



Village of New Minas
Commission Meeting
November 14, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. October 11, 2022 Village Commission Meeting
5. Business Arising from Minutes:
 - a. October 11, 2022 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 — No meeting since last report
 - c. Joint Accessibility Advisory Committee — Report and draft minutes included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Recreation & Community Development Advisory Committee — No meeting since last report
 - f. Regional Sewer Committee — No meeting since last report
9. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. Manager of Municipal Operations — Report included in package
 - c. Manager of Finance — no report due to vacation
 - d. Director of Recreation & Community Development — Report included in package
 - e. Active Living Coordinator — Report included in package
10. New Business:
 - a. Harassment and Discrimination Policy
 - b. New Minas Baptist Church — Tax Exemption for New Minas Children’s Centre
 - c. Update to Financial and Expense Policy — Section 15
11. Correspondence:
 - a. New Minas Baptist Church — Tax Exemption for New Minas Children’s Centre
12. General Public Input
13. Closed Session
 - a. Contract Negotiations
14. Adjournment



Village of New Minas
Commission Meeting
November 14, 2022 @ 7:00 PM
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AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
October 11, 2022 @ 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:

- Donna Randell (via Zoom)

1. Call to Order:

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

2. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

3. Approval of the Agenda:

Motion:

THAT the Agenda for the October 11, 2022 Commission Meeting be approved as circulated.

M/ James Redmond

S/ Quentin Hill

Motion Carried

4. Approval of Minutes:

- a. September 12, 2022 Village Commission Meeting

Quentin Hill mentioned that the September 12, 2022 Minutes should reflect that the Chair was absent with regrets, and Mary Munroe pointed out a spelling mistake in Item 7. Public Input.

Motion:

THAT the Minutes for the September 12, 2022 Village Commission Meeting be approved as amended.

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

5. Business Arising from Minutes:

- a. September 12, 2022 Village Commission Meeting

There was no business arising from the September 12, 2022 minutes.

6. Comments from the Chair:

Dave Chaulk informed the Commission that Debra Windle-Smith has an upcoming vacation that was booked before the election. Debra will be out of the country from November 3 to 25, and will therefore not be able to attend the next Commission meeting.

Dave Chaulk also mentioned that negotiations with the Union will be starting on October 12, 2022.

7. Public Input Specific to Agenda Topics

There was no public input.

8. Committee Reports

- a. Beautification Committee

A written report and draft minutes are included in the October 11, 2022 Commission agenda package.

- b. Finance & Audit Committee

Draft minutes are included in the October 11, 2022 Commission agenda package.

- c. Joint Accessibility Advisory Committee

A written report and draft minutes are included in the October 11, 2022 Commission agenda package.

Motion:

THAT the Committee Reports be received as included in the October 11, 2022 Commission agenda package.

M/ Debra Windle-Smith

S/ Quentin Hill

Motion Carried

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the October 11, 2022 Commission agenda package.

Motion:

THAT the New Minas Water Commission Report be received as included in the October 11, 2022 Commission agenda package and as verbally summarized by James Redmond.

M/ James Redmond

S/ Mary Munroe

Motion Carried

f. Regional Sewer Committee

James Redmond provided a verbal summary of the written report and draft minutes included in the October 11, 2022 Commission agenda package.

Motion:

THAT the Regional Sewer Committee Report be received as included in the October 11, 2022 Commission agenda package and as verbally summarized by James Redmond.

M/ James Redmond

S/ Quentin Hill

Motion Carried

9. Staff Reports

The following written reports are included in the October 11, 2022 Commission agenda package:

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

Motion:

THAT the Staff Reports be received as included in the October 11, 2022 Commission agenda package.

M/ Debra Windle-Smith

S/ James Redmond

Motion Carried

10. New Business:

a. Harassment and Discrimination Policy

The Clerk Treasurer/CAO presented the request for decision included in the October 11, 2022 Commission agenda package. The Commission asked for the Policy to be reviewed by the Village Solicitor to ensure that it is in harmony with the Collective Bargaining process that is underway.

Motion:

THAT the Village Commission defer adoption of the Village of New Minas Harassment and Discrimination Policy to the next meeting of the Commission.

M/ Quentin Hill

S/ Mary Munroe

Motion Carried

b. New Minas Playgrounds — Amendment to Capital Spending

The Clerk Treasurer/CAO presented the request for decision included in the October 11, 2022 Commission agenda package. The Clerk Treasurer/CAO clarified that the recommended motion only effects the current fiscal year, and that prioritization of projects for future years will be approved by the Village Commission during the budget deliberation process.

Motion:

THAT the Village Commission re-allocate the \$65,000 for Milne Subdivision Park in the 2022/23 Capital Budget to Lockhart Ryan Park, for a revised total budget of \$157,750.

M/ Quentin Hill

S/ James Redmond

Motion Carried

c. JAAC Citizen Appointment

THAT the Village of New Minas appoint Donald Nauss as a citizen member on the Joint Accessibility Advisory Committee for the remainder of the two-year term.

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

11. Correspondence:

There was no correspondence.

12. General Public Input:

There was no public input.

13. Adjournment:

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

Motion:

THAT the meeting be adjourned.

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

DRAFT



Village of New Minas
Commission Meeting
November 14, 2022 @ 7:00 PM
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New Minas, Nova Scotia
AGENDA

8. Committee Reports

Information Report (Agenda Item 8.a.)

