



Village of New Minas
Commission Meeting
December 12, 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. November 14, 2022 Village Commission Meeting
 - b. November 28, 2022 Special Village Commission Meeting
5. Business Arising from Minutes:
 - a. November 14, 2022 Village Commission Meeting
 - b. November 28, 2022 Special Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Committee Reports:
 - a. Beautification Committee — Draft minutes included in package
 - b. Finance & Audit Committee — Draft minutes included in package
 - c. Joint Accessibility Advisory Committee — Draft minutes included in package
 - d. New Minas Water Commission — No meeting since last report
 - e. Recreation & Community Development Advisory Committee — No meeting since last report
 - f. 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. Years of Service Acknowledgement
 - b. Update to Staff Policy Manual — Sections 38 & 42
 - c. 2023 Meeting Schedule
 - d. JAAC Terms of Reference
 - e. Front Reception Position & Adventure Club Financial Update
11. Correspondence — none
12. Other Business
13. General Public Input
14. Adjournment



Village of New Minas
Commission Meeting
December 12, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
November 14, 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

Commissioners Absent:

- Debra Windle-Smith (absent with regrets)

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 7:01pm, 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 November 14, 2022 Commission Meeting be approved as circulated.

M/ James Redmond
S/ Quentin Hill

Motion Carried

4. Approval of Minutes:

- a. October 11, 2022 Village Commission Meeting

Motion:

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

M/ Quentin Hill

S/ James Redmond

Motion Carried

5. Business Arising from Minutes:

- a. October 11, 2022 Village Commission Meeting

There was no business arising from the October 11, 2022 minutes.

6. Comments from the Chair:

The Chair provided an update on the Collective Bargaining process, noting that a tentative agreement was reached on November 10. The Chair also advised the Commission that there is a County-Village meeting on November 16 at 7:00pm, which the Chair and Clerk Treasurer/CAO will be attending. Other Commissioners are also welcome to attend.

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal summary of the report and draft minutes included in the November 14, 2022 Commission agenda package.

Motion:

THAT the Beautification Committee Report be received as included in the November 14, 2022 Commission agenda package and as verbally summarized by Mary Munroe.

M/ Mary Munroe

S/ Quentin Hill

Motion Carried

- c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the report and draft minutes included in the November 14, 2022 Commission agenda package.

Motion:

THAT the Joint Accessibility Advisory Committee Report be received as included in the November 14, 2022 Commission agenda package and as verbally summarized by Quentin Hill.

M/ Quentin Hill
S/ Mary Munroe
Motion Carried

d. New Minas Water Commission

James Redmond provided a verbal summary of the report and draft minutes included in the November 14, 2022 Commission agenda package.

Motion:

THAT the New Minas Water Commission Report be received as included in the November 14, 2022 Commission agenda package and as verbally summarized by James Redmond.

M/ James Redmond
S/ Quentin Hill
Motion Carried

f. Regional Sewer Committee

James Redmond and the Clerk Treasurer/CAO provided a verbal update of the November 14, 2022 Regional Sewer Committee that took place earlier in the afternoon. The following three motions were recommended by the Regional Sewer Committee for approval by the partners:

1. Cancel Tender #22-19: Kings County Regional Forcemain Replacement.
2. Award Contract #22-21: Regional WWTP De-sludging and Aeration Equipment Installation to Gary Parker Excavating Ltd for the total price of \$3,562,410, including non-rebated HST.
3. Project funding, including Contract #22-21: Regional WWTP De-sludging and Aeration Equipment Installation, be comprised as follows:

Tender Price #21-21	\$ 3,562,410
Other Odour Mitigation Measures	35,000
Total Project Cost	\$ 3,597,410
Existing Budget Allotment GL# 23-3-354-130	\$ 1,600,000
Budget Reallocation GL# 23-3-354-125	800,000
Budget Pre-approval GL# 23-3-354-130 (2023/24)	1,200,000
Total Contract #21-21 and Change Order Budget	\$ 3,600,000

Motion:

THAT Motions 1, 2, and 3 (as recommended by the Regional Sewer Committee on November 14, 2022 and as shown above) be approved by the Village Commission.

M/ James Redmond

S/ Quentin Hill

Motion Carried

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the November 14, 2022 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Manager of Municipal Operations — Report included in package
- c. Manager of Finance — no report this meeting due to vacation
- 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 14, 2022 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/ James Redmond

S/ Quentin Hill

Motion Carried

10. New Business:

- a. Harassment and Discrimination Policy

The Clerk Treasurer/CAO presented the request for decision included in the November 14, 2022 Commission agenda package.

Motion:

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

M/ Quentin Hill

S/ James Redmond

Motion Carried

- b. New Minas Baptist Church — Tax Exemption for New Minas Children’s Centre

The Clerk Treasurer/CAO presented the request for decision included in the November 14, 2022 Commission agenda package.

Motion:

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.

M/ James Redmond

S/ Quentin Hill

Motion Carried

c. Update to Financial and Expense Policy Section 15

The Clerk Treasurer/CAO presented the request for decision included in the November 14, 2022 Commission agenda package.

Motion:

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.

M/ James Redmond

S/ Quentin Hill

Motion Carried

11. Correspondence:

The Chair provided a verbal summary of the following correspondence included in the November 14, 2022 Commission agenda package:

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

Motion:

THAT the correspondence be received as included in the November 14, 2022 Commission agenda package and as verbally summarized by the Chair.

M/ Quentin Hill

S/ James Redmond

Motion Carried

12. General Public Input:

Donna Randell noted that it was a good meeting.

13. Closed Session:

- a. Contract Negotiations

At 7:47pm, the Commission adjourned to move into closed session to discuss contract negotiations, in accordance with Section 22 (2) (e) of the MGA.

Motion:

THAT the Commission adjourn to move into closed session.

M/ James Redmond

S/ Quentin Hill

Motion Carried

14. Adjournment:

The Regular Commission meeting reconvened at 8:20pm. There being no further business, Dave Chaulk called for a motion to adjourn at 8:21pm.

Motion:

THAT the meeting be adjourned.

M/ Quentin Hill

S/ Mary Munroe

Motion Carried

DRAFT



Village of New Minas
Special Commission Meeting
November 28, 2022 @ 3:00 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:

- None

1. Call to Order:

Dave Chaulk called the meeting to order at 3:00pm, 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 November 28, 2022 Special Commission Meeting be approved as circulated.

M/ James Redmond
S/ Quentin Hill

Motion Carried

4. Closed Session:

a. Contract Negotiations

At 3:02pm, the Commission adjourned to move into closed session to discuss contract negotiations, in accordance with Section 22 (2) (e) of the MGA.

Motion:

THAT the Commission adjourn to move into closed session.

M/ Quentin Hill

S/ James Redmond

Motion Carried

5. Approval of Collective Agreement:

The Special Commission meeting reconvened at 3:47pm, to approve the Collective Agreement for the Public Works Department.

Motion:

THAT the Commission approve the Collective Agreement between the Village of New Minas and CUPE, Local 2618 - 04, as circulated prior to the November 28, 2022 Special Commission meeting.

M/ James Redmond

S/ Quentin Hill

Motion Carried

6. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 3:48pm.

Motion:

THAT the meeting be adjourned.

