



Village of New Minas
Minutes of Regular Commission Meeting
Tuesday October 12, 2021 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia

Commissioners Present:

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

Commissioners Absent:

- Mary Munroe, Commissioner

Staff Present:

- Ian Morrison, Clerk Treasurer/CAO

Others Present:

- Donna Randell (online)
- Jeff Kelly, Flower Cart Group
- Jim Winsor, Councillor, District #8
- Maynard Stevens
- Paul Randell, Flower Cart Group
- Ramona Jennex, Flower Cart Group

Call to Order:

Chair Dave Chaulk called the meeting to order at 7:07 pm, welcoming those in attendance.

Approval of the Agenda:

THAT the Agenda for the October 12, 2021 regular Commission meeting be approved, as presented.

M/James Redmond

S/Quentin Hill

Motion Carried

Approval of the Minutes from Prior Meetings:

THAT the Minutes for the September 13, 2021 regular Commission meeting be approved, with the amendment that no comments were received under the Public Discussion section of the meeting.

M/Quentin Hill

S/James Redmond

Motion Carried

Business Arising from Minutes:

Election Process

The matter of the election cycle for villages was discussed at the September 13 meeting of the Commission. The intention was to raise the matter at the Association of Nova Scotia Villages conference, held in New Minas on September 17 & 18, and for discussion at this meeting.

THAT the matter of discussion on the election cycle be deferred to the next meeting.

M/Quentin Hill

S/James Redmond

Motion Carried

Presentations:

Flower Cart Group

Jeff Kelly, Executive Director of the Flower Cart Group, provided an update on their building project, to be located on Commercial Street, adjacent to the Louis Millett Community Complex. He also asked the Village Commission to consider financing and maintaining a walkway link which would connect the parking lot located on their property to the parking lot located east of the LMCC. The walkway would enable safe passage of users walking between the two buildings. The cost of the project is estimated to be \$26,310 plus HST:

\$9,150 – Earth Work

\$2,880 – Storm Water System

\$4,920 – Flatworks

\$9,360 – Miscellaneous

\$26,310 - Total

The Commission was asked to consider the request as part of their budget deliberations and indicated they were open to discussing the scope. The Chair thanked the Flower Cart Group for their presentation.

Mr. Redmond left the meeting at this point.

Overview of the Finance Department

Shelly Palmer, Finance Manager, provided an overview of the Finance Department, including a summary of the roles of the three staff members within the department and some of their key tasks and responsibilities.

Committee Reports:

- Beautification Committee – report included in package
- Clerk Treasurer/CAO – report included in package
- Finance – report included in package
- Finance & Audit Committee – report included in package
- Joint Accessibility Advisory Committee – no report
- 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 reports for Beautification Committee, Clerk Treasurer/CAO, Finance, Finance & Audit Committee, New Minas Water Commission, Operations, Recreation & Community Development, Recreation & Community Development Committee, and Regional Sewer Committee be accepted as presented.

M/Quentin Hill

S/Cheryl Manzer

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 the replacement of Bruce Rood by the Village of Cornwallis Square.

THAT the Village Commission appoint Michael Keith as the representative for the Village of Cornwallis Square on the Joint Accessibility Advisory Committee for a period of 1 year commencing September 21, 2021.

M/Cheryl Manzer

S/Quentin Hill

Motion Carried

Meetings & Procedures By-law – Second Reading

This first draft of the By-law was presented for feedback of the Commission at its July 12th meeting and legal counsel reviewed the document and suggested several minor changes that have been incorporated into the document. The draft By-law was presented for First Reading at the September 13 meeting. The document is now presented for Second and Final Reading.

The Clerk Treasurer/CAO advised that an announcement of Second and Final Reading was posted on the Village's social media platforms and an advertisement was featured in the

September 23 edition of the Valley Wire, inviting submissions concerning the By-law. No submissions were received.

THAT the Commission gives Second and Final Reading to the Meetings & Procedures By-law of the Village of New Minas.

M/Quentin Hill

S/Cheryl Manzer

CARRIED

The Chair advised the Commission that the new By-law enables the Commission to contemplate a meeting time other than 7:00 pm and, therefore, an earlier meeting time could be considered. This may be advantageous in the winter months. The Commission was asked to consider the matter for discussion at the next meeting of the Commission.

New Minas Secondary Plan Working Group Commercial Space Issue

The matter of space allocation for commercial space within the holding lands poised for development south of Highway #101 was discussed. Specifically, a Motion was presented at the September 29 meeting of the Working Group which would limit each commercial development to 25,000 square feet. The Motion was narrowly defeated and a subsequent Motion was presented which would remove any cap on commercial development in the aforementioned lands. This Motion narrowly passed.

The Clerk Treasurer/CAO asked whether the Commission should opine and communicate on the matter. The matter will likely be debated further with the Municipality's legislative framework, specifically at PAC and Council, where the opportunity for the Village Commission or residents of New Minas to comment and influence may be limited. The Chair advised the Commission to research the matter, discuss with appropriate personnel, and consider the pros and cons of the issue in preparation for the next meeting of the Commission.

Recommendation of Finance & Audit Committee

The Commission discussed the recommendation from the Finance & Audit Committee that a Request for Proposals for its audit services be issued.

THAT the Village Commission accept the recommendation of the Finance & Audit Committee that an RFP process be issued for its audit services.

THAT staff are directed to prepare an RFP document and a timetable for the RFP process.

M/Quentin Hill

S/Cheryl Manzer

Motion Carried

Correspondence:

None

Public Discussion Period:

Jim Winsor indicated that municipal funding exists for initiatives such as the connector trail being proposed by the Flower Cart Group. Furthermore, he advised the Village Commission to encourage the Flower Cart Group to apply for municipal funding for the walkway project. If successful, the funding would offset some of the costs of the proposed project.

Mr. Winsor also advised that the Mayor's tour of the various districts within the Municipality, which would have included a public session for residents of District #8, has been postponed due to concerns around COVID-19.

Mr. Winsor also commented that he recently had discussions with representatives of the Town of Bridgewater who indicated that that no decisions made in their municipal plan contributed to the decay and demise within their downtown core. Rather, the plan provided an opportunity for re-development of the business district. Furthermore, Mr. Winsor commended the Village Commission for its consideration and potential comment on the matter of commercial limits within the holding lands.

Maynard Stevens commended the Village Commission for its work.

Adjournment:**M/Quentin Hill**

THAT the meeting be adjourned at 8:14 pm.