To: Village Commission

By: Mary Munroe, Village Commissioner

Meeting Date: November 14, 2022

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — October 26, 2022

The October meeting of the New Minas Beautification Committee took place on October 26th via Zoom, having been postponed from October 19th.

It was confirmed that the Blomidon Naturalists' Butterfly Way Garden would be reconsidered for next season as too much work was prioritized for our time available this summer. Crescent Corner West Pocket Park has had its Cherry Trees planted and its bench and trash receptacle are expected to arrive and be installed shortly. Irrigation for Crescent Park West will be reconsidered for next year. No garden light is planned for this park as it is already well lit by existing street lights.

Prospect Pocket Park is nearing completion for this year, with its two benches and trash receptacle expected to be in place very soon. Christmas lights are planned for the two blue spruce trees featured in the north end of the garden. An armour rock border at each end of the park will be evaluated as a second phase as will its garden light and irrigation. Due to time constraints the intended shrub project for the Lonny Milne Community Park is being deferred.

The new Christmas street banners have arrived and will be interspersed with our existing red banners, with all to be mounted in advance of the Rotary festival of lights parade scheduled for November 19th. We are very appreciative of the artistic talent volunteered to design the new banners (a joint effort by Agnes Wojt, our Business representative on the Beautification Committee and Erica Dominey of Village staff).

Seasonal lighting in the Lockhart Ryan Park will see an expanded lighted feature at the front of the park for the young and young at heart (Donna Randell, our Community Representative with Agnes Wojt have masterminded this seasonal attraction). The Commissioners' Christmas Tree will be located in the Crescent Corner East Pocket Park this year so it will greet parade-goers at the beginning of the event rather than at the end. Recreation's traditional fireworks will be featured at the end of the parade. The Committee appreciates John Ansara's leadership in coordinating the many projects we have undertaken this year.

The Committee's next regular meeting is scheduled for 10:30am on November 16th via Zoom.

Respectfully submitted,

Mary Munroe, Chairperson

On behalf of the New Minas Beautification Committee

Information Report (Agenda Item 8.c)

To: Village Commission

By: Quentin Hill, Village Commissioner

Meeting Date: November 14, 2022

Subject: JAAC Report



Joint Accessibility Advisory Committee Report

Joint Accessibility Advisory Committee Meeting — October 12, 2022 (Council Chambers, 181 Coldbrook Village Park Drive)

The following was discussed at the October 12, 2022 JAAC meeting:

- Don Nauss (resident of New Minas) was introduced to the JAAC as a new citizen member.
- Municipal Staff were looking for input from Villages on the Terms of Reference for JAAC.
- Accessibility Coordinator indicated she was meeting with all Village Clerks in the coming weeks as part of her new role.
- Municipal staff has drafted a committee work plan for the JAAC. The draft will be reviewed in a meeting with the CAO and presented to the JAAC for feedback at the November 2022 meeting.

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, October 12, 2022

Draft Minutes

Meeting, Date and Time

A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, October 12, 2022, at 6:00 p.m. in Council Chambers at 181 Coldbrook Village Park Drive.

Attending

JAAC Members

Councillor Lexie Misner – District 2 (Vice-Chair)
Alan Price – Citizen Member: West
Dino Wamboldt – Citizen Member: East
Doug Ralph – Citizen Member
Andy Vermeulen – Commissioner, Village of Canning (arrived at 6:03 p.m.)
Michael Keith – Commissioner, Village of Cornwallis Square
Mike Bishop – Commissioner, Village of Kingston (arrived at 6:04 p.m.)
Quentin Hill – Commissioner, Village of New Minas
Scott Leier – Commissioner, Village of Port Williams

Municipal Staff

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

Guests

Don Nauss

Regrets

Mary Fox – Citizen Member (Chair)
Ben Brown – Citizen Member
Crystal McCormack – Citizen Member: Central
Kathleen Purdy – Citizen Member
Kirk MacLennan – Commissioner, Village of Aylesford
Robert Sealby – Commissioner, Village of Greenwood

- 1. Call to Order** Councillor Misner, Vice-Chair, called the meeting to order at 5:58 p.m.
- 2. Roll Call** Attendance was taken by the Recording Secretary.
- 3. Amendments to the Agenda** Terry Brown, Manager of Inspection & Enforcement Division, made a request to add two items to the agenda.
- 4. Approval of the Agenda**

On motion of Commissioner Hill and Mr. Price, that the Joint Accessibility Advisory Committee approve the October 12, 2022 meeting agenda with additions.

The question was called on the motion. Motion carried.
- 5. Disclosure of Conflict of Interest Issues** There were no conflict of interest issues disclosed.
- 6. Approval of Minutes**
 - a. September 14, 2022** **On motion of Commissioner Hill and Mr. Ralph, that the minutes of the Joint Accessibility Advisory Committee meeting held on September 14, 2022 be approved as circulated.**

The question was called on the motion. Motion carried.
- 7. Business Arising from the Minutes** There was no business arising from the minutes.
- 8. Business**
 - a. Citizen Member Vacancy** Katie MacArthur, Accessibility Coordinator, shared that Municipal Council passed a motion on October 4, 2022 to appoint Donald (Don) Nauss to the JAAC to fill the citizen member vacancy. She welcomed Mr. Nauss as a non-voting guest to the evening's meeting and advised that an email was sent to Village Clerks to have Mr. Nauss' nomination

approved by all parties to the Intermunicipal Service Agreement.

