



Village of New Minas
Commission Meeting
January 8, 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. December 11, 2023 Village Commission Meeting
5. Business Arising from Minutes:
 - a. December 11, 2023 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 — Draft minutes included in package
9. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. Manager of Municipal Operations — Report included in package
 - c. Manager of Finance — Report included in package
 - d. Director of Recreation & Community Development — Report included in package
 - e. Active Living Coordinator — Report included in package
10. New Business:
 - a. Anti-Racism and Discrimination Policy for Recreational Facilities
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



Village of New Minas
Commission Meeting
January 8, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
December 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Commissioners Present:

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

Commissioners Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- Kimball Tupper
- Steve Vernie
- Donna Randell (via Zoom)

1. Call to Order:

Dave Chaulk called the meeting to order at 7:02pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the December 11, 2023 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 13, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the November 13, 2023 Village Commission Meeting be approved as circulated.

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

5. Business Arising from Minutes:

- a. November 13, 2023 Village Commission Meeting

There was no business arising from the November 13, 2023 minutes.

6. Comments from the Chair:

There were no comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input.

7b. Years of Service Acknowledgement:

The following staff received a framed certificate and gift for their years of service to the Village, according to Section 43 of the Employee Policy Manual:

- Kimball Tupper: 10 years (cheque for \$50)
- Mark Jackson: 5 years (cheque for \$25)
- Steve Vernie: 5 Years (cheque for \$25)

8. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the December 11, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the December 11, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

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

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the December 11, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the December 11, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

M/Quentin Hill

S/James Redmond

Motion Carried

e. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the December 11, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the December 11, 2023 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 the following written reports included in the December 11, 2023 Commission agenda package:

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

Motion:

THAT the Staff Reports be received as included in the December 11, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/Mary Munroe

S/Debra Windle-Smith

Motion Carried

10. New Business:

a. Adoption of Strategic Plan

The Clerk Treasurer/CAO presented the final draft of the Strategic Plan (included in the December 11, 2023 Commission agenda package).

Motion:

THAT the Village of New Minas Strategic Plan be adopted as included in the December 11, 2023 Commission agenda package.

M/Quentin Hill

S/James Redmond

Motion Carried

b. Founding Fathers Park

The Clerk Treasurer reported that the Beautification Committee discussed future plans for the viewing deck project at Founding Fathers Park at the November 15 meeting. Due to budgetary constraints, this project will be scaled back for 2024/25. Some ideas and variations that were discussed at the last Beautification Committee meeting include tree clearing, fencing, pavestones, picnic tables and a swing. The concept will be refined at the upcoming January 17th budget meeting.

c. October Public Input

The Clerk-Treasurer/CAO reported back on the questions Donna Randell raised at the October Public Input session, asking if the Village has considered purchasing pride benches and displaying alternate flags. Ultimately the purchase of specific kinds of benches and displaying specific kinds of flags falls under the jurisdiction of the Commission, and new capital initiatives would need to go through the budget deliberation process. The consensus of the Commission was to maintain the current practise while continuing workplace policy advancement.

11. Correspondence:

There was no correspondence.

12. Other Business:

There was no other business.

13. General Public Input:

Donna Randell expressed disappointment about the decision of the Village Commission to maintain the status quo as it relates to Item 10.c.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:25pm.

Motion:

THAT the meeting be adjourned.

M/James Redmond

S/Quentin Hill

Motion Carried

DRAFT



Village of New Minas
Commission Meeting
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New Minas, Nova Scotia
AGENDA

8. Committee Reports

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, December 13th, 2023

Draft Minutes

Meeting, Date and Time A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, December 13th, 2023, on Microsoft Teams.

