



Village of New Minas
Minutes of Regular Commission Meeting
Monday September 13, 2021 @ 7:00 PM
Spencer 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 Randall (online)
- Jim Winsor, Councillor, District #8
- Maynard Stevens
- Peter Shupe

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 September 13, 2021 regular Commission meeting be approved, as presented.

M/James Redmond

S/Quentin Hill

Motion Carried

Oath of Office:

The Clerk Treasurer/CAO advised the Commission that he is an appointed Commissioner to administer oaths. Pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia, he has been granted all necessary authority under the aforementioned act. As such, he has the authority to administer the Oath of Office, either by swearing or affirmation, for the two Commissioners elected in the election of July 21.

The Clerk Treasurer/CAO, acting as a Commissioner under the *Act*, administered the Oath of Office to Dave Chaulk and Quentin Hill, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. The Clerk Treasurer/CAO shall enter a certificate of the taking of the oath into the Minutes of the Meeting.

Elections:

The Chair directed the Clerk Treasurer/CAO to administer the election process for Chair for a term to commence at the conclusion of this meeting and lasting until the first meeting after the next election for Village Commission, at which time a new Chair and Vice-Chair shall be elected.

The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Village Commission. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission. The Clerk Treasurer/CAO issued a Third and Final Call for nominations for the position of Chair of the New Minas Village Commission. A nomination was received for Dave Chaulk and Mr. Chaulk confirmed his acceptance of the nomination.

THAT Dave Chaulk be appointed Chair of the New Minas Village Commission.

M/James Redmond

S/Quentin Hill

CARRIED

The Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Village Commission. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Village Commission. The Chair issued a Third and Final Call for nominations for the position of Vice Chair of the New Minas Village Commission. A nomination was received for James Redmond and Mr. Redmond confirmed his acceptance of the nomination.

THAT James Redmond be appointed Vice Chair of the New Minas Village Commission.

M/Quentin Hill

S/Cheryl Manzer

CARRIED

Approval of the Minutes from Prior Meetings:

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

M/Quentin Hill

S/James Redmond

Motion Carried

Business Arising from Minutes:

None.

Presentations:

Overview of Strategic Governance

Jason Haughn, Municipal Advisor for the Department of Municipal Affairs, presented to the Commission on a strategic governance process. The Chair thanked Mr. Haughn for his presentation.

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 – no report
- 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 report for the Joint Accessibility Advisory Committee be accepted as presented.

M/Cheryl Manzer

S/Quentin Hill

Motion Carried

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

M/James Redmond

S/Quentin Hill

Motion Carried

THAT the report for the New Minas Water Commission and the Regional Sewer Committee be accepted as presented.

M/James Redmond

S/Quentin Hill

Motion Carried

New Business:

Document Destruction

The Clerk Treasurer/CAO presented a list of documents, held in the possession of the Village, that can be approved for destruction. The list of documents was discussed.

THAT where the election held on July 21 has not been contested and where a recount is not requested nor required in accordance with Section 418 of the *Municipal Government Act*;

THAT in accordance with Section 3 of the Records Management & Document Destruction Policy, the following documents be disposed of by way of the document destruction company contracted by the Village.

- Ballots, seals, tally sheets, and all unused election supplies, with the exception of the poll books and lists of voters, which shall be transferred to the Clerk Treasurer/Chief Administrative Officer.

M/Quentin Hill**S/James Redmond****CARRIED**

Election Report

The Clerk Treasurer/CAO presented a summary report on the recent election. The report presented the following observations:

- Total Voters: 329
- Advance Polls: 169
- Election Day: 160
- Turnout: 9.0%

The results of the election were:

- Quentin Hill: 206 votes (Elected)
- Dave Chaulk: 171 votes (Elected)
- Dale Pineo: 131 votes
- Tanya MacInnis: 59 votes

In general, positive feedback was received regarding the expansive hours of advance polling. However, the level of voter turnout, given the availability to vote, was disappointing. Turnout declined by 3%. Advance Polls were expanded to include Saturday July 9 and only nine people voted on that day, which was the second lowest day in terms of polling numbers.