b. Update on Terms of Reference review

Ms. MacArthur advised the JAAC that the Municipality has not received any feedback from the Village Commissions on proposed amendment to the Terms of Reference that were reviewed at the September 14, 2022 meeting. She asked Commissioners to review the Terms of Reference at their next Village Commission meeting and provide feedback. She also indicated she would send an email reminder to all Village Clerks and request information on when the Terms of Reference were approved by each Village in 2021.

c. Update on meetings with Village Clerks (Introduction to Accessibility Coordinator)

Ms. MacArthur indicated that she and Manager Brown have been meeting with Village Clerks to discuss her role as Accessibility Coordinator. The meetings have been very productive, and she will begin meeting with Village Commissions in the new year.

d. Progress on Letters to NS Minister of Public Works

At the June meeting of JAAC, a motion was passed requesting that the Municipal Chief Administrative Office (CAO) and Village Clerks write a letter to the Nova Scotia Minister of Public Works requesting cooperation in removing mobility barriers in public infrastructure. Ms. MacArthur shared that at a Municipal level, a draft letter has been submitted to the CAO for his edits and approval. She asked the Village Commissioners for an update on the status of their letters. Some of the Commissioners indicated that the clerks were hoping to see a draft of the CAO's letter to assist them in writing their letter and ensure that there is a consistent message within. Ms. MacArthur will forward the letter to the Villages for reference.

e. Committee Work Plan

Municipal staff has drafted a committee work plan for the JAAC. The draft will be reviewed in a meeting with the CAO this week and presented to the JAAC for feedback at the November 2022 meeting.

f. Accessibility Questions from Outside Organizations

Manager Brown advised that an email from Valley Search and Rescue had been received by Municipal staff. During storms, the building they use as their base is used as a Comfort Center and they were requesting information on what standard of accessibility is required for the building. Manager Brown reminded the JAAC that the purpose of the committee is to advise in the implementation of *Our Joint Accessibility Plan* and focus primarily on making the public sector accessible by 2030. He indicated that Ms. MacArthur has spoken with Valley Search and Rescue and provided information and requested that anyone with similar questions be directed to Ms. MacArthur.

9. Other Business

Mr. Leier asked if there was an update from the Nova Accessibility Directorate in terms of accessibility guidelines for the built environment. Ms. MacArthur reminded the JAAC that Terri Lynn Almeda had indicated it would likely be 2024 when the approved guidelines would be released for implementation. She advised that there are interim standards in place and auditing worksheets available that Villages can use to access current conditions and create a plan to move forward. Mr. Leier expressed frustration at the inability to budget or plan while still working toward the 2030 goal. Manager Brown agreed with Mr. Leier and shared that Municipal staff has been asking the same questions and have started the process simply by meeting with Engineering and Public Works (EPW) staff to determine what accessibility standards the Municipality is currently using. EPW ensures that current projects are meeting current accessibility standards and Manager Brown suggested that the Villages do the same when doing renovations and upgrades.

10. Public Comments

There were no members of the public in attendance.

11. Date of Next Meeting

The next meeting will be held on November 9, 2022 at 6 p.m. in Council Chambers at 181 Coldbrook Village Park Drive.

12. Adjournment

There being no further business, on motion of Commissioner Keith and Mr. Wamboldt, the meeting adjourned at 6:29 p.m.

**Approved by:
Joint Accessibility Advisory Committee**

Day/Month/Year

DRAFT



Village of New Minas
New Minas Water Commission
October 25, 2022 @ 7:00 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
- Bruce MacArthur, Citizen Member
- Maynard Stevens, 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 7:01pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the October 25, 2022 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

3. Approval of Minutes:

- a. September 27, 2022 Water Commission Meeting

Motion:

THAT the Minutes for the September 27, 2022 Water Commission Meeting be approved as circulated.

M/Dave Chaulk
S/Maynard Stevens
Motion Carried

4. Business Arising from Minutes:

- a. September 27, 2022 Water Commission Meeting

There was no business arising from the September 27, 2022 minutes.

5. Comments from the Chair:

The Chair complemented the work that Gerard and staff are doing in the daily operation of the water utility.

6. Presentations:

- a. Q2 Finance Variance Report

The Clerk Treasurer/CAO provided a verbal summary of the Q2 Finance Variance Report circulated prior to the October 26, 2022 Water Commission meeting. The Water Commission would like to see the line item for wages changed in the future to reflect actuals to date, rather than a single journal entry for the year.

Motion:

THAT the Q2 Finance Variance Report be received as circulated prior to the October 26, 2022 Water Commission meeting and as verbally summarized by the Clerk Treasurer/CAO.

M/Dave Chaulk
S/Maynard Stevens
Motion Carried

7. Staff Reports:

- a. Water Operations Report

Gerard Hamilton provided a verbal summary of the Water Operations Report circulated prior to the October 25, 2022 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the October 25, 2022 Water Commission meeting and as verbally summarized by the Manager of Municipal Operations.

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

8. Capital Projects Update:

a. Test Well

The Clerk Treasurer/CAO provided an update on the test well program, including the proposed locations for the test wells. Quotations from well drilling companies are due on October 28th. The Village is working on obtaining permission from land owners for drilling test wells at the proposed locations.

9. Source Water Protection:

a. Source Water Protection Plan

The Clerk Treasurer/CAO provided an update on the Source Water Protection Plan. Billy Shaw is currently working on updating the document, which will be reviewed by the Source Water Protection Committee upon completion.

