial election as a Deputy Returning Officer
- 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)

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

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: January 13, 2025

Subject: Monthly Report — Clerk Treasurer/CAO

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- Capital Projects
- Finance:
  - Bank reconciliations
  - Accounts payable
  - Invoicing and receivables
  - Payroll (bi-weekly)

Sincerely,

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

**Tim Bouter, P. Eng.**

Clerk Treasurer/Chief Administrative Officer

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

Village of New Minas

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New Minas, NS B4N 3G3

[newminas.com](http://newminas.com)

**Information Report**

To: Village Commission

By: Cory Palmer

Meeting Date: January 13, 2025

Subject: Monthly Report — Director of Public Works

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

### **Staff Update:**

Deric Walker has been hired as a new laborer and has been working for 1 month. Bruce Emin had accepted the second position of laborer, but he has decided to stay with Kings County. Mark Jackson has requested a leave of absence for medical reasons and the length of time is unknown.

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

- Founding Father's Park is mainly completed. Most of the trees have been removed with just the trees over the bank left to remove, and the stumps have been ground up. The fence installation has been awarded and we are waiting for the installer to provide the start date.
- Plowing and salting season is in full swing. We have 2 crews of 3 employees' setup with each crew alternating their start time to 6 AM each week.
- The Jones Road facility has been cleaned up and inventory of parts needs to be completed. LRP facility need to be organized on the inside.
- Christmas lights have been removed with only the gazebo being left up for the winter.
- Meter Replacements:
  - We are continuing to replace old and defective meters. We have a few large meters that need to be replaced.
  - Residential meters continue to be upgraded to allow for drive by readings. Once the accounts are all switched to RF systems, we should be able to complete the readings in 1 -2 days.

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

- The refurbishment of the reservoir at Busch Lane is in the drawing submittal phase, we are waiting for the contractors to submit their drawings and information.

### **Professional Development:**

- Training on snow equipment has been completed for Deric.
- First Aid training has been completed for Shawn, Deric and Jason. Zachary and Cory are scheduled for February. All staff will have first aid training completed by February.
- Excavating and trenching will occur for new employees and Jason during the winter months.
- Transportation of dangerous goods will be scheduled for Greg and Zachary in January.
- Training on the above ground sewer pump station will occur over the winter months.
- Training in fire hydrant maintenance for the staff will occur in January.
- Training staff on CCCP (Cross Connection Control Program) plan and Source Water Plan to start completing audits in the winter months.

## Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: January 13, 2025

Subject: Monthly Report — Director of Public Works

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### Outlook for Upcoming Months:

- Fire hydrant maintenance.
- Training for employees.
- Source water and CCCP audits.
- Cleaning of LRP facility.
- Plowing and salting.
- Regular water duties and upgrades.

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

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: January 13, 2025

Subject: Monthly Report — Manager of Finance



# Monthly Report — Manager of Finance

## Summary:

The festive season has once again concluded, and the finance staff is back working as hard as ever. December's Utility Bills are printed and mailed out. Payroll 2024 yearend is closed so, the 2024 T4's are ready for review and will be processed sometime soon.

## Current Tasks/Projects:

- All November's bank reconciliations are completed, hope to have December's finished within the next two weeks.
- Third Quarterly Due to/from and HST, will be completed by the end of this month for payment next month. Q3's cheque came in the first week of January.

## Budget Update:

Property Taxes	Budgeted	Collected Year to Date December 31
• Residential	\$1,342,749	\$1,428,653.64
• Commercial	\$980,142	\$951,971.90
• Resource	\$8,270	\$6,710.48
<b>Sewer</b>	<b>Budgeted</b>	<b>Collected Year to Date December 31</b>
• Usage Charges	\$780,000	\$557,289.88
<b>Water</b>	<b>Budgeted</b>	<b>Collected Year to Date December 31</b>
• Metered Sales	\$845,000	\$555,168.97
• Sprinkler Service	\$4,925	\$3,844.58

## Professional Development Summary:

## Outlook for Next Month:

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

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

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: Jan 13, 2025

Subject: Monthly Report — Director of Recreation & Community Development

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

### **Summary:**

- Winter Registration – Highlights:
  - Pickleball: Filled 603 of a possible 693 spots
  - Fitness: Filled 252 of a possible 322 spots
- Submitted Canada Summer Jobs Application
- Inclusion and Access Working Group Meeting
- Active Kids Healthy Kids Meeting
- Attended NS Connect (Website) Demo
- Staff Holiday Breakfast

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

- Operational budget draft
- Capital project plan
- Various Beautification projects
- Working on equipment loan program

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

- Beautification
- Parks and Playgrounds
- Douglas St Park development
- Accessibility Working Group

### **Meetings:**

- Attended Valley Recreation Winter Meetings
- Craig Langille, ToK: Met to discuss harmful Hemlock virus affecting Kentville Ravine, including trees on New Minas' side. Kentville working closely with Fed Gov to find solution, will keep us updated

### **Professional Development Summary:**

- Valley Recreation Winter Meetings

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

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: Jan 13, 2025

Subject: Monthly Report — Director of Recreation & Community Development

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**Outlook for Next Month:**

- Monitor and support all programs
- Accessibility
- Capital planning for next year



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

**10. New Business**



**Request for Decision (Agenda Item 10.a.)**

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: January 13, 2025

Subject: JAAC Appointment

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## **JAAC Updates**

### **1. Introduction**

At the December 11, 2024 meeting of the Joint Accessibility Advisory Committee (JAAC), there were two motions passed relevant to the Village commission:

*That the Joint Accessibility Advisory Committee recommends that Municipal Council and the Villages re-appoint Quentin Hill (Village of New Minas) and Robert Sealby (Village of Greenwood) and appoint Doug MacLean (Village of Cornwallis Square) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for terms ending May 31, 2027.*

And

*That the Joint Accessibility Advisory Committee recommends approval to Municipal Council and the Villages of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams the accessibility plan update entitled "Our Joint Accessibility Plan Update 2025-2028".*

The Accessibility Plan update and the approved meeting schedule for the JAAC for 2025 are attached.

