



Village of New Minas
Commission Meeting
September 11, 2023 @ 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. July 10, 2023 Village Commission Meeting
5. Business Arising from Minutes:
 - a. July 10, 2023 Village Commission Meeting
6. Comments from the Chair
- 7a. Public Input Specific to Agenda Topics
- 7b. Presentations
 - a. Water Rate Study
 - b. Indoor Tennis Facility Presentation
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. Engineering Services Standing Offer
 - b. Laptop Purchase
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



Village of New Minas
Commission Meeting
September 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
July 10, 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:

- Kevin Davison, Kings County District 8 Councillor
- 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:

Mary Munroe requested an addition to the agenda to update the Commission about some ongoing initiatives related to the Beautification Committee.

Motion:

THAT the Agenda for the July 10, 2023 Commission Meeting be approved as amended.

M/James Redmond

S/Quentin Hill

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Oaths of Office for 2023 Election

The Clerk Treasurer/CAO advised the Commission that he is an appointed Commissioner of the Supreme Court of Nova Scotia pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia. As such, he has the authority to administer the Oaths of Office, either by swearing or affirmation, for the 2023 election.

Acting as a Commissioner under the *Act*, the Clerk Treasurer/CAO administered the Oath of Office for James Redmond and Mary Munroe, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. The signed Oath of Office certificates have been attached to the Minutes of the Meeting.

5. Election of Village Commission Chair and Vice-Chair

The Chair directed the Clerk Treasurer/CAO to administer the election process for Chair for a term to commence immediately and lasting until the first meeting after the next election for Village Commission, at which time a new Chair and Vice-Chair shall be elected. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Village Commission. A nomination was received for Dave Chaulk, who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT Dave Chaulk be appointed Chair of the New Minas Village Commission.

M/James Redmond

S/Quentin Hill

Motion Carried

The newly elected Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Village Commission. A nomination was received for James Redmond, who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT James Redmond be appointed Vice-Chair of the New Minas Village Commission.

M/Quentin Hill

S/Debra Windle-Smith

Motion Carried

6. Approval of Minutes:

- a. June 12, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the June 12, 2023 Village Commission Meeting be approved as circulated.

M/James Redmond
S/Quentin Hill
Motion Carried

- b. June 27, 2023 Village Annual General Meeting

Motion:

THAT the Minutes for the June 27, 2023 Village Annual General Meeting be approved as circulated.

M/James Redmond
S/Quentin Hill
Motion Carried

7. Business Arising from Minutes:

- a. June 12, 2023 Village Commission Meeting

There was no business arising from the June 12, 2023 minutes.

- b. June 27, 2023 Village Annual General Meeting

There was no business arising from the June 27, 2023 minutes.

8. Comments from the Chair:

The Chair had no comments.

9. Public Input Specific to Agenda Topics:

There was no public input.

10. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal update about some ongoing initiatives related to the Beautification Committee. Mary and Debra are reviewing the Main Streets Initiative Community Workbook, which will inform future Beautification project planning. New designs for seasonal banners and the design of the Founding Fathers Park viewing deck will be reviewed by the Beautification Committee this month.

Motion:

THAT the update for the Beautification Committee be received as verbally summarized by Mary Munroe.

M/Mary Munroe
S/James Redmond
Motion Carried

b. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the July 10, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the July 10, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

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 July 10, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the July 10, 2023 Commission agenda package and as verbally summarized by James Redmond.

M/James Redmond
S/Quentin Hill
Motion Carried

11. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the July 10, 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 July 10, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/James Redmond
S/Quentin Hill
Motion Carried

12. New Business:

a. Beautification Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the July 10, 2023 Commission agenda package.

Motion #1:

THAT Mary Munroe and Debra Windle-Smith be appointed to the Beautification Committee as Commission members for the term ending on August 31, 2025.

M/James Redmond
S/Quentin Hill
Motion Carried

Motion #2:

THAT Donna Randell and Agnes Wojt be appointed to the Beautification Committee as citizen members for the term ending on August 31, 2025.

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

13. Correspondence:

There was no correspondence.

14. Other Business:

a. New Minas Area Advisory Committee

The Clerk Treasurer/CAO provided an update on the reinstatement of the New Minas Area Advisory Committee (NMAAC). This Committee functions as a subcommittee of the County's Planning Advisory Committee. As such, it would need to be reinstated through the County, and not the Village Commission. The County is currently reviewing some of their overarching planning documents, and will be including the reinstatement of the NMAAC during this process. The Commission stated their preference for the NMAAC to be reinstated as soon as possible, which the Clerk Treasurer/CAO promised to communicate back to the County.

15. General Public Input:

Dave Chaulk congratulated Kevin Davison on being elected to Kings County Council. Kevin mentioned that he will be sworn in tomorrow.

16. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:40pm.

Motion:

THAT the meeting be adjourned.

M/James Redmond

S/Quentin Hill

Motion Carried

DRAFT



Oath of Office

I, James Redmond, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the Village of New Minas;


That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.


Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 10th day of July, 2023, before me




Tim Bouter
Commissioner of Oaths

TIM BOUTER
A Commissioner of the Supreme
Court of Nova Scotia

Oath of Office

I, Mary Munroe, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the Village of New Minas;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.


Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 10th day of July, 2023, before me



Tim Bouter
Commissioner of Oaths





Village of New Minas
Commission Meeting
September 11, 2023 @ 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: September 11, 2023

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — July 19, 2023

The New Minas Beautification Committee held its Regular meeting in-person and via Zoom on July 19, 2023.

The Committee has not yet received confirmation on its Municipal Affairs Streetscaping Grant, meaning only summer projects that have Village budget allocations have been able to proceed at this time. If grant funding does materialize this late in the season we will have to consider workable priorities for what can be accomplished.

New street banners have been approved to expand our Christmas seasonal display and to introduce some warmer weather ones as well.

Solar lights have been installed on blue spruce trees in the Prospect Pocket Park as a year round feature.

Irrigation has been installed at the Founding Fathers Park as well as a new park sign. Two designs for the future gazebo/covered viewing deck have been reviewed and Committee members chose the lean-two style to be costed.

Ideas for the 2023 Village Christmas lighting plan are being developed.

A new park sign has been installed as an upgrade to the entrance of the Lockhart & Ryan Park.

During upcoming fall meetings, the Committee will begin working on beautification proposals for the next fiscal year.

The next meeting of the Beautification Committee will be held on September 20th at 10:30 a.m.

Respectfully submitted,

Mary Munroe, Chairperson

On behalf of the New Minas Beautification Committee



Village of New Minas
Beautification Committee
July 19, 2023 @ 10:30 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
- Donna Randell, Citizen Member (via Zoom)
- 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 10:30am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the July 19, 2023 Beautification Committee Meeting be approved as circulated.

M/John Ansara

S/Agnes Wojt

Motion Carried

3. Approval of Minutes:

- a. May 17, 2023 Beautification Committee Meeting

Motion:

THAT the Minutes for the May 17, 2023 Beautification Committee Meeting be approved as circulated.

**M/Gerard Hamilton
S/Agnes Wojt
Motion Carried**

4. Business Arising from Minutes:

- a. May 17, 2023 Beautification Committee Meeting
There was no business arising from the May 17, 2023 minutes.

5. Comments from the Chair:

Mary Munroe asked the Committee to begin thinking about lighting and decoration details for this year, as well as projects for next year’s budget ahead of the September meeting.

6. Presentations:

- a. Accessibility Requirements
This presentation has been postponed to a future meeting.

7. Finance & Budget Update:

Tim Bouter reviewed the capital budget for this fiscal year. John Ansara provided an update on the Streetscaping & Beautification grant through Municipal Affairs. The Province is expecting to announce approved projects in the next few weeks. This will be an important milestone in determining the scope of work for this year.

8. Capital Projects:

- a. Crescent Park West
Gerard Hamilton provided an update on the irrigation project. Gerard is working with NS Public Works on the Work Within Highway Right-of-Way permit.
- b. Founding Fathers Park
Gerard Hamilton provided an update on irrigation. This project is scheduled to take place in the fall. John Ansara provided an update on the replacement sign, which has been received and will be installed in the next month. The Committee also reviewed the two options for the viewing deck prepared by Palmer and Palmer & Doherty Consulting Inc.

Motion:

THAT detailed design proceed based on Option 1.

**M/John Ansara
S/Debra Windle-Smith
Motion Carried**

c. Lights and Decorations

The Committee decided to move forward on the three seasonal banner designs that were circulated ahead of the meeting.

d. Prospect Road Pocket Park

The Committee would like to add a planter in front of the lamp post in Prospect Road Pocket Park. The solar lights have been installed on the blue spruce trees.

9. New Business:

a. Wolfville Tree Walking Tour

Debra Windle-Smith informed the Committee about a tour that the Town of Wolfville is hosting that will be focused on trees in the community.

