



**Village of New Minas**  
Minutes of a Regular Commission Meeting  
Tuesday, December 13<sup>th</sup>, 2016  
2:00 p.m.

Louis Millett Community Complex (LMCC)

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

**Staff Present:** Brenda Stimpson, Clerk Treasurer

**Regrets:** County of Kings Councillor Jim Windsor

**Call to Order:**

Chair Chaulk called the meeting to order and welcomed everyone in attendance at 2:00 p.m.

**Approval of the Agenda**

**Stevens - Munroe**

THAT the Agenda for the Regular Meeting of the Village of New Minas Commission of December 13<sup>th</sup>, 2016 be approved as amended with the one amendment being the addition of item (d) under New Business – Facility Update.

**CARRIED**

**Approval of the Minutes**

**Stevens-Munroe**

THAT the Minutes of the Regular Meeting of the Village of New Minas Commission on November 14<sup>th</sup>, 2016 be approved as amended with the amendments being the addition of Mover and Seconder of the Approval of Minutes item and the motion regarding the 50<sup>th</sup> Anniversary Celebration Committee be amended to read "THAT Vice-Chair Stevens be appointed to Chair the 50<sup>th</sup> Anniversary Celebration Committee with the power to add members."

**CARRIED**

**Business arising from Minutes:**

- a) **Generator Update** – Brenda Stimpson reported that the pad and underground wiring had been completed and we are awaiting the arrival of the generator next week. Brenda has contacted Scott Quinn to arrange the approval of the Village as a Comfort Centre as well as apply for the applicable grant.
- b) **Civic Center Bar Service Provider Update** - the Request for Proposal has gone out, has been advertised and responses are due on December 23<sup>rd</sup>, 2016.
- c) **Employment Policy**

**Pineo – Redmond**

THAT the Clerk Treasurer of the Village of New Minas be directed to implement the Employment Policy as presented immediately;

AND THAT the following existing policies are deemed no longer applicable:

- Compassionate Leave
- Court Attendance/Jury Duty
- Employee Service Recognition
- Group Benefits
- Hiring of Former Employees
- Holidays
- Hours of Work
- Job Sharing
- Overtime/Callout
- Orientation for New Employees
- Performance Appraisal Policy
- Probationary Period
- Probationary Performance Review
- Sick Leave
- Staffing Policy
- Storm Day
- Termination of Employment
- Training and Development
- Travel
- Vacation
- Workers Compensation Benefit.

**CARRIED**

**Committee Reports:**

- a) **Water Commission Report** – Commissioner Stevens, Chair, New Minas Water Commission indicated that there had been no meetings since the last report.

- b) **Area Advisory** – Commissioner Pineo reported that there had been no meetings since the last report.
- 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 Report**
- f) **Finance Report**
- g) **Administration and Clerk Treasurer Report**
- h) **Public Works Report**

**Pineo – Stevens**

THAT the Departmental reports be received as provided for information.

**CARRIED**

**New Business:**

**a) Erosion Update**

Brenda provided an update on the last meeting that occurred indicating that the group attended a meeting in November and there were several new additions to the committee including provincial and federal representatives – a grant application has been submitted to Public Safety Canada for a very large comprehensive project that includes significant erosion issues from approximately Kentville to Grand Pres that will include the erosion areas of which the New Minas site is only one. This project includes repairing the erosion areas that will impact New Minas, Kentville and Wolfville in our immediate vicinity and will protect farmland in areas in the same corridor. The County of Kings has very strong feelings that there is a requirement for at least a temporary fix in the New Minas area as the current erosion is continuing and threatening the Dyke System and County Sewer Line. This temporary fix is estimated to cost \$250,000 and the Federal Government is prepared to contribute \$100,000 and the group is looking for additional contributions from the provincial government departments, the County and the impacted municipal units.

The group has tasked New Minas with obtaining a lease for the remainder of the land required to begin such repairs.

Additionally, the Village of New Minas has submitted a concurrent grant application to Atlantic Canada Opportunities Agency for the New Minas/Kentville erosion issue only.

No awards have been made relative to either project at this time.

**b) 2<sup>nd</sup> Quarter Financial Reporting**

Brenda indicated that this format was a work in progress and it was challenging to get everything moving as it should to ensure that the report is produced accurately and in a timely manner. This is definitely going to happen with the third quarter being presented at the February meeting of the Commission. This document will include an update of the status of capital projects.

**c) Food Drive Update**

This year our food drive was in direct competition with the Feed Nova Scotia program that was collecting on the same day. Our staff collected 1065 kilograms in 2016 topping our 2015 collection of 700 kilograms significantly. Staff has discussed the program and will send notification by mail drop next year on the Monday or Tuesday of the week when pick-ups will occur on Thursday and Friday. Additionally, the Village will be divided into two sections with pick-ups scheduled for a particular day so that residents will have their donations at the roadside on their day by a specific time to avoid the requirement to back track – this should be more efficient, however, once again we will re-evaluate after the collection.

Chair Chaulk spoke on behalf of the Commission, congratulating and thanking the staff indicating that these types of events would not be possible or successful without the hard work and dedication of the staff and it was appreciated by Commissioners.

**d) Facility Update**

Commissioners were advised that the Facility Alarm System is now functional with all staff members having their own unique alarm code and the system is armed by the last person leaving the building and disarmed by the first person arriving at the building in the morning.

Additionally, a Fire Safety Inspection was recently completed and the list of items requiring attention prior to January 7<sup>th</sup>, 2017 was quite extensive. The most significant item on the list was a missing Fire Safety Plan – this item is in production now.

**Public Discussion Period**

There was no discussion period, no public present.

**Redmond**

THAT the meeting be adjourned at 4:10 p.m.

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Dave Chaulk, Chair

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Brenda Stimpson, Clerk Treasurer