

**UNAPPROVED MINUTES**  
**VILLAGE OF NEW MINAS**  
**REGULAR COMMISSION MEETING**  
**APRIL 19, 2004**  
**7:00 p.m.**

The regular meeting of the Village of New Minas Commission was held on April 19, 2004 at 7:00 p.m. in the Civic Centre.

**In Attendance:**

Chair Ted Nicholson  
Vice-Chair Marvin Messom  
Commissioner Sherry Swanburg  
Commissioner Wayne Merrill  
Commissioner Dave Chaulk  
Commission Solicitor Heidi Foshay-Kimball  
Clerk Treasurer Terry Silver

**Also In Attendance:**

Constable Gary Smith, New Minas Detachment RCMP  
Inspector David Brown, New Minas Detachment RCMP  
Lynn Spencer, Admin Assistant  
Jenn Coolen, Recreation Director  
Peter Pothier, Superintendent of Public Works  
Gerard Hamilton, Assistant Water Operator  
Greg Messom, Foreman  
Vince Shaw, Seasonal Employee  
Don Zwicker, New Minas Volunteer Fire Department  
Les Barrett, Citizen  
Rebecca Crouse, Citizen  
Representatives from Golf View Subdivision – Roy  
Batstone and Judy Foshay  
Gordon Kelly, Citizen

**Call to Order**

Chair Nicholson called the meeting to order and welcomed all those in attendance.

**Approval of Minutes:  
Regular Meeting March 8,  
2004 and Special Meeting  
April 1, 2004**

It was moved by Vice-Chair Messom, seconded by Commissioner Chaulk that the Minutes of the Regular Commission meeting of March 8, 2004 and the Special Meeting of April 1, 2004 be approved as circulated with the following changes: Page 1, change “Biern” to “*Bieren*”; change “Reporter from the Advertiser” to “*David Morse’s Office*”; Page 3, last para, last line, add “*be approved*”; page 4, second para, second line, change “an” to “*it be*”; page 7, last para, change “general feeling” to “*consensus of some of the members*”. MOTION CARRIED

**Additions/Deletions and  
Approval to the Agenda**

It was moved by Vice-Chair Messom, seconded by Commissioner Chaulk that the Agenda be approved as presented. MOTION CARRIED

**Presentation – Const.  
Gary Smith and Inspector  
David Brown, New Minas  
Detachment, RCMP**

Chair Nicholson welcomed Constable Gary Smith and Inspector David Brown of the New Minas Detachment of the RCMP. Constable Smith gave a presentation on the Citizens On Patrol Program sponsored by the RCMP. Inspector Brown presented the Annual Report of the New Minas Detachment (on record at the Village Office). After the presentations, questions were answered from the Commission table and audience.

Inspector Brown asked the Commission to consider any ideas and/or proposals which his department could incorporate into their Business Plan.

They were thanked for their informative presentation.

**Letter – Mr. Gordon  
Morse – Dan Watters  
Memorial Park**

A letter was read from Mr. Gordon Morse, President of the Golfview Homeowners Association (letter attached to original minutes). The Association is proposing to erect a brass plaque and officially name the park, located in Golfview Subdivision, in memory of the late Dan Watters. They are requesting the Commission’s consideration to complete the undeveloped area of the park.

**It was moved by Commissioner Merrill, seconded by Commissioner Swanburg, to support the Golfview Homeowners Association in their proposal to erect a plaque in memory of the late Dan Watters, and that the Commission look into completing the undeveloped area of the park at Golfview Subdivision. MOTION CARRIED**

This request will be forwarded to the Recreation Committee for consideration.

The Commission was advised that the signs currently erected at the Subdivision need to be improved or replaced, and the Commission will consider this request as well.

