



Village of New Minas
New Minas Water Commission Meeting
Wednesday January 27, 2021 @ 7:00 PM
Commission Room
Louis Millet Community Centre
New Minas, Nova Scotia

Commissioners Present:

- James Redmond, Chair
- Dave Chaulk, Vice Chair
- Mary Munroe, Commissioner
- Bruce MacArthur, Citizen Member
- Scott Crowell, Citizen Member

Commissioners Absent:

- None

Staff Present:

- Gerard Hamilton, Operations Manager
- Ian Morrison, Clerk Treasurer/Chief Administrative Officer

Others Present:

- None

Call to Order:

Chair James Redmond called the meeting to order at 7:00 pm, welcoming those in attendance.

Approval of the Agenda:

THAT the Agenda for the January 27, 2021 regular New Minas Water Commission meeting be approved, as presented.

M/Dave Chaulk

S/Scott Crowell

CARRIED

Approval of the Minutes from Prior Meeting:

THAT the Minutes for the December 16, 2020 regular New Minas Water Commission meeting be approved as presented.

M/Bruce MacArthur

S/Scott Crowell
CARRIED

Business Arising from Minutes:
None

Presentations:

Canaan Heights Generator Budget

The Clerk Treasurer/CAO, as a follow-up to the December 16 meeting of the Commission, provided a budget estimate for the annual costs to maintain a permanent generator at Canaan Heights. The budget estimates are:

\$200 - Fill/Landscaping

\$500 - Fuel

\$2500 - Generator Service Agreement

\$500 - Routine Maintenance (25 hours per year @ \$20/hour)

\$500 - Snow Clearing

\$4200 - Total

There was discussion that the Utility has already fulfilled its obligations to the residents of Canaan Heights by developing and financing a satisfactory contingency plan for power outages, with the provision of a portable generator to accommodate this interruption on a shared basis. Therefore, no further action is required at this point. The Clerk Treasurer/CAO was directed to draft and send a letter to the Canaan Heights Neighbourhood Association communicating this.

THAT the Clerk Treasurer/CAO draft and send a letter to the Canaan Heights Neighbourhood Association communicating the Commission's position on the matter of a permanent generator.

M/Dave Chaulk

S/Bruce MacArthur

CARRIED

Capital Projects Update

The Clerk Treasurer/CAO provided an update on the Capital Projects budget. All five approved capital projects, which were approved by the New Minas Water Commission on May 27, 2020, have been completed. The five projects are:

- Forsythe Electrical Upgrade – Complete
- Plate Tamper @ 50% - Complete
- RF Meter Reading System Meters – Complete
- Scanner/Copier Unit - Complete
- Water Meter Purchases – Complete

Financial Update (Year to Date)

The Clerk Treasurer/CAO presented the Income Statement for the New Minas Water Commission as of January 26. At present, the NMWC is reporting the following:

\$787,113 in Revenues (versus \$573,023 last meeting)

\$496,678 in Expenses (versus \$463,941 last meeting)
\$290,435 Net (versus \$109,082 last meeting)

Collection update:

\$70,355 in Metered Sales needs to be collected

\$688 in Sprinkler Service Sales needs to be collected

The Income Statement is now in a surplus position. Third quarter billing was issued at the end of December. The biggest single expense between now and year-end is Depreciation expense, which is estimated to be \$300,060.

Capital Projects Budget 2021-2022

The Clerk Treasurer/CAO presented the Capital Budget for 2021-2022. Six projects were presented for discussion, including the Refurbishment of the Woodvale Tank that was discussed at the December 16 meeting of the Commission. The total value of the Capital Budget is \$1,483,695, which would include \$1,467,000 in Gas Tax contributions.

The six projects are:

- Cornwallis Avenue Well Fencing - \$10,695
- RF Meter Reading System Meters – \$72,000
- Sensus Support Project - \$3,500
- Tank #2 Delivery Upgrade - \$2,500
- Water Meter Purchases – \$15,000
- Woodvale Tank Refurbishment - \$1,380,000

THAT the Capital Budget for 2021-2022 be approved, as presented.

M/Dave Chaulk

S/Scott Crowell

Motion Carried

Source Water Protection Committee Terms of Reference

The Clerk Treasurer/CAO presented the second draft of the Terms of Reference for the Source Water Protection Committee to the Commission for review and feedback. This includes the feedback that was provided by the Municipality.

In addition, the Clerk Treasurer/CAO reviewed feedback received from the Village's legal counsel, concerning the reporting function of the Committee and its appointment process. Legal counsel has opined that the powers afforded to the NMWC in its legislation, *An Act to Incorporate the New Minas Water Commission (1982)*, appear to be extremely broad. As such, the opinion has been provided that the Committee should be populated by and report to the Utility. This opinion is supported by *A Guide for Water Utilities and Municipalities: Developing a Municipal Source Water Protection Plan*, in which it is identified that "the municipality or the water utility is responsible for forming an advisory committee to champion source water protection."

The Commission reviewed the draft Terms of Reference and in addition to minor grammatical revisions, provided the following comments:

- The residency of the citizen appointees should be clarified to reflect that an appointee could be a water utility ratepayer or a resident of New Minas who is not a water utility ratepayer

The Clerk Treasurer/CAO was directed to make the necessary changes to the draft and send to legal counsel for review and, if necessary, amendment. Once this process is complete, the revised draft can be presented to the Commission for ratification.

Committee Reports:

Water Operations Report

Mr. Hamilton presented the Water Operations Department Report.

THAT the Water Operations Department Report be accepted as presented.

M/Scott Crowell

S/Bruce MacArthur

CARRIED

New Business:

None

Correspondence:

None

Public Discussion Period:

Adjournment:

M/Dave Chaulk

THAT the meeting be adjourned at 8:01 pm.