



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

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. January 8, 2024 Village Commission Meeting
5. Business Arising from Minutes:
 - a. January 8, 2024 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
 - a. Beautification Committee — Report and draft minutes included in package
 - b. Finance & Audit Committee — Draft minutes included in package
 - c. Joint Accessibility Advisory Committee — No meeting since last report
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — Draft minutes included in package
9. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. 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. Promotion of Economic Development
 - b. Active Living Coordinator Position
 - c. Douglas Street Park
11. Correspondence
 - a. ANSV Staff Position
12. Other Business
13. General Public Input
14. Adjournment



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

4. Approval of Minutes



Village of New Minas
Commission Meeting
January 8, 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
- Laura Jacobs, Active Living Coordinator

Others Present:

- Donna Randell (via Zoom)

1. Call to Order:

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

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 8, 2024 Commission Meeting be approved as circulated.

M/James Redmond

S/Quentin Hill

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. December 11, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the December 11, 2023 Village Commission Meeting be approved as circulated.

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

5. Business Arising from Minutes:

- a. December 11, 2023 Village Commission Meeting

There was no business arising from the December 11, 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.

8. Committee Reports:

- c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the January 8, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the January 8, 2024 Commission agenda package and as verbally summarized by Quentin Hill.

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

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the January 8, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the January 8, 2024 Commission agenda package and as verbally summarized by James Redmond.

M/Quentin Hill
S/Debra Windle Smith
Motion Carried

e. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the January 8, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the January 8, 2024 Commission agenda package and as verbally summarized by James Redmond.

M/Quentin Hill
S/Debra Windle Smith
Motion Carried

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the January 8, 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
- e. Active Living Coordinator — Report included in package

Motion:

THAT the Staff Reports be received as included in the January 8, 2024 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/James Redmond
S/Quentin Hill
Motion Carried

10. New Business:

- a. Anti-Racism and Discrimination Policy for Recreational Facilities

The Active Living Coordinator presented the draft policy included in the January 8, 2024 Commission agenda package.

Motion:

THAT the Anti-Racism and Discrimination Policy for Recreational Facilities be adopted as included in the January 8, 2024 Commission agenda package.

M/Debra Winde-Smith

S/James Redmond

Motion Carried

11. Correspondence:

There was no correspondence.

12. Other Business:

There was no other business.

13. General Public Input:

Donna Randell inquired whether the budget meetings will be open to the public, which was confirmed by the Clerk Treasurer/CAO.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:23pm.

Motion:

THAT the meeting be adjourned.

M/James Redmond

S/Quentin Hill

Motion Carried



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

8. Committee Reports

Information Report (Agenda Item 8.a.)

To: Village Commission

By: Mary Munroe, Village Commissioner

Meeting Date: February 12, 2024

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — January 17, 2024

On January 17th the Beautification Committee met for two hours in preparation for the Village Commission’s 2024-25 budget allocations meetings in February. Most projects we decided to recommend had been in various stages of discussion during 2023 and before.

The cumulative improvements to street beautification and pocket parks continue to be well received in our community and visioning will continue over the next year. While we were not successful in receiving external grant funding last year our record of benefiting from grants has allowed us to tackle very visible projects and we plan to apply again this year.

The Committee began to explore the idea of adding a focus to its mandate for beautification of our Village parks network and this will be further discussed this year. Whether grant funding will support this focus remains to be seen. We will bring forward a recommendation to the Commission after further deliberations.

The list of priorities we will submit for this year’s Village budget allocation includes: further development in Founding Father’s Park including enlarging the parking area and adding accessible paths and surfaces; more street banners; another phase of seasonal features in Lockhart and Ryan Park; and, a replacement for the flowering tree that didn’t survive in the Crescent Corner West Pocket Park.

Successful grant funding applications tend to be announced late in the season, so if we receive funds this summer, those additional funds will allow us to: add swinging bench seating to the developing river viewing area in Founding Fathers Park; add more street banners and hardware to hang them; additional seasonal decor for Lockhart and Ryan Park; anchoring the ends of the garden on Prospect Road with armour rock similar to the design in the Crescent Corner East Pocket Park, and adding a planter for the seated area there; and, additional solar lights for our pocket parks. Also, if it qualifies for grant funding, an investment will be made for a seasonal float for the Village Christmas parade.

Respectfully submitted,

Mary Munroe, Chairperson

On behalf of the New Minas Beautification Committee



Village of New Minas
Beautification Committee
January 17, 2024 @ 9:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Mary Munroe, Commission Member & Chair
- Debra Windle-Smith, Commission Member
- Agnes Wojt, Citizen Member (via Zoom)
- Donna Randell, Citizen Member
- John Ansara, Director of Recreation & Community Development
- Gerard Hamilton, Manager of Municipal Operations

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 9:31am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 17, 2024 Beautification Committee Meeting be approved as circulated.

M/ Debra Windle-Smith

S/ Gerard Hamilton

Motion Carried

3. Approval of Minutes:

- a. November 15, 2023 Beautification Committee Meeting

Motion:

THAT the Minutes for the November 15, 2023 Beautification Committee Meeting be approved as circulated.

M/ Gerard Hamilton
S/ Debra Windle-Smith
Motion Carried

4. Business Arising from Minutes:

- a. November 15, 2023 Beautification Committee Meeting

There was no business arising from the November 15, 2023 minutes.

5. Comments from the Chair:

The Chair discussed opportunities for visioning and prioritizing initiatives in future meetings, starting in March.

6. Presentations:

There were no presentations.

7. Budget Deliberations

The Committee discussed project ideas and costs for the 2024/25 fiscal year. The following projects were recommended for approval by the Village Commission in the 2024/25 Capital Budget:

Assuming no external funding:

- Founding Fathers Park: \$15,000
 - Expanded parking: \$5,000
 - Walkway and pavers: \$10,000
- Banners: \$3,500
- Decorations: \$5,000
 - Cut-outs and lights for L&R Park: \$5,000
- Trees: \$1,500
 - Christmas tree planting @ LMCC: \$1,000
 - Tree @ Crescent Park West: \$500
- **Total: \$25,000**

Assuming \$25,000 additional external funding:

- Founding Fathers Park: \$19,000
 - Expanded parking: \$5,000
 - Walkway and pavers: \$10,000

- Swing: \$4,000
- Banners: \$6,500
 - Christmas: \$170 x 5 = \$1,000
 - Seasonal: \$170 x 17 = \$3,000
 - Hardware: \$2,500
- Decorations: \$14,000
 - Cut-outs and lights for L&R Park: \$10,000
 - Christmas float: \$4,000
- Trees: \$1,500
 - Christmas tree planting @ LMCC: \$1,000
 - Tree @ Crescent Park West: \$500
- Community Parks: \$9,000
 - Prospect Road Park armor rock: \$3,000
 - Prospect Road Park planter: \$2,000
 - Crescent Park East solar lights: \$500
 - Park amenities: \$3,500
- **Total: \$50,000**

Future Years:

- Subdivision Parks
- New Minas Lettering at Exit 11a
- Hwy 101 sign

8. Next Meeting Date:

- a. March 20, 2024

The next meeting is scheduled for Wednesday March 20, 2024 @ 10:30am at the LMCC and via online video conference (Zoom).

9. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:26am.

Motion:

THAT the meeting be adjourned.

M/ Debra Windle-Smith

S/ Donna Randell

Motion Carried



Village of New Minas
Finance & Audit Committee
January 17, 2024 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Dave Chaulk, Commission Member & Chair
- Quentin Hill, Commission Member (via Zoom)
- Valerie Kneen-Teed, Citizen Member
- Bruce MacArthur, Citizen Member

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Shelly Palmer, Manager of Finance

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:02pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 17, 2024 Finance & Audit Committee Meeting be approved as circulated.

M/Quentin Hill

S/Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. October 18, 2023 Finance & Audit Committee Meeting

Motion:

THAT the Minutes for the October 18, 2023 Finance & Audit Committee Meeting be approved as amended.

**M/Quentin Hill
S/Bruce MacArthur
Motion Carried**

4. Business Arising from Minutes:

- a. October 18, 2023 Finance & Audit Committee Meeting

There was no business arising from the October 18, 2023 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

There were no presentations.

7. New Business:

- a. Q3 Variance Reports

The Clerk Treasurer/CAO presented the Q3 Variance Report and Statement of Accounts as attached in Appendix A, which were reviewed on a line by line basis.

