



**Village of New Minas**  
Commission Meeting  
February 13, 2023 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**APPROVED MINUTES**

**Commissioners Present:**

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe
- Debra Windle-Smith

**Commissioners Absent:**

- Quentin Hill (with regrets)

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO (via Zoom)
- Laura Jacobs, Active Living Coordinator

**Others Present:**

- Donna Randell (via Zoom)

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:01pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the February 13, 2023 Commission Meeting be approved as circulated.

**M/James Redmond**

**S/Debra Windle-Smith**

**Motion Carried**

**3. Disclosure of Conflict of Interest:**

No conflicts of interest were declared.

**4. Approval of Minutes:**

- a. January 9, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the January 9, 2023 Village Commission Meeting be approved as circulated.

**M/James Redmond  
S/Debra Windle-Smith  
Motion Carried**

**5. Business Arising from Minutes:**

- a. January 9, 2023 Village Commission Meeting

There was no business arising from the January 9, 2023 minutes.

**6. Comments from the Chair:**

The Chair had no comments.

**7. Public Input Specific to Agenda Topics:**

There was no public input.

**8. Committee Reports:**

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the February 13, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the February 13, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

**M/Mary Munroe  
S/James Redmond  
Motion Carried**

- b. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the February 13, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Finance & Audit Committee be received as included in the February 13, 2023 Commission agenda package and as verbally summarized by Dave Chalk.

**M/James Redmond**  
**S/Debra Windle-Smith**  
**Motion Carried**

c. Joint Accessibility Advisory Committee

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the February 13, 2023 Commission agenda package.

**M/James Redmond**  
**S/Mary Munroe**  
**Motion Carried**

d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the February 13, 2023 Commission agenda package.

e. Regional Sewer Committee

James Redmond provided a verbal summary of the written report and draft minutes included in the February 13, 2023 Commission agenda package.

Motion:

THAT the New Minas Water Commission and Regional Sewer Committee reports be received as included in the February 13, 2023 Commission agenda package and as verbally summarized by James Redmond.

**M/James Redmond**  
**S/Mary Munroe**  
**Motion Carried**

**9. Staff Reports:**

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the February 13, 2023 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Manager of Municipal Operations — Report included in package
- c. Manager of Finance — Report included in package
- d. Director of Recreation & Community Development — Report included in package
- e. Active Living Coordinator — Report included in package

Motion:

THAT the Staff Reports be received as included in the February 13, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

**M/James Redmond**  
**S/Debra Windle-Smith**  
**Motion Carried**

**10. New Business:**

a. Active Living Strategy

The Active Living Coordinator presented the new Active Living Strategy included in the February 13, 2023 Commission agenda package.

Motion:

THAT the Village Commission approve the Active Living Strategy, as included in the February 13, 2023 Commission agenda package.

**M/Debra Windle-Smith**  
**S/James Redmond**  
**Motion Carried**

b. Update to Staff Policy Manual — Section 41

The Clerk Treasurer/CAO presented the request for decision included in the February 13, 2023 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended updates to Section 41 of the Village's Staff Policy Manual, as included in the February 13, 2023 agenda package.

**M/James Redmond**  
**S/Mary Munroe**  
**Motion Carried**

c. Update to Staff Policy Manual — Cell Phones in the Workplace

The Clerk Treasurer/CAO presented the request for decision included in the February 13, 2023 Commission agenda package.

Motion:

THAT the Village Commission approve the addition of the "Cell Phones in the Workplace" section to the Village's Staff Policy Manual, as included in the February 13, 2023 agenda package.

**M/James Redmond  
S/Mary Munroe  
Motion Carried**

d. Update to Beautification Committee Terms of Reference

The Clerk Treasurer/CAO presented the proposed updates to the Beautification Committee Terms of Reference included in the February 13, 2023 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended updates to the Beautification Committee Terms of Reference, as included in the February 13, 2023 agenda package.

**M/Mary Munroe  
S/Debra Windle-Smith  
Motion Carried**

**11. Correspondence:**

There was no correspondence.

**12. Other Business:**

There was no other business.

**13. General Public Input:**

There was no public input.

**14. Closed Session:**

a. Personnel Matters

At 7:47pm, the Commission adjourned to move into closed session to discuss personnel matters, in accordance with Section 22 (2) (c) of the MGA.

Motion:

THAT the Commission adjourn to move into closed session.

**M/James Redmond  
S/Debra Windle-Smith  
Motion Carried**

**15. Adjournment:**

The Regular Commission meeting reconvened at 8:00pm. There being no further business, Dave Chaulk called for a motion to adjourn at 8:00pm.

Motion:

THAT the meeting be adjourned.

**M/James Redmond**

**S/Debra Windle-Smith**

**Motion Carried**