10. Other Business

- The Committee will email ideas about Christmas decorations ahead of the September meeting.
- Mary Munroe discussed eye sores within the Village on private property. The Committee decided that the best approach would be for individual commissioners or staff to speak to the property owners, asking them if they can refresh/improve the unsightly components. The Clerk Treasurer/CAO offered to forward a list of properties to the County Bylaw and Enforcement Officer.
- Gerard and Debra will make another attempt to meet with Carolyn Greene from the Blomidon Naturalist Society, with the goal of creating the new garden space this season.

11. Next Meeting Date

a. September 20, 2023

The next meeting is scheduled for Wednesday September 20, 2023 @ 10:30am at the LMCC and via online video conference (Zoom).

12. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:58am.

Motion:
THAT the meeting be adjourned.

**M/Debra Windle
S/ John Ansara
Motion Carried**



Village of New Minas
Finance & Audit Committee
July 19, 2023 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Dave Chaulk, Commission Member & Chair
- Quentin Hill, Commission Member
- Bruce MacArthur, Citizen Member

Members Absent:

- Valerie Kneen-Teed, Citizen Member

Staff Present:

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

Others Present:

- Lawrence Lake, Morse Brewster Lake

1. Call to Order:

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

2. Approval of the Agenda:

Motion:

THAT the Agenda for the July 19, 2023 Finance & Audit Committee Meeting be approved as circulated.

M/ Quentin Hill

S/ Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. April 19, 2023 Finance & Audit Committee Meeting

Motion:

THAT the Minutes for the April 19, 2023 Finance & Audit Committee Meeting be approved as amended.

M/ Quentin Hill
S/ Bruce MacArthur
Motion Carried

4. Business Arising from Minutes:

- a. April 19, 2023 Finance & Audit Committee Meeting

There was no business arising from the April 19, 2023 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

- a. Financial Statements for Year Ending March 31, 2023

The audited financial statements for the year ending March 31, 2023 for the Village of New Minas and the New Minas Water Commission were presented. The auditor, Lawrence Lake, was present to provide an overview of the Financial Statements and to take questions. Mr. Lake provided a brief summary of the following sections of the Financial Statements:

- Independent Auditor's Report
- Consolidated Statement of Operations
- Consolidated Statement of Financial Position
- Consolidated Statement of Changes in Net Financial Assets
- Consolidated Statement of Cashflow

Mr. Lake commented that the Village is currently in a strong financial position with a healthy tax base.

7. New Business:

- a. Q1 Variance Reports

The Clerk Treasurer/CAO presented the Q1 Variance Report and Statement of Accounts as attached in Appendix A, which were reviewed on a line by line basis.

Motion:

THAT the Q1 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. October 18, 2023

The next meeting is scheduled for Wednesday October 18, 2023 @ 3:00 pm at the Commission Room of the LMCC.

9. Public Input:

None

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:46pm.

Motion:

THAT the meeting be adjourned.

M/Bruce MacArthur

S/Quentin Hill

Motion Carried

DRAFT

**Appendix A —
Q1 Variance Reports and Statement of Accounts**

DRAFT



Village of New Minas
Statement of Revenue & Expense
For the Period Ending June 30, 2023

Administration	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
Administration Revenue							
12410 - Tax Certificate Fees	\$ 40.00	\$ 40.00	100%	\$ -	0%	\$ 300.00	\$ 260.00
14900 - Miscellaneous Revenue	\$ 807.74	\$ 300.00	269%	\$ 507.74	169%	\$ 1,200.00	\$ 392.26
15160 - Dog Licenses	\$ 155.00	\$ 60.00	258%	\$ 95.00	158%	\$ 900.00	\$ 745.00
15500 - Refund PST on Gas/Diesel	\$ -	\$ 2,700.00	0%	\$ (2,700.00)	-100%	\$ 2,700.00	\$ 2,700.00
15510 - Earned Interest	\$ 16,995.24	\$ 15,000.00	113%	\$ 1,995.24	13%	\$ 60,000.00	\$ 43,004.76
15700 - HST Offset - Nova Scotia Power/UNSM	\$ -	\$ -	-	\$ -	0%	\$ 12,000.00	\$ 12,000.00
18000 - Shared Services Revenue	\$ 129,929.00	\$ 129,929.00	100%	\$ -	0%	\$ 129,929.00	\$ -
Total Administration Revenue	\$ 147,926.98	\$ 148,029.00	100%	\$ (102.02)	0%	\$ 207,029.00	\$ 59,102.02
Administration Expenditures							
21136 - Service Charges	\$ -	\$ 120.00	0%	\$ 120.00	100%	\$ 480.00	\$ 480.00
21210 - Salaries	\$ (89,136.12)	\$ (99,127.56)	90%	\$ (9,991.44)	10%	\$ 213,687.88	\$ 302,824.00
21212 - CPP	\$ 13,491.37	\$ 16,974.00	79%	\$ 3,482.63	21%	\$ 82,442.00	\$ 68,950.63
21213 - EI Premiums	\$ 5,849.86	\$ 6,506.00	90%	\$ 656.14	10%	\$ 31,592.00	\$ 25,742.14
21213A - Pension	\$ 14,042.28	\$ 14,100.00	100%	\$ 57.72	0%	\$ 73,511.00	\$ 59,468.72
21213B - Medical & Dental	\$ 9,940.61	\$ 10,296.00	97%	\$ 355.39	3%	\$ 41,184.00	\$ 31,243.39
21213C - Group Insurance	\$ 1,660.79	\$ 2,230.00	74%	\$ 569.21	26%	\$ 10,870.00	\$ 9,209.21
21213D - Bonus	\$ 663.00	\$ 876.00	76%	\$ 213.00	24%	\$ 7,250.00	\$ 6,587.00
21213E - Workers Compensation	\$ 8,487.30	\$ 8,893.00	95%	\$ 405.70	5%	\$ 43,687.00	\$ 35,199.70
21215 - Legal Expense	\$ 1,683.17	\$ 1,500.00	112%	\$ (183.17)	-12%	\$ 6,000.00	\$ 4,316.83
21220 - BMW Utility Vehicle - 33%	\$ 429.81	\$ 300.00	143%	\$ (129.81)	-43%	\$ 1,200.00	\$ 770.19
21225 - Audit	\$ -	\$ -	-	\$ -	0%	\$ 10,600.00	\$ 10,600.00
21230 - Stationary & Office Supplies	\$ 1,071.95	\$ 975.00	110%	\$ (96.95)	-10%	\$ 3,900.00	\$ 2,828.05
21230A - Postage	\$ (2,075.84)	\$ (1,000.00)	208%	\$ 1,075.84	-108%	\$ 8,000.00	\$ 10,075.84
21230B - Lease & Service Agreements	\$ (616.14)	\$ -	-	\$ 616.14	0%	\$ 7,695.00	\$ 8,311.14
21230C - Telephone	\$ 845.01	\$ 1,110.00	76%	\$ 264.99	24%	\$ 4,440.00	\$ 3,594.99
21230E - Website	\$ 350.27	\$ -	-	\$ (350.27)	0%	\$ 400.00	\$ 49.73
21230F - Advertising	\$ 294.72	\$ 445.00	66%	\$ 150.28	34%	\$ 880.00	\$ 585.28
21230G - Computer Support	\$ 289.28	\$ 600.00	48%	\$ 310.72	52%	\$ 2,400.00	\$ 2,110.72
21230I - Miscellaneous	\$ 1,113.59	\$ 600.00	186%	\$ (513.59)	-86%	\$ 2,400.00	\$ 1,286.41
21230J - Publications	\$ -	\$ 45.00	0%	\$ 45.00	100%	\$ 180.00	\$ 180.00
21230K - Software	\$ 7,891.69	\$ 7,800.00	101%	\$ (91.69)	-1%	\$ 31,200.00	\$ 23,308.31
21231N - Insurance	\$ 432.60	\$ 6,000.00	7%	\$ 5,567.40	93%	\$ 241,000.00	\$ 240,567.40
21235 - Travel and Conference	\$ 225.38	\$ 120.00	188%	\$ (105.38)	-88%	\$ 4,725.00	\$ 4,499.62
21235A - Courses and Training	\$ 308.07	\$ 1,200.00	26%	\$ 891.93	74%	\$ 4,800.00	\$ 4,491.93
21235B - Memberships	\$ -	\$ 210.00	0%	\$ 210.00	100%	\$ 840.00	\$ 840.00
21235C - Staff Meetings	\$ 14.22	\$ 375.00	4%	\$ 360.78	96%	\$ 1,500.00	\$ 1,485.78
21236 - Bank Charges	\$ 2,134.28	\$ 2,490.00	86%	\$ 355.72	14%	\$ 9,960.00	\$ 7,825.72
21940 - Marketing and Development	\$ -	\$ 500.00	0%	\$ 500.00	100%	\$ 2,000.00	\$ 2,000.00
21970 - Dog Tags	\$ -	\$ 42.00	0%	\$ 42.00	100%	\$ 630.00	\$ 630.00
Total Administration Expenditures	\$ (20,608.85)	\$ (15,820.56)	130%	\$ 4,788.29	-30%	\$ 849,453.88	\$ 870,062.73