Motion:

THAT the Q3 Variance Report and Statement of Accounts be received as presented by the Clerk Treasurer/CAO.

**M/Bruce MacArthur
S/Quentin Hill
Motion Carried**

8. Next Meeting Date:

- a. April 17, 2024

The next meeting is scheduled for Wednesday April 17, 2024 @ 3:00 pm at the Commission Room of the LMCC.

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:56pm.

Motion:

THAT the meeting be adjourned.

M/Bruce MacArthur
S/Quentin Hill
Motion Carried

DRAFT

**Appendix A —
Q3 Variance Reports and Statement of Accounts**

DRAFT



Village of New Minas
Statement of Revenue & Expense
For the Period Ending December 31, 2023

Administration	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Administration Revenue							
12410 - Tax Certificate Fees	\$ 160.00	\$ 200.00	80%	\$ (40.00)	-20%	\$ 300.00	\$ 140.00
14900 - Miscellaneous Revenue	\$ 120.75	\$ 900.00	13%	\$ (779.25)	-87%	\$ 1,200.00	\$ 1,079.25
15160 - Dog Licenses	\$ 565.00	\$ 180.00	314%	\$ 385.00	214%	\$ 900.00	\$ 335.00
15500 - Refund PST on Gas/Diesel	\$ 1,880.84	\$ 2,700.00	70%	\$ (819.16)	-30%	\$ 2,700.00	\$ 819.16
15510 - Earned Interest	\$ 66,074.41	\$ 45,000.00	147%	\$ 21,074.41	47%	\$ 60,000.00	\$ (6,074.41)
15700 - HST Offset - Nova Scotia Power/UNSM	\$ 12,552.74	\$ 12,000.00	105%	\$ 552.74	5%	\$ 12,000.00	\$ (552.74)
18000 - Shared Services Revenue	\$ 129,929.00	\$ 129,929.00	100%	\$ -	0%	\$ 129,929.00	\$ -
Total Administration Revenue	\$ 211,282.74	\$ 190,909.00	111%	\$ 20,373.74	11%	\$ 207,029.00	\$ (4,253.74)
Administration Expenditures							
21136 - Service Charges	\$ -	\$ 360.00	0%	\$ 360.00	100%	\$ 480.00	\$ 480.00
21210 - Salaries	\$ 126,970.70	\$ 114,832.63	111%	\$ (12,138.07)	-11%	\$ 213,687.88	\$ 86,717.18
21212 - CPP	\$ 44,516.03	\$ 60,619.00	73%	\$ 16,102.97	27%	\$ 82,442.00	\$ 37,925.97
21213 - EI Premiums	\$ 18,820.68	\$ 23,231.00	81%	\$ 4,410.32	19%	\$ 31,592.00	\$ 12,771.32
21213A - Pension	\$ 53,025.58	\$ 53,707.00	99%	\$ 681.42	1%	\$ 73,511.00	\$ 20,485.42
21213B - Medical & Dental	\$ 28,750.59	\$ 30,888.00	93%	\$ 2,137.41	7%	\$ 41,184.00	\$ 12,433.41
21213C - Group Insurance	\$ 8,685.81	\$ 7,990.00	109%	\$ (695.81)	-9%	\$ 10,870.00	\$ 2,184.19
21213D - Bonus	\$ 3,761.11	\$ 6,376.00	59%	\$ 2,614.89	41%	\$ 7,250.00	\$ 3,488.89
21213E - Workers Compensation	\$ 30,585.54	\$ 32,089.00	95%	\$ 1,503.46	5%	\$ 43,687.00	\$ 13,101.46
21215 - Legal Expense	\$ 2,402.71	\$ 4,500.00	53%	\$ 2,097.29	47%	\$ 6,000.00	\$ 3,597.29
21220 - BMW Utility Vehicle - 33%	\$ 1,015.50	\$ 900.00	113%	\$ (115.50)	-13%	\$ 1,200.00	\$ 184.50
21225 - Audit	\$ 8,864.27	\$ 10,600.00	84%	\$ 1,735.73	16%	\$ 10,600.00	\$ 1,735.73
21230 - Stationary & Office Supplies	\$ 2,929.66	\$ 2,925.00	100%	\$ (4.66)	0%	\$ 3,900.00	\$ 970.34
21230A - Postage	\$ 4,079.32	\$ 5,000.00	82%	\$ 920.68	18%	\$ 8,000.00	\$ 3,920.68
21230B - Lease & Service Agreements	\$ 3,970.04	\$ 5,130.00	77%	\$ 1,159.96	23%	\$ 7,695.00	\$ 3,724.96
21230C - Telephone	\$ 2,665.82	\$ 3,330.00	80%	\$ 664.18	20%	\$ 4,440.00	\$ 1,774.18
21230E - Website	\$ 350.27	\$ -	-	\$ (350.27)	0%	\$ 400.00	\$ 49.73
21230F - Advertising	\$ 505.15	\$ 735.00	69%	\$ 229.85	31%	\$ 880.00	\$ 374.85
21230G - Computer Support	\$ 607.28	\$ 1,800.00	34%	\$ 1,192.72	66%	\$ 2,400.00	\$ 1,792.72
21230I - Miscellaneous	\$ 1,447.77	\$ 1,800.00	80%	\$ 352.23	20%	\$ 2,400.00	\$ 952.23
21230J - Publications	\$ -	\$ 135.00	0%	\$ 135.00	100%	\$ 180.00	\$ 180.00
21230K - Software	\$ 22,665.31	\$ 23,400.00	97%	\$ 734.69	3%	\$ 31,200.00	\$ 8,534.69
21231N - Insurance	\$ 226,486.24	\$ 241,000.00	94%	\$ 14,513.76	6%	\$ 241,000.00	\$ 14,513.76
21235 - Travel and Conference	\$ 2,449.27	\$ 4,605.00	53%	\$ 2,155.73	47%	\$ 4,725.00	\$ 2,275.73
21235A - Courses and Training	\$ 625.36	\$ 3,600.00	17%	\$ 2,974.64	83%	\$ 4,800.00	\$ 4,174.64
21235B - Memberships	\$ 301.07	\$ 630.00	48%	\$ 328.93	52%	\$ 840.00	\$ 538.93
21235C - Staff Meetings	\$ 508.31	\$ 1,125.00	45%	\$ 616.69	55%	\$ 1,500.00	\$ 991.69
21236 - Bank Charges	\$ 8,665.90	\$ 7,470.00	116%	\$ (1,195.90)	-16%	\$ 9,960.00	\$ 1,294.10
21940 - Marketing and Development	\$ -	\$ 1,500.00	0%	\$ 1,500.00	100%	\$ 2,000.00	\$ 2,000.00
21970 - Dog Tags	\$ -	\$ 126.00	0%	\$ 126.00	100%	\$ 630.00	\$ 630.00
Total Administration Expenditures	\$ 605,655.29	\$ 650,403.63	93%	\$ 44,748.34	7%	\$ 849,453.88	\$ 243,798.59

