

VILLAGE OF NEW MINAS
COMMITTEE OF THE WHOLE

February 28, 2005

7:00 p.m.

A meeting of the Committee of the Whole was held in the Conference Room at the Village Office on Monday, February 28, 2005.

In Attendance:

Chair Dave Chaulk
 Vice-Chair Linda Lockhart
 Commissioner Marvin Messom
 Commissioner Ted Nicholson
 Commissioner Sherry Swanburg
 Clerk Treasurer Terry Silver

1. **CALL TO ORDER** Chair Chaulk called the meeting to order.

2. **APPROVAL OF AGENDA**

It was moved by Commissioner Swanburg, seconded by Vice-Chair Lockhart that the Agenda of the Committee of the Whole be approved with the following addition: under "OTHER" add "Clerk's Response to her Evaluation". MOTION CARRIED

3. **BUSINESS ARISING FROM THE MINUTES**

- R. G. Ramsay Request for References – Discussion took place with regard to the letter from the Clerk dated January 11, 2005 requesting a list of references pertinent to his report on the Wellness Facility.

It was moved by Commissioner Messom, seconded by Commissioner Nicholson to recommend to the Commission that the Clerk contact the Village's solicitor and request information pertaining to the Village's position on the contract. MOTION CARRIED

It was moved by Commissioner Swanburg, seconded by Vice-Chair Lockhart that a letter be written to Mr. Ramsay requesting a list of references for information included in his report. MOTION CARRIED

- Outline for Reporting – Recreation – Commissioner Nicholson and Vice-Chair Lockhart advised that the Recreation Director had provided a detailed report to the Commission at it's February meeting, and felt that the format was good. It was agreed that the Rec Director be advised that this format continue until further notice.
- Area Advisory Committee – Discussion took place with regard to the future of the Area Advisory Committee. Commissioners Messom and Nicholson advised that they

have spoken with many ratepayers and the message brought to them is that the AAC is an essential Committee. The Committee provides an opportunity to the ratepayers of New Minas to express opinions on the development within the Village. Sometimes the advice of the Committee is not always taken by the PAC; however, New Minas is the only Village with such an advisory committee; other Villages have absolutely no such privilege for input. Commissioner Nicholson offered to go on the Committee as Chair in the interim.

Commissioner Swanburg stated that the Advisory Committee needs to make it clear to the County of Kings that they need to be given more consideration in the decision-making process. She stated that right now, the only thing that will ensure that New Minas has its own voice in planning is to become a Town.

Chair Chaulk stated that he was very vocal at a PAC meeting, and at that time was assured that their Committee takes the opinions of the AAC very seriously. He felt that to not have a say at all would not be the best thing for the ratepayers of New Minas.

It was moved by Commissioner Messom, seconded by Commissioner Nicholson that it be recommended to the Commission that the Area Advisory Committee remain in force and that a meeting with the County of Kings be set up to clarify the Guidelines of the AAC. MOTION CARRIED. 1 Nay Vote – Commissioner Swanburg

It was moved by Commissioner Swanburg, seconded by Commissioner Messom that it be recommended to the Commission that Vice-Chair Lockhart be Chair of the Area Advisory Committee. MOTION CARRIED

- Goals and Objectives for the Village of New Minas - Discussion took place regarding the Commission's desire to develop goals and objectives for the future of the Village. Commissioner Swanburg stated she felt the first thing would be to develop a list of the items (e.g., Financial; Personnel; Recreation, etc.). Chair Chaulk stated that the Commission only has authority over a small percentage of what happens, and it was agreed that these would be the only things the Commission would consider.

It was moved by Commissioner Swanburg, seconded by Commissioner Messom to recommend to the Commission that Commissioner Swanburg meet with Mike Trinacty and develop framework to move forward on the two following items of interest to the Commissioners: sidewalks and Recreational/Wellness Centre. Commissioner Swanburg will report to the next Committee of the Whole meeting. MOTION CARRIED

4. STATEMENTS OF REVENUE AND EXPENDITURES to January 31, 2005

The Statements of Revenue and Expenditures to January 31, 2005 were distributed to the Commission for their perusal at a later time. Chair Chaulk stated that if anyone had any questions, the Clerk Treasurer would be happy to answer them.

5. PROPOSED DATES

The Commission approved the following proposed dates:

- Nomination Day – April 20, 2005
- Annual Meeting – May 30, 2005
- Election of Commissioners – May 4, 2005

6. POLICIES FOR CONSIDERATION:

- Equal Employment Opportunity Policy

It was moved by Vice-Chair Lockhart, seconded by Commissioner Nicholson that the Equal Employment Opportunity Policy be recommended to the Commission for approval. MOTION CARRIED

- Orientation for New Employees Policy

It was moved by Commissioner Nicholson, seconded by Vice-Chair Lockhart that the Orientation for New Employees Policy be recommended to the Commission for approval with the following change: *Page 2, add Item 6: "This shall be carried out within the first two (2) days of employment, if possible"*. MOTION CARRIED

- Personnel Records Policy

**It was moved by Vice-Chair Lockhart, seconded by Commissioner Messom that the Personnel Records Policy be recommended to the Commission for approval with the following changes: *Page 1, delete the words, "Objectives. The objectives of the Personnel Files Policy will be to: 1."*
Page 1, Policy, item 1, third line after the word "New Minas," add the word "and"
Page 2, item 2, third line after the word "New Minas," add the word "and". MOTION CARRIED**

- Purchasing and Tendering Policy Revision

It was moved by Vice-Chair Lockhart, seconded by Commissioner Swanburg that the Purchasing and Tendering Policy, as revised, be recommended to the Commission for approval. MOTION CARRIED

7. WATER COMMISSION POLICIES FOR VIEWING

The Clerk presented the *Protocol for Disruptions of Water Quality* and *New Minas Wellfield Emergency Response Plan*, as approved by the New Minas Water Commission, for inclusion in the Village's Policies Booklet.

8. OTHER

- Clerk Treasurer's Response to Evaluation

Commissioner Swanburg requested that the Clerk Treasurer leave the meeting while her response to her Evaluation was discussed.

It was moved by Commissioner Nicholson, seconded by Commissioner Swanburg that this item be deferred to a Committee of the Whole meeting to be held immediately after the Commission meeting of March 14, 2005. MOTION CARRIED.

9. ADJOURNMENT

On motion of Commissioner Messom, the meeting adjourned.

Dave Chaulk, Chair

Terry Silver, Clerk Treasurer