



Village of New Minas
Minutes of a Regular Commission Meeting
Monday, November 14th, 2016
7:00 p.m.

Louis Millett Community Complex (LMCC)

Commissioners Present: Maynard Stevens, Vice-Chair
Mary Munroe, Commissioner
Ken Pineo, Commissioner
James Redmond, Commissioner

Staff Present: Brenda Stimpson, Clerk Treasurer
Gerard Hamilton, Public Works

Others Present: Jim Windsor, Municipality of Kings Councillor

Regrets: Dave Chaulk, Chair

Call to Order:

Vice-Chair Stevens called the meeting to order and welcomed everyone in attendance at 7:00 p.m. including our distinguished guests.

Approval of the Agenda

Pineo - Munroe

THAT the Agenda for the Regular Meeting of the Village of New Minas Commission of November 14th, 2016 be approved as amended with the one amendment being the addition of item (g) under New Business – New Minas 50 Years Celebration Committee

CARRIED

Approval of the Minutes

Redmond-Pineo

THAT the Minutes of the Regular Meeting of the Village of New Minas Commission on October 11th, 2016 be approved as presented.

CARRIED

Delegation/Discussion:

Vice-Chair Stevens congratulated and welcomed Mayor Muttart on behalf of the commissioners. Mayor Muttart spoke to all present regarding his view of the Municipality of Kings and its relationship to its various components – the Towns and Villages. He indicated that the Village of New Minas was the only real commercial centre in the municipality and what happens here impacts all the others and vice versa.

Every Commission and Town Council has a real value as they are closer to the residents and hands on, therefore, have a better understanding of the wishes, needs and concerns of the same. Mayor Muttart further noted that there is a mutual benefit for all components to work together and move in the same direction to make the municipality better for all concerned. He made the comment that New Minas was a “jewel” in the “Crown of the Municipality.”

The Mayor indicated that the new Council has several “new to municipal politics” members and they need some time to catch up and learn about the functions of the municipality, the committees and so forth. He is anxious to get things done as quickly as possible and is very aware that the Granite Drive interchange will benefit the entire municipality, and especially provide opportunities for development of the New Minas South Expansion Area. In an effort to make this happen, there needs to be concurrent actions occurring on several different fronts – the Community Plan for New Minas, approaching the Provincial and Federal governments for assistance with required basics such as collector roads and sewer mains. Additionally, it is critically to truly engage the public in the process – to get buy in and support moving forward.

All parties need to work together to create demand for the required services, such of the appropriate partners and a genuine enthusiasm regarding moving these elements forward.

There was a brief discussion about the opportunity for light industrial in New Minas south as well as previous issues with problems of competition between components of the municipality instead of between municipalities.

Mayor Muttart offered information regarding the Regional Economic Network (REN) for the Valley which is located in Kentville. This group has access to all funding options and is not interested in political boundaries. They have recently completed an asset inventory for the area and are ready to move forward. The REN will have resources to help new business start ups and well as to look for new businesses appropriate for the area. Mayor Muttart suggested that it would be appropriate for the Village to invite Kelly Ells, Chief Executive Officer to meet with our Commission.

Vice-Chair Stevens thanked Mayor Muttart and indicated that the Commission was looking forward to working with the new Council and was pleased with the new approach the Mayor was attempting to achieve.

Business arising from Minutes:

- a) **Chronic Disease Innovation Fund Application** – Brenda Stimpson indicated that she had received confirmation that the application was in the review process and further, that the indication that the review process was taking longer than expected because of the large number of high quality response.

Committee Reports:

- a) **Water Commission Report** – Commissioner Stevens, Chair, New Minas Water Commission indicated that there had been not meeting.
- b) **Area Advisory** – Commissioner Pineo reported that there had been no meeting.
- c) **Regional Sewer Committee** – Commissioner Stevens reported that there had been no meetings since the last Village Commission Meeting.
- d) **Recreation & Community Development Report**
- e) **Facility Department**
- f) **Finance**
- g) **Administration and Clerk Treasurer**
- h) **Public Works**

Pineo – Redmond

THAT the Departmental reports be received as provided for information.

CARRIED

New Business:

- a) **Confidentiality Policy**

Pineo – Munroe

THAT the policy be accepted and implemented as presented.

CARRIED

- b) **Employment Policy**

Brenda Stimpson advised that the document provided is the first draft and essentially was a compilation of the numerous “employment –related” policies that were currently in existence. This is to be based on an employee orientation manual moving forward – I am looking for input from commissioners regarding the various elements of the policy.