### **Business Arising from the Minutes**

- (a) **Policies: Provision for Work Clothing and Safety Equipment** It was moved by Commissioner Chaulk, seconded by Commissioner Swanburg that the Policy for the Provision for Work Clothing and Safety Equipment be approved as presented with one change: “Seasonal Workwear (pants or overalls) (Not to exceed \$160 per annum) to read: *“Seasonal Workwear (pants or overalls) (Not to exceed \$100 per annum).* MOTION CARRIED
- (b) **Vacation Policy** It was moved by Vice-Chair Messom, seconded by Commissioner Merrill, that the Vacation Policy be approved as presented. MOTION CARRIED
- (c) **Travel Policy** It was moved by Commissioner Chaulk, seconded by Commissioner Swanburg, that the Travel Policy be approved with the following changes: Page 2, second para, line five, remove the words “the maximum of the equivalent economy air fare” and add the words *“the lesser of the economy air fare and the mileage rate”*; Page 2, third para, line 2 add: *“/commissioners”*; page 3, second para, line three, remove the word “no”; page 3 last para, line two, remove the word “not”. MOTION CARRIED

**Committee Reports:**

(a) **Recreation Advisory Committee** It was moved by Commissioner Chaulk, seconded by Commissioner Merrill that approval be granted to the Recreation Advisory Committee to reduce the membership on the Recreation Advisory Committee from eight (8) to seven (7). **MOTION CARRIED**

(b) **Water Commission** Vice-Chair Messom advised that there were no motions from the Water Commission meeting.

**It was moved by Vice-Chair Messom, seconded by Commissioner Merrill that the report of the Water Commission be approved as stated. MOTION CARRIED**

c) **Area Advisory Committee**

Commissioner Swanburg read the report of the Area Advisory Committee (attached to the original minutes).

**It was moved by Commissioner Swanburg, seconded by Vice-Chair Messom to accept the Area Advisory Committee report. MOTION CARRIED**

**New Business**

(a) **Debenture Approval, Royal Bank**

Clerk Silver gave a written and verbal report with regard to the Agreement between the Royal Bank and the Village of New Minas, and Village of New Minas Water Commission, for Debenture Funding and Combined Account Balances.

**It was moved by Vice-Chair Messom, seconded by Commissioner Merrill, that it be resolved to renew the Agreements with the Royal Bank of Canada for Debenture Funding and Combined Account Balances for 2004/2005, as recommended by the Clerk Treasurer. MOTION CARRIED**

(b) **National Post Article**

Chair Nicholson gave background information on two articles printed in the National Post and offered copies of the articles for viewing.

(c) **New Minas District Lions Club Letter**

Chair Nicholson read a letter from the New Minas District Lions Club, which advised of their inability to build the New Minas Princess Float this year (copy of letter attached to original minutes). The Chair stated that the

timing of the advice was very unfortunate. He advised the problem was turned over to Jenn Coolen, Recreation Director, and was pleased to announce that the New Minas Volunteer Fire Department has very graciously offered to build the float for our Princess.

Commissioner Merrill commended Jenn Coolen for her quick action, and on a good job accomplished.

Clerk Silver advised she had spoken with Mr. Cox of the Lion's Club and was advised that this decision was for the current year, and the Lions Club might consider building the float another year.

(d) **County Council Representative – Voice for Village**

Chair Nicholson recommended that, since the passing of the late Dan Watters the Commission does not have a County Councillor in its district. Commissioner Swanburg noted that Janet Newton is attending the Area Advisory Committee meetings. Chair Nicholson volunteered to attend the Kings County Council meetings until there is a Councillor elected for the New Minas district in the October election.

(e) **Posting of Agenda for Commission Meetings – Vice Chair Messom**

**It was moved by Vice-Chair Messom, seconded by Commissioner Chaulk, that the cut-off time for items to be placed on the Agenda for each Regular Commission meeting be the Monday morning of the week prior to the Commission Meeting, and the Agenda be distributed by the end of that day.**  
**MOTION CARRIED**

(f) **Department of Transportation – Fixing Holes in/around Commercial Street – Commissioner Swanburg**

Commissioner Swanburg noted that there are some very severe potholes on Department of Transportation streets in New Minas, and was concerned that they might be neglected. Commissioner Messom stated that the DOT routinely patch pot holes in the spring; in fact, some cold patching has already taken place. It was noted that in the past, most of the patching is complete prior to the Apple Blossom weekend. It was suggested that concerned Commissioners and citizens contact the Department of Transportation and David Morse with their concerns.

(g) **Questions to Admin by Commissioner Swanburg**

- **Civic Centre Security Costs** – Commissioner Swanburg requested amounts for the cost to the Commission with regard to the Civic Centre Security System. Clerk Silver advised that the

costs were \$75.00 to install the split window, and \$128.00 to reinstall the panic button at the front desk and reactivate the alarm system, which was deactivated prior to current staff being hired.