M/ Quentin Hill

S/ Debra Windle-Smith

Motion Carried



Village of New Minas
Commission Meeting
December 12, 2022 @ 7:00 PM
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AGENDA

8. Committee Reports



Village of New Minas
Beautification Committee
November 16, 2022 @ 10:30 AM
Online Video Conference (Zoom)
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Mary Munroe, Commission Member & Chair
- Agnes Wojt, Citizen Member
- Donna Randell, Citizen Member
- Gerard Hamilton, Manager of Municipal Operations
- John Ansara, Director of Recreation & Community Development

Members Absent:

- Debra Windle-Smith, Commission Member (absent with regrets)

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:31am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the November 16, 2022 Beautification Committee Meeting be approved as circulated.

M/ John Ansara

S/ Donna Randell

Motion Carried

3. Approval of Minutes:

- a. October 26, 2022 Beautification Committee Meeting

Motion:

THAT the Minutes for the October 26, 2022 Beautification Committee Meeting be approved as circulated.

M/ Donna Randell
S/ John Ansara
Motion Carried

4. Business Arising from Minutes:

- a. October 26, 2022 Beautification Committee Meeting
There was no business arising from the October 26, 2022 minutes.

5. Comments from the Chair:

The Chair commented on progress at Crescent Park West and Prospect Road Pocket Park. The Chair also asked about the process for deciding which projects will be completed next year. The Clerk Treasurer/CAO mentioned that budget deliberations should be added to the agenda as a recurring item, beginning next month.

6. Presentations:

There were no presentations.

7. Finance & Budget Update

- a. Expenditures to date
The Clerk Treasurer/CAO provided a verbal summary of the report circulated prior to the November 16, 2022 meeting. There was a duplicate invoice in last month’s report for pavers, and the \$624.14 amount for the cherry trees has been reallocated to the Crescent Park West project. To date, \$13,092.42 has been invoiced, and an additional \$15,501.92 has been authorized. The directional drilling for Pocket Park has been estimated at \$7,500.00.

8. Project Updates

- a. Crescent Park West — Phase #2
Arctic Willows have been trimmed. Bench and trash receptacle have been received, and will be installed in the coming weeks. The three cherry trees have been planted.

Brick work to be postponed until next year.
- b. Prospect Road Pocket Park
Benches and trash receptacle have been received, and will be installed in the coming weeks. The directional drilling for Pocket Park is forecasted to take place before Christmas.

The Committee had a general discussion about street sweeping and crosswalk line painting. It may be necessary for the Village Commission to write the Nova Scotia Department of Public Works a letter to request that these items be completed on a yearly basis.

c. Lighting & Decorations

The Public Works Team is working on installing lights and banners this week, in time for the New Minas Rotary Parade of Lights. The Committee discussed the need for storage totes to protect the new lights that were purchased, as well as the purchase of white solar lights for the two blue spruce trees in Prospect Road Pocket Park.

Motion:

THAT staff purchase storage totes for the new Christmas lights and white solar lights for the two blue spruce trees in Prospect Road Pocket Park, for a total amount up to \$1,000.

M/ Donna Randell
S/ Agnes
Motion Carried

The Committee also discussed locations for the Peanuts decorations, and decided that for this year the interior of the LMCC would be best to minimize the risk of theft.

9. New Business:

a. Location for Extra Streetside Bench

There is currently one extra streetside bench. Gerard will explore locations and bring a recommendation back to the Committee in December. Gerard will also check to ensure that existing benches are level.

10. Next Meeting Date:

a. December 14, 2022

The next meeting is scheduled for Wednesday December 14 @ 10:30 am via online video conference (Zoom).

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:31am.

Motion:

THAT the meeting be adjourned.

M/ Donna Randell
S/ John Ansara
Motion Carried



Village of New Minas
Finance & Audit Committee
December 6, 2022 @ 6:30 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Dave Chaulk, Commission Member & Chair
- Quentin Hill, Commission Member
- Valerie Kneen-Teed, Citizen Member

Members Absent:

- Citizen Member Vacancy

Staff Present:

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

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 6:30pm, welcoming those in attendance.

2. Approval of the Agenda:

Valerie Kneen-Teed requested an addition to the agenda, to discuss potentials implications of the current financial environment.

Motion:

THAT the Agenda for the December 6, 2022 Finance & Audit Committee Meeting be approved as circulated with the addition of item 7.e. Current Financial Environment.

M/ Quentin Hill

S/ Valerie Kneen-Teed

Motion Carried

3. Approval of Minutes:

- a. September 27, 2022 Finance & Audit Committee Meeting

Motion:

THAT the Minutes for the September 27, 2022 Finance & Audit Committee Meeting be approved as circulated.

M/ Valerie Kneen-Teed

S/ Quentin Hill

Motion Carried

4. Business Arising from Minutes:

- a. September 27, 2022 Finance & Audit Committee Meeting

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

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

There were no presentations.

7. New Business:

- a. Q2 Variance Reports

The Clerk Treasurer/CAO presented the Q2 Variance Report circulated prior to the December 6, 2022 Finance & Audit Committee meeting, which was reviewed line by line. A request was made to include last year's annual budget as an additional column.

- b. Summary of Village Bank Accounts

The Clerk Treasurer/CAO presented the Statement of Accounts circulated prior to the December 6, 2022 Finance & Audit Committee meeting, and also provided the following current balances (as of December 6, 2022):

Village of New Minas General Accounts				
Account Description	Account #	Balance	GIC	Total
General Capital (including capital reserves)	121-517-7	\$ 1,199,010.00	\$ 1,100,000.00	\$ 2,299,010.00
General Operating Reserve	121-541-7	\$ -	\$ 500,000.00	\$ 500,000.00
General Operating	121-549-0	\$ 2,011,339.00	\$ -	\$ 2,011,339.00
			Subtotal	\$ 4,810,349.00
New Minas Water Commission Accounts				
Account Description	Account #	Balance	GIC	Total
Water Capital Depreciation	113-239-8	\$ 931,965.00	\$ 2,000,000.00	\$ 2,931,965.00
Water Capital (including special reserve)	113-240-6	\$ 290,579.00	\$ -	\$ 290,579.00
Water Operating	113-241-4	\$ 693,033.00	\$ -	\$ 693,033.00
			Subtotal	\$ 3,915,577.00
			Total	\$ 8,725,926.00

c. 2021/22 Audit Management Letter

The Committee reviewed Lawrence Lake's explanation on the scope of the financial audit and management responsibilities regarding systems of internal control. One of the Committee members expressed continued concerns about the qualifying statement in the 2021/22 Audit Management Letter. After discussion, the Clerk Treasurer/CAO was asked to speak to Lawrence and Jason Haughn from the Department of Municipal Affairs about this matter, to ensure that the Village's obligations are being met.

d. 2023 Meeting Dates

The Clerk Treasurer/CAO discussed changing the meeting times to 3:00pm, to reduce staff overtime. The following dates were recommended for 2023, to allow the quarterly variance reports to be presented to the Committee at each meeting:

- January 18, 2023 @ 3:00pm
- April 19, 2023 @ 3:00pm
- July 19, 2023 @ 3:00pm
- October 18, 2023 @ 3:00pm

e. Current Financial Environment

Valerie Kneen-Teed discussed volatility in the global market as a matter for the Village Commission to be aware of in making future budget decisions. This would include contingency planning and diversification of assets.

