



Village of New Minas
Commission Meeting
December 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. November 13, 2023 Village Commission Meeting
5. Business Arising from Minutes:
 - a. November 13, 2023 Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
- 7b. Years of Service Acknowledgement
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 — Draft minutes included in package
 - d. New Minas Water Commission — No meeting since last report
 - 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. Adoption of Strategic Plan
 - b. Founding Fathers Park
 - c. October Public Input
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



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

4. Approval of Minutes



Village of New Minas
Commission Meeting
November 13, 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
- Gerard Hamilton, Manager of Municipal Operations
- John Ansara, Director of Recreation & Community Development

Others Present:

- Donna Randell (via Zoom)
- Maynard Stevens
- Emily Guphill
- Quincy Millett

1. Call to Order:

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

2. Approval of the Agenda:

Motion:

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

M/Quentin Hill

S/James Redmond

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. October 10, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the October 10, 2023 Village Commission Meeting be approved as circulated.

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

5. Business Arising from Minutes:

- a. October 10, 2023 Village Commission Meeting

There was no business arising from the October 10, 2023 minutes.

6. Comments from the Chair:

There were no comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Apple Blossom Gift

Emily Guptill served as the Village's Leadership Representative in 2020, along with Quincy Millett as her Child Attendant. Unfortunately, Emily and Quincy were unable finish their term properly, as it was interrupted by the Covid-19 pandemic. Because of this, Emily and Quincy never received their parting gift from the Village Commission. John Ansara presented both with a gift as a token of appreciation for their volunteer effort in representing the Village so well.

9. Committee Reports:

- b. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the November 13, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Finance & Audit Committee be received as included in the November 13, 2023 Commission agenda package and as verbally summarized by Dave Chalk.

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

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the November 13, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the November 13, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

M/Quentin Hill
S/James Redmond
Motion Carried

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the November 13, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the November 13, 2023 Commission agenda package and as verbally summarized by James Redmond.

M/James Redmond
S/Quentin Hill
Motion Carried

e. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the November 13, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the November 13, 2023 Commission agenda package and as verbally summarized by James Redmond.

M/James Redmond
S/Quentin Hill
Motion Carried

10. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the November 13, 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 November 13, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

11. New Business:

- a. Village Christmas Tree

The Manager of Municipal Operations summarized the history of the roundabout as it relates to Beautification Committee initiatives and the Christmas tree. The Crescent Park location was chosen as a safer alternative for the Christmas tree with similar visibility. It also offers interactive opportunities for the public. The Commission decided that the supplemental features from last year should not be included in Crescent Park, and for two of the following signs to be installed next to the tree instead (adding clarity that it is a Village initiative):



- b. Municipal Capital Growth Program

The Clerk Treasurer/CAO presented the request for decision included in the November 13, 2023 Commission agenda package.

Motion:

THAT the Regional Forcemain Replacement project be submitted for funding consideration under the Municipal Capital Growth Program, to be filed as a joint application through the Municipality of the County of Kings.

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

c. Strategic Plan

The Clerk Treasurer/CAO presented a second draft of the Strategic Plan (included in the November 13, 2023 Commission agenda package), incorporating changes discussed at the October meeting. The Commission was pleased with the changes, but decided to postpone adoption to the December meeting to allow for additional time for consideration.

12. Correspondence:

There was no correspondence.

13. Other Business:

Mary Munroe discussed concerns about the covered viewing deck planned for Founding Father's Park as it relates to public safety and homelessness. Mary suggested that it may be preferable to install an open viewing deck to minimize liability and safety issues. The Clerk-Treasurer/CAO mentioned that initial cost estimates for the covered viewing deck came back much higher than expected. The Commission asked the Clerk-Treasurer/CAO to bring a recommendation back to the December Commission meeting.

14. General Public Input:

Donna Randell:

- Reiterated questions from last month about the benches and flags. The Clerk-Treasurer/CAO to report back at the December Commission meeting.
- Mentioned the Remembrance Day signs and electronic sign display as a positive initiative.
- Provided additional context for the Christmas tree and suggested an idea for lighting it at the start of the parade.