General Government (Commissioners, Crosswalk & Property Tax)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
General Government Revenue							
11110 - Residential Property Taxes	\$ 1,149,420.28	\$ 1,201,203.00	96%	\$ (51,782.72)	-4%	\$ 1,269,195.00	\$ 119,774.72
11121 - Commercial Property Taxes	\$ 826,294.93	\$ 855,815.00	97%	\$ (29,520.07)	-3%	\$ 904,256.00	\$ 77,961.07
11131 - Resource Property Taxes	\$ 6,453.82	\$ 7,695.00	84%	\$ (1,241.18)	-16%	\$ 8,130.00	\$ 1,676.18
11145 - Interest on Property Taxes	\$ 12,086.93	\$ 11,700.00	103%	\$ 386.93	3%	\$ 16,200.00	\$ 4,113.07
12210 - Grants in Lieu of Taxes Federal	\$ 41,915.97	\$ 41,700.00	101%	\$ 215.97	1%	\$ 41,700.00	\$ (215.97)
12310 - Grants In Lieu of Taxes - Provincial	\$ 15,699.00	\$ 16,265.00	97%	\$ (566.00)	-3%	\$ 16,265.00	\$ 566.00
13310 - Crosswalk Services	\$ 9,840.00	\$ 9,648.00	102%	\$ 192.00	2%	\$ 9,648.00	\$ (192.00)
Total General Government Revenue	\$ 2,061,710.93	\$ 2,144,026.00	96%	\$ (82,315.07)	-4%	\$ 2,265,394.00	\$ 203,683.07
General Government Expenditures							
21110 - Remuneration	\$ 45,725.77	\$ 45,516.00	100%	\$ (209.77)	0%	\$ 62,964.00	\$ 17,238.23
21112 - Committee Honorariums	\$ 1,750.00	\$ 1,501.00	117%	\$ (249.00)	-17%	\$ 2,000.00	\$ 250.00
21132 - Travel and Expenses	\$ 628.97	\$ 1,810.00	35%	\$ 1,181.03	65%	\$ 1,960.00	\$ 1,331.03
21133A - Other Expenses	\$ 4,250.18	\$ 4,262.50	100%	\$ 12.32	0%	\$ 7,550.00	\$ 3,299.82
21134 - Membership Dues	\$ -	\$ 400.00	0%	\$ 400.00	100%	\$ 500.00	\$ 500.00
21135 - Elections Expense	\$ -	\$ 3,000.00	0%	\$ 3,000.00	100%	\$ 3,000.00	\$ 3,000.00
21950 - Grants & Special Donations	\$ 53,461.08	\$ 52,938.00	101%	\$ (523.08)	-1%	\$ 53,088.00	\$ (373.08)
21950A - Apple Blossom Festival	\$ 2,142.28	\$ 3,100.00	69%	\$ 957.72	31%	\$ 3,100.00	\$ 957.72
21960 - Youth Engagement	\$ 3,000.00	\$ 3,500.00	86%	\$ 500.00	14%	\$ 3,500.00	\$ 500.00
21238 - Crossing Guard Wages	\$ 12,501.20	\$ 13,035.36	96%	\$ 534.16	4%	\$ 18,557.76	\$ 6,056.56
21242 - Tax Expense	\$ -	\$ 500.00	0%	\$ 500.00	100%	\$ 1,700.00	\$ 1,700.00
22450 - Fire Protection Hydrant Tax	\$ 265,650.00	\$ 265,650.00	100%	\$ -	0%	\$ 265,650.00	\$ -
Total General Government Expenditures	\$ 389,109.48	\$ 395,212.86	98%	\$ 6,103.38	2%	\$ 423,569.76	\$ 34,460.28

Facility (Facility & Bar Services)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Facility Revenue							
15300 - Facility Rental Revenue	\$ 40,558.14	\$ 41,500.00	98%	\$ (941.86)	-2%	\$ 53,500.00	\$ 12,941.86
15400 - Membership Fees/Drop In Fees	\$ 26,910.38	\$ 20,250.00	133%	\$ 6,660.38	33%	\$ 27,000.00	\$ 89.62
17572A - Craft Fair Revenue	\$ 1,747.75	\$ 1,700.00	103%	\$ 47.75	3%	\$ 1,700.00	\$ (47.75)
15310 - Facility Bar Revenue	\$ 6,442.69	\$ 9,000.00	72%	\$ (2,557.31)	-28%	\$ 12,000.00	\$ 5,557.31
Total Facility Revenue	\$ 75,658.96	\$ 72,450.00	104%	\$ 3,208.96	4%	\$ 94,200.00	\$ 18,541.04
Facility Expenditures							
21250 - Facility Wages	\$ 86,126.81	\$ 98,370.40	88%	\$ 12,243.59	12%	\$ 129,074.92	\$ 42,948.11
21251 - Power	\$ 33,221.13	\$ 31,500.00	105%	\$ (1,721.13)	-5%	\$ 42,000.00	\$ 8,778.87
21251A - Repairs & Maintenance	\$ 18,976.46	\$ 11,250.00	169%	\$ (7,726.46)	-69%	\$ 15,000.00	\$ (3,976.46)
21251B - Staff Clothing	\$ -	\$ 601.00	0%	\$ 601.00	100%	\$ 800.00	\$ 800.00
21251C - Supplies	\$ 6,980.82	\$ 8,437.00	83%	\$ 1,456.18	17%	\$ 11,250.00	\$ 4,269.18
21251E - Staff Training	\$ -	\$ 450.00	0%	\$ 450.00	100%	\$ 600.00	\$ 600.00
21251F - Propane	\$ 516.85	\$ 1,485.00	35%	\$ 968.15	65%	\$ 1,980.00	\$ 1,463.15
21251H - Water & Sewage	\$ 718.01	\$ 620.00	116%	\$ (98.01)	-16%	\$ 800.00	\$ 81.99
21251I - Waste Removal	\$ 3,316.75	\$ 2,700.00	123%	\$ (616.75)	-23%	\$ 3,600.00	\$ 283.25
21251J - Telephone	\$ 469.29	\$ 495.00	95%	\$ 25.71	5%	\$ 660.00	\$ 190.71
21251K - Equipment & Maintenance Contracts	\$ 6,038.93	\$ 5,400.00	112%	\$ (638.93)	-12%	\$ 7,200.00	\$ 1,161.07
21251L - Administration Expenses	\$ 222.59	\$ 250.00	89%	\$ 27.41	11%	\$ 250.00	\$ 27.41
21251M - Grounds Maintenance	\$ 3,000.00	\$ 3,000.00	100%	\$ -	0%	\$ 3,000.00	\$ -
27113A - Craft Fair Expenses	\$ -	\$ 400.00	0%	\$ 400.00	100%	\$ 400.00	\$ 400.00
21251N - Bar Liquor Purchases	\$ 2,882.19	\$ 3,150.00	91%	\$ 267.81	9%	\$ 4,200.00	\$ 1,317.81
21251O - Bar Labour	\$ 1,603.75	\$ 2,700.00	59%	\$ 1,096.25	41%	\$ 3,600.00	\$ 1,996.25
21251P - Mix Supplies	\$ -	\$ 630.00	0%	\$ 630.00	100%	\$ 840.00	\$ 840.00
21251Q - Dry Goods Expense	\$ -	\$ 270.00	0%	\$ 270.00	100%	\$ 360.00	\$ 360.00
21251R - Miscellaneous	\$ -	\$ -		\$ -	0%	\$ -	\$ -
Total Facility Expenditures	\$ 164,073.58	\$ 171,708.40	96%	\$ 7,634.82	4%	\$ 225,614.92	\$ 61,541.34

Fire Services	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Fire Services Revenue							
13320 - Kings County Grant	\$ 282,975.00	\$ 282,976.00	100%	\$ (1.00)	0%	\$ 282,976.00	\$ 1.00
13321 - Fire Department Payments	\$ 2,287.53	\$ -		\$ 2,287.53	0%	\$ 6,925.00	\$ 4,637.47
Total Fire Services Revenue	\$ 285,262.53	\$ 282,976.00	101%	\$ 2,286.53	1%	\$ 289,901.00	\$ 4,638.47
Fire Services Expenditures							
22460 - Travel & Training	\$ 20,856.95	\$ 6,001.00	348%	\$ (14,855.95)	-248%	\$ 8,000.00	\$ (12,856.95)
22472 - Building Maintenance & Repairs	\$ 13,862.53	\$ 19,735.00	70%	\$ 5,872.47	30%	\$ 26,312.00	\$ 12,449.47
22473 - Heating Fuel	\$ 5,534.97	\$ 11,250.00	49%	\$ 5,715.03	51%	\$ 18,000.00	\$ 12,465.03
22474 - Power	\$ 8,402.13	\$ 10,000.00	84%	\$ 1,597.87	16%	\$ 15,000.00	\$ 6,597.87
22475 - Telephone	\$ 6,257.66	\$ 5,247.00	119%	\$ (1,010.66)	-19%	\$ 7,000.00	\$ 742.34
22476 - Wages	\$ 31,665.78	\$ 31,669.00	100%	\$ 3.22	0%	\$ 41,170.00	\$ 9,504.22
22476A - Benefits & Deductions	\$ 5,922.85	\$ 6,282.00	94%	\$ 359.15	6%	\$ 8,376.00	\$ 2,453.15
22476C - Workers Compensation	\$ 3,461.28	\$ 4,125.00	84%	\$ 663.72	16%	\$ 5,500.00	\$ 2,038.72
22480 - Chemicals	\$ -	\$ -		\$ -	0%	\$ -	
22481 - Equipment, Appliances, Hoses	\$ 20,460.38	\$ 12,449.00	164%	\$ (8,011.38)	-64%	\$ 16,600.00	\$ (3,860.38)
22482 - Vehicle Gas & Diesel	\$ 12,271.04	\$ 10,624.00	116%	\$ (1,647.04)	-16%	\$ 15,000.00	\$ 2,728.96
22483 - Vehicle Maintenance	\$ 47,952.89	\$ 35,251.00	136%	\$ (12,701.89)	-36%	\$ 47,000.00	\$ (952.89)
22485 - Uniforms	\$ 11,179.68	\$ 9,000.00	124%	\$ (2,179.68)	-24%	\$ 12,000.00	\$ 820.32
22486 - Licenses & Communications	\$ 7,208.20	\$ 8,100.00	89%	\$ 891.80	11%	\$ 10,800.00	\$ 3,591.80
22488 - Legal & Professional Fees	\$ -	\$ 500.00	0%	\$ 500.00	100%	\$ 1,000.00	\$ 1,000.00
22489 - Dues	\$ 71.15	\$ 225.00	32%	\$ 153.85	68%	\$ 300.00	\$ 228.85
22494 - Audit	\$ 5,214.27	\$ 4,954.00	105%	\$ (260.27)	-5%	\$ 4,954.00	\$ (260.27)
22495 - General Office Expenses	\$ 3,116.32	\$ 4,565.00	68%	\$ 1,448.68	32%	\$ 6,088.00	\$ 2,971.68
22495A - Honorariums	\$ -	\$ -		\$ -	0%	\$ 7,300.00	\$ 7,300.00
22495C - Canaan Tower User Fee	\$ -	\$ -		\$ -	0%	\$ -	
22496 - Insurance	\$ 40,538.90	\$ 38,626.00	105%	\$ (1,912.90)	-5%	\$ 39,501.00	\$ (1,037.90)
Total Fire Services Expenditures	\$ 243,976.98	\$ 218,603.00	112%	\$ (25,373.98)	-12%	\$ 289,901.00	\$ 45,924.02