### **2. Discussion**

In accordance with the Inter-municipal Service Agreement between the Municipality and the Villages to form this Committee, each of the parties to the Agreement must separately approve all appointments to the Committee and updates to the Accessibility Plan.

Quentin Hill was re-appointed by the Village Commission for a term ending on May 31, 2027 at the July 8, 2024 Commission meeting, and is therefore not included in Recommendation #1.

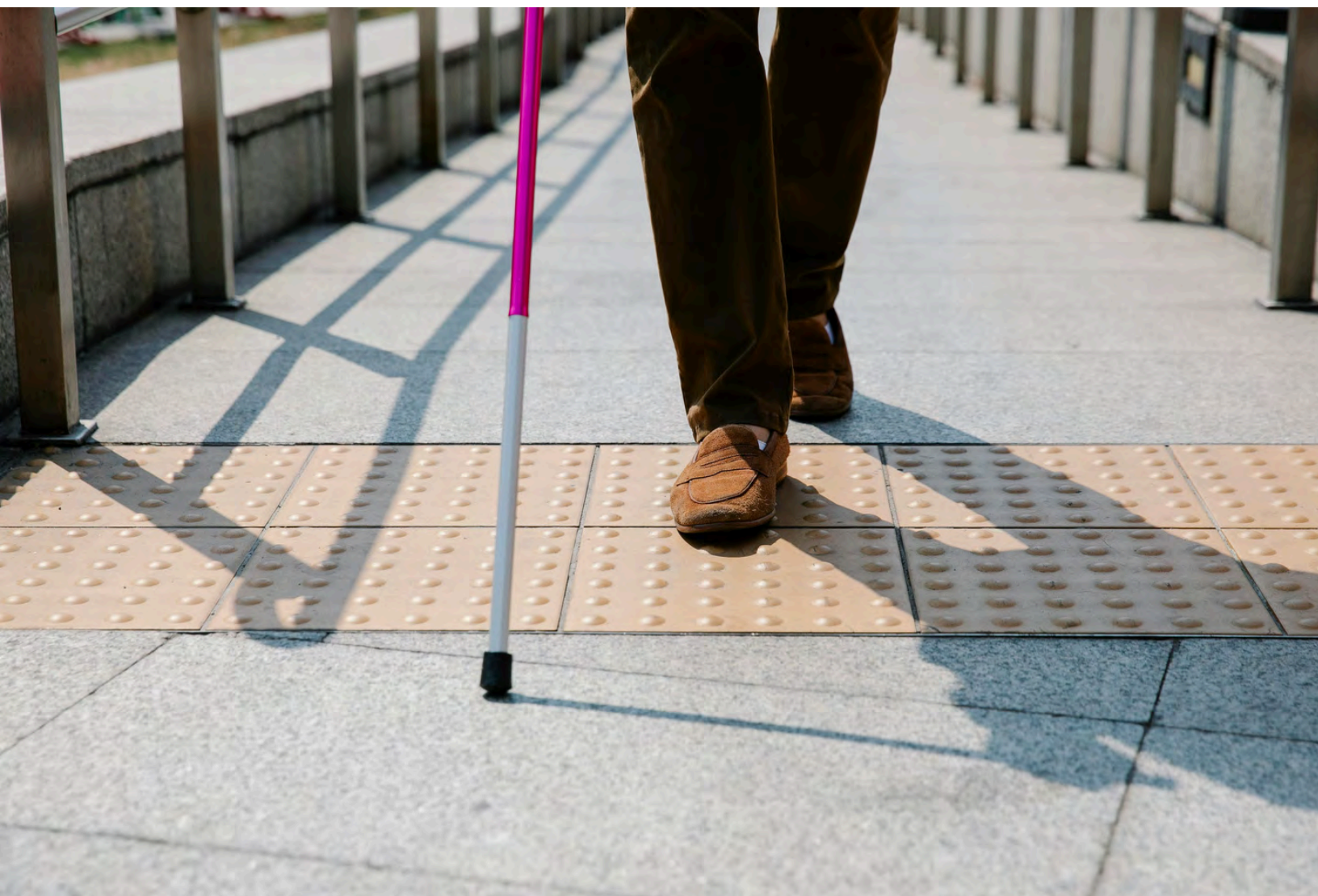
### **3. Recommendation**

1. That the Village Commission re-appoint Robert Sealby (Village of Greenwood) and appoint Doug MacLean (Village of Cornwallis Square) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for terms ending May 31, 2027.
2. That the Village Commission adopt the accessibility plan update entitled "Our Joint Accessibility Plan Update 2025-2028".

Spring 2025

# Our Joint Accessibility Plan Update 2025-2028

The Municipality of the County of Kings, and the Villages of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams.





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# Vision

The Municipality and the Villages want to provide an inclusive, accessible community for all. These communities strive to be welcoming and inclusive to everyone, regardless of ability. Everyone is treated with dignity, with equal opportunities and meaningful access to make their own choices.