10. Correspondence:

None

11. Public Input:

None

12. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 7:38pm.

Motion:

THAT the meeting be adjourned.

**M/Dave Chaulk
S/Mary Munroe
Motion Carried**



Village of New Minas
Commission Meeting
November 14, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

9. Staff Reports

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 14, 2022

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

In the past month I have been focused on gaining a deeper understanding of the Village’s operating budget and financials. One of my goals has been to produce quarterly variance reports that show an accurate representation of actual revenue and expenditures relative to the expected year-to-date numbers. The Q2 Variance Report was presented to the Budget & Finance Committee on November 4, 2022. The time and effort to produce this report will be helpful for budget preparation later this year. In the meantime, Collective Bargaining remains the top priority.

Highlights of the Past Month:

- Began collective bargaining negotiations with the Union. Negotiations will continue through the month of November.
- Produced a new template for financial variance reporting (Statement of Revenue and Expense).
- Collaborated with Kings County regarding a new \$12,809.49 property tax bill for the Busch Lane Water Tower. This property was reassessed by PVSC as “Commercial Taxable”, rather than “Commercial Exempt.” This has caused an inequitable taxation scenario where the New Minas Water Utility Customers would pay property tax into the County general tax base. It is likely that PVSC will flag other water towers across the County and Province in future years, including our new \$3.3M Woodvale tank. At the current commercial rate, this property would be charged \$75,576.20 of property tax. Based on the concerns I presented, the County is now developing a policy that will exempt water utility infrastructure from being taxed, notwithstanding the PVSC classifications.

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)
- Monthly meeting with Jim Winsor (November 7)
- Village Commission (October 11)
- Water Commission (October 25)
- Beautification Committee (October 26)
- Finance & Audit Committee (November 4)

Other Notable Meetings:

- Collective Bargaining preparation meetings — October 5; November 2

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 14, 2022

Subject: Monthly Report — Clerk Treasurer/CAO



- Collective Bargaining Negotiations — October 12-13
- Taxation Discussion with Kings County — October 17
- MGA Review Meeting with Department of Municipal Affairs and Housing — October 25

Professional Development:

- JCCD meetings — September 28; October 19

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)
- Collective Bargaining Negotiations — November 8-9 & 29-30, 2022
- Strategic planning
- 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: November 14, 2022

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

This is the time of year that Public Works transitions itself for the upcoming winter season. The fall cleaning of Lockhart and Ryan Park, as well as others, continues. All irrigation systems have been winterized. We have a purchasing contract for salt with the Department of Transportation and Infrastructure Renewal (DTIR). After Remembrance Day, staff members will set up holiday infrastructure for the upcoming season.

Current Task/Projects:

- Water leak on Greenwich Road
- Prospect Road Park is complete. Waiting for delivery of benches and lamp post
- New Christmas banners have arrived. They will be added to the existing banner layout
- Water distribution system has been thoroughly flushed
- Clean up of parks continue
- Hydrant maintenance
- Isolation valve maintenance

Long-Term Projects:

- Working on locating sites to drill test well(s)
- Prospect Road Park to be completed this month
- Working on new seasonal holiday decorations for the village
- Surveying for the Aalders Ave water lateral replacement project has begun

Meetings:

- Union Negotiations
- Water Commission meeting

Outlook for Next Month:

- Continuation of hydrant maintenance
- RF box installation
- Continuation of valve maintenance
- Holiday infrastructure to be put up throughout village
- Winter maintenance
- Daily Operations

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: November 14, 2022

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Delivered Spring programs
 - Pickleball (12 sessions)
 - Yoga (3)
 - Senior Fitness (3)
 - Kids Multi Sport
 - New Minas swimming at Waterville Pool
 - Adventure Club, After School at NMES
- Halloween Party
 - Pumpkin hunt
- Monday Open Mic started again
- Iron Leaf Disc Golf Tournament (10th year anniversary!)
- Finished RFP process for Lockhart Ryan Park playground

Current Tasks/Projects:

- Beautification
- Fall/Winter event planning (Senior's Dinner and Dance, Nov 25)
- Fall program support
- Parade of Lights planning
- Capital Projects (Playgrounds)

Long-Term Projects:

- Park Revitalization Project (through RAC)

Meetings:

- Beautification Committee
- Occupational Health & Safety

Professional Development Summary:

- Recreation Nova Scotia Conference, October 19 - 21

Outlook for Next Month:

- Playground/Park planning, Beautification, programs

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: November 14, 2022

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

Active Living Strategy — progress update:

- The Active Living Strategy has been submitted to Communities, Culture, Tourism and Heritage (CCTH) for review and recommendations.
- The timeline for completion and review by Commission has been extended December 2022, pending the timeline from CCTH.

