



**Village of New Minas**  
Commission Meeting  
February 12, 2024 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**APPROVED 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

**Others Present:**

- Kevin Davison, Kings County District 8 Councillor (via Zoom)
- Donna Randell (via Zoom)

**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 February 12, 2024 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 8, 2024 Village Commission Meeting

Motion:

THAT the Minutes for the January 8, 2024 Village Commission Meeting be approved as circulated.

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

**5. Business Arising from Minutes:**

- a. January 8, 2024 Village Commission Meeting

There was no business arising from the January 8, 2024 minutes.

**6. Comments from the Chair:**

There were no comments from the Chair.

**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 12, 2024 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the February 12, 2024 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 12, 2024 Commission agenda package.

Motion:

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

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

d. New Minas Water Commission

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

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the February 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 February 12, 2024 Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the February 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 provided a verbal summary of the following written reports included in the February 12, 2024 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 12, 2024 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

**M/Quentin Hill**

**S/Debra Windle-Smith**

**Motion Carried**

**10. New Business:**

## a. Promotion of Economic Development

The Commission discussed various options for promoting economic development within the Village of New Minas. The Municipality of the County of Kings approved a new Economic Development Strategy at their December 5<sup>th</sup>, 2023 Council Meeting, which can also be found on their website on the "[Doing Business in Kings](#)" page. Partnering with the County will be an important part of this initiative. The Commission decided through consensus to task this work to the Strategic Planning working group.

## b. Active Living Coordinator Position

The Clerk Treasurer/CAO provided an update on the Active Living Coordinator position that is now vacant. A meeting with the Province is scheduled for February 13 to discuss options for this partnership with the Province, which will be brought back to the Commission for a final decision.

## c. Douglas Street Park

The Clerk Treasurer/CAO provided an update on the Douglas Street Park. The open space land that was thought to be available for a park is further to the south, and is more suitable for a trail connection to Highbury Road. The Commission directed the Clerk Treasurer/CAO to discuss this matter with Phil Jordan, to determine if there is an interest to work with the Village on a land transaction.

**11. Correspondence:**

## a. ANSV Staff Position

The Clerk Treasurer/CAO reviewed the letter included in the February 12, 2024 Commission agenda package with the Commission. The Commission is not comfortable with the current proposal, given the lack of financial details and proposed funding model based on taxable assessment. The Commission would support an initial one-year term funded by the Province to determine the benefits of the position to the ANSV and the Village of New Minas.

**12. Other Business:**

There was no other business.

**13. General Public Input:**

There was no general public input.

**14. Closed Session:**

a. Personnel Matters

At 7:55pm, the Commission adjourned to move into closed session to discuss a personnel matter, in accordance with Section 22 (2) (c) of the MGA.

Motion:

THAT the Commission adjourn to move into closed session.

**M/ James Redmond**

**S/ Quentin Hill**

**Motion Carried**

**15. Adjournment:**

The Regular Commission meeting reconvened at 8:12pm. Following an informal discussion of economic development opportunities (going back to Item 10a), Dave Chaulk called for a motion to adjourn at 8:30pm.

Motion:

THAT the meeting be adjourned.

**M/ Quentin Hill**

**S/ Mary Munroe**

**Motion Carried**