General Government (Commissioners, Crosswalk & Property Tax)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
General Government Revenue							
11110 - Residential Property Taxes	\$ 364,890.30	\$ 67,992.00	537%	\$ 296,898.30	437%	\$ 1,269,195.00	\$ 904,304.70
11121 - Commercial Property Taxes	\$ 147,735.94	\$ 48,441.00	305%	\$ 99,294.94	205%	\$ 904,256.00	\$ 756,520.06
11131 - Resource Property Taxes	\$ 1,443.13	\$ 435.00	332%	\$ 1,008.13	232%	\$ 8,130.00	\$ 6,686.87
11145 - Interest on Property Taxes	\$ 2,474.45	\$ 3,000.00	82%	\$ (525.55)	-18%	\$ 16,200.00	\$ 13,725.55
12210 - Grants in Lieu of Taxes Federal	\$ -	\$ -		\$ -	0%	\$ 41,700.00	\$ 41,700.00
12310 - Grants In Lieu of Taxes - Provincial	\$ -	\$ -		\$ -	0%	\$ 16,265.00	\$ 16,265.00
13310 - Crosswalk Services	\$ -	\$ -		\$ -	0%	\$ 9,648.00	\$ 9,648.00
Total General Government Revenue	\$ 516,543.82	\$ 119,868.00	431%	\$ 396,675.82	331%	\$ 2,265,394.00	\$ 1,748,850.18
General Government Expenditures							
21110 - Remuneration	\$ 10,662.67	\$ 10,620.00	100%	\$ (42.67)	0%	\$ 62,964.00	\$ 52,301.33
21112 - Committee Honorariums	\$ -	\$ 501.00	0%	\$ 501.00	100%	\$ 2,000.00	\$ 2,000.00
21132 - Travel and Expenses	\$ -	\$ 150.00	0%	\$ 150.00	100%	\$ 1,960.00	\$ 1,960.00
21133A - Other Expenses	\$ 4,062.48	\$ 3,287.50	124%	\$ (774.98)	-24%	\$ 7,550.00	\$ 3,487.52
21134 - Membership Dues	\$ -	\$ 100.00	0%	\$ 100.00	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	\$ 11,774.59	\$ 10,008.00	118%	\$ (1,766.59)	-18%	\$ 53,088.00	\$ 41,313.41
21950A - Apple Blossom Festival	\$ 1,923.72	\$ 3,100.00	62%	\$ 1,176.28	38%	\$ 3,100.00	\$ 1,176.28
21960 - Youth Engagement	\$ 3,000.00	\$ 3,500.00	86%	\$ 500.00	14%	\$ 3,500.00	\$ 500.00
21238 - Crossing Guard Wages	\$ 6,213.72	\$ 5,700.24	109%	\$ (513.48)	-9%	\$ 18,557.76	\$ 12,344.04
21242 - Tax Expense	\$ -	\$ 250.00	0%	\$ 250.00	100%	\$ 1,700.00	\$ 1,700.00
22450 - Fire Protection Hydrant Tax	\$ -	\$ -		\$ -	0%	\$ 265,650.00	\$ 265,650.00
Total General Government Expenditures	\$ 37,637.18	\$ 40,216.74	94%	\$ 2,579.56	6%	\$ 423,569.76	\$ 385,932.58

Facility (Facility & Bar Services)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
Facility Revenue							
15300 - Facility Rental Revenue	\$ 23,076.85	\$ 17,500.00	132%	\$ 5,576.85	32%	\$ 53,500.00	\$ 30,423.15
15400 - Membership Fees/Drop In Fees	\$ 7,773.11	\$ 6,750.00	115%	\$ 1,023.11	15%	\$ 27,000.00	\$ 19,226.89
17572A - Craft Fair Revenue	\$ -	\$ -		\$ -	0%	\$ 1,700.00	\$ 1,700.00
15310 - Facility Bar Revenue	\$ 2,515.91	\$ 3,000.00	84%	\$ (484.09)	-16%	\$ 12,000.00	\$ 9,484.09
Total Facility Revenue	\$ 33,365.87	\$ 27,250.00	122%	\$ 6,115.87	22%	\$ 94,200.00	\$ 60,834.13
Facility Expenditures							
21250 - Facility Wages	\$ 33,849.21	\$ 34,142.34	99%	\$ 293.13	1%	\$ 129,074.92	\$ 95,225.71
21251 - Power	\$ 8,810.88	\$ 10,500.00	84%	\$ 1,689.12	16%	\$ 42,000.00	\$ 33,189.12
21251A - Repairs & Maintenance	\$ 6,409.77	\$ 3,750.00	171%	\$ (2,659.77)	-71%	\$ 15,000.00	\$ 8,590.23
21251B - Staff Clothing	\$ -	\$ 201.00	0%	\$ 201.00	100%	\$ 800.00	\$ 800.00
21251C - Supplies	\$ 386.66	\$ 2,812.00	14%	\$ 2,425.34	86%	\$ 11,250.00	\$ 10,863.34
21251E - Staff Training	\$ -	\$ 150.00	0%	\$ 150.00	100%	\$ 600.00	\$ 600.00
21251F - Propane	\$ -	\$ 495.00	0%	\$ 495.00	100%	\$ 1,980.00	\$ 1,980.00
21251H - Water & Sewage	\$ 221.50	\$ 180.00	123%	\$ (41.50)	-23%	\$ 800.00	\$ 578.50
21251I - Waste Removal	\$ 476.65	\$ 900.00	53%	\$ 423.35	47%	\$ 3,600.00	\$ 3,123.35
21251J - Telephone	\$ 156.44	\$ 165.00	95%	\$ 8.56	5%	\$ 660.00	\$ 503.56
21251K - Equipment & Maintenance Contracts	\$ 2,071.01	\$ 1,800.00	115%	\$ (271.01)	-15%	\$ 7,200.00	\$ 5,128.99
21251L - Administration Expenses	\$ -	\$ -		\$ -	0%	\$ 250.00	\$ 250.00
21251M - Grounds Maintenance	\$ 3,000.00	\$ 3,000.00	100%	\$ -	0%	\$ 3,000.00	\$ -
27113A - Craft Fair Expenses	\$ -	\$ -		\$ -	0%	\$ 400.00	\$ 400.00
21251N - Bar Liquor Purchases	\$ 1,416.84	\$ 1,050.00	135%	\$ (366.84)	-35%	\$ 4,200.00	\$ 2,783.16
21251O - Bar Labour	\$ 546.75	\$ 900.00	61%	\$ 353.25	39%	\$ 3,600.00	\$ 3,053.25
21251P - Mix Supplies	\$ -	\$ 210.00	0%	\$ 210.00	100%	\$ 840.00	\$ 840.00
21251Q - Dry Goods Expense	\$ -	\$ 90.00	0%	\$ 90.00	100%	\$ 360.00	\$ 360.00
21251R - Miscellaneous	\$ -	\$ -		\$ -	0%	\$ -	\$ -
Total Facility Expenditures	\$ 57,345.71	\$ 60,345.34	95%	\$ 2,999.63	5%	\$ 225,614.92	\$ 168,269.21