A point of order was brought up, with a request to confirm the scope of the Finance & Audit Committee at the next meeting.

8. Public Input:

None

9. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 7:56pm.

Motion:

THAT the meeting be adjourned.

M/ Quentin Hill

S/ Valerie Kneen-Teed

Motion Carried

JOINT ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, November 9, 2022

Draft Minutes

Meeting, Date and Time	A meeting of the Joint Accessibility Advisory Committee (JAAC) was held on Wednesday, November 9, 2022, at 6:00 p.m. in Council Chambers at 181 Coldbrook Village Park Drive.
Attending	
JAAC Members	Mary Fox – Citizen Member (Chair) Councillor Lexie Misner – District 2 (Vice-Chair) Alan Price – Citizen Member: West Ben Brown – Citizen Member (arrived at 6:05 p.m.) Crystal McCormack – Citizen Member: Central Doug Ralph – Citizen Member Michael Keith – Commissioner, Village of Cornwallis Square Mike Bishop – Commissioner, Village of Kingston Robert Sealby – Commissioner, Village of Greenwood Scott Leier – Commissioner, Village of Port Williams
Municipal Staff	Terry Brown – Manager of Inspection & Enforcement Division Katie MacArthur – Accessibility Coordinator Scott Quinn – Director of Engineering & Public Works Shawn Fevers – Recreation Coordinator Laurie-Ann Clarke – Recording Secretary
Guests	Don Nauss
Regrets	Dino Wamboldt – Citizen Member: East Andy Vermeulen – Commissioner, Village of Canning Kirk MacLennan – Commissioner, Village of Aylesford Quentin Hill – Commissioner, Village of New Minas
1. Call to Order	Mary Fox, Chair, called the meeting to order at 6:03 p.m.

- 2. Roll Call** Roll call was taken.

- 3. Amendments to the Agenda** Manager Brown requested to make an addition to the agenda as item 8.f.

- 4. Approval of the Agenda**
On motion of Councillor Misner and Commissioner Sealby, that the Joint Accessibility Advisory Committee approve the November 9, 2022 meeting agenda with one addition.
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 12, 2022** **On motion of Councillor Misner and Commissioner Bishop, that the minutes of the Joint Accessibility Advisory Committee meeting held on October 12, 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. Presentation by Scott Quinn, Director of Engineering and Public Works** Scott Quinn, Director of Engineering and Public Works, gave a presentation on Municipal Asset Management and Accessibility.

b. 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 14, 2022.

On motion of Commissioner Sealby, that the Committee appoint Mary Fox as Chair.

Ms. Fox accepted the nomination. Seeing there were no further nominations, Manager Brown called the question on the motion.

Motion Carried.

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 14, 2022.

On motion of Councillor Misner, that the Committee appoint Doug Ralph as Vice-Chair.

Mr. Ralph accepted the nomination. Seeing that there were no further nominations, the Chair called the question on the motion.

Motion carried.

c. Update on Terms of Reference Review

Katie MacArthur, Accessibility Coordinator, provided an update on the review of the Terms of Reference. She shared that she had received feedback from some of the Villages on proposed changes presented at the September 14, 2022 meeting and indicated that there had been no further recommendations.

On motion of Commissioner Sealby and Councillor Misner, that the Joint Accessibility Advisory Committee recommends that Municipal Council and the seven Village Commissions each approve the proposed changes to the Committee Terms of Reference as outlined in the report

dated November 9, 2022.

The question was called on the motion. Motion carried.

Ms. MacArthur advised that she would follow up with each of the Village Clerks to have the proposed amendments added to Village Commission agendas for approval.

**d. Progress on
Letters to NS
Minister of Public
Works**

Ms. MacArthur advised that on October 27, 2022, the Municipality mailed a letter to Kim Masland, Nova Scotia Minister of Public Works. A copy of the letter was included on page 31 of the agenda package and the Villages were invited to use the letter as a reference when sending their own letter per the motion passed at the meeting on June 8, 2022.

**e. Committee Work
Plan**

Ms. MacArthur presented the Committee Work Plan included on page 32 of the agenda package, sharing that the work plan had been reviewed and approved by the Municipal Chief Administrative Officer, Scott Conrod.

On motion of Councillor Misner and Commissioner Sealby, that the Joint Accessibility Advisory Committee receive the “Committee Work Plan” as presented in the November 9, 2022 agenda package as information.

The question was called on the motion. Motion carried.

**f. Citizen Member
Update**

Manager Brown advised the Committee that resignation from the JAAC had been received from Kathleen Purdy on November 8, 2022. He thanked Ms. Purdy for her dedication and input to the Accessibility Plan and work on the committee.

He advised that the vacancy would be advertised, and Committee members were urged to share the vacancy and forward any names they deemed to be a good fit to Municipal staff.

- 9. Other Business** There was no other business.

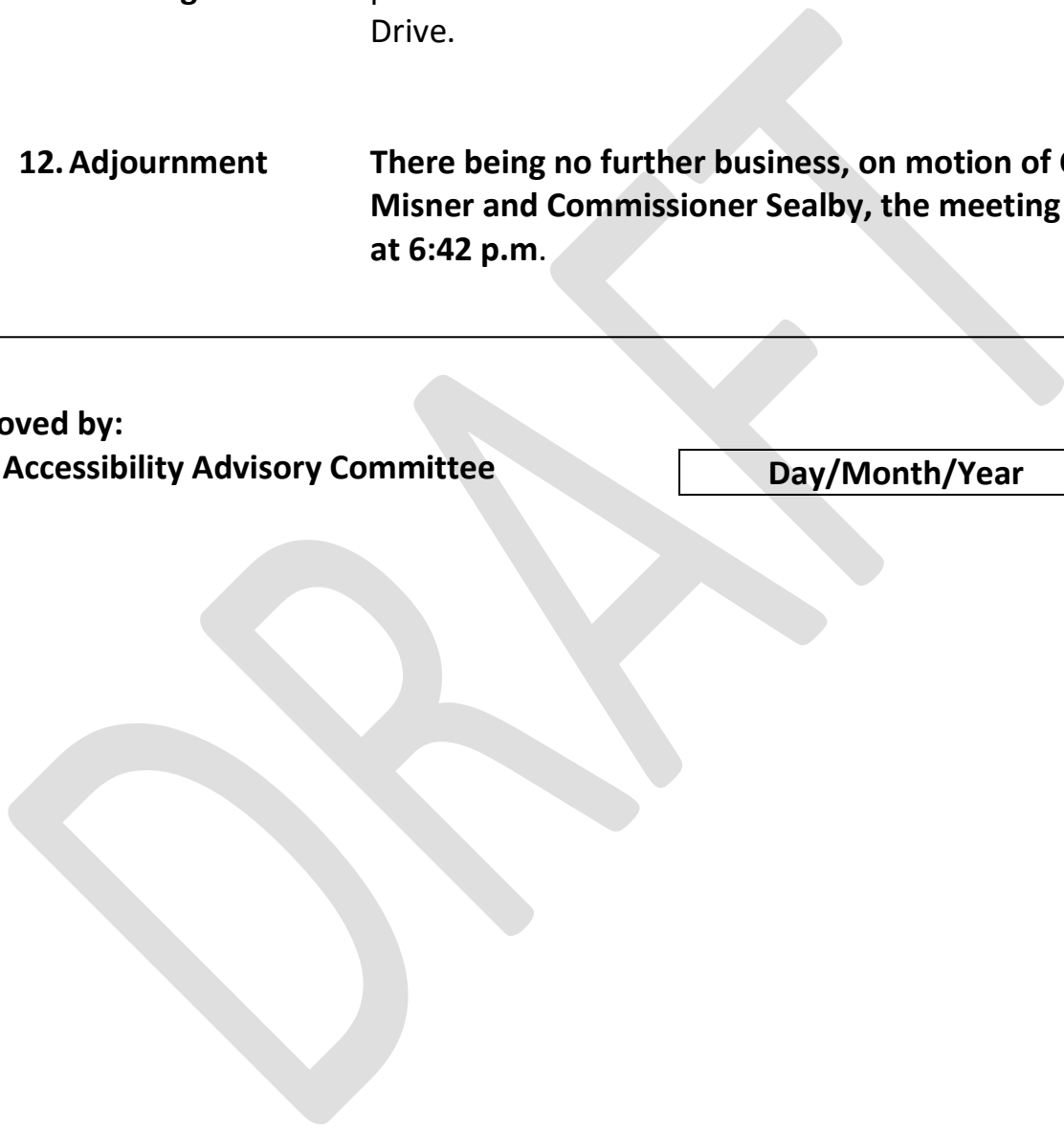
 - 10. Public Comments** There were no members of the public in attendance.