Maynard Stevens:

- Mentioned that sidewalks on south side of Commercial Street need to be improved for accessibility. Maynard to provide a list of locations to the Manager of Municipal Operations.
- Thanks to the Recreation Department for bringing Santa Claus back to New Minas!
- Thanks to the Village Commission and staff for the personal card.

15. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:53pm.

Motion:

THAT the meeting be adjourned.

M/James Redmond

S/Quentin Hill

Motion Carried

DRAFT



Village of New Minas
Commission Meeting
December 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: December 11, 2023

Subject: Beautification Committee Report



Beautification Committee Report

Beautification Committee Meeting — November 15, 2023

The regular bi-monthly Beautification Committee meeting took place in-person and via Zoom on November 15th.

This fall New Minas implemented a display of Remembrance Day sidewalk banners throughout the Village. A great many positive comments have been received from Village residents and our visitors, including numerous expressions of appreciation from veterans and those currently serving. We thank Donna Randell for coordinating this project and our Public Works team for installing the display.

Another achievement this year is for the first time, our red Holiday Season street banners now are on display the whole length of Commercial Street (all four kilometres)! It is very satisfying to the Committee to have reached this multi-phased goal and we have been getting many favourable comments. We have future plans for the reusable ones of the original blue seasonal banners.

New spring and summer streetside banners have been designed and are being ordered. Much appreciated banner design work has been done by our own talented Committee Member, Agnes Wojt and Staff Member, Erika Dominey! The new banners are planned for display in time for the 2024 Apple Blossom Festival.

Christmas lighting and decor was in place for the New Minas Rotary Club's Parade of Lights and continues to bring cheer to our Village. The new initiatives have received positive feedback. There is a lot of time and effort involved in developing and implementing these displays and we express our appreciation to Donna Randell and her team including Public Works staff for the great job this year!

We have been notified that our street beautification grant application to Municipal Affairs (along with the other two MOK applications) was unsuccessful. This is the first time our grant application has not approved - we will apply again next year.

After receiving prohibitively pricey estimates for the viewing deck in the Founding Fathers Park, the project is back on the drawing board for concept modifications.

Tim Bouter reported that the work of the Beautification Committee is included as an area of focus under the New Minas Strategic Plan.

Budget processes for the 2024/25 budget were reviewed and will be the theme of our regular meeting on January 17th, with a two hour meeting scheduled for 9:30am through 11:30am. The meeting will be at the LMCC and via Zoom.

Information Report (Agenda Item 8.a.)

To: Village Commission

By: Mary Munroe, Village Commissioner

Meeting Date: December 11, 2023

Subject: Beautification Committee Report



Respectfully submitted,

Mary Munroe, Chairperson

On behalf of the New Minas Beautification Committee



Village of New Minas
Beautification Committee
November 15, 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 November 15, 2023 Beautification Committee Meeting be approved as circulated.

M/John Ansara

S/Agnes Wojt

Motion Carried

3. Approval of Minutes:

- a. September 20, 2023 Beautification Committee Meeting

Motion:

THAT the Minutes for the September 20, 2023 Beautification Committee Meeting be approved as circulated.

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

4. Business Arising from Minutes:

- a. September 20, 2023 Beautification Committee Meeting

There was no business arising from the September 20, 2023 minutes.

5. Comments from the Chair:

The Chair complimented the Committee and staff for the red banners that are now able to be installed in a consistent manner along Commercial Street, and also thanked Donna and Gerard for their coordination of the Remembrance Day signs.

6. Finance & Budget Update:

- a. Capital Expenditures

The Clerk-Treasurer/CAO summarized the capital expenditures to date. \$16,796.48 of the total \$25,000 has been spent, leaving \$8,203.52 for additional initiatives.

Motion:

THAT additional solar lights be purchased for the third blue spruce tree in Prospect Road Pocket Park.

**M/Debra Windle-Smith
S/Agnes Wojt
Motion Carried**

- b. BSP Funding Application

The Village received an official letter from the Province stating that the BSP funding application was not approved this year. The number of total requests was more than in the past, and all three of the applications that the Municipality of Kings submitted (including New Minas) were unsuccessful. The Committee plans to apply through this program again next year.