Fire Services	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
Fire Services Revenue							
13320 - Kings County Grant	\$ 141,487.50	\$ -		\$ 141,487.50	0%	\$ 282,976.00	\$ 141,488.50
13321 - Fire Department Payments	\$ -	\$ -		\$ -	0%	\$ 6,925.00	\$ 6,925.00
Total Fire Services Revenue	\$ 141,487.50	\$ -		\$ 141,487.50	0%	\$ 289,901.00	\$ 148,413.50
Fire Services Expenditures							
22460 - Travel & Training	\$ 7,417.03	\$ 2,001.00	371%	\$ (5,416.03)	-271%	\$ 8,000.00	\$ 582.97
22472 - Building Maintenance & Repairs	\$ 4,726.87	\$ 6,579.00	72%	\$ 1,852.13	28%	\$ 26,312.00	\$ 21,585.13
22473 - Heating Fuel	\$ 2,638.85	\$ 3,750.00	70%	\$ 1,111.15	30%	\$ 18,000.00	\$ 15,361.15
22474 - Power	\$ 1,762.37	\$ 2,500.00	70%	\$ 737.63	30%	\$ 15,000.00	\$ 13,237.63
22475 - Telephone	\$ 2,167.04	\$ 1,749.00	124%	\$ (418.04)	-24%	\$ 7,000.00	\$ 4,832.96
22476 - Wages	\$ 11,564.90	\$ 11,084.00	104%	\$ (480.90)	-4%	\$ 41,170.00	\$ 29,605.10
22476A - Benefits & Deductions	\$ 2,119.25	\$ 2,094.00	101%	\$ (25.25)	-1%	\$ 8,376.00	\$ 6,256.75
22476C - Workers Compensation	\$ 1,130.29	\$ 1,375.00	82%	\$ 244.71	18%	\$ 5,500.00	\$ 4,369.71
22480 - Chemicals	\$ -	\$ -		\$ -	0%	\$ -	
22481 - Equipment, Appliances, Hoses	\$ 4,420.15	\$ 4,149.00	107%	\$ (271.15)	-7%	\$ 16,600.00	\$ 12,179.85
22482 - Vehicle Gas & Diesel	\$ 2,489.22	\$ 4,374.00	57%	\$ 1,884.78	43%	\$ 15,000.00	\$ 12,510.78
22483 - Vehicle Maintenance	\$ 17,695.36	\$ 11,751.00	151%	\$ (5,944.36)	-51%	\$ 47,000.00	\$ 29,304.64
22485 - Uniforms	\$ 1,018.36	\$ 3,000.00	34%	\$ 1,981.64	66%	\$ 12,000.00	\$ 10,981.64
22486 - Licenses & Communications	\$ 4,937.55	\$ 2,700.00	183%	\$ (2,237.55)	-83%	\$ 10,800.00	\$ 5,862.45
22488 - Legal & Professional Fees	\$ -	\$ -		\$ -	0%	\$ 1,000.00	\$ 1,000.00
22489 - Dues	\$ 40.00	\$ 75.00	53%	\$ 35.00	47%	\$ 300.00	\$ 260.00
22494 - Audit	\$ -	\$ -		\$ -	0%	\$ 4,954.00	\$ 4,954.00
22495 - General Office Expenses	\$ 80.46	\$ 1,521.00	5%	\$ 1,440.54	95%	\$ 6,088.00	\$ 6,007.54
22495A - Honorariums	\$ -	\$ -		\$ -	0%	\$ 7,300.00	\$ 7,300.00
22495C - Canaan Tower User Fee	\$ -	\$ -		\$ -	0%	\$ -	
22496 - Insurance	\$ -	\$ 875.00	0%	\$ 875.00	100%	\$ 39,501.00	\$ 39,501.00
Total Fire Services Expenditures	\$ 64,207.70	\$ 59,577.00	108%	\$ (4,630.70)	-8%	\$ 289,901.00	\$ 225,693.30

Recreation	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
Recreation Recreation Revenue							
17569 - Recreation - Kaleidoscope Program		\$ -		\$ -	0%	\$ -	
17570A - Recreation - Seasonal Programs	\$ 10,043.25	\$ 10,155.00	99%	\$ (111.75)	-1%	\$ 40,620.00	\$ 30,576.75
17570B - Recreation - Summer Day Camp	\$ 29,506.04	\$ 42,100.00	70%	\$ (12,593.96)	-30%	\$ 89,200.00	\$ 59,693.96
17570C - Recreation - March Break Day Camps	\$ -	\$ -		\$ -	0%	\$ 5,280.00	\$ 5,280.00
17570D - Recreation - Any Child Can Participate	\$ -	\$ -		\$ -	0%	\$ -	
17570E - Recreation - Adventure Club	\$ 40,023.58	\$ 44,544.00	90%	\$ (4,520.42)	-10%	\$ 155,200.00	\$ 115,176.42
17570F - Recreation - After School Programs	\$ -	\$ -		\$ -	0%	\$ -	
17571 - Recreation - Special Events	\$ -	\$ -		\$ -	0%	\$ 1,500.00	\$ 1,500.00
17571B - Recreation - Celebration of Lights	\$ -	\$ -		\$ -	0%	\$ 1,000.00	\$ 1,000.00
17572 - Recreation - Employment Grants	\$ -	\$ 2,500.00	0%	\$ (2,500.00)	-100%	\$ 27,500.00	\$ 27,500.00
17573 - Recreation - Celebration Days	\$ -	\$ 250.00	0%	\$ (250.00)	-100%	\$ 250.00	\$ 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	\$ 79,572.87	\$ 120,549.00	66%	\$ (40,976.13)	-34%	\$ 341,550.00	\$ 261,977.13
Recreation Expenditures							
27110 - Management Salaries	\$ 20,109.78	\$ 19,903.42	101%	\$ (206.36)	-1%	\$ 73,926.98	\$ 53,817.20
27111 - Intern Events Coordinator	\$ -	\$ -		\$ -	0%	\$ -	
27111H - Program & Event Wages	\$ -	\$ -		\$ -	0%	\$ 1,500.00	\$ 1,500.00
27111J - Fitness Incentive	\$ -	\$ -		\$ -	0%	\$ -	
27111K - Recreation - Summer Day Camps Salaries	\$ 3,354.00	\$ 13,270.40	25%	\$ 9,916.40	75%	\$ 83,640.96	\$ 80,286.96
27112 - Summer Day Camp Expenses	\$ 1,764.70	\$ 2,100.00	84%	\$ 335.30	16%	\$ 6,300.00	\$ 4,535.30
27112A - Seasonal Program Expenses	\$ 3,494.40	\$ 3,750.00	93%	\$ 255.60	7%	\$ 15,000.00	\$ 11,505.60
27112B - After School Programs	\$ -	\$ -		\$ -	0%	\$ -	
27112C - Active Kids Healthy Kids Grant	\$ -	\$ -		\$ -	0%	\$ 500.00	\$ 500.00
27112D - March Break Camps	\$ -	\$ -		\$ -	0%	\$ 5,292.80	\$ 5,292.80
27112E - Any Child Can Participate	\$ 600.00	\$ 750.00	80%	\$ 150.00	20%	\$ 3,000.00	\$ 2,400.00
27112G - Active Living Coordinator	\$ 14,590.20	\$ 14,768.65	99%	\$ 178.45	1%	\$ 54,855.00	\$ 40,264.80
27113 - Equipment Purchase & Maintenance	\$ (3,530.72)	\$ 510.00	-692%	\$ 4,040.72	792%	\$ 2,040.00	\$ 5,570.72
27114 - Stationary	\$ 333.80	\$ 1,360.00	25%	\$ 1,026.20	75%	\$ 2,440.00	\$ 2,106.20
27114A - Software	\$ -	\$ -		\$ -	0%	\$ 6,750.00	\$ 6,750.00
27114B - Telephone	\$ 380.81	\$ 510.00	75%	\$ 129.19	25%	\$ 2,040.00	\$ 1,659.19
27114D - Advertising	\$ 32.62	\$ 750.00	4%	\$ 717.38	96%	\$ 3,000.00	\$ 2,967.38
27114E - Kaleidoscope Expenses	\$ -	\$ -		\$ -	0%	\$ -	
27114F - Miscellaneous Expense	\$ -	\$ -		\$ -	0%	\$ 600.00	\$ 600.00

27114G - Photocopies	\$ 557.44	\$ 120.00	465%	\$ (437.44)	-365%	\$ 480.00	\$ (77.44)
27115 - Travel & Conference	\$ 685.92	\$ 1,350.00	51%	\$ 664.08	49%	\$ 5,400.00	\$ 4,714.08
27116A - Staff Training	\$ 1,391.18	\$ 300.00	464%	\$ (1,091.18)	-364%	\$ 1,200.00	\$ (191.18)
27116B - Membership Fees	\$ 200.00	\$ 795.00	25%	\$ 595.00	75%	\$ 3,180.00	\$ 2,980.00
27119 - Special Events	\$ -	\$ 200.00	0%	\$ 200.00	100%	\$ 3,400.00	\$ 3,400.00
27119A - Celebration of Lights	\$ -	\$ -	-	\$ -	0%	\$ 5,000.00	\$ 5,000.00
27119C - Celebration Days	\$ -	\$ -	-	\$ -	0%	\$ 10,000.00	\$ 10,000.00
27119D - Volunteer Week	\$ -	\$ 150.00	0%	\$ 150.00	100%	\$ 150.00	\$ 150.00
27119E - Canada Day	\$ 5,052.78	\$ 3,675.00	137%	\$ (1,377.78)	-37%	\$ 7,350.00	\$ 2,297.22
27119F - Adventure Club Expenses	\$ 1,291.15	\$ 1,800.00	72%	\$ 508.85	28%	\$ 6,000.00	\$ 4,708.85
27119G - Adventure Club Labour	\$ 28,365.26	\$ 34,632.11	82%	\$ 6,266.85	18%	\$ 119,167.92	\$ 90,802.66
27190 - Trails Lease	\$ -	\$ -	-	\$ -	0%	\$ 2,100.00	\$ 2,100.00
Total Recreation Expenditures	\$ 78,673.32	\$ 100,694.58	78%	\$ 22,021.26	22%	\$ 424,313.66	\$ 345,640.34