 - 11. Date of Next Meeting** The next meeting will be held on December 14, 2022 at 6 p.m. in Council Chambers at 181 Coldbrook Village Park Drive.

 - 12. Adjournment** **There being no further business, on motion of Councillor Misner and Commissioner Sealby, the meeting adjourned at 6:42 p.m.**
-

Approved by:
Joint Accessibility Advisory Committee

Day/Month/Year



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

Meeting, Date and Time Regional Sewer Committee Meeting was held on Monday, November 14, 2022, at the Municipal Complex

(1) Roll Call: In attendance were:

Municipality of the County of Kings: Councillor Jim Winsor – Chair
Scott Quinn, Director of Engineering & Public Works, Lands & Parks
Abdelkalek Omar, Manager of Engineering
Mike Livingston, Manager of Financial Reporting
Laurie Ann Clark, Recording Secretary

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

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

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

Public: None

Absent: Aaron Dondale and Susan Gray

Meeting Called to order: The Chair called the meeting to order at 2:05 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 September 15, 2022: **On the motion of Commissioner Redmond and Katrina Wonders that the Minutes from September 15, 2022, be approved as circulated.**

Motion carried.

(6) Business arising from previous minutes: None

New Business

(7) Award of Contract #22-21 Regional STP De-sludging and Aeration Equipment Installation Scott Quinn and Mike Livingston gave a presentation regarding the contract and the new draft five-year capital plan projection.

There was discussions and clarifications regarding funding, the scope of the project and the long-term capital plan projection.

Motion:

- The consultants who have been involved with this indicate that the aeration work needs to happen regardless of any other work.
- Funding is going to be an issue for some of the partners.
- Staff indicated that additional studies will be needed in the initial years to confirm future capital needs based on discussions with consultants, and technical and non-technical considerations such as population growth and infiltrations studies.
- Discussions on proposal for additional desludging for Cell 1, how much to remove, and how to approach the work. Some of the partners indicated a preference to only remove what may be required to accommodate the replacement of the aeration system. If further desludging is required, the Committee will meet to discuss.

That in accordance with the November 10, 2022 Request for Decision that, subject to the approval of the Regional partners, Municipal Council:

- 1. Cancel Tender #22-19 Kings Council Regional Forcemain Replacement.**
- 2. Award Contract #22-21: Regional WWTP De-sludging and Aeration Equipment Installation to Gary Parker Excavation Ltd for the total price of \$3,562,410, including non-rebated HST.**
- 3. Project funding, including Contract #22-21: Regional WWTP De-sludging and Aeration Equipment Installation, be comprised as follows:**

Tender Price #21-21	\$ 3,562,410
Other Odour Mitigation Measures	35,000
Total Project Cost	\$ 3,597,410
Existing Budget Allotment GL# 23-3-354-130	\$ 1,600,000
Budget Reallocation GL# 23-3-354-125	800,000
Budget Pre-approval GL# 23-3-354-130 (2023/24)	1,200,000
Total Contract #21-21 and Change Order Budget	\$ 3,600,000

Recommendation 1: On the motion of Deputy Mayor Savage and Commissioner Redmond the recommendation above be approved.

Motion Carried.

Recommendation 2: On the motion of Commissioner Redmond and Deputy Mayor Savage the recommendation be approved.

Motion carried

Recommendation 3: On the motion of Deputy Mayor Savage and Commissioner Redmond the recommendation be approved.

Motion carried.

(8) Operations and Compliance Update:

Scott Quinn provided a brief update. The latest acute lethality test did not pass, and NS Environment and Climate Change and Environment Canada has been contacted. Both are aware of the situation and are working with staff to trouble shoot the issue. The current consensus is that this is due to an recent ammonia spike likely due to the weather. Staff are adding bacteria to reduce some of that and hope to see results within the next week or two.

(9) Capital Update:

Abdelkalek Omar plans to have the aeration and desludging project begin as soon as possible in hope of mitigating the odour issues so they don't become a problem in the spring.

(10) Partner Updates:

Town Of Kentville: None
Village of New Minas: None
Pepsico: None

(11) Round Table -Terms of Reference Review

To be added as an agenda item at the next meeting.

(12) Other Business

CAO Troke inquired if we could approach the contractor to wait 14 days for approval as Kentville's Council does meet until then. Scott Quinn indicated he would contact them.

(13) Correspondence

None

(14) Next Meeting:

Next meeting will be Thursday, December 15, 2022, at 10:00am at Municipal Complex. Potential tour in November.

(15) Adjournment:

On the motion of Deputy Mayor Savage and Katrina Wonders meeting be adjourned.

Motion Carried.

The meeting adjourned at 3:25 pm.

Approval:

Regional Sewer Committee



Village of New Minas
Commission Meeting
December 12, 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: December 12, 2022

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

Collective bargaining was completed in November after four total sessions, and the Collective Agreement was signed on November 30th. Unionized employees will receive retroactive pay on December 15, going back to April 1 of this year.

The budgeting process for 2022/23 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 by the end of March or early April.

Highlights of the Past Month:

- Collective Agreement was signed on November 30.
- Unionized employees will receive retroactive pay on December 15.

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 (December 7)
- Regional Sewer Committee (November 14)
- Village Commission (November 14)
- Beautification Committee (November 16)
- Water Commission (monthly report was emailed on November 22)
- Finance & Audit Committee (December 6)

Other Notable Meetings:

- Collective Bargaining Negotiations — November 8-9
- Meeting with Kings County CAO — November 16
- Village-County meeting — November 16
- Meeting with Kings County Finance Department to discuss CCBF claims — November 21
- Regional Sewer Technical Subcommittee — December 1

Professional Development:

- JCCD meetings — November 16

Information Report (Agenda Item 9.a.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: Monthly Report — Clerk Treasurer/CAO



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)
- 2023/24 budget process
- 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: December 12, 2022

Subject: Monthly Report — Manager of Municipal Operations



Monthly Report — Manager of Municipal Operations

Summary:

Winter season is upon us. A meeting was held with Public Works staff members to discuss the procedures and protocol for snow clearing. The parks have been cleaned of leaves and other debris. They will require an assessment in the spring. All Christmas decorations, lights, etc, are displayed throughout the community. There was a lot of positive feedback, especially for the tree at Crescent Park. In the New Year, budgetary reviews begin.