Attending

JAAC Members

Mary Fox – Citizen Member (Chair)
Doug Ralph – Citizen Member (Vice Chair)
Alan Price – Citizen Member: West
Andy Nette – Commissioner, Village of Port Williams
Andy Vermeulen – Commissioner, Village of Canning
Crystal McCormack – Citizen Member: Central
Dino Wamboldt – Citizen Member: East (Arrived at 7:09)
Don Nauss – Citizen Member
Michael Keith – Commissioner, Village of Cornwallis Square
Mike Bishop – Commissioner, Village of Kingston (via Microsoft Teams)
Robert Sealby – Commissioner, Village of Greenwood (via Microsoft Teams)

Municipal Staff

Katie MacArthur – Accessibility Coordinator
Shawn Fevens – Recreation Coordinator
Haley Hutt – Recording Secretary

Regrets

Councillor Lexie Misner – District 2
Terry Brown – Manager of Inspection & Enforcement Division
Shelley Hopkins – Citizen Member

Absent

Rick Balsor – Commissioner, Village of Aylesford
Quentin Hill – Commissioner, Village of New Minas

1. **Call to Order** Mary Fox, Chair, called the meeting to order at 7:03 p.m.
2. **Roll Call** Roll call was taken.
3. **Amendments to the Agenda** None
4. **Approval of the Agenda** **On motion of Commissioner Vermeulen and Commissioner Sealby, that the Joint Accessibility Advisory Committee approve the December 13th 2023 agenda as circulated.**

The question was called on the motion. Motion carried.
5. **Disclosure of Conflict of Interest Issues** There were no conflict of interest issues disclosed.
6. **Approval of Minutes**
 - a. **November 8th, 2023** **On motion of Mr Nauss and Mr. Price, that the minutes of the Joint Accessibility Advisory Committee meeting held on November 8th, 2023 be approved as circulated.**

The question was called on the motion. Motion carried.
7. **Business Arising from the Minutes** There was no business arising from the minutes.
8. **Business**
 - a. **Presentation by Julie Glaser, Municipal Accessibility Support Coordinator for the** Julie Glaser, introduced her role to the committee and spoke on the work that she does, and that the province is doing with the Accessibility Standards being developed. Ms. Glaser asked the committee for

**Association of
Municipal
Administrators, NS**

feedback on the committee's experience and where her roll could provide support. Feedback was provided to Ms. Glaser

**b. Accessibility
Coordinator
quarterly report**

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

**c. 2024-2025
Proposed Budget**

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.

On motion of Commissioner Sealby and Commissioner Vermeulen, that the Joint Accessibility Advisory Committee accept the proposed budget for 2024-2025 as presented at the Joint Accessibility meeting on December 13, 2023 and recommend to the Municipal CAO and the Village Clerks for final approval.

The question was called on the motion. Motion carried.

**d. 2024 Proposed
meeting schedule**

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. Municipal staff proposed meeting quarterly on the second Wednesday of the months of March, June, September, and December at 7:00 pm.

On motion of Mr. Nauss and Commissioner Sealby, that for the 2024 calendar year, the Joint Accessibility Advisory Committee will meet quarterly (March, June, September, December) at 7pm on the second

Wednesday of the month as outlined in the 2024 Meeting Schedule.

The question was called on the motion. Motion carried.

e. Work Plan Update Ms. MacArthur presented an update on the JAAC’s work plan which was included in the [agenda package](#). The new committee work plan will be presented at the March 2024 meeting.

f. Employment Standard Development Committee Draft Recommendations Ms. MacArthur asked the committee for feedback on the draft recommendations which was included in the [agenda package](#). Committee provided feedback to Ms. MacArthur.

9. Other Business There was no other business arising.

10.Roundtable There was no roundtable discussion.

11.Correspondence There was no new correspondence.

12. Public Comments There were no members of the public in attendance.

13.Date of Next Meeting The next meeting will be held on Wednesday, March 13, 2024 at 7:00 p.m. on Microsoft Teams

14. Adjournment **There being no further business, on motion of Commissioner Vermeulen and Commissioner Bishop, the meeting adjourned at 8:48 p.m.**

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year



Village of New Minas
New Minas Water Commission
December 19, 2023 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- James Redmond, Commission Member & Chair
- Dave Chaulk, Commission Member & Vice Chair
- Mary Munroe, Commission Member
- Maynard Stevens, Citizen Member
- Bruce MacArthur, Citizen Member

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Gerard Hamilton, Manager of Municipal Operations

Others Present:

- None

1. Call to Order:

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

2. Approval of the Agenda:

Motion:

THAT the Agenda for the December 19, 2023 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

3. Approval of Minutes:

- a. October 24, 2023 Water Commission Meeting

Motion:

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

M/Bruce MacArthur

S/Maynard Stevens

Motion Carried

4. Business Arising from Minutes:

- a. October 24, 2023 Water Commission Meeting

There was no business arising from the October 24, 2023 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Staff Reports:

- a. Water Operations Report

The Utility Operator provided a verbal summary of the Water Operations Report circulated prior to the December 19, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the December 19, 2023 Water Commission meeting and as verbally summarized by the Utility Operator.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

7. Capital Projects Update:

The Clerk Treasurer/CAO provided a summary of the test well program, focussing on the test well located on PID 55286249 (behind the Annapolis Animal Hospital on Turner Drive). Due to the favorable yield, water quality and location of this test well, it is recommended that the New Minas Commission pursue the acquisition of this property for the purpose of adding a production well for the New Minas Water Commission.

Motion:

THAT the Clerk Treasurer/CAO be directed to negotiate initial land acquisition terms and conditions with the property owner of PID 55286249 for the purpose of adding a production well for the New Minas Water Commission (Commission), to be brought back to the Commission for formal approval.

M/Dave Chaulk

S/Maynard Stevens

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 3:37pm.

Motion:

THAT the meeting be adjourned.

M/Dave Chaulk

S/Bruce MacArthur

Motion Carried

DRAFT

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

Meeting, Date and Time Regional Sewer Committee Meeting was held on Friday, December 15, 2023, at the Municipal Complex

(1) Roll Call: In attendance were:

Municipality of the County of Kings: Councillor Joel Hirtle – Chair
Zobia Jawed, Director of Environmental Services and Climate Resilience
Shivani Gilhotra, Manager of Treatment Plants and Compliance
Mike Livingston, Manager of Financial Reporting
Aaron Dondale, Manager of Operations
Susan Gray, Recording Secretary

Town of Kentville: Cate Savage, Deputy Mayor (voting member)
Dave Bell, Director of Engineering and Public Works

Village of New Minas: Commissioner James Redmond (voting member)
Tim Bouter, Clerk, Treasurer/CAO

PepsiCo Foods Limited: None present.

Absent: Brad Carrigan, Director of Engineering & Public Works, Lands & Parks
Nicolette Cahill, Site Manager, Pepsico (voting member)

Meeting Called to order: The Chair called the meeting to order at 1:03 pm. Roll call was taken.

(2) Additions to the Agenda: **None**

(3) Approval of the Agenda: **On the motion of Commissioner Redmond and Deputy Mayor Savage that the agenda be approved.**

Motion carried.

(4) Conflict of Interest: **None**

(5) Approval of the Minutes from November 27, 2023: **On the motion of Deputy Mayor Savage and Commissioner Redmond that the Minutes from November 27, 2023, be approved.**

Motion carried.

(6) Business arising from previous minutes: **None**

New Business

(7) Capital Project Update- Linear Infrastructure: Aaron Dondale provided a brief update.

Forcemain Replacement:
We are reviewing the scope of work with the consultants to determine if it can be completed as one construction project or split into two projects over

two fiscal years. On December 18, 2023, geotechnical drilling is scheduled to start on site. Once completed, a geotechnical report would be compiled in about three weeks' time. We should have the final report by the end of January. From there a work plan can be developed and a tender can be issued by the end of February. The final engineered design will be reviewed with the technical sub-committee before a tender for construction is issued.

Aeration:

Cell 2, the new airlines are installed. The new diffusers will start being installed next week, once that work is done, the planned work in Cell 2 will be complete.

In Cell 1 new anchor points are being discussed. There needs to be consideration for roadway allowances to be maintained. The anchor point installation will begin at the north end of the pond. We will have an update on this at the next meeting.

Discussion:

- Do we have an expected completion date for the project? No, Cell 2 is expected to be completed next week. There will not be much work done during the week of Christmas. The timeline for Cell 1 work is currently unknown.
- Are the delays contractual? Weather? Neither delays this month have been work scope changes as a result of new infrastructure being installed in the vicinity of old or existing infrastructure, and what the long-term impact may be relative to maintenance and accessibility.
- Will we be on budget? Staff will meet with the Finance Department early next week to review.
- Has the latest force main break created any known environmental issues? Environment Canada was notified within 20 minutes of our confirmation of the break. We utilized 8 septage haulers to reduce the severity of any impact to the environment until and while repairs were made.
- Why are we having so many breaks? The pipe has reached the end of its life.

