



**Village of New Minas**  
Commission Meeting  
September 12, 2022 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**APPROVED MINUTES**

**Commissioners Present:**

- James Redmond, Vice Chair
- Mary Munroe
- Quentin Hill (via Zoom)
- Debra Windle-Smith

**Commissioners Absent:**

- Dave Chaulk, Chair (absent with regrets)

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO

**Others Present:**

- Jim Winsor, County Councillor
- Donna Randell (via Zoom)

**1. Call to Order:**

Vice Chair James Redmond called the meeting to order at 7:07pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Mary Munroe requested an addition to the agenda, to discuss the painting of New Minas crosswalks and a crosswalk concern raised by a resident at the intersection of Dow Road and Commercial Street.

Motion:

THAT the Agenda for the September 12, 2022 Commission Meeting be approved as circulated with the addition of item 10. h. New Minas Crosswalks.

**M/Debra Windle-Smith**

**S/Mary Munroe**

**Motion Carried**

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

No conflicts of interest were declared.

**4. Approval of Minutes:**

- a. July 11, 2022 Regular Village Commission Meeting

Motion:

THAT the Minutes for the July 11, 2022 Special Commission Meeting be approved as circulated.

**M/Mary Munroe**

**S/ Quentin Hill**

**Motion Carried**

- b. September 6, 2022 Special Village Commission Meeting

Motion:

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

**M/Debra Windle-Smith**

**S/Mary Munroe**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. July 11, 2022 Regular Village Commission Meeting

There was no business arising from the July 11, 2022 minutes.

- b. September 6, 2022 Special Village Commission Meeting

There was no business arising from the July 11, 2022 minutes.

**6. Comments from the Chair:**

Vice Chair James Redmond discussed the passing of Queen Elizabeth II and called for a moment of silence in Her Majesty's honour.

**7. Public Input**

Jim Winsor:

- Joint Council Meeting will be held on October 3, 2022 to discuss Regional Recreation Study.
- Public Participation Meeting will be held on September 12, 2022 to discuss draft New Minas Secondary Planning Strategy.
- Update on Greenwich Fire Department situation. The Municipality's intention is to stand by the decision that was originally made based on the consultant's recommendation.

**8. Committee Reports**

a. Beautification Committee

Mary Munroe provided a verbal summary of the written report included in the September 12, 2022 Commission agenda package.

f. Regional Sewer Committee

James Redmond provided a verbal summary of the written report included in the September 12, 2022 Commission agenda package.

Motion:

THAT the Committee Reports be received as attached to the September 12, 2022 Commission agenda package and as verbally summarized by the respective Commissioners.

**M/Mary Munroe**

**S/Quentin Hill**

**Motion Carried**

**9. Staff Reports**

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the September 12, 2022 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 attached to the September 12, 2022 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

**M/Mary Munroe**

**S/Debra Windle-Smith**

**Motion Carried**

**10. New Business:**

a. JAAC Citizen Appointments

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Motion #1:

THAT the Village of New Minas appoint Ben Brown as a citizen member on the Joint Accessibility Advisory Committee for a term running from July 5, 2022 to May 31, 2023.

**M/Quentin Hill**  
**S/Debra Windle-Smith**  
**Motion Carried**

Motion #2:

THAT the Village of New Minas appoint Alan Price as a citizen member representing the Western Region on the Joint Accessibility Advisory Committee for a term running from July 5, 2022 to May 31, 2023.

**M/Quentin Hill**  
**S/Debra Windle-Smith**  
**Motion Carried**

b. Co-operative Education Incentive — Administrative Assistant

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Motion:

THAT the Village Commission direct the Clerk Treasurer/CAO to apply for a co-op student position for an administrative assistant through Acadia University's Co-operative Education Incentive program for the winter 2023 term.

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

c. Kings County 4x4 Club — Thunder in the Valley Event

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Mary Munroe recommended changing the start time to 8:00am as a compromise, rather than 9:00am.