- c. 2024/25 Budget Process

The Clerk-Treasurer/CAO discussed the upcoming budget process for 2024/25. Committee members are encouraged to think about projects and initiatives over the next two months, and the Beautification Committee meeting in January will be focused on prioritizing the ideas and forming a budget to bring to the Commission for approval.

7. Capital Projects:

- a. Seasonal Banners

The Clerk-Treasurer/CAO recommended that the remaining funds in the capital budget be allocated towards the purchase of seasonal banners.

Motion:

THAT the remaining funds in the capital budget be allocated towards the purchase of seasonal banners.

M/Debra Windle-Smith

S/Agnes Wojt

Motion Carried

Additional Item:

Gerard to reach out to NS Power/Bell Aliant ahead of the January budget meeting to discuss permission for installing hardware along the Prospect Road utility poles for the blue holiday banners.

- b. Viewing Deck

The Clerk-Treasurer/CAO informed the Committee that a quote of \$112,800 + HST has been received for the viewing deck for budgeting purposes. The Committee agreed that the scope of work for Founding Fathers Park should be simplified to reduce the cost. Some ideas and variations were discussed, including tree clearing, fencing, pavestones, picnic tables and a swing. The concept will be refined at the January budget meeting.

8. Other Business

- a. Lights and Decorations

Donna summarized this year’s initiatives for lights and decorations. After three planning meetings, the lights have been installed at the LMCC, roundabout, and Lockhart & Ryan Park! During the meetings, many ideas were generated that will be discussed at the January budget meeting.

- b. New Minas Strategic Plan

The Village Commission has been working on an overall Strategic Plan. Community Wellness is one of the key strategic priorities, with Beautification as an important area of focus. The Commission supports the ongoing work of the Beautification Committee, and its work will align with the Strategic Plan going forward.

9. Next Meeting Date

- a. January 17, 2023

The next meeting is scheduled for Wednesday January 17, 2024 @ 9:30am at the LMCC and via online video conference (Zoom).

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:32am.

Motion:

THAT the meeting be adjourned.

M/Donna Randell

S/John Ansara

Motion Carried

DRAFT

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, November 9th, 2023

Draft Minutes

Meeting, Date and Time

A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, November 8, 2023, in Council Chambers at 181 Coldbrook Village Park Drive.

Attending

JAAC Members

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

Municipal Staff

Katie MacArthur – Accessibility Coordinator
Terry Brown – Manager of Inspection & Enforcement Division
Laurie-Ann Clarke – Recording Secretary
Haley Hutt – Recording Secretary
Christine Spurr – Business Development Analyst

Regrets

Andy Vermeulen – Commissioner, Village of Canning
Councillor Lexie Misner – District 2
Shawn Fevens – Recreation Coordinator
Quentin Hill – Commissioner, Village of New Minas

Absent

Rick Balsor – Commissioner, Village of Aylesford

- 1. Call to Order** Mary Fox, Chair, called the meeting to order at 7:02p.m.
- 2. Roll Call** Roll call was taken.
- 3. Amendments to the Agenda** None
- 4. Approval of the Agenda** **On motion of Ms. Hopkins and Mr. Nauss, that the Joint Accessibility Advisory Committee approve the November 8th 2023 agenda as circulated.**
The question was called on the motion. Motion carried.
- 5. Disclosure of Conflict of Interest Issues** There were no conflict of interest issues disclosed.
- 6. Approval of Minutes**
 - a. October 11th, 2023** **On motion of Commissioner Sealby and Mr. Price, that the minutes of the Joint Accessibility Advisory Committee meeting held on October 11th, 2023 be approved as circulated.**
The question was called on the motion. Motion carried.
- 7. Business Arising from the Minutes** There was no business arising from the minutes.
- 8. Business**
 - a. Presentation on the Proposed Municipal Economic Development Plan** Christine Spurr, Business Development Analyst, provided a presentation on the proposed Municipal Economic Development Plan. The purpose was to receive feedback on the plan from the committee. Ms. Spurr has had conversations with Katie MacArthur, Accessibility Coordinator, on how this plan can work with the Joint