**(8) Capital Project Update
- Treatment**

Shivani Gilhotra gave a brief update. Effluent quality is improving. Exact levels are hard to determine at this point due to the amount of work being done on site, however, readings show signs of improvement.

We will be looking at more desludging in Cells 3,4, and 5 in the upcoming fiscal year. We will have to have the ponds mapped to know how much sludge there is. Once this is completed, we will have a better idea what the scope of work will be.

Discussion:

- Will there be a future desludging program so the work is more manageable? Yes, that is currently being worked on by Director Jawed and Director Carrigan.

(9) Round Table:

- Do we have any idea when the next Variance Report might be completed? We are working with our auditors to wrap up 2022/23 and receive our Financial Statements. Once we have those, the variance report can be compiled. The expectation is to have those ready by the end of January.
- It was suggested that the next meeting be delayed allowing the Variance Reports to be available.
- Please provide you budget meeting dates to allow us to set out our budget deliberation timelines.

(10) Next Meeting:

Next meeting will be Thursday, February 1st, 2024, at 10:00 am at Municipal Complex.

(11) Adjournment:

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

Motion Carried.

The meeting adjourned at 1:32 pm.

Approval:

Regional Sewer Committee

DRAFT



Village of New Minas
Commission Meeting
January 8, 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: January 8, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The budgeting process for 2023/24 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 22 and 23. 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 under \$150,000 is projected for 2024/25.

The Public Hearing for the Water Rate Application is scheduled for January 9, 2023 at the LMCC. Notices have been posted on our Village website and social media, along with an insert in the December water bills.

Highlights of the Past Month:

- Strategic Plan approved by the Commission on December 11
- Budget preparation for 2024/25 is ongoing.

Regularly Scheduled Meetings:

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

- Collective meetings Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Village Commission (December 11)
- Regional Sewer Committee (December 15)
- Water Commission (December 19)

Other Notable Meetings:

- N/A

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

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: January 8, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



- Department Head meetings (collective and individual)
- Capital Projects
- 2024/25 Budget Preparation
- Finance:
 - Bank reconciliations
 - Accounts payable
 - Invoicing and receivables
 - Payroll (bi-weekly)

Sincerely,

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

Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

t 902-681-0430 | e timb@newminas.com

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: January 8, 2024

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

The onset of winter has produced modest precipitation of snow and ice. Public Works staff members are removing Christmas lights and banners from the community. The mild temperatures will afford us the opportunity to perform operation and maintenance on infrastructure that is usually done during other times of the year. Budgets discussions will be taking place and equipment for spring/summer time use are being inspected and repaired, as required.

Current Task/Projects:

- All Christmas items are being taken down from the community and inspected before storage.
- The annual water report is in the process of being complied. It will be submitted to the Nova Scotia Department of Environment on or before April 1, 2024.
- Snow clearing operations will continue, as required.
- In-house safety training.

Long-Term Projects:

- The test well on Turner Drive proved to be a success. The next step is discussion on the purchase of property for a production well.
- The CAO and I met with Dillon Consulting and S. Fraser’s Inspections about the possibility of work being performed to the Forsythe Tank.

Meetings:

- Attended Water Commission meeting
- Attended meeting to discuss future capital projects

Professional Development:

- I will participating in several water infrastructure courses this year
- Safety course renewals as required

Outlook for Next Month:

- Snow clearing operations
- Budget meetings
- Daily operations
- Inspection and repairs of Spring/Summer infrastructure
- Weather permitting, water operation and maintenance

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: January 8, 2024

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 2023 year-end is completed and T4’s will be processed sometime within the next month. Starting with pay period one 2024, we will be submitting two source deduction payments to CRA instead of one payment a month.

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.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date December 31
• Residential	\$1,269,195	\$1,149,420.28
• Commercial	\$904,256	\$826,294.93
• Resource	\$8,130	\$6,453.82
 Sewer	 Budgeted	 Collected Year to Date December 31
• Usage Charges	\$685,824	\$606,173.61
 Water	 Budgeted	 Collected Year to Date December 31
• Metered Sales	\$648,000	\$563,254.73
• Sprinkler Service	\$4,852	\$3,726.00

Professional Development Summary:

- None currently.