# Definitions

**Accessible:** Something is easy for everyone to use or reach. This can apply to places, services, or information, ensuring that all people, including those with disabilities, can get to and understand it.

**Accessibility audits:** A check to see how easy it is for everyone to use a space, website, or service. It looks for any barriers that might make it hard for people, especially those with disabilities, to access or use it. The goal is to find ways to make things more welcoming and usable for everyone.

**Built Environment:** All the man-made places and structures where people live, work, and play. This covers buildings, parks, roads, and other physical spaces that are designed and constructed by people.

**By-law:** A rule or law made by a local government or organization to manage how things are done in a specific area, like a municipality.

**Community consultation:** Talking to people in a community to get their thoughts and opinions about a project or issue. It helps make sure that everyone's ideas and needs are considered before making decisions.

**Equitable:** Treating everyone fairly and justly, ensuring that people have what they need to succeed. It focuses on giving individuals the right support based on their specific circumstances, rather than treating everyone the same.





# Definitions

**First voice:** The perspective and experiences of people who are directly affected by an issue or situation. It emphasizes listening to and valuing their own stories and insights rather than speaking for them or about them.

**Inclusive:** Making sure that everyone is welcomed and considered, regardless of their differences. It involves creating an environment where all people feel valued and able to participate.

**Indicators:** Signs or pieces of information that show or suggest something about a situation or condition. They help people understand what is happening or what might happen next.

**Policy:** A set of rules or guidelines that are followed to make decisions or take actions in a certain situation. It helps people know what is expected or allowed.

**Specifications:** Detailed descriptions of what something should be like or how it should work. They include specific requirements and standards that guide the design and construction of products, buildings, or projects.

**Wayfinding:** The process of finding your way in a space. It involves using signs, maps, and other tools to help people navigate and understand where to go, whether it's in a building, a city, or a park.

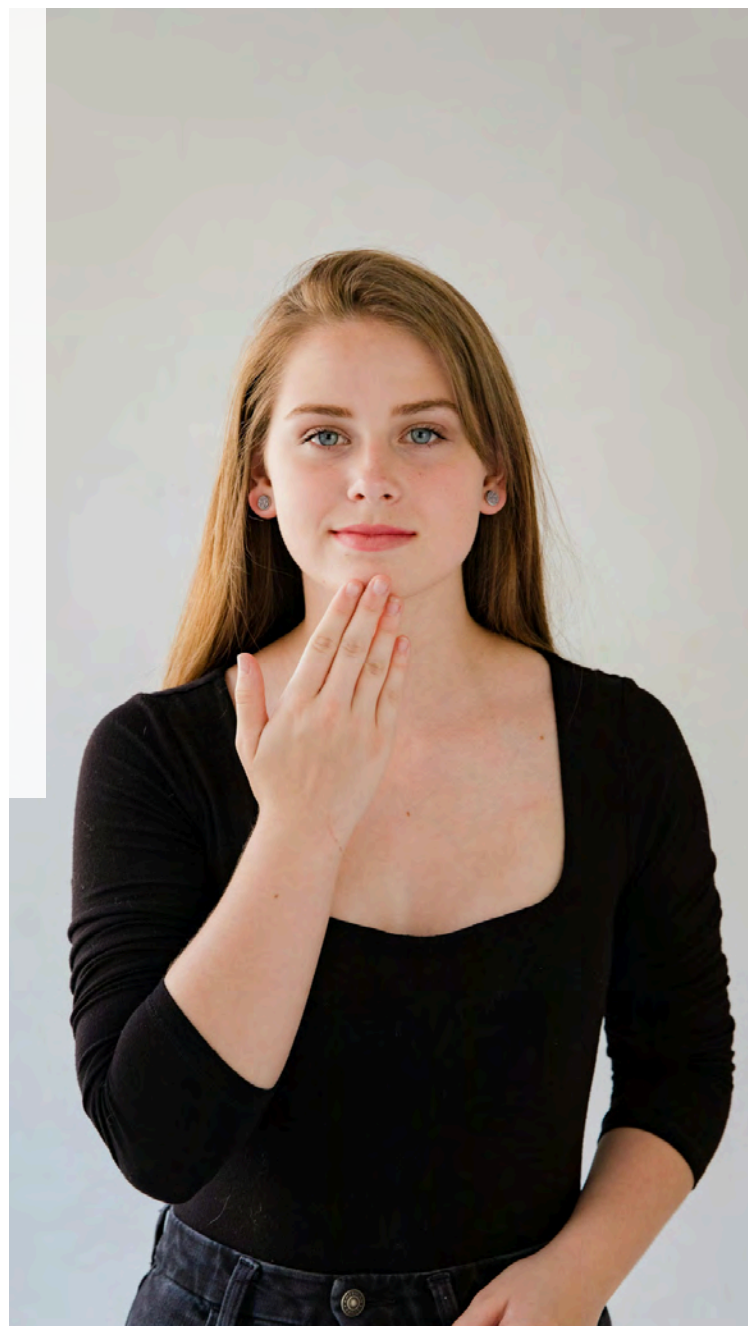


# Background

In 2021 the Municipality of the County of Kings and the Villages of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams came together with community members to form a Joint Accessibility Advisory committee to address accessibility in Kings County.

Our Joint Accessibility Plan was adopted by the Municipality and Villages in the Spring of 2022 in response to the Nova Scotia Accessibility Act (2017) and Access by Design 2030. 17 action items were included in the plan based on extensive community consultation, site assessments, and staff feedback.

The Municipality and Villages completed the first of these action items in September of 2022 when they hired an accessibility coordinator to support them in this work.