Recreation	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Recreation Recreation Revenue							
17569 - Recreation - Kaleidoscope Program	\$ -	\$ -		\$ -	0%	\$ -	
17570A - Recreation - Seasonal Programs	\$ 42,672.55	\$ 30,465.00	140%	\$ 12,207.55	40%	\$ 40,620.00	\$ (2,052.55)
17570B - Recreation - Summer Day Camp	\$ 97,153.97	\$ 89,200.00	109%	\$ 7,953.97	9%	\$ 89,200.00	\$ (7,953.97)
17570C - Recreation - March Break Day Camps	\$ 50.00	\$ -		\$ 50.00	0%	\$ 5,280.00	\$ 5,230.00
17570D - Recreation - Any Child Can Participate	\$ 3,252.75	\$ -		\$ 3,252.75	0%	\$ -	
17570E - Recreation - Adventure Club	\$ 90,871.09	\$ 108,608.00	84%	\$ (17,736.91)	-16%	\$ 155,200.00	\$ 64,328.91
17570F - Recreation - After School Programs	\$ -	\$ -		\$ -	0%	\$ -	
17571 - Recreation - Special Events	\$ -	\$ 1,500.00	0%	\$ (1,500.00)	-100%	\$ 1,500.00	\$ 1,500.00
17571B - Recreation - Celebration of Lights	\$ -	\$ 1,000.00	0%	\$ (1,000.00)	-100%	\$ 1,000.00	\$ 1,000.00
17572 - Recreation - Employment Grants	\$ 20,000.00	\$ 22,500.00	89%	\$ (2,500.00)	-11%	\$ 27,500.00	\$ 7,500.00
17573 - Recreation - Celebration Days	\$ 1,500.00	\$ 250.00	600%	\$ 1,250.00	500%	\$ 250.00	\$ (1,250.00)
17573A - Recreation - Canada Day	\$ -	\$ 1,000.00	0%	\$ (1,000.00)	-100%	\$ 1,000.00	\$ 1,000.00
17575A - Recreation - County of Kings Professional	\$ -	\$ 20,000.00	0%	\$ (20,000.00)	-100%	\$ 20,000.00	\$ 20,000.00
Total Recreation Revenue	\$ 255,500.36	\$ 274,523.00	93%	\$ (19,022.64)	-7%	\$ 341,550.00	\$ 86,049.64
Recreation Expenditures							
27110 - Management Salaries	\$ 52,891.51	\$ 56,866.90	93%	\$ 3,975.39	7%	\$ 73,926.98	\$ 21,035.47
27111 - Intern Events Coordinator	\$ -	\$ -		\$ -	0%	\$ -	
27111H - Program & Event Wages	\$ -	\$ 1,500.00	0%	\$ 1,500.00	100%	\$ 1,500.00	\$ 1,500.00
27111J - Fitness Incentive	\$ -	\$ -		\$ -	0%	\$ -	
27111K - Recreation - Summer Day Camps Salaries	\$ 86,742.82	\$ 83,640.96	104%	\$ (3,101.86)	-4%	\$ 83,640.96	\$ (3,101.86)
27112 - Summer Day Camp Expenses	\$ 11,027.68	\$ 6,300.00	175%	\$ (4,727.68)	-75%	\$ 6,300.00	\$ (4,727.68)
27112A - Seasonal Program Expenses	\$ 9,957.72	\$ 11,250.00	89%	\$ 1,292.28	11%	\$ 15,000.00	\$ 5,042.28
27112B - After School Programs	\$ 70.27	\$ -		\$ (70.27)	0%	\$ -	
27112C - Active Kids Healthy Kids Grant	\$ -	\$ 500.00	0%	\$ 500.00	100%	\$ 500.00	\$ 500.00
27112D - March Break Camps	\$ -	\$ -		\$ -	0%	\$ 5,292.80	\$ 5,292.80
27112E - Any Child Can Participate	\$ 2,840.00	\$ 2,250.00	126%	\$ (590.00)	-26%	\$ 3,000.00	\$ 160.00
27112G - Active Living Coordinator	\$ 39,850.70	\$ 42,196.15	94%	\$ 2,345.45	6%	\$ 54,855.00	\$ 15,004.30
27113 - Equipment Purchase & Maintenance	\$ (2,946.30)	\$ 1,530.00	-193%	\$ 4,476.30	293%	\$ 2,040.00	\$ 4,986.30
27114 - Stationary	\$ 2,226.99	\$ 2,080.00	107%	\$ (146.99)	-7%	\$ 2,440.00	\$ 213.01
27114A - Software	\$ 2,802.49	\$ -		\$ (2,802.49)	0%	\$ 6,750.00	\$ 3,947.51
27114B - Telephone	\$ 1,150.33	\$ 1,530.00	75%	\$ 379.67	25%	\$ 2,040.00	\$ 889.67
27114D - Advertising	\$ 1,315.99	\$ 2,250.00	58%	\$ 934.01	42%	\$ 3,000.00	\$ 1,684.01
27114E - Kaleidoscope Expenses	\$ -	\$ -		\$ -	0%	\$ -	
27114F - Miscellaneous Expense	\$ 113.42	\$ 600.00	19%	\$ 486.58	81%	\$ 600.00	\$ 486.58

27114G - Photocopies	\$ 811.39	\$ 360.00	225%	\$ (451.39)	-125%	\$ 480.00	\$ (331.39)
27115 - Travel & Conference	\$ 2,981.47	\$ 4,050.00	74%	\$ 1,068.53	26%	\$ 5,400.00	\$ 2,418.53
27116A - Staff Training	\$ 2,254.37	\$ 900.00	250%	\$ (1,354.37)	-150%	\$ 1,200.00	\$ (1,054.37)
27116B - Membership Fees	\$ 476.94	\$ 2,385.00	20%	\$ 1,908.06	80%	\$ 3,180.00	\$ 2,703.06
27119 - Special Events	\$ 112.59	\$ 3,400.00	3%	\$ 3,287.41	97%	\$ 3,400.00	\$ 3,287.41
27119A - Celebration of Lights	\$ 4,567.42	\$ 5,000.00	91%	\$ 432.58	9%	\$ 5,000.00	\$ 432.58
27119C - Celebration Days	\$ 6,056.36	\$ 10,000.00	61%	\$ 3,943.64	39%	\$ 10,000.00	\$ 3,943.64
27119D - Volunteer Week	\$ 61.88	\$ 150.00	41%	\$ 88.12	59%	\$ 150.00	\$ 88.12
27119E - Canada Day	\$ 4,691.27	\$ 7,350.00	64%	\$ 2,658.73	36%	\$ 7,350.00	\$ 2,658.73
27119F - Adventure Club Expenses	\$ 5,492.44	\$ 4,200.00	131%	\$ (1,292.44)	-31%	\$ 6,000.00	\$ 507.56
27119G - Adventure Club Labour	\$ 70,909.45	\$ 86,392.67	82%	\$ 15,483.22	18%	\$ 119,167.92	\$ 48,258.47
27190 - Trails Lease	\$ -	\$ -		\$ -	0%	\$ 2,100.00	\$ 2,100.00
Total Recreation Expenditures	\$ 306,459.20	\$ 336,681.69	91%	\$ 30,222.49	9%	\$ 424,313.66	\$ 117,854.46