Outlook for future Months:

- The online eCommerce payment option through Univerus is complete, participants are now prompted to at time of registration for recreational programs.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: January 8, 2024

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Program registration for Winter opened on Dec 18. Most filled up incredibly quickly.
- “Parents Day Out” was a huge community success, where parents registered their children for an afternoon of activities so that they could do holiday shopping in New Minas.
- Met with Rep from lighting company about replacement bulbs for Miller Diamond at LR Park
- Met with A Sherwood of CCTH to discuss funding opportunities for various capital projects, including replacement bulbs at LR Park
- Hosted “Taco Night” for after school staff as a holiday event and show of gratitude for their hard work

Current Tasks/Projects:

- Budget prep
- March Break Camp prep

Long-Term Projects:

- Planning for Douglas Street park/playground underway
- Capital project planning

Meetings:

- Valley Rec December Meetings – Dec 7 & 8

Professional Development Summary:

- N/A

Outlook for Next Month:

- Capital and operating budgets

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: January 8, 2024

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

After School Programs

- Facilitating fee reduction applications
- Monthly meetings with school administration to facilitate program details
- Applied for and received the NS-BAP grant — \$15,000.00

Activate Your Neighbourhood – pilot location

- The toolkit has been finalized and shared with the public – I have been conducting one on one meetings with community champions.
 - Promotional materials have been developed and shared – flyers in the water bills and QR codes will be posted throughout the village.
- Upcoming engagement session to identify interested neighbourhoods – stay tuned for pending dates.
- We will be hosting pop up play days to help facilitate the conversations and share an example of how this project can support community connections.
- You can find more info at the following website – <https://activateyourneighbourhood.ca/>

Anti-Racism Charter:

- Developing policy documents, reporting forms and operational procedures for staff/volunteers – ongoing
 - Proposed Anti Racism Policy for Recreation Facilities is complete and pending review and approval of the Village Commission
 - Once approved we will facilitate training with facility staff
- Facility signage received – one for Louis Millett, Lockhart& Ryan park and playground
- Please see the County of Kings [TOWARD EQUITY AND DIVERSITY — A Strategy for Belonging in the Municipality of the County of Kings](#). This document will help support our actions within the Anti-Racism work as well as other practices to ensure that we are creating a safe and welcoming environment for all.

Community Play Boxes:

- *Graphics are being repaired – installation pending*

Health NS Partnership:

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

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: January 8, 2024

Subject: Monthly Report — Active Living Coordinator



- Proposed idea to developed recreation prescription pads – physicians can prescribe physically activity as a method to improve health and we serve as the link to offer programs, facilities, etc.

Outdoor Play Policy Development:

- Collaboration with County of Kings and surrounding recreation departments to develop county wide policy encouraging outdoor play
 - Waiting for updates from the Country with upcoming meeting dates

Equipment Loan Program:

- Received funding from Recreation Nova Scotia – this will support the purchase of “safe walking” kits – walking poles, shoe grips, LED head lamps and reflective vests
 - *All equipment purchased and received – first promos shared on social media*
- Sled Shed- we will be purchasing and installing a sled library for children to use in Lockhart & Ryan park
- Partnering with the County of Kings to offer snowshoe loans

Workplace Wellness Initiatives

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

Meetings/Professional Development:

- Recreation Nova Scotia Board meting
- Valley Recreation- professional development meeting
 - Sessions focused on Human Resources and Team Building, Social Media and Communications planning and Mental Health in the workplace.
- Active Kids Healthy Kids – grant application review
- Activate Your Neighbourhood- team meeting
- New Minas Rotary Club
- NS CAAP grant review presentation
- Valley Connect planning meeting
- Staff potluck and holiday breakfast



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10. New Business

Village of New Minas

Anti-Racism and Discrimination Policy

For Recreational Facilities



Policy Number: VNM-2024-01
Policy Adoption Date: January 8, 2023
Most Recent Amendment: N/A

1. Policy Statement:

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

2. Full Policy:

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

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

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

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

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

3. Purpose

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

4. Human Rights

- 4.1. In accordance with the Human Rights Act of Nova Scotia, this policy protects individuals on the account of their age; race; colour; religion; creed; sex; sexual orientation; gender identity; gender expression; physical/mental disability; an irrational fear of contracting an

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- 4.2. illness or disease; ethnic, national, or aboriginal origin; family status; marital status; source of income; political belief, affiliation, or activity; that individual's association with another individual or class of individuals having characteristics referred to in clauses listed above.