# Progress

Collectively the organizations have made improvements in accessibility in many areas over the past two years including:

**1. Completing accessibility audits for the organizations primary buildings and continuing the accessibility audits for additional buildings, parks, playgrounds, etc. owned or run by the Municipality and Villages.**

**Highlights:** Accessibility audits and reports were completed at:

- The Village of Greenwood office building
- Village of Cornwallis Square office building, firefighter memorial site and transit shelters,
- Village of New Minas office building and two community parks
- Village of Port Williams office building, park and sidewalks
- Village of Canning office building and community park
- Municipality of the County of Kings office buildings and Aylesford Lake site



## 2. Undertaking and completing built environment upgrades/improvements.

### Highlights:

- Village of Cornwallis Square automatic door openers, accessible parking spaces and signage.
- Village of Greenwood painting for increased color contrast, additional sidewalks and accessible crosswalks.
- Village of Canning upgrading the Village Office to include braille signage.
- Village of New Minas upgrading its parks and playgrounds to include more accessible surfacing, and additional accessible ground level and sensory elements to playgrounds.
- The Municipality of the County of Kings upgrading to include additional automatic door openers, upgrading accessible washrooms, and including many accessible elements at Aylesford Lake Beach.



Washroom

### 3. Participating in accessibility awareness campaigns and learning from first voice perspectives and participating in many different types of accessibility training.

**Highlights:** Training opportunities have included:

- Accessibility Foundations training
- Plain language training
- digital accessibility training
- Supported employment training
- Lunch and learns
- Accessibility orientations
- Self-paced online training

Awareness campaigns have included:

- Disability Employment Awareness Month (DEAM)
- International Day for Persons with Disabilities
- Autism Acceptance Month
- Access Awareness Week events
- World Down Syndrome Day events





#### **4. Started work on updating Council and Commission Policies and Procedures.**

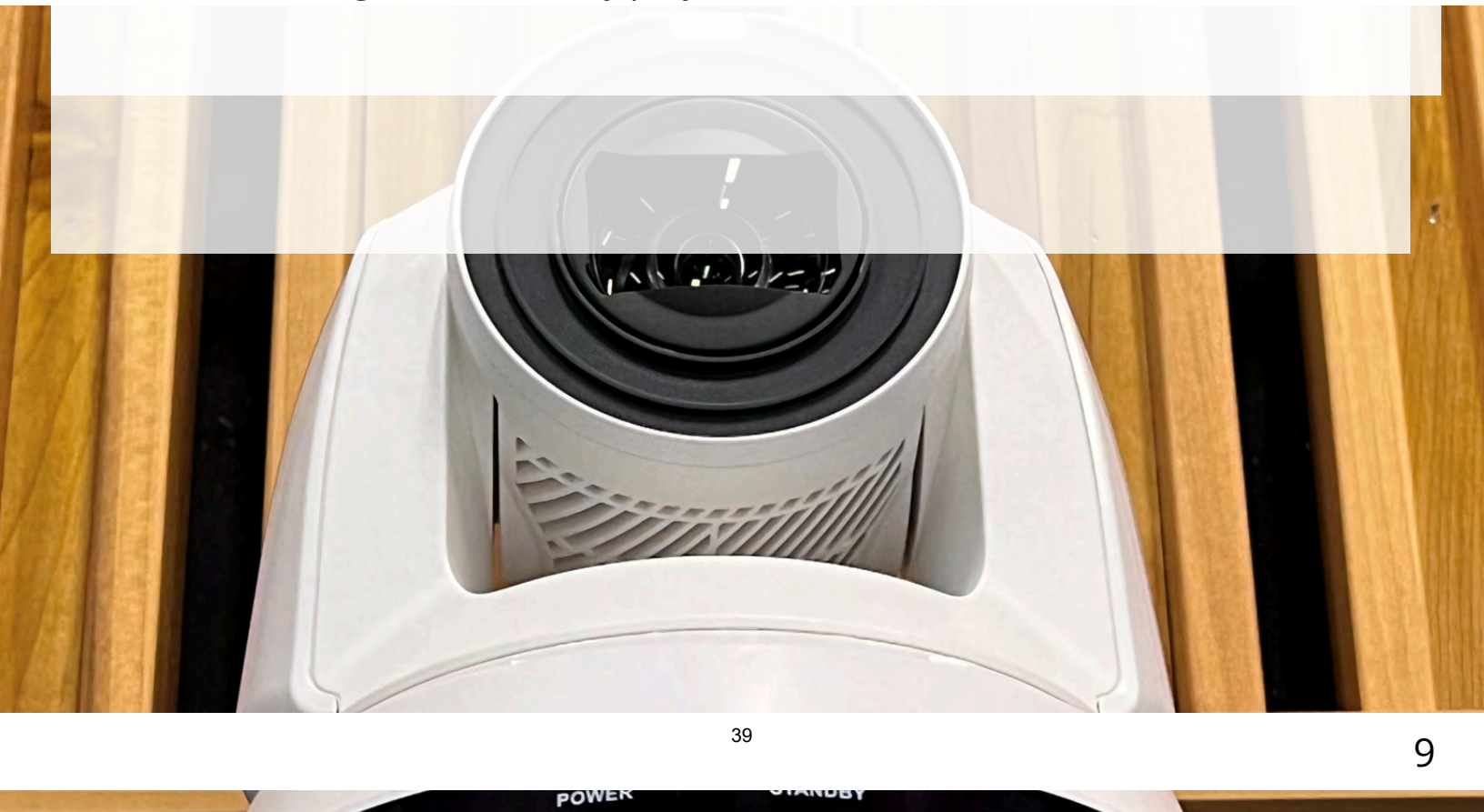
##### **Highlights:**

- Municipal online streaming of Council and Commission meetings
- Offering accommodations to view or participate in person at meetings and events

#### **5. Updates to staff workflows to consider accessibility from the beginning of projects from procurement to community engagement.**

##### **Highlights:**

- Municipal updates to procurement procedures to consider accessibility
- Resources packages to support staff to plan more accessible events, create more accessible documents and write in plain language
- Updates to the community grants program to include additional funding for accessibility projects.