Projects:

- NEW — Leadership Development Workshop Series:
 - Developing opportunities for capacity building
 - Grant Writing 101 — November 8 — partnership with CCTH, CPRA (Canada Parks and Recreation Association) and RNS (Recreation Nova Scotia)
 - Other topics will include: Stress Management, Communication Skills, Conflict Resolution
- Active & Healthy Award:
 - Recognize individuals, non-profit organizations, community groups, or businesses that provide social or physical environments that support active living.
 - Develop and promote a reward/recognition program — "A-HA" (Active & Healthy Award) offering small prizes and acknowledgement on social media.
 - *Received grant funding from Community, Culture, Tourism & Heritage.*
 - *Prizes have been purchased, waiting for delivery.*
- Outdoor Active Program:
 - Working with EMS and NMES to offer outdoor play activities during lunch periods at the school.
 - Funding support — School Physical Activity Partnership (SPAP).
 - *Progressed delayed based on school access.*
- Community Play Boxes:
 - Ready for installation — coordinating with public works for installation with playground — *pending playground installation.*
- Way Finder Stations:
 - Initiative Goal — this project involves the development and installation of information kiosks located at the connector sites with the Harvest Moon Trail.
 - *Received grant funding from Community, Culture & Heritage.*

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: November 14, 2022

Subject: Monthly Report — Active Living Coordinator



- Signs and map have arrived. Kiosk was ordered — waiting for update on shipping/delivery.

Spontaneous Play Stations:

- One of the goals of the Active Living Strategy is to create opportunities for spontaneous unstructured outdoor recreation. The plan for this project is to install "Spontaneous Play Spaces" — painted hopscotch, mazes, or obstacle courses on sidewalks, or safe paved areas throughout the community.
- *Received grant funding from Community, Culture & Heritage.*
- *Ordered and received reusable stencils.*
- *Paint is ordered — scouting locations.*

After School programming:

- NS Before & After Program (BAP) — at New Minas Elementary School.
- Adventure Club — Louis Millet Community Centre.
- Leadership:
 - Facilitating new staff orientation and leadership training.
 - Managing fee reduction program.

Health NS Partnership:

- building relationship with primary care clinics to facilitate collaborative programming and support:
 - Active for Life — collaboration with Primary Care, Acadia University and County of Kings.
 - Harvest Tides Clinic — collaboration to share program information.

Outdoor Play Policy Development:

- Collaboration with County of Kings and surrounding recreation departments to develop county wide policy encouraging outdoor play — ongoing.

Support to Recreation Dept:

- Playground Revitalization Plan:
 - Reviewing RFP submissions for Lockhart & Ryan Park.

Meetings/Professional Development:

- RNS (Recreation Nova Scotia) Conference 2022 — topics included inclusion and access, trail connections, integrated service delivery, outdoor play policy, leisure education and the roll out of RNS's Racism Charter.

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: November 14, 2022

Subject: Monthly Report — Active Living Coordinator



- Project Management 101 — two day certification.
- Valley Active Communities Committee — MPAL meeting in Bear River.
- Valley Recreation — Professional development committee — strategic planning for membership.



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AGENDA

10. New Business

Harassment and Discrimination Policy

1. Introduction

Organizations can be held vicariously liable for the inappropriate and intentional actions of its employees, volunteers, visitors and independent contractors. In order to protect itself, the organization should implement a written and documented abuse policy. The purpose of the policy is:

- To maintain an environment that is free from harassment or abuse
- To identify the behaviours that are unacceptable
- To establish a mechanism for receiving complaints
- To establish a procedure to deal with complaints

The Village's Insurer (Intact Public Entities) requires the Village to implement an abuse policy that includes the following:

- Insured's stance on abuse
- Clear definitions of abuse (physical, mental, sexual etc)
- Reference the Governing legislation
- Clearly state who is covered by the policy (employees, volunteers etc)
- Reporting procedures
- Statement of consequences up to and including termination
- A review and sign off with employees/volunteers on an annual basis

2. Discussion

The Town of Yarmouth has implemented a policy that meets most of the updated insurance requirements. The Village of Kingston is in the process of adopting a policy that mirrors the wording of Yarmouth's policy. Staff have reviewed the wording, and after a review with the Insurer, have incorporated it into the draft policy attached below with the following changes:

- Addition of the last sentence in Clause 1.1 to clarify who the policy applies to.
- Addition of Clauses 2-5, describing various types of abuse.
- Addition of the word "abuse" throughout the Policy.
- Addition of Clause 19, which requires employees and volunteers to review and consent to the policy on an annual basis.

3. Recommendation

THAT the Village Commission adopt the Village of New Minas Harassment and Discrimination Policy, as included in the November 14, 2022 agenda package.

Village of New Minas

Harassment and Discrimination Policy



Policy Number: VNM-2022-02
Policy Adoption Date: October 11, 2022
Most Recent Amendment: N/A

1. Statement

1.1. The Village of New Minas is committed to maintaining a healthy, safe, and supportive workplace that values diversity where all persons are treated with respect and dignity. It is the right of all employees to work in an environment free of harassment, discrimination and abuse. This policy applies to all employees and volunteers working for the Village of New Minas.

2. Physical Abuse

2.1. Physical Abuse is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

3. Emotional Abuse

3.1. Emotional Abuse is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

4. Verbal Abuse

4.1. Verbal Abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

5. Psychological Abuse

5.1. Verbal Abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

6. Discrimination

6.1. Discrimination means differential treatment of an individual or group of individuals which is based, in whole or in part, on one or more of the prohibited grounds under the Nova Scotia Human Rights Act which has an adverse impact on an individual or group of individuals. Discrimination may be intentional or unintentional, direct or indirect.

