



Village of New Minas
Minutes of Regular Commission Meeting
Monday March 9, 2020 @ 7:00 PM
Commission Room, Louis Millett Community Complex
New Minas, Nova Scotia

Commissioners Present:

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

Staff Present:

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

Others Present:

- Jim Winsor, District #8 Councillor
- Lorraine MacPherson
- Maynard Stevens
- Ross MacPherson

Call to Order:

Chair Dave Chaulk called the meeting to order at 7:00 pm, welcoming those in attendance. A moment of silence was held to commemorate the passing of Ken Pineo, Commissioner and Vice-Chair of the New Minas Village Commission. The Chair offered some personal reflections on Ken Pineo, who passed away on Saturday March 7.

Approval of the Agenda:

THAT the Agenda for the March 9, 2020 regular Commission meeting be approved, with the addition of the election of a Vice-Chair.

M/James Redmond

S/Mary Munroe

CARRIED

Approval of the Minutes from Prior Meetings:

THAT the Minutes for the February 10, 2020 regular Commission meeting be approved as presented.

M/James Redmond
S/Mary Munroe
CARRIED

Business Arising from Minutes:

Source Water Protection Committee

The Clerk Treasurer/CAO provided follow-up information on the Source Water Protection Committee, an item that was raised at the February 10 meeting. The Source Water Protection Plan was circulated to the Commission on February 20. The document appears to have been put in place in 2007 and revised as recently as 2012. Broadly, the Source Water Protection Committee reports to the New Minas Water Commission and its purpose is outlined in Section 13 (page #8) as follows:

The Committee shall operate as a consulting and recommending body to the New Minas Water Commission in order to assist the Commission in its decisions regarding source water protection issues with the Village of New Minas, pursuant to requirements set out by the Nova Scotia Department of Environment.

Noteworthy is that the members of the Source Water Protection Committee are appointed by the New Minas Water Commission, not the Village Commission. Therefore, this item should be referred to the New Minas Water Commission for action.

Presentations:

Citizen Appointments Policy

The Clerk Treasurer/CAO presented the draft of the Citizen Appointments Policy. The policy will provide guidance to the Commission when appointing citizens to its standing committees, the Finance & Audit Committee, the New Minas Area Advisory Committee, as well as to the New Minas Water Commission. The draft was presented at the last meeting for discussion and the Clerk Treasurer/CAO was directed to follow-up on the matter of residency, specifically if the requirement of six months has to immediately precede appointment to a Committee, Board, or the New Minas Water Commission.

The New Minas Water Commission Act, Section 5 (2), specifies a residency requirement as follows: Notwithstanding any provision of this Act, no person may be appointed a Water Commissioner unless the person has continuously been rated in respect of property in the Village and has been ordinarily resident in the Village continuously for at least three years immediately before the person's appointment. Therefore, for the purposes of the New Minas Water Commission, appointments must have resided in the Village for the three years preceding the appointment.

The Municipal Governance Act, Section 407 (1), specifies that a Village Commissioner must be an elector. Section 403 defines an elector as a person resident within the village entitled to vote at a municipal election and who will have resided in the village for at least six months immediately prior to the village election. Therefore, for the purposes of Village Commission,

those standing for election and those voting in an election must have resided in the Village for the six months preceding the election.

For the purposes of clarity, the Clerk Treasurer/CAO presented the following wording change to Section 4 of the Citizen Appointments Policy: Appointments must be residents of the Village and must have lived in the Village for a minimum of six months immediately preceding the appointment; notwithstanding any provision of this Policy, no person may be appointed as a New Minas Water Commissioner unless that person has continuously been rated in respect of property in the Village and has been ordinarily resident in the Village continuously for at least three years immediately before the person's appointment;

THAT the Citizen Appointments Policy be accepted as presented.

M/James Redmond

S/Mary Munroe

CARRIED

Nomination & Elections By-law Draft

The Clerk Treasurer/CAO presented the draft Nomination & Elections By-law for Second Reading. The proposed by-law is intended to replace the existing Election Day By-law. The legal opinion supporting the draft by-law, provided by Jon Cumming, legal counsel for the Village, was also presented. The Clerk Treasurer/CAO also advised that the Notice of Second Reading was posted at nine locations in the Village, as well as on the social media platforms of the Village. An advertisement was purchased and placed in the SaltWire network, which was published locally. All promotion and advertisements were placed prior to February 24.

THAT the Commission give Second and final Reading to the Nomination & Elections By-law, a by-law that shall repeal and replace the Election Day By-law of the Village of New Minas.

M/James Redmond

S/Cheryl Manzer

CARRIED

Sewer By-law Draft

The Clerk Treasurer/CAO presented the draft Sewer By-law to the Commission for Second Reading. The proposed changes to the existing by-law are designed to streamline the document with that of the other services partners within the Regional Sewer Commission. The Clerk Treasurer/CAO also advised that the Notice of Second Reading was posted at nine locations in the Village, as well as on the social media platforms of the Village. An advertisement was purchased and placed in the SaltWire network, which was published locally. All promotion and advertisements were placed prior to February 24.

