



Village of New Minas
Minutes of Regular Commission Meeting
Monday September 14, 2020 @ 5:00 PM
Spencer Room, Louis Millett Community Centre
New Minas, Nova Scotia

Commissioners Present:

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

Staff Present:

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

Others Present:

- Jeff Kelly, New Minas Business Association
- Tammy Matthews, New Minas Business Association
- Maynard Stevens
- Jim Winsor, District #8 Councillor

Call to Order:

Chair Dave Chaulk called the meeting to order at 5:00 pm, welcoming those in attendance.

Approval of the Agenda:

THAT the Agenda for the September 14, 2020 regular Commission meeting be approved, as presented.

M/James Redmond

S/Cheryl Manzer

CARRIED

Approval of the Minutes from Prior Meetings:

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

M/James Redmond

S/Mary Munroe

CARRIED

Business Arising from Minutes:

None

Presentations:**15 Year Service Certificate Presentation**

Shelly Palmer was presented with a certificate for 15 years of employment with the Village of New Minas. Dave Chaulk, on behalf of the Commission, thanked Shelly for her years of service.

Capital Projects Update

The Clerk Treasurer/CAO presented the Commission with an update on the capital budget. 25 projects were approved as part of the capital budget process. To date:

- 8 projects have been completed
- 10 projects have been started or are “in process”
- 7 projects have not yet been started

New Minas Business Association

Jeff Kelly and Tammy Matthews presented on behalf of the New Minas Business Association. The group recently formed to serve as the representative voice of the business community in the Village. Their purpose would include listening to members, identifying concerns, and working with stakeholders to enhance benefit for all.

The members of the Commission expressed appreciation for the presence of the group and agreed that building on a relationship of collaboration and communication would be beneficial. Ms. Manzer enquired whether the presence of a Commissioner at meetings of the Business Association would be of value and Mr. Kelly and Ms. Matthews agreed that would be beneficial. Ms. Manzer expressed an interest in serving in this capacity.

Committee Reports:

- Beautification Group – 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
- Recreation & Community Development Advisory Committee – no report
- Regional Sewer Committee – report included in package

THAT the report for Beautification Group be accepted as presented.

M/Mary Munroe

S/James Redmond

CARRIED

THAT the reports for Clerk Treasurer/CAO, Finance, Operations, and Recreation & Community Development 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

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

M/James Redmond

S/Mary Munroe

CARRIED

New Business:

Document Destruction

The Clerk Treasurer/CAO presented a list of documents, held in the possession of the Village, that can be approved for destruction. The list of documents was reviewed and the list amended to exclude any boxes which included scrapbook material. It was agreed that these documents, which are housed in the former Recreation Building in the Lockhart-Ryan Park, will be held and maintained until such time the Commission determines otherwise.

THAT in accordance with Section 3 of the Records Management & Document Destruction Policy, the following documents be disposed of by way of the document destruction company contracted by the Village.

Identified as disposable from Safe Room in Village Office:

- 45 boxes
- 20 binders
- 14 ledger and receipt books
 - Accounts Payable 2010-2011 (1 box)
 - Bank records 2003 (1 box)
 - Bank statements 2009-2011 (1 binder)
 - Billing posting audit trails 2006-2007 and 2008-2009 (2 boxes)
 - Cheque registers 2010-2012 (1 binder)
 - Clerk files/audit trails 2009-2010 (1 box)
 - Employee files 2010 (2 boxes)
 - General clerk files 2009-2019 (29 boxes)
 - General ledger and payroll 2010-2011 (1 box)
 - Government docs 1998-2008, emails and invoices (1 box)
 - Hall rentals (1 binder)

- Invoices 2002-2003, 1995-2000 (2 boxes)
- Old Ballots from 2019 election (2 boxes)
- Receipt books and hand written ledgers pre-2010 (14 books)
- Regional sewer files 1989-2013 (1 box)
- Various proposals and studies (20 binders)
- Water and traffic reports 1998-2007 (1 box)
- Water commission invoices 2002-2003 (1 box)