7. Harassment

- 7.1. Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. This comment or conduct may be offensive, intimidating, hostile, or inappropriate, based on the prohibited grounds set out in the Nova Scotia Human Rights Act.
- 7.2. Harassment can take many forms and may be directed at an individual or group of individuals. Harassment can occur in various types of communication, including face to face exchanges, email, written correspondence, or social media.
- 7.3. Difference of attitude or culture and misinterpretation of social signals mean that what is perceived as harassment by one person may not seem so to another.
- 7.4. Examples of harassment include, but are not limited to:
 - Written or verbal insults;
 - Unwelcome remarks, jokes, or innuendoes;
 - Displaying offensive material;
 - Inappropriate requests;
 - Intimidation, bullying, verbal abuse, or threats;
 - Practical jokes which cause awkwardness, embarrassment, or endanger safety;
 - Behavior that undermines or sabotages an employee's job performance;
 - Actions intended to belittle, demean, or undermine an individual's self-respect or cause emotional or psychological suffering;
 - Horseplay, roughhousing, inappropriate touching, or physical assault; or
 - Behavior, conduct, comments or activities not directed specifically at an individual, but which nonetheless create a degrading, offensive, or poisoned work environment.
- 7.5. Harassment does not include:
 - Legitimate, reasonable management actions that are part of the normal work function including appropriate direction, delegation, performance management, counselling, or discipline administered by a supervisor;
 - Professional debate;
 - Attendance management;
 - Relationships of mutual consent;
 - Stressful events encountered in the performance of legitimate job duties; or
 - Occasional disagreements or personality conflicts.

8. Sexual Harassment

8.1. Sexual Harassment means:

- Vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcomed;
- A sexual solicitation or advance made to an individual by another where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made, where the individual making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- A reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

8.2. Examples of sexual harassment include, but are not limited to:

- Sexist jokes causing embarrassment or offense, told or carried out after the speaker was told they are embarrassing or offensive, or that are by their nature clearly embarrassing or offensive;
- Unwelcome remarks, jokes, comments, inquiries, or innuendoes about a person's physical appearance, attire, sex, or sexual orientation;
- Leering or other suggestive gestures;
- The display of sexually explicit material;
- Sexually degrading words used to describe a person;
- Practical jokes of a sexual nature, which can cause awkwardness or embarrassment;
- Unwelcomed sexual flirtations, advances, propositions;
- Requests for sexual favours;
- Unwanted touching; and
- A threat to job security or working conditions for refusing to comply with sexual demands by a person in a position of authority.

9. Human Rights Obligations

9.1. Employees are entitled to work in an environment free from harassment and discrimination that is based on the prohibited grounds under Nova Scotia's Human Rights Act, which include:

- Age
- Race
- Color
- Religion
- Creed
- Ethnic, national, or aboriginal origin
- Sex (including pregnancy and pay equity)
- Sexual orientation
- Physical disability
- Mental disability
- Family status
- Marital status
- Source of income
- Harassment (including sexual harassment)
- Irrational fear of contracting an illness or disease
- Political belief, affiliation, or activity
- Gender identity
- Gender expression
- Association with protected groups or individuals

9.2. Nova Scotia's Human Rights Act prohibits harassment, discrimination and abuse in the areas of:

- Employment
- Housing or accommodation
- Services and facilities
- Purchase or sale of property
- Volunteer public service
- Publication, broadcasting, or advertisement
- Membership in a professional, business, or trades association, or employers' or employees' organization.

10. Zero-tolerance

10.1. The Village of New Minas has zero-tolerance for any form of harassment, discrimination or abuse. This includes harassment, discrimination or abuse by or directed towards other employees, elected officials, volunteers, customers, the general public, contractors and suppliers.

10.2. Harassment, discrimination and abuse are violations of the Human Rights Act upon which this policy is based. The Village will take reasonable and necessary steps to ensure a workplace free from harassment, discrimination and abuse to the extent possible.

10.3. The Village prohibits harassment, discrimination and abuse in the workplace, or at any work-related and/or staff social functions, or in any other work-related circumstances.

11. Resolution of Harassment, Discrimination and Abuse

11.1. Employees should follow the steps below when they encounter inappropriate behavior in the workplace.

11.2. Informal Resolution

On occasion, some instance of harassment, discrimination or abuse can be dealt with directly and informally through communication with the person engaging in the inappropriate behavior. When employees feel comfortable doing so, they should communicate a clear message that the conduct or comments are offensive or unwelcome. However, the Village recognizes that there are circumstances where direct communication is not appropriate. Although information resolution is encouraged where possible, it is not a prerequisite to making a report of harassment, discrimination or abuse.

11.3. Formal Resolution

Where an employee does not wish to bring the matter directly to the attention of the person engaging in the inappropriate behavior, or where such an approach is attempted and does not produce a satisfactory result, the employee should report the harassment, discrimination or abuse as outlined below.

12. Making an Internal Report

12.1. Harassment, discrimination or abuse should be reported as soon as possible after experiencing or witnessing the behavior. This allows the incident to be addressed in a timely manner.

- 12.2. Employees are encouraged to report any incident(s) to their supervisor. If the supervisor is the person engaging in the behaviour, or the employee prefers not to report the incident directly to their supervisors, they should report the incident(s) to the Clerk Treasurer/CAO.
- 12.3. Employees can report incidents verbally or in writing. When reporting verbally, the person receiving the report will document the report in writing.
- 12.4. The report should include the following information:
- Name(s) of the person(s) who had allegedly experienced harassment, discrimination or abuse;
 - Name(s) of the person alleged to have engaged in the unwelcome behaviour;
 - Name(s) of any witnesses or other persons with relevant information about the incident and contact information (if known);
 - Details of what happened including date(s), frequency, and location(s) of the incident(s); and
 - Any supporting document that the person making the report has which are relevant to the matter.
- 12.5. All reports of harassment, discrimination or abuse shall be kept confidential except to the extent necessary to protect employees, investigate the complaint, take corrective action, or otherwise as required by law.

