



Village of New Minas
Minutes of Regular Commission Meeting
Monday January 10, 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
- Laura Jacobs, Active Living Coordinator

Others Present:

- Donna Randell
- Jim Winsor

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 January 10, 2022 regular Commission meeting be approved, as presented.

M/Cheryl Manzer

S/Mary Munroe

Motion Carried

Approval of the Minutes from Prior Meeting:

THAT the Minutes for the December 13, 2021 regular Commission meeting be approved, as presented.

M/Cheryl Manzer

S/James Redmond

Motion Carried

Business Arising from Minutes:

None

Presentations:

Active Living Presentation

Laura Jacobs, Active Living Coordinator, provided an overview of the active living strategy that is being developed. The strategy is divided into four parts, which will organize actions into different categories:

- Supports for Individuals
- Social Environment
- Physical Environment
- Capacity Building/Policy Development

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 – no report

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

M/Mary Munroe

S/James Redmond

Motion Carried

THAT the reports for Clerk Treasurer/CAO, Finance, Finance & Audit Committee, and Operations be accepted as presented.

M/Quentin Hill

S/James Redmond

Motion Carried

THAT the reports for Director of Recreation & Community Development and the Recreation & Community Development Advisory Committee be accepted as presented.

M/James Redmond

S/Quentin Hill

Motion Carried

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

M/James Redmond

S/Quentin Hill

Motion Carried

New Business:

Audit RFP Process

The Clerk Treasurer/CAO provided an update on the RFP process for Audit Services. Two proposals for audit services were received and the matter was discussed at the Finance & Audit Committee that was held on December 13. Following evaluation, the recommendation from the Finance & Audit Committee is that Morse Lake Brewster be retained as the audit firm.

THAT Morse Brewster Lake be engaged as the audit firm for the Village of New Minas for a five-year period commencing with the audit for the 2021-2022 fiscal year.

M/James Redmond

S/Quentin Hill

Motion Carried

Hiring Procedures Policy

At the most recent meeting of the Village Commission, Commissioners directed the Clerk Treasurer/CAO to draft a policy which addresses the vaccination status of new hires with regard to COVID-19. The Clerk Treasurer/CAO provided an overview of the Hiring Procedures Policy, which would be included in the Staff Policy Manual.

The proposed policy was discussed and the Commission generally supported the policy, with revisions needed to contemplate accommodations to prospective applicants that may be entitled to such and clarity around the notification provided to unsuccessful applicants. The Clerk Treasurer/CAO will incorporate these comments in a revised draft, for presentation at the next meeting of Village Commission.

Joint Accessibility Advisory Committee Budget (2022-2023)

Quentin Hill presented the budget request from the Joint Accessibility Advisory Committee for the 2022-2023 fiscal year. The requested budget amount of \$54,000, which will require ratification from all partners in the Committee, includes a commitment of \$4,158 from the Village of New Minas.

THAT the budget proposed by the Joint Accessibility Advisory Committee, which includes a financial commitment from the Village of New Minas in the amount of \$4,158, be accepted as presented.

M/James Redmond

S/Cheryl Manzer

Motion Carried

Strategic Plan Process Follow-Up

The Clerk Treasurer/CAO proposed, for the consideration of the Commission, that the Commission create a Strategic Plan Committee. The Committee would be tasked with Terms of Reference and a timeline to deliver a plan document to the Commission. The composition of the Committee would include Commissioners, staff, and members of the public.

The Clerk Treasurer/CAO was directed to draft Terms of Reference for the Committee, for presentation to Village Commission.

Correspondence:

None

Public Discussion Period:

Jim Winsor commended the Commission on its commitment to establishing a strategic plan for the Village.

Adjournment:

M/Quentin Hill

THAT the meeting be adjourned at 7:40 pm.