Motion:

THAT the Village Commission direct the Clerk Treasurer/CAO to provide a letter of support for the Thunder in the Valley Event, in favor of an exemption to the Municipality of the County of Kings Noise Control Bylaw for the dates of October 8 and 9, 2022 from 8:00am to 7:00pm.

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

d. Sidewalk Design Priorities

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Mary voiced safety concerns for Prospect Avenue, from Commercial Street to Perrier Drive. The Clerk Treasurer/CAO indicated that these concerns would be incorporated into the design for this section.

Motion:

THAT the Village Commission direct the Clerk Treasurer/CAO to complete the new sidewalk designs for Lockhart Drive (Jones Road to Civic #24), Commercial Street (Valley View Drive to Henny Penny's) and Commercial Street (Kentucky Court to Dow Road) for consideration in the 2023-24 Capital Budget.

**M/Quentin Hill**  
**S/Debra Windle-Smith**  
**Motion Carried**

e. Finance & Audit Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the September 12, 2022 Commission agenda package.

Motion #1:

THAT Dave Chaulk be appointed to the Finance & Audit Committee as a Commissioner member for the remainder of the term ending on March 31, 2023.

**M/Quentin Hill**  
**S/Debra Windle-Smith**  
**Motion Carried**

Motion #2:

THAT Quentin Hill be appointed to the Finance & Audit Committee as a Commissioner member for the remainder of the term ending on March 31, 2023.

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

Motion #3:

THAT Valerie Kneen-Teed be appointed to the Finance & Audit Committee as a citizen member for the remainder of the term ending on March 31, 2023.

**M/Quentin Hill**

**S/Debra Windle-Smith**

**Motion Carried**

- f. Citizen Appointment Vacancies: Finance & Audit Committee and Source Water Protection Committee

The Clerk Treasurer/CAO provided a verbal update on citizen appointment vacancies. The Finance & Audit Committee and the Source Water Protection Committee each have one vacancy for citizen appointments. These vacancies are currently being advertised on the Village's website and social media. The deadline for applications is September 30, 2022. Commissioners were asked to inform potential candidates of the vacancies.

- g. Abuse Policy (verbal update from Clerk Treasurer/CAO)

The Clerk Treasurer/CAO provided a verbal update on increased insurance requirements for abuse coverage. The Village is required to adopt an abuse policy addressing the topics of harassment, discrimination, physical abuse, sexual abuse, emotional abuse, verbal abuse, psychological abuse and neglect. The Village of Kingston has shared their draft policy with the Clerk Treasurer/CAO, which was in turn taken largely from the Town of Yarmouth's policy. The Clerk Treasurer/CAO will share the Village of Kinston's draft policy with Commissioners through email, with the intent of using the wording as the basis for a new abuse policy to be presented at the October Commission Meeting.

- h. New Minas Crosswalks

Mary Munroe discussed that crosswalks in the Village are normally painted in the summer, and expressed concern that they have not yet been completed this year. The faded lines are a safety concern. She also asked if different kinds of markings could be considered. The Clerk Treasurer/CAO replied that crosswalks must meet the standards of NS Public Works, and that a meeting with NS Public Works could be coordinated for further discussion.

Mary also discussed the safety of the crosswalk at Dow Road, and asked if rectangular rapid flashing beacons could be installed at that location. The Clerk Treasurer/CAO replied that this could also be included in a meeting with NS Public Works.

**11. Correspondence:**

James Redmond provided a verbal summary of the following correspondence included in the September 12, 2022 Commission agenda package:

- a. Kings County 4x4 Club — Thunder in the Valley Event

Motion:

THAT the correspondence be received as attached to the September 12, 2022 Commission agenda package and as verbally summarized.

**M/Quentin Hill**  
**S/Debra Windle-Smith**  
**Motion Carried**

**12. Public Input:**

Jim Winsor:

- Area Manager of NS Public Works is now Logan Webb.
- Municipality is engaging a consultant to review application process for building/development permits.

Donna Randell:

- Audio quality was better for this meeting than it ever has been in the past.

**13. Adjournment:**

There being no further business, Vice Chair James Redmond called for a motion to adjourn at 8:16pm.

Motion:

THAT the meeting be adjourned.

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