Identified as disposable from Old Rec Office Building in Park:

- 33 boxes
 - Accounts payable pre-2012
 - Bank statements 2010-2012
 - Billing audit trails pre-2013
 - General files pre-2009
 - General ledgers pre-2013
 - General receipt copies pre-2014
 - Louis Millet RFP's
 - Payroll pre-2013
 - Receipt batches pre-2013
- 40 Boxes (old and in bad shape)
 - Old ledgers
 - Old bank statements
 - Old receipts
 - Old County Minutes
 - Old payroll
 - Old product information

Furthermore, this Motion will serve as an affidavit from the Clerk Treasurer/Chief Administrative Officer that the above documents have been inspected and there is no information of value contained within.

M/James Redmond

S/Cheryl Manzer

CARRIED

Election Dates

Since the Minister has issued a directive that permits Villages to host an Annual General Meeting and an election, provided established social distancing protocols can be observed. The Clerk Treasurer/CAO advised the Commission that these protocols could be observed, therefore the following election timetable was proposed via a Motion of Commission.

Whereas the Minister of Municipal Affairs and Housing issued Directive #20-007 on May 26, 2020 directing Village Commissions to not hold Annual Meetings or elections of Commissioners due to COVID-19, and in accordance with public health protocols and directives;

Whereas On August 20, 2020, the Minister of Municipal Affairs and Housing issued Directive #20-011 which supersedes the previous Directive and enables a Village Commission to hold an Annual Meeting and election of Commissioners during a declared State of Emergency on the condition that all applicable requirements of the Health Protection Order can be followed during the meeting and election; and,

Whereas it is the opinion of the Commissioners of the Village of New Minas that an annual meeting of the electors and election of Commissioners can take place, meeting all applicable requirements of the Health Protection Order and be done with the safety of the residents and staff and officials of the Village of New Minas as first priority;

Therefore be it Resolved

That the Clerk Treasurer/CAO be directed to develop a plan for the safe holding of the annual meeting and the election of Commissioners in keeping with all requirements of the Health Protection Order and any other guidance from Public Health;

That the annual meeting of the electors shall take place on Monday November 9 at the Louis Millett Community Centre; and,

That the timetable for holding elections for Commissioners in 2020 shall be as follows:

- Nominations Close: Friday October 9
- Advance Polling Dates: October 26-30; November 2-6
- Election Day: Thursday November 12

M/James Redmond

S/Mary Munroe

Motion Carried

Ms. Munroe enquired what restrictions would be placed on door-to-door canvassing. The Clerk Treasurer/CAO advised that no restrictions would be placed on this activity.

J-Class Roads

The Village Commission met with representatives of the Municipality of Kings to discuss a request to partially fund the Municipality's commitment to the J-Class Road paving project. The Municipality was successful in securing \$2.8 million in funding from the Province for paving projects within the Municipality by pledging an equal amount in funding. The plan will pave approximately 70 roads within the Village for a total of 26 kilometres of road work. The roads in question are clearly in need of paving.

The Municipality has asked the Villages in Kings County to contribute a total of \$911,000 to the funding formula; the New Minas contribution would be \$669,000. These figures, when

presented to the Commission, were subject to change based on the response from the tendering process.

The priority list of roads to be paved was determined by an independent consultant, arms length from any elected officials, including members of the Village Commission. Furthermore, the Chair noted that neither he nor any Commissioner was not involved in any way with prioritizing the roads to be paved. At this point, the roads will be paved regardless of any funding offered by the Village.