There was a discussion and some suggestions included the following:

- Perhaps probation periods should be One (1) year for employees at the Department Head and above levels;
- In agreement with the clauses regarding other benefits – perhaps facility rental should be reduced to one (1) annually;
- Noted some of the benefits that would be taxable;
- Agreement on removal of one thousand dollars (\$1,000.00) bonus upon completion of a certificate program;
- Questioned “department head discretion” regarding payment for weather days;
- Service Recognition should be updated;
- Reconsider wording in Note box on Appendix A.

Brenda indicated that she would be meeting with Department Heads to get their feedback. She would consider all comments and return a second draft of the policy along with a summary of the changes and rationale for same at the next meeting.

- (c) **Kings County – Sidewalk Winter Maintenance Agreement** – Brenda provided a brief overview of the report and the rationale for the proposal. She further commented on the two ways of billing and payment currently in use by the County and the reason for the recommendation

Pineo – Munroe

WHEREAS The Village has previously provided Winter Sidewalk Maintenance in accordance with the proposal in the previous season;

AND WHEREAS the Village staff has determined that a reasonable rate is Four Dollars and Seventy Nine Cents (\$4.79) per meter per year plus HST;

THAT the Village of New Minas Commission enter into an agreement with the County of Kings for the provision of Winter Sidewalk Maintenance for Valley View Drive, Crestwood Drive, Silver Fox Avenue and Millet Drive in exchange for an annual payment of Four Thousand Dollars (\$4,000.00) plus HST;

AND THAT the term of the agreement will be three (3) years with the termination date being June 1, 2019;

AND FURTHER THAT Village staff monitor the amount of labour, equipment and materials actually being used snow removal and winter maintenance of sidewalks to enable a more detailed cost analysis in the future.

CARRIED

- (d) **Update on Generator Request for Proposal** – Brenda Stimpson reviewed the report, the funding changes and approach moving forward.

Pineo - Redmond

THAT the Village of New Minas funding the purchase of the Generator for the Louis Millett Community Centre with \$67,333.27 from the Gas Tax Funding and the remaining \$ 33,666.73 from the Surplus Reserve.

CARRIED

- (e) **Sale Property Listing Agreement**

Brenda Stimpson reviewed the concept of “Will Build To Suit” and the impact of the change to the Village.

Redmond - Pineo

WHEREAS the Village of New Minas has a Real Estate Listing Agreement with MacKay Real Estate for the property know as 9209 Commercial Street in New Minas;

AND WHEREAS the listing agreement is expiring on November 30th, 2016 at midnight;

AND WHEREAS the realtor is recommended the option of “Will Build to Suit” would increase interest in the property;

NOW THEREFORE the Clerk Treasurer be directed to enter into a new agreement with MacKay Real Estate adding the additional provision of “Will Build To Suit”, for the property at 9209 Commercial Street, New Minas;

AND THAT no other terms within the agreement will be altered;

AND THAT the Village will receive compensation and the new property ownership registered prior to any alteration of the property.

CARRIED

- (f) **Civic Center – Bar Service Provider**

When the Request for Proposal was issued to only Not-For-Profit Groups there were no responses received. Brenda indicated that staff proposed that the RFP be issued without restrictions.

Redmond – Munroe

WHEREAS the Village of New Minas has attempted to acquire a non-profit service provider to supply Bar Services through a Request for Proposal process;

AND WHEREAS there were no responses received from non-profit service providers;

NOW THEREFORE the Clerk Treasurer be directed to complete a Request for Proposal process to acquire a provider of Bar Services at the Civic Centre at the Louis Millett Community Centre without restrictions on respondents.

CARRIED

(g) New Minas 50 Years Celebration Committee -2018

Vice-Chair Stevens indicated that the New Minas 50th anniversary is in 2018 and that a Committee should be developed to begin planning for these celebrations. On the 40th anniversary, the year began with the New Year's Levy so this is actually going to happen sooner than we think.

Pineo – Redmond

THAT Vice-Chair Stevens be appointed to Chair the 50th Anniversary Celebration Committee and be given the ability to add additional committee members.

CARRIED

Public Discussion Period:

Jim Windsor indicated that he was excited to be re-elected to represent New Minas and that he liked the addition of Greenwich. He indicated that he was interested in having improved County-Village communications and working together on projects like the Connector Road. Jim advised that he, Brenda and Gerard had met with Richard Lloyd regarding the road paving priorities of the Village.

REDMOND

THAT the November 14th, 2016 meeting of the Village of New Minas Commission be adjourned at 8:38 p.m.

Maynard Stevens, Vice- Chair

Brenda Stimpson, Clerk Treasurer