



Village of New Minas
Minutes of Regular Commission Meeting
Monday July 12, 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:

- Ian Morrison, Clerk Treasurer/CAO

Others Present:

- Breanna Hall, Physician Community Network
- Donna Randall
- Jake Rideout, RibFest Organizer
- Jim Winsor, Councillor, District #8
- Judy Rafuse, Annapolis Valley Chamber of Commerce
- Maynard Stevens

Call to Order:

Chair Dave Chaulk called the meeting to order at 7:04 pm, welcoming those in attendance.

Approval of the Agenda:

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

M/Quentin Hill

S/Cheryl Manzer

Motion Carried

Approval of the Minutes from Prior Meetings:

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

M/Cheryl Manzer

S/Quentin Hill

Motion Carried

Business Arising from Minutes:

None.

Presentations:**Meetings & Procedures By-law**

The Clerk Treasurer/CAO provided an overview of the draft Meetings & Procedures By-law, which would replace the existing Meetings Procedures Policy. The key elements of the by-law are:

- Language has been modernized and minor grammatical changes have been included
- The document establishes Roberts Rules of Order as the parliamentary authority for meetings
- Most elements of the current policy have been incorporated into the draft by-law, with the exception of procedural elements, which will defer to the rules or order
- The document would serve as a by-law as opposed to a policy so that electronic meetings could be held, in accordance with established provincial legislation
- Section 16 enables the opportunity for a Special Meeting of Commission
- Section 17 enables the opportunity for an Emergency Meeting of Commission

This draft was presented for feedback of the Commission and would next proceed to legal review. Once feedback has been assembled and reviewed by legal counsel, the document would return to the Commission for First and Second Reading. In general, the Commission was comfortable with the draft by-law at this stage.

Physician Community Navigator Presentation

Breanna Hall and Judy Rafuse presented on the Physician Community Navigator program, which is designed to attract physicians to the area. Ms. Hall is currently serving as the Physician Community Navigator, which is a part time position. The plan is to secure funding from multiple sources to enable the position to be employed full time. During the presentation, the following points were discussed:

- 69,070 residents in the province are in need of a family physician
- 11,536 residents in Kings County are in need of a family physician
- At present, the Valley Regional Hospital is the training facility for the Dalhousie University School of Medicine residents
- Unfortunately, the number of available preceptors is limited, which means that the focus is strictly on a limited number of residents from Dalhousie University
- The role of the Community Navigator assists in recruitment and retention of physicians in the area by helping family medicine residents navigate the community in advance and upon arrival
- Advocacy work is also a priority of the position
- Encouraging residents to stay in the area, upon completion of their residency, has been a primary objective because that is viewed as the best use of limited resources
- Since the residents are here for two years training at the Valley Regional Hospital, it is easier to establish and maintain community links with this group of prospects

- The role of Community Navigator can pivot over time, if the position is full time
- The program is seeking \$5,000 per year, over the next three years, in financial support from the Village

The Chair thanked Ms. Hall and Ms. Rafuse for their presentation and advised that the Commission will contemplate the request. The Clerk Treasurer/CAO was directed to research the financial ask, in the context of what villages are permitted to fund, in accordance with Section #423 of the *Municipal Government Act*.

RibFest

Jake Rideout presented on the plans for the RibFest event, being held at the LMCC the weekend of August 6-8. Mr. Rideout provided an overview of the event and, in particular whether the Commission would waive the costs associated with using the facility and offer additional support, including marketing support, in exchange for being designated as an event sponsor. The event is planned to donate proceeds to the Building Opportunities Campaign for the Flower Cart. Mr. Rideout would be interested in the initiative expanding to become an annual event with more community participation, including a variety of local vendors. During the presentation, the following points were discussed:

- The template for traffic management would be that used for the food truck rally during the Apple Blossom Festival
- The financial model for the event is
 - \$10,000 - \$15,000 in revenues
 - \$7,000 - \$8,000 in expenses
 - \$2,000 - \$5,000 donation plus admission fees (Flower Cart)
- The Sunrise Rotary Club is partnering with the event in an effort to raise their profile within the community
- Spin off initiatives include accommodations for participants, purchase of propane and supplies from local businesses, purchase of bread and rolls from local suppliers, hiring of staff for the event, increased profile for the Village, and an influx of visitors to New Minas

Specifically, Mr. Rideout requested the following

- Waiver of the rental fee for use of the LMCC parking lot for the duration of the event
- Waiver of approximately 18 hours of custodial labour during the event
- Access to the exterior electrical outlet and potable water from the facility, which would be of a negligible amount
- Traffic cones
- Costs associated with solid waste disposal
- Access to refuse disposal for waste other than solid waste
- Promotion of the event on Village social media

The Clerk Treasurer/CAO advised that, in the absence of other events and activities which have been cancelled due to COVID-19 restrictions, the event does provide the Village with an

opportunity to co-present a public health compliant community event around which people can participate. Furthermore, the absence of other activities means the Village has the financial ability to co-present.

The Commission agreed to the request, with the exception of the costs associated with the disposal of solid waste. The Chair thanked Mr. Rideout for the presentation and his initiative. Mr. Rideout thanked the Commission for its support.

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

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, Operations, and Recreation & Community Development be accepted as presented.

M/Quentin Hill

S/James Redmond

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:

Citizen Appointments

The Clerk Treasurer/CAO presented an update on the citizen appointment process for the Beautification Committee, which closed on June 18. Two applicants were received and both are recommended for appointment.

THAT Donna Randall and Agnes Wojt be appointed to the Beautification Committee as a citizen member of the public and a citizen member of the local business community respectively, until August 31, 2023.

M/Quentin Hill

S/James Redmond

Motion Carried

Financial Statements

The Village Commission recently received the audited Financial Statements for the year ending March 31, 2021, and the corresponding Management Letter, both as prepared by Morris Brewster Lake. The statements were presented to the Finance & Audit Committee on June 17 and to the public at the Annual General Meeting on June 22 by Lawrence Lake, auditor. The Finance & Audit Committee met on June 23 to recommend that the Village Commission accept the statements.

The Clerk Treasurer/CAO asked the Village Commission to accept the Financial Statements for the year ending March 31, 2021, based on the recommendation of the Finance & Audit Committee.

THAT the Financial Statements for the year ending March 31, 2021, be accepted as presented and as recommended by the Finance & Audit Committee.

M/Quentin Hill

S/James Redmond

Motion Carried

Correspondence:

None

Public Discussion Period:

Jim Winsor provided an update on the public engagement consultations for the New Minas Secondary Plan, which were held on July 7 in the LMCC:

- The turnout was disappointing
- 18 individuals participated
- Good discussion occurred among those that did participate
- Three development scenarios were presented
- None of the scenarios increased the amount of space available for commercial development

Mr. Winsor has fielded concerns about the lack of space available for commercial development and opined whether the amount allocated for commercial activity is proportional to residential growth. The members of the Commission were encouraged to review the scenarios and comment.

Mr. Winsor also advised that there is no Council meeting scheduled in August and that the Deputy Mayor Emily Lutz, who also sits on the Working Group, has been granted a leave of absence.

The Chair commended Mr. Winsor for his diligence and work on the New Minas Secondary Plan Working Group.

Adjournment:

M/Quentin Hill

THAT the meeting be adjourned at 8:37 pm.