Parks/Playgrounds	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	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	\$ 152.50	\$ 2,000.00	8%	\$ (1,847.50)	-92%	\$ 9,500.00	\$ 9,347.50
Total Parks/Playgrounds Revenue	\$ 10,152.50	\$ 12,000.00	85%	\$ (1,847.50)	-15%	\$ 24,500.00	\$ 14,347.50
Parks/Playgrounds Expenditures							
27170 - Parks/Playgrounds - Wages	\$ 31,449.82	\$ 45,275.90	69%	\$ 13,826.08	31%	\$ 168,167.63	\$ 136,717.81
27170G - Parks/Playgrounds - Travel & Training	\$ -	\$ 150.00	0%	\$ 150.00	100%	\$ 600.00	\$ 600.00
27179 - Sign Truck Gas & Maintenance	\$ 527.02	\$ 1,200.00	44%	\$ 672.98	56%	\$ 6,800.00	\$ 6,272.98
27180 - Parks Building Maintenance	\$ 105.58	\$ 400.00	26%	\$ 294.42	74%	\$ 900.00	\$ 794.42
27180A - Power	\$ 1,691.64	\$ 1,150.00	147%	\$ (541.64)	-47%	\$ 6,300.00	\$ 4,608.36
27180B - Furnace Oil	\$ -	\$ -	-	\$ -	0%	\$ 1,800.00	\$ 1,800.00
27180C - Maintenance & Cleaning	\$ 1,664.74	\$ 870.00	191%	\$ (794.74)	-91%	\$ 3,480.00	\$ 1,815.26
27180D - Equipment Diesel	\$ 496.98	\$ 1,500.00	33%	\$ 1,003.02	67%	\$ 4,000.00	\$ 3,503.02
27180E - Fields/Grounds/Splash Pad Maintenance	\$ 9,877.17	\$ 10,005.00	99%	\$ 127.83	1%	\$ 30,000.00	\$ 20,122.83
27180F -Waste Disposal	\$ 531.14	\$ 900.00	59%	\$ 368.86	41%	\$ 3,600.00	\$ 3,068.86
27180I - Chevy Silverado Gas & Maintenance	\$ 300.31	\$ 675.00	44%	\$ 374.69	56%	\$ 3,700.00	\$ 3,399.69
27180K - Tools & Shop Supplies	\$ 580.58	\$ 300.00	194%	\$ (280.58)	-94%	\$ 1,200.00	\$ 619.42
27180L - Water & Sewage	\$ 1,574.62	\$ 2,500.00	63%	\$ 925.38	37%	\$ 8,400.00	\$ 6,825.38
27180P - Telephone	\$ 792.51	\$ 795.00	100%	\$ 2.49	0%	\$ 3,180.00	\$ 2,387.49
27181 - F150 Gas & Maintenance	\$ 392.17	\$ 975.00	40%	\$ 582.83	60%	\$ 5,900.00	\$ 5,507.83
27181D - Equipment Maintenance	\$ 368.66	\$ 480.00	77%	\$ 111.34	23%	\$ 1,900.00	\$ 1,531.34
27181F - Equipment Gas	\$ 244.67	\$ 240.00	102%	\$ (4.67)	-2%	\$ 960.00	\$ 715.33
27182 - Tractor Diesel & Maintenance	\$ 342.60	\$ 1,950.00	18%	\$ 1,607.40	82%	\$ 5,200.00	\$ 4,857.40
Total Parks/Playgrounds Expenditures	\$ 50,940.21	\$ 69,365.90	73%	\$ 18,425.69	27%	\$ 256,087.63	\$ 205,147.42

Public Works (Public Works, Sidewalks & Snow Clearing)	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	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	\$ -	\$ 2,505.00	0%	\$ 2,505.00	100%	\$ 10,020.00	\$ 10,020.00
24109 - Public Works - Wages	\$ 28,096.37	\$ 36,578.52	77%	\$ 8,482.15	23%	\$ 135,863.06	\$ 107,766.69
24112C - Public Works - Chevy Silverado Gas & Maintenance	\$ 296.92	\$ 675.00	44%	\$ 378.08	56%	\$ 3,700.00	\$ 3,403.08
24112F - Public Works - 2 Ton F550 Diesel & Maintenance	\$ 284.17	\$ 1,500.00	19%	\$ 1,215.83	81%	\$ 6,000.00	\$ 5,715.83
24113 - Public Works - Tractor Maintenance	\$ 137.79	\$ -		\$ (137.79)	0%	\$ -	
24200 - Public Works - Shop Expenses - 50%	\$ 597.31	\$ 510.00	117%	\$ (87.31)	-17%	\$ 2,040.00	\$ 1,442.69
24200A - Public Works - Shop Power - 50%	\$ 370.75	\$ 237.00	156%	\$ (133.75)	-56%	\$ 1,422.00	\$ 1,051.25
24200B - Public Works - Clothing and Boots	\$ 1,114.81	\$ 1,101.00	101%	\$ (13.81)	-1%	\$ 4,400.00	\$ 3,285.19
24200C - Public Works - Office Expenses	\$ -	\$ 225.00	0%	\$ 225.00	100%	\$ 900.00	\$ 900.00
24200D - Public Works - Travel & Training	\$ 250.00	\$ 825.00	30%	\$ 575.00	70%	\$ 3,300.00	\$ 3,050.00
24200E - Public Works - Telephone	\$ 766.01	\$ 795.00	96%	\$ 28.99	4%	\$ 3,180.00	\$ 2,413.99
24200G - Public Works - Tools/Shop Supplies	\$ 293.79	\$ 555.00	53%	\$ 261.21	47%	\$ 2,220.00	\$ 1,926.21
24200I - Public Works - Safety Equipment	\$ 178.31	\$ 555.00	32%	\$ 376.69	68%	\$ 2,220.00	\$ 2,041.69
21220 - BMW Utility Vehicle - 33%	\$ 429.82	\$ 300.00	143%	\$ (129.82)	-43%	\$ 1,200.00	\$ 770.18
23240 - Street Beautification	\$ 2,258.44	\$ 3,750.00	60%	\$ 1,491.56	40%	\$ 10,000.00	\$ 7,741.56
23250 - Street Lighting	\$ 10,956.55	\$ 7,059.00	155%	\$ (3,897.55)	-55%	\$ 28,236.00	\$ 17,279.45
23232 - Sidewalk Maintenance	\$ 4,938.28	\$ 2,100.00	235%	\$ (2,838.28)	-135%	\$ 5,600.00	\$ 661.72
23232A - Crosswalk Maintenance	\$ -	\$ 5,000.00	0%	\$ 5,000.00	100%	\$ 9,000.00	\$ 9,000.00
23232B - Snow Clearing - Wages	\$ 11,671.75	\$ 15,935.33	73%	\$ 4,263.58	27%	\$ 59,188.36	\$ 47,516.61
23232K - Snow Clearing - Tractor Gas/Diesel	\$ -	\$ -		\$ -	0%	\$ 3,200.00	\$ 3,200.00
23232M - Snow Clearing - Tractor Maintenance	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ 7,500.00
23232N - Snow Clearing - Salt/Sand	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ 7,500.00
23232P - Snow Clearing - Plow Tools	\$ -	\$ -		\$ -	0%	\$ 625.00	\$ 625.00
Total Public Works Expenditures	\$ 62,641.07	\$ 80,205.85	78%	\$ 17,564.78	22%	\$ 307,314.43	\$ 244,673.36

