



**Village of New Minas**  
Minutes of Special Commission Meeting  
Tuesday September 6, 2022 @ 3:30 PM  
Commission Room, LMCC  
New Minas, Nova Scotia

**Commissioners Present:**

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe, Commissioner
- Quentin Hill, Commissioner
- Debra Windle-Smith, Commissioner elect

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO

**Others Present:**

- Laura Morrison
- Blanchard Smith

**1. Call to Order:**

Chair Dave Chaulk called the meeting to order at 3:31 pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the September 6, 2022 Special Commission be approved as circulated.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**3. Oath of Office for July 23, 2022 Election**

The Clerk Treasurer/CAO advised the Commission that he is not yet an appointed Commissioner to administer oaths. He introduced Laura Morrison, the Clerk for the Town of Wolfville, who has been appointed as a Commissioner to administer oaths. Pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia, Laura has been granted all necessary authority under the aforementioned act. As such, she has the authority to administer the Oath of Office, either by swearing or affirmation, for the July 23<sup>rd</sup> election.

Laura Morrison, acting as a Commissioner under the *Act*, administered the Oath of Office to Debra Windle-Smith, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. The signed Oath of Office certificate has been attached to the Minutes of the Meeting.

Following the swearing-in of Commissioner Windle-Smith, Dave Chaulk commented that in the future the period between the election and administration of the oath of office should not be as long as it was this time. The Clerk Treasurer/CAO indicated that this adjustment will be made after future elections.

#### **4. Election of Village Commission Chair and Vice-Chair**

The Chair directed the Clerk Treasurer/CAO to administer the election process for Chair for a term to commence at the conclusion of this meeting and lasting until the first meeting after the next election for Village Commission, at which time a new Chair and Vice-Chair shall be elected. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Village Commission. A nomination was received for Dave Chaulk, who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission. The Clerk Treasurer/CAO issued a Third and Final Call for nominations for the position of Chair of the New Minas Village Commission. No additional nominations were received.

Motion:

THAT Dave Chaulk be appointed Chair of the New Minas Village Commission.

**M/James Redmond**

**S/Quentin Hill**

**CARRIED**

The Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Village Commission. A nomination was received for James Redmond, who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Village Commission. The Chair issued a Third and Final Call for nominations for the position of Vice Chair of the New Minas Village Commission. No additional nominations were received.

Motion:

THAT James Redmond be appointed Vice-Chair of the New Minas Village Commission.

**M/Quentin Hill**

**S/Mary Munroe**

**CARRIED**

**5. New Business:**

a. Appointment for Beautification Committee

The Chair issued a First Call for nominations to fill the current vacancy for a Commissioner member for the Beautification Committee for the remainder of its term (ending August 31, 2023). A nomination was received for Debra Windle-Smith, who confirmed her acceptance of the nomination.

Motion:

THAT Debra Windle-Smith be appointed to the Beautification Committee as a Commissioner member for the remainder of the term ending on August 31, 2023.

**M/Mary Munroe**

**S/Quentin Hill**

**Motion Carried**

**6. Public Remarks:**

None.

**7. Adjournment:**

Motion:

**M/James Redmond**

THAT the meeting be adjourned at 3:40 pm.



## Oath of Office

I, Debra Windle-Smith, swear and solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors, according to law;

And that I am duly qualified as required by law for the office of Commissioner of the Village of New Minas;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

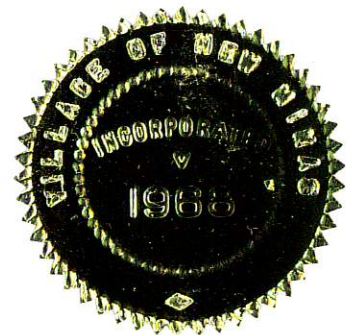
And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Signature

Sworn (or affirmed) at New Minas  
in the County of Kings  
this 6<sup>th</sup> day of September, 2022, before me

Laura Morrison  
Commissioner of Oaths

Laura Morrison  
A Commissioner of the Supreme  
Court of Nova Scotia



Tim Bouter  
Clerk Treasurer/CAO