Current Task/Projects:

- Water leak at end of Cornwallis Ave/Birch Drive, Greenwich
- Surveying continues for new sidewalks on Lockhart drive and west end of Commercial Street
- Steve Vernie and Tanisha Kalkman reviewing water meter data for possible amendments.
- We moved to Univar for the purchase of water treatment chemicals. We had supply issues with previous purveyor
- The high winds of last Thursday evening caused minor damage to Christmas banners and several trash receptacles. Staff spent most of the day performing maintenance in these areas.

Long-Term Projects:

- Communicating with Stantec to shore up design and surveying for future sidewalks

Meetings:

- Attended Beautification meeting
- Met with Public Works members to review the newest approved policy on Harassment and Discrimination in the Workplace
- Public Works meeting to review procedures for snow clearing for the upcoming season

Outlook for Next Month:

- Snow clearing/ salting/sanding
- Doing inventory and planters/mechanical equipment for summer activities that requires maintenance
- Weather permitting hydrant maintenance
- Daily Operations

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: December 12, 2022

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The office is in festive mode, it’s nice to see all the Christmas decorations displayed throughout the LMCC. Village staff has decided once again to decorate their office doors, and keeping with the Christmas Spirit, last week staff collected items from Village Residents for the Village’s Food Drive destined for the Salvation Army.

December’s Utility Billing should be almost completed by the end of this week. Finance staff is also working on updating Payroll to include Union dues and CUPE Pensions, starting with December 15, 2022, pay.

Current Tasks/Projects:

- Operating and Capital bank reconciliations for September have been completed. October’s is almost finished.
- Third Quarterly Due to/from and HST will be completed in January.

Long-Term Projects:

- Job descriptions for all three positions will be updated in the near future.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date Dec 5
• Residential	\$1,135,595	\$1,110,383.65
• Commercial	\$866,404	\$972,883.93
Sewer	Budgeted	Collected Year to Date Dec 5
• Usage Charges	\$663,687	\$520,270.16
Water	Budgeted	Collected Year to Date Dec 5
• Metered Sales	\$618,100	\$298,142.40
• Sprinkler Service	\$4,852	\$2,193.64

Meetings:

- Monthly individual meetings will start in December.
- Weekly office meetings started in November.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: December 12, 2022

Subject: Monthly Report — Manager of Finance



Professional Development Summary:

- Instructional manuals:
 - Finance Manager, almost complete
 - Administrative Assistant, not started
 - Finance Officer 1, not started
 - Finance Officer 2, not started

Outlook for future Months:

- POA, Wills and various other workshops will hopefully be re-scheduled for an evening in 2023.

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: December 12, 2022

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

The Following events were successfully delivered in November:

- Senior’s Holiday dinner and dance
- Parade of lights
- Parents’ day out

Playgrounds:

- Awarded tender for Lockhart Ryan Park to Play Power
- Continue to monitor and liaise with Scott Chisholm of Timbertec regarding Meadow Terrace and Golfview playgrounds. Supplier is still delayed on specific parts that make installation impossible at the current time.

After School Programs:

- Both New Minas Elementary and LMCC programs are running well, however:
 - Met with principal at NMES, as well as provincial and AVRCE reps to discuss needs for the program moving forward. Established “landing space” for children when arriving at the program, as well as a few other housekeeping items

Current Tasks/Projects:

- Beautification — Banners hung, tree, lights and other decorations installed along Commercial Street.
- Budget preparation
- Winter program planning
- Summer day camp planning
- Capital Projects (Playgrounds)

Long-Term Projects:

- Park Revitalization Project (through RAC)

Meetings:

- Beautification Committee
- Occupational Health & Safety

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: December 12, 2022

Subject: Monthly Report — Director of Recreation & Community Development



Professional Development Summary:

- Valley rec Winter meetings Dec 8 and 9 – Accessibility, Risk Management and Team building sessions

Outlook for Next Month:

- March Break, summer planning

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: December 12, 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 – update – had a meeting with CCTH on November 24th to go over revisions.
- Completion of revisions estimated for early December, report will then be sent to Director John Ansara and CAO/Clerk Tim Bouter for review.

Projects:

- Leadership Development Workshop Series:
 - Developing opportunities for capacity building
 - Hosted Canadian Women & Sports workshop – equitable representation
 - Facilitating professional development sessions for Valley Recreation
- Active & Healthy Award:
 - 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 delivered (branded sunglasses and stress balls)– we have been “surprising” community members who are engaging in physical activity.*
- 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- ongoing.*
- Community Play Boxes:
 - Ready for installation — coordinating with public works for installation with playground — *pending playground installations.*
- Way Finder Stations:
 - Received grant funding from Community, Culture & Heritage.
 - Kiosk ordered and received – installation pending update from Public Works
 - *Direction signs have been received and installed in Lockhart & Ryan park*

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: December 12, 2022

Subject: Monthly Report — Active Living Coordinator



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.
- *Installation timeline extended to Spring due to weather conditions not being suitable*
- *Exploring winter options – snow mazes at the park*

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.
 - Participated in meeting with NMES, AVRCE and Province representatives to assess program – AVRCE to provide further support with equipment and storage
 - Submitting Inclusion Grant for support with equipment and leadership expenses

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.
 - *Designed infographic slide deck promotion recreation programs and facilities to be utilized in the clinic waiting room*
 - NEW – facilitating partnership with Dalhousie University and NS Health to provide 12-week fitness based programming for cancer patients.

Outdoor Play Policy Development:

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

Information Report (Agenda Item 9.e.)

To: Village Commission

By: Laura Jacobs, Active Living Coordinator

Meeting Date: December 12, 2022

Subject: Monthly Report — Active Living Coordinator



Meetings/Professional Development:

- RNS (Recreation Nova Scotia) Board Meeting- newly elected board member
- Anti-Racism Charter Workshop
- Valley Female Leadership Network/Gender Equity Committee – work plan development
- Valley Recreation — Professional development committee — strategic planning for membership.



Village of New Minas
Commission Meeting
December 12, 2022 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. New Business

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: Update to Staff Policy Manual — Sections 38 & 42



Update to Staff Policy Manual — Sections 38 & 42

1. Introduction

Following the approval of the Collective Agreement, two sections of the Village’s Staff Policy Manual have been identified for updates in order to keep vacation time and a new retirement allowance consistent across the organization.