# Goals for 2025- 2028

The goals for 2025-2028 include both continuations of the work that started in 2022-2025 and additional goals based on updated information and further community and staff consultation.

## 1. **Make Transportation in Kings County More Accessible**

The Accessibility Coordinator will:

- Determine roles and responsibilities for public transit shelters and review maintenance procedures.
- Support private and non-profit transportation organizations to become more accessible and user friendly.

The Accessibility Coordinator and Municipal and Village Staff will:

- Work with other Municipal units in the region to create a plan to support Kings Transit to become more accessible, with specific focus on
  - Scheduling and routes
  - Bus stop/bus shelter accessibility





## 2. Continue to Improve the Accessibility of the Built Environment

The Accessibility Coordinator and Municipal and Village Staff will:

- Continue accessibility audits of buildings, parks, trails, and other sites owned or run by the Municipality and the Villages to figure out the most critical upgrades.
- Complete a full sidewalk audit of the County and Villages to figure out the most critical upgrades and additions.
- Complete public plans for accessible entrances, maintenance of parking areas, and snow and ice control.
- Include best practices in accessible signage and wayfinding when creating or updating Municipal and Village signs.
- Incorporate accessibility upgrades in the built environment into the budget process.





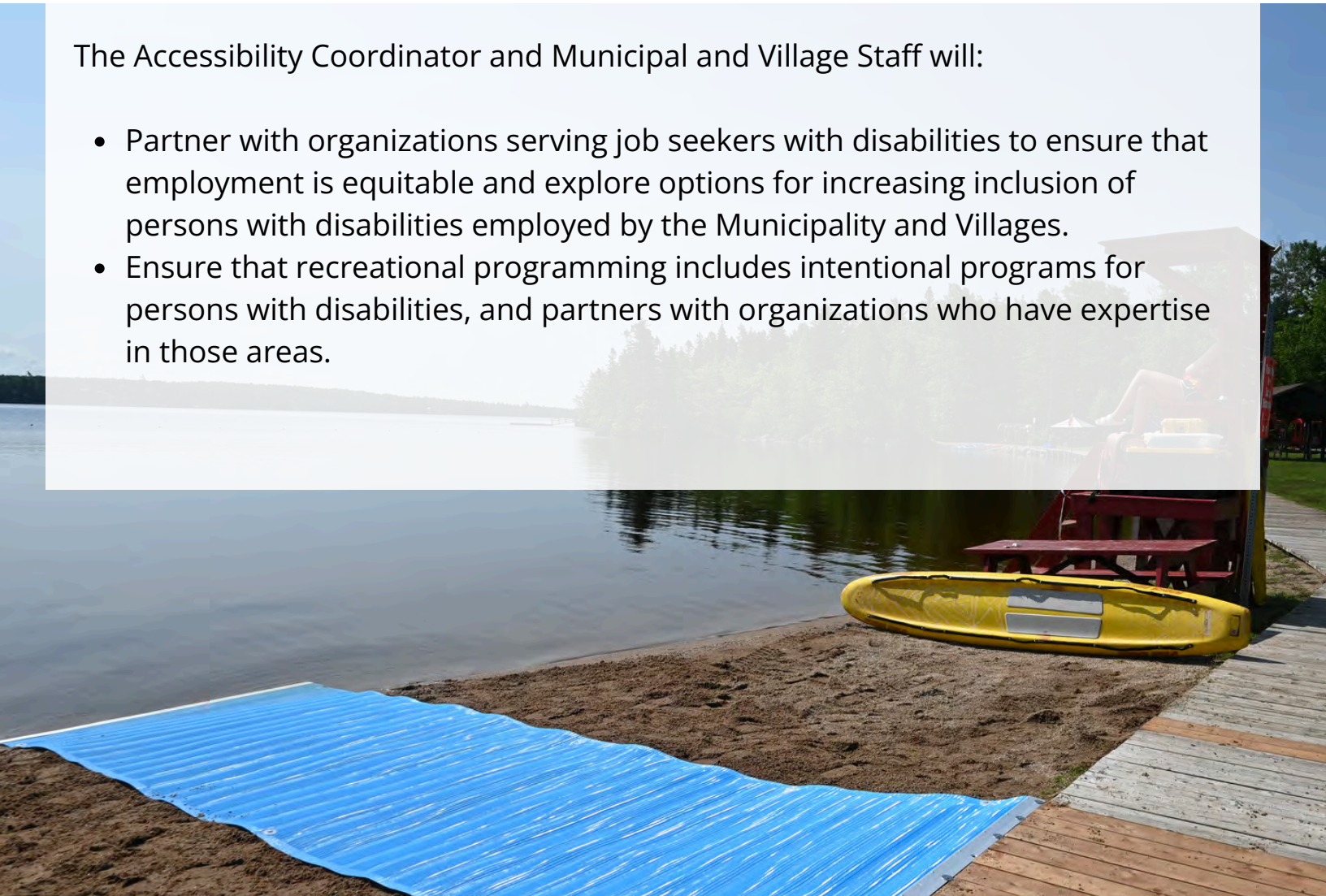
### 3. Strengthen Community Partnerships

The Accessibility Coordinator will:

- Partner with non-profit organizations to better understand the supports they need to become more accessible and develop a plan to support non-profit organizations – this may include resource packages, lunch and learns, or additional grants.
- Partner with Kings County businesses to better understand the supports they need to become more accessible. Develop a strategy to support business – this may include resource packages, lunch and learns, or grants.
- Explore and develop relationships with diverse communities in Kings County including Annapolis Valley First Nation, Glooscap First Nation, and the historic black communities of Gibson Woods and Pine Woods to better support people with disabilities with overlapping identities.

