



**Village of New Minas**  
Commission Meeting  
November 12, 2024 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Commissioners Present:**

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

**Commissioners Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development

**Others Present:**

- Christina Sappington, District 8 Councillor
- Laura Mosher, Manager of Planning — Municipality of the County of Kings

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:00pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the November 12, 2024 Commission Meeting be approved as circulated.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

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

No conflicts of interest were declared.

**4. Approval of Minutes:**

- a. October 15, 2024 Village Commission Meeting

Motion:

THAT the Minutes for the October 15, 2024 Village Commission Meeting be approved as circulated.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. October 15, 2024 Village Commission Meeting

There was no business arising from the October 15, 2024 minutes.

**6. Comments from the Chair:**

Dave Chaulk congratulated Christina on being elected as the representative for District 8.

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

There was no public input.

**8. Committee Reports:**

- b. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the November 12, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Finance & Audit Committee be received as included in the November 12, 2024 Commission agenda package and as verbally summarized by Dave Chaulk.

**M/Quentin Hill**

**S/Debra Windle-Smith**

**Motion Carried**

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the November 12, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the November 12, 2024 Commission agenda package and as verbally summarized by James Redmond.

**M/James Redmond**  
**S/Quentin Hill**  
**Motion Carried**

e. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the November 12, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the November 12, 2024 Commission agenda package and as verbally summarized by James Redmond.

**M/James Redmond**  
**S/Quentin Hill**  
**Motion Carried**

**9. Staff Reports:**

The Clerk Treasurer/CAO, Director of Public Works and Director of Recreation & Community Development provided a verbal summary of the following written reports included in the November 12, 2024 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Director of Public Works — Report included in package
- c. Manager of Finance — Report included in package
- d. Director of Recreation & Community Development — Report included in package

Motion #1:

THAT the Clerk Treasurer/CAO Report be received as included in the November 12, 2024 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

Motion #2:

THAT the Manager of Finance Report be received as included in the November 12, 2024 Commission agenda package.

**M/ James Redmond**  
**S/Quentin Hill**

**Motion Carried**Motion #3:

THAT the Director of Public Works Report be received as included in the November 12, 2024 Commission agenda package and as verbally summarized by the Director of Public Works.

**M/ James Redmond****S/Quentin Hill****Motion Carried**Motion #4:

THAT the Director of Recreation & Community Development Report be received as included in the November 12, 2024 Commission agenda package and as verbally summarized by the Director of Recreation & Community Development.

**M/Debra Windle-Smith****S/James Redmond****Motion Carried****10. New Business:**

- a. Planning Application — multi-unit residential development on Old Dyke Road

Laura Mosher provided a presentation on a proposed multi-unit residential development on Old Dyke Road. In an effort to increase engagement with Villages, the Municipality has eliminated all Area Advisory Committees. All rezoning and development agreement applications will now be presented directly to the Village Commission. The application is to permit two multi-unit dwellings on PID 55209530 totalling 50 units through a development agreement. The Commission asked questions about process and environmental protection. The Clerk Treasurer/CAO noted that the Village has a sanitary sewer easement through the property and is currently working on a design project to increase the capacity of the sewer lines in this area. Detailed design of the sewer and water services will need to be submitted to the Village prior to permitting.

- b. Code of Conduct for Elected Officials of the Village of New Minas

The Clerk Treasurer/CAO summarized the Code of Conduct for Elected Officials included in the October 15, 2024 Commission agenda package. The province has recently published the Code of Conduct regulations and now Village Commissions are required to adopt the model code as prescribed. This must be done on or before December 19, 2024. Once adopted, each Commission will need to secure, appoint, and have on retainer, an investigator. The Clerk Treasurer/CAO mentioned that Howard Eaton has offered to act as the investigator for the Village of New Minas. Howard is a retired RCMP Officer with experience conducting investigations. TMC Law has also indicated that they can act as the investigator for the Village of New Minas, although there could be a possibility of conflicts of interest.

Motion #1:

**Whereas** the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Village Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and,

**Whereas** villages are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 408AB of the Municipal Government Act;

**Therefore be it resolved** that the Commissioners of the Village of New Minas hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of the Village of New Minas”.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Motion #2:

THAT Howard Eaton be appointed as the investigator under the Code of Conduct for Elected Officials of the Village of New Minas.

**M/Quentin Hill**

**S/Debra Windle-Smith**

**Motion Carried**

c. Growth and Renewal for Infrastructure Development (GRID) Program

The Clerk Treasurer/CAO summarized the new Growth and Renewal for Infrastructure Development (GRID) Program included in the November 12, 2024 Commission agenda package. The Department of Municipal Affairs and Housing has announced a call for applications under this Program, which are due by December 13, 2024. The GRID Program supports investments in priority infrastructure projects that address critical capacity issues, build more accessible and adaptable communities and enable the preservation and expansion of services for new housing development. The Forsythe Water Tower Refurbishment meets many of these targets. The 2025/26 capital expenditures for this project are eligible under the program, even though the tender has been awarded. The program provides funding for up to 50% of eligible project costs.

Motion:

THAT the Village Commission approve the Forsythe Water Reservoir Refurbishment as the Village of New Minas’ priority for application under the GRID Program.

**M/James Redmond**

**S/Debra Windle-Smith**

**Motion Carried**

d. Strategic Planning Update

Debra Windle-Smith provided a summary of the Strategic Planning meeting that took place on October 23, included in the November 12, 2024 Commission agenda package. The Working Group plans to meet more frequently in the next year to keep the momentum going. The Working Group is planning future outreach to elected officials and potential developers. There are many opportunities for infill development in the Village, and the long-term plan includes the development of New Minas South. Communication and Beautification initiatives also tie into strategic planning.

**11. Correspondence:**

There was no correspondence.

**12. Other Business:**

There was no other business.

**13. General Public Input:**

Christina Sappington:

- Amazing job with trunk-or-treat!
- Has questions about the demographics related to the proposed 50-unit development. It would be nice to have the information ahead of time in the agenda package.
- The new Mayor for the Municipality is David Corkum, and the new Deputy Mayor is Riley Peckford.
- Three Councillors will be appointed by the Mayor for the Nominating Committee. Committee membership will be established in the following month.

**14. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 8:16pm.

Motion:

THAT the meeting be adjourned.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**