

NEW MINAS VILLAGE COMMISSION
REGULAR MONTHLY MEETING

November 17, 2003

In Attendance

Chair Ted Nicholson
Vice Chair Marvin Messom
Sherry Swanburg
Dave Chaulk
Wayne Merrill
Heidi Foshay-Kimball, Solicitor
Rick Ramsay, Acting Clerk Treasurer
Terry Silver

Meeting called to Order

Chair Nicholson called the meeting to order.

**Approval of Minutes –
October 20, 2003**

It was moved by Commissioner Messom, seconded by Commissioner Chaulk, that the minutes of the Commission meeting of October 20, 2003 were approved as circulated. MOTION CARRIED

Approval of Agenda

**It was moved by Commissioner Swanburg, seconded by Commissioner Chaulk that the Agenda for the November 17, 2003 meeting be approved with the following additions, and that the letter from Mr. Les Barrett dated October 29, 2003 be added to the Agenda but no discussion will take place on personnel issues:
Under Item 12 – Other Business:
12.4 - Crosswalk Tender
12.5 - Signing Authority – Terry Silver
12.6 – Letter from Mr. Les Barrett
MOTION CARRIED**

Business Arising from the Minutes

there was no business arising from the minutes.

**Notice of Appointment –
Terry Silver**

Chair Nicholson welcomed new Clerk Treasurer Terry Silver to the meeting and introduced her.

**Financial Statements
October 31, 2003**

Rick Ramsay distributed the Financial Statements to the members. They will peruse them and if they have any questions will direct them to Rick and the Clerk Treasurer.

**Approval of Purchase of
Computer**

Rick Ramsay provided a report to the Commission with regard to the Purchasing and Tender Policy of the Commission, and the appropriate procedure followed.

**It was moved by Commissioner Messom, seconded by Commissioner Swanburg that the tender of Dell Computer Corp for a laptop computer at the price of \$1,607 plus shipping and taxes (approximately \$175.)
MOTION CARRIED**

**Draft Policy – Question and
Answer Period (to be
presented)**

Ramsay presented a report on the proposed Question and Answer Period Policy

**It was moved by Commissioner Messom, seconded by Commissioner Chaulk that the Question and Answer Period Policy be adopted as presented with the following amendment: "... to provide an opportunity for *electors* of the Village to ask questions of the Commission".
MOTION CARRIED**

**Policy – Personal Use of
Village-Owned Vehicles**

Rick Ramsay gave a run down on the Draft Policy on Personal Use of Village-Owned Vehicles.

**It was moved by Commissioner Messom, seconded by Commissioner Swanburg that this item be deferred to the December 2003 Commission meeting pending staff investigation call out costs, stand by costs, and insurance implications.
MOTION CARRIED**

Recreation Committee Report

Commissioner Claulk gave the Recreation Committee Report:

It was moved by Commissioner Chaulk, seconded by Commissioner Swanburg that the Recreation Committee Report as presented by Commissioner Chaulk be accepted as presented. MOTION CARRIED

Water Utility Committee

Commissioner Messom presented the Water Utility Committee report.

It was moved by Commissioner Messom, seconded by Commissioner Merrill that the Water Utility Committee Report be accepted as presented, and that Rod MacInnis be accepted to the Commission. MOTION CARRIED

Mr. Dan Watters commended the Water Utilities staff for its efficient action on a maintenance issue with regard to a request from the Golfview Homeowners Association.

Area Advisory Committee

Commissioner Swanburg presented the Area Advisory Committee report.

It was moved by Commissioner Swanburg, seconded by Commissioner Merrill that the Area Advisory Committee Report be accepted as presented. MOTION CARRIED

Appointment of Member to Water Commission – Letter from Rod MacInnis

This item was included in Commissioner Messom's report and subsequent motion.

Other Business

Festival of Lights Donation
Chrysalis House Donation
Canada World Youth Donation

Rick Ramsay will prepare a complete list of Grant and Donation requests to the Commission for recommendation.

Cross Walk Tender

A report was prepared by Superintendent of Public Works, P. Pothier.

It was moved by Commissioner Messom, seconded by Commissioner Merrill to accept the Tender of \$9,995.00 from Harris and Roome as the successful tender for the Cross Walk, and that infrastructure funds be used as much as possible. MOTION CARRIED

Signing Authority – Terry Silver

It was moved by Commissioner Merrill, seconded by Commissioner Swanburg that the signing authority for the Village of New Minas be changed to Terry Silver. MOTION CARRIED

Letter from Mr. L.R. (Les) Barrett

Mr. Barrett referred to his letter dated October 29, 2003 and his request to the Commission to pursue the issue of overpayment of an Invoice. Legal Counsel Heidi Forshay-Kimball requested Mr. Barrett to verify that the copy of the Affidavit in the possession of the Commission was a true copy of the original. Mr. Barrett swore to this fact.

After discussion, Mr. Barrett was advised that the issue would be discussed at an In Camera Session this evening and an answer to his inquiry would be available by the next meeting of the Commission.

Adjournment

On motion of Commissioner Messom, the meeting was adjourned.

APPROVED

Chair Ted Nicholson

Clerk Treasurer Terry Silver