Accessibility plan to best support. Breakdown can be found in the [agenda package](#)

b. Briefing: Kings Point to Point

Ms. MacArthur, spoke on Kings Point to Point. Ms. MacArthur gave the background on the service and advised the committee that the service is looking to add value added services and were looking for feedback. Feedback was provided to Ms. MacArthur, and she was going to follow up with Kings Point to Point.

c. Open Grant Funding Opportunities

Ms. MacArthur shared current open grant funding opportunities that specifically focus on accessibility. Full details of the grants can be found in the [agenda package](#).

d. Election of Officers (Chair and Vice Chair)

There was a call for nominations from the floor for the position of Committee Chair with the one year term to begin at the JAAC meeting on December 13th 2023

On motion of Commissioner Keith that the committee appoint Ms. Mary Fox as Chair

Ms. Fox accepted the nomination. Seeing there were no further nominations, Ms. Fox was named chair.

There was a call for nominations from the floor for the position of Committee Vice - Chair with the one year term to begin at the JAAC meeting on December 13th 2023

On motion of Ms. Hopkins that the committee appoint Mr. Doug Ralph as Vice- Chair

Doug Ralph accepted the nomination. Seeing there were no further nominations, Mr. Ralph was named Vice-Chair.

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

9. Other Business Ms. MacArthur reminded citizens of the mileage reimbursement forms. Mileage forms can be submitted to the recording chair quarterly.

Shelly Hopkins announced the Flower Cart Group had officially moved into their new building and a public open house would be held November 27, 2023 3:30-6:30pm.

10. Roundtable Vice- Chair Ralph shared a story on a 12-year-old from Digby, Joey Connolly, an autistic boy, who received over 1000 cards from all over the world for his birthday, sent out 2500 holiday cards to social enterprises all over Nova Scotia.

Commissioner Sealby thanked Ms. MacArthur for speaking at the Commission meeting on her review of the Greenwood Village office and surrounding area.

Chair Fox spoke to how supportive the Municipality was in the commitment to the JAAC, and thanked the Municipality for continued support.

11. Correspondence There was no new correspondence.

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

13. Date of Next Meeting The next meeting will be held on Wednesday, December 13, 2023 at 7:00 p.m. in Council Chambers.

14. Adjournment **There being no further business, on motion of Mr. Price and Mr. Nauss, the meeting adjourned at 7:48 p.m.**

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year

DRAFT

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

Meeting, Date and Time Regional Sewer Committee Meeting was held on Monday, November 27, 2023, at the Municipal Complex

(1) Roll Call: In attendance were:

Municipality of the County of Kings: Councillor Joel Hirtle – Chair
Brad Carrigan, Director of Engineering & Public Works, Lands & Parks
Zobia Jawed, Director of Environmental Services and Climate Resilience
Mike Livingston, Manager of Financial Reporting
Aaron Dondale, Manager of Operations
Susan Gray, Recording Secretary
Carme Telseford, Compliance Officer

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

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

PepsiCo Foods Limited: Nicolette Cahill, Site Manager (voting member)

Regrets: Shivani Gilhotra

Meeting Called to order: The Chair called the meeting to order at 1:07 pm. Roll call was taken.

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

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

Motion carried.

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

(5) Approval of the Minutes from October 20, 2023: **On the motion of Commissioner Redmond and Deputy Mayor Savage that the Minutes from October 20, 2023, be approved with one minor date correction.**

Motion carried.

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

New Business

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

Maintenance:
The fall pump station cleaning has been completed. A minor odour has been present due to the ongoing work in cells 1 and 2. Cell 1 is currently drained to the (approx.) two-foot level to allow for removal of the old

aeration equipment and removal of some additional sludge. Cell 2 has no aeration currently which adds to the odour.

We have installed new lighting in the UV building, all LED, which will lead to cost savings on energy. Further maintenance scheduled for December on the UV building may be deferred to the next fiscal year as our operation budget is being used heavily to deal with the breaks being experienced on the force main.