THAT the Commission give Second and final Reading to amendments to the Sewer By-law of the Village of New Minas.

M/Mary Munroe

S/James Redmond

CARRIED

Staff Policy Manual

The Clerk Treasurer/Chief Administrative Officer presented the Staff Policy Manual, which is designed to capture all employment policies for the Village in one fulsome document.

The objective is that this document will replace the twelve employment policies that have previously been ratified by Village Commission, which are itemized below. The document would be subject to a review process on a periodic basis that would invite input from department heads and the Commission.

- Code of Ethics
- Court Attendance Policy
- Employee Service Recognition
- Group Benefits Policy
- Hiring of Former Employees
- Holidays Policy
- Hours of Work Policy
- Job Sharing Policy
- Orientation Policy
- Sick Leave Policy
- Storm Day Policy
- Vacation Policy

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/Mary Munroe

CARRIED

Committee Reports:

- Beautification Group – report included in package
- Clerk Treasurer/CAO – report included in package
- Finance – report included in package
- New Minas Water Commission – report included in package
- Operations – report included in package
- Recreation & Community Development – report included in package
- Regional Sewer Committee – report included in package

THAT the report for Beautification Group be accepted as presented.

M/Mary Munroe

S/Cheryl Manzer

CARRIED

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

M/James Redmond

S/Mary Munroe

CARRIED

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

M/James Redmond

S/Mary Munroe

CARRIED

THAT the report for the Regional Sewer Committee be accepted as presented.

M/James Redmond

S/Mary Munroe

CARRIED

The following Motions were presented as a follow-up to the report of the Regional Sewer Committee:

A Motion to approve the budget of the Regional Sewer Committee was presented. The contribution being asked of the Village of New Minas is \$325,800 for the year, which actually represents, in this case, a reduction in the contribution. The contribution for the current year (2019-2020) is \$338,400.

THAT the Motion of Councillor Andrew; seconded by Commissioner Redmond and accepted by the Regional Sewer Committee, that the Village of New Minas approve the proposed 2020-2021 Operating & Capital Budgets as presented.

M/James Redmond

S/Mary Munroe

CARRIED

A Motion to approve development of an operating reserve was presented.

THAT the Motion of Commissioner Redmond; seconded by Dylan Quartermain and accepted by the Regional Sewer Committee, that the Village of New Minas consent to development of a plan to create an operating reserve based on a target of 10% annual operating expenditures for the Regional Sewer Committee.

M/James Redmond

S/Cheryl Manzer

CARRIED

New Business:

Election of a Vice-Chair

The Chair called for nominations for the position of Vice-Chair. The call for nominations was issued on three occasions.

That James Redmond be appointed as Vice-Chair of the Village Commission.

M/Mary Munroe

S/Cheryl Manzer

Motion Carried

Correspondence:

A funding request for the Annapolis Valley Labour Council was received and presented. The request for \$300 for the 2020 Mayworks Festival was deferred to discussions on the 2020 Operating Budget. The Clerk Treasurer/CAO was directed to include the request in the budget draft, which will be discussed at a later date in March.

Two letters of correspondence from Ross & Lorraine MacPherson were presented. The first letter, asked for clarification on who is responsible for the water bill (tenant or owner). The second letter asked for a response to the following questions:

- How are semi-detached units treated under the Sewer By-law?
- How are triplex units treated under the Sewer By-law?
- How are quadriplex units treated under the Sewer By-law?
- Who is responsible for work performed on private property for water and sewer installations?
- Who is responsible for work performed on public land and on village infrastructure for water and sewer installations?

The Chair commented that these are matters usually addressed by staff, using established policy to guide those discussions. The Clerk Treasurer/CAO advised that this matter has been ongoing for several years and the letters were written to the attention of the Commission because the authors were not satisfied with the responses that had been previously provided by staff. Therefore, the matter has been directed to the Commission. The Commission discussed the matter and directed staff to consult with legal counsel and respond.

That the Clerk Treasurer/CAO issue a response to the letters issued by Ross & Lorraine MacPherson, according to the advice of legal counsel for the Village.

M/James Redmond

S/Cheryl Manzer

Motion Carried

Public Discussion Period:

Jim Winsor, Councillor for District #8, advised the Commission that the Municipal Council will commence budget deliberations on Wednesday March 11. He also commented on the advantages that partnering on the Regional Sewer Committee offers the participating service partners. Mr. Winsor also enquired about the process to elect three Commissioners, one of

whom would be elected to complete the third year of a three-year term. The Chair opined that this latter issue would need to be reviewed and discussed.

Maynard Stevens offered some personal remarks on the passing of Ken Pineo. Mr. Stevens also enquired about pre-budget approval for expenses related to the Apple Blossom Festival, specifically, the Princess Tea, the decorating of the float for the Grand Street Parade, and expenses incurred by the Princess. Mr. Stevens was advised by the Chair that the budget deliberations have been moved ahead to March and, therefore, a new budget should be in place in time to address this concern.

Adjournment:

M/James Redmond

THAT the meeting be adjourned at 7:32 pm.