



**Village of New Minas**  
New Minas Water Commission  
July 23, 2024 @ 3:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
DRAFT MINUTES

**Members Present:**

- James Redmond, Commission Member & Chair
- Dave Chaulk, Commission Member & Vice Chair
- Mary Munroe, Commission Member
- Maynard Stevens, Citizen Member
- Bruce MacArthur, Citizen Member

**Members Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- Greg Messom, Utility Operator

**Others Present:**

- None

**1. Call to Order:**

The Clerk Treasurer/CAO called the meeting to order at 3:00pm, welcoming those in attendance.

**2. Oaths of Office**

The Clerk Treasurer/CAO advised the Commission that he is an appointed Commissioner of the Supreme Court of Nova Scotia pursuant to the *Notaries and Commissions Act* of the Province of Nova Scotia. As such, he has the authority to administer the Oaths of Office, either by swearing or affirmation, for the 2024 seats appointed by the Village Commission.

Acting as a Commissioner under the *Act*, the Clerk Treasurer/CAO administered the Oath of Office for Dave Chaulk, Maynard Stevens and Bruce MacArthur, in accordance with Section #407 (1) and (1A) of the *Municipal Government Act* and Section #147 of the *Municipal Elections Act*. The signed Oath of Office certificates have been attached to the Minutes of the Meeting.

**3. Election of Village Commission Chair and Vice-Chair**

The Clerk Treasurer/CAO administered the election process for Chair for a one-year term, in accordance with Bill No. 32 — An Act to Incorporate the New Minas Water Commission. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Water Commission. A nomination was received for James Redmond, who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

**Motion:**

THAT James Redmond be appointed Chair of the New Minas Water Commission.

**M/Bruce MacArthur****S/Maynard Stevens****Motion Carried**

The newly elected Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Water Commission. A nomination was received for Maynard Stevens, who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Water Commission, followed by a Third and Final Call. No additional nominations were received.

**Motion:**

THAT Maynard Stevens be appointed Vice Chair of the New Minas Water Commission.

**M/Dave Chaulk****S/Bruce MacArthur****Motion Carried****4. Approval of the Agenda:****Motion:**

THAT the Agenda for the July 23, 2024 Water Commission Meeting be approved as circulated.

**M/Dave Chaulk****S/Maynard Stevens****Motion Carried****5. Approval of Minutes:**

- a. May 28, 2024 Water Commission Meeting

**Motion:**

THAT the Minutes for the May 28, 2024 Water Commission Meeting be approved as circulated.

**M/Bruce MacArthur**  
**S/ Dave Chaulk**  
**Motion Carried**

**6. Business Arising from Minutes:**

- a. May 28, 2024 Water Commission Meeting

There was no business arising from the May 28, 2024 minutes.

**7. Comments from the Chair:**

There were no comments from the Chair.

**8. Staff Reports:**

- a. Water Operations Report

The Utility Operator provided a verbal summary of the Water Operations Report circulated prior to the July 23, 2024 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the July 23, 2024 Water Commission meeting and as verbally summarized by the Utility Operator.

**M/Maynard Stevens**  
**S/Bruce MacArthur**  
**Motion Carried**

**9. Capital Project Update**

The Clerk Treasurer/CAO and Utility Operator provided the following project updates:

- Materials have been delivered for sine wave filter project.
- Canaan Heights Booster Station safety improvements are underway. The discounted portable genset was sole sourced from Sansom Equipment, as discussed in the spring.
- Water Utility service vehicle expected to be delivered in August.
- Water Tank Refurbishment project expected to go to tender in August.

**10. Source Water Protection Plan**

The Clerk Treasurer/CAO informed the Water Commission that all comments have been received for the draft Source Water Protection Plan. CBCL is now working on some updates, which will be circulated to the members of the Source Water Protection Committee (SWPC). The intension is for the SWPC to meet in September for approval of the Plan.

**11. Correspondence:**

There was no correspondence.

**12. Other Business:**

There was no other business.

**13. Public Input:**

There was no public input.

**14. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 3:25pm.

Motion:

THAT the meeting be adjourned.

**M/Dave Chaulk**

**S/Maynard Stevens**

**Motion Carried**