Operationally:

The lagoons are currently short circuiting. The retention time of our normal (approx.) 60 days has been reduced to (approx.) 21 days, which impacts the quality of effluent that is leaving the plant, this relates to the ongoing work being done in cells 1 & 2. We have been in contact with Nova Scotia Environment and have increased our sampling frequency so we can keep a close eye on what is happening. Ideally, we get the aeration in cell 2 up and running as quickly as possible.

Staffing:

The Municipality's new Director of Engineering and Public Works, Brad Carrington started on Oct 23rd. We also have a new Manager of Treatment Plants and Compliance, Shivani Gilhotra who started October 30th. Both are filling existing vacancies within our organization. Also joining the Municipal team is Zobia Jawed, Director of Environmental Services and Climate Resilience who started on November 20th. This is a new position within our organization.

Discussion:

- How long will the current conditions at the regional plant be expected to last? Once we get the aeration in cell 2 up and running, the odour and TSS should improve. This is expected to be done by the end of December. The majority of the old aeration equipment in cell 2 has been removed and work on adding the new equipment has begun.
- Has this created any known environmental issues? We will not be aware of issues until we do our quarterly acute lethality testing which has not happened yet.
- How will the aeration in cell 2 being online help with the retention time? Due to the temperature and lack of aeration, the influent is currently floating along the top of the pond and exiting faster than normal. When the aeration is back online, it will stir the water column and mix the incoming with the existing and therefore expand the retention time and reduce the TSS.

(8) Compliance Update

Aaron Dondale gave a brief update in Shivani's absence. Things look relatively as expected apart from Pepsico and Village of New Minas. Discussions are being held with Pepsico regarding sampling. We are working with our lab and our IT team to understand New Minas' numbers. It could be a sampling issue or a data entry issue and this is being investigated.

Discussion:

- Exceedance of limits and penalties. It is our understanding that exceedances are dealt with over a year and not one month. There are no penalties per se, but rates are based on load and volumes so higher loads or changes in volumes would be reflected in the next years share of operating costs.
- A summary or colour coding would be useful for this data. This was brought up at the last meeting and is being worked on to see what we can do within the reports.

(9) Capital Update:

Aaron Dondale shared a presentation regarding the ongoing capital projects.

Collection:

- We have had several more breaks since our last meeting, the geotechnical work had been awarded through CBCL and work is scheduled to begin in mid-December. The final geotechnical report is expected by the end of January. The geotechnical work will provide information on the installation methods and overall work scope of the force main replacement. Different options would have different costs and different life spans. We are exploring all possibilities.

Treatment:

- Cell 1 desludge complete; removed 1028 BDT out of anticipated 1100 BDT (93%). Some sludge remained close to the berms, where it was difficult to get the barge in close. A mound of solids in the vicinity of the old influent inlet is still in place, as it was difficult to remove with the barge. We intend to mechanically remove a portion of this with an excavator (last week of Nov / first week of Dec).
- Cell 1 is currently drained to (approx.) 2-ft water depth in preparation for the removal of the old aerators.
- Odour has been present in New Minas these past few weeks due to exposed sludge on the berms of cell 1.
- Aeration upgrade work for cell 2 ongoing; ~45% complete. Last week, the old header for cell 2 was removed from the berm; new headers were tied in at the blower building; anchors for the new air lines have been installed; started removing submerged aerators from cell 2.
- Next steps: remove submerged aerators from cell 2; install new aerators in cell 2; remove submerged aerators from cell 1; install new aerators in cell 1.

System Assessment Review:

With input from the Regional Technical Subcommittee, the Municipality has awarded a consulting contract to WSP E&I Canada Ltd to undertake a System Assessment Review (SAR). The SAR:

- Has a scheduled completion date 30 November 2023.
- Will address serviceability of present-day infrastructure from operational, regulatory compliance, and growth / capacity considerations.

- Will provide order of magnitude cost projections and advice on which components may require additional pre-design or design reports.
- Will include consultation with Municipal operators and members of the Technical Sub-Committee.