The Accessibility Coordinator and Municipal and Village Staff will:

- Partner with organizations serving job seekers with disabilities to ensure that employment is equitable and explore options for increasing inclusion of persons with disabilities employed by the Municipality and Villages.
- Ensure that recreational programming includes intentional programs for persons with disabilities, and partners with organizations who have expertise in those areas.



## 4. Organizational Culture

The Accessibility Coordinator and Municipal and Village Staff will:

- Further update Council and Commission processes and procedures to increase accessibility. This could include services like sign language interpretation & streaming of meetings online.
- Review and update procurement, HR and customer service policies/procedures to be sure accessibility has been included.
- Update program (recreation and events) planning to make events and programming more accessible.
- Support actions that further diversity in the organizations.
- Continue to ensure that staff attend accessibility training that is relevant to their work.
- Promote accessibility awareness and support efforts by local disability organizations.





# Measurement and Reporting

The organizations are committed to measuring their progress in increasing accessibility. The following actions and outcomes will be monitored in partnership between the accessibility coordinator and relevant staff in the Municipality and the Villages. The data to measure these actions and outcomes will be collected by tracking form, staff/community focus groups and surveys. Included with each action/outcome are the indicators that will be used to measure change.

## 1. Engage People with Disabilities

- Percentage of Joint Accessibility Advisory Committee (JAAC) members who self-identify as a person with disability or an organization serving people with disabilities
- Number of meetings of JAAC
- Percentage of people that participate in engagements that: self-identify as a person with a disability or represent an organization that serves persons with disabilities
- Description of how engagement processes were made accessible.
- Description of engagement with community for accessibility planning, implementation and/or feedback, by population / organization, and by method.



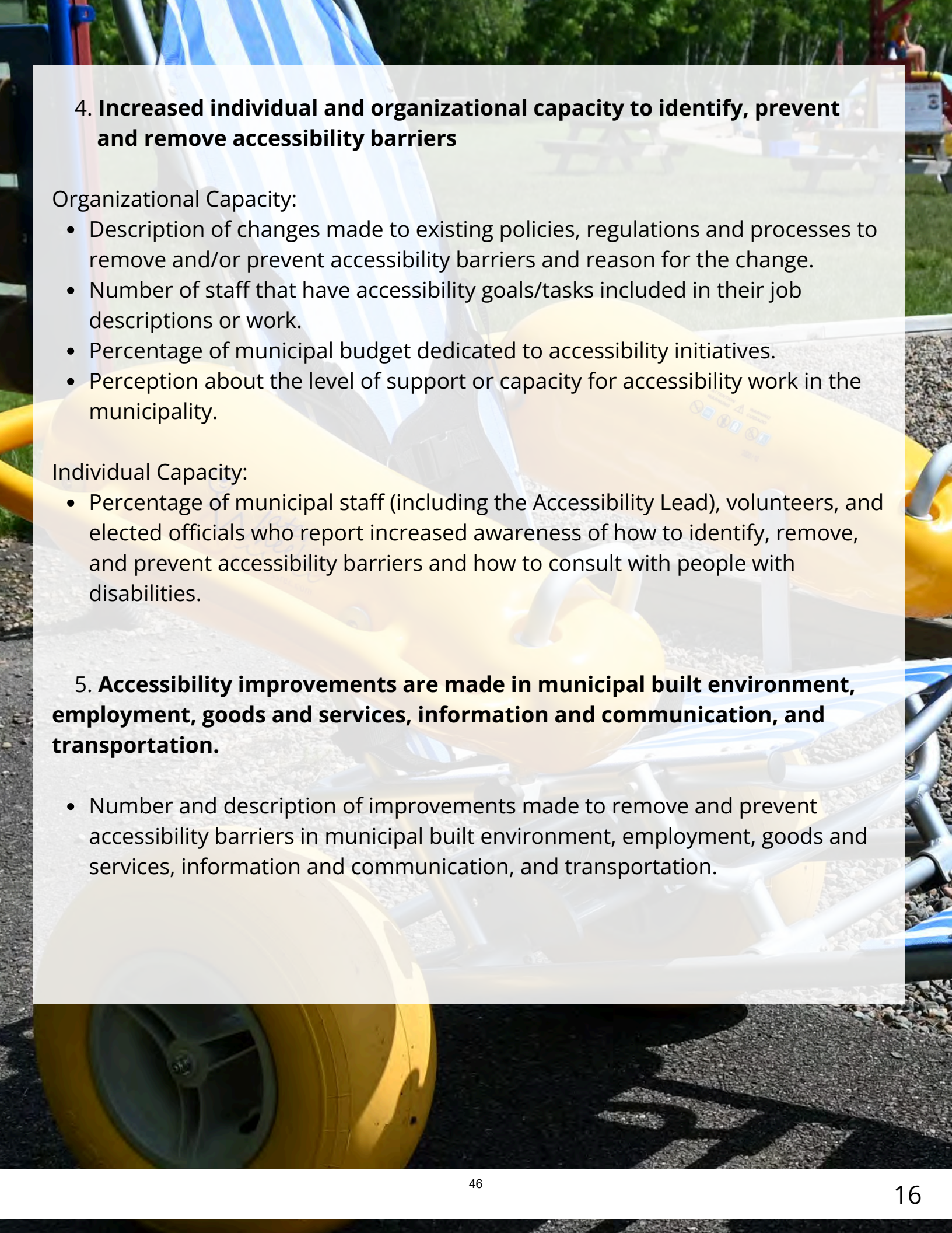
## **2. Deliver and participate in accessibility training and education**

