



## Village of New Minas

Minutes of a Regular Commission Meeting  
Monday, September 12<sup>th</sup>, 2016  
7:00 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  
Gerard Hamilton, Public Works  
Greg Messom, Public Works  
Lynn Spencer, Finance

**Others Present:**

Jim Winsor, Councillor, District 11

**Call to Order:**

Chair Chaulk called the meeting to order and welcomed everyone in attendance at 7:00 p.m.

**Approval of the Agenda**

**Stevens-Pineo**

THAT the Agenda for the Regular Meeting of the Village of New Minas Commission of September 12<sup>th</sup>, 2016 be approved as amended. The amendments included the addition of two items under New Business which are Request for Proposal of Bar Services and Speed Zone Study for Canaan Heights Subdivision.

**CARRIED**

**Approval of the Minutes:**

**Redmond-Pineo**

THAT the Minutes of the Regular Meeting of the Village of New Minas Commission on July 11<sup>th</sup>, 2016 - be approved as amended. The amendments are changing the mover and seconder of the June minutes motion for the Fort McMurray donations to read "Stevens- Munroe" and the notation under Area Advisory Committee to reflect the report of the committee rather than the minutes.

**CARRIED**

**Business arising from Minutes:**

- a) **Municipal Planning Strategy** – Brenda Stimpson reminded the Committee of their recent meeting with County of Kings Planning Staff and our agreement to make a motion to forward to the Council indicating our desire to begin a Community Planning Process.

**Pineo-Redmond**

THAT the Village send a request to Kings County Planning staff to undertake a Community Plan in conjunction with the Village staff and Commission, as soon as possible after approval of the Municipal Planning Strategy.

**TABLED**

There was discussion regarding the motion and it was agreed that the motion would be tabled while the Clerk Treasurer investigated the order of steps to be taken in the planning process and opportunities for recourse that might be available to the Village.

- b) **Smoking Area** – Report and discussion will appear under new business.

**Committee Reports:**

- a) **Water Commission Report** – There is no report as there have been no meetings since the last report
- b) **Area Advisory** – There is no report as there have been no meetings since the last report.
- c) **Regional Sewer Committee** – There is no report as there have been no meetings since the last report. Commissioner Stevens indicated that there may be a Governance Meeting later this month.
- d) **Recreation & Community Development Report**

**Redmond - Munroe**

THAT the report of the Recreation Director be accepted as presented.

**CARRIED**

- e) **Facility Department**
- f) **Finance**
- g) **Administration & Clerk Treasurer**
- h) **Public Works**

**Stevens – Munroe**

THAT the reports for July and August for the Facility Department, Finance Department, Administration & Clerk and Public Works be accepted as presented.

**CARRIED**

**New Business:**

**a) Procurement Policy**

**Stevens – Pineo**

THAT the Procurement Policy be approved as amended to replace the existing Purchasing Policy. The amendments including correcting the definitions section for Procurement Card and Supplier and on page 7 under informal process, the third bullet will now read “Petty Cash under \$100.00 or”.

**CARRIED**

- b) **Purchase Card**– There was a brief discussion about the levels of authority given to permanent employees and the rationale for the same.

**Pineo-Munroe**

THAT the Purchase Card Policy be approved with amendments to the definition of Procurement Card and Supplier.

**CARRIED**

- c) **1<sup>st</sup> Quarter Financial Reporting** – Brenda Stimpson provided an overview of the design of the report, the contents of various columns, the analysis that was completed and how the form would change as we moved through the fiscal year. This report will be provided quarterly to provide an update of the financial status of the Village.
- d) **Smoking Area Development** - Brenda provided a brief overview of the report and the rationale for proposing the Smoking Area along with its location.

**Redmond-Pineo**

THAT the Designated Smoking Area be developed in accordance with the proposal contained in the report dated September 12<sup>th</sup>, 2016 from the Clerk Treasurer.

**CARRIED**

- e) **Ducks Unlimited Presentation** – Commissioner Stevens, Brenda Stimpson and Gerard Hamilton provided an overview of the discussion with Ducks Unlimited representatives and outlined their proposal, indicated our initial concerns, the possible historical significance and provided details as received.

Brenda indicated that the meeting with Ducks Unlimited ended with the following plan:

- Ducks Unlimited will contact property owners that will be impacted by this proposal and outline same for them (Lockhart & Millett);
- Ducks Unlimited would prepare projection estimates, impact information as well as maps including elevations; and

- A subsequent meeting would be held for Village Commissioners, Staff, Property Owners impacted and others that might assist or have an interest in the proposal.