Sludge Management Plan:

- a. With input from the Regional Technical Subcommittee, the Municipality will be formulating a sludge management plan. This plan will include:
 - Current day sludge measurements and accumulation projections.
 - Technology selection for sludge management, e.g., geotube vs centrifuge dewatering.
 - Recommendations on a cost-effective approach.

Capital Investment Plan:

- b. A multi-year Capital Investment Plan (CIP) will be produced with two primary infrastructure investment objectives:
 - Gaining regulatory compliance.
 - Provision of capital cost predictability for the Regional Partners.
- Discussion:
 - Municipal Capital Growth Grant application complete? Deadline is approaching. We are waiting for some costing quotes from the engineer.
 - Due to the SAR work, budgets are likely to change for next fiscal year? Yes, there will be some adjustments required.
 - The full names of WSP and CBCL. No one is sure what WSP stands for. CBCL is Canadian British Consulting Limited. Both are engineering consulting companies.
 - Did the asset ownership questions get resolved? The 8" and the 18" line are attributed to the regional collection system. Town of Kentville does have a 4" line that belongs to them.
 - What consideration is required for trenching or directional drilling as part of the replacement? Most of the collection pipes follow the Harvest Moon Trail. There would likely need to be some drilling at Mill Brook and there are two streets that would be impacted during the replacement work. The rest may be able to use open trenching. We are looking at options like depth of lines, above ground and the impacts of each.
 - Why is the timeline for replacement of the aeration being stretched until the end of the fiscal year? We don't know yet that it will, however we are at the mercy of weather and part availability. The company believes it can still be done by the end of December. We want the new system to have as much time as possible to normalize before the Spring turnover.

(10) Communication Update:

Aaron Dondale gave a brief update.

- Capital Treatment Work (aeration upgrades; desludging):
- Traffic Advisory for Desludging

- Advertised via an ongoing radio campaign on local radio (AVR 97.7, Magic 94.9, Rewind 98.3) for the month of October; social media posts; print ads in the Valley Journal-Advertiser and Valley Wire; Municipal website.
- No radio campaign for November onward, now that desludging is complete.

Force Main Repairs / Harvest Moon Trail:

- Social media posts (Facebook, Twitter, website) to communicate trail closures during force main repairs. Media posts shared by local radio stations.

Other:

- a. Community update to be published in December to let folks where we stand with Regional Aeration Upgrades as 2024 ends.
- b. MCK is running a reminder of “What Not to Flush” in the tax bill newsletter that is mailing out in January. Will point folks to a website for Regional Sewer Updates.

(11) Partner Updated:

Town of Kentville – None
Village of New Minas - None
Pepsico – please send all communications to Nicolette.

(12) Round Table:

- Do we have any idea when the next Variance Report might be completed? We are working with our auditors to wrap up 2022/23 so it will not likely be before the end of December or early January.
- The Regional force main breaks cause concern regarding where we stand.
- Do we know what the breaks on the force main are costing us? Does this impact the work on the aeration project? Cost depends on the size of the break, the time of day and the septage haulers required. Most of the repairs are being handled by Municipal staff and if we need to use a contractor, we are not using the company that is working on the aeration to ensure they can continue that work without delay.

(13) Next Meeting:

Next meeting will be Thursday, December 15, 2023, at 1:00 pm at Municipal Complex.

(14) Adjournment:

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

Motion Carried.

The meeting adjourned at 1:52 pm.

Approval:

Regional Sewer Committee



Village of New Minas
Commission Meeting
December 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: December 11, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The budgeting process for 2023/24 has begun, and I will be working with the department heads over the next two months to complete the first draft of the budget. Official budget deliberations with the Commission will take place in the month of February. The goal will be for the Commission to approve the budget during the March Commission meeting.

A Public Hearing for the Water Rate Application is scheduled for January 9, 2023 at the LMCC. Notices have been posted on our Village website and social media, and we will be including a note on the December water bills.

Highlights of the Past Month:

- Submitted responses to the UARB Information Request for the Water Rate Study on November 22.
- Asset Management work is ongoing in partnership with the County of Kings.
- Budget preparation for 2024/25 is ongoing.