Section 38 of the Village’s Staff Policy Manual currently states the following:

38. Years of Service Acknowledgement

The standard vacation for Employees is:

- 1 to 8 years service is 3 weeks (15 working days)
- 9 to 15 years vacation will be increased to 4 weeks (20 days)
- 16 to 30 years vacation will be increased to 5 weeks (25 working days)
- 31 years vacation will be increased to 6 weeks (30 working days).
- Vacation entitlements beyond one day at a time will not be granted prior to completion of the six month Introductory Period

Section 42 of the Village’s Staff Policy Manual currently states the following:

42. Years of Service Acknowledgement

The Village recognizes the service longevity of its Employees. The Village shall publicly recognize and celebrate those Employees who have achieved significant service milestones as follows:

- 5 Years: Certificate and gift (value \$25.00)
- 10 Years: Certificate and gift (value \$50.00)
- 15 Years: Certificate and gift (value \$100.00)
- 20 Years: Certificate and gift (value \$200.00)
- 25 Years: Certificate and gift (value \$300.00)
- 30 Years: Certificate and gift (value \$500.00)
- 35 Years: Certificate and gift (value \$750.00)

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: Update to Staff Policy Manual — Sections 38 & 42



2. Discussion

The following updates in red font are recommended to Section 38 of the Staff Policy Manual:

38. Years of Service Acknowledgement

The standard vacation for Employees is:

- ~~1 to 8 years service is 3 weeks (15 working days)~~ Start of Employment to the end of their 8th year: three weeks (15 working days)
- ~~9 to 15 years vacation will be increased to 4 weeks (20 days)~~ From 9 years of Employment to the end of their 15th year: four weeks (20 working days)
- ~~16 to 30 years vacation will be increased to 5 weeks (25 working days)~~ From 16 years of Employment to the end of their 25th year: five weeks (25 working days)
- after twenty-five years: five weeks plus one day (26 working days)
- after twenty-six years: five weeks plus two days (27 working days)
- after twenty-seven years: five weeks plus three days (28 working days)
- after twenty-eight years: five weeks plus four days (29 working days)
- after twenty-nine years: six weeks (30 working days)
- ~~31 years vacation will be increased to 6 weeks (30 working days).~~
- Vacation entitlements beyond one day at a time will not be granted prior to completion of the six month Introductory Period

The following updates in red font are recommended to Section 42 of the Staff Policy Manual:

42. Years of Service Acknowledgement

The Village recognizes the service longevity of its Employees. The Village shall publicly recognize and celebrate those Employees who have achieved significant service milestones as follows:

- 5 Years: Certificate and gift (value \$25.00)
- 10 Years: Certificate and gift (value \$50.00)
- 15 Years: Certificate and gift (value \$100.00)
- 20 Years: Certificate and gift (value \$200.00)
- 25 Years: Certificate and gift (value \$300.00)
- 30 Years: Certificate and gift (value \$500.00)
- 35 Years: Certificate and gift (value \$750.00)
- Retirement Allowance: An Employee that retires after attaining the age of fifty-five (55) and reaching 15 years of service with the Employer shall receive a payment of \$75.00 for each complete year of service with the Employer.

Request for Decision (Agenda Item 10.b.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: Update to Staff Policy Manual — Sections 38 & 42



3. Recommendation

THAT the Village Commission approve the recommended updates to Sections 38 & 42 of the Village's Staff Manual Policy, as included in the December 12, 2022 agenda package.

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: 2023 Meeting Schedule



2023 Meeting Schedule

1. Introduction

The Village Commission, Water Commission and Beautification Committee have regularly scheduled meetings on a monthly basis. The Finance and Audit Committee Policy states that “The Committee shall meet at least twice annually on or before June 15 and on or before December 15.” The Source Water Protection Committee Terms of Reference states that “The Committee shall meet at least twice per year upon the call of the Chair.” In addition to meetings for these committees, Village budget deliberation meetings and the Annual General Meeting need to be scheduled for 2023.

2. Discussion

The following meeting schedule is proposed for 2023:

Village Commission:

- Village Commission meetings are held at 7:00pm on the second Monday of each month, with the exception of August. If the second Monday should fall on a holiday, the meeting will occur the following day. Meetings are held at the LMCC in the Commission Room.

Water Commission:

- Water Commission meetings are held, as needed, at 3:00 pm on the fourth Tuesday of each month, with the exception of August. Meetings are held at the LMCC in the Commission Room.

Beautification Committee:

- Beautification Committee meetings are held at 10:30pm on the third Wednesday of each month, with the exception of August.

Finance and Audit Committee (subject to approval from the Committee):

- January 18, 2023 @ 3:00pm
- April 19, 2023 @ 3:00pm
- July 19, 2023 @ 3:00pm
- October 18, 2023 @ 3:00pm

Source Water Protection Committee (subject to approval from the Water Commission):

- February 8, 2023 @ 1:30pm
- June 7, 2023 @ 1:30pm
- October 4, 2023 @ 1:30pm

Request for Decision (Agenda Item 10.c.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: 2023 Meeting Schedule



Village Budget Meetings:

- February 23, 2023 — 9:00am to noon
- February 24, 2023 — 9:00am to noon

Village of New Minas Annual General Meeting:

- June 20, 2023

3. Recommendation

THAT the Village Commission approve the recommended 2023 Meeting Schedule, as included in the December 12, 2022 agenda package.

Request for Decision (Agenda Item 10.d.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: JAAC Terms of Reference



JAAC Terms of Reference

1. Introduction

The Joint Accessibility Advisory Committee (JAAC) has been working on an updated terms of reference for the Committee. Katie MacArthur, the Accessibility Coordinator for the Municipality of the County of Kings, provided a progress update at the November 9, 2022 JAAC meeting, along with a recommendation to approve the updates. The JAAC passed the following motion:

On motion of Commissioner Sealby and Councillor Misner, that the Joint Accessibility Advisory Committee recommends that Municipal Council and the seven Village Commissions each approve the proposed changes to the Committee Terms of Reference as outlined in the report dated November 9, 2022.

The question was called on the motion. Motion carried.

2. Discussion

A markup version of the updated Terms of Reference has been attached to this report. The JAAC requires approval of the updated Terms of Reference in the form of a motion from each of the Villages as well as Municipal Council.

3. Recommendation

THAT the Village Commission approve the recommended changes to the JAAC Terms of Reference, as included in the December 12, 2022 agenda package.

JOINT ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Establishment of Committee

Per s.60 of the Nova Scotia *Municipal Government Act*, S.N.S., 1998, c. 18 (“**the MGA**”), the Municipality of the County of Kings (“**the Municipality**”) and the Village Commissions of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams (“**the Villages**”) have entered into an **intermunicipal service agreement (“the Agreement”)** effective March 19, 2021 to establish a **Joint Accessibility Advisory Committee (“the Committee”)**.

2. Mandate

The Committee provides advice to Municipal Council and the Village Commissions on identifying, preventing, and eliminating barriers to people living with disabilities. **This includes** ~~in~~ Municipal and Village programs, services, initiatives, and facilities. The Committee plays an **important** ~~pivotal~~ role in helping the Municipality and the Villages become accessible communities **as required** ~~and meet their obligations~~ under the Nova Scotia Accessibility [Act](#), S.N.S., 2017, c. 2 (“the Act”).

3. Compliance with Policies, By-laws, Provincial Statutes, and the Agreement

The Committee shall comply with all Provincial statutes, by-laws and policies of the Municipality and the Villages, and the Agreement.