Parks/Playgrounds	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Parks/Playgrounds Revenue							
17574 - Community Development Grant	\$ -	\$ -		\$ -	0%	\$ 5,000.00	\$ 5,000.00
17576 - Misc Revenue	\$ 10,000.00	\$ 10,000.00	100%	\$ -	0%	\$ 10,000.00	\$ -
17577 - Field & Other Revenue	\$ 7,152.50	\$ 9,500.00	75%	\$ (2,347.50)	-25%	\$ 9,500.00	\$ 2,347.50
Total Parks/Playgrounds Revenue	\$ 17,152.50	\$ 19,500.00	88%	\$ (2,347.50)	-12%	\$ 24,500.00	\$ 7,347.50
Parks/Playgrounds Expenditures							
27170 - Parks/Playgrounds - Wages	\$ 100,478.95	\$ 129,359.72	78%	\$ 28,880.77	22%	\$ 168,167.63	\$ 67,688.68
27170G - Parks/Playgrounds - Travel & Training	\$ 247.68	\$ 450.00	55%	\$ 202.32	45%	\$ 600.00	\$ 352.32
27179 - Sign Truck Gas & Maintenance	\$ 3,427.72	\$ 5,600.00	61%	\$ 2,172.28	39%	\$ 6,800.00	\$ 3,372.28
27180 - Parks Building Maintenance	\$ 2,855.75	\$ 900.00	317%	\$ (1,955.75)	-217%	\$ 900.00	\$ (1,955.75)
27180A - Power	\$ 4,696.49	\$ 4,400.00	107%	\$ (296.49)	-7%	\$ 6,300.00	\$ 1,603.51
27180B - Furnace Oil	\$ -	\$ 900.00	0%	\$ 900.00	100%	\$ 1,800.00	\$ 1,800.00
27180C - Maintenance & Cleaning	\$ 1,969.96	\$ 2,610.00	75%	\$ 640.04	25%	\$ 3,480.00	\$ 1,510.04
27180D - Equipment Diesel	\$ 3,345.04	\$ 4,000.00	84%	\$ 654.96	16%	\$ 4,000.00	\$ 654.96
27180E - Fields/Grounds/Splash Pad Maintenance	\$ 16,412.60	\$ 30,000.00	55%	\$ 13,587.40	45%	\$ 30,000.00	\$ 13,587.40
27180F - Waste Disposal	\$ 3,459.13	\$ 2,700.00	128%	\$ (759.13)	-28%	\$ 3,600.00	\$ 140.87
27180I - Chevy Silverado Gas & Maintenance	\$ 2,790.20	\$ 3,025.00	92%	\$ 234.80	8%	\$ 3,700.00	\$ 909.80
27180K - Tools & Shop Supplies	\$ 1,294.15	\$ 900.00	144%	\$ (394.15)	-44%	\$ 1,200.00	\$ (94.15)
27180L - Water & Sewage	\$ 5,171.14	\$ 6,800.00	76%	\$ 1,628.86	24%	\$ 8,400.00	\$ 3,228.86
27180P - Telephone	\$ 2,250.59	\$ 2,385.00	94%	\$ 134.41	6%	\$ 3,180.00	\$ 929.41
27181 - F150 Gas & Maintenance	\$ 3,668.92	\$ 4,925.00	74%	\$ 1,256.08	26%	\$ 5,900.00	\$ 2,231.08
27181D - Equipment Maintenance	\$ 1,872.87	\$ 1,440.00	130%	\$ (432.87)	-30%	\$ 1,900.00	\$ 27.13
27181F - Equipment Gas	\$ 503.00	\$ 720.00	70%	\$ 217.00	30%	\$ 960.00	\$ 457.00
27182 - Tractor Diesel & Maintenance	\$ 1,534.84	\$ 5,200.00	30%	\$ 3,665.16	70%	\$ 5,200.00	\$ 3,665.16
Total Parks/Playgrounds Expenditures	\$ 155,979.03	\$ 206,314.72	76%	\$ 50,335.69	24%	\$ 256,087.63	\$ 100,108.60

Public Works (Public Works, Sidewalks & Snow Clearing)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Public Works, Sidewalks & Snow Clearing Revenue							
14901 - C of K Sidewalk Maintenance	\$ -	\$ -		\$ -	0%	\$ 20,500.00	\$ 20,500.00
Total Public Works, Sidewalks & Snow Clearing Revenue	\$ -	\$ -		\$ -	0%	\$ 20,500.00	\$ 20,500.00
Public Works Expenditures							
21240 - Public Works - Engineering Services	\$ -	\$ 7,515.00	0%	\$ 7,515.00	100%	\$ 10,020.00	\$ 10,020.00
24109 - Public Works - Wages	\$ 88,951.45	\$ 104,510.05	85%	\$ 15,558.60	15%	\$ 135,863.06	\$ 46,911.61
24112C - Public Works - Chevy Silverado Gas & Maintenance	\$ 1,353.52	\$ 3,025.00	45%	\$ 1,671.48	55%	\$ 3,700.00	\$ 2,346.48
24112F - Public Works - 2 Ton F550 Diesel & Maintenance	\$ 2,419.81	\$ 4,500.00	54%	\$ 2,080.19	46%	\$ 6,000.00	\$ 3,580.19
24113 - Public Works - Tractor Maintenance	\$ 310.39	\$ -		\$ (310.39)	0%	\$ -	
24200 - Public Works - Shop Expenses - 50%	\$ 1,740.57	\$ 1,530.00	114%	\$ (210.57)	-14%	\$ 2,040.00	\$ 299.43
24200A - Public Works - Shop Power - 50%	\$ 608.25	\$ 948.00	64%	\$ 339.75	36%	\$ 1,422.00	\$ 813.75
24200B - Public Works - Clothing and Boots	\$ 2,828.92	\$ 3,301.00	86%	\$ 472.08	14%	\$ 4,400.00	\$ 1,571.08
24200C - Public Works - Office Expenses	\$ 109.19	\$ 675.00	16%	\$ 565.81	84%	\$ 900.00	\$ 790.81
24200D - Public Works - Travel & Training	\$ 1,361.84	\$ 2,475.00	55%	\$ 1,113.16	45%	\$ 3,300.00	\$ 1,938.16
24200E - Public Works - Telephone	\$ 2,229.31	\$ 2,385.00	93%	\$ 155.69	7%	\$ 3,180.00	\$ 950.69
24200G - Public Works - Tools/Shop Supplies	\$ 684.35	\$ 1,665.00	41%	\$ 980.65	59%	\$ 2,220.00	\$ 1,535.65
24200I - Public Works - Safety Equipment	\$ 1,023.28	\$ 1,665.00	61%	\$ 641.72	39%	\$ 2,220.00	\$ 1,196.72
21220 - BMW Utility Vehicle - 33%	\$ 1,015.50	\$ 900.00	113%	\$ (115.50)	-13%	\$ 1,200.00	\$ 184.50
23240 - Street Beautification	\$ 7,608.43	\$ 10,000.00	76%	\$ 2,391.57	24%	\$ 10,000.00	\$ 2,391.57
23250 - Street Lighting	\$ 22,371.17	\$ 21,177.00	106%	\$ (1,194.17)	-6%	\$ 28,236.00	\$ 5,864.83
23232 - Sidewalk Maintenance	\$ 5,824.52	\$ 5,600.00	104%	\$ (224.52)	-4%	\$ 5,600.00	\$ (224.52)
23232A - Crosswalk Maintenance	\$ 736.71	\$ 9,000.00	8%	\$ 8,263.29	92%	\$ 9,000.00	\$ 8,263.29
23232B - Snow Clearing - Wages	\$ 36,591.77	\$ 45,529.51	80%	\$ 8,937.74	20%	\$ 59,188.36	\$ 22,596.59
23232K - Snow Clearing - Tractor Gas/Diesel	\$ 313.52	\$ 1,000.00	31%	\$ 686.48	69%	\$ 3,200.00	\$ 2,886.48
23232M - Snow Clearing - Tractor Maintenance	\$ 279.87	\$ 2,500.00	11%	\$ 2,220.13	89%	\$ 7,500.00	\$ 7,220.13
23232N - Snow Clearing - Salt/Sand	\$ -	\$ 2,500.00	0%	\$ 2,500.00	100%	\$ 7,500.00	\$ 7,500.00
23232P - Snow Clearing - Plow Tools	\$ 29.14	\$ 250.00	12%	\$ 220.86	88%	\$ 625.00	\$ 595.86
Total Public Works Expenditures	\$ 178,391.51	\$ 232,650.56	77%	\$ 54,259.05	23%	\$ 307,314.43	\$ 128,922.92