Sewer Utility	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
Sewer Utility Revenue							
11210 - Sewer - User Charges	\$ 202,165.23	\$ 171,456.00	118%	\$ 30,709.23	18%	\$ 685,824.00	\$ 483,658.77
11211 - Sewer - Penalties	\$ 1,005.01	\$ 500.00	201%	\$ 505.01	101%	\$ 2,000.00	\$ 994.99
11212 - Sewer - Canaan Heights	\$ -	\$ -		\$ -	0%	\$ 19,562.00	\$ 19,562.00
Total Sewer Utility Revenue	\$ 203,170.24	\$ 171,956.00	118%	\$ 31,214.24	18%	\$ 707,386.00	\$ 504,215.76
Sewer Utility Expenditures							
24224A - Sewer - General Maintenance	\$ (96.15)	\$ 2,955.00	-3%	\$ 3,051.15	103%	\$ 11,824.00	\$ 11,920.15
24225 - Sewer - Wages	\$ 14,789.84	\$ 20,022.05	74%	\$ 5,232.21	26%	\$ 74,367.62	\$ 59,577.78
24233 - Sewer - Pumping Stations Power	\$ 553.94	\$ 538.00	103%	\$ (15.94)	-3%	\$ 3,231.00	\$ 2,677.06
24234 - Sewer - Supplies	\$ 259.98	\$ 136.00	191%	\$ (123.98)	-91%	\$ 546.00	\$ 286.02
24235 - Sewer - Travel & Training	\$ -	\$ 162.00	0%	\$ 162.00	100%	\$ 646.00	\$ 646.00
24236 - Sewer - Office Supplies	\$ -	\$ 410.00	0%	\$ 410.00	100%	\$ 1,639.00	\$ 1,639.00
24240 - Sewer - Treatment	\$ 90,692.50	\$ 97,800.00	93%	\$ 7,107.50	7%	\$ 369,900.00	\$ 279,207.50
24242 - Sewer - Shared Services Expense	\$ 129,929.00	\$ 129,929.00	100%	\$ -	0%	\$ 129,929.00	\$ -
24250 - Sewer - Municipal Fees	\$ 2,177.46	\$ 3,600.00	60%	\$ 1,422.54	40%	\$ 25,100.00	\$ 22,922.54
24260 - Sewer - Health/Safety Expense	\$ 20.00	\$ 270.00	7%	\$ 250.00	93%	\$ 1,077.00	\$ 1,057.00
24290 - Sewer - Laterals	\$ -	\$ 269.00	0%	\$ 269.00	100%	\$ 1,615.00	\$ 1,615.00
28223 - Sewer - Reserve	\$ 87,511.00	\$ 87,511.00	100%	\$ -	0%	\$ 87,511.00	\$ -
Total Sewer Utility Expenditures	\$ 325,837.57	\$ 343,602.05	95%	\$ 17,764.48	5%	\$ 707,385.62	\$ 381,548.05

Capital Reserve Accounts	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	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 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
Total Revenue	\$ 1,132,219.78	\$ 599,652.00	189%	\$ 532,567.78	89%	\$ 3,950,460.00	\$ 2,818,240.22
Total Expenditures	\$ 1,123,492.91	\$ 1,205,005.90	93%	\$ 81,512.99	7%	\$ 3,950,459.90	\$ 2,826,966.99



**New Minas Water Commission
Statement of Revenue & Expense
For the Period Ending June 30, 2023**

Water Commission	Current Year to Date			Variance Analysis		Annual Budget	
	Actuals to 30-Jun	Budget at 30-Jun	Actual as % of Budget at 30-Jun	\$ Variance at 30-Jun	% Variance at 30-Jun	2023/24 Annual Budget	Annual Budget Remaining
Water Commission Revenue							
W11100 - Metered Sales	\$ 190,696.77	\$ 157,000.00	121%	\$ 33,696.77	21%	\$ 648,000.00	\$ 457,303.23
W13100 - Fire Protection Hydrant Rent	\$ -	\$ -		\$ -	0%	\$ 265,650.00	\$ 265,650.00
W14000 - Sprinkler Service	\$ 1,213.01	\$ 1,213.00	100%	\$ 0.01	0%	\$ 4,852.00	\$ 3,638.99
W18011 - Water Penalties	\$ 673.58	\$ 975.00	69%	\$ (301.42)	-31%	\$ 3,900.00	\$ 3,226.42
W18210 - Other Interest	\$ 5,199.12	\$ 5,625.00	92%	\$ (425.88)	-8%	\$ 22,500.00	\$ 17,300.88
W18420 - Kings - Hydrant Tax	\$ -	\$ -		\$ -	0%	\$ 70,413.00	\$ 70,413.00
W18900 - Miscellaneous Water Revenue	\$ 976.35	\$ 400.00	244%	\$ 576.35	144%	\$ 1,750.00	\$ 773.65
Total Water Commission Revenue	\$ 198,758.83	\$ 165,213.00	120%	\$ 33,545.83	20%	\$ 1,017,065.00	\$ 818,306.17
Water Commission Expenses							
W21410 - Reservoir Tank Power & Maintenance	\$ 1,990.28	\$ 3,535.00	56%	\$ 1,544.72	44%	\$ 14,610.00	\$ 12,619.72
W21430 - Well Maintenance	\$ 6.77	\$ 9,000.00	0%	\$ 8,993.23	100%	\$ 36,000.00	\$ 35,993.23
W22400 - Pumping Power	\$ 23,997.86	\$ 26,480.00	91%	\$ 2,482.14	9%	\$ 129,840.00	\$ 105,842.14
W23100 - Engineering Expense	\$ -	\$ 36,750.00	0%	\$ 36,750.00	100%	\$ 53,000.00	\$ 53,000.00
W23200 - Professional Services	\$ -	\$ 450.00	0%	\$ 450.00	100%	\$ 1,800.00	\$ 1,800.00
W23310 - Purification Expense	\$ 39,321.06	\$ 33,450.00	118%	\$ (5,871.06)	-18%	\$ 133,800.00	\$ 94,478.94
W24200 - Maps & Records Expense	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 100.00	\$ 100.00
W24410 - Distribution Lines Maintenance	\$ 1,552.29	\$ 1,275.00	122%	\$ (277.29)	-22%	\$ 5,050.00	\$ 3,497.71
W24430 - Transmission Lines Maintenance	\$ -	\$ 675.00	0%	\$ 675.00	100%	\$ 2,675.00	\$ 2,675.00
W24491 - Services Maintenance	\$ 2,545.25	\$ 2,001.00	127%	\$ (544.25)	-27%	\$ 8,000.00	\$ 5,454.75
W24492 - Meters Maintenance	\$ -	\$ 100.00	0%	\$ 100.00	100%	\$ 500.00	\$ 500.00
W24493 - Hydrant Maintenance	\$ 500.00	\$ 1,275.00	39%	\$ 775.00	61%	\$ 5,000.00	\$ 4,500.00
W24501 - BMW Utility Vehicle - 33%	\$ 429.82	\$ 300.00	143%	\$ (129.82)	-43%	\$ 1,200.00	\$ 770.18
W24601 - Water Truck Gas & Maintenance	\$ 905.36	\$ 720.00	126%	\$ (185.36)	-26%	\$ 2,880.00	\$ 1,974.64
W24605 - Backhoe Fuel & Maintenance	\$ 146.40	\$ 2,499.00	6%	\$ 2,352.60	94%	\$ 10,000.00	\$ 9,853.60
W24800 - Shop Expenses - 50%	\$ 597.32	\$ 510.00	117%	\$ (87.32)	-17%	\$ 2,040.00	\$ 1,442.68
W24800A - Shop Power - 50%	\$ 370.76	\$ 237.00	156%	\$ (133.76)	-56%	\$ 1,422.00	\$ 1,051.24
W24800D - Monitoring Stations Expenses	\$ 487.48	\$ 2,310.00	21%	\$ 1,822.52	79%	\$ 9,240.00	\$ 8,752.52
W24801 - Clothing	\$ -	\$ 138.00	0%	\$ 138.00	100%	\$ 550.00	\$ 550.00
W24802 - Travel & Training	\$ 1,573.46	\$ -		\$ (1,573.46)	0%	\$ 1,900.00	\$ 326.54
W24803 - Small Tools	\$ -	\$ 150.00	0%	\$ 150.00	100%	\$ 600.00	\$ 600.00
W24804 - Membership Fees	\$ 61.15	\$ 480.00	13%	\$ 418.85	87%	\$ 705.00	\$ 643.85
W24805 - Conference Fees	\$ -	\$ 935.00	0%	\$ 935.00	100%	\$ 1,870.00	\$ 1,870.00
W25130 - Water Testing Expenses	\$ 2,903.71	\$ 9,000.00	32%	\$ 6,096.29	68%	\$ 82,000.00	\$ 79,096.29
W25150 - Bank Charges & Services Fees	\$ 756.88	\$ 900.00	84%	\$ 143.12	16%	\$ 3,600.00	\$ 2,843.12
W25160 - Commissioners' Remuneration	\$ 6,828.00	\$ 6,828.00	100%	\$ -	0%	\$ 6,828.00	\$ -
W25210 - Wages	\$ 225,848.00	\$ 225,849.00	100%	\$ 1.00	0%	\$ 225,849.00	\$ 1.00