4. Goals and Objectives

The Committee shall:

4.1. Advise Council and the Village Commissions on the ~~preparation,~~ implementation, and effectiveness of its “**Our Joint Accessibility Plan.**” ~~Accessibility Plan. In accordance with the Act, the Plan must include:~~

4.1.1. ~~A report on measures the Municipality and the Villages have taken and intend to take to identify, remove, and prevent barriers;~~

4.1.2. ~~Information on procedures the Municipality and the Villages have in place to assess the following for their~~

~~impact on accessibility for people living with disabilities:~~

~~4.1.2.1. Any proposed policies, programs, practices, and services; and~~

~~4.1.2.2. Any proposed enactments or by-laws.~~

~~4.1.3. Any regulation prescribed by the Act.~~

~~4.2. Complete and submit for approval the first Accessibility Plan in accordance with s. 39(2) of the Act which requires a municipality to prepare and make publicly available an Accessibility Plan within one year of being prescribed as a Public Sector Body;~~

~~4.3~~ **4.2** Review and update the “Our Joint Accessibility [Plan](#)” at least every three years, in accordance with the Act, or whenever the Province approves the standards for the five focus areas (built environment, information and communications, goods and services, transportation and employment);

4.3. Consult with the community on accessibility in the Municipality and the Villages;

4.4. Advise Council and the Village Commissions on the impact of their policies, programs, and services on people living with disabilities;

4.5. Review and monitor existing and proposed Municipal and Village by-laws and policies to ~~promote full participation of people living with disabilities~~ **make sure all people living with disabilities have an opportunity to fully participate in accordance with the Act.**

4.6. Identify and advise on the accessibility of existing and proposed Municipal and Village services and facilities;

4.7. Advise and make recommendations about ~~strategies designed~~ **steps taken** to achieve the ~~objectives~~ **goals** of the **Joint Accessibility [Plan](#)**;

~~4.8. Receive and~~ **4.8.** Review information from Council, the Village Commissions, their committees, and staff. ~~and~~ **Then** make recommendations, as requested; and

4.9. ~~When requested,~~ **When requested,** assist in ~~providing lived experience~~ **providing lived experience** ~~monitoring compliance with~~ **regards to** Federal and Provincial government directives and regulations.

5. Guiding Principles

At all times, the Committee’s work shall be guided by the following principles:

- 5.1. Ensuring equal access and participation for all people, regardless of their abilities;
- 5.2. Treating all people in a way that allows them to maintain their dignity and independence;
- 5.3. Meeting the needs of people who face accessibility barriers; and
- 5.4. Identifying, removing, and preventing these barriers by meeting the requirements of the Act.

6. Membership Composition

The membership composition of the Committee will be in accordance with **Section 12** ~~the terms~~ of the Agreement.

7. Appointments and Reappointments to the Committee

Appointments and reappointments to the Committee will be in accordance with **Section 15** ~~the terms~~ of the Agreement.

8. Terms of Membership

The length of time of terms of membership on the Committee will be in accordance with **Sections 20 through 24** of the Agreement.

9. Reporting

The Municipal Councillor and Village Commissioners appointed to the Committee are responsible for reporting the activities and recommendations of the Committee to their respective Municipal Council and Village Commission. The Municipal Councillor's responsibilities in this regard are set out in Municipal By-law [102](#), the Committees Governance By-law. Municipal and Village appointees are also responsible for advising the Committee of any **relevant** business of Municipal Council and the Village Commissions. ~~relevant to the work of the Committee.~~

10. Committee Recommendations to Municipal Council & Village Commissions

Committee recommendations to the Municipal Council or to a Village Commission shall be made ~~by way of~~ **using a** motion or resolution and provided to the Municipal and Village Clerks. ~~Reports to Municipal Council and the Village Commissions shall be made regularly by their representatives on the Committee.~~

11. Advisory Role of the Committee

The Committee will act only in an advisory capacity to the Municipality and the Villages. Neither the Committee nor any of its Members shall have the power to ~~pledge the credit~~ **take on debt**, authorize ~~expenditures~~ **spending** not approved in the Committee Operating Budget, or enter into a legal agreement (**e.g. a contract**) on behalf of the Municipality or the Villages.

12. Procedural Matters

12.1. Staff Support

The Committee shall be provided with on-going support from the following staff:

12.1.1. The Accessibility Coordinator;

12.1.2. In accordance with Municipal Policy [ADMIN-01-016](#) Administration of Standing and Advisory Committees of Council, a Senior Staff Member of the Municipality will oversee the administration of the Committee; and

12.1.3. ~~Through the Chief Administrative Officer or the Village Commission, as the case may be,~~ Municipal or Village staff may **attend Committee meetings at any time to assist the appointed members to know how the partners are meeting the requirements of the Act** ~~be assigned as required.~~

12.2. Meetings

12.2.1. The Committee shall meet as required to complete its work plan (**see Part 12.9**).

12.2.2. The Committee will approve the meeting schedule for the upcoming calendar year ~~at its inaugural meeting and annually~~ at its regular December meeting and submit the approved schedule to the Municipal and Village Clerks. The Committee may amend the meeting schedule at any time if it is deemed necessary to schedule additional meetings, or reschedule a meeting to better accommodate the majority of Committee Members. Any ~~amendments~~ **changes** to the meeting schedule will be submitted to the Municipal and Village Clerks.

12.2.3. ~~Except as provided for in the MGA s. 22,~~ **Meetings** of the

Committee shall be open to the public and will be advertised accordingly **except as provided for in the MGA s. 22.**

12.3. Accommodation

~~Providing adequate advance notice is given,~~ Committee Members and other meeting participants will be accommodated so they are able to fully participate in Committee meetings free of barriers to the extent possible.

12.4. Roles and Responsibilities of Committee Members

The roles and responsibilities of the Committee Members are governed by Municipal Policy [ADMIN-01-016](#) Administration of Standing and Advisory Committees of Council. Committee Members are also expected to:

- 12.4.1.** Review the meeting agenda and any accompanying materials;
- 12.4.2.** Attend and participate in all Committee meetings;
- 12.4.3.** Attend and participate in any working groups, as required; and
- 12.4.4.** Assist the Committee in achieving its mandate, goals and objectives.

12.5. Election and Roles and Responsibilities of Officers

12.5.1. The Committee shall elect a Chair and Vice-Chair ~~at its inaugural meeting and~~ annually at its regular meeting in November (effective for the next meeting).

12.5.2. The roles and responsibilities of the Chair are governed by Municipal Policy [ADMIN-01-016](#) Administration of Standing and Advisory Committees of Council.

12.5.3. The Chair shall conduct all Committee meetings in accordance with Municipal [By-law 64](#), the Meetings and Procedure By-law.

12.5.4. In the absence of the Chair, the Vice-Chair shall assume the role of Chair. Should both the Chair and Vice-Chair be absent, the Committee shall approve by motion another Member to act as Chair for that meeting.

12.6. Quorum

Quorum is met by the attendance of a simple majority of Committee Members. **This committee has 16 members, therefore quorum shall be any nine (9) members.**

12.7. Review of Terms of Reference

The Committee will review these Terms of Reference every three years prior to the ~~triennial~~ review of the Joint Accessibility [Plan](#), and forward any proposed amendments to Municipal Council and the Village Commissions for approval.