5. Applicability

- 5.1. This policy is applicable to all individuals that enter the property of the facility.
- 5.2. This policy is not only limited to players, team staff, and officials; but also includes facility staff, volunteers, spectators and/or supporters of any kind.

6. Rights and Responsibilities

6.1. Rights:

- 6.1.1. All individuals have the right to treatment with respect, regardless of their role while present at the facility.
- 6.1.2. All individuals have the right to non-judgment, should they feel they have experienced racism and/or discrimination.
- 6.1.3. Any person committing the act of racism and/or discrimination has the right to an explanation as to the issue within their actions.

6.2. Responsibilities:

- 6.2.1. Managers/Supervisors of the facility are required to distribute and explain this policy to all facility staff; including direct employees and any other contracted employees, such as security from outside groups.
- 6.2.2. All persons employed within this facility are to ensure that they know, understand, and agree, as to what is expected of them under this policy.
- 6.2.3. Facility staff is responsible for ensuring that this policy has been explained to the person(s) renting any space within the facility property, and that they agree to their responsibilities.
- 6.2.4. Facility staff, security, and person(s) renting the facility, have the responsibility to stop the act(s) of racism and/or discrimination as soon as they become aware of it.
- 6.2.5. Should an incident of racism and/or discrimination be witnessed or reported, it is the responsibility of facility staff, security and/or the facility renter to ensure that the policy protocol (Appendix A) is put into effect immediately.
- 6.2.6. All individuals that enter the facility property undertake the responsibility of reporting any incidents of racism and/or discrimination (Appendix B).

7. Definitions

Discrimination: Whether intentional or not, the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, or sex.

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- Racism: Prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one's own race is superior.
- Zero tolerance: The refusal to accept antisocial behavior (in the case of this policy – racism and/or discrimination), typically by strict and uncompromising application of the law.
- Perceived incident: How an incident is perceived by others, regardless of the actor’s intent.
- Facility renter: The lead person responsible for securing (booking and/or renting) the facility space on behalf of themselves, or a group; or the lead person on site, on behalf of the renting group.

8. Reporting & Record Keeping

8.1. Reporting:

- 8.1.1. Incidents should be reported to a facility staff, security; or facility renter.
- 8.1.2. Incidents can be reported by any individual witness to the incident, or on behalf of the person perceiving the incident as racist and/or discriminatory.

8.2. Record Keeping:

- 8.2.1. A written report of the incident (Appendix B), including names of those involved, a summary of the incident, and also the action taken, is to be completed by the individual dealing with the incident.
- 8.2.2. A record of reports should be kept by the facility supervisor/manager.

9. Discipline

- 9.1. There is to be zero tolerance for acts of racism and/or discrimination.
- 9.2. Any individual(s) responsible for acts of racism and/or discrimination are required to cooperate with the decided discipline; which may include vacating the facility property.
- 9.3. Facility manager/supervisor can utilize their discretion in the banning of any individuals based on the severity of the incident.

10. Review and Report

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

11. Amendments

Date	Amendments
December 11, 2023	Policy adopted by Commission

Appendix A — Policy Protocol

Following a reported incident:

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

Note:

- Should a facility supervisor be available, they should be the one to deal with the incident.
- Should a facility supervisor NOT be available, next in charge would be a facility staff person, or security.
- In the event that no facility staff are present, the individual acting as the Facility Renter will become the individual to follow the Policy Protocol.

Appendix B — Incident Report Form

Date: _____ Facility Name: _____

Name of Report Writer: _____

Contact Information: _____

Name of Complainant: _____

Contact Information: _____

Name of Accused: _____

Contact Information: _____

Summary of Incident:

Action Taken:

Signature: _____

Manager Signature: _____



Village of New Minas
Commission Meeting
January 8, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

11. Correspondence