This matter was discussed at some length. Comments included the following:

- Concern that rejecting the request may impact the positive working relationship that exists between the Municipality and the Village
- Concern that paving roads is not a responsibility of the Village
- Concern that allocating funds, and in particular gas tax funds, may impact other needs
- Concern that this would impact the reserves of the Village that will eventually be necessary for needed water and sewage infrastructure
- Concern this matter would become a precedent for further downloading of expenses onto the Village

THAT the Commission will not contribute to funding the paving of J-Class Roads within the Village, as proposed and requested by the Municipality, in a memo dated July 16, 2020, a presentation held on July 22, 2020, and a meeting held with the Village of New Minas on August 18, 2020.

M/Cheryl Manzer

S/James Redmond

Motion Carried

Property Tax Financing Plan

The Clerk Treasurer reviewed the residential and commercial taxes paid to date. As of September 10, the remittance of property taxes is:

	Budgeted	Remitted	Percentage Remitted
Residential	\$1,043,597	\$911,600	87.4%
Commercial	\$869,947	\$726,926	83.6%
Resource	\$7,099	\$5,805	81.8%

The Municipality also reported, on August 11, that approximately 90% of residential and commercial taxes had been remitted, which is in line with prior years. The Clerk Treasurer/CAO outlined that the information is now apparent that the Village does not need to proceed with a Property Tax Financing Program Policy for the Village.

Roadside Vendors

The Clerk Treasurer/CAO enquired whether the Commission had an interest in discussing the matter of roadside vendors operating within the Village, some of whom require a permit from

the Municipality. In general, the Commission felt that this was a matter that required discussion, based on the premise that the vendors are temporary and do not remit tax revenues to either the Municipality or the Village, although they do secure permission from the property owner where they are located and, in some cases, complete the permit process. The Commission directed the Clerk Treasurer/CAO to solicit input from the New Minas Business Association.

Santa Claus Parade

John Ansara, Director of Recreation & Community Development, proposed, for the consideration of the Commission that the annual Santa Claus Parade, scheduled for November, be revised to a neighbourhood tour of residential areas of New Minas. This proposal is a response to concerns around gatherings due to COVID-19. The members of the Commission felt this was a good proposal.

Sewer Rate Study

The Clerk Treasurer/CAO reported that Stantec Consulting Ltd., which is one of the Village's engineering firms, has been engaged to provide the Sewer Rate Study. The study will assess the costs associated with the provision of this service to ratepayers and the rates being charged to ratepayers. The results of the study should be available in December.

Correspondence:

Letter to Keith Irving and Response

The Clerk Treasurer/CAO advised that he had written to Keith Irving, MLA on July 16 to outline the concerns expressed by Village Commission at the meeting of Village Commission held on July 13.

The Clerk Treasurer also advised that, as a result of the letter, he and Gerard Hamilton, Operations Manager met with Richard Lloyd, Area Manager, TIR, on August 11 and Alan Slack, Supervisor, TIR, on August 13 to discuss concerns. While the meetings were constructive and there is a willingness to work cooperatively, the priority of TIR is to react to pressing issues and emergency circumstances, primarily based on a ticket submission basis. Preventative measures and efforts designed to enhance and beautify the community are low priorities. The department is willing to enter into an agreement with the Village over "who does what", however, that would require the Village to supply additional supports and resources to accomplish.

The Commission encouraged Village staff to monitor the situation and advise the Commission, during the budget process, whether additional funds would be required to address identified needs.

Public Discussion Period:

Mr. Winsor commended the Commission on making a principled and pragmatic decision with regard to the matter of the funding of the J-Class Roads paving project. He added that he felt

this would not adversely affect the positive relationship that has developed between the Municipality and the Village.

Mr. Winsor advised the Commission that the next meeting for the New Minas Secondary Plan Working Group is September 24. Mr. Winsor also confirmed that he is a candidate for District #8 in the coming Municipal election.

Mr. Stevens commended the Commission on its decision regarding the J-Class Roads paving project and also for endorsing the proposed plan for the Santa Claus Parade.

Adjournment:

M/James Redmond

THAT the meeting be adjourned at 6:49 pm.