12.8. Meeting Agendas

Meeting agendas will be structured as set out in Municipal By-law [102](#), the Committees Governance By-law, and developed according to Municipal Policy [ADMIN-01-016](#) Administration of Standing and Advisory Committees of Council. The meeting agenda ~~must~~ **will** be approved by the Chair prior to circulation **but shall be set by the Accessibility Coordinator.**

12.9. Work Plan

The Committee will develop and approve a work plan **annually** ~~as soon as possible after its inaugural meeting~~. The work plan will be developed in accordance with Municipal Policy [ADMIN-01-016](#) Administration of Standing and Advisory Committees of Council. ~~Review and~~ **Discussion** of the work plan is to be included ~~as a standing item~~ on each regular meeting agenda **to provide the Municipality and each Village the opportunity to provide updates on their own progress.**

12.10. Deadline for Agenda Circulation

Circulation deadlines for agendas and meeting documents will be in accordance with Municipal Policy [ADMIN-01-016](#) Administration of Standing and Advisory Committees of Council.

12.11. Record of Meetings

12.11.1. The Accessibility Coordinator shall ~~be responsible to~~ ensure that minutes are taken of each meeting of the Committee and that a record of the approved minutes is ~~provided~~ **posted** to the Municipal **website** and **each Village will ensure their residents and Commission have access.** ~~Clerks for posting on the respective websites~~

12.11.2. The attendance of Committee Members will be recorded in the minutes of each meeting, and **This** will be used as the basis for determining **to determine** the honoraria payable to **citizen members** Members of the public.

12.12. Public Participation

12.12.1. The meeting agenda will include a standing item for public comments following conclusion of all other business and ~~prior to~~ **before** adjournment.

12.12.2. The Committee may receive presentations from the public upon the approval of the Chair.

12.13. Committee Operating Budget

~~**12.13.1.** For the 2020-21 and 2021-22 Fiscal Years, all expenses incurred by the Committee will require prior approval of the Municipality and the Villages with the exception of expenses necessary to conduct meetings and public consultations, to recruit Members of the public to serve on the Committee, to remunerate those Members in accordance with Municipal Policy FIN-05-002, the Council and Committee Remuneration Policy, and to provide the accounting services referred to in the Agreement.~~

~~**12.13.2.** Commencing with the 2021-22 Fiscal Year, The Committee will, by December 31 of each fiscal year, review and recommend an annual budget for the upcoming fiscal year for consideration by the Municipal Council and Village Commissions.~~

12.14. Working Groups

12.14.1. The Committee may establish working groups which report directly to the Committee to explore specific issues related to the Accessibility Plan and/or to other responsibilities. A working group may include members of the public from the Municipality who are not Committee Members. However, they must either:

12.14.1.1. Live with a disability;

12.14.1.2. Represent an organization that works with people living with disabilities;

- 12.14.1.3. Be a caregiver for someone who lives with a disability; or
- 12.14.1.4. **Because of their job, training, or experience, be someone with knowledge of value relevant to the committee.** ~~y virtue of their vocation, training, or experience, be someone who possesses expertise of value to the Committee in accomplishing its goals and objectives.~~

12.14.2. The chair of a working group must be a Member of the Committee.

12.14.3. The first task of each working group will be to develop a work plan for approval by the Chief Administrative Officer and the Village Commissions.

12.14.4. The Municipality and the Villages will provide ~~all necessary~~ staff support and resources **as** required. ~~by the working groups.~~

13. Agreement to Enact a Joint Accessibility Advisory Committee

The Agreement will be considered part of these Terms of Reference. For greater certainty, these Terms of Reference are incomplete without reference to the Agreement, **which is attached as Appendix A.**

14. Dates of Original Approval and of Amendments

Date	Original Approval & Amendments
July 28, 2021	First Approved by the Committee
September 7, 2021	First Approved by the Municipality and all Villages

Request for Decision (Agenda Item 10.e.)

To: Village Commission

By: Tim Bouter, Clerk Treasurer/CAO

Meeting Date: December 12, 2022

Subject: Front Reception Position & Adventure Club Financial Update



Front Reception Position & Adventure Club Financial Update

1. Introduction

The 2022/23 budget included a new Finance Officer position, which was scheduled to be filled in October. This summer, the Adventure Club (after school program) also received an opportunity for expansion through the Province, which was approved by the Village Commission in July. Erica Gillis-Dominey joined the Recreation team in mid-August as the new Recreation Coordinator, as part of the expanded recreation programming. Tanisha Kalkman began a full time role as the new Finance Officer at the beginning of August. The front reception position has not yet been filled, as there was a desire to complete a trial to see if the front line reception duties could be combined with the new Finance Officer position.

2. Discussion

After a four month trial period, it has become evident that the combined position is not ideal or sustainable. The Finance Officer role requires focused time without distractions. Customers require service at the front desk on an ongoing basis, which does not make this possible. From a work load perspective, the combined position is also not sufficient. This leads to operational challenges between departments, and less time to complete and review work. One of the main goals with the new Finance Officer position was to increase accountability within the department.

Staff recommend that the front line reception be filled with a term position until August 2023, as that would match Erica's anniversary in her new position. At that time, a decision will need to be made on whether to make both positions permanent.

3. Financial Implications

The financial projections for the Adventure Club are shown on the following page, with assumptions noted. The overall picture is positive, as staff project a surplus of \$16,631 for this fiscal year. For an entire year of the expanded program, the surplus would be estimated at \$21,592. These numbers include Erica's salary, which is now being expensed to the Adventure Club. It should be noted that the actual revenue from September to November did not include approximately \$7,700 in outstanding program fees, which would further increase the net surplus.

In summary, the new Recreation Coordinator position is fully covered by the Adventure Club revenue. The 2022/23 budget anticipated the front reception position being filled in addition to the new Finance Officer position at full cost, and the overall Adventure Club surplus will provide an unforeseen subsidy.

Request for Decision (Agenda Item 10.e.)

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ADVENTURE CLUB FINANCIALS UPDATE

REVENUE

\$10,006	Actual revenue from April - June (3 month period)
\$33,327	Actual revenue from September - November (3 month period)
\$5,554	Average revenue per pay period from September - November
\$41,658	Projected revenue for remaining fiscal year (discounting 1.5 pay periods for Christmas and March Break)
\$84,990	Projected total revenue for program from April 2022 - March 2023
\$30,825	Budgeted revenue
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\$54,165	Projected revenue surplus for program from April 2022 - March 2023

EXPENSES

\$12,948	Actual expenses from April - June (3 month period)
\$15,558	Actual expenses from September - November
\$4,418.00	Projected expenses per pay period (based on 6 staff, 3hrs per day plus Erica's salary)
\$33,135	Projected expenses for remaining fiscal year (discounting 1.5 pay periods for Christmas and March Break)
\$61,641	Projected total expenditure for program from April 2022 - March 2023
\$24,107	Budgeted expenses
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(\$37,534)	Projected expenses deficit for program from April 2022 - March 2023

\$16,631 Projected net surplus from Adventure Club for 2022/23

\$105,534.39	Projected total revenue for Adventure Club, had both programs begun at beginning of 2022-2023 fiscal year (i.e. April 2022)
\$83,942.00	Projected total expenses for Adventure Club, had both programs begun at beginning of 2022-2023 fiscal year (i.e. April 2022)
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\$21,592.39	Projected net surplus from Adventure Club, had both programs begun at beginning of 2022-2023 fiscal year (i.e. April 2022)

4. Recommendation

THAT the Village Commission authorize the Clerk Treasurer/CAO to fill the front line reception position with a term position until August 18, 2023.