Regularly Scheduled Meetings:

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

- Collective meetings Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Village Commission (November 13)
- Regional Sewer Committee (November 27)

Other Notable Meetings:

- Asset Management (Level of Service) — November 24

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)

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 11, 2023

Subject: Monthly Report — Clerk Treasurer/CAO



- Strategic planning
- Water Rate Study
- Capital Projects
- 2024/25 Budget Preparation
- Finance:
 - Bank reconciliations
 - Accounts payable
 - Invoicing and receivables
 - Payroll (bi-weekly)

Sincerely,

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

Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

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

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: December 11, 2023

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

The first major snowfall of the season was a good test for Public Works staff members as it allowed us to see where we performed well and where there is a need for improvement. With this in mind, staff members were given directive on the protocols and procedures when dealing with the snow season. The Village food drive took place on December 6th. There was plenty of positive feedback on the decorations and lights throughout the village.

Current Task/Projects:

- Food drive
- Snow clearing ongoing
- Parks cleaned for the season
- Jones Road East well has a new variable speed drive. The well is back in operation
- Water sampling for the fourth quarter will be taken place this week
- Fourth quarter meter readings ongoing

Long-Term Projects:

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

Meetings:

- Attended Village Commission meeting
- Attended Beautification meeting
- Attended meeting with Dillon Consulting and S. Fraser’s Inspection on future work to be done to the Forsythe Tank

Professional Development:

- Mark Jackson and I will be attending a two-day seminar on mental health in the workplace December 12-13.

Information Report (Agenda Item 9.b.)

To: Village Commission

By: Gerard Hamilton, Manager of Municipal Operations

Meeting Date: December 11, 2023

Subject: Monthly Report — Manager of Municipal Operations



Outlook for Next Month:

- Snow clearing
- Building of new picnic tables for upcoming season
- Inspection of summer infrastructure for possible repairs
- Daily operations

Monthly Report — Manager of Finance

Summary:

The office is working on an outstanding list for the September water bills. Public Works will be placing door knockers on homes, as a final recovery effort before disconnections.

Water utility billing is ready for December's readings. Hope to have them completed and ready for printing by the end of this month.

Current Tasks/Projects:

- November's capital bank reconciliations are completed, hope to have Water and General finished by the end of this week.
- Fourth Quarterly Due to/from and HST, payment from the province, received and allocated.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date November 30
• Residential	\$1,269,195	\$1,140,354.38
• Commercial	\$904,256	\$818,464.18
• Resource	\$8,130	\$6453.31
Sewer	Budgeted	Collected Year to Date November 30
• Usage Charges	\$685,824	\$590,127.00
Water	Budgeted	Collected Year to Date November 30
• Metered Sales	\$648,000	\$553,250.37
• Sprinkler Service	\$4,852	\$3,564.29

Professional Development Summary:

- None currently.

Outlook for future Months:

- We are one step closer to being able to pay online through the recreation program and room rental software program. Participants will be prompted to pay once they register for a program or book a room rental.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: December 11, 2023

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

November was busy with events, as we hosted the annual New Minas Rotary Parade of Lights, and the Holiday Craft Fair. Both events were very successful in bringing people to the Village and building community.

Programming for January is underway, with registration opening on Dec 18. It is anticipated that all pickleball programs will sell out immediately, with other programs to follow shortly thereafter.

The outlook for December includes operating budget meetings, capital project planning, and filling out and submitting grant applications.