13. Investigation

- 13.1. The Clerk Treasurer/CAO will ensure that an investigation appropriate to the circumstances is conducted when a report of harassment, discrimination or abuse is made. Reports will be investigated in a fair, respectful, and timely manner. The Clerk Treasurer/CAO will determine who will conduct the investigation. Depending on the allegations and the people involved, the investigation may be referred to an external investigator, or may be investigated internally. In cases where the allegations of harassment are made against the Clerk Treasurer/CAO, the Village will engage with the Village of New Minas Solicitor.

14. Confidentially and Privacy

- 14.1. Investigations are highly sensitive and it is critical to maintain the utmost confidentiality throughout the process. This protects the privacy of the parties but also the integrity of the investigation. During the investigation and resolution of complaints, all information must remain confidential except where sharing information is required by law. Anyone who is aware of or participates in an investigation must maintain confidentiality regarding:
- The fact that a complaint was filed;
 - The fact that they are being interviewed and the questions they were asked;
 - The issues discussed with the investigator during their interview;
 - Their opinion on the validity or nature of the reported incident; and
 - Whether, and what other, individuals might also be participating in the investigation.

15. Outcome of Investigation

- 15.1. After the investigation is concluded, both the person making the report and the person

alleged to have engaged in the harassment, discrimination or abuse will be informed of the findings.

- 15.2. If the Clerk Treasurer/CAO concludes that there was no violation of this policy, no further action will be taken, and no documentation concerning the report will be placed on the file of the person(s) alleged to have engaged in harassment, discrimination or abuse.
- 15.3. If the Clerk Treasurer/CAO concludes that there was a violation of this policy, the employee(s) who violated the policy will be disciplined, up to and including termination. A record of the violation of this policy and any disciplinary action taken will be added to the employee’s personnel file. The complainant does not have a right to know what discipline was assigned.

16. No Retaliation

- 16.1. Regardless of the outcome of a report made in good faith, the employee making the report as well as anyone providing information during an investigation will be protected from retaliation.

17. Reports Made in Bad Faith

- 17.1. A bad faith report is a report that is made with a conscious effort to mislead or deceive, or with a malicious or fraudulent intent. An employee who makes a report in bad faith will face disciplinary action, up to and including termination.

18. External Reporting Options

- 18.1. Employees have external options to report harassment, discrimination or abuse. An employee may contact the Nova Scotia Human Rights Commission to make a complaint of harassment, discrimination or abuse, or may contact the police if they believe that criminal activity is involved.

19. Policy Review

- 19.1. All employees and volunteers working for the Village of New Minas shall be required to review the Village of New Minas Harassment and Discrimination Policy on an annual basis and sign the Consent Form contained in Appendix A.

20. Amendments

Date	Amendments
October 11, 2022	Policy adopted by Commission

Appendix A — Consent Form

I acknowledge that I have received and read the New Minas Harassment and Discrimination Policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this Policy and to report any incidents of harassment, discrimination or abuse as set forth in this Policy.

Date

Signature of Employee/Volunteer

Signature of Department Head

DRAFT

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 14, 2022

Subject: Tax Exemption for New Minas Children's Centre



New Minas Baptist Church — Tax Exemption for New Minas Children's Centre

1. Introduction

The New Minas Children's Centre (NMCC) is located at 9453 Commercial Street in New Minas and occupies a portion of the property that also houses New Minas Baptist Church. In 2015, following a visit by PVSC, it was determined that NMCC was operating as a daycare, open to the public, which was licensed and regulated under the Day Care Act. At that time, PVSC split the classification of the property between commercial exempt (church) and commercial taxable (daycare).

The church appealed the assessment through PVSC and the Supreme Court of Nova Scotia. The Court found the Centre as not exempt from taxation pursuant to s.5(1)(b) of the assessment act. The court made reference to Sections 71 & 71A *Municipal Government Act* (MGA) that provide potential avenues for tax relief:

Tax reduction by-law for day cares

71A (1) The council may, by by-law, to the extent and under the conditions set out in the by-law, provide that the tax payable with respect to all or part of the taxable commercial property of any day care licensed under the *Day Care Act* be reduced to the tax that would be payable if the property were residential property, including area rates.

2. Discussion

In February of 2018, the Municipality of the County of Kings Council enacted By-law 104, the Day Care Commercial Tax Reduction By-law, in response to a request made by NMCC for partial tax relief. This accommodated a reduction from commercial tax rate to residential tax rate. The Village of New Minas also provided this accommodation from 2017 to 2018. In 2019 and 2020 the NMCC was invoiced the full commercial tax rate by the Village.

In July 2018, the NMCC applied for, and was granted charitable status by the Canada Revenue Agency. The Municipality of the County of Kings updated By-Law 104 in July 2019, granting the NMCC with permanent exemption from property taxes. The Village of New Minas Commission granted a one-year property tax exemption in 2021, following a request from the NMCC. On October 6, 2022, the Village received a request to grant the NMCC permanent exemption from property taxes (see Correspondence).