- Number and type (topics covered) of training/education opportunities delivered.
- Number and type of individuals (employees, volunteers, elected officials) that participate in each training/education opportunity.
- Percentage of municipal employees that have completed training related to accessibility.

## **3. Apply an accessibility lens to the review, update, and/or development of new municipal policies, regulations, By-laws, and processes.**

- Number and type of policies, regulations, By-laws and processes reviewed and/or changed with an accessibility lens.
- Description of changes made to existing policies, regulations, By-laws and processes to remove and/or prevent accessibility barriers and reason for the change.





#### **4. Increased individual and organizational capacity to identify, prevent and remove accessibility barriers**

##### **Organizational Capacity:**

- Description of changes made to existing policies, regulations and processes to remove and/or prevent accessibility barriers and reason for the change.
- Number of staff that have accessibility goals/tasks included in their job descriptions or work.
- Percentage of municipal budget dedicated to accessibility initiatives.
- Perception about the level of support or capacity for accessibility work in the municipality.

##### **Individual Capacity:**

- Percentage of municipal staff (including the Accessibility Lead), volunteers, and elected officials who report increased awareness of how to identify, remove, and prevent accessibility barriers and how to consult with people with disabilities.

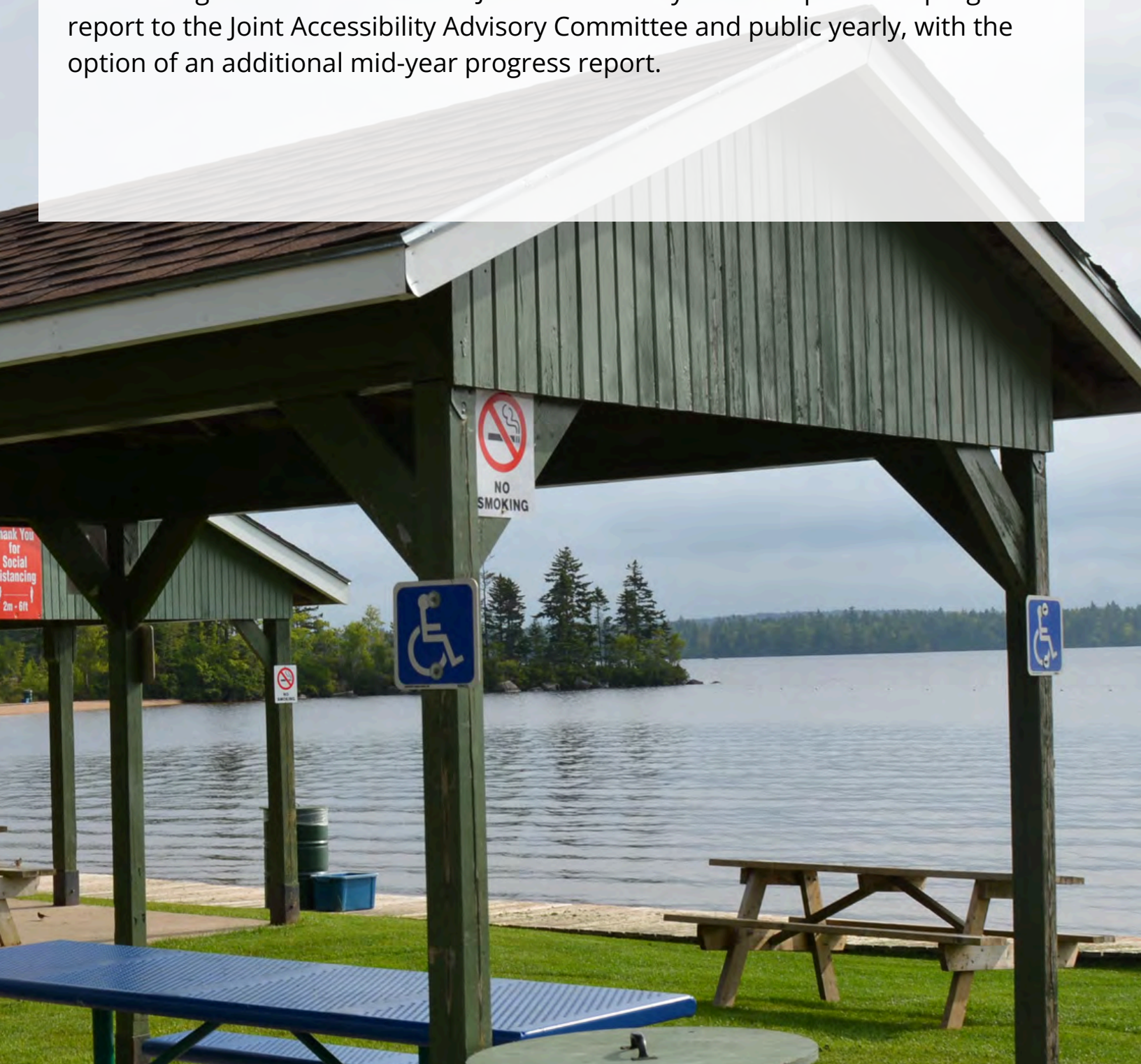
#### **5. Accessibility improvements are made in municipal built environment, employment, goods and services, information and communication, and transportation.**

- Number and description of improvements made to remove and prevent accessibility barriers in municipal built environment, employment, goods and services, information and communication, and transportation.



