



Village of New Minas
Minutes of Regular Commission Meeting
Monday February 10, 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
- Maynard Stevens

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 February 10, 2020 regular Commission meeting be approved.

M/James Redmond

S/Mary Munroe

CARRIED

Approval of the Minutes from Prior Meetings:

THAT the Minutes for the January 13, 2020 regular Commission meeting be approved as presented.

M/James Redmond

S/Cheryl Manzer

CARRIED

Business Arising from Minutes:

Request for Leave under Section #412 1 (c) of the Municipal Government Act

Ken Pineo, Vice-Chair and Commissioner, has requested a Leave, under Section #412 1 (c) of the Municipal Government Act, due to illness. The length of the Leave is not known. The Commission discussed the need to appoint an interim Vice-Chair; however, they elected not to fill the role at this time.

THAT the Commission accept the request of Ken Pineo for a Leave, in accordance with Section #412 1 (c) of the Municipal Government Act.

M/James Redmond

S/Mary Munroe

CARRIED

Presentations:**Citizen Appointments Policy**

The Clerk Treasurer/CAO presented a draft of the Citizen Appointments Policy, in response to a request from the Commission, which was made at the January 13 meeting. The policy will provide guidance to the Commission when appointing citizens to its standing committees, the Finance & Audit Committee and New Minas Area Advisory Committee, as well as to the New Minas Water Commission. The draft was presented for discussion.

The matter of the six months of residency was raised. Specifically, does the policy need to specify if the six months of residency is continuous and must it be the period immediately preceding the appointment. The Clerk Treasurer/CAO was directed to research this and provide further clarity.

Sewer By-law Draft

The Clerk Treasurer/CAO presented the draft Sewer By-law to the Commission for First Reading. The proposed changes to the existing by-law, which were reviewed at the January 13 meeting, 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. The draft has been amended to include the Sewer Rates and Changes (Schedule "D") adopted on December 11, 2017. These changed revised the rates charged to consumers, effective April 1, 2019.

THAT the Commission give First Reading to amendments to the Sewer By-law of the Village of New Minas.

M/James Redmond

S/Mary Munroe

CARRIED

Nominations & Elections By-law Draft

The Clerk Treasurer/CAO presented the draft Nominations & Elections By-law for First Reading. The proposed by-law is intended to replace the existing Election Day By-law and the draft was reviewed at the January 13 meeting. The following revisions were included in the draft, based on the feedback provided by the Commission:

- 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 by one week
- 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 Clerk Treasurer/Chief Administrative Officer advised the Commission that the Municipal Government Act is silent on the use of advance polls, voting in absentia, and voting by proxy in terms of election of Village commissioners. While towns, cities, and regional municipalities are governed by the Municipal Elections Act, this Act does not apply to villages. Therefore, the possibility exists that this by-law may be closely scrutinized by the Department of Municipal Affairs. However, the position of the Commission would appear to be that these allowances are reasonable in order to conduct an election and would, therefore, be permitted under Section 416 2 (d) of the Municipal Government Act.

THAT the Commission give First Reading to the Nominations & Elections By-law, a by-law that shall repeal and remove the Election Day By-law of the Village of New Minas.

M/James Redmond

S/Mary Munroe

CARRIED

Finance & Expense Policy

The Clerk Treasurer/CAO presented the draft policy proposal to establish a Finance & Expense Policy for the Village for approval, which was discussed at the January 13 meeting.

THAT the Finance & Expense Policy be adopted, as presented.

M/Mary Munroe

S/James Redmond

CARRIED

Hospitality Policy

The Clerk Treasurer/CAO presented the draft policy proposal to establish a Hospitality Policy for the Village for approval, which was discussed at the January 13 meeting.

THAT the Hospitality Policy be adopted, as presented.

M/James Redmond

S/Mary Munroe

CARRIED

Staff Policy Manual

The Clerk Treasurer/Chief Administrative Officer presented, for the purposes of discussion, the Staff Policy Manual, which is designed to capture all employment policies for the Village in one fulsome document.

This document has been drafted with the input of the department heads and it has also been reviewed by (and includes) recommendations prepared by Jon Cumming, as well as a member of his team specializing in employment law. This review and input process began in October and the draft that is presented today has gone through several drafts.

The objective is that this document will replace the twelve employment policies that have previously been ratified by Village Commission, which are itemized below. The document would be subject to a review process on a periodic basis that would invite input from department heads and the Commission.

- Code of Ethics
- Court Attendance Policy
- Employee Service Recognition
- Group Benefits Policy
- Hiring of Former Employees
- Holidays Policy
- Hours of Work Policy
- Job Sharing Policy
- Orientation Policy
- Sick Leave Policy
- Storm Day Policy
- Vacation Policy

A question was raised to clarify the proposed policy of payment for holidays and how it relates to part time staff. The Commission agreed that the best way to proceed with this document was to review the draft in advance of the next meeting, at which time any questions or concerns would be discussed.

Committee Reports:

- Beautification Group – report included in package
- Clerk Treasurer/CAO – report included in package
- Finance – report included in package
- New Minas Water Commission – report included in package
- Operations – report included in package
- Recreation & Community Development – report included in package
- Regional Sewer Committee – report included in package

THAT the reports for Beautification Group, Clerk Treasurer/CAO, Finance, Operations, Recreation & Community Development, and Recreation & Community Development Advisory Committee be accepted as presented.

M/Cheryl Manzer
S/James Redmond
CARRIED

THAT the report for the New Minas Water Commission be accepted as presented.

M/James Redmond
S/Cheryl Manzer
CARRIED

THAT the report for the Regional Sewer Committee be accepted as presented.

M/James Redmond
S/Mary Munroe
CARRIED

New Business:

Association of NS Villages

Ms. Munroe advised the Commission that the Village of New Minas has been asked to host the annual meeting of the Association of NS Villages in September. The Commission agreed that hosting the annual meeting would be a good initiative for the organization. Ms. Munroe agreed to communicate the willingness of the Village to host. Ms. Munroe, Ms. Manzer, and the Clerk Treasurer/CAO agreed to collaborate on the hosting duties.

Budget

The Commission discussed the timeframe for the upcoming budget. After some discussion, the direction was provided to receive the Operating Budget in April and the Capital Budget in June, once the audited financial statements are finalized.

Correspondence:

As a follow-up to the last meeting, the Clerk Treasurer/Chief Administrative Officer presented a copy of a letter, dated January 16, sent to Richard Lloyd (Department of Transportation & Infrastructural Renewal) outlining the concern of the Commission with snow removal. The response, received from Mr. Lloyd on January 24, was also presented.

Public Discussion Period:

Maynard Stevens asked whether the Citizen Appointments Policy would apply to the Source Water Protection Committee. The status of this committee was not known. The Clerk Treasurer/CAO was directed to research this matter and report back at the next meeting.

Mr. Stevens also asked whether the poll workers for the upcoming election would be drawn from existing staff or whether they would be hired as casual workers. The Clerk Treasurer/CAO advised that the workers may be a combination of both, depending on availability and workload at the time.

Adjournment:

M/James Redmond

THAT the meeting be adjourned at 8:01 pm.