Sewer Utility	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Sewer Utility Revenue							
11210 - Sewer - User Charges	\$ 606,173.61	\$ 514,368.00	118%	\$ 91,805.61	18%	\$ 685,824.00	\$ 79,650.39
11211 - Sewer - Penalties	\$ 1,900.73	\$ 1,500.00	127%	\$ 400.73	27%	\$ 2,000.00	\$ 99.27
11212 - Sewer - Canaan Heights	\$ -	\$ -		\$ -	0%	\$ 19,562.00	\$ 19,562.00
Total Sewer Utility Revenue	\$ 608,074.34	\$ 515,868.00	118%	\$ 92,206.34	18%	\$ 707,386.00	\$ 99,311.66
Sewer Utility Expenditures							
24224A - Sewer - General Maintenance	\$ 11,456.27	\$ 8,865.00	129%	\$ (2,591.27)	-29%	\$ 11,824.00	\$ 367.73
24225 - Sewer - Wages	\$ 46,520.12	\$ 57,205.86	81%	\$ 10,685.74	19%	\$ 74,367.62	\$ 27,847.50
24233 - Sewer - Pumping Stations Power	\$ 1,620.51	\$ 2,154.00	75%	\$ 533.49	25%	\$ 3,231.00	\$ 1,610.49
24234 - Sewer - Supplies	\$ 100.53	\$ 409.00	25%	\$ 308.47	75%	\$ 546.00	\$ 445.47
24235 - Sewer - Travel & Training	\$ 765.87	\$ 486.00	158%	\$ (279.87)	-58%	\$ 646.00	\$ (119.87)
24236 - Sewer - Office Supplies	\$ 1,016.12	\$ 1,229.00	83%	\$ 212.88	17%	\$ 1,639.00	\$ 622.88
24240 - Sewer - Treatment	\$ 272,077.50	\$ 279,200.00	97%	\$ 7,122.50	3%	\$ 369,900.00	\$ 97,822.50
24242 - Sewer - Shared Services Expense	\$ 129,929.00	\$ 129,929.00	100%	\$ -	0%	\$ 129,929.00	\$ -
24250 - Sewer - Municipal Fees	\$ 8,708.94	\$ 21,500.00	41%	\$ 12,791.06	59%	\$ 25,100.00	\$ 16,391.06
24260 - Sewer - Health/Safety Expense	\$ 733.00	\$ 810.00	90%	\$ 77.00	10%	\$ 1,077.00	\$ 344.00
24290 - Sewer - Laterals	\$ -	\$ 1,615.00	0%	\$ 1,615.00	100%	\$ 1,615.00	\$ 1,615.00
28223 - Sewer - Reserve	\$ 169,637.56	\$ 87,511.00	194%	\$ (82,126.56)	-94%	\$ 87,511.00	\$ (82,126.56)
Total Sewer Utility Expenditures	\$ 642,565.42	\$ 590,913.86	109%	\$ (51,651.56)	-9%	\$ 707,385.62	\$ 64,820.20

Capital Reserve Accounts	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Capital Reserve Accounts Expenditures							
28226 - Capital Reserve	\$ 266,086.83	\$ 266,086.83	100%	\$ -	0%	\$ 266,086.83	\$ (0.00)
28227 - Equipment Reserve	\$ 51,350.09	\$ 51,350.09	100%	\$ -	0%	\$ 51,350.09	\$ 0.00
28229 - Capital Reserve from Surplus	\$ 149,382.08	\$ 149,382.08	100%	\$ -	0%	\$ 149,382.08	\$ 0.00
Total Capital Reserve Accounts Expenditures	\$ 466,819.00	\$ 466,819.00	100%	\$ -	0%	\$ 466,819.00	\$ -

Totals	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 2023-31-05	Budget at 2023-31-05	Actual as % of Budget at 2023-31-05	\$ Variance at 2023-31-05	% Variance at 2023-31-05	2023/24 Annual Budget	Annual Budget Remaining
Total Revenue	\$ 3,514,642	\$ 3,500,252	100%	\$ 14,390	0%	\$ 3,950,460	\$ 435,818
Total Expenditures	\$ 3,153,029	\$ 3,269,308	96%	\$ 116,278	4%	\$ 3,950,460	\$ 797,430



**Village of New Minas
Statement of Accounts
June 30, 2023**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,705,449.41	\$ 1,100,000.00	\$ 2,805,449.41
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 1,610,817.11	\$ -	\$ 1,610,817.11
			Subtotal	\$ 4,916,266.52
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 1,282,444.53	\$ 2,000,000.00	\$ 3,282,444.53
Water Capital & Equipment Reserve	113-240-6	\$ 186,617.98	\$ -	\$ 186,617.98
Water Operating	113-241-4	\$ 313,412.28	\$ -	\$ 313,412.28
			Subtotal	\$ 3,782,474.79
			Total	\$ 8,698,741.31



**Village of New Minas
Statement of Accounts
September 30, 2023**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,298,712.92	\$ 1,500,000.00	\$ 2,798,712.92
General Operating Reserve	121-541-7	\$ 16,164.38	\$ 500,000.00	\$ 516,164.38
General Operating	121-549-0	\$ 2,352,762.94	\$ -	\$ 2,352,762.94
			Subtotal	\$ 5,667,640.24
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 812,203.06	\$ 2,500,000.00	\$ 3,312,203.06
Water Capital & Equipment Reserve	113-240-6	\$ 200,744.21	\$ -	\$ 200,744.21
Water Operating	113-241-4	\$ 615,738.11	\$ -	\$ 615,738.11
			Subtotal	\$ 4,128,685.38
			Total	\$ 9,796,325.62



**Village of New Minas
Statement of Accounts
December 31, 2023**

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,235,068.82	\$ 1,500,000.00	\$ 2,735,068.82
General Operating Reserve	121-541-7	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
General Operating	121-549-0	\$ 1,455,548.59	\$ -	\$ 1,455,548.59
			Subtotal	\$ 5,190,617.41
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 812,203.06	\$ 2,500,000.00	\$ 3,312,203.06
Water Capital & Equipment Reserve	113-240-6	\$ 189,728.14	\$ -	\$ 189,728.14
Water Operating	113-241-4	\$ 747,570.65	\$ -	\$ 747,570.65
			Subtotal	\$ 4,249,501.85
			Total	\$ 9,440,119.26



Village of New Minas
New Minas Water Commission
January 23, 2024 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

Members Absent:

- None

Staff Present:

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

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 1:30pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 23, 2024 Water Commission Meeting be approved as circulated.

M/Dave Chaulk

S/Maynard Stevens

Motion Carried

3. Approval of Minutes:

- a. December 19, 2023 Water Commission Meeting

Motion:

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

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

4. Business Arising from Minutes:

- a. December 19, 2023 Water Commission Meeting

There was no business arising from the December 19, 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 January 23, 2024 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the January 23, 2024 Water Commission meeting and as verbally summarized by the Utility Operator.

M/Bruce MacArthur

S/Maynard Stevens

Motion Carried

- b. Q3 Variance Report

The Clerk Treasurer/CAO presented the Q3 Finance Variance Report circulated prior to the January 23, 2024 Water Commission meeting, which was reviewed line by line.

Motion:

THAT the Q3 Finance Variance Report be received as circulated prior to the January 23, 2024 Water Commission meeting and as presented by the Clerk Treasurer/CAO.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

7. Capital Projects Update:

The Clerk Treasurer/CAO provided an update on capital projects. A quotation has been received from Wetmore Appraisals for PID 55286249 (behind the Annapolis Animal Hospital on Turner Drive). Staff are awaiting confirmation from the property owner before proceeding with this work. Water meter, vfd and SCADA equipment purchases are now complete.

