



Village of New Minas
Minutes of Regular Commission Meeting
Monday June 14, 2021 @ 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:

- Allie Delaney, Accessibility & Admin Coordinator
- Ian Morrison, Clerk Treasurer/CAO
- John Ansara, Director of Recreation & Community Development

Others Present:

- Donna Randall
- Jim Winsor, Councillor, District #8
- Maynard Stevens

Call to Order:

Chair Dave Chaulk called the meeting to order at 7:09 pm, welcoming those in attendance.

Approval of the Agenda:

THAT the Agenda for the June 14, 2021 regular Commission meeting be approved, as presented.

M/James Redmond

S/Mary Munroe

Motion Carried

Approval of the Minutes from Prior Meetings:

THAT the Minutes for the May 10, 2021 regular Commission meeting be approved, as presented.

M/Quentin Hill

S/James Redmond

Motion Carried

Business Arising from Minutes:

Mr. Redmond enquired about the correspondence that the Clerk Treasurer/CAO was asked to send to the organizers of the Thunder in the Valley event, regarding the Commission's decision to recommend that a Noise By-law exemption be granted to the aforementioned event. Specifically, the New Minas Volunteer Fire Department had not yet received a copy of that correspondence. The Clerk Treasurer/CAO confirmed that a copy would be provided.

Presentations:**Co-op Program Presentation**

Allie Delaney, the Accessibility & Admin Coordinator, provided the Commission with an overview of her project work. Ms. Delaney has been hired by the Village as part of a grant program to employ a Co-op student from Acadia University to work on several targeted projects, including an accessibility assessment of Village property, street signage in the Village, and administration work.

Mr. Hill enquired if the Village tracks accessibility complaints and how they are processed. The Clerk Treasurer/CAO advised that complaints of a specific nature are generally not tracked. They are triaged if received by the main phone number and e-mail address of the Village and then dispatched to the appropriate personnel for action and response.

The Chair enquired whether the Department of Transportation and Infrastructure had responded to the approximately 200 work orders that Ms. Delaney submitted regarding street signage deficiencies. Ms. Delaney responded in the negative, but she did have a system for follow-up.

Recreation & Community Development Presentation

John Ansara, the Director of Recreation & Community Development, provided the Commission with an overview of his department and the priorities for his sector. The presentation included an overview of the five objectives of the Provincial Recreation Strategy, community development, the role of the Recreation and Community Development Advisory Committee, the Park Improvement Plan, and partnerships between the Village and other stakeholders.

Ms. Munroe enquired about engaging the 11-13-year-old youth cohort. Mr. Ansara responded that soliciting input and participation from this cohort was challenging however, bridging that gap is a priority.

Mr. Hill enquired about implementing play boxes in playgrounds. Mr. Ansara advised that such a unit will be installed in the coming year at one location and its use will be monitored as a pilot project.

Staff Policy Manual

The Clerk Treasurer/CAO provided an overview of the Staff Policy Manual, which was recently reviewed by the Department Heads. The current policy manual was adopted by the Village Commission on March 9, 2020 and a review was held after one year to assess if any policies in

the document needed to be amended. The revised policy manual, which has been reviewed by legal counsel, was presented for ratification, with the following changes, which were summarized as:

- Minor grammatical and minor text changes within the document
- Holidays
 - Labour Day designated as a statutory holiday
- Hours of Work Policy
 - Change to assessment of hours of work and work requirements of Custodial staff
- Long Term Disability
 - Program eligibility changed to 180 days
 - Inclusion of an exclusionary clause for staff not enrolled in the program who were hired prior to mandatory participation in the program but who may wish to enrol in the program should they become eligible
- Overtime
 - Policy differentiates between overtime incurred for Full Time Seasonal Staff and Public Work Employees
 - Custodial staff no longer eligible for overtime
 - Overtime at double time is codified for Public Works staff on Sundays and holidays
- Retirement Plan
 - Contribution formula changed to reflect that the maximum an Employee can contribute is 12%
- Sick Leave
 - During a period of unpaid sick leave, the Employee may elect to maintain, at their expense, any sick benefits for which they may qualify

THAT the Staff Policy Manual be accepted as presented and, upon ratification, replace all previous staff policy directives passed by the Commission.

M/James Redmond

S/Quentin Hill

Motion Carried

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 – no report
- Regional Sewer Committee – report included in package

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

M/James Redmond

S/Quentin Hill

Motion Carried

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

M/James Redmond

S/Quentin Hill

Motion Carried

New Business:

Election Dates

The Clerk Treasurer/CAO presented revised dates for the Commission election. A change of the dates associated with the election was necessitated by recent Public Health directives around the COVID-19 pandemic.

Mr. Redmond enquired whether the expansive number of days for advance polls was necessary. The Clerk Treasurer/CAO advised that, at present, providing as much opportunity for residents to vote was important.

Whereas on August 20, 2020, the Minister of Municipal Affairs and Housing issued Directive #20-011 which enables a Village Commission to hold an 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 election; and,

Whereas it is the opinion of the Commissioners of the Village of New Minas that an 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 election of Commissioners in keeping with all requirements of the Health Protection Order and any other guidance from Public Health;

That the timetable for holding elections for Commissioners in 2021 shall be as follows:

- Advance Polling Dates: July 5-10 and July 12-16;
- Election Day: Wednesday July 21

M/Cheryl Manzer

S/James Redmond

Motion Carried

PCAP Application Approval

The Clerk Treasurer/CAO advised the Village Commission that funding for infrastructure projects was recently made available under the Provincial Capital Assistance Program (PCAP) program. Program funding is aimed at investment in high priority municipal infrastructure projects such as water supply, sewage disposal, or solid waste management. Municipalities can apply for funding from the Provincial Capital Assistance Program to help reduce the cost of such projects to a maximum of 50% of project costs.

Since the Woodvale Tank Refurbishment Project qualifies as a project that could be considered for such funding, an application for funding was prepared and filed. To complete the application process, however, a Motion supporting the application is required from both the Village Commission and New Minas Water Commission.

THAT the Village Commission endorses the preparation and submission of an application for funding under the Provincial Capital Assistance Program (PCAP) for the Woodvale Tank Refurbishment Project.

M/James Redmond

S/Quentin Hill

Motion Carried

Correspondence:

None

Public Discussion Period:

Jim Winsor, Councillor for District #8 advised that the appointment of a municipal councillor to the Source Water Protection Committee was imminent and that he was looking forward to this committee becoming a functioning unit. Later this week he would be participating in a meeting with the Mayor, the CAO, senior municipal staff, and Mr. Chaulk and the Clerk Treasurer/CAO on behalf of the Village to identify further ways of collaboration on elements arising out of the secondary planning process.

Maynard Stevens enquired whether the splash pad was operational at this time. Mr. Ansara advised that the pad was operational and its use was subject to Public Health restrictions for public spaces. The Village does not police its use, however, the public is expected to comply with the regulations as they change.

Adjournment:

M/Quentin Hill

THAT the meeting be adjourned at 8:20 pm.