



Village of New Minas
Minutes of Regular Commission Meeting
Monday February 14, 2022 @ 7:00 PM
Online Video Conference
New Minas, Nova Scotia

Commissioners Present:

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

Staff Present:

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

Others Present:

- Donna Randell
- Jim Winsor, Councillor District #8
- Maynard Stevens
- Shawn Fevens, Recreation Coordinator (Municipality of Kings)
- Terry Brown, Manager of Inspection & Enforcement (Municipality of Kings)

Call to Order:

Chair Dave Chaulk called the meeting to order at 7:01 pm, welcoming those in attendance.

Approval of the Agenda:

THAT the Agenda for the February 14, 2022 regular Commission meeting be approved, as presented.

M/Quentin Hill

S/Cheryl Manzer

Motion Carried

Approval of the Minutes from Prior Meeting:

THAT the Minutes for the January 10, 2022 regular Commission meeting be approved, as presented.

M/Cheryl Manzer

S/Mary Munroe

Motion Carried

Business Arising from Minutes:

None

Presentations:

None

Committee Reports:

- Beautification Committee – report included in package
- Clerk Treasurer/CAO – report included in package
- Finance – report included in package
- Finance & Audit Committee – no report
- Joint Accessibility Advisory Committee – 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 – report included in package
- Regional Sewer Committee – report included in package

THAT the report for the Beautification Committee be accepted, as presented.

M/Mary Munroe

S/Cheryl Manzer

Motion Carried

THAT the report for the Joint Accessibility Advisory Committee be accepted, as presented.

M/Quentin Hill

S/Cheryl Manzer

Motion Carried

THAT the following staff and committee reports be accepted as presented:

- Clerk/Treasurer/CAO
- Director of Recreation & Community Development
- Finance Manager
- Operations Manager
- Recreation & Community Development Advisory Committee

M/Quentin Hill

S/Cheryl Manzer

Motion Carried

THAT the reports for New Minas Water Commission and the Regional Sewer Committee be accepted, as presented.

M/Mary Munroe
S/Quentin Hill
Motion Carried

New Business:

Appointment to the Joint Accessibility Advisory Committee

A vacancy has emerged on the Joint Accessibility Advisory Committee and appointment of a replacement requires the approval of all participating organizations on the Committee. The vacancy emerged due to a vote on January 17, 2022 by the Commission of the Village of Aylesford to replace John Decoste with Kirk MacLennan as their representative on the Committee.

The Chair enquired about the number of committee replacements that are required from time to time, however, the transition that occurs within the committee structure is viewed as normal.

THAT Kirk MacLennan be appointed as the representative for the Village of Aylesford on the Joint Accessibility Advisory Committee.

M/Quentin Hill
S/Cheryl Manzer
Motion Carried

Budget Request for Joint Accessibility Advisory Committee

The Clerk Treasurer/CAO presented the budget request from the Joint Accessibility Advisory Committee. The budget request, which will be incorporated into the draft operating budget for the Village, asks for a contribution of \$7815 from the Village of New Minas. The budget will include the hiring of an Accessibility Coordinator to assist the Committee with its compliance work. Terry Brown, Manager of Inspection & Enforcement (Municipality of Kings), and Shawn Fevens, Recreation Coordinator (Municipality of Kings) were present to answer questions about the budget proposal.

Messrs. Brown and Fevens advised the Commission that the role of Accessibility Coordinator will serve as a resource for the villages as they plan for compliance with the *Accessibility Act*. Furthermore, there is a willingness to review the funding formula for the Committee. As well, Messrs. Brown and Fevens indicated that the position would be in place by May 2022 and villages will not be financially penalized for a higher contribution should not all units choose to participate. In general, the Commission indicated support for the initiative, although it was communicated that more advance notice of such requests would be preferred.

THAT the Village Commission accepts the budget request from the Joint Accessibility Advisory Committee for \$7815 for the 2022-2023 year.

M/James Redmond
S/Quentin Hill
Motion Carried

Hiring Procedures Policy

The Clerk Treasurer/CAO presented the revised draft of the Hiring Procedures Policy for the review of Commission. This draft includes the revisions discussed at the most recent meeting of the Village Commission. Specifically, this draft contemplates accommodations to prospective applicants that may be entitled to such and clarifies the notification process for unsuccessful applicants.

THAT the Hiring Procedures Policy be accepted as presented for inclusion in the Staff Policy Manual.

M/James Redmond

S/Mary Munroe

Motion Carried

Strategic Plan Committee Terms of Reference

The Clerk Treasurer/CAO presented, for the purposes of discussion, the draft Terms of Reference for the Strategic Plan Committee. The draft policy document outlines the purpose, mandate, membership, and meeting structure for the Committee. The Committee would be comprised of two Commissioners, two staff members, and two citizen appointments.

The Commission indicated support for the document provided the membership could be modified to include a member of the business community, who may or may not reside within the Village. The Clerk Treasurer/CAO was directed to incorporate the comments in a second draft for consideration at the next meeting of the Commission.

Regional Sewer Budget Proposal

The Clerk Treasurer/CAO presented the budget request from the Regional Sewer Committee. The budget request, which will be incorporated into the draft operating budget for the Village, is for a contribution of \$343,700 from the Village of New Minas.

THAT the Commission of the Village of New Minas approve the proposed 2022-2023 Operating & Capital Budgets for the Regional Sewer Committee, as presented.

M/James Redmond

S/Quentin Hill

Motion Carried

Street Signage/Provincial Work

The matter of the relationship between the Municipality, Villages, and the provincial department of Public Works was raised. Specifically, the discussion focused on service expectations on Public Works, as they relate to provincially-owned infrastructure within municipal units.

The Clerk Treasurer/CAO advised the Commission that this particular issue was discussed at the Villages/Municipality meeting held on November 17. The Municipality agreed to lead some

discussion or conversations with provincial counterparts around these issues. In anticipation of this issue being raised, the Clerk Treasurer/CAO had written to Mayor Peter Muttart on February 4 seeking an update on this initiative. He will follow-up with Commission when a response is received.

Correspondence:

None

Public Discussion Period:

Jim Winsor commented on citizen membership on committees and that members of Commission can positively impact on the process by encouraging members of the public to apply for membership, where applicable. Mr. Winsor also commented that the efforts of villages and the Municipality on the accessibility file is a good initiative and will create opportunity for all partners.

Maynard Stevens advised the Commission that he has an interest in presenting to the Commission or one of its Committees on the importance of recognizing the founding cultures of the community. Such recognition might be an appropriate addition to Founders Park.

Adjournment:

M/James Redmond

THAT the meeting be adjourned at 8:10 pm.