W25292 - Benefits	\$ 15,814.00	\$ 15,814.00	100%	\$ -	0%	\$ 15,814.00	\$ -
W25295 - Snow Clearing	\$ 5,000.00	\$ -		\$ (5,000.00)	0%	\$ 5,000.00	\$ -
W25311 - Advertising	\$ -	\$ -		\$ -	0%	\$ 500.00	\$ 500.00
W25312 - Telephone	\$ 438.40	\$ 465.00	94%	\$ 26.60	6%	\$ 1,860.00	\$ 1,421.60
W25313 - Leases & Service Agreements	\$ 2,565.00	\$ 2,565.00	100%	\$ -	0%	\$ 2,565.00	\$ -
W25314 - Postage & Office Supplies	\$ 4,249.97	\$ 4,375.00	97%	\$ 125.03	3%	\$ 5,500.00	\$ 1,250.03
W25410 - Audit Fees	\$ -	\$ -		\$ -	0%	\$ 6,400.00	\$ 6,400.00
W25421 - Propane	\$ -	\$ 1,800.00	0%	\$ 1,800.00	100%	\$ 7,200.00	\$ 7,200.00
W25500 - Regulatory Expenses	\$ -	\$ -		\$ -	0%	\$ 1,600.00	\$ 1,600.00
W25600 - Insurance	\$ -	\$ -		\$ -	0%	\$ 25,000.00	\$ 25,000.00
W25700 - Rental	\$ 5,500.00	\$ 5,500.00	100%	\$ -	0%	\$ 5,500.00	\$ -
W26000 - Depreciation	\$ 328,500.00	\$ 328,500.00	100%	\$ -	0%	\$ 328,500.00	\$ -
Total Water Commission Expenses	\$ 672,889.22	\$ 724,966.00	93%	\$ 52,076.78	7%	\$ 1,146,498.00	\$ 473,608.78



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

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,186,252.78	\$ 1,100,000.00	\$ 2,286,252.78
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 1,657,142.61	\$ -	\$ 1,657,142.61
			Subtotal	\$ 4,443,395.39
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 931,964.94	\$ 2,000,000.00	\$ 2,931,964.94
Water Capital & Equipment Reserve	113-240-6	\$ 124,756.78	\$ -	\$ 124,756.78
Water Operating	113-241-4	\$ 791,097.04	\$ -	\$ 791,097.04
			Subtotal	\$ 3,847,818.76
			Total	\$ 8,291,214.15



**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
New Minas Water Commission
July 25, 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
- Maynard Stevens, Citizen Member
- Bruce MacArthur, Citizen Member

Members Absent:

- Mary Munroe, Commission Member (with regrets due to illness)

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:03pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the July 25, 2023 Water Commission Meeting be approved as circulated.

M/ Maynard Stevens

S/ Dave Chaulk

Motion Carried

3. Oaths of Office

The Clerk Treasurer/CAO advised the Commission that he is an appointed Commissioner of the Supreme Court of Nova Scotia pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia. As such, he has the authority to administer the Oaths of Office, either by swearing or affirmation, for the 2023 seats appointed by the Village Commission.

Acting as a Commissioner under the *Act*, the Clerk Treasurer/CAO administered the Oath of Office for James Redmond, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. Subsequent to the meeting, the Clerk Treasurer/CAO administered the Oath of Office for Mary Munroe at her residence. The signed Oath of Office certificates have been attached to the Minutes of the Meeting.

4. Election of Village Commission Chair and Vice-Chair

The Chair directed the Clerk Treasurer/CAO to administer the election process for Chair for a one-year term, in accordance with Bill No. 32 — An Act to Incorporate the New Minas Water Commission. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Water Commission. A nomination was received for James Redmond, who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received. James Redmond was therefore elected as Chair of the New Minas Water Commission via acclamation.

The newly elected Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Water Commission. A nomination was received for Maynard Stevens, who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Water Commission, followed by a Third and Final Call. No additional nominations were received. Maynard Stevens was therefore elected as Vice Chair of the New Minas Water Commission via acclamation.

5. Approval of Minutes:

- a. May 23, 2023 Water Commission Meeting

Motion:

THAT the Minutes for the May 23, 2023 Water Commission Meeting be approved as circulated.

M/Dave Chaulk
S/Maynard Stevens
Motion Carried

6. Business Arising from Minutes:

- a. May 23, 2023 Water Commission Meeting

There was no business arising from the May 23, 2023 minutes.

7. Comments from the Chair:

There were no comments from the Chair.

8. Staff Reports:

a. Water Operations Report

The Clerk Treasurer/CAO provided a verbal summary of the Water Operations Report circulated prior to the July 25, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the July 25, 2023 Water Commission meeting and as verbally summarized by the Clerk Treasurer/CAO.

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

b. Q1 Finance Variance Report

The Clerk Treasurer/CAO presented the Q1 Finance Variance Report circulated prior to the July 25, 2023 Water Commission meeting, which was reviewed line by line.

Motion:

THAT the Q1 Finance Variance Report be received as circulated prior to the July 25, 2023 Water Commission meeting and as presented by the Clerk Treasurer/CAO.

M/Bruce MacArthur

S/Maynard Stevens

Motion Carried

c. Water Rate Study

The Clerk Treasurer/CAO provided an update on the ongoing water rate study. Stantec is aiming to present the study at the September 11 Village Commission Meeting, and then to formally apply to the Utility and Review Board. It is anticipated that the new rates will come into effect in time for the March or June billings in 2024. The modelling is suggesting a rate increase in the order of 50%.

9. Correspondence:

There was no correspondence.

10. Other Business:

11. Public Input:

There was no public input.

12. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:42pm.

Motion:

THAT the meeting be adjourned.

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

DRAFT

Oath of Office

I, James Redmond, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the New Minas Water Commission;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.



Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 25th day of July, 2023, before me



Tim Bouter
Commissioner of Oaths



TIM BOUTER
A Commissioner of the Supreme
Court of Nova Scotia


Oath of Office

I, Mary Munroe, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;


That I am duly qualified as required by law for the office of Commissioner of the New Minas Water Commission;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.


Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 25th day of July, 2023, before me



Tim Bouter
Commissioner of Oaths



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

Meeting, Date and Time Regional Sewer Committee Meeting was held on Wednesday, August 9th, 2023, at the Municipal Complex

(1) Roll Call: In attendance were:

Municipality of the County of Kings: Joel Hirtle, Municipal Councilor; Committee Chair (voting member)
Peter Muttart, Mayor
Scott Conrod, Chief Administrative Officer
Aaron Dondale, Manager of Operations
Mike Livingston, Manager of Financial Reporting
Abdelkalek Omar, Manager of Engineering
Chloe Austin, Recording Secretary
Kevin Davison, Municipal Councilor

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

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

PepsiCo Foods Limited: Katrina Wonders, HSE Assoc Resource (voting member),

Guest: Kyle McIntyre, Dillon Construction (virtual)

Meeting Called to order: Councillor Hirtle called the meeting to order at 10:02 am. Roll call was taken.

Approval of the Agenda: **On the motion of Sandra Snow and Katrina Wonders, that the August 9, 2023, agenda be approved.**

Motion carried.

Summer Project Update Abdelkhalek Omar provided an update. Desludging on cell 2 has been completed.

There was a brief discussion regarding the amount of sludge remaining in the cell and when it might need to be desludged next. Omar indicated that we did a biometric scan, and the cell is good for now. We need to create a sludge management plan for desludging to be done on a regular basis.

Closed Session **On the motion of Deputy Mayor Savage and Commissioner Redmond that the committee move to closed session.**

Motion Carried.

Went into closed session at 10:12

Reconvene in Public Session

Returned to open session at 11:30am.

Recommendation:

That the Regional Sewer Committee recommend that Partner Councils and the Commission, in addition to PepsiCo, convene special meetings as soon as possible to approve:

1. a supplemental budget totaling \$2,403,119.10 including non-rebated HST, consisting of Regional STP Cell #1 desludging and transportation of \$1,750,739.28, disposal of \$338,929.50, and a 15% budget contingency of \$313,450.32, and to be financed with long-term debt or from own source funds;
2. the award of NRFP #23-30 to GFL Environmental Services Inc. in the amount of \$1,750,739.28 including non-rebated HST; and
3. to authorize the Municipality of the County of Kings to approve project change orders, pursuant to its procurement policy, and enter into contracts with disposal vendors.

On the motion of Deputy Mayor Savage and Commissioner Redmond that the Recommendation be approved as presented.

Motion Carried.

Adjournment:

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

Motion Carried.

The meeting adjourned at 11:34 pm.

Approval:
Regional Sewer Committee



Village of New Minas
Commission Meeting
September 11, 2023 @ 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: September 11, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

Communication has continued regarding the tax designation change for village water utilities. In addition to letters to the Municipality and Province, I have been working on a different avenue with PVSC with the hope of solving the problem without a need for changes in legislation/policy. The new argument being presented is that village water utilities should be except because the Assessment Act refers to water utilities on property owned by a municipality (“municipality” being a defined term in the Act that does not include Villages).

The three GIC’s (two for the Village and one for the Water Commission, totalling \$3.6 million at 4% interest) were reinvested ahead of schedule in July. They have been topped up to \$4.5 million at a new interest rate of 5.1%. As previously, they are redeemable at any time without penalty. We received \$121,819.17 of interest over the previous 10 months, and will earn \$229,500 of interest in the next year.

The migration of our IT system to Microsoft Office 365 is ongoing. The Water Rate Study has been finalized after many meetings and requests for information, with the goal of applying to the UARB following the September 11 Commission meeting. Finally, the working group for the Strategic Plan will continue to meet this fall, with the goal for the Commission to approve a Strategic Plan for the Village of New Minas before the end of the fiscal year.