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 14, 2022

Subject: Tax Exemption for New Minas Children's Centre



3. Financial Impact

A tax exemption for the NMCC for the current fiscal year would equate to a reduction of \$3,197 of commercial tax revenue. The Village's 2022-23 budget includes an allocation of this amount under Account #21950 (Grants & Special Donations) for this tax exemption, along with the Flower Cart.

4. Recommendation

THAT the Village Commission grant the New Minas Children's Centre with permanent tax exemption so long as they are registered as a charitable organization by the Canada Revenue Agency.

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 14, 2022

Subject: Update to Financial and Expense Policy — Section 15



Update to Financial and Expense Policy — Section 15

1. Introduction

Section 15 of the Village’s Financial and Expense Policy states the following:

15. PER DIEMS

Any Commissioner or Employee is eligible to apply for a per diem when traveling on Village business. The per diem allowance is granted for meals incurred out-of-pocket when traveling on Village business or attending a conference in which the meals are not provided. The per diem allotments are:

- \$10 for breakfast
- \$15 for lunch
- \$30 for dinner

Application can be made using an Expense Claim Reimbursement Form. A per diem cheque can be prepared in advance of the travel (preauthorized) or after the travel is completed.

Two issues related to this clause have been identified:

1. This clause does not consider regular evening meetings that staff are required to attend.
2. The amounts for breakfast and lunch are low compared to other municipal units. The per diem amounts should accommodate healthy options for staff.

2. Discussion

The per diem meal allowances for the Village of Bible Hill and Town of Kentville are as follows:

Meal	Rate	
	Village of Bible Hill	Town of Kentville
Breakfast	\$ 20.00	\$ 17.00
Lunch	\$ 20.00	\$ 17.25
Dinner	\$ 50.00	\$ 45.25
Incidentals (for each full day on travel)	-	\$ 17.30

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 14, 2022

Subject: Update to Financial and Expense Policy — Section 15



In addition to the Breakfast, Lunch and Dinner per diems, the Municipality of the County of Kings has a fourth category in their Business Expense Policy for any meal within Kings County. This additional category recognizes that there are local meetings that staff are required to attend after hours, but that such meals would be at a lower cost than the per diems for conference accommodations. The Municipality’s meal allowances are as follows:

SCHEDULE C - MEAL ALLOWANCE

(Revised: November 16, 2018)

The per diem claimable for each meal is set out as follows:

Breakfast per diem	\$20.00
Lunch (mid-day) per diem	\$20.00
Dinner (evening) per diem	\$33.00
Any Meal within Kings County	\$15.00

The following updates in red font (with additional qualifying language) are recommended to Section 15 of the Village’s Financial and Expense Policy:

15. PER DIEMS

Any Commissioner or Employee is eligible to apply for a per diem when traveling on Village business. The per diem allowance is granted for meals incurred out-of-pocket when traveling on Village business or attending a conference in which the meals are not provided. Receipts for each meal must be submitted with the expense claim to demonstrate proof of purchase and that the meal did not include alcoholic beverages, in accordance with Section 16 — Prohibited Purchases. The per diem allotments are:

- \$15 for breakfast (The cost of breakfast may be claimed only when the Commissioner or Employee has been travelling on Village business for more than one hour before the recognized time for the start of the day’s work.)
- \$20 for lunch
- \$30 for dinner (The cost of the evening meal may be claimed when the Commissioner or Employee is not expected to return to their residence before 6:00 pm.)

In addition, Employees are entitled to a \$20 per diem when remaining at work for evening meetings within Kings County.

Application can be made using an Expense Claim Reimbursement Form. A per diem cheque can be prepared in advance of the travel (preauthorized) or after the travel is completed.

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: November 14, 2022

Subject: Update to Financial and Expense Policy — Section 15



3. Recommendation

THAT the Village Commission approve the recommended updates to Section 15 of the Village's Financial and Expense Policy, as included in the November 14, 2022 agenda package.



Village of New Minas
Commission Meeting
November 14, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

11. Correspondence



9453 Commercial Street
New Minas, NS, B4N 3G3
phone | 902-681-7683
email | office@nmbc.ca

October 6, 2022

Mr. Tim Bouter, Clerk Treasurer
The Village of New Minas
9489 Commercial Street
New Minas, NS B4N 3G3

Hello Mr. Bouter,

The New Minas Children's Centre (NMCC) is licensed to provide 74 weekday day care spaces for children of the community. The Centre operates 51 weeks a year. The Centre employs a staff of eight qualified Early Childhood Educators and support staff of two. This service provides high quality educational opportunities for young children and enables parents to be engaged in the community either through employment or volunteer activities.

NMCC occupies a portion of the New Minas Baptist Church property (AN 05841429) and as a result the property receives a Commercial Taxable assessment.

NMCC received a letter dated 4 December 2018 from the Canada Revenue Agency advising the organization was designated a Registered Charity under the federal Income Tax Act with an effective registration date of 16 July 2018 and assigned the following business number, 86120 7330 RR0001.

Having received that designation, we are applying to be permanently exempted from property taxes similar to other registered charities in the Village. We are also now permanently exempted from Kings County property taxes. So, having already been exempted in recent years with the Village commission, we are asking that exemption be made permanent so the annual application will no longer be necessary.

We thank the Commission for their consideration of our application

Respectfully,

Rev. Daniel F. Cormier
Senior Pastor, New Minas Baptist Church

Jennifer Vanderkloet
Bookkeeper/Office Manager