



Village of New Minas
Minutes of a Regular Commission Meeting
Tuesday, November 13, 2018
7:00 p.m.
Commission Room, Louis Millett Community Complex

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

Staff Present: April Ernest, Clerk Treasurer
Gerard Hamilton, Municipal Operations Manager
John Ansara, Director of Recreation & Community
Development
Shelly Palmer, Finance Officer

Others Present: Jim Winsor, County Councillor

Call to Order:
Dave Chaulk called the meeting to order at 7:02 pm., welcoming those in attendance.

Approval of the Agenda

Redmond-Pineo
THAT the agenda be approved.
CARRIED

Approval of Minutes:
THAT the minutes of September 10, 2018 and October 9, 2018 meetings be approved as presented.

Redmond-Munroe
CARRIED

Business Arising from Minutes: No business to discuss.

Committee Reports:

1. Water Commission – no report
2. Area Advisory Committee – November report attached to original minutes.

THAT the Area Advisory Report be accepted as presented.

Redmond-Stevens
CARRIED

3. Regional Sewer Committee- no report.
4. Clerk Treasurer & Administrative & Finance – October Report attached to original minutes.
5. Recreation & Community Development – October Report attached to original minutes.
6. Public Works & Water Report (& Building Maintenance) – October Report attached to original minutes.
7. Beautification Group Report, Mary Munroe stated that work at Crescent Drive has stopped and will resume next year.

THAT the staff department & the Beautification reports be accepted as presented.

Redmond-Munroe
CARRIED

New Business:

1. HR Policies
 - a. Respectful Workplace Policy – April Ernest stated that the policy has been minimized and given a new name, attached to original minutes.

THAT the Respectful Workplace Policy be accepted as presented.

Stevens-Redmond
CARRIED

- b. Credit Card Policy – April Ernest stated that the Credit Card policy was revised to not repeat the content of the Procurement, Code of Conduct & Travel policies. The Credit card policy has been updated and reduced from eleven pages to six, attached to original minutes.

THAT the Credit Card Policy be accepted as presented.

Stevens-Redmond
CARRIED

- c. Mobile Device Policy – April Ernest stated that this is a new policy and is similar to that of other municipalities. It ensures accountability for Village property, attached to original minutes.

THAT the Mobile Device Policy be accepted as presented.

Stevens-Pineo
CARRIED

2. New Minas Area Studies

- a. Approval of Expenditure – April Ernest presented a recommendation that the commission move to commit \$28,470 of the current year surplus towards funding the studies.

THAT the Village Commission commits to funding \$28,470 from current year surplus for these studies.

Stevens-Redmond
CARRIED

- b. Project Update – April Ernest stated that RFP has been posted on the Provincial Procurement website and that eleven organizations have contacted the County to date with interest.

Correspondence:

- 1. Letter – New Minas Baptist Church attached to original minutes.

THAT the commission accept the letter into correspondence.

Stevens-Redmond
CARRIED

Public Discussion Period:

County Councillor Jim Winsor stated that The Flowercart is doing a presentation at the County Committee of the Whole meeting, requesting funding through the Grant project.

In Camera – HR Discussion 7:14 pm, moved out of In Camera discussion at 7:30 pm.

Adjournment:

Redmond-Stevens

THAT the meeting adjourn at 7:30 pm.

Dave Chaulk, Chair

April Ernest, Clerk Treasurer