8. Correspondence:

There was no correspondence.

9. Other Business:

Maynard Stevens questioned whether the New Minas Water Utility adds fluoride to the water. Gerard answered that we never have, but that some utilities do. In general, utilities have phased this out. Maynard also asked when the next Source Water Protection meeting will be held. The Clerk Treasurer/CAO responded that CBCL is currently updating the Source Water Protection Plan, and the goal is to meet in the spring to review the document.

10. Public Input:

There was no public input.

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 1:50pm.

Motion:

THAT the meeting be adjourned.

**M/Dave Chaulk
S/Bruce MacArthur
Motion Carried**

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

Meeting, Date and Time Regional Sewer Committee Meeting was held on Thursday, February 1, 2024, 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
Brad Carrigan, Director of Engineering & Public Works, Lands & Parks
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)
Jeff Lawrence, Chief Administrative Officer
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: Nicolette McCahill, Site Manager, Pepsico (voting member)

Public: 3 members of the public

Meeting Called to order: The Chair called the meeting to order at 10:03 am. Roll call was taken.

(2) Additions to the Agenda: None

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

Motion carried.

(4) Conflict of Interest: None

(5) Approval of the Minutes from December 15, 2023: **On the motion of Deputy Mayor Savage and Commissioner Redmond that the Minutes from December 15, 2023, be approved.**

Motion carried.

(6) Business arising from previous minutes: None

New Business

(7) Linear Asset Update: Aaron Dondale provided a brief update.

Forcemain Breaks

- a. Last break observed on 17 Jan; repaired on 18 Jan using new pipe and couplings.

Forcemain Replacement

- a. Geotechnical Report should be received this week for review; will inform the tender for construction.
- b. Preliminary designs for replacement have been issued for preliminary review from CBCL to the EPW Department; feedback will be provided to CBCL by week's end.
- c. Final engineered design from CBCL due end of Feb.

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

Aaron Dondale provided a brief update.

Regional Aeration Upgrades

- a. Upgrade work for cell 2 complete; 100% complete.
- b. Upgrade work for cell 1 ongoing; 20% complete.
 - i. Structural infrastructure along the western berm ~50% installed; awaiting materials to be delivered to site from Nexom.
 - ii. 1 floating airline is in place: fusing of remaining airlines ongoing.
- c. Anticipated completion end of February, weather permitting.

System Assessment Review

- a. Report from WSP received on 23 January and is currently under review.
- b. Will be reviewed with the Regional Technical Subcommittee (TBD).

Development of a Multi-Year Capital Investment Plan (2024 and beyond)

- a. Initiating the creation of a comprehensive Capital Investment Plan (CIP) spanning multiple years.
- b. Emphasis on innovative strategies for improved regulatory compliance and dependable capital cost projections for Regional Partners.
- c. Informed by the System Assessment Review, the Sludge Management Plan, and other engineering reviews.
- d. Incorporating the latest operational and recapitalization estimates for a thorough understanding of investment requirements.

Discussion:

- Once the aeration is complete, we should notice less odour, correct? Yes, more air should equal less odour.
- Is there any way to prevent the Spring turnover odours? No, it is a naturally occurring event. We can do some recirculating to lessen the odour and have plans in place to do so.

How much sludge has been removed? In cell 1 we removed 100% of what we could see, in Cell 2 so far we have removed approximately 20-30%. We need to do bathymetric mapping to know for sure. We will be looking at doing mapping on a regular

basis going forward, very likely every 3-5 years. We will do the mapping and then make a sludge management plan.

(9) Compliance Update: Shivani Gilhotra provided a brief update. With the ongoing work, we are failing all testing. NSE is aware and discussions are ongoing. It is expected that once the work is complete, this will improve.

Discussion:

- Is the effluent going into the Cornwallis River reaching appropriate treatment levels, or is there enough contact time? There is not adequate contact time while work is ongoing.

(10) Financial Update: Mike Livingstone gave a brief presentation of the financial documents provided.

Discussion:

- Can we move the remainder of the consulting/study budget onto the deficit? If the Committee decides to do that, yes, we could.
- Should we see less power used with the blowers for Cell 2 being offline? We do not have all of the power bills input yet so we do not know.
- Is there an operating reserve? There was at one time, however, it has been consumed over the past couple of years.
- Is there still a capital reserve? Yes, a small one. Partner contributions will have to be reviewed in the near future.
- These overages are going to be difficult to fund. We can work together to produce a solution.
- Some items in the overage were identified in a budget area that was specifically reduced during the 2023/24 budget process so those costs should not be shared by the partners. That can be reviewed once we have all the final numbers.
- Where are we with funding applications for the Forcemain replacement? Unsure currently.

Recommendation:

That the Regional Sewer Committee receive for information, the Regional Sewer December 2023 Variance Report, as attached to the February 1, 2024, Briefing.

On the motion of Deputy Mayor Savage and Commissioner Redmond the report be received.

Motion Carried.

(11) Partner Updates:

None provided.

(12) Round Table:

Discussion:

- We are fragmented. Within the next 6-8 months we need to establish a substantial capital and operating budget a go forward plan.
- We really need to have a Pepsico representative at these meetings. Can the executive reach out to them? Yes.
- Poop for Power. We need to investigate alternatives to improve the functionality of the plant and the affluent quality. We need to consider investment in anaerobic digesters. They can turn sludge into power. This would also help ease the capacity issues we might face in light of community growth.
- We will be doing reviews for bio solid management. We will be reviewing things like grey water recycling and optimization improvements.
- Did the power rate increases impact our budget? No, we budget for an annual 8% increase.
- We need a good Asset Management Plan so we can move from being reactive to being proactive.
- What is the cost of each force main break we experience? It depends on the size, location extent of the break. Approximately \$15K to \$20K per break. The force main replacement needs to be a priority.
- Will a replacement line be the same size? Yes, relative to the inner diameter of the pipe. Reports show the size should meet the capacity needs which includes forecasted growth. We are looking at options to leave the existing line abandoned in place. It could be lined and potentially used as a second line if we run into capacity issues.
- A robust Asset Management Plan needs to be created and adhered to.
- Once the Forcemain replacement, aeration projects and desludging are complete, it will be much easier to have an asset management plan and be proactive and use preventative measures.
- The work we are wrapping up has improved the capacity of the plant astoundingly. That will have a long-term positive impact on the plant performance.
- There is still some optimizing work that can be done. The good note on that is that most of that could be done inhouse which will allow for some cost savings.
- When can we expect draft budgets? The technical sub-committee needs to meet, and we need timelines from Kentville and New Minas. Hopefully by next meeting we can have that all lined up and look at it then.
- We need to create a report to help new members of the committee understand the history and decisions that have been made. Perhaps an onboarding package. It just comes down to deciding what to include and who will put it together.
- When is TOK and VNM meeting for budget? Both are meeting on March 11th.

Greetings were extended to the new CAO of Kentville, Jeff Lawrence.

The floor was opened to member of the public, Trevor Campbell (GPEL; contractor performing Aeration Upgrades), who expressed a willingness to answer questions or address concerns regarding the ongoing work at the plant. There were no questions.

(13) Next Meeting:

Next meeting will be Thursday, February 22nd, 2024, at 10:00 am at Municipal Complex. There will be follow up meeting for budget discussion on February 29th at 10:00 am at the Municipal Complex.

(14) Adjournment:

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

Motion Carried.

The meeting adjourned at 11:50 am.

Approval:

Regional Sewer Committee

DRAFT



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

9. Staff Reports

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: February 12, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

Budget deliberations with the Commission will take place on February 21 and 23. The goal will be for the Commission to approve the budget during the March Commission meeting.

The Regional Sewer Committee met on February 1. The County anticipates a significant operating deficit for 2023/24 due to numerous forcemain breaks along the 18” line from RG5 to Eaves Hollow over the past six months. The projection for New Minas’ operating deficit allocation at year end is \$55,000. The Regional Sewer Technical Subcommittee will be meeting on February 8 to review the 2024/25 budget. The main Committee will be meeting on February 22 (and 29 if needed) for budget deliberations. The goal will be for each partner to bring a recommendation of approval to their respective organizations following these meetings.

A meeting with Minister John Lohr has been scheduled for February 22, to discuss the water utility taxation issue. The Villages of Port Williams and Canning will be participating in the discussion.