Highlights of the Past Month:

- Proposals for Engineering Standing Offer RFP were received on July 20.
- Migration to Microsoft Office 365 underway.
- Water Rate Study has been finalized.

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 (July 10)
- Beautification Committee (July 19)
- Finance & Audit Committee (July 19)
- Water Commission (July 25)
- Regional Sewer Committee (August 9)

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: September 11, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Other Notable Meetings:

- Labour Management meeting — July 18
- Strategic Planning Session — July 20

Professional Development:

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

Outlook for Next Month:

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

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

Sincerely,

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

Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

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

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: September 11, 2023

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

It has been a busy summer throughout New Minas. The unfailing rain has contributed to more than normal ground maintenance. We are in the process of performing the annual upkeep of the soccer and softball fields. Several capital projects are in the process of being complete. As autumn approaches, this is the time of year that we examine equipment for the upcoming winter!

Current Task/Projects:

- Several water leaks throughout the month of August
- Water Samples for the MAC (Maximum Allowable Concentrations) testing has been completed. This is done every five years. This manner of testing is mandated under the Canadian Drinking Water Standards.
- Irrigation system has been installed at the Founding Fathers Planter's garden
- As stated earlier, all sports fields at the LRP will have maintenance performed so they will be ready for next's year utilization
- Several sections of Highbury Road's sidewalk are in need of repair. Staff will perform this task during the fall
- Metering reading
- Daily operations

Long-Term Projects:

- Water rate study
- Gazebo design and installation

Meetings:

- Met with Clerk-Treasurer and Stantec to discuss the finalization of the water rate study

Professional Development:

- Staff members have been upgrading their safety requirements by attending academic courses. There is a new program called "Mental Health First Aid". I will be researching this further for the possibility of staff members to participate.

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: September 11, 2023

Subject: Monthly Report — Manager of Municipal Operations



Outlook for Next Month:

- Continuation of ground maintenance
- Finalize several small capital projects in beautification
- Flushing of the distribution system
- Removing old playground equipment

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: September 11, 2023

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The village office was busy July and August with the usual water, tax and recreation payments, we also saw a staff change with Susan our Co-op student going back to Acadia and Trina our new Administrative Assistant. They did overlap for a couple of weeks for training. Trina is fitting nicely with both the rest of the staff and her front desk duties.

Current Tasks/Projects:

- Working on the Operating and Capital bank reconciliations for August hope to have them completed by the end of next week.
- Fourth Quarterly Due to/from and HST will be completed mid-October.
- NMVFD received their payment for the 2022/23 Grant-in-Lieu, we received the Federal Grant-in-Lieu for the RCMP. The Provincial Grant-in-Lieu is expected sometime in January 2024.
- Water department has the billing download is working on September’s billing. Should be finished sometime this week.

Long-Term Projects:

- Water accounts
- Tax sale

Budget Update:

Property Taxes	Budgeted	Collected Year to Date August 31
• Residential	\$1,269,195	\$1,065,020.59
• Commercial	\$904,256	\$793,122.47
• Resource	\$8,130	\$6,432.25
Sewer	Budgeted	Collected Year to Date August 31
• Usage Charges	\$685,824	\$394,797.10
Water	Budgeted	Collected Year to Date August 31
• Metered Sales	\$648,000	\$371,968.96
• Sprinkler Service	\$4,852	\$2,352.87

Meetings:

- Weekly management meeting

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: September 11, 2023

Subject: Monthly Report — Manager of Finance



- Weekly meeting with Finance Staff

Professional Development Summary:

- AMTC conference scheduled for the first week in October.

Outlook for future Months:

- Working with RBC to schedule a Pension workshop

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: September 11, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

July and August were busy months for the Recreation Department. Our Day Camps ran very smoothly throughout the summer, thanks to tremendous work from a very dedicated staff. We averaged closed to 100 children per day and feedback from parents, kids, and staff was incredibly positive.

The Kentville/New Minas Dog Park also opened in early July, to rave reviews. The park has been a huge success so far and will continue to be a fantastic community asset moving forward.

The latter part of the summer was spent planning for after school programs at NMES and the LMCC. Numerous staff was hired, and logistics were determined to ensure a safe and fun program will be delivered this year.

Finally, the summer ended with a literal bang as the Village hosted its 55th Birthday Party as part of its traditional Celebration Days event. Hundreds of people showed up and danced to the Kevin Davison band and then enjoyed the fireworks show afterward.

The outlook for the fall is to prepare for the Parade of Lights, a community consultation at Douglas Ave, and ensure programs are all operating smoothly and effectively.

Current Tasks/Projects:

- Douglas Street Park Planning – developing a community engagement event for Sept 20
- Seasonal Programming
- Prepare disc golf course for “Canadian National Disc Golf Tour” event in October

Long-Term Projects:

- Park Revitalization Project – Ocean Playgrounds continues to work on their installation of two playgrounds. Meadow Terrace is almost complete.

Meetings:

- 2023 Rec Nova Scotia Conference Planning

Professional Development Summary:

- N/A

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: September 11, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Outlook for Next Month:

- Fall programs and events

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: September 11, 2023

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

Projects:

- Anti-Racism Charter –
 - Developing policy documents, reporting forms and operational procedures for staff/volunteers – coordinating training/education opportunities for staff
 - Facility signage will be supplied by Recreation Facilities Association of NS.
 - Created document for facility users to communicate upcoming policy development – *document was sent to facility users and community groups*
 - Facilitating training opportunities for staff and community members – dates pending
- Community Play Boxes:
 - *Graphics are being repaired – installation pending*
- Way Finder Stations:
 - Installation complete
- Active Transportation supports – bike repair stations and bike racks will be ordered for installation in Fall 2023. Additional funding support from Active Communities Funds.

NEW! Activate Your Neighbourhood – pilot location:

- The Canadian Parks and Recreation Association (CPRA), Recreation Nova Scotia and the Government of Nova Scotia are working together by implementing a Nova Scotia pilot project.
- The Activate Your Neighbourhood Pilot Project is based on the concept of “Tactical Urbanism”, or what we are calling Tactical Placemaking since many areas of the province are not, in fact, urban! What is Tactical Placemaking? Tactical placemaking refers to low-cost, deliberate, grassroots initiatives to make temporary changes or improvements to local neighbourhoods and public gathering places. Temporary alterations can sometimes lead to permanent changes over time.
- We have shared info and will have an in person info session on September 19th
- You can find more info at the following website — <https://activateyourneighbourhood.ca/>

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

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: September 11, 2023

Subject: Monthly Report — Active Living Coordinator



- Ongoing

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 – *in progress*
- Expanding program – ordering outdoor play kits, yard games and sporting equipment

Summer Programs:

- Leader In Training Program – supporting leadership development – received a Recreation & Community Development Grant from CCTH to support this program
- Facilitating breakfast program (Healthy Eating/Food Insecurity Projects) – received a Community Health Board Wellness Fund to support this project

Workplace Wellness Initiatives

- Lunch & Learn – received a Wellness Grant from the Municipal Wellness Program
 - Nutrition session – September 26th
 - Following session will include mental health in the workplace, stress management, and conflict resolution

Meetings/Professional Development:

- Recreation Nova Scotia – board meeting
- Valley Recreation Professional Development Committee
- Active Kids Healthy Kids – grant application review
- New Minas Rotary Club



Village of New Minas
Commission Meeting
September 11, 2023 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. New Business



Engineering Services Standing Offer

1. Introduction

On June 22, 2023 the Clerk Treasurer/CAO issued an RFP seeking proposals to pre-qualify three engineering consulting firms for the provision of engineering services to the Village for a three-year period, with an option to extend for an additional 3-year term if mutually agreeable to the Village and the Proponents. The objective of this RFP is to pre-qualify engineering consulting firms to provide professional services in support of the Village’s ongoing operational and capital improvement programs. The general services to be provided include advisory and specialist services, design services, construction implementation services and post construction services. Specific terms of reference will be provided to the pre-qualified firms on a “project by project” basis.

2. Discussion

Seven proposals were received by the July 20 submission deadline. The proposals were evaluated according to the criteria set forth in the RFP, and the results are as follows:

Criteria	Score						
	ABLE	CBCL	Design Point	Electric Engineering	Englobe	Stantec	Vigilant Atlantic
Corporate	15	19	19	10	18	18	15
Technical Ability	20	25	24	15	22	23	19
Project Team	20	25	23	15	22	22	19
Fees and Expenses	19	15	14	20	16	17	18
Quality of Proposal	8	10	9	6	9	9	8
Total	82	94	89	66	87	89	79

3. Recommendation

THAT CBCL Ltd., Design Point Engineering & Surveying Ltd. and Stantec Consulting Ltd. be selected as the pre-qualified firms for engineering services to the Village for a period of three years, with an option to extend for an additional three years upon approval by the Commission.