



**Village of New Minas**  
Minutes of Regular Commission Meeting  
Monday November 8, 2021 @ 7:00 PM  
Commission Room, LMCC  
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

**Others Present:**

- Donna Randell (online)
- Jim Winsor, Councillor, District #8
- Maynard Stevens

**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 November 8, 2021 regular Commission meeting be approved, as presented.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**Approval of the Minutes from Prior Meeting:**

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

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

**Business Arising from Minutes:****Commission Meeting Time**

The Chair advised the Commission that the new Meetings & Procedures 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 this meeting.

After discussion, the Commission determined, by agreement, that 7:00 pm was the preferred meeting time. Therefore, 7:00 pm will continue to serve as the meeting time for Village Commission.

**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 the meeting of Village Commission, held on October 12, however the matter was deferred until this meeting.

After discussion, the Commission determined, by agreement, that the preferred direction would be for staff to identify ways to engage the public, in an effort to increase interest in the elections and encourage greater turnout. The Clerk Treasurer/CAO will report back on possible initiatives at a later date.

**Presentations:**

None

**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 – report included in package
- Regional Sewer Committee – report included in package

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

**M/Mary Munroe**

**S/Cheryl Manzer**

**Motion Carried**

THAT the reports for Clerk Treasurer/CAO, Finance, Joint Accessibility Advisory Committee, Operations, Recreation & Community Development, and 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/Cheryl Manzer**

**Motion Carried**

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

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**New Business:**

Community Recognition

Quentin Hill presented an idea of a program to recognize community achievements. Milestones and achievements of businesses, groups, organizations, and residents would be acknowledged and celebrated. Such an initiative would contribute to community pride and ensure continued engagement.

After discussion, the Commission determined, by agreement, that this was a good initiative. Staff were directed to prepare some options on a recognition program for presentation at the next meeting of Village 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 matter was discussed by the Commission. While there were some concerns expressed that development in the area south of Highway #101 may be detrimental to Commercial Street, the overall view of Commission was that limits on the size of commercial space and building

development should not be subject to space limitations in this area. A motion was presented to reflect this view and the Clerk Treasurer/CAO was directed to prepare a letter to be sent to the Chair of the Working Group and the Mayor and Council of the Municipality, outlining the position of the Village Commission.

THAT the position of the New Minas Village Commission is that there should exist no space limits on sizing of commercial development in the commercially designated zones south of Highway #101 and, furthermore, the Clerk Treasurer/CAO is directed to communicate this view to the Chair of the New Minas Secondary Plan Working Group and the Mayor and Council of the Municipality of Kings.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Full Time 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 amended version was approved on June 14, 2021.

The Clerk Treasurer/CAO, after consultation with Department Heads, recommended a revised policy document which will include four revisions:

- Policy #16 Holidays – inclusion of National Day for Truth & Reconciliation
- Policy #18 Hours of Work – removal of 8:30 am – 4:30 pm time frame for Administrative personnel and 8:00 am-4:30 pm time frame for Public Works personnel
- Policy #38 Vaccinations – inclusion of a policy framework for vaccinations
- Renumbering for Policies after #38

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/Cheryl Manzer**

**Motion Carried**

Motions Arising from Beautification Committee

The Clerk Treasurer/CAO presented three recommendations approved by the Beautification Committee at its October 20 meeting. The first two recommendations concerned re-allocation of capital funds and the third matter concerned holding Committee meetings online, as opposed to in-person, once the ongoing state of emergency is lifted. The discussion of the first two proposed Motions included clarification around the circumstances associated with each procurement. With regard to the third Motion, on balance, the Commission felt that the Committee meetings should be held in-person, once the state of emergency is lifted.

THAT the Village Commission re-allocate the capital funding for the Irrigation System (\$4000) to the Crescent Park West Project.

**M/Mary Munroe**  
**S/James Redmond**  
**Motion Carried**

THAT the Village Commission re-allocate the capital funding designated for Solar Holiday Lights for Power Poles & Roundabout (\$5000) to LED Lights for Area Parks and Roundabout.

**M/Cheryl Manzer**  
**S/Mary Munroe**  
**Motion Carried**

THAT the Village Commission approves the recommendation of the Beautification Committee that its committee meetings be held via videoconference, in accordance with Section 8 of the Meetings & Procedures By-law.

**M/Mary Munroe**  
**S/Cheryl Manzer**  
**Motion Defeated**

#### Strategic Plan Process

The Clerk Treasurer/CAO enquired whether the Commission would benefit from a process to develop a strategic plan, as outlined by Jason Haughn, Department of Municipal Affairs & Housing, at the September 13 meeting of the Village Commission. Specifically, one consideration is whether to hold the planning cycle in one session or two shorter sessions.

After discussion, the Commission determined, by agreement, that this was a good initiative. The Commission felt that the discussions around strategic planning should occur over two sessions, as opposed to one full session. While the schedule for holding such is flexible, all Commissioners agreed that daytime sessions, held during the Monday to Friday time period, works for all Commissioners.

#### **Correspondence:**

None

#### **Public Discussion Period:**

Maynard Stevens advised that the New Minas Lions Club, which was founded in 1970, will cease operations this month. The Chair publicly thanked the club for its contributions to the community over the years. The Clerk Treasurer/CAO was directed to prepare a letter expressing the appreciation of the Village for the work of the club to be sent to the club.

#### **Adjournment:**

**M/James Redmond**

THAT the meeting be adjourned at 8:18 pm.