Current Tasks/Projects:

- Budget prep

Long-Term Projects:

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

Meetings:

- Valley Rec December Meetings – Dec 7 & 8

Professional Development Summary:

- N/A

Outlook for Next Month:

- Capital and operating budgets

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: December 11, 2023

Subject: Monthly Report — Active Living Coordinator



Monthly Report — Active Living Coordinator

After School Programs

- Facilitating fee reduction applications
- Monthly meetings with school administration to facilitate program details

Activate Your Neighbourhood – pilot location

- The toolkit has been finalized and shared with the public – I have been conducting one on one meetings with community champions.
- Upcoming engagement session to identify interested neighbourhoods
- We will be hosting pop up play days to help facilitate the conversations and share an example of how this project can support community connections.
- You can find more info at the following website - <https://activateyourneighbourhood.ca/>

Anti-Racism Charter:

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

Community Play Boxes:

- *Graphics are being repaired – installation pending*

Health NS Partnership:

- Ongoing – participating in monthly meetings to support primary care clinics
- Proposed idea to developed recreation prescription pads – physicians can prescribe physically activity as a method to improve health and we serve as the link to offer programs, facilities, etc.

Village of New Minas Strategic Plan 2024-2027



Policy Number: VNM-2023-01
Policy Adoption Date: December 11, 2023
Most Recent Amendment: N/A

1. Vision

To enhance and develop the Village of New Minas as a preferred destination to live, shop and play in the Annapolis Valley.

2. Mission

To provide reliable and cost-effective services to our residents, enhance our community's wellbeing through practical and innovative governance, and foster opportunities for growth and development within the Village of New Minas.

3. Values/Principles

- 1. Accountability & Transparency
- 2. Excellence & Integrity
- 3. Reliability & Sustainability
- 4. Diversity & Inclusion
- 5. Collaboration & Friendliness

4. Key Strategic Priorities & Strategic Focus Areas

- 1. Community Wellness:
 - a. Recreation & Facility Programs
 - b. Parks, Playgrounds & Trails
 - c. Accessibility
 - d. Beautification
- 2. Fiscal Responsibility:
 - a. Financial Integrity
 - b. Revenue Generating & Cost Saving Initiatives
- 3. Growth and Development:
 - a. New Minas South
 - b. Infill & Redevelopment
 - c. Partnerships with Stakeholders
 - d. Infrastructure Capacity & Extension
- 4. Marketing and Promotion:
 - a. Branding & Website Upgrade
 - b. History & Culture of New Minas
 - c. Partnerships with Stakeholders
 - d. Establishment of New Minas Business Association

- 5. Sound Governance:
 - a. Effective and Efficient Services
 - b. Policy Updates & Communication Plan
 - c. Community Engagement
 - d. Staff Retention & Recruitment
- 6. Sustainable Infrastructure:
 - a. Asset Management Plan
 - b. Energy Efficiency Upgrades

5. Amendments

Date	Amendments
December 11, 2023	Policy adopted by Commission

DRAFT

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: December 11, 2023

Subject: Monthly Report — Active Living Coordinator



Outdoor Play Policy Development:

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

Equipment Loan Program:

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

Workplace Wellness Initiatives

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

Meetings/Professional Development:

- Recreation Nova Scotia Board meeting
- Valley Recreation- professional development meeting
- Active Kids Healthy Kids – grant application review
- New Minas Rotary Club
- Fall Joint Meeting: Communities, Culture, Tourism and Heritage & Nova Scotia Health
- County of Kings – MPAL collaboration meeting
- *Fit to be Canadian workshop*- workshop to challenge the often-repeated narrative of a more inclusive era in recreation's past. Tracing some of the conditions that have given rise to our current recreation systems, Dr. Tink will demonstrate how recreation has, by design, always been an exclusive environment targeting white, able-bodied settlers.
- Acadia Kinesiology Dept Career Fair- guest speaker
- VR/Kings County- Summer Day Camp Strategic planning
- *Physical Activity Practitioners Exchange* - focus on supporting movement through school and community partnerships! You can expect to hear more about the Physical Activity Framework for Nova Scotia Schools, the status of Health Promoting Schools in Nova Scotia, learnings to date from the Uplift project, the Active Smarter Kids initiative and various stories of projects that encourage movement in Nova Scotian schools.
- Flowercart open house



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

10. New Business

Village of New Minas

Strategic Plan 2024-2027



Policy Number: VNM-2023-01
Policy Adoption Date: December 11, 2023
Most Recent Amendment: N/A

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5. Amendments

Date	Amendments
December 11, 2023	Policy adopted by Commission

DRAFT