Highlights of the Past Month:

- Anti-Racism and Discrimination Policy for Recreational Facilities approved by the Commission on January 8
- 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 (January 8)
- Beautification Committee (January 17)
- Finance & Audit Committee (January 17)
- Water Commission (January 23)
- Regional Sewer Committee (February 1)

Other Notable Meetings:

- UARB Public Hearing for Water Rate Study (January 9)
- ANSV Quarterly meeting (January 11)
- Labour Management meeting (January 16)
- Regional Sewer Technical Subcommittee (February 8)

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: February 12, 2024

Subject: Monthly Report — Clerk Treasurer/CAO



Professional Development:

- Volunteering as a mentor for Engineers Nova Scotia
- JCCD Society meeting (January 16)
- PMP training — ongoing

Outlook for Next Month:

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

- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Capital Projects
- 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: February 12, 2024

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

Winter has finally arrived. Public Works have been working to ensure all sidewalks and village properties are accessible in a timely manner. The road plows continuous winging back of snow on the sidewalks has made this recent effort a challenge; however, staff members appreciate the importance of pedestrian safety. Several projects for the upcoming spring season are ongoing. Presently, we are building new picnic tables and repairing existing planters.

Current Task/Projects:

- Budget meetings with the Clerk-Treasurer/CAO
- Snow clearing operations ongoing
- Clearing hydrants of snow and ice
- Meeting with Water Operator and Foreperson to discuss upcoming 2024/25 capital projects

Long-Term Projects:

- Water Operator gave a tour of the Forsythe Tank to a representative of Dillon Consulting. It was to familiarize him with the layout of the system for future refurbishment project.
- The Nova Scotia Utility and Review Board is in the process of making a ruling on the proposals requested in the water rate study.

Meetings:

- Attended Beautification Committee meeting
- Attended Water Commission meeting

Professional Development:

- Several staff members are attending seminar on awareness of mental health in the workplace
- I have several staff members in need of upgrades/renewal of safety courses as it pertains to trenching and confined space entry

Outlook for Next Month:

- Daily operations
- Budget meetings
- Snow clearing operations

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:

T4's are ready and submitted to CRA along with the first source deduction dual submissions. Tax letters were sent out February 1st to remind rate payers that their taxes are outstanding. Trina has acquired a substantial donation for the yearly recreational special events and is working on obtaining more sponsors.

Current Tasks/Projects:

- All December's bank reconciliations are completed.
- Third Quarterly Due to/from and HST, are completed and sent, just waiting on the refund.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date January 31
• Residential	\$1,269,195	\$1,173,257.75
• Commercial	\$904,256	\$911,887.25
• Resource	\$8,130	\$6,561.60
Sewer	Budgeted	Collected Year to Date January 31
• Usage Charges	\$685,824	\$763,760.53
Water	Budgeted	Collected Year to Date January 31
• Metered Sales	\$648,000	\$716,388.49
• Sprinkler Service	\$4,852	\$4,524.24

Professional Development Summary:

- None currently.

Outlook for future Months:

- The online eCommerce payment option through Univerus is convenient for participants. It does however, result in extra work for the finance staff. Eventually it will make things easier from an accountability perspective.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: February 12, 2024

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Winter programs started, including new programs like “Hula-Hooping” and “Tumblebugs.”
- Conducted hiring for March Break Camps
- Started interview process for Summer Day Camps
- Capital Budget work
- Grant applications: Canada Summer Jobs, Kings Country (various), Provincial Rec Facility Development grant

Current Tasks/Projects:

- Budget prep
- March Break Camp prep – 62/75 spaces filled, anticipate close to capacity by March

Long-Term Projects:

- Capital project planning

Meetings:

- Beautification Committee

Professional Development Summary:

- N/A

Outlook for Next Month:

- Capital and operating budgets
- Spring and summer planning

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: February 12, 2024

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

After School Programs

- BAP subsidy funding application process has been transitioned to Erica.

Activate Your Neighbourhood – pilot location

- Promotional materials have been developed and shared – flyers in the water bills and QR codes will be posted throughout the village.
- Partnership with Town of Kentville and Municipality of Chester to offer a multi-region reach.
- Suggested that the Recreation Department host 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:

- Online training module will be shared with all staff and interested Commissioners.
- Facility signage received from RFANS (Recreation Facility Association of Nova Scotia) – one for Louis Millett, Lockhart & Ryan Park and playground – installation pending

Community Play Boxes:

- *Graphics are being repaired – installation pending*
- *All communication on this project will be forwarded to John Ansara*

Health NS Partnership:

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

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:

- Sled Shed – we will be purchasing and installing a sled library for children to use in Lockhart & Ryan park – *pending support from Public Works*
- Partnering with the County of Kings to offer snowshoe loans – *ongoing*

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: February 12, 2024

Subject: Monthly Report — Active Living Coordinator



Workplace Wellness Initiatives

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

Meetings/Professional Development:

- Valley Recreation – Professional Development Committee
- Active Kids Healthy Kids – grant application review
- Activate Your Neighbourhood – team meeting
- New Minas Rotary Club

Notes:

- Final day of employment is Friday February 9th, 2024.
- As part of my final report to the Village Commission, I want to express my gratitude for the opportunities and support this role has given me in my career. It has been a joy and privilege to work within the recreation department and will the entirety of the staff of the Village of New Minas.



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

10. New Business



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

11. Correspondence



February 8, 2024

via e-mail

To: Commission of each Member Village

Re: Proposal for the addition of an administrative staff role to the Association

Dear, Village Commissioners:

On behalf of the Association of Nova Scotia Villages (ANSV), I am writing to introduce a proposal for enhancement of our organization's capabilities and effectiveness to better support our mandate, which is ultimately, the success of villages. As you are aware, ANSV currently operates as a volunteer society led by the efforts of our eight-member volunteer board, consisting of current and previous Village Commissioners, with their Clerk and Treasurers also serving as non-voting ex-officio members.

Over the years, both in times of stability and in times of crisis, our organization has thrived on the passion and commitment of our volunteers, supported by the contributions of Clerks and Treasurers. However, as the demands on each of our Villages and their elected, as well as our organization continues to increase, we find ourselves facing challenges with our existing structure of ad-hoc support and involvement. The need for a dedicated administrative staff role, akin to an Executive Director, to support the work of the Association has become apparent to improve the effectiveness and ensure the sustained success of ANSV and its members.

An administrative staff member would play a pivotal role in strengthening our organization's capacity to execute its functions effectively and efficiently. Some of the key responsibilities would include:

- Meeting organization: *scheduling, agenda preparation, meeting package assembly, minute recording, and member outreach*
- Professional development: *arranging training opportunities of relevance and collective interest for village commissioners and staff*
- Information management: *collecting and updating contact information and data on village operations, liaising with relevant bodies, providing support on municipal topics, and advising the board of topics of interest or concern*
- Resource materials: *Creating guidebooks and resource materials for Commissioners and Clerk and Treasurers*
- External relations: *Liaising with DMAH, AMANS, and NSFM, promoting village organizations, and seeking new opportunities to support member villages*
- Administrative assistance: *Providing support to the board and member villages in administrative areas such as letter writing, proofreading, and guidance*

At our board meeting of January 11, there was discussion of this subject and a consensus on the necessity of exploring implementation of such a role to propel ANSV forward. As part of further consideration, we value the input of each member village. Accordingly, we are seeking your Village's position on this proposed step and any concerns you may have, so we may understand whether members are in support of adding an administrative staff role to ANSV to build capacity 'to do'.

Additionally, we acknowledge the importance of discussing the financial mechanism that may be used to fund a new role. While we anticipate a considerable contribution would come from the Department of Municipal Affairs, it is likely that ANSV, through its members, may need to cover a portion of the costs. We propose that a sharing of costs may be based on the taxable assessment of members, with considerations for exemptions or discounts for smaller villages based on their ability to contribute.

We kindly request that you discuss this proposal at the table within your respective villages and provide feedback, including the values of your taxable residential and commercial assessment base, by our next board meeting of April 11. Your input is invaluable in shaping the future of our organization, and we appreciate your time and consideration on this matter.

Thank you for your ongoing commitment to the success of the Association of Nova Scotia Villages. We look forward to your thoughtful input and collaboration.

Sincerely,

A handwritten signature in cursive script that reads "Brian L. Banks".

Brian L. Banks

President

c: Directors
Clerk and Treasurers