



Village of New Minas
Commission Meeting
December 12, 2022 @ 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
- Rod Dawe, Head Custodian
- John Ansara, Director of Recreation & Community Development
- Erica Gillis, Recreation Coordinator

Others Present:

- Jim Winsor, County Councillor

1. Call to Order:

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

2. Approval of the Agenda:

Motion:

THAT the Agenda for the December 12, 2022 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. November 14, 2022 Village Commission Meeting

Motion:

THAT the Minutes for the November 14, 2022 Village Commission Meeting be approved as circulated.

**M/ James Redmond
S/ Quentin Hill
Motion Carried**

- b. November 28, 2022 Village Commission Meeting

Motion:

THAT the Minutes for the November 28, 2022 Village Commission Meeting be approved as circulated.

**M/ James Redmond
S/ Quentin Hill
Motion Carried**

5. Business Arising from Minutes:

- a. November 14, 2022 Village Commission Meeting

There was no business arising from the November 14, 2022 minutes.

- b. November 28, 2022 Village Commission Meeting

There was no business arising from the November 28, 2022 minutes.

6. Comments from the Chair:

Dave Chaulk mentioned the Village-County meeting that took place on November 16. The Clerk Treasurer/CAO summarized two of the topics that were discussed:

- 1. upcoming changes to the Village CCBF (Gas Tax) allocations
- 2. new asset management initiative

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 draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Beautification Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by Mary Munroe.

M/ Mary Munroe
S/ Debra Windle-Smith
Motion Carried

b. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Finance & Audit Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by Dave Chaulk.

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

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Joint Accessibility Advisory Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by Quentin Hill.

M/ Quentin Hill
S/ James Redmond
Motion Carried

f. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the December 12, 2022 Commission agenda package.

Motion:

THAT the draft minutes of the Regional Sewer Committee be received as included in the December 12, 2022 Commission agenda package and as verbally summarized by James Redmond.

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

9. Staff Reports:

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the December 12, 2022 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 December 12, 2022 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

M/ James Redmond
S/ Quentin Hill
Motion Carried

10. New Business:

- a. Years of Service Acknowledgement

The following staff received a framed certificate and gift for their years of service to the Village, according to Section 42 of the Employee Policy Manual:

- Greg Messom: 20 years (cheque for \$200)
- Rod Dawe: 20 years (cheque for \$200)
- John Ansara: 10 Years (cheque for \$50)
- Erica Gillis: 5 years (cheque for \$25)

Note: this agenda item was moved to the beginning of the meeting (before the Committee Reports), as some of the recipients attended in person to receive their certificate.

- b. Update to Staff Policy Manual — Sections 38 & 42

The Clerk Treasurer/CAO presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended updates to Sections 38 & 42 of the Village's Staff Manual Policy, as included in the December 12, 2022 agenda package.

M/ Mary Munroe

S/ James Redmond

Motion Carried

c. 2023 Meeting Schedule

The Clerk Treasurer/CAO presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended 2023 Meeting Schedule, as included in the December 12, 2022 agenda package.

M/ Quentin Hill

S/ James Redmond

Motion Carried

d. JAAC Terms of Reference

Quentin Hill presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended changes to the JAAC Terms of Reference, as included in the December 12, 2022 agenda package.

M/ Quentin Hill

S/ Debra Windle-Smith

Motion Carried

e. Front Reception Position & Adventure Club Financial Update

The Clerk Treasurer/CAO presented the request for decision included in the December 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission authorize the Clerk Treasurer/CAO to fill the front line reception position with a term position until August 18, 2023.

M/ James Redmond

S/ Debra Windle-Smith

Motion Carried

11. Correspondence:

There was no correspondence.

12. Other Business:

Commissioners had no other business to discuss.

13. General Public Input:

Jim Winsor provided the following comments:

- The New Minas SPS was pulled off the November 1 Council agenda by the CAO, who is currently conducting a legal review of the document and will bring it forward for approval in the new year.
- Development statistics have been lower in District 8 (New Minas) than the rest of the County. This highlights the need for the SPS to be approved in a timely manner.
- The Canning Development has been appealed, and final documents are being prepared for submittal to the UARB by both parties. The upcoming UARB decision may set a precedent for development within Kings County.
- The Municipality and the Town of Kentville have approved the consulting report for the Regional Recreation Centre. The hope is that this project can move onto the next phase with support from all the partners.
- There are integration/promotional opportunities for the Village within the Valley Regional Enterprise Network.
- As a business opportunities and programming needs increase, the Village should look at expanding its professional staffing compliment.
- The annual banquet for the New Minas Fire Department was a big success.

14. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 7:52pm.

Motion:

THAT the meeting be adjourned.

M/ James Redmond

S/ Quentin Hill

Motion Carried