



Village of New Minas
Commission Meeting
June 10, 2024 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
APPROVED 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:

- Rick Jacques, Annapolis Valley Trail Coalition
- Noreen Miller, Annapolis Valley Trail Coalition
- Christina Sappington
- Tim Warmington
- Maynard Stevens
- Ashley Brooker, County of Kings
- Donna Randell (via Zoom)

1. Call to Order:

Dave Chaulk called the meeting to order at 7:02pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the June 10, 2024 Commission Meeting be approved as circulated.

M/James Redmond

S/Quentin Hill

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of Minutes:

- a. May 13, 2024 Village Commission Meeting

Motion:

THAT the Minutes for the May 13, 2024 Village Commission Meeting be approved as circulated.

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

5. Business Arising from Minutes:

- a. May 13, 2024 Village Commission Meeting

There was no business arising from the May 13, 2024 minutes.

6. Comments from the Chair:

There were no comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Committee Reports:

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the June 10, 2024 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the June 10, 2024 Commission agenda package and as verbally summarized by Mary Munroe.

**M/Mary Munroe
S/James Redmond
Motion Carried**

- b. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the June 10, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Finance & Audit Committee be received as included in the June 10, 2024 Commission agenda package and as verbally summarized by Dave Chaulk.

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

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the June 10, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the June 10, 2024 Commission agenda package and as verbally summarized by James Redmond.

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 June 10, 2024 Commission agenda package:

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

Motion:

THAT the Staff Reports be received as included in the June 10, 2024 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

10. New Business:

- a. Douglas Street Trail Update

Rick Jacques provided a presentation on the Douglas Street Trail concept plan (included in Appendix A). The work to date includes a site assessment, property line confirmation, preliminary trail routing and standard details. The next steps will be to finalize the lease with the County of Kings, and obtain permission for the proposed use.

b. Approval of Draft Financial Statements for Year Ending March 31, 2024

The updated draft Financial Statements included in the June 10, 2024 Commission agenda package were formally approved by the Commission.

Motion:

THAT the draft Financial Statements for Year Ending March 31, 2024 be formally approved as included in the June 10, 2024 Commission agenda package.

M/James Redmond

S/Debra Windle-Smith

Motion Carried

c. Non-Union Salary Administration Policy & Commission and Committee Remuneration Policy

The Clerk Treasurer/CAO presented a new draft of the Non-Union Salary Administration Policy, included in the June 10, 2024 Commission agenda package. The revisions address the concerns brought up at the last meeting, while remaining consistent with the common practise of municipal units in this area and the Village's own historical precedent of using CPI as a base measure. One of the main goals of the policy is to retain skilled/experienced staff and avoid the cost and service level reduction that many employers are facing with constant rehiring and training. At the same time, the revisions will allow the Village to achieve the goals mentioned in the purpose statement by better balancing a competitive environment with fiscal responsibility.

The changes (indicated in red font in the draft policy) are summarized as follows:

- The Commission remuneration has now been separated into its own policy that also formalizes the Village's new Committee honoraria.
- The annual increases are now more clearly broken into two components (CPI and Performance) with an accompanying chart. The Clerk Treasurer/CAO will be responsible to create/update job descriptions and establish a corporate performance evaluation template as part of this process.
- The CPI calculation has been changed to a rolling average to smooth out the peaks that we experienced recently during high inflation. Since staff have already benefitted from two years of high CPI increases in 2022 and 2023, those years have not been factored into the rolling average. It will take a few years to get to the desired four-year rolling average. The calculation period has been changed from February to January, to align better with our budget deliberation process.
- The movement of the scales is now capped at 5% per year.

- The rolling average CPI increase is also now capped at 5% per year, with a provision for carry over.

Motion #1:

THAT the Non-Union Salary Administration Policy be approved as included in the June 10, 2024 Commission agenda package.

M/Quentin Hill

S/James Redmond

Motion Carried

Motion #2:

THAT the Commission and Committee Remuneration Policy be approved as included in the June 10, 2024 Commission agenda package.

M/James Redmond

S/Debra Windle-Smith

Motion Carried

d. Provincial Capital Assistance Program (PCAP) Funding Opportunity

The Clerk Treasurer provided an update on the current PCAP funding opportunity. The Village received correspondence on May 1st informing municipalities that they can now apply for various provincial funding programs administered by the Department of Municipal Affairs and Housing, including the PCAP program. Applications are due on June 13th, and must include a resolution of council supporting the submission of the project for funding consideration under PCAP.

SNC Lavalin (now Atkins Realis) prepared a Utility System Assessment for the Village in 2020 as part of the New Minas SPS project. This report identified nine areas of sewer pipe that were modeled to be over 90% capacity. The initial model was calibrated using actual flows obtained through a field monitoring program in the fall of 2023 (Phase 2). This study confirmed that six of the sections are over capacity, and provided recommendations for replacement. The next phases of the project will be an options analysis followed by detailed design. The 2024/24 Capital Budget includes this design project with the assumption that 50% will be funded through PCAP.

Motion:

THAT the Village Commission instruct staff to submit an application for PCAP funding for the Collection System Line Replacements project.

M/James Redmond

S/Mary Munroe

Motion Carried

11. Correspondence:

There was no correspondence.

12. Other Business:

a. Accessibility Guidelines

Katie MacArthur, the Accessibility Coordinator with the County of Kings, has been invited for a presentation about accessibility guidelines at the July 8 Commission meeting. The Clerk Treasurer/CAO asked Commissioners to email their specific topics/questions related to accessibility by the end of the week. The correspondence will be compiled and sent to Katie to allow for a relevant and productive discussion.

b. Community Neighbourhood Signs

Quentin Hill mentioned that many subdivisions have community signs that were originally installed by the developers, which have been deteriorating over time. Although these do not fall directly under the jurisdiction of the Village, there would be direct and indirect benefits to remediating them. The Commission asked the Clerk Treasurer/CAO to bring back options/recommendations at a future meeting related to this initiative.

13. General Public Input:

Comments from the public were as follows:

Donna Randell:

- Great meeting!

Maynard Stevens:

- Douglas Street Trail is a great idea.
- The slogans on the new banners complement New Minas' long standing moto of being a "good" place to live, emphasizing the "great" aspects that our Community offers.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:27pm.

Motion:

THAT the meeting be adjourned.

M/James Redmond

S/Quentin Hill

Motion Carried

Appendix A — Douglas Street Trail Concept Plan