The Clerk Treasurer/CAO identified the effort and resources that go into organizing the civic election on an annual basis and questioned whether the Village should contemplate researching a four-year election cycle, similar to that in other municipal units. A more competitive election process which corresponds to the municipal election cycle may generate greater interest and turnout. Such an initiative would require research and dialogue with the Department of Municipal Affairs, since it would entail a change in legislation. There was some

interest in discussing this further at the next Commission meeting. In the interim, the matter will be raised at the Association of Nova Scotia Villages meetings being held on September 17 & 18, to gauge reaction among other villages.

Funding Request – Joint Accessibility Advisory Committee

The Clerk Treasurer/CAO advised the Commission that based on feedback received from the Commissioners prior to August 4, the Village has communicated its support for the recommendation of the Joint Accessibility Advisory Committee to secure additional funding from the Committee partners for the purposes of properly funding the accessibility plan. Since this is an unbudgeted expense, a Motion reflecting that decision was recommended.

THAT the Village of New Minas supports securing an additional \$33,595 from the participating organizations, to be apportioned amongst the participating organizations, in order to properly fund the accessibility plan for the Joint Accessibility Advisory Committee.

M/Quentin Hill

S/James Redmond

Motion Carried

Meetings & Procedures By-law – First Reading

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

THAT the Commission give First Reading to the Meetings & Procedures By-law of the Village of New Minas.

M/James Redmond

S/Cheryl Manzer

CARRIED

Terms of Reference – Joint Accessibility Advisory Committee

The Terms of Reference for the Joint Accessibility Advisory Committee were presented for ratification of the Village Commission. The terms require the approval of all organizations participating in the Committee.

That the Village Commission accept the recommendation of the Joint Accessibility Advisory Committee, approved at its meeting on July 28, 2021, that the Village Commission approve the proposed Terms of Reference.

M/Quentin Hill

S/Cheryl Manzer

Motion Carried

Vacancy on 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 passing of Patricia Norris.

THAT Amanda Baker be appointed as the Western Area representative on the Joint Accessibility Advisory Committee for the remainder of a 2-year term, which commenced June 1, 2021.

M/James Redmond

S/Cheryl Manzer

Motion Carried

Furthermore, Ms. Manzer advised that she can no longer commit to serving as the Commissioner representing the Village of New Minas on the Joint Accessibility Advisory Committee. The Clerk Treasurer/CAO advised that the appointment will require approval from all of the partner organizations participating in the Committee.

THAT Quentin Hill be appointed to serve as the Commissioner representative from the Village of New Minas on the Joint Accessibility Advisory Committee.

M/Cheryl Manzer

S/James Redmond

Motion Carried

Voting Delegate – Association of Nova Scotia Villages Conference

Ms. Munroe advised that the Village will need to designate a voting delegate for the upcoming Annual General Meeting of the Association of Nova Scotia Villages, being held in New Minas on September 18.

THAT Quentin Hill be appointed as the voting delegate for the Village of New Minas at the Annual General Meeting of the Association of Nova Scotia Villages, being held on September 18.

M/James Redmond

S/Cheryl Manzer

Motion Carried

Correspondence:

The Chair apprised the Commission that we are in receipt of the mounted crest of the *HMCS Minas*. The ship served during World War II and this included mine sweeping duties during the Battle of Normandy, on June 6, 1944. Jamie Lamb, a retired journalist provided the crest to the Village. His father served on the *HMCS Minas*. The crest has been mounted in the newly renovated board room in Room #124 of the Louis Millet Community Complex. The Chair will send a thank you note to Mr. Lamb.

The Chair is in receipt of an unsigned letter of complaint about the fire service, dated July 7, specifically concerning response time to a motor vehicle accident in the Wal-Mart parking lot

on July 6. A copy of the letter was also sent to Board of the New Minas Volunteer Fire Department. Although unable to respond to the author of the complaint, the Chair trusts that the Board of the NMVFD will examine the matter raised and take corrective measures, if any are required.

Public Discussion Period:

None.

Adjournment:

M/Quentin Hill

THAT the meeting be adjourned at 8:18 pm.