- Extra Phone Line – Commissioner Swanburg advised that she had just learned that the Clerk Treasurer had a separate telephone line and was concerned that the general public would not have ready access to the Clerk's office. Clerk Silver advised that the new phone system was approved by the Commission last summer and was installed in November, prior to her being employed. She stated that the public has excellent access to her office as well as all the offices. All staff can answer any incoming call and transfer easily to any Village office. She apologized for not having informed the Commissioners specifically of her direct number.
- List of Accounts for Approval – Commissioner Swanburg stated that she had not seen a list of Accounts Payables in the last couple of months, and asked why this procedure has suddenly stopped. Clerk Silver advised that she has never produced this report since she came in November; The Commission had stopped receiving them in October 2003. After speaking with Mr. Ramsay, she learned that the reason the report is no longer produced is because the Commission agreed at that time that with the implementation of the Tendering and Purchasing Policy, the authority for purchasing was left with the Department Heads and Clerk Treasurer, with the Commission having the authority to approve the budgets. Commissioner Swanburg said as an elected official she felt she had the right to have this list and requested that a copy be placed in her box. The Clerk advised that the report was very easy to produce with the push of a button with the new Munisoft program, and asked for authorization to allow this report to be released from the Village Office. Commissioner Swanburg stated she felt that she was being blocked from receiving information she was entitled to. The Chair stated that she was most definitely not being refused any information to which she was entitled. The Clerk clarified to Commissioner Swanburg that she has

access to all the information on the report, but wanted authorization from the Commission as to whether the report is to leave the office. Commissioner Merrill and Chaulk stated they had no objection to releasing the report to be taken outside the Village Office, provided there were no sensitive items shown on the report. Commissioner Merrill requested the Clerk to investigate the Federal Freedom of Information and Protection of Privacy Act to make sure there were no violations. Clerk Silver agreed that the report will be produced at the end of April after the bills are paid, and will be made available in the office for all of the Commissioners to view. If there are no restrictions with regard to releasing the report outside the Village Office, the Commissioners will be advised of this.

- During the somewhat heated discussions on this topic, Commissioner Swanburg requested that the Chair call Commissioner Merrill out of order for the use of a distasteful word. Chair Nicholson did so and Commissioner Merrill apologized to the Chair for the slip.

**(h) Definition of In Camera/Special Meetings**

Commissioner Swanburg advised she was still not clear on the definition of In Camera Meetings and Special Meetings. Clerk Silver referred to her report on this and explained the difference. Commissioner Swanburg said she would read the Clerk's interpretations of the definitions and discuss it at a later date if necessary.

**(i) Tendering Policy – Legal Services**

Commissioner Swanburg spoke about the Commission's motion at the March meeting to extend the legal services of the current law firm until all pending legal issues are removed. She stated that the Commission's Tendering Policy clearly states that Legal Services will be tendered every three years and suggested that the Commission is going against its policy. The Chair requested the Commission's permission to defer this item to the next Regular Commission meeting, and the members agreed.

**(j) Annual Meeting Date**

Commissioner Swanburg requested a date for the Annual Meeting and was advised it would be May 10<sup>th</sup>, 2004 at 8:00 p.m.. This will be advertised, as is the normal practice.

**Public Discussion Period**

Ms. Crouse asked the status of the proposal to develop a skate park in New Minas. Chair Nicholson requested an answer from Jenn Coolen who advised that the proposal will be on the Recreation Committee agenda and from there any referral will be brought to the Commission. Ms. Crouse thanked Jenn for her response.

Commissioner Swanburg stated that Jack Hershey was wondering if a decision was made with regard to the luncheon for the Apple Blossom Princesses after the Parade. Chair Nicholson referred the question to Jenn Coolen. Jenn stated that she was waiting for Chair Nicholson to pass along the written proposal that Mr. Hershey submitted to him. Once she receives this, she will then call Mr. Hershey to compare the different types of dishes available.

**Adjournment**

**On motion of Commissioner Merrill, the meeting adjourned.**

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Ted Nicholson, Chair

Terry Silver, Clerk Treasurer