



**Village of New Minas**  
Commission Meeting  
May 8, 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
- Laura Jacobs, Active Living Coordinator

**Others Present:**

- None

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:02pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the May 8, 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. April 11, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the April 11, 2023 Village Commission Meeting be approved as circulated.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

- b. April 20, 2023 Village Commission Meeting

Motion:

THAT the Minutes for the April 20, 2023 Village Commission Meeting be approved as circulated.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. April 11, 2023 Village Commission Meeting

There was no business arising from the April 11, 2023 minutes.

- b. April 20, 2023 Village Commission Meeting

There was no business arising from the April 20, 2023 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. Finance & Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the May 8, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Finance & Audit Committee be received as included in the May 8, 2023 Commission agenda package and as verbally summarized by Dave Chaulk.

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

c. Joint Accessibility Advisory Committee

Quentin Hill provided a verbal summary of the draft minutes included in the May 8, 2023 Commission agenda package.

Motion:

THAT the draft minutes for the Joint Accessibility Committee be received as included in the May 8, 2023 Commission agenda package and as verbally summarized by Quentin Hill.

**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 May 8, 2023 Commission agenda package.

Proposed Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the May 8, 2023 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 written report and draft minutes included in the May 8, 2023 Commission agenda package.

Motion:

THAT the written report and draft minutes for the Regional Sewer Committee be received as included in the May 8, 2023 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 May 8, 2023 Commission agenda package:

- a. Clerk Treasurer/CAO — 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 May 8, 2023 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

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

**10. New Business:**

- a. JAAC Appointments

The Clerk Treasurer/CAO presented the request for decision included in the May 8, 2023 Commission agenda package.

Motions:

- 1. THAT the Village Commission re-appoint Mike Bishop (Village of Kingston) and Andy Vermeulen (Village of Canning) as Village Commissioner Representatives on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023.

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

- 2. THAT the Village Commission appoint Rick Balsor (Village of Aylesford) as a Commissioner Representative on the Joint Accessibility Advisory Committee for the remainder of a three year term ending May 31, 2024.

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

3. THAT the Village Commission re-appoint Dino Wamboldt and Alan Price as the Citizen Representatives on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023.

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

4. THAT the Village Commission appoint Shelley Hopkins as a Citizen Representative on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023.

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

b. Finance & Audit Committee Appointments

The Clerk Treasurer/CAO presented the request for decision included in the May 8, 2023 Commission agenda package.

Motions:

1. THAT Dave Chaulk and Quentin Hill be re-appointed to the Finance & Audit Committee as a Commissioner members for the term ending on March 31, 2024.

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

2. THAT Valerie Kneen-Teed be re-appointed to the Finance & Audit Committee as a citizen member for the term ending on March 31, 2024.

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

c. Anti Racism Charter in Recreation

The Active Living Coordinator presented the Anti Racism Charter in Recreation. This charter is needed to specifically acknowledge and address the harm and exclusion caused by racism in recreation. A proactive and systemic approach is required to make recreation welcoming and inclusive for everyone in Nova Scotia.

Motion:

THAT the Village Commission endorse the signing and implementation of the Anti Racism Charter in Recreation.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

d. Kentville/New Minas Dog Park

The Clerk Treasurer/CAO provided an update on the Kentville/New Minas Dog Park, which is slated to open in June. The Town of Kentville has more capacity within their team for maintenance duties, and it would therefore be more feasible for the Village of New Minas to provide a yearly financial contribution towards the operation of the park. The yearly amount is estimated to be \$3,000 (beginning in 2024/25), and staff will keep track of the true costs and level of effort to maintain the park once it opens. This will inform a new line in the operating budget for 2024/25.

e. New Minas South Naming

Mary Munroe discussed concerns about naming used to describe the lands to the south of the 101, which were recently opened up for development through the New Minas SPS. The Clerk Treasurer/CAO confirmed that the majority of the area in question falls within the Village boundary, and as such is part of the Village of New Minas. The term New Minas South will likely be used as a geographical area descriptor, but this has nothing to do with legal boundaries.

f. Provincial Capital Assistance Program (PCAP) Funding Opportunity

The Clerk Treasurer provided an update on the PCAP funding opportunity. The Village received an email on May 8<sup>th</sup> informing municipalities that they can now apply for various provincial funding programs administered by the Department of Municipal Affairs and Housing, including the PCAP program. Applications are due on June 7<sup>th</sup>, and must include a resolution of council supporting the submission of the project for funding consideration under PCAP. SNC Lavalin prepared a Utility System Assessment for the Village as part of the New Minas SPS project. This report identified nine areas of sewer pipe that were modeled to be over 90% capacity. SNS Lavalin has recommended additional field work to install flow meters in these sections of pipe, which will be the next phase of the project. The actual hydraulic information will then be used to calibrate the model and determine which areas should proceed to detailed design. This will be followed by the detailed design phase.

Motion:

THAT the Village Commission instruct staff to submit an application for PCAP funding for the Collection System Line Replacements project.

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

**11. Correspondence:**

There was no correspondence.

**12. Other Business:**

Mary Munroe provided an update on a meeting with the Minister of Municipal Affairs and Housing about the history of the Village. The Province is interested in supporting efforts to promote the history of the Village, including further research into our First Nations and Acadian heritage. The consensus was to add this initiative to the upcoming Strategic Planning work.

**13. General Public Input:**

There was no public input.

**14. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 7:56pm.

Motion:

THAT the meeting be adjourned.

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