# Individual Organization Work Plans

Each of the eight organizations (Municipality and Villages), is committed to working with the Accessibility Coordinator to create a year-by-year work plan to action the goals of the 2025-2028 Joint Accessibility Plan and provide a progress report to the Joint Accessibility Advisory Committee and public yearly, with the option of an additional mid-year progress report.



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<b>TO</b>	Joint Accessibility Advisory Committee
<b>PREPARED BY</b>	Katie MacArthur, Accessibility Coordinator
<b>MEETING DATE</b>	December 11, 2024
<b>SUBJECT</b>	Proposed Meeting Schedule 2025

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**ORIGIN**

- Committee to approve a meeting schedule per the Joint Accessibility Advisory Committee (JAAC) [Terms of Reference](#).

**RECOMMENDATION**

That the Joint Accessibility Advisory Committee approve the “Proposed Meeting Schedule 2025” as presented at the committee meeting of December 11, 2024.

**PROPOSED MEETING SCHEDULE**

January 2025: Working group meeting 6pm on Teams.  
February 2025: Working group meeting 6pm on Teams.  
March 2025: JAAC Meeting 6pm on Microsoft Teams.  
April 2025: Working group meeting 6pm in the Tides Room.  
May 2025: Working group meeting 6pm in the Tides Room.  
June 2025: JAAC Meeting 6pm in Council Chambers.  
July 2025: Working group meeting 6pm in the Tides Room.  
August 2025: Working group meeting 6pm in the Tides Room.  
September 2025: JAAC Meeting – 6pm in Council Chambers.  
October 2025: Working group meeting 6pm in the Tides Room.  
November 2025: Working group meeting 6pm in the Tides Room.  
December 2025: JAAC Meeting – 6pm on Microsoft Teams.

In summary, full JAAC meetings would be scheduled quarterly, and working group meeting would be scheduled in the off months of the JAAC. Working groups are outlined in item 12.14 of the [Terms of Reference](#). It is proposed by staff that the working group continue to be made up of the JAAC citizen members and supported by Municipal staff.

## Strategic Planning

Minutes December 12, 2024

Attendee Tim Bouter, Quentin Hill, Debra Windle- Smith

- Village seeing more planning applications for existing infill properties with MOK planning in place– with capacity for multi unit developments - Celebrate these smaller developments
  - 2 plots on Prospect( Redmond and Martel properties) rezone both over 100 units planned - apartment complexes
  - Aalders Ave Homes (Cecil Lockhart) Energy efficient plans
  - Old Dyke Road 50 units apts
  - Awaiting further updates on the property on Valley Roots Association - Highland/ Highbury following an agreement on reduced parking requirements with MOK approx 24 – 30 affordable apartment complex

### 2025

- CAO will reach out for possible in person meeting with Strategic planning regarding the land behind Home depot -invite Parsons Development to attend Strategic planning meeting in the new year this could be a significant development
- Reach out in new year with the Valley RENN for progress updates
- Discussion around the land above Granite (New Minas South) – no updates or progress noted via land owners in the area
  - **Considerations continue to be :**
  - Connector Road – who might finance? -the Developer (current opinion) or possibly option to explore GVT investment in the long term development of the connector road:
    - Who/How – thoughts would Government see this as consider (completion of a road to no where initially to spur future development **(similar to the Burnside Connector that was a 2016 – 2024 road project nearing completion imminently 2024 )**
    - Costs to be considered
    - Reminder that MOK has a concept design for Roads (Forsythe Road)
    - Granite Connector – Capacity and Flow ? - Any Regional Sewer updates required lift station?

### Priorities 2025

- Promotion and Branding of the Village as an attractive spot to live in “A Good Place to Live”
- Considerations continue to be :
  - **Rebranding”** efforts – promotion efforts through social media
  - Clean up Webpage **Promoting** Village
    - Monitor statistics of users - what are they looking for - how can we supply
    - Useful information for people considering a move to New Minas

- More Website Development - review and update with in the footprint of existing go Daddy Platform make sure info is current and correct
- Phased approach to updating and advocating -as a Great place to Live and Do Business
- Continue to increase our advertising of our Rec Programs and Events – get them out early for interest and continue to remind the public of events and programs
- We have the link to the Valey RENN - other opportunities for links ?
- User friendly thoughts and options for increased visibility (have been lots of progress in 2024 – keeping it going and looking at more options /opportunities
- Regional Recreation Centre
  - To be in the conversations on the Planning of a Regional Recreation Centre
  - New Minas is a Great choice - having land options near a Highway exit - would be great around exit 12 - near the Slumber inn /Big Stop possibly –a complete package would include a Pool - Walking track – (possibly an Ice Surface)
  - Cost very high – needs to be part of a regional solution
    - Kentville Cost estimate are available for New build and New location without pool but including NHL sized ice surface (lound3 viewing platforms/Walking Track/ Multifunction rooms /parking Elevator/ Warm up area are estimated at 59 million
  - MOK considering that a proposed Deed Transfer Tax would assist in costs (preliminary thoughts – not approved)

Next meeting TBA January 2025