There was a consensus that this direction was appropriate and we would await the meeting and additional information.

- f) **Trail Erosion Update** – Brenda Stimpson provided a brief overview of the events to date relative to this project. She indicated that currently, the parties were waiting for detailed drawings and plans to enable the completion of a variety of grant applications to assist with possible funding of the project.

Additionally, it was confirmed that the Village would take the lead on this project as it was located in the Village of New Minas.

- g) **Municipal Planning Strategy** - See business arising from minutes.
- h) **Election Timing** – Lynn Spencer, on behalf of the MGA Review Committee, offered a quick overview of the work being done by this group and advised that their recommendations would be reviewed at the Nova Scotia Villages Annual General Meeting to be held on September 16<sup>th</sup> & 17<sup>th</sup>, 2016. She indicated that the majority of the recommendations were to provide Villages with rights, responsibilities and powers of other municipal units under the Municipal Government Act and the Municipal Elections Act.
- i) **Request for Proposal for Bar Services** - Brenda Stimpson advised that the current contract with the Lions Club for the provision of Bar Services in the Civic Centre was expired and that there was a requirement for a replacement.

There was a discussion regarding parameters of the service provider and whether or not the Commission would like to have a non-profit organization provide the service or whether the Request for Proposal should be open to anybody able to provide the service.

There was a consensus that the Request for Proposal should only be open to non-profit organizations or registered charities.

- j) **Speed Zone Study** – Canaan Heights  
Brenda indicated that she had been speaking with Mr. Tim Johnston of Canaan Heights subdivision regarding the excessive speeding and use of Air Brakes. In response to his concern, she had contacted the Department of Transportation and Infrastructure Renewal and was

advised that there should be a request sent to the Area Manager requesting a Speed Zone Study on the road.

Commissioners were unanimous in the opinion that the Village need not take any action on behalf of this group as they are not located within the boundaries of the Village. Brenda advised that she would provide the information to Mr. Johnston and have him proceed.

**Correspondence:**

- a) Right to Know Week in Nova Scotia

After a brief discussion regarding the unanimous belief of all members of the Commission, in the citizens' right to know in the sense of transparency, openness and accountability, the following motion was made.

**Stevens – Redmond**

THAT Chair Chaulk proclaim September 26<sup>th</sup> to October 2<sup>nd</sup>, 2016 as Right to Know Week.

**CARRIED**

The following proclamation was made and will be added to the Village Website.

**Right to Know Week – September 26<sup>th</sup> to October 2<sup>nd</sup>, 2016**

WHEREAS the Village of New Minas has adopted the principles of openness, transparency and accountability; and

WHEREAS Part 462 of the Municipal Government Act gives citizens of right of access to information in the custody or under the control of the Village of New Minas; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the Village of New Minas joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, Dave Chaulk, the Chair of the Village of New Minas, do hereby proclaim September 26 to October 2, 2016 to be Right to Know Week in the Village of New Minas.

- b) Organization Chart  
Brenda Stimpson noted that a recently developed Organization Chart had been developed and was included in the Meeting Package to provide this information to the Village Commissioners.
  
- c) Administration Job Descriptions  
Brenda Stimpson outlined the general philosophy and process that had been followed to develop the Administration Job Descriptions for the positions of Finance Manager, Accounting Clerk, Customer Service Representative/Accounting Clerk and Facility Manager/Customer Service Representative. These job descriptions were included in the Meeting Package to provide information to Village Commissioners.
  
- d) Workers' Compensation Rates 2017  
Brenda Stimpson reviewed the report provided outlining the reason for the significant Workers' Compensation Rates to be felt in 2017. In addition she offered information on the steps that would be taken to ensure that impacts on experience ratings in subsequent years would be minimal.

**Public Discussion Period:**

County Councillor Windsor noted that some of the thoughts considered during our discussion of the Municipal Planning Strategy should be reconsidered. He further indicated that perhaps the Village should request the Community Planning process begin immediately regardless of the status of the Municipal Planning Strategy. This suggestion was supported with the scenario that if the Municipal Planning Strategy was not approved until possibly January, 2017 (given the upcoming election) and there was no Community Plan for New Minas started until that point, there would be a considerable period of time during which no development would be considered.

**REDMOND**

THAT the September 12<sup>th</sup>, 2016 meeting of the Village of New Minas Commission be adjourned at 8:15 p.m.

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Dave Chaulk, Chair

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Brenda Stimpson, Clerk Treasurer