



**Village of New Minas**  
Commission Meeting  
April 11, 2023 @ 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:**

- Alicia Simms, Team Truro Buzz
- Jeff Kelly, Flower Cart
- Paul Randell, Flower Cart
- 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 April 11, 2023 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. March 13, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the March 13, 2023 Village Commission Meeting be approved as circulated.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. March 13, 2023 Village Commission Meeting

There was no business arising from the March 13, 2023 minutes.

**6. Comments from the Chair:**

There were no comments from the Chair.

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

Jeff Kelly spoke on behalf of the Flower Cart, thanking the Village for the capital contribution towards the connector path, and advocating for tax exemption for the new Flower Cart property.

**8. Team Truro Buzz Presentation:**

Alicia Simms gave a presentation about Team Truro Buzz, a company specializing in building community connection. Truro Buzz offers a wide variety of promotional services and training, from how to use social media for business to complete social media management for municipal units. They can work with staff on the planning and execution of everything that makes our village an amazing place to live, work or play, and how to showcase that to potential visitors. Truro Buzz also provides training so that existing staff can cover the unique perspective of our citizens across our social media channels.

**9. Committee Reports:**

- a. Beautification Committee

Mary Munroe provided a verbal summary of the written report and draft minutes included in the April 11, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Beautification Committee be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by Mary Munroe.

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

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the April 11, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

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

e. Regional Sewer Committee

James Redmond provided a verbal summary of the written report and draft minutes included in the April 11, 2023 Commission agenda package.

Motion:

THAT the approved and draft minutes for the Regional Sewer Committee be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by James Redmond.

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

**10. Staff Reports:**

The Clerk Treasurer/CAO provided a verbal summary of the following written reports included in the April 11, 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 April 11, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

**11. New Business:**

- a. Update to Bylaw 4 — Tax Exemption for Non Profit Organizations

The Clerk Treasurer/CAO presented the request for decision included in the April 11, 2023 Commission agenda package.

Motion:

THAT the Village Commission approve the recommended updates to Bylaw 4 outlined in Option 2, as included in the April 11, 2023 agenda package and as amended for 100% tax exemption for the new Flower Cart property.

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

- b. Special Committee for Strategic Planning

The Clerk Treasurer/CAO discussed options for a Special Committee to develop a Strategic Plan for the Village of New Minas. It was decided to wait until after the election to formally create the Special Committee. In the meantime, Quentin Hill and Debra Windle-Smith volunteered to work with senior staff in establishing resourcing needs and a timeline for project completion, which will be reported back to the Commission before the formal Committee is created.

- c. Microsoft Office 365

The Clerk Treasurer/CAO discussed the benefits of migrating to Microsoft Office 365. Additional research will be completed, and quotations from the existing service provider will be obtained for the Commission to make an informed decision.

**12. Correspondence:**

The Clerk Treasurer/CAO provided a verbal summary of the following correspondence included in the April 11, 2023 Commission agenda package:

- a. Flower Cart Tax Exemption Request

Motion:

THAT the correspondence be received as included in the April 11, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

**13. Other Business:**

There was no other business.

**14. General Public Input:**

There was no public input.

**15. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 8:01pm.

Motion:

THAT the meeting be adjourned.

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