



**Village of New Minas**  
Minutes of Regular Commission Meeting  
Monday January 13, 2020 @ 7:00 PM  
Commission Room, Louis Millett Community Complex  
New Minas, Nova Scotia

**Commissioners Present:**

- Dave Chaulk, Chair
- Cheryl Manzer, Commissioner
- Mary Munroe, Commissioner
- James Redmond, Commissioner

**Regrets:**

- Ken Pineo, Vice Chair

**Staff Present:**

- Ian Morrison, Clerk Treasurer/CAO
- John Ansara, Director of Recreation & Community Development

**Others Present:**

- Jim Winsor, District #8 Councillor
- John Owen
- Maynard Stevens
- Scott Quinn, Director of EPW, Lands & Parks Service, County of Kings

**Call to Order:**

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

**Approval of the Agenda:**

THAT the Agenda for the January 13, 2020 regular Commission meeting be approved, with the addition of snow and ice removal under "New Business".

**M/James Redmond**

**S/Cheryl Manzer**

**CARRIED**

**Approval of the Minutes from Prior Meetings:**

THAT the Minutes for the December 9, 2019 regular Commission meeting be approved as presented.

**M/James Redmond**

**S/Mary Munroe**

**CARRIED**

**Business Arising from Minutes:**

None

**Presentations:**

**Sewer By-law Draft**

The Clerk Treasurer/CAO introduced Scott Quinn, Director of EPW, Lands & Parks Service, County of Kings. Mr. Quinn reviewed the proposed changes to the existing by-law, which are designed to streamline the document with that of the other services partners within the Regional Sewer Commission. All of the changes recommended, other than grammatical and structural changes to the by-law, are of a technical nature and had been developed by the Technical Subcommittee of the Regional Sewer Commission.

Mr. Redmond commented that the draft needs to be amended to include the Sewer Rates and Changes (Schedule "D") that were adopted on December 11, 2017. These changes revised the rates charged to consumers, effective April 1, 2019.

The comments will be reviewed by the Clerk Treasurer/CAO and incorporated in a second draft that will be presented to the Commission at a later date, at which point the by-law can proceed to first reading.

**Elections By-law Draft**

The Clerk Treasurer/CAO introduced the draft Elections By-law, which has been presented to the Commission for review and comment. The requirements of the Act were first reviewed and then the draft was presented and discussed.

The Commission received the draft favourably and suggested the following revisions:

- research and recommend a procedure for voting in absentia or by proxy
- at least one more week between the close of nominations and the first day of advance polling,
- shorten the nomination period to three weeks
- establish the Annual General Meeting on a specific week and day of the week
- establish election day on a specific week and day of the week, following the Annual General Meeting

The comments will be reviewed by the Clerk Treasurer/CAO and incorporated in a second draft that will be presented to the Commission at a later date, at which point the by-law can proceed to first reading.

**Finance & Expense Policy**

The Clerk Treasurer/CAO introduced the draft policy proposal to establish a Finance & Expense Policy for the Village. The draft policy is based on current best practices being used by the Village staff and has been reviewed by the finance department and legal counsel for the Village,

with comments having been incorporated in the draft. Having such a policy is required by the Department of Municipal Affairs.

A primary change within the draft is that the number of signing officers will be reduced to three, (two Commissioners and the Clerk Treasurer/CAO) with the two Commissioners being the primary designated signing officers. The Commission discussed the draft policy.

The draft, in its current form, will be presented to the Commission at a later date for the purposes of ratification.

### **Hospitality Policy**

The Clerk Treasurer/CAO introduced the draft policy proposal to establish a Hospitality Policy for the Village. The draft has been reviewed by the legal counsel for the Village, with comments by legal counsel having been incorporated in the draft. Having such a policy is required by the Department of Municipal Affairs.

The Commission discussed the draft policy and recommended that the Chair of the Commission be included as an individual to whom documented suspicious activity related to the misuse of funds can be reported.

The comments will be reviewed by the Clerk Treasurer/CAO and incorporated in a second draft that will be presented to the Commission at a later date, for the purposes of ratification.

### **Committee Reports:**

- Beautification Group – no report
- Clerk Treasurer/CAO – report included in package
- Finance – report included in package
- New Minas Water Commission – no report
- Public Works – report included in package
- Recreation & Community Development – report included in package
- Regional Sewer Committee – no report

THAT the reports for Clerk Treasurer/CAO, Finance, Public Works, and Recreation & Community Development be accepted as presented.

**M/James Redmond**

**S/Mary Munroe**

**CARRIED**

### **New Business:**

Citizen Appointments to the New Minas Area Advisory Committee

The Clerk Treasurer/CAO presented the Terms of Reference of the New Minas Area Advisory Committee (NMAAC). The citizen appointments are to be presented for approval by Municipal Council every two years; however, it is not know when this was last done.

The Commission discussed the matter and recommended an appointment process be implemented following the next Annual General Meeting. The Clerk Treasurer/CAO was directed to draft and proposed a process for the appointments.

#### **Snow & Ice Removal**

Ms. Munroe raised the issue of the quality of snow and ice removal within the Village, primarily in terms of streets and roadways. Specifically, concern was voiced about the condition of the roads as hazardous for drivers and pedestrians, particularly on roadways where there are no sidewalks. This concern was particularly noted on Perrier Drive and roadways in that general vicinity. These concerns were echoed by other Commissioners and citizen members attending the meeting.

The Clerk Treasurer/CAO was directed to draft a letter to the Department of Transportation & Infrastructure, outlining the concerns of the Commission.

#### **Correspondence:**

None

#### **Public Discussion Period:**

Mr. Winsor, Councillor for District #8, advised the Commission to review the procedure for committee appointments used by the Municipality in developing its procedure for citizen appointments to committees. He also expressed that the objective of the revisions to the Sewer By-law was to harmonize the document with that of other jurisdictions participating in the Regional Sewer Committee.

Mr. Stevens commended the Commission for its review of the Elections By-law. He also commended the Recreation Department for its role in the Santa Claus Parade and also securing a location for Santa Claus in the County Fair Mall.

Mr. Owen suggested that the Commission should review the appointment of citizen members of the New Minas Water Commission, since some time may have elapsed since its members were appointed. The Clerk Treasurer/CAO was directed to review this matter and discuss with the Water Commission.

#### **Adjournment:**

**M/James Redmond**

THAT the meeting be adjourned at 8:11 pm.